



A PROPOSAL TO CONDUCT
EXECUTIVE RECRUITMENT SERVICES
FOR
EXECUTIVE SEARCH SERVICES
ON BEHALF OF THE
CITY OF GAINESVILLE, FL

S. RENÉE NARLOCH, PRESIDENT
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March 26, 2019

Ms. Gayle Dykeman
Procurement Specialist 3
City Hall, Procurement Division
City of Gainesville
200 East University Avenue, Room 339
Gainesville, FL 32601

Dear Ms. Dykeman:

We appreciate the opportunity to provide the City of Gainesville with a proposal to conduct a search for executive-level positions. Our proposal includes an overview of our qualifications and costs relative to our services.

With respect to this recruitment for the City of Gainesville, 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 the State of Florida and is a small, woman-owned (100%) 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 is currently conducting recruitments on behalf of the City of Fort Lauderdale, FL (Assistant City Manager); City of Washington, IL (City Administrator); City of Charlottesville, VA (City Manager); City of Dunedin, FL (City Clerk); International Association of Campus Law Enforcement Administrators (IACLEA), MD (Executive Director); GRTC Transit System, VA (CEO) and Consolidated Dispatch Agency (Tallahassee), FL (Director).
- ◆ 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 Gainesville, FL (City Attorney; City Auditor); City of Fort Lauderdale, FL (City Manager; City Attorney; Assistant City Manager; Building Official; Director of Sustainability Development; Deputy Director of Human Resources); City of Coral Springs, FL (City Manager; Deputy City Manager; Director of Economic Development; Director of Finance; Police Chief); City of Dunedin, FL (City Manager; Finance Director); Palm Beach County, FL (County Administrator; Director of Capital Improvements); City of Tallahassee, FL (City Manager; Human Resources Director; Fire Chief; Director of Airport); City of Thomasville, GA (City Manager); City of Dallas, TX (City Manager; Assistant Director of Water Utilities; Assistant Director of Transportation Operations);



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT

City of Virginia Beach, VA (Deputy City Manager; Deputy Director Human Services); City of Rye, NY (City Manager); City of Topeka, KS (City Manager); Wake County (Raleigh), NC (County Manager); Broward County, FL (County Attorney; Port Everglades CEO/Executive Director; several other positions); Sumter County, FL (Public Works Director; Assistant Public Works Director; Fire Chief; Development Services Director); Dallas County, TX (Director of Human Resources); and many others.

- ❑ 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.
- ❑ Our team at S. Renée Narloch & Associates is comprised of a diverse group of individuals who have extensive experience in the recruitment of public sector executives. Ms. S. Renée Narloch, the undersigned, will be the lead consultant for this recruitment and is authorized to make representations for and to bind the firm.

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: renee@srnsearch.com
Website: www.srnsearch.com

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

TAB 2 – PROJECT UNDERSTANDING AND APPROACH

OUR UNDERSTANDING OF THE REQUESTED SERVICES

S. Renée Narloch & Associates is highly qualified to assist the City of Gainesville in the recruitment of the executive-level positions. 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 these recruitments, 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. In addition, we have a thorough knowledge and understanding of the scope and requested services outlined in the City's Request for Statement of Qualifications.

PRIMARY CONTACT

Ms. S. Renée Narloch, President, will conduct the executive-level recruitments for the City of Gainesville. 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
Website: www.srnsearch.com

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 staff and others involved in the process in order to learn as much as possible about what the organization expects of a new executive. 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 Gainesville. 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 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 executive-level positions, such as the Florida Municipal League, 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 Gainesville.

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 executive-level positions 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 executive-level positions. 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; these reports 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.

CITY SUPPORT

We will request specific information from the City of Gainesville in support of our recruitment efforts to include items such as the job description, benefits summary, salary range, city-wide and departmental organization charts, budgets, etc. In addition, we will need assistance from the City coordinating meeting schedules for our onsite meetings with City staff.

We will work closely with the City throughout the recruitments, including scheduling weekly phone calls for updates on the searches. In addition, we are accessible via telephone or email to address any questions or concerns that may arise anytime throughout the process.

SCHEDULE

We are available to begin the work 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 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 staff and others involved in the process
15	Candidates interview with the City, follow-up interviews, and consultant reference/background checks
16	Candidate selected

TAB 3 – PROPOSED PROJECT STAFF

Our team at S. Renée Narloch & Associates is comprised of a diverse group of individuals who have extensive experience in the recruitment of public sector executives. Ms. Narloch will be the lead consultant for the executive-level recruitments for the City of Gainesville, 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 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 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 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 Bachelor of Arts degree, magna cum laude, and Master degree in Special Education from Florida State University, Tallahassee, Florida.

TAB 4 – QUALIFICATIONS OF FIRM

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 Gainesville 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 nationwide 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 Gainesville, FL (City Attorney; City Auditor); City of Fort Lauderdale, FL (City Manager; City Attorney; Assistant City Manager; Building Official; Director of Sustainability Development; Deputy Director of Human Resources); City of Coral Springs, FL (City Manager; Deputy City Manager; Director of Economic Development; Director of Finance; Police Chief); City of Dunedin, FL (City Manager; Finance Director); Palm Beach County, FL (County Administrator; Director of Capital Improvements); City of Tallahassee, FL (City Manager; Human Resources Director; Fire Chief; Director of Airport); City of Thomasville, GA (City Manager); City of Dallas, TX (City Manager; Assistant Director of Water Utilities; Assistant Director of Transportation Operations); City of Virginia Beach, VA (Deputy City Manager; Deputy Director Human Services); City of Rye, NY (City Manager); City of Topeka, KS (City Manager); Wake County (Raleigh), NC (County Manager); Broward County, FL (County Attorney; Port Everglades CEO/Executive Director; several other positions); Sumter County, FL (Public Works Director; Assistant Public Works Director; Fire Chief; Development Services Director); Dallas County, TX (Director of Human Resources); and many others. Ms. Narloch will conduct the recruitment for the executive-level positions for the City of Gainesville. She will be assisted by other senior staff members, as outlined in this proposal (Proposed Project Staff, Tab 3). A sample of her past clients is included in our proposal (Clients, Page 4).

We maintain a database of potential candidates, and our nationwide 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 nationwide, will ensure the City of Gainesville has a quality group of finalists from which to select the new executive.

Our recruiters have more than 25 years of experience recruiting public sector executives, placing more than 400 hundred public sector professionals nationwide. Placements include City Managers, County Managers, Executive Directors, CEOs, Assistant City/County Managers, as well as leadership positions in Animal Services, Aviation, Building and Code Compliance, Community Services, Convention & Visitors Bureaus, Corrections, Development Services, Economic Development,

Engineering, Environmental Compliance, Finance, Health & Human Services, Human Resources, Information Technology, Law, Public Works, Public Safety (Police, Fire and Emergency Management), Risk Management, Sustainability, Transportation, Urban Planning, Water/Wastewater, and many others. Our clients include large and small cities and counties nationwide, as well as special districts such as non-profits, quasi-government agencies, workforce development agencies, airport authorities, housing authorities, water districts, transportation districts, and various other entities. Clients include organizations such as City of Gainesville, Orange County (Orlando), FL; Broward County (Fort Lauderdale), FL; City of Dallas, TX; Franklin County (Columbus), OH; Wake County (Raleigh), NC; Metropolitan Washington Airports Authority, DC; and many others.

We are highly qualified to assist the City of Gainesville to recruit exceptional candidates for the executive-level positions. Our clients are often repeat clients and often choose to contract with us on multi-year contractual arrangements. Our placements have an average tenure of five-plus years and are deemed to be excellent assets to the organizations. Our key to success is understanding the needs of the organization and matching those needs to highly qualified candidates to ensure an excellent fit for our clients.

SIMILAR PROJECTS

Ms. Narloch has substantial experience recruiting for several public sector agencies. A few of the recruitments conducted by Ms. Narloch within the last five years are listed below.

- City of Gainesville, FL - City Attorney; City Auditor
- City of Tallahassee, FL - City Manager; Human Resources Director; Fire Chief; Director of Airport
- City of Fort Lauderdale, FL - City Manager; Assistant City Manager; City Attorney; Building Official; Director of Sustainability; Deputy Director of Human Resources
- City of Charlottesville, VA - City Manager
- City of Dunedin, FL - City Manager; Finance Director
- City of Coral Springs, FL - City Manager; Deputy City Manager; Director of Economic Development; Finance Director; Police Chief
- Palm Beach County (West Palm Beach), FL - County Administrator; Director of Capital Improvements
- City of Thomasville, GA - City Manager
- City of Boca Raton, FL - Building Official; Risk Manager
- City of Dallas, TX - City Manager; Assistant Director of Water Utilities; Assistant Director of Transportation Operations
- Town of Addison, TX - City Manager
- San Antonio Housing Authority (SAHA), TX - Director of Communications & Affairs; several other positions
- Wake County, NC (Raleigh) - County Manager
- Sumter County, FL - Public Works Director; Assistant Public Works Director; Fire Chief; Development Services Director
- Sedgwick County, KS (Wichita) - County Manager; Director of Human Resources; Director of Health Department
- City of Topeka, KS - City Manager
- City of Virginia Beach, VA - Deputy City Manager; Deputy Director of Health & Human Services

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.

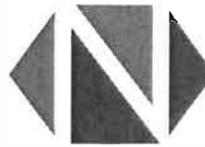
Communication between us, our clients, and candidates are impartial and accurate, and we make a concerted effort to see that the position, our clients, and candidates are represented honestly and factually. We honor the confidentiality of proprietary information received from clients and candidates and will disclose any knowledge of potential conflicts of interest to client agencies and candidates.

CLIENTS/REFERENCES

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 Gainesville. FL
City Attorney; City Auditor
Palm Beach County. FL
County Administrator; Director of Capital Improvements
City of Fort Lauderdale. FL
City Manager; City Attorney; Building Official; Director of Sustainable Development; Deputy Director of Human Resources
Sumter County. FL
Public Works Director; Fire Chief; Development Services Director; Assistant Public Works Director-Engineer; Transportation Engineer
City of Boca Raton. FL
Building Official; Risk 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
City of Coral Springs. FL
City Manager; Deputy City Manager; Director of Economic Development; Finance Director; Police Chief
City of Tallahassee. FL
City Manager; Consolidated Dispatch Intergovernmental Agency Director; Human Resources Director; Fire Chief; Director of Airport
Sedgwick County. KS
County Manager; Health Department Director; Director of Human Resources
City of Dania Beach. FL
City Manager
City of Dunedin. FL
City Manager; Finance Director
Alachua County. FL
County Manager
Pasco County. FL
County Manager
Lee County. FL
County Manager; County Attorney
City of Thomasville. GA
City Manager
New Orleans Redevelopment Authority. LA
Executive Director
Florida Public Transportation Association (FPTA). FL
Executive Director
Early Learning Coalition of Broward County
Chief Executive Officer

City of Newport News. VA
Fire Chief
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)
Houston Housing Authority. Houston. TX
President/CEO
Housing Authority of the City of Austin. TX
President/CEO
San Antonio Housing Authority (SAHA). TX
Development Services & Neighborhood Revitalization Officer and Director of Human Resources & Employee Development; and many others
Housing Authority of the City of Austin. TX
VP/CFO
City of Miami Beach. FL
City Manager
Louisiana Housing Corporation. LA
Executive Director
Housing Authority of the City of Brownsville. TX
Chief Executive Officer
Pinellas Suncoast Transit Authority (PSTA). FL
Chief Financial Officer
Fort Worth Housing Authority. TX
President/CEO
Wake County. NC
County Manager
Western Reserve Transit Authority (WRTA). OH
Executive Director
City of Rye. NY
City Manager
Franklin County. OH
County Administrator; Animal Care & Control Services Director; Director of Job & Family Services
City of Wichita. KS
Director of Law; Director of Housing & Community Services
Durham County. NC
Fire Marshal/City-County Emergency Management Director
Alexandria Redevelopment and Housing Authority (ARHA). VA
CEO
Portsmouth Redevelopment and Housing Authority (PRHA). VA
Executive Director



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF TALLAHASSEE, FL
INVITES YOUR INTEREST IN THE POSITION OF
CITY MANAGER

THE COMMUNITY

Home to an array of museums, attractions and unique experiences, Tallahassee shares a deep-rooted history and culture with unparalleled natural beauty and outdoor recreation. A fusion of cosmopolitan flair and charming personality defines the spirit of Florida's Capital City—where it all comes together for both visitors and residents. Located in the Panhandle of Florida, Tallahassee is a place where college town meets cultural center, politics meets performing arts, and history meets nature—a place where the vibrancy of what to do is matched only by the City's inviting hospitality.

The City is the county seat of Leon County and the only incorporated municipality within the County. Located only 25 miles from the Gulf of Mexico, the City covers approximately 103 square miles.

Tallahassee played a significant role in the history of Florida, as well as in American history. The City was incorporated in 1825 following a decision by the Florida Legislature to locate the capital of the new Florida Territory midway between the population centers of St. Augustine and Pensacola.

Today, Tallahassee is home to Florida State University, Florida Agricultural and Mechanical University, Tallahassee Community College, and seven post-secondary/private post-secondary schools. The educational community includes multiple premier research and educational institutions which attract people worldwide.

A historic, vibrant, and naturally beautiful city, Tallahassee fosters a strong sense of community. Shaped by the influence of state government, several major universities and colleges, a healthy business community, and an active and diverse citizenry, Tallahassee offers an exceptional quality of life including a stable economy and a low cost of living.

THE ORGANIZATION

The City of Tallahassee has a Commission-Manager form of government. The City Commission



is the governing body of the City and consists of the Mayor and four Commissioners. The Commission sets policy and rules by which the City is operated, approves the operating budget, establishes City goals and target issues, and sets city tax rates. The Commission appoints four officials to administer the duties of the City: City Manager, City Auditor, City Attorney, and City Treasurer-Clerk.

The Mayor and City Commissioners are elected at-large and serve four-year terms. The terms of office are staggered, with elections held in even-numbered years (two seats during Presidential election cycles, and two others - plus the Mayor - in mid-term election cycles). The Mayor is considered a "Leadership Mayor" whose role includes presiding at City Commission meetings, serving as the ceremonial head of the government, serving as the official head of the City for civil processes, and executing legal documents. The Mayor has no veto power and represents one vote on the City Commission.

The City is a full-service city with approximately 2,851 full-time staff and an FY2019 proposed annual operating and capital budget of approximately \$900 million. The City is stable and has an AA+ rating from Fitch bond rating agency. The City also has a Community Redevelopment Agency (CRA).

The City provides a full range of municipal services to its citizens. These services include public safety (police and fire), construction and maintenance of streets and sidewalks, stormwater management, parks and recreation, public improvements, planning and zoning, and general administrative services. In addition, the City owns and operates ten enterprise funds which include an international airport, a bus system, a golf course, a solid waste collection system, four utilities (an electric generation transmission and distribution system, a natural gas distribution system, a water production and distribution system, and a sewage collection and treatment system), and a stormwater system.

The vision of the City Tallahassee is to foster a strong sense of community, cherish the City's natural beauty and natural environment, and ensure economic opportunities for all citizens. Its mission is to provide excellent services and facilities to support a high quality of life for the community.

The City of Tallahassee's core values include Customer Service; Leadership and Personal Responsibility; Employee Excellence; and Teamwork. The City has a collaborative, solutions-oriented culture with a strong emphasis on customer service.

Recent Commission priorities include public safety, economic development, the expansion of affordable housing options, infrastructure improvements and quality of life for citizens. Other priorities include implementation of an Urban Forest Master Plan; enhancements at the Tallahassee International Airport; downtown/urban core growth; undergrounding of electric utilities; and other infrastructure investments to support economic development efforts.

The new City Manager will be charged with improving efficiency and effectiveness of the City operations through additional program consolidations; insourcing/outsourcing various tasks and activities; employee benefits cost-sharing initiatives; updating fee-based services; and other productivity measures.

The City has worked diligently to ensure the organization is operating at maximum efficiency levels and, as such, has gone through reorganizational efforts to achieve the highest level of service delivery in the most cost-effective manner possible. The agency assessed service delivery across the organization, identifying areas where realignment of work functions could accelerate service delivery, along with applied technology and innovation.

THE POSITION

The City Manager serves as the chief executive officer and is responsible for executive management and oversight of citywide operations and carrying out commission policies and directives. The City Manager attends Commission meetings, makes recommendations to the Commission, and keeps the Commission equally and fully advised on matters of the City, including its financial condition. The City Manager provides general leadership, direction, guidance, and management to City departments through one Deputy City Manager, three Assistant City Managers, and several



Department Directors. In addition, the City Manager is responsible for facilitating the City's goals and objectives, preparing the City's annual budget, overseeing collective bargaining with public safety personnel and coordinating the City's efforts to accomplish cost savings and increased efficiencies.

The new City Manager must have exceptional leadership skills, along with a collaborative, team-oriented management style. A visionary with business acumen and solid financial and budgetary skills is sought. Originality, resourcefulness, initiative, and ingenuity are highly desirable characteristics.

The City Manager will promote a positive, supportive work environment; mentor, develop, and empower staff; and embrace a culture that encourages, recognizes and rewards excellence. The ideal candidate will be open, honest, fair, and ethical. Candidates who are approachable, pleasant, and self-motivated are sought. Excellent interpersonal and communication skills are essential. The City Manager must be politically sensitive, diplomatic, and respectful of others while taking a creative approach to solving challenges and resolving differences.

Requirements include a Bachelor's degree with an emphasis in Public or Business Administration and at least ten (10) years of senior management experience in public administration, preferably with a municipality of similar size and complexity; a Master's degree is preferred. An equivalent combination of education and experience which incorporates the required skills, knowledge and abilities may be considered. The ideal candidate

should also have experience in utilities, strategic planning, performance measurements, negotiations, and budgeting for outcomes.

COMPENSATION

The salary range is open, dependent upon qualifications. The starting salary will be based upon the knowledge and experience of the individual selected. The City offers an attractive benefits package. The City does not participate in the Florida Retirement System (FRS), but has a defined benefit pension plan with five (5) year vesting. The State of Florida does not have a state income tax.



TO APPLY

If interested in this outstanding opportunity, please visit our website at www.srnsearch.com and apply online. The first review of applicants will take place on August 17, 2018; position is open until filled.

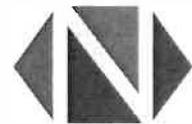
Résumés will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S.

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 City of Tallahassee. Candidates will be advised of the status of the recruitment following the selection of the City Manager.

Questions regarding recruitment may be directed to:

Ms. S. Renée Narloch, President
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000
www.srnsearch.com

The City of Tallahassee is an Equal Opportunity and Veteran's Preference Employer. Pursuant to Florida's broad Public Records/Sunshine Law, applications and résumés are subject to public disclosure. The City Manager is required by law to file a financial disclosure statement within 30 days of placement, annually, and within 60 days of leaving the position.



**S. RENÉE NARLOCH
& ASSOCIATES**
PROFESSIONAL EXECUTIVE RECRUITMENT

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