



# **TOWN OF MELBOURNE BEACH**

## **SPECIAL TOWN COMMISSION MEETING**

**AUGUST 4, 2025**

**AGENDA PACKET**

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**AGENDA AUGUST 4, 2025**

**NEW BUSINESS**

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**Town of Melbourne Beach**  
**SPECIAL TOWN COMMISSION MEETING**  
**Monday, August 4, 2025 @ 5:00 pm**  
**COMMUNITY CENTER – 509 OCEAN AVENUE**  
  
**PUBLIC NOTICE**  
**AGENDA**

**Commission Members:**

Mayor Alison Dennington  
Vice Mayor Dawn Barlow  
Commissioner Robert Baldwin  
Commissioner Anna Butler  
Commissioner Tim Reed

**Staff Members:**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Town Clerk Amber Brown

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance and Moment of Silence**
- 4. Public Comment**  
After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda. Please remember to sign the sign-in sheet provided if you will be speaking at the meeting.
- 5. New Business**  
A. Presentations and consideration of the proposals from the RFP for Executive Search Services
- 6. Adjournment**

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, THE TOWN HEREBY ADVISES THE PUBLIC THAT: In order to appeal any decision made at this meeting, you will need a verbatim transcript of the proceedings. It will be your responsibility to ensure such a record is made. Such person must provide a method for recording the proceedings verbatim as the Town does not do so. In accordance with the Americans with Disability Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, at least 5 days prior to the meeting, contact the Office of the Town Clerk at (321) 724-5860 or Florida Relay System at 711.

**Proposal**

JUNE 27, 2025

BID NOTIFICATION NUMBER: 12298926

## **RFP Town Manager Executive Search Services**

**Town of Melbourne Beach, Florida**

**Submitted by:**

MICHELE MORAWSKI  
CLIENT SERVICES MANAGER  
790 FRONTAGE ROAD  
SUITE 213  
NORTHFIELD, IL 60093  
224.415.3791  
MMORAWSKI@MGT.US

TOWN OF MELBOURNE BEACH  
BID NO.12298926 | TOWN MANAGER EXECUTIVE SEARCH SERVICES  
JUNE 27, 2025

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# Cover Letter

June 27, 2025

Jennifer Kerr, Finance Director  
Town of Melbourne Beach  
507 Ocean Avenue  
Melbourne Beach, FL 32951



Dear Ms. Kerr:

As the nation's leading provider of executive recruitment and selection solutions, MGT Impact Solutions, LLC (MGT) is uniquely well qualified to partner with the Town of Melbourne ("Town") to exceed all your expectations on this Request for Proposals (RFP) for the Town Manager Executive Search Services project. MGT is the partner of choice for municipalities seeking a Town Manager who can lead with integrity, vision, and resilience. With deep expertise in public sector recruitment, a national reach, and firsthand familiarity with Florida's Sunshine Law, we bring the proven ability to deliver exceptional executive leaders efficiently, transparently, and with zero shortcuts.

**Headquartered in Tampa**, MGT brings a deep-rooted connection to Florida, along with a proven history of delivering successful executive recruitments across the state. Our extensive experience includes **Ponce Inlet's** Town Manager and City Manager placements in **Deerfield Beach, Lakeland, Miami Beach, and Fort Lauderdale**, matching each community with leaders who bring operational excellence and commitment to civic engagement.

Our Florida-based experience gives us a distinct advantage: familiarity with the state's municipal governance, Florida Sunshine Law, strong relationships within the regional talent pool, and a deep understanding of the qualities essential to thrive in Florida's dynamic public sector landscape.

In addition to Florida, we have successfully placed City, Town, and County Managers in various regions throughout the country from Virginia Beach, VA and Mecklenburg, NC to Troy, MI and Oshkosh, WI. ***Repeat engagements reflect the strength of our partnerships and long-term impact*** as demonstrated by multiple placements for clients such as Lake County, IL, Miami Beach, FL and Dallas, TX.

## HOW CAN WE SUPPORT YOU?

We understand the Town is seeking a highly qualified, experienced, and accountable executive to guide municipal operations and partner effectively with elected officials and the community. The following are the keys to our successful methodology:

- **Industry Leadership:** With 1,500 completed executive recruitment engagements in 45 states and a diverse range of communities, we're a proven leader in local government recruitment. Over 40% of our clients are repeat customers, and 94% rate our performance as **Outstanding**.
- **Subject Matter Expertise:** Our team includes former local government leaders, human resources experts, and industry veterans, ensuring that we understand the specific challenges and opportunities in government, education, and nonprofit sectors. We

## COVER LETTER

leverage our deep understanding of organizational culture and sector-specific needs to identify top-tier candidates who align with our clients' goals.

- **Top Talent, Guaranteed:** We use advanced recruitment strategies, including social media outreach and video interviews, to thoroughly vet candidates. Our Recruitment Brochures showcase in-depth knowledge of your community, and we conduct extensive reference checks and background searches to ensure we recommend the best fit.
- **True Partnership:** From start to finish, we collaborate closely with you. You'll have full access to candidate resumes, and we'll offer honest assessments to ensure the perfect match. Whether evaluating internal candidates or exploring non-traditional talent, we're committed to your complete satisfaction.
- **Flexible Solutions:** We offer customizable recruitment services to suit any budget, from Full Executive Searches to Limited Scope and Virtual Recruitments. Our proposal outlines the service scope that best meets your needs.

Our comprehensive and tailored executive recruitment services are designed to meet the unique needs of your organization. With a proven track record, a focus on quality, and a commitment to partnership, we ensure that every step of the process is handled with expertise and care. Whether you're seeking top-tier talent, exploring non-traditional candidates, or working within a specific budget, we are here to deliver the best fit for your organization. We look forward to working with you to find the ideal candidate who will drive success and elevate your community's leadership.

## MGT CONTACT INFORMATION

## MGT HEADQUARTERS

**MGT Impact Solutions, LLC**  
4320 West Kennedy Boulevard | Tampa, Florida 33609  
FEIN: 81-0890071 | [www.mgt.us](http://www.mgt.us)

## PROPOSAL CONTACT

**Michele Morawski, Client Services Manager**  
790 Frontage Road, Suite 213 | Northfield, IL 60093  
224.415.3791 | [mmorawski@mgt.us](mailto:mmorawski@mgt.us)

The following proposal has been tailored to your specifications and provides a detailed plan of how we will partner with you to meet your objectives. Thank you for the opportunity to present our qualifications to the Town of Melbourne. Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or [mmorawski@mgt.us](mailto:mmorawski@mgt.us).

Regards,



Patrick J. Dyer, Vice President  
*Authorized to bind the firm.*



# 1. Firm Experience & Project Personnel

## Firm Profile

### *Impacting communities for good.*

MGT brings **50 years** of experience driving positive social change and performance in education, government, nonprofits, and critical infrastructure/private industries through **assisting clients to strengthen their foundation, change systematically, and enable resiliencies for long-lasting change.** Since inception, MGT has significantly grown in size and capacity – working with state and local governments and education partners. Today, we bring a team of over **1,200 professionals** who offer in-depth market knowledge and understanding so we can hit the ground running.

MGT is a privately held, employee-owned and financially stable limited liability company with a deep roster of staff and a commitment to serving the public. Our clients care about addressing the world's most-pressing problems, and so do we. Their "why" is our why.

**What sets us apart** is our ability to customize and offer individualized support but also the resources of a larger infrastructure to enable flexibility in impacting to-scale. Throughout our history, MGT has successfully delivered more than **30,000 projects** through a thoughtful balance of balancing the "immediate" needs while changing systems to plan for future resilience and success.

## Our Commitment

MGT embraces the most complex challenges on the leadership agenda, with deep commitment, agility, and local expertise to make a measurable and profound impact. Simply stated, **We are impacting communities for good.**



## MGT | FIRST LOOK

**Name:** MGT Impact Solutions, LLC (MGT)

**Locations:** Headquarters in Tampa, FL; branch offices nationwide.

### Cooperative Contracts:

ASC 20-7359, 24-7484

OMNIA LS4612

TIPS 220601, 220802, 230105

TXShare 2024-019

**Structure:** Privately held, employee-owned, client-driven Limited Liability Company.

**Lines of Business:** Strategy and Implementation, Performance and Operations, IT Infrastructure, and Cyber Security and Resilience for public sector and commercial companies.

50  
years

1,200  
consultants

30,000  
projects



## 1. FIRM EXPERIENCE & PROJECT PERSONNEL

### DEFINED BY IMPACT

We recognize that local government leadership directly shapes the well-being, engagement, and quality of life for residents, visitors, and future generations. Our process is designed to identify leaders who are not only operationally strong but also deeply committed to transparent governance, inclusive community collaboration, and sustainable progress. For Melbourne Beach, our goal is to deliver a Town Manager who reflects the values of the community and will foster trust, accountability, and long-term resilience.



### MGT's Expertise

Our firm includes more than **1,200 professionals**, structured into the following primary groups, along with various internal infrastructure groups to support our operations and growth.



#### Strategy & Implementation

Working alongside an organization's C-suite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.



#### IT Infrastructure & Digital

We provide engineering expertise to modernize IT infrastructure and ensure your technology implementation is properly designed, integrated, modernized, and maintained.



#### Cyber Security & Resilience

From real-time, 24/7 monitoring to proactive threat detection and rapid incident response, we can give you the tools to heighten your network's security posture and keep it there.



#### Performance & Operations

Bridging the gap between strategy and enduring change, we support efficient revenue allocation, promote economic development, and create fairness in hiring and contracting systems.

### Human Capital Expertise

We support clients in addressing their most mission-critical human capital needs, with specialized expertise in executive recruitment, staffing solutions, and human resources consulting. With over 1,250 clients, 3,100 completed projects, and a 93% client satisfaction rate, MGT delivers tailored solutions to help organizations attract top talent, meet urgent short- or long-term staffing demands, support critical Information Technology (IT) project staffing needs, and strengthen their workforce strategies.

#### Contact:

**Senior Vice President Joellen Cademartori**, MGT's head of Human Capital, at [jcademartori@mgt.us](mailto:jcademartori@mgt.us) to schedule a complimentary consultation.

## 1. FIRM EXPERIENCE &amp; PROJECT PERSONNEL



## Our MGT Vision

To achieve our mission of being the social impact and performance leader in our industry, we are continuously improving to earn the privilege of being selected as our clients' partner of choice in the mission-critical domains we impact. By elevating education systems, managing and securing critical networks, solving complex human capital and fiscal problems, and advancing equity as a performance imperative, we can impact communities, for good through client partnership.

We deliver these solutions through our "three-point stance" of technology, education, and performance offerings. With our long-term vision of creating profound social impact through client performance, we seek out the "best of the best" to join us in our work supporting clients' top priorities.

## Markets we serve:

- Higher Education
- Prek-12
- Government
- Nonprofits
- Commercial Industries

### PEOPLE



We believe in the power of connecting people and ideas which solve mission-critical, complex challenges to foster a trusted connection with our clients...for life.

### PURPOSE



We are led by a transformative movement, fueled by people, innovation, and solutions designed to provide enduring opportunities for prosperity and well-being.

### PERFORMANCE




We partner with clients to advance learning outcomes, reduce operational costs, recover revenue, improve workflows, and provide resilient and hardened technology networks and infrastructure.

## 1. FIRM EXPERIENCE &amp; PROJECT PERSONNEL

## MGT's Differentiator: Full Suite of Services

## Cyber &amp; Network Solutions

Our Cyber Security and Network Security Solutions team offers a deep technical engineering bench of seasoned, certified experts, working in the "security trenches" in complex IT environments. For the Managed Detection and Response (MDR) solution, our Security Operations Center (SOC) doesn't sleep so our clients can. Our flagship, best-in-class managed firewall services are unparalleled. We detect, respond, and recover from cyber incidents proactively and harden our clients' security posture.

 **100** in-house certified engineers  
**24x7** NOC and SOC

## Human Capital Solutions

Our experts are former local government and school leaders who understand the challenges facing today's public sector organizations. We offer consulting, recruiting, and staffing solutions that include a full suite of human resources and management studies; executive recruitment services; and interim, managed, and outsourced staffing options. Our experts can assess your organizational culture, permanent and temporary staffing needs, and evaluate your systems and structures, all to maximize efficiency and effectiveness.

 **1,725+** interim employees placed  
**1,500+** executive recruitments  
**500+** consulting studies  
**In 48 states!**

## Education Solutions

We create recommendations for our educational clients that are reliable, actionable, and based on proven research and a thorough understanding of each district or system's program needs and long-term goals. Our team is led by former state education commissioners, district superintendents, school board members, principals, and teachers. Our partnerships have allowed clients to reinvest hundreds of millions of dollars back into the classroom.

 **50** million students served  
**38** state DOEs as clients

## Financial Solutions

Public agencies face increasing pressure to improve effectiveness and efficiency, while operating in a transparent and sustainable manner. We partner with government organizations, school districts, higher education institutions, and not-for-profits to help them achieve long-term success.

 **50+ years** of trusted relationships  
Proprietary software

## Economic Mobility Solutions

We help public sector clients address issues and challenges related to policies and practices which adversely impact economic mobility. We are one of the largest providers of disparity studies and other solutions designed to increase equitable and inclusive organizational outcomes.

 **225** disparity studies  
Assessments, training, & audits

## Public Affairs Solutions

Our team of former nationwide leaders in policy development and education leadership partner with our clients to provide business advisory and public opinion architecture solutions which lift up and evolve education ecosystems and impacts public policy programs.

 Global clientele  
Staff are former policy makers

## 1. FIRM EXPERIENCE &amp; PROJECT PERSONNEL

**Our Team**

*The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.*

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the Town's staffing needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced consultant, Jim Dinneen. He will act as your Recruitment Lead and the primary point of contact for this project. All Recruitment Leads are supported by the Vice President of Human Capital Solutions, a Recruitment Coordinator, and Reference Specialist. Depending on availability at the time a contract is awarded, MGT reserves the right to assign another Recruitment Lead to ensure the recruitment is completed within an appropriate time frame.

**RECRUITMENT LEAD & MAIN  
POINT OF CONTACT**
**JIM DINNEEN**

MGT Approved Independent  
Executive Recruiter  
386-846-2612  
JDinneen@mgt.us

With over 43 years of experience in the public sector, Jim spent over 23 years as a City or County Manager. In 2006, he became the County Manager of Volusia County, Florida, where he successfully provided crucial leadership until his retirement in 2018. Mr. Dinneen spent the previous 18 years in Dayton, Ohio where he advanced from Planner to Deputy Public Works/Director of Operations. He has over 26 years in executive leadership roles in Public Works, Solid Waste, Transportation, Budgeting, and Planning.

**CHARLENE STEVENS**

Vice President – Human Capital  
Solutions  
320-262-0303  
CStevens@mgt.us

With over 20 years in municipal management across Minnesota, Kansas, and Pennsylvania, Ms. Stevens has diverse experience in county, city, urban, suburban, and rural settings. She excels at building partnerships with varied stakeholders to create consensus and actionable plans. An esteemed leader, she's served as International City/County Management Association's (ICMA) Regional Vice President and held simultaneous positions on the boards of the League of Minnesota Cities and the Coalition of Greater Minnesota Cities.

**MARY JACOBS**

Director – Human Capital  
Solutions  
847-380-3240  
Mjacobs@mgt.us

Mary Jacobs boasts over 30 years in local government leadership, with 28 at city manager levels. She is a trained facilitator and communicator and's proficient in strategic and financial planning, having recruited numerous management professionals. She's presented at multiple conferences, including ICMA, American Case Management Association (ACMA), and various state and local entities.

**Resumes**

Biographies of our proposed consultants are provided on the following pages.



## 1. FIRM EXPERIENCE &amp; PROJECT PERSONNEL



## James Dinneen

### MGT Approved Independent Executive Recruiter



James Dinneen boasts over 43 years of distinguished experience in local government management. With more than 23 years serving as a City or County Manager, James has demonstrated expertise in executive leadership across various domains, including Public Works, Solid Waste, Transportation, Budgeting, and Planning.

#### Areas of Expertise

- Community Engagement
- Personnel Management
- Budgetary/Fiscal Management
- Labor Relations/Negotiations
- Reorganizations
- Economic Development
- Construction/Capital Project Management
- Strategic Planning

Throughout his illustrious career, James has excelled in executive recruitment, filling critical positions such as City/County Manager, CFO, Chief Science Officer, and Director-level roles in HR, IT, and Purchasing. His commitment to personalized service, evidenced by conducting face-to-face interviews with clients and stakeholders, underscores his dedication to client satisfaction. With a strong background in community engagement, personnel management, budgetary oversight, and strategic planning, James Dinneen stands as an industry leader in delivering innovative solutions for local governments.

#### Memberships & Affiliations

International City-County Management Association, Member  
Team Volusia Economic Development Corporation, Member  
Halifax Urban Ministries, Board Member

#### Education

- M.A., Public Administration, University of Dayton
- M.A., Urban and Regional Planning, Virginia Tech University
- B.A., Anthropology, University of Dayton
- Graduate of Senior Executive Program, John F. Kennedy School of Government, Harvard University

#### Professional Experience

MGT Impact Solutions, LLC, Approved Independent Executive Recruiter, 2019-Present

Volusia County, FL, County Manager, 2006-2018

City of Dayton, City Manager, 2002-2006

Montgomery County, Assistant County Administrator, 1995-2002;  
Director Department of Solid Waste, 1992-1995

City of Dayton, OH, Deputy Director of Public Works, 1985-1992;  
Superintendent of Fleet Management, 1982-1985; Senior Budget Analyst, 1978-1982; Department of Planning, 1975-1978

## 1. FIRM EXPERIENCE &amp; PROJECT PERSONNEL



**Charlene Stevens**  
Vice President



Charlene Stevens brings over 20 years of municipal management expertise to her role as Vice President at MGT. With a distinguished career that spans rural, suburban, and urban settings across Minnesota, Kansas, and Pennsylvania, Charlene has led more than 80 executive recruitments nationwide. Her experience includes significant roles in civic engagement, community visioning, workforce development, and downtown revitalization. Charlene is known for her professionalism and commitment to public service. She has held numerous leadership positions throughout her career and across the country. A dedicated mentor and advocate for inclusive environments, she excels in stakeholder engagement and has successfully managed projects involving park expansions, greenspace preservation, and workforce training initiatives.

Charlene leads MGT's Recruitment Services and directly conducts recruitments and general consulting services. She is a frequent speaker at state and national conferences.

#### Areas of Expertise

- Executive Recruitment
- Strategic Planning
- Civic Engagement
- Community Visioning
- Community Engagement
- Staff Mentoring Programs
- Stakeholder Engagement
- Park Expansions and Greenspace Preservation
- Workforce Training Initiatives
- Municipal Management

#### Education

- M.P.A., University of Kansas
- B.A., International Relations, Pomona College

#### Training & Instruction

- Instructor, International City and County Management Association (ICMA), Emerging Leaders Development Program and Mid-Career Institute
- Presenter and Speaker for ICMA, MCMA, and State Association and Affiliate Groups

#### Memberships & Affiliations

International City/County Manager Association (ICMA), Current Member, Past Regional Vice President, Past Committee and Task Force Chair

Minnesota City/County Managers Association (MCMA), Current Member

League of Minnesota Cities, Past Board Member

Coalition of Greater Minnesota Cities, Past Board Member

Women in Public Service Wichita/Sedgwick County, Kansas, Founding Member

#### Professional Experience

MGT Impact Solutions, LLC, Vice President, 2019-Present

City of Cottage Grove, MN, City Administrator, 2015-2018

City of Willmar, MN, City Administrator, 2011-2015

Sedgwick County, KS, Assistant County Manager, 2006-2011

Township of Lower Gwynedd, PA, Assistant Township Manager, 1999-2006

Township of Buckingham, PA, Assistant Township Manager, 1997-1999

City of Wichita, KS, Neighborhood Assistant, 1995-1996



## 1. FIRM EXPERIENCE &amp; PROJECT PERSONNEL



**Mary Jacobs**  
Director



Mary Jacobs is a Director at MGT, where she leads with a focus on strategic planning, organizational assessments, and succession planning. With nearly 30 years of leadership experience in local government, she has served in various high-profile roles, including Town Manager of Oro Valley, Arizona, and Assistant City Manager of Sierra Vista, Arizona. Mary is renowned for her strategic advisory skills and her ability to develop and implement comprehensive economic development strategies, foster community partnerships, and drive process improvement initiatives.

#### Areas of Expertise

- Strategic Planning
- Organizational Assessments
- Succession Planning
- Economic Development Strategies
- Process Improvement and Innovation
- Community Partnership Development
- Financial and Capital Planning
- Leadership and Team Development
- Training and Facilitation
- Public Administration
- Municipal Services Negotiation
- Employee Engagement and Development

#### Education

- M.P.A., University of Arizona
- Senior Executive Program, State and Local Government, Harvard Kennedy School
- B.A., Political Science, University of Arizona

#### Training & Instruction

- Presenter, Various Conference and Training Sessions for ICMA, ACMA, Arizona League of Cities and Towns, Arizona Women Leading Government, State Associations, & Community Groups
- Regular Guest Lecturer at University of Arizona MPA Classes

Throughout her career, Mary has demonstrated a commitment to supporting women and young professionals in the field, earning her a reputation as a respected executive. She has a robust network of professional connections across the U.S. and internationally, bolstered by her involvement with the International City/County Management Association and other professional organizations. Mary is also a trained facilitator and skilled communicator, adept at leading both government and non-profit organizations in developing strategic plans and organizational strategies.

Mary is a trained facilitator, excellent communicator, and skilled at leading both government and non-profit organizations in developing short- and long-term strategic plans, organizational strategies, and financial and capital plans.

#### Memberships & Affiliations

International City/County Management Association (ICMA), Current Member and Past Regional Vice President/Board Member.

Arizona City/County Management Association (ACMA), Past President and Board Member, ACMA Coach/Mentor and Recipient of the Catherine F. Connelly Outstanding Assistant City Manager Award in 2008

Campus Research Corporation, Current Chair and Board Member.

Wildland Fire Executive Council, Member. Appointed by the U.S. Secretaries of Interior and Agriculture to Serve as the National League of Cities' Representative

#### Professional Experience

MGT Impact Solutions, LLC, Director, 2023-Present

Town of Oro Valley, Town Manager, 2017-2022

City of Sierra Vista, Assistant City Manager, 2000-2017

Town of Barnstable, Assistant Town Manager, 1994-2000

Maricopa County Manager's Office, Administrative Support Manager, 1991-1993

Maricopa County Office of Organizational Development, Management Analyst, 1989-1991

## 1. FIRM EXPERIENCE &amp; PROJECT PERSONNEL

## Experience

*Our national executive search approach is built on a foundation of deep familiarity with both the state of Florida and the public sector industries we serve.*

With over 1,500 successful recruitments for cities, counties, special districts, and other governmental entities of all sizes throughout the country and specializing in finding visionary leaders who align with community goals and governance structures, MGT brings unmatched experience, insight, and a deep commitment to helping communities identify transformational leaders.

MGT's extensive experience recruiting top-tier executives throughout Florida gives us a deep understanding of the state's unique municipal landscape, governance structure, and community expectations. Our firm has successfully led Town and City Manager searches as well as key leadership placements across departments in Gainesville, Orlando, Pinellas County, and Deerfield Beach.

MGT's expertise in government sector talent acquisition is recognized as best in class. Our team of experts have been conducting recruitments of all types and complexities for more than 14 years. Our clients trust us again and again to help them find the right candidates for the job.

**experience across the state equips us with a strong understanding of Florida's public sector landscape, allowing us to quickly align with the Town's operational priorities, organizational culture, and expectations for effective long-term leadership.**



### Success Stories

**"The coordination by the consultant helped to alleviate the workload of Internal staff. Consultant was willing to customize the process based on the City's needs."**

From coastal towns to rapidly growing urban areas, we have partnered with Florida local governments to identify executive leaders who operate effectively within the requirements of Florida's Sunshine Law, maintain transparency in politically sensitive environments, and drive strategic outcomes. **Our extensive**

## Relevant Client List

A list of the clients we have had the pleasure of partnering with that complements the Town's recruitment request is provided in **Appendix A**.

## 2. Selection Methodology | Approach | Timeline

*A detailed plan specifically designed for you.*

### Project Understanding

The Town of Melbourne Beach operates under a Commission-Manager form of government, with a Mayor and four Commission Members. The Town Manager serves as the chief executive and administrative officer, overseeing day-to-day operations and directing all departments except the Town Attorney's office. This role includes coordinating service delivery, leading staff, supporting policy development, preparing the annual budget, and advising the Commission on the Town's financial condition, strategic priorities, and long-term planning needs.

This project is not simply about filling an executive vacancy, it is about identifying and securing a candidate who will align with the Town's values, enhance public trust, and support continued operational excellence across departments. Our team will begin by engaging with the Town Commission and key stakeholders to gain a comprehensive understanding of community priorities, organizational culture, and the expectations for this leadership role. We will use this insight to craft a targeted candidate profile and develop outreach materials that resonate with both active and passive candidates.

We will launch a national recruitment campaign, supported by direct outreach and strategic advertising, with a focus on identifying candidates who demonstrate successful leadership in similarly structured municipalities. Each applicant will undergo a rigorous evaluation process, including credential reviews, live video interviews conducted by our consultants, and reference and background checks.

### Proposed Work Plan

A typical recruitment and selection process requires a significant investment of time and effort. A substantial portion of this involves administrative tasks such as advertisement placement, reference checks, and candidate due diligence. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about recruitment.

## PHASE 1 POSITION ASSESSMENT, POSITION ANNOUNCEMENT, & BROCHURE

### Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture

## 2. SELECTION METHODOLOGY | APPROACH | TIMELINE

is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups), surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

### INFORMATION GATHERING

- One-on-one or group interviews with stakeholders identified by the Town.
- Community forums (in-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$195/hour plus actual expenses if incurred). One organizational survey is included. A Community Survey can be conducted for \$2,500. Community Forums are conducted as an optional service.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for Town review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

## PHASE 2 ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

### Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- MGT consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Town, focusing on:
  - Leadership and management skills.
  - Size of organization.
  - Experience in addressing challenges and opportunities also outlined in Phase 1.
  - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- Placement of the Position Announcement:
  - Public sector online Career Centers.
  - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.

## 2. SELECTION METHODOLOGY | APPROACH | TIMELINE

- MGT will provide the Town with a list of advertising options for approval.

### PHASE 3 CANDIDATE EVALUATION & SCREENING

#### Activities

Phase 3 will include the following steps:

- Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- Candidates will be narrowed down to those that meet the qualification criteria.
- Candidate evaluation process:
  - Completion of a questionnaire explaining prior work experience.
  - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate.
  - References provided by the candidate are contacted.
  - Internet/Social Media search conducted on each finalist candidate.

All resumes will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the Town's process is professional and well regarded by all who participate.

### PHASE 4 PRESENTATION OF RECOMMENDED CANDIDATES

#### Activities

Phase 4 will include the following steps:

- MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" resume for each candidate so that credentials are presented in a uniform way.
- The Town will receive a log of all applicants and may review resumes if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the Town to review the recruitment report and provide additional information on the candidates.

### PHASE 5 INTERVIEWING PROCESS & BACKGROUND SCREENING

#### Activities

Phase 5 will include MGT completing the following steps:

- Develop the first and second round interview questions for Town review and comment.
- Coordinate candidate travel and accommodations.



## 2. SELECTION METHODOLOGY | APPROACH | TIMELINE

- Provide Town with an electronic file that includes:
  - Candidates' credentials.
  - Set of questions with room for interviewers to make notes.
  - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.

Background screening will be conducted along with additional references contacted:

### MGT BACKGROUND SCREENING

✓ Social Security Trace & Verification	✓ County/Statewide Criminal Search
✓ US Federal Criminal Search	✓ Civil Search
✓ Verified Enhanced National Criminal Search	✓ Bankruptcy, Liens, and Judgements
– National Sex Offender Registry	✓ Motor Vehicle Record
– Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol	✓ Education Verification – All Degrees Earned
– Office of Foreign Assets Control (OFAC) Terrorist Database Search	<b>Optional:</b> Credit Report – Transunion with score (based on position and state laws)
– Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA)	<b>Optional:</b>
– All felonies and misdemeanors reported to the National Database	– Professional License Verification
	– Drug Screen
	– Employment Verification

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Town facilities.
- Interviews with senior staff.

## PHASE 6 APPOINTMENT OF CANDIDATE

### Activities

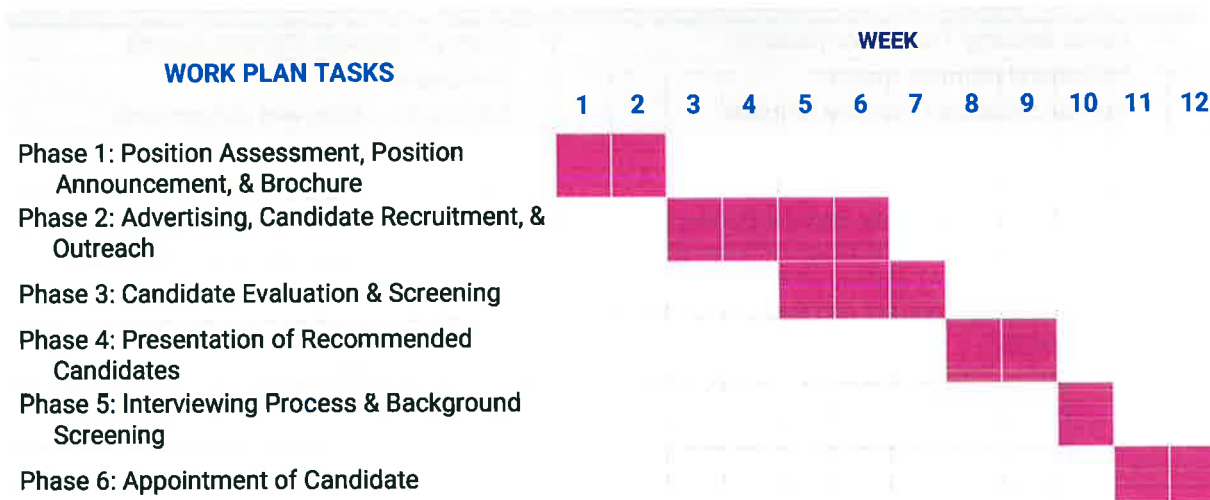
- MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.



## 2. SELECTION METHODOLOGY | APPROACH | TIMELINE

### Project Timeline

We understand and acknowledge the Town's desired timeframe for completing the recruitment and will structure our approach accordingly. While actual timelines can vary based on candidate availability and stakeholder coordination, our methodology is designed to support an efficient, well-organized process that aligns as closely as possible with the Town's expectations. Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 12 weeks of project initiation as illustrated below.



### Commitment to Diverse and Highly Qualified Applicant Pool in Recruitments

MGT is a recognized leader in consulting services, strategic planning, and organizational transformation that supports the development of inclusive and representative workplaces. We are committed to providing a diverse and highly qualified pool of candidates for our recruitments. Our experience working with a wide range of communities across the United States, as well as with organizations aiming to shift their internal cultures, plays a crucial role in the success of our projects. We have a track record for generating impactful ideas, delivering actionable insights, and turning innovative practices into effective operational strategies, helping clients lead meaningful change.

MGT is one of the nation's pioneering firms in conducting disparity research. These studies were among the first efforts to promote fairness and accountability within the public sector, especially in procurement. Since 1990, **MGT has completed more than 230 disparity studies for public agencies**. These efforts are designed to strengthen procurement operations, improve outcomes for historically underrepresented groups, and enhance participation of minority- and women-owned businesses. By analyzing policies, practices, and programs, clients are better positioned to improve access to economic opportunities and create stronger business and employment pipelines in communities that have faced systemic barriers.

Since its founding, MGT has consistently supported organizations that advocate for broader representation in local government through both volunteer engagement and financial contributions. These partnerships include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government, and CivicPride.

## 2. SELECTION METHODOLOGY | APPROACH | TIMELINE

Our team members have facilitated and presented on inclusive leadership topics at the International City and County Management Association conference and state conferences. Our employees and consultants have participated in training such as Implicit Bias Workshops. We also offer a curated list of related learning resources on our website at [mgt.us](http://mgt.us).

MGT has partnered with the consulting arm of the National Forum for Black Public Administrators, i4x, to assist in recruitment and selection efforts in several cities, including Toledo, OH; Fort Collins, CO; Ann Arbor, MI; Oakland, MI; Atlanta, GA; Arlington, TX; and Dallas, TX. This collaboration underscores our shared commitment to broadening representation and ensuring that leadership in local government reflects the communities being served.

### MGT's Recommendations to RECRUIT and Retain Top Talent

**RESPONSIVE: ROLL OUT THE WELCOME MAT!** Candidates may struggle with relocating for a new position as well as being concerned about the “fit” with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

**ENCOURAGING:** Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider “up and coming” candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

**COMPETITIVE:** Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

**RESOURCEFUL:** Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully assess requirements such as Certified Public Accountant (CPA), Professional Engineer, and others that will limit your talent pool – consider using the word “ideally” or “preferably.”

**UNDERSTANDING:** These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

**INNOVATIVE:** Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. MGT will assist you in being as innovative as possible in your outreach.

**TRANSPARENT:** Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information. If we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.

## 3. References

### *A leader in local government recruitment and selection.*

More than one-third of the organizations served by MGT have contracted for multiple projects; we feel repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.

#### **DEERFIELD BEACH, FL**

**Jacqui Lindsay, Director of Human Resources & Risk Management**  
**150 NE 2nd Avenue | Deerfield Beach, FL 33441**  
**954 480-4260 | jlindsay@deerfield-beach.com**

MGT provided recruitment and selection services for the following positions:

- City Manager, 2024
- Director of Parks & Recreation, 2023
- Director of Human Resources, 2023
- Assistant City Manager, 2022
- Purchasing Manager, 2022
- Director of Parks and Recreation, 2021
- Assistant Senior Services Director, 2016

#### **FORT LAUDERDALE, FL**

**Kristin Milligan, Deputy Director of Human Resources**  
**100 North Andrews Ave | Fort Lauderdale, FL 33301**  
**954-828-5735 | kmilligan@fortlauderdale.gov**

MGT provided recruitment and selection services for the City Manager in 2024.

#### **MIAMI BEACH, FL**

**Eric Carpenter, City Manager**  
**1700 Convention Center Drive | Miami Beach, FL 33139**  
**305-673-7010 | ericcarpenter@miamibeachfl.gov**  
**Ramon Suarez, Human Resources Recruiting Manager**  
**305-673-7000 ext. 26395 | ramonsuarez@miamibeachfl.gov**

MGT provided recruitment and selection services for the following positions:

- Economic Development Director, 2025 (in-progress)
- City Manager, 2024
- Facilities & Fleet Management Director 2024

#### **PINELLAS COUNTY, FL**

**Barry Burton, County Administrator**  
**315 Court Street | Clearwater, FL 33756**  
**727-464-3485 | bburton@pinellascounty.org**  
**Jill Silverboard, Deputy County Administrator/Chief of Staff**  
**727-464-3485 | jsilverboard@pinellas.gov**

MGT provided recruitment and selection services for the following positions:

### 3. REFERENCES

- Assistant County Administrator, 2024
- Chief Human Resources Officer, 2024
- Financial Manager, Utilities Department - Professional Outreach, 2023
- Director of Building & Development Review Services, 2022
- Director of Office Management and Budget, 2021
- Human Resources Director, 2020
- Assistant County Administrator, 2020
- Deputy County Administrator/Chief of Staff, 2019

#### **RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY, FL**

**Sherley Desir, Office Administrator**

**600 W. Blue Heron Blvd, Suite C-225 | Riviera Beach, FL 33404**

**561-844-3408 | sdesir@rbkra.com**

MGT provided recruitment and selection services for the following positions:

- Executive Director, 2024
- Executive Director, 2020

#### **BOCA RATON, FL**

**Danielle Olson, Human Resources Director**

**201 West Palmetto Park Road | Boca Raton, FL 33432**

**561-393-7805 | DOlson@ci.boca-raton.fl.us**

**Chrissy Gibson, Assistant City Manager cgibson@myboca.us 561-617-6608**

MGT provided recruitment and selection services for the following positions:

- Financial Services Director - Professional Outreach, 2023
- Deputy Director, Development Services - Virtual, 2023
- City Attorney – 2024

#### **ORLANDO, FL**

**Ana Palenzuela, Human Resources Director**

**400 South Orange Ave. | Orlando, FL 32802**

**407-246-2057 | ana.palenzuela@cityoforlando.net**

MGT provided recruitment and selection services for the following positions:

- Water Reclamation Division Manager, 2024
- Compensation Manager - Professional Outreach, 2023
- Director of Public Works, 2022
- Fire Chief, 2022

### 3. REFERENCES

## Why Choose MGT?

- ✓ **Unparalleled Expertise and Level of Service.** With 1,500 completed executive recruitment engagements in 45 states and a diverse range of communities, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – Indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process includes extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensuring successful recruitment for the Town. We will provide important information to potential candidates by developing a high quality, thorough Recruitment Brochure reflecting the knowledge we will have about your community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.
- ✓ **A Partner from Start to Finish.** We are your partners in this important process. We welcome you to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning, and mentoring options. We are committed to working with you to find the candidate that is the best fit for your position.
- ✓ **Services for Any Budget and Any Search.** We strive to meet the specific needs of our clients by offering several options for recruitment services to meet your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe **best fits your needs**.

## Success Stories

"We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.

I would highly recommend MGT and hope to do business with them again for our next study."





## 4. Cost of Services

*Defined by Impact. Driven by People.  
Dedicated to the Community.*

We take pride in customizing our client's needs – and we will work with you to ensure our fees are aligned with your expectations and budget.

### Full Scope Recruitment

Summary of Costs	Price
<b>Recruitment Fee</b>	\$30,000
<b>Recruitment Expenses (not to exceed)</b> Expenses include candidate due diligence efforts	\$2,000
<b>Advertising</b> *Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, client is only billed for actual cost.	\$2,000*
<b>TOTAL:</b>	<b>\$34,000**</b>

*\*\*Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the Town for reimbursement.*

Possible in-person meetings could include:

- Recruitment brochure interview process
- Presentation of recommended candidates
- Interview Process

Any additional consultant visits requested by the Town (beyond the three visits listed above) will be billed at \$195/hour. The additional visits may also result in an increase in the travel expenses billed.

\*This fee does not include travel and accommodation for candidates interviewed.

### Payment for Fees & Services

- **1<sup>st</sup> Invoice:** Contract Award (40% of the Recruitment Fee).
- **2<sup>nd</sup> Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Payment of invoices is due within 30 days of receipt.



#### 4. COST OF SERVICES

### **Our Guarantee – Full Scope Recruitment**

MGT is committed to assisting our clients in the selection and appointment of a suitable candidate. In today's competitive hiring market, it is critical to move expeditiously to interview candidates and make key hiring decisions; failure to do so may result in the loss of desirable candidates. If the client has not responded to multiple requests for decisions and/or guidance within six weeks of candidates being presented for Interview or following finalist interviews, MGT may choose to cancel the contract and bill the client for work completed to date.

It is MGT's goal to provide the client with well-qualified candidates for their hiring needs. If the client rejects the list of qualified candidates and/or fails to negotiate in good faith and come to terms for hiring a candidate and instead chooses to readvertise the opportunity, MGT reserves the right to charge additional consulting fees commensurate with the additional work requested.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the Town or the employee's own determination, leave the employ of the Town within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements. Reimbursable expenses may be incurred should the recruitment process require the consultant to travel to the Town. To engage in this guarantee, the request must be made within six months of the employee's departure.

#### 4. COST OF SERVICES

### Optional Services

#### *The Nation's Recruitment Leader.*

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

#### **GOVTEMPSUSA**

Need an Interim? GovTempsUSA, a division of MGT, specializes in the temporary placement of positions in local government. The firm offers short-term assignments in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their careers.

#### **RECORDED ONE-WAY VIDEO INTERVIEW OF CANDIDATES**

Candidates we recommend for your consideration can complete a one-way video interview with three to five questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at a cost of \$100 per candidate.

#### **LEADERSHIP/PERSONALITY TESTING**

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the Town is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees can range between \$100 to \$500 per candidate.

#### **360° EVALUATION**

As a service to the Town, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Town feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.

## 5. Certified Minority Firm

MGT is not a certified minority firm.

## 6. Required Forms

The required forms Exhibits A through E are on the following pages.

## EXHIBIT "A"

CONTACT SHEETName: MGT Impact Solutions. LLCFederal Taxpayer ID: 81-0890071Mailing Address: 4320 West Kennedy Blvd., Ste 200City, State, & Zip Code: Tampa, FL 33609Telephone: 888.302.0899 Fax: N/AEmail: Proposals@mgt.usSubmitted By:  Patrick J. DyerTitle: Vice President

## Accounting Contact:

Name: Threisy Paredes Title: Sr. AccountantEmail Address: arinv@mgt.us Phone: 813.327.4717

## EXHIBIT "B"

**SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A),**  
**ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid, Proposal or Contract for  
Town Manager Executive Search Services
2. This sworn statement is submitted by (entity) MGT Impact Solutions, LLC whose business address is 4320 W. Kennedy Blvd., Ste 200, Tampa, FL 33609 and (if applicable) Federal Employer Identification Number (FEIN) is 81-0890071 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: \_\_\_\_\_.)
3. My name is Patrick J. Dyer and my relationship to the entity named above is Vice President.
4. I understand that a "public entity crime" as defined in section 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in section 287.133(1) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in section 287.133(1) (a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market

value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

☒ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

☐ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

☐ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

  
Signature

06/24/2025  
Date:



STATE OF ~~FLORIDA~~  
COUNTY OF

California  
Sacramento

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 24 day of June, 2025, and is personally known to me, or has provided \_\_\_\_\_ as identification.

Malomy Allen Gordon  
Notary Public

My Commission expires: August 15, 2028

See attached for seal

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Sacramento

Subscribed and sworn to (or affirmed) before me on this 24  
day of June, 2025, by

Patrick J. Dyer,

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.



(Seal)

Signature

Malony Allen Gordon

## EXHIBIT "C"

**DRUG-FREE WORKPLACE CERTIFICATION**


The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: MGT Impact Solutions, LLC

CITY: Tampa STATE: FL ZIP CODE: 33609

SIGNATURE:  PHONE: 888.302.0899

NAME (TYPED OR PRINTED): Patrick J. Dyer TITLE: Vice President

## EXHIBIT "D"

E-VERIFY STATEMENT**Bid/Proposal Number:** N/A**Project Description:** Town Manager Executive Search Services

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and
2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

**Individual/Company/Firm:** MGT Impact Solutions, LLC**Authorized Signature:** \_\_\_\_\_**Title:** Vice President**Date:** 06/24/2025

## EXHIBIT "E"

**CONFLICT OF INTEREST STATEMENT**


This sworn statement is submitted with Bid, Proposal or Contract for Town Manager Executive Search Services.

This sworn statement is submitted by (entity) MGT Impact Solutions, LLC whose business address is 4320 W. Kennedy Blvd., Ste 200, Tampa, FL 33609 and (if applicable) Federal Employer Identification Number (FEIN) is 81--0890071 ( If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: \_\_\_\_\_.)

My name is Patrick J. Dyer and my relationship to the entity named above is Vice President.

1. The above-named entity is submitting a Proposal for the Town of Melbourne Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the Town of Melbourne Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the Town of Melbourne Beach.
9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the Town of Melbourne Beach.

  
 Signature \_\_\_\_\_ Date: 06/24/2025

California  
 STATE OF ~~FLORIDA~~  
 COUNTY OF Sacramento

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 24 day of June, 2025, and is personally known to me, or has provided \_\_\_\_\_ as identification.

Malony Allen Gordon  
 Notary Signature

My Commission expires: August 15, 2028

See attached for seal



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Sacramento

Subscribed and sworn to (or affirmed) before me on this 24  
day of June, 2025, by

Patrick J. Dyer

proved to me on the basis of satisfactory evidence to be the  
person(s) who appeared before me.



(Seal)

Signature

Malony Allen Gordon

# Appendix A. Client List

A list of the clients we have had the pleasure of partnering with that complements the Town's recruitment request is provided on the following pages.



### City & County Manager Client List 2021 to Present

State	Client	Position Title	Year	Population
Alaska	Bethel	City Manager	2024	6,500
	Homer	City Manager (Professional Outreach)	2024	5,300
Arizona	Buckeye	City Manager	2021	69,744
	Kingman	City Manager	2023	34,669
California	Antioch	City Manager	2024	115,264
Colorado	Adams County	County Manager	2022	519,572
	Adams County	Deputy County Manager	2024	519,572
	Larimer County	County Manager	2022	359,066
	Loveland	City Manager	2024	82,460
Connecticut	Bloomfield	Town Manager	2024	21,301
	Enfield	Town Manager	2022	45,246
	Granby	Town Manager	2023	11,375
	Manchester	General Manager	2021	59,710
	Simsbury	Town Manager	2023	25,517
Delaware	Milford	City Manager	2024	12,272
Florida	Apopka	City Administrator	2024	55,496
	Deerfield Beach	City Manager	2024	80,000
	Fort Lauderdale	City Manager	2024	184,255
	Miami Beach	City Manager	2024	88,000
	Pinellas County	Assistant County Administrator	2024	970,600
	Ponce Inlet	Town Manager	2022	3,411
	St. Johns County	County Administrator	2023	292,466
	Walton County	County Administrator	2023	75,305
	Albany	City Manager	2021	77,434
	Chatham County	Assistant County Manager	2025	296,329
Georgia	Crest Hill	City Administrator	2021	21,169
	Crest Hill	City Administrator	2025	21,169
Illinois	Farmer City	City Manager	2024	1,828
	Forsyth	Village Administrator	2021	3,490
	Fox Lake	Village Administrator	2021	10,550
	Galesburg	City Manager	2022	33,706
	Galesburg	City Manager	2023	33,706
	Greenville	City Manager	2021	7,000
	Hampshire	Village Manager	2025	6,347
	Kenilworth	Village Manager	2024	2,562
	La Grange	Village Manager	2022	15,610
	Lake Barrington	Village Administrator	2022	4,879
	Lisle Township	Township Administrator (Virtual)	2024	119,040
	Long Grove	Village Manager	2023	8,153
	Maryville	Village Administrator	2024	8,316
	McHenry	City Administrator	2023	27,135
	Morton Grove	Village Administrator	2024	23,500
	Niles	Village Manager	2021	30,001
	North Chicago	Chief of Staff	2021	30,020
	Northbrook	Village Manager	2021	35,000
	Northfield	Village Manager	2023	5,400
	Oak Brook	Village Manager	2021	8,058
	Oak Park	Village Manager	2021	52,000

	Oak Park Township	Township Manager	2023	51,774
	Palos Heights	City Administrator (Virtual)	2021	12,480
	Park Forest	Village Manager	2025	21,975
	Pingree Grove	Village Manager	2023	10,000
	Plainfield	Village Administrator	2021	41,734
	River Forest	Village Administrator	2021	11,635
	Rock Island	City Manager	2021	39,684
	Rockton	Village Administrator	2025	7,863
	Schaumburg Township	Township Administrator (Virtual)	2021	140,000
	Sycamore	City Manager (Professional Outreach)	2021	18,557
	Tazewell County	County Administrator	2022	135,394
	Vernon Hills	Village Manager	2021	25,911
	Villa Park	Village Manager	2022	22,038
	Washington	City Administrator	2021	15,700
	Wauconda	Village Administrator	2021	14,125
	Winfield	Village Manager	2025	9,418
Iowa	Indianola	City Manager	2022	15,833
	Indianola	City Manager	2025	15,833
	Knoxville	City Manager	2021	7,300
	Marshalltown	City Administrator	2024	27,338
	Urbandale	City Manager	2024	45,580
	Windsor Heights	City Administrator	2023	4,860
Kansas	Wyandotte County	County Administrator	2022	169,245
Kentucky	Paducah	City Manager	2021	24,850
	Paris	City Manager	2021	9,846
Maine	Bangor	City Manager	2021	33,039
Maryland	Takoma Park	City Manager	2023	17,629
	Westminster	City Administrator	2021	18,522
Massachusetts	Wayland	Town Manager	2022	13,882
	Williamstown	Town Manager	2021	8,400
Michigan	Barry County	County Administrator	2024	60,540
	Berkley	City Manager	2024	14,970
	Clawson	City Manager	2021	11,946
	Kalamazoo County	County Administrator	2022	265,066
	Laketown	Township Manager	2024	6,192
	Ottawa County	County Administrator	2021	296,200
	Rochester	City Manager	2022	13,017
	Troy	City Manager	2024	83,181
Minnesota	Becker	City Administrator	2021	4,874
	Blaine	Director of Administrative Services	2024	67,939
	Breezy Point	City Administrator/Clerk/Treasurer	2025	2,396
	Fairmont	City Administrator	2024	10,477
	Golden Valley	City Manager	2024	22,715
	Hibbing	City Administrator	2021	15,855
	Lindström	City Administrator	2023	4,888
	Minnnetonka	City Manager	2022	53,953
	Ramsey County	County Manager	2024	536,000
	Scandia	City Administrator	2023	4,149
	St. Joseph	City Administrator	2022	7,342
	St. Louis Park	City Manager	2021	48,662
	Waconia	City Administrator	2021	13,500
Missouri	Frontenac	City Administrator	2025	3,640
	Jackson	City Administrator	2024	15,702
	Ozark	City Administrator	2024	21,284

	Warrensburg	City Manager	2021	20,200
Nebraska	Nebraska City	City Administrator	2022	7,200
Nevada	Boulder City	City Manager	2021	16,207
New Mexico	Los Alamos County	County Manager	2023	19,330
New York	Mamaroneck (Town)	Town Administrator	2021	29,156
	New Rochelle	City Manager	2022	79,067
	Scarsdale	Village Manager	2021	17,837
North Carolina	Albemarle	City Manager	2024	16,404
	Ayden	Town Manager	2023	5,000
	Cumberland County	County Manager	2022	336,000
	Mecklenburg County	County Manager	2025	1,100,000
Pennsylvania	Allegheny County	County Manager (Professional Outreach)	2024	1,230,000
	Centre County	County Administrator	2022	158,172
	Ferguson Township	Township Manager	2022	18,300
	Patton Township	Township Manager	2022	15,801
Tennessee	Oak Ridge	City Manager	2023	31,402
Texas	Missouri City	City Manager	2022	74,139
Vermont	Winooski	City Manager	2022	7,997
Virginia	Alleghany County	County Administrator	2025	14,500
	Fairfax County	Deputy County Executive	2024	1,150,309
	Newport News	City Manager	2023	181,958
	Pittsylvania County	County Administrator	2025	59,571
Washington	Burien	City Manager	2022	52,066
	Duvall	City Administrator (Professional Outreach)	2021	8,090
West Virginia	Bridgeport	City Manager	2021	8,582
Wisconsin	Adams County	County Manager/Administrative Coordinator	2021	20,220
	Beaver Dam	City Administrator	2021	16,291
	Harrison	Village Manager	2021	13,185
	Lake Geneva	City Administrator	2025	7,710
	Oshkosh	City Manager	2024	66,700
	Sheboygan	City Administrator	2023	48,327
	Sheboygan County	County Administrator	2022	118,034
	Waukesha	City Administrator	2023	71,158
	West Bend	City Administrator	2025	31,540
	Whitewater	City Manager	2022	14,300

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# MGT

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# Town of Melbourne Beach

## Executive Search Services – Town Manager

PROPOSAL - COPY / JUNE 27, 2025





June 27, 2025

Ms. Jennifer Kerr  
Finance Director  
Town of Melbourne Beach  
507 Ocean Avenue  
Melbourne Beach, FL 32951

**Subject: Proposal for Executive Search Services – Town Manager**

Dear Ms. Kerr:

We are pleased to submit this proposal for executive search services for the Town of Melbourne Beach (Town). For 32 years, Raftelis has been dedicated to helping local governments and utilities across the country solve their financial, organizational, and technology challenges. Our executive recruitment team does this by helping our clients find the best leaders to move their organizations forward and then set those leaders up for success in their new role.

Our search team for the Town is comprised of skilled recruiters, seasoned in local government management with extensive professional networks in Florida and across the country. This search will be led by Anne Lewis, who has over 20 years of experience working directly with and for public sector organizations across the eastern United States. While with a prior firm, Anne successfully completed numerous executive recruitments across Florida for positions ranging from City Manager to Traffic Director. Collectively, our Raftelis team has successfully completed over 400 nationwide recruitments, and we have had significant success in identifying and retaining ideal candidates who meet each organization's unique set of needs and expectations. We are confident our approach will result in a successful leader for your community.

We look forward to the opportunity to serve the Town. If you have any questions, please contact Anne Lewis or me directly.

**Anne Lewis**, *Senior Manager*, Primary Point of Contact for the Town of Melbourne Beach  
Phone: 540.476.1905 / Email: alewis@raftelis.com

Sincerely,

A handwritten signature in black ink, appearing to read 'Catherine Tuck Parrish'.

**Catherine Tuck Parrish**, *Senior Vice President*  
Phone: 240.832.1778 / Email: ctuckparrish@raftelis.com



## Giving back

The Raftelis Charitable Gift Fund seeks to make a difference on issues that matter to our clients and employees by helping build sustainable, inclusive communities locally and worldwide. We do this by allocating company profits and employee contributions of time and money. We support organizations that:

- Promote efficient, sustainable resource use
- Advance diversity, equity, and inclusion within the public sector
- Invest in access to clean water and sanitation
- Help vulnerable communities by addressing affordability issues

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## FIRM EXPERIENCE AND PROJECT PERSONNEL

# Who We Are

## RAFTELIS HELPS LOCAL GOVERNMENTS AND UTILITIES THRIVE.

Local government and utility leaders partner with Raftelis to transform their organizations by enhancing performance, planning for the future, identifying top talent, improving their financial condition, and telling their story. We've helped more than 700 organizations in the last year alone. We provide trusted advice, and our experts include former municipal and utility leaders with decades of hands-on experience running successful organizations. People who lead local governments and utilities are innovators—constantly seeking ways to provide better service to the communities that rely on them. Raftelis provides management consulting expertise and insights that help bring about the change that our clients seek.

**We believe that our Raftelis team is the *right fit* for this search. We provide several key factors that will benefit the Town and help to make this recruitment a success.**

**RESOURCES AND EXPERTISE:** With more than 190 consultants, Raftelis has one of the largest local government management consulting practices in the nation. As a firm, we have successfully provided executive recruitment services to local governments and utilities across the country for the past 15 years.

**DECADES OF COLLECTIVE EXPERIENCE:** Our recruiters and subject matter experts have decades of experience in leading local governments across the country. They've served in a wide range of positions, from city manager to human resources director to chief of police, and many other essential leadership roles in communities across the country.

**PERSONAL SERVICE FROM SENIOR-LEVEL RECRUITERS:** You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While other firms may assign your business to junior-level people, our approach provides exceptional service from seasoned recruiters.

**NICHE EXPERTISE:** Our expertise lies in strengthening public sector organizations. We're specialists rather than generalists, focusing our strengths on delivering results for a specific group of municipal clients.





## FIRM CAPABILITIES



**FINANCE:** Promote financial integrity and the equitable recovery of costs to achieve your objectives

- Rate, charge, and fee studies
- Financial and capital planning
- Cost of service and cost allocation
- Customer assistance programs
- Affordability analysis
- Utility valuation
- Budget development
- Financial condition assessments
- Debt issuance support
- Economic feasibility and analysis
- Regulated utility support



**COMMUNICATION:** Inform and engage with your stakeholders to build understanding and support

- Strategic communication planning
- Public involvement and community outreach
- Public meeting facilitation
- Graphic design and marketing materials
- Media and spokesperson training
- Risk and crisis communication
- Social media strategy
- Visual facilitation
- Virtual engagement
- Technical writing and content development



**STRATEGIC PLANNING/FACILITATION:**

Plan for the future to guide your organization to success

- Organization, department, and community-based strategic planning
- Climate action planning
- Effective Board / Commission / Council governance
- Retreat planning and facilitation



**STORMWATER UTILITY SERVICES:** Implement sustainable financial practices to equitably fund your stormwater program

- Stormwater utility development and implementation support



**EXECUTIVE SERVICES:** Identify and develop top talent to lead local governments and utilities

- Executive recruitment
- Executive coaching
- Executive performance evaluations



**ORGANIZATIONAL ASSESSMENT:** Identify needs, plan for the future, and implement positive changes

- Organizational and operational assessments
- Performance measurement
- Staffing analysis
- Sustainability
- Organizational climate and culture
- Asset management and operations
- Regional collaboration and service sharing



**TECHNOLOGY:** Gain insights from your data and develop tools to increase effectiveness and engagement

- Cybersecurity services
- Strategic technology planning services
- Financial management technology services
- Customer management technology services
- Maintenance and asset management technology services
- Data management, analytics, and visualization
- Custom software solutions



**SOLID WASTE SERVICES:** Deliver effective solid waste services while ensuring financial sustainability and customer engagement

- Solid waste plans & sustainable materials management planning & implementation
- Grant application assistance
- Billing technology planning and implementation
- Collection/routing and disposal/processing planning, procurement, and implementation
- Rates and financial modeling
- Benchmarking and best practices
- Regulation and compliance
- Communications and public engagement



# Project Personnel

**OUR TEAM INCLUDES SENIOR-LEVEL RECRUITERS WHO PROVIDE SEARCH LEADERSHIP WITH SUPPORT FROM A TALENTED GROUP OF RECRUITMENT SPECIALISTS.**

This close-knit group has frequently collaborated on similar successful recruitments, providing the Town with confidence in our capabilities. On the following pages, we have included resumes for our proposed team members for this search, including Anne Lewis, the Lead Recruiter, for this engagement.

As the Lead Recruiter, Anne will manage the day-to-day aspects of this search, ensuring it is within budget, on schedule, and effectively meets the Town's objectives. She will provide regular updates to the primary point(s) of contact at the Town on a schedule that will be established collaboratively during initial scoping. She will facilitate all meetings, including the semi-final and final interviews with the Mayor and Commissioners, and other key stakeholders at the Town. She will screen every applicant and conduct initial screening interviews with the candidates who best meet the requirements in the position profile. Anne will present our recommended top candidates to the Town and facilitate the semi-finalist and finalist selections. Anne will be the main point of contact for the Town as well as all applicants throughout the recruitment.

The Recruitment Specialist will be assigned based upon project load and availability. The Recruitment Specialist works at the direction of the Lead Recruiter to assist in candidate communication, research on recommended top candidates, production of deliverables, and other activities as needed.



# Catherine Tuck Parrish

## PRACTICE LEADER/RECRUITER

Senior Vice President

### PROFILE

Catherine leads our executive services practice area that addresses workforce issues through executive recruitment, coaching for local government leaders, and facilitating performance evaluations for council/board appointees. She has over 30 years of management experience working for local governments of all sizes and a nonprofit association. Catherine has conducted hundreds of searches for manager/administrator, general manager/executive director, deputy/assistant manager, police chief, fire chief, and directors of public works, planning, economic development, finance, human resources, information technology, human services, and other key positions in local governments across the country.

In addition to executive recruitment, she has facilitated numerous governing body workshops, staff retreats, and strategic planning sessions. Her work as a consultant includes project management and contributions to several local government projects, such as process improvement studies, departmental assessments, planning and permitting process reviews, and policy development.

Catherine's most recent local government experience was as deputy city manager in Rockville, Maryland, where she oversaw parks and recreation, human resources, information technology, finance, neighborhood resources (citizen engagement), communications, customer service, and intergovernmental functions. She also served as acting city manager in Rockville for nearly a year. Before joining Rockville, Catherine served as assistant to the county executive in Fairfax County, Virginia, working on change management issues, including a new pay system, employee engagement, and internal communication improvements. Catherine has served as an ethics advisor at the International City/County Management Association (ICMA), counseling elected officials and citizen groups regarding employment agreements, forms of government issues, and recruitment. She also worked for the City of Denton, Texas.

Catherine chaired the ICMA's Acting Manager Task Force, which produced a handbook for interim managers. She also led the Maryland City/County Management Association (MCCMA) as president and vice president. She served as president, vice president, and secretary of the Metropolitan Association of Local Government Assistants in the Washington, D.C., metro area. Catherine has spoken at national and state conferences on a variety of topics, including workforce and recruitment trends, civility, effective councils, ethics, forms of government, human resources, strategic planning, budget strategies, developing high-performing organizations, and leadership. She has also spoken at the National League of Cities' Leadership Training Institute on recruiting and evaluating the CEO. Catherine is a certified instructor of the Myers-Briggs Type Indicator instrument.



### Specialties

- Executive search
- Strategic planning
- Facilitation
- Strategy development and implementation
- Facilitated evaluations
- Coaching
- Community engagement
- Employee engagement

### Professional History

- Raftelis: Senior Vice President (2025-present); Vice President (2021-present); Senior Manager (2020-2021); Executive Search Practice Leader, The Novak Consulting Group (2010-2020)
- Management Partners: Senior Manager (2009-2010)
- City of Rockville, Maryland: Deputy City Manager/Acting City Manager/Assistant City Manager (2001-2009)
- Fairfax County, Virginia: Assistant to the County Executive (1998 -2001)
- ICMA: Ethics Advisor/ Senior Local Government Programs Manager (1994-1998)
- City of Denton, Texas: Administrative Assistant to the City Manager (1990-1994)

### Education

- Master of Public Administration – University of Kansas (1990)
- Bachelor of Arts in Communication Studies/Personnel Administration – University of Kansas (1988)

### Professional Memberships

- International City/County Management Association (ICMA)
- Engaging Local Government Leaders (ELGL)
- Maryland City/County Management Association (MCCMA)

## Anne Lewis

### LEAD RECRUITER

#### Senior Manager

#### PROFILE

Anne is a seasoned professional specializing in executive recruitment services for local and state governments, special service districts, not-for-profit organizations, and school districts. With nearly 20 years of experience in local government management, she has a proven track record of success, having previously led the public sector advisory practice executive recruitment team for a national firm. Anne has successfully completed over 125 C-suite level recruitments, including positions for city, county, and town managers, deputy managers, and directors of human services, parks and recreation, tourism, public works, finance, and human resources.

Before consulting with local government, Anne was an assistant county administrator for Loudoun County, Virginia, a deputy city manager for Harrisonburg, Virginia, and an assistant city manager for Winchester, Virginia. She has more than 17 years of experience in local government, including positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director, and convention and visitors' bureau executive director. She has also been responsible for parks, recreation, and community services, information technology, animal services, general services, and legislative programs.

While with a previous firm, Anne successfully completed the following executive recruitments in Florida:

ORGANIZATION	RECRUITMENT
City of Riviera Beach	<ul style="list-style-type: none"> <li>City Manager (2017)</li> </ul>
Clearwater Gas System	<ul style="list-style-type: none"> <li>Director (2022)</li> </ul>
Lake County	<ul style="list-style-type: none"> <li>Human Resources and Risk Management Director (2018)</li> <li>Public Works Director (2018)</li> </ul>
Lake Sumter Metropolitan Planning Organization	<ul style="list-style-type: none"> <li>Executive Director (2018)</li> </ul>
New Smyrna Beach Utilities	<ul style="list-style-type: none"> <li>Chief Executive Officer and General Manager (2018)</li> </ul>
Palm Beach County	<ul style="list-style-type: none"> <li>Traffic Director (2018)</li> <li>Public Works Director/County Engineer (2017)</li> </ul>
Sumter County	<ul style="list-style-type: none"> <li>Development Services Director (2022)</li> </ul>



#### Specialties

- Executive search

#### Professional History

- Raftelis: Senior Manager (2025-present)
- Baker Tilly: Managing Director (2023-2025); Co-Practice Leader (2021-2023); Director (2020-2021)
- County of Loudoun, Virginia: Assistant County Administrator (2018-2020)
- Springsted | Waters: Senior Vice President (2016-2018)
- City of Harrisonburg, Virginia: Deputy City Manager (2010-2016)
- City of Winchester, Virginia: Assistant City Manager (2006-2010); Assistant Administration Director (2005-2006); Human Resources Manager (2003-2005); Personnel Assistant (2000-2002)

#### Education

- Master of Science in Organizational Leadership and Public Administration – Shenandoah University
- Graduate Certificate in Public Management – Shenandoah University
- Bachelor of Business Administration – Shenandoah University
- Associate of Arts and Sciences in Business Administration – Lord Fairfax Community College
- Certificate of Graduation for Senior Executive Institute (SEI) and Leading, Educating, and Developing (LEAD) – University of Virginia Weldon Cooper Center for Public Service

#### Professional Memberships

- International City/County Management Association (ICMA)
- National Association of Counties (NACo)
- Virginia Local Government Management Association (VLGMA)
- Virginia Municipal League (VML)
- Virginia Women Leading Government



## Pamela J. Wideman

### RECRUITER Senior Manager

#### PROFILE

Pamela has over 25 years of experience leading local government teams, with the last 10 years in executive leadership with the City of Charlotte. She is adept at forging creative solutions to government and community issues at the local level, with service to the community as the foundation of her leadership style. She is known for her thoroughness as well as engendering trusting relationships with elected officials, executive leadership across public, private, and non-profit organizations, and residents, all while providing exceptional customer service throughout the process.

Pamela most recently served as the Director of the City of Charlotte's Housing & Neighborhood Services Department, leading a team of over 200 staff across five key divisions. Pamela shaped Charlotte's affordable housing landscape and managed the oversight of millions of public dollars. She helped create and preserve over 5,000 affordable housing units, created and successfully deployed COVID-19 pandemic relief programs for rent, mortgage, utility, and deposit assistance to keep vulnerable residents housed during the pandemic, developed a new local rental subsidy program, and managed over \$68 million in homelessness support and prevention.

During her work there, Pamela hired numerous staff members for her department and participated on executive search panels for positions both with the City of Charlotte as well as other municipalities and organizations. She is a highly sought-after speaker for her expertise in affordable housing and has spoken on numerous panels across the country. Pamela strongly believes that "service is the rent we pay for living on this earth" and is often asked to share her public sector experiences with students, professional trade organizations, and local municipalities.

Pamela has a passion for developing and implementing solutions that serve the community. She served as an early Advisory Member for the Greenlight Fund in Charlotte and on the Mayors and CEOs Committee for U.S. Housing Investment. She was awarded the Master of Public Administration Alumna of the Year and received a Leadership in Black Excellence from her alma mater, the University of North Carolina – Charlotte. Pamela was also recognized as a Women's In Leadership Champion by the Charlotte Chapter of the Urban Land Institute. Additionally, the Charlotte Business Journal recognized her as one of the top 10 "Behind the Scenes" newsmakers in 2017 and 2020. Pamela currently serves on the Board of Directors for the United Way of Greater Charlotte and the Children and Family Services Center.



#### Specialties

- Executive-level management
- Hiring and recruitment
- Executive coaching
- Affordable housing expertise
- Community development policy and program development
- Team development and leadership
- Consensus building
- Community engagement
- Budget management

#### Professional History

- Raftelis: Manager (2021-Present)
- City of Charlotte: Director of Housing & Neighborhood Services (2017-2021)
- City of Charlotte: Housing & Neighborhood Services Deputy Director (2008-2016)
- City of Charlotte: Housing & Neighborhood Services Supervisor (2006-2008)
- City of Charlotte: Budget Analyst (2003-2006)

#### Education

- Harvard Kennedy School – Senior Executives in State and Local Government Program (2015)
- University of North Carolina at Chapel Hill – Municipal and County Administration Program (2007)
- University of North Carolina at Charlotte – Master of Public Administration (2006)
- Belmont Abbey College – Bachelor of Arts in Business Administration (1999)

#### Professional Memberships

- International City/County Management Association (ICMA)
- Urban Land Institute
- National Forum of Black Public Administrators (NFBPA)

## SELECTION METHODOLOGY / APPROACH / TIMELINE

# Executive Search Strategy

When organizations need to fill key positions, they turn to Raftelis and benefit from this guiding principle: meaningful hiring involves finding the right employee and preparing them for ongoing success. Our approach to executive search services comprises three key phases.

## Inquiring, Understanding, and Defining

Because selecting the right individual is critical to success, we begin each search by conducting a needs assessment to identify the specific benchmarks that the search for the new employee must accomplish. We identify qualifications and requirements and map out the new incumbent's first-year goals so that the Town and the new employee remain on the same track for success. Based on broad input from both internal and external stakeholders, we build a customized position profile for each search, ensuring we attract the best applicants from across the country.

## Candidate Search and Evaluation

To reach the right candidates, Raftelis customizes our search process to fit the Town's needs. Often, the professionals best suited to a position are already employed and not searching for a new job via traditional channels. So, we leverage our extensive, diverse professional network to attract the best talent nationwide. We have demonstrated success assembling candidate pools that are racially, ethnically, and gender diverse. We are dedicated to helping local governments fill leadership positions with candidates that reflect the communities they serve. We work closely with several organizations that support this goal, and we advertise positions with national organizations that represent people of color and women, including the National Forum of Black Public Administrators (NFBPA), the Local Government Hispanic Network (LGHN), and the League of Women in Government. Once the right candidates are found, we manage the full hiring process, from interviews to background checks to final offers. Our in-depth service empowers local governments to achieve their recruitment goals at every step.



**39%** of our recruitments resulted in the hiring of **females**

**21%** of our recruitments resulted in the hiring of **people of color**

## Supporting Success

We support the top candidate's long-term success by creating a goal-driven work plan that is actionable from day one. Many firms focus solely on finding qualified applicants, leaving the new employee and the Town on their own once the position is filled. Our team, however, uses the objectives gathered during the inquiry stage to prepare new hires for a successful first year. We follow up to ensure continued progress, productivity, and satisfaction for the employee and the Town. In the end, we are not just looking for a successful candidate; we are looking for the right employee to be successful in their new position long after their initial hire.

# Work Plan

**THE FOLLOWING PROVIDES A DETAILED DESCRIPTION OF OUR WORK PLAN FOR THE TOWN MANAGER RECRUITMENT.**

## Activity 1 – Develop Candidate Profile

We will begin this engagement by developing a clear picture of the Town's ideal candidate for Town Manager. We will start by speaking with the Mayor and Town Commissioners to discuss the timeline and process this search (one meeting). We will also meet individually with the Mayor and Town Commissioners to gather each Commissioner's feedback on the desired skills and experience the next Town Manager should possess (five meetings). We will facilitate two additional meetings with the Town's senior leadership team and other key stakeholders to solicit input on the position profile. Raftelis is well-versed in Florida's Sunshine Law and Public Records laws and will ensure all meetings and communication throughout this recruitment are conducted in accordance with these rules.

During these discovery meetings with the Mayor and Town Commissioners, we will determine the frequency and format of community engagement that the governing body may wish to include in this process, advise on how best to incorporate any desired elements into the search, and provide the required resources to facilitate the desired engagement activities. If the Mayor and Town Commissioners wish to include community engagement in this recruitment process, we advise including engagement elements early in the search process to inform the position profile and first-year goal development, and during final interviews to allow for in-person community interaction with the finalist(s). We have included estimated costs for optional community engagement activities offered by Raftelis in the Cost section of this proposal. The fixed fee presented in the Cost section includes hosting and facilitating one virtual community focus group as part of our initial discovery and scoping meetings. Additional activities may be added at the Town's discretion.

Based on the information learned from our meetings, we will develop a recruitment plan that includes Florida and the nation. We will prepare a position profile that is unique to the Town of Melbourne Beach. The profile will identify the organization's needs, strategic opportunities, and the personal and professional characteristics of the ideal candidate. This document drives the recruitment. It focuses our efforts on the most capable candidates and helps us encourage candidates to pursue the position. We will design a recruitment brochure that includes the position profile and information about the organization and the Melbourne Beach community. We will work with the Town to eliminate barriers for underrepresented groups, including years of service, levels of education, and other strict requirements that might eliminate a candidate well-suited to the job.

We will also develop first-year organizational goals for the successful candidate. These goals will ensure that the applicants know what will be expected of them, that the Town has clearly identified objectives for the new Town Manager, and that the successful candidate can hit the ground running with a work plan. Once drafted, we will review the recruitment plan, position profile, recruitment brochure, and first-year goals with the Mayor and Town Commissioners (and other key stakeholders, if desired). Modifications will be made as necessary before recruitment begins.

### DELIVERABLES:

- Detailed recruitment process documents, including recruitment plan, position profile, brochure, and first-year goals



## Activity 2 – Conduct Outreach and Initial Screening

As part of the recruitment plan, we will identify key states and metro areas for our targeted recruitment. Given the unique challenges of municipal management in Florida, candidates with demonstrated success in this area will be our primary target. We will also identify similar metro areas and regions across the country that may yield strong candidates for the Town to consider.

We will place job postings with national, state, and regional professional organizations, which may include the following, as well as any additional relevant forums identified in the recruitment plan:

- 
- |                                                           |                                                         |
|-----------------------------------------------------------|---------------------------------------------------------|
| • Florida City and County Management Association (FCCMA)  | • National Forum of Black Public Administrators (NFBPA) |
| • Florida League of Cities                                | • Local Government Hispanic Network (LGHN)              |
| • International City/County Management Association (ICMA) | • Asian American Government Executive Network (AAGEN)   |
| • National League of Cities (NLC)                         | • Engaging Local Government Leaders (ELGL)              |
- 

As soon as the advertisements are completed, we will begin actively and aggressively marketing the position and identifying qualified candidates for initial screening. Based on the Town's unique needs, we will pinpoint individuals to directly contact via phone and email. We will also utilize LinkedIn and other marketing tools to broaden our reach. We will contact applicants in our extensive candidate database as well as prospective candidates we have targeted in previous recruitments for similar jurisdictions. In our experience, this combination of outreach is the most effective way to reach top candidates, especially those who are not currently in the job market but may consider this leadership opportunity with the Town of Melbourne Beach.

As applications are received, we will acknowledge each one and keep applicants aware of their status. We will conduct interviews via phone or videoconference with those applicants who most closely meet the position profile to learn more about their interests, qualifications, and experience. We will then meet with the Mayor and Town Commissioners (and other key stakeholders, if desired) to review a summary of the full applicant pool and details on the most qualified candidates with the skills and experience to succeed in the position. Based on this review, the Town will finalize a list of four to six candidates to invite for virtual semi-final interviews.

### DELIVERABLES:

- Placement of ads and job postings
- Targeted outreach to passive candidates
- Candidate review materials, including screening results and preliminary internet research on recommended top candidates

## Activity 3 – Support Interviews and Selection

Each person you wish to interview will be contacted by our recruitment team. We will design and facilitate a multi-step interview process, which could include a customized set of scenario-based exercises, one-on-one interviews, panel discussions with Town leaders and staff, tours, and meet-and-greets. We will facilitate pre- and post-interview briefings with all interviewers. If the Town chooses to include community engagement events in this recruitment, we recommend adding elements as part of the final interview process in order to give the finalist(s) an opportunity to interact with the community and for citizens to share their thoughts and priorities for the Town with the

candidates. If desired, Raftelis will design these engagement elements with the Mayor and Town Commissioners during Activity 1 and facilitate the event(s) during final interviews.

A book containing customized interview questions and information about each candidate will be provided to all interviewers in the semi-final and final interview rounds. Semi-final interviews will be conducted virtually. We will be on-site, in-person, with the Town for final interviews. We will coordinate scheduling logistics and provide candidates with all relevant details, including any travel policy requirements. We will work with the Town's primary point of contact for scheduling, including suitable venues for all in-person interview events. Any travel expenses for the finalists will be borne and reimbursed directly by the Town.

The Mayor and Town Commissioners will select the top candidate. We will assist in making a well-informed choice by framing what we have learned about the candidates in the context of the position and its requirements. We will speak with the top candidate's references to confirm the strength of their credentials. A full background check will be performed on the top candidate, including but not limited to education, credentials, employment history, criminal background check, civil litigation check, and credit history. Should the Town desire full background check reports on a greater number of candidates earlier in the recruitment process, we will adjust our timeline and process during our initial discovery and scoping meetings in Activity 1.

We will also assist in negotiating the employment offer. We will provide information about best practices in salary and total compensation, and we will have obtained information on the top candidates' comfort with advertised compensation for the position. We will keep all candidates apprised of their status and release them at the appropriate time.

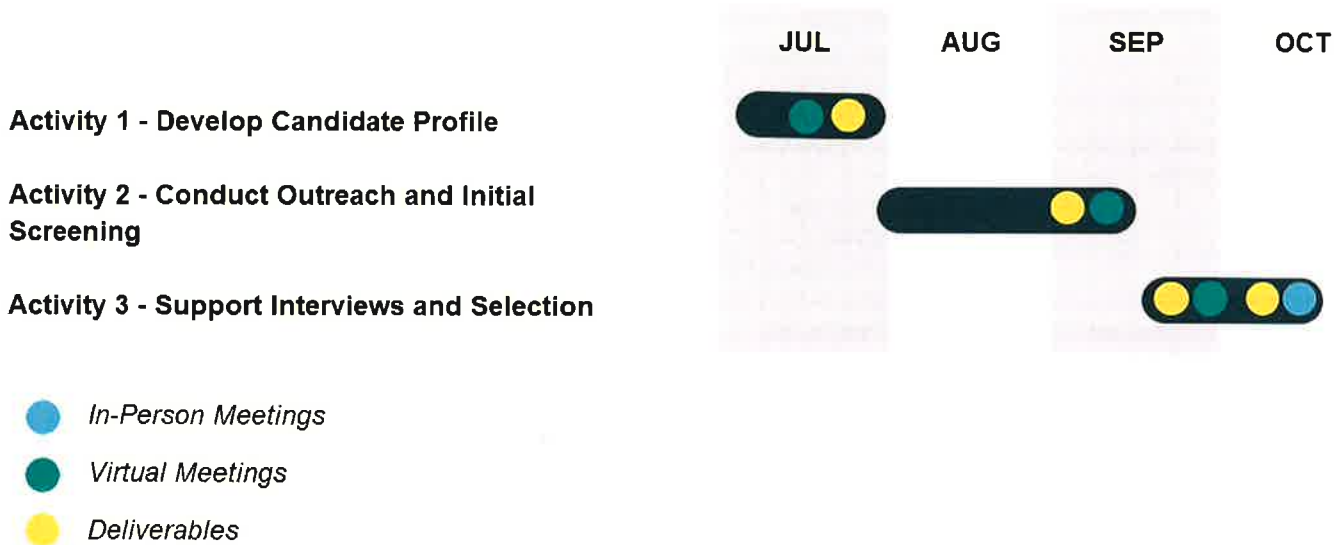
#### **DELIVERABLES:**

- Interview book materials, including reference and background check results on the top candidate
- Community engagement plan for final interviews (*optional*)

# Recruitment Timeline

Included below is a proposed timeline for the Town Manager search. We will review this timeline with the Town during our initial scoping discussion and adjust as necessary when developing the recruitment plan, including any desired modifications to the number of in-person meetings. We understand that the Town's goal is to complete this recruitment within 60-75 days from the date of contract award. We will make every effort to complete this search as quickly and efficiently as possible. The timeline is dependent on interest, availability, and responsiveness from candidates and the availability of key stakeholders at the Town.

Our standard recruitment process usually spans approximately 12 to 16 weeks and is divided into three structured activities as outlined in our Work Plan earlier in this proposal and in the graphic below. Each activity has defined milestones and deliverables. The Lead Recruiter will manage this search closely, providing regular updates and maintaining flexibility to accommodate the Town's needs, while ensuring we remain on schedule. We will work with the Town to proactively flag and address any challenges that could negatively impact the search timeline. We will discuss any opportunities to shorten this timeline with the Town during initial scoping discussions.



## REFERENCES

# References

Our clients tell us we are more than just recruiters—we are trusted advisors. The following table lists seven comparable recruitments we have conducted in the past five years and references for each of them.

CLIENT NAME	RECRUITMENT TYPE	CONTACT	TENURE	POPULATION	ANNUAL BUDGET	# OF EMPLOYEES
City of Delray Beach	Internal Auditor (2024)	Duane D'Andrea, Human Resources Director P: 561.243.7042 E: andread@mydelraybeach.com	2025-Present	68,000	\$186M	890
City of Rehoboth Beach	City Manager (2024)	80 Depot Avenue, Suite 1 Delray Beach, FL 33444 Patrick Gossett, Commissioner P: 301.919.6073 E: pgossett@cityofrehoboth.com	2024-Present	1,400	\$44M	240
Town of La Plata	Town Manager (2025)	229 Rehoboth Avenue Rehoboth Beach, DE 19971 Jeannine James, Mayor P: 301.934.8421 E: jjames@townofaplata.org	2025-Present	10,900	\$16M	60
City of Tipp City	City Manager (2024)	305 Queen Anne Street La Plata, MD 20646 Kathryn Huffman, Council President P: 937.667.8425 E: huffmank@tippcity.net	2024-Present	10,500	\$28M	115
City of Wyoming	City Manager (2021)	260 S. Garber Drive Tipp City, OH 45371 Rusty Herzog, City Manager P: 513.842.1382 E: rherzog@wyomingohio.gov	2021-Present	8,700	\$13M	51
City of Eudora	City Manager (2023)	800 Oak Avenue Wyoming, OH 45215 Susie Yuran, Human Resources Director P: 785.542.2153 E: syuran@cityofeudoraks.gov	2023-Present	6,500	\$17M	42
Town of Clarkdale	Town Manager (2021)	4 E. Seventh Street Eudora, KS 66025 Randi Stephens, Human Resources Manager P: 928.639.2412 E: randi.stephens@clarkdale.az.gov	2021-Present	4,900	\$47M	50
		39 N. Ninth Street Clarkdale, AZ 86324				

# Current and Former Clients

Raftelis is uniquely positioned to perform this recruitment because of our knowledge of local government and our extensive network across the nation. To illustrate, the following table details our firm's Town Manager (and equivalent) recruitments conducted over the past 10 years for local governments, utilities, authorities, and special districts across the country.

State	Organization	Recruitment	Year Conducted	Population or Customers	Annual Operating Budget	Tenure of Placement
Arizona	Central Arizona Project	General Manager	2022	6,000,000	\$377M	2022-Present
Arizona	City of Cottonwood	City Manager	2019	13,000	\$140M	2019-2022
Arizona	Town of Clarkdale	Town Manager	2021	4,900	\$47M	2021-Present
Arizona	Town of Payson	Town Manager	2020	16,700	\$94M	2020-2025
Colorado	City of Boulder	City Manager	2020	105,900	\$399M	2020-Present
Colorado	City of Grand Junction	City Manager	2024	69,400	\$200M	2024-Present
Colorado	City of Lafayette	City Administrator	2019	29,000	\$100M	2019-2023
Colorado	City of Louisville	City Manager	2017	21,000	\$88M	2017-2021
Colorado	Jefferson County	County Manager	2023	576,400	\$733M	2023-Present
Colorado	Summit County	Interim County Manager	2022	30,500	\$74M	2022-2023
Connecticut	Town of Greenwich	Town Administrator	2015	63,000	\$400M	2015-2024
Delaware	Town of Milton	Town Manager	2017	3,000	\$4M	2017-Present
Kansas	City of Eudora	City Manager	2023	6,500	\$17M	2023-Present
Kansas	City of Tonganoxie	City Manager	2017	6,000	\$12M	2017-Present
Kansas	WaterOne (Johnson County)	General Manager	2023	480,000	\$153M	2023-Present
Louisiana	Orleans Parish School Board	Chief Operations Officer	2016	384,000	\$36M	2016-2019
Maryland	City of Gaithersburg	City Manager	2020	70,000	\$130M	2020-Present
Maryland	City of Rockville	City Manager	2024	67,300	\$175M	2024-Present

State	Organization	Recruitment	Year Conducted	Population or Customers	Annual Operating Budget	Tenure of Placement
Maryland	City of Rockville	City Manager	2016	64,000	\$175M	2016-2023
Maryland	City of Takoma Park	City Manager	2021	17,500	\$32M	2021-2023
Maryland	Town of Garrett Park	Town Manager	2018	2,000	\$2M	2018-2021
Maryland	Town of La Plata	Town Manager	2025	10,900	\$16M	2025-Present
Maryland	Town of La Plata	Town Manager	2018	9,000	\$16M	2018-2024
Maryland	Town of Riverdale Park	Town Manager	2017	8,000	\$12M	2017-Present
Maryland	Town of St. Michaels	Town Administrator	2022	1,100	\$6M	2022-2025
Minnesota	City of Rochester Public Utilities	General Manager	2023	122,000	\$394M	2023-Present
Missouri	City of Chesterfield	City Administrator	2016	48,000	\$63M	2016-Present
Missouri	City of Clayton	City Manager	2020	17,000	\$43M	2020-Present
Montana	City of Helena	City Manager	2020	34,500	\$100M	2020-2022
New Hampshire	City of Keene	City Manager	2017	24,000	\$53M	2017-Present
New Hampshire	Town of Hanover	Town Manager	2022	8,500	\$33M	2022-2024
New Mexico	City of Las Cruces	City Manager	2020	103,000	\$175M	2020-2024
New York	City of Batavia	City Manager	2021	15,500	\$23M	2021-Present
New York	City of Oneonta	City Manager	2017	14,000	\$20M	2017-2020
New York	Livingston County Water and Sewer Authority	Executive Director	2021	61,200	\$10M	2021-Present
Ohio	City of Centerville	City Manager	2017	24,000	\$87M	2017-Present
Ohio	City of Hilliard	City Manager	2020	38,000	\$33M	2020-2025
Ohio	City of Tipp City	City Manager	2024	10,500	\$28M	2024-Present
Ohio	City of Westerville	City Manager	2020	38,000	\$52M	2020-Present
Ohio	City of Wyoming	City Manager	2021	8,700	\$13M	2021-Present



State	Organization	Recruitment	Year Conducted	Population or Customers	Annual Operating Budget	Tenure of Placement
Ohio	Jackson Township	Township Administrator	2018	41,000	\$30M	2018-Present
Ohio	Prairie Township	Township Administrator	2019	18,000	\$18M	2019-2022
Ohio	Washington Township	Township Administrator	2017	57,000	\$45M	2017-Present
Ohio	West Chester Township	Township Administrator	2018	63,000	\$62M	2018-2025
Oregon	Washington County	County Administrator	2020	614,000	\$900M	2020-Present
Oregon	Benton County	County Administrator	2023	98,000	\$300M	2023-Present
Oregon	City of Beaverton	City Manager	2021	97,000	\$400M	2021-Present
Oregon	City of Gresham	City Manager	2021	110,700	\$331M	2021-2023
Oregon	City of Milwaukie	City Manager	2024	21,600	\$86M	2024-Present
Oregon	City of Tigard	City Manager	2025	55,600	\$183M	2025-Present
Pennsylvania	Breakneck Creek Regional Authority	General Manager	2021	10,000	\$2M	2021-Present
Pennsylvania	City of Farrell	City Manager	2020	5,000	\$3M	2020-2023
South Carolina	Mount Pleasant Waterworks	General Manager	2020	90,000	\$57M	2020-Present
Virginia	Bedford County	County Administrator	2019	78,000	\$125M	2019-Present
Virginia	City of Fairfax	City Manager	2019	25,000	\$200M	2019-2024
Virginia	City of Harrisonburg	City Manager	2018	54,000	\$156M	2018-2021
Virginia	Fairfax County	County Executive	2018	1,142,000	\$6 billion	2018-Present
Virginia	Fauquier County	County Administrator	2023	75,200	\$114M	2023-Present
Virginia	Harrisonburg-Rockingham Regional Sewer Authority	Executive Director	2021	55,000	\$6M	2021-Present
Virginia	Town of Ashland	Town Manager	2017	8,000	\$16M	2017-Present
Virginia	Town of Warrenton	Town Manager	2018	10,000	\$25M	2018-2022

State	Organization	Recruitment	Year Conducted	Population or Customers	Annual Operating Budget	Tenure of Placement
Washington	City of Bothell	City Manager	2022	50,200	\$78M	2022-Present
Washington	City of Camas	City Manager	2022	27,300	\$40M	2023-Present
Washington	City of Shoreline	City Manager	2022	61,400	\$75M	2022-Present
West Virginia	City of Morgantown	City Manager	2025	30,500	\$45M	2025-Present
Wisconsin	Central Brown County Water Authority	General Manager	2018	22,000	\$13M	2018-Present

## COST OF SERVICES

# Cost of Services

The total fixed fee to complete the Town Manager recruitment, as outlined in this proposal, is \$38,300. This includes all professional fees and expenses for Raftelis. This fee reflects Raftelis being on-site, in-person with the Town for all final interview activities (Activity 3). All other meetings will be conducted virtually. Should the Town wish to include additional in-person meetings in the scope of this search, the fixed fee will be adjusted to accommodate those changes.

We estimate the following additional costs to the Town, which would be billed at cost:

<b>Advertising</b>	Approximately \$2,000-\$2,500 total
<b>Background checks</b>	Estimated at \$175-\$500 per background check
<b>Finalists' interview travel</b>	Borne and reimbursed directly to the finalists by the Town

Advertising and background checks are invoiced as completed. The fixed fee will be invoiced as follows:

<b>Activity 1 – \$12,222</b>	After delivery of the recruitment documents <ul style="list-style-type: none"> <li>• Recruitment plan</li> <li>• Recruitment brochure</li> <li>• First-year goals</li> </ul>
<b>Activity 2 – \$13,322</b>	After the candidate review and semi-finalist selection
<b>Activity 3 – \$12,756</b>	After the final interviews are completed

During Activity 1, Raftelis will discuss any community engagement activities that the Town may wish to include in this recruitment process, advise on how best to incorporate these elements into the search, and provide the required resources to facilitate the desired engagement activities. Optional community engagement elements offered by Raftelis and associated costs include:

<b>Online Community Feedback Survey</b>	\$5,500 per Survey (includes written summary of results)
<b>Community Focus Group/Listening Session – Virtual</b>	\$2,500 per Focus Group
<b>Community Focus Group/Listening Session – In-Person</b>	\$2,500 per Focus Group, plus facilitator travel expenses (estimated at \$1,300 per facilitator)
<b>Facilitated Public Meetings</b>	\$5,000 per Meeting (includes feedback solicitation from attendees)

Community engagement elements may be added at the Town's discretion during initial scoping in Activity 1.

Within six (6) months of the final interview process, should an additional candidate be hired by the Town from the pool of candidates presented by Raftelis for this project, the additional fee shall be \$15,000.

## **Service Guarantee**

If, within the first twelve (12) months after the hire date, the placed candidate leaves employment with the Town for any reason other than death, disability, or separation initiated by the Town without cause, Raftelis will conduct a replacement search for the position without charging a Professional Services Fee. The costs to the Town will be limited to expenses related to the replacement search (e.g., advertising, background checks, recruiter travel). Within this guarantee period, Raftelis must be notified in writing of a separation within 10 days of its effective date. Additionally, for this guarantee to take effect, the Town must provide documentation of regular onboarding meetings with the Town Commission (or designee) and a one-year (12-month) evaluation for the placed candidate facilitated by Raftelis. The additional fee for this facilitated evaluation is \$10,000, and includes one-on-one input solicited from each member of the governing body, a self-evaluation by the placed candidate, and a facilitated evaluation session with the Town Commission and placed candidate conducted by Raftelis in accordance with Florida's Sunshine Law and Public Records laws. A written performance evaluation report will be provided to the Town following the evaluation session.

## **Additional Optional Service**

### **Leadership Coaching**

Raftelis has trained coaches with practical experience as former local government leaders who provide one-on-one coaching to executives, department heads, and mid-level managers. The process includes setting goals, developing and executing a coaching plan, and individual coaching sessions. Local governments and utilities utilize this service to help new leaders acclimate to their roles and responsibilities and adjust to the complexities of the organization. We help leaders of varying tenures with navigating difficult conversations, improving their interactions with the governing body and/or the public, building strong teams, and preparing future leaders within their organization.

#### **COST:**

- Typical cost for this service is \$10,000
- Hourly rate for coaches is \$260/hour
- Work is done virtually

**CERTIFIED MINORITY FIRM**

# Certified Minority Firm

Raftelis is not a Certified Minority Firm.

**APPENDIX: REQUIRED FORMS**

# Required Forms





## EXHIBIT "A"

**CONTACT SHEET****Name:** Raftelis Financial Consultants, Inc.**Federal Taxpayer ID:** 20-1054069**Mailing Address:** 227 W. Trade Street, Suite 1400**City, State, & Zip Code:** Charlotte, NC 28202**Telephone:** 240.832.1778 **Fax:** 828.484.2442**Email:** ctuckparrish@raftelis.com**Submitted By:** Catherine Tuck Parrish**Title:** Senior Vice President**Accounting Contact:****Name:** Jessica Jasso **Title:** Accounting Manager**Email Address:** jjasso@raftelis.com **Phone:** 704.247.3227

North Carolina  
Mecklenburg

EXHIBIT "B"

**SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A),  
ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid, Proposal or Contract for  
Executive Search Services – Town Manager
2. This sworn statement is submitted by (entity) Raftelis Financial Consultants, Inc. whose business address is 227 W. Trade Street, Suite 1400, Charlotte, NC, 28202 and (if applicable) Federal Employer Identification Number (FEIN) is 20-1054069 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: \_\_\_\_\_.)
3. My name is Jon Davis and my relationship to the entity named above is Senior Principal.
4. I understand that a "public entity crime" as defined in section 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in section 287.133(1) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in section 287.133(1) (a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market

value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

☒ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

☐ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

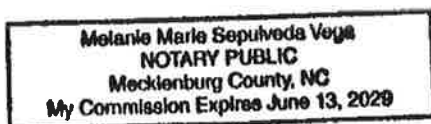
☐ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

  
Signature

6/18/2025  
Date:

STATE OF North Carolina  
COUNTY OF Mecklenburg

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 18 day of June, 2025 and is personally known to me, or has provided Personally Known as identification.



  
Notary Public  
My Commission expires June 13, 2029

## EXHIBIT "C"

**DRUG-FREE WORKPLACE CERTIFICATION**

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Raftelis Financial Consultants, Inc.  
 CITY: Charlotte STATE: NC ZIP CODE: 28202  
 SIGNATURE: *Catherine Tuck Parrish* PHONE: 240.832.1778  
 NAME (TYPED OR PRINTED): Catherine Tuck Parrish TITLE: Senior Vice President

## EXHIBIT "D"

**E-VERIFY STATEMENT****Bid/Proposal Number:** N/A**Project Description:** Executive Search Services – Town Manager

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and
2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

**Individual/Company/Firm:** Raftelis Financial Consultants, Inc.**Authorized Signature:** **Title:** Senior Vice President**Date:** 6/18/25



## EXHIBIT "E"

**CONFLICT OF INTEREST STATEMENT**

This sworn statement is submitted with Bid, Proposal or Contract for Executive Search Services – Town Manager.

This sworn statement is submitted by (entity) Raftelis Financial Consultants, Inc. whose business address is 227 W. Trade Street, Suite 1400, Charlotte, NC 28202 and (if applicable) Federal Employer Identification Number (FEIN) is 20-1054069 ( If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: \_\_\_\_\_.)

My name is Jon Davis and my relationship to the entity named above is Senior Principal.

1. The above-named entity is submitting a Proposal for the Town of Melbourne Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the Town of Melbourne Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the Town of Melbourne Beach.
9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the Town of Melbourne Beach.

[Signature] 6/18/2025  
Signature Date:

STATE OF North Carolina  
COUNTY OF Mecklenburg

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 18 day of June, 2025, and is personally known to me, or has provided Personally Known as identification.

[Signature] My Commission expires: June 13, 2029  
Notary Signature

Melanie Marie Sepulveda Vega  
NOTARY PUBLIC  
Mecklenburg County, NC  
My Commission Expires June 13, 2029