



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Special Call Commission Meeting
Monday, February 6, 2012, 7:30 p.m.,
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kendall Rumsey	—	Vice-Mayor
Steven Hockman	—	Commissioner
Jeanine Longtin	—	Commissioner
Tim Stevens	—	Commissioner
.....		
Dave Hunt	—	Interim Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian M. Lemley, CMC	—	Town Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

A. **CALL TO ORDER**

B. **PLEDGE OF ALLEGIANCE**

C. **ROLL CALL**

D. **DISCUSSION AND POSSIBLE ACTION:**

1. **Appointment of a Temporary Interim Town Manager**
2. **Status of Recruitment of a New Recreation Director**

Tab 1
Tab 2

E. **ADJOURNMENT:**

TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: February 6, 2012

Agenda Item No. *Tab 1*

- | | |
|--|--|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input checked="" type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Appointment of a Temporary Interim Town Manager

RECOMMENDED MOTION/ACTION:

ACTIVE
 Approved by Town Manager *[Signature]* Date: *2/3/12*
[Signature]
 Name/Title *HR Director* Date of Actual Submittal *2/3/2012*

Originating Department: Human Resources	Costs: \$ <u>TBD</u> Funding Source: <u>TM Contractual Svcs.</u> Acct. # <u>104-34000</u>	Attachments: None
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input checked="" type="checkbox"/> Finance <u><i>AMC 2/3/12</i></u> <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <u>BMT</u> Please initial one.

Summary Explanation/Background:

At its emergency meeting held on February 1, 2012, the Commission directed that a temporary Interim Town Manager be appointed to serve until an Interim Town Manager can be appointed. The purpose of this agenda item is to appoint a temporary Interim Town Manager.

At the February 1, 2012 emergency meeting, Staff provided to the Commission the Desired Characteristics of a City/County Manager which were developed by the International City/County Management Association (ICMA). These characteristics consist of the following:

- Consensus builder
- Decisive; good judgment
- Excellent communicator to the public, employees, Commissioners
- Honest, ethical, moral
- Willing to work whatever hours are needed
- Outstanding leadership skills
- Keeps composure at all times
- Sensitive to others' needs and positions
- Keeps current on city/county projects
- Willing to be innovative
- Available
- Timely executes Commission policy
- Treats everyone with respect; even-handed
- Cooperates with other governments
- Recruits and retains competent staff
- Decentralized management style, but holds people accountable
- Believes in strategic planning
- Ambassador for the city/county
- Outgoing, confident, positive, proactive, approachable
- Good listening skills
- Demands accountability, and willing to be held accountable

To the above criteria, Staff recommends adding the following:

- Strong knowledge of municipal government
- Good presentation skills
- Understanding of the municipal budget process

The preceding characteristics are those recommended for a Town Manager. Since the temporary Interim Town Manager shall be performing the same tasks as a permanent Manager, the same criteria should apply to the temporary position.

Pursuant to the Town's hiring practices, this appointment shall be made contingent upon the outcome of a criminal background check and credit investigation and any other necessary investigations undertaken to determine suitability for employment.

TAB 2



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: February 6, 2012

Agenda Item No. *Tab 2*

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|--|--|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> ORDINANCE ON FIRST READING | <input checked="" type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> ORDINANCE ON SECOND READING | <input type="checkbox"/> BID/RFP AWARD |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> CONSENT AGENDA |
| <input type="checkbox"/> Other: | |

SUBJECT: Status of Recruitment of a New Recreation Director

RECOMMENDED MOTION/ACTION:

ACTING
 Approved by Town Manager *J. W. Holt* Date: *2/3/12*
Dambi M. Kibba *Tracy*
 Name/Title *HR Director* Date of Actual Submittal *2/3/2012*

Originating Department: Human Resources	Costs: \$ None Funding Source: Acct. #	Attachments: None
Department Review: <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Community Development _____ <input type="checkbox"/> Finance _____ <input type="checkbox"/> Fire Dept _____	<input type="checkbox"/> Grants _____ <input type="checkbox"/> Human Resources _____ <input type="checkbox"/> Information Technology _____ <input type="checkbox"/> Library _____ <input type="checkbox"/> Marina _____	<input type="checkbox"/> PBSO _____ <input type="checkbox"/> Public Works _____ <input type="checkbox"/> Recreation _____ <input type="checkbox"/> Town Clerk _____ <input type="checkbox"/> Town Manager _____
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u>BMT</u> Please initial one.

Summary Explanation/Background:

At its February 1, 2012 meeting, the Commission requested a report on the status of the recruitment of a new Recreation Director.

The deadline for the receipt of applications for the Recreation Director was November 14, 2011. A review of such applications by the previous Town Manager yielded a short list of ten applicants to be interviewed for this position. So far, such interviews have not yet been conducted.

Staff recommends that the Commission direct the temporary Interim Town Manager to proceed with such interviews and the possible, subsequent hiring to fill the Recreation Director position.