

RESOLUTION NO. 2009-195-1141

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING A MERIT INCREASE IN THE AMOUNT OF THREE (3%) PERCENT TO RONETTA TAYLOR, THE CITY CLERK; PROVIDING FOR ADOPTION OF REPRESENTATIONS; INSTRUCTIONS TO THE CITY MANAGER; PROVIDING AN EFFECTIVE DATE

WHEREAS, Ronetta Taylor has been employed as the City Clerk since the inception of the City in 2003, and

WHEREAS, Ronetta Taylor is a charter employee who works for the City Council, serves by virtue of a written contract, and

WHEREAS, the City Council has had an opportunity to review Ms. Taylor's performance over the past year and has determined that Ms. Taylor is entitled to a merit increase in light of her performance over the past year,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

Section 1: ADOPTION OF REPRESENTATIONS: The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

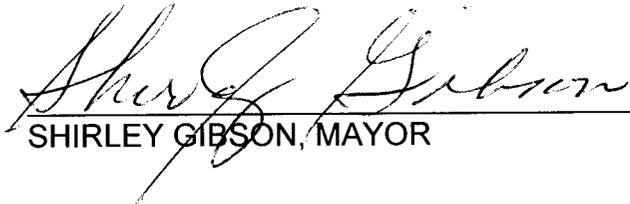
Section 2: AUTHORIZATION: The City Council hereby authorizes a merit increase in the amount of three percent (3%) to the City Clerk.

Section 3: INSTRUCTIONS TO THE CITY MANAGER: The City Manager is hereby instructed to direct that future salary benefits be paid to the Ronetta Taylor in accordance with the merit increase.

Section 4: EFFECTIVE DATE. This Resolution shall become effective immediately upon adoption.

Resolution No. 2009-195-1141

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI
GARDENS AT A SPECIAL MEETING HELD ON OCTOBER 14, 2009.


SHIRLEY GIBSON, MAYOR

ATTEST:


RONETTA TAYLOR, MMC, CITY CLERK

Reviewed by City Attorney, Sonja K. Dickens

SPONSORED BY: RONETTA TAYLOR, MMC CITY CLERK
SKD

Moved by: Vice Mayor Gilbert
Seconded by: Councilwoman Pritchett

VOTE: 7-0

Mayor Shirley Gibson	<u> x </u> (Yes)	<u> </u> (No)
Vice Mayor Oliver G. Gilbert III	<u> x </u> (Yes)	<u> </u> (No)
Councilman Melvin L. Bratton	<u> x </u> (Yes)	<u> </u> (No)
Councilman Aaron Campbell Jr.	<u> x </u> (Yes)	<u> </u> (No)
Councilman André Williams	<u> x </u> (Yes)	<u> </u> (No)
Councilwoman Sharon Pritchett	<u> x </u> (Yes)	<u> </u> (No)
Councilwoman Barbara Watson	<u> x </u> (Yes)	<u> </u> (No)



City of Miami Gardens Agenda Cover Memo

Council Meeting Date: <i>(Enter X in box)</i>	<i>October 14, 2009</i>		Item Type: <i>(Enter X in box)</i>	Resolution	Ordinance	Other	
				X			
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
Funding Source:	<i>(Enter Fund & Dept)</i> General Fund		Advertising Requirement: <i>(Enter X in box)</i>		Yes		No
						x	
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	RFP/RFQ/Bid #:	<i>(Enter #)</i>			
		X					
Sponsor Name	Ronetta Taylor, MMC		Department:	OFFICE OF THE CITY CLERK			

Short Title:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING A MERIT INCREASE IN THE AMOUNT OF THREE (3%) PERCENT TO RONETTA TAYLOR, THE CITY CLERK; PROVIDING FOR ADOPTION OF REPRESENTATIONS; INSTRUCTIONS TO THE CITY MANAGER; PROVIDING AN EFFECTIVE DATE

Summary:

This is my annual anniversary and a request for a merit increase. I have been employed as the City Clerk since September 29, 2003 (a few months after the inception of the City). As a Charter employee, I work for the City Council and serve by virtue of a written contract. The City Council has had an opportunity to meet with me and discuss my performance over this past year.

Proposed Action:

That the City Council approves a three (3) percent merit increase effective September 29, 2009.

Attachment:

Memorandum outlining accomplishments for 2008/09, and goals for 2009/2010.

City of Miami Gardens

1515 NW 167th Street, Building 5,
Suite 200, Miami Gardens,
Florida 33169



Mayor Shirley Gibson
Vice Mayor Oliver G. Gilbert III
Councilman Aaron Campbell Jr.
Councilwoman Barbara Watson
Councilman Andre Williams
Councilman Melvin L. Bratton
Councilwoman Sharon Pritchett

MEMORANDUM

To The Honorable Mayor and
Members of the City Council

From Ronetta Taylor, MMC
City Clerk

Date September 2, 2009

Subject Annual Evaluation of City Clerk

This evaluation marks my sixth year as City Clerk for the City of Miami Gardens. The Office of the City Clerk continues to evolve into a major component of the City of Miami Gardens' government; interacting on a daily basis with a majority of the City's departments, other governmental entities and the general public.

I am pleased to report that the goals that I had outlined in my last evaluation memorandum, as well as others not mentioned were accomplished:

MAJOR ACCOMPLISHMENTS DURING FY 08/09

- ✓ Assisted with the Code Enforcement Amnesty Program, and the recording of Release of Liens
- ✓ Continued to assist the Code Enforcement Department with Special Master Hearings – approximately 500 cases were processed
- ✓ Completed the third phase of the Codification Process for the City of Miami Gardens Code Book of Ordinances, anticipated delivery within six to eight months
- ✓ Promoted Administrative Assistant to Deputy City Clerk
- ✓ Created a Committee Handbook
- ✓ Provided educational opportunities for staff (two staff members in Clerks Academy)
- ✓ Provided assistance with the Red Light Camera Program as it relates to Appeals before the Special Master – processed over 300 cases since March 2009
- ✓ Continued with Records Management Program for the various City Departments
- ✓ Launched aggressive campaign to get the word out to the community about the City of Miami Gardens being accepted as a Passport Facility for the United Department of State; processed over 400 applications for a revenue of approximately \$10,000.00
- ✓ Continued with the document imaging process by scanning the City Council agenda packets, adopted ordinances, resolutions, minutes and contracts.

- ✓ Ninety-Eight (98%) percent of all minutes were completed within two weeks
- ✓ One hundred (100%) percent of all minutes were completed within 30 days, as prescribe by adopted legislation
- ✓ Ninety-Five (95%) percent of all public records requests were complied with within 5 working days.

GOALS ANTICIPATED FOR FY 09/10

- ✓ Complete SOP (Standard Operating Procedures) for Office of the City Clerk
- ✓ Complete Education Certification for Deputy City Clerk
- ✓ Complete Codification Process for City of Miami Gardens Code Book of Ordinances
- ✓ Implement Paperless Agenda Management System
- ✓ Increase passport application outreach through various medias
- ✓ Enhance Records Management/Records Retention Process with various City Departments
- ✓ Enhance request for Public Records utilizing an Eden Module
- ✓ Increase Red-Light Camera Appeal Hearings from once per month to three times per month (1st Wednesday, 3rd Tuesday, and 3rd Wednesday)

My anniversary is September 29, 2009, therefore legislation must be included on the ~~September 21,~~ October 14, 2009 City Council Agenda to address any merit increase. I am respectfully asking this Council to grant me a ~~5%~~ three (3%) percent merit increase. I have had a discussion with the City Manager as it relates to whether the FY 2009/10 Budget would be able to accommodate such an increase. He has assured me this amount would not affect his proposed budget.

I am available at your convenience to meet with you one-on-one to discuss my job performance, as well as any concerns you might have.