



SPECIAL TOWN COUNCIL MEETING AGENDA

April 07, 2026 at 3:00 PM

Council Chambers – 340 Ocean Drive and YouTube

NOTICE: If any person decides to appeal any decision of the Town Council at this meeting, he or she will need a record of the proceedings and for that purpose, he or she may need to ensure that a verbatim record of the proceedings is made, such record includes the testimony and evidence upon which the appeal is to be based. The Town does not prepare or provide such record. ***Persons with disabilities requiring accommodations in order to participate in the meeting should contact Caitlin E. Copeland-Rodriguez, Town Clerk, at least 48 hours in advance to request such accommodations.***

The meeting will be broadcast live on The Town of Juno Beach YouTube page and can be viewed any time at: <https://www.youtube.com/@townofjuno-beach477/streams>

HOW CITIZENS MAY BE HEARD: Members of the public wishing to comment publicly on any matter, including items on the agenda may do so by: Submitting their comments through the Public Comments Webform at: <https://www.juno-beach.fl.us/1371/Public-Comments> (*all comments must be submitted by Noon on day of Meeting*). Please be advised that all email addresses and submitted comments are public record pursuant to Chapter 119, Florida Statutes (Florida Public Records Law). Make their comment in-person; or participate from a remote location using Zoom – please contact the Town Clerk at ccopeland@juno-beach.fl.us by Noon on the day of the meeting to receive the Meeting ID and Access Code. (*Please note that all members participating via Zoom must login at least 15 minutes prior to the meeting and will be muted upon entry until Public Comments is called*).

****Please note that the Zoom meeting will lock for public comments at 3pm and no other entries will be permitted.***

All matters listed under Consent Agenda, are considered to be routine by the Town Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

CALL TO ORDER

PLEDGE ALLEGIANCE TO THE FLAG

COMMENTS FROM THE TOWN MANAGER, THE TOWN ATTORNEY, AND STAFF

COMMENTS FROM THE PUBLIC

All Non-Agenda items are limited to three (3) minutes. Anyone wishing to speak is asked to complete a comment card with their name and address prior to the start of the meeting as well as state their name and address for the record when called upon to speak (prior to addressing the Town Council). Town Council will not discuss these items at this time.

COUNCIL ACTION/DISCUSSION ITEMS

1. Appointment of Interim Town Manager
2. Discussion and Direction Regarding the Hiring Process for a Town Manager

COMMENTS FROM THE COUNCIL

ADJOURNMENT



AGENDA ITEM

Meeting Name: Special Town Council Meeting
Meeting Date: April 7, 2026
Prepared By: C. Copeland-Rodriguez, MMC, Acting Town Manager
Item Title: Appointment of Interim Town Manager

DISCUSSION:

Due to the vacancy in the Town Manager position, it is necessary to designate an individual to serve in an interim capacity to ensure continuity of operations and oversight of Town Functions.

OPTION #1 – Appoint In-House Staff as Interim Town Manager

Appoint Caitlin Copeland-Rodriguez, currently serving as Acting Town Manager, to serve as Interim Town Manager.

If the Council approves this option, Caitlin Copeland-Rodriguez, currently serving as Acting Town Manager, would be appointed as Interim Town Manager, subject to the following conditions:

1. The interim appointment shall be effective April 7, 2026, and shall not extend beyond July 31, 2026.
2. The interim position shall carry the same salary as the previous Town Manager.
3. Upon conclusion of the interim appointment, or at any time during the interim period if deemed appropriate by the Council, Caitlin Copeland-Rodriguez shall revert to her position as Town Clerk.
4. The Council engages an interim clerk services firm to temporarily perform Town Clerk duties during this interim period.

This appointment is intended to maintain stability and continuity in leadership while the Town Council proceeds with the process of selecting a permanent Town Manager.

OPTION #2 – Select an External Interim Town Manager

The Council may choose to appoint an Interim Town Manager from the pool of candidates outside of Town staff, including FCCMA, etc. This approach allows the Council to fill the position with a qualified individual who has not previously been part of the Town organization.

- A third-party provider should be engaged to conduct background checks, as staff will not perform this function.

**This option may have a delayed start date to allow sufficient time for completion of the background check.*

RECOMMENDATION:

Direct staff on how to proceed.

Attachment:

- 1) Proposal from Local Bridge Government Services for Temporary Clerk services;
- 2) FCCMA Florida City/County Manager Search Guide.



Caitlin Copeland <ccopeland@juno-beach.fl.us>

Introduction and Interim Town Clerk Services

1 message

Lakisha Burch <admin@lbgovservices.com>

Mon, Mar 30, 2026 at 12:55 PM

To: "ccopeland@juno-beach.fl.us" <ccopeland@juno-beach.fl.us>

Cc: Lakisha Burch <admin@lbgovservices.com>

Good afternoon, Ms. Copeland-Rodriquez,

I hope this message finds you well. It was a pleasure speaking with you recently regarding your organization's current and upcoming municipal needs. I appreciated the opportunity to briefly share how my firm may be of assistance.

I would like to formally introduce Local Bridge Government Services, a firm dedicated to *bridging the gap in municipal operations*. We specialize in providing expert municipal clerk services to cities, towns, and local governments, particularly during periods of transition, staffing shortages, or when additional compliance support is needed.

With credentials as a Florida Certified Professional Clerk (FCPC) and Master Municipal Clerk (MMC), I bring both industry-recognized expertise and hands-on experience in supporting municipal functions. Most recently, I served in the Town Clerk capacity for the Town of South Palm Beach, where I supported meeting administration, records management, and operational continuity.

Our core services include:

- Interim Town/City Clerk Services
- Public Records Management and Compliance
- Agenda and Meeting Administration
- Municipal Elections Support
- Records Retention and Archiving
- Policy and Procedure Development
- Staff Training and Clerk Mentorship
- Board and Council Support

To provide clarity and transparency, we offer the following monthly service packages:

Full-Time Interim Clerk Package – \$15,500/month

Includes:

- Up to 40 hours per week (160 hours/month)
- Full administration of Clerk duties, including agenda preparation, minutes, records management, ordinances/resolutions coordination, and liaison support
- Up to four (4) Council and/or Board meetings per month
- Additional hours billed at \$125/hour

Part-Time Interim Clerk Package – \$7,750/month

Includes:

- Up to 20 hours per week (80 hours/month)

- Full administration of Clerk duties as outlined above
- Up to two (2) Council and/or Board meetings per month
- Additional hours billed at \$125/hour

Local Bridge Government Services is structured to deploy quickly and efficiently, ensuring municipalities remain compliant, organized, and fully operational during times of need.

I would welcome the opportunity to further discuss how we can support your organization, whether on an interim basis or for specific projects. Please feel free to reach out at your convenience to schedule a follow-up conversation.

Thank you again for your time, and I look forward to working with you.

Warm regards,

Local Bridge Government Services
Lakisha Burch, FCPC, MMC

Founder and CEO
561-571-1358 (office)
admin@lbgovservices.com



FLORIDA CITY/COUNTY MANAGER SEARCH GUIDE

May 2024

INTRODUCTION¹

Selecting a city or county manager or administrator² is one of the most important decisions made by a governing body.³ The objective of this guide is to assist local elected officials and staff with the search process.⁴

Recruiting and selecting a new manager can be a very positive, enjoyable, and unifying experience for a governing body. It provides an opportunity for the governing body, as a group, to think together about objectives and priorities as a basis for determining the characteristics of an effective manager for their community.

Like a chief executive officer in a Fortune 500 company, the manager is responsible for serving the governing body, managing the financial aspects of the organization, directing the employees, ensuring quality customer service, and implementing legal and ethical standards. Additionally, as a resource to the governing body, the manager will help determine whether governing body objectives and priorities are appropriately defined, considered, and implemented. Unique to public agencies, the manager oversees an organization that is focused on providing a variety of services to the community rather than on making profit.

The position of manager requires a variety of skillsets. Not every person can perform this role. Therefore, selecting the right person for the job is critical to the success of the governing body and of the community.

Recruiting and selecting a new manager provides an opportunity for the governing body to look to the future in a way that is seldom experienced when considering agenda items at a typical governing body meeting.

¹Appreciation is extended to Texas City Management Association (TCMA) for permission to use their 2022 edition of "Guidelines for Recruiting a City Manager."

²"City or county manager or administrator" or similar titles will be referred to as "manager" hereafter.

³"Governing body" as used in these guidelines refers to the mayor/chair and council/commission and their roles as outlined in the city/county charter, administrative procedures policy, and general laws as applicable.

⁴In 2023, the Board of Directors of FCCMA requested that the Senior Advisors prepare a Florida search guide for chief administrative officers. A public/private partnership work group made up of the following members prepared this guide: Jim Hanson, Senior Advisor and Chair; Russ Blackburn, Senior Advisor; Kurt Bressner, Senior Advisor Emeritus; Dan Kleman, Senior Advisor; Carol Russell, FCCMA Association Services Coordinator; Doug Thomas, Executive Vice President of Recruitment & Leadership Development, Strategic Government Services (SGR); Lynn Tipton, FCCMA Director Emeritus; and Heidi Voorhees, President, GovHRUSA, a Division of MGT Consulting of America.

When faced with an upcoming or immediate vacancy in the manager position, the governing body must provide the following:



Strong, consistent political leadership for conducting the recruitment



A well-organized, coordinated and transparent recruitment



A timetable that ensures a prompt, comprehensive recruitment and guards against premature action



A plan for administering the affairs of the city/county while the recruitment is underway

The governing body must act thoughtfully and deliberately in determining how to ensure that operations of the local government are properly managed during the period before a permanent manager is selected and on the job. In some cases, the members of the governing body may agree they have confidence in a specific staff person. Should the governing body determine that there is no one on staff whom it can or wants to appoint as the interim manager, it may decide to retain the services of a retired or in-transition manager.

The governing body should publicly announce the appointment of the interim manager, making clear to all stakeholders that the interim manager is responsible for implementing governing body policy and overseeing operations.

Florida Government in the Sunshine:

Strict compliance with Florida law for all aspects of the search is essential. The position profile or other search documents must clearly advise all potential applicants that their application materials are subject to public disclosure under Florida law. Assurances of confidentiality cannot be provided.

This guide will discuss:

1. Steps Prior to Recruitment
2. Responsibility for Recruitment
3. Role of the Outgoing Manager and Guidelines for the Interim Manager
4. Parameters of Recruitment
5. Generation of Candidate Pool
6. Selection

SUMMARY:

Following these six steps will help guide a successful search.

1 STEPS PRIOR TO RECRUITMENT

Prior to recruitment, the governing body, with assistance of staff and possibly the **Florida City and County Management Association** (FCCMA) Senior Advisor Program or the **Florida Association of Counties** (FAC), should:

- Authorize preparation of a concise announcement to the public, the organization and stakeholders regarding the executive vacancy.
- Provide a timetable and option for selection of an interim manager.
- Identify local charter and state statute requirements for the position.
- Review the current job description.
- Identify and agree upon the essential characteristics and criteria of the next manager.
- Obtain a status report on organization and projects.
- Discuss compensation, benefits and employment agreement.
- Discuss housing assistance if residency is required.
- Prepare an outline of a recruitment plan.
- Defer key actions where possible until the new manager arrives.

SUMMARY:

These core elements should be addressed by the governing body at the start of the search.

2 RESPONSIBILITY FOR RECRUITMENT

The governing body is responsible for determining the approach used to conduct the recruitment. Regardless of the process used to recruit and evaluate manager candidates, members of the governing body must be clear that they will approve the selection of final candidates, conduct the interviews, and make the final selection.

Four search options are summarized here:

1. The governing body conducts the recruitment *in-house* using the elected body members, organization staff (such as the human resources department), the interim city manager (if that person is not a candidate for the permanent position), or some combination of these.
2. The governing body *outsources* the recruitment by contracting with a firm that specializes in providing executive search assistance to cities or counties. Using an executive search firm provides the most comprehensive search.^{5, 6}
3. The governing body authorizes a search conducted by the FCCMA Senior Advisor Program or the FAC.⁷
4. The governing body authorizes a *hybrid* approach, conducting the recruitment internally with assistance from the FCCMA Senior Advisor Program or the Florida Association of Counties.

SUMMARY:

Deciding who conducts the recruitment is highly individualized. Considerations include whether the governing body wants to conduct an extensive marketing campaign, has the capacity and willingness to perform all tasks related to recruitment, and/or has a challenging political operating situation that may have an impact on the candidate pool. Having an external, neutral third party assist with the search may be appropriate.

⁵Contact FCCMA staff for a list of Florida-involved search firms or see Exhibit A. "Florida Local Government Executive Search Firms."

⁶See Exhibit B. "Search Firm Services Typically Provided."

⁷The FCCMA Senior Advisor Program search services are limited to cities and towns under 10,000 population and counties under 50,000 population. However, the Senior Advisor Program is available to meet with jurisdictions of any size to assist in finding an interim manager and outlining the scope of a manager search. Specific search services required should be discussed with the FCCMA Senior Advisor Coordinator or the FAC representative.

3 ROLE OF THE OUTGOING MANAGER AND GUIDELINES FOR THE INTERIM MANAGER

The **Code of Ethics for the International City/County Management Association** (ICMA) provides guidance to the role of the outgoing manager in a recruitment as well as guidelines for the interim manager.

ICMA Code of Ethics – Tenet 3:

Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.⁸

The exiting or retiring manager should refrain from working on the process itself (other than directing necessary staff to do their respective roles) and should maintain an appropriate distance from the governing body as their deliberations proceed.

If appropriate, the outgoing manager may provide insights to candidates.

The interim manager who *is* a candidate for the post must refrain from all involvement in the process, which would be a conflict of interest.

The interim manager who is *not* a candidate for the post may talk with staff about processes and procedures and can assist the elected officials with questions as necessary. Since the incoming manager, in theory, will continue to work with an internal former interim manager, fact-based neutrality as an interim manager should be an overriding principle to guide the level of involvement during the recruitment.

SUMMARY:

All members of ICMA and FCCMA are obligated to follow the ICMA Code of Ethics. Understanding this requirement will help ensure professional management.

⁸The entire ICMA Code of Ethics may be found here: <https://icma.org/page/icma-code-ethics>

4 PARAMETERS OF RECRUITMENT

Prior to starting a search, the governing body should establish the parameters of the recruitment.

PARTICIPANTS IN THE SEARCH:

At the onset of the recruitment, the governing body must address who will be involved in the search. Participants may include the governing body, staff, and/or a citizen committee, if authorized by the governing body.

Staff: The staff role can vary, depending upon whether the governing body, an executive search firm, an FCCMA Senior Advisor, or the FAC is responsible for conducting the recruitment. If the governing body or the FCCMA Senior Advisor Program is conducting the recruitment, staff will often be responsible for placing advertisements and collecting resumes. They may also assist in scheduling interviews. If an executive search firm is involved, the firm may be responsible for all these administrative details. The role of staff in this case is usually limited to providing information about the community and organization and to coordinating generally with the search firm. When an executive search firm is involved, staff often provide additional input to develop the Manager Profile and sometimes are invited to participate in other events during the interview process.

Citizen Engagement: In some instances, governing bodies have involved individual citizens or citizen committees in defining desired characteristics of a new manager and participating in an advisory role in the review leading to the determination of finalists. The participants in the screening should represent a cross section of the community as much as possible.

However, regardless of the type or level of citizen candidate review, only the governing body decides on interview candidates and hires the new manager.

MANAGER PROFILE:

Identifying the desired characteristics and goals for the new manager goes to the heart of the recruitment. A profile can encompass those qualities, characteristics, education, experience, and areas of expertise of the ideal candidate. The profile should also address any residency requirements for the position.

Using the profile as a guide and considering how applicants measure against the established criteria and against one another, the governing body can better ensure that the candidate it appoints has the combination of management experience and leadership style to be successful in the position. Developing the manager profile helps the governing body define its needs and establishes the groundwork for generating a rich pool of applicants with the skills and abilities to address the needs of the governing body, community, and organization. Additionally, the profile should include information

about the attributes of the community, issues it faces, quality of life, and objectives that the manager should achieve. The governing body has a responsibility to present the position accurately, attractively, and competitively.

In summary, it is vital for the governing body to determine *by consensus* what their community needs, include these needs in the profile, and refer to these needs when considering all candidates' skills and backgrounds. These characteristics and objectives help the governing body identify in detail their ideal manager within the potential candidate pool, review resumes, select finalists, and hire the best "fit" for the community.⁹

COMPENSATION:

While it is important for the governing body to have some general understanding of the salary parameters that will be acceptable, the governing body must also allow itself some flexibility in this area. The governing body can and should obtain comparable data for other cities/counties of similar size in their region.¹⁰ In addition, benefits and housing assistance should be confirmed.

After the Manager Profile has been approved by the governing body, advertising can proceed.¹¹

SCOPE OF RECRUITMENT:

When a manager vacancy is advertised, resumes will usually be received from individuals in different parts of the country. Since the governing body is looking for the best candidate, all resumes received should be reviewed carefully. Some governing bodies will choose to focus on their state or region, thinking that these candidates may have a better understanding and orientation to problems they face, legal issues, financing alternatives, and similar matters. Given the competitive nature of the profession, a nationwide search is recommended.

OUTREACH STRATEGY:

It is advantageous for the governing body to ensure that every professional who might have an interest in the vacant position is aware of the opportunity to apply. In addition to posting the position vacancy in professional publications, websites, social media, and job boards, a brochure describing the community, the position profile, and the governing body's key goals and objectives will enhance the opportunity to attract outstanding candidates.

⁹See Exhibit C. "Sample Manager Profile."

¹⁰See Exhibit D. "Manager Salary and Benefit Information."

¹¹See Exhibit E. "Places to Advertise."

TIMING OF THE SEARCH:

Publication deadlines must be considered to properly advertise a vacant manager position in a timely manner. An ideal search timeline will provide 30 - 60 days from the start of the recruitment to the deadline for submitting resumes; 30 - 60 days to review resumes; 30 days to schedule interviews with candidates, hold interviews, conduct background checks, and select a candidate; and a minimum of 30 - 45 days for the new manager to relocate to the community. The estimated time from start to selection of a new manager is between 90 to 120 days.

SUMMARY:

The governing body must discuss and reach a consensus on each of the above parameters at the outset of the recruitment. This consensus will not only result in a framework for conducting the overall recruitment but also help ensure that the governing body is unified in its approach to the recruitment of a manager. After this consensus has been reached, the recruitment can move forward.

5 GENERATION OF CANDIDATE POOL

The recruitment is distinguished from the selection by focusing on the generation of a sufficient pool of qualified applicants so that the selection has a reasonable number of applicants to screen. Professionalism, punctuality, and responsiveness during this period of advertising and obtaining applications for the position is key because applicants receive their first impressions of the community and organization during the recruitment phase.

Candidates must not only have technical and administrative skills and experience, but also possess the “non-task-related factors” of the job. The manager’s job has certain well-defined managerial tasks, such as budgeting, supervising, and communicating, which are vital to the organization’s core operations. A manager may carry out well-defined managerial tasks but may be lacking in non-task-related factors, resulting in poor overall performance.

In today’s complex public sector, communities are an ever-increasing mix of races, ethnicities, religions, gender identity, and sexual orientation. It is important for communities to seek out candidates from various backgrounds, cultures, ages, genders and experiences. This not only ensures a fair representation of the community’s population, but also brings in a variety of perspectives and ideas that can contribute to the effective administration of the local government services and can foster innovation, creativity and knowledge. Recruitment goals can be furthered through targeted outreach, social media postings of the vacant position, advertising on a variety of websites that are specific to local government, advertising on websites that serve underrepresented minorities, and generally demonstrating an open and welcoming culture.

SUMMARY:

To effectively recruit, the local government must market the position so that its requirements are clear to potential applicants. The goal of recruitment is to generate a sufficient pool of qualified applicants. To accomplish this, relations with applicants must communicate professionalism and responsiveness as well as provide accurate, descriptive information about the position, the community and the status of the process. The local government can use both outreach and advertising while making sure that both approaches encourage a broad-based candidate pool.

6 SELECTION

After the deadline for submitting resumes has passed, selection begins. Methods used to screen applicants typically include careful review of each candidate's resume and cover letter, social and print media presence, consideration of reference letters and/or reference calls, and interviews – virtual, face-to-face, or a combination of the two. Dependence upon a single information source is not advised.

The singularly most important premise of the council-manager form of government is the political neutrality of the manager, who is professionally required to perform in a non-partisan manner and to avoid electoral politics. This professional standard, along with education and training, ensures that the professional manager relies on technical and administrative reasoning in all official duties.

Similarly, the governing body's role in the recruitment and the selection of a manager must remain politically neutral. Elected members must not expect the manager to share their political perspectives. The governing body must not inject partisan politics into selecting a new manager.

RESUME REVIEW:

Unless the governing body has retained an executive recruiting firm to assist in the selection or is using the services of FCCMA's Senior Advisor Program or the FAC services, the governing body must review resumes.

USING THE ADOPTED CRITERIA:

To narrow the field of applicants, those reviewing the resumes must compare them with the recruiting criteria adopted by the governing body at the onset of recruitment.

DETERMINING FINALISTS:

A common selection initially reduces the applicants to a highly qualified group of approximately ten (10) candidates. When the initial resume review has been completed, the most qualified, smaller (perhaps 5 – 9) second-round group of applicants will be subject to more thorough background checks, including references, social media usage history, and possibly virtual interviews. All finalists should have a full background check. The governing body must resist the temptation to select finalist candidates before background checks have been completed.

Based upon the candidates' qualifications per the original selection criteria of the governing body and the results of the background checks, the governing body then chooses a smaller group of 3 - 5 finalists, who are invited to the community for interviews.

¹²See Exhibit F. "Background Checks – Recommended Scope of Services."

It is recommended the governing body prepare a list of reserve candidates in the event the finalists decide not to pursue the position.

MECHANICS OF INTERVIEWING:

Interviewing must be well organized and the setting comfortable. A discussion leader should be designated, and all governing body members must participate. The governing body may opt for individual discussions with each finalist.

Some types of questions or inquiry are prohibited by law. The city or county attorney should prepare a report or guideline of what types of questions or inquiry must be avoided in either the public interview or individual discussions. The focus must always remain on KSA – knowledge, skills, and abilities. The governing body should ask the same questions of each candidate.¹³

EMPLOYEE/COMMUNITY INVOLVEMENT IN INTERVIEWING:

The governing body may choose to supplement interviewing by inviting employees, community leaders, and/or the public in general to participate. For example, finalists may meet with the department heads or other staff to review departmental operations in more detail or to receive a tour of the community. Similarly, finalists may meet with selected community leaders to receive input on matters the leaders consider important to the local government. A public reception or question-and-answer session with candidates is often held. Note that this type of involvement is to provide the candidates with additional information about the community. Employees and/or community members will not be involved in the actual selection of the city manager.

PARTNER INVOLVEMENT IN INTERVIEWING:

If the partner is invited to accompany the finalist candidate, this part of the selection must be well-organized and based on the interests of the partner, insofar as that can be determined and accommodated. Additionally, partner involvement may be beneficial to the candidate's review and assessment of the community.

REIMBURSEMENT OF INTERVIEW EXPENSES:

Confirm the city or county policy on reimbursement of expenses in conjunction with the interview. The practice of most local governments is to reimburse candidates and partners for any actual out-of-pocket expenses.

¹³See Exhibit G. "Do's and Don'ts of Interviews and Interactions with Candidates."

¹⁴If comment cards are used for feedback at a public reception or session, be mindful that in Florida those comments are public record.

POST-SELECTION:

Selection produces three possible outcomes:

- One finalist has emerged as the clear choice.
- The governing body has narrowed down to more than one finalist whom they would like to pursue further.
- No finalists are acceptable.

If one clear first choice occurs, the governing body, through its representative, can notify the candidate, confirm the willingness of the candidate to accept the position, and then move to finalize a total compensation package and other arrangements.

If the governing body decides to further consider two or three finalists, it may choose to invite those finalists (and possibly the finalists' partners) for a second interview.

If no finalists meet the governing body's expectations, the governing body may decide to rescreen some of the applicants who did not make the first round of finalists. Another option is to restart the entire search.

If the governing body is unable to satisfactorily conclude negotiations with the first-choice finalist, the governing body may want to open discussions with one, some, or all the other finalists.

Until all arrangements have been completed with a first-choice finalist, the governing body should postpone notifying the other finalists. Additionally, after successful negotiations with a new manager have been made, all other applicants should be notified as a professional courtesy.

FINALIZING COMPENSATION AND TERMS OF EMPLOYMENT:

After the governing body has chosen the new manager and that individual has indicated a willingness to serve as manager, a representative of the governing body and the city or county attorney should be designated by the governing body to discuss and finalize compensation and other terms of employment with the selected candidate.¹⁵ The final terms of employment and compensation, including an employment agreement compliant with Florida Statutes, must be reviewed and approved at a public meeting by the governing body.¹⁶

¹⁵See Exhibit H. "Preparing the Job Offer and Contract Approval Process."

¹⁶See Exhibit I. "Sample Florida Employment Agreements."

SUMMARY:

Based on the adopted criteria and objectives for the position, the governing body makes the final determination of the applicants selected for interviews. The finalist group must be large enough to expose the governing body to a workable number of diverse competencies, skill sets, and personalities. Political neutrality of the governing body and the candidate is essential. Staff, community, and partner involvement may be included in the interview. The local government should reimburse interviewees. In most cases, a minimum of 3-5 finalists are interviewed face-to-face. The governing body may establish a back-up finalist group in case any of the finalists decide not to pursue the position. Following the interviews, the governing body selects its choice as candidate to offer employment and discuss terms of employment, which must be approved by the governing body at a public meeting.

CONCLUSION

Selecting a professional manager is one of the most important decisions a city or county will make. Following each of these steps can enhance success. The thorough, consistent, and transparent process in this Florida City/County Manager Search Guide promotes cohesive and effective local government.

LIST OF EXHIBITS

- A. Florida Local Government Executive Search Firms
- B. Search Firm Services Typically Provided
- C. Sample Manager Profile
- D. Manager Salary and Benefit Information
- E. Places to Advertise
- F. Background Checks–Recommended Scope of Services
- G. Do's and Don'ts of Interviews and Interaction with Candidates
- H. Preparing the Job Offer and Contract Approval Process
- I. Sample Employment Agreements



Florida City and County Management Association
 P.O. Box 1757
 Tallahassee, FL 32302-1757
 850.701.3607

Exhibit A:**Florida Local Government Executive Search Firms****Strategic Government Resources**

P.O Box 1642, Keller, TX 76244

(817) 337-8581

<https://www.governmentresource.com/>

Jjpeters@strategicgovernmentresources.com

Colin Baenziger and Associates

2055 S. Atlantic Ave. Suite 504, Daytona Beach Shores, FL 32118

(561) 707-3537

http://www.cb-asso.com/Active_Recruitments.asp

Colin@cbasso.com

GovHR USA/MGT

630 Dundee Road, Northbrook, IL 60062

(847) 380-3240

Heidi Vorhees, President, GovHRUSA

<https://www.govhrusa.com/>

<https://www.mgtconsulting.com/>

Hvoorhees@govhrusa.com

Bob Murray and Associates

1544 Eurika Road, Roseville, CA 95661

(916) 784-9080

<https://www.bobmurrayassoc.com/>

apply@bobmurrayassoc.com

Mercer Group Associates

107 Indigo Lane, Athens, GA 30606

(706) 983-9326

<https://mercergroupassociates.com/>

info@mercergroupassociates.com

S. Renee Narloch and Associates

2910 Kerry Forest Pkwy, Tallahassee, FL 32309

(850) 391-0000

<https://www.srnsearch.com/>

info@srnsearch.com

Sumter Local Government Consulting

Atlanta, GA.

(404) 555-0525

<https://sumterlocalgovconsulting.com/>

warren@sumterconsulting.com

Slavin Management Consultants

304 Holcomb Bridge Road Suit A-1, Norcross. GA 30071

(770) 449-4656

<http://www.slavinmanagementconsultants.com/welcome.shtml>

[Slavin management consultants.com](http://www.slavinmanagementconsultants.com)

Exhibit B:

Search Firm Services Typically Provided

As discussed in Section 2, Responsibility for Recruitment, the elected officials may decide to contract with an executive recruitment firm to facilitate and assist with the process of selecting their next administrator/manager. Whether to contract with a firm or not depends on several factors, including the presence of a qualified in-house employee, the city's capacity to perform in-house recruitment, the reason for the vacancy, and the challenges facing the city.

Services Provided by the Recruitment Firm

An Executive Recruitment firm facilitates the selection process and generally includes the following tasks:

1. Facilitates the elected body's discussion of key qualifications and experiences they desire in their next Administrator/Manager; in addition, the firm can facilitate community focus groups and internal organization meetings that will provide additional insight into the qualifications and experiences for the next Administrator/Manager. Tools such as survey documents may also be an option for seeking community/organizational input.
2. Assist with establishing the salary range and other executive level benefits that reflect the current market in the region.
3. Develop marketing materials that showcase the community and organization. This marketing brochure will also provide a detailed description of the position and the expectations outlined by the elected body.
4. Provide application management, outreach through social media and personal outreach to ensure the position is marketed widely to potential candidates.
5. Evaluate candidates based on criteria provided by the elected body.
6. Provide the elected body with a detailed report to assist them in selecting candidates to interview.
7. Conduct highly detailed media and social media searches on each candidate presented for consideration by the elected body.
8. Conduct reference calls, criminal background checks, educational verification and other due diligence within state and federal laws.
9. Facilitate the interview process. This includes ensuring the candidates have the details for the meeting with the elected body and other interview panels that may be a part of the selection process. In addition, the firm can provide sample interview questions for the elected body to consider.
10. Facilitate the elected officials' discussion of the finalist candidates and advise on elements of the employment agreement.

Vetting Executive Recruitment Firms

In selecting an Executive Recruitment Firm, Elected Officials may consider the following:

- Does the firm understand the unique dynamics of local government in general and the city/county manager/administrator position specifically?
- Can the firm effectively market the position and reach top candidates?
- Can the firm effectively evaluate the candidates with objectivity, reflecting the criteria provided by the elected body?
- Does the firm offer a guarantee if the selected candidate leaves or is let go within the first year of employment?

It is strongly suggested that if the elected body is considering utilizing an executive recruitment firm, they request proposals from several firms and interview two or three finalists to ensure there is alignment between the firm and the elected body.

Exhibit C:

Sample Manager Profile

The development of the position profile is an opportunity for the hiring authority to come together and discuss what they are seeking in their next manager/administrator. If community members are asking to be included in the process, this is an excellent opportunity to obtain their feedback so it can be used in developing the profile and in screening applicants. The following information should be included in the profile:

Community/County Information – Marketing information (population, location, regional attractions, recreational opportunities, schools, retail/business climate) about your community or county. What are the highlights? This section should ideally include links to your website, chamber of commerce information, etc.

The Organization – This section should include your form of government, the names of departments, number of employees and size of annual budget. Again, links to your budget and any strategic planning documents would be helpful.

The Position – Specifics about the position – who it reports to and who are the direct reports to this position. This section should include high-level responsibilities. Information on key attributes and experiences for interested candidates can be included in this section.

Opportunities and Challenges – What short- and long-term challenges and opportunities will the next person in this position face? Typically, 4-5 issues are mentioned in this section.

Qualifications and Leadership/Management Skills Desired – This should include what potential candidates must have and then what additional qualifications and skills are highly desirable. Flexibility with respect to requirements candidates must have should be minimized to assist in achieving a broad pool of candidates.

Compensation and Benefits – It is very important to include a compensation range. Using DOQ (Dependent on Qualifications) will reduce the size of the candidate pool. Salaries are public information, so it is important for the hiring authority to discuss what range they expect to pay within and to advertise that range. In addition, if residency is required, it is important to include that information in this section.

Application Process – Indicate application deadline and how to apply. This section should also include contact information for questions.

Note: A full position profile or brochure typically includes photos of the community/county and organization and may also include relevant graphics/organizational charts. For advertising on websites, a shorter version of the profile that hits on an abbreviated version of these components will need to be developed.

Exhibit D:

Manager Salary and Benefit Information

In Florida, the following entities provide a salary survey that includes county and municipal information:

Florida Public Human Resources Association (FPHRA) Annual Survey

This is the broadest, most comprehensive Florida local government survey

General Website: www.fphra.org

Salary Survey page: <https://www.fphra.org/page-1818928>

Note: membership is required to access the data (you can contact them to see if a fee can be paid in lieu of membership)

Florida League of Cities Annual Survey

Positions in the municipal survey include elected officials, attorneys, clerks, and managers. To request a population-based response with cities close to the same size, please contact the Research Staff at (850)222-9684. Access to the total data is not available; customized requests only.

Website: www.floridaleagueofcities.com

In addition, some county and municipal human resources departments do a Peer City or Peer County comparison of five to ten similar governments and collect specific salary and benefit data for selected positions.

Exhibit E:

Places to Advertise – 2024

ICMA All Current Jobs: <https://icma.org/job-center> (fee – based – national)

Linked-In:

<https://business.linkedin.com/marketing-solutions/native-advertising/single-job-ads>
(fee – based – national)

FCCMA Job Listings: <http://fccma.org/jobs/> (no cost – Florida)

Florida Association of Counties Jobs Posted:

<https://www.fl-counties.com/government-jobs> (no cost – Florida)

Florida League of Cities: <https://www.floridaleagueofcities.com/jobs> (no cost – Florida)

National League of Cities: <https://jobsonline.nlc.org> (fee – based – national)

National Association of Counties: <https://jobs.naco.org/> (fee – based – national)

National Forum for Black Public Administrators: <https://careers.nfbpa.org/employers/>
(fee – based – national)

Local Government Hispanic Network Job Board: <https://www.lghn.org/i4a/careerHub/>
(fee – based – national)

GovHR Jobs Board: <https://www.govhrusa.com/post-a-job/> (fee – based – national)

Strategic Government Resources (SGR) All positions:

<https://www.governmentresource.com/executive-recruitment/job-board> (fee – based – national)

Careers in Government: <http://www.careersingovernment.com> (fee – based – national)

Employ Florida: <https://www.employflorida.com/vosnet/Default.aspx> (must register for access - Florida)

Georgia Local Government Access (GLGA), a joint effort of the Georgia Municipal Association and the Association County Commissioners of Georgia: <http://www.glga.org/> (no cost – Georgia)

Government Jobs: <https://www.governmentjobs.com> (fee – based – national)

GovtJobs.com: <http://www.govtjobs.com/> (fee – based – national)

Exhibit F:

Background Search Information and Resources

For a city or county conducting a manager/administrator search, the following information is Florida-specific and provided to assist staff with this part of the search.

For the initial applicants:

- For a preliminary review of all applicants, staff can conduct a search of the top 200 results in Google/social media for each one. While this step can take time, it can help eliminate those whose background or experiences do not match expectations/preferences.

For interviewees and finalists:

- Check references supplied by the candidate – additional references can be contacted if candidate's current position is not jeopardized. Check with the candidate about contacting former employers, for example.
- Consider additional background information ahead of the interview; consult own local government's policies on this. Some organizations have physicals, drug screens, etc.
- Watch online streaming of candidates' current employers' board meetings to see the candidates' interactions with their current elected body and the public.
- When selecting a third-party firm to conduct additional background due diligence, ensure that the firm is verifying educational credentials, driving record, SSN verification and is reviewing various federal and local crime databases. It is important to follow federal and state laws regarding background checks including the review and sharing of credit history.
- A few of the firms often used in Florida by city and county governments:
 - Goodhire firm: www.goodhire.com
 - NAPS Background Checks firm: www.napsbgc.com
 - TruDiligence firm: www.trudiligence.com

Exhibit G:

DOS AND DON'TS OF INTERVIEWS AND INTERACTIONS WITH CANDIDATES

TOPIC	ACCEPTABLE QUESTIONS	UNACCEPTABLE QUESTIONS
NAME	Whether work records are under another name.	To ask if a woman uses Miss, Mrs. or Ms. or ask for maiden name.
AGE	Only if there are specific, age-related requirements of the job. After hire, proof of age can be required.	Age or age group
NATIONAL ORIGIN	NONE!	Any question about nation of origin is unacceptable
RACE	NONE! After hire, race is requested to EEO reporting.	Any question about race is unacceptable
RELIGION	NONE!	Any question about religion is unacceptable, including any church affiliation
CITIZENSHIP	Can only ask if applicant is eligible to work in the US. Proof is required at hire.	If applicant is native born or naturalized.
MARITAL OR FAMILY STATUS	Whether the applicant has any commitments/responsibilities that might prevent him/her from meeting work requirements	Any question that reveals marital status or number/ages of dependents. Do not ask about spouse's job, childcare responsibilities, pregnancy
MILITARY SERVICE	NONE	Any question about military service is unacceptable.
CRIMINAL RECORD	Listing of convictions	Questions about arrests
REFERENCES	General and work references not relating to race, color, religion, sex, national origin	References from clergy or others that might reflect race, color, religion, sex, national origin
ORGANIZATIONS	About professional memberships and offices	Listing of all memberships in clubs and organizations, which may reveal race, color, religion, sex, national origin
WORK SCHEDULE	Willingness to work required work schedule	Willingness to work on a particular holiday.
DISABILITIES	Whether the applicant can perform the essential functions of the job with or without accommodations	Any question about height, weight, impairment. Any question about past sick leave usage.

- These guidelines are for informational purposes and are not legal advice. Anyone using this form should consult with their HR and Legal staff for specific advice on the legality of interview questions and what is permissible.

DOS AND DON'TS OF INTERVIEWS

Various state and federal regulations regarding equal employment affect the interview and selection process. These regulations prohibit discrimination based on race, color, sex, religion, national origin, age or handicap. The "Interview Guidelines" chart on the reverse side of this page outlines the specific kinds of information which you can and cannot ask.

In addition to being familiar with this chart, you should pay special attention the following areas to avoid violating equal employment regulations.

DO consider the person's true ability to perform the duties of the position. Never assume that an applicant's age, sex, or disability will prevent the performance of tasks.

DON'T express a preference for race, sex, a particular age group or indicate any other preference which might be construed as discriminatory.

DO keep in mind the applicant's perception of you. Don't refer to applicants in an "endearing manner." Never use racially or ethnically oriented terms. Don't flirt with or patronize the applicant.

DON'T indicate to a member of a "protected group" (e.g., minority, female, person with disability) that your interest in them stems from a desire to improve your EEO image.

DO avoid stereotypes. Keep an open mind. Don't imply (or assume) that the job requires a young person with energy or that an older person may find the job too demanding or that females should not travel alone.

DON'T ask about any prior Workman's Compensation claims.

DO use extra caution in dealing with physical requirements. Federal regulations, and most recently the Americans With Disabilities Act (ADA), require employers to make "reasonable accommodations" for persons with permanent disabilities.

DON'T pursue areas which legally are "out of bounds," even if the applicant brings them up. Stick to the job duties. For instance, if an applicant raises concern over child care arrangements, explain the work hour requirements of the job and allow the applicant to make his/her own assessment.

DON'T indicate that you already have someone in mind for the position. The interview process should be an open process where all applicants receive equal consideration.

DO remember that most of the tips above also apply to what you say outside of the interview. In the event that a discrimination claim is filed, comments made outside of the interview can come back to haunt you when co-workers are asked to answer under oath regarding what was said "in private." Remember, keep an open mind and don't draw conclusions or make assumptions you can't defend.

Exhibit H:**Preparing the Job Offer and Contract Approval Process**

- The development of a “term sheet” that outlines each of the financial and human resources benefits included in the offer – the elected body can work through this list that includes but is not limited to: Salary, deferred compensation, severance, retirement benefits, health, life, and dental insurance, housing assistance, car or car allowance, technical devices (laptop, tablet, cell phone), moving expenses, interim housing, pre-employment medical screenings and start date.

This list should then be shared with the finalist candidate to ensure there is alignment. The elected body may want to designate someone to negotiate some of the terms of the offer.

- Once the general terms are agreed upon, the agreement/contract can be drafted and will include financial and benefits terms as well as other employment language dealing with cause for dismissal, etc. This is typically prepared by the city or county attorney.
- The finalist candidate is provided with the draft contract and given the opportunity to review it with their attorney.
- Once the parties agree on the contract, they can then coordinate the announcement of the contract approval date and the candidate’s departure from their current position.

Exhibit I: Sample Employment Agreements

The following are links to sample employment agreements.

Link to ICMA Model Employment Agreement

<https://icma.org/documents/icma-model-employment-agreement-editable>

This document serves as a model employment agreement template for administrators of municipal governments. The document is available to the ICMA members.

Texas City Management Association CM Agreement:

<https://www.tcma.org/DocumentCenter/View/156/Sample-Employment-Agreement-with-Benefit-Options-PDF>

This agreement is available to the public.

Agreements specific to Florida may be found online from various cities and counties by doing a web search for either *Florida city manager employment agreements* or *Florida county administrator employment agreements*.

Note:

20-Week Limit on Severance Pay in Florida: All agreements after July 1, 2011, must comply with Florida Statute Section 215.425 (4)(a)(1)&(2) as follows:

(4)(a) On or after July 1, 2011, a unit of government that enters into a contract or employment agreement, or renewal or renegotiation of an existing contract or employment agreement, that contains a provision for severance pay with an officer, agent, employee, or contractor must include the following provisions in the contract:

1. A requirement that severance pay provided may not exceed an amount greater than 20 weeks of compensation.
2. A prohibition of provision of severance pay when the officer, agent, employee, or contractor has been fired for misconduct, as defined in s. [443.036\(29\)](#), by the unit of government.

On the next page please see a sample Florida Manager Employment Agreement based on a 2023 City Manager search.

SAMPLE FLORIDA EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT ("Agreement") is entered into, by, and between the City/ County of _____ and _____ ("Manager").

WHEREAS, after due consideration and deliberation in accord with law, the Commission (hereafter Commission) of the _____ has determined to offer the position of City/ County Manager to _____; and

WHEREAS, Manager has determined to accept the position; and

WHEREAS, the Parties wish to set forth the terms and conditions of Manager's employment by the City/County.

NOW, THEREFORE, intending to be legally bound, the Parties agree as follows.

1. Recitals. The Parties agree that the recitals above are true and correct and that they are incorporated by reference as if fully stated here.
2. Employment. The City/ County agrees to employ, and Manager agrees to be employed in the position of City/ County Manager on the terms and conditions herein stated and as set forth in the Charter of the City/ County of _____ and the Code of Ordinances of the City/ County of _____.
3. Duties. Manager will perform the functions and duties of City/ County Manager as specified in Section _____ of the City/ County Charter and City/ County Code of Ordinances, as they may be amended from time to time, and by all other applicable laws, and to perform other legally permissible and proper duties as the Commission shall from time-to-time assign. The Manager shall give his/ her best efforts in performing these duties.
4. Term. The Term of the Employment Agreement shall be for an indefinite term subject to the termination provisions set forth herein. This Agreement and Manager's employment hereunder shall commence on _____.
5. Base Salary. The annual base salary of the Manager shall be \$_____. The base salary shall not be decreased during the term of this Agreement. The City/ County agrees to review said base salary and/ or benefits on an annual basis and to increase said salary and benefits to such an extent as the Commission may determine appropriate per the Manager's Performance Evaluation Process. At a minimum, the annual base salary shall be increased by any cost-of-living adjustment, or other increases provided to non- represented employees.

6. Performance Evaluation Process. An initial “check-in” evaluation will be undertaken six months following the Manager's appointment. A subsequent comprehensive performance evaluation will take place six months thereafter (i.e., at the end of the Manager's initial year of employment). Upon attainment of a successful annual performance evaluation, as determined by the Commission, Manager shall be eligible for a base salary adjustment. Thereafter, performance evaluations will occur on an annual basis with any base salary adjustment to be dependent upon the results of the evaluation and consistent with approved Annual Budget appropriations. The Commission shall evaluate/review the performance of the Manager in a public meeting, subject to a process, form, criteria, and format which shall be mutually agreed upon by the Manager and the Commission. The Commission shall provide the Manager with a written summary stating the findings of the Commission and provide an adequate opportunity for the Manager to discuss their evaluation with the Commission.

7. Termination.

a. Employment may be terminated with or without cause by the City/ County or Manager, in accordance with the procedures provided herein. If the City/ County chooses to terminate the Manager, the Commission must approve terminating the Manager in accordance with procedures set forth in Section ____ of the City/ County Charter and Code of Ordinances, as they may be amended from time to time.

b. If Manager is unable to perform their duties for any reason, including but not limited to sickness, accident, injury, or mental incapacity, for a period of four (4) successive weeks beyond any accrued sick leave, the City/ County shall have the option to terminate Manager's employment, in accordance with the procedures set forth in the City/ County Charter and Code of Ordinances, as they may be amended from time to time and in accord with applicable law,

c. If the Agreement is terminated by the death of the Manager, the City/ County shall pay a designated beneficiary of the Manager, or his/ her estate, all accrued compensation due Manager as of the date of his/ her death. The City/ County shall have no other liability to the Manager, his/ her estate, heirs, or beneficiaries, and neither the Manager beneficiary nor estate will be entitled to any severance pay.

d. If the City/County, citizens or State of Florida acts to amend any provisions of the City/ County Charter, Code of Ordinances, as they may be amended from time to time, and/or state law pertaining to the role, powers, duties, authority, responsibilities of the Manager's position that substantially changes the form of government, the Manager shall have the right to declare that such amendments constitute termination from the effective date of such amendments. Termination pursuant to this section 7(d) shall constitute a termination without cause for purposes of entitlement to severance benefits under section 8 (b).

e. Termination shall occur when the City/ County breaches a material provision of the Employment Agreement and fails, within thirty (30) days after written notice has been given by the Manager to the Commission to comply with any provision of this Agreement.

f. The Agreement shall not be construed to create anything other than a terminable at will employment relationship between City/ County and Manager. The Manager may terminate with the City/ County by directing written notice of termination to the City/ County by certified or registered mail, returned receipt requested or by filing with the City/ County Clerk with a copy to the Mayor/ Commission Chair. In the event of such termination, Employee shall not be entitled to receive the severance pay provided for in the Employment Agreement.

8. Severance.

a. The Employment Agreement shall immediately terminate, and Manager shall not be entitled to the severance benefits if the Manager is convicted, pleads no contest to, or receives a withhold of adjudication for a felony or crime involving moral turpitude or dishonesty, or if he/she acts with gross misfeasance or malfeasance or otherwise is guilty of gross misconduct which constitutes conduct demonstrating willful or wanton disregard of the City's/County's interests, a deliberate violation or disregard of the standards of behavior to which the City/ County has a right to expect of Manager, carelessness or negligence to a degree or recurrence that manifests culpability, wrongful intent, or evil design, or shows an intentional and substantial disregard of the City's/ County's interests or of Manager's duties and obligations to the City/County, including but not limited to conduct resulting in material harm to the City/County, willful neglect or failure to perform his or her duties, gross insubordination, misconduct, as defined in section 443.036(29), Florida Statutes, as it may be amended from time to time, or acts of dishonesty. For termination due to the reasons stated pursuant to this section/provision of the Employment Agreement, the Manager is only entitled to compensation for hours actually worked up to the termination date and compensation for accrued vacation time.

b. Pursuant to the provisions of the City/ County Charter, the City/ County may by majority vote of the Commission with or without cause remove the Manager from office in accordance with Section _____ of the City/ County Charter. If the Manager is terminated without cause, as defined in Section 215.425 (4)(a) 1 Florida Statutes, he/ she shall receive twenty (20) weeks of pay equal to his then-current salary and earned and unused vacation, and retirement benefits. During the severance period, Manager will also continue to be enrolled in his City's/ County's Health Insurance Plan with Employer and Employee contributions unchanged. If the Manager resigns or is terminated with cause for misconduct, as defined in Section 443 036(30) Florida Statutes, the City/ County shall not be obligated to pay severance and related benefits.

c. If the Employment Agreement is terminated by City/ County and the Manager is entitled to severance benefits, Manager must execute a general and full release releasing the City/County, its officials, officers, employees, attorneys, and agents from any and all obligations, claims or liabilities

arising out of Manager's employment with the City/County, including but not limited to claims for wrongful termination, discrimination of any kind and defamation. If the Manager refuses to execute said release, the City/ County may seek specific performance of the Employment Agreement and injunctive relief requiring the Employee to sign said release, amongst its available remedies. Said release shall not release the City/ County from its obligations to indemnify the Manager under the Indemnification & Bonding section of the Employment Agreement.

9. Resignation. In the event the Manager voluntarily resigns his/ her position, he/ she shall give thirty (30) days advance written notice of his/ her resignation, unless the parties otherwise agree, in writing. If the Manager voluntarily resigns, he/ she shall be entitled only to his/ her accrued vacation leave and no other benefits as provided pursuant to the Severance provision of the Employment Agreement.

10. Retirement, Deferred Compensation.

a. The City/ County agrees to execute all necessary agreements for the Manager's participation in the 401(a) retirement plan for Executive Management employees and the 457 Deferred Compensation Plan. In addition to the Manager's base salary paid by the City/ County to the Manager, the City/ County agrees to pay, on behalf of the Manager, an amount equal to, but not less than, a total of ____ percent (____%) of Manager's base salary into the 401(a) retirement plan, in equal proportionate amounts each pay period. The Manager shall be required to contribute ____ percent (____%) of the Manager's current base salary annually on a pre-tax basis as a condition of participation. The City/ County shall disclose to the Manager the financial impact of any amendment to the terms of the Manager's retirement benefits.

The City/ County agrees to execute all necessary agreements for the Manager's participation in the City's/ County's 401(a) plan to reflect the following vesting schedule (for the City's portion of contributions) is as follows:

i. After completion of the 1st year of employment: ____%

ii. After completion of the 2nd year of employment: ____%

c. The City/ County has also adopted a qualified 457 defined contribution plan to which the Manager may voluntarily contribute on a pre-tax basis, subject to maximum contribution limits established by the Internal Revenue System.

d. It is noted that the City/ County also participates in the Federal Social Security System with associated Employee and Employer required contributions

11. Insurance & Benefits:

a. The City/ County shall provide full major-medical insurance and other benefits and coverage for the Manager and dependents at the same options and costs as provided for other City/ County non-

represented employees. Coverage will commence on the 1st of the month following the Manager's initial thirty (30) days of employment.

b. The City/ County shall provide the Manager with life insurance as provided other City/ County non- represented Employees. The life insurance policy premium shall be paid 100% by the City/ County with insured amount equal to one time (1X) the Manager's base salary, rounded up to the nearest \$500.00, up to a maximum policy limit of \$_____.

c. The City/ County shall provide the Manager with all other benefits as provided to other non-represented Employees.

d. The Manager shall receive \$_____ per pay period (\$_____ annually) as Personal Insurance Credit (PIC) to be used towards the purchase of Manager's selected City/County-provided health insurance plan. Said amount shall be adjusted upward to be consistent with any increases approved for non-represented employees.

12. Vacation and Sick Leave.

a. The Manager shall be provided with vacation leave in accordance with the policies applicable to all City/ County employees and shall be credited with _____ weeks of front-loaded vacation pay upon commencement of employment. The Manager shall also accrue vacation leave at the rate of _____ hours per pay period (equates to _____ weeks annually) commencing on his/ her first date of employment for his/ her first year of employment. Following the completion of the Manager's initial year of employment, he/ she shall accrue vacation leave at the rate of _____ hours per pay period (equates to _____ weeks annually). Upon termination, whether voluntary or involuntary, Manager shall be entitled to compensation for all accumulated and unused vacation leave.

b. Per City/ County Personnel Policy, Manager's vacation pay accrual is subject to a maximum of _____ hours. After five years of employment with the City/County, Manager may convert/cash out up to _____ hours of vacation pay one time per fiscal year, provided they have taken at least _____ hours in the previous 12 months.

c. The Manager shall be provided with sick leave as provided for other non-represented City/ County Employees, accrued at _____ hours per pay period. (_____ hours per year). Per City/ County Personnel Policy, there is a cap of _____ hours on sick leave.

d. Upon termination, whether voluntary or involuntary, the City/ County shall compensate the Manager for all accrued vacation leave. Said compensation shall be based upon the Employee's salary as of the date of employment termination.

e. Holidays are established in the City's/ County's Personnel Policy Manual. As of the date of this Agreement, there are _____ designated holidays plus birthday/ floating holiday.

13. Other Terms and Conditions of Employment:

- a. The Commission shall fix any other terms and conditions of employment, as it may determine, from time to time, relating to the performance of Manager, provided such terms and conditions are not inconsistent with or in conflict with the provisions of the Employment Agreement, the City/ County Charter, the Code of Ordinances, as they may be amended from time to time, Dr any other applicable law.
- b. All benefits, regulations, and rules of the City/ County as they now exist or hereafter may be amended, that apply to non-represented City/ County employees shall also apply to Manager, unless the Employment Agreement specifically provides to the contrary.
- c. It is recognized that the Manager must devote a great deal of time outside normal office hours to business for the City/County, and to that end Manager shall be allowed to establish an appropriate work schedule.
- d. The employment provided for by this Agreement shall be the Employee's sole employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the City/ County and the community, the Manager may elect to accept limited teaching, consulting, or other business opportunities with prior approval of the Commission with the understanding that such arrangements shall not constitute interference with nor a conflict of interest with his responsibilities under the Employment Agreement.
- e. Vehicle Allowance. Manager to receive \$_____ per month for expenses, including maintenance, repairs, gasoline, and insurance associated with his use of his/ her own vehicle within the City/ County(and, in lieu of mileage expenses, within the State of Florida). Manager shall maintain his/ her own vehicle insurance in an amount not less than \$_____ dollars per claim, and \$_____ dollars per incident. Said insurance shall be with a company acceptable to the City/ County and shall not be construed or constitute a waiver to the City's/ County's sovereign immunity protection.
- f. Cell Phone. Manager will be issued a cell phone with phone and data plan fully paid by the City/ County for the Manager's use for City/ County business.

14. Housing Relocation. Pursuant to the City/ County Charter, the Manager need not be a resident of the City/ County or state at the time of appointment but shall reside in the City/ County while in office. It is understood that the Manager will be initially moving to _____ individually, with his/ her family relocating later to allow his/ her children to complete their academic year in their present schools. Manager will have three (3) months to find housing within the corporate boundaries of _____ and shall thereafter maintain his/ her legal domicile within the corporate boundaries of _____ throughout his tenure. The City/ County will provide the Manager a one-time payment for the cost of the Manager's relocation of his household within the City's/ County's corporate limits within twelve (12 months) of appointment. Manager to secure quotes from moving companies to determine a

reasonable lump sum amount (to be determined closer to the move date) which will be provided to the Manager to use for relocation purposes.

15. Travel Expenses. The City/ County will provide the Manager a one-time payment for travel expenses in the amount of \$_____,

16. Dues & Subscriptions.

a. The City/ County agrees to budget and to pay for professional dues and subscriptions of the Manager necessary for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional participation, growth, and advancement and for the good of the City/County. Manager must become and remain a continuous member in good standing with both the International City/ County Management Association (ICMA) and the Florida City/ County Management Association (FCCMA) throughout his tenure with the City/County.

b. The City/ County recognizes the desirability of representation in and before local civic and other organizations and agrees to budget and to pay for the Manager's membership in such civic clubs and organizations as City/ County deems necessary and desirable.

17. Professional Development. The City/ County hereby agrees to budget for and to pay the travel and subsistence expenses of the Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of the Employee and to adequately pursue necessary official and other functions for the City/County, including but not limited to the annual conference of the Florida City and County Management Association (FCCMA), the International City/ County Management Association (ICMA), and such other national, regional, state and local government groups and committee of which the Manager is a member. The City/ County also agrees to budget and to pay for the Manager's travel and subsistence expenses for short courses, institutes and seminars that are necessary for his/ her professional development and for the good of the City/County.

18. Ethical Commitments. Manager shall not engage in any conduct which could reflect unfavorably upon the City/County, Manager will at all times uphold the ethics rules, regulations, and laws of the State of Florida. Manager must comply with all lawful Commission directives; state, local, and federal laws; and the City's/ County's policies, rules, ordinances; and City/ County Charter. Failure to comply with ethical commitments shall constitute cause for termination with cause.

19. Indemnification, Bonding.

a. The City/ County shall furnish and provide the Manager with insurance protection including comprehensive general liability and errors and omissions coverage applicable to all acts or omission of the Employee arising out of his employment, and will defend, save harmless, and indemnify the Employee against any tort, professional liability claim or demand, or other legal action arising out of an

alleged act or omission occurring in their performance of the Employee's duties, excluding Illegal or criminal acts, except as/otherwise expressly stated herein.

b. City/ County shall defend, save harmless, and indemnify Manager against any tort, professional liability claim or demand, or other legal or administrative, action, whether groundless or otherwise, arising out of an alleged act or omission occurring at any time during the performance of Manager's duties as City/ County Manager unless it is determined that the Manager acted in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. The City/ County shall pay the expenses for the travel, lodging meals, and lost time of the Manager should the Manager be subject to such claim, demand, or action, and the same be pending after the Manager is no longer in the employment of the City/County.

c. The City/ County shall be responsible and have authority to compromise and settle any such clam or suit and pay the amount of any defense, settlement, or judgement rendered thereon. The Manager shall cooperate fully with the City/ County in the settlement, compromise, or trial of any such claim. The provisions of any City/ County policy or ordinance regarding the indemnification of the City's/ County's officials or employees shall apply to the indemnification of the) Manager to the extent the policy or ordinance does not conflict with the appropriate indemnification section of the Employment Agreement.

Agreed to on (Date_____, 202_).

Manager

City/ County of _____

Mayor/ Commission Chair

City/ County of _____

City/ County Clerk



AGENDA ITEM

Meeting Name: Special Town Council Meeting
Meeting Date: April 7, 2026
Prepared By: C. Copeland-Rodriguez, MMC, Acting Town Manager
Item Title: Discussion and Direction Regarding the Hiring Process for a Town Manager

DISCUSSION:

The Town Council should consider an approach to recruit and hire a qualified candidate for the position of Town Manager. The purpose of this memorandum is to outline available options for proceeding with the recruitment process.

OPTION #1: Direct Advertisement

The Town may elect to conduct the recruitment process internally by advertising the position through professional organizations and local media outlets. The Finance/HR Director would be responsible for collecting and compiling all submitted resumes for the position. In order to maintain an efficient and transparent process, staff will not screen or narrow the applicant pool. Instead, all received applications will be forwarded directly to the Council for review.

The Council may wish to consider whether to establish a target number of applicants (e.g., 10–15) to advance for further consideration or interviews, or whether to review the full pool of applicants and make selections accordingly. Establishing such parameters in advance may help streamline the review process and ensure consistency in candidate evaluation.

Potential platforms include:

- Florida League of Cities (FLC)
- Florida City and County Management Association (FCCMA)
- International City/County Management Association (ICMA)
- The Palm Beach Post

Proposed Timeline:

- Position advertised for a period of 30-45 days (5-6 weeks).
- Application review and scheduling of interviews immediately thereafter. (1-2 weeks)
- Applicant Selection (1 week - Special Meeting or June Town Council Meeting)
- Contract negotiations (1-2 weeks)
- Approval of Town Manager Contract (1 week Special Meeting or July Town Council Meeting)

This process could take approximately 12 weeks from advertising to final contract approval for a Town Manager.

**Council will need to engage an external third-party provider to conduct background checks on selected candidates. As staff will not be involved in screening or vetting applicants, this step will require Council direction and may involve additional time and cost considerations.*

OPTION #2: Utilize a Recruitment Firm

The Town may choose to engage a professional executive recruitment firm specializing in municipal placements.

- Colin Baenziger & Associates

If the Council selects Colin Baenziger & Associates, which offers a warranty to repeat the search for reimbursement of expenses only if the selected individual leaves for any reason within the first year, the Council may wish to consider requesting that the firm provide a new pool of recommended applicants rather than resubmitting previously provided candidates.

- MGT Recruiting Solutions (\$26,000-\$30,000) – *The official proposal is pending and will be provided to the Town Council upon receipt.*

Proposed Timeline:

- Council review and approve the recruitment firm contract (1-2 weeks)
- Approval of Town Manager Job Description and Evaluation Criteria (1 week - Public Meeting)
- Advertisement of Recruiting Firm / Launch of Recruitment (4-6 weeks)
- Review of Recommended Candidates & Interview Selection (1-2 weeks – Public Meeting)
- Candidate Interviews (1-2 weeks – Public Meeting)
- Selection of Candidate (1 week – Public Meeting)
- Contract Negotiations (1-2 weeks)
- Approval of Employment Contract (1 week - Public Meeting)

This process could take approximately 16 weeks from contract approval of recruiting firm to final contract approval for a Town Manager.

OPTION #3: Offer position to known individual

The Council may consider offering the position directly to a known and qualified individual. Under this option, the Council would identify a candidate based on prior experience, knowledge of the organization, or professional reputation, and proceed with negotiations for employment.

This approach may expedite the hiring process and allow the Town to secure a candidate with a demonstrated track record and familiarity with municipal operations. However, the Council should consider the importance of transparency, fairness, and public perception, as well as ensure compliance with all applicable policies, procedures, and legal requirements.

If this option is selected, the Council may wish to define the process for evaluation, conduct any desired interviews or discussions, and establish terms of employment, including compensation and contract provisions, prior to extending a formal offer.

**Council will need to engage an external third-party provider to conduct background checks on selected candidates. As staff will not be involved in screening or vetting applicants, this step will require Council direction and may involve additional time and cost considerations.*

Please Note: *The Town's official pay range for the Town Manager position is \$126,683–\$223,436.*

RECOMMENDATION:

Direct staff on how to proceed.

Attachments:

- 1) Colin Baenziger & Associates 2024 Contract and 2024 Recruitment Brochure for Juno Beach;
- 2) MGT Recruiting Solutions Information Packet.

SERVICES CONTRACT

THIS CONTRACT is made this 18th day of September, 2024, by and between the **TOWN OF JUNO BEACH**, a Florida municipal corporation (hereinafter, the "TOWN"), and **COLIN BAENZIGER, a sole proprietor doing business as COLIN BAENZIGER & ASSOCIATES**, hereinafter the "**CONTRACTOR**" OR "**CB&A**".

WHEREAS, the TOWN wishes to engage CONTRACTOR to perform executive recruitment services for the selection of a new Town Manager; and

WHEREAS, CONTRACTOR has agreed to provide the requested services in accordance with the terms and conditions set forth in this Contract.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by both parties, the TOWN and CONTRACTOR agree as follows:

1. CONTRACTOR will provide Executive Search Services for the Selection of the Town Manager in accordance with the terms of this Contract and CONTRACTOR's Proposal to Provide Executive Recruitment Services for the Town of Juno Beach dated September 3, 2024, collectively the Contract Documents. CONTRACTOR's Proposal is incorporated herein by reference. If there is a conflict between this Contract and CONTRACTOR's Proposal, the terms of this Contract shall prevail.
2. CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the completion of the services described in the Contract Documents. Time is of the essence in the performance of this Contract.
3. CONTRACTOR shall commence the work as required by the Contract Documents upon execution of this Contract by both parties and will complete the same within one hundred (100) calendar days unless an extension is granted by the TOWN.
4. **SCOPE OF SERVICES:** The services to be performed are specified in CONTRACTOR's Proposal. These services are briefly summarized below.
 - a. Assist the TOWN to develop a strategy and process for carrying out the recruitment of a Town Manager, including outreach to the community and to a diverse pool of potential applicants.
 - b. Identify potential contacts and conduct personal outreach recruiting to include posting the position through national channels. Preparing and placing advertisements for the position in appropriate publications.
 - c. Review resumes for background and qualifications followed by telephone and/or video interviews to clarify each applicant's experience and to prepare a written summary of candidates with the most promising qualifications for the position.

- d. Evaluate candidates for serious consideration by verifying selected candidates' educational background, and conducting in depth reference checks (with individuals who are or have been in a position to evaluate the candidate's performance on the job), criminal, financial, media and civil litigation check. The goal will be to ascertain the candidate's strength in personal dimensions identified by the job description as well as CONTRACTOR's interviews with stakeholders.
 - e. In the event politically sensitive or potentially embarrassing issues arise from the candidates' background, conduct in-depth interviews with the principal parties to clarify and to provide adequate background and explanation of the event to the TOWN.
 - f. Finalize and participate in a process with the TOWN for interviews and coordinate candidates' participation in interviews.
 - g. Debrief with the TOWN following interviews and identify additional candidates if necessary.
 - h. Notify rejected applicants.
5. CONTRACTOR **agrees** to perform all of the work described in CONTRACTOR's Proposal for the following prices and in accordance with the proposed Project Schedule set forth in the Proposal (to be completed within 100 calendar days):

Project / Contract Phase	Fee
Phase I: Needs Analysis / Information Gathering	\$1,000
Phase II: Recruiting	\$14,000
Phase III: Full Background Checks (Screening)	\$12,000
Phase IV: Interview Process Coordination / Director Selection	\$1,500
Phase V: Negotiation and Warranty	\$1,000
Total – Firm, Fixed Fee *	\$29,500

The fee for each phase is inclusive of all of CONTRACTOR's expenses and costs

Invoices shall be rendered for each phase after completion of the phase and payment shall be made by the TOWN to CONTRACTOR within fourteen (14) calendar days of receipt of the invoice.

*Additional services outside Phase I - V will be charged at \$150 per hour. No such services are anticipated, and none will be performed without prior written approval from the TOWN.

6. **WARRANTY:** Provided CONTRACTOR conducts the full search (Phases I-V – see the preceding Contract section) and the TOWN selects from among the candidates recommended by CONTRACTOR, CONTRACTOR warrants the following:

- a. CONTRACTOR will not approach the selected candidate concerning any other position as long as the individual is employed by the TOWN.
 - b. If the selected individual leaves for any reason other than an act of God (for example, total incapacitation or death) within the first year, CONTRACTOR will repeat the search for the reimbursement of expenses only.
 - c. If the TOWN is not satisfied with any of the candidates CONTRACTOR presents, CONTRACTOR will repeat the search until the TOWN is satisfied.
 - d. The price is guaranteed and will not be exceeded for any reason, even if conditions change after the Contract is executed.
7. **Termination by the TOWN:** This Contract **may be terminated** by the TOWN for its convenience upon thirty (30) days' prior written notice to CONTRACTOR. In the event of termination, CONTRACTOR shall be paid as compensation in full for work performed to the day of such termination, an amount prorated in accordance with the work substantially performed under this Contract as determined by the TOWN. Such amount shall be paid by the TOWN after inspection of the work to determine the extent of performance under this Contract, whether completed or in progress.
8. **Assignment:** This Contract may not be assigned except with the written consent of the TOWN, and if so assigned, shall extend and be binding upon the successors and assigns of CONTRACTOR.
9. **Disclosure:** CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or Contractor, other than a bona fide employee working solely for CONTRACTOR, any fee, commission, percentage, gift, or other compensation contingent upon or resulting from the award or making of the Contract.
10. **Governing Law, Venue and Attorney's Fees:** The validity, construction and effect of this Contract shall be governed by the laws of the State of Florida. Venue for any disputes arising under this Contract shall be exclusively in the State Courts in and for Palm Beach County, Florida. In the event of any litigation arising out of this Contract, the prevailing party shall be entitled to recover from the non-prevailing party reasonable costs and attorney's fees. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof. **The parties knowingly, voluntarily and intentionally waive any right they may have to trial by jury** with respect to any litigation arising out of this Contract.
11. **Amendments:** No Amendments or variation of the terms or conditions of this Contract shall be valid unless in writing and signed by the parties and approved by the TOWN's governing body.

12. **Payments:** The TOWN shall make payment within fourteen (14) calendar days of the TOWN's receipt of an invoice from CONTRACTOR unless, within that time period, the TOWN notifies CONTRACTOR in writing of its objection to the amount of such invoice, together with TOWN's determination of the proper amount of such invoice. The parties shall resolve or undertake to resolve any disputed portion of such invoice within thirty (30) calendar days after said date of notification by the TOWN. If after thirty (30) calendar days from the date of notification by the TOWN there is no resolution between the parties, the TOWN's determination shall be final.
13. **Contractor's Representations:** In order to induce the TOWN to enter into the Contract, CONTRACTOR represents that it has demonstrated knowledge and experience in performing executive searches for key personnel for local governments.
14. **Indemnity:** To the extent permitted by law, CONTRACTOR shall indemnify and hold harmless the TOWN, its officers, elected and appointed officials, employees, and agents, from any and all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligent, reckless, or intentional acts or omissions of CONTRACTOR and any persons employed or utilized by CONTRACTOR in the performance of this Contract.
15. **Invalid Provision:** The invalidity or unenforceability of any particular provision of this Contract shall not affect the other provisions hereof, and the Contract shall be construed in all respects as if such invalid or unenforceable provisions were omitted.
16. **Project Records:** CONTRACTOR shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting principles, and the TOWN reserves the right to determine the record-keeping method in the event of non-conformity. These records shall be maintained for five (5) years after final payment has been made, and shall be readily available to TOWN personnel with reasonable notice, and to other persons in accordance with the applicable state statutes. This provision shall survive the termination, expiration and/or cancellation of this Contract.
17. **Compliance with Applicable Laws Including But Not Limited To Public Records Laws:** CONTRACTOR agrees to comply with all federal, state, and local laws or ordinances applicable to all of the provisions of this Contract and specifically acknowledges the applicability of the Public Records provisions of Florida law found in Chapter 119, Florida Statutes and as more specifically set forth in this Paragraph below. CONTRACTOR represents and warrants unto the TOWN that no elected official, officer, employee, or agent of the TOWN has any interest, either directly or indirectly, in the business of CONTRACTOR to be conducted hereunder. CONTRACTOR further represents and warrants to the TOWN that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR, to solicit or secure this Contract, and that it has not paid, or agreed to pay, or given or offered any fee, commission, percentage, gift, loan, or anything of value to any person, company, corporation, individual, or firm, other than bona fide personnel working solely for

CONTRACTOR, in consideration for or contingent upon, or resulting from the award or making of this Contract. Further, CONTRACTOR also acknowledges that it has not agreed, as an expressed or implied condition for obtaining this Contract, to employ or retain the services of any person, company, individual or firm in connection with carrying out this Contract. It is absolutely understood and agreed by CONTRACTOR that, for the breach or violation of this Paragraph, the TOWN shall have the right to terminate this Contract without liability and at its sole discretion, and to deduct from any amounts owed, or to otherwise recover, the full amount of any value paid by CONTRACTOR. CONTRACTOR shall also require, by contract, that all subcontractors shall comply with the provisions of this Paragraph.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (561) 656-0316; CCOPELAND@JUNO-BEACH.FL.US; OR 340 OCEAN DRIVE, JUNO BEACH, FL 33408.

- A. Keep and maintain public records required by the TOWN to perform the service.
- B. Upon request from the TOWN's custodian of public records, provide the TOWN with a copy the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the CONTRACTOR does not transfer the records to the TOWN.
- D. Upon completion of the Contract, transfer, at no cost, to the TOWN all public records in possession of CONTRACTOR or keep and maintain public records required by the TOWN to perform the services. If CONTRACTOR transfers all public records to the TOWN upon completion of the Contract, CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CONTRACTOR keeps and maintains public records upon completion of the Contract, CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the TOWN, upon request from the TOWN's custodian of public records, in a format that is compatible with the information technology systems of the TOWN.

If CONTRACTOR does not comply with a public records request, the TOWN shall enforce the contract provisions which may include immediate termination of this Contract.

18. **Insurance:** Unless otherwise specified, CONTRACTOR shall, at its own expense, carry and maintain the following minimum insurance coverage, as well as any insurance coverage required by law:
- a. These insurance requirements shall not limit the liability of CONTRACTOR. The TOWN does not represent these types or amounts of insurance to be sufficient or adequate to protect CONTRACTOR's interests or liabilities, but are merely minimums.
 - b. Except for professional liability, CONTRACTOR's insurance policies shall be endorsed to name the TOWN as an additional insured to the extent of the TOWN's interests arising from this Contract.
 - c. CONTRACTOR waives its rights of recovery against the TOWN, to the extent permitted by its insurance policies. CONTRACTOR's deductibles/self-insured retention shall be disclosed and may be disapproved by the TOWN. They shall be reduced or eliminated at the option of the TOWN. CONTRACTOR is responsible for the amount of any deductible or self-insured retention.
 - d. The TOWN recognizes that under Florida law, CONTRACTOR is not required to carry Workers' Compensation Insurance since it has less than three employees.
 - e. Broad Form Commercial General Liability Insurance (on an occurrence basis), with a minimum combined single limit for Bodily Injury, including Death of \$1,000,000 per occurrence and for Property Damage of at least \$1,000,000 per occurrence.
 - f. Business Auto Liability Insurance with minimum Bodily Injury and Death Limit per accident of \$1,000,000 and a minimum Property Damage Limit per accident of \$1,000,000.
 - g. Within ten (10) calendar days of commencing any work under this Contract, CONTRACTOR shall submit to the TOWN a certificate or certificates of insurance evidencing that such benefits have been provided, and that such insurance is being carried and maintained. Such certificates shall stipulate that the insurance will not be cancelled or materially changed without thirty (30) days prior written notice by certified mail to the TOWN, and shall also specify the date such benefits and insurance expire. CONTRACTOR agrees that such benefits shall be provided and such insurance carried and maintained until the Work has been completed and accepted by the TOWN.
 - h. Such benefits and such coverage as are required herein, or in any other document to be considered a part hereof, shall not be deemed to limit CONTRACTOR's liability under this Contract.

19. **E-Verify:** CONTRACTOR warrants and represents that CONTRACTOR and all subcontractors are in compliance with Section 448.095, Florida Statutes, as may be amended. CONTRACTOR has registered to use, and shall continue to use, the E-Verify System (E-Verify.gov) to electronically verify the employment eligibility of newly hired employees and has received an affidavit from each subcontractor stating that the subcontractor does not employ, contract with or subcontract with unauthorized aliens. If the TOWN has a good faith belief that CONTRACTOR has knowingly violated Section 448.09(1), Florida Statutes, the TOWN shall terminate this Contract pursuant to Section 448.095(2), Florida Statutes, as may be amended. If the TOWN has a good faith belief that a subcontractor has knowingly violated Section 448.09(1), Florida Statutes, but CONTRACTOR has otherwise complied, it shall notify CONTRACTOR, and CONTRACTOR shall immediately terminate its contract with the subcontractor.
20. **Entire Agreement:** This Contract and the Contract Documents constitute the entire and exclusive agreement between the parties and supersedes any and all prior communications, discussions, negotiations, understandings, or agreements, whether written or verbal.
21. **Inspector General:** CONTRACTOR is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this contract and in furtherance thereof, may demand and obtain records and testimony from the CONTRACTOR and its subcontractors. CONTRACTOR understands and agrees that in addition to all other remedies and consequences provided by law, the failure of contractor or its subcontractors to fully cooperate with the Inspector General when requested may be deemed by the TOWN to be a material breach of the Contract Documents justifying termination.
22. **Scrutinized Companies:** CONTRACTOR certifies that it and its subcontractors, if any, are not on the Scrutinized Companies that Boycott Israel List and are not engaged in the boycott of Israel. Pursuant to Section 287.135, Florida Statutes, the TOWN may immediately terminate the Contract at its sole option if the CONTRACTOR or any of its subcontractors are found to have submitted a false certification; or if the CONTRACTOR or any of its subcontractors, are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Contract. The CONTRACTOR agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under the Contract. CONTRACTOR agrees that the certifications in this section shall be effective and relied upon by the TOWN for the term of the Contract, including any and all renewals. CONTRACTOR agrees that if it or any of its subcontractors' status changes in regards to any certification herein, the CONTRACTOR shall immediately notify the TOWN of the same. As provided in Subsection 287.135(8), Florida Statutes, if federal law ceases to authorize the above-stated contracting prohibitions then they shall become inoperative.
23. **Public Entity Crimes:** CONTRACTOR acknowledges and agrees that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not

be awarded or perform work as a contractor, supplier or sub-contractor under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list. CONTRACTOR will advise the TOWN immediately if it becomes aware of any violation of this statute.

24. **Noncoercion for Labor or Services:** CONTRACTOR, by executing this Contract, attests that CONTRACTOR does not coercion for labor or services as defined in Section 787.06, Florida Statutes.

[Remainder of page intentionally blank – signatures on the next page]

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed, by their duly authorized officials this Contract in two counterparts which shall be deemed an original on the date last signed as below written:

FOR THE TOWN OF JUNO BEACH, FL

Signature:  9-18-24
Date

Title: Town Manager

ATTEST: 
Town Clerk

CONTRACTOR: COLIN BAENZIGER & ASSOCIATES

Signature:  9/13/24
Date

Typed Name: Colin Baenziger

Title: Owner and Principal
Colin Baenziger & Associates



— POSITION AVAILABLE —

TOWN MANAGER

Apply by October 18, 2024

Juno Beach is a unique community with natural beauty that is hard to surpass. The Town encompasses an area of 2.65 square miles, of which 594 acres (43%) is owned and managed by Palm Beach County for preservation. Residents are drawn to the Town for its seaside charm and small-town feel. Juno Beach is widely regarded as a very welcoming and safe community.

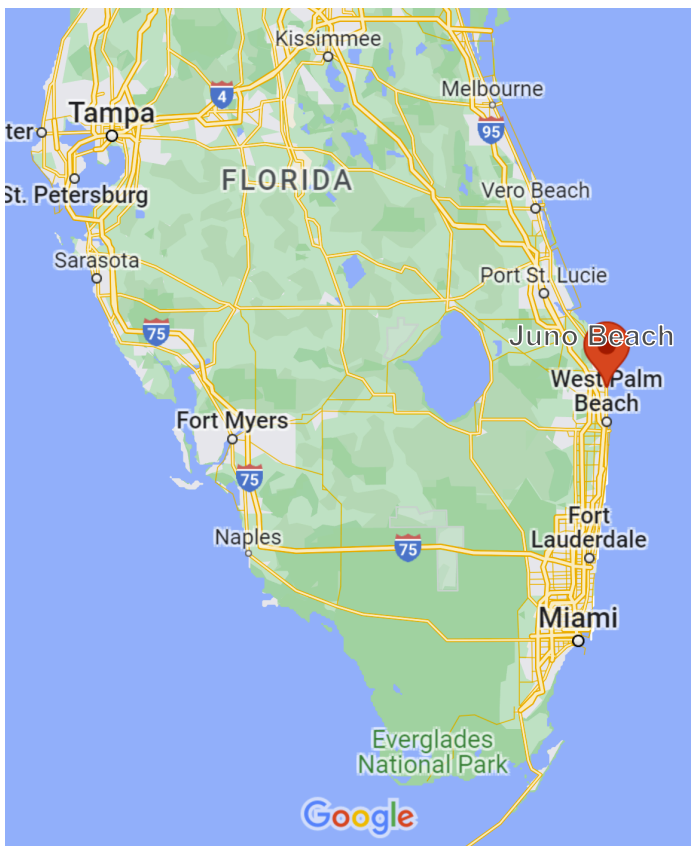
The Town consists of 2.4 miles of pristine beaches along a spectacular blue ocean. Eight Town-owned dune walkovers provide public beach access. Each beach access provides a shower, and some provide shade structures and seating.

The Juno Beach Pier offers guests 990-feet of world-class saltwater fishing and wonderful opportunities to enjoy the scenic views. The full-service Pier House features a friendly guest services team, snack bar, and gift store as well as a variety of fishing tackle, including rental poles and bait. It is visited and enjoyed by residents, sightseers, and fishermen from all over. Although the pier is in the Town of Juno Beach, it is structurally maintained by Palm Beach County and its concession (Pier House) is operated by the Loggerhead Marinelife Center.

Item #2.



Figure I: Location of Juno Beach



The Town's coastline is one of the highest density nesting areas for sea turtles in the world. The Loggerhead Marinelife Center (LMC), a not-for-profit organization, monitors the nests and is dedicated to promoting the conservation of Florida's coastal ecosystem through education, research, and rehabilitation with a special focus on threatened and endangered sea turtles. The LMC is located in the County-owned Loggerhead Park and is one of the most visited nonprofit scientific destinations focused on ocean and sea turtle conservation.

As noted, approximately 594 acres of land within the Town's boundaries has been purchased by the County for preservation or is leased to the County by the State. The County has installed trails throughout these parcels, known as the Juno Dunes Natural Area, to serve as a beautiful nature walk and to educate the public about the importance of preservation. Additional improvements include a light vessel boat dock, erosion control and other amenities along the intracoastal waterway. In 2021, residents voted for a Town Charter Amendment which states that "no change to the land use classification or zoning

designation of environmentally sensitive land shall be unless by the affirmative vote of four (4) councilmembers."

Item #2.

The Pelican Lake Park includes a 12-acre lake adjacent to the Town Center property with lush landscaping and a 0.75 mile – 8 feet wide public concrete and paver brick sidewalk, covered gazebos and fountains. The lakeside is the setting for Town events and people come from neighboring towns to leisurely stroll around the lake. South of Pelican Lake, the Town owns and operates Kagan Park, which has playground equipment, bocce, basketball, and adult exercise stations. Town Hall Park is their newest park (completed in 2018), and it includes a gazebo, sidewalk, paver bricks, seating, an original section of the historic Celestial Railroad, interpretive history signs, and lush landscape.

The Town benefits from two beachfront parks. The aforementioned Loggerhead Park has covered picnic areas and a playground and houses the LMC. Juno Beach Park, at the northern edge of Town, serves as a large parking lot for beach goers and for the County-owned and operated pier.

The "Juno Beach Historical Society", a not-for-profit corporation, collects items linked to the history of the Town, preserves them for future generations, and shares this history with the public. The "Friends of the Arts" organizes art shows for resident and local artists; artwork is displayed year round in the Town Center Council Chambers. In March of every year "ArtFest by the Sea in Juno Beach," draws some 30,000 visitors and is held along A1A and the Atlantic Ocean at the north end of Town. In November, the Jupiter-Tequesta Rotary Club holds its annual Craft Fair along A1A. Several other events take place along A1A during the year, including triathlons, running races, and Turtlefest, among them. Juno Beach Police monitor and support these permitted events. Among the many Town-sponsored events are the September 11 Remembrance Ceremony, Veterans Day Ceremony, Oktoberfest, Hanukkah Party, and Christmas by the Lake.

Located in Juno Beach, the Seminole Golf Club is a prestigious private oceanfront golf course designed by Donald Ross and opened in 1929. Membership is invitation only. It is one of the

top golf courses in the country, and one of the finest examples of golf course routing.

The typical home value in Juno Beach is just under \$1 million, though the next Manager is not required to live in the Town and there is more affordable housing in neighboring communities. The median listing home price is \$1.1 million dollars, trending up 26.6% year-over-year. Juno Beach real estate consists of single family homes, condominiums (beachfront and lakefront), Intracoastal-front properties with low-rise townhomes, and large high-rises - all only steps from the beach. The Town has one assisted living facility (The Waterford) that is home to over 200 active seniors. It is now in the process of a major campus expansion. The Town also has two RV/mobile home parks.

Town Council just approved the development of the Christmas Tree Lot on Donald Ross Road, which had been used as a seasonal winter wonderland. The developer, Pulte Homes, will be building 40 townhomes on the nearly five-acre parcel.

With all the protected natural areas and environmentally sensitive green space, you are virtually assured of a stunning view wherever you live.

Although Juno Beach does not have any schools, excellent education is readily available nearby. Many public schools in Palm Beach County are high-performing and A-rated. Among Florida's seven large school districts, Palm Beach and Miami-Dade are the only two that earned a letter grade of "A." Private school options are also available and are excellent. Palm Beach State College is very close and within a reasonable drive, as are a number of other universities including Florida Atlantic University, Nova Southeastern, Palm Beach Atlantic, Keiser, Barry, Florida International and the University of Miami.

A safe and welcoming community, the crime rate in Juno Beach is extremely low and what crime they do have tends to be petty theft. They have perhaps three or four felonies per year, typically from passersby or beach visitors. The police are proactive and community oriented, and they are appreciated and supported by residents.

If you enjoy sports, Miami is home to the NFL's Dolphins, NBA's Heat and MLB's Marlins. The NHL's Panthers arena is an hour away in Sunrise. Minor league baseball is played in nearby at Roger Dean Stadium in Jupiter. Palm Beach County also hosts multiple MLB spring training camps.

For those who want to roam, the Town offers easy access to top-of-the-line entertainment venues and travel. Interstate 95 and the Florida Turnpike are nearby, and it is a 25-minute drive to West Palm Beach. Fort Lauderdale, Miami and its beaches are about an hour away and Orlando and its theme parks are about two-and-a-half-hours away. Those who like to cruise could not find a better location! The world's three busiest cruise ports (the Port of Miami, Port Everglades, and Port Canaveral) by passenger volume are all within a two hours' drive. Port of Palm Beach, just 15 minutes south, is a shipping port and is berth to the Margaritaville at Sea, a cruise ship which goes to the Bahamas. For those who prefer to fly, Palm Beach International Airport is about 25 minutes to the south and Miami International, Fort Lauderdale International and Orlando International - not to mention Sanford-Orlando International with low-cost carrier, Allegiant Air, as well as several low-cost European carriers - are less than three hours away.

Local adventure and cultural options are plentiful. Within a 20 to 30 minute drive are renowned attractions including: The Maltz Theater, the Loxahatchee River Center, Hobe Sound Nature Center, Busch Wildlife Sanctuary, Jonathan Dickinson Park, the Kravis Center for the Performing Arts, the Norton Museum of Art, Society of the Four Arts, Armory Art Center, Mounts Botanical Gardens, Lion Country Safari, the Palm Beach Zoo, South Florida Science Museum, Manatee Lagoon Education Center, and more!

When it comes to shopping, there are numerous options nearby. The Palm Beach Gardens Mall is approximately 3.5 miles away. A Wholefoods Market and Trader Joe's are also reached by a quick drive. To the west, in Palm Beach Gardens, is the Alton Town Center with numerous retail and dining venues. Tanger Shopping Outlets is a 20 minute drive away and Sawgrass Mills, the largest outlet and value retail shopping destination in the United States is just over an hour away.

Table I: Juno Beach Demographics

Distribution by Race		Distribution by Age	
White	90.5%	0 to 15	2.1%
Black	0.5%	15 to 25	9.2%
Asian	1.9%	25 to 45	27.3%
Native American	0.1%	45 to 65	25.9%
Two or More Races	7.0%	65 to 85	49.6%
Total	100%	85 +	11.3%
Hispanic Ethnicity	4.7%	Estimated Population: 3,858	

Educational Achievement (Over Age 25)	
High School or Higher	96.8%
Bachelor's Degree or Higher	60.6%

Other Statistics	
Median Age—Juno Beach	68.9
Median Age—U.S.	38.9
Poverty Rate	5.4%

Source: U.S. Census Bureau

Juno Beach has a small number of retail, commercial establishments and restaurants, many of which are long-time favorites of the community.

The newly approved Caretta mixed-use project is under construction on a 5.5-acre parcel at the Town’s main intersection. This development includes 95 luxury residential units, restaurants at the street level, as well as public amenities including outdoor seating, public art, a dog park, children’s splash pad, and more.

With growth and change all around, the Town of Juno Beach remains dedicated to maintaining a small-town atmosphere. It offers access to all the accoutrements of a large community, but without the congestion and crime. While the entire coast of Florida is a treasure, Juno Beach is its hidden gem. So, if you are an experienced professional who strives for excellence and has a strong town/city management background, please apply!

HISTORY

Item #2.

The island that is now Juno Beach was created when the Intracoastal Waterway was dredged through the wetlands on the west side of Juno Beach. The area, originally called Juno, was a late nineteenth century transportation terminal linking north Florida to Lake Worth in south Florida. For a brief period, 1890 to 1900, Juno was the County Seat of the former Dade County which covered all of southeast Florida.

In 1929 E.F. Hutton began construction of the famous Seminole Golf Club. In 1946, Bessemer Properties Inc. bought a tract of land adjoining the Golf Course and platted it as a subdivision in 1948. They built a 500-foot fishing pier at the end of Mercury Road and opened the Town for planned development. Juno Beach was incorporated in 1953 with approximately 130 year round residents and a seasonal population of 1,500. In 1958, the ladies of the Juno Beach Garden Club took on the project of naming the streets, and many bear the names of gods and goddesses.

The original pier was severely damaged in November 1984 during a Thanksgiving weekend storm and the current 993-foot Juno Beach Pier was built in 1999 about 1.5 miles north of the original pier. The Town Center was completed in 1991.

Today, Juno Beach is a seaside community that is predominantly residential. It is considered a hidden gem and is known as a friendly and relaxed vacation paradise.

DEMOGRAPHICS

Many in Juno Beach are retired and that can be seen in Table 1 (above left). The median age is 68.9 while the median age in the Overall U.S. is 38.9. However, young families with children are increasingly moving here.

CLIMATE

Juno Beach’s climate features hot, humid summers, with frequent rainfall, and warm, dry winters. High temperatures are typically in

the upper 80s to low 90s - the coastal location tends to have moderate temperatures with increased humidity. The winter months are typically dry and milder, with highs around 73°F to 77°F. Temperatures can fall to the 50s but rarely fall below 40°F. Most winters are frost-free and have far less humidity.

GEOGRAPHY

Juno Beach is part of an island in northern Palm Beach County and bounded by the Intracoastal Waterway to the west, the Atlantic Ocean to the east, Jupiter Inlet to the north and the Palm Beach Inlet to the South. It is approximately 14 miles north of West Palm Beach and encompasses an area of 2.65 square miles. Juno Beach is part of the Miami Metropolitan Area – also known as the Gold Coast or the Tri-County Area (covering Miami-Dade, Broward, and Palm Beach counties).

Juno Beach averages 23 feet above sea level. One of the most distinguishing features of the community is the Juno Dunes Natural Area, where you'll find an interesting mosaic of wetlands among the swale between ancient dunes and coastal scrub. It is the home to several species of rare plants, as well as the gopher tortoise (a federally-designated threatened species). In fact, 43% of the land within the town limits is environmentally sensitive and set aside for conservation purposes.

COMMERCE

Juno Beach has two major corporate headquarters located within their community - NextEra Energy Inc., which Fortune listed as the "World's Most Admired Company" in 2021 and Document Storage Systems Inc., an internationally recognized health information technology company.

TOWN GOVERNMENT

Juno Beach operates with a Council-Manager form of government. The governing body is a Council comprised of five members who serve staggered three-year terms, except for the Mayor who serves a two-year term. The Mayor is elected at large as are the other Members. The current Mayor is the longest

serving Council Member having been first elected to Council in 2017. The Vice Mayor has served since 2021, while two Council Members are in their first year and one Council member is in their second year. The next municipal election is in March 2025, and one Council Seat is open.

In March 2024, the town held its first vote for Mayor. Since the town's founding in 1953, the Town Council had selected the Mayor from among the five Council Members. A 2023 referendum vote changed the method from selection of the Mayor to election of the Mayor by a popular vote of the electorate.

The Town Council is responsible for, among other things, passing ordinances and resolutions, adopting the annual budget, appointing committees, and hiring both the Town Manager and Town Attorney.

Juno Beach provides general municipal services such as police protection, planning, zoning and building, code enforcement, parks, public works, stormwater utilities and cultural events. Fire protection and emergency medical services are provided by Palm Beach County. Utility services, such as water and wastewater are provided by neighboring jurisdictions. Sanitation collection services are currently contracted with Waste Management, Inc. The Town contracts with Diversified Building Department Management Corporation for building official, plan review and inspection services. In terms of unions, Police Officers and Sergeants belong to the Palm Beach County Police Benevolent Association.

Juno Beach is extremely strong financially. It has achieved the Certificate of Achievement for Excellence in Financial Reporting for the last forty consecutive fiscal years. In addition, they were randomly selected for a very detailed and extensive audit by the Palm Beach County Inspector General. At its conclusion, the Inspector General stated, "This audit report is the first audit our office has conducted where there have been no findings or recommendations. The Town has done a great job in this area as stewards of its taxpayer dollars."



The Juno Beach's General Fund Budget is \$10, Item #2.
 The Town has not carried any debt since 2013 and has a very healthy reserve. Every dollar is maximized to get the most for the residents. The staff is very talented, but the organization is very lean. Juno Beach has 35 employees, of which eighteen are in the police department. The Town Manager has six direct reports. Employees work well together and are cross-trained so that they can assist each other as needed. They truly view their work as a team effort and recognize that they can accomplish more by working together.

THE CHALLENGES AND OPPORTUNITIES

Juno Beach has very few challenges but many opportunities. It has been very well run and is financially sound. The first and foremost opportunity will be to learn the culture, get to know the residents and become part of the community. Juno Beach has a small town feel where residents know each other, and they expect the Town leadership to interact with them. The staff, including the Manager, have always had an open door and residents have been welcomed. The next Manager will want to establish similar connections and be very visible in the community.

Juno Beach has benefited from a voter approved county wide sales tax and used its share for capital purchases such as new police cars. The tax expires at the end of 2025, and it will need to find other means to fund these efforts. Fortunately, some new property tax revenue should be coming over the next few years with an approved annexation of the affluent Captain's Key HOA community to the south, and other developments.

While everyone in the community desires to protect Juno Beach, they recognize that development is coming. As the community is 95% built out, current and future projects within the Town are/will be largely dependent on redevelopment. The Town wants to ensure these projects add value to the community at large and not just



to the developer. Hence, visualizing win-wins supported by solid analysis will be important.

A corollary challenge is the growth of neighboring communities. Developers recognize the marketing value of Juno Beach's oceanfront and environmentally sensitive lands. The resulting influx is a challenge to the Town's infrastructure and the residents' quality of life. Finding ways to mitigate these impacts will be increasingly important.

Historically, the Council has worked together well and has been united on their vision for the community. While every member of the current Council wants the best for the community, and desires to protect the paradise that Juno Beach is, they are sometimes divided on how to best move forward. The next Manager will need to be a consensus-builder to help bring the parties together.

Finally, the Town is becoming much more strategic in its outlook. It desires to be proactive, not reactive, and thus realizes it needs to envision the future, understand how to position itself to maximize the residents' quality of life and then to act. Not only is it currently working on a strategic plan, it is also creating a master plan for the Town's development. The next Manager will be tasked with leading staff through a period of increasingly rapid change and taking the steps that will create a better future for Juno Beach.

THE IDEAL CANDIDATE

The Juno Beach Town Council is seeking a seasoned Manager and leader to work as a partner, a supporter, and a trusted advisor. The individual will be a consensus-builder who knows how to help everyone get to yes and will work closely with the Council to implement its priorities. They will also be an expert in conflict resolution.

As noted, Juno Beach is becoming more strategic so the next Manager will need to have demonstrated achievement in developing and implementing strategic, long range and annual plans. Being able to work with a Town Council to establish a

vision, identify goals, strategies, tasks and measures to progress will be critical. They will be proactive and anticipate what information the Town Council needs to make the best decisions for the community. The individual will then pursue that information, organize it into a coherent narrative, and present it, along with well researched options, for the elected body to consider.

The next Manager will be someone who believes in integrity, transparency and establishing trust in the community. The individual will be one of the Town's primary representatives. As such, the Manager will be an outstanding communicator, an expert in public relations, and someone who realizes diplomacy and listening are important parts of communicating. Of particular importance will be keeping the Council, the public, and the staff fully informed. For example, everyone needs to know and shown that the Town's money is being spent wisely.

The ideal candidate will not be a micro-manager but rather someone who delegates and promotes creativity while excelling in motivating, mentoring and training staff. At the same time, it will be necessary to hold the staff accountable with an eye for detail and make decisions without undue hesitation. In other words, the individual will have a demonstrated pattern of leadership.

Juno Beach is a high-end community that expects the best. As such, the Manager will recognize the importance of delivering high quality services. The desired candidate will believe strongly in continuous improvement and will constantly seek to make processes more efficient and effective. As such, the individual will have a strong knowledge of information technology and its application. They will also believe in providing unmatched customer service and lead by example.

The Manager will be part of the community, which includes being visible and interactive at town workshops and events. The leadership team not only attends community events, but they also hand out refreshments. The Manager often acts as the master of ceremonies at events including Oktoberfest, and Christmas and Hanukkah parties. The next Manager should plan to continue this tradition.

Town employees are very talented, and they work very hard. The next Manager will not be a micromanager but understand the direction the elected body has set and the establish goals and objectives to implement that policy. They will believe strongly in continuous improvement, be a mentor, and encourage creativity. At the same time, the Manager will be kept informed and expect results. They need to be adept at hiring talent that will fit into the lean, community-minded and fiscally conservative organization Juno Beach is. That said, if the Manager feels changes are needed, they will not be afraid to make them. Experience in succession planning is highly desirable.

The Council would like someone who is personable, good natured, intelligent, upbeat, friendly, fair, honest, outgoing, patient, ethical, organized, positive - someone with a "can do" attitude. The ideal candidate will not be easily discouraged, and will be optimistic about the future, positive, and resilient. The Town is looking for someone who will solve problems and build consensus without being controversial. Hence, common sense and strong people skills will be necessary, as will strongly believing in having an open-door policy with residents, staff, and the Council. A sense of humor is a plus.

The ideal candidate will be savvy in the use of both traditional media and social media. They will recognize both the good and the harm social media and naysayers can do. When confronted with negativity, the Manager will stand up politely and correct the record.

The Town is looking for someone with experience in municipal management as well as budgeting, finance, land use and planning, public works, and redevelopment. Demonstrated experience in intergovernmental relations is important as Juno Beach is a relatively small community that needs to build coalitions and to punch above its weight to solve some of its more significant longer term issues. Thus, the ideal candidate will understand the benefits that arise from alliances and partnerships across the region.

Given that the projects coming to Juno Beach are those of large and successful development firms, the ideal candidate will be someone who can visualize the impact of these projects, foresee

how the developers can be encouraged to incorporate Item #2. that will improve the quality of life of the Town's residents, and then negotiate in a way to achieve the Town's goals.

As a practical matter, this position requires graduation from an accredited four-year college or university with major coursework in public administration, business administration or related field. A master's degree in public or business administration is a plus. Desired qualifications include at least five to seven years of direct municipal experience in a similarly sized organization as a Manager or Administrator. Coastal experience is a plus given that Florida is in a natural catastrophe zone, some experience in management of natural catastrophes is also helpful.

The Town is looking for someone who will see the Juno Beach Town Manager position as the wonderful opportunity it is and make a long-term commitment to being part of the Town's future.

COMPENSATION

The target salary range is \$175,000 to \$235,000 and will depend on qualifications and experience. Benefits are excellent. A pension plan will be negotiated with the successful candidate.

RECENT TOWN MANAGERS

The Town has a tradition of long serving managers. The current Town Manager is leaving on November 1, after 19 months with the Town, due to a change in his personal priorities.

RESIDENCY

The Town Manager is not required to live in Town limits, though they need to reside close enough to be able to be part of the community and available to the residents. The Town of Jupiter (to the north), the City of Palm Beach Gardens (to the west), and the Village of North Palm Beach (to the south), are in close proximity to Juno Beach and all offer a wide range of housing types and prices.

HOW TO APPLY

To apply, e-mail your cover letter and resume to Recruit28@cb-asso.com by October 18, 2024. Questions should be directed to Ron Williams at (305) 338-8990 or Colin Baenziger at (561) 707-3537.

THE PROCESS

Applications will be screened between October 19 and November 15. Finalists will tentatively be selected on November 20. A reception and interviews will be held on December 3 and 4. A selection will be made shortly thereafter.

INTERNAL CANDIDATES

Neither we nor the Town anticipates any internal candidates.

CONFIDENTIALITY

Under Florida's public records act, a submitted application is deemed a public record. As a practical matter, we would be surprised if there was any media coverage of this recruitment.

OTHER IMPORTANT INFORMATION

Juno Beach is an Equal Opportunity Employer and encourages women, minorities and veterans to apply.

ADDITIONAL INFORMATION

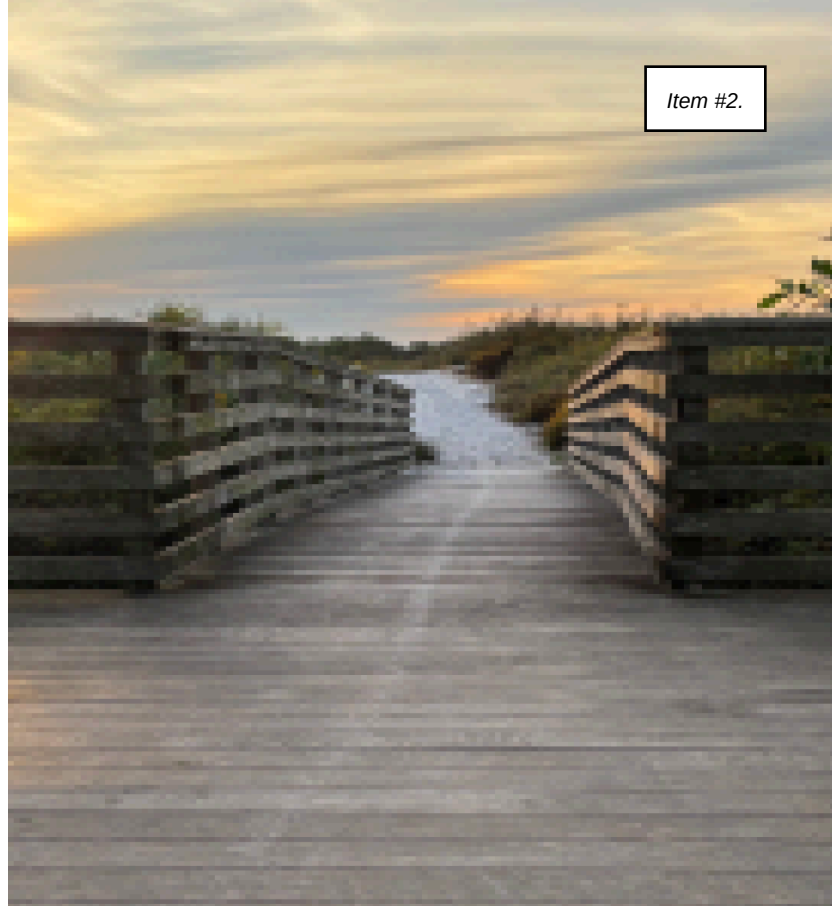
For additional information about the Town, visit:

www.juno-beach.fl.us

www.pbnchamber.com

marinelife.org

Item #2.





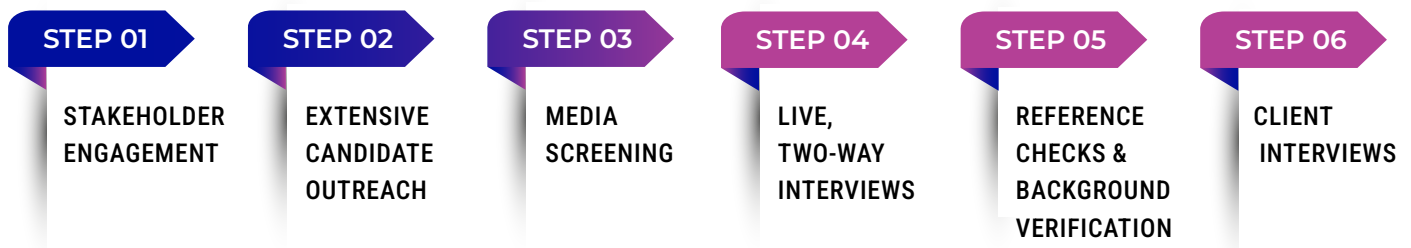
Recruiting Solutions

Comprehensive recruitment for every need.

MGT's team of professionals offers **full-service** executive recruitment and selection **solutions customized** to meet your organization's challenges. Through our experience with hundreds of placements over the last decade, we have built a growing pool of highly qualified candidates, supplemented with candidates we reach through our **extensive social media presence** and personal outreach who are ready to meet the challenges and expectations of your organization.

Streamlined Six-Step Process

Our six-step process ensures a streamlined process for quality placements:



Executive Recruitment

Our Executive Recruitment is a premium, 1-year guarantee service that identifies top-tier candidates through a comprehensive six-step process for critical positions. The service includes beginning-to-end support, such as position promotion, candidate evaluations, video interviews, background checks, and negotiation assistance.

Limited Scope Recruitment

Our Limited Scope Recruitment service identifies top-tier candidates through a streamlined four-step process. Our experts extensively promote the position, evaluate applicants, conduct video interviews, and provide a narrowed list of top-tier candidates for your review.

Virtual Recruitment

Our Virtual Recruitment service is designed for organizations seeking a remote-friendly process. We post the position, evaluate candidates, and present top candidates, offering a cost-effective option without compromising quality.

Career Center

Our Career Center attracts more than 17,000 monthly visitors and connects you with engaged public sector professionals. Flexible packages include individual postings, annual subscriptions, and enhanced marketing options to broaden your organization's reach..



Proposal

APRIL 3, 2026

Town Manager Recruitment Services

Town of Juno Beach, Florida

Submitted by:

MICHELE MORAWSKI
CLIENT SERVICES MANAGER

224.415.3791

MMORAWSKI@MGT.US

JUNO BEACH, FL
TOWN MANAGER RECRUITMENT
APRIL 3, 2026

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Cover Letter

April 3, 2026

Caitlin Copeland-Rodriguez
Town Clerk & Interim Town Manager
Town of Juno Beach
340 Ocan Drive
Juno Beach, FL 33408



Dear Ms. Copeland-Rodriguez:

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 Juno Beach ("Town") to exceed all your expectations on this Town Manager recruitment.

HOW CAN WE SUPPORT YOU?

We understand you are seeking an experienced municipal executive who can provide steady, credible leadership during transition, align a highly engaged Council and community around shared priorities, and deliver disciplined operational, financial, and transparent governance that fits the Town's unique small-town culture. Following are the keys to our successful methodology:

- **Industry Leadership:** With over 1,500 completed executive recruitment engagements in 46 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 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
PROPOSAL CONTACT	Michele Morawski, Client Services Manager 224.415.3791 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 Juno Beach. Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or **mmorawski@mgt.us**.

Regards,



Lawrence Cowan, Chief Operations Officer for Revenue Operations
Authorized to bind the firm

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.



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

Sourcewell 060624MGT

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.

Markets we serve:

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

 **50**
years

 **1,200**
consultants

 **30,000**
projects

Specialized technology and advisory solutions for society's most mission-critical challenges.

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.**

DEFINED BY IMPACT

Making a profound impact on society is at the heart of who we are and what we do. The Town of Juno Beach should be proud to make a difference in the lives of the citizens in your community, and we are proud to work with you toward this goal. Our team empowers organizations through innovations in people, processes, and technology to lift and strengthen your solutions.

People



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

Purpose



We are led by a singular purpose—to offer partnerships and design solutions that provide enduring opportunities for individual prosperity and community well-being.

Performance



We partner with our clients to advance learning outcomes, manage technology networks, reduce operational costs, improve workflows, and engineer resilient IT infrastructure.

Education State & Local Government Enterprise & Critical Industries

Technology Solutions

We provide engineering expertise to modernize and manage IT infrastructure and ensure technology implementation is properly designed, integrated, optimized, and maintained. MGT delivers end-to-end solutions tailored to your unique needs, spanning managed services, cybersecurity, physical security, network infrastructure, cloud and data, SaaS offerings, and communications.

As your trusted advisors, we partner with you to develop strategic technology architectures and/or assist you in quickly procuring and installing equipment for immediate needs or to resolve an IT issue.

Advisory Solutions

We empower organizations to make data-informed decisions by unlocking and organizing critical information—financial and operational—to support strategic, evidence-based planning.

With that insight, we partner with clients to develop tailored strategies and actionable road maps that drive meaningful outcomes.

Our expertise spans data, talent, processes, and technology—optimizing each to achieve measurable impact with efficiency. From PMO support to workforce placement and development, we work alongside our clients to implement solutions and deliver results that matter.

Beyond the Project: Comprehensive People Solutions

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 IT project staffing needs, and strengthen their workforce strategies.

To schedule a complimentary consultation, contact:
Senior Vice President Joellen Cademartori, MGT's head of Human Capital, at jcademartori@mgt.us.

Project 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. Staff biographies are located in **Appendix A**.

Recruitment Lead & Main Point of Contact



JIM DINNEEN

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

With more than 43 years of local government leadership experience, including over 23 years as a City and County Manager, Jim Dinneen has a proven track record of recruiting City and County Managers and other C-suite and director-level leaders across key municipal functions.

Director | Recruitment Support



YOLANDA HOWZE

Director – Executive
Recruitment
314.304.2889
YHowze@mgt.us

Yolanda Howze is a well-regarded human resources professional with more than 25 years of leadership experience in public sector human resources, primarily in municipal government.

Project Executive



CHARLENE STEVENS

Vice President –
Human Capital
Solutions
320.262.0303
CStevens@mgt.us

Charlene leads MGT's Executive Recruitment practice and has over 25 years of leadership and recruitment experience in public sector management.

Project Approach & Methodology

A detailed plan specifically designed for you.

Project Understanding

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.

The Town Manager is the Town's pivotal executive leader, responsible for translating Council direction into stable operations, sound financial stewardship, and trusted community governance; accordingly, this recruitment is critical to identifying a proven municipal executive who can quickly build trust, unify stakeholders, and deliver disciplined, transparent, Florida-informed leadership aligned with Juno Beach's distinct character and governing expectations.



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."

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 the recruitment.

Proposed Work Plan

PHASE 1 – POSITION ASSESSMENT, 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 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 \$225/hour plus actual expenses if incurred). One organizational survey is included. A separate Community Survey with detailed analytics can be conducted for \$3,500. 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.
 - 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.
- 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

- | | |
|---|---|
| <ul style="list-style-type: none"> ✓ Social Security Trace & Verification ✓ US Federal Criminal Search ✓ Verified Enhanced National Criminal Search <ul style="list-style-type: none"> – National Sex Offender Registry – Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol – Office of Foreign Assets Control (OFAC) Terrorist Database Search – Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA) – All felonies and misdemeanors reported to the National Database | <ul style="list-style-type: none"> ✓ County/Statewide Criminal Search ✓ Civil Search ✓ Bankruptcy, Liens, and Judgements ✓ Motor Vehicle Record ✓ Education Verification – All Degrees Earned <p>Optional: Credit Report – Transunion with score (based on position and state laws)</p> <p>Optional:</p> <ul style="list-style-type: none"> – 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.

Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated in **Exhibit 1**.

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Position Assessment, Position Announcement, & Brochure														
Phase 2: Advertising, Candidate Recruitment, & Outreach														
Phase 3: Candidate Evaluation & Screening														
Phase 4: Presentation of Recommended Candidates														
Phase 5: Interviewing Process & Background Screening														
Phase 6: Appointment of Candidate														

Commitment to Diverse, Highly Qualified Applicant Pool

MGT is a national leader in consulting, strategic planning, and organizational transformation that helps public-sector organizations strengthen inclusive, representative workplaces. In executive recruitment, we are intentional about building diverse, highly qualified candidate pools by expanding outreach beyond traditional channels and applying structured, job-related evaluation practices to support a fair, consistent, and merit-based selection process.

MGT is also a pioneering firm in disparity research. Since 1990, we have completed more than 230 disparity studies for public agencies to help strengthen procurement operations, improve accountability, and expand participation among historically underrepresented groups, including minority- and women-owned businesses. By analyzing policies, practices, and programs, our clients are better positioned to improve access to economic opportunity and develop stronger business and workforce pipelines in communities that have faced longstanding barriers.

We actively support organizations that advance broader representation in local government through volunteer engagement and financial contributions. Partners include the National Forum for Black Public Administrators, the Local Government Hispanic Network, the League of Women in Government, and CivicPride. Our team has presented on inclusive leadership at ICMA and state conferences, and staff participate in relevant professional development, including implicit-bias training. We also provide curated learning resources at mgt.us.

MGT has partnered with i4x, the consulting arm of the National Forum for Black Public Administrators, to support recruitment and selection efforts in multiple cities. This collaboration reinforces our focus on broad outreach and selection processes that help clients identify leaders who can effectively serve their communities.

References

A leader in local government recruitment and selection.

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."



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.

BOCA RATON, FLORIDA

Danielle Olson, Human Resources Director
201 West Palmetto Park Road | Boca Raton, FL 33432
561-393-7805 | dolson@ci.boca-raton.fl.us

MGT provided recruitment and selection services for the following positions:

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

FORT LAUDERDALE, FLORIDA

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 following positions:

- City Attorney, 2025
- City Manager, 2025

PONCE INLET, FLORIDA

Lois Paritsky, Mayor
4300 South Atlantic Avenue | Ponce Inlet, FL 32127
203-460-2184 | lparitsky@ponce-inlet.org

MGT provided recruitment and selection services for the Town Manager in 2023.

Cost Proposal

*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
Recruitment Fee	\$22,000
Recruitment Expenses (not to exceed) Expenses include candidate due diligence efforts on presented candidates and background screenings for up to four finalists.	\$2,000
Advertising <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$26,000**

****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 \$225/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.

RECOMMENDED OPTIONAL SERVICE

Our Classification and Compensation team can conduct a review and analysis of the job description, qualifications, and classification, and provide comparable insights using reliable compensation and job data sources. This analysis helps ensure the position's skill requirements and salary range are aligned with the broader market. **Cost: \$900**

Payment for Fees & Services

- **1st Invoice:** Contract Award (40% of the Recruitment Fee).
- **2nd 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).

Proposal pricing is valid for 90 days. Payment of invoices is due within 30 days of receipt.

Our Guarantee – Full Scope Recruitment

MGT will present well-qualified candidates and support the client through selection and appointment. Because top candidates move quickly, the client agrees to provide timely direction and decisions. If the client does not respond to multiple written requests for decisions and/or guidance within six weeks of (i) delivery of the candidate slate for interviews or (ii) completion of finalist interviews, MGT may, at its discretion, terminate the engagement and invoice for services performed and expenses incurred to date.

If the client rejects a slate of qualified candidates and/or does not negotiate in good faith to finalize an offer, and instead elects to re-advertise the position, MGT reserves the right to assess additional consulting fees commensurate with the incremental scope and 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, including advertising and consultant travel. To enact the guarantee, the Town:

1. Must request the replacement search within 30 days of the candidate's departure.
2. Must provide documentation of (i) regular onboarding meetings with the governing body (or designee) and (ii) at least one formal evaluation, including the candidate self-evaluation, hiring authority input, and a written evaluation summary provided to the candidate.

HIRING OF ADDITIONAL CANDIDATES

If the Town hires more than one candidate introduced by MGT as a result of this recruitment process during the subsequent 12-month period, an additional placement fee equivalent to 50% of the recruitment fee will apply for each additional hire. The guarantee stated above will only apply to the initial candidate hired by the Town.

Optional Recruitment 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:

FACILITATED PERFORMANCE 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 and one year 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.

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 will vary.

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 an additional cost.

Human Capital Consulting

MGT partners with public sector and nonprofit clients to address mission-critical human capital challenges through integrated staffing solutions and HR consulting. Our tailored approach helps organizations attract top talent, respond to urgent staffing needs, support complex IT initiatives, and strengthen long-term workforce strategy.

To schedule a complimentary consultation, contact MGT's head of Human Capital:

Joellen Cademartori, Senior Vice President | jcademartori@mgt.us

MGT STAFFING SOLUTIONS

Flexible staffing support to bridge workforce gaps and sustain operations. We serve cities, counties, school districts, and nonprofits with professionals across management, finance, IT, public safety, education, and more. We connect clients to skilled talent quickly through short-term assignments, longer-term placements, and outsourced arrangements to maintain continuity and stability.

CLASSIFICATION & COMPENSATION STUDIES

Classification and compensation expertise supported by current market salary and benefits data. We provide practical recommendations to guide workforce decisions and keep compensation competitive and equitable.

ORGANIZATIONAL & STAFFING REVIEWS

Assessment of organizational structure, workforce allocation, and operating dynamics to identify improvement opportunities. Data-driven insights help streamline processes, optimize and forecast staffing levels, and improve productivity.

LEADERSHIP DEVELOPMENT TRAINING

Leadership development for public sector supervisors, including an 8-week online supervisory course. We also offer tailored trainings and assessments to strengthen core leadership capabilities at every level.

HUMAN RESOURCES AUDITS AND ASSESSMENTS

Support that blends strategy and implementation, including strategic planning, change management, HR audits, staffing analysis, and policy review and development. This work strengthens compliance, aligns resources, and builds long-term organizational capacity.

EMPLOYEE ENGAGEMENT SURVEYS

Engagement surveys and workplace climate assessments, delivered with our University of North Carolina–Chapel Hill partner, to measure morale and identify actionable improvements.

SUCCESSION PLANNING

Succession strategies that build leadership continuity by aligning competencies with development opportunities and strengthening talent pipelines for near-term stability and long-term adaptability.

Appendix A. Consultant Biographies

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



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

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

Appendix B. Client List

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

City/County Management Recruitment Client List 2020 to Present

State	Client	Position Title	Population	Year
Alaska	Bethel	City Manager	6,500	2024
	Homer	City Manager (Professional Outreach)	5,300	2024
Arizona	Buckeye	City Manager	69,744	2021
	Buckeye	City Manager	69,744	2025
	Kingman	City Manager	34,669	2023
California	Antioch	City Manager	115,264	2024
Colorado	Adams County	County Manager	519,572	2022
	Adams County	Deputy County Manager	519,572	2024
	Greeley	City Manager	110,997	2026
	Larimer County	County Manager	359,066	2022
	Longmont	Assistant City Manager - External Services	100,758	2025
	Loveland	City Manager	82,460	2024
Connecticut	Bloomfield	Town Manager	21,301	2024
	Enfield	Town Manager	45,246	2022
	Granby	Town Manager	11,375	2023
	Manchester	General Manager	59,710	2021
	Simsbury	Town Manager	25,517	2023
Delaware	Milford	City Manager	12,272	2024
Florida	Apopka	City Administrator	55,496	2024
	Clearwater	Assistant City Manager	116,850	2024
	Deerfield Beach	Assistant City Manager	80,000	2022
	Deerfield Beach	City Manager	80,000	2024
	Fort Lauderdale	City Manager	184,255	2024
	Gainesville	Assistant City Manager	133,997	2021
	Lakeland	City Manager	110,000	2020
	Melbourne Beach	Town Manager	3,281	2025
	Miami Beach	City Manager	88,000	2024
	Pinellas County	Assistant County Administrator	970,600	2020
	Pinellas County	Assistant County Administrator	970,600	2024
	Ponce Inlet	Town Manager	3,411	2022
	St. Johns County	County Administrator	292,466	2023
	Walton County	County Administrator	75,305	2023
Georgia	Albany	City Manager	77,434	2021
	Augusta	Deputy Administrator	200,000	2025
	Chatham County	Assistant County Manager	296,329	2025
	Cary	Assistant City Administrator	17,840	2024
Illinois	Centralia	City Manager	13,000	2020
	Crest Hill	City Administrator	21,169	2021
	Crest Hill	City Administrator	21,169	2025
	Evanston	Deputy City Manager (2)	75,000	2024
	Farmer City	City Manager	1,828	2024
	Forsyth	Village Administrator	3,490	2021
	Fox Lake	Village Administrator	10,550	2021
	Galesburg	City Manager	33,706	2022
	Galesburg	City Manager	33,706	2023
	Greenville	City Manager	7,000	2021
	Hampshire	Village Manager	6,347	2025
	Hanover Park	Deputy Village Manager	38,510	2024
	Hanover Park	Village Manager	38,510	2025
	Homewood	Assistant Village Manager (Virtual)	19,464	2021
	Kenilworth	Village Manager	2,562	2024
	Kewanee	City Manager	12,509	2025
	La Grange	Village Manager	15,610	2022
	La Grange Park	Assistant Village Manager	13,579	2020
	Lake Barrington	Village Administrator	4,879	2022
	Lake Bluff	Assistant to the Village Administrator	5,698	2023
	Lake Forest	Assistant City Manager (Professional Outreach)	19,375	2022
	Lake Villa	Assistant to the Village Administrator	8,774	2023
		Assistant Village Manager/Community & Economic Development		
	Lincolnshire	Director	7,500	2025
	Lisle Township	Township Administrator (Virtual)	119,040	2024
	Long Grove	Village Manager	8,153	2023
	Maryville	Village Administrator	8,316	2024
	McHenry	City Administrator	27,135	2023
	Morton Grove	Village Administrator	23,500	2024
	Mundelein	Village Administrator	31,385	2020

	Niles	Village Manager	30001	2021	Item #2.
	North Chicago	Chief of Staff	30,020	2021	
	Northbrook	Village Manager	35000	2021	
	Northfield	Village Manager	5,400	2023	
	Oak Brook	Village Manager	8,058	2021	
	Oak Park	Village Manager	52000	2021	
	Oak Park Township	Township Manager	51,774	2023	
	Palos Heights	City Administrator (Virtual)	12,480	2021	
	Park Forest	Village Manager	21,975	2025	
	Peoria	Assistant City Manager	115,234	2021	
	Pingree Grove	Village Manager	10,000	2020	
	Pingree Grove	Village Manager	10,000	2023	
	Plainfield	Village Administrator	41734	2021	
	River Forest	Village Administrator	11635	2021	
	Rock Island	City Manager	39,684	2021	
	Rockton	Village Administrator	7,863	2025	
	Savoy	Village Administrator (Virtual)	8,607	2020	
	Schaumburg	Township Administrator (Virtual)	140,000	2021	
	Sycamore	City Manager (Professional Outreach)	18,557	2021	
	Tazewell County	County Administrator	135,394	2022	
	Vernon Hills	Assistant Village Manager (Limited)	25,911	2025	
	Vernon Hills	Village Manager	25911	2021	
	Villa Park	Assistant Village Manager (Virtual)	22,038	2021	
	Villa Park	Village Manager	22038	2022	
	Washington	City Administrator	15,700	2021	
	Wauconda	Village Administrator	14125	2021	
	West Chicago	Assistant City Administrator	27,221	2022	
	West Chicago	City Administrator	27221	2025	
		Assistant Village Manager/Administrative Services Director (Virtual)	8,000	2024	
	West Dundee	(Virtual)	8,000	2024	
	Winfield	Village Manager	9,418	2025	
	Winnetka	Deputy Village Manager	12417	2025	
Indiana	St. John	Town Manager (Professional Outreach)	18,047	2020	
Iowa	Ames	Assistant City Manager (Limited)	66,498	2023	
	Indianola	City Manager	15,833	2022	
	Indianola	City Manager	15,833	2025	
	Knoxville	City Manager	7,300	2021	
	Marion	Deputy City Manager	30000	2022	
	Marshalltown	City Administrator	27,338	2024	
	Muscatine	City Administrator	23,819	2020	
	Sioux City	City Manager	83,000	2025	
	Urbandale	City Manager	45,580	2024	
	Windsor Heights	City Administrator	4,860	2023	
Kansas	Wyandotte County	County Administrator	169,245	2022	
Kentucky	Paducah	City Manager	24850	2021	
	Paris	City Manager	9,846	2021	
Maine	Bangor	City Manager	33,039	2021	
Maryland	Takoma Park	City Manager	17,629	2023	
	Westminster	City Administrator	18,522	2021	
Massachusetts	Brookline	Assistant Town Administrator - Finance (Virtual)	58,732	2022	
	Wayland	Town Manager	13,882	2022	
	Williamstown	Town Manager	8,400	2021	
Michigan	Adrian	City Administrator	20,676	2020	
	Barry County	County Administrator	60,540	2024	
	Berkley	City Manager	14,970	2024	
	Charlotte	City Manager	9100	2020	
	Clawson	City Manager	11,946	2021	
	Kalamazoo County	County Administrator	265,066	2022	
	Laketown	Township Manager	6,192	2025	
	Ottawa County	County Administrator	296,200	2021	
	Rochester	City Manager	13,017	2022	
	Royal Oak	City Manager	59112	2020	
	St. Clair Shores	Assistant City Manager (Professional Outreach)	59,984	2021	
	Troy	City Manager	83,181	2024	
Minnesota	Becker	City Administrator	4,874	2021	
	Blaine	Director of Administrative Services	67939	2024	
	Breezy Point	City Administrator/Clerk/Treasurer	2,396	2025	
	Buffalo	Assistant City Administrator	15,855	2021	
	Edina	Assistant City Manager (Limited)	53,318	2023	
	Fairmont	City Administrator	10,477	2025	
	Golden Valley	City Manager	22,715	2024	
	Hibbing	City Administrator	15,855	2021	
	Lindström	City Administrator	4,888	2023	

	Minnetonka	City Manager	53953	2020	Item #2.
	Oakdale	City Administrator	28,315	2020	
	Ramsey County	County Manager	536,000	2020	
	Scandia	City Administrator	4,149	2023	
	St. Joseph	City Administrator	7,342	2022	
	St. Louis Park	City Manager	48,662	2021	
	Waconia	City Administrator	13,500	2021	
	Wayzata	City Manager	4,363	2025	
Missouri	Ballwin	City Administrator	30,181	2020	
	Cape Girardeau	City Manager	38,000	2020	
	Creve Coeur	City Administrator	18,538	2025	
	Frontenac	City Administrator	3,640	2025	
	Jackson	City Administrator	15,702	2024	
	Ozark	City Administrator	21,284	2024	
	University City	Assistant City Manager	35,172	2020	
	University City	Assistant to the City Manager/Director of Human Resources	35172	2020	
	University City	Deputy City Manager - Support Services	35172	2024	
	Warrensburg	City Manager	20,200	2021	
	Webster Groves	City Manager	22,800	2020	
Nebraska	La Vista	City Administrator	16,746	2025	
	Nebraska City	City Administrator	7,200	2022	
Nevada	Boulder City	City Manager	16207	2021	
New Mexico	Los Alamos County	County Manager	19,330	2023	
New York	Long Beach	Deputy City Manager (Virtual)	33275	2022	
	Mamaroneck (Town)	Town Administrator	29,156	2021	
	New Rochelle	City Manager	79,067	2022	
	Scarsdale	Village Manager	17,837	2021	
North Carolina	Albemarle	City Manager	16,404	2024	
	Ayden	Town Manager	5,000	2023	
	Cumberland County	Assistant County Manager	336,000	2025	
	Cumberland County	County Manager	336000	2022	
	Fayetteville	Assistant City Manager	210,000	2022	
	Mecklenburg County	County Manager	1,100,000	2025	
North Dakota	Minot	Assistant City Manager	45,700	2023	
	Minot	City Manager	45700	2020	
Pennsylvania	Allegheny County	County Manager (Professional Outreach)	1,230,000	2024	
	Centre County	County Administrator	158172	2022	
	Ferguson Township	Township Manager	18300	2022	
	Patton Township	Township Manager	15,801	2022	
Tennessee	Franklin	Assistant City Administrator	88,558	2025	
	Oak Ridge	City Manager	31,402	2023	
Texas	Austin	Assistant City Manager	885,000	2021	
	Missouri City	City Manager	74,139	2022	
Vermont	Winooski	City Manager	7,997	2022	
Virginia	Alleghany County	County Administrator	14,500	2025	
	Fairfax County	Deputy County Executive	1,150,309	2024	
	Hampton	Assistant City Manager	137,436	2024	
	Newport News	City Manager	181958	2023	
	Pittsylvania County	County Administrator	59,571	2025	
	Portsmouth	City Manager	96,000	2020	
Washington	Burien	City Manager	52066	2022	
	Duvall	City Administrator (Professional Outreach)	8,090	2021	
	Yakima	Assistant City Manager	97,000	2021	
West Virginia	Bridgeport	City Manager	8,582	2021	
Wisconsin	Adams County	County Manager/Administrative Coordinator	20,220	2021	
	Beaver Dam	City Administrator	16,291	2021	
	Beloit (Town)	Town Administrator	7083	2020	
	Harrison	Village Manager	13,185	2021	
	Lake Geneva	City Administrator	7,710	2025	
	Monroe	City Administrator	10,827	2020	
	Oak Creek	Assistant City Administrator/Comptroller	35,243	2020	
	Oshkosh	City Manager	66,700	2024	
	Plymouth	City Administrator/Utilities Manager	8540	2020	
	Port Washington	Assistant City Administrator/Human Resources Director	11,250	2022	
	Sheboygan	City Administrator	48,327	2023	
	Sheboygan County	County Administrator	118,034	2022	
	Waukesha	City Administrator	71158	2023	
	West Bend	City Administrator	31,540	2025	
	Whitewater	City Manager	14,300	2022	