



July 30, 2024

Mayor Davis-Herndon, Vice Mayor Moncada, and Council Members Broglio, Chimento and Schirato  
City of Angels Camp  
c/o Steve Williams, interim City Administrator  
PO Box 667  
Angels Camp, CA 95222

Via PDF/Email to: [stevewilliams@angelscamp.gov](mailto:stevewilliams@angelscamp.gov)

Dear Mayor Davis-Herndon and Members of the City Council,

Thank you for considering Peckham & McKenney for the City of Angels Camp recruitment for City Administrator. Peckham & McKenney would be honored to represent you and the City of Angels Camp in this important search and specifically *finding* the right candidate for working with the City Council, serving residents, and achieving your goals.

As a mid-size, long-standing, and boutique firm, Peckham & McKenney is known for achieving successful and long-term placements. Among *many* of our strong attributes, these are four key reasons cities choose us:

- We actively and personally search for and find candidates. We don't just rely on ads and posts to attract applicants. We have an extensive network, use the telephone, email and LinkedIn, and sell the opportunity.
- We limit the number of concurrent searches to directly focus on serving our client.
- We prioritize communicating with our clients and applicants to keep everyone informed.
- Your recruiter is personally and directly responsible for all aspects of the search and your one point of contact.

As an executive recruiter for the firm, I'm proud of what we do because our team's values and priorities are to assist public agencies in furtherance of good government; place quality above quantity; and build long lasting relationships with those in the public service.

Our Peckham & McKenney team is comprised of retired City executives who are passionate about the public sector. For example, I am a 27-year veteran of local California government including serving 15 years as City Manager for the Town of Los Altos Hills. I am very familiar with the responsibilities and duties of a small-town City Manager which is a very similar position to that of City Administrator. Moreover, I know and understand what is necessary to find good candidates and I have a strong, excellent network for attracting candidates. In the past twelve months, I have successfully completed City Manager recruitments for the small northern California cities of Anderson, Corning and Ione.

Attached is an example of a Candidate Profile that illustrates the information we collect, detail, and utilize to attract applicants. Also attached is our proposal for conducting the search that includes information about our firm, process, timeline, resources, references, experience, and fee. Peckham & McKenney charges a fixed, all-inclusive fee of \$27,500 that I would be pleased to discuss.

I am prepared to launch the recruitment starting immediately after the Labor Day holiday on September 3, 2024.

Peckham & McKenney is excited for the opportunity to implement the process leading to the successful placement of a candidate that “fits” the City’s interests. I would like to add that my home office is in northern California and less than 65-miles driving distance from Angels Camp. I will be very accessible as we conduct the search for Angels Camp’s next City Administrator. Please feel free to call me at 650.504.3515 if there are any questions.

Sincerely,

*Carl Cahill*

Carl Cahill, Executive Recruiter  
[Carl@PeckhamAndMcKenney.com](mailto:Carl@PeckhamAndMcKenney.com)

Enclosure:

City of Angels Camp Search Proposal  
Candidate Profile Example (City of Ione)

# City of Angels Camp

## RECRUITMENT PROPOSAL

for

**City Manager**

August 5, 2024

Peckham & McKenney  
"All about fit"



## Peckham & McKenney EXECUTIVE SEARCH

*Serving local governments (cities, counties, districts) by conducting recruitments and placing management and executive leaders that fit the personnel needs and interests of agencies.*

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## WHY CHOOSE US?

Peckham & McKenney focuses on *quality* searches and placements (over quantity) in recognition that each placement is “All about fit”. Serving local government since 2004, we are one of the most trusted and respected executive recruitment firms in the country. We have successfully placed hundreds of local government professionals including City Managers, County Executive Officers, General Managers, Police and Fire Chiefs, Department Heads, Assistant Managers, and mid-level Managers. Time and again, we receive unsolicited compliments from clients and candidates

in reference to our integrity and high ethics, commitment, follow-through, communication, and service. We take pride in treating both our clients and candidates with utmost respect.



For more information, please visit our website at [www.PeckhamAndMcKenney.com](http://www.PeckhamAndMcKenney.com).



## OUR COMMITMENT TO YOU

Peckham & McKenney, by maintaining the quality, style, values and culture established by Bobbi Peckham and Phil McKenney, performs on the premise that an executive search firm must be dedicated to providing its clients and candidates with professional and responsive service, and a personal, hands-on approach. Our business philosophy is founded on the understanding that we are in a “people” related industry and that attention to others’ needs is the key to providing effective customer service.

- **We believe in honesty.** No client should ever appoint an individual without being fully knowledgeable of the candidate’s complete background and history. Additionally, no candidate should ever enter into a new career opportunity without full disclosure of any organizational “issues.”
- **We keep everyone involved in the recruitment process informed.** Not only do we provide regular updates to our clients, we also have a reputation for keeping our candidates up to date.
- **We do not recruit staff from our client agencies** for another recruitment during an active engagement, nor

do we “parallel process” a candidate, thereby pitting one client against another for the same candidate.

- **We do not recruit our placements — ever.** Should a placement of ours have an interest in a position for which we are recruiting, they may choose to apply. If they become a finalist, we ask that they speak to their supervisor to alert them of their intent.
- **We are retained only by cities, counties and special districts.** We are not retained by applicants or non-governmental agencies.
- **We do not over commit ourselves to too many searches.** Your recruiter maintains a small, limited number of concurrent searches at all times in order to focus specifically and diligently on recruiting qualified candidates for your vacancy.
- **We commit to diversity in its broadest possible definition in every aspect of each executive recruitment.** Peckham & McKenney has a well established reputation of placing women and people with diverse backgrounds.

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## EXPERIENCE



With our recruitment team that solely consists of retired City Managers, Police Chiefs, Assistant City Managers and Department Heads, and our expert support team, Peckham & McKenney brings more experience and knowledge of local government and executive search than any other California recruiter. Just a few of our most recent recruitments within the last year related to City Administrator include:

- City Manager, City of Ione, CA
- City Manager, City of Anderson, CA
- City Manager, City of Corning, CA
- City Manager, City of Pleasant Hill, CA
- City Manager, City of Manteca, CA
- City Manager, City of Seaside, CA
- County Executive Officer, Napa County, CA
- County Administrative Officer, Mono County, CA
- Assistant County Administrative Officer, Mariposa County, CA

Please don't hesitate to contact these agencies as well as our large list of current and former clients on our website ([here](#)); they will attest to our quality of service, on-going communication throughout the process, personal and direct outreach and sourcing of candidates, quality applicant pool, written materials and interview facilitation.

As an ambassador of our clients, Peckham & McKenney is also known for maintaining ongoing communications with our applicants throughout the search process, treating every applicant with respect, and appropriately informing candidates to support their best effort. The numerous compliments we have received from applicants fairly illustrate this reputation as follows:

### **Comfortable and Professional Experience**

“I’d like to thank you again for your support and guidance throughout the recruitment and selection process. It was a comfortable and professional experience, and I attribute a great deal of that to you. It’s my hope that our professional paths may cross again in the future.” **Candidate**

### **It really has been, “All about fit!”**

“From the construction of the colorful candidate profile, to being responsive to phone calls, texts and my questions, I have been thoroughly impressed with the professionalism and approach of Peckham & McKenney. Maria Hurtado and Joyce Johnson have been the team that have shepherded my application through the municipal hiring processes, and I can speak highly for both of them. Should I need a recruiter to help fill a critical position in my new city, I will be calling on Maria Hurtado and Peckham & McKenney. And, by the way, it really has been, “All about fit!” **Candidate**

### **Straightforward, Friendly, and Humane Recruitment Process**

“I wanted to let you know what a terrific job I thought you and Peckham & McKenney did on the recruitment. It was absolutely the most straightforward, friendly, and humane recruitment process I’ve ever participated in. And I would feel the same way even if the outcome was not successful for me.” **Candidate**

### **You Made Me Feel So Comfortable**

“This is my first time working with a recruiting company, and I’m so happy for having the opportunity to work with your company, wow! I truly enjoyed the process! Your interview skills are amazing! You made me feel so comfortable and I felt like I was just talking shop with a longtime friend. Thanks for the personal touch that you include in your job, I believe that this is what makes your firm so desirable and successful.” **Candidate**

Testimonials from clients and candidates are at

<https://www.peckhamandmckenney.com/testimonials>.

As requested, three references familiar with my recruiting work are listed below. In addition, we would be pleased to furnish the client contact and phone numbers for any past clients listed in this proposal.

**Anthony Pinasco**, City Attorney  
City of Ione, CA  
(209) 993-2503 [apinasco@neumiller.com](mailto:apinasco@neumiller.com)

**Collin Bogener**, City Attorney,  
Cities of Anderson and Corning, CA  
(530) 605-0355 / [cbogener@mooreandbogener.com](mailto:cbogener@mooreandbogener.com)

**Ethan Bindernagel**, City Manager / **Ericka Mitchell**, Human Resources Manager  
Pleasant Hill, CA  
(925) 671-5267 [ebindernagel@pleasanthillca.org](mailto:ebindernagel@pleasanthillca.org) / (925) 671-5220 [emitchell@pleasanthillca.org](mailto:emitchell@pleasanthillca.org)

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## YOUR RECRUITMENT TEAM

### Our Approach

With every Peckham & McKenney recruitment, your Recruiter has the entire Peckham & McKenney team of Recruiters and administrative personnel for backup, support, collaboration, and sourcing. *However*, when you retain Peckham & McKenney, *your Recruiter* serves as your single point of contact throughout the entire search process and is fully responsible for its success. Moreover, in order to fully focus on your search and finding applicants that fit with the ideal candidate you are seeking, your Recruiter also maintains no more than 6 active searches.

The Executive Recruiter for you in this search is Carl Cahill.



*Peckham & McKenney Team*

### Carl Cahill, Executive Recruiter, Peckham & McKenney Executive Search

Carl has over 27 years of local government service. Carl worked for the Town of Los Altos Hills, California from 1999 until late 2021. He served as the Town's Planning Director from 2000 until February 2006 and was then appointed City Manager. Carl has a Bachelor's degree in Urban Studies from Montclair State University in New Jersey and a Master's degree in Public Administration from Cal State University, East Bay. He is a member of the American Institute of Certified Planners and the International City/County Management Association.



Carl is supported by the following [team](#).

### Joyce Johnson, Operations Manager

Joyce Johnson joined Peckham & McKenney in 2005 and serves as the firm's Operations Manager. She has over 30 years' experience in the field of administrative and executive support for all aspects of the executive recruitment process. She oversees internal administration of the firm as well as directing contract administrative support in the areas of advertising and design, web posting, and duplication and mailing services. Prior to joining Peckham & McKenney, Ms. Johnson oversaw internal administration in the Western Region headquarters of two national management consulting and executive recruitment firms. Ms. Johnson is complimented regularly on her strong customer orientation working with both clients and candidates alike. Ms. Johnson holds an Associate of Arts degree from American River College.

### Taylor Bergstrom, Research Assistant

Taylor Bergstrom joined Peckham & McKenney in 2022 and currently serves as a Research Associate. Taylor is currently pursuing a PhD at UCLA where she worked previously as a lab manager overseeing various research projects. Prior to that, Taylor graduated from UC San Diego with a Bachelor of Science degree in Psychology.



**Linda Pucilowski, Graphic Designer**

With nearly 30 years of experience, Linda Pucilowski provides her expert design and marketing skills to Peckham & McKenney. She is the firm's "go-to" professional for all advertising and brochure design and creation. Ms. Pucilowski holds a Bachelor's degree from California State University, Sacramento.

**Rachel Moran, Website & Social Media Assistant**

Rachel Moran has been in the graphic design field since 2007 and prides herself on creating eye-catching visual art. She supports the Peckham & McKenney team by handling all website visual and technical design as well as social media. Ms. Moran graduated from the Art Institute of Houston obtaining her Bachelor's Degree in Fine Arts with a concentration in Graphic Design.

## THE SEARCH PROCESS AND SCHEDULE

Peckham & McKenney is committed to finding the best fit for your position. Our process is 12 to 14 weeks and generally involves the following phases:

**PROJECT ORGANIZATION (PRE-RECRUITMENT)** – We will meet to discuss the search timeline, process and logistics for conducting a successful search.

**DEVELOPMENT OF THE CANDIDATE PROFILE (2 WEEKS)** – We will meet with agency members to listen to specific expectations of the position; learn the background and experiences desired in the ideal candidate; and understand the organizational culture and interests to create an attractive Candidate Profile marketing brochure.

**RECRUITMENT (4 TO 6 WEEKS)** – Our main focus in outreach will be direct, personal contact with quality potential candidates. Additionally, ads will be placed in industry publications and social media to broadly market the opportunity. Our client agency is continuously updated on our progress.

**SUPPLEMENTARY REVIEW (2 WEEKS)** – Upon our review of the resumes received, supplemental questionnaires will be sent to candidates who appear in most alignment with the Candidate Profile. Following a thorough review of the supplemental questionnaires, we will conduct preliminary telephone interviews. Internet research will also be conducted so that we may probe the candidate regarding any areas of concern.

**RECOMMENDATION OF CANDIDATES/SELECTION OF FINALISTS (1 WEEK)** – A report will be provided to the agency that includes, among a variety of documents, a full listing of all candidates for review and the materials submitted by candidates recommended for an interview.

**INTERVIEW PROCESS (2 WEEKS)** – Your recruiter will facilitate the interview process, inclusive of an orientation session at the beginning, and a discussion of candidates at the end.

**QUALIFICATION (1 WEEK)** – Once a finalist is selected, a reference check and thorough background check will be conducted. Assistance with negotiating compensation will also be provided.

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## COST OF SERVICES

The proposed fee to conduct the search process for your next City Manager is \$27,500. As our intent is to be competitive, we can discuss this further. This is an all-inclusive fee as described below to achieve success and retain us to personally and directly reach out and find candidates.

Peckham & McKenney is unique among recruiting firms for several reasons including having a fixed all-inclusive fee. We have found that an all-inclusive fee for the search process is simpler, cost-effective, and efficient.

The all-inclusive fee above includes professional fees and expenses (out-of-pocket costs associated with advertising, Recruiter travel, administrative support / printing / copying / postage / materials, telephone / technology, internet research checks on recommended candidates, and full background check on selected finalist only). For services not specified herein, we will discuss your interests and an appropriate fee.

### PROCESS OF PAYMENT

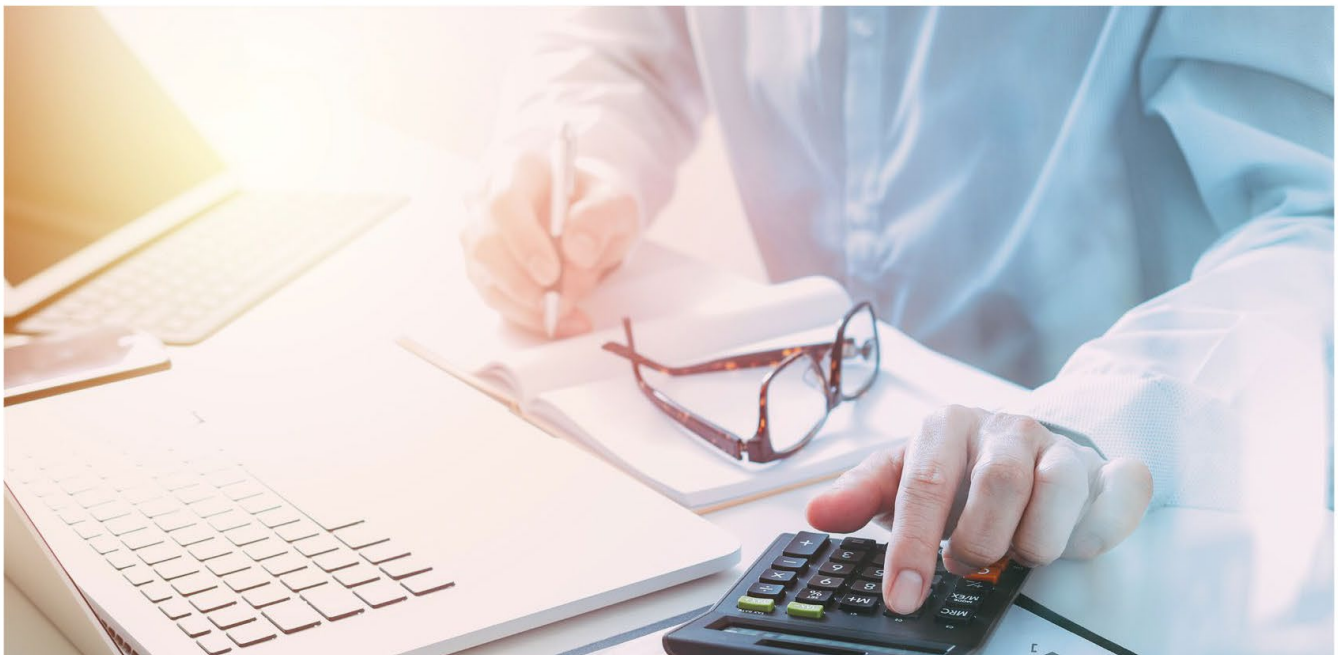
One-third of the all-inclusive fee is due as a retainer upon execution of the agreement. This retainer covers upfront and necessary expenses incurred by Peckham & McKenney on the City's behalf for the preparatory work and advertising. If the retainer is not received by Peckham & McKenney within 30 days of execution of the agreement, we will suspend the recruitment process until payment is received. The second one-third of the full payment will be invoiced 1 month from contract execution, and it is due within 30 days following the invoice date. The final one-third of the full payment will be invoiced 2 months from contract execution, and it is due within 30 days following the invoice date.

### AGREEMENT

Peckham & McKenney is the operating name of City Management Advisors LLC, Anton Dahlerbruch, Managing Member.

### INSURANCE

Peckham & McKenney carries Professional Liability Insurance (\$1,000,000 limit), Commercial General Liability Insurance (\$2,000,000 General Liability, and \$4,000,000 Products) and Automobile Liability Insurance (\$1,000,000). Our Insurance Broker is B&B Premier Insurance Solutions, Agoura Hills, CA.



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## GUARANTEE

*We are pleased to share that the Peckham & McKenney success and placement record are particularly strong. We are confident that our recruitment process will result in a quality candidate that will stay in your employment.*



### OUR GUARANTEE:

- We will connect with you and our placement in 6 months and 1 year after the appointment to check-in.
- We will conduct a second search within 6 months of our search process if a candidate is not placed.
- If the placement vacates the position within 1 year from the date of accepting the offer (external candidates only and except in the event of budgetary cutbacks, promotion, position elimination, or illness/death, etc.), we agree to conduct a second search within 6 months of the vacancy.

The fee for a second search will be the cost of expenses (approximately \$13,750).

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## DIVERSITY STATEMENT



Peckham & McKenney is committed to diversity in its broadest possible definition in every aspect of each executive recruitment our firm provides. We take pride in the placement of women and applicants of diversity, and are known for long, successful tenures of candidates selected by the agency.

Peckham & McKenney does not discriminate on the basis of race, color, religion, creed, sex/gender, national origin/ancestry, disability, pregnancy, sexual orientation (including transgender status), marriage or family status, military status, or age. We are fully compliant with all applicable federal and state employment laws and regulations in all of our recruitments.

For over 30 years, founder Bobbi Peckham has been a champion of women seeking executive leadership positions within local government.

With our diverse team of Recruiters, Peckham & McKenney supports, promotes and advocates for diversity in the recruitment and hiring processes. In addition to our outreach methods, Peckham & McKenney routinely advertises with the National Forum of Black Public Administrators (NFBPA), Local Government Hispanic Network (LGHN) and CivicPRIDE as well as the National Diversity Network to ensure placement of your opportunity with the following online venues:

- African American Job Network
- Asian Job Network
- Disability Job Network
- Latino Job Network
- LGBT Job Network
- Retirement Job Network
- Veteran Job Network
- Women's Job Network

