

MINUTES
Town Manager Selection Committee
Workshop
February 13, 2018
6:00 P.M.
Government Center
6601 Main Street
Miami Lakes, FL 33014

1. CALL TO ORDER:

The Mayor meeting began at 6:11 p.m.

Present at the workshop were: Mayor Manny Cid, Vice Mayor Frank Mingo, Councilmembers: Luis Collazo, Tim Daubert and Marilyn Ruano. Councilmember Cesar Mestre arrived at 6:20 p.m. and Councilmember Nelson Rodriguez arrived at 8:14 p.m.

2. MOMENT OF SILENCE:

Councilmember Luiz Collazo led the invocation.

3. PLEDGE OF ALLEGIANCE:

Councilmember Tim Daubert the Pledge of Allegiance.

4. PUBLIC COMMENTS:

There were no public comments.

5. ITEMS FOR DISCUSSION:

A. Town Manager Selection Committee Workshop

The Town Attorney, Raul Gastesi, provided a Power Point presentation which dealt with the following items: ICMA-FCCMA, Qualifications, Search Area, Screening of Resumes, Compensation, Transition Period, Budget, among other pending items.

During discussion, the Town Council brainstormed through the following items for qualifications: that ICMA membership is preferred, ability to speak English and Spanish, government experience preferred, Miami Lakes residency preferred, and a master's degree as preferred. Budget was also discussed, the Town Council agreed to a compensation of \$150,000 to \$200,000 annually with negotiable benefits. A transition period of 3-6 months with a starting window between October 1st and December 31st of 2018.

The Town Attorney re-read the main points discussed by the Town Council which went as follows: ICMA membership preferred, 5 years of executive experience (private sector), 5

years of administrative experience (public sector) with preferred Government experience. Education: bachelor's degree required with a preference in Business, Finance or Public Administration. Master's degree preferred. Language: conversational Spanish is preferred, residency in the Town of Miami Lakes preferred.

The Town Attorney stated that he would work on a resolution to present to the Town Council and that he would amend the Ordinance 17-204, for it to state that the Town's Human Resources Department and Town Attorney will review the applications and provide to the Town Manager Selection Committee, all the applications that meet the minimum requirements. The Town Manager Selection Committee will then be responsible to provide a list of five to seven candidates to the Town Council. Preferred candidate with administration experience handling an organization with a budgetary minimum of \$15,000,000. and a \$30,000,000+ preferred. The potential new Town Manager's salary will be discussed based on experience and qualifications met. There will be a state wide search for candidates.

B. Committee Members Comments

Committee Member, Michael Huffaker, recommended increasing the minimum of compensation and stated that as a committee member, he would like to review the resumes and the employment contracts.

Committee Member Maria Kramer recommended the potential candidate to have experience in both government and private industry. She also suggested a law degree as part of a qualification.

Committee Member Robert Meador suggested alternatives for the interviewing process such as group setting interviews. Mr. Meador also suggested that all emails received from residents be forwarded to the Town Attorney in order to have consistent responses and to consider what level of ICMA membership is required.

Committee Member Richard Pulido stated that there should be a clarification on the candidate selection process and the Committee's role in the vetting process. He also suggested that additional education is an important component as part of qualifications.

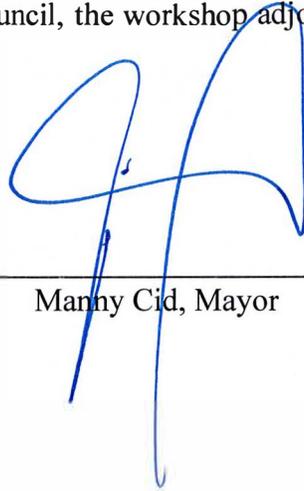
The Town Attorney commented on behalf of Committee Member Bob Ruiz stating that his concerns were regarding budget and salary.

Committee Member Tony Sanchez suggested equating salary to experience and education. He also stated that ICMA membership should be considered an important qualification of a potential candidate, in-person interviews should be a requirement, and social media background investigations.

6. ADJOURNMENT:

There being no further business to come before the Council, the workshop adjourned at 8:53 p.m.

Approved on this 6th day of March 2018.



A handwritten signature in blue ink, consisting of a large, stylized 'M' and 'C' that are intertwined. The signature is positioned above a horizontal line.

Manny Cid, Mayor

Attest:



A handwritten signature in blue ink, appearing to read 'Gina Inguanzo'. The signature is positioned above a horizontal line.

Gina Inguanzo, Town Clerk