

# TOWN OF MIAMI LAKES, FLORIDA WORKSHOP MEETING

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## **AGENDA Workshop October 19, 2017 6:00 PM Town Hall 6601 Main St Miami Lakes, Florida 33014**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance/Moment of Silence**
- 4. Public Comment**

All comments or questions from the attending public to the Council shall be directed to the Mayor, in a courteous tone. No person other than the Council and the person recognized by the Mayor as having the floor, shall be permitted to enter into discussion without the permission of the Mayor. To ensure the orderly conduct and efficiency of the meeting, public comments shall be limited to three (3) minutes maximum per person; however, the Mayor may authorize the extension of the aforesaid time frame, and any extension shall apply to other individuals speaking on the same subject.

No clapping, applauding, heckling, verbal outburst in support of, or in opposition to a speaker or his/her remarks shall be permitted. Should a member of the audience become unruly, or behave in any manner that disrupts the orderly and efficient conduct of the meeting, the Mayor is given the right and the authority to require such person to leave the Council Chambers.

As a courtesy to others, all electronic devices must be set to silent mode to avoid disruption of the proceedings.

- 5. Items for Discussion:**
  - A. Town Manager Selection Workshop

- 6. Adjournment**

This meeting is open to the public. A copy of this Agenda and the backup therefore, has been posted on the Town of Miami Lakes Website at [www.miamilakes-fl.gov](http://www.miamilakes-fl.gov) and is available at Town Hall, 6601 Main Street, Miami Lakes 33014. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact Town Hall at 305-364-6100 two days prior to the meeting.

Anyone wishing to appeal any decision made by the Miami Lakes Town Council with respect to any matter considered at this meeting or hearing will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based.

Any member of the public wishing to speak on a public hearing matter on this Agenda or under public comments for items not on this Agenda, should fill out a speaker card and provide it to the Town Clerk, prior to commencement of the meeting. Any person presenting documents to the Town Council should provide the Town Clerk with a minimum of 12 copies.



## **Town of Miami Lakes Memorandum**

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**To:** Honorable Mayor and Councilmembers  
**From:** Raul Gastesi, Town Attorney  
**Subject:** Town Manager Selection Workshop  
**Date:** 10/19/2017

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**Recommendation:**

Please see attached:

**ATTACHMENTS:**

Description

Ordinance

Outline

**ORDINANCE NO. 17-204**

**AN ORDINANCE OF THE TOWN OF MIAMI LAKES,  
FLORIDA, ENACTING SECTION 2.55, TITLED TOWN  
MANAGER SELECTION AND APPOINTMENT;  
PROVIDING FOR SEVERABILITY; PROVIDING FOR  
INCLUSION IN CODE; AND PROVIDING FOR AN  
EFFECTIVE DATE.**

**WHEREAS**, the Town of Miami Lakes (“Town”) Charter (“Charter”) was amended on May 17, 2016; and

**WHEREAS**, Section 3.2 of the Town’s Charter now provides that “The Town Manager shall be appointed by a majority vote of the Council solely on the basis of executive and administrative qualifications, with special reference to actual experience or knowledge of the duties of the office of Town Manager. The Town Manager shall be removed by a majority vote of the Council. The Council shall receive feedback from the community as to nominees for Town Manager. The Town shall enact an ordinance to implement this Section;” and

**WHEREAS**, the Town Council hereby finds and declares that adoption of this Ordinance is necessary, appropriate and advances the public interest.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** Each of the above stated recitals are true and correct and are incorporated herein by this reference.

**Section 2. Adoption.** The Town Council hereby amends Chapter 2, Article III, of the Town Code to include a new Section 2.55 Town Manager Selection and Appointment Process which shall read as set forth in **Exhibit “A”** hereto, which is incorporated herein.

**Section 3. Repeal of Conflicting Provisions.** All provisions of the Code of the Town of Miami Lakes that are in conflict with this Ordinance are hereby repealed.

**Section 4. Severability.** The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

**Section 5. Inclusion in the Town Code.** It is the intention of the Town Council, and it is hereby ordained, that the provisions of this Ordinance shall become and be made part of the Town Code and that if necessary the sections of this Ordinance may be renumbered or re-lettered to accomplish such intentions; and that the word “Ordinance” shall be changed to “Article”, “Division” or other appropriate word.

**Section 6. Effective Date.** That this Ordinance shall be effective immediately upon its adoption on second reading.

**THIS SPACE INTENTIONALLY LEFT BLANK**

## **FIRST READING**

The foregoing ordinance was offered by Councilmember Daubert who moved its adoption on first reading. The motion was seconded by Councilmember Rodriguez and upon being put to a vote, the vote was as follows:

Mayor Manny Cid	yes
Vice Mayor Tony Lama	Absent
Councilmember Luis Collazo	yes
Councilmember Tim Daubert	yes
Councilmember Ceasar Mestre	Absent
Councilmember Frank Mingo	yes
Councilmember Nelson Rodriguez	yes

Passed and adopted on first reading this 18 day of April, 2017.

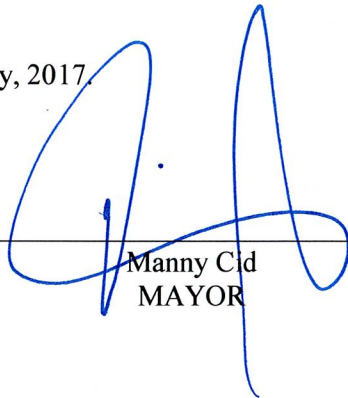
**THIS SPACE INTENTIONALLY LEFT BLANK**

**SECOND READING**

The foregoing ordinance was offered by Councilmember Mingo who moved its adoption on second reading. The motion was seconded by Councilmember Collazo and upon being put to a vote, the vote was as follows:

Mayor Manny Cid	yes
Vice Mayor Tony Lama	Absent
Councilmember Luis Collazo	yes
Councilmember Tim Daubert	yes
Councilmember Ceasar Mestre	yes
Councilmember Frank Mingo	yes
Councilmember Nelson Rodriguez	yes

Passed and adopted on second reading this 2<sup>nd</sup> day of May, 2017.



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Manny Cid  
MAYOR

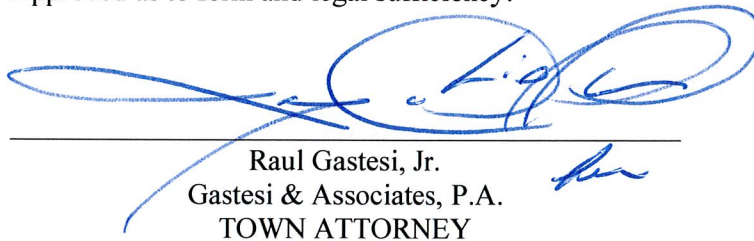
Attest:



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Gina Inguanzo  
TOWN CLERK

Approved as to form and legal sufficiency:



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Raul Gastesi, Jr.  
Gastesi & Associates, P.A.  
TOWN ATTORNEY

# EXHIBIT “A”

## Article III. OFFICERS AND EMPLOYEES

[...]

### Section 2.55 - Town Manager Selection and ~~Approval Process~~ Appointment

- (a) *Function.* The Town Manager shall serve as the chief administrative officer of the Town, and shall be expected to carry out all the functions and duties as detailed in Section 3.3 of the Town Charter.
- (b) *Vacancy.* A vacancy of Town Manager may occur through resignation of the Town Manager or removal of the Town Manager by resolution of the Town Council.
- (c) *Selection.* Should a vacancy occur, the Town Council shall, by resolution, initiate a Town Manager Selection Process which shall be carried out in the following manner:
  - (1) *Town Council Workshop:* Within ten days of initiating a Town Manager Selection Process, the Town Council shall set a date for a Town Council Workshop to discuss and ~~decide~~ discuss among other matters: the review qualifications for a new Town Manager; determine a search method for Town Manager, whether the search will be done locally or nationally, whether a search firm will be engaged to assist; and determine an interview methodology for Town Manager candidates.
  - (2) *Resolution adopting the Town Council Workshop Findings and Appointing a Selection Committee:* After the conclusion of the Town Council Workshop, a resolution shall be adopted by the Town Council, at the next scheduled Town Council Meeting, which shall include the findings of the Workshop. Additionally, each council member shall appoint a resident of Miami Lakes, who shall have resided in the Town for a period of no less than two (2) years, to serve as a member of a Selection Committee. The Town Attorney shall serve as a non-voting member of the Selection Committee to provide guidance and serve as a liaison between the committee and Town.
  - (3) *Position shall be advertised:* The position shall be advertised in a newspaper of general circulation and provide no less than 30 days to submit applications for consideration.
  - (4) *Selection:* The Town Attorney and the search firm, if any, otherwise, the Town HR liaison will narrow the applicant list to 10 to 15 applicants to be interviewed by the Selection Committee. The Selection Committee shall be responsible to interview each candidate and present a short list of five (5) to seven (7) candidates to the Town Council. Town Council shall take into consideration the Selection Committee’s suggestion; however the Town Council may consider other candidates that may or may not have been interviewed or considered by the Selection Committee.
- (d) *Appointment.* The Town Manager shall be appointed by resolution of the Town Council.



# **TOWN MANAGER SELECTION WORKSHOP**

## **(OUTLINE)**

- I. **Review of the requirements for the position of Town Manager, and desirable qualifications;**
- II. **Discussion regarding the scope of a Town Manager search. Regional versus an expanded or National search;**
- III. **Discussion regarding the need for a talent search firm;**
- IV. **Discussion regarding the interview process.**

**Additional materials and/or Power Point Presentation may be provided.**