

## **RESOLUTION NO. R-23-023**

### **A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, REGARDING STAFFING; ESTABLISHING A POLICY FOR THE EMPLOYMENT OF COMMISSIONER AIDES; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, County Commissioners require staff to facilitate the performance of each Commissioner's individual duties and responsibilities; and

**WHEREAS**, Florida Statute 125.01(3)(a) authorizes the Board to provide for the employment of County personnel; and

**WHEREAS**, the Board of County Commissioners finds that it is in the best interests of the County to adopt this Resolution to provide for the employment of aides to individual County Commissioners.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Manatee County, Florida, as follows.

**SECTION 1. COMMISSIONER AIDES.** The County will provide Commissioner Aides to facilitate the performance of each Commissioner's individual duties and responsibilities.

(a) The number of Commissioner Aides assigned to support the Commissioners and their range of compensation shall be established by the Board through its budgetary authorization of such positions. Authorized Commissioner Aides positions may not be eliminated while occupied unless part of a formal reduction in force effort.

(b) Commissioner Aides will be deemed regular employees of the administrative branch of County Government. Supervisory authority over the Commissioner Aides shall be assigned to the individual Commissioners in a manner not inconsistent with Florida Statute 125.01(3)(a). Such supervisory authority may include, but is not limited to, assignment of tasks, authorization of leave, approval of timesheets, and evaluation of performance. The execution of this supervisory authority must be consistent with the policies outlined with the Manatee County Personnel Policy, Rules and Procedures Manual approved by the Board.

(c) Upon the vacancy in a Commissioner Aide position, the County Administrator, or his/her designee, will coordinate the recruitment of a new Commissioner

Aide with the Commissioner(s) to whom the Aide position is assigned. The selection criteria and the final selection of a candidate to fill the vacancy will be at the discretion of the Commissioner(s) to whom the Aide will be assigned; however, prior to extension of a formal offer of employment, the affected Commissioner(s) shall consult with the County Administrator and/or County Attorney, and/or his/her designee, to ensure consistency with County policies. Additionally, Commissioners shall consult with the County Administrator and/or County Attorney, and/or his/her designee, prior to any disciplinary action or termination to ensure consistency with County policies. The Manatee County Personnel Policy, Rules and Procedures Manual shall apply to the Commissioner Aides in the same manner that such policies apply to all other employees of the County.

(d) In the event that the Board authorizes, through the budget or other action, fewer than seven (7) Commissioner Aides, the County Administrator shall coordinate with individual Commissioners to implement their preferences for the assignment of Commissioner Aides to individual Commissioners.

**SECTION 2. SEVERABILITY.** It is hereby declared to be the intention of the Board of County Commissioners that the phrases, clauses, sentences, paragraphs and sections of this Resolution, inclusive of exhibits, be deemed severable, and if any phrase, clause, sentence, paragraph or section hereof is declared unconstitutional or otherwise invalid by the valid judgment of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Resolution.

**SECTION 3. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption.

**DULY ADOPTED** with a quorum present and voting this 31<sup>st</sup> day of January, 2023.



**BOARD OF COUNTY COMMISSIONERS  
OF MANATEE COUNTY, FLORIDA**

By: \_\_\_\_\_

Chairperson

ATTEST: ANGELINA COLONNESO  
CLERK OF THE CIRCUIT COURT AND COMPTROLLER

By: \_\_\_\_\_

Deputy Clerk

**APPROVED** in Open Session  
**1/31/2023**  
Manatee County Board of County  
Commissioners



## Board of County Commissioners January 31, 2023 - Regular Meeting

### **Subject**

Adoption of Resolution No. 23-023, regarding Commissioner Aides

### **Category**

REGULAR

### **Briefings**

All

### **Contact and/or Presenter Information**

William Clague, County Attorney

### **Action Requested**

I move to adopt Resolution No. 23-023

### **Enabling/Regulating Authority**

Florida Statute 125.01

### **Background Discussion**

At the conclusion of its January 10, 2023, regular meeting, the Board directed the County Attorney to prepare a resolution that addresses the selection and supervision of commissioner aides. Resolution No. 23-023 places this authority and responsibility upon individual Commissioners for the aides assigned to them. It is based on examples we found from other counties.

If Resolution No. 23-023 is adopted, additional steps will be required at the administrative level to account for the transfer of supervisory authority from the County Administrator to Commissioners, which should be accomplished through the County's Human Resources Department.

### **Attorney Review**

Other (Requires explanation in field below)

**Other (if applicable)**

CAO Item

**Reviewing Attorney****Instructions to Board Records** [emailed 1/31/2023](#)

Provide a executed copy of the Ordinance to Shannon Moore at shannon.moore@mymanatee.org and Patricia Nolan at patricia.nolan@mymanatee.org

**Cost and Funds Source Account Number and Name**

N/A

**Amount and Frequency of Recurring Costs**

N/A



## County Administration

1112 Manatee Ave West, Suite 902  
Bradenton, FL 34212  
Phone number: (941) 748-4501

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## MEMORANDUM

To: Dr. Scott Hopes, County Administrator

From: Quantana Acevedo, Agenda Coordinator

Date: January 27, 2023

Subject: **Agenda Update for Meeting of January 31, 2023**

*This memo and the changes indicated below are reflected in the electronic agenda (items were renumbered).*

### UPDATE TO THE AGENDA

Pledge of Allegiance to be led by Coach John Carlock, Army Specialist E5

### CITIZEN COMMENTS (Future Agenda Item)

Written Comment submitted through the online Public Comment Form from Debra Kurdelski and Pam Leiva

### CHANGES TO CONSENT AGENDA

#### Administrator

**Item 4, Adoption of Resolution R-23-019, rescinding Resolution R-22-042 and exhibits therein, and authorizing an Economic Development Incentive Grant - Project Woodworking**

- This agenda item was updated to include a revised Resolution R-23-019 and exhibits

#### Community and Veterans Services

**Item 14, Authorization and Acceptance of the Library Foundation Donation; and Adoption of Budget Amendment Resolution B-23-045**

- This agenda item was updated to read: Authorization for the Board of County Commissioners to accept a \$55,495 donation in the Library Gift fund from The Library Foundation; and Adoption of Budget Amendment Resolution B-23-045.

#### Property Management

**Item 38, Execution of an Agreement to Sell and Purchase with the State of Florida Department of Transportation (FDOT) for property located at 11808 and 11818 73rd Street East along the East Side of Fort Hamer Road, Parrish, Florida 34219 - District 1**

- This agenda item was moved to Presentations Upon Request (New Item 49)

### **Utilities**

#### **Item 44, Authorization to Establish Solid Waste Franchise Hauler Services, Frequency of Residential Services, and Number of Franchise Haulers, Negotiated Options to Reduce Residential Costs and Service Area Allocation of Households in the Unincorporated Area of Manatee County**

- This agenda item was added to the Agenda

### **ADVERTISED PUBLIC HEARINGS**

#### **Administrator**

#### **Item 46, Adoption of Ordinance 23-30, which repeals Ordinance 20-21, and reestablishes Section 2-29-174 granting an Economic Development Ad Valorem Tax Exemption to Power Design, Inc.**

- This agenda item was updated to include a revised Ordinance 23-30

#### **Attorney**

#### **Item 50, Adoption of Ordinance No. 23-34, repealing the Prohibition on the Retail Sale of Cats and Dogs**

- This agenda item was updated to include Public Comment Correspondence

### **REGULAR**

#### **Attorney**

#### **Item 51, Adoption of Resolution No. 23-023, regarding Commissioner Aides**

- This agenda item was updated to include Public Comment Correspondence

#### **Property Management**

#### **Item 51 (Former), Authorization to Reinstall the Confederate Memorial Monument to the Manatee County Historic Courthouse Lawn at 1115 Manatee Avenue West, Bradenton, Florida 34205 - District 3**

- This agenda item was deleted from the Agenda

#### **Public Works**

#### **Item 52, Authorization to Install Speed Humps on Twin Rivers Trail**

- This agenda item was updated to correct typos under the Background Discussion, and Public Comment Correspondence was presented



# Public Comment

Manatee County Government

**Submitted On:**

Jan 25, 2023, 09:37AM EST

<b>Full Name</b>	<b>First Name:</b> Kenneth <b>Last Name:</b> Piper
<b>Email</b>	klpiper@roadrunner.com
<b>Topic/Agenda Item</b>	Commissioner Aids, Item 50
<b>Comment (max. 3,000 characters)</b>	The Commissioners have very broad areas to make policy. Due to the huge nature of the Administration, the Commissioners need at least 3 aids each. There should be no direct or indirect control or hiring of the aids by the administrator. Aids must be permitted to speak to people in the administration and receive answers fully and completely. The commissioners and their aids must be given copies of county matters free of charge within 12 hours of the request by electronic means, and within 24 hours by hard copies. Effective oversight of administration will result in disagreements. As a result the commissioners need their own totally independent attorney. In the event of a disagreement between administration and the commissioners, the ruling of the commissioners' attorney should be final. These proposals are suggested in order for the commissioners to provide effective oversight, and to facilitate the establishment of policy by elected representatives.
<b>Which meeting is this public comment for? (Please select date of meeting)</b>	January 31, 2023