RESOLUTION NO. 13-07-41

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

WHEREAS, on June 4, 2013, the Village Council of Islamorada, Village of Islands determined that the Village may be best represented by an in-house Village Attorney; and

WHEREAS, an employment advertisement was prepared, 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 Attorney position is August 15, 2013; 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 Attorney 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 Attorney Recommendation Committee. The Village Council hereby establishes the Ad Hoc Village Attorney Recommendation Committee (the “Committee”) to review the submittals received in response to the advertisement for the Village Attorney position and act as recommendation committee for the Village Council.

Section 3. Membership and Term. The Committee shall be comprised of five (5) members. Members of the Committee need not be residents of Islamorada, Village of Islands. Each Village Council Member shall appoint one (1) person to the Committee and the members shall serve on the Committee until the date of dissolution of the Committee. 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 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. All meetings shall be open to the public, and notice of such meetings shall be given as required by state law. A majority of currently appointed members of the Committee shall constitute a quorum. Provided 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, 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 shall 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.

a. Provide a public forum to review and analyze the qualifications of applicant information submitted for the Village Attorney position by the submittal deadline of August 15, 2013.

b. Provide evaluation and recommendations to assist the Village Council with the selection of the Village Attorney.

c. Provide key questions and scoring guidelines for the Village Council to utilize during the interview process.

Section 7. Duties and Responsibilities.

a. Become familiar with the Village Attorney duties, requirements, qualifications and background published in the Village’s employment advertisement, a copy of which is attached hereto as Exhibit “A”.

b. Develop key questions to be asked of all candidates by the Village Council during the interview process.

c. Develop scoring guidelines for the Village Council to measure candidates on their responses to questions during the interview phase.

d. Following the submittal deadline, thoroughly review and rank each submittal based on requirements, qualifications and background published in the Village’s employment advertisement.

e. Conduct telephone or video conference interviews of those candidates considered by the Committee to be the most highly qualified for the Village Attorney position.

f. Submit a report containing a list of recommended candidates to the Village Council by a date to be determined by the Village Council following the submittal deadline. 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 shall be determined by the Village Council following the submittal deadline.

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

Section 9. Sunset. This Resolution shall sunset and the Committee shall be dissolved on the date a Village Attorney enters into an employment contract with the Village Council.

Section 10. Effective Date. This Resolution shall become effective immediately upon its adoption.
Motion to adopt by Councilwoman Deb Gillis; second by Councilman Mike Forster.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Ken Philipson  YES
Vice Mayor Ted Blackburn  YES
Councilman Mike Forster  YES
Councilwoman Deb Gillis  YES
Councilman Dave Purdo  YES

PASSED AND ADOPTED this 25th day of July, 2013.

KEN PHILIPSON, MAYOR

ATTEST:

ARIANA S. LAWSON, VILLAGE CLERK

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

VILLAGE ATTORNEY
Village Attorney

Islamorada, Village of Islands, Florida

Village Attorney, Islamorada, Village of Islands, FL (estimated population 6,100). Located in the beautiful upper Florida Keys, Islamorada is a tourist-oriented community 80 miles 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, it is characterized by water, sun, fishing, locally owned restaurants and a small-town atmosphere. The Village provides its own Fire Rescue, Wastewater, Solid Waste and Stormwater Utilities, operates a 40-acre waterfront public park and full service Marina, and contracts with Monroe County for police services.

The Village Council of Islamorada, Florida seeks a highly experienced attorney to serve as the Village’s full-time Village Attorney. An established record of correctly evaluating a broad range of complex legal matters, providing sound legal advice, and maintaining positive working relationships, is critical to success in this position. The ideal candidate will also have the demonstrated ability to succeed in a fast-paced and results-oriented work environment emphasizing on preventative law. Outstanding management and leadership skills will be required to effect the transition of the Village’s legal services from an outsourced function utilizing a firm, to an in-house legal office supported by outsourced firm(s), and to manage the Village Attorney’s Office once it is established.

The Village Attorney is a Charter Officer and is appointed by, reports to, and serves at the pleasure of the Village Council, and maintains close working relationships with the Village Manager, Village Clerk, Department Heads, and other staff. As Chief legal advisor to the Village government, the Village Attorney must have a broad knowledge of Florida State and Federal laws, rules and regulations applicable to municipalities, the Village’s Charter and Code and their implications for day-to-day business operations. Responsibilities include providing legal advice and oversight for (and/or supervising outside counsel) all everyday municipal matters, public records, ethics, sunshine law, procurement, land use and development, real property and transactions, environmental matters, wastewater and storm-water utility issues, solid waste, construction law, employment and labor law, contracts, code enforcement, administrative and civil litigation, ordinance and regulation development/revision.

Requirements include a Juris Doctorate degree from an American Bar Association accredited law school and license to practice law in the State of Florida. Candidates should also have strong managerial or supervisory experience in a government setting, as well as trial experience. Strong knowledge of the legislative process and the development of municipal codes and ordinances are desired. Board Certification in City, County and Local Government Law encouraged, but not required. A working knowledge of the laws applicable to a local government located in an Area of Critical State Concern is desirable. A high level of energy, enthusiasm, integrity, ethics, and
commitment to public service is a must. A minimum of five years practicing municipal law in a full service local government in Florida, or equivalent experience, is required.

The Village Attorney shall be a full-time government employee and shall not engage in the private practice of law. Starting salary and benefits are competitive and negotiable, depending upon qualifications and experience. Anticipated start date no later than October 1, 2013.

Send Resume, Letter of Interest, five (5) professional references and Employment Application to Attn.: Human Resources, Islamorada, Village of Islands, 86800 Overseas Highway, Islamorada, FL 33036 or hr@islamorada.fl.us no later than 5pm on August 15, 2013. The Village’s Employment Application is available for download at the Village’s website at www.islamorada.fl.us. Under Florida Law all submittals, once received, are a public record subject to disclosure upon request. The Village is a drug-free workplace; the selected applicant will be required as a condition of employment to submit to a pre-employment drug test.