



The Village of Biscayne Park

640 NE 114th St., Biscayne Park, FL 33161

Telephone: 305 899 8000 Facsimile: 305 891 7241

AGENDA
REGULAR COMMISSION MEETING
Log Cabin - 640 NE 114th Street
Biscayne Park, FL 33161
Tuesday, June 7, 2016 at 7:00pm



Indicates back up documents are provided.

1 Call to Order

2 Roll Call

3 Pledge of Allegiance

Mayor Coviello to formally announce Commissioner Roxanna Ross as the Vice Mayor for the next six months.

4 Presentations



4.a Proclamation - Code Enforcement Officer Appreciation Week



4.b Florida Trust For Historic Preservation Award



4.c Public Art Advisory Board - suggested locations for art sculpture.



4.d Waste Pro of Florida

5 Additions, Deletions or Withdrawals to the Agenda

At this time, any member of the Village Commission or the Village Manager may request to add, change, or delete items from the agenda.

6 Public Comments Related to Agenda Items / Good & Welfare

Comments from the public relating to topics that are on the agenda, or other general topics.

6.a Response to prior public comments and inquiries

7 Information / Updates



7.a FY 2015-16 Monthly Financials ending 4/30/16
Responses to question on financials ending 03/31/16

8 Consent Agenda

Items listed under Consent Agenda are viewed to be routine, and the recommendation will be enacted by ONE MOTION in the form listed below. If discussion is desired, then the item(s) will be removed from the Consent Agenda and will be considered separately.



8.a Approval of Minutes

- ◆ April 5, 2016 Regular Commission Meeting
- ◆ April 11, 2016 Special Commission Meeting
- ◆ April 20, 2016 Special Commission Meeting



8.b Acceptance of Board Minutes

- ◆ Biscayne Park Foundation - March 8, 2016
- ◆ Biscayne Park Foundation - April 12, 2016
- ◆ Parks & Parkway Advisory Board - April 19, 2016
- ◆ Parks & Parkway Advisory Board - May 18, 2016
- ◆ Parks & Parkway Advisory Board - May 28, 2016
- ◆ Planning & Zoning Board - May 2, 2016
- ◆ Planning & Zoning Board - May 16, 2016
- ◆ Code Compliance Board - May 9, 2016
- ◆ Public Art Advisory Board - May 11, 2016



8.c Resolution 2016-24

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AUTHORIZING THE MAYOR TO EXECUTE A MUTUAL AID AGREEMENT BETWEEN THE CITY OF NORTH MIAMI BEACH, FLORIDA AND THE VILLAGE OF BISCAYNE PARK**; PROVIDING FOR AN EFFECTIVE DATE



8.d Resolution 2016-25

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AUTHORIZING THE INTERIM VILLAGE MANAGER TO EXECUTE A MUTUAL AID AGREEMENT BETWEEN THE CITY MIAMI, FLORIDA AND THE VILLAGE OF BISCAYNE PARK**; PROVIDING FOR AN EFFECTIVE DATE



8.e Resolution 2016-26

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AMENDING THE SCHEDULE OF FEES** FOR SERVICES PROVIDED AND REGULARLY CHARGED AS SPECIFIED BY VILLAGE CODE; PROVIDING FOR AN EFFECTIVE DATE

< End of Consent >

9 Ordinances

< First Reading or Second Reading - NONE >

10 Resolutions

< NONE >

11 Old Business

These items are generally discussion items that have been previously discussed by the Commission and new information or updates are available by either a member of the Commission or the Administration.

 11.a Code Review Board - Zoning review and proposed language regarding new builds

 11.b Village Manager Selection Process

12 New Business

These items are generally discussion items that have been requested by members of the Commission or the Administration.

 12.a Discussion on a formal bid process for property, general liability, automobile and workers' compensation insurance - Interim Village Manager

 12.b Discussion on mosquito control - Interim Village Manager

 12.c Having John Hearn attend P&Z to discuss scope of review of applications - As requested by Mayor Coviello

 12.d Discussion regarding lighting at entry to park - As requested by Mayor Coviello

 12.e Discussion on Waste Pro performance - As requested by Commissioner Anderson / Mayor Coviello

 12.f Discussion regarding Employee Policy and Procedures Manual - As requested by Commissioner Anderson

13 Request for placement of items on next meeting agenda

Through general consensus a member of the Commission may request an item be placed on the next agenda for discussion (New Business) or as a Resolution/Ordinance.

14 Reports

14.a Interim Village Manager

 ♦ Australian Pines on Griffing Boulevard

14.b Village Attorney



- ◆ Review of Ord 2015-04 regarding driveways.

14.c Board / Committee Reports:

- ◆ Biscayne Park Foundation
- ◆ Code Review Board
- ◆ Parks & Parkway Advisory Board
- ◆ Public Art Advisory Board
- ◆ Recreation Advisory Board

14.d Commissioner Comments

- ◆ Vice Mayor Anderson
- ◆ Commissioner Jonas
- ◆ Commissioner Ross
- ◆ Commissioner Watts
- ◆ Mayor Coviello

15 Announcements

Wednesday, June 8th - Public Art Advisory Board at 6:00pm

Thursday, June 9th - Crime Watch Meeting at 7:00pm

Monday, June 13th - Code Compliance Board at 7:00pm

Monday, June 13th - Biscayne Park Foundation at 7:00pm

Wednesday, June 15th - Parks & Parkway Advisory Board at 7:00pm

Monday, June 20th - Planning & Zoning Board at 6:30pm

Saturday, June 25th - Quarterly Saturday Trash Pick Up

Tuesday, June 28th - Recreation Advisory Board at 6:30pm

Wednesday, June 29th - Special Commission Meeting at 6:30pm

Monday, July 4th - All Village Departments are closed.

Tuesday, July 5th - Planning & Zoning Board at 6:30pm

Monday, July 11th - Code Compliance Board at 7:00pm

Our next regular Commission meeting is Tuesday, July 12, 2016, at 7:00pm

16 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 - All comments must be addressed to the Commission as a body and not to individuals. 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.

PROCLAMATION

Code Enforcement Appreciation Week

June 6-10, 2016

WHEREAS, Code Enforcement Officers provide for the safety, health and welfare of the citizens in this community through the enforcement of building, zoning, housing, animal control, fire safety, environmental and other codes and ordinances; and

WHEREAS, Code Enforcement Officers are often not credited for the jobs that they do in saving lives and improving neighborhoods; and

WHEREAS, every day, assisted by support and program staff, they attempt to provide quality customer service to the public for the betterment of the community; and

WHEREAS, too many times their efforts go unnoticed, even after code compliance has been accomplished due to their efforts and expertise; and

WHEREAS, Code Enforcement Officers are dedicated, well trained, and highly responsible individuals who take their jobs seriously and are proud of their department and the local government within which they serve; and

WHEREAS, the Florida Association of Code Enforcement (F.A.C.E.) has declared the first week of June be set aside by local government to honor and recognize their Code Enforcement Officers;

Now, Therefore, I, David Coviello, Mayor of the Village of Biscayne Park, do hereby proclaim the week of June 6th through June 10th, 2016, as **Code Enforcement Appreciation Week, in the Village of Biscayne Park, Florida, in accordance with the statewide observance of the same and encourage our citizens to join the Village Commission in expressing appreciation for our Code Compliance Officer, Reginald White, and to all Code Enforcement Officers for the vital services they perform and their exemplary dedication to the communities they represent.**



IN WITNESS WHEREOF, I have hereunto set my hand this 7th day in June, in the year two thousand sixteen.

David Coviello, Mayor



Village of Biscayne Park

Commission Agenda Report

Village Commission Meeting Date: June 7, 2016
Subject: Florida Trust Award for Log Cabin Restoration
Prepared By: Commissioner Roxanna Ross
Sponsored By: Commissioner Roxanna Ross

Background

The Florida Trust for Historic Preservation, founded in 1978 out of the movement to save the historic state capital building, then under demolition. At its 38th annual conference in May, the Florida Trust noted the 50th anniversary of the National Historic Preservation Act of 1966, and celebrated several preservation successes in Florida, including Biscayne Park's Village Hall Log Cabin Restoration in recognition of Outstanding Achievement in the Field of Restoration/Rehabilitation of Florida's Rich Heritage.

My husband, Chuck, and I travelled to Tallahassee, meeting up with Hector Gonzalez and Shawn Treece of McKenzie Construction from Miami, Lee and Becky Denman of Intensified Wood Restoration from Michigan, to accept the award. Not surprisingly, another supporter of the Log Cabin, The Villagers, Inc., also received the Carl Weinhardt Award for their good works.

Copies of the Biscayne Park Award and the Awards Ceremony Program are attached for reference. The awards ceremony was held at the First Presbyterian Church (an outstanding preservation story in itself), followed by a reception at The Museum of Florida History in Tallahassee.

It was a lovely evening and I am grateful for the opportunity to represent our Village for this prestigious event.

Attachments

Florida Preservation Award 2016
Historic Preservation: A Capital Idea! 2016 Awards Program



FLORIDA PRESERVATION AWARD 2016

THIS AWARD IS IN RECOGNITION OF THE SIGNIFICANT ACHIEVEMENT IN
THE PRESERVATION OF FLORIDA'S RICH HERITAGE

VILLAGE OF BISCAYNE PARK
VILLAGE HALL
LOG CABIN RESTORATION

PRESENTED TO

VILLAGE OF BISCAYNE PARK

IN RECOGNITION OF
OUTSTANDING ACHIEVEMENT IN THE FIELD OF
RESTORATION/REHABILITATION

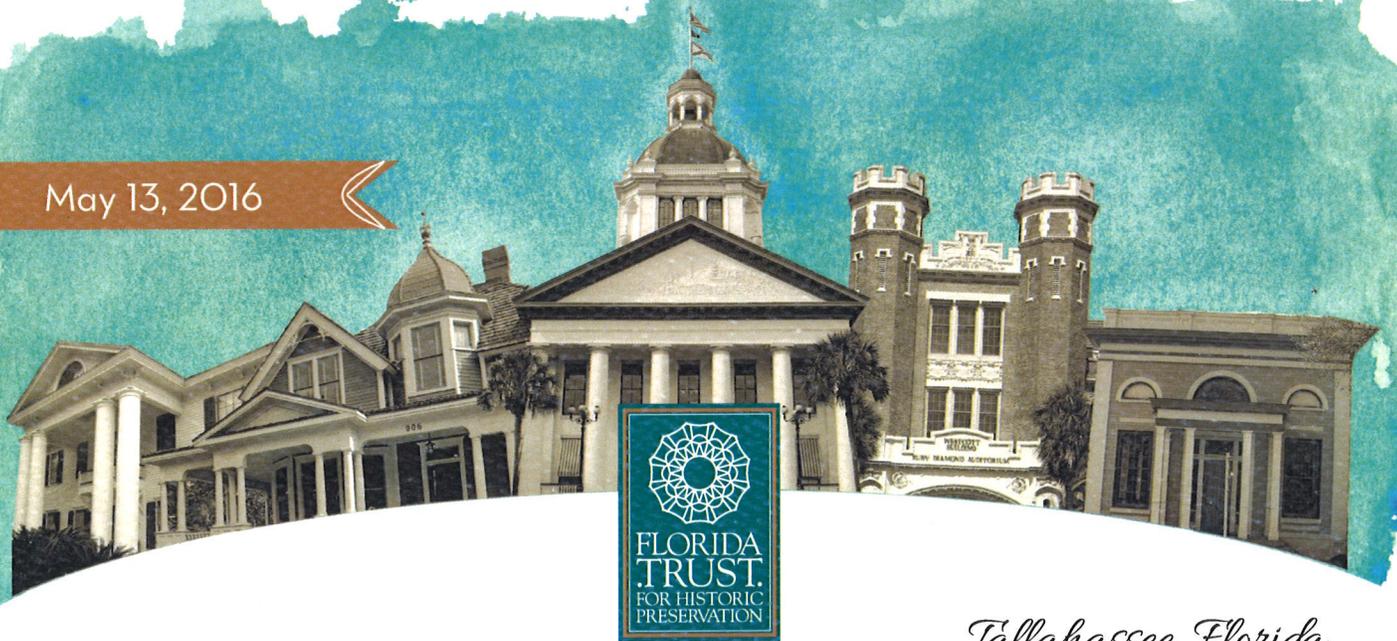
A handwritten signature in black ink, appearing to read "A. Dutton", is written over a thin horizontal line.

AWARDS JURY CHAIR

A handwritten signature in black ink, appearing to read "Clayton", is written over a thin horizontal line.

PRESIDENT

May 13, 2016



Tallahassee, Florida

2016 FLORIDA TRUST FOR HISTORIC PRESERVATION ANNUAL CONFERENCE

HISTORIC PRESERVATION:
A Capital Idea!

37TH ANNUAL
PRESERVATION AWARDS
CEREMONY

5:30 p.m. - 7:00 p.m.
First Presbyterian Church
110 N Adams St, Tallahassee

Sponsored by:



First Presbyterian Church

CELEBRATING THE 50TH ANNIVERSARY OF THE HISTORIC PRESERVATION ACT OF 1966

THE FLORIDA TRUST FOR HISTORIC PRESERVATION, INC.

Award Program

RESTORATION/REHABILITATION

- Renovation of Orlando Amtrak Station, Orlando-
Outstanding
- Umbrella House Rehabilitation and Shade Structure
Reconstruction, Sarasota-Outstanding
- Village of Biscayne Park Village Hall Log Cabin
Restoration, Village of Key Biscayne-
Outstanding
- City of Fernandina Beach Train Depot, Fernandina
Beach-Meritorious
- Gulfstream Goodwill, Lake Worth-Meritorious
- Pensacola Lighthouse Restoration-Tower
Restoration, Pensacola-Meritorious
- Princess Place Stable Restoration, Flagler County-
Meritorious
- St. Joseph's Mission Schoolhouse for African-
American Children, Jacksonville-Honorable
Mention

ADAPTIVE USE

- Pensacola Lighthouse - Carriage House, Pensacola-
HonorableMention
- Voices of Pensacola Multi-Cultural Center,
Pensacola-Honorable Mention

ARCHAEOLOGY

- Byrd Hammock Archaeological Site, Wakulla
County-Outstanding
- Inventory of Archaeological Sites and Past
Archaeological Investigations in St. Augustine,
St. Augustine-Outstanding
- Old Fort Park Preservation & Enhancement, Fort
Pierce-Honorable Mention

HISTORIC LANDSCAPE

- Ponce de Leon Courtyard, St. Augustine-Honorable
Mention

PRESERVATION EDUCATION/MEDIA

- Bartram's - Comprehensive Multi Media Educational
Strategies-Outstanding
- Compassionate St. Augustine: Obelisk Art 450
and Compassion Through the Eyes of Children-
Outstanding
- Jessica Clark, St. Augustine-Meritorious
- Pensacola Lighthouse - Outhouse, Pensacola-
Honorable Mention

ORGANIZATIONAL ACHIEVEMENT

- City of St. Augustine 450th Commemoration,
St. Augustine-Outstanding
- Goodwood Museum and Gardens, Inc., Tallahassee-
Meritorious
- Reilly Arts Center, Ocala-Honorable Mention

INDIVIDUAL DISTINGUISHED SERVICE

- R.B. "Chips" Shore, Bradenton
- Lorrie M. Muldowney, Sarasota

ROY E. GRAHAM AWARD FOR EXCELLENCE IN HISTORIC PRESERVATION EDUCATION

- Linda D. Stevenson, Bradenton

SECRETARY OF STATE HISTORIC PRESERVATION AWARDS

Senator Bob Williams Award

- Janet Snyder Matthews, Ph.D., Sarasota

Mary Call Darby Collins Award

- Ronald R. Richmond, Tallahassee

CARL WEINHARDT AWARD

- The Villagers, Inc., Coral Gables

EVELYN FORTUNE BARTLETT AWARD

- Althemese Barnes, Tallahassee



SPONSORS

The Florida Trust is proud to have the support of the following sponsors of the 38th Anniversary Annual Conference, *Historic Preservation - A Capital Idea!* Each year our sponsors make it possible for the Florida Trust to offer a high-quality experience for conference participants. The early sponsors at the time of printing this booklet are listed here.

The Florida Trust extends its deepest appreciation to these fine individuals, businesses and organizations, many of whom support our conference year after year.

PLATINUM

Leon County Tourist Development Council/Visit Tallahassee

GOLD

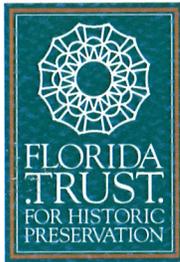
Division of Historical Resources/Florida Department of State
Goodwood Museum & Gardens
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SILVER

4M Design Group
Atlas Insurance Agency
Bender & Associates Architects
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Flagler College
Florida Historic Capitol Museum
Greater Miami Convention & Visitors Bureau
REG Architects, Inc.
Tall Timbers Research Station & Land Conservancy
The Villagers, Inc.
University of Florida Historic Preservation Program

BRONZE

Becky Matkov, Historic Preservation Consultant
CCS Restoration
First Presbyterian Church
Hancock Bank
Hedrick Brothers Construction
Hufsey-Nicolaides-Garcia-Suarez Associates, Inc.
Jefferson County Historical Association
John G. Riley Center/Museum
Lightner Museum
Main Street of Monticello, Florida, Inc.
MLD Architects
Planning Solutions Corp
Quincy Main Street
Sarasota Alliance for Historic Preservation
Southface
St. Marks Refuge Association, Inc.
Stevenson Architects, Inc.
The Vagabond Hotel
Wendover Housing Partners



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Anne Peery - Executive Director
Tondra Matthews - Director, Fiscal & Member Services
Ann Rogers Farran - Preservation & Education Coordinator



The Village of Biscayne Park

640 NE 114th St., Biscayne Park, FL 33161
Telephone: 305-899-8000 Facsimile: 305 891 7241

Date: May 24, 2016

To: Village Commission

From: Amy Raymond, Chair of the Public Art Advisory Board

Re: Location of Sculpture

Suggested locations for the new Artists Sculpture:

- Attached to the metal light post outside Village Hall
- Placed in the mulch section on the left of the Log Cabin entrance





Village of Biscayne Park

Commission Agenda Report

Village Commission Meeting Date: June 7, 2016

Subject: Waste Pro of Florida

Prepared By: Maria C. Camara, Interim Village
Manager

Sponsored By: Staff

Background

At last month's commission meeting when the annual waste assessment was presented and approved, the Commission requested the following information:

- Commissioner Ross:
 - Per our contract, on tipping fees, if higher Waste Pro can increase their rate, but if lower, supposed to come back to us.
 - Provide current TracEZ reports
- Commissioner Watts:
 - Percentage of money WastePro gets for recycling – do we get a portion of that?

Representatives from Waste Pro, Russell Mackie and Guerlin Escar-Mangos, were invited to attend this month's meeting to directly answer these questions and to review the TracEZ reports.

Attachments

- Statistical reports from TracEZ:
 - January – May 2016
 - January – December 2015
 - October – December 2014

Village of Biscayne Park

Waste Pro - TRACEZ Reports

2015

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
1 Missed Pick Up - Recycling	2	1	4	6	8	4	4	1		3	2	9	44
2 Missed Pick Up - Trash / Yard Waste	2	6	8	13	15	8	13	4	3	4	3	9	88
3 Missed Pick Up - Residential Garbage	6	1	3	6	16	6	11	10	2	2	5	15	83
4 Scattered Garbage													
5													
6 Scattered Trash / Yard Waste	1	1	1	1	3	1			1				9
7 Cart Left Blocking Driveway/Road	1	1	1	1	1	2	1	3					11
8													
9 Recycling Cart Damaged / Needs Repair						1	1						2
10 Other Service Requests				1	3	1	2	1			1	1	10
Totals per Month ==>	12	10	17	28	46	23	32	19	6	9	11	34	

Compliments for Services	1		1	1	2	1							6
Driver / Supervisor Call In	1			2	2				1			1	7
Other Requests	9	5	22	18	41	39	47	21	7	17	11	8	245
Recycle Cart - New Customer			1	2			2	1			2	2	10
Recycle Cart - Remove Cart										1		2	3
Recycle Cart - Replace Cart				1	1	1			1	1			5
Site Visit Required			1									1	2
Special Pick Up - Trash/Yard Waste			5	3	3	1	3	5		2	2	4	28
Totals per Month ==>	11	5	30	27	49	42	52	27	9	21	15	18	

2014

										Oct	Nov	Dec	Totals
1	Missed Pick Up - Recycling									12	2	4	18
2	Missed Pick Up - Trash / Yard Waste									35	2	5	42
3	Missed Pick Up - Residential Garbage									56	7	6	69
4	Scattered Garbage									4			4
5	Scattered Recycling									1			1
6	Scattered Trash / Yard Waste									8			8
7	Cart Left Blocking Driveway/Road									2	1	2	5
8													
9	Recycling Cart Damaged / Needs Repair												
10	Other Service Requests									19	2	1	22
Totals per Month ==>										137	14	18	169

	Compliments for Services												
	Driver / Supervisor Call In									1	1	1	3
	Other Requests									34	16	10	60
	Recycle Cart - New Customer									1	1	1	3
	Recycle Cart - Remove Cart									2			2
	Recycle Cart - Replace Cart									8	1		9
	Site Visit Required									4	3		7
	Special Pick Up - Trash/Yard Waste									5		2	7
Totals per Month ==>										55	22	14	91

Agenda Item 7.a
FY 2015-16 Budget
Financials as of 4/30/2016

04/30/2016

BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK
 Calculations as of 04/30/2016

58.33%

GL NUMBER	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 04/30/16	remaining	2015-16 Projected % CHANGE
REVENUES				
AD VALOREM TAXES	1,474,664	1,433,563	41,101	97.21%
UTILITY FEES	278,626	170,780	107,846	61.29%
CHARGE FOR SERVICES	191,153	123,583	67,570	64.65%
FRANCHISE FEES	169,339	99,248	70,091	58.61%
OPERATING CONTRIBUTIONS	7,600	7,290	310	95.92%
INTERGOVERNMENTAL	289,406	193,231	96,175	66.77%
JUDGEMENTS & FINES	62,669	44,208	18,461	70.54%
MISCELLANEOUS	14,500	3,622	10,878	24.98%
TRANSFERS IN	96,964	0	96,964	0.00%
TOTAL ESTIMATED REVENUES	2,584,921	2,075,525	509,396	80.29%

EXPENDITURES				
TRANSFER OUT	192,400	0	192,400	0.00%
511-Village Commission	23,818	10,111	13,707	42.45%
512-Administration	212,449	140,409	72,040	66.09%
513-Finance	108,418	57,972	50,446	53.47%
515-Planning & Zoning	14,000	14,000	0	100.00%
519-General Government	407,876	218,861	189,015	53.66%
521-Police	1,009,816	621,467	388,349	61.54%
524-Building Department	124,366	58,507	65,859	47.04%
529-Code Enforcement	75,759	38,975	36,784	51.45%
539-Public Works	281,334	160,986	120,348	57.22%
572-Parks and Recreation	134,685	77,911	56,774	57.85%
TOTAL EXPENDITURES	2,584,921	1,399,199	1,185,722	54.13%

OF REVENUES/APPROPRIATIONS - FUND 001

676,326

-676,326

04/30/2016

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BISCAYNE PARK

PERIOD ENDING 04/30/2016

% Fiscal Year Completed: 58.20

DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 04/30/2016 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - Road Fund				
Revenues				
Local Option Gas Taxes-6 Cent	78,406	39,378	39,028	50.22%
Charge For Services	23,173	354	22,819	1.53%
Intergovernmental Revenues	25,555	14,844	10,711	58.09%
Total Revenues:	127,134	54,576	72,558	42.93%
Expenditures				
Total Dept 541-Streets and Roads	127,134	78,890	48,244	62.05%
TOTAL Expenditures	127,134	78,890	48,244	62.05%
Fund 101 - Road Fund:				
TOTAL REVENUES	127,134	54,576	72,558	42.93%
TOTAL EXPENDITURES	127,134	78,890	48,244	62.05%
NET OF REVENUES & EXPENDITURES	0	-24,314	24,314	

04/30/2016

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BISCAYNE PARK

PERIOD ENDING 04/30/2016

% Fiscal Year Completed: 58.20

DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 04/30/2016 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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**Fund 103 - CITT-Transportation
Revenues**

Intergovernmental Revenues	96,123	43,850	52,273	45.62%
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TOTAL Revenues	96,123	43,850	52,273	45.62%
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Expenditures

541-Streets and Roads	96,123	13,240	82,883	13.77%
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TOTAL Expenditures	96,123	13,240	82,883	13.77%
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Fund 103 - CITT-Transportation:				
TOTAL REVENUES	96,123	43,850	52,273	45.62%
TOTAL EXPENDITURES	96,123	13,240	82,883	13.77%
NET OF REVENUES & EXPENDITURE:		30,611		

04/30/2016

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BISCAYNE PARK

PERIOD ENDING 04/30/2016

% Fiscal Year Completed: 58.20

DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 04/30/2016 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 104 - CITT-Transit Revenues				
Intergovernmental Revenues	24,030	10,963	13,067	45.62%
TOTAL Revenues	24,030	10,963	13,067	45.62%
Expenditures				
541-Streets and Roads	0	0	0	0.00%
TOTAL Expenditures	0	0	0	0.00%
Fund 104 - CITT-Transit:				
TOTAL REVENUES	24,030	10,963	13,067	45.62%
TOTAL EXPENDITURES	0	0	0	0.00%
NET OF REVENUES & EXPENDITURES	24,030	10,963	13,067	

04/30/2016

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BISCAYNE PARK

PERIOD ENDING 04/30/2016

% Fiscal Year Completed: 58.20

DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 04/30/2016 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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**Fund 402 - Sanitation Fund
Revenues**

Waste/Franchise Fees	502,343	446,047	56,296	88.79%
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TOTAL Revenues	502,343	446,047	56,296	88.79%
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Expenditures

534-Garbage/Solid Waste	502,343	233,545	268,798	46.49%
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TOTAL Expenditures	502,343	233,545	268,798	46.49%
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Fund 402 - Sanitation Fund:

TOTAL REVENUES	502,343	446,047	56,296	88.79%
TOTAL EXPENDITURES	502,343	233,545	268,798	46.49%
NET OF REVENUES & EXPENDITURES	0	212,503	-212,503	

BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK
As of April 30, 2016

BANK BALANCES:

General Fund:	\$944,299.73
Money Market:	\$400,451.47
Transit Tax Revenue Acct:	\$449,769.76
Forfeiture (State):	\$8,690.00
Forfeiture (Federal):	\$27,104.30

Agenda Item 7.a
FY 2015-16 Budget

**Information requested by the
Commission from the
Financials as of 3/31/2016**

EXPENDITURE Line items at 75% or higher at 3/31/2016:

511 Village Commission						
Line Item	Description	Budgeted	Actual	Balance	Pctg	Comments
001 511 5110000 000	Promotional Activities	\$2,500	\$2,030	470	81%	Additional costs related to Log Cabin ribbon cutting; purchase of baseball caps (portion of which are sold and added as misc. revenue).
001 511 5490000 150	Misc Special Events	\$0	\$801	(801)	n/a	Additional costs related to Log Cabin; Chamber of Commerce Event not originally budgeted. (Note: the actual amount adjusted since the 3/31 report having made posting corrections.)
001 511 5540000 200	Memberships	\$900	\$739	161	82%	One time annual membership payments.

512 Administration						
Line Item	Description	Budgeted	Actual	Balance	Pctg	Comments
001 512 5490000 000	Other Charges for Services	\$0	\$4,590	(4,590)	n/a	Reimbursement for Ball Player Statute. Funds received for this amount recorded as revenues.
001 512 5520000 000	Operating Supplies	\$250	\$209	41	84%	General supplies. Do not anticipate exceeding budgeted amount.
001 512 5520000 210	Gasoline	\$0	\$18	(18)	n/a	Posting error. Should be under Genl Govt.
001 512 5540000 200	Memberships	\$1,725	\$1,376	349	80%	One time annual membership payments.

513 Finance						
Line Item	Description	Budgeted	Actual	Balance	Pctg	Comments
001 513 5340000 100	Contract Services	\$15,000	\$12,500	2,500	83%	For the services of Hinojosa Estrada budgeted at \$15,000. Commission did not approve extending their services past this amount. (Note: The charges for the approved use of a Temp will be posted to this line item starting in May.)
001 513 5340000 300	Annual Maint Fees Software	\$3,225	\$2,805	420	87%	One time payment for annual maintenance fees associated with BS&A Software.

519 General Government						
Line Item	Description	Budgeted	Actual	Balance	Pctg	Comments
001 519 5490000 500	Licenses and Permits	\$0	\$197	(197)	n/a	Required Life/Safety permit from Miami Dade County for all buildings.

001 519 5220000 000	Florida Retirement System	\$5,959	\$8,755	(2,796)	147%	Payment to FRS for unpaid contributions for part-timers dating back to 2011 and 2012 plus penalties, totaling \$6,710.
001 519 5310000 101	Professional Services Med	\$1,770	\$1,335	435	75%	Pre-employment drug testing for Golden Gates staff. Reimbursed by Golden Gates.
001 519 5480000 000	Promotional Activities	\$0	\$146	(146)	n/a	Posting error. Should be under Administration - Promotional Activities.
001 519 5520000 000	Operating Supplies	\$2,000	\$5,102	(3,102)	255%	Purchase of audience chairs for Log Cabin - \$3,254.

519 Planning & Zoning

Line Item	Description	Budgeted	Actual	Balance	Pctg	Comments
001 515 5310000 000	Professional Fees	\$14,000	\$10,500	3,500	75%	For the services of Becker & Poliakoff. Capped at \$10,500. Balance is budgeted for mail-in ballot for voters in proposed annexation area.

521 Police

Line Item	Description	Budgeted	Actual	Balance	Pctg	Comments
001 521 5460000 225	R&M Radios	\$7,000	\$6,671	329	95%	Purchase of car radio of \$4,700 (budgeted), plus additional expenses for repair of radio batteries and replacement of microphones.
001 521 5520000 000	Misc Operating Supplies	\$6,200	\$5,257	943	85%	General supplies, including purchase of ID printer (budgeted). Do not anticipate exceeding budgeted amount at this time.
001 521 5520000 205	Uniform & Cleaning	\$6,450	\$7,145	(695)	111%	Purchase of winter jackets per PBA contract not previously budgeted. At this time, project an additional \$400 in expenses through the end of the year.
001 521 5540000 200	Memberships	\$1,100	\$1,010	90	92%	One time annual membership payments.

539 Public Works

Line Item	Description	Budgeted	Actual	Balance	Pctg	Comments
001 539 5120000 210	Employee Bonus	\$1,000	\$1,000	0	100%	One time payment in December per IUPAT contract.
001 539 5460000 280	R&M Tree Trim & Removal	\$11,000	\$7,263	3,737	66%	Reported as \$17,183 at 3/31. Correct amount is \$7,263 total posted to this line item.
001 539 5520000 000	Misc Operating Supplies	\$2,000	\$1,527	473	76%	General supplies, several orders for Pet Station supplies. Project to exceed budgeted amount by \$500 by end of year.

572 Parks & Recreation

Line Item	Description	Budgeted	Actual	Balance	Pctg	Comments
001 572 5460000 200	R&M Equipment	\$2,600	\$6,150	(3,550)	237%	Resurface of Basketball courts not budgeted - \$5,450.

001 572 5460000 275	R&M Buildings	\$8,100	\$10,047	(1,947)	124%	Fence repair not budgeted - \$3,760. All other charges were budgeted items.
001 572 5490000 905	Concession	\$500	\$632	(132)	126%	Concession items. Offset by revenues.
001 572 5520000 210	Gasoline	\$0	\$143	(143)	n/a	Posting error. Should be under Public Works.
001 572 5540000 200	Memberships	\$160	\$160	0	100%	One time annual membership payments.

101 Roads						
Line Item	Description	Budgeted	Actual	Balance	Pctg	Comments
101 541 5120000 210	Employee Bonus	\$1,000	\$1,000	0	100%	One time payment in December per IUPAT contract.
101 541 5460000 200	R&M Equipment	\$2,000	\$1,948	52	97%	General repairs and parts for equipment. Project to exceed budgeted amount by \$1,000 by end of year.
101 541 5460000 300	R&M Sidewalk	\$2,594	\$5,519	(2,925)	213%	Sidewalk repair and additional drainage repair of \$2,490 at 121st St and 11th Place. Looking to use CITT funds for the drainage repair instead.
101 541 5520000 205	Uniforms & Cleaning	\$1,500	\$1,160	340	77%	Under budgeted. Project to exceed budgeted amount by \$600 at end of year.
101 541 5530000 000	Road Materials	\$4,000	\$3,054	946	76%	Additional costs related to pot holes - \$2,502.

Village of Biscayne Park
 FY 2015-16 Budget

EXPENDITURES - Health Insurance

Department	Budgeted	Actual thru 3/31/16	Balance
Administration	\$15,299	\$9,025	6,274
Finance	\$7,182	\$4,503	2,679
General Government	\$14,365	\$8,770	5,595
Building	\$7,182	\$4,227	2,955
Police	\$75,972	\$46,662	29,310
Code Compliance	\$7,182	\$4,288	2,894
Public Works	\$22,161	\$12,707	9,454
Parks & Recreation	\$7,182	\$4,538	2,644
Roads	\$14,979	\$8,520	6,459
	\$171,504	\$103,240	68,264
		60%	

Question: If a routine monthly expenditure, why is actual at more than 50% half way through the year?

Answer: In addition to the health care premium tha the Village pays for each employee, there are also payments to the carrier for those polices or premiums that the employee is responsible for and that is paid back to the Village through payroll deductions.



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: June 7, 2016

Subject: Approval of Minutes

Prepared By: Maria C. Camara, Village Clerk

Sponsored By: Staff

Background

The Minutes as listed below are being provided for the Commission's review and approval.

Fiscal/Budget Impact

None.

Staff Recommendation

Approval.

Attachments

- April 5, 2016 Regular Commission Meeting
- April 11, 2016 Special Commission Meeting
- April 20, 2016 Special Commission Meeting



MINUTES
REGULAR COMMISSION MEETING
Log Cabin - 640 NE 114th Street
Biscayne Park, FL 33161
Tuesday, April 5, 2016 at 7:00pm

1 Call to Order

Mayor David Coviello called the meeting to order at 7:00pm.

2 Roll Call

Mayor David Coviello - present
Vice Mayor Barbara Watts - absent (*Arrived at 7:18pm*)
Commissioner Bob Anderson - present
Commissioner Fred Jonas - present
Commissioner Roxanna Ross - present

Present from staff were:

Village Manager Heidi Siegel
Village Clerk Maria C. Camara
Village Attorney John Hearn
Finance Manager Claude Charles
Lieutenant Detective Hector Pineda
Parks & Recreation Manager Shelecia Bartley

3 Pledge of Allegiance

4 Presentations

4.a Miami-Dade Fire Rescue Chief Dave Downey presented their annual report summarizing the services provided to the Village.

4.b Manager Siegel presented a replica of the Log Cabin. This artwork was donated by Intensified Wood Restoration, the log specialists that worked on the log cabin renovation.

4.c Proclamation for Arbor Day on April 23, 2016

4.d Proclamation in support of the Pelican Harbor Seabird Station

5 Additions, Deletions or Withdrawals to the Agenda

Commissioner Anderson asks that on item 12.c, to have a special commission meeting to discuss in detail. (*Request discussed during 12.c.*)

Commissioner Ross adds a discussion on funding the Public Services Manager position. Added as item 12.e.

Commissioner Ross adds a discussion on the Manager's annual review. Added as item 12.f.

Vice Mayor Watts adds a discussion on the solar lights for community signage. Added as item 12.g.

6 Public Comments Related to Agenda Items / Good & Welfare

Dan Samaria: Will donate acrylic frame for the log cabin artwork. The Recreation Advisory Board is changing the date of the Pot Luck event to June 4, 2016. Will provide a flyer and asks the Mayor to include in Egret.

Chester Morris: The revenues collected for this building is \$1.7 million. You spent \$1.8 million. You have a \$150,000 deficit. Been on numerous boards. If we did that people would be fired. This is fiduciary irresponsibility. You want to hire an Assistant Manager - that is wrong. Miami Shores does not have that. To come up with the \$150,000 shortfall, you don't hire a \$70,000 Assistant Manager. Don't pay the Commission \$15,000. Take \$30,000 out of the Manager's salary who was responsible to sign off on this project.

Genesis Troutman: Love Biscayne Park. Sense of community. Wants to make a positive difference in Biscayne Park. As a Code Compliance Inspector for City of Miami, want to provide my expertise as a board member on the Code Compliance Board. My background was provided with the board member application.

Milton Hunter: Have reviewed the numbers for the building projects. Shows we are \$800,000 over the grant amount. Dubious that we are only over 7%. Also told that the Village signage project is over budget. Who is responsible for this? Cannot afford to stay this course. How are we planning to recoup? How do we know these numbers are accurate unless an independent review is done? Urge you all to suspend all expenditures. Have reviewed Manager's contract. Believe Manager has not fulfilled her obligations. Feels it is time to remove her due to just cause. As elected officials you must govern with the best interests of the residents in mind. Time for responsible parties to be held responsible.

Barbara Kuhl: On entry signage, it was obtained through a \$50,000 grant. Then the solar collectors were added. Need to be removed. Parks & Parkway Board has stated that you need to find a better solution. Do all that is necessary to correct. One 12.c, a lot of information provided. To simplify, it is deceptive. That \$115,000 is a shortfall. Numbers do not add up. What has actually been paid? Need to better inform the residents. It is not not typical to have overage. Not clear what is over. The way spreadsheet is done, the revenues are not clear. Revenue is not something you take from another line item. Need to have an honest look at how the money was spent and not hire anyone else until done.

Mike Kopsick: The Commission does not show any concern - very surprised. You need to get together and cut back. You need to come back to us and explain how you are being fiscally responsible. None of you should be rehired. Look at what is being done, what we have and how you are spending. Very disappointed in the whole group.

Dan Keys: On 12.a, can CITT be used for other projects, such as for directional signage projects, curbing for future installations of entry signs. Provided proposed better language for placement of trash.

Janey Anderson: Thanks the Commission for tackling several problem ordinances. Great start, but need to have continued enforcement. Many residents don't think rules apply to them and have recurring fines. Need people on Code Board who have strength to enforce the rules. Concerned with a traffic issue from William Jennings Bryan School. On north side of 121st Street, pick ups and drop offs are taking place. Supposed to be on North Miami side. Have noticed it is spilling into Biscayne Park. Need the Commission to be aware.

Linda Dillon: Agree with all that have spoken. Tremendous mis-management of our money.

Mayor Coviello moves up item 12.c from New Business

12.c Reconciliation of new construction of Village Hall and the Log Cabin restoration projects - As requested by Commissioner Ross

After discussion, there is consensus to schedule a Special Commission Meeting on Wednesday, April 20th at 6:30pm.

7 Information / Updates

7.a Manager Siegel provided the financials for current fiscal year 2015-16 for the month ending February 29, 2016.

Commissioner Ross: Helpful and important to include the bank balances on the report. There is consensus to add to the monthly reports going forward.

8 Consent Agenda

Commissioner Ross pulls item 8.f, Resolution 2016-17, from the Consent agenda.

Left on the Consent agenda:

8.a Approval of Minutes

March 1, 2016 Regular Commission Meeting

8.b Acceptance of Board Minutes

Parks & Parkway Advisory Board - December 9, 2015

Parks & Parkway Advisory Board - January 20, 2016

Parks & Parkway Advisory Board - February 16, 2016

Parks & Parkway Advisory Board - March 16, 2016

Recreation Advisory Board - February 24, 2016

Recreation Advisory Board - March 23, 2016

Planning & Zoning Board - March 7, 2016

Planning & Zoning Board - March 21, 2016

Code Compliance Board - March 14, 2016

Public Art Advisory Board - March 8, 2016

Code Review Board - March 2, 2016

8.c Resolution 2016-14

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AUTHORIZING THE VILLAGE MANAGER TO EXECUTE A MUTUAL AID AGREEMENT BETWEEN THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA MIAMI-DADE SCHOOLS POLICE DEPARTMENT** AND THE VILLAGE OF BISCAYNE PARK; PROVIDING FOR AN EFFECTIVE DATE

8.d Resolution 2016-15

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AUTHORIZING THE VILLAGE MANAGER TO EXECUTE A MUTUAL AID AGREEMENT BETWEEN THE TOWN OF MEDLEY, FLORIDA** AND THE VILLAGE OF BISCAYNE PARK; PROVIDING FOR AN EFFECTIVE DATE

8.e Resolution 2016-16

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AUTHORIZING THE VILLAGE MANAGER TO EXECUTE A MUTUAL AID AGREEMENT BETWEEN THE CITY OF SOUTH MIAMI, FLORIDA** AND THE VILLAGE OF BISCAYNE PARK; PROVIDING FOR AN EFFECTIVE DATE

8.g Resolution 2016-18

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **ACCEPTING DONATION OF ARTWORK** TO THE VILLAGE; PROVIDING FOR AN EFFECTIVE DATE

Commissioner Anderson makes a motion to accept the consent agenda and it is seconded by Vice Mayor Watts.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, Commissioner Jonas and Commissioner Ross.

Opposed: None

Motion carries: 5/0

8.f **Resolution 2016-17**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AUTHORIZING THE VILLAGE MANAGER TO APPLY FOR THE 2016-2017 COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT** THROUGH THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY; PROVIDING FOR AN EFFECTIVE DATE

Manager Siegel provided the background. Opportunity to get up to \$40,000 without any required match for technical assistance for a zoning re-write in our Code as was the consensus from the Commission following the "Commission in the Community Session" that took place in February.

Commissioner Ross: Concerned that we do not know how much this project will cost the Village without doing the proper bid process, and similar to the Entry Sign project, all of the costs involved could exceed that grant amount. Should not be on consent unless it has been thoroughly discussed with the Commission and before the public.

After discussion, Commissioner Anderson makes a motion to bring back this grant opportunity at a future date and it is seconded by Vice Mayor Watts.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, Commissioner Jonas and Commissioner Ross.

Opposed: None

Motion carries: 5/0

9 **Ordinances**

< First Reading >

9.a **Ordinance 2016-05**

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA **AMENDING CHAPTER 14 OF THE LAND DEVELOPMENT CODE ENTITLED "CODE COMPLIANCE BOARD"**; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION; PROVIDING FOR AN EFFECTIVE

Attorney Hearn read the title.

Mayor Coviello opened the meeting for public comment and there were none.

Commissioner Anderson: Commission needs to consider and leave as is. A financial obligation is needed by the board member.

Mayor Coviello: Agrees, but there may be an extraordinary situation that this change will allow for.

Commissioner Ross: Amount of fines stated in subsection B, is it because we are following state statute?

Attorney Hearn will look at before second reading.

Commissioner Jonas makes a motion to approve at first reading and it is seconded by Commissioner Ross.

The motion was called to a vote:

Commissioner Jonas: Yes

Commissioner Anderson: No

Vice Mayor Watts: Yes

Commissioner Ross: Yes

Mayor Coviello: Yes

Motion carries: 4/1

< Second Reading >

9.b Ordinance 2016-02

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA **AMENDING SECTION 16-15 OF THE LAND DEVELOPMENT CODE ENTITLED "LANDLORD PERMITS"**; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION; PROVIDING FOR AN EFFECTIVE DATE

Attorney Hearn read the title.

Mayor Coviello opened the meeting for public comment.

Janey Anderson: Glad to see we are extending permit requirement after 3 years. But not glad that you are removing the inspection requirement. When properties were inspected, several failed. It sends a clear message to business owners that this city holds them accountable. All or part of all ordinances make some upset. Need to consider what is best for overall community. Not just a taxable expense. Why treat landlords differently? If you are not close to a problem area, you may not realize magnitude of problem. Reconsider the inspection requirement.

Barbara Kuhl: Does not affect me, but Janey is right. Many look like they need an inspection. 20% of the properties are rentals. Make it a higher standard.

Mayor Coviello agrees. Should keep the inspection.

Commissioner Ross: Need to know the cost for the inspection. What is burden to Code Officer. Perhaps raise fee or look at outsourcing this part of the process.

Attorney Hearn: Will make changes to the Ordinance to keep the required annual inspection.

Commissioner Anderson makes a motion to approve Ordinance 2016-02 with the changes discussed, and it is seconded by Commissioner Jonas

The motion was called to a vote:

Commissioner Ross: Yes

Vice Mayor Watts: Yes

Commissioner Anderson: Yes

Commissioner Jonas: Yes

Mayor Coviello: Yes

Motion carries: 5/0

9.c **Ordinance 2016-03**

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA **AMENDING SECTION 6.3 ENTITLED "SOLID WASTE"**; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION; PROVIDING FOR AN EFFECTIVE DATE

Attorney Hearn read the title and provided background.

Mayor Coviello opened the meeting for public comment.

Dan Keys: Term of domestic trash is not clearly defined. Not sure if recyclable materials or garden/bulky waste is well defined. Stating to place trash at property line is not a good choice. No provision for allowing pickup at the rear of yard. Provided suggested language to clear that up. Need to be clear if you are going to cite someone.

After discussion, Commissioner Ross makes a motion to change the time when garbage and recycling containers are to be placed out is no earlier than 5pm the day before collection. It is seconded by Commissioner Jonas.

All in favor: Vice Mayor Watts, Commissioner Jonas and Commissioner Ross.

Opposed: Mayor Coviello and Commissioner Anderson

Motion carries: 3/2

There is discussion the placement of containers, at property line or edge of pavement.

After discussion, there is consensus to state placement is at edge of pavement unless yard service is requested.

Commissioner Anderson makes a motion to approve Ordinance 2016-03 with the changes discussed, and it is seconded by Commissioner Jonas

The motion was called to a vote:

Commissioner Ross: No
Vice Mayor Watts: No
Commissioner Anderson: Yes
Commissioner Jonas: Yes
Mayor Coviello: Yes
Motion carries: 3/2

Mayor Coviello recognizes Don Festge in the audience who is running for Senate District 38.

9.d **Ordinance 2016-04**

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA **AMENDING 6.3.3 OF THE LAND DEVELOPMENT CODE ENTITLED "OWNER/OCCUPANT RESPONSIBILITY"; AMENDING SECTION 6.3.4 OF THE LAND DEVELOPMENT CODE ENTITLED "GARDEN/BULKY WASTE"; "AMENDING SECTION 14.1 OF THE LAND DEVELOPMENT CODE ENTITLED "COMPLIANCE PROCEDURE"; AMENDING SECTION 15.4 OF THE LAND DEVELOPMENT CODE ENTITLED "OTHER PENALTIES AND REMEDIES";** PROVIDING FOR INTENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION; PROVIDING FOR AN EFFECTIVE DATE

Attorney Hearn read the title and provided the background. All related changes for Ordinance 2016-03 are automatically moved to this ordinance.

Mayor Coviello opened the meeting for public comment and there were none.

Consensus to change from 10 days to 14 days at section 4.1 on pages 5-7.

Commissioner Jonas makes a motion to approve ordinance 2016-04 with changes and it is seconded by Commissioner Anderson.

The motion was called to a vote:

Vice Mayor Watts: No
Commissioner Anderson: Yes
Commissioner Ross: Yes
Commissioner Jonas: Yes
Mayor Coviello: Yes
Motion carries: 4/1

10 Resolutions

Clerk Camara tallied the Commission votes for Board Member selections. There is consensus that the second highest votes will be the alternate.

10.a **Resolution 2016-12**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **RATIFYING THE SELECTION, APPOINTMENT AND TERM OF OFFICE OF THE BOARD MEMBERS TO THE PLANNING BOARD;** PROVIDING FOR AN EFFECTIVE DATE

Board members selected: Dan Schneiger and Laura Graves as the alternate.

Commissioner Anderson makes a motion to approve Resolution 2016-12 and it is seconded by Commissioner Jonas.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, Commissioner Jonas and Commissioner Ross.

Opposed: None

Motion carries: 5/0

10.b Resolution 2016-13

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **RATIFYING THE SELECTION, APPOINTMENT AND TERM OF OFFICE OF THE BOARD MEMBERS TO THE CODE COMPLIANCE BOARD**; PROVIDING FOR AN EFFECTIVE DATE

Board members selected: Gary Kuhl and Art Pyle as the alternate.

Commissioner Anderson makes a motion to approve Resolution 2016-12 and it is seconded by Commissioner Jonas.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, Commissioner Jonas and Commissioner Ross.

Opposed: None

Motion carries: 5/0

10.c Resolution 2016-19

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AMENDING THE SCHEDULE OF FEES** FOR SERVICES PROVIDED AND REGULARLY CHARGED AS SPECIFIED BY VILLAGE CODE; PROVIDING FOR AN EFFECTIVE DATE

Clerk Camara provided the background and listed the changes to the fee schedule.

Commissioner Ross confirms that for Landlord permit with the inspection, the total is \$145 per year (\$50 permit and \$95 inspection fee).

After discussion, motion by Commissioner Ross to approve and it is seconded by Commissioner Anderson.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, commissioner Jonas and Commissioner Ross.

Opposed: Vice Mayor Watts

Motion carries: 4/1

11 Old Business

11.a Recreation Center Lighting - Commissioner Anderson

Commissioner Anderson: Recommends to hold off on installation at entrance until we do a review of entire park lighting needs.

Consensus to hold off installation for a future date.

12 New Business

- 12.a Discussion on utilization of CITT funds for bus shelter at 114th Street - As requested by Commissioner Ross.

Commissioner Ross: On the funding received from CITT (County's half penny sales tax), a certain element needs to be spent on transit. Current balance for that portion is approximately \$55,000. If not spent within the parameters that CITT specifies, funds could revert back to the County. Propose that these funds are used for a bus shelter at 6th Avenue at the bus stop just west of Village Hall. Welcomes all ideas.

After discussion, consensus to give staff direction to get more information on locations for a bus shelter.

- 12.b Discussion regarding dog park - As requested by Mayor Coviello

Mayor Coviello: Many residents have brought this forward. Possible area is triangle park on the Biscayne Park side of the bridge on 6th Avenue, but there are issues with that area that need to be worked out. Has been discussed in other municipalities. Should we take idea to next level?

Commissioner Ross: At this time there are other more serious issues we need to consider.

No direction provided.

- 12.d Discussion on vacation home rentals - As requested by Commissioner Ross

Commissioner Ross: There have been concerns with rental properties that have reoccurring tenants, short term or vacation rentals. Impact on the neighbors. Legislation has been passed on this subject and has asked Attorney Hearn to look into.

Attorney Hearn: Law provides that local government can regulate short term rentals as long as they do not prohibit them, they cannot regulate the duration of the rental, or the frequency of the rentals. Ft. Lauderdale has passed legislation on this which provides for specific requirements for the short term rentals.

After discussion, consensus to have staff review and see what we can implement from this to make our code stronger.

- 12.e Discuss funding for Public Services Manager position - As requested by Commissioner Ross

Commissioner Ross: We should not hire until we clarify all other issues.

After discussion, consensus to not fill the Public Services Manager position until further notice.

12.f Discussion of Manager's annual review - As requested by Commissioner Ross

Commissioner Ross: We were due to review the Manager this past October, but have not done so. Need to set time table.

After discussion, consensus for each Commissioner to complete the written evaluation within 30 days of receiving the form, which the Clerk is directed to provide.

12.g Discussion on the solar lights for community signage - As requested by Vice Mayor Watts.

Vice Mayor Watts: Agree with Parks & Parkway Board that the solar lighting is unacceptable. Suggest they are taken out and go back to Savino Miller for an alternative.

Commissioner Ross: Lighting not working all the time. But in regards to the installation, once the landscape is in and matured, the pole will blend in. But do not purchase any more for the other signs to be installed.

After discussion, there is consensus not to remove the solar lights. Use landscaping to soften the impact. Work on making the lights operate properly.

13 Request for Placement of Items on Next Meeting Agenda

Vice Mayor Watts: Issue with feral cats.

14 Reports

14.a Village Manager

Annexation update: Existing application to proceed. Verbal confirmation that we are on the April 12th meeting. Still waiting for official notice.

14.b Village Attorney

Provided highlights of legislation passed including forfeiture law, public records law and backyard shooting range prohibitions.

On water agreement with North Miami, look to set up a meeting with their attorney and new City Manager. Will provide them with newly updated draft agreement.

15 Announcements

- Wednesday, April 6th - Code Review Board at 7:00pm
- Saturday, April 9th - Quarterly Saturday Trash Pick-Up
- Saturday, April 9th - Relay for Life
- Monday, April 11th - Code Compliance Board at 7:00pm
- Tuesday, April 12th - Biscayne Park Foundation at 7:00pm
- Wednesday, April 13th - Public Art Advisory Board at 6:00pm
- Monday, April 18th - Planning & Zoning Board at 6:30pm
- Wednesday, April 20th - Special Commission Meeting at 6:30pm
- Wednesday, April 20th - Parks & Parkway Advisory Board at 7:00pm
- Saturday, April 23rd - Community Yard Sale & Home Improvement Workshop from
- Saturday, April 23rd - Arbor Day / Earth Day from 2:00pm - 4:00pm
- Tuesday, April 26th - Recreation Advisory Board at 7:00pm
- Monday, May 2nd - Planning & Zoning Board at 6:30pm

Our next regular Commission meeting is Tuesday, May 3, 2016, at 7:00pm.

Adjournment

The meeting was adjourned at 10:37pm.

Commission approved on _____.

Attest:

David Coviello, Mayor

Maria Camara, Village Clerk



**MINUTES
SPECIAL COMMISSION MEETING
Log Cabin - 640 NE 114th Street
Biscayne Park, FL 33161
Monday, April 11, 2016 at 12:00pm**

1 Call to Order

Mayor David Coviello called the meeting to order at 12:00pm

2 Roll Call

Mayor David Coviello - present
Vice Mayor Barbara Watts - present
Commissioner Bob Anderson - present
Commissioner Fred Jonas - present
Commissioner Roxanna Ross - present

Present from staff were:

Village Manager Heidi Siegel
Village Clerk Maria C. Camara
Village Attorney John Hearn

3 Pledge of Allegiance

4 Additions, Deletions or Withdrawals to the Agenda

< None >

5 Public Comments

Dan Samaria: Holding meeting at this time is not right. Money was mishandled with the projects. Was this done in good faith? How can we run over and the Commission not know. Who managed the budget other than the Village Manager? Was there an allowance for overage. Calling for a forensic audit on this project and any others in the last 24 months. As a reporter I failed. I should have verified monies were properly spent. Calling for a full investigation.

Chester Morris: This was not a witch hunt. Don't be in a hurry to hire a new person. President of the Florida League of Cities is a good friend. If you need advice, contact him. Because of contract, suggest talking to League before hiring and get a forensic accounting. If I was a new comer, would want to verify.

Jorge Marinoni: A little shaken the way this is happening. Some of our neighbors are making a stink before getting the facts. If you don't have proof of any wrong doing, you are making unfounded accusations. Second Manager we are breaking.

Mike Kopsick: Upset last time I spoke. Did not mean to be mean. I am kind to those doing their job. Very glad to see the suggestions made and that you are having a meeting to review. Glad to see you are moving quickly. Thank you for taking our suggestions.

Max Deitermann: Very important to understand what we have here. We have 1,000 city managers, 1,000 police officers and 1,000 code officers. Not supposed to be like this. Let people we hire do their job. Do not micro-manage.

6 New Business

6.a Resignation of Village Manager

Attorney Hearn: Manager has notified the Village of her resignation. There is no severance, only payout of accrued vacation. Manager has also given the required 60 day notice, but is asking for an earlier separation date, April 29th.

Manager Siegel: Very proud of my record at Biscayne Park. Accomplished a lot. Proud of staff, both old and new. Resigning to move forward with my career and the betterment of my family. Not resigning due to the construction projects being 6% over budget.

Commissioner Jonas: From the Manager's resignation letter, reminded of other positive things. Thankful for what she has done and the improvements made. Concerned with timing of separation and impact on the staff.

Commissioner Jonas makes a motion to accept the Manager's request for the earlier separation date of April 29, 2016.

Commissioner Anderson: Manager wants to move date of separation and we should go along with her wishes.

Vice Mayor Watts: Agrees with Commissioner Anderson and thanks Heidi.

Commissioner Ross: Many accomplishments that were guided by the Manager. Very appreciative. April 29th is acceptable, but need to talk about the interim.

Mayor Coviello: Also agrees. In regards to Interim, asks Clerk Camara if she would take on that position.

Clerk Camara: Yes, would accept the position of Interim Village Manager.

Commissioner Ross seconds the motion made by Commissioner Jonas.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson,
Commissioner Jonas and Commissioner Ross

Opposed: None

Motion carries: 5/0

6.b Selection of Interim Village Manager

Commissioner Ross recommends utilizing a management firm similar to when Manager Spence resigned in 2009. When Manager Garcia left, there were other people in place, for example the Assistant to the Manager/Public Works Manager. Too much to put on one person. On the Florida City Manager's Association website, there is reference to services of retired city managers.

After discussion, motion by Commissioner Anderson to appoint Maria Camara as the Interim Village Manager and it is seconded by Commissioner Jonas.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson,
Commissioner Jonas and Commissioner Ross

Opposed: None

Motion carries: 5/0

Clerk Camara provided the information on the salary increase in August 2013 through December 2013 when in the position of Interim Village Manager.

Mayor Coviello: Recommends the same percentage salary increase as the last time in 2013.

Commissioner Jonas: All Village employees should get the same percentage increase. Everyone will work hard.

Commissioner Anderson makes a motion to increase salary to \$75,000. Motion fails for lack of second.

Commissioner Ross makes a motion to increase salary by the same percentage as in 2013 and it is seconded by Vice Mayor Watts.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, and
Commissioner Ross

Opposed: Commissioner Jonas

Motion carries: 4/1

Mayor Coviello: Discussion on raises for rest of Staff to be discussed at April 20th meeting.

6.c Village Manager Selection Process

Clerk Camara provided the process conducted in 2013 and the updated position posting.

After discussion, motion made by Commissioner Jonas to accept the same process and position and it is seconded by Commissioner Anderson.

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, Commissioner Jonas and Commissioner Ross

Opposed: None

Motion carries: 5/0

Vice Mayor Watts asks that transcripts be provided by top applicants selected and there is consensus to add this change.

Commissioner Jonas: This is a different time for everyone. Thank you Heidi. Thank you to Jorge Marinoni for opening comments. Thank you to Mike Kopsick for your apology.

Mayor Coviello: From an outside perspective, some have stated that the Manager's resignation stemmed from a witch hunt over the 6% overage of the two construction projects. From an inside perspective, believe this started much earlier. We have a professional form of government, which means Manager is CEO and runs Village on a day to day basis. System is relatively new to Biscayne Park. It works when you have a qualified professional in the position and when the Commission and community allow them to do so in accordance with the policies set by Commission. We have had a professional with Heidi Siegel, as well as with Ana Garcia. Perfect, no. Dedicated and confident, yes. If we don't change our mentality, we will always be faced with the situation we have today. Tremendous group of active residents. We all have strong opinions on issues, which must be stated in a respectful way. Understand that no one person's views are more important than others. We need to let the hired professionals do their job without micro-managing and constant meddling. This applies to the Manager and all other staff. Many, in my opinion, have continued to overstep boundaries regarding day to day function. Ideas and constructive criticism must be stated respectfully, but still may not be workable. Have seen where residents turn on other residents, simply because they do not agree on an issue. Toxic environment permeates to Staff. Creates us vs. them mentality. Not what we are about. Imagine if we all came together. Soon another qualified candidate will take on this position. Unless we come together and end the bitter tone of politics, we will be right back here sooner rather than later.

Vice Mayor Watts: Thank you Heidi. Wish you and your family well.

Commissioner Ross: Log Cabin and Village Hall projects were led by Heidi. Many other changes, too, including restructuring of Public Works and Police. Thanks her for all the improvements made.

Commissioner Anderson: Wishes the Manager well.

7 Announcements

Wednesday, April 20, 2016 - Special Commission Meeting at 6:30pm
Tuesday, May 3, 2016 - Regular Commission Meeting at 7:00pm

8 Adjournment

The meeting was adjourned at 12:53pm.

Commission approved on _____.

Attest:

David Coviello, Mayor

Maria Camara, Village Clerk



**MINUTES
SPECIAL COMMISSION MEETING
Log Cabin - 640 NE 114th Street
Biscayne Park, FL 33161
Wednesday, April 20, 2016 at 6:30pm**

1 Call to Order

Mayor David Coviello called the meeting to order at 6:30pm

2 Roll Call

Mayor David Coviello - present
Vice Mayor Barbara Watts - present
Commissioner Bob Anderson - present
Commissioner Fred Jonas - present
Commissioner Roxanna Ross - present

Present from staff were:
Village Manager Heidi Siegel
Village Clerk Maria C. Camara
Attorney Andrew Dunkiel

3 Pledge of Allegiance

4 Additions, Deletions or Withdrawals to the Agenda

Commissioner Ross: Brief discussion of payment at separation. Added as item 8.b

5 Public Comments

Chuck Ross: Rox and I reviewed projects. Looked thru from beginning. Started with funding and estimated costs. Initial funding including phase 4 was \$1,660,000. Then after all costs, and after all contracts were in place. Heisenbottle's cost was not in the original estimates. Came up with other items not included. Bulk of this happened before we even started. Not properly funded.

Barbara Kuhl: Not necessary to increase the pay of other employees except for Maria as Interim Manager. In other companies when people leave or take vacation, everyone else pinches in. In regards to the budget, on September 9th, Commission accepted contract for Village Hall for \$833,000. Manager stated it would take another \$497,000 to complete Log Cabin, leaving shortfall of \$250,000. On February 3rd after much debate, Commission decided to borrow \$350,000 which Manager stated would be adequate for both projects. Cost of two buildings was \$1.8 million. After grants, left \$725,000 and when you subtract the \$350,000 borrowed, leaves \$375,000 which the Village had to take out of reserves or out of General Fund. How many people realize this? \$115,000 of these funds was not authorized by the Commission. A charter violation. Expected to address this at the Commission meeting. I hold the Manager accountable, but you didn't. Should have terminated with cause then. When were you going to tell the residents the real cost for these projects? Heard that the way the Mayor addressed the residents was insulting. Blame entire Commission for managing too little. Not the first time concerns were raised. The problems is that the Commission is at fault, too. Owe the community a clear explanation. If estimations were done better, could have spread the cost over several years. Because of this, so many other things will have to wait. Are you still planning an individual assessment? You need an outside accountant to verify every penny spent, and to make sure this never happens again.

Janey Anderson: Whatever conclusions you come up with, one is that we expect you to save. For one of you to look to increase staff salaries, that is irresponsible. Everybody else should just pinch in. If you try to balance that against the savings from not having a Manager, or not hiring for another position, those are savings you should be looking to find. If you think it is just a few thousand, remember that a few thousands add up. Just look at how fast the change orders added up. Do the best with our money.

Noah Jacobs: Sent e-mail about two weeks ago. What is the reserves when the project started? What is it now?

Gary Kuhl: This meeting should be about how we got here. Where is accountability and oversight? It is about all the projects. Lax oversight and misinformation. We see a Manager attack Commissioner Anderson because he does not want to fund the Public Services Manager position, and Commission says nothing. We hear a Mayor who thinks the residents are the problem. How are we micro-managing? Resident comments have no impact as no changes have been made. \$219,000 in extra costs for the Log Cabin alone. There were \$81,000 in deductions. \$74,000 in window credits given. Why so much spent when original windows budgeted at \$17,000. Village Manager recommends we spend \$24,000 on the dais, when we are \$219,000 over on this project. Yes, we complained about spending on the dais. We spend all this and we can't even close the bathroom doors.

Chester Morris: Wants Biscayne Park to be like when I came here 47 years ago. All worked together. Did not spend money we did not have. Get an outside audit for the people of Biscayne Park. I wish you luck.

Karen Cohen: Find it disheartening to hear complaints. People who complain are the same that staff our boards and committees. They have a right to complain. Being unfair to residents. Listen respectfully to residents. Need outside audit for full transparency. If people had known about expenses for projects, may have had different opinions. Do an independent audit. You owe it to the Village.

6 Resolutions

6.a Resolution 2016-20

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT FOR INTERIM VILLAGE MANAGER BETWEEN THE VILLAGE OF BISCAYNE PARK AND MARIA C. CAMARA**; PROVIDING FOR AN EFFECTIVE DATE

Attorney Dunkiel read the title.

Commissioner Jonas makes a motion to approve Resolution 2016-20 and it is seconded by Commissioner Anderson.

Commissioner Ross: Asks to add a discussion on work distribution and staffing. It is added as item 8.c.

After discussion the motion is called to a vote:

All in favor: Mayor Coviello, Vice Mayor Watts, Commissioner Anderson, Commissioner Jonas and Commissioner Ross

Opposed: None

Motion carries: 5/0

7 Old Business

7.a Projects reconciliation - Construction of Village Hall/Public Safety Annex and Restoration of the Log Cabin

Manager Siegel: In regards to the question on how much has gone into reserves, since December 2013, based on the completed audit, over \$200,000 has gone into reserves - a 25% increase. At the end of September 2015, able to close out with an excess of \$39,000. Includes all project payments that took place prior to 9/30/15, which are payments 1-9 for Bejar, and 1-4 for McKenzie. All other bills related to the project have been paid. As previously reported, we are halfway through the year and we are at 42% for expenses, and 74% in revenues. Cautions Commission that you have heard many numbers during this meeting, and the numbers provided in the report provided come directly from our accounting software. Productive to work from those numbers. Welcomes that an audit be done. Look forward to those results. There is no money missing. There is no fraud. In regards to lack of communication, based on the e-mail copies provided, many of the changes occurred at the end of the project. This was an 82 year old building. Both Mr. Heisenbottle and representatives from McKenzie Construction are here to answer questions.

Richard Heisenbottle provided an explanation and understanding of how change orders evolved, the bulk of which happened at the end of the project. Worked closely with the contractor and Manager during the entire process.

Commissioner Anderson: Wants an audit to be conducted. At least have written documentation from Finance Manager as an assurance that overage is correct after reviewing all the records.

Commissioner Ross: Do not need a forensic audit. This will be squared away when our audit is done. Apologize to residents for not having better oversight on this project. Take fiscal responsibility very serious. Look to utilizing Estrada Hinojosa to assist in reviewing, and prepare budget amendments.

Vice Mayor Watts: If we would known about all these added expenses, may have made different decisions. Need to put in policies that will prevent this in the future. Apologize to residents over this. Find out cost for an audit.

Mayor Coviello: There are issues here that need to be addressed. A lot of misinformation out there. It is an overage of 6%. These two projects are done and they are capital improvements that will last 50-60 years. Yet, do agree that we should have know about the overage, but would not have made a difference as they were all necessary. Take responsibility that needed better oversight.

Commissioner Jonas: Did everything we knew to do to make this as in-expensive as possible. And we have something to be very proud of. But agree that we all lacked in communication.

Mayor provided for Public Comment:

Mike Kopsick: Beating a dead horse. Look to future and get over it. Going to have audit. Forensic audit is expensive. Not going to recover that. Move forward. Provide balance sheets every month.

David Raymond: Based on my experience working in Government for renovation projects, one was 200% over and another was 50% more. 6% on a historic building is very small. Contingency for the project should have been higher, at 25%. Process wise, look at what was authorized under resolutions. If you specified certain oversight and Manager did not do, then there is a problem. Perhaps appoint a small ad hoc committee to go over. Would be transparent and make people feel better.

7.b Salary view of Village Staff

Commissioner Jonas: Village sub-managers will also work harder like Maria and should be given a raise. But understand those that do not agree.

After discussion, consensus to review all positions in May when the budget amendments are drafted, or during budget process, and make a recommendation at that time for bonuses or pay raises.

8 New Business

8.a Resident Review Committee selection

Clerk Camara provided the Commission with the 12 (twelve) names and comments of the residents interested in serving on the Resident Review Committee.

After discussion, consensus to have all 12 residents that applied to be on the Committee.

8.b Payment at separation for the Manager - As requested by Commissioner Ross.

Attorney Dunkiel: The payout to the Manager is both based on her contract and Village policy. Discussion should be with the Manager and Interim Manager at separation as to what the payout will be.

Commissioner Ross: Brought up for two reasons. Had a prior Manager depart who had a very large payout and has been spoken about. Don't want that to happen again. In review of policy and contract, there is the calculation of accrued hours.

After discussion, consensus to have the Village attorney review the contract, Village policy and provide interpretation.

8.c Discussion on work distribution and staffing - As requested by Commissioner Ross.

Commissioner Ross: Primary concern is Finance and financial season we are going into, TRIM, budget amendments and audit.

Clerk Camara: Have already started looking at. At next meeting will be providing budget calendar for FY 2016-17, the current budget report as of March 31st (six months), required budget amendments and audit.

9 Announcements

Saturday, April 23rd - Community Yard Sale & Home Improvement Expo - 8:00am to 12:00pm

Tuesday, April 26th - Recreation Advisory Board at 7:00pm

Monday, May 2nd - Planning & Zoning Board at 6:30pm

Tuesday, May 3rd - Regular Commission Meeting at 7:00pm

10 Adjournment

The meeting was adjourned at 8:24pm.

Commission approved on _____.

Attest:

David Coviello, Mayor

Maria Camara, Village Clerk



Village of Biscayne Park

Commission Agenda Report

Village Commission Meeting Date: June 7, 2016

Subject: Acceptance of Board Minutes

Prepared By: Maria C. Camara, Village Clerk

Sponsored By: Staff

Background

The Board Minutes as listed below are being provided for the Commission's review and acceptance. If the minutes provided have not yet been approved by the Board, they are noted as DRAFT.

Staff Recommendation: Acceptance at Consent

Attachments

- Biscayne Park Foundation - March 8, 2016
- Biscayne Park Foundation - April 12, 2016
- Parks & Parkway Advisory Board - April 19, 2016
- Parks & Parkway Advisory Board - May 18, 2016 DRAFT
- Parks & Parkway Advisory Board - May 28, 2016 DRAFT
- Planning & Zoning Board - May 2, 2016
- Planning & Zoning Board - May 16, 2016 DRAFT
- Code Compliance Board - May 9, 2016 DRAFT
- Public Art Advisory Board - May 11, 2016 DRAFT



**MINUTES
BISCAYNE PARK FOUNDATION**

Tuesday, March 8, 2016

7:00 p.m.

**BISCAYNE PARK
FOUNDATION**

Jorge Marinoni
Erica Pettis
Marie Smith
Peter Trupia

Meeting called to order at 7:05 p.m.

ROLL CALL: Jorge Marinoni, Marie Smith, Erica Pettis and Peter Trupia.

IN ATTENDANCE: Chuck Ross

APPROVAL OF MINUTES: Motion by Erica Pettis, seconded by Peter Trupia to approve the Minutes of February 9, 2016, Foundation meeting. Motion passed.

NEW BUSINESS: a Treasurer's report was not submitted since the files had not been collected from Joe Chao. Chuck Ross stated that he would assist Peter in up-dating the Foundation's financial record. He would also assist in the preparation and reporting of the annual report to Tallahassee. Signatures had not been changed at the Foundation's bank City National. Peter would arrange an appointment at the bank to have this done.

ST.PATRICK'S FOOD & TUNES EVENT, Saturday, March 26, 2016:

Erica to obtain three dozen pretzels to be sold at \$5. each.

Jorge will purchase wine & beer to be sold at \$5 per glass and soda and water @ \$1.00 each.

Past Treasurer Joe Chao will be our disc jockey and Marie gave Jorge Irish music CD's for Joe to use.

Food Trucks will be arranged by Erica - corn beef & cabbage, Bar-BQ, and an ice cream truck. Vendors to pay a \$35 permit fee and Peter to give receipts.

Marie to arrange for the Irish dancers from the Breffini School of Irish Dance to perform and coordinate with Shelecia Bartley as to size of platform needed.

Erica suggested that we raffle off the Fairchild Family Membership and was contacting the Heat and the Marlins to obtain their donated merchandise for future Foundation raffles.



The Village of Biscayne Park

640 NE 114th St., Biscayne Park, FL 33161
Telephone: 305-899-8000 Facsimile: 305 891 7241

Hopefully the weather will assist the success of this event. We will also publicize our next Food and Tunes event Cinco de Mayo.

Peter reported on the residents' service NEXT DOOR, an excellent communications media to advertise our future events.

MEETING ADJOURNED at 8:00 p.m.

NEXT MEETING: Tuesday, April 14, 2016, at Village Hall.

Minutes Approved by the board on _____

Jorge Marinoni, President

Marie Smith, Secretary



MINUTES BISCAYNE PARK FOUNDATION

Tuesday, April 12, 2016

7:00 p.m.

**BISCAYNE PARK
FOUNDATION**

Jorge Marinoni
Erica Pettis
Marie Smith
Peter Trupia

Meeting called to order at 7:05 p.m.

ROLL CALL: Jorge Marinoni, Marie Smith, Erica Pettis and Peter Trupia.

APPROVAL OF MINUTES: Motion by Erica Pitts, seconded by Peter Trupia to approve the Minutes of March 8, 2016, Foundation meeting. Motion passed.

TREASURER'S REPORT:

Peter reported a balance of \$7,475.85 in the Foundation account. He reported on the following:

-Petty cash on hand: \$100.00

-Deposit cash amount left from Winterfest 2015: \$102.00

-St. Patrick's Food & Tunes total sales, fees and donations: \$421.00

From: Vendor permit fees (4 trucks) \$140, Donations \$30. Food & Beverage \$251.00

Old business:

Jorge reported:

Left over inventory for next Food and Tunes: Beer 104 cans & bottles, 7 bottles Red Wine, 9 White wine, 25 cans Coke, the leftover bottled water was donated to Rec. Center's employees.

Erica reported on the oversized Pretzels. She would donate the purchase price paid to the Foundation, we sold \$70 worth @ \$5. each. Marie reported on the Breffini School of Dance and would also donate to the Foundation an amount to be paid to the school.

Jorge received a check for \$382.54 from the Treasurer in reimbursement of monies expended for our past events.

A 50/50 raffle should be held at our future Food & Tunes.

Motion by Jorge Marinoni, seconded by Erica Pitts to approve the Treasurer's report. Motion passed.



The Village of Biscayne Park

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It was the consensus of the board that attention should be paid to the choice of dates since the St. Patrick celebration was on Easter Saturday when residents were in church or on Spring Break vacation. Also, year's dates should be confirmed before the New Year.

Erica Pettis is working on the Marlin's donation .

CINCO DE MAYO: Our next event will be held Saturday May 7, and will include Dave Wilder, a Biscayne Park resident, and his band NO DICE. His entertainment fee will be \$300. The Ice Cream truck and two additional trucks will be reserved.

Jorge reported that the Department of Revenue lost our files for the sales taxes already paid and we must now locate our past checks as proof of our past payments.

NEW BUSINESS: Jorge proposed art work for a mural on the Rec. Center's paddle-ball wall. Residents and children of the Village could participate in the production of the art and the Foundation would supply the paint. This proposal would be submitted to the Public Art Advisory Board and the Commission. Board requested an up-date of this proposal at the next board meeting.

MEETING ADJOURNED at 8:00 p.m.

NEXT MEETING: Monday May 9, 2016 at 7 PM at Village Hall.

Minutes Approved by the board on _____

Jorge Marinoni, President

Marie Smith, Secretary



**PARKS &
PARKWAY
ADVISORY BOARD**

**Dan Keys
Chairman**

**Barbara Kuhl
Vice-Chair**

Randy Wagoner

Mac Kennedy

**Tom Ferstle
Secretary**

**MINUTES
PARKS & PARKWAY ADVISORY BOARD
NEW VILLAGE HALL
640 NE 114 Street
Tuesday, April 19th, 2016 at 7:00PM**

1. CALL TO ORDER AND ROLL CALL – Dan Keys, Barbara Kuhl, Randy Wagoner, Mac Kennedy, and Tom Ferstle were present. Also present were Commissioners Roxanna Ross, and Parks and Recreation Manager, Shelecia Bartley.
2. AGENDA ADDITIONS AND DELETIONS -
Welcomes and Introductions of new members Tom Ferstle and Mac Kennedy.
Dan Keys was elected to be Chair unanimously by the Board.
Barbara Kuhl was elected to be Vice-Chair unanimously by the Board.
Tom Ferstle was elected to be Secretary unanimously by the Board.
3. PUBLIC COMMENT - (Permitted for Each Agenda Item).
4. APPROVAL OF MINUTES – The Board approved of the minutes of September 16, 2015 and February 16th, 2016.
5. OLD BUSINESS
 - A. General median maintenance- No Discussion on this subject
 - B. Tree removal and tree trimming issues -
Shelecia Bartley confirmed that a Forestry Grant had been submitted for 2017 to help defer costs associated with tree removal and trimming issues
 - C. Athletic field turf maintenance –
Shelecia Bartley confirmed that there had been issues regarding a pump used for watering the fields that was affecting the watering schedule
In regards to the use of pre-emergent herbicides, Barbara Kuhl and Tom Ferstle volunteered to look into the research for suitable alternatives to the use of RoundUp in the Village and present at next Board meeting



The Village of Biscayne Park

640 NE 114th St., Biscayne Park, FL 33161

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- D. Highway Beautification Grant Proposal made for median of NE 6th Ave
Item tabled until future meeting.
 - E. Sixth Ave. Bridge Grant - Item is considered completed by Board.
 - F. Discussion of progress on design/installation of secondary entrance
signage related to Miami-Dade County grant funding. There was an
additional discussion on this subject. See Motions Passed under New
Business below.
 - G. Resolution of "Conflicting Tree Location" issues. The Board discussed
the history of the tree mapping project that was conducted by a
previous Board about five years ago-that this information is still
available and pertinent to decisions made by this current Board.
Discussion tabled until future meeting.
 - H. Restoration of 6th Ave irrigation – progress. A brief discussion occurred
mainly to brief new members on the board of ongoing difficulties
related to irrigation equipment in these locations. Any further
discussion tabled to future meetings.
 - I. Discussion of changes made to landscape in front of 113 St. entrance
sign. No Discussion on this subject.
 - J. Discussion regarding proposed Vita Course. No Discussion on this
subject.
 - K. Discussion of landscaping around the log cabin and screening of the
electric panel. There was an extensive discussion on this subject. See
Motions made in regards below under New Business.
5. NEW BUSINESS –
- A. Barbara Kuhl made a motion to go back to Commission not to
reinstall the light on 10th Ave and not use the remaining three lights-
but to use those solar lights for some other purpose-or to consider not
lighting the signs at all -Mac seconded
The motion was passed unanimously.
 - B. Dan makes a motion to buy a set of plants to position at one
entrance signage site
6-7 dwarf hatchee
3 stoppers
1-ground cover
6. NEXT MEETING DATE – May 18th at 7 PM at 640 NE 114 Street, new
Village Hall.



The Village of Biscayne Park

640 NE 114th St., Biscayne Park, FL 33161
Telephone: 305-899-8000 Facsimile: 305 891 7241

7. ADJOURNMENT at 9:43 P.M.

Minutes of April 19, 2016 were approved on _March 16th, 2016.

By: _____
Dan Keys, Chair



**PARKS &
PARKWAY
ADVISORY BOARD**

**Dan Keys
Chairman**

**Barbara Kuhl
Randy Wagoner
MacDonald Kennedy
Tom Ferstle**

**MINUTES
PARKS & PARKWAY ADVISORY BOARD
Wednesday, May 18, 2016 at 7:00PM**

1. CALL TO ORDER AND ROLL CALL

Present - Dan Keys, Barbara Kuhl, Randy Wagoner, Mac Kennedy
Mac filled in as secretary in Tom's absence.

Barbara made a motion, which Randy seconded and which passed
unanimously, to accept Tom's absence as an excused absence.

2. AGENDA ADDITIONS AND DELETIONS

None

3. PUBLIC COMMENT (PERMITTED FOR EACH AGENDA ITEM)

None

4. APPROVAL OF MINUTES –

Minutes from April 19, 2016 approved unanimously

5. OLD BUSINESS

A. General median maintenance

Barbara brought up a Silver Buttonwood on 119 St. between 7/8 Ave., which is
staked with a metal pole and a rubber band that's growing into the trunk
and needs to be restaked.

B. Discussion about administrative positions to be filled: Village Manager and
Public Service Manager. Randy made a motion that the commission fund
and fill a position under Village Manager to manage Public Works, and
that that person have specific experience and accomplishments in
landscaping design and maintenance and management of public facilities
including public right-of-ways, parks and village buildings. Mac seconded
the motion, which passed unanimously.

C. Discussion about upcoming budget process: Barbara made a motion that the
commission fully fund the tree removal budget (formerly approved by the
commission); fully fund landscaping for the log cabin; fully fund new
landscaping and hardscaping for entrances and signage (including
installation of the four remaining sites); fully fund the upgrade and
maintenance of the athletic field; and fully fund the planting of 50 trees to
replace trees that died in the medians. Randy seconded and the board
passed unanimously.

D. Board decided to have an on-site meeting at the log cabin to formulate a
landscaping design: Saturday, May 28, 2016, 9a.



The Village of Biscayne Park

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6. NEW BUSINESS

A. The board tabled acceptance Dan's donation of six *Cassia bakeriana* trees and six *Couroupita guianensis* trees and other new business items.

7. NEXT MEETING DATE –

May 28, 2016 – Special Meeting at 9:00am
June 15, 2016 – Regular Meeting at 7:00pm

8. ADJOURNMENT

The meeting was adjourned at 9:29 pm

Minutes approved on _____

By: _____
Dan Keys, Chair



PARKS &
PARKWAY
ADVISORY BOARD

Dan Keys
Chairman

Tom Ferstle
MacDonald Kennedy
Barbara Kuhl
Randy Wagoner

MINUTES
PARKS & PARKWAY ADVISORY BOARD
Saturday, May 28, 2016 at 9:00AM

1. CALL TO ORDER AND ROLL CALL

Present - Dan Keys, Barbara Kuhl, Randy Wagoner, Mac Kennedy

Absent – Tom Ferstle

Mac filled in as secretary in Tom's absence.

This meeting was held outside at the Log Cabin, as a separate meeting to discuss only landscaping in that location.

In attendance from the public: Gary Kuhl, who made comments about plant choices throughout the meeting.

In attendance from commission: Roxanna Ross

2. AGENDA ADDITIONS AND DELETIONS

None

3. PUBLIC COMMENT (PERMITTED FOR EACH AGENDA ITEM)

Gary commented on plant options throughout the meeting.

4. APPROVAL OF MINUTES –

N/A

5. NEW BUSINESS

Meeting called to order at 9:13AM.

General discussion about landscaping the newly renovated Log Cabin. No money was set aside in that budget, so P&P is making recommendations to commission for a comprehensive landscaping plan as a separate plan.

The architect suggested minimal landscaping so as not to screen the building or cover the foundation.

Lots of discussion about steering clear of the fire equipment on the south side of the Log Cabin, with general agreement to stay outside the sign and the concrete slab for AC, as general markers.

The board walked around the Log Cabin and discussed general plant placements and creating a pallet of plant materials. Everyone contributed plant choices, and Dan emailed the following approved list to Mac for inclusion in these meeting minutes. At the next general P&P meeting on June 15, Dan will propose a layout using some/all of these plant choices.

Dwarf coffee

Tetrazigia bicolor

Bahama cassia



The Village of Biscayne Park

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Pineland lantana
Bay cedar
Limber Caper
Native salvias
Fire bush
Muhly grass
Dwarf Fackahatcheegrass
Coontie
Dwarf porterweed
Leucothrinax morrisii
Cocothrinax argentata
Thrinax radiata
Beauty berry

The board also discussed existing plants on the north side of the building, including several unidentified small trees, which Mac volunteered to try to identify for the next meeting. We also discussed the possibility of moving one small tree to the west side.

Mac proposed the idea of marking all plants around the cabin with name markers.

7. NEXT MEETING DATE –

June 15, 2016

8. ADJOURNMENT

The meeting was adjourned at 10:32AM. (Motion by Mac, second by Randy.)

Minutes approved on _____

By: _____
Dan Keys, Chair



MINUTES

PLANNING & ZONING BOARD MEETING

Log Cabin

640 NE 114 St – Biscayne Park, FL

Monday, May 2nd, 2016 at 6:30pm

PLANNING & ZONING BOARD

**Gage Hartung
Chairman**

**Andrew Olis
Vice Chairman**

Elizabeth Hornbuckle

**Dan Schneiger
Doug Tannehill**

**Alternates
Mario Rumiano**

1. CALL TO ORDER

This meeting was called to order at 6:30 P.M.

2. ROLL CALL

Gage Hartung – Board Member– present
Andrew Olis – Board Member – present
Elizabeth Hornbuckle – Board Member –absent- Motion to excuse by
D. Tannehill, Seconded by A. Olis. Approved 5-0
Doug Tannehill – Board Member – present
Dan Schneiger- Board Member- present
Mario Rumiano – Alternate – present
Irwina Peterson, Sal Annese– staff attendance – present

3. OLD BUSINESS, DELETIONS OR DISCUSSIONS TO ORDER OF BUSINESS

- a. Appointment of Gage Hartung to Chair
Motion by A. Olis, seconded by D. Tannehill. Approved 4-0
- b. Appointment of Andrew Olis to Vice Chair
Motion by G. Hartung, seconded by M. Rumiano. Approved 4-0
- c. Resident Richie Strassburg to discuss new driveway ordinance with members of board at end of meeting.
- d. Residents Eddie Bridges and Rafael Ciordia to discuss new driveway ordinance with members of board at end of meeting.

4. APPROVAL OF MINUTES

April 18th, 2016

Motion by A. Olis, seconded by D. Tannehill. Approved 5-0

5. BUILDING PERMITS

- a. Esteves- 930 NE 120 St- Driveway
Tabled for more information.



The Village of Biscayne Park

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- b. Resto- 910 NE 117 St- Windows/Doors
Motion by D. Tannehill, seconded by M. Rumiano. Approved 5-0
- c. Jester- 926 NE 109 St- Exterior Impact Door
Motion by A. Olis, seconded by D. Tannehill. Approved 5-0
- d. Frazil- 11308 NE 9 Ave- Driveway
Motion by A. Olis, seconded by D. Tannehill. Approved 5-0
- e. Barchan- 971 NE 111 St- Fence
Motion by A. Olis, seconded by D. Tannehill. Approved 5-0
- f. Troutman- 11220 NE 10 Ave- Windows
Motion by M. Rumiano, seconded by A. Olis. Approved 5-0
- g. Barnett- 1007 NE 117 St- Windows
Motion by A. Olis, seconded by D. Tannehill. Approved 5-0
- h. Natfield Properties- 862 NE 119 St- Solar Panels
A. Olis recused from voting. Motion by M. Rumiano, seconded
by D. Tannehill. Approved 4-0
- i. Big Mountain Real Estate- 11149 NE 8 Ave- Fence
Motion by A. Olis, seconded by D. Tannehill. . Approved 5-0
- j. LaBauve- 730 NE 116 St- Windows/Doors
Motion by A. Olis, seconded by M. Rumiano. Approved 5-0
- k. Downey- 11541 NE 7 Ave- Windows/Doors
Motion by A. Olis, seconded by D. Tannehill. Approved 5-0
- l. Minardi- ADD ON- 685 NE 119 ST- Fence
Tabled for more information.

6. RESIDENT DISCUSSIONS

- a. Richie Strassburg- 703 NE 120 St- Question as to code references of design specifications and form to defend the Village for work within the Village right-of-way.
- b. Eddie Bridges/Rafael Ciordia—Questions as to why application was removed from P & Z Agenda for not being able to install asphalt to swale area.

The next meetings of the Planning & Zoning Board are Monday, May 16th, 2016
And June 6th, 2016.



The Village of Biscayne Park

640 NE 114th St., Biscayne Park, FL 33161
Telephone: 305-899-8000 Facsimile: 305 891 7241

7. ADJOURNMENT

This meeting was adjourned at 7:46 p.m.

Minutes approved on: _____
(Date)

By: _____
Gage Hartung, Chair Planning & Zoning Board



MINUTES

PLANNING & ZONING BOARD MEETING

Log Cabin

**640 NE 114 St – Biscayne Park, FL
Monday, May 16th, 2016 at 6:30 p.m.**

**PLANNING &
ZONING BOARD**

**Gage Hartung
Chairman**

**Andrew Olis
Vice Chairman**

Elizabeth Hornbuckle

**Dan Schneiger
Doug Tannehill**

**Alternates
Mario Rumiano**

1. CALL TO ORDER

This meeting was called to order at 6:28 P.M.

2. ROLL CALL

Gage Hartung – Board Member– present
Andrew Olis – Board Member – present
Elizabeth Hornbuckle – Board Member –present
Doug Tannehill – Board Member – present
Dan Schneiger- Board Member- present
Irwina Peterson, Sal Annese– staff attendance – present

3. OLD BUSINESS, DELETIONS OR DISCUSSIONS TO ORDER OF BUSINESS

- a. Minardi- 685 NE 119 St- Fence
Motion by A. Olis, seconded by E. Hornbuckle. Approved 5-0

4. APPROVAL OF MINUTES

May 2nd, 2016

Motion by D. Tannehill, seconded by D. Schneiger. Approved 5-0

5. PAINT PERMITS

- a. Wettergren- 11700 NE 9 Ave
Motion by A. Olis, seconded by D. Tanehill. Approved 5-0

6. BUILDING PERMITS

- a. Olivia- 11709 NE 10 Ave- Driveway
Motion by A. Olis, seconded by E. Hornbuckle. Approved 5-0
- b. Suman- 940 NE 108 St- Driveway
Motion by A. Olis, seconded E. Hornbuckle. Denied 5-0



The Village of Biscayne Park

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- c. Theard- 11390 NE 8 Ave- Driveway
Motion by A. Olis, seconded by E. Hornbuckle. Approved 5-0
- c.1 Theard- 11390 Ne 8 Ave- Fence
Motion by A. Olis, seconded by D. Tannehill. Approved 5-0
- d. Romero- 731 NE 116 St- Garage Door
Motion by A. Olis, seconded by D. Tannehill. Approved 5-0
- e. Childress- 780 NE 112 St- Fence
Motion by D. Tannehill, seconded by E. Hornbuckle. Approved 5-0
- f. Alvord- 10831 NE 10 Ave- Porch and Walkway
Motion by E. Hornbuckle, seconded by D. Tannehill. Approved 5-0
- g. Tripician- 11834 Griffing Blvd- Roof
Motion by A. Olis, seconded by E. Hornbuckle. Approved 5-0
- h. Rumph- 11804 Ne 11 Ave- Single Family Home
Motion by A. Olis, seconded by D. Tannehill. Approved 5-0

The next meetings of the Planning & Zoning Board are Monday, June 6th, 2016 and tba.

7. ADJOURNMENT

This meeting was adjourned at 7:03 p.m.

Minutes approved on: _____
(Date)

By: _____
Gage Hartung, Chair Planning & Zoning Board



**CODE COMPLIANCE
BOARD**

Gary Kuhl
Chairman

Dale Blanton
Vice-Chair

Harvey Bilt
Linda Dillon
Jenny Johnson-Sardella

Alternate
Art Pyle

MINUTES
CODE COMPLIANCE BOARD
Log Cabin 640 NE 114 St, Biscayne Park, FL
Monday, May 9th, 2016 at 7:00 p.m.

1. CALL TO ORDER

The meeting was called to order at 7:00 P.M.

2. ROLL CALL

Gary Kuhl – Chair – Present
Dale Blanton – Vice Chair – Present
Harvey Bilt – Present
Linda Dillon – Present
Jenny Johnson-Sardella – Present
Art Pyle- Present

- a. Swearing in of Art Pyle as Alternative Board Member
- b. Selection of Chair and Vice Chair per membership votes
 1. Gary Kuhl- Chair
 2. Dale Blanton- Vice Chair

3. ADDITIONS, DELETIONS OR WITHDRAWALS TO ORDER OF BUSINESS

Board Member Linda Dillon to discuss format of minutes at end of meeting.

4. APPROVAL OF MINUTES

- a. April 14, 2016
-Motion by Dale Blanton, Seconded by Jenny Johnson-Sardella. Motion passed 5-0

5. NEW BUSINESS

- a. Case # 16-0231- Rose Merle - 960 NE 121 St. - Shutters covering windows.
-Motion by Linda Dillon, seconded by Dale Blanton. Motion passed 5-0.
- In compliance and case closed.
- b. Case # 16-0356 – Andres Etchenique – 11010 NE 8th Ave. – Unused/Unightly vehicle on the property.
- Motion by Linda Dillon, Seconded by Dale Blanton. Motion passed 5-0.
-In compliance and case closed.



The Village of Biscayne Park

640 NE 114th St., Biscayne Park, FL 33161
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- c. Case # 16-0223 – Patricia Scott – 760 NE 115th St. - Shutters and awnings covering window.
 - Motion by Linda Dillon, Seconded by Dale Blanton. Motion passed 5-0.
 - In compliance and case closed.

- d. Case # 16-0276 – Marcelo G. Addarie- 11221 NE 9th Ct- Shutters covering window.
 - Motion by Linda Dillon, Seconded by Dale Blanton. Motion passed 5-0
 - In compliance and case closed.

- e. Case # 16-0227- Janice Reta Featherstone- 751 NE 116th St. - Shutters covering window.
 - Motion by Linda Dillon, Seconded by Dale Blanton. Motion passed 5-0.
 - In Compliance and case closed.

- f. Case # 16-0229- Luis B & Ana L Guemes- 1065 NE 119 St- Shutters covering window.
 - Motion by Dale Blanton, Seconded by Linda Dillon.
 - Motion that resident is given until 5-16-16 to either open or remove shutters. If resident not in compliance, \$25 fine and \$5 daily fine.
 - Motion passes 5-0

6. OLD BUSINESS

- a. Julia M. Sonara - 907 NE 111th St- Green privacy screening attached to the fence.
 - According to Ordinance screening does not need to be removed if maintained.
 - Motion by Dale Blanton, Seconded by Linda Dillon. Motion passed 5-0
 - In compliance and case closed.

7. FINE REDUCTION

8. BOARD DISCUSSION

- a. Board Member, Linda Dillon recommended the format of the minutes be changed reflect the case number first, followed by the name of resident, address, code description, motion and vote count.



The Village of Biscayne Park

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8. Announcements/SCHEDULE OF NEXT HEARING

The next meeting of the Code Compliance Board is Monday, June 13th, 2016.

9. ADJOURNMENT

The meeting was adjourned at 7:21pm.

Minutes approved on _____

Gary Kuhl, Chair



PUBLIC ART
ADVISORY BOARD

Amy Raymond
Chair

Karen Marinoni
Larry Newberry
Melanie Oliva
Susan Weiss

Alternate
Sarah Court

MINUTES
PUBLIC ART ADVISORY BOARD
Village Hall – 640 NE 114th St., Biscayne Park, FL
Wednesday, May 11, 2016 at 6:00PM

1. CALL TO ORDER AND ROLL CALL – The meeting was called to order at 6:05pm. Present were board members Amy Raymond, Karen Marinoni, Susan Weiss, Melanie Oliva, and Sarah Court. Larry Newberry was absent. Motion by Karen Marinoni and second by Susan Weiss to mark the absence as excused. All in favor. Motion carries 5-0.
2. AGENDA ADDITIONS AND DELETIONS – None
3. PUBLIC COMMENT (PERMITTED FOR EACH AGENDA ITEM)
 - a. Jorge Marinoni: The Biscayne Park Foundation donates twelve bottles of wine to the Public Art Advisory Board to be used at upcoming Art Auction event.
4. APPROVAL OF MINUTES – Karen Marinoni makes a motion to approve the minutes of March 8, 2016, and it was seconded by Melanie Oliva. All in favor. Motion carries 5-0.
5. OLD BUSINESS –
 - a. Status of Pet Silhouettes for waste station locations: Amy Raymond working with John Jenkins from Public Works to get the correct glue for installation. Ongoing.
 - b. Call to Artists:

Current status: Amy Raymond to attend June Commission meeting for approval on location for installation of sculpture, either in front of Village Hall or in front of the Log Cabin. Pictures taken and will be provided to the Commission.
 - c. Mural at the racquetball court: Different designs were discussed including Jorge Marinoni's original design and Melanie Oliva shared two design ideas. The Board decided to go with Jorge Marinoni's original design which he will bring to the next meeting for further discussion. Melanie Oliva's design will be used for a future mural.



The Village of Biscayne Park

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Once a design is selected by the Board, it will be presented to the Commission for final approval.

Jorge Marinoni advised that the Foundation will donate money collected from the raffle at the Food & Tunes event in the amount of \$109 towards the materials needed for the mural.

6. NEW BUSINESS

- a. Future sculpture ideas: Susan Weiss asked that we invite Commissioner Barbara Watts to the next meeting to talk about involving her FIU art history students for a future sculpture for the village.

7. NEXT MEETING DATE – Wednesday, June 8, 2016 at 6:00pm. All future meetings will take place at Village Hall.

8. ADJOURNMENT – Meeting was adjourned at 6:45pm.

Minutes approved on _____.



Village of Biscayne Park

Commission Agenda Report

Village Commission Meeting Date: June 7, 2016

Subject: Resolution 2016-24

Prepared By: Chief Cornelius McKenna

Sponsored By: Staff

Background

The City of North Miami Beach Police Department and the Village of Biscayne Park Police Department interact and assist each other on law enforcement issues. This cooperation and assistance is vital to meeting the ever increasing needs and demands of the respective jurisdictions. A new Mutual Aid Agreement is needed to continue this mutually beneficial level of service and assistance to each other.

Recommendation

Approval of Resolution 2016-24.

Attachments

- Resolution 2016-24
- Mutual Aid Agreement with the City of North Miami Beach

1
2
3 **RESOLUTION NO. 2016-24**
4

5 **A RESOLUTION OF THE VILLAGE**
6 **COMMISSION OF THE VILLAGE OF**
7 **BISCAYNE PARK, FLORIDA,**
8 **AUTHORIZING THE MAYOR TO**
9 **EXECUTE A MUTUAL AID AGREEMENT**
10 **BETWEEN THE CITY OF NORTH MIAMI**
11 **BEACH, FLORIDA AND THE VILLAGE OF**
12 **BISCAYNE PARK; PROVIDING FOR AN**
13 **EFFECTIVE DATE**
14

15
16 WHEREAS the Village of Biscayne Park Police Department is committed to
17 providing the public safety of their citizens by providing adequate levels of police services
18 to address any foreseeable routine or emergency situation; and,
19

20 WHEREAS, smaller municipalities such as Biscayne Park rely heavily on assistance
21 from the Miami-Dade County Police Department and other police departments within
22 Miami-Dade County to respond to both foreseeable and unforeseeable natural and man-
23 made disasters and emergency situations; and,
24

25 WHEREAS, in order to insure the preparation of these law enforcement agencies
26 will be adequate to address any and all of these conditions, to protect the public peace and
27 safety, and to preserve the lives and property of the people of the participating
28 municipalities; and,
29

30 WHEREAS, the City of North Miami Beach and the Village of Biscayne Park have
31 the authority under Chapter 23, Florida Statutes, Florida Mutual Aid Act, to enter into a
32 Mutual Aid Agreement (MAA); and,
33

34 WHEREAS, in consideration of the benefits provided by the Mutual Aid Agreement
35 with the City of North Miami Beach, the Village desires to execute the Mutual Aid
36 Agreement between the City of North Miami Beach and the Village of Biscayne Park.
37

38
39 NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COMMISSION OF
40 THE VILLAGE OF BISCAYNE PARK, FLORIDA
41

42
43 **Section 1.** The foregoing "WHEREAS" clauses are true and correct and hereby
44 ratified and confirmed by the Village Commission.
45

46 **Section 2.** The Mayor is authorized to execute the Mutual Aid Agreement
47 between the City of North Miami Beach and the Village of Biscayne Park. The agreement,
48 in substantial form, is attached and incorporated by reference into this resolution as exhibit
49 1.
50

51 **Section 3.** This Resolution shall become effective upon adoption.
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54 PASSED AND ADOPTED this ____ day of _____, 2016.

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**The foregoing resolution upon being
put to a vote, the vote was as follows:**

David Coviello, Mayor

Attest:

Maria C. Camara, Village Clerk

Approved as to form:

John J. Hearn, Village Attorney

Mayor Coviello: ____
Vice Mayor Ross: ____
Commissioner Anderson: ____
Commissioner Jonas: ____
Commissioner Watts: ____

MUTUAL AID AGREEMENT
Between the City of North Miami Beach Police Department
and the Village of Biscayne Park Police Department

WHEREAS, it is the responsibility of the governments of the **City of North Miami Beach**, Florida, and the **Village of Biscayne Park**, Florida, to ensure the public safety of their citizens by providing adequate levels of police services to address any foreseeable routine or emergency situation; and

WHEREAS, because of the existing and continuing possibility of the occurrence of law enforcement problems and other natural and man-made conditions which are, or are likely to be, beyond the control of the services, personnel, equipment or facilities of the participating municipal police departments; and

WHEREAS, in order to ensure the preparation of these law enforcement agencies will be adequate to address any and all of these conditions, to protect the public peace and safety, and to preserve the lives and property of the people of the participating Miami-Dade County municipalities; and

WHEREAS, the participating Miami-Dade County municipalities have the authority to enter into a Mutual Aid Agreement under Chapter 23, Florida Statutes, the Florida Mutual Aid Act;

WHEREAS, it is to the advantage of each law enforcement agency to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to:

- (1) Continuing, multi jurisdiction law enforcement problems, so as to protect the public peace and safety, and preserve the lives and property of the people; and
- (2) Intensive situations including but not limited to emergencies as defined under Section 252.34 of the Florida Statutes, or
- (3) requests for Mutual Aid by certain law enforcement services specified herein and as defined under Section 23.1225 of the Florida Statutes; and

NOW, THEREFORE, BE IT KNOWN, that the **City of North Miami Beach** and the **Village of Biscayne Park**, political subdivisions of the State of Florida, and the undersigned representatives, in consideration of mutual promises to render valuable aid in times of necessity, do hereby agree to fully and faithfully abide by and be bound by the following terms and conditions:

1. **Short title:** Mutual Aid Agreement

2. **Description:** Since the Mutual Aid Agreement provides for the requesting and rendering of assistance for both routine and intensive law enforcement situations, this Mutual Aid Agreement combines the elements of both a voluntary cooperation agreement and a requested operational assistance agreement as described in Chapter 23 Florida Statutes.

3. **Definitions:**
 - A. **Joint declaration:** A document which enumerates the various conditions or situations where aid may be requested or rendered pursuant to this Agreement, as determined by concerned agency heads. Subsequent to execution by the concerned agency heads, the Joint Declaration shall be filed with the clerks of the respective political subdivisions and shall thereafter become part of this Agreement. The Joint Declaration between the City of North Miami Beach and the Village of Biscayne Park is attached hereto as Exhibit "A" and is hereby incorporated by reference. Said declaration may be amended or supplemented at any time by the agency heads by filing subsequent declarations, subject to the approval of the legal counsel of their respective political subdivisions, and filed with the Clerks of the respective political subdivisions.

- B. **Agency or participating law enforcement agency:** Either the **City of North Miami Beach Police Department** or the participating municipal police department.
- C. **Agency Head:** Either the Chief of the **City of North Miami Beach**, or the Chief's designee, and the Chief of Police of the participating municipal police department, or the Chief's designees.
- D. **Participating municipal police department:** The police department of any municipality in Miami-Dade County, Florida, that has approved and executed this Agreement upon the approval of the governing body of the municipality.
- E. **Certified law enforcement employees:** Any law enforcement employee certified as provided in Chapter 943, Florida Statutes.

4. **Operations:**

- A. In the event that a party to this Agreement is in need of assistance, as specified in the applicable Joint Declaration and any Amendments thereto, an authorized representative of the police department requiring assistance shall notify the agency from which such assistance is requested. The authorized agency representative whose assistance is sought shall evaluate the situation and his or her available resources, and will respond in an appropriate manner.
- B. Each party to this Agreement agrees to furnish necessary man power, equipment, facilities, and other resources and to render services to the other party as required to assist the requesting party in addressing the situation which caused the request; provided, however, that no party shall be required to unreasonably deplete its

own manpower, equipment, facilities, and other resources and services in rendering such assistance.

- C. The agency heads of the participating law enforcement agencies, or their designees, shall establish procedures for giving control of the mission definition to the requesting agency, and for giving tactical control over accomplishing any such assigned mission and supervisory control over all personnel or equipment provided pursuant to this Agreement to the providing agency.

5. Powers, Privileges, Immunities, and Costs:

- A. All employees of the participating municipal police department, certified law enforcement employees as defined in Chapter 943, Florida Statutes, during such time that said employees are actually providing aid outside of the jurisdictional limits of the employing municipality pursuant to a request for aid made in accordance with this Agreement, shall pursuant to the provisions of Chapter 23, Florida Statutes, have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivision in which they are regularly employed.
- B. The political subdivision having financial responsibility for the law enforcement agency providing the services, personnel, equipment, or facilities pursuant to the provisions of this Agreement shall bear any loss or damage to same and shall pay any and all expenses incurred in the maintenance and operation of same.
- C. The political subdivision having financial responsibility for the law enforcement agency providing aid pursuant to this Agreement shall compensate all of its employees rendering aid pursuant to this Agreement, during the time of rendering of such aid, and shall

defray the actual travel and maintenance expenses of such employees while they are rendering such aid. Such compensation shall include any amounts paid or due for compensation due to personal injury or death while such employees are engaged in rendering such aid. Such compensation shall also include all benefits normally due such employees.

- D. All exemptions from ordinances and rules, and all pension, insurance, relief, disability, workers compensation, salary, death, and other benefits which apply to the activity of such officers, agents, or employees of any such agency, when performing their respective functions within the territorial limits of their respective agencies, shall apply to them to the same degree, manner, and extent while engaged in the performance of their functions and duties extraterritorial under the provisions of this Mutual Aid Agreement. The provision of this Agreement shall apply with equal effect to paid and auxiliary employees.
- E. Nothing herein shall prevent the requesting agency from requesting supplemental appropriations from the governing body having budgetary jurisdiction to reimburse the assisting agency for any actual costs of expenses incurred by the assisting agency performing hereunder.
- F. The resources of facilities that are assigned shall be under the immediate command of a supervising officer designated by the assisting party. Such supervising officer shall be under the direct supervision and command of the agency head or his designee of the agency requesting assistance.
- G. In accordance with Section 23.127(1), Florida Statutes, whenever the employees of the responding agencies are rendering aid

outside their jurisdiction pursuant to this agreement, such employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the municipality in which they are normally employed or appointed.

H. Each municipality will bear the liability arising from the acts undertaken by its personnel pursuant to this agreement. All of the privileges and immunity from liability, exemptions from laws, ordinances and rules, and all pension, insurance, relief, disability, workers compensation, salary, death, and other benefits which apply to the activity of such officers, agents, or employees of any such agency when performing their respective function within the territorial limits of their respective public agencies shall apply to them in the same degree, manner, and extent while engaged in the performance of any of their functions and duties extra-territorially under the provisions of this Mutual Aid Agreement. This section shall apply with equal effect to paid, volunteer, and auxiliary employees.

I. Should either of the participating municipal police departments receive reimbursement for expenditures from a third party for a mutual aid event covered by this Agreement, the other participating municipal police department shall be eligible to receive an equitable reimbursement share for any actual costs or expenses incurred that are directly attributable to the event, provided such costs and expenses are authorized by the third party for reimbursement purposes.

6. **Indemnification:** The political subdivision having financial responsibility for the law enforcement agency providing aid pursuant to this Agreement agrees to hold harmless, defend, and indemnify the requesting law enforcement agency and its political subdivision in any suit, action or claim

for damages resulting from any and all acts or conduct of employees of said providing agency while providing aid pursuant to this Agreement, subject to Chapter 768, Florida Statutes, where applicable. Nothing contained in this Agreement shall be construed or interpreted to be a waiver of sovereign immunity by either party. This provision shall not impair or preclude reimbursement of costs by the requesting law enforcement agency.

7. **Forfeitures:** It is recognized that during the course of the operation of the Agreement, property subject to forfeiture under the Florida Contraband Forfeiture Act, Florida Statutes, may be seized. The property shall be seized, forfeited, and equitably distributed among the participating agencies in proportion to the amount of investigation and participation performed by each agency. The municipality in which any property is seized pursuant to the Florida Contraband Forfeiture Act shall have priority to initiate forfeiture proceedings under the Florida Contraband Forfeiture Act for any matters which arise from a mutual aid event that is covered by this Agreement, but may allow the other municipality to prosecute the forfeiture with the written authorization of the legal counsel for each municipality. Upon a successful forfeiture prosecution, the forfeiting agency shall share the proceeds with the assisting agency in an amount commensurate with that agency's level of participation. This shall occur pursuant to the provisions of the Florida Contraband Forfeiture Act.

8. **Conflicts:** Any conflicts between this Agreement and the Florida Mutual Aid Act will be controlled by the provisions of the latter, whenever conditions exist that are within the definitions stated in Chapter 23, Florida Statutes. Whenever an officer is rendering assistance pursuant to this Mutual Aid Agreement, the officer shall abide by and be subject to the rules and regulations, personnel policies, general orders, and standard operating procedures of his/her own employer. If any such rule, regulation, personnel policy general order or standard operating procedure is

contradicted, contravened or otherwise in conflict with a direct order of a superior officer of the requesting agency, then such rule, regulation, policy, general order or procedure shall control and shall supersede the direct order.

9. **Complaints:** Whenever there is cause to believe that a complaint has arisen as a result of a Mutual Aid Event as it may pertain to this Agreement, the Chief of Police or his/her designee of the requesting agency shall be responsible for the documentation of said complaint to ascertain at a minimum:
 - a. The identity of the complainant.
 - b. An address where the complaining party can be contacted.
 - c. The specific allegation
 - d. The identity of the employees accused without regard as to agency affiliation.

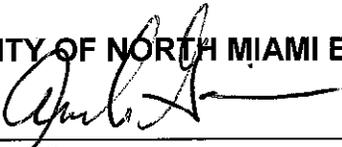
If it is determined that the accused is an employee of the assisting agency, the above information, with all pertinent documentation gathered during the receipt and processing of the complaint, shall be forwarded without delay to the agency for administrative review. The requesting agency may conduct a review of the complaint to determine if any factual basis for the complaint exists and/or whether any of the employees of the requesting agency violated any of their agency's policies or procedures.

10. **Effective Date and Duration:** This Agreement shall be in effect from date of signing, through and including **March 9, 2020**, and under no circumstances may this Agreement be renewed, amended or extended except in writing.

11. **Cancellation:** This Agreement may be canceled by either party upon written notice to the other party. Cancellation will be at the discretion of the chief executive officers of the parties hereto.

AGREED AND ACKNOWLEDGED this ____ day of _____, 2016.

CITY OF NORTH MIAMI BEACH



Ana Garcia,
City Manager

VILLAGE OF BISCAYNE PARK

David Coviello,
Village Mayor

ATTEST:

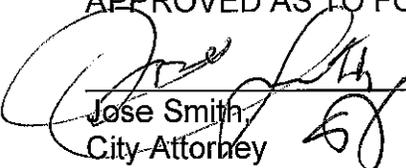


Pamela Latimore,
City Clerk

ATTEST:

Maria C. Camara
Village Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:



Jose Smith,
City Attorney

John Hearn
Village Attorney

EXHIBIT A

**JOINT DECLARATION OF THE CHIEF OF NORTH MIAMI BEACH POLICE DEPARTMENT
AND THE CHIEF OF BISCAYNE PARK POLICE DEPARTMENT
PURSUANT TO MUTUAL AID AGREEMENT**

A police officer of either of the participating law enforcement agencies shall be considered to be operating under the provisions of the mutual aid agreement when:

- Participating in law enforcement activities that are preplanned and approved by each respective agency head, or
- Appropriately dispatched in response to a request for assistance from the other law enforcement agency.

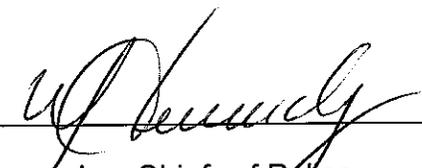
In compliance with and under the authority of the Mutual Aid Agreement heretofore entered into by the City of North Miami Beach and the Village of Biscayne Park, it is hereby declared that the following list comprises the circumstances and conditions under which mutual aid may be requested and rendered regarding police operations pursuant to the agreement. Said list may be amended or supplemented from time to time as needs dictate by subsequent declarations.

1. Joint multijurisdictional criminal investigations.
2. Civil affray or disobedience, disturbances, riots, large protest demonstrations, controversial trials, political conventions, labor disputes, and strikes.
3. Any natural disaster.
4. Incidents which require rescue operations and crowd and traffic control measures including, but not limited to large scale evacuations, aircraft and shipping disasters, fires, explosions, gas line leaks, radiological incidents, train wrecks and derailments, chemical or hazardous waste spills, and electrical power failures.
5. Terrorist activities including, but not limited to, acts of sabotage and enemy attacks.
6. Escapes from disturbances within detention facilities.
7. Hostage and barricaded subject situations, and aircraft piracy.
8. Control of major crime scenes, area searches, perimeter control, back-ups to emergency and in-progress calls, pursuits, and missing person calls.
9. Enemy attack.
10. Transportation of evidence requiring security.
11. Major events: i.e., sporting events, concerts, parades, fairs, festivals, and conventions.

12. Security and escort duties for dignitaries.
13. Incidents requiring utilization of specialized units: e.g., underwater recovery, aircraft, canine, motorcycle, bomb technicians, and crime scene technicians.
14. Emergency or intensive situations in which one agency needs additional assistance to perform its functional objective.
15. Joint training in areas of mutual need.
16. Participating in exigent situations, without the need for a formal request, which situations are spontaneous occurrences such as area searches for wanted subjects, perimeters, crimes in progress, escaped prisoners, traffic stops near municipal boundaries, request for assistance when no available units are nearby, calls or transmissions indicating an officer is injured, calls indicating a crime or incident has occurred in which a citizen may likely be injured and the assisting municipality is closer to the area than the officer receiving the call.
17. Mutual enforcement of all existing applicable laws and ordinances and exercise of arrest powers within the area comprising the respective jurisdictional municipal boundaries.

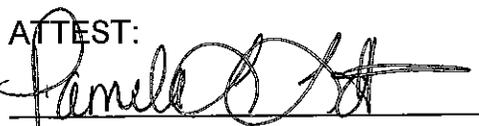
DATE: 4-27-2016

DATE: _____



William Hernandez, Chief of Police
North Miami Beach Police Department

Cornelius McKenna, Chief of Police
Biscayne Park Police Department

ATTEST:


Pamela Latimore, City Clerk
North Miami Beach, FL

ATTEST:

Maria C. Camara, Village Clerk
Biscayne Park, FL



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: June 7, 2016

Subject: Resolution 2016-25

Prepared By: Chief Cornelius McKenna

Sponsored By: Staff

Background

The City of Miami Police Department and the Village of Biscayne Park Police Department interact and assist each other on law enforcement issues. This cooperation and assistance is vital to meeting the ever increasing needs and demands of the respective jurisdictions. A new Mutual Aid Agreement is needed to continue this mutually beneficial level of service and assistance to each other.

Recommendation

Approval of Resolution 2016-25.

Attachments

- Resolution 2016-25
- Mutual Aid Agreement with the City of Miami

1
2
3 **RESOLUTION NO. 2016-25**
4

5 **A RESOLUTION OF THE VILLAGE**
6 **COMMISSION OF THE VILLAGE OF**
7 **BISCAYNE PARK, FLORIDA,**
8 **AUTHORIZING THE INTERIM VILLAGE**
9 **MANAGER TO EXECUTE A MUTUAL AID**
10 **AGREEMENT BETWEEN THE CITY OF**
11 **MIAMI, FLORIDA AND THE VILLAGE OF**
12 **BISCAYNE PARK; PROVIDING FOR AN**
13 **EFFECTIVE DATE**
14

15
16 WHEREAS the Village of Biscayne Park Police Department is committed to
17 providing the public safety of their citizens by providing adequate levels of police services
18 to address any foreseeable routine or emergency situation; and,
19

20 WHEREAS, smaller municipalities such as Biscayne Park rely heavily on assistance
21 from the Miami-Dade County Police Department and other police departments within
22 Miami-Dade County to respond to both foreseeable and unforeseeable natural and man-
23 made disasters and emergency situations; and,
24

25 WHEREAS, in order to insure the preparation of these law enforcement agencies
26 will be adequate to address any and all of these conditions, to protect the public peace and
27 safety, and to preserve the lives and property of the people of the participating
28 municipalities; and,
29

30 WHEREAS, the City of Miami and the Village of Biscayne Park have the authority
31 under Chapter 23, Florida Statutes, Florida Mutual Aid Act, to enter into a Mutual Aid
32 Agreement (MAA); and,
33

34 WHEREAS, in consideration of the benefits provided by the Mutual Aid Agreement
35 with the City of Miami, the Village desires to execute the Combined Voluntary Cooperation
36 and Operational Assistance Mutual Aid Agreement between the City of Miami and the
37 Village of Biscayne Park.
38

39
40 NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COMMISSION OF
41 THE VILLAGE OF BISCAYNE PARK, FLORIDA
42
43

44 **Section 1.** The foregoing "WHEREAS" clauses are true and correct and hereby
45 ratified and confirmed by the Village Commission.
46

47 **Section 2.** The Interim Village Manager is authorized to execute the Combined
48 Voluntary Cooperation and Operational Assistance Mutual Aid Agreement between the City
49 of Miami and the Village of Biscayne Park. The agreement, in substantial form, is attached
50 and incorporated by reference into this resolution as exhibit 1.
51

52 **Section 3.** This Resolution shall become effective upon adoption.
53
54

1 PASSED AND ADOPTED this ___ day of _____, 2016.

2

3

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6

7 _____
David Coviello, Mayor

8

9 Attest:

10

11

12

13

14 _____
Maria C. Camara, Village Clerk

15

16 Approved as to form:

17

18

19

20

21 _____
John J. Hearn, Village Attorney

22

23

24

**The foregoing resolution upon being
put to a vote, the vote was as follows:**

Mayor Coviello: ____

Vice Mayor Ross: ____

Commissioner Anderson: ____

Commissioner Jonas: ____

Commissioner Watts: ____

**COMBINED VOLUNTARY COOPERATION AND
OPERATIONAL ASSISTANCE
MUTUAL AID AGREEMENT
BETWEEN
THE CITY OF MIAMI, FLORIDA AND
THE VILLAGE OF BISCAYNE PARK, FLORIDA**

This Voluntary Cooperation and Operational Assistance Mutual Aid Agreement is made as of this ____ day of April, 2016, by and between the CITY OF MIAMI, FLORIDA, a Florida municipal corporation, having its principal office at 3500 Pan American Drive, Miami, Florida 33133, and the VILLAGE OF BISCAYNE PARK, FLORIDA, a Florida municipal corporation having its principal office at 640 NE 114th Street, Biscayne Park, Florida 33161, and states as follows:

WHEREAS, it is the responsibility of the governments of the City of Miami, Florida, and the Village of Biscayne Park, Florida, to ensure the public safety of their citizens by providing adequate levels of police services to address any foreseeable routine or emergency situation; and

WHEREAS, there is an existing and continuing possibility of the occurrence of law enforcement problems and other natural and man-made conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, or facilities of the City of Miami Police Department or the Village of Biscayne Park Police Department; and

WHEREAS, the City of Miami and the Village of Biscayne Park are so located in relation to each other that it is in the best interest and advantage of each to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to:

- (1) Continuing, multi-jurisdictional criminal activity, so as to protect the public peace and safety, and preserve the lives and property of the people; and

- (2) Intensive situations including, but not limited to, natural or manmade disasters or emergencies as defined under Section 252.34, Florida Statutes; and
- (3) Joint provision of certain law enforcement services specified herein and allowed pursuant to Florida Statute 166.0495; and

WHEREAS, the City of Miami and the Village of Biscayne Park have the authority under The Mutual Aid Act, Chapter 23, Part I, Florida Statutes, to enter into a combined mutual aid agreement for law enforcement services which:

- (1) Permits voluntary cooperation and assistance of a routine law enforcement nature across jurisdictional lines; and
- (2) Provides for rendering of assistance in a law enforcement emergency.

NOW, THEREFORE, BE IT KNOWN, that the City of Miami, a political subdivision of the State of Florida, and the Village of Biscayne Park, a political subdivision of the State of Florida, in consideration for mutual promises to render valuable aid in times of necessity, do hereby agree to fully and faithfully abide by and be bound by the following terms and conditions.

SECTION I: PROVISIONS FOR VOLUNTARY COOPERATION

Each of the aforesaid law enforcement agencies hereby approve and enter into this agreement whereby each of the agencies may provide voluntary cooperation and assistance of a routine law enforcement nature across jurisdictional lines. The nature of the law enforcement assistance to be rendered shall include but not be limited to:

- a. Concurrent law enforcement jurisdiction in and throughout the territorial limits of the City of Miami and the Village of Biscayne Park for arrests, made pursuant to the laws of arrest, for felonies and misdemeanors, including arrestable traffic offenses, which spontaneously take place in the presence of the arresting officer, at such times as the arresting officer is traveling from place to place on official business outside of his or her jurisdiction, for

example, to or from court, or at any time when the officer is within the territorial limits of his or her jurisdiction.

- b. Concurrent law enforcement jurisdiction in and throughout the territorial limits of the City of Miami and the Village of Biscayne Park for arrests, made pursuant to the laws of arrest, of persons identified as a result of investigations of any offense constituting a felony or any act of Domestic Violence as defined in Section 741.28, Florida Statutes, when such offense occurred in the municipality employing the arresting officer.
- c. Concurrent law enforcement jurisdiction in and upon the jurisdictional waters of the City of Miami and the Village of Biscayne Park for arrests, made pursuant to the laws of arrest, for felonies and misdemeanors and boating infractions.
- d. Participating in exigent situations, without the need for a formal request, including, but not limited to, area searches for wanted subjects, perimeters, crimes in progress, escaped prisoners, traffic stops near municipal boundaries, requests for assistance when no available local units are nearby, calls indicating a crime or incident has occurred in which a citizen may likely be injured and the assisting municipality is closer to the area than the officer receiving the call.
- e. Concurrent law enforcement jurisdiction in and throughout the territorial limits of the City of Miami and the Village of Biscayne Park for investigations of homicides, sex offenses, robberies, assaults, batteries, burglaries, larcenies, gambling, motor vehicle thefts, drug violations pursuant to Chapter 893, Florida Statutes, and inter-agency task forces and/or joint investigations.

Prior to any officer taking enforcement action pursuant to paragraphs (a) through (e) above, the officer shall notify the jurisdiction in which the action will be taken, unless exigent circumstances prevent such prior notification, in which case notification shall be made as soon after the action as practicable. If the agency having normal jurisdiction responds to the scene the assisting agency's officer may turn the situation over to them

and offer any assistance requested including, but not limited to, a follow-up written report documenting the event and the actions taken.

These provisions are not intended to grant general authority to conduct investigations, serve warrants and/or subpoenas or to respond without request to emergencies already being addressed by the agency of normal jurisdiction, but is intended to address critical, life-threatening or public safety situations, prevent bodily injury to citizens, or secure apprehension of criminals whom the law enforcement officer may encounter.

SECTION II: PROVISIONS FOR OPERATIONAL ASSISTANCE

The aforesaid law enforcement agencies hereby approve and enter into this agreement whereby each of the agencies may request and render law enforcement assistance to the other to include, but not necessarily be limited to dealing with, the following:

1. Joint multi-jurisdictional criminal investigations.
2. Civil affray or disobedience, disturbances, riots, large protest demonstrations and assemblies, controversial trials, political conventions, labor disputes, and strikes.
3. Any natural, technological or manmade disaster.
4. Incidents which require rescue operations and crowd and traffic control measures including, but not limited to, large-scale evacuations, aircraft and shipping disasters, fires, explosions, gas line leaks, radiological incidents, train wrecks and derailments, chemical or hazardous waste spills, and electrical power failures.
5. Terrorist activities including, but not limited to, acts of sabotage.
6. Escapes from, or disturbances within, prisoner processing facilities.
7. Hostage and barricaded subject situations, and aircraft piracy.
8. Control of major crime scenes, area searches, perimeter control, back-ups to emergency and in-progress calls, pursuits, and missing person calls.
9. Enemy attack.

10. Transportation of evidence requiring security.
11. Major events, e.g., sporting events, concerts, parades, fairs, festivals, and conventions.
12. Security and escort duties for dignitaries.
13. Incidents requiring utilization of specialized units; e.g., underwater recovery, marine patrol, aircraft, canine, motorcycle, bicycle, mounted, SWAT, bomb, crime scene and police information.
14. Emergency situations in which one agency cannot perform its functional objective.
15. Joint training in areas of mutual need.
16. Joint multi-jurisdictional marine interdiction operations.
17. Off-duty special events.
18. DUI Checkpoints.

SECTION III: PROCEDURE FOR REQUESTING OPERATIONAL ASSISTANCE

1. Mutual aid requested or rendered will be approved by the Chief of Police, or designee. The Chief of Police, or designee, of the agency whose assistance is sought shall evaluate the situation and the agency's available resources, consult with his/her supervisors, if necessary, and will respond in a manner he/she deems appropriate.

2. The Chief of Police in whose jurisdiction assistance is being rendered may determine who is authorized to lend assistance in his/her jurisdiction, for how long such assistance is authorized, and for what purpose such authority is granted. This authority may be granted either verbally or in writing as the particular situation dictates.

3. Specific reporting instructions for personnel rendering mutual aid will be included in the request for mutual aid. In the absence of such reporting instructions, personnel will report to the ranking on-duty supervisor on the scene.

4. Communications instructions should be included in each request for mutual aid and each agency's communications centers will maintain radio contact with each other until the mutual aid situation has ended.

5. Incidents requiring mass processing of arrestees, transporting prisoners, and operating temporary detention facilities will be handled per established procedures of the requesting agency or Chief of Police involved.

SECTION IV: COMMAND AND SUPERVISORY RESPONSIBILITY

a. COMMAND:

The personnel and equipment that are assigned by the assisting Chief of Police shall be under the immediate command of a supervising officer designated by the assisting Chief of Police. Such supervising officer shall be under the direct supervision and command of the Chief of Police or his/her designee of the agency requesting assistance.

b. CONFLICTS:

Whenever an officer is rendering assistance pursuant to this agreement, the officer shall abide by and be subject to the rules and regulations, personnel policies, general orders, and standard operating procedures of his/her own employer. If any such rule, regulation, personnel policy, general order or standing operating procedure is contradicted, contravened or otherwise in conflict with a direct order of a superior officer of the requesting agency, then such rule, regulation, policy, general order or procedure shall control and shall supersede the direct order.

c. HANDLING COMPLAINTS:

Whenever there is cause to believe that a complaint has arisen as a result of a cooperative effort as it may pertain to this agreement, the Chief of Police or his/her designee of the agency employing the officer who is the subject of the complaint shall be responsible for the investigation of the complaint. The Chief of Police or designee of the requesting agency should ascertain at a minimum:

1. The identity of the complainant;
2. An address where the complaining party can be contacted;
3. The specific allegation; and

4. The identity of the employees accused without regard as to agency affiliation.

If it is determined during the investigation of a complaint that the accused is an employee of the assisting agency, the above information, with all pertinent documentation gathered during the receipt and processing of the complaint, shall be forwarded without delay to the agency for administrative review. The requesting agency may conduct a review of the complaint to determine if any factual basis for the complaint exists and/or whether any of the employees of the requesting agency violated any of their agency's policies or procedures.

SECTION V: LIABILITY

Each party engaging in any mutual cooperation and assistance, pursuant to this agreement, agrees to assume responsibility for the acts, omissions or conduct of such party's own employees while engaged in rendering such aid pursuant to this agreement, subject to the provisions of Section 768.28, Florida Statutes, where applicable.

SECTION VI: POWERS, PRIVILEGES, IMMUNITIES AND COSTS

a. Employees of the City of Miami and the Village of Biscayne Park when actually engaging in mutual cooperation and assistance outside of their normal jurisdictional limits but inside this State, under the terms of this agreement, shall, pursuant to the provisions of Section 23.127(1), Fla. Stat. (as amended), have the same powers, duties, rights, privileges and immunities as if the employee was performing duties inside the employee's political subdivision in which normally employed.

b. Each party agrees to furnish necessary personnel equipment, resources and facilities and to render services to each other party to this agreement as set forth above; provided, however, that no party shall be required to deplete unreasonably its own personnel, equipment, resources, facilities, and services in furnishing such mutual aid.

c. The political subdivision that furnishes equipment pursuant to this agreement must bear the cost of loss or damage to that equipment and must pay any expense incurred in the operation and maintenance of that equipment.

d. The political subdivision furnishing aid pursuant to this agreement shall compensate its employees during the time of the rendering of aid and shall defray (provide for the payment of) the actual travel and maintenance expenses of its employees while they are rendering aid, including any amounts paid or due for compensation for personal injury or death while its employees are rendering aid.

e. The privileges and immunities from liability, exemption from laws, ordinances and rules, and pension, insurance, relief, disability, workers' compensation, salary, death, and other benefits that apply to the activity of an employee of an agency when performing the employee's duties within the territorial limits of the employee's agency apply to the employee to the same degree, manner, and extent while engaged in the performance of the employee's duties extraterritorially under the provisions of this mutual aid agreement. This section applies to paid, volunteer, reserve and auxiliary employees.

f. Nothing herein shall prevent the requesting agency from requesting supplemental appropriations from the governing authority having budgeting jurisdiction to reimburse the assisting agency for any actual costs or expenses incurred by the assisting agency performing hereunder.

SECTION VII: FORFEITURES

It is recognized that during the course of the operation of this agreement, property subject to forfeiture under Sections 932.701- 932.707, Florida Statutes, known as the "Florida Contraband Forfeiture Act," may be seized. The property shall be seized, forfeited, and equitably distributed among the participating agencies in proportion to the amount of investigation and participation performed by each agency pursuant of the provisions of the "Florida Contraband Forfeiture Act."

SECTION VIII: INSURANCE

Each political subdivision shall provide, upon request, satisfactory proof of liability insurance by one or more of the means specified in Section 768.28, Florida Statutes, in an amount which is, in the judgment of the governing body of that political subdivision, at least adequate to cover the risk to which that party may be exposed. Should the insurance coverage, however provided, of any party be canceled or undergo material change, that party shall notify all parties to this agreement of such change within ten (10) days of receipt of the notice or actual knowledge of such change.

SECTION IX: EFFECTIVE DATE

This agreement shall take effect upon execution and approval by the hereinafter named officials and shall continue in full force and effect until September 1, 2021. Under no circumstances may this agreement be renewed, amended or extended except in writing.

SECTION X: CANCELLATION

Either party may cancel its participation in this agreement upon delivery of written notice to the other political subdivision.

IN WITNESS WHEREOF, the parties hereto cause to these presents to be signed on the date first written above.

AGREED AND ACKNOWLEDGED this ____ day of _____, 2016

MARIA C. CAMARA
Interim Village Manager
The Village of Biscayne Park, Florida
Date: _____

DANIEL J. ALFONSO
City Manager
City of Miami
Date: _____

ATTEST:

ATTEST:

MAILAN NGUYEN
Administrative Clerk
The Village of Biscayne Park, Florida

TODD B. HANNON
City Clerk
City of Miami

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

JOHN J. HEARN
Village Attorney

VICTORIA MENDEZ
City Attorney

CORNELIUS McKENNA
Chief of Police
The Village of Biscayne Park, Florida

RODOLFO LLANES
Chief of Police
City of Miami

APPROVED AS TO INSURANCE
REQUIREMENTS:

ANN-MARIE SHARPE
Risk Management Director
City of Miami, Florida



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: June 7, 2016

Subject: Resolution 2016-26
Amending the Schedule of Fees

Prepared By: Maria C. Camara, Interim Village
Manager

Sponsored By: Staff

Background

On October 7, 2014, a Master Fee Schedule was adopted in accordance with the Village's Code as it relates to the setting of all administrative and user fees for services provided. The Code also provides that the Village would amend these fees from time to time by resolution at a public hearing upon a review of the fees and based upon new administrative or overhead costs, or new services. The schedule has subsequently been amended on October 6, 2015, March 1, 2016, and April 5, 2016.

Based on a recent review of the fees associated with building permits, it was determined that the following fee needs to be added to the fee schedule:

- Permit/Plan Review Fee (for each review and each subsequent review of the original or amended plans) by the Building Inspectors - \$95.00

On October 6, 2015, the Inspection fee of \$95 was deleted from the fee schedule due to redundancy, a correct action. The cost of inspection is already a part of the permit fee. However, there is a cost for the Building Inspectors to review permits and plans which needs to be billed back to the person that is issued the permit. That fee then becomes part of the total

June 7, 2016

Commission Agenda Report

Resolution 2016-26

permit fee that is then split between the Village and the Building Inspectors as provided in their contract.

Fiscal / Budget Impact

Reviewing and amending the fees as needed insures that they are appropriate and reasonably related to the purpose for which they are charged, and that they cover all administrative and overhead costs.

Recommendation

Approval of Resolution 2016-26

Attachments

- Resolution 2016-26
- Master Fee Schedule pending amendment on June 7, 2016 (Building Fees Section)

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**The foregoing resolution upon being
put to a vote, the vote was as follows:**

David Coviello, Mayor

Attest:

Maria C. Camara, Village Clerk

Approved as to form:

John J. Hearn, Village Attorney

Mayor Coviello: ____
Vice Mayor Ross: ____
Commissioner Anderson: ____
Commissioner Jonas: ____
Commissioner Watts: ____



**Village of Biscayne Park
MASTER FEE SCHEDULE**

DRAFT
June 7, 2016

<i>Description</i>	<i>Fee</i>
<i>Building Permits - General Fee Schedule</i>	
Renewal of expired permit	100% of Original Fee
Extend permit before expiration (one time only)	\$75.00
Re-inspection fees	\$50.00
Administrative fee	\$20.00
Permit / Plan Review Fee (for each review and each subsequent review of the original or amended plans) by the Building Inspectors	\$95.00
Portable Storage Container (1 to 14 days maximum)	\$50.00
Construction Dumpster	\$100.00
Contractor registration (annual)	\$35.00
Change of contractor after permit has been issued	\$75.00
<i>Certificate of Re-Occupancy</i>	
Within 30 days	\$50.00
Within 10 days	\$100.00
Re-inspection fees	\$25.00
One-time extension after initial sixty (60) days, for an additional sixty (60) days	\$10.00
Certificate of Occupancy	\$250.00
Certificate of Completion	\$250.00
Re-inspection fees	\$50.00
Paint permit	\$25.00
Insurance verification forms	\$50.00
Work commenced without a permit	Double fee + \$100 fine
Permit card replacement	\$20.00
<i>Building Permits - Structural Fee Schedule</i>	
Truss plans or product approval review submitted after permit issued	\$75.00
Structural engineer review (100% of engineer's fee to the Village. Standard fee shown.)	\$75.00
<i>Building Permits - Refunds</i>	
a. Refund request shall be submitted in writing by permit applicant for a canceled permit	
b. No refunds for:	
- Permit fees \$100 and under	
- Plan review fee	

Pending approval.



Village of Biscayne Park MASTER FEE SCHEDULE

DRAFT
June 7, 2016

<i>Description</i>	<i>Fee</i>
- Permit administrative fee	
- Permits, if any inspection scheduled or logged	
- Permit on jobs that expired prior to request	
- Fees collected for State or County	
Planning Board review (for applications not specified in the Zoning Fee Schedule; and excluding paint permits)	\$25.00



Village of Biscayne Park

Commission Agenda Report

Village Commission Meeting Date: June 7, 2016

Subject: Code Review Board - Proposed Code changes

Prepared By: Maria C. Camara, Interim Village Manager

Sponsored By: Staff

Background

At the February meeting, there was discussion regarding landscaping requirements for new homes and existing homes with substantial renovation. Following that discussion there was consensus to have the Code Review Board look at and propose language to include in our code relating to the landscaping requirements.

The Code Review Board met and has provided their proposed language.

Fiscal / Budget Impact:

Cost of advertising for ordinance.

Recommendation:

For the Commission to review and provide direction to the Attorney on whether to proceed with drafting the ordinance.

Attachments:

- Minutes of the Code Review Board Meeting – April 13, 2016



Village of Biscayne Park

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

Code Review Board
MEMBERS

Gage Hartung
Chairman

Dale Blanton
Judi Hamelberg
Gary Kuhl
Andrew Olis

MINUTES

CODE REVIEW BOARD MEETING

Village Hall

640 NE 114th Street – Biscayne Park, FL
Wednesday, April 13, 2016- 7:00 pm.

Call to Order 7:04 pm

Present: Gary Kuhl, Gage Hartung, Judi Hamelberg, Dale Blanton,
Andrew Olis
Village Manager Maria Camera

Approved Minutes the following minutes:
March 2, 2016 meeting – 5-0 approved

New Business

- a. Discuss and propose language for the Village Code to address the following: If there is a new home build, or substantial renovation to an existing home, a landscaping plan must be also be included with the building permit application.

Discussion by the board:

Situations this will apply to:

- New Construction
- Major Renovations above 50% of overall square footage of the main structure
- New Driveways

Board reviewed similar codes from other municipalities: Miami Shores Village, Fort Lauderdale, Surfside, Bay Harbor Islands, Pincrest, Delray Beach and Miami Dade County. Determined that the Delray Beach and Miami-Dade County had language that were compatible with what we were looking to write. We compiled the following language:

Minimum Landscape Requirements:

(1) All New Construction and Substantial Renovation of Existing Residence above 50% overall square footage of the main structure: For single family residences for which a building permit has not been applied for prior to _____, 2016, the following minimum standards for landscaping shall apply:

(a) One shade tree shall be planted for every two thousand five hundred (2,500) square feet of lot area. Shade trees for single family residences shall be a minimum of twelve (12) feet in height with a five (5) foot spread at the time of installation. Existing trees preserved on the site with the same specifications as above, may be credited toward this tree requirement.

(b) Palms of a ten-foot minimum overall height or minimum caliper of three (3) inches at time of planting shall count as a required tree on the basis of two (2) palms-per tree, except as provided herein for palms used as of street trees. No more than thirty three (33) percent of the minimum tree requirements may be met by palms.

(c) Air-conditioning units visible from the adjacent street shall be screened with shrubbery or wood fencing that is tall enough to fully screen the units from view.

(d) All other lot areas not covered by driveways or structures shall be planted with lawn grass, ground cover or other approved landscape materials.

(e) All landscaped areas shall be provided with an irrigation system, automatically operated, to provide complete coverage of all plant materials and grass to be maintained.

(f) Prohibited and controlled tree species shall not be counted toward fulfilling minimum tree requirements. Prohibited trees shall be removed from the site in cases of new construction.

(g) Of the required trees at least:

(1) Thirty (30) percent shall be native species (reference: South Florida Plant Guide); and

(2) Fifty (50) percent shall be low maintenance and drought tolerant; and

(3) No more than thirty (30) percent shall be palms.

(h) Eighty (80) percent of the trees shall be listed in the Miami-Dade Landscape Manual, the University of Florida's Low-Maintenance Landscape Plants for South Florida list.

(i) All shrubs or ornamental grass shall be a minimum of eighteen (18) inches in height when measured immediately after planting. Shrubs or ornamental grass shall be provided at ratio of ten (10) per required tree. Of the provided shrubs at least:

(1) Thirty (30) percent shall be native species; and

(2) Fifty (50) percent shall be low maintenance and drought tolerant; and

(3) Eighty (80) percent shall be listed in the Miami-Dade Landscape Manual, the University of Florida's Low-Maintenance Landscape Plants for South Florida list.

(j) *Ground covers.* Ground cover plants used in lieu of grass, in whole or in part, shall be planted in such a manner as to present a finished appearance and reasonably complete coverage within one (1) year after planting.

(k) Cypress mulch shall not be used because its harvest degrades cypress wetlands.

(l) At least forty (40) percent of the required landscape and a minimum of 2 tree types shall be located in the front yard area.

(1) Existing Residences:

4. (a) All other lot areas not covered by driveways or structures shall be planted with lawn grass, ground cover or other approved landscape materials.

Motion: Motion to approve - Gary / Second - Andrew – 5-0 Approved

Adjourned 8:00

Minutes Approved 04-13-2016



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: June 7, 2016

Subject: Village Manager Selection Process

Prepared By: Maria C. Camara, Interim Village
Manager

Sponsored By: Staff

Background

At 5:00pm on May 9, 2016, a total of 57 resumes were received for the position of Village Manager. After reviewing each resume against the qualification requirements of the position, the following were identified:

- 43 QUALIFIED applicants
- 14 NOT-QUALIFIED applicants

The resumes for the 43 qualified applicants were provided to both the Resident Review Committee and the Miami Dade County City Manager's Association in order that they select their top ten (10) candidates. The 14 not-qualified applicants were also sent for each group's review.

After meeting twice, the Resident Review Committee selected six (6) candidates to move forward: Aretha Adams, Timothy Boland, Ann Capela, Mark Kutney, Martin Murphy and Sharon Ragoonan

The Manager's Association selected ten (10) candidates to move forward: Ann Capela, Louie Chapman, Mark Kutney, Jim McCroskey, Martin Murphy, James Poag, Sharon Ragoonan, Robert Santos-Alborna, Janette Smith, and Angie Whisnant

Removing the duplicate selections, there were 12 finalists selected for Commission consideration:

1. Aretha Adams
2. Timothy Boland
3. Ann Capela

June 7, 2016

Commission Agenda Report

Village Manager Selection Process

4. Louie Chapman
5. Mark Kutney
6. Jim McCroskey
7. Martin Murphy
8. James Poag
9. Sharon Ragoonan
10. Robert Santos-Alborna
11. Janette Smith
12. Angie Whisnant

The resumes for the 12 finalists were submitted to the Village Commission on May 25th. By Monday, June 6th, the Commission will each select their top six (6), or more/less, candidates to move forward to the interview stage. Their selections will be announced at the June 7th meeting.

Recommendation

Commission to review and discuss the selection of candidates and confirm the final number to proceed to the interview stage and background check. Commission to also discuss and confirm the manner in which interviews will take place, and the level of the background check desired. The options available for background checks are:

- Noel Rojas – experienced background investigator currently under contract with the City of North Miami to conduct the background for their police officers and civilian personnel. The comprehensive background consists of a review of the questions answered and information provided on the employment application; search of local law enforcement records; social media search; employment records inquiries; character reference inquiries; traffic record; criminal history check (Florida); and educational verification. The cost is \$35/hr., and a minimum of 8 hours would be required per applicant (\$280). The findings from each area of investigation will be documented in a memorandum along with any supporting documentation obtained. There may be additional charges such as travel (@ \$.56/mile); employment inquiries.

-or-

- In-house (Interim Village Manager along with the assistance of an Intern) - Madelyn Valdes is currently seeking her Masters in Human Resources and she is currently an Intern with the City of Hollywood assisting in their background checks. I came across Ms. Valdes as she submitted her application for the position of Reserve Police Officer. During her interview with our Police Command Staff, it was identified that Ms. Valdes would be available to provide this service. Under my supervision, Ms. Valdes would search/contact local law enforcement records; social media search; employment records inquiries; character reference inquiries; traffic record searches; criminal history check (Florida); and educational verification. The findings from each area of investigation will be documented in a memorandum along with any supporting documentation obtained.

June 7, 2016

Commission Agenda Report

Village Manager Selection Process

-Plus-

- Credit Report – Utilizing Innovative Credit Solutions, Inc., for a credit report. Cost for each applicant is \$60.
- Drug Testing – Utilizing our current provider, Physicians Health Center, a 10-panel pre-employment drug test. Cost for each applicant is \$35.
- Fingerprint background check – Utilizing our current provider, Fingerprint Technologies, a search of the Florida Criminal History Records and the National/FBI Criminal History records. Cost for each applicant is \$60.

Summary of costs for Background Verification per applicant:

Professional Background Investigator:	\$ 300	In-House Background:	\$ 0
Credit Report:	\$ 60	Credit Report:	\$ 60
Drug Testing:	\$ 35	Drug Testing:	\$ 35
Fingerprint Background:	<u>\$ 60</u>	Fingerprint Background	<u>\$ 60</u>
Total:	\$455	Total:	\$155

The remaining schedule in the Village Manager selection process is as follows:

- June 6, 2016 – Commission each provide their top 6 candidates
- June 7, 2016 – Commission finalizes the top 6 candidates at the Regular Commission meeting
- June 8 – 27, 2016 – Commission conducts one-on-one interviews with top 6 candidates (in person or by phone). Background checks will be conducted during this time.
- June 29, 2016 – Commission narrows to the top 3 candidates at a Special Commission meeting
- July 12, 2016 – Panel interview of top 3 candidates at the Regular Commission meeting
- July 20, 2016 – Commission selects Village Manager at a Special Commission meeting



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: June 7, 2016

Subject: Discussion on formal bid process for property, general liability, automobile, and workers' comp insurance

Prepared By: Maria C. Camara, Interim Village Manager

Sponsored By: Staff

Background

For many years the Village of Biscayne Park has utilized Florida Municipal Insurance Trust (FMIT), a division of the Florida League of Cities, to provide property insurance, liability insurance, automobile insurance and workers' compensation insurance. Our current policy is set to renew on October 1, 2016.

The amount for the current policy in effect from October 1, 2015 through September 30, 2016 is \$149,432 broken down as follows:

- General/Professional Liability - \$79,892
- Automobile insurance (liability and physical damage) - \$12,487
- Property insurance – \$28,877
- Workers' Compensation Insurance – \$28,176

The Village has been approached by other insurance providers expressing interest in submitting a quote. Based on our procurement policy, this would require a formal bid process.

If it is the direction of the Commission to proceed with a formal bid process, the following schedule will have to be followed in order to meet the required renewal timeline:

- Drafting of bid package: June 8 – June 17, 2016

June 7, 2016

Commission Agenda Report

Bid for Village Insurance

- Completion and attorney approval of bid package: June 22, 2016
- RFP issue date: June 27, 2016
- RFP closing date: July 15, 2016
- Review of proposals: July 18 – July 26, 2016
- Commission review and approval of awarded bid: August 2, 2016
- Policy start date: October 1, 2016

Fiscal / Budget Impact

- Attorney and staff time to draft, review and finalize the bid package (RFP – Request for proposal)
- Advertising of the RFP

Recommendation

For the Village Commission to discuss and determine if a formal bid process is to be done in order to receive price proposals for insurance for fiscal year beginning October 1, 2016.



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: June 7, 2016

Subject: Discussion on Mosquito Control

Prepared By: Maria C. Camara, Interim Village
Manager

Sponsored By: Staff

Background

Concerns about the Zika virus are rising as mosquito season nears, and with new cases being reported in Miami-Dade County. Both the County and the Florida Department of Health have been active in providing education to its residents regarding mosquito control and the virus. Educational information and links have been added to the Village's website, and will be included in the upcoming newsletter.

Additionally, Miami-Dade County recently passed an ordinance giving the county authority to cite property owners for standing water violations two days after they receive a warning, where before it was five days. County leaders have stated that mosquito breeding sites can be in the most simple and smallest places in the average home and urge residents to "play a role and do their job".

Concerned Village residents have contacted us regarding this issue, specifically standing water found in bird baths, inflatable pools, plant containers, etc.

Fiscal / Budget Impact: None at this time.

Recommendation: For the Commission to discuss this issue and provide direction for any added enforcement or resources.

Attachments: Drain & Cover flyer (Florida Department of Health and Miami-Dade County Public Works)



Feeling the sting of mosquitoes?
Then it's time to **drain and cover.**



DRAIN

Drain standing water.

Drain water from garbage cans, house gutters, pool covers, coolers, toys, flower pots or any other containers where sprinkler or rain water has collected.

DISCARD:

old tires, drums, bottles, cans, pots and pans, broken appliances and other items that aren't being used.

EMPTY AND CLEAN:

birdbaths and pets' water bowls at least once or twice a week.

PROTECT:

boats and vehicles from rain with tarps that don't accumulate water.

MAINTAIN:

the water balance (pool chemistry) of swimming pools. Empty plastic swimming pools when not in use.

Stop mosquitoes from living and multiplying around your home or business.



Protect yourself
from mosquito
bites and the
diseases they
carry.

Don't forget to
drain and **cover**.

COVER



COVER YOUR SKIN WITH:

CLOTHING If you must be outside when mosquitoes are active, cover up. Wear shoes, socks, long pants, and long sleeves.

REPELLENT Apply mosquito repellent to bare skin and clothing. Always use repellents according to the label. Repellents with DEET, picaridin, oil of lemon eucalyptus, and IR3535 are effective. Use mosquito netting to protect children younger than 2 months.

**COVER DOORS AND WINDOWS
WITH SCREENS.**

Keep mosquitoes out of your house. Repair broken screens on windows, doors, porches, and patios.



www.dadehealth.org



www.miamidade.gov/publicworks



Village of Biscayne Park

Commission Agenda Report

Village Commission Meeting Date: June 7, 2016

Subject: Planning & Zoning Board - Attorney
attendance to review scope of review

Prepared By: Mayor David Coviello

Sponsored By: Commission

Background

The Village's Planning & Zoning Board has done an excellent job over the years reviewing and approving applications. However, although not frequent, I have received comments and questions from residents that have appeared before the Board as to the Board's scope of review. To avoid potential issues in the future, I believe it is advisable for Attorney Hearn to attend a future Board meeting and do a short presentation on the scope of review of the Board under the Village's Code (similar to what was done with the Code Compliance Board).

Fiscal / Budget Impact

Attorney time to attend Board meeting.

Recommendation

For Commission to discuss and to provide direction.



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: June 7, 2016

Subject: Lighting at entry to the Ed Burke
Recreation Center

Prepared By: Mayor David Coviello

Sponsored By: Commission

Background

The Biscayne Park Foundation raised \$2,000 for the purchase and installation of lighting at the entry of the recreation center building. The Village's FY 2015-16 budget allocated an additional \$2,000 to complete the project. The Village Commission previously discussed the project and requested information on the cost to complete the lighting for the entire park. At this time, I would request that we discuss proceeding with the entry lighting only.

Fiscal / Budget Impact: Funds have been allocated for the entry lighting in the current budget.

Recommendation: For Commission to discuss and to provide direction.

Attachments:

- Information previously provided regarding the product and costs

HurricaneMark Inc

HurricaneMark, Inc.

Mark Tursi
954-261-7435

February 24, 2016

Village of Biscayne Park

Scope of Work:

- 1) Supply and install 6 bollard lights on side of walkway
- 2) Pour concrete pads for lights
- 3) Install pipe and wire for lights
- 4) Terminate lights
- 5) Supply and install 2 new wall pack LED fixtures
- 6) Install pipe to feed 1 wall pack

\$4000

Permit fees are not included

[QUOTE TO Krishan Manners]

Arlington's new Gard-N-Post™ Bollard Kit

Square light. Square post.



Arlington's **Gard-N-Post™ Bollard Kit** is *the low cost answer* to installing an attractive bollard outdoors.

It's perfect for wood decks, concrete walkways, and boat docks. And because the square pagoda light fixture matches the shape of the post, it looks great too.

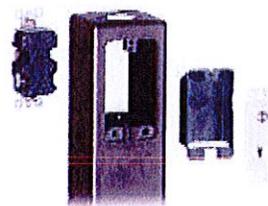
Back-to-back openings in the post, and a low voltage separator give you the option of installing power in one side, low voltage in the other – or 110V devices in both!

Available in black or bronze, the colorant runs throughout the post so there's no chipping or loss of color.

The kit includes a metal support post, 35" non-metallic Gard-N-Post, pagoda light fixture, low voltage separator, blank device plates – everything you need to install the bollard, *except the anchor bolts and caulking.*

UL/CSA Listed. UL Listed enclosure.

Like the pagoda light fixture?
It's also sold separately (GPP60B or GPP60BR), and fits other Arlington Gard-N-Posts; the 19.5" GP19 and the 26" GP26.



Arlington

Fax 570.562.0646 • www.alfittngs.com
800.233.4717

GPBK35B
(also available in Bronze GPBK35BR)

Patented. Other patents pending



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: June 7, 2016

Subject: Waste Pro Performance Discussion

Prepared By: Commissioner Bob Anderson

Sponsored By: Commission

Background: Over the last few months there seems to be a drop in performance by WastePro – missed pick ups, partial pick ups, cans left partially on the road, lids not placed back on cans just to name a few problems. The excuse that is often given is that there are new people on the crew. After the village was verbally promised that there would be the same crew dedicated to Biscayne Park that apparently is not happening,

Fiscal / Budget Impact – NA

Recommendation: Commission to discuss what actions to take to get WastePro to improve performance.



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: June 7, 2016

Subject: Employee Policy and
Procedures Manual

Prepared By: Commissioner Bob
Anderson

Sponsored By: Commission

Background

The current Policy and Procedures Manual is dated 2009. There have been situations that have occurred recently that I believe show that this commission, together with staff, needs to make updates to this manual.

At a prior commission meeting we were informed that part of an ordinance – the landlord permit ordinance – was not being enforced. We have corrected that particular issue but I believe it needs to be clearly stated that all ordinances are to be followed and enforced by staff so that this doesn't happen again.

It seems that there has been confusion regarding accrual and payout of vacation time. This needs to be clarified and understood by everyone to prevent misunderstanding and errors.

Fiscal / Budget Impact: To be determined.

Recommendation:

Commission to discuss how to proceed in updating this manual so that it is clear and followed by all.



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: June 7, 2016

Subject: Australian Pines on Griffing Blvd.

Prepared By: Maria C. Camara, Interim Village
Manager

Sponsored By: Staff

Background

On Thursday, May 19th, I met with David Cardenas from Miami-Dade County regarding the trees along Griffing Blvd. I had a call from one resident who was concerned with a tree on the south end, and I wanted to know what were his plans for trimming ahead of the upcoming hurricane season. Below is his response following his assessment:

As discussed, prior to our meeting, Mr. Steve Duncan and myself (Certified Arborist), conducted a basic level 2 risk assessment inspection (360 degree walk-around, visual inspection of the trunk and canopy) of the Australian Pine trees (Casuarina spp.) located within the median along Griffing BLVD.

As a result of the assessment, it was determined that three (3) senescent Australian Pine trees adjacent to 11660 have defects which include, active basal decay in the trunks and as well as active decay in the crown that cannot be practically treated and therefore, create an elevated level of risk for future failure. Due to their current condition, these trees warrant removal as soon as possible.

In addition, the remaining Australian Pines within the corridor were also assessed and as a result, trimming to remove deadwood greater than 2" diameter will be scheduled within the next 30 days.

June 7, 2016

Commission Agenda Report

Australian Pines on Griffing Blvd.

Please note, this location will be placed on the list for future tree replacements as part of the County's Roadway Beautification Program.

Thank you and I look forward to continuing to work with the village in maintaining a safe and beautiful community.

*David Cardenas, Chief
Miami-Dade County Parks, Recreation, and Open Spaces
Right-of-Way Aesthetic & Assets Management Division
7998 SW 107th Avenue
Miami, Florida 33173*

Along with the formal announcement of the County's plans to remove these three trees at this meeting, notification in writing will be provided to the residents along Griffing Blvd. that will be affected by the activity involved. Once the confirmed date for removal is scheduled, I will advise accordingly. As these trees are along Griffing Blvd, a road maintained by Miami-Dade County, there is no cost to the Village for removal or trimming.



MEMORANDUM

TO: Honorable Village Commission
Reginald White, Code Enforcement Officer

CC: Maria Camara, Acting Village Manager

FROM: John J. Hearn, Village Attorney 

RE: Review of Ordinance 2015-04 Regarding Off-Street Parking

DATE: May 31, 2016

On September 1, 2015, the Village Commission unanimously approved Ordinance 2015-04 which made changes to Section 5.3 entitled “Landscaping and objects in the swale area of the right-of-way” and Section 5.6 entitled “Off-street parking”. The Commission provided a one year grace period to provide residents with nonconforming and non-permitted parking surfaces an opportunity to have compliant parking surfaces permitted and installed. The ordinance further requires parking surfaces to be of approved materials, to have an approved approach across the swale and provides other regulations in order to ensure consistency and aesthetic standards for the Village. As we are nearing the end of the one year grace period, several meetings were held with the Interim Village Manager, the Code Compliance Officer and my office to review existing driveways and to determine whether or not those driveways are in violation of Ordinance 2015-04.

One of the first issues that was discussed was whether off-street parking facilities could be placed in a swale area. The terms “swale” and “rights-of-way” are sometimes used interchangeably in the Village Code. The term “rights-of-way” is used to describe a variety of publicly owned property, including medians, sidewalks, easements, roadways and swales. Under the Village Code, a swale area refers to the area between the pavement edge and the property line contiguous to a lot (Sec. 8.4.1). While not all rights-of-way are swales, by definition, all swales are part of the public rights-of-way.

Since passage of the ordinance, there have been conflicting opinions as to whether parking in the swale is allowed. There was discussion during second reading concerning parking in the swale and, if allowed, what surfaces should be approved. There was no consensus or amendment to the ordinance made which directly addressed that issue. A review of Section 5.3.4(c) entitled “Paving and drainage” was not amended by the ordinance. Section 5.3.4 addresses objects in the swale area and Section (c) provides that “pervious pavers shall be allowed, but any impervious paving shall be adequately drained to prevent the build-up of stormwater in the right-of-way”. As a result, my office and Village staff have agreed that the language in Section 5.3.4(c) allows both pervious pavers, and impervious paving provided that adequate drainage is installed. (See also 5.3.2 “protection and use of rights of way”)

It is important to note that 5.3.4(d) provides a list of “other objects prohibited” in the right-of-way. That section provides that it is unlawful to place and maintain within the dedicated right-of-way, parking or swale area of the Village “any painted concrete or other unapproved hard materials such as “rocks, stones, bricks...of other similar obstructions”. The prohibition of concrete, bricks and rocks (see gravel) appears to be in contradiction with the changes to Section 5.6.8(e) which expressly allows those materials on parking surfaces. Further, Section 5.3.4(e) references only the allowance of a combination of an approved parking approach and sodding of rights-of-way provided that the impervious section does not exceed 40% of the total area. Even though these two sections appear inconsistent, after discussing this matter with staff, meeting with the Chair of the Planning and Zoning Board, listening to the Commission meeting which approved Ordinance 2015-04 and a legal analysis of this language, parking is allowed in the swale area with certain limitations. (Providing pavers in the swale are pervious and/or impervious paving provides adequate drainage and the impervious section of swale does not exceed 40% of the total area with such paved areas being kept in good condition.)

In further support of that interpretation, Section 8.4.1. entitled “Lots and public rights-of-way”, also provides that paving and sodding of lots and rights-of- way is permitted provided the impervious section does not exceed 40% of the total area and such paved areas shall be kept in good condition.

An issue that needs to be discussed and clarified is whether the recent change to Section 5.6.1 requiring off-street parking facilities “within each property” allows for swale surface parking to count towards required parking spaces. Based on the plain language of the Code, staff and the Planning and Zoning Board have interpreted that swale parking, although allowed, does not count toward required parking. Village staff will address properties that are affected by this section of the Code.

Village staff will be presenting a PowerPoint at the June Commission meeting to illustrate how off-street parking will be enforced, and how properties are being identified that need to come into compliance as of September 1, 2016.