



# Village of Biscayne Park

640 NE 114<sup>th</sup> Street  
Biscayne Park, FL 33161  
(305) 899-8000

## Mayor and Commission

John R. Hornbuckle  
Mayor

Robert "Bob" Anderson  
Vice-Mayor

Steve Bernard  
Commissioner

Kelly Mallette  
Commissioner

Chester H. Morris, M.D.  
Commissioner

Frank R. Spence  
Village Manager

John J. Hearn  
Village Attorney

Ann Harper  
Village Clerk

## AGENDA

### REGULAR COMMISSION MEETING

Ed Burke Recreation Center – 11400 NE 9<sup>th</sup> Court  
Tuesday, September 1, 2009 - 7:00 pm

1. CALL TO ORDER and ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. ORDER OF BUSINESS - ADDITIONS, DEFERRALS, OR DELETIONS TO AGENDA
4. PRESENTATIONS – Tab #4
  - A. Commendation for Sira Ramos from Police Chief Mitchell Glansberg
  - B. Commendations for Police Officers Ray Atesiano and Larry Churchman from Police Chief Mitchell Glansberg
5. PUBLIC COMMENTS RELATED TO AGENDA ITEMS
6. CONSENT AGENDA (Motion to be made for all as one or remove for discussion) - Tab #6
  - A. Approval of Minutes – Continued from Comm. Mtg. 7/7/09  
Email 7/7/09 from Commissioner Bernard
    - (1) Regular Meeting – June 2, 2009
    - (2) 2<sup>nd</sup> Preliminary Budget Workshop June 10, 2009
    - (3) Special Meeting June 22, 2009
    - (4) 3<sup>rd</sup> Preliminary Budget Workshop June 22, 2009  
Continued from Comm. Mtg. 8/4/09
    - (5) Special Meeting July 16, 2009  
New minutes for approval
    - (6) Regular Meeting May 5, 2009
    - (7) Special Meeting July 29, 2009
    - (8) Regular Meeting – August 4, 2009
  - B. Financial Report for the period ending 7/31/09

Village of Biscayne Park - Agenda

7. PUBLIC HEARINGS - None

8. ORDINANCES – FIRST READING

TBS

A. ORDINANCE 2009-10

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA GRANTING AND RENEWING PEOPLES GAS SYSTEM, A DIVISION OF TAMPA ELECTRIC COMPANY, A FRANCHISE FOR THE PURPOSE OF SUPPLYING NATURAL, MANUFACTURED, AND OTHER GAS TO THE VILLAGE, PROVIDING FOR CONFLICT; PROVIDING FOR AN EFFECTIVE DATE (1<sup>ST</sup> Reading)

9. RESOLUTIONS - None

10. OLD BUSINESS - None

11. NEW BUSINESS – Tab #11

A. Consideration of Management Services Proposals; Selection of Finalists; Schedule of Interviews

B. Consideration of appointment to Recreation Advisory Board to replace Tracy Truppman who resigned 8/9/09 (Commissioner Morris' appointment)

C. Discussion of Ecology Board Membership

D. Recommendation for "Right to be Heard" section of every Board And Commission Agenda (Commissioner Bernard)

12. GOOD AND WELFARE (PUBLIC)

13. REPORTS

A. Committee Reports

1. Parks & Parkways Advisory Board – Dan Keys, Chairman

2. Recreation Advisory Board – Roxanna Ross, Chairman

3. Pathways Ad Hoc Committee – Gary Kuhl, Chairman

B. Village Attorney Comments

1. Discussion of flood damage prevention ordinance

C. Village Manager Comments

1. Report from Police Chief Glansberg

2. Updates on various projects

## Village of Biscayne Park - Agenda

### D. Commission Comments

1. Commissioner Bernard
2. Commissioner Mallette
3. Commissioner Morris
4. Vice-Mayor Anderson
5. Mayor Hornbuckle

### 14. ANNOUNCEMENTS -All public meetings are held at the Ed Burke Recreation Center 11400 NE 9<sup>th</sup> Court

- |                          |   |
|--------------------------|---|
| *Wednesday, September 2  | Pathways Ad Hoc Committee 7 pm                    |
| *Monday, September 7     | All Departments closed in observance of Labor Day |
| *Tuesday, September 8    | Biscayne Park Foundation 6 pm                     |
|                          | 1 <sup>st</sup> Budget Public Hearing 6:30 pm     |
| *Wednesday, September 9  | Recreation Advisory Board 6:30 pm                 |
| *Monday, September 14    | Planning & Zoning Board 6:30 pm                   |
| *Tuesday, September 15   | Code Enforcement Board 7 pm                       |
| *Wednesday, September 16 | Parks & Parkways Advisory Board 6 pm              |
|                          | Pathways Ad Hoc Committee 7 pm                    |
| *Tuesday, September 22   | 2 <sup>nd</sup> Budget Public Hearing 6:30 pm     |
| *Thursday, September 24  | Code Review Committee 7 pm                        |
| *Monday, September 28    | Planning & Zoning Board 6:30 pm                   |

### 15. 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 (4) days prior to the proceeding for assistance.

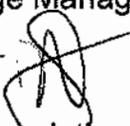
#### **DECORUM**

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.



## BISCAYNE PARK POLICE DEPARTMENT

640 N.E. 114<sup>th</sup> Street  
Biscayne Park, Florida 33161  
(305) 899-8000

Date: July 21, 2009  
To: Mr. Frank R. Spence, Village Manager  
From: Chief Mitchell Glansberg   
Re: Recommendation of Commendation  
Cc: File

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On Monday, July 13<sup>th</sup> Code Enforcement Officer Sira Ramos distinguished herself in the line of duty.

Code Officer Ramos was on patrol in the southeast corridor of the village following up on a code matter. Mrs. Ramos observed a vehicle parked in front of a home that was unknown to her as she is familiar with the homeowners and the vehicles they own. Suspecting criminal activity Mrs. Ramos circled around the block simultaneously notifying Lt. Albert of the suspicious vehicle.

Moments later, the alarm went off at the residence and Mrs. Ramos realized that a burglary in progress was taking place. The vehicle abruptly pulled away from the home. Mrs. Ramos followed the vehicle at a safe distance broadcasting the description of the vehicle and the direction of travel to responding police units.

Due to Mrs. Ramos's alertness and dedication to duty, the vehicle involved in the burglary was stopped a short distance away by police and three suspects were arrested for a total of 4 residential burglaries which occurred both in Biscayne Park and Miami Shores. The proceeds of a number of burglaries were recovered by police.

It is with great pleasure that I recommend Code Enforcement Officer Sira Ramos for a Commendation and Employee of the Month for the month of July, 2009.

4A

*Biscayne Park Police Department*

*Commendation*

Is hereby granted to:

*Code Enforcement Officer Sira Ramos*

For Outstanding Service to the Community

*For your dedication to duty, diligence and alertness In assisting in the identification and apprehension of three Burglary Suspects who broke into fours home in Biscayne Park and Miami Shores.*

Awarded August 4<sup>th</sup>, 2009

*John Cornbuckle*  
Mayor

*Steve Bernard*  
Commissioner

*Mitchell Glansberg*  
Chief of Police

*Kelly Mallette*  
Commissioner

*Phester "Doc" Morris*  
Commissioner

*Robert Anderson*  
Vice-Mayor

July 19<sup>th</sup>, 2009

Mr. Frank Spence, Village Manager  
Village of Biscayne Park  
640 NE 114<sup>th</sup> Street  
Biscayne Park, Florida 33161

Dear Mr. Spence;

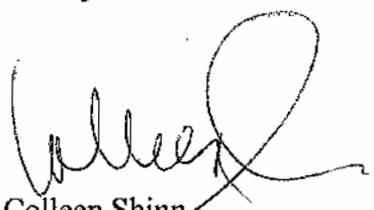
My wife and I and many other residents of both our Village and the Village of Miami Shores would like to thank Sira Ramos, B.P. Code Enforcement Officer for being alert, proactive and dedicated. On Monday July 13<sup>th</sup> she went above and beyond her normal day to day duties. Because of her quick and decisive actions, three very bad criminals were captured and removed from the streets of Miami-Dade County. We all owe her a huge thank you for what she did.

While conducting normal day to day B.P. business and traveling in her Village car westbound on my home street "109<sup>th</sup>" she noticed a new Mercedes Benz "with dark tinted windows" pulling out of my drive way. She waved to say hello and received no return response. She thought that was odd but continued on. One second later she heard my home alarm going off. She then remembered that I do not have a Mercedes and that the alarm was not good. She immediately called B.P. Police Lieutenant Betsy Albert and gave her an exact identification of the Mercedes. The Lieutenant then put out an A.P.B. for the Mercedes. Approximately 30 minutes later Miami Shores police saw the car on their streets and pulled the Mercedes over which then caused the three criminals inside the car to flee on foot. All three were apprehended by Miami Shores police and are under arrest and are facing numerous felony charges. The three criminals had by that time of day broken into five homes. Our house in B.P. and four in Miami Shores.

In summary, because Sira was alert, proactive and dedicated, she identified the car which then led to the arrest of the criminals. Without her quick actions, these criminals would still be on the streets of Miami-Dade. It goes without saying that Sira functions in a dual role, code enforcement and law enforcement. Essentially, she provides another set of ears and eyes to the B.P. Police department. Please see to it that she is commended and rewarded in some appropriate way. On a personal note, we both owe her a huge thank you.

Sincerely,

  
Brett Shinn  
820 NE 109<sup>th</sup> Street  
Biscayne Park, Florida 33161

  
Colleen Shinn  
820 NE 109<sup>th</sup> Street  
Biscayne Park, Florida 33161

Cc: Mayor John Hornbuckle, Commissioner Robert Anderson, Commissioner Steven Bernard, Commissioner Kelly Mallette, Commissioner Chester "Doc" Morris



## BISCAYNE PARK POLICE DEPARTMENT

640 N.E. 114<sup>th</sup> Street  
Biscayne Park, Florida 33161  
(305) 899-8000

Date: August 27, 2009  
To: Mr. Frank R. Spence, Village Manager  
From: Chief Mitchell Glansberg   
Re: **COMMENDATION to Officer Ray Atesiano and Officer Larry Churchman**  
Cc: Mayor Hornbuckle, Village Commissioners, Personnel File

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The Village of Biscayne Park Police Department participated in a number of traffic safety, educational and enforcement programs this summer sponsored by the FDOT.

These programs are focused on one goal; to decrease traffic related injuries and fatalities in the State of Florida by strict enforcement of seatbelt, child restraint and various aggressive driving violations.

During this campaign throughout the summer, Officer's Ray Atesiano and Larry Churchman took a leadership role in this endeavor and not only participated in the enforcement, but organized, directed and administered the entire enforcement campaign.

Due to these two officers' dedication and spirit, the Biscayne Park Police Department won 2<sup>nd</sup> place in the two events for the entire **State of Florida**.

During the **Click-It-Or-Ticket** event Officer Atesiano wrote 212 seatbelt citations. Officer Churchman competed in the **Motor Unit Challenge** which encompasses the Departments overall traffic safety mission. Officer Churchman accomplished numerous innovative enforcement and safety initiatives which lead the Department as a standout to win 2<sup>nd</sup> place in the entire state.

It is with great pleasure that I recognize the commitment and leadership of these two officers which I believe went far and above their normal day-to day duties and responsibilities.

4B

village clerk

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**From:** Steve Bernard [steve@stevebernardarchitect.com]  
**Sent:** Tuesday, July 07, 2009 8:20 AM  
**To:** VillageClerk@BiscayneParkFl.gov; frspence@bellsouth.net; attyhearn@aol.com  
**Subject:** Review of Minutes fro 7/7/09 Commission Meeting

Hi Ann,

I had a couple of notes on the Minutes to be reviewed tonight, could you please forward to the other Commissioners this morning so we can approve tonight?

Also, there is nothing in the July Meeting Agenda about Commission Directives, please add at least the previous months for status reports, and include new directives from the last 2 meetings.

Thanks,

Steve Bernard

## **Regular Commission Meeting, June 2, 2009**

### **5. Public Comments related to Agenda Items**

- a. The listing of residents in opposition included Chuck Ross, who spoke in favor of the proposal, and several people who had concerns but were looking for additional information, but who were not necessarily opposed.
- b. A resident named Fecundo stated he was an Urban Designer, and that he was in favor of the proposal. He lives somewhere on 114th Street, on the proposed route.

### **13.C.2 Commission Directives**

There was no mention of several months of directives, including the status of the tree removal permit, fire alarm installation, Village Goals to be submitted and coordinated by the Manager, ATT work being done around the Village, etc.

### **13.C.D.4. Commission Comments**

- a. Commissioner Bernard requested that the Commission review the 'Raw Data' provided by the Finance Director to determine if monthly report would be feasible for tighter review of expenses. Commission agreed to review.
- b. Commissioner Bernard requested that all Committees submit Agendas prior to meetings for posting on website and review by the public. Commission agreed.
- c. Commissioner Bernard requested that all Committees submit minutes within 2 months of meetings for posting on website and review by the public. Commission agreed.

## **2nd Preliminary Budget Workshop, June 10, 2009**

### **2. General Discussion**

- a. When questioned about where new employee health insurance contributions would show in the budget, the answer was given that 'it would show in the revenue'
- b. Vice Mayor Mallette requested a full I.T. Village overview , not just what computers the Police Dept would like to have. This included copiers, stamp machines, and other inventoried equipment.
- c. Commissioner Bernard requested that banked sick and vacation pay be quantified when told that that liability is not usually shown in budgets.
- d. Commissioner Bernard spoke about the general concept of Management advising of savings or additional expenses during the year, instead of making decisions without that advisement

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and balancing out at the end of the year.

### **3. Code Enforcement**

a. Salary will now cover 40 hours per week, which could include weekend and/or evening meetings, but no comp time or overtime. The Manager stated the employee was happy with this arrangement.

### **4. Executive/Administration**

a. Manager was asked why the recommended 'regular salaries' was \$7,000 lower than last year, Finance Director was not present, but would be asked.

b. There was a discussion about Election costs, and staff was asked to investigate previous year's costs and possible savings by combining with county/state/federal elections.

## **Special Commission Meeting, June 22, 2009**

### **3.a. Agreement between Village and FDOT (6th Ave Project)**

1. Other concerns Commissioner Bernard had included the fact that there has been no cost estimate submitted by FDOT; that FDOT will not pay for any cost overruns so the Village will be responsible for any and all cost overruns (even though we have no control over any aspect of the administration of the work); the Village is obligated to proceed with the work, even if bids come in higher than FDOT originally stated; and that there is nothing in writing that FDOT will install any future landscaping (although they verbally stated they would); and that the Village is being asked to approve \$36,000 before we have completed the 09-10 budget from which the money will come from.

### **4.a. Irrigation Maintenance between Village and FDOT (6th Ave Project)**

Commissioner Bernard also explained that we were being asked to pay for maintenance of a system that our P&P Board recommended against.

## **3rd Preliminary Budget Workshop, June 22, 2009**

### **General**

The backup provided to the Commission was not posted on the Website for resident review, Manager stated full backup would be provided in the future.

### **2.A Public Works**

a. General. The 08-09 estimated "total operating Budget" shall be corrected from 221,200 to approx 266,881 - math error.

b. There is no funding for tree trimming, tree trimming training, or new trees within the Public Works Budget, the Manager explained there were some funds in the Road Fund, but they were earmarked for matching grants. There was a consensus that new trees and existing tree trimming were important.



# Village of Biscayne Park

## MINUTES

### REGULAR MEETING

Ed Burke Recreation Center – 11400 NE 9<sup>th</sup> Court

Tuesday, June 2, 2009, 7:00 pm

Mayor Hornbuckle called the meeting to order at 7 p.m. In addition to Mayor Hornbuckle, present were Vice-Mayor Kelly Mallette and Commissioners Bob Anderson, Steve Bernard, and Chester "Doc" Morris. Present from Staff were Frank Spence, Village Manager; John Hearn, Village Attorney; Mitchell Glansberg, Police Chief; Bernard Pratt, Public Works Director; and Ann Harper, Village Clerk.

Commissioner Anderson led the Pledge of Allegiance followed by a moment of silence.

### **3. ORDER OF BUSINESS - ADDITIONS, DEFERRALS, OR DELETIONS TO AGENDA**

Mr. Spence removed items 10A and 10B from the Agenda

### **4. PRESENTATIONS**

#### **A. State Representative Ronald Brisé, Florida House of Representatives, District 108 – Legislative Update**

Representative Brisé was introduced by Mayor Hornbuckle. Mr. Brisé thanked the residents for opportunity to serve them in Tallahassee. He reported on legislative changes which were made during the last session and advised that various fees have been raised, including the cost for operating vehicles in Florida. Many costs will be transferred to taxpayers, and taxpayers will see an increase in millage rates as the cost of public education is being passed to the residents. Town Hall meetings will be held soon to discuss bills which have passed related to growth management issues. Mayor Hornbuckle thanked Mr. Brisé for his report.

#### **B. Presentation of Certificate of Appreciation to "Coach" Joe de Madet**

Mayor Hornbuckle read the Certificate of Appreciate and presented it to Coach Joe, who thanked the Mayor and told the audience about the new sports programs which will be introduced during the summer.

#### **C. Report from Joe Mojica regarding classes and attendance at Miami-Dade College classes in Recreation Center**

Joe Mojica distributed a print-out which outlined the enrollment and areas by zip codes of the students enrolled in the Spring and Summer 2009 Miami-Dade College classes being held in the Recreation Center.

There were 35 students in the Spring classes and so far 50 students have enrolled for summer classes.

## **5. PUBLIC COMMENTS RELATED TO AGENDA ITEMS**

Mayor Hornbuckle announced that a special Charette or workshop will be held for residents to express their feelings about the "greenways" project proposed for use of the Federal Stimulus Funds which are available to the Village. He invited residents to speak on the subject of the proposal which was submitted for the sidewalks to be installed between Village Hall and the Metro Dade bus route. The following speakers were in opposition to the proposal:

Wayne Whetzel, 767 NE 114<sup>th</sup> Street

Victor Amano, 725 NE 114<sup>th</sup> Street

Rose Van Huvelin, 760 NE 114<sup>th</sup> Street

Loren Gruen, 11401 NE 7<sup>th</sup> Avenue

Barbara Kuhl, 777 NE 111<sup>th</sup> Street

Melinda Gordon, 643 NE 114<sup>th</sup> Street

Michael McGinn, 801 NE 113<sup>th</sup> Street

Chuck Ross, 11166 Griffing Blvd.

Karen Cohen, 11323 NE 8<sup>th</sup> Avenue

Arthur Ehrhardt said he was in favor of the project.

Judi Hamelburg said it was time to install sidewalks and walkways in the Village, and the project should be moved forward.

## **6. CONSENT AGENDA (Motion to be made for all as one or remove for discussion) Tab #6**

- A. Approval of Minutes – (1) Regular Meeting April 7, 2009  
(revised as directed on May 5, 2009)  
(2) Budget Workshop May 21, 2009  
(3) Special Meeting May 21, 2009**

- B. Receipt of 2<sup>nd</sup> Quarter Financial Report for period ending 3/31/09**

Motion was made by Commissioner Anderson, seconded by Commissioner Morris, to approve the Consent Agenda. The motion carried by voice vote, 5/0.

## 7. PUBLIC HEARINGS – TAB #7

### A. SECOND READING OF ORDINANCES - None

### B. VARIANCES

Property owners Jose Luis and Dolores Hernandez of 11608 NE 6 Avenue request a variance from the Code provisions:

**10.2.1 Residential sector regulations. No residential building or land shall be used and no residential building shall be erected, constructed, reconstructed or structurally altered for any specific use except according to the regulation contained in Table A, Residential Sectors.  
Table A Residential Sectors (Residential Sector A) Minimum Setbacks for Side is 10'.**

**11.6.2 (a): The height of any hedge shall not exceed four (4) feet when located between the building and any paved street. When located between the building and other property lines, fences and walls shall not exceed six (6) feet in height, and hedges shall not exceed eight (8) feet in height.**

#### To allow:

- #1 - An encroachment of 1' into side setback for existing bathroom constructed without permits; side setback required is 10'; total side setback is currently 9'. Planning and Zoning Board recommended Approval on April 6, 2009, with a vote 5-0.
- #2 - To keep 9' 6" free standing outside wall used for racquetball; maximum height permitted is 6' for fence or wall. Planning and Zoning Board recommended Denial on April 6, 2009, with a vote 4-1.

Attorney Hearn read the Variance Requests and asked those people in the audience who would be speaking on the subject to raise their hands to be sworn in as witnesses. Attorney Hearn then read the criteria which should be used for approval of the requests.

The son of the property owner said the bathroom and the wall were both at the house when it was purchased by his parents in 2001.

Vice-Mayor Mallette asked whether or not the bathroom has been inspected. Attorney Hearn said any approval of variances would be conditioned upon the structures receiving inspections. Vice-Mayor Mallette said she did not have a problem with the bathroom being in the setback area, but the wall structure is not appropriate for a home.

Gage Hartung, Chairman of Planning and Zoning Board, said it could not be determined when the bathroom was constructed, and the nine-foot wall encroaches on property lines. The P & Z Board voted to deny the request to keep the wall because the maximum height allowed for a fence or hedge is six feet.

Motion was made by Vice [Mayor Mallette, seconded by Commissioner Morris, to approve the encroachment of the existing bathroom into the setback area with the condition that the bathroom is inspected and compliance must be within 90 days. The motion carried by voice vote, 5/0.

Motion was made by Commissioner Morris, seconded by Commissioner Anderson, to deny the request to retain the nine-foot racquetball wall, and the wall must be removed within ninety days. The motion carried by voice vote, 5/0.

**C. UPDATE ON PROPOSED PEDESTRIAN WALK/GREENWAY  
LINKING VILLAGE CENTER WITH METRO-DADE BUS ROUTES,  
2009 FEDERAL TRANSIT (FTA 5307) STIMULUS FUNDS**

Workshop scheduled for Saturday, July 11<sup>th</sup>, 2009, 9 am – noon at Ed Burke Recreation Center.

**8. ORDINANCES – FIRST READING – None**

**9. RESOLUTIONS – NONE**

**10. OLD BUSINESS**

- A. Consideration of Entry Sign Change Order #1 to AAA Sign Solutions in the amount of \$6,218.00 for L.E.D. Lights per Architect Savino/Miller plans and specifications (Manager Recommendation: Approval) – Removed from Agenda**
- B. Consideration of Entry Sign Change Order #2 to AAA Sign Solutions in the amount of \$3,786.00 for Concrete Foundation And Footing per Architect Savino/Miller plans and specifications (Manager Recommendation: Approval) – Removed from Agenda**
- C. Consideration of filling the Alternate Member position on the Planning and Zoning Board to replace Elizabeth Petrowski who was appointed as a Regular Member (Continued from May 5, 2009, meeting). – No action**
- D. Consideration of filling the Alternate Member position on the Parks & Parkways Advisory Board to replace Jane Ansley, who was appointed as a Regular Member (Continued from May 5, 2009, meeting) – Barbara Kiers was appointed to the position of Alternate**
- E. Consideration of activating Ecology Advisory Board  
(1) Enabling Ordinance  
(2) List of members and appointments by Commissioners**

Mr. Spence said that this Advisory Board was created to replace the original Beautification Committee, and “green” is now at the forefront of both national and local issues. The people who were appointed to this Board when it was created should be contacted to determine their interest, and after contacting the members originally appointed, the Commissioners should inform the Village Clerk of their appointments.

**F. Selection of dates for FEC Workshop and 2<sup>nd</sup> Preliminary Budget Workshop**

The Budget Workshop was scheduled for Wednesday, June 10<sup>th</sup>, at 6:30 p.m.  
The FEC workshop was tentatively scheduled for Saturday, August 1<sup>st</sup>, or Saturday, August 8<sup>th</sup>.  
The Village Clerk will contact FEC representatives and notify them of these dates.

**11. NEW BUSINESS – TAB #11**

**A. Announcement of 2009 Safe Neighborhood Parks Request for Proposals and Availability of Grant Funds for Additional Projects with June 30,2009 Deadline (Vice-Mayor Mallette)**

Vice-Mayor Mallette said money is available for grants, and Mr. Spence has the timeline. The project must be completed in twelve months, and it requires matching funds. The match will be in the next fiscal year. In response to Commissioner Morris' question, Vice-Mayor Mallette said land acquisition and improvements are looked upon favorably when consideration is being given to proposed projects, especially if the land is for a park. June 30 is the deadline for submission of proposals.

Mr. Spence said the Village has two major Boards to ask for input – the Parks & Parkways Board and the Recreation Board.

**12. GOOD AND WELFARE (PUBLIC)**

Brett Shinn spoke in favor of allowing metal roofs in the Village

Kelly Romano, 725 NE 114<sup>th</sup> St. , said she hopes that overflow parking at the Church of the Resurrection does not continue to be like it was this past Sunday.

Karen Cohen said she would like the Village to apply for a waiver for more time to submit the project to use Federal Transit Stimulus funds.

**13. REPORTS**

**A. Committee Reports**

- 1. Parks & Parkways Advisory Board – Dan Keys, Chairman – no report**
- 2. Recreation Advisory Board – Roxanna Ross, Chairman**

Mr. Spence said he and Mrs. Ross met with Miami Fitness representatives regarding Summer Camp. Although sign-up was not up to their expectations, they are optimistic. They have requested Commission approval to rent the Village's bus on two mornings, with the Village furnishing the driver. The Commission approved the rental of the bus.

**B. Village Attorney Comments**

Attorney Hearn updated the Commission on recent legislative changes in the State growth management laws which will affect traffic concurrency and new developments. He also said he has received calls regarding the Village fence ordinance and will be looking into making some revisions.

**C. Village Manager Comments**

**1. Report from Police Chief Glansberg**

Chief Glansberg said Father Cutie's first service at the Church of the Resurrection brought three hundred additional cars and over four hundred additional people.

**2. Updates on various projects and Commission Directives**

Mr. Spence said the County Commission approved the transfer of \$365,000 from Village Hall to the Public Works facility. County Commissioner Heyman sponsored the agenda item. He said a report has been received showing there is no asbestos in the Public Works trailer. The preliminary tax roll for the Village has been received, and it is \$171 million, which is a four percent reduction in value.

**D. Commission Comments**

- 1. Commissioner Anderson**
- 2. Vice-Mayor Mallette**
- 3. Commissioner Morris**
- 4. Commissioner Bernard**
- 5. Mayor Hornbuckle**

**14. ANNOUNCEMENTS -All public meetings are held at the Ed Burke Recreation Center 11400 NE 9<sup>th</sup> Court**

- |                           |  |
|---------------------------|--|
| <b>*Wednesday, June 3</b> | <b>Parks &amp; Parkways Advisory Board 6 pm</b>                            |
| <b>*Tuesday, June 9</b>   | <b>Code Review Committee 7 pm</b>  |
| <b>*Monday, June 15</b>   | <b>Planning &amp; Zoning Board 6:30 pm</b>                                 |
| <b>*Monday, June 15</b>   | <b>Recreation Advisory Board 6:30 pm</b>                                   |
| <b>*Tuesday, June 16</b>  | <b>Code Enforcement Board 7 pm</b>   |
| <b>*Tuesday, June 23</b>  | <b>Code Review Committee 7 pm</b>  |
| <b>*Friday, July 3</b>    | <b>All Departments closed in observance of July 4<sup>th</sup> Holiday</b> |
| <b>*Monday, July 6</b>    | <b>Planning &amp; Zoning Board 6:30 pm</b>                                 |
| <b>*Tuesday, July 7</b>   | <b>Regular Commission Meeting 7 pm</b>                                     |

There being no further business to come before the Commission, the meeting was adjourned at 9:15 p.m.

Commission approved \_\_\_September 1, 2009\_\_\_

Attest:

\_\_\_\_\_  
John Hornbuckle, Mayor

\_\_\_\_\_  
Ann Harper, Village Clerk



# Village of Biscayne Park

640 NE 114<sup>th</sup> Street  
Biscayne Park, FL 33161  
(305) 899-8000

## MINUTES

### 2<sup>nd</sup> PRELIMINARY BUDGET WORKSHOP

Ed Burke Recreation Center – 11400 NE 9<sup>th</sup> Court  
Wednesday, June 10, 2009 – 6:30 pm

#### 1. CALL TO ORDER and ROLL CALL

Mayor Hornbuckle called the 2<sup>nd</sup> Preliminary Budget Workshop to order at 6:35 p.m. In addition to Mayor Hornbuckle, the following were present: Commissioners Bob Anderson, Steve Bernard, and Chester "Doc" Morris, and Vice-Mayor Kelly Mallette. Present from Staff were: Mitch Glansberg, Police Chief; Frank Spence, Village Manager; John Hearn, Village Attorney, and Ann Harper, Village Clerk.

#### 2. DISCUSSION OF PROPOSED FISCAL YEAR 2009-2010 BUDGET

Mayor Hornbuckle said that three departmental budgets would be discussed tonight. He asked the Commissioners whether or not they would like to allow public comments. Commissioner Anderson said that public comments should be offered at later budget meetings, not the preliminary meetings. Commissioner Morris said the meeting should be concluded at 8:30 pm, and if discussion is finished before that time, then the public should be allowed to speak. Commissioner Bernard said if any resident has taken time to look at the budget, they should be permitted to speak. Vice-Mayor Mallette said there are only a few people in the audience, and if there were many more people, then it could be a problem.

Mr. Spence said the first departmental budget to be reviewed is for the Police Department. The budget reflects the same number of personnel, eleven sworn officers and one civilian clerk. It is difficult to predict how many "live" bodies will be on the payroll, and if there are vacancies, then overtime is required, and overtime is unpredictable. Under the PBA contract, overtime must first be offered to full-time officers before being offered to Reserve Officers. This budget is approximately \$64,000 less than the current year.

During the budget review process, the following questions were raised. (1) Mr. Spence was asked to determine which insurance carrier, Miami-Dade or FMIT, is required to pay Workers Compensation benefits when an officer sustains a re-injury of a previous injury. (2) Commissioner Anderson said he would like the expenses related to the Code Enforcement program, such as automobile expenses, to be taken out of the Police Department budget and placed in the separate Code Enforcement budget. He also requested that account 5202, gas and oil, be reduced. (3) Vice-Mayor Mallet said she would like to know the number of computers, work stations, and laptops the Police Department would like to have.

There being no further business to come before the Commission, the meeting was adjourned at 8:15 p.m.

Commission approved \_\_September 1, \_ 2009\_\_

Attest:

\_\_\_\_\_  
John Hornbuckle, Mayor

\_\_\_\_\_  
Ann Harper, Village Clerk

# Village of Biscayne Park

## MINUTES

### **SPECIAL COMMISSION MEETING**

**Ed Burke Recreation Center – 11400 NE 9<sup>th</sup> Court**

**Monday, June 22, 2009, 6:30 p.m.**

#### **1. CALL TO ORDER and ROLL CALL**

Mayor Hornbuckle called the meeting to order at 6:40 p.m. In addition to Mayor Hornbuckle, the following were present: Commissioners Bob Anderson, Steve Bernard, and Chester "Doc" Morris, and Vice-Mayor Kelly Mallette. Present from Staff were Bernard Pratt, Public Works Director, Frank Spence, Village Manager, and Ann Harper, Village Clerk.

#### **2. Consideration of Entry Sign Change Order #1 to AAA Sign Solutions for L.E.D. Lights per Architect Savino/Miller plans and specifications (Manager Recommendation: Approval)**

Mr. Spence said he was advised by the Architect, Barry Miller, that the original contractor for lighting is no longer in business. Mr. Miller solicited bids from other contactors, and he is recommending Color Kinetics. With the \$4,500 added to the cost of the sign, the cost is still under the \$30,000 limit. No labor costs have been estimated. Mr. Spence said he recommended approval of the Change Order subject to Barry Miller's approval that the labor cost is reasonable.

Motion was made by Commissioner Morris, seconded by Commissioner Anderson, to approve the Change Order.

Commissioner Bernard said we do not have a bid from the Contractor; we only have an estimate from the Designer. We can approve it up to a certain amount, but we should not approve it until it is a written Change Order form.

Mr. Spence said if it is within his authority to sign, then he will sign it. This is a proposal to authorize him to sign the Change Order. Our Attorney will draw up the Change Order.

Commissioner Morris accepted a revision to his original motion. Approval of the change order will be subject to the cost for installation of the lights being within the cost limit.

Mayor Hornbuckle called for a voice vote on the motion, which carried 5/0.

#### **3. A. Consideration of Approval of the Locally Funded Agreement (LFA) Between the Village of Biscayne Park and the Florida Department of Transportation (FDOT)**

Mr. Spence read his backup memorandum into the record, and it is attached to these minutes. He said that this revised agreement reflects the changes which the Village requested, and the total cost of the project and the Village's contribution increased to \$36,000. The increased costs are associated with the requirement for an electrical conduit and five service boxes. He recommended approval of the agreement and the Resolution.

Motion was made by Vice-Mayor Mallette, seconded by Commissioner Morris, to approve the agreement.

6A(3)

Commissioner Bernard said he is concerned that the Village is going to spend \$36,000, and FDOT may not do the landscaping. He is concerned that we are spending money on this, and we have a Stormwater project which is not funded. Vice-Mayor Mallette said we should talk to DEP about that project, and she will be glad to do that with the Manager.

Vice-Mayor Mallette said we are the ones that wanted FDOT to do the project. Commissioner Bernard's concerns will be addressed as the project moves forward.

Mayor Hornbuckle called for a vote on the motion to approve the Agreement. The motion carried by voice vote 4/1, with Commissioner Bernard voting no.

**B. RESOLUTION NO. 2009-8**

**A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, AUTHORIZING THE APPROPRIATE VILLAGE OFFICIALS TO EXECUTE THE LOCALLY FUNDED AGREEMENT BETWEEN THE VILLAGE OF BISCAYNE PARK AND THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION WHICH WILL ALLOW THE DEPARTMENT TO PERFORM CURB WORK IN THE MEDIAN LOCATED ON S.R. 915/NE 6<sup>TH</sup> AVENUE FROM NE 113<sup>TH</sup> STREET TO NE 121<sup>ST</sup> STREET; PROVIDING FOR AN EFFECTIVE DATE**

Mr. Spence read the title of the Resolution and said the Attorney would revise this to reflect the changes requested by the Village.

Motion was made by Commissioner Anderson, seconded by Vice-Mayor Mallette, to approve the Resolution subject to changes by the Attorney. The motion passed by voice vote 4/1, with Commissioner Bernard voting no.

**4. A. Consideration of Approval of Irrigation Maintenance Memorandum of Agreement with Florida Department of Transportation (FDOT)**

Mr. Spence said the Village requested an increase in the funding from FDOT for maintenance, but FDOT would not offer an increase because their budget was decreased.

Motion was made by Commissioner Anderson, seconded by Vice-Mayor Mallette, to approve the Agreement.

Commissioner Bernard said that they are installing an irrigation system but will not pay the Village any more to take care of the property.

Mayor Hornbuckle called for a voice vote on the motion, which carried 4/1 with Commissioner Bernard voting no.

**B. RESOLUTION NO. 2009-9**

**A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, AUTHORIZING THE APPROPRIATE VILLAGE OFFICIALS TO EXECUTE THE FLORIDA DEPARTMENT OF TRANSPORTATION IRRIGATION MAINTENANCE MEMORANDUM OF AGREEMENT WITH THE VILLAGE OF BISCAYNE PARK ASSIGNING ALL MAINTENANCE RESPONSIBILITIES PERTAINING**

**TO THE IRRIGATION WITHIN S.R. 915/NE 6<sup>TH</sup> AVENUE FROM NE 113<sup>TH</sup> STREET TO NE 121<sup>ST</sup> STREET TO THE VILLAGE IN PERPETUITY; PROVIDING FOR AN EFFECTIVE DATE**

Mr. Spence read the title of the Resolution.

Motion was made by Vice-Mayor Mallette, seconded by Commissioner Anderson, to approve the Resolution. The motion carried by voice vote 4/1, with Commissioner Bernard voting no.

**5. Selection of Project(s) to be submitted to Safe Neighborhood Parks**

Vice-Mayor Mallette recused herself and from this discussion since she is a member of the County Board which will hear this request, and she left the room.

Mr. Spence said this item will be on the agenda of the County Board on July 20<sup>th</sup>.

Commissioner Bernard said that both the Recreation Board and the Parks and Parkways Board made recommendations and commented that the project must have a 25-year life. He also commented that it is hard to know what to discuss since we don't know the actual dollar amount and where it will be in the budget.

Mr. Spence said it will be 2010 before anything happens, and if we do not have the matching funds at that time, we will withdraw from doing the project. The two Advisory Boards are recommending four different projects.

Mayor Hornbuckle asked Mr. Spence to "filter out" the recommendations and get "ballpark" numbers. Commissioner Bernard asked whether or not we can get trees. Mr. Spence advised that the Village has been awarded \$9,755 from a forestry grant, but we have not received official notification.

There being no further business to come before the Commission, the meeting was adjourned at 7:20 p.m.

**To be followed by 3<sup>rd</sup> Preliminary Budget Workshop**

Commission approved \_\_\_September 1, 2009\_\_\_\_\_

Attest:

\_\_\_\_\_  
John Hornbuckle, Mayor

\_\_\_\_\_  
Ann Harper, Village Clerk



# Village of Biscayne Park

640 NE 114<sup>th</sup> Street  
Biscayne Park, FL 33161  
(305) 899-8000

## MINUTES

### **3rd PRELIMINARY BUDGET WORKSHOP**

Ed Burke Recreation Center – 11400 NE 9<sup>th</sup> Court  
Monday, June 22, 2009 – 7 pm

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### **IMMEDIATELY FOLLOWING SPECIAL MEETING WHICH BEGAN AT 6:30 PM**

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#### **1. CALL TO ORDER and ROLL CALL**

Mayor Hornbuckle called the 3rd Preliminary Budget Workshop to order at 7:20 p.m. In addition to Mayor Hornbuckle, the following were present: Commissioners Bob Anderson, Steve Bernard, and Chester "Doc" Morris, and Vice-Mayor Kelly Mallette. Present from Staff were: Bernard Pratt, Public Works Director; Holly Hugdahl, Acting Finance Director; Frank Spence, Village Manager; and Ann Harper, Village Clerk.

#### **2. DISCUSSION OF PROPOSED FISCAL YEAR 2009-2010 BUDGET**

##### **A. Public Works**

Mr. Spence said that the budget being presented for Public Works shows a 6.5% decrease. Operating costs have decreased because of transferring the cost of vehicles to other departments. The prices for gasoline will have to be revised before the final budget figures are presented. There are no more layoffs of personnel proposed.

Commissioner Bernard asked about the liability for banked sick leave and vacation. Mrs. Hugdahl said it is credited in the Long Term Department Group, and Public Works employees do not have a lot of banked sick leave and vacation because the employees are required by their union contract to use the vacation leave, and most of the men use their sick leave.

During the review process, the following changes and requests were made:

- (1) Mr. Spence said that \$1,000 will be added to the overtime account.
- (2) Account #4002 (Training) will be adjusted if the high-lift equipment is purchased.
- (3) The cost of telephone service will be reduced when the service is reduced to one line.
- (4) The cost of the Manager's Nextel will be moved to Department 512.

- (5) Vice-Mayor Mallette would like a spread sheet showing the budget for Public Works in the General Fund, Road Fund, and Sanitation Fund.
- (6) The Nextel contract is to be reviewed and other phone companies are to be contacted.
- (7) Vice-Mayor Mallette would like to know how much the city pays for cell phones city-wide.
- (8) Commissioner Bernard asked for details for account 4603 (R & M – Buildings)
- (9) Revisit account 5202 (Gas & Oil) and revise

Vice-Mayor Mallette commented that other cities outsource their landscaping work, and we should see about getting a contract to do tree trimming.

Commissioner Bernard said the Village used to have an "amnesty" program for residents so they could trim their trees before hurricane season begins and the Village would not charge them for picking up the clippings. He suggested that this program be offered again.

#### **B. Road Fund**

Commissioner Anderson asked for an explanation of account 3108 (Contract Services) and said the telephone estimates should be revised.

**C. CITT Fund** – will be discussed at next workshop.

#### **D. General Administration**

Commissioner Bernard said the salary estimates should be reduced; account 1201 should be reduced to \$16,740.

After discussion of accounts 3102 and 3103 (Other Professional Services and Legal Outside Services), direction was given to request the attorneys submit timely invoices and to ask Bell-David to provide information on what the Village needs to submit as updates for the Comprehensive Plan.

Commissioner Morris commented on the cost of storage units and suggested that Staff take the time to go through the units and discard things that are no longer needed.

Vice-Mayor Mallette commented that each Department has expenses related to IT and asked that a spread sheet be prepared showing all departments and the costs related to computers.

Commissioner Anderson asked that someone check whether or not the telephone dedicated for Fire Services purposes can be cellular.

**E. Finance** – will be discussed at the next workshop.

There being no further business to come before the Commission, the meeting was adjourned at 8:50 p.m.

Commission approved \_\_\_September 1, 2009\_\_\_

Attest:

\_\_\_\_\_  
John Hornbuckle, Mayor

\_\_\_\_\_  
Ann Harper, Village Clerk

# Village of Biscayne Park

## MINUTES

### SPECIAL COMMISSION MEETING

Ed Burke Recreation Center – 11400 NE 9<sup>th</sup> Court  
Thursday, July 16, 2009, 6:30 p.m.

#### 1. CALL TO ORDER and ROLL CALL

Mayor Hornbuckle called the meeting to order at 6:40 p.m. In addition to Mayor Hornbuckle, the following were present: Commissioners Steve Bernard, Kelly Mallette, and Chester "Doc" Morris, and Vice-Mayor Bob Anderson. Present from Staff were Holly Hugdahl, Acting Finance Director; Frank Spence, Village Manager, and Ann Harper, Village Clerk.

Mayor Hornbuckle said there will be three meetings tonight: Special Commission Meeting, Foundation meeting, and the fifth preliminary Budget Workshop.

#### 2. Final Selection of Project for Application with MTA Transit Stimulus Funds

Mr. Spence said that late this afternoon he received an email from Lynne Fain at MDT (Miami-Dade Transit) which outlined recommendations and additional requirements for the projects. Mr. Spence read the letter, which is attached to these minutes.

Mayor Hornbuckle commented that the requirements make it sound like it would be impossible to do this project.

Commissioner Bernard asked about the November 9 submission date.

Mr. Spence said that if we don't meet the Monday deadline, the project could be included in the addendum to be filed in November.

Commissioner Mallette said the information she has gathered is that many people felt this is not a great project. She has concerns about taking money from a "transit fund" when we don't have "transit" in the Village. She recommended that the Manager get more information about the November 9 submission and get recommendations from the Parks & Parkways Advisory Board. Vice-Mayor Anderson agreed with Commissioner Mallette.

Commissioner Morris asked whether or not we could come up with answers to the questions by Monday and if not, what would be wrong with waiting until November.

In response to Commissioner Anderson's question, Mr. Spence said this project is on a reimbursable basis. The Village would have to expend \$33,000 and then request reimbursement. Reports are submitted after the fact, usually on a quarterly basis. These are Federal Funds, and requirements include drawing up specifications, going out for bids, and hiring minority contractors. Commissioner Anderson said that the cost of doing this business is the responsibility of the Village.

Motion was made by Commissioner Mallette, seconded by Vice-Mayor Anderson, to withdraw from this project and get more information and ask the Parks & Parkways Board to get public input on

what would be appropriate. The motion failed by voice vote 2/3, with Commissioners Bernard and Morris and Mayor Hornbuckle voting no.

Motion was made by Commissioner Morris, seconded by Commissioner Bernard, to approve the current concept and to develop a document with the assistance of Bryan Cooper to respond to the questions raised and to submit the information by Monday, July 20. The motion carried by voice vote 3/2 with Commissioner Mallette and Vice-Mayor Anderson voting no.

Mr. Spence said he would be delivering the Safe Neighborhood Grant Application on Monday and also delivering the MDT application.

Motion was made by Commissioner Bernard, seconded by Commissioner Morris, that an ad hoc "Parkways" committee be formed.

Dan Keys asked why the Commission would need an ad hoc committee when the Parks & Parkways Advisory Board has already been established.

Mayor Hornbuckle called for a vote on the motion, which carried 4/1 with Commissioner Mallette voting no.

Commissioner Morris suggested using the Parks & Parkways Advisory Board membership.

Mayor Hornbuckle said all Parkways Board members would be members of the ad hoc committee, and each Commissioner would have one additional appointment.

Mayor Hornbuckle recessed the meeting at 7:15 p.m.

**SPECIAL COMMISSION MEETING  
TO BE RECONVENED AT 8 PM OR  
IMMEDIATELY AFTER BUDGET WORKSHOP**

The meeting was reconvened at 8:30 p.m.

3. Discussion of establishing the Tentative Maximum Tax Levy for Fiscal Year 2009-2010 permitted under FS 200.185 as created by Chapter 2007-321, L.O.F., to be Submitted to the County Property Appraiser and to the Department of Revenue.

RESOLUTION NO. 2009-13

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA; ESTABLISHING A TENTATIVE MILLAGE RATE OF \_\_\_\_\_ FOR FISCAL YEAR 2009-2010; ESTABLISHING THE CURRENT YEAR ROLLED-BACK RATE TO BE \_\_\_\_\_ AND ESTABLISHING THE FIRST AND THE SECOND PUBLIC BUDGET HEARINGS AS REQUIRED BY LAW; DIRECTING THE VILLAGE CLERK AND ACTING FINANCE DIRECTOR TO FILE SAID RESOLUTION WITH THE PROPERTY APPRAISER OF MIAMI-DADE COUNTY PURSUANT TO THE REQUIREMENTS OF FLORIDA STATUTES AND THE RULES AND REGULATIONS OF THE DEPARTMENT OF REVENUE OF THE STATE OF FLORIDA; ESTABLISHING THE TIME AND LOCATION OF

THE FIRST AND SECOND PUBLIC HEARINGS; PROVIDING FOR AN  
EFFECTIVE DATE

Mr. Spence read the title of Resolution 2009-13.

Motion was made by Commissioner Morris, seconded by Vice-Mayor Anderson, to keep the current millage (8.8903 mils per \$1,000).

Commissioner Bernard said he is concerned about having the trees in the Village trimmed in preparation for hurricanes, and he thinks the tentative millage should be higher than the current rate.

Mayor Hornbuckle called for a vote on the Resolution to establish the tentative millage rate as the same as the current rate. The motion carried by roll-call vote, as follows:

AYES: Commissioners Bernard, Mallette, and Morris; Vice-Mayor Anderson, Mayor Hornbuckle.

NAYS: None.

There being no further business, the meeting adjourned at 8:35 p.m.

Commission approved \_\_\_\_September 1, 2009\_\_\_\_

Attest:

\_\_\_\_\_  
John Hornbuckle, Mayor

\_\_\_\_\_  
Ann Harper, Village Clerk



# Village of Biscayne Park

## MINUTES

### REGULAR MEETING

Ed Burke Recreation Center – 11400 NE 9<sup>th</sup> Court  
Tuesday, May 5, 2009, 7:00 pm

Mayor Hornbuckle called the meeting to order at 7:10 p.m. In addition to Mayor Hornbuckle, present were Vice-Mayor Kelly Mallette and Commissioners Bob Anderson, Steve Bernard, and Chester "Doc" Morris. Present from Staff were Frank Spence, Village Manager; John Hearn, Village Attorney; Mitchell Glansberg, Police Chief; Bernard Pratt, Public Works Director; Holly Hugdahl, Acting Finance Director, and Ann Harper, Village Clerk.

Commissioner Bernard led the Pledge of Allegiance followed by a moment of silence.

#### **3. ORDER OF BUSINESS - ADDITIONS, DEFERRALS, OR DELETIONS TO AGENDA**

Commissioner Bernard added 11- H, committee minutes and agendas and 11- I, North Miami Beach issues.

Commissioner Anderson deferred 10B to the next meeting.

#### **4. PRESENTATIONS - None**

#### **5. PUBLIC COMMENTS RELATED TO AGENDA ITEMS**

Dan Keys spoke about the entry sign location.

Bryan Cooper spoke about North Miami land regulations.

#### **6. CONSENT AGENDA (Motion to be made for all as one or remove for discussion) - Tab #6**

**A. Approval of Minutes – Regular meeting April 7, 2009 – deferred to next meeting**

**B. Receipt of 2<sup>nd</sup> Quarter Financial Report for period ending 3/31/09**

Commissioner Bernard asked Mrs. Hugdahl to provide explanatory notes on the financial statements when there is a significant difference between budgeted amounts and actual figures.

#### **7. PUBLIC HEARINGS**

**A. SECOND READING OF ORDINANCES - None**

**B. VARIANCES - None**

#### **8. ORDINANCES – FIRST READING – None**

## 9. RESOLUTIONS – Tab #9

A.

### RESOLUTION 2009-9

**A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, RATIFYING THE DONATION OF \$2,500 FOR FISCAL YEAR 2007-2008 AND \$2,500 FOR FY 2008-2009 TO THE NORTH MIAMI FOUNDATION FOR SENIOR SERVICES, INC.; PROVIDING FOR AN EFFECTIVE DATE**

**Manager's Recommendation: Approval**

Attorney Hearn read the title of the Resolution

Motion was made by Commissioner Anderson, seconded by Commissioner Morris, to approve the Resolution. The motion carried by voice vote, 5/0.

## 10. OLD BUSINESS

**A. Discussion of Sanitation rates for FY 2009-2010. Final decision required by the County by June 1, 2009, to be placed on November tax bill (Continued from April 7, 2009, meeting)**

**Manager's Recommendation: Approval**

Mr. Spence said this item was carried over from the last meeting. He distributed salary information for the Public Works employees who are paid from the sanitation fund. If the Village is to collect this fee on the tax bills, the new fee must be furnished to the County by June 1<sup>st</sup>.

Commissioner Anderson asked whether or not the Manager had looked into the efficiencies and improvements which were discussed last meeting. Mr. Spence said it was not possible to reduce salaries because of the union contract.

Commissioner Anderson suggested that if residents placed the trash cans on the street, perhaps the Sanitation crews could pick up more cans per day and pick up trash only one day a week.

Mayor Hornbuckle said the question is how much of an increase in fees do we feel comfortable with. Last year there was a ten dollar increase.

Commissioner Bernard said we do not know how much other cities are increasing their sanitation fees. Mrs. Hugdahl said Miami Shores is not increasing their fee because the General Fund will absorb the difference.

Vice-Mayor Mallette said the sanitation fee has been increased every year since she has been on the Commission. She understands the goal of not taking it out of the General Fund. If it is increased this year, it will continue to grow unless we find a way to do it better. She is not comfortable with a \$21 increase, but there is something to be said for making it self-sustaining.

Commissioner Anderson said he wants to see the sanitation fund as self-sufficient. If the full increase had been approved last year, we would be looking at a decrease this year.

Motion was made by Commissioner Anderson, seconded by Commissioner Morris, to approve \$563 (\$21 increase) as the new Sanitation rate.

Mrs. Hugdahl explained how the Sanitation Enterprise Fund is structured and how the sanitation fee could be reduced next year if there were to be funds remaining after the end of the fiscal year.

Mayor Hornbuckle called for a vote on the motion to approve \$563 as the new Sanitation rate. The motion failed by voice vote, 2/3 with Commissioner Bernard, Vice-Mayor Mallette and Mayor Hornbuckle voting no.

Motion was made by Vice-Mayor Mallette, seconded by Commissioner Bernard, to approve a \$16.00 increase in the Sanitation assessment from \$542 to \$558. The motion carried by voice vote, 4/1 with Commissioner Anderson voting no.

- B. Approval of Job Descriptions (Village Manager)  
(Submitted under separate cover) – deferred to next meeting**
- C. Consideration of filling the Alternate Member position on the Planning and Zoning Board to replace Elizabeth Piotrowski who was appointed as a Regular Member (Continued from April 7, 2009, meeting) – no action**
- D. Consideration of filling the Alternate Member position on the Parks & Parkways Advisory Board to replace Jane Ansley, who was appointed as a Regular Member (Continued from April 7, 2009, meeting) – no action**
- E. Notification of FDOT Project to install irrigation system and Limited curbing on median ends on NE 6<sup>th</sup> Avenue/SR-915, Using Federal Stimulus Transportation Funds; authorizing \$25,000 deposit from Road Fund as Village's share.  
Manager's Recommendation: Approval**

Mr. Spence said the Village's allocation based on population is \$74,073. The plans call for irrigation of medians and installation of curbs on NE 6<sup>th</sup> Avenue and all streets entering NE 6<sup>th</sup> Avenue, and replacement of top soil and sod. Landscaping plans are being drafted by FDOT and their consultants. Mr. Spence requested authorization to pay \$25,000 deposit from the Road Fund.

Motion was made by Vice-Mayor Mallette, seconded by Commissioner Anderson, to approve the request.

Vice-Mayor Mallette asked whether or not there was a similar FDOT median project that we could see in order to determine the condition of the curbing.

Mayor Hornbuckle called for a voice vote on the motion, which carried 5/0.

- F. Location/relocation of new entry sign. Easement documents Executed and received. (Village Manager)  
Manager's Recommendation: Locate sign to current site of the entry sign**

Mr. Spence said there have been changes in the leadership of the Church of the Resurrection. The Bishop has apologized about the manner in which the Church treated the Village with regard to our request to place our new entry sign on the current site. The Bishop assured us of the complete cooperation of the Church. The easement deed has been signed which gives the Village the easement with no restrictions. We now need a motion to install the new sign at the site of the current sign. The sign is being manufactured, and it is 23' long and 6' high.

Mr. Spence said the Archdiocese is interested in selling the Village the two lots across from the church. He suggested the Commission authorize the manager to get appraisals and come back with a proposal.

Motion was made by Commissioner Morris, seconded by Commissioner Anderson, to install the new entry sign at the site of the current sign. The motion carried by voice vote, 5/0.

Motion was made by Commissioner Anderson, seconded by Commissioner Morris, to authorize the Village Manager to research the cost of obtaining the two lots from the Church. The motion carried by voice vote, 5/0.

#### **G. North Miami Code Status and Discussion (Commissioner Bernard)**

Commissioner Bernard reviewed prior discussions and action and said that several key items did not get final resolution. He suggested that our staff continue to negotiate with North Miami staff because North Miami could have a new Council after their upcoming election.

Attorney Hearn reviewed key changes and said that several of the changes were to protect the Village, and most important was the density bonus area. He thought there may be some openness to further changes, but no further action is needed from his office at this time.

### **11. NEW BUSINESS**

#### **A. Appointment of Ron Gwynn to the Recreation Advisory Board to Replace Amy Refeca who resigned (Mayor Hornbuckle's appointment) – appointment was confirmed**

#### **B. Report from Code Review Committee regarding fences in front Yards of homes located on corners. (Al Childress, Chairman)**

Mr. Childress reviewed the April 28 meeting when the Committee discussed fences. The Committee agreed to allow fences on side yards, but not front yards. They also discussed gates in front, and they voted to leave the Code as it is. They also recommended no changes in the provisions for hedges.

Commissioner Bernard said he was concerned that the Committee did not discuss walls and fences. Mr. Childress said anywhere a fence is allowed, a wall is also allowed. Regarding the complete section 11.6 (Fences, Walls and Hedges), Mr. Childress said after extensive discussion of that section, the consensus of the Committee was to leave it as it is.

### **11. NEW BUSINESS (Continued)**

#### **C. Recommend approval of AvMed Health Insurance for employees For June 1, 2009. through May 30, 2010**

Mr. Spence read into the record his memorandum to the Commission in which he recommends awarding the contract for health insurance to AvMed Plan 3704 for the period June 1, 2009 to May 31, 2010. The monthly cost for Plan 3704 is approximately the same as is currently being Paid to Blue Cross.

Motion was made by Commissioner Anderson, seconded by Vice-Mayor Mallette, to accept the bid as recommended (Plan 3704).

Commissioner Bernard said he thought at the last meeting the Commission talked about going to the employees and asking what type of plan (at a lower cost) they would prefer. Vice-Mayor Mallette said she thought the direction was to look at a lower level of benefits.

Mr. Spence said there is no longer an "HMO" as such; the difference is going to be in the amount of the deductible.

Vice-Mayor Mallette said she would like to know what El Portal and Miami Shores have for their employee insurance plans.

After discussion, Commissioner Anderson changed his motion to accept Plan 3705 (which costs less than Plan 3704). Vice-Mayor Mallette seconded the motion. The motion carried by voice vote, 5/0.

**D. Consideration of scheduling a Charette/workshop concerning South Florida East Coast Corridor Transit Study prior to October 12, 2009 (as directed at Commission meeting April 7, 2009)**

After discussion, the Commission agreed to suggest Saturday, June 6, 2009, as the workshop date.

**E. Selection of date for First Budget Workshop for FY 2009-2010.**

The Commission agreed to hold the first Budget Workshop on Thursday, May 21, 2009.

**F. Notice of Application by Miami Country Day School to modify Site plan at 601 NE 107<sup>th</sup> Street**

Mr. Spence said the Village received a notice in the mail about this application. Commissioner Bernard said he would obtain a site plan which the Commission can review.

**G. Renewal of Contract with Miami-Dade College for their use of the Recreation Center  
Manager's Recommendation: Approval**

Mr. Spence said the contract expires June 1<sup>st</sup>, and the College has requested an extension.

Commissioner Bernard asked if we know whether or not the residents use this service and if the programs have been successful.

Mr. Spence said in the beginning only one or two programs were successful, but we are expecting an increase in enrollments since flyers about the classes were delivered to each home in the Village. We will have a report from the college at a future meeting.

Motion was made by Commissioner Anderson, seconded by Commissioner Morris, to approve the renewal of the contract. The motion carried by voice vote, 5/0.

**H. Committee Agendas and Minutes (added at beginning of meeting)**

Commissioner Bernard said the Village has three ongoing committees, and there are no current agendas or minutes posted on the website. He asked for a consensus from the Commission to ask the Chairmen of the committees to prepare and post agendas before meetings and after the meeting to

submit the minutes for posting on the website. The agendas should be posted two days before the meeting, and the minutes within two months. The Commission agreed to ask each Board Chairman to submit the agendas and minutes for posting.

### **I. North Miami Comprehensive Plan (added at beginning of meeting)**

Commissioner Bernard said the amendment to the North Miami Comprehensive Plan is a fifty-page document and includes a water plant and reverse osmosis plant. He suggested putting together a letter from staff to North Miami staff to ask that they contact the Village when they have plan amendments. He asked the Manager to report on this at a future meeting.

### **12. GOOD AND WELFARE (PUBLIC)**

Barbara Kuhl spoke about comments made by Al Childress earlier in the meeting regarding hedges. She also said the Village no longer needs the vans and buses which were used by the Recreation Department.

Dan Keys spoke about the proposed purchase of lots from the Church.

Bryan Cooper spoke about the issue of fences in the Code.

Roxanna Ross said the financial statements require detail review. For the Recreation Advisory Board report, she said there was a large turnout for the Easter Egg Hunt and the Flea Market.

### **13. REPORTS**

#### **A. Committee Reports**

- 1. Parks & Parkways Advisory Board – Dan Keys, Chairman – two grant applications have been submitted**
- 2. Recreation Advisory Board – Roxanna Ross, Chairman (see above)**

#### **B. Village Attorney Comments**

- 1. Update on North Miami rezoning**
- 2. Discussion of Village residential zoning – this has been drafted as a new ordinance**

#### **C. Village Manager Comments**

- 1. Report from Police Chief Glansberg**
- 2. Updates on various projects and Commission Directives**

Mr. Spence said the County is requiring an asbestos survey of the Public Works trailer. He also reviewed and reported on the list of Commission Directives. Discussion was held on scheduling a meeting for the new Foundation to determine goals for fund raising.

**D. Commission Comments**

**1. Commissioner Anderson** – commented on the good work and services provided by the North Miami Senior Citizens Foundation

**2. Commissioner Bernard** – suggested that the Commissioners appoint members to the Ecology Board so it can be activated. He also asked why we are keeping the Recreation Department vans and commented on newsletters and the website. He asked for the cost of the audit of Recreation Department records and was advised the invoice was for approximately \$4,100.

**3. Commissioner Morris** – said he would like for building to begin on the Public Works facility.

**4. Vice-Mayor Mallette** – no comments

**5. Mayor Hornbuckle** – no comments

**14. ANNOUNCEMENTS -All public meetings are held at the Ed Burke Recreation Center 11400 NE 9<sup>th</sup> Court**

<b>*Wednesday, May 6</b>	<b>Parks &amp; Parkways Advisory Board 6 pm</b>
<b>*Tuesday, May 12</b>	<b>Code Review Committee 6:30 pm</b>
<b>*Monday, May 18</b>	<b>Planning &amp; Zoning Board 6:30 pm</b>
	<b>Recreation Advisory Board 6:30 pm</b>
<b>*Tuesday, May 19</b>	<b>Code Enforcement Board 7 pm</b>
<b>* Monday, May 25</b>	<b>All Departments closed in observance of Memorial Day</b>
<b>*Tuesday, May 26</b>	<b>Code Review Committee 6:30 pm</b>
<b>*Monday, June 1</b>	<b>Planning &amp; Zoning Board 6:30 pm</b>
<b>*Tuesday, June 2</b>	<b>Regular Commission Meeting 7 pm</b>

There being no further business to come before the Commission, the meeting was adjourned at 10:45 p.m.

Commission approved \_\_\_\_September 1, 2009\_\_

Attest:

\_\_\_\_\_  
John Hornbuckle, Mayor

\_\_\_\_\_  
Ann Harper, Village Clerk

# Village of Biscayne Park

## MINUTES

### **SPECIAL COMMISSION MEETING**

**Ed Burke Recreation Center – 11400 NE 9<sup>th</sup> Court  
Wednesday, July 29, 2009, 6:30 p.m.**

#### **1. CALL TO ORDER and ROLL CALL**

Mayor Hornbuckle called the meeting to order at 6:40 p.m. In addition to Mayor Hornbuckle, the following were present: Commissioners Steve Bernard, Kelly Mallette and Chester "Doc" Morris, and Vice-Mayor Bob Anderson. Present from Staff were Frank Spence, Village Manager; John Hearn, Village Attorney; and Ann Harper, Village Clerk.

- 2. Discussion of setting the time, dates, and place for the 1<sup>st</sup> and 2<sup>nd</sup> Public Hearing on the FY 2009-2010 Budget, and approval of Resolution 2009-13A, to be submitted to the County Property Appraiser and to the Department of Revenue.**

#### RESOLUTION NO. 2009-13-A

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA; ESTABLISHING A TENTATIVE MILLAGE RATE OF **8.8903** FOR FISCAL YEAR 2009-2010; ESTABLISHING THE CURRENT YEAR ROLLED-BACK RATE TO BE **9.3510** AND ESTABLISHING THE FIRST AND THE SECOND PUBLIC BUDGET HEARINGS AS REQUIRED BY LAW; DIRECTING THE VILLAGE CLERK AND ACTING FINANCE DIRECTOR TO FILE SAID RESOLUTION WITH THE PROPERTY APPRAISER OF MIAMI-DADE COUNTY PURSUANT TO THE REQUIREMENTS OF FLORIDA STATUTES AND THE RULES AND REGULATIONS OF THE DEPARTMENT OF REVENUE OF THE STATE OF FLORIDA; ESTABLISHING THE TIME AND LOCATION OF THE FIRST AND SECOND PUBLIC HEARINGS; PROVIDING FOR AN EFFECTIVE DATE

Mr. Spence said that the Public Hearings were scheduled to begin on September 1<sup>st</sup>, but we were notified that the first Public Hearing cannot be held before September 3<sup>rd</sup>. The next available date for holding the Public Hearing is September 8, and the second Public Hearing can be held on September 22<sup>nd</sup>.

Motion was made by Commissioner Mallette, seconded by Vice-Mayor Anderson, to schedule the first Public Hearing for September 8, 2009 at 6:30 pm and the second Public Hearing on September 22, 2009 at 6:30 pm. The motion carried by voice vote, 5/0.

Attorney Hearn read the title of Resolution 2009-13A.

Motion was made by Commissioner Mallette, seconded by Commissioner Anderson, to approve the Resolution. The motion carried by voice vote, 5/0.

6A(7)

### 3. Status of Recruitment Ad for Village Manager

Commissioner Bernard asked why there is no Public Participation on the agenda. Attorney Hearn said it is up to the Commission.

Motion was made by Commissioner Bernard, seconded by Commissioner Morris, that in the future any meeting has an agenda item which allows the public to speak.

Commissioner Bernard said we have interested residents who will attend meetings if they are able to participate.

Commissioner Mallette said the Mayor is generous with letting residents speak, and it should be left to the Mayor's discretion. Vice-Mayor Anderson and Commissioner Morris agreed.

Mayor Hornbuckle called for a voice vote on the motion, which failed by 1 yes vote to four no votes, with Vice-Mayor Anderson, Commissioners Mallette and Morris and Mayor Hornbuckle voting no.

Commissioner Bernard asked the Mayor to allow the public to speak now. Mayor Hornbuckle said Mr. Spence should be allowed to make his presentation before any other speakers.

Mr. Spence said his resignation gave the Commission ninety days notice, and we are now down to sixty days. He referred to the Request for Proposal (RFP) which was previously distributed to the Commissioners and said this was the Proposal which he responded to, and it was prepared by Irv Rosenbaum. This RFP provides for responses from individuals as well as management teams. He recommended changing the selection date from August 25 to September 1.

Motion was made by Commissioner Morris, seconded by Vice-Mayor Anderson, to approve the RFP and authorize distribution.

Commissioner Bernard said he just received this at 3 pm today, and this document does not have any public input. There had been discussion about forming a committee of residents to work on this. The Village is having an election December 1<sup>st</sup>, and it is not proper for one Commission to select the manager before another Commission takes office. Also, Commissioner Bernard said he would not be in town for two important dates given in the RFP. He does not understand why people want to rush this through.

Commissioner Mallette said that nothing precludes people in the Village from giving their opinions. She said she feels comfortable that a company or an individual can respond to this RFP, and the Commission is responsible for selecting the manager. She would like to see who is interested, and this is just the first step for solicitation to see who is interested.

Mayor Hornbuckle said there will be plenty of time to decide how to put a panel together for the short list.

Vice-Mayor Anderson said the Police Chief has filled in for the Manager, but only on a day-to-day basis. The safety of the Village would be compromised if the Chief were to fill in for a great length of time.

Commissioner Morris said we are just putting out "feelers" to see if anyone has an interest in the Park. The Commission did a good job in hiring Mr. Spence, and this is just the first step in looking for a new manager.

Mayor Hornbuckle called for a vote on the motion to approve the RFP and authorize distribution. The motion carried by voice vote 4/1, with Commissioner Bernard voting no.

Commissioner Bernard made a motion to wait until August 4<sup>th</sup> in order to allow for public input. There was no second to the motion.

The meeting was adjourned at 7:15 p.m.

Commissioner Mallette made a motion to reconsider the motion to adjourn. Commissioner Morris seconded the motion, which carried by voice vote 5/0.

Mayor Hornbuckle said the people in the audience would be allowed to speak.

Bryan Cooper said not allowing people to speak at a meeting is a violation of the Charter.

Chuck Ross said there is great concern with putting something forward without the attorney looking at it.

There were no more speakers, and the Mayor closed the Public Hearing.

Attorney Hearn said he would review the RFP before it is distributed.

Mayor Hornbuckle said at the next meeting the Commission would discuss how the selection process will work and how we will have resident participation.

There being no further business, the meeting adjourned at 7:20 p.m.

Commission approved \_\_\_\_September 1, 2009\_\_\_\_

Attest:

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John Hornbuckle, Mayor

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Ann Harper, Village Clerk



# Village of Biscayne Park

## MINUTES

### REGULAR MEETING

Ed Burke Recreation Center – 11400 NE 9<sup>th</sup> Court  
Tuesday, August 4, 2009, 7:00 pm

Vice-Mayor Anderson called the meeting to order at 7:15 p.m. In addition to Vice- Mayor Anderson, present were Commissioners Steve Bernard, Kelly Mallette, and Chester "Doc" Morris. Mayor Hornbuckle arrived at 7:55 p.m. Present from Staff were Frank Spence, Village Manager; John Hearn, Village Attorney; Mitchell Glansberg, Police Chief; Bernard Pratt, Public Works Director; Holly Hugdahl, Acting Finance Director, and Ann Harper, Village Clerk.

Commissioner Morris led the Pledge of Allegiance followed by a moment of silence.

### **3. ORDER OF BUSINESS - ADDITIONS, DEFERRALS, OR DELETIONS TO AGENDA**

Commissioner Bernard added item 11C, Workshop for Pathways project.

### **4. PRESENTATIONS**

**A. Presentation of Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year ending September 30, 2007, and Comprehensive Annual Financial Report (CAFR) For the Fiscal Year ending September 30, 2008, by Alberni, Caballero & Castellanos, C.P.A., LLP (CAFR distributed previously)**

Mr. Caballero made the official presentation of the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the fiscal year ended September 30, 2007. He said that this is the first time the Village has received this award. He reviewed the statements for the fiscal year ending September 30, 2008, and responded to questions from Commissioners.

Motion was made by Commissioner Mallette, seconded by Commissioner Morris, to accept the audit report for the fiscal year ended September 30, 2008. The motion carried by voice vote, 5/0.

**B. Announcement of Electronic Waste Collection Event on August 30, 2009 sponsored By Miami-Dade Commissioner Sally A. Heyman, District 4**

Motion was made by Commissioner Mallette, seconded by Commissioner Anderson, to authorize the Village Manager to dispose of outdated equipment of no value which is in the storage areas. The motion carried by voice vote, 5/0.

## **5. PUBLIC COMMENTS RELATED TO AGENDA ITEMS**

Mille Disanti asked that the Village establish a drop-off place for items which will be taken to the designated disposal place on August 30.

Bryan Cooper spoke about the proposed parkways project.

Chuck Ross spoke about the Citizens Bill of Rights and allowing people to speak at meetings.

Pieter Bockweg urged the Commissioners to hire an individual as Village Manager rather than a management firm.

Roxanna Ross said the RFP for management services did not follow the management duties as outlined in the Charter.

## **6. CONSENT AGENDA (Motion to be made for all as one or remove for discussion) Tab #6**

- A. Approval of Minutes – (1) Regular Meeting – July 7, 2009**
  - (2) Special Meeting - July 9, 2009**
  - (3) 4<sup>th</sup> Preliminary Budget Workshop – July 9, 2009**
  - (4) Special Meeting – July 16, 2009**
  - (5) 5<sup>th</sup> Preliminary Budget Workshop – July 16, 2009**

### **B. Receipt of 3<sup>rd</sup> Quarter Financial Report for period ending 6/30/09**

### **C. Renewal of FDOT Landscape Maintenance Joint Project Agreement**

Motion was made by Commissioner Morris, seconded by Commissioner Anderson, to approve the Consent Agenda with the exception of 6A4 and 6B. The motion carried by voice vote, 5/0.

Commissioner Bernard said we are looking at \$125,000 under revenue, and how do we make it up. He also asked about returning a \$500 donation for the development of the Dog Park to the resident who donated it.

Motion was made by Commissioner Bernard, seconded by Commissioner Morris, to return the \$500 donation to the donor. The motion carried by voice vote, 5/0.

Motion was made by Commissioner Morris, seconded by Commissioner Anderson, to accept the 3<sup>rd</sup> Quarter Financial Report. The motion carried by voice vote, 5/0.

## **7. PUBLIC HEARINGS - None**

## **8. ORDINANCES – FIRST READING – None**

## **9. RESOLUTIONS - None**

## **10. OLD BUSINESS**

- A. Discussion of how Village Manager selection process will work  
(Mayor Hornbuckle)**
- B. Discussion of how we will have resident participation  
(Mayor Hornbuckle)**
- C. Process of hiring a new Village Manager  
(Commissioner Bernard)**

Mayor Hornbuckle said all three agenda items would be discussed at the same time.

Mayor Hornbuckle said the Commission would discuss what kind of rating system would be used and who will decide on the short list and how the residents would be included.

Mr. Spence said as a result of the previous meeting, it was the intent to get the word out that the Village is looking for a manager, and this is being done through the network established by the League of Cities.

Commissioner Bernard said the problem is that we are not doing some things correctly. The RFP which was issued is not accurate for what we are looking for. He objected to the selection date of September 1<sup>st</sup> and said this process was rushed. He said the RFP should be removed from the website; a selection committee of important residents should be set up, and the ad should be changed to give the budget, the number of employees, the salary range depending on qualifications, and to request that applicants submit resumes. The selection committee should send the RFP to candidates which they select from the resumes submitted. The selection committee should also interview staff members to see what they do. The Village Manager should work with the selection committee to make a short list to submit to the new Commission.

Commissioner Mallette said she would like to see all proposals that are submitted, and the Charter designates the Commission with the responsibility for selection of a manager. The candidates for manager could be made available to residents at a public meeting. She said she was not comfortable with appointing a committee to tell her who to hire.

Mr. Spence said we should wait to see the applications that we receive from the first RFP. We can advertise a second time.

Commissioner Bernard said the RFP does not state what we need. We should request resumes to be submitted by the end of August, then give the resumes to the selection committee.

Commissioner Mallette said she was not prepared to appoint someone to a selection committee.

Mayor Hornbuckle reviewed the comments which were made and said the first thing to do is change the ad and include a request for resumes or proposals. The RFP should be removed from the website and rewritten. Contact should be made with the Range Riders organization. He asked the Commissioners whether or not the dates should be changed.

After further discussion, it was decided to extend the date for application submittals From August 17 to August 24. It was also decided to establish a panel of local City Managers to review the applications. Mayor Hornbuckle said Commissioners should designate selection committee members before the next Commission meeting. In addition, the Range Riders should be contacted.

Commissioner Bernard said anyone who is hired should serve a probationary period. He asked at what point residents would be involved.

Mayor Hornbuckle said a public workshop or forum should be held to develop goals and guidelines and to determine the qualifications and ideals we would like to see in a manager. He said at the next meeting a discussion will be held, and everyone should come back with ideas regarding the selection process to be used.

## **11. NEW BUSINESS**

### **A. Appointment of members to Pathways Ad Hoc Committee**

Commissioner Bernard appointed Victor Romano. Commissioner Mallette appointed Gary Kuhl.

### **B. Recommendation to change phone carriers on certain Lines from AT&T to NUVOX**

Mr. Spence read his memorandum in the agenda backup into the record, and it is attached to these minutes.

Motion was made by Commissioner Mallette, seconded by Commissioner Anderson, to approve hanging the telephone carrier from AT&T to NUVOX and approve the contract, subject to review by the Village Attorney. The motion carried by voice vote, 5/0.

### **C. Discussion of Workshop for Pathways Project (added at beginning of meeting)**

Commissioner Bernard said something should be set up in September to start the process on a master plan.

Mr. Spence said that part of the Kimley Horn study addressed the pathways.

It was agreed that the Pathways Ad Hoc Committee should set a date for the workshop.

## **12. GOOD AND WELFARE (PUBLIC)**

Barbara Kuhl commented on the grant application which the Village submitted for the pathways project.

Bryan Cooper commented on the number of oak trees in the Village and the issue of whether or not to plant more of the same species.

Gary Kuhl commented on a tree survey which was completed several years ago and said it would be all right to plant more oak trees.

Roxanna Ross commented on the discussion held by the Commissioners regarding the RFP process.

Karen Cohen spoke about the parkway proposal and said the Commissioners never voted to turn down the street closures and asked the Commissioners to reject the proposal to close streets.

## **3. REPORTS**

### **A. Committee Reports**

**1. Parks & Parkways Advisory Board – Dan Keys, Chairman** – no report

**2. Recreation Advisory Board – Roxanna Ross, Chairman** - Mrs. Ross commented on the budget for the Recreation Center and reported on the success of the Summerfest event.

**B. Village Attorney Comments** – Attorney Hearn said he will meet with the Code Review Committee at their August 25 meeting to discuss the fence/hedges issue and will prepare an ordinance for review by the Planning & Zoning Board at their next meeting. He will also prepare an ordinance relating to land use for Planning & Zoning Board review. Regarding the "Citizens Bill of Rights" which recent speakers have referenced, most cities have adopted the County's policy. The Miami-Dade policy provides that citizens have the right for "meaningful opportunities" to be heard, not the right to be heard on every item or at every meeting. There have not been any violations of the Village Charter in this regard.

**C. Village Manager Comments**

**1. Report from Police Chief Glansberg** – Chief Glansberg said the Village won the Small Police Department award from the State for citations written. The Village was awarded two new radar units.

**2. Updates on various projects** – Mr. Spence said the pavilion is complete but with a cost over-run. The frame has been poured for the entry sign, and the lights are being installed. Because of the delays in construction of the new public works building, Mr. Spence said he arranged to rent a trailer to be used as the public works office. It will be located in the parking lot of the Police Department. The old trailer was a health hazard, and this one will be used until the public works construction is complete. Commissioner Mallette objected to the trailer being so close to the new entry sign. After further discussion, it was agreed that the trailer should be either camouflaged in some manner or moved to another location.

**D. Commission Comments**

**1. Commissioner Bernard** said the RFP for the new manager should list the Village population, the number of employees, and statements about the Village. He said since the Recreation summer camp is a success, we should consider having an after school program.

**2. Commissioner Mallette** – no comments

**3. Commissioner Morris** said he would like to commend Issa Thornell for his fine work on Summerfest and also commend Sira Ramos for notifying the Police of the break-in at the home of a resident.

**4. Vice-Mayor Anderson** said he and Mr. Spence met with Mr. Patterson, City Manager of North Miami, regarding maintenance of medians.

**5. Mayor Hornbuckle** – no comments

**14. ANNOUNCEMENTS -All public meetings are held at the Ed Burke Recreation Center 11400 NE 9<sup>th</sup> Court**

*Wednesday, August 5	Recreation Advisory Board 6:30 pm
*Saturday, August 8	FEC Workshop 10 am – 12 noon
*Tuesday, August 11	Code Review Committee 7 pm
*Monday, August 17	Planning & Zoning Board 6:30 pm
*Tuesday, August 18	Code Enforcement Board 7 pm
*Wednesday, August 19	Parks & Parkways Advisory Board 6 pm
*Tuesday, August 25	Code Review Committee 7 pm
*Tuesday, September 1	Regular Commission Meeting 7 pm
*Tuesday, September 8	First Public Hearing on FY 2010 Budget 6:30 pm

There being no further business to come before the Commission, the meeting adjourned at 10:45 p.m.

Commission approved \_\_\_\_\_ September 1\_, 2009 \_\_\_\_\_

Attest:

\_\_\_\_\_  
John Hornbuckle, Mayor

\_\_\_\_\_  
Ann Harper, Village Clerk

**VILLAGE OF BISCAYNE PARK  
CASH BALANCES  
AS OF 7/31/2009**

<b>FUND NAME</b>	<b>ACCOUNT #</b>	<b>BALANCE</b>
GENERAL FUND	801.0000.101.01.00	44,713.49
PAYROLL	801.0000.101.02.00	27,175.12
ROAD FUND	101.0000.101.04.00	43,349.79
FORFEITURE FUND	105.0000.101.05.02	38,753.07
FORFEITURE FEDERAL	105.0000.101.05.01	3,907.22
BANKED SICK LEAVE	001.0000.105.00.00	16,052.73
STATE POOL INVEST. A	001.0000.151.01.00	261,315.11
STATE POOL INVEST. B	001.0000.151.01.01	10,122.84
TRANSIT SURTAX	301.0000.101.04.00	147,380.38
STORMWATER PROJECT	401.0000.101.07.00	27,320.58
PETTY CASH	001.0000.102.00.00	300.00
CRIME WATCH	105.0000.101.03.00	3,664.87
CAPITAL PROJECT	601.0000.101.04.00	2,002.47
MONEY MARKET	001.0000.151.02.00	441,164.84
DOG PARK RESERVE	001-0000-106-00-00	517.05
<b>TOTAL</b>		<b>\$ 1,067,739.56</b>

VILLAGE OF BISCAYNE PARK  
 BUDGET VS ACTUAL  
 AS OF 7/31/2009 (PERIOD 10)



GENERAL FUND REVENUES:	FISCAL 2008-2009 YEAR TO DATE JULY 2009	ADOPTED BUDGET FY 2009	VARIANCE	% ACTUAL/ BUDGET
<b>BY CATEGORIES:</b>				
AD VALOREM TAXES	1,565,932.57	1,504,156	-61,776.57	104.11%
FRANCHISE FEES	94,111.95	125,000	30,888.05	75.29%
UTILITY SERVICE TAXES	85,744.73	106,000	20,255.27	80.89%
COMMUNICATION SERVICE TAXES	118,345.42	117,050	-1,295.42	101.11%
LICENSES & PERMITS	98,099.44	146,800	48,700.56	66.83%
INTERGOVERNMENTAL REVENUE	206,166.95	278,745	72,578.05	73.96%
SERVICE REVENUES	43,036.28	148,000	104,963.72	29.08%
FINES & FORFEITURES	48,931.06	60,000	11,068.94	81.55%
MISCELLANEOUS REVENUES	20,911.48	34,000	13,088.52	61.50%
<b>TOTAL REVENUES</b>	<b>2,281,279.88</b>	<b>2,519,751</b>	<b>238,471.12</b>	<b>90.54%</b>
<b>EXPENSES BY DEPARTMENT:</b>				
VILLAGE COMMISSION	22,627.51	19,768	-2,859.51	114.47%
EXECUTIVE/ADMINISTRATION	155,090.07	200,165	45,074.93	77.48%
FINANCE	133,746.55	123,755	-9,991.55	108.07%
GENERAL GOVERNMENT	264,535.54	270,494	5,958.46	97.80%
POLICE	1,026,426.24	1,208,632	182,205.76	84.92%
BUILDING DEPARTMENT	91,306.99	134,077	42,770.01	68.10%
CODE ENFORCEMENT	57,774.24	66,255	8,480.76	87.20%
PUBLIC WORKS	215,929.41	268,461	52,531.59	80.43%
RECREATION	178,663.40	228,144	49,480.60	78.31%
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>2,146,099.95</b>	<b>2,519,751</b>	<b>373,651.05</b>	<b>85.17%</b>
<b>TOTAL REVENUES</b>	<b>2,281,279.88</b>	<b>2,519,751</b>	<b>238,471.12</b>	<b>90.54%</b>
<b>NET REVENUES (EXPENDITURES)</b>	<b>135,179.93</b>		<b>-135,179.93</b>	
<b>ROAD FUND</b>				
TOTAL REVENUE	111,229.88	167,690	56,460.12	66.33%
TOTAL DEPARTMENT EXPENSE	130,315.13	167,690	37,374.87	77.71%
<b>NET REVENUES (EXPENDITURES)</b>	<b>(19,085.25)</b>		<b>19,085.25</b>	
<b>SANITATION FUND</b>				
TOTAL REVENUE	700,825.75	712,310	11,484.25	97.81%
TOTAL DEPARTMENT EXPENSE	489,131.36	712,310	223,178.64	68.67%
<b>NET REVENUES (EXPENDITURES)</b>	<b>211,694.39</b>	<b>0.00</b>	<b>-211,694.39</b>	

VILLAGE OF WAYNE PARK  
 BUDGET VS ACTUAL AS OF 7/31/2009 (PERIOD 10)

FUND	GENERAL FUND	FY 08-09 YEAR TO DATE 7/31/09	FY 08-09 ADOPTED BUDGET	VARIANCE	
<b>OBJECT:</b>	<b>REVENUES</b>				<b>83.33%</b>
311.10.00	Real & Personal Property	1,565,932.57	1,504,156	-61,776.57	104.11%
	<b>Total Ad Valorem Taxes:</b>	<b>1,565,932.57</b>	<b>1,504,156</b>	<b>-61,776.57</b>	<b>104.11%</b>
313.10.00	Electric	94,111.95	125,000	30,888.05	75.29%
313.40.00	Gas/Propane				
	<b>Total Franchise Fees:</b>	<b>94,111.95</b>	<b>125,000</b>	<b>30,888.05</b>	<b>75.29%</b>
314.10.00	Electric	79,704.92	100,000	20,295.08	79.70%
314.40.00	Gas/Propane	6,039.81	6,000	-39.81	100.66%
	<b>Total Utility Service Taxes:</b>	<b>85,744.73</b>	<b>106,000</b>	<b>20,255.27</b>	<b>80.89%</b>
315.10.01	Communications Service Tax	118,345.42	117,050	-1,295.42	101.11%
	<b>Total Communications Service Tax:</b>	<b>118,345.42</b>	<b>117,050</b>	<b>-1,295.42</b>	<b>101.11%</b>
322.10.00	Building Permits	49,654.88	85,000	35,345.12	58.42%
322.20.00	Electrical Permits	6,612.00	9,000	2,388.00	73.47%
322.30.00	Plumbing Permits	11,045.60	13,000	1,954.40	84.97%
322.40.00	Air Conditioning/Mechanical Permits	5,750.00	8,000	2,250.00	71.88%
322.60.00	Paint Permits	1,535.00	2,800	1,265.00	54.82%
322.70.00	Garage Sale	615.00	900	285.00	68.33%
322.75.00	Code Compliance				
322.80.00	Plan Review	450.00	1,000	550.00	45.00%
322.99.00	Permit Administrative Fee	12,463.06	20,000	7,536.94	62.32%
322.90.01	Variance Application Fee	500.00	500	0.00	100.00%
322.90.10	Variance Advertisement	774.00	500	-274.00	154.80%
322.90.20	Variance Mailing Fees	69.90		-69.90	
323.10.00	Re-Occupancy	2,650.00	2,100	-550.00	126.19%
323.11.00	Contractor Registration	980.00	2,000	1,020.00	49.00%
323.12.00	Landlord Permit Fees	4,000.00	1,500	-2,500.00	266.67%
323.13.00	Home Occupational Fees	1,000.00	500	-500.00	200.00%
	<b>Total (Village) Licenses &amp; Permits:</b>	<b>98,099.44</b>	<b>146,800</b>	<b>48,700.56</b>	<b>66.83%</b>

VILLAGE OF DAYNE PARK  
 BUDGET VS ACTUAL AS OF 7/31/2009 (PERIOD 10)

331.20.00	Federal Grants - COPS Grant							
334.21.00	Crime Prevention- Byrne Grant	81.19				-81.19		
335.12.00	State Revenue Sharing	42,824.40	70,195			27,370.60		61.01%
335.18.00	Local Govt. 1/2 Cent Sales Tax	159,758.16	206,650			46,891.84		77.31%
338.30.00	Occupational Licenses - County	3,503.20	1,900			-1,603.20		184.38%
	<b>Total Intergovernmental Revenue:</b>	<b>206,166.95</b>	<b>278,745</b>			<b>72,578.05</b>		<b>73.96%</b>
341.10.00	Recording Fees							
341.90.00	Sale of Maps & Publications							
341.20.00	Certification, Copies & Lien Search	2,908.49	3,000			91.51		96.95%
347.20.01	Recreation Program Fees	22,662.80	125,000			102,337.20		18.13%
347.20.02	Recreation - Concession Sales	6,826.75	15,000			8,173.25		45.51%
347.20.03	Other Parks & Rec. Fees (Special)	10,638.24	5,000			-5,638.24		212.76%
	<b>Total Service Revenue:</b>	<b>43,036.28</b>	<b>148,000</b>			<b>104,963.72</b>		<b>29.08%</b>
351.01.00	Judgments/ Citations - Court Imposed	26,292.21	35,000			8,707.79		75.12%
354.00.01	Violations - Local Ordinance	22,638.85	25,000			2,361.15		90.56%
359.00.00	LETTF							
	<b>Total Fines &amp; Forfeitures:</b>	<b>48,931.06</b>	<b>60,000</b>			<b>11,068.94</b>		<b>81.55%</b>
361.00.00	Interest	6,417.96	23,500			17,082.04		27.31%
369.01.00	Miscellaneous Other	12,245.98	6,000			-6,245.98		204.10%
369.01.02	Insurance Proceeds	1,884.54						
369.02.00	Misc Newsletter Ads	50.00	4,500			4,450.00		1.11%
369.03.00	North Miami Beach Police Reimbursable							
369.04.00	Miscellaneous-Donation Rec Ctr	313.00				-313.00		
380.00.00	Fund Balance / Carryover							
380.01.00	Proceeds from Capital Lease							
	<b>Total Miscellaneous Revenue</b>	<b>20,911.48</b>	<b>34,000</b>			<b>13,088.52</b>		<b>61.50%</b>
	<b>TOTAL REVENUE/BUDGET:</b>	<b>2,281,279.88</b>	<b>2,519,751</b>			<b>238,471.12</b>		<b>90.54%</b>

VILLAGE OF WAYNE PARK  
 BUDGET VS ACTUAL AS OF 7/31/2009 (PERIOD 10)

DEPARTMENT:	EXECUTIVE/VILLAGE COMMISSION					
511.11.01	Salaries / Reimbursements	12,000.00	12,000	0.00	100.00%	
511.21.01	FICA Taxes	744.00	744	0.00	100.00%	
511.21.02	Medicare	174.00	174	0.00	100.00%	
511.25.01	Unemployment Compensation	698.58				
	<b>AL PERSONAL SERVICES:</b>	<b>13,616.58</b>	<b>12,918</b>	<b>-698.58</b>	<b>105.41%</b>	
511.40.01	Travel Conferences & Meetings	1,330.00	1,000	-330.00	133.00%	
511.47.01	Printing & Binding	381.00	750	369.00	50.80%	
511.54.01	Dues, Subscriptions & Memberships	460.00	1,200	740.00	38.33%	
511.55.01	Special Events	6,839.93	3,900	-2,939.93	175.38%	
	<b>TERIALS, SUPPLIES, SERVICES:</b>	<b>9,010.93</b>	<b>6,850</b>	<b>-2,160.93</b>	<b>131.55%</b>	
	<b>TOTAL OPERATING EXPENSES/BUDGET:</b>	<b>22,627.51</b>	<b>19,768</b>	<b>-2,859.51</b>	<b>114.47%</b>	

VILLAGE OF WAYNE PARK  
BUDGET VS ACTUAL AS OF 7/31/2009 (PERIOD 10)

DEPARTMENT:	EXECUTIVE/ADMINISTRATION				
512.12.01	Regular Salaries	112,009.24	139,293	27,283.76	80.41%
512.13.01	Other Salaries & Wages				
512.14.01	Overtime				
512.21.01	FICA Taxes	6,944.63	8,636	1,691.37	80.41%
512.21.02	Medicare	1,624.17	2,020	395.83	80.40%
512.22.01	Retirement	13,548.11	16,551	3,002.89	81.86%
512.23.01	Life, Health & Dental Insurance	7,154.90	6,904	-250.90	103.63%
512.24.01	Workers Compensation	596.00	669	73.00	89.09%
512.25.01	Unemployment Compensation				
512.26.01	Liability Insurance		3,092	3,092.00	0.00%
<b>AL PERSONAL SERVICES:</b>		<b>141,877.05</b>	<b>177,165</b>	<b>35,287.95</b>	<b>80.08%</b>
512.40.01	Travel, Conferences & Meetings	1,840.49	3,000	1,159.51	61.35%
512.40.02	Travel/Auto Allowance	4,000.00	4,800	800.00	83.33%
512.46.02	R&M - Equipment	584.98	700	115.02	83.57%
512.47.01	Printing & Binding				
512.49.02	Legal Advertising	4,207.50	8,000	3,792.50	52.59%
512.49.04	Ordinance Codification		2,500	2,500.00	0.00%
512.49.06	Election	218.22	500	281.78	43.64%
512.51.01	Office Supplies	429.63	1,000	570.37	42.96%
512.52.12	Special Departmental Supplies		500	500.00	0.00%
512.54.01	Dues, Subscriptions & Memberships	1,932.20	1,800	-132.20	107.34%
512.54.02	Education & Training		200	200.00	0.00%
<b>TERIALS, SUPPLIES, SERVICES:</b>		<b>13,213.02</b>	<b>23,000</b>	<b>9,786.98</b>	<b>57.45%</b>
<b>TOTAL DEPARTMENT EXPENSES/BUDGET:</b>		<b>155,090.07</b>	<b>200,165</b>	<b>45,074.93</b>	<b>77.48%</b>

VILLAGE OF WAYNE PARK  
BUDGET VS ACTUAL AS OF 7/31/2009 (PERIOD 10)

DEPARTMENT:	FINANCE				
513.12.01	Regular Salaries				
513.13.01	Banked Sick/Vacation				
513.21.01	FICA Taxes				
513.21.02	Medicare				
513.22.01	Retirement				
513.23.01	Life, Health & Dental Insurance				
513.24.01	Workers Compensation				
513.25.01	Unemployment Compensation				
	<b>TOTAL PERSONAL SERVICES:</b>	<b>0.00</b>	<b>-</b>	<b>0.00</b>	
513.32.01	Accounting & Audit Services	32,170.00	30,500	-1,670.00	105.48%
513.34.01	Consulting Services	86,087.50	75,000	-11,087.50	114.78%
513.34.02	Contract Services-HTE	14,936.00	17,500	2,564.00	85.35%
513.40.01	Travel, Conferences & Meetings	203.00	150	-53.00	135.33%
513.46.02	R&M - Equipment	150.00			
513.51.01	Office Supplies	175.05	500	324.95	35.01%
513.54.01	Dues, Subscriptions & Memberships	25.00	105	80.00	23.81%
513.54.02	Education & Training				
	<b>TERIALS, SUPPLIES, SERVICES:</b>	<b>133,746.55</b>	<b>123,755</b>	<b>-9,991.55</b>	<b>108.07%</b>
	<b>TOTAL OPERATING EXPENSES/BUDGET:</b>	<b>133,746.55</b>	<b>123,755</b>	<b>-9,991.55</b>	<b>108.07%</b>

**VILLAGE OF WAYNE PARK**  
**BUDGET VS ACTUAL AS OF 7/31/2009 (PERIOD 10)**

<b>DEPARTMENT:</b>	<b>GENERAL GOVERNMENT</b>				
519.12.01	Regular Salaries	13,626.98	18,935	5,308.02	71.97%
519.14.01	Overtime	117.04			
519.21.01	FICA Taxes	852.13	1,174	321.87	72.58%
519.21.02	Medicare	199.34	275	75.66	72.49%
519.22.01	Retirement	1,353.79	1,865	511.21	72.59%
519.23.01	Life, Health & Dental Insurance	5,788.70	6,584	795.30	87.92%
519.24.01	Workers' Compensation	82.00	91	9.00	90.11%
519.25.01	Unemployment Compensation	6,865.00	5,000	-1,865.00	137.30%
519.26.01	Liability Insurance	352.00	420	68.00	83.81%
	<b>TOTAL PERSONAL SERVICES:</b>	<b>29,236.98</b>	<b>34,344</b>	<b>5,107.02</b>	<b>85.13%</b>
519.31.01	Attorney Legal Fees	65,950.77	60,000	-5,950.77	109.92%
519.31.02	Legal - Other	13,510.89	15,000	1,489.11	90.07%
519.31.03	Other Professional Services	12,201.00	20,200	7,999.00	60.40%
519.31.04	Contract Services		750	750.00	0.00%
519.41.01	Telephone	12,330.68	12,500	169.32	98.65%
519.42.01	Postage, Freight & Express Charges	2,400.88	2,000	-400.88	120.04%
519.43.01	Electric Utility Service	24,764.14	30,000	5,235.86	82.55%
519.43.02	Water Utility Services	566.33	1,500	933.67	37.76%
519.44.02	Equipment Rental & Lease	12,562.01	14,500	1,937.99	86.63%
519.45.01	Insurance	22,601.00	31,000	8,399.00	72.91%
519.46.02	Repair & Maintenance - Equipment	6,862.10	5,400	-1,462.10	127.08%
519.47.01	Printing & Binding	1,251.15	1,000	-251.15	125.12%
519.48.01	Communications - Newsletter/ Website	1,087.48	1,500	412.52	72.50%
519.48.02	Legislative Representative				
519.49.01	Miscellaneous - FDMS Fees	2,593.21	8,000	5,406.79	32.42%
519.51.01	Office Supplies - General	3,690.63	3,500	-190.63	105.45%
519.52.01	Operating Supplies	2,789.22	1,500	-1,289.22	185.95%
519.54.01	Dues, Subscriptions & Memberships	835.00	1,200	365.00	69.58%
519.59.01	Contingency		15,000	15,000.00	0.00%
	<b>TERIALS, SUPPLIES, SERVICES:</b>	<b>185,996</b>	<b>224,550</b>	<b>38,553.51</b>	<b>82.83%</b>
	<b>TOTAL OPERATING EXPENSES/BUDGET:</b>	<b>215,233.47</b>	<b>258,894</b>	<b>43,660.53</b>	<b>83.14%</b>
519.64.03	Capital Outlay	46,802.07	9,100	-37,702.07	514.31%
	<b>TOTAL CAPITAL OUTLAY</b>	<b>46,802</b>	<b>9,100</b>	<b>-37,702.07</b>	<b>514.31%</b>
519.82.01	Aids to Private Organizations	2,500.00	2,500	0.00	100.00%
	<b>GRANTS &amp; AIDS:</b>	<b>2,500.00</b>	<b>2,500</b>	<b>0.00</b>	<b>100.00%</b>
	<b>TOTAL DEPARTMENT EXPENSES/BUDGET:</b>	<b>264,535.54</b>	<b>270,494</b>	<b>5,958.46</b>	<b>97.80%</b>

**VILLAGE OF WAYNE PARK**  
**BUDGET VS ACTUAL AS OF 7/31/2009 (PERIOD 10)**

DEPARTMENT:	POLICE				
521.12.01	Regular Salaries	440,838.63	483,779	42,940.37	91.12%
521.13.01	Other Salaries & Wages	56,176.99	104,397	48,220.01	53.81%
521.14.01	Overtime	48,366.94	55,000	6,633.06	87.94%
521.15.01	Special Pay - Officer Incentive	5,420.00	8,000	2,580.00	67.75%
521.16.01	Court Time	5,107.75	5,000	-107.75	102.16%
521.17.01	Holiday Pay				
521.19.01	Banked Sick Leave				
521.21.01	FICA Taxes	36,867.04	40,683	3,815.96	90.62%
521.21.02	Medicare	8,100.93	9,515	1,414.07	85.14%
521.22.01	Retirement	112,870.14	134,389	21,518.86	83.99%
521.23.01	Life, Health & Dental Insurance	49,921.93	79,013	29,091.07	63.18%
521.24.01	Workers' Compensation	121,779.31	79,867	-41,912.31	152.48%
521.25.01	Unemployment Compensation	6,318.00		-6,318.00	
521.26.01	Liability Insurance	23,043.46	27,421	4,377.54	84.04%
<b>AL PERSONAL SERVICES:</b>		<b>914,811.12</b>	<b>1,027,064</b>	<b>112,252.88</b>	<b>89.07%</b>
521.31.04	Contract Services - Other	1,390.42	1,200	-190.42	115.87%
521.34.01	Contract Services	2,069.56	1,000	-1,069.56	206.96%
521.40.01	Travel, Conferences & Meetings	144.00	1,500	1,356.00	9.60%
521.41.01	Telephone & Cellular Air Time	5,667.19	6,000	332.81	94.45%
521.44.01	Rental & Lease - Beepers	834.41	1,500	665.59	55.63%
521.45.01	Insurance - Auto	8,902.00	21,700	12,798.00	41.02%
521.46.01	R&M - Vehicles	18,045.22	15,000	-3,045.22	120.10%
521.46.02	R&M - Equipment	2,525.94	5,000	2,474.06	50.52%
521.46.03	R&M - Radio	3,223.75	4,000	776.25	80.59%
521.47.01	Printing & Binding	603.73	1,000	396.27	60.37%
521.51.01	Office Supplies	3,703.67	4,500	796.33	82.30%
521.52.02	Gas & Oil	24,006.64	50,000	25,993.36	48.01%
521.52.03	Tires & Tire Repair	3,133.91	4,500	1,366.09	69.64%
521.52.04	Uniforms	5,816.17	5,000	-816.17	116.32%
521.52.05	Vests - Body Armor	1,198.78	1,200	1.22	99.90%
521.52.06	Dry Cleaning - Uniforms	1,853.75	1,800	-53.75	102.99%
521.52.07	Ammunition	784.55	3,000	2,215.45	26.15%
521.52.08	Photography	67.31	200	132.69	33.66%
521.52.12	Special Department Supplies	2,243.04	4,500	2,256.96	49.85%
521.54.01	Dues, Subscriptions & Memberships	2,813.03	3,000	186.97	93.77%
512.54.02	Education & Training	1,159.80	4,000	2,840.20	29.00%
<b>TOTAL MATERIALS, SUPPLIES, SERVICES:</b>		<b>90,156.87</b>	<b>139,600</b>	<b>49,443.13</b>	<b>64.58%</b>
<b>TOTAL OPERATING EXPENSES/BUDGET:</b>		<b>1,004,967.99</b>	<b>1,166,664</b>	<b>161,696.01</b>	<b>86.14%</b>
521.64.01	Vehicles-Debt Service	21,458.25	41,968	20,509.75	51.13%
521.64.02	Machinery & Equipment - 800 Mhz				
<b>TOTAL CAPITAL OUTLAY</b>		<b>21,458.25</b>	<b>41,968</b>	<b>20,509.75</b>	<b>51.13%</b>
<b>TOTAL DEPARTMENT EXPENSES/BUDGET:</b>		<b>1,026,426.24</b>	<b>1,208,632</b>	<b>182,205.76</b>	<b>84.92%</b>

VILLAGE OF WAYNE PARK  
BUDGET VS ACTUAL AS OF 7/31/2009 (PERIOD 10)

DEPARTMENT:	BUILDING				
524.12.01	Regular Salaries	24,497.23	27,502	3,004.77	89.07%
524.13.01	Other Salaries & Wages	21,454.82	24,020	2,565.18	89.32%
524.14.01	Overtime	86.10	495	408.90	17.39%
524.21.01	FICA Taxes	2,854.41	3,040	185.59	93.90%
524.21.02	Medicare	667.58	710	42.42	94.03%
524.22.01	Retirement	2,510.87	2,758	247.13	91.04%
524.23.01	Life, Health & Dental Insurance	4,837.84	6,584	1,746.16	73.48%
524.24.01	Workers Compensation	1,318.00	1,480	162.00	89.05%
524.25.01	Unemployment Compensation				
524.26.01	Liability Insurance	910.00	1,088	178.00	83.64%
	<b>TOTAL PERSONAL SERVICES:</b>	<b>59,136.85</b>	<b>67,677</b>	<b>8,540.15</b>	<b>87.38%</b>
524.31.07	Inspectors Fees	29,552.60	60,000	30,447.40	49.25%
524.31.08	Structural Engineer	225.00	1,200	975.00	18.75%
524.46.02	R&M Equipment	1,898.50	1,200	-698.50	158.21%
524.47.01	Printing & Binding		250	250.00	0.00%
524.49.03	Special Departmental Supplies		500	500.00	0.00%
524.51.01	Office Supplies	394.04	2,000	1,605.96	19.70%
524.54.01	Subscriptions, Memberships, Books	100.00	250	150.00	40.00%
524.54.02	Education & Training		1,000	1,000.00	0.00%
524.64.02	Machinery & Equipment				
	<b>TOTAL MATERIALS, SUPPLIES, SERVICES:</b>	<b>32,170.14</b>	<b>66,400</b>	<b>34,229.86</b>	<b>48.45%</b>
	<b>TOTAL OPERATING EXPENSES/BUDGET:</b>	<b>91,306.99</b>	<b>134,077</b>	<b>42,770.01</b>	<b>68.10%</b>

VILLAGE OF WAYNE PARK  
BUDGET VS ACTUAL AS OF 7/31/2009 (PERIOD 10)

DEPARTMENT:	CODE ENFORCEMENT				
529.12.01	Regular Salaries	35,212.49	42,552	7,339.51	82.75%
529.13.01	Other Salaries & Wages	2,127.63			
529.14.01	Overtime	1,304.22	614	-690.22	212.41%
529.21.01	FICA Taxes	2,395.94	2,676	280.06	89.53%
529.21.02	Medicare	560.33	626	65.67	89.51%
529.22.01	Retirement	3,806.50	4,252	445.50	89.52%
529.23.01	Life, Health & Dental Insurance	4,837.84	6,584	1,746.16	73.48%
529.24.01	Workers' Compensation	2,464.00	2,767	303.00	89.05%
529.25.01	Unemployment Compensation				
529.26.01	Liability Insurance	808.00	959	151.00	84.25%
<b>TOTAL PERSONAL SERVICES:</b>		<b>53,516.95</b>	<b>61,030</b>	<b>7,513.05</b>	<b>87.69%</b>
529.33.01	Court/Hearing Reporter		850	850.00	0.00%
529.41.01	Telephone & Cellular Air Time	1,079.45	650	-429.45	166.07%
529.42.01	Postage		1,000	1,000.00	0.00%
529.46.01	R&M Equipment	2,271.50	1,200	-1,071.50	189.29%
529.47.01	Printing	11.52	150	138.48	7.68%
529.51.01	Office Supplies & Misc.	414.82	750	335.18	55.31%
529.52.02	Gas & Oil		100	100.00	0.00%
529.52.03	Tires & Tire Repair		275	275.00	0.00%
529.52.04	Uniforms		250	250.00	0.00%
529.54.01	Dues, Subscriptions & Memberships				
529.54.02	Education & Training	480.00		-480.00	
<b>TOTAL MATERIALS, SUPPLIES, SERVICES:</b>		<b>4,257.29</b>	<b>5,225</b>	<b>967.71</b>	<b>81.48%</b>
529.64.02	Machinery & Equipment				
<b>TOTAL DEPARTMENT EXPENSES / BUDGET:</b>		<b>57,774.24</b>	<b>66,255</b>	<b>8,480.76</b>	<b>87.20%</b>

VILLAGE OF WAYNE PARK  
BUDGET VS ACTUAL AS OF 7/31/2009 (PERIOD 10)

DEPARTMENT:	PUBLIC WORKS				
OBJECT/ACCOUNT NAME:					
534.12.01	Regular Salaries	98,834.57	114,909	16,074.43	86.01%
534.13.01	Other Salaries & Wages	4,956.76	5,745	788.24	86.28%
534.14.01	Overtime	754.63	1,500	745.37	50.31%
534.19.01	Banked Sick Leave				
534.21.01	FICA Taxes	6,481.86	7,574	1,092.14	85.58%
534.21.02	Medicare	1,516.03	1,771	254.97	85.60%
534.22.01	Retirement	10,297.91	12,032	1,734.09	85.59%
534.23.01	Life, Health & Dental Insurance	21,643.99	27,654	6,010.01	78.27%
534.24.01	Workers' Compensation	10,278.00	11,534	1,256.00	89.11%
534.25.01	Unemployment Compensation	998.52		-998.52	
534.26.01	Insurance - Liability	2,280.00	2,712	432.00	84.07%
<b>TOTAL PERSONAL SERVICES:</b>		<b>158,042.27</b>	<b>185,431</b>	<b>27,388.73</b>	<b>85.23%</b>
534.40.02	Education & Training	75.00			
534.41.01	Telephone	3,381.62	4,900	1,518.38	69.01%
534.43.01	Electric	1,728.69	4,000	2,271.31	43.22%
534.43.02	Water	1,038.50	2,000	961.50	51.93%
534.44.02	Equipment Rental	2,696.06	4,000	1,303.94	67.40%
534.45.01	Insurance - Auto	601.00	2,400	1,799.00	25.04%
534.46.01	R&M Vehicles	237.98	1,500	1,262.02	15.87%
534.46.02	R&M Equipment	3,153.05	2,800	-353.05	112.61%
534.46.03	R&M Buildings	15,398.64	3,000	-12,398.64	513.29%
534.46.05	R&M Field	10,335.18	17,180	6,844.82	60.16%
534.49.05	Truck Washing		250	250.00	0.00%
534.51.01	Office Supplies	1,093.74	1,500	406.26	72.92%
534.52.01	Operating Supplies	6,030.27	10,000	3,969.73	60.30%
534.52.02	Gas & Oil	8,074.82	16,000	7,925.18	50.47%
534.52.03	Tires & Tire Repair		1,500	1,500.00	0.00%
534.52.04	Uniform Rental	1,742.59	2,000	257.41	87.13%
<b>TOTAL MATERIALS, SUPPLIES, SERVICES:</b>		<b>55,587.14</b>	<b>73,030</b>	<b>17,442.86</b>	<b>76.12%</b>
<b>TOTAL OPERATING EXPENSES / BUDGET:</b>		<b>213,629.41</b>	<b>258,461</b>	<b>44,831.59</b>	<b>82.65%</b>
534.62.01	Buildings		-	0.00	
534.63.02	Landscaping		10,000	10,000.00	0.00%
534.64.02	Machinery & Equipment	2,300.00		-2,300.00	
<b>TOTAL CAPITAL OUTLAY:</b>		<b>2,300.00</b>	<b>10,000</b>	<b>7,700.00</b>	<b>23.00%</b>
<b>TOTAL NON-OPERATING BUDGET:</b>		<b>2,300.00</b>	<b>10,000</b>	<b>7,700.00</b>	<b>23.00%</b>
<b>TOTAL DEPARTMENT EXPENSES / BUDGET:</b>		<b>215,929.41</b>	<b>268,461</b>	<b>52,531.59</b>	<b>80.43%</b>

VILLAGE OF WAYNE PARK  
BUDGET VS ACTUAL AS OF 7/31/2009 (PERIOD 10)

DEPARTMENT:	RECREATION				
572.12.01	Regular Salaries	49,143.60	72,303	23,159.40	67.97%
572.13.01	Other Salaries/Wages	13,767.88	55,280	41,512.12	24.91%
572.14.01	Overtime	2,375.59			
572.19.01	Compensated Absences	37,500.00			
572.21.01	FICA Taxes	4,076.23	7,910	3,833.77	51.53%
572.21.02	Medicare	953.31	1,850	896.69	51.53%
572.22.01	Retirement	4,051.68	7,122	3,070.32	56.89%
572.23.01	Life, Health & Dental Insurance	7,507.50	13,169	5,661.50	57.01%
572.24.01	Workers Compensation	7,288.00	8,178	890.00	89.12%
572.25.01	Unemployment Compensation	7,039.63			
572.26.01	Liability Insurance	2,384.00	2,832	448.00	84.18%
<b>TOTAL PERSONAL SERVICES:</b>		<b>136,087.42</b>	<b>168,644</b>	<b>32,556.58</b>	<b>80.70%</b>
572.31.08	Professional Services		300	300.00	0.00%
572.41.01	Telephone	3,326.91	3,500	173.09	95.05%
572.43.01	Electric Utility Service	6,968.19	7,500	531.81	92.91%
572.43.02	Water Utility Services	466.98	1,100	633.02	42.45%
572.44.02	Equipment Rental & Lease	750.35	1,000	249.65	75.04%
572.45.01	Insurance - Auto	3,353.00	2,670	-683.00	125.58%
572.46.01	R&M Vehicles	50.00	1,500	1,450.00	3.33%
572.46.02	R&M Equipment	350.00	800	450.00	43.75%
572.47.01	Printing & Binding		100	100.00	0.00%
572.51.01	Office Supplies - General		500	500.00	0.00%
572.52.01	Operating Supplies	3,128.09	4,000	871.91	78.20%
572.52.02	Gas & Oil	687.78	2,000	1,312.22	34.39%
572.52.09	Concession - Resale	2,637.90	10,000	7,362.10	26.38%
572.52.10	Games - Indoor		2,000	2,000.00	0.00%
572.52.11	Games - Outdoor	106.00	1,500	1,394.00	7.07%
572.54.01	Dues, Subscriptions & Memberships	165.00	100	-65.00	165.00%
572.55.01	Special Events	7,671.58	8,000	328.42	95.89%
<b>TOTAL MATERIALS, SUPPLIES, SERVICES:</b>		<b>29,661.78</b>	<b>46,570</b>	<b>16,908.22</b>	<b>63.69%</b>
<b>TOTAL OPERATING EXPENSES / BUDGET:</b>		<b>165,749.20</b>	<b>215,214</b>	<b>49,464.80</b>	<b>77.02%</b>
572.63.01	Improvements other than Buildings				
572.64.02	Machinery & Equipment				
572.74.01	Lease/Purchase	12,914.20	12,930	15.80	99.88%
<b>TOTAL CAPITAL OUTLAY</b>		<b>12,914.20</b>	<b>12,930</b>	<b>15.80</b>	<b>99.88%</b>
<b>TOTAL DEPARTMENT EXPENSES / BUDGET:</b>		<b>178,663.40</b>	<b>228,144</b>	<b>49,480.60</b>	<b>78.31%</b>
<b>TOTAL EXPENSES</b>		<b>2,146,099.95</b>	<b>2,519,751</b>	<b>373,651.05</b>	<b>85.17%</b>
<b>TOTAL REVENUE</b>		<b>2,281,279.88</b>	<b>2,519,751</b>	<b>238,471.12</b>	<b>90.54%</b>
<b>TOTAL REVENUES/TOTAL EXPENSES</b>		<b>135,179.93</b>	<b>-</b>	<b>-135,179.93</b>	

VILLAGE OF WAYNE PARK  
BUDGET VS ACTUAL AS OF 7/31/2009 (PERIOD 10)

FUND	ROAD FUND				
	<b>REVENUE:</b>				
312.40.10	Local Option Gas Tax -Capital Improvements	18,777.26	22,620	3,842.74	83.01%
312.40.20	Local Option Gas Tax (6 Cents)	47,736.54	59,230	11,493.46	80.60%
334.10.00	Forestry Grant	11,100.00	11,000	-100.00	100.91%
334.20.00	DOT Landscaping Grant	3,980.00	3,980	0.00	100.00%
335.12.00	State Revenue Sharing	17,061.52	25,477	8,415.48	66.97%
335.14.00	Fuel Tax Rebate	1,734.49	2,000	265.51	86.72%
361.00.00	Interest	90.07	383	292.93	23.52%
391.91.00	CITT Road Improvements	10,750.00	43,000	32,250.00	25.00%
	<b>TOTAL REVENUES/BUDGET:</b>	<b>111,229.88</b>	<b>167,690</b>	<b>56,460.12</b>	<b>66.33%</b>
534.12.01	Regular Salaries	61,176.49	76,972	15,795.51	79.48%
534.13.01	Other Salaries/Wages	2,929.59	8,078	5,148.41	36.27%
534.14.01	Overtime	2,940.37	1,000	-1,940.37	294.04%
534.19.01	Banked Sick Leave				
534.21.01	FICA Taxes	4,150.15	4,833	682.85	85.87%
534.21.02	Medicare	970.55	1,130	159.45	85.89%
534.22.01	Retirement	6,593.34	7,680	1,086.66	85.85%
534.23.01	Life, Health & Dental Insurance	13,284.33	17,120	3,835.67	77.60%
534.24.01	Workers Compensation	6,304.00	7,075	771.00	89.10%
534.25.01	Unemployment Compensation				
534.26.01	Insurance - Liability	1,456.00	1,730	274.00	84.16%
534.31.08	Contract Services		2,000	2,000.00	0.00%
534.45.01	Auto Insurance	1,443.00	2,372	929.00	60.83%
534.46.01	R&M Vehicles	1,102.64	3,200	2,097.36	34.46%
534.46.02	R&M Equipment	881.87	2,500	1,618.13	35.27%
534.52.01	Operating Supplies	1,424.61	2,500	1,075.39	56.98%
534.52.02	Gas & Oil	2,497.57	3,000	502.43	83.25%
534.52.04	Uniforms	1,235.62	1,000	-235.62	123.56%
534.53.01	Road Materials	325.00	3,500	3,175.00	9.29%
534.63.01	Improvements other than Buildings	21,600.00	22,000	400.00	98.18%
	<b>TOTAL DEPARTMENT EXPENSES/BUDGET</b>	<b>130,315.13</b>	<b>167,690</b>	<b>37,374.87</b>	<b>77.71%</b>
	<b>TOTAL EXPENSES</b>	<b>130,315.13</b>	<b>167,690</b>	<b>37,374.87</b>	<b>77.71%</b>
	<b>TOTAL REVENUE</b>	<b>111,229.88</b>	<b>167,690</b>	<b>56,460.12</b>	<b>66.33%</b>
	<b>TOTAL REVENUES/TOTAL EXPENSES</b>	<b>(19,085.25)</b>	<b>-</b>	<b>19,085.25</b>	

VILLAGE OF DAYNE PARK  
BUDGET VS ACTUAL AS OF 7/31/2009 (PERIOD 10)

FUND	SANITATION FUND				
	<b>REVENUE:</b>				
343.40.01	Garbage/Waste Fees	691,845.75	707,310	15,464.25	97.81%
343.40.03	Special Pick-up / Lot Clearing	8,980.00	5,000	-3,980.00	179.60%
	<b>TOTAL REVENUES/BUDGET:</b>	<b>700,825.75</b>	<b>712,310</b>	<b>11,484.25</b>	<b>98.39%</b>
	<b>EXPENSES</b>				
	<b>OBJECT/ACCOUNT NAME:</b>				
534.12.01	Regular Salaries	179,044.50	214,747	35,702.50	83.37%
534.13.01	Other Salaries & Wages	5,974.15	14,287	8,312.85	41.82%
534.14.01	Overtime	955.64	1,000	44.36	95.56%
534.19.01	Banked Sick Leave		1,635	1,635.00	0.00%
534.21.01	FICA Taxes	11,530.46	13,314	1,783.54	86.60%
534.21.02	Medicare	2,696.47	3,114	417.53	86.59%
534.22.01	Retirement	18,318.41	21,153	2,834.59	86.60%
534.23.01	Life, Health & Dental Insurance	40,420.90	53,991	13,570.10	74.87%
534.24.01	Workers' Compensation	26,742.00	30,009	3,267.00	89.11%
534.26.01	Insurance - Liability	4,012.00	4,767	755.00	84.16%
	<b>TOTAL PERSONAL SERVICES:</b>	<b>289,694.53</b>	<b>358,017</b>	<b>68,322.47</b>	<b>80.92%</b>
534.34.02	Dump-Garbage/Waste	110,717.12	190,500	79,782.88	58.12%
534.34.03	Dump-Recycling	26,250.00	35,000	8,750.00	75.00%
534.41.01	Telephone	699.63	1,295	595.37	54.03%
534.41.02	Radios		1,060	1,060.00	0.00%
534.43.01	Electric	1,053.14	1,135	81.86	92.79%
534.43.02	Water	263.76	370	106.24	71.29%
534.45.01	Insurance - Auto	3,011.00	5,856	2,845.00	51.42%
534.46.01	R&M Vehicles	9,584.24	7,000	-2,584.24	136.92%
534.49.05	Truck Washing		1,000	1,000.00	0.00%
534.52.01	Operating Supplies	1,799.18	2,000	200.82	89.96%
534.52.02	Gas & Oil	13,252.73	26,504	13,251.27	50.00%
534.52.03	Tires & Tire Repair	1,031.69	2,000	968.31	51.58%
534.52.04	Uniform Rental	2,521.55	2,700	178.45	93.39%
534.53.01	Depreciation		20,327	20,327.00	0.00%
534.53.02	Administration Fee-Miami-Dade	7,073.10	35,366	28,292.90	20.00%
	<b>TOTAL MATERIALS, SUPPLIES, SERVICES:</b>	<b>177,257.14</b>	<b>332,113</b>	<b>154,855.86</b>	<b>53.37%</b>
534.75.01	Lease/Purchase Interest	22,179.69	22,180	0.31	100.00%
	<b>TOTAL DEBT SERVICE</b>	<b>22,179.69</b>	<b>22,180</b>	<b>0.31</b>	<b>100.00%</b>
	<b>TOTAL DEPARTMENT EXPENSES/BUDGET</b>	<b>489,131.36</b>	<b>712,310</b>	<b>223,178.64</b>	<b>68.67%</b>
	<b>TOTAL EXPENSES</b>	<b>489,131.36</b>	<b>712,310</b>	<b>223,178.64</b>	<b>68.67%</b>
	<b>TOTAL REVENUE</b>	<b>700,825.75</b>	<b>712,310</b>	<b>11,484.25</b>	<b>98.39%</b>
	<b>TOTAL REVENUES/TOTAL EXPENSES</b>	<b>211,694.39</b>	<b>-</b>	<b>(211,694.39)</b>	



**VILLAGE OF BISCAYNE PARK**

**Office of the Village Manager  
Frank R. Spence**

**MEMORANDUM**

**TO: Mayor Hornbuckle and  
Commission Members**

**FROM: Frank R. Spence  
Village Manager**

**DATE: August 26, 2009**

**SUBJECT: RESPONSES TO MANAGEMENT SERVICES RFP**

The Village received ten (10) responses to the RFP FOR MANAGEMENT SERVICES. The Village Clerk opened them shortly after the 2:00pm deadline on Monday, August 24<sup>th</sup>. A review committee, comprised of Village Attorney John Hearn, Indian Creek Village Manager Sam Kissinger and myself, reviewed the proposals and recommend the following short-list in alphabetical order for consideration at the next level:

**Ana M. Garcia  
Government Services Group, Inc.  
New Community Strategies  
Sergio Purrinos  
Severn Trent Management Services  
Dr. Anna E. Ward  
Buford R. (Randy) Witt, Brig.Gen.Ret.**

The following were not recommended to go forward because of the absence of governmental management experience:

**Berkowitz Dick Pollack & Brant, CPA's and Consultants  
Ernest L. King  
Municipal Government Management Services, Inc.**

11A

VILLAGE OF BISCAYNE PARK  
RECREATION ADVISORY BOARD  
MEMBERSHIP

VICE-CHAIRMAN

Tracy Truppman - RESIGNED 8/09  
791 NE 116<sup>th</sup> St..  
Biscayne Park FL 33161  
305-893-5488 (home)  
305-345-3830 (cell)  
[ecotilt@bellsouth.net](mailto:ecotilt@bellsouth.net)  
Appointed by Comm. Morris

Maryann Duva  
11625 NE 8<sup>th</sup> Ave.  
Biscayne Park FL 33161  
305-582-3173 (cell)  
305-663-8431 (office)  
[mohl@bellsouth.net](mailto:mohl@bellsouth.net)  
Appointed by Commissioner Bernard 3/17/09

Ron Gwynn  
1006 NE 116<sup>th</sup> Street  
Biscayne Park, FL 33161  
305-893-8641 (home)  
305-301-8606 (cell)  
Appointed by Mayor Hornbuckle  
[yellowtop1@bellsouth.net](mailto:yellowtop1@bellsouth.net)

Victoria O'Bryan  
12010 NE 7<sup>th</sup> Ave  
Biscayne Park FL 33161  
305-375-5819 (office)  
305-310-7434 (cell)  
305-895-7706 (home)  
[mallette@bellsouth.net](mailto:mallette@bellsouth.net)  
Appointed by Commissioner Mallette

CHAIRMAN

Roxanna Ross  
11166 Griffing Blvd.  
Biscayne Park, FL 33161  
305-710-0620  
Appointed by Comm. Anderson  
[cnrross@bellsouth.net](mailto:cnrross@bellsouth.net)

Alternate Member:  
Janey Anderson  
11905 NE 11<sup>th</sup> Place  
Biscayne Park FL 33161  
305-893-5628 (home)  
[cats11905@gmail.com](mailto:cats11905@gmail.com)  
Appointed by Commission 11/5/08

Created by Ordinance 2008-7 & Members appointed Reso. 2008-11  
Appointments made at Commission meeting 9/9/08  
Organizational meeting 9/27/08  
Meets \_\_\_\_\_ in Recreation Center

VILLAGE OF BISCAYNE PARK  
ECOLOGY ADVISORY BOARD  
MEMBERSHIP

Name (Chairman) Colleen Shinn  
Street address 820 NE 109<sup>th</sup> Street  
Home phone 786-863-3800 cell  
Cell bcshinn@netzero.com  
Email Mayor Hornbuckle appointed 4/10/07  
Appt. by Comm.

Name (vice-chairman) Karen Cohen  
Street address 11323 NE 8<sup>th</sup> Avenue  
Phone 305-981-1067  
Email [kjc12@bellsouth.net](mailto:kjc12@bellsouth.net)  
Appointed by Comm. Mallette 7/7/09

Victor Romano  
725 NE 114<sup>th</sup> Street  
786-338-1027  
[vromano@mail.barry.edu](mailto:vromano@mail.barry.edu)  
Appointed by Comm. Anderson June 2009

Matt Davis  
615 NE 115<sup>th</sup> Street  
395-332-5913  
[Sealife1@comcast.net](mailto:Sealife1@comcast.net)  
Appointed by Comm. Bernard 8/6/09

Art Pyle  
1016 NE 114<sup>th</sup> St.  
Cell 786-547-7555 - cell  
[barsugar@bellsouth.net](mailto:barsugar@bellsouth.net)  
Comm. Morris

Established Ord. 2007-3 approved March 6, 2007

Organizational meeting \_\_\_\_\_

Meets \_\_\_\_\_ and \_\_\_\_\_ 7 pm in Recreation Center

CITIZENS' BILL OF RIGHTS

**CHARTER**

(A) This government has been created to protect the governed, not the governing. In order to provide the public with full and accurate information, to promote efficient administration management, to make government more accountable, and to insure to all persons fair and equitable treatment, the following rights are guaranteed:

(5) *Right to be Heard.* So far as the orderly conduct of public business permits, any interested person has the right to appear before the Commission or agency, board, committee, authority or department for the presentation, adjustment or determination of an issue, request, or controversy within the jurisdiction of the Village. Matters shall be scheduled for the convenience of the public. The Commission shall adopt agenda procedures and schedule hearings in a manner that will enhance the opportunity for public participation. Nothing herein shall prohibit any governmental entity or agency from imposing reasonable time limits and procedures for the presentation of a matter.