

THE CITY OF CLEARWATER, FLORIDA

Request for Proposal

City Manager Recruitment & Selection

January 19, 2023



630 Dundee Road
Suite 225
Northbrook, IL 60062

Primary Contact Person:

Laurie Pederson
Director of Administrative Services
847-380-3198
LPederson@GovHRusa.com

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Consultant Biographies

Client Lists

Tab 1 - Cover Letter

January 19, 2023

Ms. Billie Kirkpatrick
Human Resources Department
City of Clearwater, Florida

Dear Ms. Kirkpatrick and Members of the City Council:

Thank you for the opportunity to provide you with a proposal for the City Manager recruitment and selection process for the City of Clearwater. GovHR USA ("GovHR") prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

GovHR understands that the City wants to engage the services of an experienced executive recruitment firm to assist it conducting a nationwide search for its next City Manager. The firm must have demonstrated success in identifying executives for organizations of similar size and scope. The recruitment firm will meet with designated stakeholders to gather input regarding ideal candidates for the position, and will work in conjunction with the City Council to develop a recruitment strategy and timeline; conduct a nationwide search to attract candidates from diverse backgrounds through appropriate advertising, outreach and other connections; conduct background screenings, resume reviews and reference checks of potential candidates; recommend candidates and assist with interviews; and assist in negotiations and job offer to the most qualified candidate.

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. Our headquarters offices are in Northbrook, Illinois. We are a certified Female Business Enterprise and work exclusively in the public sector. We have 21 full-time and 8 permanent part-time employees including 6 full-time recruiters and 26 additional project consultants. Our employees and project consultants are located across the country, giving us a national presence. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities.

GovHR Senior Vice President Lee Szymborski will be responsible for your recruitment and selection process, and he will be assisted by GovHR Vice President and Florida resident Jim Dinneen. Biographies for the consultants are attached to this proposal, and Mr. Symborski's contact information is:

Lee Szymborski
Senior Vice President
GovHR USA LLC
Telephone: 847-380-3240
LSzymborski@govhrusa.com

Mr. Szymborski and Mr. Dinneen will work diligently to ensure that they adhere to the timeline agreed upon with the City at the start of the recruitment process. We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see, let us know. Please contact Laurie Pederson, Director of Administrative Services, 847-380-3198, if you have questions

regarding our proposal or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important recruitment.

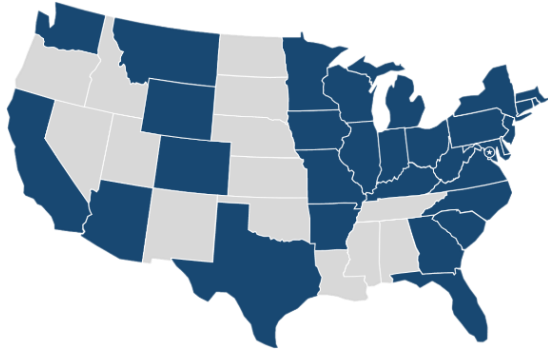
Sincerely,



Judith Schmittgens
Corporate Secretary and Compliance Manager

Tab 2 – Experience of Firm and Project Personnel

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009 and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.



GovHR has 21 full-time and 8 permanent part-time employees including 6 full-time recruiters and 26 additional project consultants who are based in Arizona, Colorado, Florida, Georgia, Illinois, Indiana, Massachusetts, Michigan, Minnesota, Ohio, Tennessee, Texas and Wisconsin, giving us a national presence. Additionally, GovTempsUSA, GovHR's subsidiary, provides interim staffing solutions to keep operations moving during the recruitment process.

Our consultants are experienced executive recruiters who have conducted over 1,000 recruitments, working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

GovHR has conducted more than 250 executive Manager recruitments (City Manager, County Administrator, Chief Executive Officer, etc.) since the firm's inception in 2009. A list of these recruitments for the past 3 years is included with this proposal, and a complete list of clients is available on our website at www.govhrusa.com. We have also included a list of GovHR recruitments in the State of Florida.

Our Team

GovHR Senior Vice President Lee Szymborski will be responsible for your recruitment and selection process, and he will be assisted by GovHR Vice President and local Florida resident Jim Dinneen. GovHR Chief Executive Officer Joellen Cademartori will also act as an Advisor to Mr. Szymborski and Mr. Dinneen and assist them as needed with outreach and candidate evaluation. Biographies for the Consultant Team are attached to this proposal, and Mr. Szymborski's contact information is:

Lee Szymborski, Senior Vice President
GovHR USA LLC
Mequon, Wisconsin
Telephone: 847-380-3240
LSzymborski@GovHRusa.com

Mr. Szymborski is a former City Administrator for the City of Mequon, Wisconsin. He has conducted more than 90 executive recruitments since joining GovHR in 2013. Mr. Szymborski recently completed the City Manager of Whitewater, Wisconsin. He is currently working on several recruitments, including the Director of Public Works for University City, Missouri; the County Administrator and the Finance Director for Sheboygan County, Wisconsin; the Public Works Director for Waukesha, Wisconsin; the Metro Transit Director for Wausau, Wisconsin; and the Police Chief for Plymouth, Wisconsin. These recruitments are in varying stages of completion, and Mr. Szymborski has the time required to conduct the search process for Clearwater's City Manager.

Mr. Dinneen joined GovHR in 2019, after serving 40 years in the public sector, including 12 years as the County Manager of Volusia County. has been a Vice President with GovHR since January 2019. Since joining the GovHR team, he has applied his knowledge and experience from working within the public sector to help our clients recruit and appoint the best possible candidates for their open positions. Due to his level of experience in working within the government sector in the state of Florida, Mr. Dinneen is well versed in Florida's Veterans Preference Law, Sunshine Law and Public Records Law and the Project Manager will lean on his knowledge and experience to better assist with this recruitment.

Ms. Cademartori has conducted more than 70 executive recruitments, including several City Managers, Town Managers, and Executive Directors. She has also conducted several executive recruitments in Florida, including the Chief Executive Officer for the Hillsborough Area Regional Transit Authority; the Assistant County Administrator and several Director positions for Pinellas County, and the Chief Technology Officer for Pinellas Park.

Client lists for each of the consultants are located on our website at www.govhrusa.com. It is anticipated that Mr. Symborski and Mr. Dinneen will divide the consultant tasks evenly throughout the process (approximately 40 hours each), and that Ms. Cademartori will devote approximately 10 – 15 hours on outreach, evaluation and consultation. The Consultant Team will be assisted by a home office Recruitment Coordinator and a Reference Specialist, who will spend approximately 50 hours on administrative tasks.

A Partner from Start to Finish: We are your partners in this important process. You are welcome to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.

Tab 3 - Project Methodology, Approach and Timeline

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. 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. GovHR 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.

Phase I: Position Assessment, Position Announcement & Brochure

GovHR 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 a successful recruitment. We gain this insight and information through meetings (one on one and 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 client.
- GovHR can establish a dedicated email address for feedback from stakeholders or the community.
- 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 above items 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 \$125/hours plus actual expenses if incurred. Dedicated email address and one organizational survey are included. Community Survey can be conducted for \$2,500. Community Forums can be 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 client 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 appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 14,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 7,000 subscribers.

Phase II will include the following:

- GovHR 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 Client, focusing on:

- Leadership and management skills
- Size of organization
- Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement in appropriate professional online publications:
 - Public sector publications & websites (approximately 20 online sources)
 - Social media: LinkedIn (over 20,000 connections), Facebook, Instagram and Twitter
 - GovHR will provide you with a list of advertising options for approval

Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates 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 résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the Client's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

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

GovHR will spend approximately 2 hours with the Client reviewing the recruitment report and providing additional information on the candidates.

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

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

- Provide you 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:

GovHR USA Background Screening	
✓ Social Security Trace & Verification	✓ County/Statewide Criminal
✓ U.S. Federal Criminal Search	✓ Civil Search
✓ Enhanced Verified National Criminal	✓ Bankruptcy, Leans and Judgements
- National Sex Offender Registry	✓ Motor Vehicle Record
- Most Wanted Lists FBI, DEA, ATF, Interpol	✓ Education Verification – All Degrees Earned
- OFAC Terrorist Database Search	Optional: Credit Report – Transunion with score (based on position and state laws)
- OIG, GSA, SAM, FDA	Optional:
- All felonies and misdemeanors reported to the National Database	Professional License Verification
	Drug Screen
	Employment Verification

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

GovHR 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. GovHR will supply interview questions and an evaluation form.

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

- Tour of Client facilities
- Interviews with senior staff
- One-on-one interviews with Council Members
- Interview process involving community members

Phase VI: Appointment of Candidate

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

Project Timeline

Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase I		Phase II				Phase III			Phase IV	Phase V		Phase VI	

Weeks 1 & 2	Phase 1: Interviews & Brochure Development
Weeks 3 thru 6	Phase 2: Advertising, Candidate Recruitment & Outreach
Weeks 7 thru 9	Phase 3: Candidate Evaluation & Background Screening
Week 10	Phase 4: Presentation of Recommended Candidates
Week 11 & 12	Phase 5: Interview Process & Additional Background Screening
Weeks 13 & 14	Phase 6: Appointment of Candidate

Commitment to Diversity, Equity & Inclusion in Recruitments

GovHR has a long-standing commitment to Equity, Diversity and Inclusion in all of our recruitment and selection processes. Since our firm's inception we have supported, with our time and financial resources, organizations that advance women and other underrepresented minorities in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR Team Members have moderated and spoken on DEI initiatives at the International City and County Management Association conference and state conferences in Illinois, Michigan, Wisconsin, and North Carolina. Our employees and consultants have undergone Implicit Bias Training and we are frequent speakers on incorporating DEI values into recruitment and selection processes. We have a list of DEI resources on the front page of our website (<https://www.govhrusa.com/diversity-equity-and-inclusion-resources/>) that can be accessed by anyone who visits our website.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Fort Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations. We can provide you with a quote to include i4x in the City's recruitment process, if desired.

The GovHR Guarantee

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Client or the employee's own determination, leave the employ of the Client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within 6 months of the employee's departure.

Optional Services

GovTemps USA

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

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 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. Cost \$100 per candidate.

Leadership/Personality Testing

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

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client 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, GovHR will prepare a proposal for this service.

Tab 4 - References

We are a proven leader in public sector consulting. ***More than one-third of the organizations served by GovHR are repeat clients.*** Our team provides a growing pool of highly qualified candidates who are well-suited to handle the challenges and expectations of professional positions in local government and the not-for-profit sector. The following references can speak to the quality of service provided by GovHR.

Pinellas County, FL (Assistant County Administrator, 2020) - Joellen Cademartori
(Director of Building & Development Review Services, 2022) - Joellen Cademartori & Joan Walko
(Director of Office Management and Budget, 2021) - Joellen Cademartori
(Human Resources Director, 2020) - Joellen Cademartori
(Deputy County Administrator, 2019) – Heidi Voorhees

Barry Burton, County Administrator
315 Court Street
Clearwater, FL 33756
727-464-3485
bburton@pinellascounty.org
Jill Silverboard, Deputy County Administrator
jsilverboard@co.pinellas.fl.us

Deerfield Beach, FL (Assistant City Manager, 2022) - James Dinneen
(Purchasing Manager, 2022) - James Dinneen (Job Cancelled)
(Director of Parks and Recreation, 2021) - Chuck Balling & James Dinneen
Dave Santucci, City Manager
150 NE 2nd Avenue
Deerfield Beach, FL 33441
954-480-4263
dsantucci@deerfield-beach.com

Lakeland FL (City Manager, 2020) – Heidi Voorhees
Bill Mutz, Mayor
228 S. Massachusetts Ave.
Lakeland, FL 33801
863-834-6000
Bill.Mutz@lakelandgov.net

Beaver Dam, WI (City Administrator, 2022) - Lee Szymborski
Rebecca Glewen, Mayor
205 S. Lincoln Ave
Beaver Dam, WI 53916
920-887-4600 ext. 398
rglewen@ci.beaverdam.wi.gov
Zach Zopp, Council President
zzopp@ci.beaverdam.wi.gov

Oak Creek, WI (Human Resources Manager, 2022) - Lee Szymborski
(Neighborhood Preservation Officer - Professional Outreach, 2021) - Lee Szymborski
(Assistant City Administrator/Comptroller, 2020) - Lee Szymborski
(Assistant Comptroller - Professional Outreach, 2019) - Sarah McKee
(Design Engineer - Professional Outreach, 2019) - Sarah McKee
(Zoning Administrator - Professional Outreach, 2019) - Sarah McKee
(HR Manager, 2018) – Lee Szymborski
(City Administrator, 2016) – Lee Szymborski

Andrew Vickers, City Administrator
8040 S. 6th Street
Oak Creek, WI 53154
avickers@oakcreekwi.org

Plymouth, WI (City Administrator/Utilities Manager, 2022) - Lee Szymborski

Don Pohlman, Mayor
128 Smith Street
Plymouth, WI 53073
920-893-1471
DPohlman@plymouthwi.gov
Leah Federwisch, HR Specialist
920-893-1471
LFederwisch@plymouthwi.gov

Tab 5 – Cost of Service

Summary of Costs: Full Scope	Price
Recruitment Fee:	\$22,500
Recruitment Expenses: (not to exceed) Expenses include candidate due diligence efforts	\$1,500
Advertising: Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.	\$2,500
Total:	\$26,500*

*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 client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Invoice upon acceptance of proposal: 40% of the Recruitment Fee

2nd Invoice upon recommendation of candidates: 40% of the Recruitment Fee & expenses incurred to date

Final Invoice upon completion: 20% of the Recruitment Fee plus all remaining expenses

Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

Contract Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

The City of Clearwater agrees to retain GovHR USA, LLC ("GovHR") to conduct a City Manager Recruitment in accordance with its proposal dated January 19, 2023.

All terms and conditions as set forth in the City of Clearwater, Florida – Purchase Order Terms and Conditions(https://www.myclearwater.com/files/sharedassets/public/finance/documents/city_of_clear_water_terms_and_conditions.pdf) are incorporate by reference and form a basis for this Agreement.

ACCEPTED:

Countersigned:

CITY OF CLEARWATER, FLORIDA

By:

Jennifer Poirrier
Interim City Manager

Approved as to form:

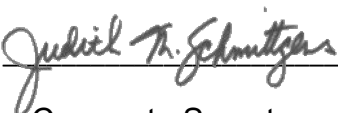
Attest:

Owen Kohler
Lead Assistant City Attorney

Rosemarie Call
City Clerk

GovHR USA, LLC

By:



Title: Corporate Secretary

Date: February 16, 2023

Tab 6 - Forms

- b. Describe the experience in conducting similar projects for each of the individuals assigned to the engagement including their education.
- c. Describe the organization of the project team, detailing the level of involvement, field of expertise and estimated hours for each member of the team.
- d. Describe what support, if any, you anticipate for this project from the City of Clearwater.

TAB 3 - Project Methodology, Approach and Timeline (30 points).

- a. Describe your approach to performing the contracted work including all tasks, deliverables and staffing.
- b. Provide a detailed timeline.

TAB 4 – References (30 points). A minimum of three (3) references, preferably from other public entities in similar size to the City of Clearwater, within the past three (3) years, for whom the proposer has provided search/recruitment services to. Of the references provided, one (1) must include placement of one (1) executive level candidate within a public entity within the past two (2) years. Each reference must the name of the entity, date of services, position(s), address, contact person, telephone number, and email address.

TAB 5 - Cost of Service (10 points). The cost portion of the proposal should include the following elements:

- a. Show fee as a lump sum amount and include all direct and related expenses (travel, per diem, reproduction, etc.).
- b. Include a breakdown of tasks, hours, classification and direct expenses.

TAB 6 – Forms.

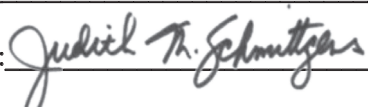
- a. Exhibit C_E-Verify form
- b. Certification form, page 3 of this request for proposal

Certification form:

By signing and submitting this proposal, the Vendor certifies that s/he has read, understands, and is in compliance with the specifications, Terms and Conditions at [City of Clearwater Terms and Conditions](#), and attachment(s) provided. Vendor certifies that s/he will provide the materials or services specified in compliance with all applicable laws. The signatory is an officer or duly authorized agent of the Vendor with full power and authority to submit binding offers for the goods or services as specified herein.

Company Name: GovHR USA

Address: 630 Dundee Rd., #225 City: Northbrook State: IL Zip: 60062

Signature:  Title: Corporate Secretary

Printed name: Judith Schmittgens, Corporate Secretary Date: January 19, 2023

Contact phone: 847-380-3240 Contact e-mail: Laurie Pederson, Director of Administrative Services
lpederson@govhrusa.com

Exhibit C

E-VERIFY ELIGIBILITY FORM

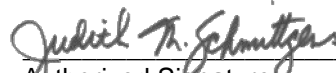
VERIFICATION OF EMPLOYMENT ELIGIBILITY FORM

PER FLORIDA STATUTE 448.095, CONTRACTORS AND SUBCONTRACTORS MUST REGISTER WITH AND USE THE E-VERIFY SYSTEM TO VERIFY THE WORK AUTHORIZATION STATUS OF ALL NEWLY HIRED EMPLOYEES.

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY DEEM YOUR SUBMITTAL NONRESPONSIVE.

The affiant, by virtue of the signature below, certifies that:

1. The Contractor and its Subcontractors are aware of the requirements of Florida Statute 448.095.
2. The Contractor and its Subcontractors are registered with and using the E-Verify system to verify the work authorization status of newly hired employees.
3. The Contractor will not enter into a contract with any Subcontractor unless each party to the contract registers with and uses the E-Verify system.
4. The Subcontractor will provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized alien.
5. The Contractor must maintain a copy of such affidavit.
6. The City may terminate this Contract on the good faith belief that the Contractor or its Subcontractors knowingly violated Florida Statutes 448.09(1) or 448.095(2)(c).
7. If this Contract is terminated pursuant to Florida Statute 448.095(2)(c), the Contractor may not be awarded a public contract for at least 1 year after the date on which this Contract was terminated.
8. The Contractor is liable for any additional cost incurred by the City as a result of the termination of this Contract.



Authorized Signature

Judith Schmittgens

Printed Name

Corporate Secretary

Title

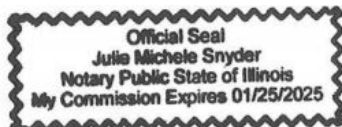
GovHR USA

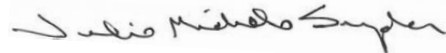
Name of Entity/Corporation

STATE OF Illinois

COUNTY OF Lake

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☒ online notarization on, this 19th day of January, 2023, by Judith Schmittgens (name of person whose signature is being notarized) as the Corporate Secretary (title) of _____ (name of corporation/entity), personally known _____, ~~or produced~~ type of ~~identification as identification~~ and who did/did not take an oath.





Notary Public

Julie Snyder

Printed Name

My Commission Expires: 1/25/2025

NOTARY SEAL ABOVE



LEE SZYMBORSKI



Lee Szymborski is a Senior Vice President with GovHR USA, working on both executive search and general management consulting assignments. He has more than 33 years of experience in local government administration.

Mr. Szymborski's experience spans both Wisconsin and Illinois communities. Mr. Szymborski served more than 15 years as City Administrator in Mequon, Wisconsin. Mequon is a full service city with \$30 million in combined budgets, and more than 170 employees serving 23,000 residents. He also worked for the City of Wauwatosa and Milwaukee County. In Illinois, he served for 12 years as Assistant Village Manager in Buffalo Grove.

Mr. Szymborski's track record points to a results-oriented approach to municipal government management. That is demonstrated by his work including the purchase of a \$14 M private water utility that has seen its customer base increase under city ownership (Mequon); reorganizing city departments and reducing workforce costs in an organizationally sensitive manner (Mequon); spearheading a 10-community oversight committee to secure the startup of commuter rail service (Metra) on the WI Central railway (Buffalo Grove); and repurposing TIF funds to provide incentives that secured a \$16 M mixed-use development in Mequon's Town Center. He is additionally skilled in budgeting, personnel administration, community engagement efforts and strategic planning.

Lee's experience in recruiting key staff extends back to his management roles in both Buffalo Grove and Mequon. In Buffalo Grove, he handled all aspects of recruiting the management team. During his time in Mequon, Mr. Szymborski recruited all members of the City's management team.

His recent searches include City Manager, City Administrator and department head positions for communities throughout the Midwest and East Coast. He has done management studies and strategic plans for several Wisconsin, Illinois and Missouri communities, professional associations and councils of government. He has also been part of GovHR USA's classification and compensation studies in several Wisconsin, Illinois, Minnesota and Massachusetts communities.

PROFESSIONAL EDUCATION

- Master of Science degree in Urban Affairs, University of Wisconsin - Milwaukee
- Bachelor of Arts in Political Science, University of Wisconsin - Milwaukee

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Speaker at state City Management Association meetings in Wisconsin, Illinois and Missouri
- Former Adjunct Instructor at Upper Iowa University - Milwaukee Center and Concordia University Wisconsin
- Published articles in Public Management Magazine, Milwaukee Journal Sentinel

AWARDS

- Mequon - Thiensville Chamber of Commerce's Distinguished Service Award

MEMBERSHIPS AND AFFILIATIONS

- Mequon Police and Fire Commission
- Mequon-Thiensville Sunrise Rotary Club
- Board of Directors for the Mequon Nature Preserve
- International City/County Management Association
- Wisconsin City/County Management Association
- Former President Illinois Association of Municipal Management Assistants
- Former President Mequon-Thiensville Sunrise Rotary Club

PROFESSIONAL BACKGROUND

Over 33 Years of Experience in Local Government Administration

- | | |
|--|-----------|
| • City Administrator, Mequon, WI | 1999-2014 |
| • Assistant Village Manager, Buffalo Grove, IL | 1987-1999 |
| • Milwaukee County and City of Wauwatosa, WI | 1980-1986 |





JAMES DINNEEN



James Dinneen’s career spans over 43 years in the public sector which includes 23 plus years as a City or County Manager, the last 12 years managing in Florida. In addition, he has over 26 years in executive leadership roles in Public Works, Solid Waste, Transportation, Budgeting, and Planning.

In 2006, he became the County Manager of Volusia County, Florida, where he successfully provided crucial leadership until his retirement in 2018. He was tasked to restructure for greater efficiency an organization of 4,000 employees. This reorganization became even more critical and complicated as the U.S. economy entered the Great Recession of 2007-2014. During his tenure of 12 years, he accomplished the following: Implemented major tax reductions starting in 2007 while ensuring service stability saving citizens of over \$200 million while reducing the workforce by 500 full time positions. Developed and implemented a plan known as “Go to Zero” that achieved zero debt in the General Fund in 2018, completed the consolidation of emergency dispatch services county-wide and managed over \$500 million in infrastructure construction. Implemented a county-wide emergency transport system (EVAC), developed a county diversity, equity and inclusion (DEI) strategic masterplan, implemented a Green Volusia program, developed a county dynamic masterplan which won a 2018 NACO award.

Prior to his career in Florida, Mr. Dinneen spent 18 years in Dayton, Ohio where he advanced from Planner to Deputy Public Works/Director of Operations, he became the Director of Montgomery County Ohio’s Department of Solid Waste and Public Works. In 1995, he was promoted to Assistant County Administrator and was responsible for numerous management reorganizations and projects, such as the successful public/private partnership named Riverscape including \$23 million worth of public infrastructure creating a regional interactive theme park. Development of a criminal justice and administrative services master plan including a new \$30 million juvenile detention center and the implementation of a county wide facility reinvestment and capital depreciation program.

In 2002, Mr. Dinneen was recruited back to the City of Dayton, Ohio as its City Manager to streamline the organization and prevent a looming fiscal crisis. During this time he did the following: brought Dayton’s budget under control by aggressive actions that erased a year end deficit of \$12 million by eliminating 345 positions, reducing overtime and restricted future hiring. Developed 5 housing and urban redevelopment initiatives defining a new strategy around community anchors, introduced a new Community Oriented Policing Enforcement Program (COPE), exercised leadership in collaboration with regional partners in implementing County-wide dispatching, combining SWAT teams, and emergency management services.

Over the course of his long career, Mr. Dinneen has developed in-depth professional expertise in the following skill areas: Community Engagement, Personnel Management, Budgetary/Fiscal Management, Labor Relations/Negotiations, Reorganizations, DEI initiatives, Economic Development, Construction/Capital Project Management, and Strategic Planning.

PROFESSIONAL EDUCATION

- Master of Arts in Public Administration, University of Dayton, OH
- Master of Arts in Urban and Regional Planning, Virginia Tech University, VA
- Bachelor of Arts in Anthropology, University of Dayton, OH
- Graduate of Senior Executive Program, John F. Kennedy School of Government, Harvard University, MA

MEMBERSHIPS AND AFFILIATIONS

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

PROFESSIONAL BACKGROUND

Over 42 Years as a Local Government Management Professional

- | | |
|--------------------------------------|-----------|
| • County Manager, Volusia County, FL | 2006-2018 |
| • City Manager, Dayton, OH | 2002-2006 |
| • Montgomery County, OH | |
| 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 |





Joellen Cademartori



Joellen Cademartori is the chief executive officer and co-owner of GovHR USA and has nearly 30 years of cumulative experience working in the public sector as a municipal leader, and in human resources and management consulting. Joellen's exceptional communication style has enabled her to develop and maintain strong relationships with her peers, elected and appointed officials, and related local government partners.

The public sector human resources and management projects Joellen has worked on have earned her respect in local governments across the country. Due to her commitment and dedication to local government, she is known an industry leader in executive recruiting, interim staffing, in addition to human resources and management consulting work.

Throughout her career, Joellen has been privileged to serve on numerous local, state and national committees. A personal and professional highlight for her was being on the International City/County Management Association (ICMA) Executive Board as a representative from the Northeast Region. Joellen regularly speaks in front of groups, and writes about a variety of local government topics, which include organizational analysis, generational diversity, succession planning, performance management, resume development and interviewing skills and techniques. She is dedicated to developing the next generation of managers and remains passionate about excellence in local government.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northeastern University, Boston, MA
- Bachelor of Economics, Worcester State College, MA
- Senior Executive institute, Leading, Education & Developing (LEAD) Program, University of Virginia, Weldon Cooper Center for Public Service

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Executive Recruiter Panel – Investing in the Next Generation of Leaders, NFBPA – Emerge 2020
- Re-Evaluating Your Employee Evaluation, MMA 2020
- Succession Planning for the Public Sector Webinar, NPELRA 2020
- What Does it Take – Landing Leadership Positions, ICMA 2019
- Achieving Your Leadership Potential Thinking Strategically About the Next Steps in Your Career, NFBPA 2019
- Succession Planning tips to Achieve Unity Through Diversity, MMA 2019
- Putting Your Best Foot Forward – Interview Skills for Women, including Posture, Presence and Bias, WCMA Women's Leadership Seminar 2018
- Tips for a Successful Recruitment Process – MMA 2018
- Hire Hard, Manage Easy – Tips for Getting the Best Employees, IPELRA 2018
- Achieving Your Leadership Potential: Thinking Strategically About the Next Steps in Your Career, LGHN 2018

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA), Member
- ICMA – Task Force on Deputy/Assistant Managers 2017-2018, Current Member
- Illinois City and County Management Association (ILCMA), Current Member
- ICMA - Task Force on Women in the Profession 2012 – 2014, Member
- ICMA - Conference Planning Committee 2010 – 2011, Chair

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Evanston, IL
 - Director of Administrative Services 2009-2011
 - Director of Human Resources 2007-2009
- Catawba County, NC
 - Assistant County Manager 2004-2007
- Barnstable, MA
 - Assistant Town Manager 2000-2003
- Yarmouth, MA
 - Assistant Town Administrator 1993-2000
- Northborough, MA
 - Assistant Town Administrator 1992-1993
 - Acting Town Administrator 1991
 - Administrative Asst. to the Town Admin 1988-1990
- Holden, MA
 - Intern 1987

[Click here to view full biography at GovHRusa.com](http://GovHRusa.com)



City and County Management (2019 - Present)

STATE	CLIENT	POSITION	POPULATION	YEAR
Alaska	Bethel	City Manager	6,500	2019
	Homer	City Manager (Professional Outreach)	5,300	2019
	Seward	City Manager	2,693	2019
Arizona	Buckeye	City Manager	69,744	2021
Colorado	Adams County	County Manager	519,572	2022
	Englewood	City Manager	34,957	2019
	Larimer County	County Manager	359,066	2022
Connecticut	East Hampton	Town Manager	13,000	2019
	Enfield	Town Manager	45,246	2021
	Manchester	General Manager	59,710	2021
Florida	Deerfield Beach	Assistant City Manager	80,000	2022
	Escambia County	County Administrator	321,905	2022
	Gainesville	Assistant City Manager	133,997	2021
	Lakeland	City Manager	110,000	2020
	Palm Beach	Assistant City Manager	85,933	2021
	Pinellas County	Assistant County Administrator	970,600	2020
		Deputy County Administrator/Chief of Staff	970,600	2019
	Walton County	County Administrator	75,305	2022
Georgia	Albany	City Manager	77,434	2021
Illinois	Centralia	City Manager	13,000	2020
	Crest Hill	City Administrator	21,169	2021
	Decatur	Deputy City Manager	76,178	2019
	Forsyth	Village Administrator	3,490	2021
	Fox Lake	Village Administrator	10,550	2021
	Galesburg	City Manager	33,706	2022
	Geneseo	City Administrator (Virtual)	6,500	2019
	Greenville	City Manager	7,000	2021
	Homewood	Assistant Village Manager (Virtual)	19,464	2021
	La Grange	Village Manager	15,610	2022
	La Grange Park	Assistant Village Manager	13,579	2020
	Lake County	County Administrator	703,462	2019
	Lake Forest	Assistant City Manager (Professional Outreach)	19,375	2022
	Mundelein	Village Administrator	31,385	2020
	Niles	Village Manager	30,001	2021
	North Chicago	Chief of Staff	30,020	2021
	Northbrook	Village Manager	35,000	2021
	Oak Brook	Village Manager	8,058	2021
	Oak Park	Assistant Village Manager/Human Resources Director	52,000	2019

		Village Manager	52,000	2021
	Orland Park	Village Manager	60,000	2019
	Palos Heights	City Administrator (Virtual)	12,480	2021
	Peoria	Assistant City Manager	115,234	2021
	Pingree Grove	Village Manager	10,000	2020
	Plainfield	Village Administrator	41,734	2021
	Princeton	City Manager	7,700	2019
	River Forest	Village Administrator	11,635	2021
	Rock Island	City Manager	39,684	2021
	Savoy	Village Administrator (Virtual)	8,607	2020
	Schaumburg Township	Township Administrator (Virtual)	140,000	2021
	St. Clair Shores	Assistant City Manager (Professional Outreach)	59,984	2021
	Sycamore	City Manager (Professional Outreach)	18,557	2021
	Tazewell County	County Administrator	135,394	2022
	Vernon Hills	Village Manager	25,911	2021
	Villa Park	Assistant Village Manager (Virtual)	22,038	2021
		Village Manager	22,038	2022
	Washington	City Administrator	15,700	2021
	Wauconda	Village Administrator	14,125	2021
	Willowbrook	Village Administrator	8,967	2019
	Winnetka	Assistant Village Manager	12,417	2019
Indiana	St. John	Town Manager (Professional Outreach)	18,047	2020
Iowa	Indianola	City Manager	15,833	2022
	Knoxville	City Manager	7,300	2021
	Marion	Deputy City Manager	30,000	2022
	Muscatine	City Administrator	23,819	2020
	Windsor Heights	City Administrator	4,860	2019
Kentucky	Paducah	City Manager	24,850	2021
	Paris	City Manager	9,846	2021
Maine	Bangor	City Manager	33,039	2021
Maryland	Sykesville	Town Manager	3,941	2019
	Westminster	City Administrator	18,522	2021
Massachusetts	Brookline	Assistant Town Administrator - Finance (Virtual)	58,732	2022
	Williamstown	Town Manager	7,806	2021
Michigan	Charlotte	City Manager	9,100	2020
	Clawson	City Manager	11,946	2021
	Eastpointe	City Manager	32,673	2019
	Ferndale	City Manager	20,428	2019
	Kalamazoo County	County Administrator	265,066	2022
	Lincoln Park	City Manager	36,665	2019
	Ottawa County	County Administrator	296,200	2021
	Rochester	City Manager	13,017	2022
	Royal Oak	City Manager	59,112	2020
	Royal Oak Township	Township Manager	2,600	2021
	Troy	Assistant City Manager	83,181	2019
Minnesota	Becker	City Administrator	4,874	2021

	Buffalo	Assistant City Administrator	15,855	2021
	Hibbing	City Administrator	15,855	2021
	Minnetonka	City Manager	53,953	2022
	St. Louis Park	City Manager	48,662	2021
	Waconia	City Administrator	13,500	2021
Missouri	Ballwin	City Administrator	30,181	2020
	Cape Girardeau	City Manager	38,000	2020
	University City	Assistant City Manager	35,172	2020
		Assistant to the City Manager/Director of Human Resources	35,172	2020
	Warrensburg	City Manager	20,200	2021
	Webster Groves	City Manager	22,800	2020
	Wildwood	City Manager	35,524	2019
Nevada	Boulder City	City Manager	16,207	2021
New Hampshire	Portsmouth	City Manager	21,796	2019
New York	Long Beach	Deputy City Manager (Virtual)	33,275	2021
				2022
	Mamaroneck (Town)	Town Administrator	29,156	2021
	Scarsdale	Village Manager	17,837	2021
North Carolina	Fayetteville	Assistant City Manager	210,000	2022
North Dakota	Minot	City Manager	45,700	2020
Pennsylvania	Centre County	County Administrator	158,172	2022
	Ferguson Township	Township Manager	18,300	2022
Texas	Austin	Assistant City Manager	885,000	Total
	McKinney	Assistant City Manager	191,645	2019
	Missouri City	Assistant City Manager	74,139	2019
		City Manager	74,139	2021
Vermont	Winooski	City Manager	7,997	2022
Virginia	Chesapeake	City Manager	245,000	2019
	Portsmouth	City Manager	96,000	2020
	Salem	City Manager	25,643	2019
	Virginia Beach	City Manager	442,707	2019
Washington	Burien	City Manager	52,066	2022
	Duvall	City Administrator (POS)	8,090	2021
	Yakima	Assistant City Manager	97,000	2021
West Virginia	Bridgeport	City Manager	8,582	2019
				2021
Wisconsin	Adams County	County Manager/Administrative Coordinator	20,220	2021
	Baraboo	City Administrator	12,048	2019
	Bayside	Assistant Village Manager	4,400	2019
	Beaver Dam	City Administrator	16,291	2021
	Beloit (Town)	Town Administrator	7,083	2020
	Franklin	Director of Administration	36,155	2019
	Harrison	Village Manager	13,185	2021
	Monroe	City Administrator	10,827	2020
	Plymouth	City Administrator/Utilities Manager	8,540	2020

	Port Washington	Assistant City Administrator/Human Resources Director	11,250	2022
	Whitewater	City Manager	14,300	2022



Florida Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
Florida	Alachua County	Court Services Director (Virtual)	263,496	2018
		Human Resources Director	263,496	2017
	Broward County	Facilities Maintenance Director	1,954,000	2021
	Broward County Public Schools	Chief Fire Official	Multi	2021
	Broward County Sheriff's Office	Director of Information Technology	1,900,000	2022
	Deerfield Beach	Assistant City Manager	80,000	2022
		Assistant Senior Services Director	80,000	2016
		Director of Parks and Recreation	80,000	2021
		Purchasing Manager	80,000	2022
	DeFuniak Springs	Finance Director	7,000	2022
	Escambia County	County Administrator	321,905	2022
	Gainesville	Assistant City Manager	133,997	2021
		Director, Department of Sustainable Development	133,997	2021
		Fire Chief	133,997	2020
	Hillsborough Area Regional Transit Authority	Chief Executive Officer	1,500,000	2020
	Lakeland	City Manager	110,000	2020
	Largo	Assistant City Manager	82,244	2018
		Director of Public Works	82,244	2018
	Marion County	County Administrator	337,362	2015
	Orlando	Fire Chief	307,573	2021
		Public Works Director	307,573	2022
	Palm Beach	Assistant City Manager	85,933	2021
	Pasco County	County Administrator	475,502	2016
	Pinellas County	Assistant County Administrator	970,600	2020
		Deputy County Administrator/Chief of Staff	970,600	2019
		Director of Building & Development Review Services	970,600	2022
		Director of Human Resources	970,600	2020
		Director of Office of Management and Budget	970,600	2021
	Pinellas Park	Chief Technology Officer	52,137	2019
	Riviera Beach Community Redevelopment Agency	Executive Director	35,000	2020
	Tampa Bay Water	Chief Science Officer	Multi	2021
		Director of Information Technology	Multi	2021
		Human Resources Director	Multi	2022
	Walton County	County Administrator	75,305	2022