



## Legislation Details (With Text)

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**File #:** 17-0066      **Version:** 1      **Name:**  
**Type:** Action Item      **Status:** Passed  
**File created:** 3/29/2017      **In control:** Town Commission  
**On agenda:** 4/4/2017      **Final action:** 4/4/2017  
**Title:** Town Manager Resignation and Transition

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Sec. 3.01. Administrative branch establishment of., 2. Town of Belleair - File # 16-0059, 3. Letter of Resignation

Date	Ver.	Action By	Action	Result
4/4/2017	1	Town Commission	adopted	Pass
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### Summary

To: Town Commission  
From: Micah Maxwell, Town Manager  
Date: 3/29/2017

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### Subject:

Town Manager Resignation and Transition

### Summary:

Discussion and possible action on a transition plan for the Town Manager position

### Previous Commission Action:

None

### Background/Problem Discussion:

With my impending departure on May 7<sup>th</sup>, it would be prudent for the Town Commission to begin discussions about the selection of an Interim Town Manager and a subsequently a permanent selection for the position. Article III of the town's charter describes the powers and duties of the town manager and defines the parameters by which the commission selects and removes the town manager.

Specifically Section 3.02(c) requires the town commission to, by majority vote, determine that a vacancy in the town manager position exists. To facilitate this action, I have attached my letter of resignation effective May 7, 2017, which I recommend the town commission accept at this time.

Following the acceptance of my letter of resignation, the commission has some options. The first option is to make a permanent selection of the position. Our charter offers two paths to make the permanent appointment:

1. The commission can initiate a search for the replacement of the town manager. This could be done through a recruitment by the town's HR staff, however staff would recommend that the town contact

with ICMA Senior Advisors or a private executive search firm to perform the search. This can be done by simple majority vote; or

2. The commission can appoint a new manager without conducting a search. Should the commission choose to take this path, the charter does require that the individual selected “be appointed primarily on the basis of his managerial and administrative qualifications”.

Should you choose to appoint a manager without conducting a search, it may not be necessary to go through the process of naming an acting town manager. However, should you decide to initiate a search or have some further discussion on the matter, you will likely need to name an acting town manager. Our charter offers three paths to make the acting appointment:

1. Invoke the plan of delegation, which I have attached, and make it effective May 7, 2017; or
2. Authorize the Mayor or a commissioner to perform the duties of Town Manager, unpaid, for a period not to exceed 6 months, effective May 7, 2017; or
3. Designate an acting Town Manager for a specified term, effective May 7, 2017.

Please note that the appointment of the town manager requires an affirmative vote of a least four members of the commission. All other decisions are made by simple majority vote.

Additionally, there is no mandate that the permanent or acting decision have to be made at this meeting, however the commission must act on the acting decision by May 7th, and preferably by the April 18<sup>th</sup> meeting, so that an acting town manager employment agreement can be formulated and approved on May 2<sup>nd</sup>..

**Expenditure Challenges** None

**Financial Implications:** None

**Recommendation:**

Staff recommends acceptance of the resignation of Town Manager Micah Maxwell

**Proposed Motion**

I move acceptance of the resignation of Town Manager Micah Maxwell, effective May 7, 2017