

NOTE: A three-minute maximum time limit will be imposed on all comments from the public, regardless of the subject matter. A request form is available from the Deputy Town Clerk; fill it in and return it to her prior to the start of the meeting. When you speak, you must come to the podium in the front and clearly state your name and address for the record. Please turn off or mute your cell phone or pager at the start of the meeting.

**TOWN OF BAY HARBOR ISLANDS
ORGANIZATIONAL MEETING
FINAL AGENDA**

April 16, 2018

CALL TO ORDER: 7:00 p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PRESENTATIONS:

1. Distribution of Annual Salaries to the Town Council.
2. Acceptance of the Certification of Elections presented by the Town Clerk and Canvassing Board Members. Enclosed is a copy of the Certification of the Elections results.
3. Administration of Oath of Office to the newly elected Council Members. the Oath of Office will administered by Town Clerk, Marlene M. Siegel.
4. Selection of a Mayor by the Town Council
5. Selection of a Vice Mayor by the Town Council.
6. Administration of Oaths of Office to the Mayor and Vice Mayor. These oaths will be administered by Town Clerk, Marlene M. Siegel.
7. **Consideration** and **Approval** of a Resolution re-appointing the Town Clerk and Deputy Town Clerk. The current resolution reflects the current appointments of Marlene M. Siegel and Alba L. Chang. Enclosed is a copy of the proposed resolution.
8. **Consideration** and **Approval** of a Resolution re-appointing the Town Attorney and Assistant Town Attorneys. The current resolutions reflects the current appointment of Craig B. Sherman as Town Attorney, with Drew B. Sherman and Frank Simone as Assistant Town Attorneys. Enclosed is a copy of the proposed resolution.
9. Administration of oaths of office to the Town Clerk, Deputy Town Clerk, Town Attorney and Assistant Town Attorneys. These oaths will be administered by the Mayor.

ADJOURNMENT: Approximately 7:30 p.m.

Pursuant to Florida Statutes 286.0105, the Town hereby advises the public that should any person decide to appeal any decision of the Town Council with respect to any matter to be considered at this meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

AGENDA ITEM REPORT

April 16, 2018

ITEM NUMBER: 7.

ITEM: Consideration and Approval of a Resolution re-appointing the Town Clerk and Deputy Town Clerk. The current resolution reflects the current appointments of Marlene M. Siegel and Alba L. Chang. Enclosed is a copy of the proposed resolution.

DESCRIPTION:

RECOMMENDED ACTION:

FINANCIAL ANALYSIS:

BUDGET IMPACT:

Submitted By: Alba Chang, Deputy Town Clerk

ATTACHMENTS

1.	reso -appointing town clerk -deputy	reso -appointing town clerk -deputy.pdf
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RESOLUTION NO. _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF BAY HARBOR ISLANDS, FLORIDA,
APPOINTING A TOWN CLERK AND A DEPUTY
TOWN CLERK.**

WHEREAS, it is incumbent upon the Town Council to appoint a Town Clerk and a Deputy Town Clerk; and

WHEREAS, appropriations for these officials has been provided for in the Operating Budget; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bay Harbor Islands:

Section 1. That the following be appointed as Town Clerk:

MARLENE M. SIEGEL

Section 2. That the following be appointed as Deputy Town Clerk:

ALBA L. CHANG

PASSED and ADOPTED this 16th day of April 2018.

MAYOR

ATTEST:

TOWN MANAGER

AGENDA ITEM REPORT

April 16, 2018

ITEM NUMBER: 8.

ITEM: Consideration and Approval of a Resolution re-appointing the Town Attorney and Assistant Town Attorneys. The current resolutions reflects the current appointment of Craig B. Sherman as Town Attorney, with Drew B. Sherman and Frank Simone as Assistant Town Attorneys. Enclosed is a copy of the proposed resolution.

DESCRIPTION:

RECOMMENDED ACTION:

FINANCIAL ANALYSIS:

BUDGET IMPACT:

Submitted By: Alba Chang, Deputy Town Clerk

ATTACHMENTS

1.	Reso - appointing Town Attorneys	Reso - appointing Town Attorneys.pdf
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RESOLUTION NO. _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF BAY HARBOR ISLANDS, FLORIDA
APPOINTING A TOWN ATTORNEY AND ASSISTANT
TOWN ATTORNEYS.**

WHEREAS, it is incumbent upon the newly elected Town Council to appoint a Town Attorney and Assistant Town Attorneys; and

WHEREAS, an appropriation for these officials has been provided for in the Operating Budget; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bay Harbor Islands:

Section 1. That the following shall be appointed to serve the Town as Town Attorney to handle all legal details for the current appointive year for an annual retainer of \$43,200.00 plus \$ 275.00 per hour for matters in litigation:

CRAIG B. SHERMAN

Section 2. That the following be appointed as Assistant Town Attorneys to serve only in the absence of the Town Attorney under the supervision and direction of the Town Attorney as a single entity in accordance with the compensation established above.

FRANK C. SIMONE

DREW B. SHERMAN

PASSED and ADOPTED this 19th day of April 2017 .

MAYOR

ATTEST:

TOWN CLERK