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CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

MEMORANDUM

Agenda Item No. 11(A)(20)

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: May 5, 2015

FROM: R. A. Cuevas, Jr.
County Attorney

SUBJECT: Resolution directing the Mayor to provide a report identifying all senior positions within each County Department under the Mayor's purview that will be vacant in the next three years due to retirement and what succession plans are in place for each position

Resolution No. R-435-15

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Juan C. Zapata.

R. A. Cuevas, Jr.
County Attorney

RAC/lmp

MEMORANDUM
(Revised)

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: May 5, 2015

FROM: R. A. Cuevas, Jr.
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SUBJECT: Agenda Item No. 11(A)(20)

Please note any items checked.

_____ **"3-Day Rule" for committees applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Ordinance creating a new board requires detailed County Mayor's report for public hearing**

_____ **No committee review**

_____ **Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous _____) to approve**

_____ **Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 11(A)(20)
5-5-15

RESOLUTION NO. R-435-15

RESOLUTION DIRECTING THE MAYOR OR MAYOR'S DESIGNEE TO PROVIDE A REPORT IDENTIFYING ALL SENIOR POSITIONS WITHIN EACH COUNTY DEPARTMENT UNDER THE MAYOR'S PURVIEW THAT WILL BE VACANT IN THE NEXT THREE YEARS DUE TO RETIREMENT AND WHAT SUCCESSION PLANS ARE IN PLACE FOR EACH POSITION

WHEREAS, individuals holding senior positions within each County department under the Mayor's purview, such as Department Directors, Assistant Directors, Division Directors, and Section Chiefs, play a vital role in the County's administration; and

WHEREAS, when an individual holding a senior position within a County department retires, a successor must be named; and

WHEREAS, imminent vacancies of senior staff positions could impact the quality of County administration and services if not quickly filled with the best and most qualified successors possible; and

WHEREAS, it is vital to the efficient operation of Miami-Dade County that County departments engage in leadership succession planning now to ensure quick and smooth transitions later,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board directs the Mayor or Mayor's designee to provide to the Board a report identifying: (a) all senior positions within each County department under the Mayor's purview, including but not limited to Department Directors, Assistant Directors, Division Directors, Section Chiefs, and any other senior positions in each department the Mayor or Mayor's designee sees fit to include, that will

be vacant within the next three years from the effective date of this resolution due to retirement; and (b) what succession plans are in place for each position. The Mayor or Mayor's designee shall provide the report to this Board within 60 days of the effective date of this resolution and shall place the completed report on an agenda of the Board pursuant to Ordinance No. 14-65.

The Prime Sponsor of the foregoing resolution is Commissioner Juan C. Zapata. It was offered by Commissioner **Sally A. Heyman**, who moved its adoption. The motion was seconded by Commissioner **Rebeca Sosa** and upon being put to a vote, the vote was as follows:

Jean Monestime, Chairman			**aye**
Esteban L. Bovo, Jr., Vice Chairman			**aye**
Bruno A. Barreiro	**aye**	Daniella Levine Cava	**aye**
Jose "Pepe" Diaz	**aye**	Audrey M. Edmonson	**aye**
Sally A. Heyman	**aye**	Barbara J. Jordan	**aye**
Dennis C. Moss	**absent**	Rebeca Sosa	**aye**
Sen. Javier D. Souto	**absent**	Xavier L. Suarez	**aye**
Juan C. Zapata	**aye**		

The Chairperson thereupon declared the resolution duly passed and adopted this 5th day of May, 2015. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: *Christopher Agrippa*
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Marlon D. Moffett