



**VILLAGE OF BISCAYNE PARK**  
**Village Commission Agenda Report**

**Item# 15.a.4**

**REGULAR MEETING**

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**TO:** Honorable Mayor & Members of the  
Biscayne Park Village Commission

**FROM:** Sharon P. Ragoonan, Village Manager

**DATE:** February 8, 2017

**TITLE:** Village Manager's Report: Recruitment Efforts

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**Recommendation:**

The purpose of this memorandum is to provide the Mayor and Village Commission with an update on recruitment efforts.

**Background:**

A staffing plan was developed to fill essential positions such as Police Chief, Code Compliance Officer, Part-Time Administrative Clerk, Village Clerk, and Public Works Manager and updates on this effort are presented below:

Code Compliance Officer and Part-Time Administrative Clerk

<b>Schedule</b>	<b>Description</b>	<b>Status</b>
November 2016	Post job announcement: <ul style="list-style-type: none"><li>• Biscayne Park</li><li>• Florida League of Cities</li><li>• Florida Association of Code Enforcement (Code)</li><li>• Miami-Dade County Municipal Clerks Association (Clerk)</li><li>• Florida Association of City Clerks (Clerk)</li><li>• Craigslist (Clerk)</li></ul>	Completed
December 2016	<ul style="list-style-type: none"><li>• Appointment of a temporary part-time code officer.</li><li>• Review applications/resumes for Code Compliance Officer and Administrative Clerk.</li><li>• Interview suitable candidates for the Code Compliance Officer position</li></ul>	Completed

	<ul style="list-style-type: none"> <li>Select candidate, issue conditional job offer, and complete background/medical/reference checks.</li> </ul>	
January 2017	<ul style="list-style-type: none"> <li>Introduce at Village Commission meeting (January 10, 2017) and start employment (January 17, 2017) for Code Compliance officer.</li> </ul>	Completed.
January 2017	<ul style="list-style-type: none"> <li>Interview candidates for Administrative Clerk.</li> <li>Select candidate and issue conditional job offer.</li> </ul>	Completed.
February 2017	<ul style="list-style-type: none"> <li>Complete background/medical/reference checks.</li> <li>Start employment.</li> <li>Introduce at Commission Meeting.</li> </ul>	In progress.

Public Works Manager

<b>Schedule</b>	<b>Description</b>	<b>Status</b>
January 2017	Post job announcement: <ul style="list-style-type: none"> <li>Biscayne Park</li> <li>Florida League of Cities</li> <li>American Public Works Association</li> </ul>	Completed.
February 2017	<ul style="list-style-type: none"> <li>Review applications/resumes and identify suitable candidates.</li> <li>Conduct interview, make a selection, and issue conditional job offer.</li> </ul>	Completed.
February 2017	<ul style="list-style-type: none"> <li>Conduct background/medical/reference checks.</li> <li>Begin employment and introduce at Village Commission meeting.</li> </ul>	In progress.

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Village Clerk

<b>Schedule</b>	<b>Description</b>	<b>Status</b>
December 2016 January 2017	Post job announcement: <ul style="list-style-type: none"> <li>• Biscayne Park</li> <li>• Florida League of Cities</li> <li>• Miami-Dade County Municipal Clerks Association</li> <li>• Florida Association of City Clerks</li> </ul>	In progress.
January February 2017	<ul style="list-style-type: none"> <li>• Assemble Village Clerk Search Committee.</li> <li>• Review applications/resumes and identify suitable candidates.</li> <li>• Conduct interview and test with candidates.</li> <li>• Make a selection, process background/medical/reference checks, and issue conditional job offer.</li> </ul>	Action pending.
March 2017	<ul style="list-style-type: none"> <li>• Begin employment and introduce at Village Commission meeting.</li> </ul>	Action pending.

Parks & Recreation Manager

<b>Schedule</b>	<b>Description</b>	<b>Status</b>
January 2017	Post job announcement: <ul style="list-style-type: none"> <li>• Biscayne Park</li> <li>• Florida League of Cities</li> <li>• Florida Recreation &amp; Park Association</li> </ul>	In progress.
February 2017	<ul style="list-style-type: none"> <li>• Review applications/resumes and identify suitable candidates.</li> </ul>	Action pending.
March 2017	<ul style="list-style-type: none"> <li>• Conduct interview, make a selection, and issue conditional job offer. Conduct background/medical/reference checks.</li> <li>• Begin employment and introduce at Village Commission meeting.</li> </ul>	Action pending.

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Police Chief

<b>Schedule</b>	<b>Description</b>	<b>Status</b>
December 2016	Post job announcement: <ul style="list-style-type: none"> <li>• Biscayne Park</li> <li>• Florida Police Chief's Association</li> <li>• Miami-Dade County Association of Chiefs of Police</li> <li>• Broward County Chiefs of Police Association</li> <li>• Palm Beach County Association of Chiefs of Police</li> </ul>	Completed.
January 2017	<ul style="list-style-type: none"> <li>• Appointment of Interim Police Chief.</li> <li>• Assemble Chief of Police Selection Review Committee.</li> </ul>	Completed.
February 2017	<ul style="list-style-type: none"> <li>• Assemble Resident Review Committee.</li> <li>• Develop applicant questionnaire.</li> <li>• Review applications/resumes, identify suitable candidates, and mail questionnaire.</li> <li>• Establish short list of 3 finalists.</li> <li>• Initiate background checks.</li> </ul>	In progress.
March 2017	<ul style="list-style-type: none"> <li>• Schedule community walk with each candidate.</li> <li>• Schedule meeting with each elected official.</li> </ul>	Action pending.
April 2017	<ul style="list-style-type: none"> <li>• Swear-in Police Chief.</li> </ul>	Action pending.

## SUPPLEMENTAL INFORMATION FOR POLICE CHIEF RECRUITMENT

### Resident Review Committee

The Resident Review Committee consists of individuals appointed by the Village Manager and Village Commission. These individuals will have two tasks:

- Establish the questionnaire that will be mailed to the candidates in the first round.
- Review the applications and identify their top 2 candidates by February 10, 2017.

The top 2 candidates will receive a questionnaire even if they were not ranked in the top 5 by the Selection Review Committee.

Members of the Resident Review Committee:

- Chuck Ross (Village Manager Appointment)
- Milton Hunter (Commissioner Appointment)
- Arturo Gonzalez (Commissioner Appointment)
- Bob Anderson (Commissioner Appointment)
- Roy Camara (Commissioner Appointment)
- Ginny O'Halpin (Commissioner Appointment)

### Selection Review Committee

The Selection Review Committee consists of professionals who will assist the Village Manager with narrowing the candidate pool from 10 candidates to 3 finalists by February 22, 2017.

The Selection Review Committee Members are:

- Village Manager Sharon P. Ragoonan of Biscayne Park
- Miami-Dade Police Chief Association Chief Ian Moffett of Miami-Dade County Public Schools
- Deputy Chief Kevin Prescott of North Miami Beach
- Detective (and former Police Chief of Biscayne Park) Mitchell Glansberg of Sunny Isles Beach
- Human Resources Manager Leila Zinati of Miami-Dade County

### Walk with the Village Manager

The Village Manager will conduct a community walk with each candidate on the following dates and times:

- Friday, March 10<sup>th</sup> at 3:30 pm – 5:30 pm
- Saturday, March 11<sup>th</sup> at 8:00 am – 10:00 am
- Saturday, March 11<sup>th</sup> at 3:30 pm – 5:30 pm

These appointments will be published on the Village's website and communicated through the group email distribution system. Neighbors are welcome to interface with the candidate during this time. It will provide the Village Manager with the opportunity to observe the interaction between the residents and the candidate as well as give further insight into their astuteness in community policing, administration and operations outside the typical formal interview setting.

#### Finalist Meeting with the Commissioners

During the week of March 13<sup>th</sup> through March 18<sup>th</sup>, 2017 the Village Commission will have an opportunity to meet with each of the 3 finalists and the Village Manager for 1 hour. It will serve as another chance to observe the characteristics and traits of the candidate before a selection is made.

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Prepared by: Sharon P. Ragoonan, Village Manager