VILLAGE OF KEY BISCAYNE

Office of the Village Manager
MEMORANDUM

Village Council
Mayra P. Lindsay, *Mayor*
Franklin H. Caplan, *Vice Mayor*
Luis F. de La Cruz
Theodore Holloway
Michael E. Kelly
Edward London
James Taintor

Village Manager
John C. Gilbert

DATE: January 13, 2015

TO: Honorable Mayor and Council Members

FROM: John C. Gilbert, Village Manager

RE: Village Committees Review

As requested by Councilmember Holloway, below please find information regarding all standing Village Committees:

AED COMMITTEE *TOTAL OF 5 COMMITTEE MEMBERS*

The five (5) Committee Members are:
Patricia Romano, Patrick Kelly, Jessica Berrin, Mellissa White and Derek Flint

The Council Liaison is:
Councilmember Michael E. Kelly

The Staff Liaison is:
Eric Lang, Chief of Fire Rescue

This newly established committee has not yet conducted their first official meeting.

ART IN PUBLIC PLACES BOARD *TOTAL OF 8 BOARD MEMBERS*

The seven (7) Board Members are; not including one (1) vacancy:
Dianne Moss, Rosa de la Cruz, Lourdes Joffre Collette, Joan Matheson, Gina Coleman, Gloria Kahn and Karen Llorente

The Staff Liaison is:
Jud Kurlancheek, Building, Zoning, Planning and Public Works Director

Attached as *Exhibit A*, please find the latest Board Meeting Minutes.

BOARD OF SPECIAL MAGISTRATES *TOTAL OF 5 BOARD MEMBERS*

The four (4) Board Members are; not including one (1) vacancy:
Rosemary Sala, Timothy Stickney, Michele Estevez and Nancy Stoner

The Board Meeting minutes are taken by a Court Reporter and are only transcribed if a court appeal is filed.

DOG PARK COMMITTEE *TOTAL OF 7 COMMITTEE MEMBERS*

The seven (7) Committee Members are:
Andy Garcia III, Claire A. London, Conchita Suarez, Dr. Stephen Eastman, Jill Stephens, Katie Petros and Nancy Doke-Harrison

The Council Liaison is:
*Council must appoint new Council Liaison (*Former Councilmember Michael Davey's term ended)*

The Staff Liaison is:
Todd Hofferberth, Parks and Recreation Director

Attached as *Exhibit B*, please find the latest Committee Meeting Minutes.

GREEN IMPLEMENTATION AND ADVISORY BOARD

Pending Appointments. Approved by Council on October 28, 2014.

COMMITTEE K-8 EDUCATION ADVISORY BOARD *TOTAL OF 9 BOARD MEMBERS*

The nine (9) Committee Members are:
Jeff Brosco, Jackie Campo Keenan, Kristen Guess, Allison McCormack, Brett Moss, Anne Rothe, Jennifer Stearns Buttrick, Lili Warner and Gwen Wurm

The Staff Liaison is:
Ana de Varona, Administrative Services Manager

Attached as *Exhibit C*, please find the latest Advisory Board Meeting Minutes.

INVESTMENT ADVISORY COMMITTEE *TOTAL OF 5 COMMITTEE MEMBERS*

The five (5) Committee Members are:
Ken Anderson, Peter Lowden, Gonzalo Valdes-Fauli, Amelia Balonek and Joseph Brennan

The Council Liaison is:
Councilmember Edward London

The Staff Liaison is:
Vivian Parks, Finance Director

This newly established committee has not yet conducted their first official meeting.

PENSION BOARD *TOTAL OF 5 BOARD MEMBERS*

The five (5) Board Members are:
Michael Haring, Chairman (elected by Firefighters), Jose Monteagudo, (elected by Police Officers), Martha Broucek (appointed by Village Council), Ramon Rodriguez (appointed by Village Council) and Servando Parapar, Secretary (Fifth Trustee)

Attached as *Exhibit D*, please find the latest Board Meeting Minutes.

SOCIAL MEDIA COMMITTEE *TOTAL OF 5 COMMITTEE MEMBERS*

The five (5) Committee Members are:
Michael Alesandro, Karina Besprosvan, Matt Bramson, Carolyn Koslen and Monique Nuñez

The Council Liaison is:
Councilmember Edward London

The Staff Liaison is:
Ana Colls, Assistant Parks and Recreation Director

Attached as *Exhibit E*, please find the latest Committee Meeting Minutes.

WINTER CONCERT ADVISORY COMMITTEE *TOTAL OF 8 COMMITTEE MEMBERS*

The five (5) *Active* Committee Members are:
Gloria Khan, Amarylli Fridegotto, Patricia Woodson, Melissa McCaughan White and Jorge Mora

The three (3) Non- Active Committee Members are:
Dorothy Flannery, Eduardo Manturet and Susi Westfall

The Council Liaison is:
Councilmember Michael E. Kelly

The Staff Liaison is:
Todd Hofferberth, Parks and Recreation Director

Attached as *Exhibit F*, please find the latest Advisory Committee Meeting Minutes.

YOUTH ATHLETICS ADVISORY BOARD *TOTAL OF 5 BOARD MEMBERS*

The five (5) Advisory Board Members are:
Jackie Kellogg, Glen Waldman, Florencia Manero, Cesar Elizondo and Victor Balestra

Attached as *Exhibit G*, please find the latest Advisory Committee Meeting Minutes.

Exhibit A

ART IN PUBLIC PLACES BOARD

TUESDAY, NOVEMBER 18, 2014 9:00 A.M.

BUILDING, ZONING, AND PLANNING DEPARTMENT
CONFERENCE ROOM, 2ND FLOOR ROOM 250
88 W. MCINTYRE STREET
KEY BISCAYNE, FL 33149

AGENDA

1. Attendance

2. Approval of Minutes: June 7, 2014

3. Status Reports:
   a. Discussion of the Next Artwork Project: $77,000 Village Funding
   b. Jim Drain Artwork Progress Report
      1. Fabrication of the Jim Drain sculpture
      2. Video documentary

4. Discussion of sites for the next artwork project

4. Public comment

5. Next Meeting Date:

   a. Agenda Items Recommended by Committee

6. Adjournment

Minutes: June 7, 2014
1. The meeting was called to order at 9:27 a.m.
2. Attendance was recorded by Staff.
3. The minutes of the February 4 meeting were approved.
4. The Committee discussed the Educational and Cultural Projects for FY2015. The Committee approved a video to document the fabrication of the Jim Drain artwork. The Committee identified the following sites for consideration for the next project: the entrance median and the Lake Park. The Committee selected the Lake Park as it is a continuation of the artwork along Crandon Boulevard.
5. The meeting adjourned at 10:34 a.m.

6. Respectfully Submitted
   Jud Kurlancheek, AICP, Director
   Building, Zoning, and Planning Department

Exhibit B

MEETING MINUTES
Key Biscayne Dog Park Committee
Thursday, October 9, 2014

The meeting was called to order at 6:08 PM.

Committee members in attendance were Conchita Suarez, Andy Garcia and Katie Petros. Staff member Todd Hofferberth was also in attendance.

The Committee discuss the "Blessing of the Animals" event held on October 2nd.

The Committee reviewed the flyer created by Katie Petros for the October 30th "2nd Annual Howl-O-Ween" event to begin at 6:30 PM. Katie stated she will revise the document per the comments provided. The Committee discussed the plans for the event.

The Committee discussed the "Feast for the Beast" event. The Winter Concert Series Committee has scheduled a concert for November 16th in the Community Center and the original date for this event was to be November 15th. The Committee discussed moving the event March to coincide with an outdoor concert being planned.

The Committee discussed the scheduling the holiday party for December 12th. Staff will look into scheduling a Santa for this event.

The Committee discussed the new bricks placed at the entrance to the park addressing the comments provided by users. The Committee requested that the park be top dressed to help with the maintenance of the park. The Committee discussed closing the side closer to Crandon so that the grass may rest and recuperate as was done with the other side earlier.

The Committee reviewed a map of the existing "Dog Stations" provided by staff. The Committee recommended twenty (20) new locations where the proposed new stations could be placed.

The meeting was adjourned at 6:48 PM.

Exhibit C

EDUCATION ADVISORY BOARD
MINUTES
(adopted December 10, 2014)

WEDNESDAY, NOVEMBER 12, 2014
6:30 P.M.

BUILDING, ZONING, AND PLANNING DEPARTMENT
CONFERENCE ROOM, 2ND FLOOR ROOM 250
88 WEST MCINTYRE STREET
KEY BISCAYNE, FL 33149

1. Attendance
   Jeff Brosco, Kristen Guess, Brett Moss, Anne Rothe, Allison McCormick and Lili Warner. Staff: Ana de Varona (VKB), Lubby Martinez (MDCPS), Vivian Villamil (MDCPS), Sylvia Tarafa (MDCPS), Josephine Otero (MDCPS), Ana Maria Morea (MDCPS)

2. Resident Comments
   None.

3. Approval of September 10, 2014 minutes
   Kristen Guess made a motion to approve September 10, 2014 minutes. Motion was seconded by Jeff Brosco. Motion was approved unanimously.

4. Approval of September 24, 2014 minutes
   Lili Warner made a motion to approve September 24, 2014 minutes. Motion was seconded by Kristen Guess. Motion was approved unanimously.

5. Additions and deletions to agenda

6. Compact Priority List
   The Chair recommended that board members come to the next meeting with five short and long term goals. These goals will be discussed at the next meeting.

7. Updates from District on following items:

   a) Update on possibility of Cambridge at K-8 Center
      The District is recommending to Superintendent to have the Key Biscayne K-8 Center on the list to roll out.

   b) Update on Safe Routes to School

Vivian Villamil gave a brief presentation on Safe Routes. Children at the K-8 Center will be given a survey next week on how they arrive at school. Typically look at a half mile out radius for traffic study. The application would be a joint application between the Village and the District.

Jeff Brosco made a motion supporting the joint application of Safe Routes to School between the Village and the District. The motion was seconded by Kristen Guess. The motion passed unanimously. This motion of support will be presented at the November 25th Council Meeting.

8. Agenda item recommendations for next meeting
    - Priority List
    - Update on Safe Routes to School

9. Next meeting on December 10, 2014

10. Adjournment

    Meeting was adjourned at 8:25 p.m.

Exhibit D

KEY BISCAYNE POLICE OFFICERS' & FIREFIGHTERS' RETIREMENT PLAN

Fire Department Conference Room
560 Crandon Blvd., Key Biscayne, Fl 33149
REGULAR MEETING OF NOVEMBER 19TH, 2014

1. Call to Order – Chairman Michael Haring called the meeting of the Key Biscayne Police Officers' & Firefighters' Retirement Plan to order at 5:41 P.M.

Roll Call

Present	Absent
Servando Parapar, Secretary	Jose L. Monteagudo
Michael Haring, Chairman	Ramon Rodriguez
Martha F. Broucek	

OTHERS PRESENT: Frank Wan from Burgess Chambers & Associates, Blake Myton from SunTrust, Stephanie Geller from Miller/Howard Investments, Todd L. Williams and Kenneth R. Nostro from Westwood, Stephen H. Cypen, Esq., Attorney for the Plan and Joan L. Wall, Administrator.

2. Additions/Deletions to Agenda. Chairman Haring requested moving the MLP Investment Presentations to item 7. a) of the agenda, from item 7.d).

3. Approval of Minutes for October 2nd, 2014. Chairman Haring presented the minutes from the previous meeting for approval. Servando Parapar moved to approve. Martha Broucek seconded the motion. The motion carried unanimously.

4. Approval of Invoices. Chairman Haring presented the invoices listed on the agenda for approval and payment. Servando Parapar moved to approve payment. Martha Broucek seconded the motion. The motion carried unanimously, authorizing payment of the following:

Gabriel Roeder Smith & Co., Inv #409974, Dated 10/8/14		$ 12,642.00
SunTrust, Inv #259782, Dated 10/24/14	$12,913.55	
SunTrust, Inv #259785, Dated 10/24/14	$ 1,020.85	
TOTAL		$ 13,934.40
Holland & Knight, Inv #3096147, Dated 9/24/14	$ 325.00	
Holland & Knight, Inv #3109531, Dated 10/28/14	$ 450.00	
TOTAL		$ 775.00

Burgess Chambers & Associates, Inc. Inv #14-224 Qtr 9/30/14	$ 3,750.00
FPPTA, Dues for 2015	$ 600.00
Joan L. Wall, Administrator, 9/26 – 11/4 31 ¼ hrs, plus expense	$ 1,514.73

5. Approve Commencement of DROP Retirement/Benefits. Chairman Haring presented the DROP/Retirement benefit for F/F Kevin W. Mills for approval. Martha Broucek moved to approve his benefit. Servando Parapar seconded the motion. The motion carried unanimously authorizing payment of the following:

F/F Kevin W. Mills, DROP/Retirement Date 7/1/2014, Monthly Benefit $6,099.32,
Less $10 board fee, net amount of $6,089.32

Chairman Haring presented the DROP/Retirement benefit for P/O David A. Young for approval. Servando Parapar moved to approve his benefit. Martha Broucek seconded the motion. The motion carried unanimously authorizing payment of the following:

P/O David A. Young, DROP/Retirement Date 9/1/2014, Monthly Benefit $1,102.51
Less $10 board fee, net amount of $1,092.51

6. UNFINISHED BUSINESS – 9/18/14 Letter from Village Manager and 9/19/14 email from Peter N. Strong, Actuary – Pending opinion of Robert Friedman, Esq. (tabled 10/2/14). Robert J. Friedman, Esq., had responded on November 13th, 2014 stating he had reviewed the letter, email and draft of the ordinance. His conclusion was *the Draft Ordinance would fail to comply with the "definitely determinable benefits" requirement of Section 401 (a) (25) of the Internal Revenue Code of 1986 as amended. In order to comply, the Draft Ordinance should define the actuarial assumptions that would be applied to determine the unfunded liability, the covered payroll and the Annual Required Contribution".* Chairman Haring stated he would contact the Village with this information.

NEW BUSINESS

7. a) MLP Investments, Presentations by;

- **Miller/Howard** – Stephanie Geller reviewed with those present the details about the company; SEC registered, 100% employee owned, over 2 decades of experience managing utility and broad market dividend-focused portfolios, investing in MLPs since 1997, and extensive investment team with $8.5 billion of assets under management as of 9/30/14. Annual fees are 1%.
- **Westwood** – Kenneth Nostro reviewed with those present an overview of the firm. Todd Williams explained the strategy used in investment selections. The firm has under management $19.8 billion as of 9/30/14. Fees are 0.95% on all assets.

After questions and answers the representatives of the firms were excused. Chairman Haring stated he would like to bring the matter back on the January, 2015 agenda for discussion when a full board was present.

7. b) Blake Myton, SunTrust – Investment Market Report. Mr. Myton reviewed the report with those present, stating nothing had changed in SunTrust's strategy. September lived up to its reputation as being historically the worst month for stocks, with global stocks measured by the MSCI ACWI Index dropping 3.2% for the month. Bonds continued to suffer as rates rise, still most remain up for the year. Central banks were back in spotlight as Europe's upset over deflation pushed ECB into bond buying. The gain in the US dollar pushed crude oil prices down more that 5% in September, almost 16% for the quarter.

Mr. Myton stated he would like to liquidate the Pimco TIPS and place the funds into the managed account. He would need the chairman to sign a Trade Form to this effect. Servando Parapar moved to authorize the chairman sign the requested form to liquidate the Pimco TIPS and place the funds into the managed account. Martha Broucek seconded the motion. The motion carried unanimously.

7. c) Burgess Chambers & Associates – 9/30/14 Performance Report. Mr. Wan distributed his Performance Report along with reports for the DROP and SHARE Plans and Morningstar reports for all assets held at SunTrust. The market value at the end of the quarter was $27,515,896 up from the previous quarter of $27,219,439. Mr. Wan made the following comments:

- For the quarter, the Fund lost $297K or -0.8% (-1.0% net), ahead of the model portfolio (-1.3%). Best performing asset categories were large cap core, large cap growth and fixed income.
- For the fiscal year, the Fund earned $2.4 million or +11.4% (+10.7% net), ahead of the model portfolio and ranking in the top 21st percentile. Large cap core, large cap growth and large cap value were the top three performing asset classes.
- For the rolling three-year period the Fund earned $7.8 million, averaging +14.0% net per year, well ahead of the actuarial assumption rate and ranked in the top 21st percentile.
- For the five-year period, the Fund averaged +9.9% net, beating the actuarial return assumption.

7. d) Gabriel Roeder Smith – Letter of 10/21/14 regarding increased fees due to implementation of Senate Bill 534. As this additional work was required by the Senate Bill 534, Servando Parapar moved to approve. Martha Broucek seconded the motion. The motion carried unanimously.

7. e) 2015 Meeting Dates. These had been approved by the Village Clerk's office.

- Thursday, January 22nd, 2015

- Thursday, March 26th, 2015
- Thursday, May 28th, 2015
- Thursday, July 23rd, 2015
- Thursday, September 24th, 2015
- Wednesday, November 18th, 2015

7. f) Schools & Conferences

- **FPPTA-** Winter Trustees School, 2/1 – 4/2015 at Rosen Centre, Orlando, Fl

8. Trustees' Concerns – None.

9. REPORTS

- **Attorney** – None
- **Administrator** – Lazaro Castellon's Annual Affidavit was received on 10/14/2014
- **Other** –
  - Received on 10/6/2014 was SunTrust insurance renewal certificate for the Bond and Errors and Omissions coverage
  - Communication from ICMARC notifying participants in the DROP and SHARE plans of ICMA's intention to remove the VT PIMCO Total Return Fund effective 1/23/2015. Assets will be directed to VT Western Asset Core Plus Bond Fund unless otherwise notified.

10. Input from Active Members/Retired Members/Public Comments – None

11. Next Meeting Date/Adjournment. Chairman Haring announced the next meeting was scheduled for Thursday, January 22nd, 2015 at 5:30 P.M.

There being no further business before the board, Servando Parapar moved to adjourn at 8:20 P.M. Martha Broucek seconded the motion. The motion carried unanimously.

Respectfully submitted,

Servando Parapar, Secretary

Exhibit E

VILLAGE OF KEY BISCAYNE: SOCIAL MEDIA COMMITTEE MEETING

Wednesday, July 30, 2014 – 6:30 PM

Key Biscayne Community Center, Adult Lounge, 2nd Floor

10 Village Green Way

1) Call to order/Roll call of Committee Members

   ___ Paula Carreiro, SMC Chair
   ___ Matt Bramson
   ___ Carolyn Koslen
   ___ Karina Besprosvan
   ___ Monique Nuñez
   ___ Theo Holloway, VKB Council Liaison
   ___ Ana Colls, VKB Staff Liaison

2) Agenda Review: Additions and Deletions
3) Approval of Draft Minutes from June 4, 2014 meeting
4) Public Comments
5) Working session regarding social media best practices and potential uses
6) Next SMC meeting scheduled for Wednesday, August 13 at 6:30 PM
7) Adjournment

Exhibit F

Concert Series Board Meeting Minutes

Thursday, September 11, 2014

11:00 AM

The meeting was called to order at 10:00 AM. Board members Gloria Kahn and Melissa White were present. Todd Hofferberth and Jorge Mora were also present.

The Committee discussed planning for the 2014-15 Concert Series. Staff reported that the contract with the New World Symphony was signed and everything was being set-up for the September 21st concert to start at 4:00 PM.

Staff stated that Pablo Cano was contracted for the Community Centers 10th anniversary on October 26th. The Committee reviewed a proposal from the Broadway dance program to perform at the 10th anniversary as well.

Melissa reported that the concert scheduled for January 4th will now be on January 11th. Gloria discussed having the Island News report on Pablo Cano and other high profile performances. The Committee discussed finding a performer for the Winterfest Eve concert. The Committee discussed that the Ex Pat organization was offered to recommend a performer for the April concert.

The board concluded their general discussion and the meeting was adjourned at 11:50 AM

Exhibit G

Youth Athletics Advisory Board
October 22, 2014

Board Members Present:
Glen Waldman, Gonzalo Cortabarria, Victor Balestra, and Jackie Kellogg

The meeting was called to order by Glen Waldman at 7:35 PM.

Eduardo von Simpson addressed the Board regarding issues with the Key Biscayne Soccer Club and the facilities managed by the Village of Key Biscayne. He reported that he had met with the Club regarding the organizational issues and described issues with the process to obtain uniforms. Glen asked Eduardo to explain the issues that arose from last year to this year. Eduardo mentioned the communication issues he experienced. Jackie addressed the issues that were discussed. Jackie and Eduardo discussed the different topics presented to the Board. Glen asked Eduardo to email him directly if problems continued in the coming weeks and agreed to have the Board review any of the issues that arise. Gonzalo inquired about the re-use of the shirts. Jackie stated that the uniforms could be used, but that both the sponsors and the structure of the teams had changed. Glen mentioned that the previous discussion before the Board was that the players would be able to re-use the previous year's jerseys. Jackie discussed the issues and changes that had taken place.

The Board reviewed the Fall/Winter athletic update including participation numbers provided by staff. The Board pointed out that Tackle Football currently has two teams, instead of three, but approximately the same registration numbers. The Board discussed the increase in Volleyball registration attributed to the addition of a third division, Senior Advanced Division, playing later in the evening. The Board also discussed the early registration numbers from Rugby, which are expected to increase and even exceed last year's numbers as the season progresses. Staff discussed the transition to non-resident fees for all athletic programs moving forward. Jackie reported on the soccer enrollment:

1. Travel-221
2. Intramural-210
3. Pee-Wee-59

Jackie discussed in greater detail some of the additional changes taking place this season.

The Board discussed the field conditions. Staff reported that the Village Green will be closed for the summer to undergo renovations. A proposal will go before the Village Council to sod the fields with natural turf with an alternative of artificial turf for their consideration. Staff discussed that they are currently preparing the RFP for turf and artificial turf. The Board discussed the merits of natural turf versus artificial turf and the cost benefits of each surface. The Board proposed doing one field in artificial turf on one side and natural turf on the other. The Board will be reviewing the cost associated with both surfaces in order to offer a recommendation to the Village Council.

The Board discussed the use of the MAST Academy field. It was confirmed that the field is being used every day. The Board discussed the use of St. Agnes and will be revisiting the issue of artificial turf for the St. Agnes field.

The Board discussed the Field Hockey program.

The Board discussed marketing within the Community Center. Staff stated that the programs are all afforded the same marketing opportunities. The Board discussed advertising on the digital entry sign. Staff stated that Ana Colls handles the Parks and Recreation Department's marketing. If a sport wishes to have an item included in any upcoming "eblast" they should email the information to acolls@keybiscayne.fl.gov. Staff stated that they are open to any other recommendations to help disseminate information to residents.

Staff reported that Ken Ballard recently completed an audit of the Parks and Recreation Department. The audit included programming inclusive of athletics. Staff stated that the draft report would be made available to the Board.

The Board discussed the Basketball program. Jackie asked that all should be copied on the emails distributed blind copy and that the formatting be improved. The Board requested the Basketball budget be provided for their review.

The Board discussed Travel Baseball. Staff reported that all of the registration is going through the Community Center.

Gonzalo reported on the recent activities of the Rugby program. The Board discussed the field requirements for the program. The Rugby program would like to use the Village Green North when soccer is not using it on Sundays. On Thursdays, the Rugby Club will check to see if the field is not being used by soccer.

The meeting was adjourned at 8:20 PM.