

**RESOLUTION NO. \_\_\_\_\_**

Synopsis: The following resolution would authorize a contract with NP&S Management, Inc., d/b/a S. Renee Narloch & Associates for services relating to the executive recruitment and selection of a new City Administrator.

**A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO ENTER INTO  
A CONTRACT WITH NP&S MANAGEMENT, INC., d/b/a S. RENEE NARLOCH &  
ASSOCIATES FOR EXECUTIVE RECRUITMENT AND SELECTION SERVICES FOR  
A NEW CITY ADMINISTRATOR**

**WHEREAS**, James Culotta recently resigned as the City Administrator for the City of Washington, and the City desires to hire and appoint a well-qualified individual as the new City Administrator; and

**WHEREAS**, NP&S Management, Inc., d/b/a S. Renee Narloch & Associates is a public management consulting firm that offers customized executive recruitment services to municipal and other public sector clients; and

**WHEREAS**, the City Council for the City of Washington has determined that it is in the best interests of the City and its citizens for the City to enter into an agreement with NP&S Management, Inc., d/b/a S. Renee Narloch & Associates to provide the City with executive recruitment and selection services for the hiring and appointment of a well-qualified individual as the new City Administrator.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
OF WASHINGTON, TAZEWELL COUNTY, ILLINOIS, THAT:**

The City Council hereby approves contracting with NP&S Management, Inc., d/b/a S. Renee Narloch Associates to provide to the City executive recruitment and selection services for a new City Administrator, and hereby authorizes the Mayor and City Clerk to enter into and execute an agreement with NP&S Management, Inc. d/b/a S. Renee Narloch Associates in substantially the form of the document attached hereto as Exhibit A, with the amount authorized to be paid by the City for such services not to exceed \$25,000.

Passed and Approved this 5<sup>th</sup> day of November, 2018 on roll call vote.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

\_\_\_\_\_  
Gary W. Manier, Mayor

ATTEST: \_\_\_\_\_  
Patricia S. Brown, City Clerk

## **PROFESSIONAL SERVICES AGREEMENT**

This agreement is made by and between the City of Washington, Illinois (the Agency), and NP&S Management, Inc. d/b/a S. Renée Narloch & Associates (the Consultant).

- A. **Engagement:** The Agency agrees to engage the Consultant to perform the services described below, the project described as an executive recruitment for City Administrator (the Search).
- B. **Services:** The Consultant agrees to perform certain services necessary for the completion of the search, these services shall include the following:
  - a. Develop the Candidate Profile
  - b. Develop Advertising Campaign and Recruitment Brochure
  - c. Recruit Candidates
  - d. Screen Candidates
  - e. Conduct Personal Interviews
  - f. Conduct Public Record Search
  - g. Provide Recommendations
  - h. Assist with Final Interviews
  - i. Conduct Detailed Reference and Background Checks
  - j. Assist with Negotiations
  - k. Provide Complete Administrative Assistance

As described in the proposal dated October 15, 2018 attached hereto and incorporated herein by reference.

- C. **Relationship:** The Consultant is an independent contractor and is not to be considered an agent or employee of the Agency.
- D. **Compensation:** As full compensation for the Consultant's professional services performed hereunder, the Agency shall pay the Consultant the fixed amount of \$17,500.00 (Seventeen Thousand Five Hundred Dollars).
- E. **Expense Reimbursement:** The Consultant shall be entitled to reimbursement for expenses from the City for consultant travel, advertising, printing and binding, clerical, long distance charges, postage and delivery, civil, criminal and newspaper checks, and credit checks. Postage, photocopying, and telephone charges are allocated costs. Expenses to be reimbursed shall not exceed \$7,500.00 (Seven Thousand Five Hundred Dollars) without prior approval from the City. Copies of receipts will not be provided unless specifically requested and made part of this contract. Expenses related to the use of audio/video conferencing equipment for interviews and for candidates' travel for interviews are the responsibility of the City.

- F. Compensation for Additional Services:** In the event the Agency elects to require additional services of the Consultant in addition to those described in paragraph B, the Consultant shall be compensated at an agreed upon rate.
- G. Method of Payment:** The Agency shall be billed monthly by the Consultant for the work completed as of that date. Expenses shall be billed and due at the same time.
- H. Term:** The term of this agreement shall commence on \_\_\_\_\_, at which time Consultant shall begin work on the Search and shall continue until the search is completed.
- I. Termination:** This agreement may be terminated; (a) by either party at any time for failure of the other party to comply with the terms and conditions of this Agreement; (b) by either party upon 10 days prior written notice to the other party; or (c) upon mutual written agreement of both parties. In the event of termination, the Consultant shall stop work immediately and shall be entitled to compensation for professional fees and expense reimbursement to the date of termination and for any work necessitated by that termination.
- J. Indemnity:** Except for loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorney's fees, caused solely by the negligence of the Agency, its Council, boards, commissions, officers and employees, Consultant shall indemnify, defend and hold harmless the Agency, its Council, boards and commissions, officers, and employees from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorney's fees, regardless of the merits or outcome of any such claim or suit arising from or in any manner connected to Consultant's negligent act or omission regarding performance of services or work conducted or performed pursuant to this Agreement.
- K. Miscellaneous:**
- a. The entire agreement between the parties with respect to the subject matter hereunder is contained in this agreement.
  - b. Neither this agreement nor any rights or obligations hereunder shall be assigned or delegated by the Consultant without the prior written consent of the Agency.
  - c. This agreement shall be modified only by written agreement duly executed by the Agency and the Consultant.
  - d. Should any of the provisions hereunder be found to be invalid, void or voidable by a court, the remaining provisions shall remain in full force and effect. This agreement shall be governed by and construed in accordance with the laws of the State of Illinois.
  - e. All notices required or permitted under this agreement shall be deemed to have been given if and when deposited in the United States mail, properly stamped and addressed to the party for whom intended at such party's address listed below, or when delivered personally to such party. A party may change its address for notice hereunder by giving written notice to the other party.

Wherefore, the parties have entered into this agreement as of the later of the dates stated below.

Approved:

Dated: November 2, 2018

NP&S Management, Inc. d/b/a  
S. Renée Narloch & Associates  
2910 Kerry Forest Pkwy D4-242  
Tallahassee, FL 32309

By: \_\_\_\_\_  
Title: President

Dated: November 5, 2018

City of Washington, IL  
301 Walnut Street  
Washington, IL 61571

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**CITY OF WASHINGTON, IL  
CITY ADMINISTRATOR  
TENTATIVE TIMELINE**

<b>ACTIVITY</b>	<b>CONDUCTED BY</b>	<b>DATE</b>
Candidate Profile (Includes meeting with City Council, Staff, and others as directed) <b>SRNA Onsite</b>	SRNA*	Client kick off date
City Reviews Profile/Ad	City	1 week later
Brochure to Print	SRNA	2 days later
Ad Placement	SRNA	Month/year
Outreach/Recruitment Closes	SRNA	6 weeks from kick off date( date should be a Monday)
Preliminary Review of Resumes	SRNA	2 days later
City Reviews Preliminary Findings (Review top group and internals and identify who SRNA will interview)	City	2 days later
Candidates Interview with SRNA	SRNA	Week of (ex: the next week)
Nexis Newspaper/Google Checks	SRNA	2 days later
Recommend Final Candidates to City Council (Review of candidates SRNA interviewed; City selects finalists) <b>SRNA Onsite</b>	SRNA	<b>2 weeks later</b>
City Interviews Finalists <b>SRNA Onsite</b>	City/SRNA	<b>2 weeks later</b>
City chooses Top Candidate(s)	City	Month/year
Background Check(s) (i.e. Criminal, Civil, Education, Credit Checks)	SRNA	Month/year

(\*) S. Renée Narloch & Associates

**CITY OF WASHINGTON, IL**  
**CITY ADMINISTRATOR**  
**TENTATIVE TIMELINE**

<b>ACTIVITY</b>	<b>CONDUCTED BY</b>	<b>DATE</b>
Negotiations with Selected Candidate	City/SRNA	Month/year

(\*) S. Renée Narloch & Associates



October 15, 2018

Mayor Gary Manier  
and Members of City Council  
Attn: Mr. Daniel Cobb, Ward IV Alderman  
City of Washington  
301 Walnut Street  
Washington, IL 61571

Submitted via email to: [dcobb@ci.washington.il.us](mailto:dcobb@ci.washington.il.us)

Dear Mayor Manier and Councilmembers:

We appreciate the opportunity to provide the City of Washington with a proposal to conduct a search for the City Administrator position. Our proposal includes an overview of our qualifications and costs related to our services.

With respect to this recruitment for the City of Washington, you should know:

- ❶ 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 the State of 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.
- ❷ S. Renée Narloch & Associates is currently conducting recruitments on behalf of the City of Thomasville, GA (City Manager); City of Coral Springs, FL (Deputy City Manager; Director of Economic Development); City of Charlottesville, VA (City Manager); Greater Richmond Transit Co. (GRTC) Transit System, VA (Executive Director); Collier County, FL (Director of Facilities Management); City of Dunedin, FL (City Clerk); City of Newport News, VA (Fire Chief); Norfolk Redevelopment and Housing Authority (NRHA), VA (Chief Financial Officer and Chief Community Engagement Officer); and the San Antonio Housing Authority (SAHA), TX (Director of Communications and Public Affairs).
- ❸ 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 Tallahassee, FL (City Manager; Human Resources Director; Fire Chief; Airport Director); City of Thomasville, GA (City Manager); Town of Addison, TX (City Manager); City of Dallas,



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT

TX (City Manager; Assistant Director of Water Utilities; Assistant Director of Transportation Operations); City of Rye, NY (City Manager); City of Oak Creek, WI (City Manager); Palm Beach County, FL (County Administrator); Franklin County (Columbus), OH (County Administrator; Animal Care and Control Services Director); City of Wichita, KS (Director of Housing & Community Development; Director of Law); City of Topeka, KS (City Manager); Sedgwick County, (Wichita), KS (County Manager; Health Department Director; Human Resources Director); Wake County (Raleigh), NC (County Manager); Pasco County, FL (County Manager); Alachua County, FL (County Manager); Lee County, FL (County Manager; County Attorney); Town of Palm Beach, FL (Town Manager); Town of Jupiter, FL (Town Manager); City of Virginia Beach, VA (Deputy City Manager; Deputy Director Human Services); City of Coral Springs, FL (City Manager; Deputy City Manager; Director of Finance); City of Dunedin, FL (City Manager; Director of Finance); City of Fort Lauderdale, FL (City Manager; City Attorney; Building Official); City of Miami Beach, FL (City Manager in 2002 and 2013); Broward County, FL (County Attorney; Port Everglades CEO/Executive Director; several other positions); and many others. Ms. Narloch will conduct the recruitment for the City Administrator for the City of Washington. A sample of her past clients is included in our proposal (Clients, Page 7).

- ◆ S. Renée Narloch & Associates has highly trained staff, a vast network of contacts and professional affiliations in public sector management, and a proven recruitment process tailored to our clients' needs which will result in a quality pool of candidates.

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



# TABLE OF CONTENTS

ABOUT US	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
OUR RECRUITMENT PROCESS	3
DEVELOPING THE CANDIDATE PROFILE	3
ADVERTISING CAMPAIGN AND RECRUITMENT BROCHURE	3
RECRUITING CANDIDATES	3
SCREENING CANDIDATES	4
PRELIMINARY INTERVIEWS	4
PUBLIC RECORDS SEARCH	4
RECOMMENDATIONS	4
FINAL INTERVIEWS	4
BACKGROUND CHECKS/DETAILED REFERENCE CHECKS	5
NEGOTIATIONS	5
COMPLETE ADMINISTRATIVE ASSISTANCE	5
THE TEAM	6
S. RENÉE NARLOCH, PRESIDENT	6
ELLIOTT S. PERVINICH, VICE PRESIDENT	6
LIANA VELEZ THOMPSON, SENIOR CONSULTANT	6
CLIENTS/REFERENCES	7
CLIENTS	7
REFERENCES	8
COST PROPOSAL	9
PROFESSIONAL FEE AND EXPENSES	9
CANDIDATE TRAVEL	9
PAYMENT	9
GUARANTEE	9
SCHEDULE	10

## ABOUT US

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### OUR UNDERSTANDING OF THE REQUESTED SERVICES

S. Renée Narloch & Associates is highly qualified to assist the City of Washington in the recruitment of the new City Administrator. 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 and 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 Administrator recruitment for the City of Washington. Her contact information is as follows:

S. Renée Narloch, President  
2910 Kerry Forest Pkwy D4-242  
Tallahassee, FL 32309  
P: 850.391.0000 | F: 850.391.0002  
Email: [reeneen@srnsearch.com](mailto:reeneen@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 Washington 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. We have offices in Tallahassee, Florida, and Georgetown (Austin), Texas.

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 Tallahassee, FL](#) (City Manager; Human Resources Director; Fire Chief; Airport Director); [City of Thomasville, GA](#) (City Manager); [Town of Addison, TX](#) (City Manager); [City of Dallas, TX](#) (City Manager; Assistant Director of Water Utilities; Assistant Director of Transportation Operations); [City of Rye, NY](#) (City Manager); [City of Oak Creek, WI](#) (City Manager); [Palm Beach County, FL](#) (County Administrator); [Franklin County \(Columbus\), OH](#) (County Administrator; Animal Care and Control

Services Director); [City of Wichita, KS](#) (Director of Housing & Community Development; Director of Law); [City of Topeka, KS](#) (City Manager); [Sedgwick County, \(Wichita\), KS](#) (County Manager; Health Department Director; Human Resources Director); [Wake County \(Raleigh\), NC](#) (County Manager); [Pasco County, FL](#) (County Manager); [Alachua County, FL](#) (County Manager); [Lee County, FL](#) (County Manager; County Attorney); [Town of Palm Beach, FL](#) (Town Manager); [Town of Jupiter, FL](#) (Town Manager); [City of Virginia Beach, VA](#) (Deputy City Manager; Deputy Director Human Services); [City of Coral Springs, FL](#) (City Manager; Deputy City Manager; Director of Finance); [City of Dunedin, FL](#) (City Manager; Director of Finance); [City of Fort Lauderdale, FL](#) (City Manager; City Attorney; Building Official); [City of Miami Beach, FL](#) (City Manager in 2002 and 2013); [City of Dallas, TX](#) (City Manager; Assistant Director of Water Utilities; Assistant Director of Transportation Operations); [Broward County, FL](#) (County Attorney; Port Everglades CEO/Executive Director; several other positions); and many others. Ms. Narloch will conduct the recruitment for the City Administrator for the City of Washington. She will be assisted by other senior staff members, as outlined in this proposal (The Team, Page 6). A sample of her 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 Washington has a quality group of finalists from which to select the new City Administrator.

## 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 which 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 which violate antitrust laws.

Communication between us, our clients, and candidates are impartial and accurate, and 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.

## OUR RECRUITMENT PROCESS

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S. Renée Narloch & Associates' unique, client-driven approach to executive search will ensure that the City of Washington has a pool of high-quality candidates from which to select the new City Administrator. 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 to a successful search. We will work directly with City Council, staff, and others involved in the process in order to learn as much as possible about what the organization expects of a new City Administrator. 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 Washington. 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 Administrator 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 organizations 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 Administrator 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 Washington.

### 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 Administrator 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 Administrator 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 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.



## THE TEAM

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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 Administrator search will be Ms. Narloch as 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 offices located in Tallahassee, Florida, and Georgetown (Austin), Texas. 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 10 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 national International City/County Management Association (ICMA) 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 offices located in Tallahassee, Florida and Georgetown (Austin), Texas. 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 eight years of experience working in executive administration in both 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 Bachelors of Arts degree, magna cum laude, and Master degree in Special Education from Florida State University, Tallahassee, Florida.

## CLIENTS/REFERENCES

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### 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 Thomasville, GA  
City Manager  
City of Tallahassee, FL  
City Manager; Human Resources Director;  
Airport Director; Fire Chief  
Town of Addison, TX  
City Manager  
Sedgwick County, KS  
County Manager; Health Department  
Director; Director of Human Resources  
City of Wichita, KS  
Director of Housing & Community  
Development; Director of Law  
City of Topeka, KS  
City Manager  
City of Coral Springs, FL  
City Manager; Deputy City Manager;  
Economic Development Director  
City of Fort Lauderdale, FL  
City Manager; City Attorney; Building  
Official; Deputy Director Human Resources  
Pasco County, FL  
County Manager  
Lee County, FL  
County Manager; County Attorney  
Alachua County, FL  
County Manager  
Broward County, FL  
Assistant Director of Economic & Small  
Business Development; County Attorney; Port  
Everglades Chief Executive/Port Director; Port  
Everglades Director of Business Development  
Palm Beach County, FL  
County Administrator  
Wake County, NC  
County Manager  
Durham County, NC  
Fire Marshal/City-County Emergency  
Management Director  
Sumter County, FL  
Public Works Director; Fire Chief;  
Development Services Director; Assistant  
Public Works Director Engineer; Staff Engineer  
San Antonio Housing Authority (SAHA), TX  
Chief Operations Officer; Several other  
positions  
New Orleans Redevelopment Authority, LA  
Executive Director  
Houston Housing Authority, Houston, TX  
President/CEO

City of Boca Raton, FL  
Building Official; Risk Manager  
Rochester-Genesee Regional Transportation  
Authority (RGRTA), NY  
Chief Executive Officer (CEO)  
City of Arlington, TX  
Deputy City Manager; Parks & Recreation  
Director  
Florida Public Transportation Association, FL  
Executive Director  
Early Learning Coalition of Broward County  
Chief Executive Officer  
City of Gainesville, FL  
City Attorney; City Auditor  
Housing Authority of the City of Austin, TX  
President/CEO  
City of Dallas, TX  
Assistant Director of Transportation  
Operations; Assistant Director of Water  
Utilities; City Manager; Managing Director of  
Environmental Quality; Assistant Director of  
Street Services (Maintenance)  
Dallas County, TX  
Director of Human Resources  
El Paso Water Utilities-Public Service Board,  
TX  
President/CEO  
Children's Board of Hillsborough County  
Executive Director  
Housing Authority of the City of Brownsville TX  
Chief Executive Officer  
Pinellas Suncoast Transit Authority (PSTA), FL  
Chief Financial Officer  
City of Tallahassee, FL  
Consolidated Dispatch Intergovernmental  
Agency Director; Human Resources Manager;  
Fire Chief; and Director of Airport  
Hillsborough County, FL  
Director of Head Start  
Fort Worth Housing Authority, TX  
President/CEO  
Metropolitan Washington Airports  
Authority  
Vice President for Public Safety  
Scott Consolidated Emergency  
Communications Center (Scott County, IA)  
Emergency Services Dispatch Director  
City of Virginia Beach, VA  
Deputy City Manager; Assistant Human  
Services Director



## REFERENCES

Clients and candidates provide the best testament of 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 Thomasville, GA
REFERENCE:	Councilman Jay Flowers 111 Victoria Place, Thomasville, GA 31799 (229) 379-1066; jayf@thomasville.org
POSITION:	City Manager
CLIENT:	City of Wichita, KS
REFERENCE:	Mr. Bob Layton, City Manager 455 N. Main, Floor 2, Wichita, KS 67202 (316) 268-4351; Fax (316) 858-7712; blayton@wichita.gov
POSITIONS:	Director of Housing & Community Development; Director of Law
CLIENT:	Sedgwick County (Wichita), KS
REFERENCE:	Mr. Tim Kaufman, Assistant County Manager 525 N. Main, Suite 343, Wichita, KS 67203 (316) 660-767; tim.kaufman@sedgwick.gov
POSITIONS:	County Manager; Health Department Director; Human Resources Director
CLIENT:	City of Tallahassee, FL
REFERENCE:	Mr. Raoul Lavin, Director of Management and Administration Services 300 South Adams Street, Tallahassee, FL 32301 (850) 891-8488; raoul.lavin@talgov.com
POSITIONS:	City Manager; Human Resources Manager; Fire Chief; Director of Airport
CLIENT:	City of Fort Lauderdale, FL
REFERENCE:	Ms. Tarlesha Smith, Director of Human Resources 100 N. Andrews Avenue, Fort Lauderdale, FL 33301 (954) 828-5307
POSITIONS:	City Manager; City Attorney; Building Official; Director of Sustainability; Deputy Director Human Resources
CLIENT:	Wake County, NC
REFERENCE:	Ms. Angela Crawford, Human Resources Director Post Office Box 250, Raleigh, NC 27602 (919) 856-6104; angela.crawford@wakegov.com
POSITION:	County Manager

## COST PROPOSAL

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### PROFESSIONAL FEE AND EXPENSES

The professional fee for conducting this recruitment on behalf of the City of Washington is \$17,500, plus actual expenses. Services covered by the fee consist of all steps outlined in this proposal, including up to three (3) onsite visits. Expenses are estimated to not exceed \$7,500 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 Washington.

### 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 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 Washington monthly for professional fees and expenses for services incurred as of the date of the invoice. We expect payment of 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 the first year 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 Administrator 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 meeting with the City Council 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 Council and others involved in the process
15	Candidates interview with the City, follow-up interviews, and consultant reference/background checks
16	Candidate selected