



City of North Miami Beach, Florida

Office of the City Manager

TO: Mayor and Commission

FROM: Andrew Plotkin, Interim City Manager

VIA: Jacob Newman, Interim Human Resources Director

DATE: June 10, 2025

SUBJECT: City Manager Recruitment

Action Being Requested:

Mayor and Commission direction is being sought for the recruitment and process for selecting a City Manager.

Summary and Background:

There are two primary search options available: out-sourced executive placement firm and in-house recruitment by Human Resources.

The City is not currently contracted with a vendor providing executive search; however, we can do so expeditiously through piggyback on another local government contract. Costs are estimated at \$25,000 with timetables for completion of 90 -120 days following contract approval.

A typical proposal of services may include creating a candidate profile through information gathering from stakeholders and optional community and department head forums and surveys. Thereafter a position announcement and brochure would be developed and advertised. Candidates are evaluated, screened, and recommendations presented. Finally, the firm will coordinate interviews and additional background screening.

Three of the previous four permanent City Manager recruitments were completed in-house with the exception of Mr. Esmond Scott where no recruitment occurred following his initial appointment as Interim City Manager. A brief summary of key components and differences is provided below, and the advertisements are included as attachments. Estimated costs are staff time plus ad placement.

- Mario Diaz, 06/13/2023 – present
 - In-house advertisement of candidate profile, compensation, qualification, application instructions.
 - 4 week advertisement for accepting resumes
 - Application instructions: Cover letter, resume, salary history, and 6 references
 - Silent on selection process
- Mark Antonio - **Interim**, 03/21/2023 – 06/13/2023
- Arthur Sorey, 04/22/2021 – 03/21/2023

- In-house advertisement of candidate profile, compensation, qualification, application instructions, and a selection process and timeline defined.
- 30 day advertisement for accepting resumes
- Application instructions: Cover letter, resume, salary history, and 6 references
- Screening by Commission over 4 days
- Set interview window allowing for notice of special meeting.
- Final selection date
- Horace McHugh – **Interim** 02/22/2021 – 04/20/2021
- Esmond Scott, 11/01/2018 - 02/23/2021
 - Interim City Manager Scott appointed to 1 year contract. No recruitment was conducted.
- Esmond Scott, **Interim** 07/10/2018 – 10/31/2018
- Ana Garcia, 08/27/2013 – 07/10/2018
 - In-house advertisement of candidate profile, compensation open range and commensurate with experience, qualification, application instructions of resume only, and a selection process and timeline defined.
 - 3 week advertisement for accepting resumes
 - Screening by Nominating Committee over 17 days
 - Set interview window allowing for notice of special meeting.
 - Final selection date

Follow Up:

Several key points for discussion by the Mayor and Commission in establishing a recruitment path may include the following:

- Define the position announcement, ideal candidate profile, recruitment steps, and timeline for the process.
- Salary expectations. A range or commensurate with experience.
- Minimum Education and Experience – qualifications not set by Charter.
 - Requires a Bachelor's degree in public or business administration, political science, finance, or related field, with advanced or Master's degree in public or business administration, management, human relations, finance, community planning or a related field strongly preferred.
 - Requires at least five (5) years of progressively responsible and/or managerial experience in a municipal or county government. Experience in management of a municipality utility is desired. Keen understanding of municipal issues and government relationships in the State of Florida is preferred.
- Length of advertisement and sources such as Florida League of Cities, FCCMA, ICMA
- Application instructions: Cover Letter, Resume, Salary History, 6 Professional References
- Process for selection, including timeline for candidate review and interviews

Enclosures

- City Manager Job Announcements
- City Manager Salary Survey