

RESOLUTION NO. 18-____

**A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF MIAMI LAKES, FLORIDA, CREATING
REVIEW QUALIFICATIONS AND SEARCH METHOD
FOR THE APPOINTMENT OF A TOWN MANAGER IN
ACCORDANCE WITH SECTION 2.55 (c) OF THE TOWN
CODE, PROVIDING WITH AUTHORIZATION TO THE
TOWN OFFICIALS; PROVIDING WITH
EXPENDITURE OF BUDGETED FUNDS; PROVIDING
FOR SEVERABILITY; AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, on May 2, 2017, the Town of Miami Lakes (“Town”) Council adopted Ordinance 17-204 which created Section 2.55 of the Town Code and set forth procedures for selection and appointment of a Town Manager in the event of a vacancy; and

WHEREAS, Section 2.55 (b) states that a “vacancy of Town Manager may occur through resignation of the Town Manager....”; and

WHEREAS, the Town Manager, Alex Rey formally announced his resignation and retirement from office on March 31, 2014; and

WHEREAS, pursuant to Section 2.55 of the Town Code during the October 2017 Town Hall Meeting, the Town Council created a Selection Committee and appointed seven (7) qualified residents¹ to serve as members of Selection Committee, and two (2) qualified residents as alternates²; and

WHEREAS, on Tuesday, February 13, 2018, pursuant to Section 2.55 of the Town Code, a duly noticed Town Council Workshop was held to discuss minimum qualifications, preferences, and search methodology for the selection of a Town Manager; and

WHEREAS, during the February 13, 2018 Town Council Workshop, the public and members of the Town Resident Selection Committee discussed the selection process and the role of the Selection Committee; and

WHEREAS, pursuant to Section 2.55 (c)(2), the Town Council hereby adopts the findings of the Town Workshop as attached and described in Exhibit “A”.

¹ The following qualified Town Residents were appointed: Robert Meador, Tony Sanchez, Bob Ruiz, Michael Huffaker, Richard Pulido, Maria Kramer and Ramiro Inguanzo.

² The following qualified Town Residents were appointed as alternates: Hon. Wayne Slaton, Abel Fernandez.

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

Section 1. **Recitals.** The foregoing Recitals are true and correct and incorporated herein by this reference.

Section 2. **Adoption of the February 13, 2018, Town Council, Manager Selection Workshop, and approval of the Town Manager Advertisement.** The Following findings attached hereto as Exhibit “A”, are adopted. The “Town Manager Advertisement” in substantially the same form as Exhibit “B” is hereby approved.

Section 3. **Authorization of Town Officials.** The Town Attorney and Town Clerk are hereby authorized to take all steps necessary to complete the execution of the terms of this Resolution.

Section 4. **Authorization of Budgeted Funds.** The Town Attorney is authorized to expend \$20,000.00 of budgeted litigation funds in order to meet the terms of this Resolution.

Section 5. **Effective Date.** This Resolution shall take effect immediately upon adoption.

THIS SPACE INTENTIONALLY LEFT BLANK

Passed and adopted this _____ day of _____, 2018.

The foregoing resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Manny Cid	_____
Vice Mayor Frank Mingo	_____
Councilmember Luis Collazo	_____
Councilmember Timothy Daubert	_____
Councilmember Ceasar Mestre	_____
Councilmember Nelson Rodriguez	_____
Councilmember Marilyn Ruano	_____

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”

1. Minimum Requirements:

- a. Familiarity with and willingness to implement Town’s Strategic Plan.**
- b. Bachelor’s Degree.**
- c. Five (5) years executive business experience or five (5) years as a government administrator.**
- d. Verifiable administrative and operational experience with a budget of fifteen (15) million dollars.**

2. Preferred Requirements:

- a. Master’s Degree**
- b. Concentration in Business, Finance, Public Administration, Engineering or Law Degree.**
- c. Verifiable administrative and operational experience with a budget of thirty (30) million dollars.**
- d. Conversational Spanish.**
- e. Willingness to relocate their residency to the Town of Miami Lakes within six (6) months of selection.**
- f. ICMA Credentialed.**

3. Search Area:

- a. State of Florida, with assistance from the Florida League of Cities.**
- b. Advertise with ICMA and FCCMA.**

4. Budget:

- a. \$ 20,000.00**

5. Background:

- a. A professional organization will be hired to conduct background searches.**

6. Compensation:

- a. Commensurate with experience and qualifications.**

7. Starting Date:

- a. Between October 1, 2018 and December 31, 2018.**