

MIAMI BEACH

OFFICE OF THE CITY CLERK
OFFICE OF THE CITY ATTORNEY
PROCUREMENT DEPARTMENT

COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission

FROM: Rafael Paz, Acting City Attorney; Rafael E. Granado, City Clerk; and Alex Denis, Director, Procurement Department

DATE: March 17, 2021

SUBJECT: DISCUSSION, AND TAKE ACTION IF NECESSARY, REGARDING THE SELECTION PROCESS FOR THE NEW CITY MANAGER, INCLUDING APPROVAL OF THE SHORT-LISTED CANDIDATES FOR CITY MANAGER.

On January 13, 2021, the Mayor and City Commission approved the Job Profile for the City Manager and commenced the recruitment period for the selection of the City Manager, with a deadline of **March 1, 2021** for submission of applications.

By March 1, 2021, the City's executive recruiter, Ralph Andersen and Associates (the "Recruiter"), received a total of 29 applications for the City Manager position. The Recruiter has vetted the applications, including confirming employment and education for all applicants, and has conducted a preliminary interview with the applicants. All 29 applications were received timely, on or before the March 1, 2021 deadline for submission of applications.

The Recruiter's Initial Recommendation of Applicants Who Exceed Qualifications

In an effort to assist the City Commission in approving a short list of candidates at the March 17, 2021 City Commission meeting, the Recruiter has identified **ten (10) applicants who exceed qualifications**, and in the Recruiter's professional estimation, warrant special consideration by the City Commission, based on the strength of their qualifications and experience. The Recruiter's recommended highly qualified applicants, listed in alphabetical order, are as follows:

Candidate	Current Position
Boodheshwar, Jay	Deputy Town Manager Town of Palm Beach Palm Beach, FL
Carpenter, Eric <i>*Internal Candidate</i>	Assistant City Manager City of Miami Beach Miami Beach, FL
Figliola, Anthony	Executive Vice President Empire Government Strategies New York, NY

Fletcher, Alfred Jerome	Assistant Chief Administrative Officer Montgomery County Rockville, MD
Hampton, Natasha	Assistant City Manager City of Rocky Mount Rocky Mount, NC
Hardy, James	Deputy Mayor City of Akron Akron, OH
Hudak, Alina <i>*Internal Candidate</i>	Assistant City Manager City of Miami Beach Miami Beach, FL
Melder, Jay	Assistant City Administrator District of Columbia Office of the City Administrator Washington, D.C.
Reese, Michael	Former Director of Local Government Affairs Ice Miller Whiteboard Columbus, OH
Woodruff, John <i>*Internal Candidate</i>	Chief Financial Officer City of Miami Beach Finance Department Miami Beach, FL

The Recruiter's Matrix for evaluating the applicants who exceed qualifications is attached as Exhibit 1.

The full list of applicants is attached as Exhibit 2, with the applicants separated in three groups: (1) the Recruiter's 10 recommended applicants who exceed qualifications; (2) applicants who meet qualifications; and (3) applicants who meet some qualifications.

Each member of the City Commission will receive binders with hard copies of all the applications. The applications are also available for public inspection at: <https://www.miamibeachfl.gov/city-hall/city-clerk/city-manager-applications/>

Proposed Process for Approval of a Short List at the March 17, 2021 Commission Meeting

To structure an orderly process for City Commission review and approval of a short list of applicants to proceed to the next (and final) phase of the City Manager selection process (the "Short List"), we propose a 3-step process for establishing the City Commission's Short List, with a goal of ultimately establishing a City Commission Short List of 4-6 candidates:

- (1) The City Commission should first review and discuss the Recruiter's ten (10) applicants who exceed qualifications. The City Clerk will then request that each member of the City Commission identify and announce, from the list of ten (10) applicants who exceed qualifications, those applicants each member of the City Commission would nominate for inclusion in the Short List. The City Clerk will keep a running tally of the nominations, and any applicant who receives four or more nominations will be added to the City Commission's Short List.

- (2) After the initial Short List is established, the City Commission would then consider adding any of the remaining applicants to the City Commission's Short List. To add any other applicant to the Short List, the Mayor or Commissioners must nominate an individual, and the applicant must receive 4 votes to be added to the Short List.
- (3) Once the above steps are completed, the City Commission should review the list of candidates who received four or more votes, to determine whether to accept the list as the final Short List, or whether to make any final changes to the Short List. To this end, although it is within the City Commission's discretion to determine the total number of Short List candidates, we recommend that the City Commission establish a Short List of 4-6 candidates to proceed to the final phase of the selection process.

Proposed Process following Approval of the Short List

Week of April 5

Once a City Commission Short List is approved, the Recruiter will invite all Short-Listed candidates to interview with the City Commission the week of April 5. The Recruiter will commence background checks per the Contract and Timeline.

Regarding the interview process, we request that the City Commission provide direction as to whether the interviews with the Short-Listed candidates will be conducted via:

- One-on-one meetings with the Mayor and each Commissioner, either via Zoom or in person (with the City Commission to determine which format it prefers to utilize for the one-on-one meetings); or
- A Special Commission meeting, with each candidate interviewed separately by the entire City Commission, and with all candidates being asked the same questions; or
- Both one-on-one meetings with the Mayor and each Commissioner and a Special Commission meeting.

Week of April 12

If the City Commission elects to convene a Special Commission meeting to interview Short-Listed applicants, at the conclusion of the meeting the City Commission could immediately go into deliberations for final selection of the new City Manager, with direction to the City Attorney to promptly negotiate the employment contract for the new City Manager.

If the City Commission elects to only have one-on-one interviews, a Special City Commission meeting should be scheduled the week of April 12 to deliberate and select the new City Manager, subject to contract negotiation.