



Interim Public Management, LLC

16868 North Stoneridge Court

Fountain Hills, Arizona 85268

480.577.0949

tim@interimpublicmanagement.com

July 6, 2021

Jill Keimach, Town Manager  
Town of Paradise Valley  
6401 E Lincoln Dr.  
Paradise Valley, AZ 85253

Via electronic mail only: [jkeimach@paradisevalleyaz.gov](mailto:jkeimach@paradisevalleyaz.gov)

Dear Jill,

Thank you for reaching out to us. Interim Public Management (IPM) is happy to be able to provide services to the Town of Paradise Valley. By retaining IPM under the terms of this letter to search for an Interim Chief Financial Officer the Town will receive the following services:

- Up to three confidential interim resumes provided by no later than 15 business days from the date of the signature of this letter in order to meet your preferred start date.
- Access to over 250 pre-qualified and vetted interim managers, department directors and Associates, all under confidentiality agreements; and
- Handling of all call-ins and external referrals of potential interims (which eliminates Town staff time and allows for a coordinated effort, background searches and vets potential candidates) and related contract administration.

IPM's retainer fee for the above services is \$1,500 payable by the Town on net 10-day payment terms, which will be credited to the Town should you choose an IPM Associate for interim services. For a period of 30 days after signing this letter and returning it to IPM, you agree that the Town will use IPM exclusively for this search.

If the Town wishes to retain IPM under these terms, please sign this letter below and email it to me by July 9, 2021. After that date, these terms will expire due to the time sensitive nature of the search. Although you are under no obligation to select any IPM Associates provided to you for interviews, a contracted interim search ensures a coordinated effort, reduces the Town's staff time, and increases the quality and speed of your interim interview process.

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IPM appreciates the opportunity to once again serve the Town of Paradise Valley as we have served many other nearby public entities such as Scottsdale, Phoenix and Glendale.

Kindest regards,

Timothy G. Pickering,  
President and CEO

**The Town of Paradise Valley agrees with the above understanding.**

DocuSigned by:  
*Jill Keimach*  
By: CE1DC3A7429445A...  
**Jill Keimach, Town Manager**  
Date 7/8/2021

**ATTEST:**

DocuSigned by:  
*Duncan Miller*  
FD56FF67A95043D...  
**Duncan Miller, Town Clerk**

**APPROVE AS TO FORM:**

DocuSigned by:  
*Deborah Robberson for*  
G4D96C622896478...  
**Andrew J. McGuire, Town Attorney**