



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT

A PROPOSAL TO CONDUCT  
EXECUTIVE RECRUITMENT SERVICES  
FOR

**TOWN MANAGER**

ON BEHALF OF THE  
**TOWN OF HOLDEN BEACH, NC**

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)



January 27, 2025

Mayor J. Alan Holden and  
Members of the Board of Commissioners  
c/o Ms. Heather Finnell, Town Clerk  
Town of Holden Beach  
110 Rothschild Street  
Holden Beach, NC 28462

Dear Mayor Holden and Commissioners:

We appreciate the opportunity to provide the Town of Holden Beach with a proposal to conduct a search for the position of Town Manager. Our proposal includes an overview of our qualifications and costs related to our services.

With respect to this recruitment for the Town of Holden Beach, 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 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 Seminole County, FL (Utilities Director; Building Official); Franklin County, OH (Appraisal Director); City of Sugar Land, TX (Controller); Opportunity Home San Antonio, TX (President & Chief Executive Officer), and the City of West Palm Beach, FL (Traffic Engineer).
- 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 Town of Lake Lure, NC (Town Manager; Project Manager); Town of Landis, NC (Town Manager); Person County, NC (County Manager); Wake County, NC (County Manager); York County, SC (County Manager); Town of Addison, TX (City Manager); City of Charlottesville, VA (City Manager); City of Rye, NY (City Manager); City of Topeka, KS (City Manager; Administrative and Financial Services Director); City of Washington, IL (City Administrator); City of Oak Creek, WI (City Administrator); City of St. Pete Beach, FL (City Manager; Assistant City Manager; Building Official); City of Safety Harbor, FL (City Manager); City of Coral Springs, FL (City Manager; Deputy City Manager (2 positions); Director of Economic Development; Director of Financial Services); City of Dunedin, FL (City Manager; City Clerk; Director of Community Development; Director of



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT

Communications; Director of Finance); City of Fort Lauderdale, FL (City Manager; Assistant City Manager; Building Official; City Attorney; Director of Sustainable Development; Deputy Director of Human Resources); City of Dania Beach, FL (City Manager); City of Miami Beach, FL (City Manager); City of Tallahassee, FL (City Manager; Human Resources Director; Director of Airport; Fire Chief; Assistant General Manager - Underground Utilities & Public Infrastructure (Engineering Division)); City of Thomasville, GA (City Manager; Assistant City Manager; City Engineer); and many others. Ms. Narloch will conduct the recruitment for the Town Manager for the Town of Holden Beach. A sample of 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	9
COST PROPOSAL	10
PROFESSIONAL FEE AND EXPENSES	10
CANDIDATE TRAVEL	10
PAYMENT	10
GUARANTEE	10
SCHEDULE	11

## ABOUT US

---

### OUR UNDERSTANDING OF THE REQUESTED SERVICES

S. Renée Narloch & Associates is highly qualified to assist the Town of Holden Beach in the recruitment of the new Town 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 Town to protect the integrity of the recruitment and to ensure a successful outcome. The Town 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 Town Manager recruitment for the Town of Holden 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 Town of Holden Beach that the highest caliber of service will be provided throughout the recruitment process.

S. Renée Narloch & Associates is incorporated in 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 Seminole County, FL (Utilities Director; Building Official); Franklin County, OH (Appraisal Director); City of Sugar Land, TX (Controller); Opportunity Home San Antonio, TX (President & Chief Executive Officer), and the City of West Palm Beach, FL (Traffic Engineer).

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 Town of

Lake Lure, NC (Town Manager; Project Manager); Town of Landis, NC (Town Manager); Person County, NC (County Manager); Wake County, NC (County Manager); York County, SC (County Manager); Town of Addison, TX (City Manager); City of Charlottesville, VA (City Manager); City of Rye, NY (City Manager); City of Topeka, KS (City Manager; Administrative and Financial Services Director); City of Washington, IL (City Administrator); City of Oak Creek, WI (City Administrator); City of St. Pete Beach, FL (City Manager; Assistant City Manager; Building Official); City of Safety Harbor, FL (City Manager); City of Coral Springs, FL (City Manager; Deputy City Manager (2 positions); Director of Economic Development; Director of Financial Services); City of Dunedin, FL (City Manager; City Clerk; Director of Community Development; Director of Communications; Director of Finance); City of Fort Lauderdale, FL (City Manager; Assistant City Manager; Building Official; City Attorney; Director of Sustainable Development; Deputy Director of Human Resources); City of Dania Beach, FL (City Manager); City of Miami Beach, FL (City Manager); City of Tallahassee, FL (City Manager; Human Resources Director; Director of Airport; Fire Chief; Assistant General Manager - Underground Utilities & Public Infrastructure (Engineering Division)); City of Thomasville, GA (City Manager; Assistant City Manager; City Engineer); and many others. Ms. Narloch will conduct the recruitment for the Town Manager for the Town of Holden Beach. She will be assisted by other senior staff members, as outlined in this proposal (The Team, Page 6). 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 Town of Holden Beach has a quality group of finalists from which to select the new Town 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.

## OUR RECRUITMENT PROCESS

---

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

### DEVELOPING THE CANDIDATE PROFILE

Our understanding of the Town's requirements will be the foundation of a successful search. We will work directly with the Board of Commissioners and others involved in the process in order to learn as much as possible about what the organization expects of a new Town 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 Town of Holden Beach. We also want to be fully acquainted with the Town'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 Town 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 Town's needs, we will design an effective advertising campaign that is appropriate for the recruitment. We will focus on professional organizations that are specifically suited to the Town Manager search, such as the North Carolina League of Municipalities, utilizing advertising 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 Town'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 Town of Holden 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 Town 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 Town 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 Town 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

---

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 Town 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.

## 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.

Town of Lake Lure, NC  
Town Manager; Project Manager  
Town of Landis, NC  
Town Manager  
Wake County, NC  
County Manager  
Person County, NC  
County Manager  
York County, SC  
County Manager  
City of Dania Beach, FL  
City Manager  
City of Miami Beach, FL  
City Manager  
Town of Addison, TX  
City Manager  
City of Charlottesville, VA  
City Manager  
City of Rye, NY  
City Manager  
City of Topeka, KS  
City Manager; Administrative and Financial Director  
City of Washington, IL  
City Administrator  
City of Oak Creek, WI  
City Administrator  
City of Coral Springs, FL  
City Manager; Director of Economic Development;  
Deputy City Manager (2 positions); Director of  
Finance; Police Chief  
City of St. Pete Beach, FL  
City Manager; Building Official  
City of Safety Harbor, FL  
City Manager  
City of Dunedin, FL  
Community Development Director; Communications  
Director; City Manager; Finance Director; City Clerk  
City of Fort Lauderdale, FL  
City Manager; Assistant City Manager; Building  
Official; City Attorney; Director of Sustainable  
Development; Deputy Director of Human Resources  
Seminole County, FL  
County Manager; County Attorney  
City of Tallahassee, FL  
City Manager; Human Resource Director; Fire Chief;  
Director of Airport; Assistant General Manager -  
Underground Utilities & Public Infrastructure  
(Engineering Division)

City of Thomasville, GA  
City Manager; Assistant City Manager; City  
Engineer  
City of Port St. Lucie, FL  
City Attorney  
City of Hallandale Beach, FL  
Comptroller  
City of West Palm Beach, FL  
Director of Public Utilities; Director of Engineering  
Services  
City of Quincy, FL  
Finance Director  
City of Margate, FL  
City Attorney; Director of Environmental and  
Engineering Services  
City of Delray Beach, FL  
City Attorney  
City of Coconut Creek, FL  
City Attorney  
City of Boca Raton, FL  
Building Official; Risk Manager  
City of Gainesville, FL  
City Attorney; City Auditor; Chief Plans Examiner;  
Building Inspector; Planner IV  
Orange County, FL  
Chief of Corrections  
City of St. Cloud, FL  
IT Director; Environmental Utilities Director; Human  
Resources & Risk Management Director; Police Chief  
Early Learning Coalition of Broward County, FL  
Chief Executive Officer  
Consolidated Dispatch Agency (Tallahassee), FL  
Director  
TOHO Water Authority, FL  
Executive Director; General Counsel  
SOS Children's Villages - Florida  
Chief Executive Officer  
Pinellas Suncoast Transit Authority (PSTA), FL  
Chief Financial Officer  
Sebring Airport Authority (SAA), FL  
Airport Manager  
Florida Public Transportation Association  
Executive Director  
Community Coordinated Care for Children, FL  
Chief Officer of Education  
Palm Beach County, FL  
County Administrator; Director of Capital  
Improvements

Broward County, FL  
 Assistant Director of Economic & Small Business  
 Development; County Attorney; Port Everglades  
 Chief Executive/Port Director; Port Everglades  
 Director of Business Development  
 Leon County (Tallahassee), FL  
 Building Official  
 Alachua County, FL  
 County Manager  
 Sumter County, FL  
 Public Works Director; Fire Chief; Development  
 Services Director; Assistant Public Works Director  
 Engineer; Staff Engineer  
 Pasco County, FL  
 County Manager  
 Lee County, FL  
 County Manager; County Attorney  
 Collier County, FL  
 Director of Facilities Management  
 Hillsborough County, FL  
 Director of Head Start; Affordable Housing Services  
 Director; County Administrator  
 Children's Board of Hillsborough County, FL  
 Executive Director  
 Miami-Dade County, FL Public Housing and  
 Community Development  
 Director of Public Housing Division; PHCD  
 Development Director; RAD Program Manager;  
 Housing Choice Voucher Division Director  
 City of Alpharetta, GA  
 Director of Economic Development  
 Housing Authority of the City of Tulsa, OK  
 President/CEO; VP/CFO  
 Sedgwick County, KS  
 County Manager; Health Department Director;  
 Director of Human Resources  
 Johnson County, KS  
 County Auditor; County Appraiser; Chief Legal  
 Counsel  
 City of Wichita, KS  
 Director of Law; Director of Housing & Community  
 Services  
 Louisiana Housing Corporation, LA  
 Executive Director  
 New Orleans Redevelopment Authority, LA  
 Executive Director  
 International Association of Campus Law Enforcement  
 Administrators (IACLEA), MD  
 Executive Director  
 City of Rochester, NY  
 Fire Chief  
 Rochester-Genesee Regional Transportation Authority  
 (RGRTA), NY  
 Chief Executive Officer (CEO)  
 Centre Area Transportation Authority (CATA), PA  
 Director of Transportation, Director of Finance, Data  
 Analyst

Metropolitan Washington Airports Authority, DC  
 Vice President for Public Safety  
 Wayne County, MI  
 Deputy Chief Director of Personnel; Chief Deputy  
 CFO  
 Western Reserve Transit Authority, OH  
 Executive Director  
 Workforce Development Board (WDB), OH  
 Executive Director/CEO  
 Cincinnati Metropolitan Housing Authority (CMHA)  
 Director of Accounting  
 Franklin County, OH  
 County Administrator; Animal Care & Control  
 Services Director; Director of Job & Family Services  
 Scott Consolidated Emergency Communications  
 Center (Scott County, IA)  
 Emergency Services Dispatch Director  
 Greater Richmond Transit Co (GRTC), VA  
 Chief Executive Officer  
 City of Virginia Beach, VA  
 Deputy City Manager; Assistant Human Services  
 Director  
 City of Newport News, VA  
 Fire Chief  
 Portsmouth Redevelopment & Housing Authority  
 (PRHA), VA  
 Executive Director  
 Alexandria Redevelopment and Housing Authority  
 (ARHA), VA  
 Chief Executive Officer  
 Virginia Commonwealth University (VCU), Richmond  
 Police Chief  
 City of Durham, NC  
 Director of Technology Solutions  
 Cumberland County, NC  
 Assistant County Manager - Community Support  
 Services; Human Resources Director  
 Durham County, NC  
 Fire Marshal/City-County Emergency Management  
 Director  
 City of Sugar Land, TX  
 Controller; Director of Finance; Assistant Director of  
 Finance; Director of Budget & Strategy; Director of  
 Budget  
 South Padre Island, TX  
 Convention & Visitors Bureau Director  
 Dallas County, TX  
 Director of Human Resources  
 City of Baytown, TX  
 Police Chief; Director of Public Affairs; City Attorney;  
 Assistant City Manager  
 Houston Housing Authority, TX  
 President/CEO  
 City of Arlington, TX  
 Deputy City Manager; Parks & Recreation Director  
 City of San Antonio, TX  
 Assistant Finance Director - Procurement

City of Austin, TX  
 Assistant Director, Public Works Engineering and  
 Project Delivery; Assistant Director, Public Works  
 Operations  
 Housing Authority of the City of Austin, TX  
 Vice President/Chief Financial Officer;  
 President/CEO  
 City of Dallas, TX  
 Assistant Director of Transportation Operations;  
 Assistant Director of Water Utilities; City Manager;  
 City Attorney; Managing Director of Environmental  
 Quality; Assistant Director of Street Services  
 (Maintenance)  
 Fort Worth Housing Authority, TX  
 President/CEO  
 El Paso Water Utilities-Public Service Board, TX  
 President/CEO

Housing Authority of the City of Brownsville, TX  
 Chief Executive Officer  
 Opportunity Home San Antonio (formerly San  
 Antonio Housing Authority), TX  
 Chief Operating Officer; Chief Real Estate Officer;  
 President and CEO; Director of Human Resources;  
 Director of Federal Housing Programs; Director of  
 Communications & Public Affairs  
 Housing Authority of the City of Laredo (LHA), TX  
 Executive Director  
 Pinellas County Sheriff's Officer  
 Human Resources Director  
 City of Cape Coral, FL  
 Public Works Director; City Attorney

## 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: Town of Lake Lure, NC  
 REFERENCE: Mayor Carol Pritchett  
 (832) 627-5121; cackypritchett@gmail.com  
 POSITIONS: Town Manager; Project Manager

CLIENT: City of Safety Harbor, FL  
 REFERENCE: Mr. Carlos Diaz, City Commissioner  
 (727) 724-1555; cdiaz@cityofsafetyharbor.com  
 POSITION: City Manager

CLIENT: York County, SC  
 REFERENCE: Council Chairwoman Christi Cox  
 (803) 630-9526; Christi.cox@yorkcountygov.com  
 POSITION: County Manager

CLIENT: Town of Landis, NC  
 REFERENCE: Ms. Madison Stegall, Town Clerk  
 704-857-2411 ext. 204, mstegall@townoflandisnc.gov  
 POSITION: Town Manager

# COST PROPOSAL

---

## PROFESSIONAL FEE AND EXPENSES

The professional fee for conducting this recruitment on behalf of the Town of Holden Beach is \$21,500 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 Town for interviews and candidates' travel for interviews are the responsibility of the Town of Holden Beach.

## CANDIDATE TRAVEL

With respect to candidate travel for interviews, we typically ask candidates to make their travel arrangements and advise them the Town 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 Town'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 Town of Holden 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 Town. 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 Town. We are confident in our ability to recruit outstanding candidates and do not expect the Town to find it necessary to exercise this provision.

## SCHEDULE

We are available to begin the search for the Town Manager immediately, and our current workload is such that we can ensure the Town 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 Board of Commissioners and others involved and others involved in the process
2	Develop recruitment brochure and advertisements
3	Town 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 Board of Commissioners and others involved in the process
15	Candidates interview with the Board, follow-up interviews, and consultant reference/background checks
16	Candidate selected







# THE CITY OF ST. PETE BEACH, FL

INVITES YOUR INTEREST IN THE POSITION OF

## CITY MANAGER



## THE COMMUNITY

The City of St. Pete Beach is a Gulf Coast barrier island community located in west-central Florida, close to St. Petersburg and Tampa Bay.

The City has a land area of approximately 2.25 square miles and a year-round resident population of approximately 8,900.

St. Pete Beach is frequently recognized as a top beach destination and received a Travelers' Choice award in 2021 from TripAdvisor as the top-ranked beach in the United States. The city's beautiful white sand beaches, hotels, and historic resources attract tourists and visitors worldwide. The city has a heavy concentration of resorts, hotels, and other accommodations to support its robust tourism.

With miles of pristine beaches, year-round sunshine, an abundance of recreational opportunities, parks, restaurants, and shopping venues, St. Pete Beach is one of the most enjoyable places to live and vacation. It offers a wide variety of concerts, art shows, and special events throughout the year. Additionally, there are many places to visit on the beach or along the downtown corridor, including the Gulf Beaches Historical Museum.

In addition to its permanent population, the City has also become a popular winter residence for people living in other parts of the United States, Canada, and Europe. Nearly 28% of the total residential homes and condominiums in St. Pete Beach are owned by people claiming primary residence elsewhere, reflecting a high volume of seasonal visitors.

Close to attractions in Orlando and even closer to the cultural and cosmopolitan attractions of St. Petersburg, Clearwater, and Tampa, St. Pete Beach strikes the perfect balance for those who want a casual, laid-back experience and the active attraction seeker.

St. Pete Beach residents enjoy access to the city's superior services in what is one of the most beautiful, livable areas of the country. The City is committed to quality of life and ensuring people continue to enjoy safe, healthy, and attractive neighborhoods in this friendly beach community.



## THE AGENCY

The City of St. Pete Beach operates under the City Commission/City Manager form of government. The City Commission is composed of a mayor and four commission members and is responsible for enacting ordinances, resolutions, and regulations governing the City, as well as appointing the City Manager, the City Attorney, and the City Clerk.

The City strives to maintain its distinct sense of community values to foster an environment of innovation, resiliency, sustainability, and inspiration.

The City's mission is to be committed to ensuring an optimal quality of life for the community by protecting its beaches and family-friendly environment while being respectful of its history.

The City provides a traditional range of services, including fire protection and emergency medical service; maintenance of parks, streets, beaches, and infrastructure; planning and zoning; recreation services and amenities; library; wastewater collection; reclaimed water; and stormwater drainage management. Law enforcement is provided by the Pinellas County Sheriff's Office (PCSO).

The City has 141 FTEs and a total FY2024 Budget of \$85.5 million, which includes a General Fund of \$32.7 million.

## THE POSITION

The City Manager is appointed by an affirmative vote of at least four (4) members of the City Commission and serves at the pleasure of the Commission. The City Manager is the Chief Administrative Officer and is responsible for the overall administration of city affairs as outlined in the Charter. Responsibilities include advising and carrying out directives and policies established by the City Commission and providing overall direction and supervision for all city departments. Additional responsibilities include:

- Directs and supervises the administration of all departments, offices, and agencies of the City except as otherwise provided by the Charter or by law.

- Ensures that all laws, provisions of the Charter, policies, and acts of the Commission subject to enforcement by the City Manager or officers subject to the Manager's direction and supervision are faithfully executed.
- Prepares and submits the annual budget, budget message, and capital program to the Commission in a form provided by ordinances.
- Recommends to the Commission, from time to time, the adoption of such measures as may be deemed necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative services.
- May consolidate or combine offices, positions, departments, or units under the Manager's jurisdiction, with the approval of the Commission.
- Supervises the purchase of all materials, supplies, and equipment for which funds are provided in the budget.
- Investigates all complaints in relation to matters concerning the administration of the City Government, and ensures that all franchises, permits, and privileges granted by the City are faithfully observed.
- Submits to the Commission and makes available to the public a complete report on the finances and administrative activities of the City at the end of each fiscal year.
- Makes such other reports as the Commission may require concerning the operations of City departments, offices, and agencies subject to the Manager's direction and supervision.
- Keeps the Commission fully advised as to the financial condition and future needs of the City, and makes such recommendations to the Commission concerning the affairs of the City as deemed desirable and appropriate.
- Signs contracts on behalf of the City pursuant to the provisions of appropriations ordinances.
- Maintains community respect with the City of St. Pete Beach by being responsive and informative to residents.
- Studies policies related to salaries, duties, responsibilities, safety, training, morale, efficiency, and various other human resource programs for City employees. Makes recommendations to the Commission for the adoption of such policies as appropriate.



- The Manager and/or a designee shall attend meetings of all City boards and/or committees in an advisory capacity only, and shall not have a vote in their deliberations.
- Performs or delegates frequent inspections of all areas within the geographical limits of St. Pete Beach for which the City Government has service delivery responsibilities. May speak at a variety of public functions, clubs, schools, and civic groups to keep the general public informed of City affairs and to promote good community relations.
- Oversees the selection, training, discipline, evaluation, termination, and status change of all City employees.
- Ensures that all personnel management practices and actions are in compliance with the Fair Labor Standards Act, the City's Personnel Policies and Procedures, and other applicable State and Federal laws, rules, and regulations as may be in effect from time to time.
- Demonstrates thorough knowledge of all Departmental/ Divisional policies and procedures, including the City Personnel Policies and Procedures.
  - On an annual basis, objectively and consistently evaluates assigned employees for efficiency and effectiveness utilizing the City's established Employee Performance Evaluations System and related procedures.
- Manages and motivates personnel to maximize the efficiency and effectiveness of the delivery of all services by the City and to promote team unity.



- Ensures that all employees are cognizant of creating good public relations in the performance of their duties.
- Strives to maximize effective communications between all employees throughout all departments in the City.
- Performs other duties as required.

## THE IDEAL CANDIDATE

The City is seeking an experienced, innovative City Manager with strong leadership skills and a collaborative, engaging management style. Opportunities for the City Manager include assisting in developing the Commission's vision into clear, viable objectives with measurable benchmarks; evaluating and ensuring efficient operations and streamlined processes throughout the agency; and building relationships by creating a dialogue with the community and other stakeholders. The ability to take a fresh look at the City's strategic initiatives, as well as its capital improvements plan and redevelopment opportunities, is needed. The City Manager must have a working knowledge of overall organizational management in the public sector, including public finance and budgeting, sustainability and redevelopment initiatives, and FEMA and disaster preparedness procedures. Experience in coastal communities is a plus.

The City Manager must be supportive of his/her leadership team and employees and able to mentor and promote professional development, creating a culture that promotes excellence, customer service, and accountability. The City Manager must be able to work effectively with citizens, elected and appointed officials, other legislative bodies, and County, State, and Federal agencies to promote the City's initiatives and interests. The ideal candidate will be personable, approachable, and have excellent communication and interpersonal skills.

Requirements include a bachelor's degree and ten (10) years of experience or a master's degree in Business or Public Administration and five (5) years of experience. Experience must be in a senior-level position in municipal government.



## COMPENSATION

Starting salary is open, dependent upon qualifications, and is accompanied by a competitive benefits package. The State of Florida does not have a state income tax. Residency within a ten (10) mile radius of the City is required within an agreed upon time frame from the hire date.

## TO APPLY

If interested in this outstanding opportunity with the City of St. Pete Beach, visit [www.srnsearch.com](http://www.srnsearch.com) to apply online. The first review of resumes will take place on March 11, 2024; the 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 City of St. Pete Beach. Candidates will be advised of the status of the recruitment following the selection of the City Manager. Questions regarding this recruitment may be directed to:

Ms. S. Renée Narloch, President  
S. Renée Narloch & Associates  
[info@srnsearch.com](mailto:info@srnsearch.com) | 850.391.0000  
[www.srnsearch.com](http://www.srnsearch.com)

The City of St. Pete Beach is an equal employment opportunity employer, committed to a drug-free workplace, and abides by Florida Veterans' Preference. In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.

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



2910 Kerry Forest Pkwy D4-242, Tallahassee, FL 32309  
[www.srnsearch.com](http://www.srnsearch.com) | [info@srnsearch.com](mailto:info@srnsearch.com)