

RESOLUTION NO. 2019-162

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO THE APPOINTMENT OF A NEW VILLAGE MANAGER; PROVIDING FOR LETTERS OF INTEREST FROM PROFESSIONAL SEARCH FIRMS; PROVIDING FOR ADVERTISEMENTS FOR THE POSITION; PROVIDING FOR A TIME-LINE IN ORDER FOR THE APPOINTMENT TO BE MADE BY FRIDAY FEBRUARY 28, 2020; ALLOWING FOR THE COUNCIL TO ADOPT FURTHER PROCEDURES; AND PROVIDING AN EFFECTIVE DATE. (Sponsored by Village Attorney John Dellagloria and Village Clerk Missy Arocha)

WHEREAS, the Village Attorney and Village Clerk were tasked by the Village Council to work together to prepare the advertisement and establish the criteria for the selection process for the new Village Manager;

WHEREAS, the current Village Manager shall be resigning the position as of January 15, 2020; and

WHEREAS, the Village Council desires to appoint a new Village Manager by February 28, 2020; and

WHEREAS, to meet that date, the Council has directed the Village Clerk and Village Attorney to establish the process for the selection.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE OF PALMETTO BAY, FLORIDA, THAT:

Section 1. (a) In order for the Village Council to meet their desire to select and hire a Village Manager by February 28, 2020, the Village Clerk shall, in lieu of a Request for Proposal (RFP) shall solicit Letters of Interest from no less than three (3) Professional Executive Search Firms (the "Firm").

(b) The notice advertised and distributed by the Village Clerk should contain the following wording:

"The Village of Palmetto Bay, Florida, is seeking the services of a Professional Executive Search Firm for the position of a Village Manager to be selected in 2020. Pursuant to the Village

1           *Charter, the Village Manager is selected by, is responsible to,*  
2           *and serves at the pleasure of the Village Council. Interested*  
3           *Professional Executive Search Firms should submit a Letter of*  
4           *Interest to the Village Clerk by email: [clerk@palmettobay-fl.gov](mailto:clerk@palmettobay-fl.gov)*  
5           *or by mail, at Village Clerk, Village of Palmetto Bay, 9705 East*  
6           *Hibiscus Street, Palmetto Bay, Florida 33157, by no later than*  
7           *Monday, December 23, 2019. All Letters of Interest are re-*  
8           *quired to include: (a) the total cost of service(s) for the profes-*  
9           *sional search of a Village Manager for the Village of Palmetto*  
10           *Bay; (b) method of procedures to be taken for the professional*  
11           *search; (c) three letters of reference. Any and all Letters of In-*  
12           *terest submitted after the deadline date will not be considered.”*

13  
14           **(c)** The Village Clerk shall advertise the solicitation for the Profes-  
15           sional Executive Search Firm (the “Firm”) in the following publications de-  
16           scribed below:

- 17  
18           • Miami Herald (one weekday during the weeks of Decem-  
19           ber 2, 2019, December 9, 2019, and December 16, 2019,  
20           including one-day in the weekend, Sunday, December 8,  
21           2019);
- 22           • Miami Today (one weekday during the weeks of Decem-  
23           ber 2, 2019, December 9, 2019, and December 16, 2019,  
24           including one-day in the weekend, Sunday, December 8,  
25           2019)
- 26           • Daily Business Review (one weekday day during the  
27           weeks of December 2, 2019, December 9, 2019, and De-  
28           cember 16, 2019);
- 29           • South Florida Business Journal (one weekday during the  
30           weeks of December 2, 2019, December 9, 2019, and De-  
31           cember 16, 2019);
- 32           • International City/County Management Association web-  
33           site
- 34           • Village of Palmetto Bay website

35  
36           **(d)** All publication costs associated with the solicitation of the Profes-  
37           sional Executive Search Firm for the position of Village Manager shall be  
38           expensed from the Village’s General Government Operating Account Fund.

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40           **(e)** On Tuesday, December 24, 2019, the Village Clerk shall distribute  
41           to all Councilmembers the Letters of Interest received by the Village Clerk

1 from the Firm(s). Councilmembers may request copies of letters received  
2 at any time prior to December 24<sup>th</sup>; however, the Village Clerk and Village  
3 Council recognize that such Letters of Interests received from Professional  
4 Executive Search Firms are not exempt from Public Records.

5  
6 **Section 2.** The time frames for the selection of the new Village Man-  
7 ger shall be as follows:

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9 (i) Requests for Letters of Interest from professional executive search  
10 firms shall be solicited by the Village Clerk upon the passage of this Reso-  
11 lution.

12  
13 (ii) Letters of Interest from professional executive search firms (a  
14 “Firm”) shall be received by the Village Clerk no later than Monday, Decem-  
15 ber 23, 2019. On Tuesday, December 24, 2019, the Village Clerk shall dis-  
16 tribute to all Councilmembers the Letters of Interest received by the Village  
17 Clerk.

18  
19 (iii) The Village Council shall select the Professional Search Firm at  
20 its’ Regular Council Meeting of January 6, 2020. At the meeting, the Firm  
21 and the Council shall agree on the qualification requirements for the posi-  
22 tion of Village Manager (i.e., education, years of experience as a Village or  
23 County Manger, etc.) for publication.

24  
25 (iv) The professional executive search firm will accept applications  
26 and resumes for the position of Village Manager up through and including  
27 Wednesday, February 5, 2020 (exactly 30 days from the date the Firm was  
28 selected by the Village Council). The Firm shall recommend seven (7) ap-  
29 plicants to the Village Council no later than Monday, February 17, 2020.

30  
31 (v) The Village Council will review the applications and resumes of  
32 the seven (7) applicants and conduct individual interviews between the  
33 dates of Tuesday, February 18<sup>th</sup> through February 25<sup>th</sup>, 2020.

34  
35 (vi) Each Councilmember shall be responsible to schedule their indi-  
36 vidual interviews directly with each of the seven (7) applicants. Coun-  
37 cilmembers shall not cross-communicate on the matter.

38  
39 (vii) At a Special Council Meeting on Wednesday, February 26, 2020  
40 at 6:30 p.m. that shall be noticed by the Village Clerk, the Council shall vote  
41 to select the final three (3) applicants for the position of Village Manager.

(viii) At a Special Council Meeting on Friday, February 28, 2020 at 6:30 p.m. that shall be noticed by the Village Clerk, the Village Council shall select a new Village Manager for the Village of Palmetto Bay.

**Section 3.** The Village Attorney, Village Clerk, and Village Council recognize that such Letters of Interests in the custody of the Village Clerk, including copies of all received applications and resumes provided by the Firm are not exempt from Public Records.

**Section 4.** At any time after January 6, 2020, the Village Council may determine additional procedures for the selection process.

**Section 5.** The Village Council approves that a that a three-tier proposal be considered for the search: (a) first tier asking for a national search and the cost associated with it; (b) second tier being a regional or statewide search; (c) third tier being a South Florida search.

**Section 6.** This Resolution shall take effect immediately upon its adoption.

**PASSED and ADOPTED** this 2<sup>nd</sup> day of December 2019.

Attest:

DocuSigned by:  
*Missy Arocha*  
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**Missy Arocha**  
**Village Clerk**

DocuSigned by:  
*Karyn Cunningham*  
35B93CD2D0CB470...  
**Karyn Cunningham**  
**Mayor**

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY, FLORIDA ONLY:

DocuSigned by:  
*John C. Dellagloria*  
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**John C. Dellagloria**  
**Village Attorney**

1	<b>FINAL VOTE AT ADOPTION:</b>	
2		
3	Council Member Patrick Fiore	<u>NO</u>
4		
5	Council Member David Singer	<u>YES</u>
6		
7	Council Member Marsha Matson	<u>YES</u>
8		
9	Vice-Mayor John DuBois	<u>YES</u>
10		
11	Mayor Karyn Cunningham	<u>YES</u>