RESOLUTION NO. 05-282

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING DEBRA E. EASTMAN, CMC AS TOWN CLERK; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Council finds that it is both necessary and appropriate to select a Town Clerk; and

WHEREAS, the Town Clerk position became vacant on September 13, 2004; and

WHEREAS, Meighan J. Pier, CMC has been serving as Interim Town Clerk in the absence of a permanent Town Clerk; and

WHEREAS, the Town advertised for the Town Clerk position and 34 resumes were received; and

WHEREAS, after reviewing the resumes and interviewing the final four (4) candidates the Town Manager recommends Debra E. Eastman, CMC for the Town Clerk position.

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

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

Section 2.   **Appointment of Town Clerk.**   Debra E. Eastman, CMC is approved as Town Clerk. In addition to the requirements provided in the Town Charter, the Town Clerk shall also provide notice of regular and special Council meetings and workshops; keep and maintain a journal and record of Council proceedings and of all ordinances, resolutions, and motions as may

be enacted by the Council; be the custodian of the Town's public records; attend each Town Council meeting and workshop; and perform any necessary ceremonial functions.
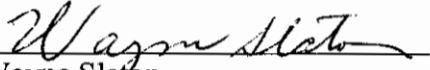
Section 3. **Effective Date.** This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 14th day of February, 2005.
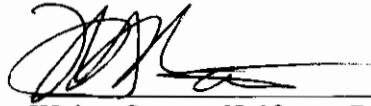
Motion to adopt by _____ Simon _____, second by _____ Thomson _____.

FINAL VOTE AT ADOPTION

Mayor Wayne Slaton	Yes
Vice Mayor Roberto Alonso	No
Councilmember Mary Collins	Yes
Councilmember Robert Meador	Yes
Councilmember Michael Pizzi	Absent
Councilmember Nancy Simon	Yes
Councilmember Peter Thomson	Yes

Wayne Slaton
MAYOR

ATTEST:

Meghan J. Pier, CMC
INTERIM TOWN CLERK

Approved as to form and legality for the use
and benefit of the Town of Miami Lakes only:

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Weiss, Serota, Helfman, Pastoriza, Guedes
Cole & Boniske, P.A.
TOWN ATTORNEY

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MEMORANDUM

To:	Honorable Mayor and Town Council
From:	Alex Rey, Town Manager
Subject:	Appointment of the Town Clerk
Date:	February 14, 2005

Recommendation

It is recommended that the Town Council appoints Ms. Debra Eastman as the Town Clerk.

Background

The Town Clerk position became vacant on September 13, 2004. In the interim, Ms. Meighan J. Pier, CMC has been serving as a Town Clerk with the assistance of Ms. Evelyn Roig as a Deputy Clerk. The Town Clerk position was advertised at the end of last year. The Town Clerk position is an integral part of the Town of Miami Lakes management team; therefore, the position requires excellent organizational and interpersonal skills, as well as, a minimum of five years of government experience preferable as a municipal clerk.

We received approximately 34 resumes out of which we chose four candidates for interviews. They were: Beatris M. Arguelles, CMC, Debra E. Eastman, CMC, Cassandra P. Mitchell, CMC, and Evelyn Roig.

Interviews were conducted on January 13, 2005. The interview panel was composed of myself, Ms. Mariaelena Salazar, Ms. Meighan J. Pier, CMC (Village Clerk, Village of Palmetto Bay and Interim Town Clerk), and Ms. Sheila Paul, CMC (City Clerk, City of Doral). Based on the interviews, two top candidates were selected, Ms. Debra E. Eastman, CMC from Gilford, New Hampshire and Cassandra P. Mitchell, CMC from San Fernandina Beach, Florida. During the week of January 31, 2005, these candidates were scheduled for further discussion with Town personnel as well as meeting with Town Council members individually. Based on the final interviews, I am recommending Ms. Debra Eastman, CMC for the position of Miami Lakes Town Clerk with a salary of $60,000 per year plus $3,000 for moving expenses.

Ms. Debra E. Eastman, CMC has been a Town Clerk- Tax Collector for the Town of Gilford since 1982. She has completed the second level of the Master Municipal Clerk program and is a Certified Municipal Clerk. Her resume is attached for your reference.

P O Box 7208
2761 LAKESHORE ROAD #35
GILFORD, NH 03247
603-293-4663 HOME
603-630-2701 CELL
603-527-4713 OFFICE

DEBRA E. EASTMAN, CMC

OBJECTIVE: To obtain a position in municipal government in order to apply my skills and expertise.

EXPERIENCE: 1982- present Town Clerk-Tax Collector, Town of Gilford, NH

Elected Department Manager responsible for operations of Office of Town Clerk-Tax Collector. Supervision of staff of 6, management, retention and sharing of municipal archives, and all town records and preparation of official town meeting minutes, election official coordinating and supervising all elections, responsible for state and municipal advertising and collection deadlines, develop and administer annual department budget, responsible for semi-annual collection of 19+ million dollars annually, quarterly sewer collection, annual water collection. Municipal agent for motor vehicle transactions and boat registration agent. Responsible for printing and issuance of 7,000 Glendale and guest passes and beach passes annually. Collection of various types of municipal revenues.

1977 – 1982 Deputy Town Clerk-Tax Collector, Town of Gilford, NH

Notary Public & Justice of the Peace

EDUCATION: 2001 Second Level, Master Municipal Clerk program, International Institute of Municipal Clerks
1994 Certified New Hampshire Tax Collector
1985 Certified Municipal Clerk, IIMC
1972 Plus-Gray's School of Business, Portland, Maine
1970 Traip Academy, Kittery, Maine

PROFESSIONAL EXPERIENCE: 1988 US Dept of State/Organization for Security and Cooperation in Europe, served as Polling Supervisor, 12 days Prejidor, Bosnia, Herzegovina
Participated and trained along with Bosnia counterparts and participated in national election as polling supervisor

PERSONAL: Married, mother of grown son

ORGANIZATIONS: International Institute of Municipal Clerks, Board of Directors, 1997-2000
New England Association of City and Town Clerks, Past President
New Hampshire City and Town Clerks' Association, Scholarship Committee Chair
New Hampshire Tax Collectors' Association, Past President

CURRENT SALARY: $58,800 + benefit package