

**RESOLUTION NO. 16-06-30**

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, ESTABLISHING THE AD HOC VILLAGE MANAGER RECOMMENDATION COMMITTEE; PROVIDING FOR THE TERM AND COMPOSITION OF THE COMMITTEE; PROVIDING FOR MEETINGS AND DISQUALIFICATION OF MEMBERS; PROVIDING FOR GOALS AND OBJECTIVES; PROVIDING FOR DUTIES AND RESPONSIBILITIES; PROVIDING FOR STAFF PARTICIPATION; PROVIDING FOR DISSOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, at a Special Call Village Council Meeting held on May 25, 2016, the Village Council of Islamorada, Village of Islands (the "Village") decided to move forward with a search for a new Village Manager; and

**WHEREAS**, an employment advertisement was prepared by staff, approved by the Village Council and published in appropriate publications and locations as to attract the attention of qualified persons for the position; and

**WHEREAS**, the deadline to apply for the Village Manager position is July 15, 2016; and

**WHEREAS**, the Village Council desires to utilize the services of a committee to assist the Village Council with the evaluation of applicants and recommend those deemed most qualified; and

**WHEREAS**, the Village Council finds that establishment of an Ad Hoc Village Manager Recommendation Committee is in the best interest of the Village.

**NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

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

**Section 2. Establishment of Ad Hoc Manager Recommendation Committee.** The Village Council hereby establishes the Ad Hoc Village Manager Recommendation Committee (the “Committee”) to review the submittals received in response to the advertisement for the Village Manager position and to act as a recommendation committee for the Village Council.

**Section 3. Membership and Term.** The Committee shall be comprised of at least five (5) but no more than ten (10) members. Members of the Committee shall be residents of the Village. Each Village Council Member shall appoint at least one (1) but no more than two (2) individuals to the Committee and the members shall serve on the Committee until the date of dissolution of the Committee unless otherwise replaced by the Village Council. The appointing Village Council Member may replace a Committee member with or without cause at any Regular or Special Call Village Council Meeting and the replacement member shall serve until the date of dissolution of the Committee.

**Section 4. Meetings and Powers.** Meetings of the Committee shall be held as often as the Committee determines is needed to complete its Duties and Responsibilities as set forth herein. All meetings shall be open to the public and notice of such meetings shall be given as required by state law. A majority of the appointed members of the Committee shall constitute a quorum. Provided that there is a quorum present, an affirmative vote of the majority of those members present shall be required to take official action. The Committee, at its first meeting, shall organize itself by electing one (1) of its members as the chair and one (1) member as the vice-chair.

**Section 5. Disqualification of Members and Compensation.** Should any committee member miss two (2) consecutive meetings without justification, that person shall be disqualified as a member of the Committee and the Council Member who appointed the

Committee member may appoint a successor to serve until the date of dissolution of the Committee. The members of the Committee shall serve without compensation or reimbursement.

**Section 6.**                    **Goals and Objectives.**

The goals and objectives of the Committee are to:

- a. Provide a public forum to review and analyze the qualifications of applicant information submitted for the Village Manager position by the submittal deadline of July 15, 2016.
- b. Provide evaluation and recommendations to assist the Village Council with the selection of the Village Manager.
- c. Provide scoring guidelines for the Village Council to utilize during the interview process.

**Section 7.**                    **Duties and Responsibilities.**

The duties and responsibilities of the Committee are to:

- a. Become familiar with the Village Manager duties, requirements, qualifications and background published in the Village's employment advertisement, a copy of which is attached hereto as Exhibit "A".
- b. Develop scoring guidelines for the Village Council to measure candidates during the interview phase.
- c. Thoroughly review and rank each submittal based on requirements, qualifications and background published in the Village's employment advertisement.
- d. As deemed necessary by the Committee, conduct telephone or video conference interviews of those candidates considered by the Committee to be the most highly qualified for the Village Manager position.
- e. Submit a report containing a list of recommended candidates to the Village Council by a date to be determined by the Village Council. The list shall be provided in alphabetical

order without numerical ranking and shall include comments about the applicants' strengths and weaknesses. The number of candidates to be recommended by the Committee shall be determined by the Village Council.

**Section 8.**    **Staff Participation.**    At least one (1) Village staff member shall be present at all meetings of the Committee, to provide information and administrative support to the Committee and to record the minutes of the meeting.

**Section 9.**    **Dissolution.**    This Resolution shall sunset and the Committee shall be dissolved on the date that a new Village Manager enters into an employment contract with the Village Council.

**Section 10.**    **Effective Date.**    This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED ON THIS 9<sup>th</sup> DAY OF JUNE, 2016.**

Motion to adopt by Councilman Chris Sante, second by Councilman Mike Forster.


FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Deb Gillis	YES
Vice Mayor Jim Mooney	YES
Councilman Mike Forster	YES
Councilman Chris Sante	YES
Councilman Dennis Ward	YES

  
\_\_\_\_\_  
DEB GILLIS, MAYOR

ATTEST:

  
\_\_\_\_\_  
~~KELLY TOTH, VILLAGE CLERK~~  
LeAnne Williams, Deputy Village Clerk

APPROVED AS TO FORM AND LEGALITY  
FOR THE USE AND BENEFIT OF ISLAMORADA,  
VILLAGE OF ISLANDS ONLY

  
\_\_\_\_\_  
ROGET V. BRYAN, VILLAGE ATTORNEY

**Village Manager, Islamorada, Village of Islands, FL** (population 6,200). Located in the beautiful Florida Keys, Islamorada is a tourism-oriented community an hour south of Miami consisting of four islands spanning 18 linear miles with a land area of approximately 3,900 acres. Known as the *Sport Fishing Capital of the World*, Islamorada is a popular vacation destination enjoyed for its up-scale small-town atmosphere, scenic bay and ocean views, sunshine, boating, fishing, locally owned restaurants, quaint shops and galleries. Total General Governmental Funds Budget is approximately \$25 million, with approximately 100 full-time employees. County provides contracted police services.

Located within an Area of Critical State Concern, growth is limited, a 24-hour evacuation rule is maintained and there is a strong focus on conservation of critical habitat. The Village recently completed a Village-wide central wastewater collection and transmission capital project. The primary challenges currently facing the Village are workforce and affordable housing, capital project planning for stormwater improvements and acquisition of conservation lands.

*Living in the Florida Keys is not for everyone.* In many ways, Islamorada is a rural community; cultural activities are limited and many conveniences that people take for granted in other areas, such as going to a shopping mall or "big box" store, are located more than an hour away.

The ideal candidate will have at least a Bachelor's degree in management or related area and a minimum of seven (7) years of increasing responsibility leading to senior level management, including four (4) years working closely with municipal governments in a comparable community. The individual must demonstrate a high level of administrative ability, exhibit innovative thought and major achievements. Past performance must show expertise in management and an understanding of state laws.

The Village Manager will be selected on the basis of experience, expertise and management ability as it pertains to running municipal government. Candidates must possess strong communication, finance and management skills and have a solid background in all governmental activities including human resources, planning and development services, code enforcement, public works, parks and recreation, information technology and fire rescue services. Preference will be given to experience in municipal management of coastal communities, especially those with environmentally sensitive areas. Starting salary and benefits are competitive and negotiable, depending on qualifications and experience.

Forward resume, letter of interest, salary history and five professional references to Human Resources, 86800 Overseas Highway, Islamorada, FL 33036 or [hr@islamorada.fl.us](mailto:hr@islamorada.fl.us) by 4:00 p.m. July 15, 2016. Questions should be addressed to HR at (305) 664-6448. For further information about the Village of Islamorada, please visit the Village's website at [www.islamorada.fl.us](http://www.islamorada.fl.us). Under Florida law, all applications, once received are a public record and subject to disclosure upon request.

Islamorada, Village of Islands is an Equal Opportunity Employer that provides a Drug-Free Workplace. Applicants selected for the hiring process will undergo a pre-employment drug screen. We hire only U.S. citizens and lawfully authorized alien workers; we do currently use Department of Homeland Security E-Verify system. If you need an accommodation because of a disability in order to participate in the application/selection process, please notify the Human Resources Manager at 305-664-6448 or [hr@islamorada.fl.us](mailto:hr@islamorada.fl.us). The State of Florida does not tolerate violence in the workplace. Preference shall be given to certain veterans and spouses of veterans in accordance with Chapter 295, Florida Statutes. Islamorada participates in the Florida Retirement System.