**MARIA ALBERRO MENENDEZ, E.I., ICMA-CM**

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**PROFESSIONAL EXPERIENCE**

**Assistant Village Manager** *2012 - 2017*

*Village of Pinecrest, FL*

Provided leadership in policy recommendations, implementation, and directives issued by Village Council. Provided strategic direction in managing operations and services to residents, business owners, and general public. Promoted efficient operations throughout the organization.

Other duties included:

* Served as village manager in her absence
* Resolved variety of sensitive and complex problems and issues
* Worked with County and other government agencies on projects of mutual interest
* Managed capital projects and service contracts
* Provided leadership in Village initiatives
* Responded to inquiries from the public, and other local and state agencies

Some Accomplishments:

* Developed various Requests for Proposals and Qualifications for capital improvement projects and services, i.e. Cypress Hall Restaurant Space, Stormwater Master Plan, Annexation Study, Pavement Assessment Program, Coral Pine Park and Community Center Master Plans.
* Written a variety of reports for the Village, i.e. History of Pinecrest Gardens and Cypress Hall Space, Annexation Procedures, Sidewalk Installation Policy, Traffic Calming Policy, and Portable Water Service Available and Funding Opportunities for in the Village.
* Established programs for the Village, such as Red Light Camera Program, and Village-wide Pavement Program.
* Successfully managed capital improvements projects, i.e. Bus Shelter Relocation, Pinecrest Gardens Covered Walkway, and Cypress Hall Renovations (underway).
* Led efforts in achieving a 3-Star rating designation from the Star Rating Community Program for Village’s sustainability efforts.
* Led efforts in achieving SolSmart Bronze and Silver designations for the Village
* Presented grant application to County and State panel, resulting in Village receiving $1million grant award from the Florida Department of Transportation for the Village’s Bike Lanes and Routes Master Plan.

**Assistant City Manager** *1998 - 2012*

*City of Coral Gables, Coral Gables, FL*

Served as the senior policy advisor to the City Manager. In collaboration with Senior Staff, recommended and implemented policies and directives set forth by the City Commission. Senior Assistant Manager (2001 through 2012) overseeing the operations of the City with special focus on the following departments: Police, Fire, Economic Development, Public Works, Building and Zoning, Planning, and Public Service. Recommended to the City Manager any changes required to improve organization efficiencies and effectiveness. Managed a number of leases and service contracts for the City. Served as the City Liaison in intergovernmental matters involving the State, Miami-Dade County and local municipalities.

Other duties include:

* Served as city manager in his absence
* Responsible for execution of policies and programs affiliated with the goals and objectives of the City
* Reviewed and analyzed the activities, costs, and operations of certain departments or divisions to insure compliance with stated goals and objectives
* Prepared annual budgets
* Performed special assignments
* Reviewed and developed strategic plans for the City
* Collaborated with Senior Staff on program development and construction of capital projects
* Collaborated with Staff on establishing Local Improvement and Special Taxing Districts
* Responded to inquiries from the public, and other local and state agencies
* Interfaced with civic groups and other organizations
* Worked with the State, County and other local government agencies to accomplish projects of mutual interest

Some Accomplishments:

* Negotiated and managed contracts with various parties involved in leasing of City facilities.
* Appointed by the City Commission to serve as Interim City Manager
* Led efforts in establishing an Impact Fee specific to the UM Campus Development Plan.
* Conducted annexation studies for the unincorporated enclave areas of High Pines and Little Gables.
* Led efforts in developing and implementing the City’s Impact Fees for the following services; General Administration, Police, Fire, Parks & Recreation and Sewer Capacity.
* Led efforts to annex the unincorporated areas of Coral Waterway and Kings Bay annexations.
* Successfully led union negotiations, involving Police, Fire and General Employee Unions.
* Collaborated with the Procurement Division and Public Works Department for the development and release of the Request for Proposals and Contracts for the purchase and maintenance of the new trolley vehicles, and the third party company responsible for the trolley drivers.
* Collaborated with the Public Works and Economic Development Departments in establishing the City New Trolley Circulator.

**Assistant to the City Manager** *1994 - 1998*

*City of Coral Gables, Coral Gables, FL*

Assisted the City Manager in operational duties. Conducted research and evaluated City programs, procedures, and operational policies; provided recommendations to the City Manager for organizational improvements. Conferred with individuals, groups, and committees to explain and discuss city policies and procedures. Managed City personnel and consultants in developing programs and capital improvement projects of special interest to the City Manager.

Some Accomplishments:

* Developed Capital Project Plan for new public facilities totaling $50 million. These facilities included, not was not limited to relocation of City’s Maintenance and Storage facility to allow for the building of the Village of Merrick Park Shopping designation; Evaluated opportunities for the relocation of the City’s Fueling Station and Nursery facility; Assist in developing the programming, and Request for Qualifications for the City’s New Administration Building.
* Managed in collaboration with Public Works Department Presentations and Public Hearings related to requests for Street Closures and other Traffic Calming measures Citywide.
* Collaborated with Assistant City Manager and other senior staff, in evaluating and report writing for the annexation of the four (4) unincorporated residential areas of Miami-Dade County.
* Established the City’s Graffiti Removal Program.

**Assistant Building and Zoning Director** *1993 - 1994*

*City of Coral Gables, Coral Gables, FL*

Responsible for supervising the functions and personnel in the permit, inspection, and plan review divisions of the Building and Zoning Department. Ensured compliance with all relevant codes and building industry laws regulated by federal, state, and county agencies. Managed and monitored the annual budget and delivery of services to the public. Addressed issues and concerns raised by residents, business owners and other Building and Zoning Department customers.

Some Accomplishments:

* Reviewed and established effective and efficient process and workflow requirements for various divisions.
* Evaluated and developed new revenue streams.

**Public Works Project Engineer** *1986 - 1993*

*City of Coral Gables, Coral Gables, FL*

Responsible for supervising the personnel and operations in the permit, plan review, and inspection divisions of the Public Works Department. Reviewed major development plans that impacted the City’s utilities, easements, waterway, and other right of ways. Assigned by the City Manager to special projects.

Some Accomplishments:

* Appointed by the City Manager as the City’s Damage Assessment Coordinator for Emergency Management, in time to manage the pre, during and recovery efforts of the City for Hurricane Andrew (City of Coral Gables received the National Hurricane Conference Emergency Management Award for its advance planning and response to Hurricane Andrew, 1992 – 1st City to receive such a recognition).
* Developed and established the City’s Stormwater Utility Ordinance and Program.
* Developed and established a City-wide Sidewalk Replacement Program.

**Zoning Code Enforcement Officer** *1985 - 1986*

*City of Coral Gables, Coral Gables, FL*

**Public Works Engineering Technician** *1982 - 1985*

*City of Coral Gables, Coral Gables, FL*

**Public Works Draftsperson** *1981 - 1982*

*City of Coral Gables, Coral Gables, FL*

**EDUCATION**

MASTER IN PUBLIC ADMINISTRATION*, Florida International University, Miami, Florida*

BACHELOR OF SCIENCE IN CIVIL ENGINEERING, *Florida International University, Miami, Florida*

Associate of Arts in Architectural Engineering, *Miami-Dade Community College, Miami, Florida*

Project Management Master Certification, *Project Management Academy*

Executive Development Program, *Florida International University, Miami, Florida*

**PROFESSIONAL LICENSES**

Florida State Board of Professional Engineers Engineer Intern License No. 489ET090

National Incident Management System (NIMS) IS-00100 (ICS 100), IS-00700, IS-00556, IS-00554 Certifications

**RECOGNITIONS/AFFLIATIONS**

International City/County Management Association (ICMA) Recognized as a Professional Local Government Manager, ICMA Credentialed Manager, 2012 – Present.

International City/County Management Association (ICMA) Recognized for thirty-five (35) years of Local Government Service, 2016.

City of Coral Gables Employee of the Year (1986)

City of Coral Gables Employee of the Month (February 1986)

Member of the International City/County Management Association (ICMA)

Member of the Florida City and County Management Association (FCCMA)

Member of the Miami-Dade City and County Management Association (MDCCMA)

**REFERENCES**

Available upon request