



# RECRUITMENT SERVICES



**GRASS VALLEY**  
A PLACE TO LIVE AND THRIVE

**CITY MANAGER**

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**APRIL 16, 2026**

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APRIL 16, 2026

Jennifer Styczynski  
Finance Director  
125 East Main Street  
Grass Valley, CA 95945



RE: City of Grass Valley – City Manager Recruiting Services

It is our pleasure to submit this proposal for recruitment services to secure your ideal candidate to serve as the City Manager of the City of Grass Valley. **WBCP has worked on many City Manager recruitments, and we look forward to the opportunity to partner with your organization on this critical position!**

We trust our proposal will showcase our client-focused recruitment process and will act as a testament that we are passionate about what we do to make our clients happy.

WBCP, Inc. was selected, through a national request for proposal process, as the single-awarded vendor for executive recruitment services through a national competitive process conducted by the National Association of Counties (NACo) under the Public Promise Procurement (PPP) program. This cooperative purchasing agreement, with San Diego County serving as the Lead Public Agency (LPA), allows public sector organizations across the U.S. to satisfy competitive procurement requirements and contract directly with WBCP—without the delays or added costs of a traditional RFP process. The PPP/LPA partnership ensures that organizations can engage WBCP quickly, compliantly, and with confidence in the value and quality of service delivered. **Learn more here: <https://wbcpinc.com/naco>.**

It has been proven that great employees are looking for great employers, not just a paycheck. WBCP provides a broader perspective to recruitment services – going beyond securing the ideal candidate – we brand your organization as an employer of choice. We use eye-catching marketing materials, innovative search practices, and responsive and respectful communications with your applicants and stakeholders. **Additionally, we guarantee this placement for 12 months, and we provide a fair and equal recruitment process that also focuses on attracting ethnic and gender-diverse applicant pools.**

WBCP is talented at working with you to identify the strengths, challenges, and opportunities of this job, the ideal candidate, and your community and organizational culture. WBCP will work with your stakeholders to design a recruitment strategy that will include a customized engagement process. We will have a series of meetings, discussions, stakeholder interviews, and survey(s) to get to know you, the organization, the community, the culture, and the staff whom the future City Manager will lead.

My team and I know the California candidate marketplace and have many clients in your region, such as the **County of Placer, County of Sacramento, County of Nevada, City of Roseville, City of Lincoln, City of Colfax, City of Sacramento, and City Davis (just to name a few)**. We have exceptional experience successfully recruiting for City Manager positions, with several recent notable recruitments including, but not limited to:

- **City Manager, City of Milpitas, CA (active)**
- **City Manager, City of Dunsmuir, CA (active)**
- **City Manager, City of Goodyear, AZ**
- **City Manager, City of Pasadena, CA**
- **City Manager, City of Malibu, CA**
- **City Manager, City of Santa Monica, CA**

**To see a full list of our clients and successful recruitments, visit: <https://tinyurl.com/373euxjy>**

We have over two decades of experience in public sector executive search services and have provided direct search services through WBCP since 2004. WBCP's executive recruiters are all highly personable and have unique backgrounds that make them well-equipped to take on your recruitments, as you will read their biographies in this proposal. WBCP now has offices in California, Oregon, Washington, Texas, Arizona, South Dakota, and Florida.

Recruiting top talent has become the number-one topic among administrators. New and innovative recruitment strategies are critical to identifying and securing candidates with a deep understanding of how to assess and meet community needs and address future challenges. WBCP understands the complexity of community leadership, and we are prepared to provide a thorough, complete, and fair recruitment process to provide a diverse applicant pool. **Upon our 2025 year-end review, we found that over the last three years 68% of our placed candidates came from diverse backgrounds.** In fact, we are often selected and told that we bring a larger, more qualified and diverse groups of candidates than they have ever received from past professional recruiters.

Clients also choose our firm over others because of our ability to work with your support staff and stakeholder group (including boards, appointed/elected officials, and engaged constituents), manage all details of a recruitment process, and secure great candidates. Our dedication and commitment to the client are complemented by our deep understanding and ability to effectively navigate challenging political climates.

Our clients have great things to say about the quality of the service we provide and the amazing candidates we find them, In fact, many of our clients are return customers. Please feel comfortable reaching out to these organizations to get their feedback directly.

Lastly, we love what we do, and we are passionate about finding exceptional candidates who are also passionate about serving others. WBCP's staff are driven and desire to exceed client expectations. I appreciate your consideration in retaining our services and hope to have an opportunity to work with you in the future.

Best Regards,



Wendi Brown | Founder/President, WBCP, INC.  
[wendi@wbcpinc.com](mailto:wendi@wbcpinc.com) | 541-664-0376  
[www.wbcpinc.com](http://www.wbcpinc.com)

## DIVERSITY

**68%**

*of WBCP candidates  
placed in positions  
come from a diverse  
background*

## i. EXECUTIVE SUMMARY.....

**Principal:** Wendi Brown, President/CEO

**Company Legal Name:** WBCP, Inc. (W. Brown Creative Partners)

**Tax ID:** 81-5454037

**Website:** www.wbcpinc.com

**Phone:** 866-929-WBCP (9227) / 541-664-0376

**Address:**

- **Oregon (3 offices including WBCP, Inc. Headquarters):** 213 E Main St., Rogue River, OR, 97537; Grants Pass, Medford, and Tigard
- **California (6 offices):** San Jose, Gilroy, Roseville, Camarillo, Marina Del Rey, and Santa Barbara
- **Washington (2 offices):** Seattle and Walla Walla
- **Texas:** Dallas
- **Arizona:** Douglas
- **South Dakota:** Mitchell
- **Florida (2 offices):** Minneola and Jacksonville



## WOMEN OWNED

*WBCP is a 100% women-owned business, an S Corporation, not part of a parent company, and is a registered small business through the US Small Business Administration (SBA). WBCP is registered to do business in all states we serve, and files and pays California S Corporation and personal income tax to the State of California.*

## BUSINESS HISTORY

*WBCP, Inc. has been in business since 2004, and serves nonprofit and public sector organizations. WBCP offers a variety of services, including: partial and full service search services for individual contributor, supervisor, management and executive management positions; human resources consulting: organizational development, training, classification and compensation studies, analysis and assessments, etc.*

ii. PAST CLIENTS & RECRUITMENTS.....

WBCP has over 20 years of experience providing search services for public sector and non-profit organizations. We have successfully secured professionals and provided other consulting services in **California, Arizona, Colorado, Idaho, Nevada, New York, Oregon, Ohio, Texas, Utah, and Washington.**

**CITIES & TOWNS**

**California**

- Anaheim
  - Arcata
  - Atwater
  - Banning
  - Berkeley
  - Calistoga
  - Ceres
  - Chino
  - Colfax
  - Corte Madera
  - Culver City
  - Davis
  - Dunsmuir
  - Emeryville
- Encinitas
  - Fremont
  - Fresno
  - Gilroy
  - Goleta
  - Hemet
  - Irvine
  - Laguna Beach
  - Larkspur
  - Lincoln
  - Livermore
  - Livingston
  - Long Beach
  - Los Altos
- Marina
  - Milpitas
  - Napa
  - Novato
  - Ontario
  - Orinda
  - Oxnard
  - Palo Alto
  - Parlier
  - Pasadena
  - Petaluma
  - Pismo Beach
  - Port Hueneme
  - Portola Valley
- Redding
  - Riverside
  - Rocklin
  - Roseville
  - Sacramento
  - San Francisco
  - San Jose
  - San Rafael
  - Santa Maria
  - Santa Monica
  - Santa Paula
  - Santa Rosa
  - Solvang
  - Sonoma
- South Pasadena
  - Sutter Creek
  - Truckee
  - Ventura
  - Vernon
  - Victorville
  - Watsonville
  - West Hollywood
  - Windsor

**Oregon**

- Ashland
  - Astoria
  - Central Point
  - Garibaldi
  - Gold Hill
  - Grants Pass
  - Hubbard
- Independence
  - Newport
  - Pendleton
  - Phoenix
  - Rogue River
  - Talent
  - Tillamook

**Arizona**

- Chandler
- Phoenix
- Goodyear

**Nevada**

- Boulder City

**New York**

- Rochester

**Texas**

- Fort Worth

**Utah**

- Park City

**Washington**

- Duvall

**Ohio**

- West Chester



**COUNTIES**

**California**

- Alameda
  - Alpine
  - Colusa
  - Contra Costa
  - Del Norte
  - Fresno
  - Humboldt
  - Lake
  - Los Angeles
  - Marin
  - Mariposa
  - Mendocino
  - Merced
  - Mono
- Monterey
  - Napa
  - Nevada
  - Orange
  - Placer
  - Riverside
  - Sacramento
  - San Benito
  - San Bernardino
  - San Diego
  - San Francisco
  - San Mateo
  - San Joaquin
  - Sutter
- San Luis Obispo
  - Santa Barbara
  - Santa Clara
  - Santa Cruz
  - Shasta
  - Solano
  - Sonoma
  - Stanislaus
  - Tehama
  - Tulare
  - Tuolumne
  - Yuba
  - Yolo

**Colorado**

- Boulder
- El Paso
- Larimer

**Oregon**

- Jackson
- Lane

**Washington**

- King

**North Dakota**

- Cass

**Texas**

- Comal



ii. PAST CLIENTS & RECRUITMENTS.....

LOCAL AND NATIONAL COUNCILS, BOARDS, DISTRICTS, AND JOINT POWERS AUTHORITIES (JPAS)

**National**

- Hass Avocado Board (HAB)
- North American Blueberry Council / U.S. Highbush Blueberry Council(NABC/USHBC)

**California**

- Amador Water Agency
- Association of California Water Agencies (ACWA)
- Alameda–Contra Costa Transit District (AC Transit)
- Bay Area Rapid Transit District (BART)
- Bear Valley Community Services District
- Boulder Creek Fire Protection District
- California Municipal Utilities Association (CMUA)
- California Prison Industry Authority (CALPIA)
- Cosumnes Community Services District
- Dublin San Ramon Services District
- Irvine Ranch Water District
- John Wayne Airport
- Los Angeles County Employees Retirement Association (LACERA)
- Los Angeles Unified School District (LAUSD)
- Los Angeles World Airports (LAWA)
- Mendocino County Air Quality Management District
- Metropolitan Transportation Commission (MTC)
- Metropolitan Water District of Southern California
- Modesto Irrigation District
- Monterey One Water
- Nevada Irrigation District
- Newark Chamber of Commerce
- Oakland Housing Authority
- Olivehurst Public Utility District

- Orange County Employees Retirement System (OCERS)Port of Long Beach
- Port of San Diego
- Placer County Transportation Planning Agency (PCTPA)
- Sacramento Area Flood Control Agency (SAFCA)
- Sacramento Employment & Training Agency (SETA)
- Sacramento Public Library Authority
- Sacramento Sewer District
- Sacramento Suburban Water District
- San Benito Council of Governments
- San Benito County Water District
- San Diego Port Authority
- San Joaquin County Employees' Retirement Association (SJCERA)
- San Rafael Sanitation District (SRSD)
- Santa Clarita Valley Water Agency
- Sonoma County Library
- Tri-City Mental Health Authority (TCMHA)
- Truckee-Donner Public Utility District (TDPUD)
- Tuolumne Utilities District
- Turlock Irrigation District
- Trabuco Canyon Water District
- Valley Consortium for Medical Education (VCME)
- Valley Water
- Water Forum
- West Basin Municipal Water District
- Trindel

**Oregon**

- Jackson County Fire District 5
- Rogue Valley Sewer Services

**Idaho**

- Teton County Joint Housing Authority (TCJHA)



ii. PAST CLIENTS & RECRUITMENTS.....

**NONPROFITS**

**National**

- Futures Without Violence (Family Violence Prevention Fund)
- Radio Bilingüe

**California**

- Center Point
- Central California Legal Services (CCLS)
- Community Food Bank
- Downtown Streets Team
- First 5 (Alameda County, California Association, Fresno, Santa Barbara County, San Mateo)
- Gold Coast Health

- Greater Richmond Interfaith Program (GRIP)
- Northern Valley Catholic Social Service (NVCSS)
- Options Recovery
- San Francisco Estuary Institute
- West Angeles Church of God in Christ

**Oregon**

- Community Works
- Dogs for Better Lives / Dogs for the Deaf
- Southern Oregon Regional Economic Development, Inc. (SORED)



**PRIVATE ORGANIZATIONS**

- CDS Publications
- Central California Truck and Trailer
- Morton & Pitalo
- NAVA
- Prentice | Long, PC Law Firm
- SWEED
- Tekmanagement
- Touchstone Accounting

**CONSULTING SERVICES**

**Cities**

- Fremont (CA)
- Medford (OR)
- Santa Maria (CA)
- Santa Paula (CA)

**Counties**

- Humboldt (CA)
- Mariposa (CA)
- Santa Barbara (CA)
- San Luis Obispo (CA)

**Schools**

- Monterey High School



ii. PAST CLIENTS & RECRUITMENTS.....

INDUSTRIES

- Organizational Leadership
- Economic Development
- Facilities & Operations
- Financial, Administrative Services, Accounting, Auditing
- Health & Human Services, Housing, Unhoused
- HR, Risk, Labor/Employee Relations
- Information Technology
- Legal, Counsel, Clerk
- Library
- Marketing, Communications, PR
- Parks & Rec, Community Services, Arts
- Planning, Environmental, Community Development, Building, Transit
- Public Safety
- Public Works, Transportation, Engineering

**BELOW IS A LIST OF SIMILAR RECRUITMENTS WBCP HAS MANAGED:**

**ORGANIZATIONAL LEADERSHIP**

- City Manager, City of Atwater, CA
- City Manager, City of Boulder City, NV
- City Manager, City of Ceres, CA
- City Manager, City of Colfax, CA
- City Manager, City of Dunsmuir, CA 2022
- City Manager, City of Dunsmuir, CA (active)
- City Manager, City of Garibaldi, OR
- City Manager, City of Gold Hill, OR
- City Manager, City of Goodyear, AZ
- City Manager, City of Independence, OR
- City Manager, City of Malibu, CA
- City Manager, City of Milpitas (active)
- City Manager, City of Oxnard, CA
- City Manager, City of Pasadena, CA 2021
- City Manager, City of Pasadena, CA 2026
- City Manager, City of Parlier, CA
- City Manager, City of Petaluma, CA
- City Manager, City of Phoenix, OR
- City Manager, City of Port Hueneme, CA
- City Manager, City of Santa Maria, CA
- City Manager, City of Santa Monica, CA
- City Manager, City of Santa Rosa, CA
- City Manager, City of Sonoma, CA
- City Manager, City of Talent, OR
- City Manager, City of Tillamook, OR
- City Manager, City of Ventura, CA
- City Administrator, City of Duvall, WA
- City Administrator, City of Hubbard, OR
- City Administrator, City of Rogue River, OR
- Town Manager, Town of Truckee, CA
- Town Manager, Town of Windsor, CA
- Town Manager, Town of Portola Valley, CA
- Interim City Manager, City of Milpitas, CA
- Assistant City Manager (Municipal Services), City of Sacramento, CA
- Assistant City Manager (Public Safety), City of Sacramento, CA
- Assistant City Manager, City of Beverly Hills, CA
- Deputy City Manager, City of Long Beach, CA
- Chief Executive Officer, CalPIA (California Prison Authority), CA
- Chief Executive Officer, Downtown Streets Team, CA
- Chief Executive Officer, Newark Chamber of Commerce, CA
- Chief Executive Officer, San Joaquin County Employees' Retirement Association (SJCERA), CA
- Chief Executive Officer, San Joaquin Tributaries Authority, CA
- County Executive Officer, County of Santa Cruz, CA
- County Executive Officer, County of Shasta, CA
- County Administrative Officer, San Benito County, CA
- County Administrative Officer, County of Tuolumne, CA
- Chief Administrative Officer, Port of San Diego, CA

## ii. PAST CLIENTS & RECRUITMENTS.....

### ORGANIZATIONAL LEADERSHIP (CON'T)

- Deputy Chief Administrative Officer, San Diego County, CA
- Deputy Chief Administrative Officer – Budget, San Benito County, CA
- ACAO – Assistant County Administrator, County of San Joaquin, CA
- ACAO/HR Director, County of Mariposa, CA
- ACEO – Assistant County Administrative Officer, County of Santa Barbara, CA
- ACEO – Assistant County Executive Officer, County of Napa, CA
- Assistant Executive Officer, Los Angeles County Employees Retirement Association (LACERA), CA
- General Manager, Bear Valley Community Services District, CA
- General Manager, Los Angeles Public Media, CA
- General Manager, Olivehurst Public Utility District, CA
- General Manager, Radio Bilingüe, CA
- General Manager, San Benito County Water District, CA
- General Manager, Santa Cruz County Animal Services Authority, CA
- General Manager, Tuolumne Utilities District, CA
- General Manager, Trabuco Canyon Water District, CA
- Deputy General Manager, City of Ontario, CA
- Chief Operating Officer, Futures Without Violence, CA
- Chief Operating Officer – IT and Administrative Services, Valley Water, CA
- Chief Operating Officer – Water Utility Enterprise, Valley Water, CA
- Chief Operating Officer/Executive Director, Valley Consortium of Medical Education, CA
- Assistant General Manager Water Operations, Modesto Irrigation District, CA
- Executive Director, Association of California Water Agencies, CA
- Executive Director, California Municipal Utilities Association (CMUA), CA
- Executive Director, First 5 Association of California, CA
- Executive Director, Water Forum, CA
- Executive Director, San Benito Council of Governments, CA
- Executive Director, Placer County Transportation Planning Agency, CA
- Executive Director, Teton County Joint Housing Authority, ID
- Executive Director, Trindel, Risk Management, CA
- Executive Director, Arts Commission, County of Santa Barbara, CA
- Executive Director, Latino Public Broadcasting, CA
- Executive Director, Northern Valley Catholic Social Service, Redding, CA
- Executive Director, Greater Richmond Interfaith Program, CA
- Executive Director, Options Recovery Services, CA
- Executive Director, Sacramento Employment and Training Agency (SETA), CA
- Executive Director, Southern Oregon Regional Economic Development, Inc. (SORED), OR
- Executive Director, Pacific Gateway Workforce Innovation Network (PGWIN), City of Long Beach, CA
- Executive Director, Tri-City Mental Health Authority, CA
- Executive Director, First 5 Fresno, CA
- Executive Director, First 5 Santa Barbara County, CA
- Executive Director – Police Accountability Board, City of Rochester, NY
- Executive Director, San Joaquin Tributaries Authority, CA
- Assistant Executive Director, First 5 San Mateo, CA
- Chief Deputy Director, ISD, County of Los Angeles, CA
- Vice President, Center Point, Inc., CA
- Executive Vice President, Center Point, CA

Check out our full list of  
recruitments here:  
<https://tinyurl.com/373eujy>

iii. OUR APPROACH TO DIVERSITY.....

RECRUITING WITH DIVERSITY IN MIND:

Since partnering with the country’s largest network of diversity job boards, we have seen a 21% increase in diverse applicants and a 13% increase in diverse candidates placed in positions with our clients. This demonstrates WBCP's dedication to expanding outreach and removing barriers to apply, ensuring access to a highly qualified and diverse applicant pool.

600 Diversity Job Boards:

When you post a job with WBCP, it is automatically shared across 600 diversity job boards, maximizing reach and ensuring access to a wide and inclusive pool of talent. We also utilize the largest diversity database with over 160 million resumes and 15,000 community based organization contacts to expand our search.

LinkedIn:

As LinkedIn recruiters, we have access to over 1 Billion profiles, allowing us to evaluate candidates' backgrounds, education, experience, licensure, and more.

AI:

WBCP also leverages AI tools to gather additional information to effectively reach future applicants and candidates contact information for emails and phone numbers.

WBCP understands the complexities of meeting the needs of a diverse community, and we provide a thorough, complete, and fair recruitment process.



Streamline and Satisfy the RFP Process to receive recruiting on demand. Reach out to WBCP today for more information.



## iv. WHY CHOOSE US.....

# WHY CHOOSE WBCP

## Proven Expertise:

- **Over 20 Years in Business and 100+ Years of Experience:** With over a century of combined experience, our recruitment professionals excel in public service sectors, including cities, counties, utilities, special districts, joint powers authorities, and non-profits. Our proven track record ensures expertise tailored to your needs.
- **100% Success Rate:** In 2024, we achieved a 100% success rate, successfully filling every position we managed including partial and full scope services from engineering, planning, finance, health and human services, legal, legislative, hard-to-fill civil service positions, and many more! We deliver results no matter what the challenge.

**Employer Recognition:** WBCP has been recognized as Oregon's TOP 100 EMPLOYERS.

**HR Teams Trust Us:** We simplify the recruitment process, managing every detail so HR teams can focus on other priorities. From sourcing candidates to scheduling interviews and providing updates, our seamless approach saves time, reduces stress, and ensures results.

**Strategic Marketing and Advertising:** Our marketing team designs targeted campaigns using diverse, cost-effective channels powered by AI. These campaigns maximize reach while staying within budget and include:

- **Diverse Applicant Pools:** Access to over 600 diversity-focused job boards, 15,000 diversity affiliations, and 120 million resumes ensures diversity is integral to our process.
- **LinkedIn Recruiter Expertise:** With access to 230 million U.S. profiles, we connect you with top-tier talent.
- **AI-Driven Talent Acquisition:** Advanced AI strategies enhance efficiency and uncover new candidate engagement opportunities.

**Trusted Partners and Culture Cultivators:** We go beyond finding candidates by building trust with your team and stakeholders. Our tailored strategies align top talent with your organizational culture, ensuring a collaborative and thoughtful recruitment process.

**Recruiting with Competencies:** Ensures a fair, measurable, and effective hiring process. This strategic approach helps identify the client's needs and then assesses candidates on the critical skills and behaviors for success.

## Benefits:

- **Fairness:** Focuses on role-specific competencies.
- **Measurability:** Provides objective evaluation criteria.
- **Better Matches:** Aligns talent with organizational and cultural needs.
- **Equitable:** Reduces bias with standardized assessments.

Recruiting with competencies delivers high-quality, measurable solutions that ensure the best candidates for your team's success and cultural alignment.

## Timely and effective background and

**Reference Checks:** WBCP partners with a trusted third party for thorough background checks and relies on a 30-year public safety veteran, retired as a police chief, and an expert in employee investigations, to conduct expert reference verifications. This ensures accuracy, professionalism, and confidence in every hiring decision.

**Guaranteed Satisfaction:** We stand behind our work with a 12-24 month guarantee. If the initial placement doesn't work out, we will conduct a replacement search at no additional consulting fee, ensuring lasting value for your investment.

i. ORGANIZATIONAL CHART.....



**CREATIVE PARTNERS / SENIOR ADVISORS**

<b>BRUCE GRIFFITHS</b> <i>Organizational Development/ IO Psychologist</i>	<b>STEVE BROWN</b> <i>National Account Manager</i>	<b>BILL LANDIS</b> <i>Public Safety Investigator</i>	<b>ALAN ROSEN</b> <i>Executive Recruiter/ Sr. Facilitator</i>	<b>BERNIE LICATA</b> <i>Organizational Development Consultant</i>
<b>SCOTT BECKSTEAD, JD</b> <i>Sr. Advisor</i>	<b>MIKE LUKEN</b> <i>Sr. Facilitator</i>	<b>WILLIAM RACOWSCHI</b> <i>Fire/Public Safety</i>	<b>CHRISTY WURSTER</b> <i>Sr. Facilitator</i>	<b>RIVKAH SASS</b> <i>Retired Library Director/Sr. Facilitator</i>

**WBCP STATISTICS**

WBCP is a 100% woman-owned business. Staff and consultants are a diverse mix of gender/ethnicity  
Age ranges from 24 - 70+



ii. KEY STAFF.....

**WENDI BROWN**

*Lead Consultant/  
Sr. Executive  
Recruiter*



I am the President of WBCP, with over 20 years of experience in marketing and advertising and combine this with my background in recruiting to successfully place hard-to-fill, management, and executive positions. My team and I are passionate about helping organizations improve their recruitment services, place great talent, conduct department assessments, redesign antiquated processes, revise job descriptions, conduct salary and benchmark studies, and more. I have worked in various industries – advertising and public relations, national real estate franchisor, global manufacturing – and I have worked with nonprofit and public sector organizations since 1999. Formerly, I was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search, and recruiter training services to the Assistant Chief Executive Office/Human Resources Director and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. I have a Bachelor’s of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; have earned several certificates in Project Management, Global Business, Marketing, and Human Resources; and working toward a Master’s in Management at Southern Oregon University.

**TERRI MAUS-NISICH**

*Sr. Executive Recruiter*



Terri Maus-Nisich holds a pivotal role as one of our Senior Executive Recruiters, leveraging her extensive background as a distinguished leader in local government. With a local government career spanning over 40 years, Terri's journey includes transformative roles within the County of Santa Barbara, where she ascended from Parks Director to Assistant County Executive Officer, overseeing vital municipal and health/human service departments. Her remarkable impact encompasses leadership in Homeless Services, Communications, and Emergency Management, driving community engagement, disaster recovery, and support for vulnerable populations. Before her tenure in Santa Barbara, Terri spent 15 years with the City of Santa Clarita in roles ranging from analyst to Deputy City Manager. Throughout her remarkable career, Terri prioritized strategic planning, organizational development, and innovative problem-solving, garnering numerous awards. She holds a Bachelor’s Degree from UC Santa Barbara, a Masters of Public Administration from Cal State Northridge, and a graduate certificate from Harvard University’s JFK School of Government.

ii. KEY STAFF.....

**LAUREN GERSON-GREENE**

*Executive Recruiter*



Lauren Gerson is a seasoned Executive Recruiter at WBCP, where she draws on over 15 years of experience in career services, customer relations, and operations. Her recruiting expertise extends across various industries, with notable success in health and human services, utilities, and finance. Lauren has helped organizations across multiple states fill hard-to-hire positions at every level, from individual contributors to executives. Lauren’s diverse professional journey began in operations and events management, where she honed her expertise in human resources, business management, and regulatory compliance. She later transitioned to career services, and prior to joining WBCP, worked with a career coaching company helping job-seekers better leverage their skills and overcome barriers to employment. Lauren holds a Bachelor’s degree in Philosophy from Whittier College. She brings a unique perspective to her role, and is committed to making a positive impact both professionally and personally. With her unwavering dedication and client-centric focus, Lauren continues to drive success and excellence in executive recruitment at WBCP.

**LEVI KUHLMAN**

*Executive Recruiter*



Levi Kuhlman is an Executive Recruiter at WBCP, and an experienced professional with a multifaceted career spanning across executive recruitment, real estate, and entrepreneurship. He has worked extensively with local municipalities, special districts, and not-for-profit organizations across the Western region, with a focus in California, Oregon, and Idaho. Levi has conducted many successful recruitments in various industries including planning, rent stabilization and housing, engineering, finance, city management, transportation and transit, community development, building and safety, public safety, risk management, and information technology. Levi serves as a skilled and diplomatic liaison, earning a reputation for his personalized approach to recruiting. Before joining the ranks of WBCP, he advocated on behalf of tenants, landlord, and clients. With a diverse skill set and a commitment to excellence, Levi continues to make significant contributions to WBCP, his clients, and broadening the professional community one recruitment at a time.

ii. KEY STAFF.....

**JOSETTE REINA-  
LUKEN**

*Executive Recruiter*



Josette, an Executive Recruiter at WBCP, specializes in government finance and the water industry with nearly 30 years of experience. Her career began in IT, managing software implementations and leading training and sales teams. After earning her MBA, she transitioned to municipal agencies, holding various management positions, including Administrative Manager and Financial Manager. With expertise in budgeting, strategic planning, and organizational development, Josette has made significant contributions to the agencies she's served. She holds a Bachelor's Degree in Political Science/Public Administration from the University of South Florida, an MBA from the University of Phoenix, and certificates in Human Resources from the California State University and Leadership from the University of Davis.

**SHANI PEARCE**

*Executive Recruiter*



Shani Pearce brings over 15 years of corporate and public sector experience to her role as an Executive Recruiter at WBCP, with a background spanning executive support, human resources, project management, and regulatory compliance. She began her career with the City of Medford, working closely with executive leadership on labor relations, wellness initiatives, recruitment, and large-scale events. In the private sector, she advanced as a Human Resources Business Partner, specializing in recruitment, training, and organizational development, before joining a multi-billion-dollar, multi-state energy company where she progressed into project management, overseeing compliance, licensing, permitting, and stakeholder engagement. Alongside her corporate work, Shani co-founded a wedding and event business, further demonstrating her creativity and logistical expertise. At WBCP, she brings this diverse experience to lead recruitment processes, engage with clients, source candidates, and ensure a seamless candidate experience, making her a trusted partner to clients and a valued member of the WBCP team.

REVIEW OTHER EMPLOYEES & CONSULTANT PARTNERS ON OUR WEBSITE:  
[WWW.WBCPINC.COM/WBCP-TEAM](http://WWW.WBCPINC.COM/WBCP-TEAM)

iii. REFERENCES.....

**1-City of Santa Monica, California**

**Similar Positions Filled:**

- City Manager

**Contact Information:**

- Michael Arnoldus, Human Resources Manager - [Michael.Arnoldus@santamonica.gov](mailto:Michael.Arnoldus@santamonica.gov) | 310-458-8613
- Dana Brown, Director of Human Resources - [Dana.Brown@santamonica.gov](mailto:Dana.Brown@santamonica.gov)

**2-City of Pasadena, California**

**Similar Positions Filled:**

- City Manager

**Contact Information:**

- Tiffany Jacobs-Quinn, Human Resources Director - [tjacobsquinn@cityofpasadena.net](mailto:tjacobsquinn@cityofpasadena.net) | 626-744-4126

**3-City of Goodyear, Arizona**

**Similar Positions Filled:**

- City Manager

**Contact Information:**

- Lyman Locket, Human Resources Director - [lyman.locket@goodyearaz.gov](mailto:lyman.locket@goodyearaz.gov) | 623-208-8365

**4-City of Colfax, California**

**Similar Positions Filled:**

- City Manager

**Contact Information:**

- Mike Luken, Interim City Manager - [mluken78@gmail.com](mailto:mluken78@gmail.com) | 916-997-2760

## i. MARKETING MATERIALS.....

Click below to see our marketing samples for similar positions. To see all of our brochures, visit: [wbcpinc.com/closed-jobs-private/](http://wbcpinc.com/closed-jobs-private/) and use the password: wbc202510\*

- [City Manager, City of Pasadena, CA \(active\)](#)
- [City Manager, City of Milpitas, CA \(active\)](#)
- [City Manager, City of Goodyear, AZ](#)
- [City Manager, City of Malibu, CA](#)
- [City Manager, City of Santa Monica, CA](#)
- [Town Manager, Town of Truckee, CA](#)
- [City Manager, City of Boulder City, NV](#)
- [City Manager, City of Colfax, CA](#)
- [City Manager, City of Petaluma, CA](#)
- [City Manager, City of Santa Rosa, CA](#)
- [City Manager, City of Oxnard, CA](#)
- [City Manager, City of Port Hueneme, CA](#)
- [City Manager, City of Independence, OR](#)
- [City Administrator, City of Duvall, WA](#)
- [City Manager, City of Sonoma, CA](#)

ii. CANDIDATE REFERENCE REPORTS.....

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Education Verification	Included as a separate attachment
Background Reports	Included as a separate attachment

## ii. CANDIDATE REFERENCE REPORTS.....

### \*CANDIDATE NAME\*

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#### SUPERVISOR

**\*Supervisor Name\*** – \*Title, Organization, City, State when supervising candidate

Ms. \*Supervisor Name\* supervised Mr. \*Candidate Name\* from \*year\* – \*year\* when he was a \*Job Title\* for \*Organization Name\*. He left to \*reason for leaving\*. He directly reported to her during that time and left the position in \*year\*. She said they had daily contact during that time.

#### Interpersonal Strengths:

- *Excellent interpersonal skills*
- *Highly regarded and easy to work with*
- *Calm and collected*

#### Communication:

- *Strong written communication*
- *Clear and concise*
- *Responsive*

#### Leadership:

- *Excellent leader*
- *Confident*
- *Leadership style respected by staff and colleagues*

#### Politics:

- *Maintains a cool head under pressure*
- *Always remains professional*

#### Work Related Conflicts:

- *None. Calm demeanor*

#### Ability to present complex information to non-technical people/ Public Speaking:

- *Adept and experienced at presenting to the Board of Supervisors*
- *Strong technical skills and use of presentation tools*
- *Presentations are clear and informative*

**Aware of any legal claims, claims of inappropriate conduct, or knowledge of her release or resignation because of a complaint or wrongdoing?**

- *No*

#### Management Style:

- *Empowers staff and delegates effectively*
- *Establishes clear expectations*
- *Recognizes staff's strengths*

#### Additional:

- *Has the utmost respect for him*
- *Doesn't give references for everyone but was more than willing to do so for him*
- *Gives him the highest possible reference*
- *Will be a loss for \*organization name\* if he leaves*

## ii. CANDIDATE REFERENCE REPORTS.....

### \*CANDIDATE NAME\*

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#### PEER

**\*Peer Name\*** - \*Title, Organization, City, State when working with candidate

Ms. \*Peer Name\* worked with Mr. \*Candidate Name\* from \*year\* - \*year\* when they were both \*Job Titles\* at the \*Organization Name\*. She said they had daily contact during that time and were peers.

#### Interpersonal Strengths:

- *Highly emotionally intelligent*
- *Friendly and thoughtful*
- *Helpful and supportive*

#### Communication:

- *Excellent communication skills*
- *Timely in his responses*

#### Leadership:

- *Supportive leader*
- *Respected by staff*

#### Politics:

- *Adept at navigating politics*
- *Understands people and their motivations*
- *Highly ethical*

#### Work Related Conflicts:

- *None.*

#### Ability to present complex information to non-technical people/ Public Speaking:

- *Presented frequently to Executive leadership*
- *Detailed and articulate*
- *Always well prepared*

#### Aware of any legal claims, claims of inappropriate conduct, or knowledge of her release or resignation because of a complaint or wrongdoing?

- *No*

#### Management Style:

- *Grounded*
- *Empathetic*
- *Results-oriented*

#### Additional:

- *Extremely responsible; provides all sides of an issue for consideration when tasked with bringing answers to the Board of Supervisors*
  - *The \*Organization name\* will be a good fit*
- 

#### Opportunities for growth:

- *Believed he had abilities for bigger things and more responsibility than his position provided*

## ii. CANDIDATE REFERENCE REPORTS.....

### \*CANDIDATE NAME\*

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#### SUBORDINATE

**\*Subordinate Name\*** - \*Title, Organization, City, State when reporting to the candidate

Ms. \*Peer Name\* worked for Mr. \*Candidate Name\* from \*year\* - \*year\* when he was the \*Job Title\* at the \*Organization Name\*. She directly reported to him and said they had daily contact during that time.

#### Interpersonal Strengths:

- *Approachable*
- *Excellent interpersonal skills*
- *Personable and professional*

#### Communication:

- *Clear and concise*
- *Professional presentation*
- *Strong written communication skills*
- *Responsive*

#### Leadership:

- *Compassionate and understanding*
- *Team-oriented*
- *Enjoys being a mentor*
- *Accountable and reliable*

#### Politics:

- *Politically savvy*
- *Anticipates politics in his decision making*

#### Work Related Conflicts:

- *None. Very calm*

#### Ability to present complex information to non-technical people/ Public Speaking:

- *Presented frequently to the County Board*
- *Stellar presenter*
- *Knows his audience*
- *Always well prepared*

**Aware of any legal claims, claims of inappropriate conduct, or knowledge of her release or resignation because of a complaint or wrongdoing?**

- *No*

#### Management Style:

- *Invested in staff development*
- *Fosters positive morale*
- *Professional but empathetic*

#### Additional:

- *Made for the Director position, as if the recruitment brochure had been written with him in mind*
- *A great fit for the \*Organization Name\**

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*Opportunities for growth:*

- *Takes on a lot but is able to handle it*

iii. CANDIDATE INTERVIEW QUESTIONS.....

**\*POSITION TITLE - ORGANIZATION NAME\***  
**TECHNICAL/LEADERSHIP PANEL**

Candidate: \_\_\_\_\_

Panel Member: \_\_\_\_\_

QUESTIONS	COMMENTS
<p>1. Please provide the panel with a brief overview of your background and experience and why you believe you should be the next Finance Director.</p>	<p>5 MINUTES</p>
<p>2. Please share your experience overseeing and developing staff and briefly describe your overall leadership philosophy?</p>	<p>5 MINUTES</p>
<p>3. Please describe in detail how you have developed an organization’s budget, your experience presenting complex budgets to governing boards for consideration and the tools you use to ensure the administration of that budget is successful.</p>	<p>5 MINUTES</p>
<p>4. In your experience, how have you handled situations where an organization’s 5-Year forecast shows red ink? Can you walk us through a specific example of a time when you had to reconcile issues of red ink in the budget forecast, and what steps did you take to address the issue?</p>	<p>5 MINUTES</p>
<p>5. How do you typically work with your staff to help them understand how to work with elected officials who may not fully understand or appreciate the recommendations from experts regarding best practices in budgeting and financial planning? Can you give us an example of a time when you had to navigate this situation, and what strategies did you use to help your staff move forward?</p>	<p>5 MINUTES</p>

iii. CANDIDATE INTERVIEW QUESTIONS.....

**\*POSITION TITLE - ORGANIZATION NAME\***  
**TECHNICAL/LEADERSHIP PANEL**

QUESTIONS	COMMENTS
<p>6. Share any experience you have with revamping internal controls for an organization. If you have any specific experience conducting fee studies to ensure full cost recovery of business permits or implementing a new financial system – please elaborate on that.</p>	<p>5 MINUTES</p>
<p>7. Please share with us what a culture of belonging means to you and why it is important?</p> <ul style="list-style-type: none"> <li>• Can you give me an example of how you have made your colleagues feel a sense of inclusion, belonging, and equity?</li> </ul>	<p>5 MINUTES</p>
<p>8. How do you develop relationships with other department directors and staff to foster interdepartmental cooperation and trust?</p>	<p>5 MINUTES</p>
<p>9. We have reached the conclusion of this interview. Is there anything you would like to share with the panel that we have not asked you?</p>	<p>5 MINUTES</p>

## i. RECRUITMENT TIMELINE.....

*BELOW IS A SAMPLE OF AN EXECUTIVE SEARCH TIMELINE THAT  
WBCP WILL CUSTOMIZE FOR THIS RECRUITMENT*

### **Week 1:**

- Secure services with search firm, WBCP, Inc.
  - WBCP can schedule a Kickoff meeting as soon as we are selected.
- WBCP: review search parameters and recruiting processes with Client
  - Interview with hiring authority and other stakeholders for competencies
  - Identification of advertising venues and ideal candidate prospects
  - Calls, meetings, or coordination with other stakeholders for information gathering

### **Weeks 1 + 2:**

- Develop and approvals: recruitment process, deadlines, ad plan and strategy, recruitment timeline and brochure
- Print coordination (if applicable)

### **Weeks 2 + 3:**

- **OPEN RECRUITMENT AND AD PLAN:** Implement marketing plan and direct mail (if applicable)
- Secure panel member calendars
- Timeline may be extended if direct mail piece is included (i.e., print/postage)
- Finalize panel members and interview logistics and invitations to panel members

### **Weeks 4, 5, + 6:**

- Receive applications –Collect and source applicants will continue until recruitment closes

### **Weeks 7 + 8:**

- **CLOSE RECRUITMENT AND ADVERTISING**
- Conduct initial phone screen to identify shortlist of candidates
- Preliminary check on shortlist candidates (Google search)
- Candidate profiles developed and short list recommendations to client

### **Weeks 9 + 10:**

- **MEETING – Client confirms selection of candidates to be advanced to panel interviews**
- Finalize questions, presentation, in-basket (as determined)
- Coordinates invitations with selected top candidates (shortlist)
- Produce panel candidate interview packets

### **Weeks 10 + 11:**

- WBCP facilitates interview process – Interview process will be customized based on client and community needs:
  - **Day 1: Panel Interviews Conducted; Day 2: 2nd Interviews with executive leaders;**
  - 3rd interviews may be scheduled as needed with Boards/Commissions, etc.;
  - As needed schedule staff and/or community discussions/meetings

### **Week 12:**

- WBCP conducts background and reference checks (backgrounds may be conducted by Client if current contract exists)
- WBCP conducts full reference checks for candidate(s) selected for Board/Commission interviews; or when Client is interested in making an offer

### **NEGOTIATIONS / HIRE:**

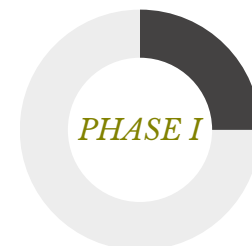
- Hire date to accommodate possible candidate relocation
- Client (WBCP available to assist in process) conducts offer and facilitates salary negotiations with preferred candidate

## ii. RECRUITMENT STRATEGY / PHASES.....

WBCP knows how to customize your search strategy to meet your unique recruitment needs. We customize your recruitment based on the specific needs, target audience, and challenges for each recruitment; however, below is a baseline approach for most recruitments.

### CLIENT & STAKEHOLDER MEETINGS

We require the Client and/or Search Committee, and other stakeholders identified by the Client, be involved in the initial and final phases of this recruitment. These are critical phases to ensure we obtain a clear sense of the priorities and the successful hire of the right candidate. WBCP will meet with various stakeholders as warranted by the Client and the level of the position in the organization. These meetings will allow us an opportunity to gather information and gain knowledge about the organization, community, and unique aspects of the recruitment to design the ideal candidate professional profile, advertising materials, and strategic approach



### FEEDBACK OUTCOME / TIMELINE DEVELOPMENT

Following the Client/stakeholder meetings, we will develop a detailed timeline for the recruitment along with a proposed advertising plan for approval.

### CREATIVE DEVELOPMENT

Immediately following the client feedback activities, we will draft the competencies for the recruitment and advertising material/recruitment brochure for the Client’s review. This information will summarize what was learned from Client-related interviews and will be used to advertise the opening.

### MARKETING STRATEGY & IMPLEMENTATION

WBCP will execute a customized marketing/ad plan once the job announcement is created. An ad plan could include the following (based on assumptions), and will be customized based on information gathered in Phase I:

#### DIGITAL ADVERTISING WITH DIVERSITY IN MIND

WBCP utilizes digital advertising to obtain diverse applicant pools, leveraging local and national job boards, associations, and social media. In partnership with a diversity platform, our postings reach up to 600 local employment and diversity websites, connecting across 15,000+ community organizations and niche sites, tapping into a job bank of 2 million resumes. Upon our 2025 year-end review, we found that over the last three years 68% of our placed candidates came from diverse backgrounds.



#### EMAIL & DIRECT MAIL ADVERTISING

In addition to tapping into WBCP’s existing pool of potential applicants, we have the capability to access various professional lists. We actively seek out additional lists through associations, contacts, and other strategic channels.

#### SOURCING/HEADHUNTING

WBCP employs a proactive approach by reaching out to targeted individuals and cultivating new connections through referrals from reputable sources. As a LinkedIn recruiter, we harness the power of over 350 million profiles to identify and engage with ideal candidates. Additionally, WBCP utilizes cutting-edge AI tools for precise Boolean searches, enabling us to uncover niche candidates effectively.

### COMMUNICATION WITH CLIENT

We will provide weekly updates on the progress of this search unless the client prefers more or less frequent communications. We tailor our communications in accordance with our Client’s needs.

ii. RECRUITMENT STRATEGY / PHASES.....

**RESUME ASSESSMENT**

WBCP will review resumes as they are received and/or at the close of the recruitment. Those candidates determined to be the most highly qualified will be selected for a screening interview.

**SCREENING INTERVIEWS / REPORT TO CLIENT**

WBCP does not restrict the number of applicants or candidates to be screened. Rather, we interview candidates who meet our ideal candidate criteria; frequently this group amounts to 20 candidates, or on average 20% of the applicant pool. Following the completion of the phone screen interviews, we will develop a report/recommended shortlist of candidates, which includes: resumes, cover letters, and a one-page profile summary of candidates' professional history, including a brief overview of WBCP's assessment and the results of their phone screen. We will meet with the selection committee/Client to review this report and select candidates for interviews. In this meeting, we will review the recruitment plan and discuss the final stages of the selection process.



**COMMUNICATION WITH CANDIDATES**

WBCP will take responsibility for communicating with the applicants/candidates during each phase of the search process and Client should refer any inquiries from potential or existing applicants directly to WBCP.

**SELECTION PROCESS**

WBCP will design and administer an appropriate final selection process based on the needs of the Client (tailored to the need and recruitment). WBCP will facilitate the invitation and coordination of these meetings/interviews and provide additional assessment tools/recommendations such as interview questions, writing and presentation exercises, problem solving scenarios, etc.

**COMMUNICATION WITH CLIENT**

Following the interviews and the Client's top candidate(s) selection, we will assist the Client with facilitating a thorough background and reference check. A typical approach includes a review of federal, state, and local criminal background checks and academic verification by a licensed background agency. Reference checks are conducted over the phone by a senior consultant and a final report is provided to the Client. References are completed on candidate(s) being considered after initial/panel interviews.



**NEGOTIATIONS**

Once the client reviews and is comfortable with the findings in the background and reference report, we are available to assist with negotiations on compensation, benefits, start date, and other transition details.

iii. SCOPE OF WORK.....

- Facilitate initial kick-off meeting with Client and other meetings that may include Executive Leadership, staff, community, and other stakeholders to assist with identifying the ideal candidate profile.
- Assist Client hiring authority/stakeholders in modifying the job description (as needed), and develop a recruitment announcement, marketing materials, and advertising plan for the recruitment.
- Attend all other meetings and engagements as needed or identified by the Client.
- Implement advertising plan including: publication, headhunting, direct mail, and other online and email marketing efforts.
- Provide timely updates and progress reports to the client regarding search services; every two weeks or as Client identifies is needed.
- Preliminary internet searches will be conducted on recommended candidates.
- Coordinate interview panel(s) as needed, or coordinate this process with Client.
- Receive and review applicants and screen those applicants to identify top candidates. Top screened paper applicants will be video/phone screened by recruiter to identify the key competencies (technical and interpersonal) to assist in identifying the top group of candidates who will be recommended at the Client/WBCP shortlist meeting.
- Facilitate shortlist meeting with Client – review and select candidates who will be invited to interview.
- Coordinate invitations to candidates.
- Develop interview questions and other selection details to meet specific needs and identify key competencies of candidates.
- Facilitate interviews with panel(s).
- Background and reference checks will be conducted with candidates who are identified as final candidates after initial Client interviews have been conducted. Background checks will be conducted in accordance with local law and typically include the following: criminal (local, state, and federal), education, credit, social security. References will be conducted based on a 360-degree perspective and will include staff, peers, and superiors. Onsite background services are available at an additional fee (see fees for details)
- Facilitate offer and negotiations with selected candidate; as directed by Client.

III. GUARANTEE.....

WBCP Inc. provides either a placement guarantee, or a replacement guarantee as determined by the recruitment outcome and defined below:

**Successful Placement Guarantee:** We guarantee a successful placement and will provide continued consulting services for one additional recruitment at no extra consulting fee. The client will be responsible for any direct expenses.

OR

**Replacement Guarantee:** If a candidate selected and appointed by the client leaves their position for any reason before completing **12 months** of service, WBCP will provide consulting services at no additional cost to secure a replacement. The client will be responsible for any direct expenses. This guarantee applies to one replacement within one year of the candidate’s departure.

*WBCP will not limit the number of hours we work on a recruitment, rather we charge a flat rate and will spend the time necessary to ensure we are successful. Consulting fees will be billed in thirds at the beginning (open for applications and advertising campaign launched), middle (shortlist selection), and end of the recruitment process (selection made and background/ references concluded).*

## SERVICE COST PER RECRUITMENT CITY MANAGER

Description of Services/Deliverables:	Inclusive Rate per Recruitment:
<p><b><u>Consulting Services:</u></b> Phases I-IV in the proposal's recruitment strategy/phases section and related expenses: Brochure/graphic design; marketing and advertising which may include: print and postage (if applicable); online job boards targeted per recruitment; social media; sourcing; travel to client location (up to two trips); document shipping fees/delivery charges to facilitate virtual meetings, panel packet content; fees for background and reference checks (one candidate); one facilitator and facilitation of one panel per virtual or in person interview day.</p>	<p><b>\$36,800 (flat rate)</b></p>

### Additional Services Included in Cost

- Extensive stakeholder engagement including virtual stakeholder meetings
- Online Surveys: (includes developing recommended survey questions, creating and distributing the survey link, managing the survey period, and providing the compiled response data for review and analysis.)

### Optional Services

- Additional Virtual Interview Facilitation (beyond the two facilitators included): \$750 per day, per consultant
- Additional On-Site Meeting Days/Interviews (beyond the two trips included): \$1,500 per day, per consultant, plus applicable travel expenses\*
- Additional Background Checks (beyond one final candidate): \$300 per candidate
- Additional Reference Checks (beyond one final candidate): \$500 per candidate
- Additional Hires (beyond the initial placement): \$9,000 per candidate
- Web Content Accessibility Guidelines (WCAG) Brochure Updates (optional): \$150–\$200 per brochure

*\*Expense reimbursement for Consultant travel related to additional on-site meeting days is billed at the actual rate (airfare/mileage, lodging) and is the responsibility of the Client.*

### Additional Cost

Upon request, WBCP can coordinate candidate travel and related expenses. Since this service falls outside of the standard scope of work, clients who choose this option should anticipate an estimated travel reimbursement of up to \$1,500 per non-local candidate. This estimate typically covers lodging, primary transportation, and/or a stipend.

### Cost and Timeline Policy

**1. Work Performed Out of Scope:** To deliver optimal results, adherence to agreed-upon dates and times for critical recruitment milestones (e.g., shortlist meeting and interview dates) is required. Any changes to these timelines after the recruitment process has commenced may result in:

a. **Forfeiture of the Recruitment Guarantee:** Deviating from the agreed timeline will void the recruitment services guarantee if the deviation is significant enough to affect the overall outcome of the recruitment (i.e., losing ideal candidates due to a prolonged timeline)

b. **Additional Charges:** Adjustments to timelines will incur additional fees for additional administrative work, rescheduling, etc., billed at our standard hourly rate of \$250.

*These policies ensure clarity, fairness, and high-quality outcomes for all parties involved.*

### Proposal Negotiations

*While our standard pricing reflects the value and quality of our recruitment services, we recognize that each client's needs are unique. As such, we are open to discussing pricing options and also offer flexible partial search services that can be tailored to meet your specific requirements.*



**INSURANCE**

WBCP and its sub-consultants have reviewed the contractual agreement and the Insurance Requirements. If selected, WBCP will execute said agreement and will provide the required insurance documents. WBCP will submit certificates of insurance as evidence of the required coverage limits. Insurance policies include: liability, errors and omissions, workers compensation, and vehicle insurance.

**CONFIDENTIALITY SAFEGUARDS**

Confidentiality is paramount in the work we do. We ensure that the client and candidate information we receive, and conversations with our client (and certainly discussions in closed session) are kept confidential. There are several physical safeguards we have in place including: locked and alarmed office space, password, and encryption protected information on our computers and servers, multiple backup systems. As information is shared with our client, we discuss the importance of confidentiality and why it is important to the candidates they are considering but also brands the organization appropriately. We also ask candidates who are interviewed to keep candidate information confidential, as they may see or meet a candidate during the process. We emphasize that confidentiality is not just until the recruitment is completed, and a candidate is hired, confidentiality is in perpetuity. Leaked information is not a reputation that a client wants to receive, as this could deter future applicants from applying.

**ORGANIZATIONAL DIVERSITY STATEMENT**

WBCP embraces cross-cultural diversity and we are committed to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all consulting practices, including search services. We strive to reach diverse groups of people to inform them of leadership opportunities. Upon our 2025 year-end review, we found that over the last three years 68% of our placed candidates came from diverse backgrounds. We will make extensive efforts to attract a qualified applicant pool that represents a broad range of gender and ethnically diverse individuals.

**FORCE MAJEURE**

Client agrees that WBCP, Inc. is not responsible for any events or circumstances beyond its control (e.g., including but not limited to war, riots, embargoes, strikes, and/or Acts of God) that prevent WBCP, Inc. from meeting its obligations under this Agreement.

\_\_\_\_\_

Wendi Brown, President

APRIL 16, 2026

\_\_\_\_\_

Date

\_\_\_\_\_

Client, Title

\_\_\_\_\_

Date



## ACKNOWLEDGMENT AND AFFIDAVIT

NAME OF COMPANY WBCP Inc.

### ADDENDA:

This Proposal is submitted with respect to the changes to the Request for Proposals included in addenda number/s \_\_\_\_\_

**All Addenda must be signed and returned with the Proposal in order for the Proposal to be considered responsive.**

### SERVICE AGREEMENT ACKNOWLEDGMENT:

The sample City of Grass Valley Professional Services Agreement attached to the Request for his Proposal has been reviewed and accepted:


- without qualifications
- with the following proposed exceptions/alterations:

\_\_\_\_\_  
*(List proposed exceptions/alterations and attach supplemental pages as necessary)*

### PROPOSER'S AFFIDAVIT:

By my signature on this proposal I certify, under penalty of perjury under the laws of the State of California, that the foregoing questionnaire and the following statements are true and correct:

1. That the proposal is genuine and not collusive or sham; that all statements of fact in the proposal are true;
2. That the proposal was not made in the interest or behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
3. That the Proposer has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding
4. That the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract
5. That the Proposer has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.
6. That the Proposer has not been debarred from participation in any State or Federal works project.

	04/16/2026
(Proposer Signature)	(Date)

Wendi Brown	President/CEO
(Name of Proposer)	(Title)