

R9 A DISCUSS AND TAKE ACTION REGARDING THE SELECTION PROCESS FOR THE NEW CITY MANAGER, INCLUDING DETERMINATION OF THE FINALISTS FOR THE POSITION.



**COMMISSION MEMORANDUM**

TO: Honorable Mayor and Members of the City Commission

FROM: City Clerk Rafael E. Granado  
City Attorney Ricardo J. Dopico

DATE: July 9, 2024

TITLE: DISCUSS AND TAKE ACTION REGARDING THE SELECTION PROCESS FOR THE NEW CITY MANAGER, INCLUDING DETERMINATION OF THE FINALISTS FOR THE POSITION.

**RECOMMENDATION**

Discuss and take action regarding the selection process for the new City Manager, including determination of the finalists for the position.

**BACKGROUND/HISTORY**

On April 18, 2024, the City Commission directed the City Clerk and City Attorney to initiate the process to enable the Commission to select and appoint a new City Manager. GovHR USA, a government executive recruitment firm, was selected by the City Commission to conduct and assist with the search and selection process. The firm advertised the position, attracting 124 resumes from 29 states, including 59 applications from within Florida.

**ANALYSIS**

**Candidate Review:**

GovHR USA selected eight semi-finalists from the pool of applicants based on GovHR's assessment of their experience and suitability for leading Miami Beach. GovHR USA has conducted first-round reference checks, social media checks, and personal interviews of these eight semi-finalists. To ensure that candidates are thoroughly vetted, an extensive background check will be conducted on the finalists.

1. Anthony Alicastro - Senior Management Advisor, Consultant, Miami, Florida
2. C. Scott Andrews - Assistant City Manager, City of Bakersfield, California
3. Eric T. Carpenter - Deputy City Manager, City of Miami Beach, Florida
4. Salah Czapary - Director, Office of Nightlife and Culture, Government of the District of Columbia, Washington, DC
5. Kerrith Fiddler - City Administrator, City of Pensacola, Florida
6. J. David Fraser - Senior Associate, Municipal Solutions, Goodyear, Arizona
7. Tarik Rahmani - Deputy City Manager, City of Carson, California
8. Jerome "Jay" C. Wilverding - County Administrator (Former), San Joaquin County, Stockton, California

Resumes for each of the eight semi-finalists have been attached for your review.

### **July 9, 2024 - Special Commission Meeting:**

During the July 9, 2024 Special Commission Meeting, GovHR USA will present a summary review of the eight semi-finalists, including insights it has gathered from references, interviews, and social media searches conducted during the selection process.

Having been provided information on the eight semi-finalists by the recruitment firm, the City Commission is expected to choose two to four finalists during the Special Commission Meeting on July 9, 2024. We will first seek your direction as to the number of finalists you will want to consider. Next, we will ask each of you to rank the semi-finalists from 1 to 8, with 1 being your first choice and 8 being your last choice. We will immediately tally the results and announce the finalists.

The Mayor and Commissioners will have the opportunity to conduct in-person interviews with the finalists on July 23, 2024. The final in-person public interview is expected to be conducted at the July 24, 2024 Commission Meeting.

### **Proposed Interview Format and Questions for the Finalists:**

Interviews of the finalists will occur in two phases:

1. One-on-One Interviews: Each Commissioner and the Mayor will have the opportunity to interview the finalists individually on July 23, 2024. This will allow for personalized and in-depth discussions with the final candidates.
2. Public Interviews: On July 24, 2024, during the Commission Meeting, public interviews of the finalists will be conducted by the Commissioners and the Mayor.

To ensure a comprehensive evaluation, we recommend that the Commissioners and the Mayor submit to the City Attorney and City Clerk two questions they wish to ask the finalists during the July 24, 2024 Commission Meeting. The questions, submitted ahead of time, will be compiled into a master list, ensuring that each finalist is asked the same questions during the public interview. These questions must be submitted by a specified deadline, ideally one week before the interview date. If two or more members of the City Commission submit questions that are identical or substantially similar, the Clerk will ask one or more members to provide an additional question, as necessary to ensure that there are a total of 14 questions.

During the public interviews on July 24, the finalists (and spouses/domestic partners, if applicable) will be sequestered when not being interviewed. This measure is to protect the integrity of the process and ensure that candidates appearing subsequently do not hear the questions being asked.

### **Travel and Accommodation for Finalists:**

Covering Expenses: It is proposed that the City cover the airfare and hotel expenses for any finalists who do not reside in Miami-Dade County. Your direction on this matter is requested for planning purposes.

Inclusion of Spouses: Given the potential impact of the City Manager role on a candidate's family and the expectation that the City Manager will take residence in Miami Beach after the appointment, the Commission may wish to consider offering to cover travel expenses for spouses or domestic partners. Your direction on this matter is requested for planning purposes.

### **City Tours and Departmental Meetings:**

Organizing tours of Miami Beach and meetings with department directors will give finalists a thorough understanding of the City's operations, challenges, and opportunities. To facilitate these activities, it is proposed that finalists arrive on the evening of July 21. This will allow sufficient time for tours and meetings before the one-on-one interviews.

### **Proposed Schedule:**

July 22, 2024: Tours of the City and meetings with department directors.

July 23, 2024: One-on-one interviews with the Mayor and each Commissioner.

July 24, 2024: The Mayor and Commissioners will conduct interviews of the final candidates at the Commission Meeting. Following the interviews, the City Commission will vote to select the new City Manager (majority vote required) and authorize the Chair of the Finance and Economic Resiliency Committee to negotiate the business terms of an Employment Contract with the new City Manager and the City Attorney to draft a contract incorporating the agreed upon business terms and other standard terms and conditions for a contract of this nature.

### **FISCAL IMPACT STATEMENT**

N/A

### **Does this Ordinance require a Business Impact Estimate?**

(FOR ORDINANCES ONLY)

The Business Impact Estimate (BIE) was published on N/A. See BIE at:

<https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notice/>

### **FINANCIAL INFORMATION**

N/A

### **CONCLUSION**

We seek your input and direction on the proposed interview process and timeline.

### **Applicable Area**

Citywide

**Is this a "Residents Right to Know" item,  
pursuant to City Code Section 2-17?**

No

**Is this item related to a G.O. Bond  
Project?**

No

**Was this Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481,  
includes a principal engaged in lobbying?** No

If so, specify the name of lobbyist(s) and principal(s):

**Department**

City Clerk

**Sponsor(s)**

**Co-sponsor(s)**

**Condensed Title**

Discuss/Action – City Manager Selection Process, Including Approval of Finalists. (CC/CA)

**EAST BAY MACHINE AND SHEET METAL, Concord, CA**

**Dec 2009 to Oct 2010**

Specialty metals manufacturer and fabricator

**Consultant**

- Support the President and CFO in day-to-day financial operations of this \$5 million company, including accounting, reporting, and special projects.
- Perform analysis regarding capital equipment and raw materials procurement.
- Assist in preparation of budgets and forecasts for the company.
- Provide any recommendations to management regarding improvements in efficiency and control.

**MOZZARELLA FRESCA, INC., Concord, CA**

**May 2007 to Feb 2008**

National producer of fresh mozzarella, ricotta, and mascarpone cheeses

**Corporate Controller**

- Chief financial manager for this \$60 million unit. Reporting directly to the President, responsible for all accounting, reporting, treasury, and audit functions of the company.
- Responsible for budgets and forecasts of the company, including plans for achieving corporation financial and operational goals and objectives.
- Primary financial liaison between the company and its \$900 million parent, Sorrento Lactalis American Group.

**ROBERT HALF INTERNATIONAL, Oakland, CA**

**Mar 2008 – Dec 2008 &**

International agency for staffing finance and accounting professionals

**Oct 2004 – May 2007**

**Recruiting Manager**

- As a former client of this \$3 billion service organization, successfully shifted into a sales environment by becoming one of the division's top producers in the Bay Area for 2005 and 2006.
- Built networking relationships with a wide range of client organizations ranging from \$5 million private firms to Fortune 500 companies in industries.
- Experience evaluating, interacting, and placing finance and accounting professionals at all levels, from Financial Analysts and Staff Accountants to Finance Directors and CFOs.

**TEMPLE-INLAND CORPORATION, Antioch, CA**

**Mar 2001 to Jul 2004**

Northern California District of the Temple-Inland Packaging Division

**District Controller / Plant Controller**

- Directed all financial and various operational functions of this \$250 million District using JD Edwards ERP applications and Hyperion Essbase.
- Managed plant Controllers and accounting staff at four separate manufacturing facilities.
- Responsible for managing standard cost system and managed capital expenditure project accounting.

**RESOURCEPHOENIX.COM, Alameda, CA**

**Jan 2000 to Jan 2001**

Outsourced financial services provider

**Controller**

- Built a new accounting department serving five client companies using a virtual private network.
- Led the migration process of converting clients onto Oracle financials which included development of the financial reporting package, chart of accounts, and the close routine.
- Directed multiple accounting professionals reporting through three accounting managers.

**AIRTOUCH COMMUNICATIONS, San Francisco, CA****Sept 1996 to Nov 1999**

Wireless Telecommunications Service Provider (Now part of Verizon Wireless)

**Manager, Financial Operations**

- Directed the finance functions over Corporate Headquarters and Domestic Cellular Operations for this \$30 billion organization.
- Progressive responsibilities included all corporate general ledger activities, implementation of complex GAAP accounting (FX translation, hedging, equity accounting), and various financial reporting using Oracle financials and Hyperion for consolidation.
- Reengineered the corporate headquarters accounting department, as well as designed and implemented company-wide finance processes for budgeting, inter-company transactions, and pensions.

**FIBREBOARD CORPORATION, Walnut Creek, CA****Jan 1990 to Sept 1996**

Building Materials Manufacturer (Now owned by Owens Corning)

**Internal Audit Manager**

- Implemented a new internal audit department within this \$400 million company which planned and performed audits and analysis for manufacturing operations and corporate administrative functions.
- Proposed and initiated an enterprise-wide conversion of Fibreboard's general ledger system to JD Edwards. Led the migration effort along with the Corporate Controller and IT Director.
- Reported directly to the CFO, while making periodic presentations to the Board of Directors.

**FOSTER FARMS, Livingston, CA****Oct 1985 to Jan 1990**

\$4 billion poultry and turkey producer

**Senior Internal Auditor**

- Planned and performed a wide variety of operational audits and special reviews, including manufacturing, distribution, and inventory management.
- Also performed year-end financial audits of the consolidated financial statements.
- Worked on design and development of a new machine center driven standard cost system.

**AMERICAN SAVINGS & LOAN, Stockton, CA****Dec 1981 to Oct 1985**

\$10 billion financial services institution (formerly State Savings)

**Internal Auditor**

- Performed all phases of financial and operational audits covering corporate operations, branches, construction lending, real estate, and foreclosure.
- Participated in enterprise data conversion programs.

**EDUCATION AND CERTIFICATIONS:**

- |   |                                   |      |
|---|-----------------------------------|------|
| • <b>Wilkes University, Wilkes-Barre, PA</b>    | <b>Certified Internal Auditor</b> | 1984 |
| Bachelor of Science in Business/Accounting 1980 | <b>Certified Fraud Examiner</b>   | 1994 |

**COMPUTER SKILLS:**

PeopleSoft, Oracle, JD Edwards, QuickBooks, Hyperion, Advanced Excel/Word/PowerPoint