



VILLAGE OF BISCAYNE PARK
640 NE 114TH STREET
BISCAYNE PARK, FL 33161
TEL: 305 899 8000 FAX: 305 891 7241
www.biscayneparkfl.gov

AGENDA
REGULAR COMMISSION MEETING
Church of the Resurrection - 11173 Griffing Blvd.
Biscayne Park, FL 33161
Tuesday, September 14, 2010 at 7:00PM

Mayor and Commission

Roxanna Ross
Mayor

Bryan Cooper
Vice Mayor

Robert "Bob" Anderson
Commissioner

Steve Bernard
Commissioner

Albert Childress
Commissioner

Ana Garcia
Village Manager

John J. Hearn
Village Attorney

Maria Camara
Village Clerk



Indicates documents are attached to this agenda.

1 Call to Order

2 Roll Call

3 Pledge of Allegiance

4 Presentations

Recognition of Father Alberto Cutie as a priest in the Episcopalian Church, and as the newly appointed Pastor of the Church of the Resurrection.

 4.b Church of the Resurrection October Festival - presented by Father Alberto Cutie and Charlotte Floyd.

 4.c Proclamation - September 17-23, 2010 is Constitution Week celebrating the 223rd Anniversary of the Constitution of the United States of America

5 Additions, Deletions or Withdrawals to Agenda

6 Public Comments Related to Agenda Items / Good & Welfare

7 Consent Agenda

 7.a Approval of Minutes:

- > July 13, 2010 Regular Commission Meeting
- > July 27, 2010 Special Commission Meeting
- > July 27, 2010 1st Budget Workshop FY 2010-11 Budget
- > August 3, 2010 Regular Commission Meeting
- > August 17, 2010 2nd Budget Workshop FY 2010-11 Budget
- > August 31, 2010 Special Commission Meeting

> September 9, 2010 1st Public Hearing FY 2010-11 Budget

-  7.b Expenditure of forfeiture funds - Rental fees for twelve months of office space to support the newly established Village of Biscayne Park Police Department's Crime Prevention and Community Policing initiative, Village of Biscayne Park on Patrol (VOBPOP)
-  7.c Expenditure of forfeiture funds - To pay for labor costs related to replacing a Village of Biscayne Park Police Sergeant who, for FY 2009-10, was assigned to the DEA Task Force.
-  7.d Expenditure of forfeiture funds - To pay for the cost of overtime under specific police cases.
-  7.e Expenditure of forfeiture funds - To be utilized for the purchase of a single defibrillator unit and training accessories for Village offices.

8 Public Hearings

9 Ordinances - FIRST READING

< None >

Ordinances - SECOND READING

< None >

10 Resolutions

11 Old Business

12 New Business

-  12.a Commissioner Bernard: Discussion to create written certain specific policies and procedures.
-  12.b Commissioner Bernard: Selection of Parks & Parkway Advisory Board member to replace resigned member.
- 12.c Mayor Ross: Discussion on ordinances related to the budget:
 - a. Sanitation fees
 - b. Budget Officer

13 Reports

- 13.a Committee Reports
 - i > Parks & Parkway Advisory Board
 - ii > Code Review Board
 - iii > Recreation Advisory Board

iv > Ecology Board

13.b Village Attorney

- i Update on general matters.

13.c Village Manager

- i Strategic Planning Session
- ii Scheduling of the November Regular Commission Meeting due to the General Election on Tuesday, November 2, 2010.

13.d Commissioner Comments

- > Vice Mayor Bryan Cooper
- > Commissioner Bob Anderson
- > Commissioner Steve Bernard
- > Commissioner Al Childress
- > Mayor Roxanna Ross

14 Announcements

Due to the on-going construction and renovations at the Ed Burke Recreation Center, meetings have been re-located.

Wed. September 15, 2010 - Parks & Parkway Advisory Board at 6:00PM at Village Hall

Mon. September 20, 2010 - Planning & Zoning at 6:30PM at Village Hall

Tue. September 21, 2010 - 2nd Public Hearing FY 2010-2011 Budget at 6:30PM at the Church of the Resurrection

Tue. September 21, 2010 - Code Enforcement at 7:00PM at the Church of the Resurrection

Wed. September 22, 2010 - Ecology Board at 7:00PM at Village Hall

Tue. September 28, 2010 - Code Review Board at 7:00PM at Village Hall

Tue. October 5, 2010 - Regular Commission Meeting at 7:00PM at the Church of the Resurrection

Please visit our website regularly at biscayneparkfl.gov and click on the Calendar of Meetings & Events to view the full schedule and locations.

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 four (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.

October Festival

Church of the Resurrection

Join us at our October Festival on

Saturday , October 9

10am to 4pm

&

Sunday October 10

Noon to 4 pm

Crafts & Food booths, games

Bounce house, petting zoo,

Raffles, plants, much more!

Want to volunteer, be a sponsor or

Rent a booth

Call 305 893-8523 or

Email reschurch@bellsouth.net



Proclamation

By the Mayor of the Village of Biscayne Park

The **Village of Biscayne Park** is proud to issue this proclamation to commemorate the 223rd Anniversary of the
Constitution of the United States of America

Whereas: The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

Whereas: September 17, 2010 marks the two hundred twenty-third anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

Whereas: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebration which will commemorate it; and

Whereas: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

Now, Therefore I, Roxanna Ross by virtue of the authority vested in me as Mayor of the Village of Biscayne Park do hereby proclaim the week of September 17 through 23 as

Constitution Week

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.

In Witness Thereof, I have hereunto set my hand and caused the Seal of the Village of Biscayne Park to be affixed this 14th day of September of the year two thousand ten.

Roxanna Ross, Mayor



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Ana Garcia
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John J. Hearn
Village Attorney

MINUTES
REGULAR COMMISSION MEETING
Ed Burke Recreation Center - 11400 NE 9th Court
Biscayne Park, FL 33161
Tuesday, July 13, 2010 7:00PM

1 Call to Order

2 Roll Call

Mayor Roxanna Ross called the meeting to order at 7:08PM. In addition to Mayor Ross, present were:

Vice Mayor Bryan Cooper
Commissioner Bob Anderson
Commissioner Al Childress

Present from staff were:

Village Manager Ana Garcia
Village Clerk Maria Camara
Finance Director Michael Arciola
Police Chief Mitchell Glansberg
Public Works Director Bernard Pratt
Parks & Recreation Director Issa Thornell

3 Pledge of Allegiance and Moment of Silence

4 Presentations

Presentation by Chief Mitch Glansberg on the accomplishments of the Biscayne Park

4.a Police Department in winning first place in the 2009-2010 Law Enforcement Challenge Awards.

4.b Proclamation presented to Parks & Recreation Director Issa Thornell that July 2010 is Parks & Recreation Month.

4.c Presentation given by Tim Bowers, Municipal Marketing for Waste Pro, on a recycling program for Biscayne Park.

4.d Presentation given by Village Clerk Maria Camara on the Village Website, www.biscayneparkfl.gov.

- 4.e Presentation given by Administrative Analyst Kimberly Pate on Biscayne Park's current IT infrastructure.

5 Additions, Deletions or Withdrawals to the Agenda

Commissioner Anderson adds item 12.f - appointment of open member on the Planning & Zoning board.

Vice Mayor Cooper moves item 12.e - E-Mail notification system and Biscayne Canal event to the August 3, 2010 regular commission meeting as the first item under new business.

Manager Garcia removes items 12-b - Cost saving initiatives to move elections to coincide with general elections; 12.c - Inter-local agreement with the Village of El Portal; 12.d - Biscayne Park Bus Route workshop to be discussed during the budget process.

Manager Garcia moves item 11.b - Stormwater Project Phase III to an upcoming meeting and will bring back as a resolution.

6 Public Comments Related to Agenda Items / Good Welfare

Barbara Kuhl
Chuck Ross
Fred Jonas
Christine Onis
Arthur Earhart
Chester Morris
Jose Rodriguez
Carmen DiBernardi
Barbara Watts
Jacqueline Gerry
Karen Cohen
Steve Taylor
Jose Lopez

Mayor Ross called for a five minute recess.

Commissioner Bernard, who was absent, provided a statement to Attorney Hearn. It was read by Attorney Hearn.

7 Consent Agenda

Vice Mayor Cooper pulls the minutes for April 6, 2010, and April 27, 2010.

Vice Mayor Cooper pulls the minutes for March 2, 2010 and defers to the next regular commission meeting on August 3, 2010.

Motion made by Commissioner Childress to approve the remaining minutes for March 16, 2010 and May 4, 2010, and items 7.b - Resolution 2010-21 Purchase of Shade Structures for the Ed Burke Recreation Center; and 7.c - Federal Forfeiture Funds Expenditure. Seconded by Vice Mayor Cooper.

The motion was called to a vote:

All in favor: Mayor Ross, Vice Mayor Cooper, Commissioner Childress and Commissioner Anderson

Motion carries: 4/0

Vice Mayor Cooper makes a motion to amend the minutes for April 6, 2010 and April 27, 2010 to add the position a resident takes when they provide a public comment, and also on all future minutes. Motion dies for a lack of second.

Commissioner Childress makes a motion to accept the minutes as submitted by the clerk for April 6, 2010. It was seconded by Commissioner Anderson.

The motion was called to a vote:

All in favor: Mayor Ross, Commissioner Childress and Commissioner Anderson

All opposed: Vice Mayor Cooper

Motion carries: 3/1

Vice Mayor Cooper defers approval of the minutes for April 27, 2010 to the next regular commission meeting on August 3, 2010, in order that language can be provided to be added to the minutes.

8 Public Hearings

< None >

9 Ordinances - First Reading

< None >

Ordinances - Second Reading

9.a Ordinance 2010-4

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA AMENDING THE MUNICIPAL CODE OF THE VILLAGE OF BISCAYNE PARK BY ADOPTING A **CODE OF CONDUCT** FOR ALL ELECTED OFFICIALS, BOARD MEMBERS AND VILLAGE EMPLOYEES; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION; PROVIDING FOR AN EFFECTIVE DATE.

Attorney Hearn read the title of the ordinance.

Motion made by Commissioner Childress to defer the second reading of this ordinance to the next regular commission meeting on August 3, 2010. It was seconded by Commissioner Anderson.

Mayor Ross asked Commissioner Childress to amend to change to date certain October 5, 2010, which is after the budget process and it was agreed to.

The motion was called to a vote:

All in favor: Mayor Ross, Commissioner Childress and Commissioner Anderson

All opposed: Vice Mayor Cooper

Motion carries: 3/1

Commissioner Anderson provided written notes on this ordinance and asked the Clerk to include them in the minutes of this meeting. Attorney Hearn advised that since we have summary minutes, the request for his written notes to be added verbatim must be made in the form of a motion.

9.b **Ordinance 2010-5**

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA AMENDING THE MUNICIPAL CODE OF THE VILLAGE BY ADOPTING **COMPREHENSIVE PROCEDURES GOVERNING COMMISSION MEETINGS**; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION; PROVIDING FOR AN EFFECTIVE DATE

Attorney Hearn read the title of the ordinance.

Public comments related to the ordinance:

Dan Keys

Linda Dillon

Fred Jonas

Steve Taylor

Barbara Watts

A motion made by Commissioner Childress to defer the second reading of this ordinance to date certain October 5, 2010 regular commission meeting with the intention that the entire Commission look for resolution and a way to do better on their own without this ordinance. It was seconded by Vice Mayor Cooper.

After discussion, the motion was called to a vote:

All in favor: Mayor Ross, Commissioner Childress, Vice Mayor Cooper and Commissioner Anderson

Motion carries: 4/0

9.c **Ordinance 2010-9**

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, AMENDING CHAPTER 6, PUBLIC FACILITIES AND SERVICES, SECTION 6.3.2 OF THE MUNICIPAL CODE RELATING TO **GARBAGE CONTAINERS**; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION; PROVIDING FOR AN EFFECTIVE DATE

Attorney Hearn read the title of the ordinance.

Manager Garcia makes a recommendation to change from 36 gallon limit to 40 gallon limit.

Public comments related to the ordinance:

Dan Keys

A motion made by Commissioner Childress to approve at second reading with the Manager's recommendation to change to 40 gallons. It was seconded by Vice Mayor Cooper.

After discussion, the motion was called to a vote:

All in favor: Mayor Ross, Commissioner Childress, Vice Mayor Cooper and Commissioner Anderson

Motion carries: 4/0

9.d **Ordinance 2010-10**

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, REPEALING CHAPTER 16, DIVISION 2 ENTITLED "ELECTRICITY, METERED AND BOTTLED GAS", SECTIONS 16-16 THROUGH 16-24 IN THEIR ENTIRETY; REPEALING CHAPTER 16, DIVISION 3 ENTITLED "TELECOMMUNICATIONS", SECTIONS 16-31 THROUGH 16-36 IN THEIR ENTIRETY; DELETING THE REFERENCE TO DIVISION 1 OF CHAPTER 16 ENTITLED "GENERALLY"; CREATING NEW SECTIONS 16-12 THROUGH 16-19 RELATING TO **MUNICIPAL PUBLIC SERVICE TAX**; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION; PROVIDING FOR AN EFFECTIVE DATE

Attorney Hearn read the title of the ordinance.

Public comments related to the ordinance:

Daniel Samaria
Dan Keys

A motion made by Commissioner Childress to approve. It was seconded by Commissioner Anderson.

After discussion, the motion was called to a vote:

All in favor: Mayor Ross, Commissioner Childress, and Commissioner Anderson

All opposed: Vice Mayor Cooper

Motion carries: 3/1

10 Resolutions

10.a **Resolution 2010-22**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **APPROVING THE AMENDMENT TO THE BY-LAWS OF THE BISCAYNE PARK FOUNDATION**; PROVIDING FOR AN EFFECTIVE DATE

Attorney Hearn read the title of the resolution and provided background explanation.

After discussion, Vice Mayor Cooper makes a motion to defer the approval of this resolution until the August 3, 2010 regular commission meeting to allow the attorney to tighten loopholes in the by-laws and to review the formation of the board.

The motion died due to the lack of a second.

After additional discussion, Commissioner Childress makes a motion to approve the resolution and the amendments to the by-laws. It was seconded by Commissioner Anderson.

The motion was called to a vote:

All in favor: Mayor Ross, Commissioner Childress, Commissioner Anderson

All against: Vice Mayor Cooper

Motion carries: 3/1

11 Old Business

11.a Manager Garcia: Mail Box

Manager Garcia provided explanation from USPS that the mailbox on 113th street was removed due to low volume.

Direction given to Manager Garcia to contact USPS again and request that they provide data to justify the low volume. Also to add to web page to get resident input on the loss of the mailbox.

Point of order: Commissioner Childress makes a motion to extend the meeting time to 11:30PM. Seconded by Commissioner Anderson. All in favor.

12 New Business

12.a Mayor Ross: Strategic Planning Session

After discussion, direction given to Manager Garcia to review all the proposals submitted and to come back with her recommendation on a selection and a date for the planning session at the September 14, 2010 regular commission meeting. Also to put the amount for this session in the budget for fiscal year 2010-11.

12.f Commissioner Anderson: Appointment of open member on the Planning & Zoning board.

Requested that this item be added to the agenda for the next regular commission meeting on August 3, 2010, and for Vice Mayor Cooper to bring his nomination.

13 Reports

Village Attorney: Preliminary meeting to take place on Friday, July 16, 2010 with both Police and Public Works union representatives. After these are finalized the executive session with the commission will be scheduled.

Vice Mayor: Would not apologize for his comments regarding the residents who made the donation for the art sculpture.

Mayor Ross: Provided a CD and tote to each Commissioner that she obtained from the Tree Summit that she attended.

14 Final Public Comments

Barbara Watts

15 Announcements

Wednesday, July 14th: Recreation Advisory Board at 6:30PM

Saturday, July 17th: Ribbon Cutting Ceremony for the Public Works Building at 10:AM at the new Public Works building located at 893 NE 109th Street.

Saturday, July 17th: Tree Planting for Arbor Day at 12:Noon.

Monday, July 19th: Planning & Zoning at 6:30PM

Tuesday, July 20th: Code Enforcement at 7:00PM

Wednesday, July 21st: Parks & Parkway at 6:00PM

Tuesday, July 27th: 1st Budget Workshop at 6:30PM

Tuesday, July 27th: Code Review at 7:00PM

Wednesday, July 28th: Ecology Board at 7:00PM

16 Adjournment.

Motion made by Commissioner Anderson to adjourn and seconded by Commissioner Childress.

The meeting was adjourned at 11:34PM

Commission approved on _____.

Attest:

Roxanna Ross, Mayor

Maria Camara, Village Clerk



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Albert Childress
Commissioner

Ana Garcia
Village Manager

John J. Hearn
Village Attorney

MINUTES
SPECIAL COMMISSION MEETING
Ed Burke Recreation Center - 11400 NE 9th Court
Biscayne Park, FL 33161
Tuesday, July 27, 2010 6:30PM

1 Call to Order

2 Roll Call

Mayor Roxanna Ross called the meeting to order at 6:40PM. In addition to Mayor Ross, present were:

Vice Mayor Bryan Cooper
Commissioner Bob Anderson
Commissioner Steve Bernard
Commissioner Al Childress

Present from staff were:

Village Manager Ana Garcia
Village Clerk Maria Camara
Finance Director Michael Arciola
Police Chief Mitchell Glansberg
Public Works Director Bernard Pratt
Parks & Recreation Director Issa Thornell
Finance Clerk Karina Moreta

3 Pledge of Allegiance and Moment of Silence

4 Public Comments Related to Agenda Items / Good & Welfare

Fred Jonas
Dan Samaria

5 Resolution 2010-23

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA; **ESTABLISHING A TENTATIVE MILLAGE RATE OF 8.9933 FOR FISCAL YEAR 2010-2011, ESTABLISHING THE CURRENT YEAR ROLLED-BACK RATE TO BE 11.3420 AND ESTABLISHING THE FIRST AND THE SECOND PUBLIC BUDGET HEARINGS AS REQUIRED BY LAW;** DIRECTING THE VILLAGE CLERK AND 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

Attorney Hearn read the title of the resolution.

A motion made by Commissioner Bernard to move this resolution to the August 3, 2010 Regular Commission meeting. Seconded by Commissioner Cooper.

After discussion, the motion was called to a vote:

All in favor: Vice Mayor Cooper and Commissioner Bernard.

All opposed: Mayor Ross, Commissioner Anderson and Commissioner Childress.

Motion dies 3/2.

Motion made by Commissioner Bernard to continue this special meeting after the 1st Budget Workshop that is scheduled to start at 7:00PM, with a time certain of 9:00PM. Seconded by Vice Mayor Cooper.

After discussion, the motion was called to a vote:

All in favor: Vice Mayor Cooper, Commissioner Bernard and Commissioner Anderson.

All opposed: Mayor Ross, Commissioner Childress.

Motion carries 3/2.

Meeting adjourned at 7:20PM, to begin again at time certain 9:00PM.

Special meeting was reconvened at 9:35PM.

All were present from the Commission and staff.

Attorney Hearn read the title of the resolution.

The Mayor opened it for Public Comments but there were none.

A motion made by Commissioner Bernard to approve the resolution with a change to the tentative millage rate from 8.9933 to 9.5. Seconded by Vice Mayor Cooper.

After discussion, the motion was called to a vote:

All in favor: Commissioner Bernard

All opposed: Mayor Ross, Commissioner Childress, Vice Mayor Cooper and Commissioner Anderson.

Motion dies 4/1.

A motion made by Commissioner Childress to approve the resolution as written with the tentative millage rate at 8.9933. Seconded by Commissioner Anderson.

After discussion, the motion was called to a vote:

All in favor: Mayor Ross, Vice Mayor Cooper, Commissioner Bernard, Commissioner Anderson, Commissioner Childress.

All opposed: None

Motion carries 5/0.

6 Adjournment.

The meeting was adjourned at 9:55PM.

Commission approved on _____.

Attest:

Roxanna Ross, Mayor

Maria Camara, Village Clerk



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Albert Childress
Commissioner

Ana Garcia
Village Manager

John J. Hearn
Village Attorney

MINUTES

**1st Budget Workshop FY 2010-11 Proposed Budget
Ed Burke Recreation Center - 11400 NE 9th Court
Biscayne Park, FL 33161
Tuesday, July 27, 2010 7:00PM**

1 Call to Order

2 Roll Call

Mayor Roxanna Ross called the meeting to order at 7:20PM. In addition to Mayor Ross, present were:

Vice Mayor Bryan Cooper
Commissioner Bob Anderson
Commissioner Steve Bernard
Commissioner Al Childress

Present from staff were:

Village Manager Ana Garcia
Village Clerk Maria Camara
Finance Director Michael Arciola
Police Chief Mitchell Glansberg
Public Works Director Bernard Pratt
Parks & Recreation Director Issa Thornell
Finance Clerk Karina Moreta

- 3** Manager Garcia provided an opening statement on the proposed fiscal year 2010-11 budget. The Commission then proceeded to review each department in the proposed budget:

Road Fund:

Discussion took place on the administrative fee naming and calculation, on the third quarter data for all funds, and fund balance data.

CITT Fund:

Discussions took place on the lease purchase, on the possible ideas to utilize these funds.

Revenues:

Discussions took place on the projected revenue amount for the electric franchise fees, the administrative fees, recreation center fees, State Revenue Share revenue amount, and the home occupational fees.

Village Commission:

Add explanation to Special Events, and add \$2,000 towards the Strategic Planning session scheduled for October.

Executive Administration:

Discussion on reduction of salaries to what the current salaries are.

Police:

Discussion on verification of the worker's compensation amount.

Code Enforcement:

Discussion on budgeting for one full time and one part time in the 2010-11 budget.

4 Adjournment.

Motion made by Commissioner Anderson to adjourn. Seconded by Commissioner Childress.

Meeting adjourned at 9:34PM.

Commission approved on _____.

Attest:

Roxanna Ross, Mayor

Maria Camara, Village Clerk



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Commissioner

Ana Garcia
Village Manager

John J. Hearn
Village Attorney

MINUTES
REGULAR COMMISSION MEETING
Ed Burke Recreation Center - 11400 NE 9th Court
Biscayne Park, FL 33161
Tuesday, August 3, 2010 at 7:00PM

1 Call to Order

2 Roll Call

Mayor Roxanna Ross called the meeting to order at 6:37PM. In addition to Mayor Ross, present were:

Vice Mayor Bryan Cooper
Commissioner Bob Anderson
Commissioner Steve Bernard
Commissioner Al Childress

Present from staff were:

Village Manager Ana Garcia
Village Clerk Maria Camara
Finance Director Michael Arciola
Police Chief Mitchell Glansberg
Public Works Director Bernard Pratt
Parks & Recreation Director Issa Thornell

3 Pledge of Allegiance and Moment of Silence

4 Presentations

Jerry Bell, Bell David Planners: Presentation on The Florida Department of Community Affairs (DCA) Objections, Recommendations and Comments (ORC) Report

Three issues that need to be addressed:

1. Update maps to 2025, in color and more modern.
2. Water supply plan - correct '150' throughout.
3. Use of the word "shall"

Direction given to Mr. Bell to make the corrections and bring back for adoption at second reading. Mayor Ross requested a red-line version, or an outline of the changes be provided. Target October 5, 2010 meeting for the second reading and provide the red-line version for the September 14, 2010 meeting.

5 Additions, deletions or withdrawals to the Agenda

Mayor Ross adds item 12.e as discussion on Manager Garcia's e-mail to Attorney Hearn regarding Vice Mayor Cooper.

Vice Mayor Cooper adds item 12.f as discussion on Roberts Rules of Order and the Village Charter.

6 Public Comments Related to Agenda Items / Good & Welfare

Estelle Hacia
Fred Jonas
Tracy Truppman

7 Consent Agenda

Commissioner Bernard pulls the minutes for April 27, 2010, May 26, 2010, and June 8, 2010 for discussion.

Commissioner Anderson pulls the minutes for March 2, 2010.

Motion made by Commissioner Bernard to approve items 7b and 7c only:

7.a Federal Forfeiture Funds Expenditure of \$1,500 to be utilized by the Police Department for 12 months of airtime for Verizon air cards.

7.b Federal Forfeiture Funds Expenditure of \$600 to be utilized by the Police Department for Crime Prevention Training Recertification for Chief Glansberg.
Seconded by Commissioner Childress

The motion was called to a vote:

All in favor: Mayor Ross, Vice Mayor Cooper, Commissioner Bernard, Commissioner Childress and Commissioner Anderson

Motion carries: 5/0

March 2, 2010 Minutes:

After discussion, motion made by Commissioner Bernard to add all of the notes submitted to the Clerk to the minutes. Seconded by Vice Mayor Cooper.

The motion was called to a vote:

All in favor: Vice Mayor Cooper and Commissioner Bernard

All opposed: Mayor Ross, Commissioner Childress and Commissioner Anderson

Motion fails 2/3.

Motion made by Commissioner Childress to accept the minutes as submitted by the Clerk. It was seconded by Commissioner Anderson.

The motion was called to a vote:

All in favor: Mayor Ross, Commissioner Childress and Commissioner Anderson

All opposed: Vice Mayor Cooper and Commissioner Bernard

Motion carries 3/2

April 27, 2010 Minutes:

After discussion, motion made by Commissioner Bernard to add all of the notes and corrections submitted to the Clerk to the minutes. Seconded by Vice Mayor Cooper.

The motion was called to a vote:

All in favor: Vice Mayor Cooper and Commissioner Bernard

All opposed: Mayor Ross, Commissioner Childress and Commissioner Anderson

Motion fails 2/3.

Motion made by Commissioner Childress to accept the minutes as submitted by the Clerk. It was seconded by Commissioner Anderson.

The motion was called to a vote:

All in favor: Mayor Ross, Commissioner Childress and Commissioner Anderson

All opposed: Vice Mayor Cooper and Commissioner Bernard

Motion carries 3/2

May 26, 2010 Minutes:

After discussion, motion made by Commissioner Bernard to add all of the notes submitted to the Clerk to the minutes. Seconded by Vice Mayor Cooper.

The motion was called to a vote:

All in favor: Vice Mayor Cooper and Commissioner Bernard

All opposed: Mayor Ross, Commissioner Childress and Commissioner Anderson

Motion fails 2/3.

Motion made by Commissioner Childress to accept the minutes as submitted by the Clerk. It was seconded by Commissioner Anderson.

The motion was called to a vote:

All in favor: Mayor Ross, Commissioner Childress and Commissioner Anderson

All opposed: Vice Mayor Cooper and Commissioner Bernard

Motion carries 3/2

June 8, 2010 Minutes:

After discussion, motion made by Commissioner Bernard to add all of the notes and corrections submitted to the Clerk to the minutes. Seconded by Vice Mayor Cooper.

The motion was called to a vote:

All in favor: Vice Mayor Cooper and Commissioner Bernard

All opposed: Mayor Ross, Commissioner Childress and Commissioner Anderson

Motion fails 2/3.

Motion made by Commissioner Anderson to accept the minutes as submitted by the Clerk, with a correction to a typo to item 12.a. It was seconded by Commissioner Childress.

The motion was called to a vote:

All in favor: Mayor Ross, Commissioner Childress and Commissioner Anderson

All opposed: Vice Mayor Cooper and Commissioner Bernard

Motion carries 3/2

8 Public Hearings

< None >

9 Ordinances - First and Second Reading

< None >

10 Resolutions

< None >

11 Old Business

11.a Commissioner Bernard: Formal Manager Evaluations

Commissioner Bernard requested that the entire Commission agree on a form to be used for the Manager's 12 month evaluation.

Commissioner Childress stated he had received an e-mail from the Manager to confirm availability for a special commission meeting specifically for the Manager's evaluation and that the evaluation be done at that meeting without any form.

After discussion, a motion made by Commissioner Bernard to have a formal evaluation in writing and that it be done at a regularly scheduled commission meeting. It was seconded by Vice Mayor Cooper.

The motion was called to a vote:

All in favor: Vice Mayor Cooper and Commissioner Bernard

All opposed: Mayor Ross, Commissioner Childress and Commissioner Anderson

Motion fails 2/3.

Commissioner Childress requested that the Village Manager proceed with the Special Commission Meeting on August 31, 2010, at 7PM.

Manager Garcia confirmed the date and time of August 31, 2010, at 7PM, and advised that a request was made to Comcast to tape this special meeting. Manager Garcia also advised of her availability to meet individually and regularly with each Commissioner to discuss her performance.

11.b Vice Mayor Cooper: Selection or re-appointment of board member to Planning & Zoning Board.

Vice Mayor Cooper nominated Barbara Watts as his appointment.

Mario Rumiano was moved to an alternate.
Fred Jonas resigned from the board.

11.c Mayor Ross: Discussion on process of selection of board members on the Biscayne Park Foundation

Mayor Ross proposes to solicit all Village residents for their interest in serving on the board of the Biscayne Park Foundation. Letter would be sent to all residents requesting they provide background experience.

There was agreement on sending the letter, but no on the number of board members to be appointed.

Attorney Hearn suggested that some tweaking be done on the amended by-laws as they were written for the Commission to operate the foundation. Will re-look at and bring back to the September 14, 2010 regular commission meeting.

After discussion on when to send the letter to residents and to allow for adequate response time, Commissioner Childress makes a motion to add this item to the October 5, 2010, regular commission meeting and for the attorney to bring the amendments to the by-laws, along with the responses from residents interested in serving on the board, and then to make a decision on the number of board members at that time. It was seconded by Commissioner Anderson.

The motion was called to a vote:

All in favor: Vice Mayor Cooper, Commissioner Bernard, Commissioner Childress, Commissioner Anderson and Mayor Ross.

Motion carries 5/0

12 New Business

12.a Vice Mayor Cooper: E-mail notification system and Biscayne Canal event.

Discussion on setting policy as to when to use e-mail notification system in case of an emergency, WENS notification system, Crime Watch e-mail group and the reverse 311 system described by Commissioner Childress.

Direction given to Manager Garcia to review Commissioner Childress's 311 system and come back with a review and recommended policy.

12.b Commissioner Bernard: Resident Notification Procedures

Discussion to utilize the e-mail notification from the Biscayne Park website to notify residents on regular commission meetings, special commission meetings and all other meetings and events.

Motion made by Commissioner Bernard to use the e-mail notification system on a monthly basis of all known meetings, special commission meetings as soon as they are scheduled, to update marquees and to provide update on all meetings and events when a flyer is being circulated in the Village. Seconded by Vice Mayor Cooper with an amendment to create two separate e-mail addresses to identify a regular message and an emergency situation.

The motion was called to a vote:

All in favor: Vice Mayor Cooper and Commissioner Bernard

All opposed: Mayor Ross, Commissioner Childress and Commissioner Anderson

Motion fails 2/3.

Commissioner Childress makes a motion to have the Manager use her wisdom and best practice to notify all residents as needed. Seconded by Commissioner Anderson.

The motion was called to a vote:

All in favor: Mayor Ross, Commissioner Childress, Commissioner Anderson and Vice Mayor Cooper.

All opposed: Commissioner Bernard

Motion carries 4/1.

Direction given to Manager Garcia to include the schedule of upcoming meetings and events for August and September with the notice going out to residents for the Biscayne Park Foundation board.

12.c Commissioner Bernard: Sanitation Budget Review

Discussion on the unappropriated contingency and the administrative fee of the Sanitation fund.

Motion made by Commissioner Bernard to find every dollar in unappropriated contingency and put it back in the pockets of the residents. Seconded by Vice Mayor Cooper.

The motion was called to a vote:

All in favor: Vice Mayor Cooper and Commissioner Bernard

All opposed: Mayor Ross, Commissioner Childress and Commissioner Anderson

Motion fails 2/3.

Commissioner Childress stated it was best left to discuss at the budget workshop. Finance Director agreed that the time to review this should be at the next budget workshop.

12.d Commissioner Anderson: Summary Minutes

Discussion on creating a resolution agreeing to summary minutes.

Motion made by Commissioner Anderson to create a resolution to do summary minutes for all meetings following the format provided in Roberts Rules of Order. It was seconded by Commissioner Childress.

The motion was called to a vote:

All in favor: Mayor Ross, Commissioner Childress and Commissioner Anderson

All opposed: Commissioner Bernard and Vice Mayor Cooper

Motion carries 3/2

- 12.e Mayor Ross: Discussion on Manager Garcia's e-mail to Attorney Hearn regarding Vice Mayor Cooper.

Attorney Hearn introduced this item for discussion but requested to have limited to no further discussion and only reach consensus on how to move forward. Attorney Hearn recommends that it be investigated by an independent body, specifically an attorney with no ties to the Village. Preferably an attorney with municipal government and labor law background. Would project a figure of \$5,000 would be required.

Motion made by Commissioner Childress to accept the attorney's recommendation and to have the attorney make the selection on who will conduct the investigation. It was seconded by Vice Mayor Cooper.

Mayor Ross brought forward the possibility of reaching conflict resolution through a mediator, but only if both parties are willing to participate, and to have the attorney select the mediator.

Manager Garcia would be willing to utilize the mediator.

Vice Mayor Cooper acknowledged Manager Garcia's good will gesture, but would rather go forward with the attorney's recommendation.

Mayor Ross asked to amend the motion to set a dollar limitation and to set the scope. Attorney Hearn advised he would submit a letter of engagement with his selection to not exceed \$5,000.

The motion was called to a vote:

All in favor: Mayor Ross, Commissioner Childress, Commissioner Bernard, Commissioner Anderson and Vice Mayor Cooper

Motion carries 5/0.

After discussion on the procedures for a public records request, it was concluded that the Director of Finance would make arrangements to meet with Vice Mayor Cooper on his pending request.

- 12.f Vice Mayor Cooper: Discussion on Roberts Rules of Order and the Village Charter.

Attorney Hearn provided answers to questions posed by Vice Mayor Cooper.

At the conclusion of item 12.f, Mayor Ross asked for a motion to adjourn or a motion to extend the meeting.

Motion made by Commissioner Bernard to extend the meeting. It was seconded by Vice Mayor Cooper.

The motion was called to a vote:

All in favor: Vice Mayor Cooper and Commissioner Bernard

All opposed: Mayor Ross, Commissioner Childress and Commissioner Anderson

Motion fails 2/3.

13 Reports

No reports were given.

14 Announcements

Wednesday, August 11th - Recreation Advisory Board at 6:30PM

Thursday, August 12th - Code Review Board at 7:00PM

Monday, August 16th - Planning & Zoning at 6:30PM

Tuesday, August 17th - Second Budget Workshop at 6:30PM

Wednesday, August 18th - Parks & Parkway at 6:00PM

Wednesday, August 18th - Code Enforcement at 7:00PM

Thursday, August 19th - Ecology Board at 7:00PM

Thursday, August 26th - Code Review at 7:00PM

Tuesday, August 31st - Special Commission Meeting at 7:00PM

County Commissioner Sally Heyman requested we announce a free foreclosure prevention clinic that she is sponsoring on Sunday, August 15th at 11:00AM at the North Shore Park & Youth Center in Miami Beach.

Summerfest that was scheduled for Saturday, August 7th has been canceled and will be rescheduled.

The next regular Commission meeting is Tuesday, September 14th at 7:00PM. This meeting was changed to the second Tuesday of the month due to the Labor Day holiday.

6 Adjournment.

The meeting was adjourned at 11:05PM

Commission approved on _____.

Attest:

Roxanna Ross, Mayor

Maria Camara, Village Clerk



VILLAGE OF BISCAYNE PARK
640 NE 114TH STREET
BISCAYNE PARK, FL 33161
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Mayor and Commission

Roxanna Ross
Mayor

Bryan Cooper
Vice Mayor

Robert "Bob" Anderson
Commissioner

Steve Bernard
Commissioner

Albert Childress
Commissioner

Ana Garcia
Village Manager

John J. Hearn
Village Attorney

MINUTES

2nd Budget Workshop FY 2010-11 Budget
Ed Burke Recreation Center 11400 NE 9th Ct.
Biscayne Park, FL 33161

Tuesday, August 17, 2010 at 6:30PM

1 Call to Order

2 Roll Call

Mayor Roxanna Ross called the meeting to order at 6:37PM. In addition to Mayor Ross, present were:

Vice Mayor Bryan Cooper
Commissioner Bob Anderson
Commissioner Steve Bernard
Commissioner Al Childress

Present from staff were:

Village Manager Ana Garcia
Village Clerk Maria Camara
Finance Director Michael Arciola
Police Chief Mitchell Glansberg
Public Works Director Bernard Pratt
Finance Clerk Karina Moreta

3 Pledge of Allegiance and Moment of Silence

4 Public Comments

Barbara Kuhl

5 Manager Garcia provided an opening statement on the proposed fiscal year 2010-11 budget. The Commission then proceeded to review each department in the proposed budget:

Village Commission:

Discussion took place on legislative representation by David Caserta and on the donation to the North Miami Senior Citizen Foundation. Amounts added to the budget for these two items were added under General Government.

Mayor Ross proposed alternate wording for the Village Commission's mission statement, but the consensus was to leave as is.

Executive Administration:

Discussions took place on Village clerk salary, cell phone costs for Village Manager, and creation of job descriptions for all staff.

Vice Mayor Cooper would not support any increase unless all salaries are reviewed across the board. Wants to see comparative pay scale for Public Works employees from North Miami and Miami Shores.

Mayor Ross requested that after both union negotiations are completed, that the Village Manager come back with the union's proposed salary increases for Public Works and Police, as well as proposed increases for any other non-union staff.

General Government:

Discussions took place on providing more explanation on each line item including differences between prior budget amounts and proposed budget amounts, water services, allocation of resources for IT upgrades, and purchase of defibrillator.

An amount of \$5,000 was added for the legislative representation for David Caserta and direction given to Manager Garcia to contact Mr. Caserta on what the Village can expect for this amount.

An amount of \$2,500 was added for a donation to the North Miami Senior Citizen Foundation.

Finance:

Direction given to Finance Director Arciola to provide an overview of the HTE Finance system with comparison to proposed new accounting system.

Sanitation:

Discussion on the administrative fee calculation.

Direction given to Manager Garcia and Finance Director Michael Arciola to contact Ken Small from the Florida League of Cities to get his input on the administrative fee calculation. Direction also given to find out if and how other municipalities calculate their administrative fees.

Road Fund:

General discussion.

CITT:

General discussion.

Legal:

Since the attorney is a chartered official that reports to the Commission, wants Attorney Hearn to be present to discuss.

Building:

Discussion on the fees paid to the building inspectors.

Police:

Discussion on raises given in October 2009, status of the current union contract negotiations, concerns on that reduced budget over last year will affect services.

Clarification given that the raises given to non-union Police administrative staff in October 2009 were made by former Village Manager Spence which was and is under the Manager's authority to do so.

Code Enforcement:

Manager Garcia will be increasing salary of full time code enforcement officer to \$32,000 and will also add a part time back up with an annual salary of \$6,000. Discussion also on utilization of outside services.

Recreation:

Manager Garcia will add \$5,000 for overall improvements to the Ed Burke Park and will look at selling the second van that is not being utilized. Will also be looking at rental fees in comparison to other municipalities. Discussion on field maintenance.

Direction given to Director Pratt to get a rain sensor for the park to save money on usage of sprinklers.

Public Works:

Manager Garcia will add \$5,000 for summer seasonal mowing. Discussion on utilizing wildflower plantings in some of our medians, amount budgeted for water and building maintenance.

6 Adjournment

The meeting was adjourned at 11.35PM

Commission approved on _____.

Attest:

Roxanna Ross, Mayor

Maria Camara, Village Clerk



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Mayor and Commission

Roxanna Ross
Mayor

Bryan Cooper
Vice Mayor

Robert "Bob" Anderson
Commissioner

Steve Bernard
Commissioner

Albert Childress
Commissioner

Ana Garcia
Village Manager

John J. Hearn
Village Attorney

MINUTES

Special Commission Meeting
Ed Burke Recreation Center 11400 NE 9th Ct.
Biscayne Park, FL 33161
Tuesday, August 31, 2010 at 7:00PM

1 Call to Order

2 Roll Call

Mayor Roxanna Ross called the meeting to order at 7:11PM. In addition to Mayor Ross, present were:

Vice Mayor Bryan Cooper
Commissioner Bob Anderson
Commissioner Steve Bernard
Commissioner Al Childress

Present from staff were:

Village Manager Ana Garcia
Village Clerk Maria Camara
Finance Director Michael Arciola
Village Attorney John Hearn
Police Chief Mitchell Glansberg
Public Works Director Bernard Pratt

3 Pledge of Allegiance and Moment of Silence

Manager Garcia provided an opening statement on her first year as Village Manager and announced that she would be pulling the points of discussion regarding revisions to her contract due to the status of the economy.

4 Additions, deletions and changes

Commissioner Bernard requested that the Manager's performance evaluation be added to the New Business discussion which only stated "Village Manager contract negotiations and contract amendments".

5 Public Comments Related to Agenda Items

Chester Morris
Tracy Truppman

Randy Wagoner
Gary Kuhl

6 New Business

Village Manager contract negotiations and contract amendments and Manager's performance evaluation.

After input from each Commissioner and Mayor, a motion made by Vice Mayor Cooper to delay the contract negotiations until date certain October 5, 2010 regular commission meeting. It was seconded by Commissioner Bernard.

After further discussion the motion was called to a vote:

All in favor: Mayor Ross, Vice Mayor Cooper, Commissioner Childress and Commissioner Bernard

All opposed: Commissioner Anderson

Motion carries: 4/1

All Commissioners had completed their written evaluations of Manager except for Vice Mayor Cooper. Mayor Ross requested that written evaluations be completed by the end of the week in order that they could all be distributed to the entire commission.

Attorney Hearn asked for clarification on the Commission's direction on forwarding Vice Mayor Cooper's list of allegations from a former staff member that he submitted via e-mail to the entire Commission on Monday, August 30, 2010, to the outside counsel and include it in his current investigation.

Motion made by Commissioner Bernard to direct the outside counsel to include Vice Mayor's Cooper e-mail in his current investigation. It was seconded by Vice Mayor Cooper.

After discussion and concerns on whether there would be additional costs incurred, the motion was withdrawn.

Instead, direction given to Attorney Hearn to discuss the e-mail with the outside counsel and then to provide a report at the next regular commission meeting on Tuesday, September 14, 2010, on whether there would be any additional costs.

7 Final Public Comments

Doug Tannehill
Tracy Truppmann
Fred Jonas
Carmen DiBernardi
Judith Gersten
Barbara Kuhl

8 Adjournment

Motion to adjourn made by Commissioner Childress and seconded by Commissioner Anderson.

The meeting was adjourned at 9:10PM

Note: Mayor Ross, Commissioner Anderson, Commissioner Childress and Commissioner Bernard submitted their written evaluations for Manager Garcia to the Clerk.

Commission approved on _____.

Attest:

Roxanna Ross, Mayor

Maria Camara, Village Clerk



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Vice Mayor

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Commissioner

Steve Bernard
Commissioner

Albert Childress
Commissioner

Ana Garcia
Village Manager

John J. Hearn
Village Attorney

MINUTES

**1st Public Hearing - FY 2010-11 Budget
Church of the Resurrection - 11173 Griffing Blvd
Biscayne Park, FL 33161
Thursday, September 9, 2010 at 6:30PM**

1 Call to Order

2 Roll Call

Mayor Roxanna Ross called the meeting to order at 6:46PM. In addition to Mayor Ross, present were:

Vice Mayor Bryan Cooper
Commissioner Bob Anderson
Commissioner Steve Bernard
Commissioner Al Childress (arrived at 8:05PM)

Present from staff were:

Village Manager Ana Garcia
Village Clerk Maria Camara
Finance Director Michael Arciola
Attorney Michael Piper (filling in for Village Attorney John Hearn)
Police Chief Mitchell Glansberg
Public Works Director Bernard Pratt
Parks & Recreation Director Issa Thornell
Finance Clerk Karina Moreta

3 Pledge of Allegiance and Moment of Silence

4 Manager Garcia provided a review of items added to the budget since the last budget workshop, and then a review of the current fiscal year 2009-2010 status and of the upcoming fiscal year 2010-2011 budget. Manager recommends that the budget for fiscal year 2010-2011 be adopted as proposed.

5 a Ordinance No. 2010-11

AN ORDINANCE OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **ESTABLISHING THE 2010-2011 MILLAGE RATE AT 8.9933 MILS** FOR EACH \$1,000 OF ASSESSED VALUATION UPON REAL AND PERSONAL PROPERTY WITHIN THE VILLAGE LIMITS OF THE VILLAGE OF BISCAYNE PARK; PROVIDING FOR AN EFFECTIVE DATE

Attorney Piper read the title of the ordinance.

Mayor Ross opened public comment on the ordinance and there were none.

Motion made by Vice Mayor Cooper to approve the ordinance at first reading. It was seconded by Commissioner Anderson

The motion was called to a vote:

All in favor: Mayor Ross, Vice Mayor Cooper and Commissioner Anderson

All opposed: Commissioner Bernard

Motion carries: 3/1

Commissioner Childress had not yet arrived when this motion was called to a vote.

5 b **Ordinance No. 2010-12**

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **ADOPTING A BUDGET FOR FISCAL YEAR 2010-2011** FOR THE VILLAGE OF BISCAYNE PARK, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE

Attorney Piper read the title of the ordinance.

Mayor Ross opened public comment on the ordinance and there were none.

Motion made by Commissioner Anderson to approve the ordinance at first reading. It was seconded by Commissioner Bernard.

Direction given to Manager Garcia by the Commission to provide an overview of the reductions made to the operating budget between fiscal year 2009-10 and the proposed fiscal year 2010-11 budget and to provide prior to the 2nd Public Hearing on September 21, 2010.

Direction given to Manager Garcia and Finance Director Arciola to get input from our auditors on utilizing the Yardi accounting software and to survey other smaller municipalities on what financial/accounting software they utilize and to provide prior to the 2nd Public Hearing on September 21, 2010.

Direction given to Finance Director Arciola to find out from Attorney Hearn what the allowable timeframe is to add a lien for non-paid waste fees.

After discussions were completed, the motion was called to a vote:

All in favor: Commissioner Anderson, Commissioner Childress and Mayor Ross

All opposed: Commissioner Bernard and Vice Mayor Cooper

Motion carries: 3/2

6 Final Public Comments

Fred Jonas

7 Adjournment

Motion to adjourn made by Commissioner Childress and seconded by Commissioner Anderson.

The meeting was adjourned at 9:03PM

Commission approved on _____.

Attest:

Roxanna Ross, Mayor

Maria Camara, Village Clerk

BISCAYNE PARK POLICE DEPARTMENT

M E M O R A N D U M

TO: Ms. Ana M. Garcia, Village Manager

FROM: Chief Mitchell Glansberg

DATE: August 6, 2010

CC: Mayor Roxanne Ross, Village Commission, Mrs. Maria Camara,
Village Clerk

RE: **Agenda Item, September Commission Meeting: Expenditure
of Federal Forfeiture Funds**

Federal Forfeiture Funds Expenditure Background:

The Village of Biscayne Park Police Department has entered into a new Community Crime Prevention Partnership initiative called, *Village of Biscayne Park on Patrol, (VOBPOP)*.

A New and Dynamic Partnership and Crime Prevention Program whereupon the Village of Biscayne Park Police Department aggressively works with civilians and community members to recognize, identify and report criminal activity within the Village of Biscayne Park.

The Village of Biscayne Park Police Department is seeking expenditure of not more than \$5000.00 from the Village of Biscayne Park Police Department's Federal Forfeiture Funds account pursuant to Federal and State Forfeiture Guidelines to be utilized for the payment of rental fees for twelve months for office space to support for the newly established Village of Biscayne Park Police Department's Crime Prevention and Community Policing initiative, *Village of Biscayne Park on Patrol, (VOBPOP)*.

CERTIFICATION:

I, Mitchell S. Glansberg, Chief of Police, certify that all funds from the above request(s) will be utilized for law enforcement purposes and comply with the requirements of the State of Florida Forfeiture Guidelines and The Department of Justice/Treasury Forfeiture Guidelines, where applicable. The above request has been reviewed and approved by the office of the City Attorney.



Mitchell S. Glansberg
Chief of Police

BISCAYNE PARK POLICE DEPARTMENT

M E M O R A N D U M

TO: Ms. Ana M. Garcia, Village Manager

FROM: Chief Mitchell Glansberg 

DATE: August 11, 2010

CC: Mayor Roxanne Ross, Village Commission, Mrs. Maria Camara,
Village Clerk

RE: **Agenda Item, September Commission Meeting: Expenditure
of Federal Forfeiture Funds**

Federal Forfeiture Funds Expenditure:

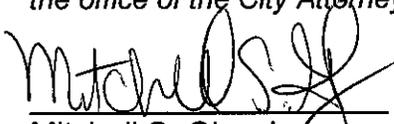
The Village of Biscayne Park Police Department is seeking expenditure of **\$26,555.00** from the Village of Biscayne Park Police Department's Federal Forfeiture Funds account to pay for the labor costs related to replace a Village of Biscayne Park Police Sergeant, (*court identification #17-78*) who, for FY 09/10, was assigned to the DEA Task Force, Group 43, Miami, a Federal Government Task Force, for the sole purpose of Narcotics Interdiction and Enforcement.

The Village of Biscayne Park Police Department found it was both reasonable and necessary for the continuing protection of the community to maintain minimum staffing levels to replace the Police Sergeant's shift position with salaried part-time police officers during FY09/10.

Pursuant to forfeiture guidelines, the Officers utilized to replace the task force Sergeant were not involved in narcotics interdictions, but were involved in crime prevention and community policing functions.

CERTIFICATION:

I, Mitchell S. Glansberg, Chief of Police, certify that all funds from the above request(s) will be utilized for law enforcement purposes and comply with the requirements of the State of Florida Forfeiture Guidelines and The Department of Justice/Treasury Forfeiture Guidelines, where applicable. The above request has been reviewed and approved by the office of the City Attorney.



Mitchell S. Glansberg
Chief of Police

BISCAYNE PARK POLICE DEPARTMENT

MEMORANDUM

TO: Ms. Ana M. Garcia, Village Manager

FROM: Chief Mitchell Glansberg 

DATE: August 11, 2010

CC: Mayor Roxanne Ross, Village Commission, Mrs. Maria Camara,
Village Clerk

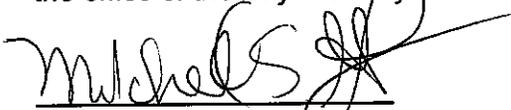
RE: **Agenda Item, September Commission Meeting: Expenditure
of Federal Forfeiture Funds**

Federal Forfeiture Funds Expenditure:

The Village of Biscayne Park Police Department is seeking expenditure of **\$1987.00** from the Village of Biscayne Park Police Department's Federal Forfeiture Funds account to pay for the cost of overtime under police case(s) 10-599-668- and 669-J respectively. The funds will be used to offset overtime expenses for the complex and protracted investigation which results in multiple arrests and the discovery and dismantling of an organized and ongoing criminal enterprise.

CERTIFICATION:

I, Mitchell S. Glansberg, Chief of Police, certify that all funds from the above request(s) will be utilized for law enforcement purposes and comply with the requirements of the State of Florida Forfeiture Guidelines and The Department of Justice/Treasury Forfeiture Guidelines, where applicable. The above request has been reviewed and approved by the office of the City Attorney.



Mitchell S. Glansberg
Chief of Police

BISCAYNE PARK POLICE DEPARTMENT

M E M O R A N D U M

TO: Ms. Ana M. Garcia, Village Manager

FROM: Chief Mitchell Glansberg

DATE: September 8th, 2010

CC: Mayor Roxanne Ross, Village Commission, Mrs. Maria Camara,
Village Clerk

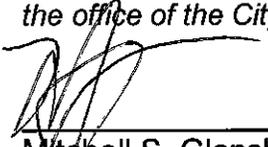
RE: **Agenda Item, September Commission Meeting: Expenditure
of Federal Forfeiture Funds**

Federal Forfeiture Funds Expenditure Background:

The Village of Biscayne Park Police Department is seeking expenditure of not more than \$2000.00 from the Village of Biscayne Park Police Department's Federal Forfeiture Funds account pursuant to Federal and State Forfeiture Guidelines to be utilized to purchase a single defibulator unit and training accessories for the Village offices.

CERTIFICATION:

I, Mitchell S. Glansberg, Chief of Police, certify that all funds from the above request(s) will be utilized for law enforcement purposes and comply with the requirements of the State of Florida Forfeiture Guidelines and The Department of Justice/Treasury Forfeiture Guidelines, where applicable. The above request has been reviewed and approved by the office of the City Attorney.



Mitchell S. Glansberg
Chief of Police



Date: 9/3/10
To: Village Clerk
From: Steve Bernard, Commissioner
Re: Written Policies and Procedures

REQUEST:

A discussion to create written certain specific policies and procedures

BACKGROUND AND ANALYSIS:

After reviewing our most current Audit, CAFR, meeting notes, and emails, it is apparent that there are several Procedures that have never been formalized. In an effort to promote professionalism in Government, I believe it is necessary that certain specific procedures be created and adhered to. It would be preferable that a full Policy and Procedures manual be created, but in the interest of resolving immediate issues, I recommend that the following items be directed by the Commission to be formalized, if they are not already. Many of these have been recommended by the most current Audit/CAFR:

1. Hiring of employees – standards for advertisement, background and reference checks
2. Procedures following termination or resignation of employees
3. Accounting and Financial Reporting for Post-Employment Benefits
4. Job Descriptions – see Frank Spence's email of 4/6/09 for several proposed job descriptions
5. Capital assets monitoring
6. Cash Management at Recreation Center
7. Cash Management at Village Hall (especially since credit cards are no longer accepted)
8. Quarterly Financial Report submittals (content and deadlines) to Commission (in fiscal year 2009-2010, only the 1st Q was submitted for approval)
9. Budget Amendments as required or recommended by Auditors
10. Public Records requests. While there is a form online, it is not clear to whom the request is to be made to, as emails suggest that all requests go through the Manager, but in most other cities, requests go through the Clerk
11. Tree removal by Village employees or contractors, whether live or dead

FISCAL/BUDGETARY IMPACT:

Unknown, to be discussed

RECOMMENDATION:

Recommended by Commissioner Steve Bernard

PLANNING & ZONING

Meets the 1st and 3rd Monday at 6:30PM

	Member	Appointed By	Comment
1	Gage Hartung	Childress	
2	Barbara Watts	Cooper	
3	Andrew Olis	Bernard	
4	Doug Tannehill	Ross	
5	Elizabeth Hornbuckle	Anderson	
6	Mario Rumiano		< Alternate >
7	Carl Bickel		< Alternate >
	<i>Fred Jonas</i>	<i>Ross</i>	<i>Resigned.</i>

Code Enforcement

Meets the 3rd Tuesday at 7:00PM

	Member	Appointed By	Comment
1	Harvey Bilt	Anderson	
2	Dale Blanton	Bernard	
3	Victor Cannon	Cooper	
4	David Coviello	Childress	
5	Carmen DiBernardi	Ross	
6	Kelli Rumiano	Anderson	< Alternate >
7	Milt Hunter	Anderson	< Alternate >
8	Ray Irizzary	Ross	< Alternate >

Code Review

Meets the 2nd & 4th Tuesday at 7:00PM

	Member	Appointed By	Comment
1	Gage Hartung	Auto from P&Z	
2	Andrew Olis	Auto from P&Z	
3	Fred Jonas	Auto from P&Z	
4	Gary Kuhl	Anderson	
5	Dale Blanton	Auto from Code Enf	
6	David Coviello	Auto from Code Enf	
7	Carmen DiBernardi	Auto from Code Enf	
8	Kelli Romano	Auto from Code Enf	
9	Ray Irizzary	Auto from Code Enf	
10	Judi Hamelburg	Bernard	
	<i>Harvey Bilt</i>	<i>Auto from Code Enf</i>	<i>Resigned, but remains on Code Enf.</i>
	<i>Milt Hunter</i>	<i>Auto from Code Enf</i>	<i>Resigned, but remains on Code Enf.</i>
	<i>Victor Cannon</i>	<i>Auto from Code Enf</i>	<i>Resigned, but remains on Code Enf.</i>

Recreation Advisory Board

Meets the 2nd Wednesday at 6:30PM

	Member	Appointed By	Comment
1	Ron Gwynn	Anderson	
2	James Murphy	Bernard	
3	John Holland	Cooper	
4	Helga Silva	Ross	
5	Rachel O'Conner		Previous alternate that replaced Vicki O'Brien.

Vicki Mallette O'Brien	Childress	Resigned.
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Parks & Parkway Advisory Board

Meets the 3rd Wednesday at 6:00PM

	Member	Appointed By	Comment
1	Dan Keys	Anderson	
2	Barbara Kuhl	Childress	
3	Randy Wagoner	Ross	
4		Bernard	Pending new appointment or selection of alternate.
5	David Tunnel	Cooper	
6	Lynn Fisher		< Alternate >
7	Mary Ann Jones		< Alternate >
	Anne Marie Jonckheer	Bernard	Resigned.
	Barbara Kiers	Cooper	Resigned.
	Jane Ansley		Resigned. (Alternate)

Ecology Board

Meets the 4th Wednesday at 7:00PM

	Member	Appointed By	Comment
1	Victor Romano	Anderson	
2	Matt Davis	Bernard	
3	Art Pyle	Childress	
4	Tom Pliske	Cooper	
5	Tracy Truppman	Ross	
6	Linda Carrington		< Alternate >
	Linda Domin		Will participate on special projects only.