



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

Mayor and Commission

Noah Jacobs  
Mayor

Robert "Bob" Anderson  
Vice Mayor

Bryan Cooper  
Commissioner

Roxanna Ross  
Commissioner

Commissioner Watts  
Commissioner

Ana M. Garcia  
Village Manager

John J. Hearn  
Village Attorney

Maria C. Camara  
Village Clerk

**MINUTES**

**2nd Budget Workshop FY 2013-14**  
**Ed Burke Recreation Center - 11400 NE 9th Court**  
**Biscayne Park, FL 33161**  
**Tuesday, August 13, 2013 at 6:30pm**

**1 Call to Order**

Mayor Noah Jacobs called the meeting to order at 7:04pm.

**2 Roll Call**

Mayor Noah Jacobs - present  
Vice Mayor Bob Anderson - present  
Commissioner Bryan Cooper - present  
Commissioner Roxanna Ross - present  
Commissioner Barbara Watts - present

Present from staff were:

Village Manager Ana M. Garcia  
Village Clerk Maria C. Camara  
Village Attorney John Hearn  
Assistant to the Manager Candido Sosa-Cruz  
Chief Ray Atesiano  
Finance Director Irwin Williams  
Assistant Public Works Director Cesar Hernandez

**3 Pledge of Allegiance**

**4 Public Comment**

Mayor Jacobs announced that the Commission would review the balance of the budget being presented and that resident comments would be taken at the end.

**5 Discussion of Proposed Fiscal Year 2013-14 Budget**

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**POLICE BUDGET** *(Reviewed prior night at 1st Budget Workshop)*

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Mayor Jacobs: Confirms with the Chief that \$4,100 is enough for education and training and that it includes community policing.

Mayor Jacobs: Is there consensus to accept the Police budget? YES

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## GENERAL GOVERNMENT

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Clerk Camara provided background on the IT infrastructure needs of the Village. Finance Director Williams added additional points regarding software licensing, lack of firewall, data storage, server speed, no email integration. Recommends utilizing cloud technology.

Clerk Camara provided background on records management project. Initially there was a problem with excessing amount of documents in Village Hall which has now been eliminated and records are stored in the Recreation Center. Only left to close out the outside storage facility in North Miami and to maintain regular schedule of document destruction. Preliminary costs to bring a records management program including scanning of documents would be in excess of projected cost of \$15,000. Recommends we maintain the current storage.

Commissioner Cooper: Challenges all of us to work with management to free up \$100,000 to go towards reserves. Within General Government budget, looking to reduce telecommunications and legal. Need to think outside the box.

Mayor Jacobs: Ask the attorney to clarify why the two costs for attorney, \$75,000 and \$10,000.

Attorney Hearn: \$75,000 is for general attorney costs, and \$10,000 is for outside attorney used for litigation. Have been charging \$165/hr. since 2000.

Commissioner Cooper: Were annual costs increased when Attorney Boutsis came on board?

Attorney Hearn: No.

Manager Garcia: Prep time the commission prior to a meeting is extremely important to go over the agenda. Most larger cities can handle their meetings in two hours or less.

Commissioner Cooper: Recommends to reduce attorney by \$10,000 and reduce the contingency of \$20,000 as shown.

Commissioner Ross: Miami Shores budget is \$23 million. Their commission meetings average 45 minutes and they meet twice a month. Meeting with the Manager is an integral part of the process.

Mayor Jacobs: a balance to be had and a benefit to show on the public record that those arguments and discussions take place.

Commissioner Ross: If we ask residents, they would prefer to see a tangible item, not a lengthy meeting.

Vice Mayor Anderson: Contingency is not an amount to be spent. It is there if needed. If not, it rolls over to reserves. How are we going to make the cuts happen?

Commissioner Watts: On aid to private organizations, since so few Biscayne Park residents use this, reduce it to \$1,000 or eliminate all together?

Commissioner Cooper: How much is going into contingency this year?

Finance Director Williams: There are still two months left in this budget. Final budget amendment will be done in November.

Mayor Jacobs: Is there consensus to accept the General Government budget? YES: Jacobs, Anderson, Ross and Watts. No: Cooper

Commissioner Ross: Asks the attorney for a litigation update.

Attorney Hearn: Florida League of Cities is handling a case with Florida Highway Patrol Officer Watts. We are one of 45 agencies brought into this suit.

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*Attorney Hearn left at 7:49pm.*

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#### **BUILDING**

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Clerk Camara reviewed the building inspection costs. EnerGov software currently being used will be eliminated and permitting will be a part of accounting software.

Finance Director Williams will look into splitting a portion of the cost of the accounting software with Building and Code.

Mayor Jacobs: Is there consensus to accept the Building budget? YES

Commissioner ross: Look at providing training, webinars, software, videos to assist this department.

Candido Sosa-Cruz will look at free webinars that are available.

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#### **CODE COMPLIANCE**

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Mayor Jacobs: When will we get results of FACE Level 2 for Code Officer and is there an expectation of a raise for level 2?

Candido Sosa-Cruz: Scheduled for September.

Vice Mayor Anderson: Questions if postage should be added here for code related mailings.

Clerk Camara: Explains that all postage is centralized in General Government.

Commissioner Watts: Confirms the cell phone stipend of \$30.

Mayor Jacobs: Is there consensus to accept the Code Compliance budget? YES

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## PUBLIC WORKS

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Commissioner Cooper: Asks for a breakdown of Mr. Sosa-Cruz salary.

Manager Garcia: Currently a percentage is broken out between Administration, Code, Public Works, and Road.

Commissioner Cooper: Are you looking at outsourcing Public Works as well as Sanitation?

Manager Garcia: Since 2010, have eliminated two positions that have never been filled. Our median maintenance is already 100% outsourced for the last two years. The RFP being worked on is specifically for solid waste services.

Commissioner Ross: On R&M Building and for log cabin, the amount for next year is less than what is projected for this year.

Candido Sosa-Cruz: The original R&M Building amount in Public Works included the recreation center. The amount for that building has been moved to the Recreation budget.

Commissioner Watts: Appalled at the cost for the services of Heisenbottle. Can't we just use the money to do some actual work instead, such as electrical?

Manager Garcia: Best to do a complete assessment to make the right decision on what needs to be worked on.

Commissioner Watts: Can grant money be used for the assessment?

Manager: Mr. Sosa-Cruz will meet with the planners to verify and confirm.

Commissioner Ross: Best to have a documented plan. All these things benefit the Village. This is the building where residents go to transact business and where we offer municipal services.

Mayor Jacobs: Asks for explanation of the outsourced median maintenance that was previously in CITT.

Finance Director Williams: Explained that it was previously in the CITT budget but that it was disallowed by CITT so it had to be moved back into the Public Works budget.

Mayor Jacobs: Is there consensus to accept the Public Works budget? YES

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## PARKS & RECREATION

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Manager Garcia: R&M landscaping added, \$3,000. Added the maintenance of ADA mulch by doing annually and also added janitorial services.

Commissioner Watts: Asks Director Thornell if he is comfortable with this budget?

Director Thornell: Working with Candido and the Manager has been very helpful. Bringing Derek from Public Works was crucial and has shown great dividends.

Commissioner Ross: Issa does an excellent job with this budget and this is the building that sees the most activity. The second jewel of the Village. Is the salary for part time staff handicapping his ability to get the position filled?

Director Thornell: This position is a stepping stone. Many college students have applied. We have raised the bar on who we hire. Will continue to make the proper adjustments.

Manager Garcia: By end of this fiscal year, Issa will be a Certified Professional Parks & Recreation Director.

Commissioner Ross: Funding for annual events, is the amount budgeted enough.

Director Thornell: Yes and we will continue to look for sponsorships and donations.

Vice Mayor Anderson: Confirms that for the basketball court, where is maintenance for the fencing and is it enough?

Commissioner Watts: For next year, would like to see an itemized listing of each person's salary.

Mayor Jacobs: Is there consensus to accept the Parks & Recreation budget? YES

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*Mayor called a recess at 8:46pm*

*Meeting resumed at 9:02pm*

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#### ROAD FUND

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Vice Mayor Anderson: The revenues that support this fund is the local option gas tax.

Mayor Jacobs: Is this trending down?

Finance Director Williams: The projections provided shows that they are.

Commissioner Ross: Confirms the Transfer to Roads is an expenditure in the General Fund. Where is the maintenance for roads?

Manager Garcia: In the CITT budget and it includes alleys.

Mayor Jacobs: Is there consensus to accept the Roads budget? YES

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#### CAPITAL IMPROVEMENT FUND

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Vice Mayor Anderson: Confirms the revenue coming in is from the \$20,000 matching grant.

Commissioner Watts: Asks the Manager for an assessment on the Planners.

Manager Garcia: Have been happy with grant assistance.

Mayor Jacobs: Is there consensus to accept the Capital Improvements budget? YES

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#### FORFEITURES

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Manager Garcia: Not sure yet if we can fund a lighting study through CITT. May be able to fund through forfeiture.

Mayor Jacobs: Is there consensus to accept the Forfeitures budget? YES

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#### CITT

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Finance Director Williams: Clarifies that 20% of CITT can be used for transit and it must connect in some way to sixth avenue where there is a bus stop. 80% of CITT can be used for transportation (roads).

Manager Garcia: CITT funds can be rolled over to the next year if not used.

Commissioner Ross: Can we use transit dollars to enhance FDOT's plans for sixth avenue?

Manager Garcia: Will seek confirmation from CITT.

Commissioner Cooper: On FDOT improvements, will they add sidewalks?

Candido Sosa-Cruz: FDOT will provide a presentation in November. They will require commission approval for sidewalks.

Mayor Jacobs: Is there consensus to accept the CITT budget? YES

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#### COMMISSION *(Reviewed prior night at 1st Budget Workshop)*

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Commissioner Ross: On Travel & Per Diem, does it include for educational purpose specifically for municipal government, meetings for professional organizations.

Finance Director Williams: Keep amount as is and come back later to expand on how to utilize.

Mayor Jacobs: Is there consensus to accept the Commission budget? YES

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#### ADMINISTRATION

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Mayor Jacobs: Is there consensus to accept the Administration budget? YES

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#### FINANCE

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Commissioner Watts: Thanks Mr. Williams for his work and being part of the team.

Mayor Jacobs: Is there consensus to accept the Finance budget? YES

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#### PLANNING

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Mayor Jacobs: Not the necessary amount of money to spend on this planning session.

Commissioner Ross: Appreciates what the Mayor said, but proper funding needed.

Commissioner Cooper: As previously stated, concerned that we never linked our strategic plan with the budget.

Mayor Jacobs: Is there consensus to accept the Planning budget? YES

Vice Mayor Anderson: On the General Government budget, we can reduce the print cost of our newsletter and put online only, with fewer printed. Wants to see more added to contingency.

Commissioner Watts: Looks to refocus and do a new strategic plan and address new revenue sources.

Commissioner Ross: We have focused on expenses, but we need to focus on revenues. Annexation idea was a sure way, but no support. This will bite us in the end. We have limited ways to increase revenues. As we stand here today, North Miami is applying for that area. No chance to rethink this. If we can't raise revenues or cut anymore, we are running out of options. Have been talking about low reserves for three years.

Mayor Jacobs: All of us are concerned with the low reserves. When the FRS issue was resolved a few months back, I recommended taking the contingency amount and putting it back in reserves.

## 6 Final Public Comment

Dan Samaria: Last two years has put out a 9/11 Exhibit. Request permission to do again this year, and to also ask for donations for a 9/11 memorial. Have received a lot of business from Biscayne Park residents from my newsletter ad.

Chuck Ross: Contingency is at \$20,000. Not nearly sufficient for what we need. You cannot in the middle of the year put money from contingency into reserves. You have to wait to do the proper budget amendments and have two readings. We need security cameras and audio for this building. With \$20,000 we cannot do anything. We need to go to 9.90 and add additional \$50,000 and have contingency at \$70,000. Hope you decide to raise to 9.90.

Fred Jonas: This budget suffers from not being forward thinking. No vision. Seeks only to pay the bills. The \$20,000 will get eaten up. There is no look forward on what we want Village to be, or how to improve. Little discussion on sound, lighting, log cabin, median development, street, barrier for railway. We should be proactive, not reactive. It is grossly irresponsible not to go with 9.90. If you don't establish funding, nothing will ever happen. When we were awash in money, we never did anything. Now you have to plan. It is not responsible.

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*Commissioner Cooper left at 10:31pm.*

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Barbara Kuhl: If you want to save money on attorney fees, come prepared. I usually know more than Commissioner Cooper does.

Commissioner Ross: On the request to have a resident voting process for the mural, proposes to have voting by dollars.

Commissioner Watts: Not in favor of monetary votes. May skew the results. It is not democratic.

Mayor: Is there consensus to have the voting by dollars. Yes, except for Commissioner Watts was against.

**7 Announcements**

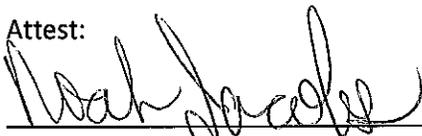
The next regular meeting is Tuesday, September 10, 2013 at 7:00pm.

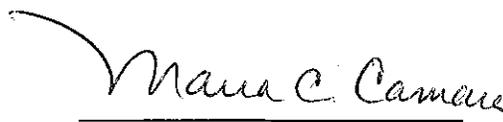
**8 Adjournment**

The meeting was adjourned at 10:40pm.

Commission approved on November 6, 2013

Attest:

  
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Noah Jacobs, Mayor

  
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Maria Camara, Village Clerk