



The Village of Biscayne Park

640 NE 114th St., Biscayne Park, FL 33161

Telephone: 305 899 8000 Facsimile: 305 891 7241

AGENDA
SPECIAL COMMISSION MEETING
LOG CABIN - 640 NE 114th Street
Biscayne Park, FL 33161
Monday, April 11, 2016 at 12:00pm



Indicates back up documents are provided.

1 Call to Order

2 Roll Call

3 Pledge of Allegiance

4 Additions, Deletions or Withdrawals to the Agenda

At this time, any member of the Village Commission or the Village Manager may request to add, change, or delete items from the agenda.

5 Public Comments

6 New Business



6.a Resignation of Village Manager

6.b Selection of Interim Village Manager



6.c Village Manager Selection Process

7 Announcements

Wednesday, April 20, 2016 - Special Commission Meeting at 6:30pm

Tuesday, May 3, 2016 - Regular Commission Meeting at 7:00pm

8 Adjournment

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will 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.

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation to participate in the proceedings should call Village Hall at (305) 899 8000 no later than four (4) days prior to the proceeding for assistance.

DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.



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April 8, 2016

David Coviello
Mayor

Commissioners
Robert "Bob" Anderson
Fred Jonas
Roxanna Ross
Barbara Watts

Heidi Siegel
Village Manager

John J. Hearn
Village Attorney

Maria C. Camara
Village Clerk

Honorable Mayor and Commission
Village of Biscayne Park
640 NE 114 Street
Biscayne Park, Florida 33161

Dear Mayor and Village Commission:

It has been my privilege to serve the residents of Biscayne Park. During my tenure as Village Manager, I believe that there were improvements that will serve the community for many years. In the last two and one-half years, I restructured the police department and hired a new Police Chief, privatized the waste collection for the Village, planned and built a new Village Hall facility, restored the historic log cabin, improved the park and recreation programs and amenities, corrected financial audit findings, installed entrance signs and brought in over \$1 million in grants.

I tender my resignation effective June 8, 2016 consistent with Section 6 of my employment agreement. In order to protect Village funds and at the same time allow me to move forward with my career, I am respectfully requesting that the Village Commission consider and approve an earlier resignation date of April 29, 2016.

I wish you and the residents the best in moving forward. The Village of Biscayne Park has tremendous employees throughout the organization. It is through their dedication and skills that the Village has accomplished so much.

To close, I want to thank you for the opportunities provided to me during my time of service and extend my best wishes for the future success for the Village of Homes.

Respectfully,



Heidi Siegel, AICP

C: John Hearn, Village Attorney



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: April 11, 2016

Subject: Village Manager Selection Process

Prepared By: Maria Camara

Sponsored By: Staff

Background

Following the resignation of Manager Siegel, the discussion and implementation of the selection process for a new Village Manager is required which details all of the required steps and timelines.

Fiscal / Budget Impact

Advertisement of the position.

Recommendation

Discussion and consensus on the selection process and all of the related tasks and actions required.

Attachments

- Village Manager Position posting from July 2013
- Village Manager selection process from July 2013
- List of action items in order to determine date/time requirements



VILLAGE OF BISCAYNE PARK

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www.biscayneparkfl.gov

Village Manager

Biscayne Park, FL

(Population 3,055 per 2010 Census)

BACKGROUND

The Village of Biscayne Park, a residential community with no commercial property, is located in the northeast section of Miami-Dade County. It serves an area of approximately .69 square miles accented by lush medians and a rich tree canopy. There are only a handful of undeveloped lots in this residential enclave, where the 2013 preliminary average assessed value is \$164,596 according to the Miami Dade County Property Appraiser's Office. Architectural styles of houses are nearly as varied as the cultures represented in the Village's 3,055 residents, all blended together in a quiet, peaceful and relaxed "park" setting.

THE GOVERNMENT

The Village Commission is comprised of a Mayor and four Commissioners. Elections are held every two years where voters vote for three Commissioners. The next municipal election is scheduled for Tuesday, December 3, 2013. The top two vote getters receive a four-year term and the third receives a two-year term. At the first Commission meeting following an election, the Commission selects a Mayor. The Commission-Manager form of government is based on the premise that the responsibility for policy rests with the Village Commission and the responsibility for daily administration and execution of policy rests with the Village Manager.

Under the Charter, the only two positions appointed by the Village Commission are the Village Manager and the Village Attorney. The Village Manager has the full power to hire and fire all other employees. Some are subject to the provisions of collective bargaining agreements (the

Police Benevolent Association for the Police Department, and the Painters & Allied Trade Union for the Public Works department).

The Village's assessed value is presently \$132 million from last year's value of \$129 million. The budget for FY 2012-13 is approximately \$3.2 million with a millage of 9.500.

The Village has 29 full time employees and 4 part time employees. For a small Village, it provides all the standard services that much larger cities provide with the exception of Fire Rescue (which is provided by Miami-Dade County). The Village provides public safety (police and code compliance), public works (including sanitation services), parks & recreation and general government services such as building/permitting and finance. Residents expect and receive a high level of service that is provided as efficiently as possible.

THE IDEAL CANDIDATE

The Village is seeking a motivated, experienced, and proactive individual with outstanding communication skills. The individual will be someone who keeps the elected officials well informed and presents them with recommendations and options, will focus on the day-to-day, and will also assist the Village in planning for a better tomorrow. She/he will be a skilled leader, consensus builder and mentor, and who will empower staff to continue to provide efficient and friendly municipal services to meet community expectations.

REQUIRED QUALIFICATIONS

The ideal candidate will have at least five (5) years progressive senior level experience in a municipality. The individual is expected to have at least a bachelor's degree in business administration, public administration, urban planning, law, finance, non-profit, or related field. Individuals with other particularly strong credentials will also be considered, such as a demonstrable record of strong fiscal management. A successful candidate must be able to be bondable and provide a surety bond acceptable to the Village, at Village cost. Membership in the International City/County Management Association (ICMA) and the Florida City and County Management Association (FCCMA) is a plus, as is participation in local professional organizations and civic activities.

DUTIES

The Village Manager is responsible for the day-to-day operations of the Village in providing a full line of services to its residents under the provisions of the Village Charter and its Code of Ordinances. This is a full-time position; the hours are as necessary to fulfill the duties and include evening Commission meetings. The duties outlined in the Village Charter are:

1. Responsible for the hiring, supervision and removal of all Village employees.
2. Direct and supervise the administration of all departments and offices, but not Village boards, agencies, committees or authorities, unless directed by the Commission from time to time.

3. Attend all Commission meetings and have the right to take part in discussion but not the right to vote.
4. Ensure that all laws, provisions of the Charter and acts of the Commission, subject to enforcement and/or administration by him/her or by officers subject to his/her direction and supervision, are faithfully executed.
5. Prepare and submit to the Commission a proposed annual budget and capital program.
6. Submit to the Commission and make available to the public an annual report on the finances and administrative activities of the Village as of the end of each fiscal year.
7. Prepare such other reports as the Commission may require concerning the operations of the Village agencies, boards, committees, authorities or departments.
8. Keep the Commission fully advised as to the financial condition and future needs of the Village and make such recommendations to the Commission concerning the affairs of the Village as she/he deems to be in the best interests of the Village.
9. Execute contracts, deeds and other documents on behalf of the Village as authorized by the Commission.
10. Appoint a Clerk. The Manager cannot appoint himself/herself as Clerk.
11. Perform such other duties as are specified in the Charter or as may be required by the Commission.

Other attributes of the successful candidate for the Village Manager for the Village of Biscayne Park include:

- A confident, intelligent, accessible, forward-thinking, pro-active, entrepreneurial, transparent, consensus building leader who listens to residents and knows how to effectively empower staff and to work effectively with other units of local government in the area.
- Ability to “roll up your sleeves” and work alongside your department heads.
- Ability to formulate and implement strategies and make organizational and resource decisions consistent with the goals and objectives established by the Village Commission in an efficient service delivery system.
- Knowledge of financial and budget management and the principles and practices of public administration, leadership and supervision.
- An excellent communicator both verbally and in writing and a person who can deal effectively with conflict; a bridge builder.
- Skills in interpersonal relations, analytical problem solving; effective decision-making and negotiation, facilitation, and effective presentations.
- Ability to respond with a high customer service orientation to citizens of the community.
- Ability to work effectively with a multi-ethnic citizenry.
- Ability to make reasoned, well-thought-out decisions.
- Ability to set and follow priorities to manage multiple projects simultaneously and effectively.
- Ability to plan and implement complex projects and to successfully evaluate their outcomes.
- Able to gather, organize, examine and evaluate data and/or information objectively and to recommend action to the Village Commission and others on that analysis.
- Ability to prepare and review financial documents.
- A dedicated professional with a strong work ethic.

- A trustworthy team player who is open and honest and who is a visionary.
- Possesses unquestionable integrity and ethics.
- Willingness to participate and take part in community consensus building and events.
- Amenable to change.

COMPENSATION

Salary commensurate with experience and budget capacity. Benefits include health and life insurance, telephone and automobile allowance; contribution to the Florida Retirement System; budgeted professional association participation dues and subscriptions.

RESIDENCY

Residency within the Village's boundaries is not required. Residency in Miami-Dade County or Broward County will need to be established.

HOW TO APPLY

E-mail resume to villageclerk@biscayneparkfl.gov by Friday, August 9, 2013, at 5:00pm. Questions should be directed to Maria C. Camara, Village Clerk/Human Resources Coordinator at the same e-mail, or by phone at (305) 899 8000 (Mon-Fri 9:00am – 5:00pm).



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www.biscayneparkfl.gov

Date: July 18, 2013

Re: Selection process for the position of Village Manager as approved by the Village Commission on Wednesday, July 17, 2013:

1. Position posting (attached)
2. Advertising
 - Where:
 - Village of Biscayne Park website under Employment Opportunities and on the home page
 - Miami Dade County League of Cities website under Employment Opportunities
 - Miami-Dade City and County Management Association
 - Miami-Dade County and Broward County websites
 - Florida League of Cities website under FLC eNews / Ken Small C-M's
 - CareerBuilder.com / Monster.com / Yahoo / Governmentjobs.com – One or more of these online job postings with the total cost not to exceed \$250.
 - No newspaper print ad
 - Length: Advertisements will run from Friday, July 19th to Friday, August 9th.
3. Submittal requirements:
 - Candidates are requested to submit a resume to the Village Clerk's office via e-mail with a deadline of Friday, August 9, 2013 at 5:00pm

4. Review Process / Selection Committee

- a. Preliminary Review Process: Between Monday, August 12th and Wednesday, August 14th, the Village Manager and Village Clerk (acting as Human Resources Coordinator) will qualify each resume submitted to confirm the candidates have met the position requirements that were approved by the Village Commission.
- b. Review / Selection Process:

Two (2) Selection Committees will be utilized:

- Resident Committee: Comprised of seven (7) residents. Commissioners will each appoint one member, and two will be appointed at large. Committee member selection will be made at the August 6, 2013, Regular Commission Meeting.
- Miami Dade City and County Manager's Association (MDCCMA) members

On Thursday, August 15th, all qualified resumes will be submitted to each board member of the Resident Committee and to the MDCCMA group.

By Monday, August 26th, the Resident Committee and the MDCCMA will each submit their top ten (10) candidates. The Resident Committee will be required to hold a public meeting to discuss and make their final selections. The meeting for the Review Committee has been tentatively scheduled for Thursday, August 22, 2013, at 6:30pm at the Ed Burke Recreation Center.

On Tuesday, August 27th, the top selected candidates from both groups will be submitted to the Commission.

By Monday, September 9th, the Commission will each submit to the Clerk their top, maximum six (6), candidates.

On Tuesday, September 10th, the Clerk will provide to the Commission the listing of the Commission's top candidates with the number of votes for each. On the same day at the Regular Commission Meeting, the Commission will identify the overall top ten (10) candidates.

5. Interview Process / Final Selection

On Thursday, September 12th, (1st Public Hearing of the FY 2013-14 Budget), the Commission will discuss and establish the timeframe for one-on-one interviews, the date for the panel interview, and the final selection date.

April 8, 2016

Proposed Process / Schedule for Village Manager Selection

Day	Date	Action
Monday	4/11/2016	The commission will be provided with a draft of the criteria for the Village Manager position as well as the recommended selection process which includes: <ul style="list-style-type: none"> - Position criteria - Submittal requirements - Where to advertise and how long - Review process / Selection Committee - Interview process - Timeline
		The commission to submit to the Village Clerk their recommendations for additions/changes/deletions to the draft and recommended process
		Special Commission Meeting at 6:30pm to confirm the position criteria and selection process
		Advertise (newspapers, website, professional organizations such as the Florida League of Cities, Miami Dade County League of Cities, Miami Dade County Manager's Association)
		Deadline to submit resumes
		Review submittals to identify the candidates that met the position requirement approved by the Commission
		Submit verified candidates to the Miami Dade County Manager's Association for their review and selection of top candidates
		Manager's Association to identify the top 3-5 candidates; resumes of top candidates to be forwarded to the commission
		Village Clerk Camara to contact and schedule top candidates for individual interviews with the Mayor and each commissioner (Mayor and Commissioners to provide their available schedule.)
		Individual interviews
		Special Commission Meeting at 6:30pm for final "panel interview" of the top candidates with the entire commission
		Regular Commission Meeting at 7:00pm to announce selection of candidate for the Village Manager position, and to determine the timeline to negotiate the contract and start date.