



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT

A PROPOSAL TO CONDUCT
EXECUTIVE RECRUITMENT SERVICES
FOR
CITY ATTORNEY
ON BEHALF OF THE
CITY OF FORT LAUDERDALE, FL

S. RENÉE NARLOCH, PRESIDENT
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January 28, 2023

Mr. Jerome Post
Interim Human Resources Director
City of Fort Lauderdale

Fort Lauderdale, FL

Dear Mr. Post:

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

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

- S. Renée Narloch & Associates has extensive experience conducting quality searches that result in the placement of candidates ideally suited to clients' needs. S. Renée Narloch & Associates is incorporated in Florida and is a small, woman-owned business. For many years, Ms. Narloch, President, served as the Senior Vice President of Recruitment for a national public sector consulting firm, responsible for recruitments in 40+ states. Her career in public sector recruitment spans over 25 years, during which time she has participated in hundreds of public sector searches nationwide.
- S. Renée Narloch & Associates is currently conducting recruitments on behalf of the **Seminole County, FL** (County Manager); **City of Boca Raton, FL** (Deputy Financial Services Director); **Town of Landis, NC** (Town Manager); and **City of Sugar Land, TX** (Controller).
- 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 Fort Lauderdale, FL** (City Attorney; City Manager; several other positions); **City of Gainesville, FL** (City Attorney); **TOHO Water Authority, Orlando, FL** (General Counsel; Executive Director); **City of Coconut Creek, FL** (City Attorney); **Johnson County (Olathe), KS** (Chief Legal Counsel; County Auditor; County Appraiser); **City of Dallas, TX** (City Attorney; Assistant Director of Transportation Operations; Assistant Director of Water Utilities; City Manager; Managing Director of Environmental Quality; Assistant Director of Street Services (Maintenance); **Broward County, FL** (County Attorney; Assistant Director of Economic & Small Business Development; Port Everglades Chief Executive/Port Director; Port Everglades Director of Business Development); **Lee County, FL** (County Attorney; County Manager); **City of Thomasville, GA** (City Manager); **City of Dublin, OH** (Director of Communications & Public Information); **City of Baytown, TX** (Assistant City Manager; Police Chief; Director of Public Affairs); **City of Tallahassee, FL** (City

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Manager; Fire Chief; Airport Director; Director of Human Resources); **Leon County, FL** (Building Official); **City of Dunedin, FL** (Community Development Director; Communications Director; City Manager; Finance Director; City Clerk); **City of Dania Beach, FL** (City Manager); **City of St. Cloud, FL** (Police Chief; Human Resources Director; Information Technology Director; Environmental Utilities Director); and many others. Ms. Narloch will conduct the recruitment for the City Attorney for the City of Fort Lauderdale. 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

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ABOUT US

OUR UNDERSTANDING OF THE REQUESTED SERVICES

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

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

PRIMARY CONTACT

Ms. S. Renée Narloch, President, will conduct the City Attorney recruitment for the City of Fort Lauderdale. 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

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 Fort Lauderdale 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 Fort Lauderdale, FL** (City Attorney; City Manager; several other positions); **City of Gainesville, FL** (City Attorney); **TOHO Water Authority, Orlando, FL** (General Counsel; Executive Director); **City of Coconut Creek, FL** (City Attorney); **Johnson County (Olathe), KS** (Chief Legal Counsel; County Auditor; County Appraiser); **City of Dallas, TX** (City Attorney; Assistant Director of Transportation Operations; Assistant Director of Water Utilities; City Manager; Managing Director of

Environmental Quality; Assistant Director of Street Services (Maintenance); Broward County, FL (County Attorney; Assistant Director of Economic & Small Business Development; Port Everglades Chief Executive/Port Director; Port Everglades Director of Business Development); Lee County, FL (County Attorney; County Manager); City of Thomasville, GA (City Manager); City of Dublin, OH (Director of Communications & Public Information); City of Baytown, TX (Assistant City Manager; Police Chief; Director of Public Affairs); City of Tallahassee, FL (City Manager; Fire Chief; Airport Director; Director of Human Resources); Leon County, FL (Building Official); City of Dunedin, FL (Community Development Director; Communications Director; City Manager; Finance Director; City Clerk); City of Dania Beach, FL (City Manager); City of St. Cloud, FL (Police Chief; Human Resources Director; Information Technology Director; Environmental Utilities Director); and many others. Ms. Narloch will conduct the recruitment for the City Attorney for the City of Fort Lauderdale. 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 City of Fort Lauderdale has a quality group of finalists from which to select the new City Attorney.

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 City of Fort Lauderdale has a pool of high-quality candidates from which to select the new City Attorney. Outlined below are the services we provide in our recruitment process.

DEVELOPING THE CANDIDATE PROFILE

Our understanding of the City's requirements will be the foundation of a successful search. We will work directly with City Commission, staff, and others involved in the process in order to learn as much as possible about what the organization expects of a new City Attorney. 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 Fort Lauderdale. 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 Attorney position. Based on these discussions, we will develop a profile that addresses the responsibilities, core competencies and professional characteristics and traits, education and training, operational and organizational issues, and other factors relevant to this position. The profile that we develop together at this stage will guide our recruitment efforts.

ADVERTISING CAMPAIGN AND RECRUITMENT BROCHURE

After gaining an understanding of the City's needs, we will design an effective advertising campaign that is appropriate for the recruitment. We will focus on professional journals that are specifically suited to the City Attorney search, such as the Florida Bar Association and the International Municipal Lawyers Association, 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 Fort Lauderdale.

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 Attorney 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 Attorney position. In addition, we will discuss the candidate's motivation for applying for the position and make an assessment of his/her knowledge, skills, and abilities. We will devote specific attention to determining the likelihood of the candidate's acceptance of the position if an offer of employment is made.

PUBLIC RECORDS SEARCH

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

RECOMMENDATIONS

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

FINAL INTERVIEWS

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

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

BACKGROUND CHECKS/DETAILED REFERENCE CHECKS

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

NEGOTIATIONS

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

COMPLETE ADMINISTRATIVE ASSISTANCE

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

THE TEAM

Our staff at S. Renée Narloch & Associates is comprised of a diverse group of individuals who have extensive experience in the recruitment of public sector executives. The team assigned to the City Attorney 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 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 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 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 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.

City of Gainesville, FL

City Attorney

TOHO Water Authority, Orlando, FL

Executive Director; General Counsel

City of Fort Lauderdale, FL

City Attorney; City Manager; Finance Director; Assistant City Manager; Building Official; Director of Sustainable Development; Deputy Director of Human Resources

City of Coconut Creek, FL

City Attorney

City of Dallas, TX

City Attorney; Assistant Director of Transportation Operations; Assistant Director of Water Utilities; City Manager; Managing Director of Environmental Quality; Assistant Director of Street Services (Maintenance)

Broward County, FL

County Attorney; Assistant Director of Economic & Small Business Development; Port Everglades Chief Executive/Port Director; Port Everglades Director of Business Development

Lee County, FL

County Attorney; County Manager

Johnson County (Olathe), KS

Chief Legal Counsel; County Auditor; County Appraiser

City of Boca Raton, FL

Building Official; Risk Manager

City of Dunedin, FL

Community Development Director; Communications Director; City Manager; Finance Director; City Clerk

City of Coral Springs, FL

City Manager; Director of Economic Development; Deputy City Manager; Director of Finance; Police Chief

Sumter County, FL

Public Works Director; Fire Chief; Development Services Director; Assistant Public Works Director Engineer; Staff Engineer

Workforce Development Board (WDB), OH
Executive Director/CEO

San Antonio Housing Authority (SAHA), TX

Director of Community Development Initiatives; Development Services & Neighborhood Revitalization Officer; Director of Human Resources & Employee Development; Director of Information Technology; Chief Operations Officer

City of Miami Beach, FL

City Manager

Chief Executive Officer

Virginia Commonwealth University (VCU), Richmond, VA

Police Chief

Alexandria Redevelopment and Housing Authority (ARHA), VA

Chief Executive Officer

Portsmouth Redevelopment & Housing Authority (PRHA), VA

Executive Director

Housing Authority of the City of Tulsa, OK
President/CEO

New Orleans Redevelopment Authority, LA
Executive Director

City of Oak Creek, WI

City Administrator

Houston Housing Authority, TX
President/CEO

City of Durham, NC

Director of Technology Solutions

City of Topeka, KS

City 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
Executive Director

Early Learning Coalition of Broward County
Chief Executive Officer

Housing Authority of the City of Austin, TX
Vice President/Chief Financial Officer;
President/CEO

El Paso Water Utilities-Public Service Board, TX
 President/CEO
 Louisiana Housing Corporation, LA
 Executive Director
 Children's Board of Hillsborough County, FL
 Executive Director
 Alachua County, FL
 County Manager
 Housing Authority of the City of Brownsville, TX
 Chief Executive Officer
 Pasco County, FL
 County Manager
 Pinellas Suncoast Transit Authority (PSTA), FL
 Chief Financial Officer
 City of Tallahassee, FL
 City Manager; Human Resource Director; Fire Chief; Director of Airport
 Orange County, FL
 Chief of Corrections
 Hillsborough County, FL
 Director of Head Start; Affordable Housing Services Director
 City of Quincy, FL
 Finance Director
 Fort Worth Housing Authority, TX
 President/CEO
 Wake County, NC
 County Manager
 Metropolitan Washington Airports Authority, DC
 Vice President for Public Safety
 Scott Consolidated Emergency Communications Center (Scott County, IA)
 Emergency Services Dispatch Director
 City of Virginia Beach, VA
 Deputy City Manager; Assistant Human Services Director
 City of West Palm Beach, FL
 Director of Public Utilities; Director of Engineering Services
 City of Rye, NY
 City Manager
 Franklin County, OH
 County Administrator; Animal Care & Control Services Director; Director of Job & Family Services
 Sedgwick County, KS
 County Manager; Health Department Director; Director of Human Resources
 City of Wichita, KS
 Director of Law; Director of Housing & Community Services

Dallas County, TX
 Director of Human Resources
 Palm Beach County, FL
 County Administrator; Director of Capital Improvements
 South Padre Island, TX
 Convention & Visitors Bureau Director
 Town of Addison, TX
 City Manager
 Durham County, NC
 Fire Marshal/City-County Emergency Management Director
 City of Hallandale Beach, FL
 Comptroller
 Wayne County, MI
 Deputy Chief Director of Personnel; Chief Deputy CFO
 Cincinnati Metropolitan Housing Authority (CMHA), OH
 Director of Accounting
 Centre Area Transportation Authority (CATA), PA
 Director of Transportation, Director of Finance, Data Analyst
 City of Thomasville, GA
 City Manager
 Western Reserve Transit Authority, OH
 Executive Director
 City of Newport News, VA
 Fire Chief
 City of Charlottesville, VA
 City Manager
 Greater Richmond Transit Co (GRTC), VA
 CEO
 Collier County, FL
 Director of Facilities Management
 City of Dania Beach, FL
 City Manager
 City of Washington, IL
 City Administrator
 Consolidated Dispatch Agency (Tallahassee), FL
 Director
 Miami-Dade Public Housing and Community Development
 Director of Public Housing Division
 International Association of Campus Law Enforcement Administrators (IACLEA), MD
 Executive Director
 York County, SC
 County Manager

REFERENCES

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

CLIENT:	City of Fort Lauderdale, FL
REFERENCE:	Ms. Tarlesha Smith, Assistant City Manager (954) 498-6368; tasmith@fortlauderdale.gov
POSITIONS:	City Attorney; City Manager; Director of Sustainability; Building Official; Assistant Human Resources Director
CLIENT:	City of Gainesville, FL
REFERENCE:	Ms. Cheryl McBride, former Human Resources Director; current Human Resources Director, Gainesville Regional Utilities Authority (GRU) (352) 334-3434; mcbridecf@gru.com
POSITIONS:	City Attorney; City Auditor
CLIENT:	TOHO Water Authority, Orlando, FL
REFERENCE:	Mr. Todd Swingle, Executive Director (321) 626-3148; tswingle@tohowater.com
POSITIONS:	Chief Legal Counsel; Executive Director

COST PROPOSAL

PROFESSIONAL FEE AND EXPENSES

The professional fee for conducting this recruitment on behalf of the City of Fort Lauderdale is \$32,450 plus actual expenses. Services covered by the fee consist of all steps outlined in this proposal, including up to three (3) onsite/video meetings. Expenses are estimated not to exceed \$7,450 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 Fort Lauderdale.

CANDIDATE TRAVEL

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

PAYMENT

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

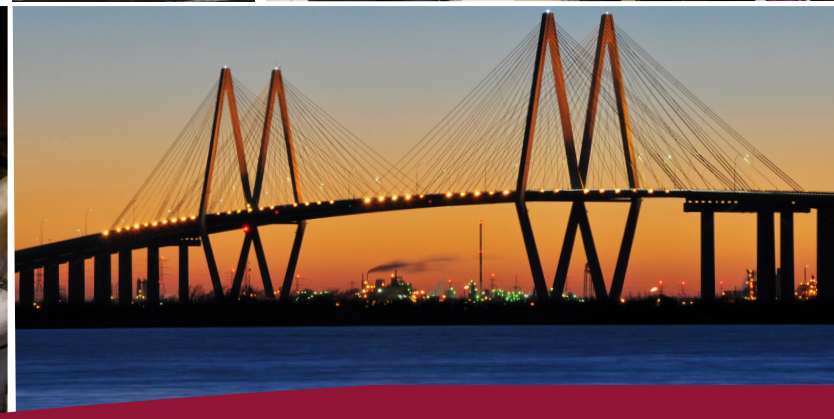
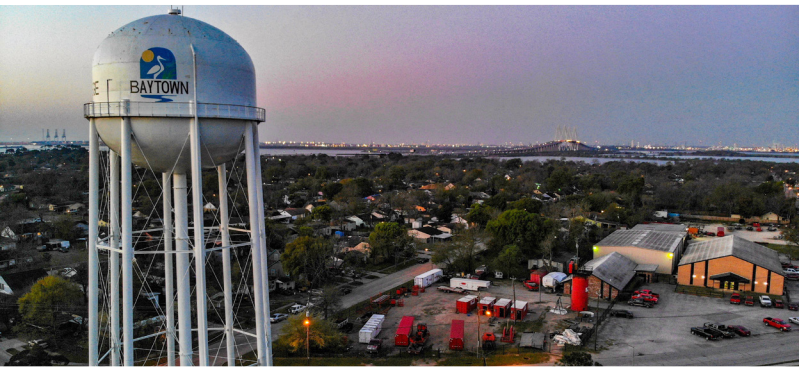
GUARANTEE

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

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



CITY OF BAYTOWN, TX

INVITES YOUR INTEREST IN THE POSITION OF

CITY ATTORNEY

THE COMMUNITY

Located just 30 miles east of downtown Houston, Baytown is the third-largest city in Harris County and is easily accessible via Interstate 10, Highway 146, and the Grand Parkway (Hwy 99).

With a population of around 77,000, Baytown encompasses an area of approximately 40 square miles and boasts a rich environment and a strong historical and economic heritage.

The City's strategic location has encouraged a successful and diverse blend of employment opportunities and recreational activities centered on the area's waterways. The City has 56 parks on approximately 1,000 acres of land, providing a large assortment of outdoor activities.

Located in the Texas Independence Trail region, Baytown is rich in history. General Sam Houston was an early resident, and the area played a significant role in the Battle of San Jacinto in 1836. The region was also home to the Karankawa Indians, and their artifacts can still be found at the Baytown Nature Center.

Originally three separate towns, the City of Baytown combined Goose Creek (dating back to before 1850) and oil boom-towns Pelly (established in the late 1910s) and East Baytown (early 1920s) when it incorporated in 1948.

Major employers include ExxonMobil, Goose Creek Consolidated Independent School District, and Houston Methodist Baytown Hospital. With a booming economy, Baytown is experiencing unprecedented growth in industry, retail, and housing. The City has maintained a high quality of life while becoming a major center for economic growth in the Sugar Land-Houston-Baytown metropolitan area. The City remains committed to smart growth, citywide innovation, infrastructure improvements, and increased investments in public safety to ensure Baytown will continue to be a quality community of choice.

THE ORGANIZATION

The City of Baytown is a Home-Rule city operating under a Council-Manager form of government. The City Council is comprised of six elected Council



members, one from each respective district, and one Mayoral position elected "at-large." Council members and the Mayor are each elected to a term of three years, with staggered elections.

The City of Baytown's purpose is to enrich lives and build community. Core Values include: Caring, Innovation, Collaboration, Leadership, and Stewardship.

The City is a full-service city supported by 930 FTEs. The City's total budget for FY2022 is \$245 million, of which \$126 million is the General Fund. In addition, the City has a Capital Improvements Program Fund of \$16.1 million. The City is financially stable and maintains strong bond ratings.

City departments include the City Clerk, Economic Development, Finance, Fire, Human Resources, Information Technology Services, Legal Services, Library, Municipal Court, Parks & Recreation, Planning & Development Services, Police, Public Works & Engineering, Public Affairs, and Public Health.

The City Manager is the chief executive and administrative officer of the City, responsible for general administration of the City's affairs and overseeing the operations of all City departments. The City Manager is assisted by two Assistant City Managers, who have several departments that report directly to them.

THE DEPARTMENT

The Legal Department is a service-oriented department which is responsible for providing counsel to the City Council, City Manager, and various department heads regarding legal matters and advising the City Council, Baytown Area Water Authority (BAWA), Crime Control Prevention District (CCPD), Fire Control Prevention and EMS District (FCPEMSD), Baytown Municipal Development District (MDD), and the Baytown Hospitality Public Facilities Corporation (PFC), as well as their boards and commissions, in litigation and adversary proceedings.

The Department also gives legal advice to officers and employees of the City relating to their powers and duties in such capacities. Legal services provided by the department include drafting and negotiating

contracts, prosecuting violations of the transportation, health and penal codes as well as the Code of Ordinances, and representing and coordinating the representation of the City in various civil matters, ensuring that the rights and interests of the City are being appropriately protected and pursued.

The Legal Departments' goals and objectives include:

- Provide dependable legal advice to the City Council and to the Boards of Directors of BAWA, CCPD, FCPEMSD, and MDD and their boards and commissions, as well as the officers and employees of the City.
- Draft, review and negotiate legal instruments for City projects in order to achieve the desired project goals while ensuring that the City's interests are adequately protected.
- Zealously represent the City, BAWA, CCPD, FCPEMSD, MDD, and PFC and protect their prospective interests.
- Prosecute all cases filed in Municipal Court.
- Remain current on state and federal laws and regulations applicable to the City, BAWA, CCPD, FCPEMSD, and MDD.
- Serve on the negotiating teams for collective bargaining, as well as in meet and confer.
- Support all legal opinions, whether written or oral, with case or statutory authority, as appropriate.
- Ensure that all requests for written opinions are honored in a timely manner.
- Ensure court-imposed deadlines are met.
- Ensure all contracts accomplish the intended purposes while providing sufficient protections.
- Maintain all written memorandum opinions issued by the department.

THE POSITION

Under the direction of the City Manager, the City Attorney directly supervises five full-time employees within the Legal Department. The City Attorney develops, administers, and monitors the Legal Department's \$1.2 million budget and is expected to exercise considerable initiative and independent professional judgment in all legal matters affecting City government. The Legal Department represents the City in all litigation, administrative



hearings, and other matters requiring legal representation and serves as Prosecutor for all municipal court cases, including those involving offenses under the Texas Penal Code, the Texas Transportation Code, and the City's Code of Ordinance.

Specific duties and responsibilities of the City Attorney include, but are not limited to:

- Drafts legal instruments including petitions, contracts, deeds, resolutions, easements, ordinances, and affidavits.
- Advises all City departments with regard to legal concerns. Oversees operations of City departments with regard to risk of liability and making determinations whether ordinances, policies, procedures, and practices are in compliance with applicable laws.
- Performs personnel related duties, including hiring, training, coaching, performance evaluations, and discipline.
- Attends regular City Council meetings twice per month, attends special meetings and training sessions as scheduled. Attends BAWA meetings once per month and MDD meetings as needed.
- Contacts outside council to follow-up on any litigation in which the City is presently involved, including assisting outside council in obtaining information and evidence, and appearing in court for trials.
- Performs miscellaneous legal duties for the City including purchasing and selling of property, representing the City in contract disputes as needed,

and prosecuting misdemeanors in the Municipal Court.

- Develops, administers, and monitors Legal Department budget.
- Performs all other related duties as assigned.

The ideal candidate will have knowledge of municipal law including tax, competitive bidding, authority of home rule cities, civil litigation, contracts, jurisdiction, and procedure. The selected candidate must have the ability to convey and legal counsel in a manner understandable to non-lawyers. Additionally, the ability to research the law and clearly write opinions and handle controversial issues, especially in a public setting which often is in front of the media, is needed. Knowledge of Civil Service Laws, Open Meetings, and the Public Information Act is a must.

A strong leader with a collaborative management style who is confident, accessible, diplomatic, and able to quickly build trusting relationships is needed. Must have an impeccable reputation for being ethical, loyal, proactive, and solutions-oriented. An approachable leader who develops effective relationships with staff, stakeholders, and the public is essential. The City Attorney must be politically astute while remaining apolitical and have strong analytical and negotiation skills. Exceptional interpersonal and communication skills are a must.

Requirements include a Law Degree (Juris Doctorate) from an accredited law school and ten years of experience in a related field, five of which must be in a progressive management role with supervisory responsibilities. Candidates must be licensed to practice law in the State of Texas and have or obtain a valid Texas driver's license with an acceptable driving record.

In the event of an emergency situation or evacuation, the City Attorney may be required to remain onsite to perform needed services.



COMPENSATION

The starting salary range is \$132,000 to \$180,000 and will be competitive and is negotiable based on the qualifications and experience of the individual selected. Texas has no state-level income tax.

TO APPLY

If interested in this outstanding opportunity, please visit our website, www.srnsearch.com, and apply online.

The first review of applications will occur on January 24, 2022; position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the City of Baytown. Candidates will be advised of the status of the recruitment following the selection of the City Attorney. Questions regarding this recruitment should be directed to:

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

The City of Baytown is an Equal Opportunity Employer. In accordance with Texas Open Records laws, applications and resumes are subject to public disclosure.



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT

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