



A PROPOSAL TO CONDUCT
EXECUTIVE RECRUITMENT SERVICES
FOR

CITY ATTORNEY
ON BEHALF OF THE
CITY OF CLEARWATER, FL

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

TAB 1. LETTER OF TRANSMITTAL



January 16, 2026

Ms. Karen Swafford
Human Resources Division Manager
City of Clearwater
100 N Osceola Ave
Clearwater, FL 33756

Dear Ms. Swafford:

We appreciate the opportunity to provide the City of Clearwater 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 Clearwater, you should know:

- S. Renée Narloch & Associates has extensive experience conducting quality searches that place candidates ideally suited to clients' needs. We are a small, woman-owned business incorporated in Florida. For many years prior, Ms. S. Renée 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 St. Pete Beach, FL](#) (Director of Human Resources); [Seminole County, FL](#) (Director of Development Services; County Engineer); [City of Madeira Beach, FL](#) (City Manager; Building Official); [City of West Palm Beach, FL](#) (Transportation Engineer); [Opportunity Home San Antonio, TX](#) (Senior Director of Development Services and Neighborhood Revitalization); [City of Baytown, TX](#) (Public Works & Engineering Director); [City of North Myrtle Beach, SC](#) (Director of Public Works); and [Taylor County, FL](#) (Director of Engineering).
- Ms. S. Renée Narloch, President, has extensive experience conducting public sector executive recruitments throughout the nation, including more than 500 searches for clients such as the [City of Port St. Lucie, FL](#) (City Attorney); [City of Cape Coral, FL](#) (City Attorney); [Seminole County, FL](#) (County Attorney; County Manager); [Toho Water Authority, FL](#) (General Counsel; Executive Director); [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 Fort Lauderdale, FL](#) (City Attorney; Finance Director; City Manager; Assistant City Manager; Building Official; Director of Sustainable Development; Deputy Director of Human Resources); [City of Gainesville, FL](#) (City Attorney; City Auditor; Chief Plans Examiner; Building Inspector; Planner IV); [City of](#)



Margate, FL (City Attorney; Director of Environmental and Engineering Services); City of Coconut Creek, FL (City Attorney); City of Baytown TX (City Attorney; Assistant City Manager; Police Chief; Director of Public Affairs); 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.
- S. Renée Narloch & Associates understands the Scope of Services listed in the Request For Proposals dated January 13, 2026, and is able to provide an expedited recruitment process, with services to be completed within an approximately two-and-a-half month time period.
- Ms. S. Renée Narloch, President, will conduct the City Attorney recruitment for the City of Clearwater. 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

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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TAB 2. OVERVIEW OF ORGANIZATION AND RELEVANT EXPERIENCE

OVERVIEW OF ORGANIZATION AND EXPERIENCE

S. Renée Narloch & Associates is highly qualified to assist the City of Clearwater in recruiting 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 manage all aspects of the recruitment process successfully. We will work closely with the City to protect the recruitment's integrity and 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 served 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 Clearwater. 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 clients and candidates. We have a reputation for conducting quality searches that place candidates ideally suited to meet our clients' needs. We pride ourselves on our responsiveness to clients and candidates, and we assure the City of Clearwater that the highest caliber of service will be provided throughout the recruitment process.

S. Renée Narloch & Associates is a small, woman-owned business incorporated in Florida. 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 the [City of St. Pete Beach, FL](#) (Director of Human Resources); [Seminole County, FL](#) (Director of Development Services; County Engineer); [City of Madeira Beach, FL](#) (City Manager; Building Official); [City of West Palm Beach, FL](#) (Transportation Engineer); [Opportunity Home San Antonio, TX](#) (Senior Director of Development Services and Neighborhood Revitalization); [City of Baytown, TX](#) (Public Works & Engineering Director); [City of North Myrtle Beach, SC](#) (Director of Public Works); and [Taylor County, FL](#) (Director of Engineering).

Ms. S. Renée Narloch, President, has extensive experience conducting public sector executive recruitments throughout the nation, including more than 500 searches for clients such as the [City of Port St. Lucie, FL](#) (City Attorney); [City of Cape Coral, FL](#) (City Attorney); [Seminole County, FL](#) (County Attorney; County Manager); [Toho Water Authority, FL](#) (General Counsel; Executive Director); [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 Fort Lauderdale, FL](#) (City Attorney; Finance Director; City Manager; Assistant City Manager; Building Official; Director of Sustainable Development; Deputy Director of Human Resources); [City of Gainesville, FL](#) (City Attorney; City Auditor; Chief Plans Examiner; Building Inspector; Planner IV); [City of Margate, FL](#) (City Attorney; Director of Environmental and Engineering Services); [City of Coconut Creek, FL](#) (City Attorney); [City of Baytown TX](#) (City Attorney; Assistant City Manager; Police Chief; Director of Public Affairs); and many others.

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, proven recruitment process, expansive network of contacts, and knowledge of exceptional candidates will ensure the City of Clearwater 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 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.

TAB 3. RECRUITMENT STRATEGY

PROPOSED RECRUITMENT STRATEGY

S. Renée Narloch & Associates' unique, client-driven approach to executive search will ensure that the City of Clearwater 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

Understanding the City's requirements will be the foundation of a successful search. We will work directly with the Mayor and City Councilmembers, City Staff, and others involved in the process 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 the City of Clearwater faces. 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 evaluate the compensation and benefits of the City Attorney position. Based on these discussions, we will develop a profile addressing the responsibilities, core competencies, professional characteristics and traits, education and training, operational and organizational issues, and other relevant factors. The profile we develop together at this stage will guide our recruitment efforts.

¶ ADVERTISING CAMPAIGN AND RECRUITMENT BROCHURE

After understanding the City's needs, we will design an appropriate advertising campaign for the recruitment. We will focus on professional journals suited explicitly to the City Attorney search, such as the Florida Bar Newsletter, utilizing venues that will ensure a diverse pool of applicants, including qualified minority and women candidates. We will also utilize social media and develop a professional recruitment brochure on the City's behalf, highlighting the community, organization, position, and compensation. Once completed, we will mail the brochure to an extensive audience, informing them of the exciting opportunity with the City.

¶ RECRUITING CANDIDATES

After cross-referencing the ideal candidate's profile 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 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 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 assess their 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 review 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 about the candidates' professional experiences, accomplishments, strengths, 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 develop an interview process that objectively assesses each candidate's qualifications. We will adopt an approach that fits your needs, whether a traditional interview, multiple interview panel, or assessment center process. We will provide you with suggested interview questions and rating forms and will be present at the interviews to facilitate the process. Our expertise lies in facilitating the discussion to bring 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 positive experience since the entire process will affect the candidates' perception of your organization.

▣ BACKGROUND CHECKS/DETAILED REFERENCE CHECKS

Based on the final interviews, we will conduct criminal, civil litigation, and motor vehicle record checks on the top one to three candidates. In addition, those candidates will be the subjects of detailed, confidential reference checks. To gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people with 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 speak confidentially to individuals known to have insight into a candidate's abilities, but who may not be on their preferred list of contacts. At this stage in the recruitment process, we will 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 insight into current industry standards and expectations in negotiating contracts, and we will be available to advise you regarding current approaches to complex issues such as housing and relocation. To secure your chosen candidate's appointment, we will represent your interests and advise you regarding salary, benefits, and employment agreements. We have the expertise to turn a sensitive aspect of the recruitment into one 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 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.

TAB 4. PROJECT PERSONNEL

PROJECT PERSONNEL

Our staff at S. Renée Narloch & Associates is comprised of a diverse group of individuals with extensive experience in recruiting public sector executives. The team assigned to the City Attorney search will include Ms. Narloch, 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 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. Before forming S. Renée Narloch & Associates, Ms. Narloch served ten years as the Senior Vice President of a public sector executive search firm responsible 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 Midwestern 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 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 in executive administration in the local government and the for-profit sectors. Mr. Pervinich received his Bachelor of Science 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. Before joining S. Renée Narloch & Associates, Ms. Thompson spent several years in 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.

TAB 5. FEE STRUCTURE

FEE STRUCTURE

PROFESSIONAL FEE AND EXPENSE

The professional fee for conducting this recruitment on behalf of the City of Clearwater is \$24,500, 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 \$5,450 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 Clearwater.

CANDIDATE TRAVEL

Concerning candidate travel for interviews, we typically ask candidates to make their travel arrangements and advise them that 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 in pricing and scheduling.

PAYMENT

We will invoice the City of Clearwater monthly for professional fees and expenses for services incurred as of the invoice date. We expect invoice payment 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 search again at no cost (except 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.

TAB 6. TIMELINE

PROPOSED TIMELINE AND AVAILABILITY

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 recommend 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 Mayor and City Councilmembers, City Staff, and others involved in the process.
2	Develop a 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 Mayor and City Council, City Staff, and others involved in the process.
15	Candidates interview with the Mayor and City Council, follow-up interviews, and consultant reference/background checks.
16	Candidate selected

TAB 7. REFERENCES

CLIENTS/REFERENCES

CLIENTS

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

City of Cape Coral, FL

City Attorney

City of Port St. Lucie, FL

City Attorney

Seminole County, FL

County Attorney; County Manager

City of Fort Lauderdale, FL

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

City of Gainesville, FL

City Attorney; City Auditor; Chief Plans Examiner;
Building Inspector; Planner IV

City of Margate, FL

City Attorney; Director of Environmental and
Engineering Services

City of Coconut Creek, FL

City Attorney

City of Port St. Lucie, FL

City Attorney

Lee County, FL

County Attorney; County Manager

Johnson County, KS

County Auditor; County Appraiser; Chief Legal
Counsel

Broward County, FL

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

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 St. Pete Beach, FL

Building Official

City of Coral Springs, FL

City Manager; Director of Economic
Development; Deputy City Manager (2
positions); Director of Finance; Police Chief

City of St. Cloud, FL

IT Director; Environmental Utilities Director;
Human Resources & Risk Management Director;
Police Chief

Workforce Development Board (WDB), OH

Executive Director/CEO

Sumter County, FL

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

City of San Antonio, TX

Assistant Finance Director - Procurement

City of Tallahassee, FL

City Manager; Human Resource Director; Fire
Chief; Director of Airport; Assistant General
Manager - Underground Utilities & Public
Infrastructure (Engineering Division)

San Antonio Housing Authority (SAHA), TX

Director of Community Development Initiatives;
Development Services & Neighborhood
Revitalization Officer; Director of Information
Technology; Director of Human Resources;
President and CEO; Director of Federal Housing
Programs; Chief Operating Officer; Director of
Communications and Public Affairs

SOS Children's Villages - Florida

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; VP/CFO

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
Cumberland County, NC
Assistant County Manager - Community Support Services; Human Resources Director
City of Sugar Land, TX
Assistant Director of Finance; Director of Budget & Strategy
City of Topeka, KS
City Manager; Administrative and Financial Services Director
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
Leon County (Tallahassee), FL
Building Official
Early Learning Coalition of Broward County, FL
Chief Executive Officer
City of Baytown, TX
Police Chief; Director of Public Affairs; City Attorney; Assistant City Manager
Housing Authority of the City of Austin, TX
Vice President/Chief Financial Officer; President/CEO
City of Miami Beach, FL
City Manager
International Association of Campus Law Enforcement Administrators (IACLEA), MD
Executive Director
City of Austin, TX
Assistant Director, Public Works Engineering and Project Delivery
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)
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
Orange County, FL
Chief of Corrections
Hillsborough County, FL
Director of Head Start; Affordable Housing Services Director; County Administrator
City of Quincy, FL
Finance Director
Fort Worth Housing Authority, TX
President/CEO
Wake County, NC
County Manager
Metropolitan Washington Airports Authority, DC
Vice President for Public Safety
Sebring Airport Authority (SAA), FL
Airport Manager
Scott Consolidated Emergency Communications Center (Scott County, IA)
Emergency Services Dispatch Director
City of Virginia Beach, VA
Deputy City Manager; Assistant Human Services Director
Wayne County, MI
Deputy Chief Director of Personnel; Chief Deputy CFO
City of Newport News, VA
Fire Chief
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 Lake Lure, NC	TOHO Water Authority, FL
Town Manager; Project Manager	Executive Director; General Counsel
Town of Addison, TX	Collier County, FL
City Manager	Director of Facilities Management
Durham County, NC	City of Thomasville, GA
Fire Marshal/City-County Emergency	City Manager; Assistant City Manager; City
Management Director	Engineer
City of Dania Beach, FL	Western Reserve Transit Authority, OH
City Manager	Executive Director
City of Hallandale Beach, FL	City of Charlottesville, VA
Comptroller	City Manager
York County, SC	Greater Richmond Transit Co (GRTC), VA
County Manager	Chief Executive Officer
Consolidated Dispatch Agency (Tallahassee), FL	Community Coordinate Care for Children (4C), FL
Director	Chief Officer of Education
City of Washington, IL	Person County, NC
City Administrator	County Manager
Miami-Dade Public Housing and Community	Cincinnati Metropolitan Housing Authority
Development	(CMHA), OH
Director of Public Housing Division; PHCD	Director of Accounting
Development Director; RAD Program Manager;	Centre Area Transportation Authority (CATA), PA
Housing Choice Voucher Division Director	Director of Transportation, Director of Finance, Data Analyst

REFERENCES

Clients and candidates provide the best testament to our ability to conduct quality searches. Listed below are a few of our recent clients.

CLIENT:	Seminole County, FL <i>(Reference Letter included with Proposal Submittal)</i>
REFERENCE:	Ms. Meloney Koontz, Assistant County Manager (407) 665-7225; mkoontz@seminolecountyfl.gov
POSITIONS:	County Attorney; County Manager
CLIENT:	City of Port St. Lucie, FL
REFERENCE:	Ms. Kristina Ciuperger, Deputy City Manager (772) 871-5207; kristinac@cityofpsl.com
POSITION:	City Attorney
CLIENT:	City of Cape Coral, FL
REFERENCE:	Ms. Nancy Deutsch, Human Resources Director (239) 574-0528 ext. 4528; ndeutsch@capecoral.gov
POSITIONS:	City Attorney; Public Works Director

January 26, 2023

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

Dear Ms. Narloch:

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

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

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

Sincerely,



Amy Lockhart, Chairman
Seminole County Board of County Commissioners

cc: BCC

TAB 8. FORMS

Exhibit B
E-VERIFY ELIGIBILITY FORM

VERIFICATION OF EMPLOYMENT ELIGIBILITY FORM

PER FLORIDA STATUTE 448.095, CONTRACTORS AND SUBCONTRACTORS MUST REGISTER WITH AND USE THE E-VERIFY SYSTEM TO VERIFY THE WORK AUTHORIZATION STATUS OF ALL NEWLY HIRED EMPLOYEES.

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY DEEM YOUR SUBMITTAL NONRESPONSIVE.

The affiant, by virtue of the signature below, certifies that:

1. The Contractor and its Subcontractors are aware of the requirements of Florida Statute 448.095.
2. The Contractor and its Subcontractors are registered with and using the E-Verify system to verify the work authorization status of newly hired employees.
3. The Contractor will not enter into a contract with any Subcontractor unless each party to the contract registers with and uses the E-Verify system.
4. The Subcontractor will provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized alien.
5. The Contractor must maintain a copy of such affidavit.
6. The City may terminate this Contract on the good faith belief that the Contractor or its Subcontractors knowingly violated Florida Statutes 448.09(1) or 448.095(2)(c).
7. If this Contract is terminated pursuant to Florida Statute 448.095(2)(c), the Contractor may not be awarded a public contract for at least 1 year after the date on which this Contract was terminated.
8. The Contractor is liable for any additional cost incurred by the City as a result of the termination of this Contract.



Authorized Signature

S. Renée Narloch

Printed Name

President

Title

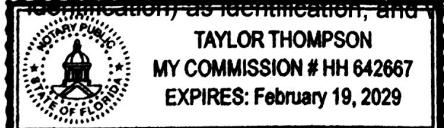
NP&S Management, Inc. d/b/a S. Renée Narloch & Associates

Name of Entity/Corporation

STATE OF Florida

COUNTY OF Leon

The foregoing instrument was acknowledged before me by means of physical presence or online notarization on, this 11 day of JANUARY, 2026, by Sonia Narloch (name of person whose signature is being notarized) as the President (title) of NP&S Management, Inc (name of corporation/entity), personally known , or produced Driver Licence (type of identification) as identification, and who did/did not take an oath.



Taylor Thompson
Notary Public

Taylor Thompson
Printed Name

My Commission Expires: February 19, 2029
NOTARY SEAL ABOVE

Certification form:

By signing and submitting this proposal, the Vendor certifies that s/he has read, understands, and is in compliance with the specifications, Terms and Conditions at [City of Clearwater Terms and Conditions](#), and attachment(s) provided. Vendor certifies that s/he will provide the materials or services specified in compliance with all applicable laws. The signatory is an officer or duly authorized agent of the Vendor with full power and authority to submit binding offers for the goods or services as specified herein.

NP&S Management Inc. d/b/a

Company Name: S. Renée Narloch & Associates

Address: 2910 Kerry Forest Pkwy, D4-242 City: Tallahassee State: FL Zip: 32309

Signature:  Title: President

Printed name: S. Renée Narloch Date: 1/16/2026

Contact phone: 850-391-0000 Contact e-mail: info@srnsearch.com