



**CITY OF NORTH PORT
REQUEST FOR PROFESSIONAL SERVICES
EXECUTIVE SEARCH FOR CITY MANAGER**

The City of North Port, Florida is requesting proposals to conduct an executive search to fill the vacant position of City Manager.

North Port is located in southeastern Sarasota County on Florida's Gulf Coast between Tampa and Fort Myers. With a population of approximately 56,000 people, North Port is the largest city in the county and the fourth largest city in Florida at 103 square miles – which is only 25% developed. This is both a young city, having recently celebrated its 50th anniversary of incorporation, and a youthful city with a residential median age of 39. It is governed by an elected five member City Commission which appoints the City Manager to administer day-to-day operations of the city.

The City Manager directs and coordinates administration of the city in accordance with policies determined by the City Commission, appoints department heads with the exception of the City Clerk, and oversees the operational activities of all departments. The City Manager prepares and submits a recommended annual budget to elected officials for review and approval.

For fiscal year 2010-11, the City of North Port has 569 authorized positions and a budget of approximately \$117 million (operating and capital). This is a full-service city with operating departments that include police, fire, public works, utilities, planning/zoning/engineering, building, general services and finance, as well as the City Clerk's Office. The City Manager's Office includes one Assistant City Manager and divisions of economic development and community outreach. In addition to the City Manager position, the city has three (3) other charter officers who answer directly to the City Commission; City Clerk, Deputy City Clerk, and the City Attorney (by contract). The City of North Port offers a salary and benefits package that is in line with market conditions.

Further information about the City of North Port can be found on the city's website at www.cityofnorthport.com.

Please provide the City of North Port with the following information:

- A proposed scope of services, including a detailed and comprehensive approach to recruitment outreach and the screening process
- A complete price proposal to include professional fees and expenses, with a not-to-exceed amount
- A detailed project timeline
- List of client references for which you have conducted similar services
- Any other relevant information in support of your submission
- Proposal Restrictions: Submittals will be restricted to fifteen (15) one-sided pages
- Number of Submittal Copies: Five (5) complete sets – one (1) original and four (4) copies

DEADLINE FOR SUBMITTAL: 4:00 p.m. on Friday, November 5, 2010

Point of contact for questions & submission of information:

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