



## MEMORANDUM

**Date:** September 3, 2025  
**To:** Mayor, Vice-Mayor and Commissioners  
**From:** Megan Powers, Assistant to the City Manager  
**Subject:** Recruiting Firm- City Manager and other Senior Vacancies

### **Background**

The City is currently facing a number of critical leadership vacancies, including the City Manager and Building Official positions. These roles are essential to maintaining stability, continuity of services, and advancing the City's strategic priorities. A thorough, competitive, and professional recruitment process is necessary to ensure we attract highly qualified candidates who possess the skills, experience, certifications and leadership qualities required to guide the City forward.

### **Fiscal Impact**

Research showed cost of a recruitment firm would be 20-30% of the position's annual salary. When looking at senior level positions, including the City Manager, the cost would exceed our purchasing threshold of \$30,000 before requiring a Request for Proposal (RFP).

Estimated Costs per Position:

| Position          | Estimated Salary | Recruitment Cost |               |
|-------------------|------------------|------------------|---------------|
|                   |                  | 20% of Salary    | 30% of Salary |
| City Manager      | \$140,000        | \$28,000         | \$42,000      |
| Building Official | \$105,000        | \$21,000         | \$31,500      |
| Senior Planner    | \$80,000         | \$16,000         | \$24,000      |

### **Recommendation:**

Given the current vacancies and the importance of filling these roles with capable leaders, it is recommended that the City engage a professional recruitment firm to assist with the City Manager search and other senior leadership positions. This approach will position the City to attract top-tier candidates while maintaining public confidence in the process.

It is recommended the Board of Commissioners waive the RFP requirement as these positions need to be filled immediately. It is also recommended the Board of Commissioners choose a representative to conduct secondary interviews, along with City staff, to choose a firm to represent the City. Attached are proposals I have received during research.

Firms Researched:

- Goodwin Recruiting
  - Proposal Attached
- Strategic Government Resources (Used by Treasure Island)
  - Waiting on Proposal and TI contract to review
- Express Employment Professionals (Local)
  - Proposal Attached
- S. Renee Narloch & Associates (Used by St. Pete Beach)
  - Waiting on Proposal; Attached St. Pete Beach contract to review

## LINKS TO WEBSITES

- Express Employment Professionals  
<https://www.expresspros.com/stpetersburgfl>
- Goodwin Recruiting  
<https://www.goodwinrecruiting.com/>
- Strategic Government Resources  
<https://www.governmentresource.com/>
- S. Renee Narloch & Associates  
<https://www.srnsearch.com/>
- NEOGOV Recruit Module  
<https://www.neogov.com/hubfs/Docs/NEOGOV-Module-Recruit-Digital.pdf?hsCtaTracking=2e53d0cd-8df6-4f56-bfac-3b5d2a09fd1a%7C8cc9c6c4-ccd1-48fc-b5d2-55010fa9e2da>

## Powers, Megan

---

**From:** Kevin Kusinski <kkusinski@goodwinrecruiting.com>  
**Sent:** Thursday, August 7, 2025 4:32 PM  
**To:** Powers, Megan  
**Subject:** Goodwin Recruiting Recap & Proposal  
**Attachments:** Goodwin Recruiting Draft Fee Agreement for City of Madeira Beach.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Megan,

It was great to connect today!

As we discussed, I have attached a sample fee agreement so you may see the verbiage, and the reasons to partner with Goodwin Recruiting are below.

Have a wonderful rest of your day and let me know if you have any questions... otherwise, I will connect with you after you Wednesday.

Just a few of the many Benefits of Partnering with Goodwin Recruiting:

- We value this partnership and believe in transparent communication and a genuine, congruent relationship with you.
- We are a Forbes-recognized America's Best Professional Recruiting Firm and Glassdoor's Best Place to Work,
- Our recruiters come from operations. We have a dedicated team of government recruiters.
- We are boots-on-the-ground in most markets.
- Our candidates' resumes may not be available via typical job boards. They entrust Goodwin to find them their new careers and we also hunt down candidates who were not even looking for a new career.
- We spend a lot of time with each candidate, face-to-face, to ensure we find out everything that is not evident on the resume.
- We will handle the back-and-forth candidate communication so you don't have to.
- We move at the speed of business! Rapid response time and as an added layer of support, to ensure that nothing falls through the cracks.
- In conclusion, we will save you time, effort and stress. We find the most top-tier candidates and allow you to focus on all your other responsibilities.



**Kevin Kusinski**

Client Solutions Specialist Bronze Pinnacle Biller

O: (404) 975-4561 | C: (404) 376-1537

Learn about becoming a Goodwin Recruiter | Join our talent pool | Connect with me: 



**Inc. Best  
Workplaces**  
2025



This Contingency Fee agreement is made between Goodwin Recruiting and City of Madeira Beach (Hereinafter Company). Whereas Goodwin Recruiting is in the business of recruitment of candidates for employment; Whereas Company is seeking candidates to fill position(s). The parties therefore agree to the following:

### Candidates Presented

- ▶ Goodwin Recruiting will seek candidates for position(s) as requested by Company. Fees shall be due and payable directly to Goodwin Recruiting for such services if a Goodwin Recruiting referred candidate is hired by Company, any of its affiliates or as a result of a referral to another company for any position within one year from last documented communication about the specific candidate between the Company and Goodwin Recruiting. All candidates presented to the company through Goodwin Recruiting shall be considered represented by Goodwin Recruiting unless the company received the candidate from another source within the last year and they are actively working with the candidate. If the company received a candidate through another means and is actively working the candidate, it is the Company's responsibility to notify and provide proof, as requested, to the Goodwin Recruiting representative upon submission. If the company fails to notify Goodwin Recruiting or its representative does any work at request of City of Madeira Beach, it is agreed upon that all fees will be due if the candidate is hired by Company. Once a search is started, if a candidate is presented for the position and that candidate is hired in any capacity, including as a consultant, the full fee will be applied according to the position and salary they were submitted for.
- ▶ Goodwin Recruiting will refer all quality candidates in accordance with federal, state, and local EEOC laws.
- ▶ Company will make the decision to hire, or not hire, a candidate presented by Goodwin Recruiting independent of Goodwin Recruiting. Goodwin Recruiting is not liable in any way for the independent hiring decisions of Company. Company understands they are responsible to execute any background, drug, or other testing they deem necessary and are permitted by law. Goodwin Recruiting will provide references upon request.

### Fees

| Positions             | Fee |
|-----------------------|-----|
| General Placement Fee | 25% |

### Guarantee / Payment Terms

- ▶ Goodwin Recruiting guarantees that if a placed candidate leaves employment of the Company, either voluntarily or through termination, for any reason other than reduction of workforce, or if the separation is due to a clear company violation of sexual harassment, labor laws or similar legal concerns, within 90 calendar days from the candidate's start date, Goodwin Recruiting will provide a one-time replacement candidate, with a comparable base salary, at no cost to the Company. There is no cash back. Company agrees that the guarantee portion of the agreement becomes null and void if full payment is not received by the due date, if payments are made in installments or if the company fails to notify Goodwin Recruiting within 10 days of the separation and/or prior to the expiration of the guarantee period. Goodwin Recruiting aims to fulfill the replacement as soon as possible by supplying an ample number of candidates to review and consider, and the company agrees to communicate timely and provide feedback on all replacement submissions. If company does not

communicate thoroughly and timely, changes the search criteria for the position without proper explanation, insists on a replacement candidate that does not align with EEOC or other local laws, or does not coordinate an opportunity to replace the candidate within 1 year, it will be understood the replacement guarantee will be forfeited.

- ▶ The placement fee for our services becomes due in full once the candidate begins employment. Company agrees to pay invoice within 14 days of the hired Candidate's start date. Unpaid fees shall be subject to a 5% late charge. Company agrees to pay Goodwin Recruiting any and all expenses associated with failure to pay under the terms of this Fee Agreement, including but not limited to reasonable attorney and collection fees.

## **Details**

- ▶ This agreement will remain in force unless either party submits and has ratified any changes as described below or chooses to terminate the agreement at any time providing written notice to the other party. Both parties understand that if the agreement is terminated, all terms of the agreement remain in effect for any activities or candidates submitted prior to the date of contract termination.
- ▶ The percentage placement fees above are calculated based on the 1st year projected annual base salary multiplied by the percentage rate. Sales and use taxes will be assessed on the placement fee, if applicable.
- ▶ Company agrees not to contract, pay or independently contract any Goodwin Recruiting representative without the express permission of Goodwin Recruiting. If Company hires any Goodwin Recruiting representative within 1 year of the representative's employment or Independent Contractor agreement with Goodwin Recruiting, Company agrees to pay a fee to Goodwin Recruiting that is equal to 25% of the 1st year projected annual base salary.





## LOCALLY OWNED, INTERNATIONALLY SUPPORTED

Express has a personal stake in the success of your company. We are a locally owned franchise backed by an international staffing organization large enough to serve you completely. We have access to resources most local employment companies just cannot match.

### Our Service:

- Is locally owned and operated
- Offers international support with more than 35 years of experience.
- Allows you to focus on your core business functions
- Increases your productivity and profitability
- Provides you with a larger pool of qualified candidates
- Has a thorough employee selection process
- Helps you with peak production periods
- Allows you to evaluate candidates on-the-job.
- Gives you staffing and HR expertise
- Is ISO Certified
- Offers testing and training for all associates
- Keeps jobs in the community
- Keeps tax dollars in the community

While working for Express, our associates can also become eligible for a variety of benefits\*:

- Referral bonuses
- Medical, dental, and vision plans
- Prescription drug reimbursement
- Short-term disability
- Direct deposit
- Holiday pay and vacation pay
- Safety incentives
- 401(k) retirement savings plan
- Life insurance

\*Express associates may be required to work a specified number of hours and/or weeks before they become eligible for some benefits. Benefits vary by Express location.







Respecting People. Impacting Business.™

The Recruiting & Staffing Rate Agreement

**City of Madeira Beach**

August 21, 2025

| Position Title                            | Pay rate                 | Bill rate                        | Conversion<br>(The Express associate must complete these work hours prior to being transferred to your payroll without a fee.) For temporary and/or evaluation hire an employee. |
|---|--------------------------|----------------------------------|--|
| Admin/Professional                        | \$18/hr-\$22/hr          | \$22.68/hr-\$27.72/hr            | 640  |
| General Labor                             | \$16/hr-\$20/hr          | \$22.08/hr-\$27.60/hr            | 640  |
| Skilled Trades/Maintenance                | \$19/hr-\$28/hr          | \$25.08/hr-\$36.96/hr            | 640  |
| Admin/Professional/Office Manager/Skilled | Employees' Annual Salary | 15% of Associate's Annual Salary | Direct Hire Fee<br>30 Day, 1 time replacement  |

*Invoices are due upon receipt.*

*Payments received after 45 days will incur interest.*

Express Employment Professionals are ISO 9001:2000 certified.

The Client bill rate includes Express Services' absorption of the following expenses during temp and temp-to-hire:

Included:

- Unemployment, Workers' Comp, Payroll Taxes, Payroll Processing
- ACA Compliant/Employee Benefits offered.

Additional Fees:

- National Background Check/Drug Screening-(5 or 10) panel if requested for an additional fee of \$20/each test for each associate – to be billed monthly.

| Terms on Assignment (Hours worked) | Fee Schedule  |
|------------------------------------|---|
| Up to 250 Hours                    | 15% of Annual Salary                                |
| 251 – 519 Hours                    | 10% of Annual Salary                                |
| 520 – 719 Hours                    | 5% of Annual Salary                                 |
| 720 Hours and Up                   | \$500 conversion fee—waived if invoices are current |

Your account must be current and Express should be notified 10 days prior to the effective transfer date so that a smooth transition can occur. You will be billed weekly for our services and invoices are due upon receipt. Please sign below in acceptance of these terms and return this letter along with the signed staffing agreement and new account information.

Express Employment Professionals      St Pete, FL  
727-479-0679

\_\_\_\_\_  
Date

\_\_\_\_\_  
**City of Madeira Beach**

\_\_\_\_\_  
Date

*This quote is valid for 6 months from date of signature.*

## **What our clients and associates have said about Express!**

Express Employment Professionals always do an amazing job. I have used them for multiple team members on my staff, as well as referring them to other business owners in need of staffing and referring them to people looking for work. Each time I or someone I have referred has interacted with them it has been the best of service. I highly recommend them.

No business owner should be doing lots of interviews and taking risks on their own - let them do the work for you!

-Jon Toy, Owner of Fast Signs

Amy and her entire team at Express were great to work with. I cannot thank them enough for everything they did to help my company hire some of the top talent in the area. Even after the hire they always checked in and made sure everything was going well.

I would highly recommend them to any business owner or HR manager that is looking for a problem-free solution to acquire professionals to add to their team.

-Derek Lau-AideMMedia Solutions

I can't say enough about Express Employment, everyone is very professional and knowledgeable. They have provided exceptional staff that has been a key part of my growth and success this past year!

-Crystal Buntemyer- Advanta Clean

Amy is a very professional, intelligent, dedicated businessperson that I highly recommend. Fulfilling the needs of her clients with quality employees is of the utmost importance to her and the entire Express Pros team. They will not send us just "anybody" to fill a role but will do their best to exceed your expectations. I have always been impressed by her energy, enthusiasm, and passion for helping businesses and employees at all levels.

-Kellie Boysen, PHR, Owner of Alternate HR

The gals and the guys at the Express Pros office have been great with me! They appointed me good jobs tailored to my talents and kept me working even when a long-term assignment had ended. The staff are a joy to be around, and they truly are Pros!

-Timothy Sickmeyer

I appreciate your time in the preliminary interview. You and your staff made me feel comfortable through the process. I felt like a "Name not a Number" and that is unusual from all the other agencies that I have dealt with in the past.

-Markham Grimes

NOTICE: All rates, direct hire fees and temp to perm hours are valid for six months from the above letter date. After this time, all rates and figures are subject to change.



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT

[Home](#)[About](#)[Services](#)[Clients](#)[Current Searches](#)[Brochures](#)[Apply](#)[Contact](#)[About](#)

## S. Renée Narloch & Associates is focused on providing strategic, quality search services.

The firm of S. Renée Narloch & Associates is dedicated to providing quality executive search services to our clients in a cost efficient manner. Our firm is a minority-owned company which combines the experience, skills, integrity and high professional standards of its staff to meet the unique needs of our clients.

Our team is committed to recruiting exceptionally talented leaders for senior management positions. Our recruiters have over 25 years experience conducting hundreds of searches. We have offices in Florida and Texas and represent clients throughout the country.



**S. Renée Narloch**  
President/CEO  
**in**

Ms. Narloch has over 25 years experience recruiting executives in the public sector and private sector industries. She has served as a senior executive for several corporate agencies and consulting firms and had responsibilities managing regional and national firms. Prior to forming S. Renee Narloch & Associates, Ms. Narloch served as Senior Vice President for a national recruitment agency.

S. Renée Narloch & Associates  
2910 Kerry Forest Pkwy D4-242  
Tallahassee, FL 32309  
850-391-0000  
[info@srnsearch.com](mailto:info@srnsearch.com)

**in**

© 2014 by S. Renée Narloch & Associates. Proudly created with [Wix.com](#)



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT

[Home](#)[About](#)[Services](#)[Clients](#)[Current Searches](#)[Brochures](#)[Apply](#)

## Services

### What We Do

---

S. Renée Narloch & Associates recognizes the importance of hiring the right talent, ensuring a long-term fit for clients and candidates. As such, we have developed a proven recruitment process designed to meet the unique needs of our clients and ensure a successful outcome.

Our primary clients include cities, counties, special districts, and quasi-government agencies, as well as for profit and non profit agencies. We value our clients and provide the expertise and quality of service necessary to fulfill our mission of being experts in talent management.

A minority-owned business, S. Renée Narloch & Associates, has assembled an exceptional group of talented consultants with varied backgrounds. Our staff are highly trained in the field of executive search and possess an exceptional work ethic and professional standards.

### Executive Search & Recruitment

---

Our recruiters are leaders in executive search and have more than 25 years experience conducting hundreds of searches for a wide variety of senior management and leadership positions. We focus on our clients' issues and opportunities, short and long-term, and bring an expertise which provides a strategic approach to meeting their human capital needs.

Our process is comprehensive and typically includes:

- Developing a Candidate Profile
- Advertising and Marketing the Position
- Recruiting Candidates
- Screening and Recommending Candidates
- Conducting Interviews
- Conducting Public Records Searches
- Conducting Background/Reference Checks
- Assisting in Negotiations

### Executive Assessment and Outplacement Services

---

In addition to executive search services, we offer our clients assessments services and outplacement services. These may be used in conjunction with our search services or independently. Please contact us for additional details.

## Practice Areas

---

- City/County Management
- Public Safety
- Finance/Budget
- Human Resources
- Public Works
- Engineering
- Technology
- Transportation
- Growth Management
- Water/Wastewater
- Economic Development
- Legal
- Housing
- Human Services
- Non Profits/Associations

S. Renée Narloch & Associates  
2910 Kerry Forest Pkwy D4-242  
Tallahassee, FL 32309  
[850-391-0000](tel:850-391-0000)  
[info@srnsearch.com](mailto:info@srnsearch.com)



© 2014 by S. Renée Narloch & Associates. Proudly created with [Wix.com](http://Wix.com)



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT

[Home](#)[About](#)[Services](#)[Clients](#)[Current Searches](#)[Brochures](#)[Apply](#)

## Clients

Listed below are some clients for which our recruiters have recently completed searches, many of which are repeat clients.

### **Broward County, FL**

- County Attorney
- Port Director

### **City of Boca Raton, FL**

- Director of Human Resources
- Building Official
- Risk Manager
- Deputy Financial Services Director

### **City of Cape Coral, FL**

- City Attorney
- Public Works Director

### **City of Coconut Creek, FL**

- City Attorney

### **City of Coral Springs, FL**

- City Manager
- Deputy City Manager
- Director of Financial Services
- Director of Economic Development

### **City of Dania Beach, FL**

- City Manager

### **City of Dunedin, FL**

- City Manager
- City Clerk
- Director of Communications
- Director of Community Development
- Director of Finance

### **City of Fort Lauderdale, FL**

- City Manager
- City Attorney
- Assistant City Manager
- Deputy Director of Human Resources
- Building Official
- Sustainability Director

### **City of Gainesville, FL**

- City Auditor

### **City of Lake Worth, FL**

- Finance Director

### **The International Association of Campus Law Enforcement Administrators, MD**

- Executive Director

### **Town of Lake Lure, NC**

- Town Manager
- Project Manager

### **Town of Landis, NC**

- Town Manager

### **Cumberland County, NC**

- Human Resources Director
- Assistant County Manager for General Government & Stewardship
- Assistant County Manager, Community Support Services

### **Durham County, NC**

- Fire Marshal/Director of City/County Emergency Management

### **Person County, NC**

- County Manager

### **Wake County, NC**

- County Manager

### **City of Rochester, NY**

- Fire Chief

### **City of Rye, NY**

- City Manager

### **Cincinnati Metropolitan Housing Authority, OH**

- President/CEO

### **City of Dublin, OH**

- Director of Communications & Public Affairs

### **Franklin County, OH**

- County Administrator
- Director of Communications & Public Affairs

### **Franklin County, OH**

- County Administrator
- Director of Jobs and Family Services
- Animal Services Director

**City of Live Oak, FL**

-City Manager

**City of Margate, FL**

-City Attorney

**City of Northport, FL**

-City Attorney

**City of Port St. Lucie, FL**

-City Attorney

**City of Safety Harbor, FL**

-City Manager

**City of St. Cloud, FL**

-Police Chief

-Environmental Utilities Director

-Human Resources & Risk Management Director

-Information Technologies Director

**City of St. Pete Beach, FL**

-City Manager

-Assistant City Manager

**City of Tallahassee, FL**

-City Manager

-Assistant General Manager - Underground Utilities  
& Public Infrastructure

**City of West Palm Beach, FL**

-Director of Public Utilities

-Director of Engineering Services

-Traffic Engineer

**Collier County, FL**

-Director of Facilities Management

**Community Coordinated Care For Children, Inc., FL**

-Chief Officer of Education

**Consolidated Dispatch Agency, FL**

-Director

**Hillsborough County, FL**

-County Administrator

-Director of Affordable Housing Services

-Head Start Director

**Leon County Government, FL**

-Building Official

-Grants Manager

**Miami-Dade County, FL**

-PHCD Development Director

-Director of Public Housing Division

-RAD Program Manager

-Housing Choice Voucher Division Director

**Orange County, FL**

-Corrections Director

**Western Reserve Transit Authority, OH**

-Executive Director

**Workforce Development Board of Central Ohio, Inc.**

-Executive Director

**Housing Authority of the City of Tulsa, OK**

-President/CEO

**Centre Area Transportation Authority, PA**

-Director of Finance

-Director of Human Resources

-Director of Transportation

-Data Analyst

**York County, SC**

-County Manager

**City of Arlington, TX**

-Parks/Recreation

**City of Austin, TX**

-Assistant Director Public Works,  
Engineering & Project Delivery

**City of Baytown, TX**

-Police Chief

-City Attorney

-Assistant City Manager

-Director of Public Affairs

**City of Corpus Christi, TX**

-Director of Public Works

**City of Dallas, TX**

-City Manager

-City Attorney

-Director of Transportation

-Director of Water Services

-Managing Director of Office of Environmental Quality

-Assistant Director of Street Services

**City of San Antonio, TX**

-Assistant Finance Director, Procurement

**City of South Padre, TX**

-Director of the Convention & Visitors Bureau

**City of Sugar Land, TX**

-Director of Budget & Strategy

-Director of Finance

-Controller

**Dallas County, TX**

-Director of Human Resources /Civil Service

**Housing Authority City of Austin, TX**

-President/CEO

-Vice President/Chief Financial Officer

**Housing Authority of the City of El Paso, TX**



#### **Palm Beach County, FL**

- County Administrator
- Chief Information Officer
- Legal Counsel & Ethics Officer
- Capital Improvements Director

#### **Pinellas County Sheriff's Office, FL**

- Director - Human Resources

#### **Sebring Airport Authority, FL**

- Airport Manager

#### **Seminole County, FL**

- County Manager
- County Attorney
- Utilities Director
- Building Official

#### **Sumter County, FL**

- Public Works Director
- Fire Chief
- Development Services

#### **Toho Water Authority, FL**

- Executive Director
- General Counsel

#### **City of Alpharetta, GA**

- Economic Development Director

#### **City of Thomasville, GA**

- City Manager
- Assistant City Manager
- City Engineer

#### **Gwinnett County, GA**

- CIO
- Human Resources

#### **Scott County Emergency Consolidated Center, IA**

- Director

#### **City of Washington, IL**

- City Administrator

#### **City of Wichita, KS**

- City Attorney
- Director of Housing and Community Services

#### **Johnson County, KS**

- County Auditor
- County Appraiser
- Chief Legal Counsel

#### **Sedgwick County, KS**

- County Manager
- Human Resources
- Health Director

- Director, Property & Asset Management

#### **Housing Authority of the City of Laredo, TX**

- Executive Director

#### **Opportunity Home San Antonio, TX**

- Chief Operating Officer
- Chief Real Estate Officer

#### **San Antonio Housing Authority, TX**

- President and CEO
- Chief Operating Officer
- Director of Human Resources
- Director of Communications and Public Affairs
- Director of Federal Housing Programs

#### **Town of Addison, TX**

- City Manager

#### **Alexandria Redevelopment and Housing Authority, VA**

- President/CEO

#### **City of Charlottesville, VA**

- City Manager

#### **City of Newport News, VA**

- Fire Chief

#### **City of Virginia Beach, VA**

- Deputy City Manager
- Deputy Human Services

#### **GRTC Transit System, VA**

- Chief Executive Officer

#### **Norfolk Redevelopment and Housing Authority, VA**

- Chief Financial Officer
- Chief Community Engagement Officer

#### **Portsmouth Redevelopment and Housing Authority, VA**

- President/CEO

S. Renée Narloch & Associates  
2910 Kerry Forest Pkwy D4-242  
Tallahassee, FL 32309  
[850-391-0000](tel:850-391-0000)  
[info@srnsearch.com](mailto:info@srnsearch.com)



© 2014 by S. Renée Narloch & Associates. Proudly created with [Wix.com](http://Wix.com)



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT

[Home](#)[About](#)[Services](#)[Clients](#)[Current Searches](#)[Brochures](#)[Apply](#)

## Current Job Opportunities

| Agency   | Position ▲  | Location                |                         |
|--|---|-------------------------|-------------------------|
| St. Lucie County, FL (County Attorney)   | County Attorney   | Fort Pierce, FL         | <a href="#">Details</a> |
| Taylor County, FL (Director of Engineering)  | Director of Engineering   | Perry, FL               | <a href="#">Details</a> |
| Boynton Beach Community Redevelopment Agency (Executive Director)  | Executive Director  | Boynton Beach, FL       | <a href="#">Details</a> |
| City of Fort Pierce, FL (Police Chief)   | Police Chief  | City of Fort Pierce, FL | <a href="#">Details</a> |
| Opportunity Home San Antonio, TX (Senior Director of Development Services and Neighborhood Revitalization) | Senior Director of Development Services and Neighborhood Revitalization | San Antonio, TX         | <a href="#">Details</a> |
| City of West Palm Beach, FL (Transportation Engineer)  | Transportation Engineer   | West Palm Beach, FL     | <a href="#">Details</a> |

S. Renée Narloch & Associates  
2910 Kerry Forest Pkwy D4-242  
Tallahassee, FL 32309  
[850-391-0000](tel:850-391-0000)  
[info@srnsearch.com](mailto:info@srnsearch.com)



© 2014 by S. Renée Narloch & Associates. Proudly created with [Wix.com](#)

**CITY OF ST. PETE BEACH, FLORIDA  
SERVICES AGREEMENT**

Employment Search Firm

This is an Agreement (the "Agreement") entered into by and between the **CITY OF ST. PETE BEACH** (hereinafter "City") and S. Renee Narloch & Associates (hereinafter "Vendor"). The City and Vendor together shall be referred to as the "parties."

WHEREAS, City desires to purchase from Vendor the services described in this Agreement.

WHEREAS, Vendor is in the business of providing the services described herein, and has submitted an appropriate proposal to the City to provide the same.

WHEREAS, this Agreement has been properly approved by the appropriate authority of the City and the Vendor.

NOW, THEREFORE, upon the mutual covenants contained herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto hereby agree to the following:

1. Recitals. The foregoing recitals are true and correct and incorporated herein by reference.
2. Public Records. Vendor shall abide by the legal requirements set forth in Florida Statutes, Section 119.0701 and incorporated herein as Exhibit A. **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDORS' DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (City Clerk, City of St. Pete Beach, Florida, 727-363-9220, cityclerk@stpetebeach.org, 155 Corey Avenue, St. Pete Beach, Florida 33706).**
3. Employment Eligibility. The Vendor shall comply with all local, state and federal directives, orders and law as applicable to the contract. Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system under 448.095, Fla. Stat.
  - a. Vendor agrees to comply with all applicable portions of Fla. Stat. 448.095. Vendor must use the U.S. Department of Homeland Security's E-Verify System, <https://e-verify.uscis.gov/emp> to verify the employment eligibility of all employees hired on or after January 1, 2021, during the term of this Agreement.
  - b. Subcontractors (i) Vendor shall also require all subcontractors performing work

under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement; (ii) Subcontractors shall provide Vendor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Fla. Stat. 448.095; (iii) Vendor shall provide a copy of such affidavit to the City upon receipt and shall maintain a copy for the duration of the Agreement.

c. Vendor must provide evidence of compliance with Fla. Stat. 448.095 by January 1, 2021. Evidence may consist of, but is not limited to, providing notices of Vendor's E-Verify number.

d. Failure to comply with this provision is a material breach of the Agreement, and the City may choose to terminate the Agreement at its sole discretion. Vendor may be liable for all costs associated with the City securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this agreement is terminated for a violation of the statute by the Vendor, the Vendor may not be awarded a public agreement for a period of one (1) year after date of termination.

4. Scope of Services. City hereby agrees to purchase, and Vendor hereby agrees to provide the services described in the proposal attached hereto and incorporated herein as Exhibit B.

5. Completion Date. Vendor shall provide the services, described herein no later than 12/13/2024.

6. Term. This Agreement will remain in effect for a period of one (1) year from the Effective Date.

7. Effective date. The "Effective Date" of this Agreement shall be the date this Agreement has been executed by all parties.

8. Termination. This Agreement may be canceled by the City when:

- a. Sufficient funds are not available to continue its full and faithful performance to the Agreement.
- b. Sub-standard or non-performance of Agreement.
- c. The City wishes to terminate the Agreement at any time and for any reason, upon giving thirty (30) days prior written notice to the Vendor

9. Fiscal Non-funding. If funds for the requested services described herein are not appropriated via the annual budget adoption process, the City reserves the right to cancel the Agreement immediately upon written notice to the Vendor.

10. Non-Exclusivity. Vendor acknowledges that the City may enter into agreements with other consultants or may have its own employees complete the work for services similar to the services.

that are subject to this Agreement.

11. Compensation. Upon Vendor's satisfactory full performance of the services or in accordance with the payment schedule provided in the attached proposal, City shall pay Vendor as per the total rate of \$22,500 plus expenses, (expenses not to exceed \$4,500) as listed in the proposal, as full consideration for services provided in this Agreement and more specifically in Exhibit B.

12. Insurance. To the extent that this Agreement requires Vendor to provide any services of any kind, Vendor and all of Vendor's subcontractors shall maintain public liability insurance in a combined single limit for bodily injury and property damage in the amount of not less than \$1,000,000.00, satisfactory to the City Manager, naming the City as an additional insured and providing coverage up through and including the final performance of any services provided herein. Vendor and all of Vendor's subcontractors shall maintain in full force and effect a policy of worker's compensation insurance for all of Vendor's employees in accordance with applicable state and federal law. Said insurance coverage shall include employer's liability with a single limit of \$100,000.00 per accident or occurrence. Vendor shall present City with a certificate for all the foregoing insurance, at the time of executing this Agreement and at such other times requested by the City.

The Vendor waives all rights against the City, its consultants, separate contractors, if any, and any of its subcontractors, agents and employees, for any and all damages caused to the extent covered by insurance described herein and obtained pursuant to this Section or other property insurance applicable to the services and product provided under this Agreement. The City shall require of the Vendor, Vendor's consultants, separate contractors, if any, and the subcontractors, sub-subcontractors, agents and employees of any of them, by appropriate agreements, written where legally required for validity, similar waivers each in favor of other parties enumerated herein. The policies shall provide such waiver of subrogation by endorsement otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

13. Indemnification. In consideration of the payment of ten dollars as part of the compensation described herein, Vendor shall indemnify, defend and hold the City harmless for itself, its employees, agents and assigns, from and against any and all losses, claims, damages, suits, actions, or demands, including attorneys' fees and costs of litigation through all appellate proceedings, arising from the performance or non-performance of this Agreement, whether caused in part by the City or not.

14. Exhibits. The following Exhibits shall be attached, incorporated, and made a part of this Agreement:

- a. Florida public records law (Exhibit "A")
- b. Vendor's proposal (Exhibit "B")



15. Notices. All notices sent pursuant to this Agreement shall be given in writing via certified mail or overnight courier and shall be delivered to the following addresses:

**As to Vendor:**

S. Renee Narloch and Associates  
2910 Kerry Forest Pkwy, D4-242  
Tallahassee, FL 32309

**As to City:**

City Manager  
City of St. Pete Beach  
155 Corey Avenue  
St. Pete Beach, FL 33706

**With Copy To:**

srneen@srnsearch.com

**With Copy To:**

cityattorney@stpetebeach.org

16. Conflicts and Severability. To the extent that any terms in the attached proposal conflict with the terms of this Agreement, the terms of this Agreement shall control and supersede such conflicting terms in the attached proposal, to the extent of such conflict. If any section, part of section, paragraph, clause, phrase, or word of this Agreement is declared invalid, the remaining provisions of this Agreement shall not be affected.

17. Amendments. This document and exhibits embody the entire Agreement of the parties. There are no promises, terms, conditions, or representations binding on either party hereto, other than those contained herein; and this document shall supersede all previous communications, representations, and/or agreements between the parties hereto, whether written or oral. This Agreement shall not be modified by any oral statement, communication, Agreement, course of conduct, or by anything other than a writing signed by the parties. This Agreement may be amended or modified only in writing signed by all parties hereto.

18. Jurisdiction, Venue, Attorney Fees. This Agreement shall be governed and construed according to the laws of Florida, and venue for any action arising herefrom shall be in Pinellas County, Florida. The prevailing party in any action to enforce or interpret this Agreement shall be entitled to reasonable attorney's fees incurred through all appellate proceedings.

19. Assignment. This Agreement shall be binding upon the parties, their successors, assigns, and legal representatives. Vendor shall not assign or otherwise transfer any of the rights or duties under this Agreement, without the express written consent of the City.

20. Counterparts. This Agreement may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument. Facsimile, documents executed, scanned and transmitted electronically and electronic signatures shall be deemed original signatures for purposes of this Agreement and all matters related thereto, with such facsimile, scanned and electronic signatures having the same legal effect as original signatures.

21. Authority. Vendor hereby acknowledges that the person executing this Agreement on behalf of Vendor has the full authority to do so and to bind Vendor to the terms hereof.



IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year set forth below:

S. Renee Narloch & Associates


Signature: 

By: S. Renee Narloch

Its: President

Date: December 1, 2023

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

  
Andrew Dickman  
City Attorney

City of St. Pete Beach:

Signature: 

By: Wayne Saunders

Its: City Manager

Date: 12/14/2023

ATTEST:

Amber LaRowe

Amber LaRowe  
City Clerk

Signature:   
AMBER LAROWE Dec 14, 2023 15:10 EST

Email: [alarowe@stpetebeach.org](mailto:alarowe@stpetebeach.org)

## EXHIBIT "A"

### Florida Public Records Law

#### **119.0701 Contracts; public records; request for contractor records; civil action.**

(1) **DEFINITIONS.** —For purposes of this section, the term:

(a) "Contractor" means an individual, partnership, corporation, or business entity that enters into a contract for services with a public agency and is acting on behalf of the public agency as provided under s. 119.011(2).

(b) "Public agency" means a state, county, district, authority, or municipal officer, or department, division, board, bureau, commission, or other separate unit of government created or established by law.

(2) **CONTRACT REQUIREMENTS.** —In addition to other contract requirements provided by law, each public agency contract for services entered into or amended on or after July 1, 2016, must include:

(a) The following statement, in substantially the following form, identifying the contact information of the public agency's custodian of public records in at least 14-point boldfaced type:

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (telephone number, e-mail address, and mailing address).

(b) A provision that requires the contractor to comply with public records laws, specifically to:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**EXHIBIT "B"**

**(Place Vendor's Proposal behind this page)**



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT

A PROPOSAL TO CONDUCT  
EXECUTIVE RECRUITMENT SERVICES  
FOR  
CITY MANAGER

ON BEHALF OF THE  
CITY OF ST. PETE BEACH, FL

EXECUTIVE EMPLOYMENT SEARCH  
SERVICES

S. RENÉE NARLOCH, PRESIDENT  
2910 Kerry Forest Pkwy D4-242, Tallahassee, FL 32309  
P 850.391.0000  
info@srnsearch.com

[www.srnsearch.com](http://www.srnsearch.com)



November 8, 2023

Mr. John Taylor, Procurement Manager  
City of St. Pete Beach  
City Clerk's Office  
155 Corey Avenue  
St. Pete Beach, FL 33706

Dear Mr. Taylor:

We appreciate the opportunity to provide the City of St. Pete Beach with a proposal to conduct a search for the position of City Manager. Our proposal includes an overview of our qualifications and costs related to our services. With respect to this recruitment for the City of St. Pete Beach, you should know:

- ❑ S. Renée Narloch & Associates has extensive experience conducting quality searches that result in the placement of candidates ideally suited to clients' needs. S. Renée Narloch & Associates is incorporated in Florida and is a small, woman-owned business. For many years, Ms. Narloch, President, served as the Senior Vice President of Recruitment for a national public sector consulting firm, responsible for recruitments in 40+ states. Her career in public sector recruitment spans over 25 years, during which time she has participated in hundreds of public sector searches nationwide. S. Renée Narloch & Associates has a thorough understanding of the scope of services outlined in the City's Request for Qualifications (RFQ), and we are well-qualified and readily available to perform these services.
- ❑ S. Renée Narloch & Associates is currently conducting recruitments on behalf of Leon County, FL (Grants Manager); York County, SC (County Manager); City of Port St. Lucie, FL (City Attorney); City of Cape Coral, FL (Public Works Director); the Housing Authority of the City of Tulsa, OK (Director of Real Estate Development); and Opportunity Home San Antonio, TX (Chief Real Estate Officer).
- ❑ Ms. S. Renée Narloch, President, has extensive experience conducting public sector executive recruitments throughout the nation, including more than 400 searches for clients such as the City of Dunedin, FL (City Manager and others); City of St. Cloud, FL (Human Resources & Risk Management Director and others); City of Coral Springs, FL (City Manager; (2) Deputy City Managers); and many others. Ms. Narloch will conduct the recruitment for the City Manager for the City of St. Pete Beach. A sample of past clients is included in our proposal (Clients, Page 7).

Thank you for your consideration. Please do not hesitate to contact us at 850.391.0000 should you have questions or need additional information.

Sincerely,

S. Renée Narloch, President



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT

# TABLE OF CONTENTS

|  |    |
|--|----|
| STATEMENT OF QUALIFICATIONS AND PROFILE .....      | 1  |
| OUR UNDERSTANDING OF THE REQUESTED SERVICES.....   | 1  |
| PRIMARY CONTACT.....                               | 1  |
| OUR FIRM HISTORY AND EXPERIENCE .....              | 1  |
| SMALL BUSINESS/MINORITY BUSINESS.....              | 2  |
| STATEMENT OF PROFESSIONAL STANDARDS.....           | 2  |
| THE TEAM .....                                     | 3  |
| SERVICES APPROACH .....                            | 4  |
| DEVELOPING THE CANDIDATE PROFILE .....             | 4  |
| ADVERTISING CAMPAIGN AND RECRUITMENT BROCHURE..... | 4  |
| RECRUITING CANDIDATES.....                         | 4  |
| SCREENING CANDIDATES.....                          | 5  |
| PRELIMINARY INTERVIEWS.....                        | 5  |
| PUBLIC RECORDS SEARCH.....                         | 5  |
| RECOMMENDATIONS.....                               | 5  |
| FINAL INTERVIEWS.....                              | 5  |
| BACKGROUND CHECKS/DETAILED REFERENCE CHECKS.....   | 6  |
| NEGOTIATIONS.....                                  | 6  |
| COMPLETE ADMINISTRATIVE ASSISTANCE.....            | 6  |
| CLIENTS/REFERENCES .....                           | 7  |
| CLIENTS.....                                       | 7  |
| REFERENCES.....                                    | 9  |
| COST PROPOSAL .....                                | 10 |
| PROFESSIONAL FEE AND EXPENSES.....                 | 10 |
| CANDIDATE TRAVEL .....                             | 10 |
| PAYMENT.....                                       | 10 |
| GUARANTEE.....                                     | 10 |
| SCHEDULE.....                                      | 11 |
| APPENDIX   |    |
| CERTIFICATE OF INSURANCE                           |    |



# STATEMENT OF QUALIFICATIONS AND PROFILE

---

## OUR UNDERSTANDING OF THE REQUESTED SERVICES

S. Renée Narloch & Associates is highly qualified to assist the City of St. Pete Beach in the recruitment of the new City Manager. We have extensive experience providing recruitment services, ranging from the initial contact with candidates to the successful hiring and placement of candidates.

We are able to successfully manage all aspects of the recruitment process. We will work closely with the City to protect the integrity of the recruitment and to ensure a successful outcome. The City can be assured we will place a high priority on this recruitment, and our dedicated staff will provide their full attention throughout the entire recruitment process. Our recruiters have serviced hundreds of public sector clients, and we understand the importance of an objective and thorough process.

## PRIMARY CONTACT

Ms. S. Renée Narloch, President, will conduct the City Manager recruitment for the City of St. Pete Beach. Her contact information is as follows:

S. Renée Narloch, President  
2910 Kerry Forest Pkwy D4-242  
Tallahassee, FL 32309  
P: 850.391.0000  
Email: reneen@srnsearch.com  
Website: [www.srnsearch.com](http://www.srnsearch.com)

## OUR FIRM HISTORY AND EXPERIENCE

S. Renée Narloch & Associates' recruiters are known throughout the industry as leading public sector recruiters by both clients and candidates. We have a reputation for conducting quality searches that result in the placement of candidates ideally suited to meet our clients' needs. We pride ourselves on our responsiveness to clients and candidates, and we assure the City of St. Pete Beach that the highest caliber of service will be provided throughout the recruitment process.

S. Renée Narloch & Associates is incorporated in the State of Florida and is a small, woman-owned business. For many years, Ms. Narloch served as the Senior Vice President of Recruitment for a national public sector consulting firm. Her career in public sector recruitment spans over 25 years, during which time she has participated in hundreds of public sector searches nationwide. In addition, our firm is comprised of individuals who are highly trained and experienced in the recruitment of public sector executives. The office of S. Renée Narloch & Associates is in Tallahassee, Florida.

S. Renée Narloch & Associates is currently conducting recruitments on behalf of Leon County, FL (Grants Manager); York County, SC (County Manager); City of Port St. Lucie, FL (City Attorney); City of Cape Coral, FL (Public Works Director); the Housing Authority of the City of Tulsa, OK (Director of Real Estate Development); and Opportunity Home San Antonio, TX (Chief Real Estate Officer).

Ms. S. Renée Narloch, President, has extensive experience conducting public sector executive recruitments throughout the nation, including more than 400 searches for clients such as the City of

Dunedin, FL (City Manager; Community Development Director; Communications Director; Finance Director; City Clerk); City of St. Cloud, FL (Police Chief; Human Resources & Risk Management Director; Information Technology Director; Environmental Utilities Director); City of Coral Springs, FL (City Manager; Deputy City Managers (2); Director of Economic Development; Director of Financial Services); City of Fort Lauderdale, FL (City Manager; Assistant City Manager; City Attorney; Finance Director; Director of Sustainable Development; Deputy Director of Human Resources; Building Official); City of Tallahassee, FL (City Manager; Fire Chief; Airport Director; Director of Human Resources); City of Thomasville, GA (City Manager; Assistant City Manager; City Engineer); Johnson County, KS (County Auditor; County Appraiser; Chief Legal Counsel); City of Dublin, OH (Director of Communications & Public Information); City of Baytown, TX (Assistant City Manager; City Attorney; Police Chief; Director of Public Affairs); City of Sugar Land, TX (Director of Budget & Strategy; Assistant Director of Finance); Leon County, FL (Building Official); City of Dania Beach, FL (City Manager); City of Miami Beach, FL (City Manager); City of Live Oak, FL (City Manager); Palm Beach County, FL (County Administrator; Director of Capital Improvements); Person County, NC (County Manager); Cumberland County, NC (Assistant County Manager Community Services; Human Resources Director); and many others. Ms. Narloch will conduct the recruitment for the City Manager for the City of St. Pete Beach. She will be assisted by other senior staff members, as outlined in this proposal (The Team, Page 3). A sample of past clients is included in our proposal (Clients, Page 7).

We maintain a database of potential candidates, and our vast network of contacts and resources will be invaluable in identifying outstanding candidates, including those who may not be currently looking for opportunities. Our experience, combined with our proven recruitment process, expansive network of contacts, and knowledge of outstanding candidates, will ensure the City of St. Pete Beach has a quality group of finalists from which to select the new City Manager.

### SMALL BUSINESS/MINORITY BUSINESS

S. Renée Narloch & Associates is, by federal and state guidelines, considered a small, woman-owned business based on the size of our firm, our annual business earnings, and the percentage of ownership held (100%) by a woman/minority.

### STATEMENT OF PROFESSIONAL STANDARDS

S. Renée Narloch & Associates believes in sound and ethical business practices. We understand that confidence and respect are imperative to our success. Our services to clients and candidates involve relationships that depend on good faith efforts. We conduct business forthrightly with no intentional misrepresentations, which could mislead clients or candidates. We refrain from using any sourcing techniques that involve deception or falsehood and do not engage in activities that violate antitrust laws. Communication between us, our clients, and candidates is impartial and accurate. We make a concerted effort to see that the position, our clients, and candidates are represented honestly and factually. We honor the confidentiality of proprietary information received from clients and candidates and will disclose any knowledge of potential conflicts of interest to client agencies and candidates.

## THE TEAM

Our staff at S. Renée Narloch & Associates is comprised of a diverse group of individuals who have extensive experience in the recruitment of public sector executives. The team assigned to the City Manager search will include Ms. Narloch, who will be the lead consultant, with assistance from Mr. Elliott Pervinich and Ms. Liana Velez Thompson.

### S. RENÉE NARLOCH, PRESIDENT

Ms. Narloch is the President of S. Renée Narloch & Associates and the Director of our office located in Tallahassee, Florida. She is recognized as one of the nation's leading public sector recruiters. She has more than 25 years of experience conducting public sector recruitments and has participated in more than 400 searches nationwide. Prior to forming S. Renée Narloch & Associates, Ms. Narloch spent ten years as the Senior Vice President of a public sector executive search firm with responsibilities for clients in 40 states from Texas northward to the East Coast. She also previously served as a Senior Recruiter with DMG and MAXIMUS with sole responsibility for the firm's executive search practice in the Southeastern, Mid-Atlantic, and Mid-Western states. Ms. Narloch is considered an expert in public sector recruitment and is often a guest speaker at the International City/County Management Association (ICMA) Annual Conference. Ms. Narloch received her Bachelor of Science degree in Information Studies, summa cum laude, from Florida State University, Tallahassee, Florida.

### ELLIOTT S. PERVINICH, VICE PRESIDENT

Mr. Pervinich is the Vice President of S. Renée Narloch & Associates' office located in Tallahassee, Florida. He concentrates on client outreach and business operations. Mr. Pervinich previously worked for a local city government in central Texas as a team-building trainer and facilitator in corporate development, which has given him great insight into the needs of our clients. He has twelve years of experience working in executive administration in both the local government and the for-profit sectors. Mr. Pervinich received his Bachelor of Science degree in Recreation and Leisure Services Administration from Florida State University, Tallahassee, Florida.

### LIANA VELEZ THOMPSON, SENIOR CONSULTANT

As a Senior Consultant with S. Renée Narloch & Associates, Ms. Thompson is responsible for research, candidate recruitment, screening, reference checks, and background verifications. She focuses on client communication and works closely with clients to coordinate candidate outreach and ensure a successful search. Prior to joining S. Renée Narloch & Associates, Ms. Thompson spent several years in the field of special education. Ms. Thompson received her Bachelor of Arts degree, magna cum laude, and a Master of Special Education from Florida State University, Tallahassee, Florida.

## SERVICES APPROACH

---

S. Renée Narloch & Associates' unique, client-driven approach to executive search will ensure that the City of St. Pete Beach has a pool of high-quality candidates from which to select the new City Manager. Outlined below are the services we provide in our recruitment process.

### DEVELOPING THE CANDIDATE PROFILE

Our understanding of the City's requirements will be the foundation of a successful search. We will work directly with City Commission, City staff, and others involved in the process in order to learn as much as possible about what the organization expects of a new City Manager. We can also meet with other key staff or community members to gather information. We want to learn about the values and culture of the organization, as well as understand the current issues, challenges, and opportunities that face the City of St. Pete Beach. We also want to be fully acquainted with the City's expectations regarding the knowledge, skills, and abilities sought in the ideal candidate, and we will work with your organization to identify expectations regarding education and experience. Additionally, we want to discuss expectations regarding compensation and other items necessary to complete the successful appointment of the ideal candidate. As part of this process, we will provide an evaluation of the compensation and benefits of the City Manager position. Based on these discussions, we will develop a profile that addresses the responsibilities, core competencies and professional characteristics and traits, education and training, operational and organizational issues, and other factors relevant to this position. The profile that we develop together at this stage will guide our recruitment efforts.

### ADVERTISING CAMPAIGN AND RECRUITMENT BROCHURE

After gaining an understanding of the City's needs, we will design an effective advertising campaign that is appropriate for the recruitment. We will focus on professional journals that are specifically suited to the City Manager search, such as the ICMA Newsletter, utilizing venues that will ensure a diverse pool of applicants, including qualified minority and women candidates. We will also utilize social media and will develop a professional recruitment brochure on the City's behalf that will discuss the community, organization, position, and compensation. Once completed, we will mail the brochure to an extensive audience, making them aware of the exciting opportunity with the City of St. Pete Beach.

### RECRUITING CANDIDATES

After cross-referencing the profile of the ideal candidate with our database of thousands of candidates and our contacts in the field, we will conduct an aggressive outreach effort that includes making personal calls to prospective applicants in order to identify and recruit outstanding candidates, including qualified minority and women candidates. We realize that the best candidate is often not looking for a new job, and this is the person that we actively pursue to become a candidate. Aggressively marketing the City Manager position to prospective candidates will be essential to the success of the search.

## SCREENING CANDIDATES

Following the closing date for the recruitment, we will screen all resumes and cover letters using the criteria established in our initial meetings to narrow the field of candidates.

## PRELIMINARY INTERVIEWS

We will conduct preliminary interviews with the top 10 to 12 candidates in order to determine which candidates have the greatest potential to succeed in your organization. During the interviews, we will explore each candidate's background and experience as it pertains to the City Manager position. In addition, we will discuss the candidate's motivation for applying for the position and make an assessment of his/her knowledge, skills, and abilities. We will devote specific attention to determining the likelihood of the candidate's acceptance of the position if an offer of employment is made.

## PUBLIC RECORDS SEARCH

Following the interviews, we will conduct a review of published articles that reference each candidate. Various sources will be consulted, including Lexis-Nexis, a newspaper/magazine search engine, Google, and local papers from the communities in which the candidates have worked. This brings to our attention any further detailed inquiries that we may need to make at this time.

## RECOMMENDATIONS

Based on the information gathered through meetings with your organization and preliminary interviews with candidates, we will typically recommend three to five candidates for your consideration. We will prepare a report on each candidate that focuses on the results of our interviews and public record searches, to include detailed information pertaining to the candidates' professional experiences and accomplishments, strengths and potential gaps, and background information. We will make specific recommendations, but the final selection of those to be considered will be up to you.

## FINAL INTERVIEWS

Our years of experience will be invaluable as we help you to develop an interview process that objectively assesses the qualifications of each candidate. We will adopt an approach that fits your needs, whether it is a traditional interview, multiple interview panel, or assessment center process. We will provide you with suggested interview questions and rating forms, and we will be present at the interviews to facilitate the process. Our expertise lies in facilitating the discussion that can bring about a consensus regarding the final candidates.

We will work closely with your staff to coordinate and schedule interviews and candidate travel. Our goal is to ensure that each candidate has a very positive experience since the manner in which the entire process is conducted will have an effect on the candidates' perception of your organization.

## BACKGROUND CHECKS/DETAILED REFERENCE CHECKS

Based on final interviews, we will conduct a credit, criminal, civil litigation, and motor vehicle record checks for the top one to three candidates. In addition, those candidates will be the subjects of detailed, confidential reference checks. In order to gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. We will ask candidates to provide the names of their supervisors, subordinates, and peers for the past several years. Additionally, we will make a point of speaking confidentially to individuals known to have insight into a candidate's abilities, but who may not be on his/her preferred list of contacts. At this stage in the recruitment, we will also verify candidates' educational backgrounds and any required certifications.

## NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. Our experience provides us with insight into current industry standards and expectations in negotiating contracts, and we will be available to advise you regarding current approaches to difficult issues such as housing and relocation. Working to secure the appointment of your chosen candidate, we will represent your interests and advise you regarding salary, benefits, and employment agreements. We have the expertise to turn a very sensitive aspect of the recruitment into one that is viewed positively by both you and the candidate.

## COMPLETE ADMINISTRATIVE ASSISTANCE

Throughout the recruitment, we will provide the City with updates on the status of the search, and we will provide a schedule for actions and deliverables at the beginning of the process. We will also take care of all administrative details on your behalf. Candidates will receive personal correspondence advising them of their status at each critical point during the recruitment. In addition, we will respond to inquiries about the status of their candidacy within 24 hours. Every administrative detail will receive our attention.

## CLIENTS/REFERENCES

---

### CLIENTS

S. Renée Narloch & Associates' recruiters have extensive experience, placing more than 400 public sector professionals. Below is a list of some of the clients for which Ms. Narloch has recruited in the last few years. For a complete client list, please contact us.

|  |  |
|--|--|
| City of St. Pete Beach, FL<br>Building Official  | City of Arlington, TX<br>Deputy City Manager; Parks & Recreation<br>Director   |
| City of Dunedin, FL<br>City Manager; Community Development<br>Director; Communications Director; Finance<br>Director; City Clerk   | City of Virginia Beach, VA<br>Deputy City Manager; Assistant Human Services<br>Director  |
| City of St. Cloud, FL<br>IT Director; Environmental Utilities Director;<br>Human Resources & Risk Management Director;<br>Police Chief   | City of Boca Raton, FL<br>Building Official; Risk Manager  |
| City of Coral Springs, FL<br>City Manager; Deputy City Manager (2<br>positions); Director of Economic Development;<br>Director of Finance; Police Chief  | City of Delray Beach, FL<br>City Attorney  |
| City of Fort Lauderdale, FL<br>City Manager; Assistant City Manager; Building<br>Official; Finance Director; City Attorney; Director<br>of Sustainable Development; Deputy Director of<br>Human Resources  | Broward County, FL<br>Assistant Director of Economic & Small Business<br>Development; County Attorney; Port Everglades<br>Chief Executive/Port Director; Port Everglades<br>Director of Business Development                     |
| City of Tallahassee, FL<br>City Manager; Human Resource Director; Fire<br>Chief; Director of Airport; Assistant General<br>Manager - Underground Utilities & Public<br>Infrastructure (Engineering Division)   | Sumter County, FL<br>Public Works Director; Fire Chief; Development<br>Services Director; Assistant Public Works Director<br>Engineer; Staff Engineer  |
| City of Thomasville, GA<br>City Manager; Assistant City Manager; City<br>Engineer  | Workforce Development Board (WDB), OH<br>Executive Director/CEO  |
| City of Dania Beach, FL<br>City Manager  | City of San Antonio, TX<br>Assistant Finance Director - Procurement  |
| City of Miami Beach, FL<br>City Manager  | San Antonio Housing Authority (SAHA), TX<br>Director of Community Development Initiatives;<br>Development Services & Neighborhood<br>Revitalization Officer; Director of Information<br>Technology; Director of Human Resources; |
| City of Topeka, KS<br>City Manager; Administrative and Financial<br>Services Director  | President and CEO; Director of Federal Housing<br>Programs; Chief Operating Officer; Director of<br>Communications and Public Affairs  |
| City of Rye, NY<br>City Manager  | SOS Children's Villages - Florida<br>Chief Executive Officer   |
| City of Dallas, TX<br>City Manager; Assistant Director of<br>Transportation Operations; Assistant Director of<br>Water Utilities; City Attorney; Managing Director<br>of Environmental Quality; Assistant Director of<br>Street Services (Maintenance) | Virginia Commonwealth University (VCU),<br>Richmond, VA<br>Police Chief  |
| Town of Addison, TX<br>City Manager  | Alexandria Redevelopment and Housing<br>Authority (ARHA), VA<br>Chief Executive Officer  |
| City of Charlottesville, VA<br>City Manager  | Portsmouth Redevelopment & Housing Authority<br>(PRHA), VA<br>Executive Director   |
|  | Housing Authority of the City of Tulsa, OK<br>President/CEO; VP/CFO  |
|  | New Orleans Redevelopment Authority, LA<br>Executive Director  |



City of Oak Creek, WI  
 City Administrator  
 Houston Housing Authority, TX  
 President/CEO  
 City of Durham, NC  
 Director of Technology Solutions  
 Cumberland County, NC  
 Assistant County Manager - Community Support  
 Services; Human Resources Director  
 City of Sugar Land, TX  
 Controller; Assistant Director of Finance; Director  
 of Budget & Strategy  
 Rochester-Genesee Regional Transportation  
 Authority (RGRTA), NY  
 Chief Executive Officer (CEO)  
 Florida Public Transportation Association  
 Executive Director  
 Leon County (Tallahassee), FL  
 Building Official  
 Early Learning Coalition of Broward County, FL  
 Chief Executive Officer  
 City of Gainesville, FL  
 City Attorney; City Auditor; Chief Plans Examiner;  
 Building Inspector; Planner IV  
 Housing Authority of the City of Austin, TX  
 Vice President/Chief Financial Officer;  
 President/CEO  
 International Association of Campus Law  
 Enforcement Administrators (IACLEA), MD  
 Executive Director  
 City of Austin, TX  
 Assistant Director, Public Works Engineering and  
 Project Delivery  
 El Paso Water Utilities-Public Service Board, TX  
 President/CEO  
 Louisiana Housing Corporation, LA  
 Executive Director  
 Children's Board of Hillsborough County, FL  
 Executive Director  
 Alachua County, FL  
 County Manager  
 Housing Authority of the City of Brownsville, TX  
 Chief Executive Officer  
 Pasco County, FL  
 County Manager  
 Lee County, FL  
 County Manager; County Attorney  
 Pinellas Suncoast Transit Authority (PSTA), FL  
 Chief Financial Officer  
 Orange County, FL  
 Chief of Corrections  
 Hillsborough County, FL  
 Director of Head Start; Affordable Housing  
 Services Director; County Administrator

City of Quincy, FL  
 Finance Director  
 Fort Worth Housing Authority, TX  
 President/CEO  
 Wake County, NC  
 County Manager  
 Metropolitan Washington Airports Authority, DC  
 Vice President for Public Safety  
 Sebring Airport Authority (SAA), FL  
 Airport Manager  
 Scott Consolidated Emergency Communications  
 Center (Scott County, IA)  
 Emergency Services Dispatch Director  
 Wayne County, MI  
 Deputy Chief Director of Personnel; Chief  
 Deputy CFO  
 City of Coconut Creek, FL  
 City Attorney  
 City of Newport News, VA  
 Fire Chief  
 City of Margate, FL  
 City Attorney; Director of Environmental and  
 Engineering Services  
 City of West Palm Beach, FL  
 Director of Public Utilities; Director of Engineering  
 Services  
 Franklin County, OH  
 County Administrator; Animal Care & Control  
 Services Director; Director of Job & Family  
 Services  
 Sedgwick County, KS  
 County Manager; Health Department Director;  
 Director of Human Resources  
 City of Wichita, KS  
 Director of Law; Director of Housing &  
 Community Services  
 Dallas County, TX  
 Director of Human Resources  
 Palm Beach County, FL  
 County Administrator; Director of Capital  
 Improvements  
 South Padre Island, TX  
 Convention & Visitors Bureau Director  
 Town of Lake Lure, NC  
 Town Manager; Project Manager  
 Durham County, NC  
 Fire Marshal/City-County Emergency  
 Management Director  
 City of Hallandale Beach, FL  
 Comptroller  
 Community Coordinate Care for Children (4C), FL  
 Chief Officer of Education  
 Person County, NC  
 County Manager

## REFERENCES

Clients and candidates provide the best testament to our ability to conduct quality searches. Listed below are a few clients for whom Ms. Narloch has conducted searches. The average tenure of placements is approximately five years.

|            |   |
|------------|---|
| CLIENT:    | City of Dunedin, FL   |
| REFERENCE: | Ms. Theresa Smalling, Director of Human Resources & Risk Management<br>750 Milwaukee Ave, Dunedin, FL 34698<br>(727) 298-3042; TSmalling@DunedinFLNet |
| POSITIONS: | City Manager; Finance Director; City Clerk; Director of Community Development; Director of Communications   |
| CLIENT:    | City of Thomasville, GA   |
| REFERENCE: | Mayor Jay Flowers<br>111 Victoria Place, PO Box 1540, Thomasville, GA 31799<br>(229) 379-1006; jayf@hotmasville.org                                   |
| POSITIONS: | City Manager; City Engineer   |
| CLIENT:    | Seminole County, FL (Reference letter included)   |
| REFERENCE: | Ms. Meloney Koontz<br>1101 East First Street, Sanford, FL 32771<br>(407) 665-7225; mkoontz@seminolecountyfl.gov                                       |
| POSITIONS: | County Manager; County Attorney   |
| CLIENT:    | City of Baytown, TX   |
| REFERENCE: | Ms. Carol Flynt, Assistant City Manager<br>2401 Market Street, Baytown, TX 77520<br>(281) 420-6521; carol.flynt@baytown.org                           |
| POSITIONS: | Assistant City Manager; City Attorney; Police Chief; Director of Public Affairs   |

## COST PROPOSAL

---

### PROFESSIONAL FEE AND EXPENSES

The professional fee for conducting this recruitment on behalf of the City of St. Pete Beach is \$22,450, plus actual expenses. Services covered by the fee consist of all steps outlined in this proposal, including up to three (3) onsite/video meetings. Expenses are estimated not to exceed \$4,500 and include items such as the cost of consultant travel, clerical support, placement of ads, newspaper searches, education verification, as well as credit, criminal, and civil checks. In addition, postage, photocopying, and telephone charges are included and will be allocated. Expenses related to the use of audio/video conferencing equipment by the City for interviews and candidates' travel for interviews are the responsibility of the City of St. Pete Beach.

### CANDIDATE TRAVEL

With respect to candidate travel for interviews, we typically ask candidates to make their travel arrangements and advise them the City will reimburse them directly for reasonable airfare, hotel, and auto expenses if allowed. We advise candidates on what is standard and customary in the industry, as well as the City's expectations and parameters regarding travel. Our experience has been that candidates use discretion and stay within reasonable limits both in pricing and scheduling.

### PAYMENT

We will invoice the City of St. Pete Beach monthly for professional fees and expenses for services incurred as of the date of the invoice. We expect payment of the invoice within 30 days of receipt by the City. Typically, this results in three monthly invoices of 30% of professional fees and expenses, with a final invoice for the remaining ten percent of professional fees due upon the selection of the finalist.

### GUARANTEE

We guarantee that, should the selected candidate be terminated for cause within 18 months of employment, we will conduct the search again at no cost (with the exception of expenses) to the City. We are confident in our ability to recruit outstanding candidates and do not expect the City to find it necessary to exercise this provision.

## SCHEDULE

We are available to begin the search for the City Manager immediately, and our current workload is such that we can ensure the City will receive our full attention throughout the entire recruitment process. We will be prepared to make our recommendation regarding finalists within 75 to 90 days from the start of the search. A standard recruitment can typically be completed in less than 16 weeks and follows an approach and schedule similar to the one below:

| WEEK  | TASK:  |
|-------|--|
| 1     | Conduct meetings with the City Commission, City staff, and others involved in the process            |
| 2     | Develop recruitment brochure and advertisements  |
| 3     | City reviews recruitment brochure and advertisements   |
| 4     | Recruitment brochure printed and advertisements placed   |
| 5     | Active recruitment of candidates begins  |
| 9     | Closing date   |
| 10    | Screen resumes   |
| 11-12 | Recruiter interviews top candidates  |
| 12-13 | Public records search  |
| 14    | Review recommendations with the City Commission, City staff, and others involved in the process      |
| 15    | Candidates interview with the City, follow-up interviews, and consultant reference/background checks |
| 16    | Candidate selected   |

**BOARD OF COUNTY COMMISSIONERS**



January 26, 2023

Ms. Renee Narloch, President  
Narloch & Associates  
2910 Kerry Forest Parkway  
D4-242  
Tallahassee, FL 32309

Dear Ms. Narloch:

The Seminole County Board of County Commissioners would like to commend you on the tremendous performance of you and your team, as you guided us through the critically important task of finding the perfect fit to fill the County Manager role in our organization.

From start to finish, Narloch & Associates' efforts in a nation-wide search was done with excellence, experience, and a well-executed plan to cross the finish line with success.

Your expertise and dedication to understanding the needs of every constituency in this process was evident and much appreciated. On behalf of the employees, citizens, and Board, we thank you, for bringing us the very best candidates from which to choose.

Sincerely,

Amy Lockhart, Chairman  
Seminole County Board of County Commissioners

cc: BCC

## THE COMMUNITY

Seminole County is located in Central Florida, just 25 miles from downtown Orlando. The County is part of the Orlando-Kissimmee-Sanford Metropolitan Statistical Area and is the third most densely populated county in the state (est. pop. 470,856).

Home to seven incorporated municipalities, including the county seat of Sanford, Seminole County continues to be one of the fastest-growing counties in Florida and holds the fifth-highest taxable value in Florida based on value per square mile.

Bordered on three sides by pristine rivers and a huge lake, including the Wekiva River to the west, the St. Johns River to the east, and Lake Monroe to the north, Seminole County is an ideal vacation spot for those seeking the beauty of nature.

Nestled among charming historical villages and quaint towns and surrounded by the beauty and sense of Old Florida, Seminole County has 344 square miles of lush tropical foliage, 2,000 freshwater lakes and rivers, and diverse wildlife which offers the classic Florida experience of enjoying peaceful rivers, fishing, boating, hiking, and more.

Just a short drive from all the major attractions of Central Florida, Seminole County offers great accommodations, fine dining, upscale shopping, superb golf courses, and state-of-the-art sports facilities and training complexes.

The Greater Orlando Metropolitan District, which includes Seminole, Osceola, Lake, and Orange counties, together with neighboring coastal counties of Volusia and Brevard, creates a viable, progressive and diverse setting for economic growth and residential development.

The County is a hotbed for economic development and attracts significant business operations from around the world, including the American Automobile Association (AAA), Verizon Communications, Mitsubishi Hitachi Power Systems, Deloitte Consulting, LLP, Faro Technologies, and Convergys.

The County has over 24 active and passive parks, over 40 miles of paved trails, eight wilderness areas encompassing over 6,600 acres, and more.

Seminole County Public Schools (SCPS) is renowned as a Premier National School District. SCPS has more than 67,000 students and is the 12th largest school district in Florida and 60th nationally. It boasts 37 traditional elementary schools, 12 middle schools, and 9 high schools. For higher education, Seminole County is in close proximity to more than 35 colleges, universities, technical schools, and private institutions, most notably Seminole State College, as well as continuing education programs that offer ongoing opportunities for workers to sharpen their skills.

The community hosts many special events, including the Scottish Highland Games, Love Your Shorts Film Festival, Central Florida BBQ Blowout, Red Hot and Boom, and more.

With a median age of 39, a median household income of \$70K, and 40% of the County's population possessing a bachelor's degree or higher, Seminole County is often considered a microcosm of the United States.

With its mild climate year-round, natural beauty, and proximity to endless amenities and attractions, Seminole County continues to be a community of choice with an exceptional quality of life.

## THE AGENCY

Seminole County is a Home Rule Charter County as provided in the Florida Constitution and approved by voter referendum, effective January 1, 1989.

The County operates under an elected County Commission and appointed County Manager form of government. Legislative responsibilities are assigned to the Board of County Commissioners (BCC), and executive duties are assigned to the County Manager, who carries out the directives and policies of the Board.

The Board of County Commissioners is comprised of five members serving staggered terms of four years. Each Commissioner represents one of the five County Commission districts, and the Commissioners are elected countywide. The Commission elects the Board Chair annually each November.

The Chair presides over County Commission meetings and work sessions, executes legal documents, and appoints Commissioners to various boards and committees. The Chair is the official representative of the Board and retains a vote on all items.

The Constitutional Offices of Sheriff, Property Appraiser, Tax Collector, Clerk of the Circuit Court and Comptroller, and Supervisor of Elections are elected every four years. The County's Constitutional Officers perform their executive and administrative functions as specified by law.

The Fiscal Year 2022/23 Adopted Budget totals \$992 million, including \$673 million in operating funds and \$319 million for non-dedicated transfers and reserves.

Public safety, water, sewer, solid waste, and transportation services account for 70% of the operating budget. The General Countywide ad valorem tax rate is 4.8751 mills; the Unincorporated Road District rate is 0.1107 mills; the Fire District MSTU ad valorem tax rate is 2.7649 mills, for a total Unincorporated County millage rate of 7.7507. The Countywide General Fund millage rate has remained unchanged since fiscal year 2010/11 and is lower than that of most counties in Central Florida.

Fiscal Year 2021/22 demonstrated a 12.6% growth in property valuations. Property values have remained steady due to the County's thriving residential real estate market. Although the COVID-19 crisis significantly impacted non-ad valorem revenues, most have stabilized.

Even with steady property values, several factors will influence future budgets: SunRail operational costs will transition from FDOT to area counties in Fiscal Year 2024/25 at an estimated

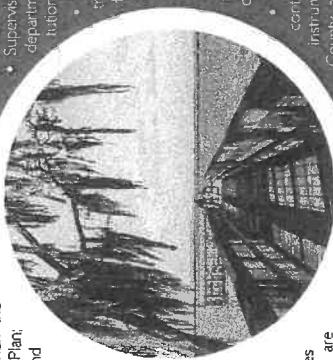
## THE POSITION

The County Manager is appointed by and serves at the pleasure of the Board of County Commissioners. The County Manager serves as the Chief Executive Officer responsible for administering the County Commission policies and overseeing the day-to-day operations of the County.

The County Manager oversees nine departments: Administration (which includes Community/Media Relations, Human Resources, the Office of Economic Development and Tourism, the Office of Emergency Management, and the Office of Organizational Excellence), Community Services, Development Services, Environmental Services, Information Services, Leisure Services, Resource Management, Public Works, and the Seminole County Fire Department. The County has approximately 1,550 full-time equivalent employees.

Responsibilities of the County Manager include, but are not limited to:

- Administer and carry out the directives of the Board; enforce orders, ordinances, resolutions and regulations of the Board, the provisions of the Charter, and Florida law.
- Recommend to the Board the adoption of policies as necessary or expedient for the health, safety and welfare of the community.
- Prepare the County's annual operating budget, capital budget, and capital improvements program, including monitoring funds, short- and long-term planning, and efficiency analyses of departments.
- Supervision of county administrative departments, county property, institutions, and agencies.
- Review, analyze and forecast trends of county services, finances, and programs.
- Provide annual reports to the Board and citizens with regard to the work of the County, as well as recommendations for actions or programs for improvement.
- Negotiate and execute contracts, bonds, and other instruments on behalf of the County, as authorized by the Board.



- Manage and administer tax funds; maximize receipt of federal and state grants;

- Analyze administrative and policy ramifications of proposed state and federal legislation and make recommendations to the Board accordingly;

- Provide leadership to identify new sources of revenue, arrange public/private partnerships, and participate in the overall efforts in the areas of fiscal responsibility, economic development, and other activities serving the County's best interests;

- Perform such other duties as assigned.

The County Manager position is open due to the former manager accepting another position after serving Seminole County for several years.

## IDEAL CANDIDATE

The ideal candidate is a professional manager who is open, honest, trustworthy, and of high moral and ethical character. A strong, visionary leader who is confident, approachable, and passionate about public service is needed.

The County Manager must work effectively with elected officials, including Constitutional Officers, and be politically savvy and diplomatic while remaining apolitical. Exceptional interpersonal and communication skills are a must.

The successful candidate will be a self-starter who is innovative, progressive, and solutions-oriented and will anticipate issues and provide recommendations, options, and alternatives as needed. The selected candidate must be committed to transparency and promote diversity.

The County Manager must build and maintain excellent local and regional relationships with key partners and stakeholders. Must also develop effective working relationships internal to the organization and promote a team-oriented environment of excellence.

An open and inclusive management style is desired. The County Manager will supervise staff through planning, management, and review and should encourage, mentor, and develop staff and promote succession planning.

The County Manager will be supportive of the Board and the Commissioner/Manager form of government and keep the Board equally and fully informed, providing balanced information on issues.

Requirements for the position include a bachelor's degree in public or business administration or a related field; master's degree is preferred. Candidates must have at least five (5) years of senior-level management experience as a manager or ten (10) years of experience as a deputy/assistant manager, preferably within local government and with agencies of similar size and complexities. Solid budgetary/financial management skills are essential, and experience in sustainable growth, economic development, intergovernmental relations,

negotiations, land use, and environmental issues is preferred.

According to the County Charter, the County Manager need not be a resident of the County at the time of appointment but must establish residency by the time the County Manager takes office.

## COMPENSATION

The salary range is open, dependent upon qualifications, and is accompanied by a competitive benefits package. The starting salary will be based upon the knowledge and experience of the individual selected. Seminole County strives to be the employer of choice in

Central Florida through competitive pay, benefits, and a positive working environment. The State of Florida does not have a state income tax.

## TO APPLY

If interested in this outstanding opportunity, visit our website at [www.srsearch.com](http://www.srsearch.com) and apply online. The first review of resumes will take place on December 9, 2022; position is open until filled.

Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate consent. Final interviews will be held with the Seminole County Board of County Commissioners. Candidates will be advised of the status of the recruitment following the selection of the County Manager.

Questions may be directed to:

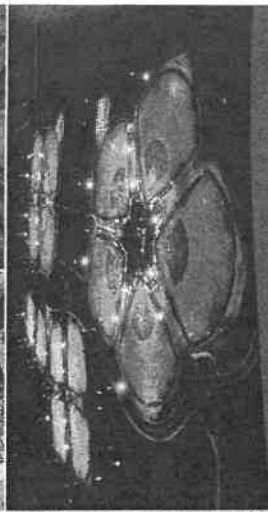
S. Renée Narloch, President or  
Elliott Pevnich, Vice President  
S. Renée Narloch & Associates  
[info@srsearch.com](mailto:info@srsearch.com) | 850.391.0000  
[www.srsearch.com](http://www.srsearch.com)

Seminole County Government fully commits itself to providing equal opportunities to all persons regardless of race, color or national origin, sex, age, political affiliations or beliefs, religious beliefs, or disability. The County values veterans' service and supports the recruitment of veterans. As such, Veterans' Preference will be given per Chapter 295 of the Florida Statutes for veterans who meet the minimum requirements.

*In accordance with Florida's Public Records/Sunshine Laws, resumes and applications are subject to public disclosure.*



2910 Kerry Forest Pkwy 04-242, Tallahassee, FL 32309



# SEMINOLE COUNTY, FL

INVITES YOUR INTEREST IN THE POSITION OF  
COUNTY MANAGER






# Narloch Agreement 12-13-2023

Final Audit Report

2023-12-13

|                 |  |
|-----------------|--|
| Created:        | 2023-12-13                                   |
| By:             | Ginny Bodkin (gbodkin@stpetebeach.org)       |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAhkdbDc5JTlaEQNq4KTfhaUGMPNIR5RCS |

## "Narloch Agreement 12-13-2023" History

-  Document created by Ginny Bodkin (gbodkin@stpetebeach.org)  
2023-12-13 - 7:50:42 PM GMT - IP address: 172.109.178.130
-  Document emailed to AMBER LAROWE (alarowe@stpetebeach.org) for signature  
2023-12-13 - 7:52:16 PM GMT
-  Email viewed by AMBER LAROWE (alarowe@stpetebeach.org)  
2023-12-13 - 8:19:20 PM GMT - IP address: 3.237.91.71
-  Document e-signed by AMBER LAROWE (alarowe@stpetebeach.org)  
Signature Date: 2023-12-13 - 8:19:39 PM GMT - Time Source: server - IP address: 97.96.48.145
-  Agreement completed.  
2023-12-13 - 8:19:39 PM GMT



Adobe Acrobat Sign