

RESOLUTION NO. 23-11-122

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING A RENEWAL OF THE EMPLOYEE INTERCHANGE AGREEMENT WITH MONROE COUNTY, FLORIDA FOR AN ADDITIONAL SIXTY (60) DAYS AND PERMITTING KIMBERLY MATTHEWS TO SERVE AS INTERIM VILLAGE MANAGER; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Islamorada, Village of Islands (the "Village"), is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statute; and

WHEREAS, Section 7(3) of the Village Charter requires that there shall be a Village Manager who will be the chief administrative officer of the Village; and

WHEREAS, at the meeting on July 27, 2023, Monroe County, Florida ("County") offered to permit its employee, Bryan Cook ("Mr. Cook"), to serve as the Village's Interim Village Manager pursuant to an Employee Interchange Agreement ("Agreement") governed by Section 112.24, *et seq.*, Florida Statutes; and

WHEREAS, at the meeting on August 3, 2023, the Village Council passed Resolution 23-08-76 which approved the Agreement and appointed Mr. Cook as Interim Village Manager; and

WHEREAS, at the meeting on September 28, 2023, the Village Council passed Resolution 23-09-111 which approved the First Amendment to the Agreement ("First Amendment") which, *inter alia*, replaced Mr. Cook as Interim Village Manager with Ed Koconis ("Mr. Koconis"); and

WHEREAS, pursuant to the First Amendment, the term of the Agreement currently runs through December 6, 2023; and

WHEREAS, Section 3 of the Agreement requires that the Agreement be reviewed no later

than every sixty (60) days to determine whether the Village wishes to renew the Agreement; and

WHEREAS, the Village Council finds that renewal of the Agreement for an additional sixty (60) days is in the best interest of the Village and its residents;

WHEREAS, the Village Council approves and authorizes the sixty (60) day renewal of the Agreement commencing on January 8, 2024; and

WHEREAS, the Village Council and the County also desire to amend the Agreement to allow for Kimberly Matthews ("Ms. Matthews") to be assigned Interim Village Manager in the place of Mr. Koconis; and

WHEREAS, in anticipation of hiring a permanent Village Manager, the Village Council and the County also desire to amend paragraph 9 of the Agreement to add a mutual termination provision upon fourteen (14) calendar days' notice.

NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:

Section 1. **Recitals.** The above recitals are true and correct and incorporated into this Resolution by this Reference.

Section 2. **Approval of Agreement.** The Village Council finds that a sixty (60) day renewal the Agreement is reasonable and appropriate. Pursuant to Section 3 of the Agreement, the Village Council hereby approves a renewal of the Agreement for an additional sixty (60) days. The Village Council also hereby approves the amendment of the Agreement to replace Mr. Koconis as Interim Village Manager with Ms. Matthews, as well as the amendment to paragraph 9 of the Agreement.

Section 3. **Approval of Appointment.** The Village Council hereby approves the

appointment of Ms. Matthews as Interim Village Manager. Ms. Matthews' appointment shall be effective January 8, 2024. Maria Bassett is hereby appointed as Acting Village Manager from December 7, 2023 – January 7, 2024.

Section 4. **Execution of Agreement.** The Mayor is authorized to execute the Second Amendment to the Agreement (attached as Exhibit "A") on behalf of the Village, to execute any required agreements and/or documents to implement the terms and conditions of the Agreement, subject to the approval as to form and legality by the Village Attorney.

Section 4. **Effective Date.** This Resolution shall become effective immediately upon its adoption.

[Remainder of this page intentionally left blank]

Motion to adopt by Mark Gregg, seconded by Sharon Mahoney.

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Joseph B. Pinder III	Yes
Vice Mayor Sharon Mahoney	Yes
Councilman Mark Gregg	Yes
Councilwoman Elizabeth Jolin	Yes
Councilman Henry Rosenthal	Yes

PASSED AND ADOPTED THIS 7th DAY OF NOVEMBER, 2023.

DocuSigned by:

Joseph B. Pinder III

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JOSEPH B. PINDER III, MAYOR

ATTEST:

DocuSigned by:

Marne K. McGrath

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MARNE MCGRATH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF
ISLAMORADA, VILLAGE OF ISLANDS:

DocuSigned by:

John J. Quick

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JOHN J. QUICK, VILLAGE ATTORNEY





Kevin Madok, CPA

Clerk of the Circuit Court & Comptroller – Monroe County, Florida

DATE: November 16, 2023

TO: Lindsey Ballard
Aide to the County Administrator

FROM: Liz Yongue, Deputy Clerk

SUBJECT: November 8, 2023 BOCC Meeting

Please see the attached item, which has been added to the record:

T1 2nd Amendment to Interchange Agreement with Village of Islamorada to assign Senior Director Kimberly Matthews to the Village to serve as Interim Village Manager on a temporary basis beginning January 8, 2024, and continuing for up to 60 days; authorization for County Administrator to sign necessary documents.

Should you have any questions please feel free to contact me at (305) 292-3550.

cc: County Attorney
Finance
File

KEY WEST
500 Whitehead Street
Key West, Florida 33040

MARATHON
3117 Overseas Highway
Marathon, Florida 33050

PLANTATION KEY
88770 Overseas Highway
Plantation Key, Florida 33070

SECOND AMENDMENT TO
EMPLOYEE INTERCHANGE AGREEMENT
(ISLAMORADA, VILLAGE OF ISLANDS)

THIS SECOND AMENDMENT TO EMPLOYEE INTERCHANGE AGREEMENT (hereinafter "Amendment") is made and entered by and between Monroe County, a political subdivision of the State of Florida, whose address is 1100 Simonton Street, Key West, FL, 33040 (hereinafter "County"), and Islamorada, Village of Islands, a municipality organized under the laws of the State of Florida, whose address is 86800 Overseas Highway, Islamorada, FL 33036 (hereinafter "Village") (hereinafter, when referred to individually as "Party" or collectively as "Parties").

WITNESSETH

WHEREAS, Chapter 112, Part II, Florida Statutes, authorizes the interchange of employees between governments, including counties and municipalities; and

WHEREAS, Section 112.24, Florida Statutes, provides that the details of an employee interchange shall be the subject of an agreement between a sending agency and a receiving agency;

WHEREAS, August 6, 2023, the County and the Village entered into an Employee Interchange Agreement ("Agreement") whereby the Parties agreed that the County would assign Bryan Cook ("Cook"), Director of Employee Services for Monroe County, to the Village as receiving agency, to serve as Interim Village Manager; and

WHEREAS, the initial term of the Agreement continued for sixty (60) days, to October 6, 2023 ("Initial Term"), and the Parties agreed that the Agreement could be extended for a subsequent term not to exceed sixty (60) days upon the approval of the Village Council and with the approval of the Monroe County Administrator; and

WHEREAS, on October 4, 2023, the Agreement was amended to extend the Agreement by up to an additional sixty (60) days, through December 6, 2023, and also to assign Ed Koconis to serve as the Interim Village Manager in place of Bryan Cook; and

WHEREAS, both Parties have indicated that they wish to extend the Agreement, and the County has proposed to assign Kimberly Matthews, Senior Director of Strategic Planning & Director of Libraries, to serve in the position as Interim Village Manager beginning on January 8, 2024 in place of Mr. Koconis for an additional term of up to sixty (60) days, with Maria Bassett, Finance Director for the Village of Islamorada, filling in for the month between the expiration of Mr. Koconis' time period and the start of Ms. Matthews' time period; and

WHEREAS, the Parties wish to amend paragraph (9) (Termination), to shorten the termination time period upon mutual agreement if a suitable replacement candidate is found to serve as Interim Village Manager or permanent Village Manager prior to expiration of the term of the Agreement as extended.

NOW, THEREFORE, in consideration of the mutual covenants and provisions contained herein, the Parties agree as follows:

RECITALS

1. Ed Koconis shall continue to serve as Interim Village Manager for the Village of Islamorada through December 6, 2023.

2. Beginning December 7, 2023 and continuing through January 7, 2024, Maria Bassett, Finance Director for the Village of Islamorada, shall serve as Interim Village Manager for the Village of Islamorada.

3. Beginning 8:00 a.m. on January 8, 2024, and continuing until March 8, 2024, Kimberly Matthews will be assigned to serve as the Interim Village Manager. Effective January 8, 2024, all references to “Ed Koconis” shall be revised and replaced with the name “Kimberly Matthews” wherever they appear in the Interchange Agreement as amended.

4. Pursuant to paragraph (3) of the Agreement (Term of Agreement), the term of the Employee Interchange Agreement shall be extended from January 8, 2024 to March 8, 2024. To the extent that the Employee Interchange Agreement ended on December 6, 2023, the Agreement shall be revived, with the new term of the Agreement running from January 8, 2024 to March 8, 2024.

5. Effective January 8, 2024, Exhibit A to the Interchange Agreement (Islamorada Position Description) is removed and replaced with Exhibit A attached hereto (Islamorada Position Description signed by Kimberly Matthews), which shall be incorporated in the Interchange Agreement by reference.

6. Paragraph (9) of the Agreement (“Termination”) is amended to add the following sentence allowing for a shorter termination time period on mutual agreement of the Parties:

This Agreement may also be terminated with the mutual consent of both Parties, in which case the termination shall occur at the conclusion of fourteen (14) calendar days following delivery of an e-mail exchanged between the Village Mayor and County Administrator.

7. In all other respects, all terms and conditions set forth in the Agreement remain unchanged and in full force and effect.

8. This Amendment shall be effective upon the date last signed by the Parties below.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement as of the dates signed below.

Approved as to form and legal sufficiency for
Monroe County, only:



Digitally signed by Cynthia L. Hall
DN: cn=Cynthia L. Hall, o=Monroe
County BOCC, ou, email=hall-
cynthia@monroecounty-fl.gov, c=US
Date: 2023.11.13 17:41:11 -05'00'

Cynthia L. Hall, Sr. Ass't County Attorney

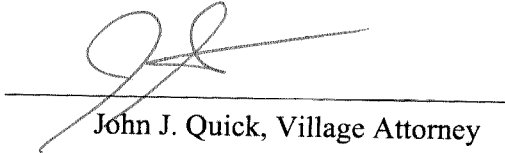
**BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA**

By: Roman Gastesi Digitally signed by Roman Gastesi
Date: 2023.11.16 09:49:15 -05'00'

Roman Gastesi, County Administrator

Date:

Approved as to form and legal sufficiency for
the use of the Village Council only:



John J. Quick, Village Attorney

ISLAMORADA, VILLAGE OF ISLANDS

By: Joseph B. Pinder III
Joseph B. Pinder, III, Mayor

Date:



ISLAMORADA, VILLAGE OF ISLANDS

Position Description

EXHIBIT A

Position Title: Village Manager

Reports To: Village Council

Position Status: Exempt (Pay Grade: 20)

General Functions:

Directs and coordinates administration of Village government in accordance with policies determined by Village Council while performing the following duties personally or through subordinate supervisors. Position requires the use of Village vehicle in the performance of duties.

Illustrative Tasks:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, organizes, directs, coordinates and evaluates the operations, programs, activities and services of all departments, offices and agencies of the Village, except as otherwise provided by the Charter and other relevant law.
- Responds to requests from the Village Council and the public for appropriate action and/or resolution of policy matters and attendant problems.
- Ensures the Village Council is kept abreast of matters pertinent to Village administration.
- Provides periodic reports in compliance with the Village Council's requirements and Charter provisions concerning the operations, activities and programs of Village departments, offices and agencies subject to the Village Manager's direction and supervision.
- Prepares Village Council meeting agendas, ensuring that the Council is fully apprised of the information contained therein, and that items on the agenda will not unnecessarily prolong the duration of the meeting at issue.
- Initiates policy recommendations for the Village Council's consideration.
- Conducts agenda review meetings with staff, as needed, to review items proposed for presentation to the Village Council.
- Recommends the creation of new committees that will advance Village business and operations.
- Negotiates contracts (including collective bargaining agreements), and other legal instruments, in conjunction with the Village Attorney's Office.
- Executes contracts on behalf of the Village pursuant to the provisions of the appropriate ordinances.
- Appoints, suspends and terminates all Village employees except those appointed by and responsible to the Village Council; approves promotions, transfers, reclassifications, job evaluations, demotions, disciplinary action and other related personnel actions.
- Manages senior staff including the Deputy Village Manager and department directors.
- Responsible for the overall direction, coordination and evaluation of all Village departments.
- Develops and implements appropriate training programs for Village employees.
- Prepares and submits the annual operating budget and capital programs to the Village Council in the appropriate format.
- Develops long-range fiscal managerial plans and strategies.
- Implements the approved budget and effects a program of budgetary control over expenditures and revenues.
- Submits to the Village Council for public review a report on the financial condition and administrative activities of the Village at the end of each fiscal year as required by the Village Charter and/or relevant State Law.

- Attends all Village Council meetings as well as other public meetings scheduled by the Village or in connection with Village business.
- Represents Village administration before various community organizations, business enterprises and governmental entities.
- Develops programs and strategies to enhance the effectiveness and efficiency of Village operations, including appropriate Village staff and/or Council retreats or strategizing sessions.
- Provides guidance and assistance in the development of long and short-range goals for the Village Council's consideration and implements same upon approval by the Council.
- Encourages and oversees economic and community development efforts including business retention, redevelopment and recruitment of new businesses.
- Possesses the ability to work in an increasingly culturally diverse community.
- Possesses the ability to multitask and adjust to changing situations while maintaining efficiency and effectiveness.
- Possesses the ability to deal tactfully, courteously and professionally with all officials and groups, exercising sound and effective judgment in doing so, ensuring the protection of the Village's goodwill.

Requirements for Position:

Bachelor's Degree in Business Administration, Public Administration, or equivalent combination of education and experience. Master's Degree desirable. At least ten (10) years related management experience as department director or manager in a public sector setting. Thorough knowledge of the principles, practices, and techniques of public administration. Demonstrated financial, management, planning, leadership and communication skills. Knowledge of Personal Computer software application, i.e. word processing, spreadsheet, database, etc.

Physical Requirements:

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are occasionally required to walk and stand and lift and move records and documents weighing 20 pounds or less. Specific vision abilities required by this job include close vision and the ability to adjust focus. Employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with Village staff and other organizations.

**Kimberly
Matthews**

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Matthews
Date: 2023.11.02 10:56:17 -04'00'