



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: October 6, 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

- September 13, 2016 Regular Commission Meeting
- September 14, 2016 1st Public Hearing FY 2016-17
- September 27, 2016 2nd Public Hearing FY 2016-17



MINUTES
REGULAR COMMISSION MEETING
Log Cabin - 640 NE 114th Street
Biscayne Park, FL 33161
Tuesday, September 13, 2016 at 7:00pm

1 Call to Order

Mayor David Coviello called the meeting to order at 7:01pm.

2 Roll Call

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

Present from staff were:

Interim Village Manager Maria C. Camara
Village Attorney John Hearn
Chief Cornelius McKenna
Parks & Recreation Manager Shelecia Bartley

3 Pledge of Allegiance

4 Presentations

4.a Proclamation - Constitution Week - September 17-23, 2016

4.b Proclamation - September is Childhood Cancer Awareness Month

4.c Debbie Kleinberg, Director of the North Miami Foundation for Senior Citizens' Services spoke providing an update on the services they provide to the Village, thanking the Commission for their donation.

5 Additions, Deletions or Withdrawals to the Agenda

< None >

6 Public Comments Related to Agenda Items / Good & Welfare

Lourdes Mariano - As a nurse, would like to volunteer at the North Miami Foundation for Senior Citizens' Services. In regards to the proposed code changes on driveways, has a permit on hold. Wants to be able to finalize her project based on the current code.

Barbara Kuhl: Objects to the process regarding the proposed changes to the code on driveways. Had a workshop last year. There was consensus from Code Review Board, Parks & Parkway Advisory Board, and then the Commission changed it. This is why we have wound up with a year of mess. On proposed code for landscaping requirements on new construction, we fall under Miami-Dade County requirements. Code Review Board proposal is making it less restrictive. The Village is also not following the landscape requirements, specifically on what should have been done at Village Hall. Recommend holding off and letting the Village Manager review, then have a professional company rewrite the code.

Gary Kuhl: Barbara is correct. Should adopt Miami-Dade County code and have that information available in Village Hall. Hard to find the language in Miami-Dade County code. You are bringing someone on board with Code experience. Strongly suggest that you table both of these items and let her go through it and get feedback. Job has not been done well so far.

Dan Keys: On parking on the swale, do not prohibit it. Do not prohibit improvements on it. 40% is a good mid-point. Swales in front of all homes is for public use. On a temporary basis, I should be able to use any swale area. You are taking my right away associated with the property.

Gage Hartung: On language of parking on swale, you are going down the right direction. Only concern is that you will allow continued parking on swale without requiring any attempt to park on the property. Many who have come before P&Z with a permit application have made the provision to park on the property.

Judi Hamelburg: A resident for twenty plus years and active on numerous boards. A neighbor helped me by picking up some yard debris from my property and placed it out for collection, but on the wrong day. I was given an administrative citation. I have never had a code issue and should have been given a warning, and not an immediate citation.

Mac Kennedy: On driveways, consider swale development as a last resort. Consider on a case by case basis, and touching the swale is the last resort.

7 Information / Updates

- 7.a Interim Manager Camara provided recap of FY 2015-16 at month end, July 31, 2016, and a status of the audit.

8 Consent Agenda

- 8.a Approval of Minutes

August 2, 2016 Regular Commission Meeting
August 17, 2016 1st Budget Workshop FY 2016-17
August 24, 2016 Special Commission Meeting
August 24, 2016 2nd Budget Workshop FY 2016-17
August 31, 2016 Special Commission Meeting
August 31, 2016 2nd Budget Workshop FY 2016-17

8.b Acceptance of Board Minutes

Recreation Advisory Board - May 25, 2016
Recreation Advisory Board - June 30, 2016
Code Compliance Board - July 19, 2016
Biscayne Park Foundation - July 11, 2016
Planning & Zoning Board - August 1, 2016
Planning & Zoning Board - August 10, 2016
Planning & Zoning Board - August 15, 2016
Code Compliance Board - August 8, 2016

8.c **Resolution 2016-30**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **RATIFYING THE DONATION OF \$2,500 FOR FISCAL YEAR 2015-16 TO THE NORTH MIAMI FOUNDATION FOR SENIOR CITIZENS' SERVICES, INC.;** PROVIDING FOR AN EFFECTIVE DATE

8.d **Resolution 2016-31**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA **GRANTING AUTHORITY TO SHARON RAGOONAN AS VILLAGE MANAGER TO SERVE AS A SIGNATORY** ALONG WITH THE VILLAGE COMMISSION **ON ALL BANKING RELATED DOCUMENTS** FOR THE VILLAGE OF BISCAYNE PARK; PROVIDING FOR AN EFFECTIVE DATE

8.e **Resolution 2016-32**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA **DECLARING VILLAGE VEHICLES AS SURPLUS PROPERTY AND GRANTING THE VILLAGE MANAGER AUTHORIZATION TO SELL SAID SURPLUS THROUGH BIDERA AUCTIONS;** PROVIDING FOR AN EFFECTIVE DATE

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

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

Opposed: None

Motion carries: 5/0

9 **Ordinances**

< None >

10 Resolutions

< None >

11 Old Business

11.a Proposed code changes regarding driveway improvements

Attorney Hearn provided a recap of the changes agreed up on at the last meeting, and looking for direction to move forward as an ordinance.

There was consensus to include a compliance date of June 1, 2017 for all properties not in compliance.

After discussion there was a consensus to move forward with the agreed upon changes, and to direct the Village Attorney to draft an ordinance for first reading at the next Commission meeting.

11.b Code Review Board - Zoning review and proposed language regarding new construction.

After discussion, there was consensus to move forward with adding the Miami-Dade County language to our code. Attorney Hearn would research the code and provide to the Commission for their review.

11.c Proposed landscaping plans - Parks & Parkway Advisory Board

Interim Village Camara provided a summary of the proposed landscaping plans by the Parks & Parkway Advisory Board for the four community signage locations, and the south side of the Log Cabin; as well as the timetable for purchase of materials and installation schedule.

After discussion, there was a motion by Commissioner Anderson to accept the proposed plans and to direct staff to proceed with the purchase of materials and installation. The motion was seconded by Vice Mayor Ross.

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

Opposed: Commissioner Watts

Motion carries: 4/1

12 New Business

12.a Discussion on having a workshop on solar power referendum - As requested by Commissioner Watts

Commissioner Watts provided the background.

After discussion, consensus to provide informational material at either or both of these events: Stormwater Master Plan workshop on October 22nd, or Community Safety Day on October 15th.

12.b Street signs - As requested by Commissioner Jonas

Commissioner Jonas provided the background.

After discussion, consensus that it is not a priority project at this time. Interim Manager Camara suggests that Commissioner Jonas reach out to El Portal to find out more on the cost and process, as they did a similar project with their street signs.

12.c Discussion regarding FPL's proposed rate adjustment (increase) - As requested by Commissioner Watts

Commissioner Watts provided the background.

After discussion, the majority consensus is that it would be preferable to work with FPL on what assistance they can provide to the Village on projects, as opposed to challenging the rate increase.

12.d Discussion on police response times from non-emergency dispatch - As requested by Commissioner Watts

Commissioner Watts provided the background.

Representatives from Miami-Dade County 911 operations will be attending the Crimewatch meeting on September 22nd. After that, consider any direction or actions.

12.e Request for a waiver of rental fees for Meet the Candidates on October 18, 2016.

Commissioner Jonas makes a motion to waive the rental fees for the Meet the Candidates event at the Ed Burke Recreation Center on October 18th, and it is seconded by Commissioner Anderson.

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

Opposed: None

Motion carries: 5/0

13 Request for placement of items on next meeting agenda.

Mayor Coviello - update on Waste Pro.

Mayor Coviello - update on use and maintenance of alleys.

Mayor Coviello - discussion on feral cat issue.

Commissioner Watts - discussion on accountability of fiscal situation; explore methods of checks and balances.

14 Reports

14.b Village Attorney:

Attorney Hearn: Will be responding to FEMA issue within the required deadline; received summons on a police related vehicle accident from two years ago which is covered by the League and has been forwarded to them.

15 Announcements

Wednesday, September 14th - Public Art Advisory Board at 6:00pm
Wednesday, September 14th - 1st Public Hearing FY 2016-17 Budget at 6:30pm
Saturday, September 17th - SATURDAY Special Trash Pick up from noon to 5:00pm
Monday, September 19th - Planning & Zoning Board at 6:30pm
Wednesday, September 21st - Parks & Parkway Advisory Board at 7:00pm
Thursday, September 22nd - Crimewatch Meeting at 7:00pm
Tuesday, September 27th - 2nd Public Hearing FY 2016-17 Budget at 6:30pm
Monday, October 3rd - Planning & Zoning Board at 6:30pm

Our next regular Commission meeting is THURSDAY October 6, 2016, at 7:00pm

16 Adjournment

The meeting was adjourned at 9:05pm.

Commission approved on _____.

Attest:

David Coviello, Mayor

Maria Camara, Village Clerk



MINUTES

**1st Public Hearing FY 2016-17 Budget
Log Cabin - 640 NE 114th Street
Biscayne Park, FL 33161
Wednesday, September 14, 2016 at 6:30pm**

1 Call to Order

Mayor David Coviello called the meeting to order at 6:34pm.

2 Roll Call

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

Present from staff were:

Interim Village Manager Maria C. Camara
Attorney Andrew Dunkiel
Chief Cornelius McKenna
Parks & Recreation Manager Shelecia Bartley

3 Pledge of Allegiance

4 Public Comments Related to Agenda Items

Barbara Kuhl: Confirms that the increase for Public Works staff is 3%.

Janey Anderson: Thanks Maria Camara for the detailed budget. To the Commission, respect all for the budget process and detailed review of each line item.

Chuck Ross: Concerns about finances have been forwarded to the auditors. Concerned we have not received the audit. Concerned numbers presented are not accurate. If there is uncertainty, move more money towards contingency.

Dan Samaria: Thanks Maria Camara for the detailed budget. Asks how can we do a budget without the audit. Can we cut 5% across all departments if we are concerned about the revenues?

6.a Recreation Center programs/events review

Interim Manager Camara provided a handout detailing the following items in regards to the Parks & Recreation Department:

- Programming and events at the Ed Burke Recreation Center from July 2015 - June 2016 (12 months)
- Expenditures and revenues related to the programs and events.
- Revenues related to the outsourced After School Care and Summer Camp programs through Golden Gates Tutoring (12 months)
- Revenues related to event/party rentals (December 2015 to current)

5 Ordinances - FIRST READING

5.a **Ordinance 2016-06**

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **ESTABLISHING THE 2016-17 MILLAGE RATE AT 9.70 MILS** FOR EACH \$1,000 OF ASSESSED VALUATION UPON REAL AND PERSONAL PROPERTY WITHIN THE VILLAGE LIMITS OF THE VILLAGE OF BISCAYNE PARK; PROVIDING FOR AN EFFECTIVE DATE

Attorney Dunkiel read the title.

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

Commissioner Anderson makes a motion to approve Ordinance 2016-06 and it is seconded by Vice Mayor Ross.

The motion was called to a vote:

Commissioner Jonas: Yes

Vice Mayor Ross: Yes

Commissioner Watts: Yes

Commissioner Anderson: Yes

Mayor Coviello: Yes

Motion carries: 5/0

5.b **Ordinance 2016-07**

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **ADOPTING A BUDGET FOR FISCAL YEAR 2016-2017 FOR THE VILLAGE OF BISCAYNE PARK**, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE

Attorney Dunkiel read the title.

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

Commissioner Anderson makes a motion to approve Ordinance 2016-06 and it is seconded by Vice Mayor Ross, for discussion.

Vice Mayor Ross: Proposes moving the following expenditures to contingencies. Allows for the audit to be completed, and then these expenditures would then come back before the Commission for approval before proceeding.

- > Planning - Code rewrite - \$10,000
- > Year 1 lease purchase of two (2) police vehicles - \$12,000
- > Purchase of police tracking system - \$3,192
- > Purchase of police radios - \$9,400
- > Purchase of laptop for Code Compliance - \$1,500
- > Community signage installation - \$12,500
- > Irrigation repairs - \$5,000
- > Year 1 lease purchase of flat bed truck - \$6,000
- > Repair of shade structure - \$8,552
- > Repair of slides - \$3,300

After discussion, motion made by Vice Mayor Ross to amend the original motion with changes outlined. The motion is seconded by Commissioner Jonas.

The motion was called to a vote:

Commissioner Anderson: No
Commissioner Watts: Yes
Commissioner Jonas: Yes
Vice Mayor Ross: Yes
Mayor Coviello: No

Motion carries: 3/2

The original motion to approve Ordinance 2016-07 as amended is called to a vote:

Commissioner Jonas: Yes
Vice Mayor Ross: Yes
Commissioner Watts: No
Commissioner Anderson: No
Mayor Coviello: No

Motion fails: 2/3

Vice Mayor Ross makes a motion remove the purchase of the police radios from the list of items moved to contingencies, and to approve Ordinance 2016-07. The motion is seconded by Commissioner Jonas.

The motion was called to a vote:

Commissioner Anderson: No
Commissioner Watts: No
Vice Mayor Ross: Yes
Commissioner Jonas: Yes

Mayor Coviello: No

Motion fails: 2/3

Commissioner Anderson makes a motion to approve Ordinance 2016-07 with the budget as originally presented with no amendments and it is seconded by Mayor Coviello.

The motion was called to a vote:

Commissioner Jonas: No

Vice Mayor Ross: No

Commissioner Watts: No

Commissioner Anderson: Yes

Mayor Coviello: Yes

Motion fails: 2/3

The following expenditures were proposed to move to contingencies.

- > Planning - Code rewrite - \$10,000
- > Community signage installation - \$12,500
- > Irrigation repairs - \$5,000
- > Repair of shade structure - \$8,552

Commissioner Anderson makes a motion to approve Ordinance 2016-07 with these amendments to the budget, and it is seconded by Mayor Coviello.

The motion was called to a vote:

Commissioner Anderson: Yes

Commissioner Watts: Yes

Vice Mayor Ross: Yes

Commissioner Jonas: Yes

Mayor Coviello: Yes

Motion carries: 5/0

Additional item presented for discussion:

Interim Manager Camara: The group of residents hosting the "Meet the Candidates" event on October 18th, has requested a change of location to the Log Cabin and asks for a wavier of the rental fees at the new location.

Commissioner Anderson makes a motion to waive the log cabin rental fees for the "Meet the Candidates" event, and it is seconded by Commissioner Watts.

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

Opposed: None

Motion carries: 5/0

6 Announcements

Saturday, September 17th - Saturday Quarterly Trash Pick Up
Monday, September 19th - Planning & Zoning Board at 6:30pm
Wednesday, September 21st - Parks & Parkway Advisory Board at 7:00pm
Thursday, September 22nd - Crimewatch Meeting at 7:00pm
Tuesday, September 27th - 2nd Public Hearing FY 2016-17 Budget at 6:30pm

7 Adjournment

The meeting was adjourned at 7:49pm.

Commission approved on _____.

Attest:

David Coviello, Mayor

Maria Camara, Village Clerk



MINUTES

2nd Public Hearing FY 2016-17 Budget

Log Cabin - 640 NE 114th Street

Biscayne Park, FL 33161

Tuesday, September 27, 2016 at 6:30pm

1 Call to Order

Mayor David Coviello called the meeting to order at 6:37pm.

2 Roll Call

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

Present from staff were:

Village Manager Sharon P. Ragoonan
Village Clerk Maria C. Camara
Village Attorney John J. Hearn
Chief Cornelius McKenna
Parks & Recreation Manager Shelecia Bartley
Finance Manager Claude Charles

3 Pledge of Allegiance

4 Public Comments Related to Agenda Items

< None >

5 Ordinances - SECOND READING

5.a Ordinance 2016-06

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **ESTABLISHING THE 2016-17 MILLAGE RATE AT 9.70 MILS** FOR EACH \$1,000 OF ASSESSED VALUATION UPON REAL AND PERSONAL PROPERTY WITHIN THE VILLAGE LIMITS OF THE VILLAGE OF BISCAYNE PARK; PROVIDING FOR AN EFFECTIVE DATE

Attorney Hearn read the title.

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

Commissioner Anderson makes a motion to approve Ordinance 2016-06 and it is seconded by Vice Mayor Ross.

The motion was called to a vote:

Commissioner Anderson: Yes

Commissioner Watts: Yes

Vice Mayor Ross: Yes

Commissioner Jonas: No

Mayor Coviello: Yes

Motion carries: 4/1

5.b **Ordinance 2016-07**

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **ADOPTING A BUDGET FOR FISCAL YEAR 2016-2017 FOR THE VILLAGE OF BISCAYNE PARK**, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE

Attorney Hearn read the title.

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

Vice Mayor Ross makes a motion to approve Ordinance 2016-06 and it is seconded by Commissioner Anderson, for discussion.

Manager Ragoonan provided an update on the status of the audit.

Chuck Ross: Asked for and was provided with clarification on the opening balance discrepancies as explained by Manager Ragoonan as it related to the audit.

Dan Samaria: Should not pass the budget until the audit is completed.

Commissioner Anderson recommends moving the following items out of contingencies and back to their perspective departments, with direction to the Village Manager to hold off on the purchase/expense until the audit is completed.

- > Planning - Code rewrite - \$10,000
- > Community signage installation - \$12,500
- > Irrigation repairs - \$5,000
- > Repair of shade structure - \$8,552

After discussion, motion made by Commissioner Anderson to amend the original motion with changes outlined. The motion is seconded by Commissioner Watts:

The motion was called to a vote:

Commissioner Jonas: No
Vice Mayor Ross: No
Commissioner Watts: No
Commissioner Anderson: Yes
Mayor Coviello: No

Motion fails: 1/4

Commissioner Watts makes a motion to amend the original motion to remove the Code rewrite expense of \$10,000 and to instead earmark the \$10,000 amount for reserves. The motion is seconded by Commissioner Anderson.

Commissioner Watts: Yes
Commissioner Anderson: Yes
Vice Mayor Ross: No
Commissioner Jonas: No
Mayor Coviello: No

Motion fails: 2/3

The original motion to approve Ordinance 2016-07 as presented is called to a vote:

Vice Mayor Ross: Yes
Commissioner Jonas: Yes
Commissioner Anderson: Yes
Commissioner Watts: No
Mayor Coviello: Yes

Motion carries: 4/1

6 Announcements

Monday, October 3rd - Planning & Zoning Board at 6:30pm

Our next regular commission meeting is THURSDAY, October 6, 2016, at 7:00pm.

7 Adjournment

The meeting was adjourned at 7:00pm.

Commission approved on _____.

Attest:

David Coviello, Mayor

Maria Camara, Village Clerk