

**ORDINANCE NO. 19-\_\_\_\_\_**

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

**WHEREAS**, on May 2, 2017, the Town of Miami Lakes (the “Town”) adopted Ordinance, 17-204, which created the Town Manager Selection and Appointment; and

**WHEREAS**, on January 15, 2019 the Town Council discussed and provided direction to the Town Attorney to draft changes to the to the Town Manager Selection process in order to streamline the selection process; 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, Section 2.55, of the Town Code 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Provisions.** All provisions of the Code of the Town of Miami Lakes that are in conflict with this Ordinance are hereby repealed.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 \_\_\_\_\_ who moved its adoption on first reading. The motion was seconded by Councilmember \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

Mayor Manny Cid	_____
Vice Mayor Nelson Rodriguez	_____
Councilmember Carlos O. Alvarez	_____
Councilmember Luis Collazo	_____
Councilmember Joshua Dieguez	_____
Councilmember Jeffery Rodriguez	_____
Councilmember Marilyn Ruano	_____

Passed and adopted on first reading this \_\_\_\_\_ day of March, 2019.

**THIS SPACE INTENTIONALLY LEFT BLANK**

## SECOND READING

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

Mayor Manny Cid	_____
Vice Mayor Nelson Rodriguez	_____
Councilmember Carlos O. Alvarez	_____
Councilmember Luis Collazo	_____
Councilmember Joshua Dieguez	_____
Councilmember Jeffery Rodriguez	_____
Councilmember Marilyn Ruano	_____

Passed and adopted on first reading this \_\_\_\_\_ day of March, 2019.

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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”<sup>1</sup>

## Article III. OFFICERS AND EMPLOYEES

[...]

### Section 2.55. - Town Manager

[...]

#### (c) *Selection*

[...]

(2) *Resolution adopting the Town Council workshop findings and appointing a Town Manager Selection Advisory 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 the Town of Miami Lakes, who shall have resided in the Town for a period of no less than two years, to serve as a member of a Town Manager Selection Advisory Committee. The Town Attorney, or the Town Attorney's designee, shall serve as a non-voting member of the Town Manager Selection Advisory Committee to provide guidance and serve as a liaison between the committee and the Town.

(4) *Selection and Retention of a Search Firm:* The Town Council shall authorize staff to retain the services of a Search Firm to review potential Town Manager Candidates and prepare a list of fifteen (15) qualified candidates to be evaluated by the Town Manager Selection Advisory Committee. ~~The Town Attorney and the search firm, if any, otherwise, the Town HR liason will review all applications to ensure the applicants conformity to the minimum qualifications for the position of Town Manager and forward all conforming applications to the Selection Committee.~~ The Town Manager Selection Advisory Committee may interview some or all candidates with conforming application and present a short list of ~~five to seven~~ candidates, composed of five (5) with two (2) alternates, to the Town Council. Once the fifteen (15) candidates have been identified, the entire process should conclude within four (4) months. The Town Council shall take into consideration the Town Manager Selection Advisory Committee's suggestion; however, the Town Council may consider other candidates that may or may not have been interviewed or considered by the Town Manager Selection Advisory Committee.

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<sup>1</sup> Additions to the text are shown in underline and deletions from the text are shown in ~~striketrough~~.