

TOWN OF MIAMI LAKES, FLORIDA WORKSHOP MEETING

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<http://miamilakesfl.swagit.com/meeting-categories/>

AGENDA Workshop February 13, 2018 6:00 PM Government Center 6601 Main Street 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 Committee Workshop (Gastesi)

- 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 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

To: Honorable Mayor and Councilmembers
From: Raul Gastesi, Town Attorney
Subject: Town Manager Selection Committee Workshop
Date: 2/13/2018

Recommendation:

Please see attached.

ATTACHMENTS:

Description

Agenda -01-26-18-Revised

Charter Provision (Section 3.1 and 3.2)

Ordinance (Sec. 2.55)

Town of Miami Lakes

**AGENDA
February 13, 2018
6:00 PM
Government Center
6601 Main Street
Miami Lakes, Florida 33014**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance/ Moment of Silence**
- 4. Public Comments**
- 5. Discussion/ Status/Recap
Town Attorney**
- 6. Approval of Minutes**

Agreed Upon Items:

- 7. ICMA-FCCMA Senior Advisors Program
for Search Process**
- 8. Qualifications- Must Decide (Preferred vs. Required)**
 - a. Executive and Administrative Qualifications (Government / Business)
 - b. Operational Budget Experience
 - c. Educational (Bachelor's Degree Required) (Master's-Preferred)
 - d. Bilingual (Spanish) (Preferred)
 - e. Familiarity with and willingness to implement Strategic Plan
 - f. Residency with incentive (6 months)
 - g. ICMA Membership Preferred
- 9. Search Area- Statewide Free Utilizing Fla. League of Cities**
 - a. How long should we run the advertisements. (30 days minimum)
- 10. Screening of Resumes
(HR Liaison and Town Attorney)**

Pending Points

11. Compensation- \$135k - \$190k annually (Benefits to be negotiated)

**12. Transition Period- Time Period for Hiring
(How long and when)**

13. Committee Members- Individual Comments

Michael Huffaker:

Ramiro Inguanzo:

Maria Kramer:

Robert Meador:

Richard Pulido:

Robert Ruiz:

Tony Sanchez:

14. When do we start the process.

15. Budget

16. Interview Process (1 on 1 vs. Group)

17. Council Date for Passage of Resolution

18. Adjournment

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Attachments

1. Charter Provision (Section 3.1 and 3.2)
2. Ordinance (Sec. 2-55)

- (b) The Council may by ordinance establish a salary for the Mayor.

Section 2.7 Recall.

The electors of the Town shall have the power to recall and to remove from office any elected official of the Town to the extent permitted by the Constitution and the laws of the State of Florida. The minimum number of electors of the Town which shall be required to initiate a recall petition shall be ten (10) percent of the total number of electors registered to vote at the last regular Town election, or such percentage as may be established by State law.

Article III. Administrative

Section 3.1 Town Manager.

There shall be a Town Manager (the "Town Manager") who shall be the chief administrative officer of the Town. The Town Manager shall be responsible to the Council for the administration of all Town affairs and for carrying out policies adopted by the Council. The term, conditions and compensation of the Town Manager shall be established by the Council.

Section 3.2 Town Manager; Appointment, Removal.

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.

Section 3.3 Powers and Duties of the Town Manager.

The Manager shall:

- (a) Be responsible for the hiring, supervision and removal of all Town employees;
- (b) Direct and supervise the administration of all departments and offices but not Town boards or agencies, unless so directed by the Council from time to time;
- (c) Attend Council meetings and have the right to take part in discussion but not the right to vote;
- (d) Ensure that all laws, provisions of this Charter and acts of the Council, subject to enforcement and/or administration by him/her or by employees subject to his/her direction and supervision, are faithfully executed;
- (e) Prepare and submit to the Council a proposed annual budget and capital program;

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.

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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.

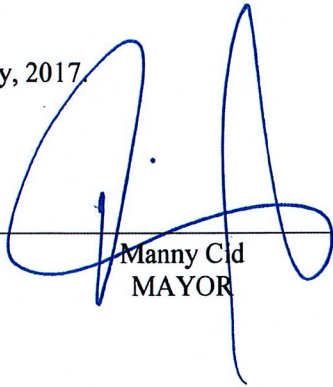
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SECOND READING

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:

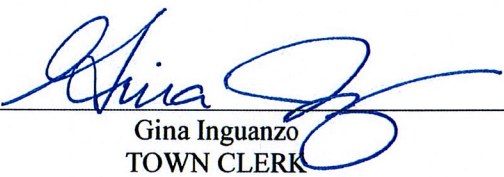
Mayor Manny Cid	yes
Vice Mayor Tony Lama	Absent
Councilmember Luis Collazo	yes
Councilmember Tim Daubert	yes
Councilmember Ceasar Mestre	yes
Councilmember Frank Mingo	yes
Councilmember Nelson Rodriguez	yes

Passed and adopted on second reading this 2nd day of May, 2017.



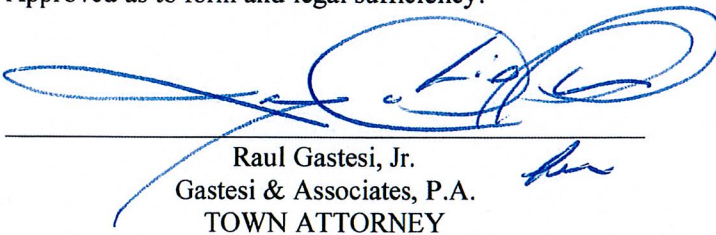
Manny Cid
MAYOR

Attest:



Gina Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:



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.