



North Bay Village

Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

REVISED
OFFICIAL AGENDA
SPECIAL VILLAGE COMMISSION MEETING

VILLAGE HALL
1666 KENNEDY CAUSEWAY, #101
NORTH BAY VILLAGE, FL 33141

WEDNESDAY, APRIL 18, 2018
6:30 P.M.

NOTICE IS HEREWITH GIVEN TO ALL INTERESTED PARTIES THAT IF ANY PERSON SHOULD DECIDE TO APPEAL ANY DECISION MADE AT THE FORTHCOMING MEETING OF THE VILLAGE COMMISSION, SUCH PERSON WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, HE OR SHE 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. THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE VILLAGE FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

TO REQUEST THIS MATERIAL IN ACCESSIBLE FORMAT, SIGN LANGUAGE INTERPRETERS, INFORMATION ON ACCESS FOR PERSON WITH DISABILITIES, AND/OR ANY ACCOMMODATION TO REVIEW ANY DOCUMENT OR PARTICIPATE IN ANY VILLAGE-SPONSORED PROCEEDING, PLEASE CONTACT (305) 756-7171 FIVE DAYS IN ADVANCE TO INITIATE YOUR REQUEST. TTY USERS MAY ALSO CALL 711 (FLORIDA RELAY SERVICE).

1. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

2. RESOLUTIONS

A. A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, CONFIRMING THE APPOINTMENT OF THE DIRECTOR OF PUBLIC WORKS; AND SETTING AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER MARLEN D. MARTELL)

1.) Commission Action

B. A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, CONFIRMING THE APPOINTMENT OF THE CHIEF OF POLICE; AND SETTING AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER MARLEN D. MARTELL)

1.) Commission Action

3. **OATH OF OFFICE**

4. **ADJOURNMENT**

Agenda Item 2A



North Bay Village

Administrative Offices


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MEMORANDUM North Bay Village

DATE: April 16, 2018

TO: Yvonne P. Hamilton, CMC
Village Clerk

FROM: Marlen D. Martell, MPA, CFM 
Village Manager

SUBJECT: Introduction of Resolution

Pursuant to Section 3.08 of the Village Charter, I hereby introduce the following Resolution:

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, CONFIRMING THE APPOINTMENT OF THE DIRECTOR OF PUBLIC WORKS; AND SETTING AN EFFECTIVE DATE.

Accordingly, please place the item on the next available agenda.

MDM:yph

Mayor
Connie Leon-Kreps

Vice Mayor
Andreanna Jackson

Commissioner
Jose R. Alvarez

Commissioner
Laura Cattabriga

Commissioner
Eddie Lim

Agenda Item 2A

RESOLUTION NO. _____

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, CONFIRMING THE APPOINTMENT OF THE DIRECTOR OF PUBLIC WORKS; AND SETTING AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER MARLEN D. MARTEL)

WHEREAS, the Village has been utilizing personnel from CAP Government for public works services; and

WHEREAS, the Village Manager has recognized the need to employ a full time, permanent Director of Public Works; and

WHEREAS, the Village Manager has appointed Juan Valiente as the Village’s Public Works Director; and

WHEREAS, pursuant to Article 4, Section 4.01(G)(2) of the Village Charter, the Director of Public Works must be confirmed by the Village Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COMMISSION OF NORTH BAY VILLAGE, FLORIDA AS FOLLOWS:

Section 1. **Recitals.** The foregoing Recitals are ratified and confirmed as being true and correct, and are made a specific part of this Resolution.

Section 2. **Appointment.** The Village Commission hereby confirms the appointment of Juan Valiente as Director of Public Works effective April 16, 2018.

Section 3. **Effective Date.** This Resolution shall take effect immediately upon approval.

The motion to adopt the foregoing Resolution was offered by _____, seconded by _____.

FINAL VOTE AT ADOPTION:

Mayor Connie Leon-Kreps	_____
Vice Mayor Andreana Jackson	_____
Commissioner Jose Alvarez	_____
Commissioner Laura Cattabriga	_____
Commissioner Eddie Lim	_____

Agenda Item 2A

PASSED AND ADOPTED this 18th day of April 2018.

Connie Leon-Kreps
Mayor

ATTEST:

Yvonne P. Hamilton, CMC
Village Clerk

**APPROVED AS TO FORM FOR USE ONLY BY
NORTH BAY VILLAGE:**

Norman C. Powell, Esq.
Village Attorney

Agenda Item 2B



North Bay Village

Administrative Offices


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Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

MEMORANDUM North Bay Village

DATE: April 16, 2018

TO: Yvonne P. Hamilton, CMC
Village Clerk

FROM: Marlen D. Martell, MPA, CFM 
Village Manager

SUBJECT: Introduction of Resolution

Pursuant to Section 3.08 of the Village Charter, I hereby introduce the following Resolution:

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, CONFIRMING THE APPOINTMENT OF THE CHIEF OF POLICE; AND SETTING AN EFFECTIVE DATE.

Accordingly, please place the item on the next available agenda.

MDM:yph

Mayor
Connie Leon-Kreps

Vice Mayor
Andreanna Jackson

Commissioner
Jose R. Alvarez

Commissioner
Laura Cattabriga

Commissioner
Eddie Lim

Agenda Item 2B

RESOLUTION NO. _____

A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, CONFIRMING THE APPOINTMENT OF THE CHIEF OF POLICE; AND SETTING AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER MARLEN D. MARTELL)

WHEREAS, a vacancy exists in the position of Chief of Police by reason of the separation of the former Chief; and

WHEREAS, the Village Manager has appointed Lewis Velken to the position of Chief of Police after having reviewed his qualifications; and

WHEREAS, pursuant to Article 4, Section 4.01(G)(2) of the Village Charter, the Chief of Police must be confirmed by the Village Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COMMISSION OF NORTH BAY VILLAGE, FLORIDA AS FOLLOWS:

Section 1. **Recitals.** The foregoing Recitals are ratified and confirmed as being true and correct and are made a specific part of this Resolution.

Section 2. **Appointment.** The Village Commission hereby confirms the appointment of Lewis Velken as Chief of Police effective April 18, 2018.

Section 3. **Effective Date.** This Resolution shall take effect immediately upon approval.

The motion to adopt the foregoing Resolution was offered by _____, seconded by _____.

FINAL VOTE AT ADOPTION:

Mayor Connie Leon-Kreps	_____
Vice Mayor Andreana Jackson	_____
Commissioner Jose Alvarez	_____
Commissioner Laura Cattabriga	_____
Commissioner Eddie Lim	_____

Agenda Item 2B

PASSED AND ADOPTED this 18th day of April 2018.

Connie Leon-Kreps
Mayor

ATTEST:

Yvonne P. Hamilton, CMC
Village Clerk

**APPROVED AS TO FORM FOR USE ONLY BY
NORTH BAY VILLAGE:**

Norman C. Powell, Esq.
Village Attorney

Agenda Item 2B

Lewis Velken
Miami, Florida

April 15, 2018

Dear Selection Committee Members,

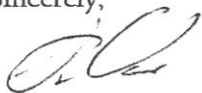
This letter is to express my interest in the Chief of Police position with the City of North Bay Village. This opportunity immediately sparked my interest. My many years of law enforcement experience, training and education are consistent with the position's qualifications and requirements. Please consider me a highly qualified candidate.

I am currently seeking a new career opportunity and believe the City of North Bay Village matches the ideal organization I would like to be a part of. The position will enable me to utilize the knowledge and expertise attained from many years of policing at a major metropolitan police department. I am a devoted professional and the consummate team player. I take pride in my reputation as an extremely positive, ethical and reliable individual. I have excellent communication skills, both verbal and written, English and Spanish. The knowledge and experience I possess that will be an asset to your organization are:

- 30 years of professional law enforcement work experience.
- 16 years of experience in direct supervision, training and development of personnel.
- Familiarity with Incident Command and Standardized Emergency Management Systems.
- Knowledge of emergency communications and equipment.
- Thorough knowledge of laws, codes and ordinances in law enforcement.
- Extensive experience in preparing detailed, clear and concise oral and written reports.
- Extensive knowledge of crime prevention techniques.
- Familiar with modern safety and protective procedures and equipment.
- Experience in public speaking and presentations before various groups.

As my enclosed resume indicates, my background includes extensive experience in law enforcement. Please consider my training and experience for your City's team. I look forward to the opportunity and believe that I am capable of meeting and exceeding the necessary requirements of the position.

Sincerely,



Lewis Velken

Agenda Item 2B

LEWIS VELKEN MIAMI, FLORIDA

PERSONAL QUALITIES

- Dependable, trustworthy, hard-working law enforcement professional.
- Ability to plan, organize, coordinate and manage multiple tasks simultaneously.
- Experienced manager, organizational leader, team building and innovation skills.
- Dedicated, reliable, with a high degree of personal energy and enthusiasm for work.
- Diligent in researching, analyzing, surveying, and plan development.
- Vast experience in prioritizing projects, problem solving and meeting deadlines.
- Even keeled personality with ability to exercise discretion, patience and tact.
- Effective communicator when speaking, writing, and listening; English or Spanish.
- Computer literate with software proficiency in a variety of applications.
- Developed and nurture an extensive network of effective working relationships.

PROFESSIONAL EXPERIENCE

1988 – February 2018:

- 30 years serving the 4,000+ member Miami-Dade Police Department (Sheriff's Office).
- Achieved the ranks of Detective (1994), Sergeant (2001) and Lieutenant (2006-present).
 - Review, manage and oversee aspects of Special Victims Bureau operations and budget.
 - Oversaw and supervised over 30 sworn and non-sworn investigative personnel.
 - Regularly briefed administrators and appropriate staff of developing, critical information.
 - Prepared clear, concise oral and written reports, conduct timely reviews to meet deadlines.
 - Responsible for conducting interviews, hiring and the continual training of personnel.
 - Supervised and evaluated staff performance, conduct final review of investigative reports.
 - Plan, organize, control and direct the activities of 5 major crimes investigative squads.
 - Required to be on-call status and accustomed to long hours as needed to achieve our goals.
 - Plan and prepare investigative undercover operations with upmost consideration for safety.
 - Prepare awards, commendations, disciplinary action and performance improvement plans.
 - Assist in the development and compliance of Bureau protocols, procedures and MOUs.
 - Participated in development of Bureau safety and emergency preparedness plans.
 - Work cooperatively and liaison with Law Enforcement agencies and community partners.
 - Survey Bureau sites to assess conditions, recommend improvements in safety and security.
 - Conduct presentations before staff to explain preparedness plans and safety concerns.
 - Identify and analyze potential hazards to staff and the public in the event of an emergency.
 - Conducted functional supervision of patrol areas, assignments and work shifts of unit.
 - Develop and coordinate crime prevention and traffic enforcement plans within the District.
 - Experience in emergency response to natural disasters, civil unrest, acts of violence.

Awards and Commendations

- Earned over 35 commendations throughout law enforcement career.
- Employee Excellence Award for Devotion to Duty and High Productivity.
- Bronze Medal of Valor Recipient

Agenda Item 2B

Education

- Florida International University, Miami, Florida; BA (Magna Cum Laude)
- Miami-Dade College, Miami, Florida; AA Degree

Professional Development

- Hold Certifications in CPR, First Aid.
- Leadership and Diversity for Supervisors
- Forensic Interviewing of Children
- First Line Supervision & Middle Management
- Search and Seizure Laws
- Investigation Sexual Misconduct
- Advanced Interview and Interrogation
- Class C Driver's License

Associations

- South Florida Internet Crimes Against Children Task Force
- Child Exploitation Task Force
- Miami-Dade Sexual Assault Response Team
- Police Benevolence Association

Languages

- Bilingual: Fluent in English and Spanish

Director Position Related Training/Experience

- 30+ years of law enforcement experience
- 12+ years of progressively responsible leadership
- Experience in direct supervision, training and development of personnel
- Regularly conduct presentations and training seminars before groups
- Experienced radio equipment operator
- Advanced Incident Command System (ICS 400) trained
- CPR/First Aid/AED/Blood-borne Pathogens trained
- Critical Incident Management experience
- First Responder Hazardous Materials trained
- Hold General Instructor Certificate
- Response to Weapons of Mass Destruction trained
- Strategies for Resolving Conflict trained and experience
- Leadership Development training
- Managing Encounters with the Mentally Ill training and experience
- Mobile Field Force training and experience
- Personal Protection Equipment training and experience
- Community policing experience
- Committed to Service Excellence
- Sexual Harassment in the workforce training