

## COMMISSION MEMORANDUM

TO: Mayor Dan Gelber and Members of the City Commission

FROM: Rafael Paz, Acting City Attorney

Rafael E. Granado, City Clerk



DATE: January 13, 2021

**SUBJECT: DISCUSSION, AND TAKE ACTION IF NECESSARY, REGARDING THE SELECTION PROCESS FOR THE NEW CITY MANAGER.** (Additional Information)

As explained in the Commission memorandum accompanying this item, we intend to seek Commission direction as to any Optional Services. Attached is LTC: 450-2020, released on December 15, 2020, previously outlining the optional services, which are as follows:

1. An internal Organizational Survey to City employees, with summarized results, for an additional \$3,500.
2. A Community Survey with summarized results, for an additional \$3,500.
3. Organizational Survey, Community Survey, and Virtual Town Hall - If the City Commission desires to conduct the Organizational Survey, Community Survey, and hold a Virtual Town Hall to discuss the search process with residents and stakeholders, the total fee for both surveys and the Virtual Town Hall is \$5,000.
4. Virtual Town Hall (with a Community Survey) – If the City Commission elects to conduct a Virtual Town Hall, the Virtual Town Hall will be conducted for no additional fee if the Community Survey is selected.
5. Virtual Town Hall (without a Community Survey) – Should the City choose to conduct a Virtual Town Hall without selecting the Community Survey, the fee will be an additional \$500 per each hour of the Virtual Town Hall (in 30 minute increments), plus a one-time preparation fee of \$500.


# MIAMIBEACH

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

**LTC: 450-2020**

## LETTER TO COMMISSION

TO: Mayor Dan Gelber and Members of the City Commission

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

DATE: December 15, 2020

**SUBJECT: Update Regarding City Manager Recruitment Process and Next Steps**

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On November 18, 2020, the Mayor and City Commission selected Ralph Andersen & Associates ("Ralph Andersen") to provide executive recruitment services for the City, in connection with the City Commission's search process and selection of a new City Manager. At that meeting, the City Commission directed the City Attorney, City Clerk, and Procurement Director to negotiate and finalize the contract with Ralph Andersen, and the City Attorney advised that the final draft contract would be circulated by LTC to the Mayor and City Commission, prior to its execution.

On December 9, 2020, immediately following his selection as Interim City Manager, Raul Aguila (in his capacity at the time as City Attorney) advised the Mayor and City Commission that he had divested himself completely from the selection process, and that the Acting City Attorney, along with the City Clerk and Procurement Director, would be responsible for the selection process going forward.

### **PROPOSED TIMELINE FOR SELECTION PROCESS**

The proposed timeline for the selection process is attached hereto as Exhibit "1" (the "Timeline"). As explained more fully below, we intend to seek City Commission approval of the Timeline, or any revisions thereto, at the January 13, 2021 meeting. The Timeline may, of course, be subsequently adjusted by the City Commission at any time, as the circumstances may require.

### **FINAL DRAFT CONTRACT WITH RALPH ANDERSEN**

The final draft of the services agreement with Ralph Anderson, including the City's standard contract terms, the scope of services for the selection process, fees, and the proposed Timeline, is attached hereto as Exhibit "2." Ralph Andersen has agreed to all terms.

The final contract also incorporates certain additional services (the "Optional Services") discussed at the December 9, 2020 City Commission meeting, which would only be performed if approved by the City Commission at its Jan. 13, 2021 meeting. The various options, and associated fees, are as follows:

1. An internal Organizational Survey to City employees, with summarized results, for an additional \$3,500.
2. A Community Survey with summarized results, for an additional \$3,500.
3. Organizational Survey, Community Survey and Virtual Town Hall - If the City Commission desires to conduct the Organizational Survey, Community Survey and hold a Virtual Town Hall to discuss the search process with residents and stakeholders, the total fee for both surveys and the Virtual Town Hall is \$5,000.
4. Virtual Town Hall (with a Community Survey) – If the City Commission elects to conduct a Virtual Town Hall, the Virtual Town Hall will be conducted for no additional fee if the Community Survey is selected.
5. Virtual Town Hall (without a Community Survey) – Should the City choose to conduct a Virtual Town Hall without selecting the Community Survey, the fee will be an additional \$500 per each hour of the Virtual Town Hall (in 30 minute increments), plus a one-time preparation fee of \$500.

The Optional Services, if any are approved by the City Commission on January 13, 2021, would be completed within the initial 45-day recruitment period, so as to not delay the Timeline in any way.

**Please contact Acting City Attorney Rafael Paz if you have any questions or comments on the contract by Thursday evening, Dec. 17, 2020**, so that we may proceed to execute the contract as early as Friday, Dec. 18, 2020, if possible, in order to permit Mr. Robert Burg, the lead recruiter from Ralph Andersen, to prepare the proposed City Manager Profile (discussed more fully below) for your consideration at the January 13, 2021 meeting.

#### **DRAFT CITY MANAGER PROFILE (INCLUDING JOB DESCRIPTION)**

Although the final contract has not yet been executed, Mr. Robert Burg has already met with the Mayor and Commissioners to obtain their feedback on the selection process. Once the firm is formally under contract, Mr. Burg will update the proposed City Manager profile, including job description (the "City Manager Profile"), to reflect the feedback he has received during those individual one-on-one meetings.

The proposed City Manager Profile will be presented to the City Commission for its approval at the January 13, 2021 City Commission meeting. Given its importance to the process, we intend to circulate a draft of the proposed City Manager Profile by LTC as soon as it is available, to provide you with as much time as possible to review and comment, in advance of the January 13, 2021 meeting.

**ANTICIPATED ACTION ITEMS AT THE JANUARY 13, 2020 CITY COMMISSION MEETING**

As noted above, we intend to seek direction from the City Commission as to the following matters at the January 13, 2021 City Commission meeting, namely:

- (1) approval of the proposed Timeline;
- (2) approval of the City Manager Profile, so as to formally publish the advertisement for the position and commence the initial 45-day initial recruitment period seeking applications for the position of City Manager; and
- (3) approval of any Optional Services, which, if approved by the City Commission, would be completed within the 45-day initial recruitment period, without delaying the proposed Timeline.

**As requested above, please contact Acting City Attorney Rafael Paz if you have any questions or comments on the contract by Thursday evening, Dec. 18, 2020, so that we may proceed to execute the contract as soon as possible thereafter and permit Mr. Burg to prepare the work product required for your consideration at the January 13, 2021 meeting.**

REG/RAP/AD/ag

Exhibit "1" – Proposed Timeline

Exhibit "2" – Final Draft Services Agreement with Ralph Andersen