

Partnering with Local
Governments to Recruit,
Assess and Develop
Innovative, Collaborative,
Authentic Leaders

City of New Smyrna Beach City Manager Search

Semifinalist Candidate Review
May 16, 2024



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Meeting Objectives

- Review Semifinalist Candidates for Consideration
- Select 3-5 Finalists to participate in the Onsite Interview Process
- Review Next Steps
- Review Proposed Onsite Interview Schedule





Triage Process

- The Triage Process is like a funnel.
- At the initial application stage, we know a little about most Applicants, based upon what they have included in their submitted materials.
- As we progress to Semifinalists, we will learn more information regarding experience, style, and background of each candidate.
- SGR conducts comprehensive media searches and reference checks on Finalists, documenting and sharing items with you that could be of interest to a future employer.

Applicants

Semifinalists

Finalists



Bilal Iftikhar –

- **Director of Utilities & Acting City Manager (as needed), City of Winter Springs, Florida (pop. 38k) 2023-Present**
- **Director of Public Works and Utilities / Acting Deputy Assistant City Manager (as needed), City of Sanford, Florida (pop. 61k) 2002-2023**
- **Master's Degree in Public Administration, Juris Doctorate Degree, Bachelor's Degree in Civil Engineering, FL Bar, P.E.- FL**



Carmen Davis –

- **City Manager, City of Lake Worth Beach, Florida (pop. 39k) 2021-2023**
- **Chief Operating Officer, Jackson Medical Mall Foundation, Jackson, Mississippi, 2020-2021**
- **County Administrator, Hinds County, Mississippi (pop. 218k) 2010-2020**
- **Various positions, City of Detroit, Michigan (pop. 620k):**
 - **City Planner, 2007-2009 & 1993-2001**
- **Master's Degree in Business Administration, Bachelor's Degree in Urban Planning**



Douglas (Doug) Maxeiner –

- City Administrator, City of East Moline, Illinois (pop. 21k) 2019-2023
- City Administrator, City of Moline, Illinois (pop. 42k) 2017-2019
- Village Administrator, Village of Wauconda, Illinois (pop. 14k) 2013-2017
- Village Administrator, Hampshire, Illinois (pop. 8k) 2011-2013
- Various positions, City of McHenry, Illinois (pop. 28k):
 - City Administrator, 2002-2010
 - Assistant City Administrator, 1999-2002
- Master's Degree in Public Administration, Bachelor's Degree in Political Science



James Slaton –

- **Various positions, City of Lake Wales, Florida (pop. 17k):**
- **City Manager / Executive Director, 2020-Present**
- **Deputy / Assistant City Manager, 2017-2020**
- **Public & Support Services Director, 2013-2017**
- **Support Services Director, 2012-2013**
- **IT Director/Network Administrator, 2005-2012**
- **Master's Degree in Management and Leadership, Bachelor's Degree in Public Administration, ICMA-CM, Senior Executive Institute-University of Virginia**



Jeff Mihelich –

- **City Manager, City of Bozeman, Montana (pop. 56k) 2020-March 2024**
- **Deputy City Manager/Chief Operating Officer, City of Fort Collins, Colorado (pop. 169k) 2014-2020**
- **Assistant City Manager, City of Surprise, Arizona (pop. 154k) 2008-2014**
- **Master's Degree in Urban and Regional Planning, Bachelor's Degree in Political Science and Criminal Justice, ICMA-CM**



Kevin Cowper –

- **City Manager, City of Dothan, Alabama (pop. 71k) 2019-April 2024**
- **Assistant City Manager/Chief Operating Officer, City of Auburn, Alabama (pop. 76k) 2007-2019**
- **Community Development Director, City of Pensacola, Florida (pop. 54k) 2001-2007**
- **Master's Degree in City and Regional Planning, Bachelor's Degree in Geography, AICP**



Patrick Marsh –

- **Independent Consultant, various clients and locations, 2021-Present**
- **City Manager, City of Fernley, Nevada (pop. 24k) 2022-2023**
- **City Administrator, City of Fitchburg, Wisconsin (pop. 31k) 2015-2021**
- **City Administrator and Economic Development Director, City of Monona, Wisconsin (pop. 9k) 2007-2015**
- **Master's Degree Public Administration, Bachelor's Degree Business/Public Administration & Political Science, ICMA-CM**



Patry (Pat) Oman –

- County Administrator, Becker County, Minnesota (pop. 34k) 2021-2024
- Technical Expeditor, Skywater Technology, Bloomington, Minnesota, 2021
- County Administrator, Mille Lacs County, Milaca, Minnesota (pop. 26k) 2015-2021
- City Administrator/Executive Director HRA, City of Moose Lake, Minnesota (pop. 3k) 2013-2015
- Director of Economic Development/Exec. Director EDA/HRA, Carlton County, Minnesota (pop. 37k) 2005-2013
- Master's Degree in Business Administration, Master's Degree in Manufacturing Systems, Bachelor's Degree in Biology, Bachelor's Degree in History, EDFP



Paul Brake –

- **City Manager, City of Royal Oak, Michigan (pop. 57k) 2020-2023**
- **City Manager, City of Morgantown, West Virginia (pop. 30k) 2017-2020**
- **Director of State Operations, Michigan SAFEbuilt, Inc., Athens, Michigan, 2015-2016**
- **City Manager, City of Grand Blanc, Michigan (pop. 8k) 2011-2015**
- **Assistant Township Manager, Meridian Township, Michigan (pop. 43k) 1998-2011**
- **Master's Degree in Public Administration, Bachelor's Degree in Public Administration, ICMA-CM, CEcD, Senior Executive Institute-University of Virginia, Senior Executives in State & Local Government-Harvard University**



Robin Hayes –

- City Manager, Cocoa Beach, Florida (pop. 11k) 2022-2023
- Interim Director of Finance, City of Port Orange, Florida (pop. 65k) 2021-2022
- City Manager, City of Mount Dora, Florida (pop. 17k) 2016-2021
- Director of Management Services, City of Oviedo, Florida (pop. 40k) 2012-2016
- Director of Finance, City of Winter Garden, Florida (pop.47k) 2008-2012
- Bachelor's Degree in Business Administration



Scott Moye –

- **County Manager, Ware County, Georgia (pop. 37k) 2016-Present**
- **Procure-to-Pay (P2P) Operations Coordinator, MCHS in Waycross, Georgia, 2013-2016**
- **City Administrator, City of Blackshear, Georgia (pop. 4k) 2004-2013**
- **Adjunct Instructor, Coastal Pines Technical College, Waycross, Georgia 2005-Present**
- **Various positions, City of Fernandina Beach, Florida (pop.14k):**
 - **Deputy City Manager, 2000-2004**
 - **Interim City Manager, 2001-2002**
- **Master's Degree in Public Administration, Bachelor's Degree in Business Administration**

Selection of Finalists

Proposed Ranking System

Rankings should be based on each Semifinalist's cover letter, resume, questionnaire responses, video interviews, and stage 1 media search information, utilizing the Position Profile Brochure as the lens for evaluation.

As the Semifinalists are being reviewed, please note your ranking of them using the following scale:

1. A candidate that I am interested in advancing as a Finalist
2. A candidate that I might be interested in advancing as a Finalist
3. A candidate that I am not interested in advancing as a Finalist



Discuss Selection of Finalists

Semifinalist Rankings by City Commission

	Vice Mayor Valli Perrine	Commissioner Lisa Martin	Mayor Fred Cleveland	Commissioner Jason McGuirk	Commissioner Randy Hartman	Average Ranking Score
Paul Brake	1	1	1	1	1	1.0
Kevin Cowper	2	2	2	1	1	1.6
James Slaton	2	1	2	3	1	1.8
Robin Hayes	1	3	1	1	3	1.8
Scott Moye	1	3	3	2	1	2.0
Carmen Davis	3	3	2	2	1	2.2
Jeff Mihelich	3	1	3	3	1	2.2
Bilal Iftikhar	3	3	2	1	3	2.4
Douglas (Doug) Maxeiner	3	3	1	3	2	2.4
Patry (Pat) Oman	1	3	3	3	3	2.6
Patrick Marsh	3	3	3	3	2	2.8

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Next Steps

- Review Draft Onsite Interview Schedule
- Confirm Search Timeline



Next Steps

- **Finalists Preparation:**
 - Background/Reference Checks & Stage 2 Media Search
 - First Year Game Plan (FYGP)
 - DiSC Assessments?
 - Any Assessment/Presentation Exercise?
 - Spouses/Partners?
- **On-Site Interview Process:**
 - Day 1 - June 7th:
 - City Commission One-on-One's
 - Community Tours
 - Senior Staff-Candidate Sessions
 - Public Meet & Greet
 - Day 2 - June 8th:
 - Candidate City Commission Public Interviews
 - Deliberations & Decision on Final Candidate(s)
 - Discuss Terms & Conditions of Employment Offer & Commence Negotiations



Draft Onsite Interview Schedule – Day 1

Thursday, June 6th, 2024

Non-Local Candidates & Spouses/Partners	Hotel	Candidate Color Key					
Arrival/Check-In							All Candidates & Spouses/Partners Event

Friday, June 7th, 2024

City Commission One-on-Ones

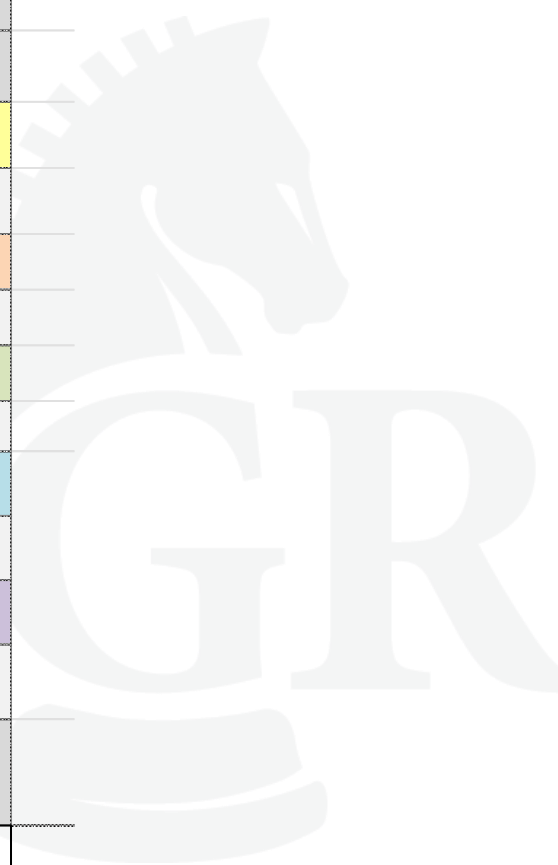
Person - Location	Mayor Fred Cleveland (Location)	Vice Mayor Valli Perrine (Location)	Commissioner Lisa Martin (Location)	Commissioner Jason McGuirk (Location)	Commissioner Randy Hartman (Location)
8:00 - 8:30 am					
8:30 - 9:00 am					
9:00 - 9:15 am	Break				
9:15 - 9:45 am					
9:45 - 10:15 am					
10:15 - 10:45 am					
10:45 - 12:00 pm	Break Candidates & Spouses/Partners - Lunch on your own or City-Hosted Lunch				

Draft Onsite Interview Schedule – Day 1

				Candidate & Spouses/Partners	City Tour Guide
12:00 - 1:30 pm	Candidate Community Tours Meet @ (Location)		→		
			→		
1:45 - 3:15 pm			→		
Senior Staff Engagement Sessions (Location)					
10:45 - 11:30 am	Panel Interview Preparation w/SGR				
11:30 - 12:00 pm	Panel Lunch				
12:00 - 1:00 pm					
1:00 - 2:00 pm					
2:00 - 2:15 pm	Break				
2:15 - 3:15 pm					
3:15 - 4:15 pm					
4:15 - 5:15 pm					
5:15 - 6:00 pm	Panel Debrief with SGR				
6:30 - 8:00 PM	Community Meet & Greet All Candidates & Spouses/Partners (Location)				

Draft Onsite Interview Schedule – Day 2

Saturday, June 8th, 2024	
Governing Body Interviews w/Candidates	City Commission Chambers
7:30 - 8:30 am	City Commission & SGR Interview Preparation
8:30 - 10:00 am	
10:00 - 10:15 am	Break (Recess)
10:15 - 11:45 am	
11:45 - 12:15 pm	Lunch Break (Recess)
12:15 - 1:45 pm	
1:45 - 2:00 pm	Break (Recess)
2:00 - 3:30 pm	
3:30 - 3:45 pm	Break (Recess)
3:45 - 5:15 pm	
5:15 - 5:45 pm	Adjourn Meeting for Dinner Break
5:45 - TBD	Reconvene Special City Commission Meeting Deliberations re: Final Candidate(s)
<i>*Candidates released from onsite process following their Commission Interview</i>	



Review & Confirm Search Timeline

New Smyrna Beach City Manager Search Timeline - 04/18/2024	Search Process Milestone	(City Meeting Dates w/ SGR in Red Font)
Position profile brochure is finalized/ Job Launched	Thursday, March 7, 2024	
Job Posted/Ads Placed	Friday, March 8, 2024	Internal steps with SGR
Deadline for first review of applications	Sunday, April 7, 2024	Position Closed
Send Resume materials /PowerPoint Presentation	Friday, April 12, 2024	Internal steps with SGR
SGR meets with City to review Applicant Pool / selection of Semifinalists	Thursday, April 18, 2024	Propose 90-minute Virtual Meeting on April 18th @ 5:30 PM
Stage 1 Media Search Due	Thursday, May 2, 2024	Internal steps with SGR
Questionnaires Due from Candidates	Sunday, April 28, 2024	Internal steps with SGR
Online Interviews Due from Candidates	Sunday, April 28, 2024	Internal steps with SGR
Semifinalist Briefing Materials/Online interview links delivered to City	Monday, April 29, 2024	Project Monday, April 29th
<i>Semifinalist briefing materials include cover letters, resumes, and questionnaires</i>		
SGR meets with City to review Semifinalists and facilitate selection of Finalists	Thursday, May 16, 2024	Propose ~90-minute Virtual Meeting on May 16th @ 5:30 PM
DiSC Assessments Due from Candidates (if desired)	Friday, May 31, 2024	Internal steps with SGR
First Year Game Plan Due from Candidates	Thursday, May 30, 2024	Internal steps with SGR
Background Checks Due	Thursday, May 30, 2024	Internal steps with SGR
Stage 2 Media Searches Due	Thursday, May 30, 2024	Internal steps with SGR
Finalist Briefing Materials delivered to City	Friday, May 31, 2024	Project Friday, May 31st
<i>Finalist Briefing Materials include DiSC assessments (if desired) and comprehensive media reports</i>		<i>SGR needs ~2-weeks to complete background work on Finalists</i>
Interview Start Date	Friday, June 7, 2024	June 7th & 8th

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Questions?

