



Town of Miami Lakes Memorandum

To: Honorable Councilmembers
From: Honorable Mayor Dieguez
Subject: Mayor's Memorandum 2024-01
Date: December 13, 2024

Council Members:

This will be the first in a series of publicly released memorandums from me setting the expectations of our time together and announcing other decisions that I am responsible for. Moving forward, the Mayor's Assistant will notify you whenever a new memorandum is released. I encourage you to read them whenever released as they will be covering timely and important topics and will be concise in their length so as to provide only as much information as necessary to address the subject matter they concern. These memorandums will often be prepared in conjunction with the Town Attorney and Town Manager, as needed, to ensure accuracy. This first memorandum will cover my expectations concerning decorum, seating arrangements, use of the Mayor's Conference Room, Seat 4 Vacancy Selection Process, and criteria for Proclamations and Certificates of Recognition.

Decorum at Town Council Meetings

All of us are part of a relatively small group of residents who have been selected for the privilege of serving in a special position of trust and respect in the Miami Lakes community. Accordingly, we need to dress and act the part. Council Members need to wear a suit and tie for all Regular Meetings of the Town Council. For Special Meetings of the Town Council, Council Members must wear a blazer or their Council Member polos. Jeans are acceptable for Special Meetings. For all workshops, any polos and jeans are acceptable since they are intended to be working meetings to obtain information and build consensus. We are the privileged few who were chosen to lead a community of approximately 33,000 residents and how we dress is an outward sign of how seriously we take that responsibility and honor. Residents do take notice.

Seating Arrangements

Pursuant to long standing custom stemming from the Mayor's expressed powers under the Town Charter and the Special Rules of Order of the Town of Miami Lakes to serve as the presiding officer and maintain decorum at all

meetings of the Town Council, the seating arrangements for all Regular and Special Town Council meetings held in Council Chambers shall be as follows:

(From Left to Right as viewed from the Mirtha Mendez Podium)

Council Members Cuadra-Garcia, Herzberg, Garcia, Vice Mayor Morera, Mayor Dieguez, Council Member Fernandez, and vacant (Seat 4).

In accordance with the Special Rules of Order of the Town of Miami Lakes, the three Charter Officers shall be seated together as follows from left to right: Town Attorney, Town Manager, and the Town Clerk.

I reserve the right to modify the seating arrangement at any time and for any reason. Any such changes will be announced in advance by way of another Mayor's Memorandum.

Use of the Mayor's Conference Room

I intend to be more active in using the Mayor's Conference Room for meetings and other activities relating to my functions under the Charter. The Mayor's Conference Room is also used by our auditors and therefore will be unavailable to anyone during the audit period. Accordingly, if you would like to use the Mayor's Conference Room for a meeting with a large group, please first check its availability with my assistant. If the Mayor's Conference Room is unavailable, the Community Conference Room on the first floor is available for meetings involving large groups and can be reserved through the Assistant to the Town Council.

Seat 4 Vacancy Appointment

Pursuant to 2.5 (c) (ii) of the Town Charter, I must make a nomination to fill the vacancy for Seat 4 created by my resignation as Council Member to run for Mayor. According to that same provision, the Mayor must make a nomination to the vacancy within thirty days of the vacancy occurring. The Town Council then votes on the nomination. If the Town Council rejects the nominee, then a special election must be held within ninety days of the vacancy occurring or as soon as practical pursuant to Florida Law and the Code of Miami-Dade County. Because my resignation was effective on the date of the runoff election, which was held November 26th, the vacancy did not occur until that time and I have until December 27, 2024 to name a nominee to fill the vacant Seat 4 position.

I have decided to name a successor to Seat 4 as follows:

1. An announcement calling for applicants to be named as a nominee will be made today.
2. The application will be available beginning **Monday, December 16, 2024** online, at some point, or may be requested through the Office of the Town Clerk.
3. Applicants must complete the application **in full** and submit the completed form to the Office of the Town Clerk.
4. Applicants for the vacancy shall have until **close of business on Friday, December 20, 2024** to submit their completed application. Any applications received after this time will not be considered.
5. From that list, I will select a nominee for the Town Council's consideration at our January Regular Meeting no later than Friday, December 27, 2024 by way of a Mayor's Memorandum.

I will make myself available for Sunshine Meetings to discuss the pending appointment upon request through the Assistant to the Town Council or my assistant, once named, should you wish to express your preferences in making my selection.

Criteria for Proclamations and Certificates of Recognition

Issuance of proclamations or certificates of recognition will resume in January. Criteria and other requirements for each will be announced at that time—although most of the criteria for a proclamation will remain the same. Please direct all requests for a proclamation or certificate of recognition to me through my assistant. Generally, proclamations are reserved for significant contributions or events related to the community. Certificates of recognition are available for everything else.

To see existing criteria for proclamations, you may visit: <https://www.miamilakes-fl.gov/proclamation-request/>

I reserve the right to modify this criterion at any time and for any reason or to issue a proclamation for any reason of my own choosing. Any changes will be announced in advance by way of another Mayor's Memorandum.

Sincerely,

/s/ Joshua Dieguez

Josh Dieguez
Mayor