

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	December 7, 2016		Item Type: <i>(Enter X in box)</i>	Resolution	Ordinance	Other <div style="text-align: center;">X</div>	
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading		2nd Reading	
	X		Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes	No
				X			
Funding Source:	General & Utility Funds		Advertising Requirement: <i>(Enter X in box)</i>	Yes		No	
Account Balance:	\$19,725 – General Funds \$3,000 – Utility Funds		Quasi Judicial: <i>(Enter X in box)</i>	Yes		No	
						X	
Project Number :	N/A		RFP/RFQ/Bid Number:	N/A			
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area: <i>(Enter X in box)</i> <div style="display: flex; justify-content: space-between;"> <div>Safety</div> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> <div>Quality</div> <input checked="" type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> <div>Vibrant Appeal</div> <input type="checkbox"/> </div>				
Sponsor Name:	Jennifer Frastai, Interim City Manager		Department: Human Resources	Radu Dodea, Assistant Human Resources Director			

Short Title:

Discussion of City Attorney Recruitment and Hiring Procedure.

Staff Summary:

BACKGROUND:

During the Special Commission Meeting held on December 1, 2016, the City Commission directed staff to bring forth recommendations for the process of recruiting and hiring the City Attorney.

The most recent recruitment for the City Attorney occurred in the year 2011. The process started August 1, 2011, and concluded on October 18, 2011. That recruitment effort consisted of the following:

1. Recruitment for the position was done by the Human Resources Department;
2. The position was open to both individual candidates and firms;
3. The Minimum Requirements advertised were:
 - Graduation from an accredited law school with a Juris Doctor degree in law;
 - Five (5) years of experience as a practicing attorney, with Municipal law and litigation experience preferred; and,
 - Member in good standing of the Florida Bar Association; admission to practice in State Court and Federal Court, Southern District.
4. The position was advertised for one (1) month via the following:
 - Florida Bar website;
 - Florida Bar Journal;
 - Florida League of Cities website and newsletter;
 - Florida Public Personnel Association; and,
 - CareerBuilder.
5. Applications were screened by the Human Resources Director for minimum qualifications, as well as a background check;
6. The interview process consisted of a panel interview with five (5) panelists appointed by the City Commission;
7. The panel interviewed and selected the top five (5) candidates, which were then referred to the City Commission; and,
8. The City Commission interviewed the top (5) five candidates and made a selection.

DISCUSSION:

Process and Timeline:

Staff is providing three recommended options for the City Commission consideration for the recruitment and hiring of the City Attorney. All three options for recruitment will include the following:

1. Recruitment for the position is done by the Human Resources Department;
2. Position will be open to both individual candidates and firms;
3. The Minimum Requirements are:
 - Graduation from an accredited law school with a Juris Doctor degree in law;
 - Five (5) years of experience as a practicing attorney, with Governmental law and litigation experience preferred; and,
 - Member in good standing of the Florida Bar Association; admission to practice in State Court and Federal Court, Southern District;
 - Valid driver's license with a satisfactory driving record.
4. Advertise position via the following:

- a. Florida Bar website;
 - b. Florida Bar Journal;
 - c. Florida League of Cities website and newsletter;
 - d. Florida Public Personnel Association;
 - e. International Municipal Attorney's Association;
 - f. Indeed.com website;
 - g. Monster.com website;
 - h. LinkedIn; and
 - i. any other sources
5. Applications will be screened by the Human Resources Department for minimum qualifications, as well as a background check, and forwarded to the City Commission immediately after each application is vetted;
6. Each Commissioner selects up to three (3) qualified candidates (candidates must be on more than one Commissioner's list to make it to the interview process);
7. City Commission interviews selected candidates and makes final selection.

Option 1: As recommended on December 1, 2016 (Expedited)

Option one provides for an expedited recruitment process and includes the following timeline and process for the City Commission review and selection of candidates and firms. The position will be advertised for a period of twelve (12) calendar days.



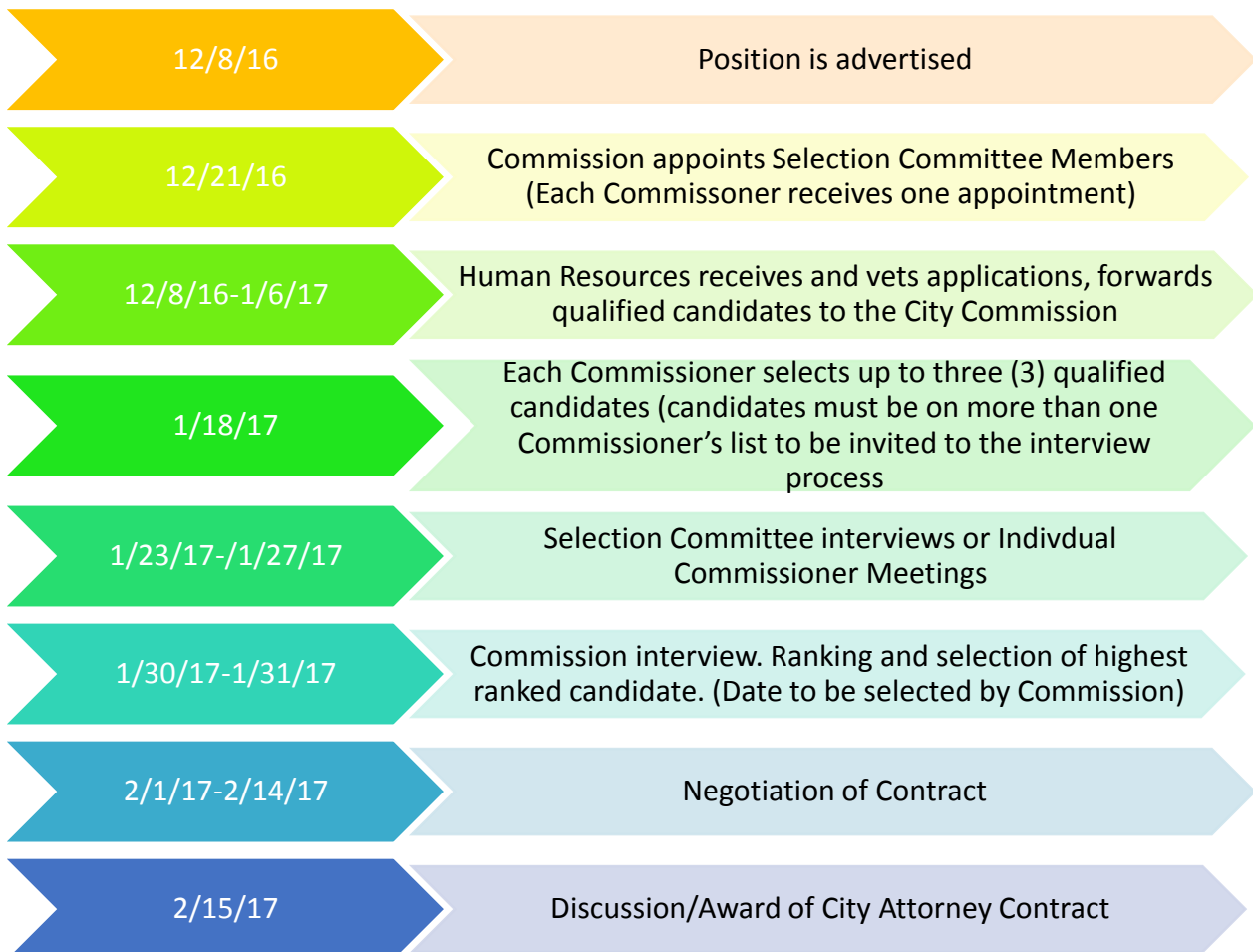
Option 2: City Commission Selection:

Option 2 provides for the following timeline and process for the City Commission review and selection of candidates and firms. Within Option 2, the position will be advertised for a period of thirty (30) calendar days.



Option 3: City Commission Selection with interview panel or Commission individual meetings

Option 3 provides for the following timeline and process for the City Commission review and selection of candidates and firms. This option mirrors the process of the previous City Attorney hiring which includes a selection committee panel followed by the City Commission. In lieu of a selection committee interview, individual Commissioner meeting may take place as well. In addition, Option 3, provides for the position to be advertised for a period of thirty (30) calendar days.



Attached for Commission review and approval is the job posting for the position. As this position will be open to individual candidates and firms, the salary range posted is to be negotiated/based on qualifications.

WHY ACTION IS NECESSARY:

Pursuant to the Code of Ordinances, Part I - Charter, Article VI, Division 1, Section 6.01: City Attorney, "There shall be a City Attorney of the city, appointed or removed, by a majority of the full commission, who shall direct and supervise the city attorney's office, and who shall serve as chief legal advisor to the commission, the city manager and all city departments, offices and agencies and who shall assure that the city is represented in all legal proceedings and perform any other duties prescribed by this Charter or by ordinance. Furthermore, pursuant to the Code of Ordinances, Chapter 2, Article IV, Division 3, Section 2-361, the legal department of the city shall be under the supervision of a city attorney appointed by the city commission to serve at the

pleasure of the commission. The city attorney shall be a member of The Florida Bar, and if an individual, shall not during his or her tenure of office engage in any private practice.

FISCAL IMPACT:

Staff anticipates a minimal fiscal impact of approximately \$50/candidate for the background check and the cost to advertise the position.

Proposed Action:

For the City Commission to review and approve a City Attorney recruitment process and timeline, as well as, the approval of the job posting.

Attachment(s):

Exhibit 1 – City Attorney Job Posting