



*City of North Miami Beach, Florida*

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MAYOR AND COUNCIL

**COUNCIL CONFERENCE**

**Tuesday, July 6, 2010**

**6:00 pm**

**Fourth Floor, Council Chambers**

**AGENDA**

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1. **Proposed Group 7 Vacancy Appointment Process (Susan A. Owens, CMC, City Clerk)**
2. **Holiday Lighting Update (Kelvin L. Baker, City Manager)**
3. **Energy Management (Kelvin L. Baker, City Manager)**

## **DRAFT 2010 Appointment Process for Council Vacancy Group 7**

The City will issue a Request for Letters of Interest (RLI) on Wednesday, September 1, 2010, for all interested parties wishing to be considered by the City Council to fill the remainder of Councilman John Patrick Julien's City Council Group 7 seat. The effective date of this vacancy is 12:00 a.m. November 2, 2010; and, it is expected to be filled on November 2, 2010, when the chosen applicant will be sworn in.

To be qualified to fill this vacancy, all applicants must meet the following criteria:

1. Must be qualified to hold office pursuant to the terms of the Charter of the City of North Miami Beach and the laws of the State of Florida;
2. Must be a registered elector of the City of North Miami Beach;
3. Must have resided within the City limits for at least one (1) year prior to November 2, 2010; and
4. Must be fingerprinted by the City of North Miami Beach Police Department and pass a background check.

Qualified individuals shall submit hard copies of their Letter of Interest (LOI) to the City Clerk's Office by noon on Monday, September 20, 2010. Late submissions will be not accepted. LOI sent via facsimile, e-mail, or any other method of electronic transmission will not be accepted. The LOI shall state the applicant's qualifications to hold this office and may include any supplemental material that the applicant feels will assist the City Council in their deliberations. Said supplemental material shall not exceed fifteen (15) pages.

In addition to the LOI and any supplemental materials, each applicant is required to submit signed copies of the following documents:

1. A sworn oath stating that the applicant is qualified to run for office; and
2. A completed 2009 Form 1 Financial Disclosure Form.

Once the RLI closes, the City Clerk shall then review each LOI to ensure that all applicants are qualified to hold this office, and that they have submitted all required documentation. Failure to submit the required information will result in dismissal of the LOI. Each applicant shall be notified in writing by the City Clerk as to whether or not they have qualified. Once qualifications have been determined the following evaluation process shall begin.

- September 27, 2010 – A list of the qualified applicants and copies of their LOI shall be provided to the City Council for their review.
- October 5, 2010 – The City Council shall shortlist the applicants at their Pre-Council Conference.
- October 12, 2010 – The City Council will hold interviews of the shortlisted applicants.
- October 19, 2010 – The City Council will deliberate and appoint the successful applicant (appointment will become effective November 2, 2010).
- November 2, 2010 – The appointee will be sworn in and will take office.

All questions regarding this RLI are to be directed to the Office of the City Clerk, 17011 NE 19 Avenue, North Miami Beach, FL 33162, at (305) 787-6001.

**A CONE OF SILENCE SHALL BE ISSUED!**