

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AUTHORIZING AND DIRECTING A SEARCH FOR THE POSITION OF CITY ATTORNEY; APPROVING THE JOB DESCRIPTION; APPROVING THE JOB APPLICATION; ESTABLISHING A SEARCH IN THE STATE OF FLORIDA, REQUIRING ACTIVE MEMBERSHIP IN THE FLORIDA BAR; ESTABLISHING A TIMELINE AND ADVERTISING IN CERTAIN PUBLICATIONS; AUTHORIZING THE HUMAN RESOURCES DIRECTOR TO REVIEW APPLICATIONS TO ENSURE THEY MEET MINIMUM QUALIFICATIONS; ESTABLISHING AN ADVISORY SCREENING COMMITTEE, APPOINTMENTS AND PROCEDURES; AUTHORIZING ANY NECESSARY BUDGET TRANSFERS OR ADJUSTMENTS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, at a public meeting on November 15, 2022, the City Commission discussed establishing a process to search for the most qualified candidate to fill the position of Key West City Attorney; and

WHEREAS, pursuant to Section 2-150 of the Code of Ordinances, members of the City Commission seek to establish a process and timeline to ensure that highly qualified candidates are encouraged to apply and are considered for the position of City Attorney; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That members of the City Commission provided information and recommendations to City staff, which have been incorporated in the attached job description for the City Attorney (Exhibit "A"). The City Commission hereby approves the attached Job Description and Minimum Qualifications for the position of City Attorney.

Section 2: That the City Commission hereby approves use of the standard City of Key West Job Application Form, including an accompanying resume, and proof of current Florida Bar membership (Eligible to Practice Law in Florida), as required submittals to be considered for the position of City Attorney.

Section 3: That the City Commission establishes the search area for the position of City Attorney to the State of Florida, and membership in the Florida Bar.

Section 4: That a timeline for receipt and review of applications shall be established by the director of Human Resources. The timeline shall include in-house and local job postings, placing an advertisement with the Florida Bar, and other publications that may be determined by the Commission, and City staff.

Section 5: That the Human Resources Department will review applications to establish each application received meets minimum qualifications, and eligible applications shall be reviewed by an Advisory Screening Committee for the City Attorney Search.

Section 6: That an Advisory Screening Committee for the City Attorney Search is hereby established, and individual appointments to the Committee are as follows:

Mayor Teri Johnston	_____
Vice Mayor Sam Kaufman	_____
Commissioner Lissette Carey	_____
Commissioner Mary Lou Hoover	_____
Commissioner Clayton Lopez	_____
Commissioner Billy Wardlow	_____
Commissioner Jimmy Weekley	_____

Section 7: That the Committee shall conduct its initial meeting following the review of applications by City Staff to ensure that candidates meet established minimum qualifications for the selection of a new city attorney.

Section 8: That the Committee shall review all applications for the position of city attorney and provide

a list of recommended applicants to the City Commission for consideration.

Section 9: That the Committee shall be governed by the Uniform Procedures for Advisory Boards found in Chapter 2, Division 2 of the Key West Code of Ordinances, except that all members shall live in the City of Key West, or work in the City of Key West and live in Sugarloaf Key south to the City. The Committee shall sunset upon submitting recommendation(s) to the City Commission for a new City Attorney.

Section 10: That necessary funds are authorized to be allocated from General Fund Reserves for the job search in an amount not to exceed \$_____, and necessary budget transfers and adjustments are hereby authorized.

Section 11: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this _____ day of _____, 2022.

Authenticated by the Presiding Officer and Clerk of the Commission on _____ day of _____, 2022.

Filed with the Clerk on _____, 2022.

Mayor Teri Johnston	_____
Vice Mayor Sam Kaufman	_____
Commissioner Lissette Carey	_____
Commissioner Mary Lou Hoover	_____
Commissioner Clayton Lopez	_____
Commissioner Billy Wardlow	_____
Commissioner Jimmy Weekley	_____

TERI JOHNSTON, MAYOR

ATTEST:

CHERYL SMITH, CITY CLERK