



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Scott Morgan, Interim City Manager

THRU: City Manager's Office

DATE: March 29, 2025

RE: City Council interviews of City Manager candidates.

SUMMARY:

On December 19, 2024, the City Council approved a recruitment plan for the position of City Manager. The Interim City Manager, with assistance from department managers, developed recruitment materials and posted the opening. The deadline for applications was February 28, 2025. The City of Palm Bay received 114 unique applications for City Manager. All 114 applications were forwarded to all members of the City Council on February 28, 2025.

In accordance with the recruitment plan schedule, the Interim City Manager secured the volunteer services of two retired City Managers who are part of the Florida City and County Management Association Senior Advisor program. Their part of the process was to assist the City Council by conducting an initial paper review of all 114 applications.

On March 7, 2025, the two Senior Advisors, Ken Parker and Tom Harmer, met at City Hall to discuss the applications and to place the applications into three categories, and advised to focus their review on the first two category batches. The Senior Advisors volunteered their time and experience and were uncompensated. The City is grateful and appreciative of their service to our community.

At the March 20, 2025, Regular Council Meeting, the City Council voted to offer in-person oral interviews to eight candidates. The interviews will be conducted during today's Special Council Meeting. The invited applicants are :

- Sonia A. Alves-Viveiros
- Howard W. Brown, Jr.
- Jason Brian Davis
- William R. Lawrence

- Gregg Lynk
- Ricardo J. Mendez
- Matthew Thomas Morton
- Mark Sohaney

City Council interviews of each candidate are scheduled for fifty minutes each. While candidates are waiting for their turn to be interviewed by the City Council, candidates are scheduled to meet with four groups of department heads. This is so the ultimately selected candidate can start to get to know our department head team and so that our department head team can start to get to know the future City Manager.

Short five-minute breaks between candidate interviews are available for the City Council, and a half hour City Council lunch meal break is also scheduled. The City Council is requested to recess after the last candidate is interviewed. The Interim City Manager would then be able to offer a high-level initial assessment of the candidates from our department head team such that the City Council might take this into account prior to determining which candidate to focus on. This is also a good time for the public in attendance to provide their thoughts to the City Council before the Council begins your deliberations.

REQUESTING DEPARTMENT:

City Manager's Office.

FISCAL IMPACT:

None at this time.

STAFF RECOMMENDATION:

Motion to focus the recruitment on a single candidate, to direct staff to complete the background investigation on the focused candidate, and schedule the Regular City Council Meeting of April 17, 2025, for making a formal job offer to the selected candidate.

ATTACHMENTS:

1. Sonia Alvez-Vivieros Candidate Application.
2. Howard W. Brown, Jr. Candidate Application.
3. Jason Davis Candidate Application.
4. William R. Lawrence Candidate Application.
5. Gregg Lynk Candidate Application.
6. Ricardo J. Mendez Candidate Application.
7. Matthew Thomas Morton Candidate Application.
8. Mark Sohaney Candidate Application.