



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

Mayor and Commission

Noah Jacobs  
Mayor

Robert "Bob" Anderson  
Vice Mayor

Bryan Cooper  
Commissioner

Roxanna Ross  
Commissioner

Commissioner Watts  
Commissioner

Ana M. Garcia  
Village Manager

John J. Hearn  
Village Attorney

Maria C. Camara  
Village Clerk

**MINUTES**

**1st Budget Workshop FY 2013-14**  
**Ed Burke Recreation Center - 11400 NE 9th Court**  
**Biscayne Park, FL 33161**  
**Tuesday, August 12, 2013 at 7:00pm**

**1 Call to Order**

Mayor Noah Jacobs called the meeting to order at 7:06pm.

**2 Roll Call**

Mayor Noah Jacobs - present  
Vice Mayor Bob Anderson - present  
Commissioner Bryan Cooper -absent (*Arrived at 7:12pm*)  
Commissioner Roxanna Ross - present  
Commissioner Barbara Watts - present

Present from staff were:  
Village Manager Ana M. Garcia  
Village Clerk Maria C. Camara  
Assistant to the Manager Candido Sosa-Cruz  
Chief Ray Atesiano  
Finance Director Irwin Williams  
Assistant Public Works Director Cesar Hernandez

**3 Pledge of Allegiance**

**4 Presentations**

4.a Police Chief Atesiano presented Officer Roy Camara who was promoted to Corporal and is in charge of the Reserves unit.

**5 Public Comment**

Fred Jonas: Noah, you previously stated government was reactive. Ask you to reconsider that. Ask you to consider that it is failed governments that have no vision are reactive. This is the time for us to be proactive. To develop vision on finances. We have a low level of maintenance. Because of that we need money. How are we going to get money. We have discussed annexation. You can look ahead and see how you would to see the Village get and manage its resources. Hope you reconsider that reactive posture and feel stronger and have a greater vision, and then articulate to us that vision.

AJ Gallo: Has the following concerns: already established as the highest millage in Miami Dade County. Now we want to raise again. We have added administrative expenses beyond what it should be. For every \$1,000 you add, you add about \$90 in taxes. There are costs for lobbyist, attorneys, IT project, records management. What are we getting for the increases? Do we need the \$20,000 for IT? What is the net benefit? Will there be less people? Living here since 1952. Have seen many changes, not all bad. But as said last year, look at it logically. Building permits going up \$35,000. Let's think about what we need. Let's not be something that we are not. We should then be annexed by Miami Shores. They have all the things in place to function. When I look at the budget it makes me ask why. More important to put money in contingency.

Chuck Ross: On projections for this year, a potential profit of approximately \$97,000. Due to expense efficiencies by the Manager. A zero variance in revenues. Produced by good governing by our Manager and administration. It will probably be a \$60,000 profit in reality That is not sufficient to not increase the trim. We are down \$400 to \$500 thousand since 2008 in property values. Improvements needed in Village Hall, audio. Urge you to put anything extra in reserves.

Barbara Kuhl: Budget is very complicated. Very hard when someone looks at something and picks it out and gives a reason not to raise millage. We need extra in reserves. Budget only an estimate. Having extra money will help to have on hand. Extra \$30, or \$60 or \$100 will not hurt the residents. Everyone has to tighten our belts. If we keep going as is, we will have a problem. Do not like being pushed into annexation because we don't have enough money. Don't care if we are the highest in the US. We have to look at ourselves. Listen to the Manager and the Finance Director.

Fred Jonas (continued): Mr. Gallo makes the point of looking at what we want. If we are looking to save money, then go into business with Miami Shores. Because of the way we are structured, we have no businesses and no other ways to generate money, only to tax ourselves. You may want to consider that more.

Jorge Marinoni (Read by Clerk Camara): Need to increase reserves for storm cleanup. Very important and we shouldn't be left hoping a storm does not come. Continue to support tree trimming and dead tree removal. Start thinking about road improvements. Streets have not gotten a new coat of tar since back in 1988. The longer we wait, the worst the roads will get.

## **6 Discussion of Proposed Fiscal Year 2013-14 Budget**

Manager Garcia: Provided a review of the millage scenarios between 9.500 and 9.900. We currently have on reserves \$478,911. Need to decide what is our goal, increase reserves and how much and what is the game plan to get there. At 9.500 we are currently looking at additional \$5,000 and change in contingency. Lower the millage and you have to reduce dollars in the operating expense.

Mayor Jacobs: What has been the trend for usage of contingencies?

Manager Garcia: Prior to 2010-11, Village did not plan with contingency and was always over budget. In 2009-10 that is audited, we came in \$26,000+ in the black and that amount went into reserves. In 2011-12 audited it was \$54,000 in the red; 2012-13 we are projecting \$103,000 in the black. If you look at last three years, we are looking at approximately \$50K in the black. Until 2012-13 numbers are audited, we will continue to show the reserves at \$478,911.

Finance Director Williams: Gave example of one time large code revenue.

Commissioner Ross: When looking at audited financials, there is a section on deficit fund balances. As of Sept 2012, there are two funds with a deficit totaling \$67,000 and are going to be funded by the general fund this year. When we say we expect to be in the black, have we made allowance for those transfers? Will it impact the \$103,000?

Finance Director Williams: The transfers have to be made. Yes, it will impact the \$103,000.

Commissioner Ross: Best case scenario, we expect to be \$40,000 in the black this year after we make the transfers. Wants to make sure everyone understands that.

Manager Garcia: And you still have to be careful if there is an unexpected expense, or you may get another code revenue come in. Have to wait for the audited figures.

Commissioner Watts: Best case scenario is that we only net \$40,000 from the from raising the millage last year.

Commissioner Ross: Even though the \$103,000 was mainly for FRS, and that did not happen, other unexpected expenses had to be paid out. We didn't have FRS issue, but other expenditures arose requiring us to draw from that contingency line item. There were no luxuries, just true unforeseen expenditures. Wanted to make that distinction between the reserves and the contingency line item. Those funds set aside for contingency, you can see those issues happen. And we also had to dip into our reserves.

Vice Mayor Anderson: Unrestricted funds, what is the difference between what we call reserves.

Finance Director Williams: If unrestricted reserves, we can use for any expense. If restricted, can only be spent for what its specific purpose. The reserves is the accumulation of revenues over expenses each year. It is unrestricted.

Vice Mayor Anderson: It is what we live on starting in October each year until the revenues start coming in from the taxes. We need to have enough there.

Manager Garcia: Impacted by FRS mandated employer contributions.

Manager Garcia: This budget also has two less full time employees, and that means our current staff will have to wear extra hats, like Director Sosa-Cruz.

Fred Jonas: What part of our budget would pay for the cleanup if a hurricane hits?

Manager Garcia: From reserves. We also have insurance and we also have FEMA.

Commissioner Cooper: How do you pay \$800,000 bill for clean up if we only have \$400,000? We are a unique city. Will we become insolvent? What actions will the state take?

Finance Director Williams: Every city has the same question. Critical to build up your reserves. If you can't pay your bills, then the state takes over.

Manager Garcia presented the budgets for Commission and Executive Administration.

Barbara Kuhl: This is not the time to fund the mural project.

Manager Garcia continued presenting the budgets for Finance and Planning.

Manager Garcia: Provided an update on annexation. Apartment complex is complete and tenants moving in. Does not look like we will be able to move forward without getting their vote. Recommends canceling the annexation workshop.

Manager Garcia continued presenting the budgets for Police and provided a comparison of the police budget with that of Miami Shores.

---

#### POLICE BUDGET

---

Commissioner Ross: Verify the electric cost for the modular; on R&M vehicles for 2013-14 only budgeted \$13,000 when the current expenditures this year is \$30,000. The 2013-14 budget includes three new vehicles and what we pay in debt service will offset the R&M costs. Looks for a fleet schedule for all police vehicles and the mileage. Compliments Officer Churchman for maintenance of our fleet.

Commissioner Watts: Thanks the Chief for reduction in overtime. A substantial decrease.

Who? Addition to the fleet - did the donated cars that the Manager got not save us money?

Manager Garcia: Not all vehicles being replaced are the hand me downs.

Commissioner Ross: Getting hand me down cars was putting a band aid where we needed more.

Commissioner Cooper: Have we studied the cost to capital outlay and the impact? Have we assessed the number of miles put to the take home cars? How much faster do we have to replace those vehicles?

Manager Garcia We are the lowest paid department. The take home vehicle program is an incentive to the department. It is further offset by what each officer pays into the program.

Commissioner Ross: This is the first complete year that we have been able to provide this data.

Commissioner Cooper: Great to see the overtime go down. How are you able to squeeze this down?

Chief Atesiano: For the first time we have 11 full time officers. There are no pending litigation cases. Reserve staff is up to 16 officers.

Commissioner Cooper: On court overtime, is the 4 mandatory hours part of the union contract?

Chief Atesiano: Yes and concessions on court overtime is being discussed.

Vice Mayor Anderson: On take home car, the other factor is that if we have car continuously running for 24 hours, we would have more maintenance, than one that sits idle when not in use. It's not just the mileage.

---

## PLANNING

---

Manager Garcia recommends \$10,000 for regular planning services and \$10,000 for a strategic planning session.

There is consensus from the Commission to cancel the annexation workshop.

Commissioner Cooper: In the years past and in the past administration under Mayor John Hornbuckle, the best planning session was done and developed. A great document with a lot of vision. There was never any follow up. Never an alignment with resident wishes and with the budget. Regret that we are asking for funds to do it again and have the same thing happen.

Vice Mayor Anderson: Mandatory that entire commission attend a future strategic planning session.

Commissioner Ross: What we got from the Osterholt report that cost \$1,500 had some value and it have the Manager some direction of what the majority of the commission wanted, primarily caring of our medians.

Commissioner Watts: Wonder about our current need for grant writing. There are no grants that we qualify for.

Finance Director Williams: El Portal has a grant search software and can look at the cost for it.

---

## FINANCE

---

Finance Director Williams: We are holding our finance department with a band aid. Software we are currently using is difficult to use. Finance department is not integrated with Building and Code as it should be. There is no purchase order system. We are reactive on what we do. Looking at BSA Software which is used by other municipalities such as Wilton Manor, Cooper City and Flagler Beach.

Mayor Jacobs: What is your experience with this software?

Finance Director Williams: None, but do have experience with 16 other different programs.

Commissioner Cooper: On FEMA, where is the statute that says we would get paid?

Candido Sosa-Cruz will get provide for tomorrow's workshop.

Commissioner Watts: We had to pay \$64,000 back to FEMA due to poor record keeping. Confirms we have a system in place to keep all required documents.

Manger Garcia: In 2009, we were faced with an \$800,000 bill and that began a review of all documents.

Commissioner Ross: Why is Finance Clerk salary more this year than what it shows for next year's budget.

Clerk Camara: This year's salary included a portion of Mr. Sosa-Cruz. Next year is purely the Finance Clerk.

---

## ADMINISTRATION

---

Manager Garcia: Highlighted the extra amount for elections, and for the Village Manager.

Commissioner Watts: What is COLA projection?

Candido Sosa-Cruz: A little under 2%.

Commissioner Watts: Understands the rational of having Candido's salary in between several departments, but difficult to see the amount. Would like to see a listing of each person and their salary.

Finance Director Williams: Candido's salary is the only one broken up this way. For Public Works and Road staff that assist in Sanitation, it is covered as an administrative fee back to the general fund.

Commissioner Watts: Thanks Candido for his efforts on grants he has worked with her on.

Manager Garcia: Will add job description of Candido's responsibilities. For the sake of transparency, we are adding a percentage of his salary to each department he serves, as well as the percentage of all benefits.

Commissioner Cooper: What is monthly cost for cell phone use for the Manager

Manager Garcia: Approximately \$120.

Mayor Jacobs: On Village Manager salary the amount show is amount we can work with.

---

## COMMISSION

---

Clerk Camara: On this budget changed the professional services to show a \$2,500 match for the mural.

Vice Mayor Anderson: Look at the Mayor's salary. It was double during commission form of government. Should now be less. Does the Mayor do double amount of work now?

Commissioner Watts: Believes all of us are underpaid.

Commissioner Ross: Spends an average of 20 hours per week. Position of Mayor, it is the first person people call and want to communicate with. From own experience serving as Mayor, you get called upon much more. Had previously proposed to change salary structure to an expense account in order for Village not to have employer tax burden.

Chuck Ross: Goes back to the point of having salaries paid by a reimbursement program. If you are doing the work, you get reimbursed. And those that are not, then that money stays with the Village. A potential savings.

Finance Director Williams: But would be adding extra work for Finance.

Fred Jonas: To Rox, is it also your sense that all Mayor's are equally responsive to their responsibilities?

Commissioner Ross: Can only speak for myself.

Commissioner Watts: On travel, what is paid by Village for Florida League of Cities conference? Confirms it is half of the conference fee.

Commissioner Ross: Pays for her own travel and hotel.

Mayor Jacobs: Bring back the discussion for commissioner's discretionary fund to replace travel and per diem.

Commissioner Cooper: What is actual cost for Tallahassee trip for Commissioner Ross? Would be good to know; and whether it pays dividends.

Commissioner Ross: Cannot recall the amount. Only asked for airfare and hotel.

Manager Garcia: El Portal lost \$400,000 funding for stormwater, as well as other cities. We kept ours intact, plus got other grants. To spend approximately \$700 from commission budget to get these benefits.

Dan Samaria: What is the \$5,000 amount for Special Events.

Manager Garcia: An explanation is provided for that line item.

---

## GENERAL FUND REVENUES AND EXPENDITURES

---

Finance Director Williams: Explains that 95% of ad valorem is used to allow for early payment discounts and non payment. Cities usually take the 5% deduction for this.

Commissioner Cooper: When are we going to have projections moving forward 1, 2 and 3 years out? To sustain spending growth, basically be forced to make significant cuts. There is a \$50,000 difference between 9.5 and 9.9. We are on the edge to making the decision of major cuts. It will fall to next Village Manager for those decisions.

Finance Director Williams: In January, had to do a lot of work to get financials up to date, and now we have completed the audit. Will now look at the Sanitation department and compare to outsourcing. Meeting with Police to look at new vehicles. Moving towards that and want to do a projection in the fall on the revenue stream. Also do guesstimates on ad valorem over the next 3-4 years. Expenditures will be more difficult because you just don't know, for example FRS and health insurance. We can do our best to guess.

Vice Mayor Anderson: On fuel, county using natural guess. Would there be a payback to convert any of our vehicles to natural gas.

Manager Garcia: Do not see any other agencies using those vehicles.

Commissioner Watts: Foreclosed properties have been bought and no longer homesteaded. Those are increased taxes to us. Have we seen an increase because of that and are we taking that into consideration?

Candido Sosa-Cruz: We can only project what the county tells us. We report all properties to the County. Last month the Property Appraiser developed a new application on their website to report homestead fraud. If we do find out a property is bought and being rented, we send a landlord permit application.

Commissioner Ross: Building Clerk Bridges is responsible for doing a reoccupany certificate when a property changes hands. At the property appraiser's office, they get the deed and know if a company purchased the property. Also the homestead exemption comes off the following year.

Vice Mayor Anderson: Is the Village of Biscayne Park a part of the program that the Property Appraiser has to investigate homestead fraud.

Manager Garcia: We registered for it, but they only chose 10 cities, and we were not a part of that.

Mayor Jacobs: On expenditures, see an increase in Parks & Recreation.

Manager Garcia: One full time employee was transferred from Public Works to Parks & Recreation. Also added additional maintenance for ball field.

Commissioner Ross: Doesn't the \$20,000 revenue for the grant appear in General Funds.

Finance Director Williams: Both the revenue and expenditure show in Capital Improvements.

Commissioner Ross: On Sanitation, we operated at a loss in 2012 based on the financial report. Where are we now? Our expenditures exceeded our revenues by over \$90,000.

Manager Garcia: We made adjustments accordingly and increased it in the Sanitation Fund. For the last three years we did not increase, but did this year.

Mayor Jacobs: At tomorrow's workshop, we will complete reviewing the rest of the departments and get overall consensus then.

## **7 New Business**

### **7.a Commissioner Ross: Fundraising for Mural Project**

Commissioner Ross provided background and suggestions.

Fred Jonas: Deadline for submissions was July 22nd. Nobody has seen the submissions or the cost from the artists. Is there any plan to let the residents know what is going on.

Vice Mayor Anderson: Hopes we have enough in donations to pay for this. Public ought to way in if they want to pay for this.

Commissioner Watts: Asks the Manager if any of the amount in Special Events can be used for this?

Clerk Camara: In current budget we have \$4,300 and projecting to use \$3,155. In new budget we have \$5,000.

Commissioner Watts: There are half dozen commercial sites where you present a project and ask people to donate money. We can send information to people that instead of mailing in a check, they can go online and put their credit card in. This may facilitate getting funds.

Mayor Jacobs: To Commissioner Ross, are you receptive to other donation ideas.

Commissioner Ross: Open to all ideas.

Commissioner Watts: Concerned if the Foundation is properly registered to accept donations. Also have the idea of a silent auction. Commemorative t-shirt with chosen design. Disagrees with Commissioner Ross' idea of dollar votes. Would distort the results.

Dan Samaria: Mural is a good idea, but Village should not pay for it. Fundraising is the best way. Should not be through tax dollars.

Janey Anderson: Agrees with Dan. This is not the best way to use funds. Need to be through fundraising. Watch the pennies and the dollars will take care of themselves. People are asking for lighting at the Rec Center, not this.

Clerk Camara: Asks to get consensus from the commission on dollar votes, and suggests that the Foundation, the fundraising arm of the Village, be tasked to do all other fundraising that has been suggested.

Chuck Ross: Why are we using art professionals to give their opinion on this. Aren't the residents going to pick?

Commissioner Watts: Sent an evaluation criteria to the professionals which was adapted from the RFP. Workmanship, design, prior evidence to be able to execute a mural.

Commissioner Ross: Residents have said no to tax dollars for this, and that is reason for bringing these ideas.

Commissioner Cooper: Regarding resistance to using tax dollars. We have spent so much money on things questioned in the past. The fact of people speaking up here and saying we should stop this. This is the epitome of what is going on here where a few people stand up and say we should not have something and that's the way it is. Arts has been under assault for so many years as well as public radio. Commends Commissioner Watts' idealism. You all just don't get this. Should have maximum popular involvement. This group is doing the exact opposite. Will walk out at this point. To the Mayor, have to stop caving into a few people who think they speak for the entire Village. There are many concerns from the visioning plan and consistently a minority undermining using tax dollars to beautify this Village.

Mayor Jacobs: Asks that you stay to complete one last action requested of us.

Commissioner Anderson: If I understand Commissioner Cooper, if we have something given to us, that is not the right way to go. But if spend tax dollars on art that is OK.

Mayor Jacobs: We are trying to accomplish different goals. Right now we are determining if we should have fund raising for public art. We have a proposal now for the purpose of the mural.

Commissioner Ross: It would be great if the Foundation can send solicitation letters to businesses. But concerned about the issue brought up by Commissioner Watts and if they can do this. We need to move fast and give the Administration some direction. Great ideas for fundraising, but problem to use for this purpose is that those mechanisms are designed for much bigger projects and there would be fees. It will be harder to make it happen. Silent auction and art fair would be a great idea, and perhaps for a future project. Because of time limitations this was presented as it was easy and it will bring us something.

Clerk Camara: Looks to the Foundation to do the fundraising initiatives for this.

Mayor Jacobs to Mr. Jonas: Can the Foundation do this?

Fred Jonas: Don't know. Would have to meet to discuss further. But in the beginning the trustees for the Foundation were the Commission. Then it was changed to individuals, and based on that the Commission would not essentially use the Foundation to accomplish tasks that the Commission should be accomplishing. Would be resistant to directing the Foundation to do so. Would be happy to discuss with the Foundation, but no direction can be given.

---

*Commissioner Cooper left at 10:37pm.*

---

Mayor Jacobs: Discussion of fundraising by resident voting will be continued at 2nd budget workshop.

**8 Final Public Comment**

< None >

**9 Announcements**

Clerk Camara read the announcements:

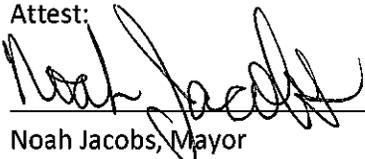
Tomorrow, an Executive Session with the Commission at 5:30pm, then the 2nd Budget Workshop starts at 6:30pm.

**10 Adjournment**

The meeting was adjourned at 10:40pm.

Commission approved on October 1, 2013.

Attest:

  
\_\_\_\_\_  
Noah Jacobs, Mayor

  
\_\_\_\_\_  
Maria Camara, Village Clerk