



# *The Village of Biscayne Park*

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

Telephone: 305 899 8000 Facsimile: 305 891 7241

## **AGENDA**

### **Emergency Virtual Commission Meeting**

**Biscayne Park, FL 33161**

**Thursday, July 16, 2020 at 12:00pm**

**Meeting ID: 913 1355 0176**



*Indicates back up documents are provided.*

#### **1 Call to Order**

#### **2 Roll Call**

Mayor O'Halpin

Vice-Mayor Kennedy

Commissioner Ross

Commissioner Samaria

Commissioner Tudor

#### **3 Pledge of Allegiance**

#### **4 Public Comments Related to Agenda Items**

*Comments from the public relating to topics that are on the agenda.*

#### **5 Discussion of Interim Village Manager Resignation**

**5.a** Discussion on Interim Village Manager Resignation

**5.b** Nomination of an Interim Village Manager

**5.c** Village Manager Recruitment

#### **6 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.

## Village of Biscayne Park meeting on July 16, 2020 at 12:00 pm with Social Distancing Modifications

The Village of Biscayne Park is using Zoom to hold the Virtual Public Meeting via communications media technology as authorized by Governor DeSantis' Executive Order 20-69. Members of the public may also use Zoom to view and participate in the meeting online. Zoom is a cloud platform for video and audio conferencing, collaboration, chat and webinars across mobile devices, laptops, desktops, telephones and room systems.

### Public Comment

Anyone who wishes to provide public comment will be able to do so by participating in the City Council meeting via the Zoom platform and/or telephone by speaking during public comment portions of the meeting when recognized per the instructions below or by submitting written comments, evidence and/or written testimony in advance of 24 hours no later than two (2) hours before the meeting via email to the Village Clerk at [villageclerk@biscayneparkfl.gov](mailto:villageclerk@biscayneparkfl.gov).

### Instructions on How to Watch, Listen and/or Participate in the Virtual Meeting:

To access the Zoom Virtual Public Meeting of July 16, 2020 at 12:00 pm, you have the following options:

Zoom meeting instructions for the public participants:

Download the "Zoom Client for Meetings" to your computer or laptop here: <https://zoom.us> and click on Join a Meeting. When prompted to join a meeting, enter the meeting ID. use the link below to join the meeting.

If you are using a tablet or smartphone, download zoom from the device's app store.

For the July 16, 2020 meeting please use the meeting link

<https://zoom.us/j/91313550176>

to attend electronically and watch the meeting by computer, tablet or smartphone.

For additional information or assistance please contact the following prior to the meeting:

1. For public comment questions: Roseann Prado, Village Clerk, [villageclerk@biscayneparkfl.gov](mailto:villageclerk@biscayneparkfl.gov) or 305-899-8000

Public Comment

1. Access audio of the Zoom meeting via phone:

You may access the audio from your phone by dialing: 305-893-4427. When the Meeting ID is requested, enter **913 1355 0176** followed by # key. When asked for a participant ID, press # key. If you would like to speak during public comment, please press \*9 on your phone to activate the “raise your hand” feature of Zoom. Comments will be limited to three (3) minutes.

2. Watch the meeting online and provide public comment during the meeting:

Use the “raise your hand” feature and be recognized at the direction of the Chair. Comments will be limited to three (3) minutes.



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

**Item #5.a. and Item #5.c.**

**REGULAR MEETING**

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

**FROM:** Rox Ross

**DATE:** July 16, 2020

**TITLE:** Village Manager Selection Process

**Recommendation**

Discussion and consensus on the solicitation and selection process for Village Manager.

**Background**

Following the Commission's decision to terminate the former manager at the March 3, 2020 meeting, the Village Manager position is vacant. An item titled "Village Manager Recruitment Process" was scheduled to be heard at the special meeting scheduled for March 18, 2020; however, that meeting was cancelled due to the outbreak of COVID-19. When Commission meetings resumed, the Village Manager Recruitment Process was placed on the May 5, 2020 Agenda. The item was not reached at the May 5 meeting, and the Manager Recruitment Process was continued to a special meeting on May 19, 2020. At the May 19 meeting a motion to move forward with the Manager Recruitment Process failed to gain a majority, the vote being 3-2.

On Monday July 13, 2020, the person appointed as Interim Manager resigned on one-day notice. The implementation of the recruitment and selection process for a new, preferably credentialed and experienced, Village Manager continues to be an exigent matter, that requires Commission action.

Attached is a proposed solicitation and selection process which is based in large part on the steps outlined for Commission in April 2016, when the Village last engaged in a manager search. Some details, such as number of full-time/part-time employees and the dates to be set for the process, are to be filled in after Commission discussion.

**Fiscal / Budget Impact**

The cost of advertising as may be directed by the Village Commission is irrelevant because the Village Charter requires that a Village Manager be appointed, and undertaking a selection process is the prudent course of action.

## **Attachments**

- Village Manager Position posting
- Village Manager selection process
- Action items in order to determine date / time requirements



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[www.biscayneparkfl.gov](http://www.biscayneparkfl.gov)

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## **Solicitation for Village Manager**

Biscayne Park, Florida  
Population 3,159 (U.S. Census Bureau)

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### **Background**

The Village of Biscayne Park is a residential community, approximately .7 miles in area, located in northeastern Miami Dade County. There are a handful of vacant lots in this residential enclave, accented by lush medians and a rich tree canopy. With an average market value of \$374,000,<sup>1</sup> houses display architectural styles nearly as varied as the cultures represented by the Village's 3,159 residents, all blended in a quiet, peaceful and relaxed "park" setting.

In 2019 Assessed Taxable Values of \$231.2 million in large part fund the Village budget approved at \$3.7 million (including sanitation).

### **Government**

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.

The Village Commission is comprised of five Commissioners. Elections are held every two years, at which time three Commissioners are selected by the voters. 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 one among them to serve as Mayor, according to the Village Charter. The next municipal election is to be held Tuesday, November 3, 2020.

Pursuant to the Village Charter, the Commission appoints two administrative Charter positions: Attorney and Manager.

The Village Manager has the full authority over ##\_ full time employees and ##\_ part time employees. Some employees are subject to the provisions of collective

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<sup>1</sup> Based on 2019 Assessment Rolls Total Real Property Just Value of \$407.5 million (Miami Dade County Property Appraiser's Office, July 2019).

bargaining agreements (Police Benevolent Association for the Police Department, and the Painters & Allied Trade Union for the Public Works Department); and some municipal services are subject to outsourcing contracts (Finance, Sanitation and most Building Services).

For a small Village, it provides all the standard services that much larger municipalities provide, except Fire Rescue (furnished by Miami Dade County). Village residents expect and receive responsive professional 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 execution, and will also assist the Village in planning for a better tomorrow. She/he will be a skilled leader, consensus builder, a mentor 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 eight (8) 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, finance or related field. Individuals with other particularly strong credentials may be considered, such as a demonstrable record of strong fiscal management. Certified Professional Manager (CPM), International City/County Management Association (ICMA) Credentials, membership in ICMA and the Florida City and County Management Association (FCCMA) are positives, as is participation in local professional organizations and civil activities. A successful candidate must be able to be bondable and provide a surety bond acceptable to the Village, at Village cost.

### **Expected 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 including evening meetings. The duties outlined in the Village Charter are:

1. Responsibility 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, communities 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 operation 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 as he/she 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 the 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 of 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 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.
- Ability to prepare and review financial documents.
- An excellent communicator both verbally and in writing and a person who can deal effectively with conflict; a bridge-builder.
- Skills in interpersonal relationships, analytical problem-solving; effective decision-making and negotiations, 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.
- 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.

### **Residency**

Residency within Miami-Dade County or Broward County will need to be established.

### **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.

### **How to Apply**

E-mail resume to [villageclerk@biscayneparkfl.gov](mailto:villageclerk@biscayneparkfl.gov) by \_\_\_\_\_, 2020. Questions should be directed to Roseann Prado, Village Clerk, at the same e-mail, or by phone at 305.899.8000 (Mon-Fri, 9 am to 5 pm).



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### **Selection Process for Village Manager**

#### **Solicitation**

Approve form and length of solicitation (suggest 3 weeks)

#### **Advertising Venues**

- Village website
- Miami Dade County League of Cities
- Florida League of Cities website, FLC eNews
- Miami Dade City and Manager Association
- Florida City and County Management Association
- CareerBuilding.com, Monster.com, Yahoo, Governmentjobs.com

#### **Review / Selection Process**

- Qualifying resumes that meet approved requirements  
Review By:  
Time Frame:
- Qualified resumes submitted for panel review and recommendation
  - Panel A comprised of seven (7) residents appointed by Commission (1 each and 2 at large), who will vet submissions at a public meeting (in-person or virtual electronic means as may be permitted by local restrictions in place at the time) and submit their top 10 candidates for Commission consideration;
  - Panel B comprised of \_\_\_\_ members of professional municipal management association(s) (suggested sources are Miami Dade County City and County Managers Association directors, Miami Dade County League of Cities staff, Florida City and County Management Association, International City/County Management Association), who will independently review and submit each member's top five (5) candidates for Commission

consideration.

Time Frame: Top selected candidates from both panels will be submitted to Commission by \_\_\_\_\_, 2020

**Narrowing the Field and Interview Process**

Commission to review panel recommended submissions, make individual inquiries as each Commissioner considers appropriate and narrow the field to \_\_\_\_\_ candidates for public presentation / interviews.

Special Commission Meeting and select - Qualifying resumes that meet approved requirements

By:

Time Frame:

Final selection and direction to Village Attorney to negotiate employment agreement.



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

**Item #5.b.**

**REGULAR MEETING**

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

**FROM:** Rox Ross

**DATE:** July 16, 2020

**TITLE:** Interim Manager Appointment and Parameters

**Recommendation**

Discussion and consensus on the appointment of an Interim Manager and parameters of service. This is an exigent matter, that requires the immediate action of the Commission.

**Background**

Following the Commission's decision to terminate the former manager at the March 3, 2020 meeting, the then Public Works Director was appointed as Interim Manager. On Monday July 13, 2020, that person resigned on one-day notice. The Village Charter requires that there be a "chief administrative officer . . . responsible to the Commission for the administration of all Village affairs and for carrying out the policies of the Commission." (Village Charter, sec. 3.01(A)).

Other cities have looked to appoint talent from within for interim positions, often pulling from mid-management or finance. I recommend Government Management Services – South Florida LLC, which presently serves as Finance Director, to fill in as a Part-time Interim Village Manager, for a period of 30-60 days, under the parameters directed by Commission, to include:

- a. Exercising the duties of the Village Manager at a restrained level, working in close coordinate with Police Chief Luis Cabrera and Village Clerk Roseann Prado;
- b. Taking the lead to prepare and submit all financial reporting requirements to Commission and to outside agencies, including but not limited to a proposed budget for fiscal year 2020-2021, response to the CITT ;
- c. Maintaining separation of duties concerning the Village funds, control and reporting of accounts (for example, checks are signed by two elected officials instead of Interim Manager);
- d. Keep the Commission advised as to the financial condition of the Village;

Alternatively, the Commission may choose to engage an administrator with experience in another municipality, agency or taxing district. Here are the names of four

different companies that primarily focus on Community Development Districts, but may be able to assist the Village on a short-term basis. The first three were once partners in a firm that was bought out by the last listed firm, which is actually a multi-national firm with a presence in S. Florida, were it does CDD & municipal work:

Gary Moyer  
Moyer Management Group  
313 Campus Street  
Celebration, FL 34747  
321-939-4301  
email: Gary@Moyer-Group.com

James P. Ward  
2041 Northeast 6th Terrace  
Wilton Manors, FL 33305  
954-658-4900  
email: ward9490@comcast.net

Craig Wrathell  
Wrathell, Hunt and Associates, LLC  
2300 Glades Road, Suite 410W  
Boca Raton, Florida 3343  
561-571-001  
Email: wrathellc@whhassociates.com

Ken Cassel  
Severn Trent/Inframark  
210 N University Dr., Suite 702  
Coral Springs, FL 33071  
(954) 753-5841, ext 40515  
Email: Ken.Cassel@inframark.com  
professionals, provided by enterprises such as:

### **Fiscal / Budget Impact**

The range of cost is to be determined, and may be minimized by engaging in a swift process to recruit, vet and install a credentialed, experienced, Village Manager as required by the Village Charter.

### **Attachments**

None