

RESOLUTION NO. 2007-

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, APPROVING THE ENGAGEMENT OF THE FIRM OF COLIN, BAENZIGER & ASSOCIATES TO PROVIDE RECRUITMENT SERVICES IN ACCORDANCE WITH THE ATTACHED PROPOSAL; PROVIDING FOR IMPLEMENTATION; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Village Council wishes to engage a professional services firm to assist in the selection of a new Village Manager;

WHEREAS, the Village Council, at a Special Council Meeting on May 3, 2007, determined that the Firm of Colin, Baenziger & Associates possessed the necessary qualifications to provide professional recruiting services to the Village;

WHEREAS, the Village Council desires to procure the professional recruiting services of Colin, Baenziger & Associates on the terms outlined in the Proposal attached hereto as Exhibit A (“Proposal”); and

WHEREAS, the Village Council finds, upon advice from the Village Attorney, that the Proposal is exempt from competitive bidding as a professional service contract pursuant to Village Code Section 2-87(2); and

WHEREAS, the Village Council finds that it is in the best interest of the Village to proceed as indicated in this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. That each of the recitals stated above is hereby adopted and confirmed.

Section 2. Services Approved. That the Proposal is hereby approved and the Village Manager is hereby authorized to execute the Proposal, on behalf of the Village, once approved by the Village Attorney as to form and legal sufficiency.

Section 3. Implementation. That the Village Manager is hereby authorized to take any and all action which is necessary to implement the Resolution and the Proposal.

Section 4. Effective Date. That this Resolution shall be effective immediately upon adoption hereof.

PASSED AND ADOPTED this 3rd day of May, 2007.

MAYOR ROBERT L. VERNON

ATTEST:

CONCHITA H. ALVAREZ, CMC, VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

VILLAGE ATTORNEY

STATEMENT OF QUALIFICATIONS AND PROPOSAL

From

COLIN BAENZIGER & ASSOCIATES



**EXECUTIVE RECRUITMENT SERVICES FOR VILLAGE MANGER
FOR THE VILLAGE OF KEY BISCAINE, FL**

Colin Baenziger & Associates

Contact Person: **Colin Baenziger**
Colin Baenziger & Associates
12970 Dartford Trail – Suite 8
Wellington, FL 33414
(561) 793-2624
(561) 792-2137 Facsimile
E-Mail: colin@cb-asso.com

Visit Our Website at www.cb-asso.com

VILLAGE MANAGER RECRUITMENT SERVICES

TABLE OF CONTENTS

	<u>PAGE</u>
LETTER OF TRANSMITTAL	1
WHAT SETS COLIN BAENZIGER & ASSOCIATES APART	3-5
Experience and Approach	
Results	
I. PROFILE OF THE FIRM	6
The Firm	
Our Services	
Litigation	
Drug Free Work Place	
Insurance	
Completion within Budget Limitations	
Completion within Project Schedule Timeframe	
II. TECHNICAL APPROACH – OUTLINE	9
III. PROPOSED PROJECT SCHEDULE	12
IV. PROJECT ORGANIZATION AND NEEDS	13
Project Team and Involvement	
Support Required from City	
V. SIMILAR ENGAGEMENTS	15
VI. PRICE AND WARRANTY	17
APPENDIX A – Recent Placements	A-1
APPENDIX B – Resumes of Key Project Team Members	B-1
APPENDIX C – Complete List of Governmental Searches	C-1
APPENDIX D – Newspaper Clippings	D-1

(561) 793-2624

WELLINGTON, FL 33414

April 20, 2007

The Honorable Mayor Robert Vernon, Vice Jorge Mendia and Council Members Michael Davey,
Patricia Weinman, Stephen Liedman, Thomas Thornton and Enrique Garcia
c/o Stephan Helfman, Esq.
Village of Key Biscayne
88 W. McIntyre Street
Key Biscayne, FL 33149

RE: Village Manager Executive Search Services

Dear Mayor Vernon, Vice Mayor Mendia and Council Members Davey, Weinman, Liedman, Thornton
Garcia:

Colin Baenziger & Associates would like to thank you for the opportunity to submit a proposal to assist
in finding your next Village Manager.

Over the past few years, we have become recognized as Florida's preeminent recruiter for local
government positions. In fact, since May 2005, we have been selected to perform over 70% of the city
and county manager level position where Florida cities and counties have used a recruiter. Our
successes result from our broad experience in the public sector, the quality of our work, and the strong
emphasis we place on client service. We focus on exceeding our clients' expectations by delivering a
product of the highest caliber, and going the extra mile to make our clients satisfied. We would
welcome the chance to work with Kay Biscayne, and believe we can produce the same high quality
results that our clients have come to expect. In fact, as recognition of the effort we expend, three of our
municipal clients passed resolutions thanking us for our outstanding efforts in finding their City
Managers.

While selecting key personnel is never easy, our firm uses a process that makes it as painless as possible.
We offer unparalleled service at a reasonable price, and we focus on finding just the right person for
your organization. Key Biscayne is an attractive and unique community, and given its location and
character, we believe the Village Manager position will be viewed as very desirable. Through our
outreach efforts, we are confident we can produce a very strong field of candidates.

Examples of the searches we have recently completed for Florida cities include Cutler Bay, Palmetto
Bay, Bay Harbor Islands, Deltona, Destin, Jupiter Island, Lauderdale Lakes, Manalapan, Miami
Gardens, Mount Dora, North Palm Beach, Palm Bay, Palm Coast and Stuart, among others.

We have also conducted searches for Managers for several counties including Baker, Bay, Broward, Martin, Monroe, Nassau, and Seminole Counties. Our experience in Florida and our uncanny ability to find just the right manager for each community make us uniquely qualified to conduct the search for your next Village Manager. Further, we are confident you will be extremely satisfied with our services.

While we recruit nationally, the vast majority of our clients are Florida governments. We concentrate on a very limited geographical area because we believe that is what makes a recruiter successful. We already know many of the issues our clients face, and we can move quickly. For example, we would typically complete a national search in 90 days. We could move more rapidly if requested.

Finally, I would like to add that we have tailored the proposal to fit the role the Village desires the recruiter to play as explained by your Village Attorney while taking into account the things we do particularly well and which would not be as easy for the Village to duplicate. Should the Village desire, we could do more (for example, a full scale statewide or national search) or less.

We look forward to formally presenting our credentials on May 3rd and, hopefully, working with you immediately thereafter. If you have any questions, please feel free to contact me at 561-707-3537.

Sincerely,

A handwritten signature in cursive script, appearing to read "Colin Baenziger", written over a horizontal line.

Colin Baenziger
Principal

What Sets Colin Baenziger & Associates Apart

Colin Baenziger & Associates (CB&A) is a sole proprietorship located in Palm Beach County, Florida, with an office in the Orlando area. It has been in business since 1996 and has developed an extensive municipal practice, with executive search as its key component.

Experience and Approach

- While we recruit nationally, our focus is on serving Florida cities, counties, and special districts. In the last two years, we have conducted far more City/County Manager searches in Florida than any other firm.
- Not only is our executive search function headquartered in Florida, our lead recruiters, Colin Baenziger and Gene DeMarie, live and work here. They are familiar with the issues facing Florida governments and managers.
- The depth of our knowledge is evidenced by the fact that Mr. Baenziger is a former City Manager and Special District Manager in Florida. Mr. DeMarie served as a City Manager in several Florida cities including Longwood, North Miami Beach and Florida City. We do not simply speculate about what it takes to be a governmental CEO – we know firsthand. Mr. Baenziger has also been an elected official in a community of 22,000, so he also understands local government from that perspective.
- We at CB&A personally know many of the City Managers in Florida and throughout the nation. We have extraordinary talents for determining who fits well in which community, and who does not. We also have a very good idea who might be interested in being your next Village Manager, and we know how to approach those individuals.
- We tailor our approach to the needs of the community. Once we fully understand the Mayor and City Council, and the community and its issues, we aggressively approach the candidates who are right for your village.
- We can move quickly. We use a true executive search approach, and we can have a short list of candidates in four weeks. If we advertise nationally, that normally adds four weeks to the process.
- The caliber of our work is extraordinary. We have not conducted hundreds of searches, and because our practice is limited to Florida, we must try harder. We depend on word of mouth advertising, so our reputation is critical to us.
- We are less costly, but not because we do less. In fact, we do more than our competitors. Instead, we concentrate on being efficient and effective. Hence we minimize our overhead and we simply do not have the expenses of other firms do. As a result, we can pass the savings on to you.

COLIN BAENZIGER & ASSOCIATES

- We continue to work with the village after the new Village Manager takes office. If issues arise six or twelve months later, we assist in working through them at no additional charge.
- We maintain a database of compensation packages for most Florida city and county managers in Florida so we know what managers are paid and what might be reasonable for the Village to offer its next Village Manager.
- Finally, while we move quickly, we do not rush the process. We suggest that interviews are held on a weekend, and for the Council to vote on a final selected candidate a few days later at a special or regular meeting. Our experience has shown it is best for the elected officials to take time to think about the contents of those interviews. We also think it is important not to rush into a contract. We suggest that the Mayor or a Council Member, along with the Village Attorney, and with our assistance, be designated to negotiate the contract. Once it is presented to the Council as a whole, and after an appropriate amount of time for review and deliberation, it can be formally approved at a regular Council meeting.

Results:

On the preceding page, we have outlined what sets us apart. The proof, however, is in the results we have achieved, and we ask you to consider the following:

- Our city/county/municipal CEO searches have always ended in a successful placement.
- While every recruitment firm will tell you that the search can be done within 60 to 90 days, we have an unmatched track record for completing the selection process within that timeframe. In fact, we have never missed a project milestone.
- Our clients are extremely satisfied with our work. In fact three of them, Cottonwood Heights, Palmetto Bay and Marathon, passed resolutions thanking us for our extraordinary efforts recruiting their City Managers.
- In a few rare instances where one of our placements left a city to move elsewhere, those cities were sufficiently satisfied with our services that, if they decided to use a recruiter again, they used us.
- No matter how complicated the search becomes, or what unforeseen circumstances may arise, we have never asked a client for additional monies beyond the fee we initially quoted.
- We have become recognized as the leader in Florida municipal recruiting and we are frequently called upon to speak at the conferences of the Florida League of Cities, the Florida City/County Managers' Association and the Florida Public Personnel Association.

COLIN BAENZIGER & ASSOCIATES

Summary:

Colin Baenziger & Associates is the firm you should select to conduct your Village Manager recruitment because it is knowledgeable and effective, while being less costly. We are extremely adept at determining who is a good fit for your village, and we will find the best person to serve as your next Village Manager for the long term. Furthermore, we complete our work on time and on budget.

I. Profile of Colin Baenziger & Associates

The Firm

Established in 1996, Colin Baenziger & Associates (CB&A) is a strategic partnership of independent consultants that brings to bear the expertise necessary to satisfy a client's needs. Although our primary focus is on executive search, we are also frequently involved in operational reviews of government operations. While our home office is in Palm Beach County, Florida, many of our consultants live and work in other areas of the country, concentrating efforts on the client's needs and location. With an operational plan developed prior to arrival, our team of experts quickly studies the issues, identifies problems and opportunities, performs the necessary analysis, prepares reports and action plans, and completes its assignment swiftly. The client receives prompt, professional service, and its needs are efficiently addressed. While the consultants are available for follow-up work, our goal is to perform the assignment in such a way that existing staff can implement the action plans without additional outside assistance.

Colin Baenziger & Associates has an outstanding reputation, derived from our commitment to quality. Our work is not done until you are satisfied. That means we go the extra mile and, at times, we expend more effort and energy than we originally anticipated, or for which we are compensated. That is fine with us because we firmly believe that, when we sign a contract, we have an obligation to fulfill your requirements, with excellent results, and within the budgeted amount.

Our Services:

Human Resources

Executive Search
Background Checks
Position Descriptions/Classification Studies
Compensation Studies
Performance Evaluations
Personnel Policies/Procedures Reviews
Employee Handbooks

Operational Reviews

Performance Improvement
Contract Compliance Reviews
Project Management
Special Projects
Performance Measurement Systems
Standard Operating Procedures Manuals
Staffing Assessments

Information Systems and Telecommunications

Needs Assessments
Software Design
Request for Proposal Development
Off-the-Shelf Software Evaluation
Telephone Systems

Software Implementation
Equipment Assessment
Disaster Recovery Plans
Document Imaging
Telephone Carrier Plan Selection

II. Technical Approach

Our Other Services

Preparing Grant Applications
Labor Negotiations
Start-up Assistance to New Cities
Grant Monitoring Systems and Controls

Planning

Strategic Planning
Operational Planning
Project Planning

Litigation

Colin Baenziger & Associates has never been involved in any litigation, except to testify as an expert witness on behalf of one of the parties. Its performance has never been questioned.

Drug Free Workplace Certification

Colin Baenziger & Associates complies with the provisions of Drug Free Workplace laws and informs its employees and subcontractors that it is a drug-free workplace. These individuals are made aware of the dangers of drug abuse, the firm's policies concerning drug abuse, available counseling, and the sanctions CB&A may impose if an employee uses drugs in the workplace. As a condition of employment - as an employee or a subcontractor – our people must abide by our policy and must notify us of any conviction or pleas of nolo contendere to drug charges.

Insurance

In order to protect our clients, Colin Baenziger & Associates maintains the following insurance coverage: 1) General Liability Insurance of \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damages, 2) Automobile Liability Insurance of \$1,000,000 per accident, and 3) Professional Liability Insurance of \$1,000,000 per occurrence. As a small firm, with less than five employees, we are typically not subject to the requirements for Workers Compensation and Employers' Liability insurance. If required by the community, and if available to us, we will obtain Workers Compensation and Employers' Liability insurance prior to contract execution.

Completion of Projects within Budget

Colin Baenziger & Associates is proud of its record in completing searches within budget. When we quote a price to the client, that price is what the client will pay, no matter how difficult the search, or what unforeseen circumstances may develop. We have never asked a client for additional fees, even when we were probably entitled to do so.

II. Technical Approach

Completion within Project Schedule Timeframe

In our nine-year history, we have a remarkable record of meeting our project schedules. In fact, we have never missed a project milestone. The executive search business does, however, involve people, and people are not always predictable. For example, when Monroe County and its first choice for County Manager could not reach agreement on contract terms, we repeated the search. We did not miss a project milestone, but the overall search took five months instead of three.

II. Technical Approach - Outline

While we would be happy to conduct a full scale, nationwide search for the Village, it is our understanding that Key Biscayne would like its recruiter to act more as a facilitator and coordinator. We are happy to participate in any manner the Village desires but we do suggest that as part of our services, we conduct the candidate background checks (references, education and employment verification, reviews of criminal, civil and credit histories, and internet as well as newspaper archive searches). Consequently, Colin Baenziger & Associates proposes to participate in the search as follows.

- We will meet one-on-one with the elected officials to: 1) get to know them as individuals, 2) develop a description of the ideal candidate, 3) discuss the desired compensation package/contract parameters, and 4) understand the issues the new manager will face. We will also finalize the project schedule (see Section III for an outline). The information we gather will assist us in helping the Village evaluate potential candidates. We may also be asked by candidates for our evaluation of the opportunity and the elected officials. Consequently we will need to be knowledgeable of the Village.
- We will help the Village to develop an advertisement for the position and coordinate the submission of the advertisement to the publications the Village designates.
- We will attend several Council meetings to develop a feel for the group dynamics. Candidates often ask us for our impressions so we need to be prepared.
- We will accept applications and forward them to the Village. To simplify the process, we will categorize the applicants into four groups: highly qualified, well qualified, qualified and not qualified. The Village will of course make its own assessment. We should note that we are already familiar with many potential South Florida applicants and can save the Village time, money and potential embarrassment by providing the Village with any information we already are aware of.
- We will work with the Village to review the applications and select the best candidates (no more than 10).
- We would then suggest that our firm conduct its standard screening process. This process reviews the candidates in terms of their abilities, experience, and credentials. It includes in-depth interviews and thorough reference and background investigations. It should be noted that when we conduct our investigations, we do not simply accept and talk with suggested references from the candidates. We tell the candidates to whom we want to speak. These include all the elected officials from the candidate's current governing body, the City Attorney, the city's external auditor, the Director of the Chamber of Commerce, the local press, peers, community activists, and subordinate employees. We also conduct criminal, civil, driver license, media, and credit checks, and we verify employment history and education.

Technical Approach (continued)

- Present our findings to the Village concerning the top candidates so that it can determine which candidates it wishes to interview. These findings will come in a semi-finalist background notebook which will include the following for each candidate: his/her resume, a written summary of CB&A's interviews with the candidate, the results of our investigations into each candidate's background, reference checks, and our Internet/newspaper archives results. The background notebook will also include a section providing advice on interviewing candidates, to include possible questions. Topics to avoid while interviewing will also be discussed.
- We will meet with each Council member individually and discuss the candidates with them. Then, at a regular or special meeting, we will coordinate the elected officials' selection of up to five candidates (plus one alternate) to interview.
- We will attend, coordinate, and guide the interview process. We recommend that the elected officials see the candidates in three settings. The first would be informal, such as a reception on a Friday evening. This would equate to a typical social function where the Village Manager might represent the community. The second would be one-on-one interviews with the Council members on a Saturday morning. Finally, formal interviews before the full Council in a public meeting would be conducted on Saturday afternoon. We also recommend that the candidates' spouses be invited to attend the reception, and that local realtors provide the candidates and spouses with a tour of the Village, preferably Friday afternoon prior to the reception.
- Several days after the interviews are conducted, and after the Council has had the opportunity to consider what they have seen and heard (sleep on it), we will coordinate and guide the vote to select the next Village Manager. We have developed a relatively simple approach that avoids problems associated with convoluted ranking systems.
- We will work with a designated Village official and/or the Village Attorney on an advisory basis during the contract negotiations. We recommend that these negotiations proceed quickly and deliberately so that both parties can become comfortable with the contract and its terms. We have a standard contract that we developed over the years, and if the Village desires, we can provide it. We also conduct an annual compensation survey for South Florida managers and will provide that information to the Village so it will know what is fair and reasonable.
- We will notify those candidates not selected for the position. We contact the top candidates by telephone while we use e-mail to notify the others. We also frequently offer suggestions to the candidates to improve their resumes.
- We will remain in contact with the Village and provide any necessary assistance to ensure a strong relationship between the Manager and the Council. If requested and at no additional charge, approximately six months later, we will conduct a team-building workshop with the Manager and the Council to strengthen that relationship.

Technical Approach (continued)

Communications with the Village. We will provide bi-weekly reports about the status of the search. These reports might be written, or they may be presented orally, depending on the most effective means of communicating with the Council.

Note: We can also do a full scale national search should the Village desire.

III. Possible Project Schedule

The following outlines a possible schedule for the search. We recognize the schedule may need to be modified to accommodate the schedules of the elected officials. It can be shortened somewhat should the Council desire.

May 3 rd	Council approves contract for Colin Baenziger & Associates (CB&A).
May 4 th	CB&A begins interviewing Council Members 1) get to know the elected officials, 2) develop a description of the ideal candidate, 3) discuss the desired compensation package/contract parameters, and 4) understand the issues the new manager will face. CB&A works with the Village to draft an advertisement for the specified publications and to be posted on our website.
May 11 th	Advertisement is approved and distributed to the specified publications. We will also post the ad on our website.
June 1 st	Closing date for submission for applications.
June 4 th	CB&A submits all applications to the Village. To assist the Village, we will use the criteria we have developed and categorize the applicants into four groups: highly qualified, well qualified, qualified and not qualified.
June 7 th	Village selects up to 10 candidates to consider for further review.
June 8 th to 30 th	CB&A compiles background information for the Village
July 2 nd	CB&A forwards semi-finalist information notebook to Council members. Notebooks arrive on July 3 rd .
July 5 th	CB&A meets with Council members individually to discuss candidates. Council selects finalists at a regular or special meeting.
July 13 th	Finalists meet with city department heads and have a formal tour of the city. Later that evening, the Village hosts reception for finalists and spouses.
July 14 th	Council interviews finalists.
July 16 th	Council selects its next Village Manager at a special meeting.

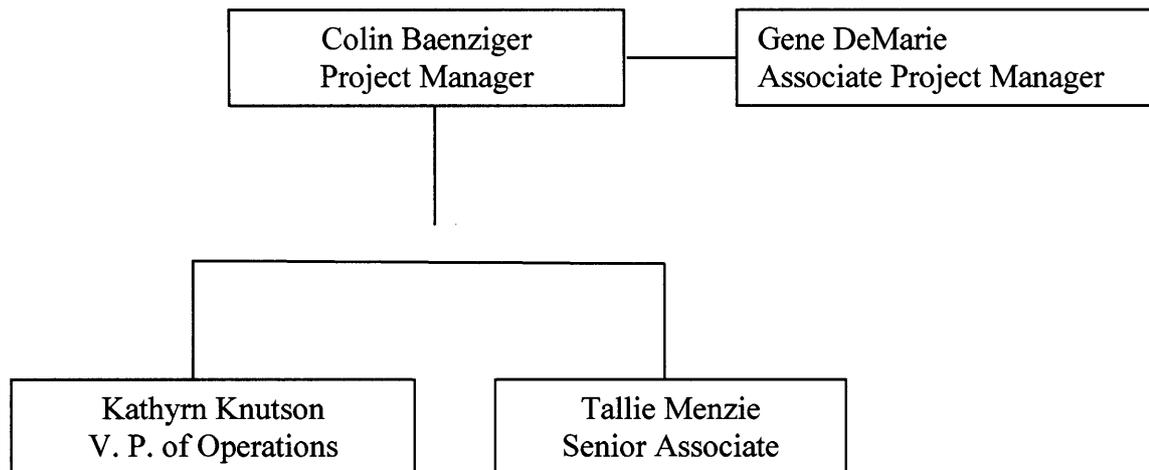
IV. Project Organization and Needs

Project Team and Involvement

CB&A is an experienced recruiting firm (see Appendix B for a list of its recent engagements) and strongly believes that the majority of the search work should be conducted by one knowledgeable person. Colin Baenziger will be that person and serve as Project Manager. Mr. Baenziger will conduct the interviews with the Council, search for strong candidates, discuss the position with those candidates, recruit them, conduct the interviews with the candidates, conduct the background investigations, oversee the interview process, and assist with the contract negotiations. Mr. Baenziger holds a Bachelor of Arts degree from Carleton College and a Master of Public Administration with Distinction from Cornell University's Graduate School of Management. In addition to 15 years as a consultant, he has spent over ten years in government as a senior manager.

Gene DeMarie will serve as Associate Project Manager and support for Mr. Baenziger. He may assist with the interviews of the Council, search for strong candidates, interview and brief candidates, and participate in the interview weekend and the final selection. Mr. DeMarie is an experienced City Manager and Recruiter. He holds a Bachelor of Arts Degree in Public Administration from the University of Massachusetts.

The work of other staff members will be primarily administrative, and will include confirmation of educational credentials, employment history, and the like. Resumes of our key staff members are included in Appendix C.



Support Required from the Village

The Village will be responsible for providing the facilities for the interview process, coordinating and paying for travel and lodging for candidates from outside the area, and making arrangements for the Friday evening reception.

Project Organization and Needs (continued)

CB&A also expects the Village to provide the following information to us and to each of the finalists: the current year budget, an organizational chart, the latest completed audit and management letter, any current strategic and long range plans, a copy of the Village Charter, any job descriptions and other materials defining the role and duties of the Village Manager, and any evaluations of the organization completed in the last year. Once the finalists have been selected, the Village will mail this material to them. CB&A and the Village may jointly determine that other relevant materials should also be provided.

We would like to attend every meeting of the Council during our assignment, but regular attendance is probably not possible. Consequently, we would appreciate it if staff forwarded copies of any video or audiotapes of the meetings we cannot attend. Finally, the Village will run an NCIC¹ check on the candidates as a back-up to our criminal records checks, but not in the states that we check.

¹ Since we are not a law enforcement agency, we do not have access to the NCIC database. We believe our checks are complete, but a review of NCIC information serves as a cross-check to our work.

V. Similar Engagements & References

A complete list of our governmental engagements is provided in Appendix D. Six are presented here. The process we followed in each community was the same process we propose in Section II, and in Appendix A. Additionally, the team described in Section IV of this proposal was involved in - and played very similar roles - in each of these searches.

1. Destin, FL

Our contract to find Destin's **City Manager** was awarded on August 15, 2003 and the closing date for applications was September 26th. On November 3rd, the City Council selected Gregory Kisela, then an Assistant City Manager with the City of Fort Lauderdale, to be its next City Manager. Contact Mayor Craig Barker at (850) 376-1400, City Manager Greg Kisela at (850) 837-4242 or Human Resources Director Chuck Garcia at (850) 837-4242.

2. Mount Dora, FL

CB&A was selected on May 17, 2005 to find Mount Dora's **City Manager**. It was critical to the Council that finalists understand the character of the community, and recognize the need to protect its unique features in the face of expansive growth. Interviews were conducted on July 29th and 30th with *Mike Quinn, formerly of Port Angeles, WA*, selected in August 2005. Contact Mayor James Yatsuk at (352) 735-7186 or Human Resources Director Ken Bloom at (352) 735-7186 for additional information.

3. Clay County, FL

Clay County is southwest of Jacksonville, and as the Jacksonville metropolitan area has expanded, it has experienced significant growth. It experienced some management difficulties that resulted in over \$8 million in fines, and needed a competent, experienced manager. We began the search for a **County Administrator** on August 17th, 2005, and Fritz Behring, *then City Manager of Deltona, FL*, was selected on October 10th. Contact Commissioner George A. Bush or Human Resources Director Rich O'Connell at (904) 269-6387 for additional information.

4. Monroe County, FL

In March 2004, Colin Baenziger was retained to recommend five candidates for the **County Administrator** position in Monroe County (essentially the Florida Keys). The county requested a national search, and our work included recruiting and advertising for candidates, conducting background investigations, selecting the most qualified candidates, recommending them for interviews, coordinating the interview process, and assisting in the contract negotiations. High caliber candidates who could afford to live in the Florida Keys were in short supply, and finding the right person was difficult, but we were successful.

Similar Engagements & References (continued)

The county hired *Thomas Willi, then the Town Manager of Davie, FL*. Mr. Willi was unique because he was both well qualified and could afford a substantial home in the Keys. Contact Commissioner Murray Nelson who was County Mayor during the recruitment at (305) 394-0098 or County Administrator Tom Willi at (305) 292-4441.

5. Palm Bay, FL

In July 2002, Colin Baenziger was selected to find Palm Bay's next **City Manager**. He was asked to complete the process in 60 days. Our work included recruiting and advertising for candidates, conducting background investigations, selecting the most qualified candidates, recommending them for interviews, coordinating the interview process, and assisting in the contract negotiations. The finalists averaged seven years of experience as City Managers, and were all highly qualified. Interviews took place 62 days after the notice to proceed and selection was made on the 64th day. *Mr. Lee Feldman, then City Manager of North Miami*, was selected and he is still employed by the city. Contact Mayor John Mazzioti, City Clerk Alice Passmore or City Manager Lee Feldman at (321) 952-3414.

6. Miami Gardens, FL

In May 2003, Miami Gardens was incorporated, and with a population of approximately 103,000, became the largest predominantly Afro-American city in Florida. In September, it retained Colin Baenziger & Associates to find its first **City Manager**. Using the process outlined in this proposal and working with a committee of residents, CB&A completed the process on schedule and selected *Dr. Danny Crew, previously of Gastonia, NC*, as City Manager in early December 2004. Dr. Crew remains with the city and continues to receive favorable evaluations from the elected officials. Contact Mayor Shirley Gibson or Vice Mayor Aaron Campbell at (305) 622-8000. Alternatively, contact Dr. Danny Crew at (305) 622-8007.

VI. Fee and Warranty

Fee

Colin Baenziger & Associates proposes to conduct the work outlined in this proposal for a fixed fee of \$14,925, ***including all expenses and costs***, except those associated with advertising the position and those involved in the reception and interview weekend. You will find that our quoted fee is less than other experienced government search firms, especially when expenses are factored in. It can be offered because we focus on minimizing our overhead.

By way of comparison, a full scale national search would cost \$19,250.

If the Village asks us to perform work that is clearly beyond the scope of the RFP, it will be billed at a rate of \$125 per hour. No such work will be performed without written authorization from the Village. Please note that we have never billed nor requested additional funds for a City Manager search, even where we were probably entitled to do so.

Services will be billed as rendered, with payment due upon receipt of invoice. Final payment is due when the new Village Manager executes his/her contract.

Warranty

Colin Baenziger & Associates offers the best warranty in the industry. We can offer it because we have confidence in our work. Provided the Village selects from among the candidates we recommend, we warrant the following:

- 1) We will not approach the selected candidate for any other position as long as the individual is employed by the Village as its Manager.
- 2) If the Village Manager leaves for any reason other than an “act of God” within the first two years, CB&A will repeat the search for the cost of our expenses only.
- 3) Our price is guaranteed and will not be exceeded for any reason, even if conditions change after the contract is executed.

Appendix A

Some of Our Recent Placements

Some of Our Recent Placements

While our clients are almost exclusively in Florida, we search the nation for the people you need. The following is a sampling of our recent placements.

<u>Our Placement</u>	<u>Prior Government Position</u>	<u>Position Filled & Our Client</u>
Duncan Ballantyne	City Manager Concord, New Hampshire	County Manager Martin County, FL
Fritz Behring	City Manager Deltona, Florida	County Manager Clay County, FL
Pam Brangaccio	County Manager Bay County, Florida	County Administrator Broward County, Florida
Cindy Coto	County Manager Volusia County, Florida	County Manager Seminole County, FL
Dr. Danny Crew	City Manager Gastonia, North Carolina	City Manager Miami Gardens, Florida
John Drury	City Manager Stowe, Vermont	City Administrator Tavaras, Florida
Lee Feldman	City Manager North Miami, Florida	City Manager Palm Bay, Florida
Gregory Kisela	Assistant City Manager Fort Lauderdale, Florida	City Manager Destin, Florida
Jimmy Knight	Director of Public Safety North Palm Beach, FL	Village Manager North Palm Beach, FL
Michael Quinn	City Manager Port Angeles, WA	City Manager Mount Dora, FL
Edwin Smith	City Manager, Chiefland, Florida, after being Assistant County Manager in Marion County, FL	County Manager Bay County, Florida
Anita Fain Taylor	Assistant City Manager North Miami, Florida	City Manager Lauderdale Lakes, Florida
Ronald Wasson	City Manager Rockville Center, New York	Town Manager Bay Harbor Islands, Florida

Appendix B

Resumes of Key Project Team Members

Colin Baenziger, M.P.A.

Colin Baenziger is a student of local government and responsible for the executive recruitment function at Colin Baenziger & Associates. Over the years, he has worked with a number of cities on recruitments, and on management, operational and organizational issues. As a former manager, and as someone who actively consults with governments in South and Central Florida, he understands what it takes to do the manager's job and to do it effectively. Furthermore, because he is active in the Florida City/County Managers' Association and in the Broward and Palm Beach County's Leagues of Cities, he knows many of the state's managers on a first name basis.

He has recently completed several significant executive search efforts for Florida local governments including the following:

- The search for the City of Destin Manager. The process took approximately ten weeks and resulted in the Council being extremely satisfied with the process.
- The search for the Miami Gardens City Manager. The entire process was completed in ten weeks and resulted in a candidate pool the City Council raved about.
- Completed the executive search for the City of Lauderdale Lakes first City Manager and, four years later, its second City Manager. He also assisted with a number of other senior level management positions and assignments ranging from an organizational review that led to the city changing the Council-Manager plan, to a complete review of the city's compensation and classification system. Mr. Baenziger also worked with a citizen's advisory committee in drafting the necessary changes to the City Charter.
- Conducted the search for the City Manager for the City of Palm Bay. The process took approximately 60 days and resulted in the hiring of one of the state's best managers.

Other recent efforts include a strategic planning session for the Florida Association of Special Districts, an operational review of the City of Tamarac's water utility, a business practices review for a division of Martin County government, an operational reconciliation for Palm Beach County, and a review of financial procedures for a division of the Marriott Corporation.

Mr. Baenziger has a Master's Degree with Distinction in Public Administration from Cornell University's Graduate School of Management, and a Bachelor of Arts degree from Carleton College. He is also active in the International City Management Association, Leadership Palm Beach County, the Palm Beach and Broward County Leagues of Cities and ArtServe. He has also been called upon frequently to speak at conferences of the Florida League of Cities, the Florida City/County Managers' Association, and the Florida Public Personnel Association.

Gene DeMarie

Mr. DeMarie is a retired local government manager who served several communities in Florida over a span of almost 30 years. He has a wealth of experience in both municipal and private sector management.

After serving in the U.S. Air Force, he worked in the private sector for a short time before he began his city management career in the small community of Blackstone, Massachusetts. He later served Piscataway, New Jersey for four years before moving to South Florida as City Manager of North Miami Beach. He also served effectively as the Consulting City Manager in Florida City for four years, City Administrator in Longwood, and as City Administrator in Mascotte. His last position in local government was as Director of Administrative Services in Winter Springs. Interspersed with his public career, Mr. DeMarie also worked in the health insurance industry, taught at a private business school, and worked in an executive capacity for a private water and wastewater utility company.

Since beginning his working relationship as a sub-contractor with Colin Baenziger & Associates, Mr. DeMarie has been involved in a number of executive searches the firm has conducted. Some of the more notable ones include:

- City Manager, City of Fernandina Beach
- County Administrator, Broward County
- County Manager, Seminole County
- Village Manager, Islamorada, Village of Islands
- Assistant City Manager, Plant City
- Growth Management Director, Port Orange
- Human Resources Director, City of Boca Raton
- Finance Director, City of Venice
- City Administrator, City of Tavares
- Town Manager, Town of Dundee
- City Manager, City of Palm Coast
- City Manager, City of Deltona

Mr. DeMarie received his B.A. in Public Administration from the University of Massachusetts. He was a member of the International City/County Management Association throughout his public career, and was among the first to receive the "ICMA Credentialed Manager" designation. He also served on the Panel of Arbitrators of the American Arbitration Association, and was a contract arbitrator for the Florida chapter.

Kathyrn Knutson

Ms. Knutson is a skilled professional with a wealth of public and private sector experience. Her particular expertise is in special projects, compensation surveys and background checks for our executive search candidates. She feels that each client must be properly served, and that can only be done by devoting her utmost attention to their particular concerns, and by finding creative ways to solve their problems. In her book, the client comes first.

Since beginning her working relationship as a subcontractor with Colin Baenziger & Associates, Ms. Knutson has been involved in virtually every executive search the firm has conducted. Some of the more notable ones include:

- City Manager, City of Marathon,
- City Manager, City of Miami Gardens,
- City Manager, City of Lauderdale Lakes,
- City Manager, City of Doral,
- City Manager, Town of Bay Harbor Islands,
- Executive Director, Northern Palm Beach County Improvement District,
- Village Manager, Village of Palmetto Bay, and
- City Manager, City of Lake Worth.

As noted, a major part of Ms. Knutson's work has been on special projects. Two of the more significant ones that she has been involved in are:

- The firm's annual City Manager compensation survey for South and Central Florida managers. Our goal is to develop and maintain a database that will be the standard for City Manager contract comparisons. We have already been successful in South Florida and will be expanding it as we widen our search efforts.
- A review of the billing database for Palm Beach County Water Utilities. The utility's concern was possible under-billing, and we were retained to conduct an analysis of the situation. This work involved a review of billing records for reasonableness and consistency, as well as extensive work in the field. The project is still in its early stages, and it is far too early to determine the ultimate results, but our team has already found enough to pay its fee several times over.

Ms. Knutson's prior employment includes stints with Palm Beach County's Department of Building, Planning, and Zoning, and with the County Health and Rehabilitative Services. She has also worked with the State of Florida's Department of Corrections and with the State's Department of Employment Services. She has also been involved with a number of private and non-profit concerns, such as the Visiting Nurses Association and Oakwood Mental Health Center of the Palm Beaches. Ms. Knutson has an Associates Degree in Business Education from West Georgia College in Carrollton, Georgia.

Tallie L. Menzie

Approaching two years now with Colin Baenziger & Associates, Ms. Menzie has developed an ability to spot highly qualified professionals and a talent for conducting reference and background checks.

Some of the searches she has played a key role in include:

- City Manager, Palm Coast, Florida,
- Town Manager, Fort Myers Beach, Florida,
- County Manager, Baker County, Florida,
- Town Manager, Buckeye, Arizona,
- City Engineer, Sunny Isles Beach, Florida,
- County Manager, Seminole County, Florida, and
- Growth Management Director, St. Lucie County, Florida

Before joining CB&A, Tallie worked with professional division at Manpower, as a staffing specialist and office manager. After starting her family, she joined Colin Baenziger & Associates to be a part of the recruiting team.

Ms. Menzie is a graduate of Brigham Young University with a Bachelor's degree in Psychology. She also served as a missionary for the Church of Jesus Christ of the Latter Days Saints in its Spanish speaking mission in Tempe, Arizona, and is now a mother of two.

Appendix C

Complete List of Governmental Searches

As of March 2007

Governmental Search Assignments

By Colin Baenziger and Associates

Currently In Process:

City Manager, Pompano Beach, FL (population 101,000)
County Administrator, St. Johns County, FL (population 162,000)
City Manager, Lake Worth, FL (population 30,000)
County Administrator, Polk County, IA (population 390,000)
Public Works Director, Chandler, AZ (population 220,000)

Completed Searches:

City Manager, Cottonwood Heights, UT (population 34,000)
City Manager, Casselberry, FL (population 25,000)
City Manager, Deltona, FL (population 83,000)
City Manager, Destin, FL (population 12,000)
City Manager, Fernandina Beach, FL (population 11,000)
City Manager, Lake Worth, FL (population 30,000) in 2003
City Manager, Lauderdale Lakes (population 32,000)
City Manager, Marathon, FL (population 11,500 in 2004)
City Manager, Miami Gardens, FL (population 101,000)
City Manager, Mount Dora, FL (population 12,000)
City Manager, Palm Bay, FL (current population 92,000)
City Manager, Palm Coast, FL (population 51,000)
City Manager, Stuart, FL (population 17,000)
City Manager, Sunny Isles Beach, FL (population 17,000)
City Administrator, Tavares, FL (population 11,000)
City Manager, West Park, FL (population 12,000)

County Manager, Baker County, FL (population 27,000)
County Administrator, Bay County, FL (population 158,000)
County Administrator, Brevard County, FL (population 461,000)
County Administrator, Broward County, FL (population 1,800,000)
County Administrator, Clay County, FL (population 160,000)
County Administrator, Martin County, FL (population 140,000)
County Administrator, Monroe County, FL (population 80,000)
County Administrator, Nassau County, FL (population 60,000)
County Manager, Osceola County, FL (population 235,000)
County Manager, Seminole County, FL (population 410,000)

Governmental Search Assignments

(continued)

Executive Director, Northern Palm Beach Improvement District, FL (population 200,000)

Executive Director, Florida Keys Aqueduct Authority, FL (population 90,000)

Town Manager, Buckeye, AZ (population 32,000)

Town Manager, Bay Harbor Islands, FL (population 5,200) in 2003 and 2007

Town Manager, Cutler Bay, FL (population 35,000)

Town Manager, Doral, FL (population 23,000)

Town Manager, Dundee, FL (population 3,000)

Town Manager, Fort Myers Beach, FL (population 6,900)

Town Manager, Juno Beach, FL (population 3,600)

Town Manager, Mangonia Park, FL (population 1,400)

Town Manager, Sewall's Point, FL (population 2,000)

Village Manager, Islamorada, Village of Islands, FL (population 7,500) in 1999 and 2006

Village Manager, North Palm Beach, FL (population 12,500) in 2004 and 2007

Village Manager, Palmetto Bay, FL (population 24,000)

Completed Searches – Other Municipal Positions

Assistant Village Manager, Islamorada, Village of Islands, FL (population 7,500)

Assistant City Manager, Lake Worth, FL (population 30,000)

Assistant City Manager, Tamarac, FL (population 55,500)

Building Official, Miami Beach, FL (population 91,000)

Building Official, Jupiter Island, FL (population 580)

Building Official, Sewall's Point, FL (population 2,000)

City Clerk, Lauderdale Lakes (population 32,000)

City Engineer, Sunny Isles Beach, FL (population 17,000)

Deputy County Engineer, Martin County, FL (population 140,000)

Finance Director, Tamarac, FL (population 55,500)

Finance Director, Venice, FL (population 19,000)

Finance Director, Fort Walton Beach, FL (population 20,000)

Finance Director, Lauderdale Lakes (population 32,000)

Fire Chief, Lauderdale Lakes, FL (population 32,000)

Fire Chief, West Palm Beach, FL (population 89,000)

Growth Management Director, Tamarac, FL (population 55,500)

Growth Management Director, St. Lucie County, FL (population 250,000)

Governmental Search Assignments

(continued)

Human Resources Administrator, Martin County, FL (population 140,000)

Personnel Director, North Miami, FL (population 56,000)

Personnel Director, Vero Beach, FL (population 17,900)

Public Works Director, Tamarac, FL (population 55,500)

Vice President of Public Works and Operations, Ocean Reef Community Association
(population 2,000)

Police Chief, Sewall's Point, FL (population 2,000)

Special Projects Coordinator, Islamorada, Village of Islands, FL (population 7,500)

Utilities Manager, Dunes Community Development District, FL (population 2,400)

Utilities Director, Palm Bay, FL (population 92,000)

Appendix D

Newspaper Clippings

Headhunter good match for Destin, cities say

By Fraser Sherman Staff Writer

Customers of the recruiter who's hunting for Destin's next city manager say hiring **Colin Baenziger** was a smart move.

"We were really rather pleased with his services," Mayor Randy Mearns of Marathon, Fla., said in an interview. Baenziger found Marathon's present city manager last year.

"He did a good job, not only in finding people but managing the selection process, walking us through that. Us being a new city, it was very helpful," Mearns said.

This is the first time the Destin City Council has used a recruiter to find an employee — in this case, to replace City Manager Jill Silverboard, who resigned last week. She's moving with her family to the Atlanta area, where her husband, Reid Silverboard, relocated.

Mayor Craig Barker has said the city has found two of its four city managers by creating a search committee to review applicants and make recommendations to the City Council. More recently, after the Council fired City Manager Larry Rubenstein last year, it promoted Silverboard, Rubenstein's deputy, to fill the job.

Last month, Silverboard presented four alternatives to the city for replacing her: Promote another staffer; create a search committee; work with the Florida League of City/County Managers; or hire a recruiter. The Council decided to hire Colin Baenziger and Associates for \$17,500.

City Human Resources Manager Chuck Garcia told the Council Baenziger made the lowest bid and guaranteed he'll find a replacement, free, if his candidate leaves within a year.

Baenziger has been receiving applications for the past several weeks. He has told the Council he expects to bring the five top applicants to Destin at the end of October for the Council to meet and evaluate, followed by selection in November with the new city manager starting work before the end of the year.

With selection committees, Barker has said, it can take six to nine months to complete the process.

Several of Baenziger's past clients, which include Palm Bay, Palm Beach Gardens, Lantana, Islamorada, Marathon and Lake Park, said the city had made a good choice.

Mayor John Mazziotti of Palm Bay said he was very satisfied with the manager Baenziger found last year.

"I wouldn't get rid of this (manager) on a bet," Mazziotti said, adding he also liked Baenziger's working methods. "He did a great job with us. He worked well with all the Council people; he doesn't try to ram (a candidate) through for the majority."

Islamorada City Council Member George Geisler told a newspaper earlier this year that Baenziger found not only the city's manager but the deputy city manager and several other employees.

Fraser Sherman can be reached at (850) 654-8442.

PalmBeachPost.com

LAKE WORTH'S CANDID AD LURES 44 CITY MANAGER APPLICANTS

BYLINE: ALEXANDRA NAVARRO CLIFTON, Palm Beach Post Staff Writer
PUBLICATION: Palm Beach Post, The (FL)
SECTION: LOCAL

DATE: March 2, 2003
EDITION: FINAL
PAGE: 7B

If you like challenges, **Lake Worth** is the place for you.

Unlike some cities that lure prospective city managers with promises of efficient employees and easygoing bosses, the city's executive search firm charged with replacing retiring City Manager Wendy Newmyer tried to paint an honest picture of this small seaside city.

"Resources are limited, and the streets and water/sewer utility infrastructure will soon need to be upgraded," said the ad placed by **Colin Baenziger & Associates**. "On a positive note, the condition of the city has improved dramatically over the past six years."

Still, 44 applicants responded to the ad: one city employee, four Floridians and government administrators from all over the East Coast. The application period ended Feb. 21. The job is expected to pay between \$90,000 and \$130,000 a year.

Applicants include Coral Springs Planning and Engineering Director Wagner Almeida, Punta Gorda Assistant City Manager William Foster, Hallandale Beach Deputy City Manager Charity Good, Stuart Administrative Services Director William Underwood and **Lake Worth** municipal water systems supervisor Daniel Derringer.

Newmyer's replacement will be selected March 28, two weeks after the election and just a few days after the expected runoff. So a new city Commission and possibly a new mayor will make the final choice. The Commission hired Colin Baenziger & Associates for \$9,500 in January to conduct the search.

The Commission recently approved a plan to allow Baenziger and Newmyer to whittle down the list to a final five. They and their spouses will be flown to **Lake Worth** for two days of schmoozing and interviews.

But a new Commission could change the plan if it wants to, and at least one Commission candidate questions the process.

Former Commissioner Retha Lowe, who is running for the open District 1 seat, said the Commission should have a more active role. "I want to see all the applications, not just the top five," she said.

Baenziger said most candidates want to know what the Commissioners are like. He said he tries to be honest yet positive.

"Politics in the town can be a little bit ugly," he said he tells job candidates. But the political candidates "seem to vent at each other rather than at the manager."

alex_clifton@pbpost.com -- Copyright (c) 2003 Palm Beach Newspapers, Inc.

CB&A Note: The Lake Worth City Commission, including Ms. Lowe, selected Paul Boyer, formerly City Manager of Oak Ridge, Tennessee, to be its next City Manager on April 1, 2003.