

RESOLUTION No. 2009-204-1150

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AMENDING THE CITY'S ORGANIZATIONAL CHART TO PROVIDE, THAT THE ADMINISTRATIVE ASSISTANTS CURRENTLY ASSIGNED TO THE MAYOR AND COUNCIL THROUGH THE CITY MANAGER'S OFFICE BE REASSIGNED TO THE OFFICE OF THE CITY CLERK; PROVIDING FOR INSTRUCTIONS TO THE CITY MANAGER AND TO THE CITY CLERK; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, currently, the City's Organizational Chart provides that the Assistants to the Mayor and Council Members report to the City Manager, and

WHEREAS, the City Council has expressed a desire, that instead of having the City Manager's Office supervise the day-to-day functions of the Administrative Assistants to the Mayor and City Council, that the City Clerk have this responsibility, and that these employees work for the Office of the City Clerk,

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 of the City of Miami Gardens hereby authorizes the amendment of the City's Organizational Chart such that the Administrative Assistants to the Mayor and City Council no longer report to the City Manager, but instead report to the City Clerk, and become employed by the City Clerk.

Section 3. INSTRUCTIONS TO THE CITY MANAGER AND TO THE CITY CLERK: The City Manger and the City Clerk are hereby directed to take any and all necessary action in order that the Administrative Assistants to the Mayor and City Council become the employees of and report to the City Clerk.

Section 4. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS AT ITS REGULAR MEETING HELD ON OCTOBER 28, 2009.

  
SHIRLEY GIBSON, MAYOR

ATTEST:

  
RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA KNIGHTON DICKENS, ESQ.  
CITY ATTORNEY

SPONSORED BY: AARON CAMPBELL JR, COUNCILMAN

MOVED BY: Councilman Campbell  
SECOND BY: Councilman Bratton

**VOTE: 7-0**

Mayor Shirley Gibson	<u>  X  </u> (Yes)	<u>    </u> (No)
Vice Mayor Oliver 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)
Councilwoman Barbara Watson	<u>  X  </u> (Yes)	<u>    </u> (No)
Councilwoman Sharon Pritchett	<u>  X  </u> (Yes)	<u>    </u> (No)
Councilman André Williams	<u>  X  </u> (Yes)	<u>    </u> (No)



## City of Miami Gardens Agenda Cover Memo

<b>Council Meeting Date:</b>	(Enter Date) 10/28/2009		<b>Item Type:</b> <small>(Enter X in box)</small>	<b>Resolution</b> X	<b>Ordinance</b>	<b>Other</b>
<b>Fiscal Impact:</b> <small>(Enter X in box)</small>	Yes	No	<b>Ordinance Reading:</b> <small>(Enter X in box)</small>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>
		X		<b>Public Hearing:</b> <small>(Enter X in box)</small>	Yes	No
<b>Funding Source:</b>	(Enter Fund & Dept) N/a		<b>Advertising Requirement:</b> <small>(Enter X in box)</small>	<b>Yes</b>		<b>No</b>
						X
<b>Contract/P.O. Required:</b> <small>(Enter X in box)</small>	Yes	No	<b>RFP/RFQ/Bid #:</b>	(Enter #)		
		X				
<b>Sponsor Name</b>	Councilman Aaron Campbell		<b>Department:</b>	Mayor and Council		

**Short Title:**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AMENDING THE CITY'S ORGANIZATIONAL CHART TO PROVIDE, THAT THE ADMINISTRATIVE ASSISTANTS CURRENTLY ASSIGNED TO THE MAYOR AND COUNCIL THROUGH THE CITY MANAGER'S OFFICE BE REASSIGNED TO THE CITY CLERK'S OFFICE; PROVIDING FOR INSTRUCTIONS TO THE CITY MANAGER AND TO THE CITY CLERK; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

**Summary:**

In prior City Council meetings, the City Council has discussed whether the Administrative Assistants, who assist the Mayor and Council, should continue to report to, be the employees of the City Manager or whether they should report to, and become employees of the City Clerk. In some cities, these employees report to the City Manager, while in other cities, they report to the City Clerk. Currently, the City's Organizational Chart provides that the Assistants to the Mayor and Council Members report to the City Manager. In accordance with the Charter, all City employees report to and are hired, fired and supervised by the Manager, except the employees of the City Attorney and City Clerk. The attached Resolution proposes to amend the City's

**ITEM K-1) RESOLUTION**  
**Amending the City's Organizational Chart**

current organization chart, to provide that the administrative assistants to the Mayor and City Council, report and to and become the employees of the City Clerk.

**Proposed Action:**

*Councilman Campbell is proposing that the City Council approve the attached Resolution.*

**Attachment:**

Attachment A - Survey of other Cities

MUNICIPALITY:	CLERK APPOINTED BY:	SUPPORT STAFF FOR ELECTED OFFICIALS REPORT TO:
City of Lauderdale Lakes	City Manager	Two (2) Commission Aides reports to City Clerk
City of Opa-locka	City Commission	Legislative/Support staff reports to City Clerk
City of Ft. Lauderdale	City Manager	Elected Officials hires staff
City of South Miami	City Commission	City Clerk provides support to elected officials
City of Miami	City Commission	Elected officials hires staff
City of Sweetwater	City Commission	City Clerk provides clerical support to elected officials
Town of Bay Harbor Islands	Town Council	No staff
Pompano Beach	City Commission	Support staff reports to City Manager
City of Margate	City Commission	City Clerk provides clerical support to elected officials
City of Miami Beach	City Manager	Office Manager, Mayor Secretary Legislative support Each Commission has a legislative staff member, and Share a secretary
City of Key West	City Commission	Support staff reports to City Commissioners
City of Royal Palm Beach	City Manager	Village Manager's Secretary assists Mayor & Council
City of Tamarac	City Manager	Administrative staff reports to City Manager
Village of Bal Harbour	Village Council	Administrative staff reports to Village Manager
City of North Bay Village	City Commission	Executive Assistant to the City Manager provides Support to City Council, which is limited to making Reservations for travel and conferences

MUNICIPALITY:	CLERK APPOINTED BY:	SUPPORT STAFF FOR ELECTED OFFICIALS REPORT TO:
City of Boca-Raton	City Manager	Administrative Assistant reports to City Manager
Town of Cutler Bay	Town Council	Town Clerk provides support to Council
City of Bell Glades	City Manager	No support staff
Boynton Beach	City Manager	No support staff
City of Deerfield Beach	City Manager	Support staff reports to City Manager
Town of Lake Park	City Manager	No support staff
Village of Islamorada	City Manager	No support staff
City of Weston	City Manager	No support staff
City of Miami Springs	City Council	No support staff
City of Lake Worth	City Manager	Support staff reports to City Clerk
City of Dania Beach	City Manager	Work is handled through City Manager's Office
City of Lighthouse Point	Strong Mayor – report to Mayor Mayor designated City Admin As person Clerk reports to	City Clerk keeps the elected officials informed, Elected officials makes their own appointments
Village of Pinecrest	Village Council	Clerk provides support to elected officials
City of Homestead	Council	Clerk provides support to elected officials

MUNICIPALITY:

City of Lauderdale

CLERK APPOINTED BY:

City Commission

SUPPORT STAFF FOR ELECTED OFFICIALS REPORT TO:

Two Administrative Assistant who report to  
The City Clerk