



VILLAGE OF BISCAYNE PARK
640 NE 114TH STREET
BISCAYNE PARK, FL 33161
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MINUTES
SPECIAL COMMISSION MEETING
Ed Burke Recreation Center - 11400 NE 9th Court
Biscayne Park, FL 33161
Wednesday, July 17, 2013 at 6:30pm

Mayor and Commission

Noah Jacobs
Mayor
Robert "Bob" Anderson
Vice Mayor
Bryan Cooper
Commissioner
Roxanna Ross
Commissioner
Commissioner Watts
Commissioner
Ana M. Garcia
Village Manager
John J. Hearn
Village Attorney
Maria C. Camara
Village Clerk

1 Call to Order

Mayor Noah Jacobs called the meeting to order at 6:40pm.

2 Roll Call

Mayor Noah Jacobs - present
Vice Mayor Bob Anderson - present
Commissioner Bryan Cooper - absent (*Arrived at 7:11pm*)
Commissioner Roxanna Ross - present
Commissioner Barbara Watts - present

Present from staff were:

Village Manager Ana M. Garcia
Village Clerk Maria C. Camara
Village Attorney Eve Boutsis

3 Pledge of Allegiance

4 Public Comment

Fred Jonas: Asks the Mayor if he would accept questions throughout the meeting.

Mayor Jacobs: Will accept within reason.

Chuck Ross: Thanks Manager Garcia for her service.

Dan Keys: Agrees with the prior sentiment. Urges the commission to repeat their action of four years ago when Ana was hired. Endeavor to quadruple the current skills of the Village Manager. That is what we got with Ana.

Janey Anderson: North Miami Beach does not know how lucky they are. Manager Garcia will be a hard act to follow.

Dan Samaria: Have lived here as long as Manager Garcia has been the Village Manager. Wish there was a way to stop her from leaving. Hope next person is just as good. Doesn't like that we are the stepping stone. Wish we had more money to keep her. Our loss, and North Miami Beach will benefit big time.

5 New Business

5.b Dan Samaria - Recreation Advisory Board fund raising event request.

Mr. Samaria: The Recreation Advisory Board is seeking commission approval to coordinate the Children's Safety Day event with the Halloween Fun House event on Saturday, October 26th. Sponsors and vendors will make their checks out payable to the Village of Biscayne Park and asks that Finance set up a separate account and make sure the funds are used for the Recreation Center; or to go through the Foundation.

Vice Mayor Anderson: Confirms that checks will be made out to the Village of Biscayne Park and that they are turned in to Village Hall.

Commissioner Ross: Asks if the date change from September 7th to October 26th was approved by the board.

Mr. Samaria: Board has not officially voted on the date change to October, but in the past had discussed this as a possible date.

Commissioner Ross: Recommends that Finance should confirm the process for the checks and to have the board vote on the new date and provide a plan for the event.

Commissioner Watts makes a motion that this one time the Recreation Advisory Board can hold the Children's Safety Day fundraising event on October 26, 2013, and for the board to come back with a confirmation of the date with a vote of the board. It is seconded by Vice Mayor Anderson.

Manager Garcia: Asks that all forms and letters used for this event are to be submitted to the Manager's office for approval.

Commissioner Ross: Has these concerns: Wants to see a plan in writing, that the board is to support the staff and not further burden the staff; and that all communication sent from the Board is to go through the Manager's office for approval.

Mayor Jacobs: Recommends that checks written for this event indicate that this is for the Recreation Advisory Board or Recreation Center.

Mr. Samaria: Asks that the Commission consider changing the charter to allow all boards to fundraise.

The motion is called to a vote:

All in favor: Mayor Jacobs, Vice Mayor Anderson, Commissioner Ross and Commissioner Watts
Opposed: None
Motion carries: 4/0

5.a Village Manager selection process.

Commissioner Ross: Thanks for the draft that was submitted for the Village Manager position posting. Researched 17-20 other municipalities and has recommendations which can be discussed as we work through the draft.

BACKGROUND

> Add: Median appraised value from the Property Appraiser's Office and reference the source and date.

Commissioner Cooper arrives at 7:11pm.

> Add: "a residential community with no commercial property"

There is consensus for these changes.

HISTORY

> Remove this entire section.

There is consensus for this deletion.

THE GOVERNMENT

> No changes

IDEAL CANDIDATE

> Delete "can-do attitude"

Fred Jonas: There have been two Managers in Biscayne Park. Current Manager had less experience and a can-do attitude and was great. Prior Manager had more experience and no can-do attitude and was terrible.

> Add: The individual will be someone who keeps the elected officials well informed and presents them with recommendations and options.

> Add: 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.

There is consensus for these changes.

REQUIRED QUALIFICATIONS

Chuck Ross: Should not consider anyone without municipal experience. Working in the private sector is different. Should not be an academic background. Needs to have practical, hands on experience, and with contacts in Miami Dade County.

> Deadline is August 9th at 5:00pm to submit resumes and to remove the ads.

Fred Jonas: Use the language, "open until filled".

Chuck Ross: People that are looking for a job are looking every day.

Commissioner Cooper: Is it OK for the Commissioners to distribute the position posting.

Attorney Boutsis: Yes it is ok. There is no cone of silence.

Commissioner Watts: Post on our website on our home page as well as in the Employment Opportunities section.

Discussion on the Selection Committee:

Commissioner Cooper: Adamantly opposes using the Manager's Association.

Janey Anderson: Larger cities have the luxury that we don't in using a head hunter. You are setting the criteria and you will have final approval. A good thing to get two outside entities to provide their opinions, the professional association and the resident group.

There is consensus to utilize the two groups, the Miami Dade County and City Managers Association, and a resident group.

There is consensus that between August 12th and August 14th, Manager Garcia and Clerk Camara will review all submissions and qualify them. Those qualified applications will be submitted to the Manager's Association and resident group on August 15th. By August 26th, the two committees will return their top 10 candidates (a possible 20 candidates). On August 27th, those top candidates are forwarded to the Commission.

There is consensus that for the Resident Review Committee, each commissioner will appoint one member and two will be picked at large for a total of 7 members. At the August 6th Regular Commission meeting the commission will provide the names of the residents they are appointing, and then vote on the additional two.

There is consensus that by September 9th, the Commission is to identify their short list, maximum of 10, and submit to the Clerk. Each commissioner will also provide their availability to schedule interviews.

Mayor Jacobs: Do you have to ask the same questions to each person being interviewed?

Attorney Boutsis: It is best practice as to keep as consistent as possible. Will also provide a list of questions you should not ask.

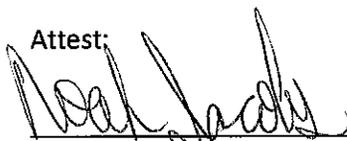
There is consensus that on September 12th, the Commission will establish the interview dates. Clerk will provide the availability of each candidate, including Saturday. Commission will also establish the date for the panel interview at a public meeting, and the final selection date.

In regards to an Interim Village Manager to serve after Manager Garcia leaves and until the position is filled, this will be discussed at the July 23, 2013 Special Commission meeting.

6 Adjournment

The meeting was adjourned at 9:31pm.

Commission approved on September 10, 2013.

Attest:


Noah Jacobs, Mayor



Maria Camara, Village Clerk