

MINUTES

SPECIAL COUNCIL MEETING
KEY BISCAWAYNE, FLORIDA

TUESDAY, JUNE 20, 2017

COUNCIL CHAMBER
560 CRANDON BOULEVARD

1. **CALL TO ORDER/ROLL CALL OF MEMBERS:** The Mayor called the meeting to order at 6:55 p.m. Present were Councilmembers Luis de la Cruz, Gary R. Gross, Allison McCormick, Brett G. Moss, Kathleen Petros, Vice Mayor Franklin H. Caplan and Mayor Mayra P. Lindsay. Also present were Village Manager John C. Gilbert, Village Clerk Conchita H. Alvarez and Village Attorney Chad Friedman.

2. **DISCUSSION:**The Council considered the approval of the new appointed Village Clerk's terms and conditions of employment.

Vice Mayor Caplan made a motion to approve the following terms and conditions of employment for Village Clerk Jennifer Duque. The motion was seconded by Councilmember Moss.

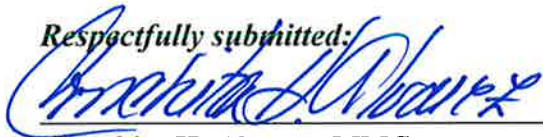
1.) As Village Clerk, you agree to perform the duties and exercise the powers as prescribed by the Section 3.04 of the Village Charter, the Job Description for the position of Village Clerk, and to perform such other legally permissible and proper duties and functions as assigned to you by the Village Council from time to time; 2.) The salary shall be \$108,759.00 per year, which shall be payable in installments at the same time as other employees of the Village are paid. You will be eligible for cost of living increases as budgeted annually by the Village Council for all non-union civilian employees. 3.) You will be entitled to accrue vacation and sick leave in accordance with Village policy for Director-level employees (currently 4 weeks/year of vacation and 7 hours/month of sick leave), and the use and payout of such leaves shall be in accordance with Village policy for Director-level employees. You will also be entitled to a Vehicle Allowance of \$500.00/month and the Village will continue to provide you with a cell phone at the Village's cost for you to conduct Village business. 4.) You will continue to receive insurance benefits, including health, disability and life insurance in the manner provided to all other Director-level Village employees. You will also be a participant in the Village's ICMA RC 401 Plan, which calls for a mandatory 6% employee contribution and a 12% employer contribution. 5.) Your employment relationship with the Village is at-will, which means that either you or the Village Council may terminate your employment at

anytime for any reason or no reason in accordance with Section 3.09 of the Village Charter. 6.) All other terms and conditions of employment not specifically mentioned in this offer letter will be governed by Village policy applying to Director-level employees. 7.) The Village Council shall evaluate your performance at least once annually on or before October 1 of each year, beginning in 2018.

The motion was approved by a 7-0 roll call vote. The vote was as follows: Councilmembers de la Cruz, Gross, McCormick, Moss, Petros, Vice Mayor Caplan and Mayor Lindsay voting Yes.

3. **ADJOURNMENT:** The meeting was adjourned at 7:09 p.m.

Respectfully submitted:



*Conchita H. Alvarez, MMC
Village Clerk*



Approved this 29th day of August, 2017:



*Mayra Peña-Lindsay
Mayor*

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE VILLAGE COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT A MEETING OR HEARING, THAT PERSON WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, 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.