



VILLAGE OF KEY BISCAYNE

Office of the Village Manager

Village Council

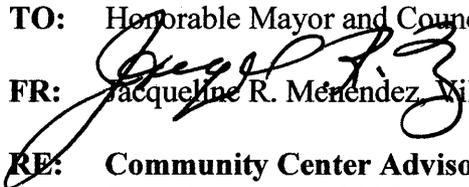
Robert Oldakowski, *Mayor*
Robert L. Vernon, *Vice Mayor*
Enrique Garcia
Steve Liedman
Jorge E. Mendia
Thomas Thornton
Patricia Weinman

Village Manager

Jacqueline R. Menendez

DT: October 4, 2005

TO: Honorable Mayor and Council Members

FR:  Jacqueline R. Menendez, Village Manager

RE: **Community Center Advisory Board
June-September 2005 Quarterly Report**

RECOMMENDATION

It is recommended that the Council accept the attached quarterly progress report from the Community Center Advisory Board.

BACKGROUND

Ordinance No. 2004-02 created standard operating and reporting procedures for the Village Committees. This ordinance requires each committee to provide the Village Council with a quarterly progress report at the March, June and September meetings and an annual report at the December meeting. The attached report is submitted in compliance with these requirements.

Village of Key Biscayne
Community Center Advisory Board

10 Village Green Way
Key Biscayne, Florida 33149

Thursday, June 23, 2005

7:00 PM

- 1. CALL TO ORDER / ROLL CALL OF MEMBERS**
- 2. AGENDA REVIEW**
- 3. APPROVAL OF MINUTES:**
 - A. May 12, 2005
Community Center Advisory Board
- 4. COMMUNITY CENTER UPDATE**
- 5. BALLARD AUDIT REPORT II**
- 6. BUDGET REPORT**
 - A. Proposed 2006 Community Center Budget
 - B. Report on the June 21, 2005 Budget Workshop
- 7. MEMORANDUM OF UNDERSTANDING:** Discussion of the Village Council's motion to approve the Memorandum of Understanding.
- 8. PROGRAMMING/ACCESS TO PROGRAMMING BY NON-RESIDENTS**
- 9. MARKETING**
- 10. FUTURE MEETINGS**
 - A. CCAB Meeting
July 14, 2005
 - B. CCAB Meeting
August 11, 2005
- 11. ADJOURNMENT**

Key Biscayne Community Center Operations Audit 2005 II

Ken Ballard of Ballard*King and Associates conducted a brief operations audit of the Key Biscayne Community Center during a site visit on April 28th and 29th 2005. This audit was designed to update and identify new issues from the December 2004 audit. The following is a summary of the audit findings.

General Findings:

The center has come out of its management upheaval of December 2004 in great shape. It is a testament to the current management staff that the issues and problems that were identified in the December 2004 audit have almost all been corrected or are in the process of being dealt with. It is important to realize that the center is still operating in the “honeymoon” period and it will be sometime (up to two years) before a true operating pattern will be in place. The membership and revenue numbers continue to grow beyond the original feasibility study projections but expenses have exceeded budget projections as well.

The priorities from the last December 2004 audit are noted below and an assessment of the actions that have been taken to deal with these issues are also listed.

December Audit Priorities:

1. **Security/Access** – This appears to be much improved as all exits are now alarmed and most patrons are coming to the front desk to check in. Continued diligence is needed in this area
2. **Safety** – Video surveillance cameras have been added and safety matters appear to be a priority of the center and its staff.
3. **Customer Service** – While customer service has improved (especially at the front desk) there needs to be continuing efforts in this area. There is still the need to develop a long term customer service training program with monthly staff training opportunities clearly outlined. The front desk will need ongoing attention and evaluation of its customer service abilities.
4. **Financial** – The center has done exceedingly well on selling memberships and the overall revenue picture is very strong. However, it is important to not get too excited about this early success since it is really year three before a true operations picture is possible. As a result there should be no consideration for reducing membership rates or cutting the subsidy level for the center. Monthly budget comparisons to actuals in both expenses and revenues should continue as well as membership data and program number comparisons.

Other Concerns:

It is truly amazing that most of the items that were identified in this section of the December 2004 audit have been corrected or are in the process of being corrected. Other issues include:

- **Staffing** – The new management staffing plan has worked well and the basic management structure should continue. Other staffing issues:
 - Clear, well defined job descriptions are being written for all positions. An easy to read organizational chart is still needed for the facility.
 - An employee based e-mail system should be introduced that also allows for e-mail communications with each staff member by the management staff.
 - It is time that formal 6 month evaluations to be completed for all center employees.
 - There needs to be a continuing effort to cross train all staff to handle a variety of jobs, especially for the part-time staff.
 - Front desk staff knowledge of the facility and its programs and services will continually need to expand to adequately serve the center's user base.

- **Maintenance** – The first steps of a maintenance plan for the center have been accomplished but a complete plan is still necessary. This plan should be completed in the next year and it must outline daily, monthly, quarterly, semi-annual and annual maintenance tasks for all areas of the building. This plan should also include preventative maintenance functions as well as on-going tasks. In addition to developing the task plan, maintenance and custodial check lists as well as detailed personnel responsibilities also must be established. Other maintenance issues:
 - Currently building walk throughs are completed every other week with a member of the contract custodial/maintenance firm. A strong effort is needed to conduct these audits every week.
 - The center will need to plan for an annual weekly shut down for general maintenance functions to be completed. This should occur during a slow use time such as late August or early September. It is important that all maintenance activities that will need to take place during the week be scheduled well in advance and the public notified of the closure in a timely manner.

- **Programming** – Basic programming has grown extensively in the last 4 to 5 months. This summer will provide another opportunity to expand basic programs but after this the emphasis should begin to shift to more enhanced programs (higher level and experience) and even some specialized and contract programs. Other programming issues:
 - Drop-in babysitting has been instituted and this program needs to be monitored closely to adjust hours to actual demand. Slow use times should be eliminated to control costs. The focus of babysitting should be nothing more than basic short term child care in a safe and caring environment.
 - The center should still move slowly on the promotion of a rental program as long as there is continued strong growth in center programming. No on-going, long term rentals to groups or organizations should be permitted until after one full year of operation.
 - The center should expect to have a relatively high rate of program cancellations (20% to 30%) as a variety of activities are offered to determine community interests and preferences.
 - Programming and general use of the center by youth will increase significantly during the summer months which could upset use by adult daytime patrons. The center needs to prepare its regular daytime users for this change.
 - Senior programming has really taken off and is now a strong point of the center. Specialized senior fitness programs should be developed.
 - During the summer months several evening family swim events need to be planned. Having an on deck BBQ is also advised.
 - The center should start a teen night program on either Friday or Saturdays where the center is open only for teens.
 - Birthday parties need to be actively promoted for the center.
 - Personal training should be strongly promoted in the center and once it is successfully in place a higher monthly payment from the trainers needs to be negotiated.
 - Programming must continue to be balanced with the demand for drop-in use of the center to protect revenues from membership sales.
- **Policies and Procedures** – The center has a well defined policies and procedures manual in place but there should be the following additions:

Ballard*King and Associates

- The new code of conduct should outline very specific consequences for violating the code. Consequences should cover 1st through a 3rd offense and should be listed for both adults and youth.
- During the second year of operation a formal operations manual needs to be developed that identifies operations standards and expectations.
- It will be critical that specific priorities of use for each space in the building be developed by next Fall to guide decision making for the variety of demands for use of the facility.
- **Marketing** – The center will need to develop a formal marketing plan during the second year of operation. Several marketing efforts need to be started. These include:
 - While there have been significant improvements, all flyers, information sheets and other printed public information should include the center logo in a consistent location on the page.
 - The center itself should attempt to “brand itself” by developing a distinctive identity in the community.
 - Marketing the center and its programs by sending targeted e-mails needs to be strongly supported.
 - The new program brochure “Active Islander” is outstanding and is a great mechanism for promoting the center and its programs and services.
 - It will be critical that the center develop a very strong membership renewal program that is targeted for this Fall when most of the initial memberships are up for renewal. A focus of the renewal program should be to keep a center membership in addition to having memberships at other facilities. It should not be an either/or decision.
 - The center should plan for a small membership fee increase every two years to keep the cost recovery rate consistent as costs continue to elevate.
 - A membership satisfaction survey should be conducted every year to two years. A survey of people who do not renew their memberships should also be conducted.
 - There will need to be an annual marketing budget established for the center.

- **Building Issues/Improvements** - There are still a number of building issues that need to be addressed. These include:
 - Pool – Covers should be placed over the starting blocks when they are not in use by swim teams. The general public should not be permitted to use the blocks.
 - Fitness room – An equipment replacement schedule should be developed for all cardio and weight equipment. A workout records station needs to be provided and a weight room attendant station should be located next to the records area. Any new cardio equipment that will be added to the center should be tested with patrons before it is actually purchased. Weekly documented inspections of all cardio and weight equipment needs to be completed.
 - Concessions – The establishment of a permanent concession operation is a real plus for the center but if the vendor is not successful the center itself may have to take over operations at some point in the future or discontinue the service. If Zoom is successful then the Village should be ready to renegotiate the lease to generate more revenue for the center.
 - Theater improvements – The addition of theater lighting and other amenities to the multipurpose rooms will put more pressure on the use of this space for small productions and other events.
 - Front door – It does not appear that the front doors meet the ADA requirements for automatic doors. This needs to be addressed.
 - Computer room – It should be evident that the computers will need to be replaced and updated on at least an every two year basis to keep up with use and more importantly technological advances. A replacement schedule will need to be developed for them as well.

MINUTES
Community Center Advisory Board
Village of Key Biscayne, Florida
Thursday, June 23, 2005

Key Biscayne Community Center
10 Village Green Way

7:00 P.M.

CALL TO ORDER/ROLL CALL OF MEMBERS: The meeting was called to order at 7:15 PM. Present were board members Carlos Battle, Sixto Campano, Bonnie Cooper, Jim Leavitt, Catherine Dowd and Dona Rice. Also present were staff members Todd Hofferberth and Maite Miyares.

Mr. Leavitt made a motion to approve the May 12th meeting minutes. Mr. Battle seconded the motion, the motion was unanimously approved.

Community Center Update:

Zoom construction will begin on Monday. The wallpaper in the Arts and Crafts Room is up. The theater permit is going through the building department. The comment cards have been filled out, one of the main complaints is the volume of TV's in the weight room. Mr. Hofferberth presented the e-mail campaign. Additional spinning bikes will be purchased. Sabia Communications has been contracted for the renewal campaign.

Ballard Report:

The committee discussed the maintenance week shut down, if and when it should happen. Mr. Hofferberth suggests that during the first year we do not shut down for one week. Mr. Hofferberth discussed the six month employee evaluations and that they will happen in the near future.

Budget Report:

The committee discussed the 2006 Community Center Budget. The committee discussed the Building Maintenance budget. The committee discussed the expenditures and revenues of the Community Center. The committee strongly advises to the Village Council and Manager that the fees for the Community Center should not be increased for the coming year. The motion was unanimously passed.

Memorandum of Understanding:

Mr. Hofferberth reported that the Memo of Understanding between the Key Biscayne Community Foundation and the Village of Key Biscayne was approved by the Village Council.

Programming:

Ms. Dowd suggested more fitness classes on the weekends. Mr. Leavitt feels we need to promote birthday parties and trainers.

Marketing:

The committee would like to have a meeting solely on the renewal campaign.

Building Update:

The tiles on the expansion joints are cracked. The stairs are in poor condition.

The meeting was adjourned at 8:45 PM by Mr. Battle.

The next meeting will be scheduled for July 14, 2005.

Village of Key Biscayne
Community Center Advisory Board
10 Village Green Way
Key Biscayne, Florida 33149
Thursday, July 17, 2005

5:00 PM

- 1. CALL TO ORDER / ROLL CALL OF MEMBERS**
- 2. AGENDA REVIEW**
- 3. APPROVAL OF MINUTES:**
June 23, 2005
Community Center Advisory Board
- 4. COMMUNITY CENTER UPDATE**
- 5. MEMBERSHIP RENEWAL CAMPAIGN**
Sabia Communications
- 6. FUTURE MEETINGS**
 - A. CCAB Meeting
August 11, 2005
 - B. CCAB Meeting
September 8, 2005
- 7. ADJOURNMENT**

MINUTES
Community Center Advisory Board
Village of Key Biscayne, Florida
Thursday, July 14, 2005

Key Biscayne Community Center
10 Village Green Way

7:00 P.M.

CALL TO ORDER/ROLL CALL OF MEMBERS: The meeting was called to order at 5:15 PM. Present were board members Bonnie Cooper, Jim Leavitt, Catherine Dowd, Susie Westfall and Dona Rice. Also present were Councilmember Weinman, Lisa Sedelnik of Sabia Communications and staff members Todd Hofferberth and Maite Miyares.

Mr. Leavitt made a motion to approve the June 23rd meeting minutes. Ms. Cooper seconded the motion, the motion was unanimously approved.

Lisa Sedelnik from Sabia Communications gave a presentation on the renewal campaign. She discussed the "refer a friend campaign" as well as incentives for renewing early. She also discussed the member's only party in September. Mr. Leavitt suggests signage all over the building announcing the renewal campaign. The committee would like members to have the capability to renew memberships online. The committee would like to see a self addressed envelope included in the renewal letter so that members can mail in their payment. The committee discussed a postcard to attract new members as well as an e-mail postcard for members to communicate with islanders that have not joined. Ms. Dowd would like to see the reach and the frequency of the campaign.

Community Center Update:

Zoom should be up and running by the third week in August. The committee discussed the theater construction. The construction is set to begin the last week in July. The committee discussed the veranda project. Mr. Hofferberth will ask Mr. Abbott to report on this subject.

Budget:

The committee discussed the forecast of revenues. The committee discussed in kind services and they would like to see a monetary figure attached to the in kind services. The committee discussed rentals and birthday parties. The committee would like to set up a meeting with the Village Council, Village Manager and Village Finance Director to discuss the 2006 budget.

The meeting was adjourned at 7:05 PM by Mr. Battle.

The next meeting will be scheduled for August 11, 2005.

Village of Key Biscayne
Community Center Advisory Board
10 Village Green Way
Key Biscayne, Florida 33149
Thursday, August 11, 2005

5:00 PM

- 1. CALL TO ORDER / ROLL CALL OF MEMBERS**
- 2. AGENDA REVIEW**
- 3. APPROVAL OF MINUTES:**
July 14, 2005
Community Center Advisory Board
- 4. COMMUNITY CENTER BUDGET REVIEW**
- 5. COMMUNITY CENTER UPDATE**
- 6. FUTURE MEETINGS**
 - A. CCAB Meeting
August 15
 - B. CCAB Meeting
September 8, 2005
- 7. ADJOURNMENT**

MINUTES
Community Center Advisory Board
Village of Key Biscayne, Florida
Thursday, August 11, 2005

Key Biscayne Community Center
10 Village Green Way

7:00 P.M.

CALL TO ORDER/ROLL CALL OF MEMBERS: The meeting was called to order at 7:15 PM. Present were board members Carlos Batlle, Sixto Campano, Bonnie Cooper, Jim Leavitt, Catherine Dowd and Susie Westfall. Also present were Village Manager Jackie Menendez, Councilmember Pat Weinman and staff members Todd Hofferberth and Maite Miyares.

Ms. Cooper would amended the July 14th Meeting Minutes to show that Mr. Batlle was not present. Mr. Leavitt made a motion to approve the August 11 meeting minutes as amended. Ms. Cooper seconded the motion, the motion was unanimously approved.

Community Center Budget Review

Ms. Menendez gave a brief overview of what occurred in the Village Budget Workshop. Ms. Menendez stated that she would like to hear what the committee would like to see in the budget that is presented to Council. The committee discussed the maintenance line item and the committee was given a spreadsheet with the breakdown of the maintenance line item. Ms. Cooper stated that a portion of the maintenance should be allocated to the Parks and Recreation Department because it is housed in the Community Center. The committee discussed the in kind services provided by the Community Center and asked the Village Manager to show that in the Village Budget. The Community Center Advisory board would like the Community Center budget to be part of the Recreation Department and not be artificially separated. The Committee would also like to see the in kind services and benefits of the Community Center highlighted. Mr. Campano analyzed how much each taxpayer is contributing to the Community Center Subsidy. Mr. Leavitt stated that the Leisurevision's survey showed clearly that the community strongly supported the Village subsidy over higher fees. The Village Manager stated that she will get a letter from the Police and Fire Department showing the benefits the Community Center has had on their departments and on the Village. The committee feels the drop in membership should be forecasted at 15%. The committee also discussed raising money through naming rights and brick sales.

Community Center Update

1. Back Extension was purchased
2. Bolted down TV's in Wellness Center
3. Fix Chiller in Pool
4. Renewal Campaign
5. Broadway Dance – 120 kids

6. Bathroom Changes – added fixtures, bamboo raised surfaces, benches
7. Zoom – will be open in 3 weeks
8. Ordered computers for Toddler Room
9. Ordered new games for computer room
10. Ordered new games for the Game Room
11. Ordered air hockey table

The meeting was adjourned at 9:10 PM by Mr. Battle.

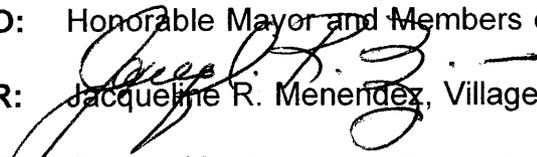


VILLAGE OF KEY BISCAYNE

Office of the Village Manager

Village Council
Robert Oldakowski, *Mayor*
Robert L. Vernon, *Vice Mayor*
Enrique Garcia
Steve Liedman
Jorge E. Mendia
Thomas Thornton
Patricia Weinman

Village Manager
Jacqueline R. Menendez

DT: October 3, 2005
TO: Honorable Mayor and Members of the Village Council
FR:  Jacqueline R. Menendez, Village Manager
RE: Special Masters: June-September 2005 Quarterly Report

RECOMMENDATION

It is recommended that the Council accept the attached quarterly progress report from the Special Masters.

BACKGROUND

Ordinance No. 2004-02 created standard operating and reporting procedures for Village Committees. This ordinance requires each Committee to provide the Village Council with a quarterly progress report at the March, June, and September meetings and an annual report at the December meeting. The attached report is submitted in compliance with these requirements.

The Special Master meetings are quasi-judicial hearings. As such, a court reporter transcribes the meeting. The verbatim minutes are not produced unless they are required for an appeal of a decision of the Special Masters. Therefore, minutes are not available.



VILLAGE OF KEY BISCAYNE
Department of Building, Zoning and Planning

SPECIAL MAGISTRATE HEARING AGENDA
VILLAGE COUNCIL CHAMBER

Village Council
Robert Oldakowski, Mayor
Robert L. Vernon, Vice Mayor
Enrique Garcia
Steve Liedman
Jorge E. Mendia
Thomas Thornton
Patricia Weinman

560 CRANDON BLVD.
REAR OF FIRE RESCUE STATION

Director
Jud Kurlancheek, AICP

THURSDAY, JULY 14, 2005

9:00 A.M.

Chief Building Official
Eugenio M. Santiago, P.E.

SPECIAL MASTERS

MORTIMER FRIED JENNIFER LEAL DENNY O'HARA ROSEMARY SALA

- A. Call to Order and Attendance
B. Deferrals, Withdrawals and Additions
C. Swearing of Witnesses
D. Explanation of the Public Hearing Process
E. Change of Meeting Place

FIRE RESCUE HEARINGS

Case # 1

Owner: Ritz-Carlton Hotel Co. LLC
Address: 445 Grand Bay Drive
Folio: 24-5205-046-0010
Citation #: 5400
Code Section: NFPA101 7.1.10.1
Violation: Means of egress obstructed
Location: Lower Level Service Hall @ 445
Date: 4/26/2005
Officers: Eric Lang / Marcos Osorio
REDUCED FEE TO \$250.00
COMPIED

Case # 2

Owner: Ritz-Carlton Hotel Co. LLC
Address: 445 Grand Bay Drive
Folio: 24-5205-046-0010
Citation #: 5402
Code Section: NFPA101. 7.1.10.1
Violation: Means of egress obstructed
Location: Lower Level Service Hall North Exit @ 455
Date: 4/26/2005
Officers: Eric Lang / Marcos Osorio

REDUCED FEE TO
\$250
COMPLIED

Case # 3

Owner: Ritz-Carlton Hotel Co. LLC
Address: 445 Grand Bay Drive
Folio: 24-5205-046-0010
Citation #: 5404
Code Section: NFPA101. 7.1.10.1
Violation: Means of egress obstructed
Location: Lower Level Service Hall East Exit @ 455
Date: 4/26/2005
Officers: Eric Lang / Marcos Osorio

REDUCED FEE TO
\$250
COMPLIED

Case # 4

Owner: Ritz-Carlton Hotel Co. LLC
Address: 445 Grand Bay Drive
Folio: 24-5205-046-0010
Citation #: 5406
Code Section: NFPA101. 7.1.10.1
Violation: Means of egress obstructed
Location: South Tower Exit @ 455
Date: 4/26/2005
Officers: Eric Lang / Marcos Osorio

REDUCED FEE TO
\$250
COMPLIED.

Case # 5

Owner:	Ritz-Carlton Hotel Co. LLC	REDUCED FEE TO \$ 250 COMPLIED
Address:	445 Grand Bay Drive	
Folio:	24-5205-046-0010	
Citation #:	5408	
Code Section:	NFPA101. 7.1.10.1	
Violation:	Means of egress obstructed	
Location:	SPA Service @ 455	
Date:	4/26/2005	
Officers:	Eric Lang / Marcos Osorio	

Case # 6

Owner:	Ritz-Carlton Hotel Co. LLC	REDUCED FEE TO \$ 250 COMPLIED
Address:	455 Grand Bay Drive	
Folio:	24-5205-046-0010	
Citation #:	5410	
Code Section:	NFPA101. 7.1.10.1	
Violation:	Means of egress obstructed	
Location:	Bike Rack	
Date:	4/26/2005	
Officers:	Eric Lang / Marcos Osorio	

Case # 7

Owner:	Ritz-Carlton Hotel Co. LLC	REDUCED FEE TO \$ 250 COMPLIED
Address:	455 Grand Bay Drive	
Folio:	24-5205-046-0010	
Citation #:	5412	
Code Section:	NFPA101. 7.1.10.1	
Violation:	Means of egress obstructed	
Location:	Ballroom	
Date:	4/26/2005	
Officers:	Eric Lang / Marcos Osorio	

BUILDING AND ZONING CODE HEARINGS

Case # 8

Owner:	Luis Espinosa	REDUCED FEE
Address:	121 Crandon Blvd. # 155	TO \$ 500
Folio:	24-4232-024-1940	
Citation #:	5203	60 DAYS TO FINISH
Code Section:	FBC 104.1.1	
Violation:	Bathrooms and Kitchen Demolition without Electrical and Plumbing Permits	
Date:	05/19/2005	
Officer:	Sergio Bonich	

Case # 9

Owner:	Juan Kuryla & w/ Addys	COMPLETED
Address:	121 Crandon Blvd. # 146	
Folio:	24-4232-024-1640	
Citation #:	5048	
Code Section:	FBC 104.1.1	
Violation:	Interior Remodeling without Electrical, Plumbing and Mechanical Permits	
Date:	05/09/2005	
Officer:	Sergio Bonich	

Case # 10

FOR NEXT AGENDA

Owner:	166 Harbor Drive Condo Assoc. c/o Michael R. Wenzel	CITATION TO OTHER PARTY
Address:	166 Harbor Drive	
Folio:	24-4232-009-0120	
Citation #:	6204	
Code Section:	FBC 104.1.1 & MDC Chapter 8.11	
Violation:	Improper maintenance. Water leaks at various places	
Date:	05/03/2005	
Officers:	Leonard Gutkin and Sergio Bonich	

Case # 11

Owner:	Ana Bigot	CONTINUED 8/4/2005
Address:	166 Harbor Drive # 5-D	CLOSED
Folio:	24-4232-009-0050	
Citation #:	6205	
Code Section:	FBC 104.1.1	
Violation:	Construction of wall & renovation of Electrical and Plumbing in Bathroom/Kitchen without Permits or Inspections	
Date:	05/04/2005	
Officer:	Leonard Gutkin	

Case # 12

Owner:	Theodore Malek and W/ Judith	TIME UNTIL 7/22
Address:	1121 Crandon Blvd. # E-707, Key Biscayne, Fl 33149	AFTER \$ 250 x DAY
Folio:	24-5204-010-4200	
Citation #:	5046 & 1838	
Code Section:	FBC 104.1.1	
Violation:	Interior Remodeling of Bathroom and Kitchen without Electrical, Plumbing and Mechanical Permits.	
Date:	05/05/2005 & 05/21/2004	
Officer:	Sergio Bonich	

OCCUPATIONAL LICENSE CODE HEARINGS

Case # 1

	<i>COMPLETED</i>
Owner:	Leonardo Brito / Island Drywall, LLC.
Address:	104 Crandon Blvd. # 306, Key Biscayne, Fl 1001 Brickell Bay Drive # 1812, Miami, Fl. 33131
License #:	L0-5528
Code Section:	VKB Code 25-25 (a)/ 25-26 (a) (b)
Violation:	Non renewal of license in time allotted by Ordinance
Date:	05/23/2005
Officer:	Sergio Bonich

Case # 2

	<i>COMPLETED</i>
Owner:	Stephen R. Rapport / Osa Overseas
Address:	140 Crandon Blvd. # 406, Key Biscayne 201 Alhambra Circle # 711, Coral Gables, Fl 33134
License #:	L0-5476
Code Section:	VKB Code 25-25 (a) / 25-26 (a) (b)
Violation:	Non renewal of license in time allotted by Ordinance
Date:	05/23/2005
Officer:	Sergio Bonich

Case # 3

	<i>COMPLETED</i>
Owner:	Ronald Lowenthal / Southern Audio Visual, Ritz-Carlton
Address:	11700 NW 102 Road # 15, Miami, Fl 7827 NW 15 th Street, Miami, Fl 33126
License #:	L0-5442
Code Section:	Code 25-25 (a), 25-26 (a) (b)
Violation:	Non renewal of license in time allotted by Ordinance
Date:	05/23/2005
Officer:	Sergio Bonich

Case # 4

Owner:	Kiliwatch Corp. DBA Laure De Mazieres Signature
Address:	328 Crandon Blvd. # 111, Key Biscayne, FL 33149
License #:	L0-2116
Code Section:	Code 25-25 (a), 25-26 (a) (b)
Violation:	Non renewal of license in time allotted by Ordinance
Date:	06/30/2005
Officer:	Sergio Bonich

COMPLETED

NO CITATION, NO HEARING

2 CITATION: 1.- LATE PENALTY
2.- RUNNING BUSINESS W/O LICENSE.



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning

Village Council
Robert Oldakowski, Mayor
Robert L. Vernon, Vice Mayor
Enrique Garcia
Steve Liedman
Jorge E. Mendia
Thomas Thornton
Patricia Weinman

Director
Jud Kurlancheek, AICP
Chief Building Official
Eugenio M. Santiago, P.E.

SPECIAL MAGISTRATE HEARING AGENDA
BUILDING, ZONING AND PLANNING CONFERENCE ROOM

88 WEST MC INTYRE STREET
KEY BISCAYNE, FL 33149

THURSDAY, AUGUST 4, 2005

9:00 A.M.

SPECIAL MASTERS

MORTIMER FRIED JENNIFER LEAL DENNY O'HARA ROSEMARY SALA

- A. Call to Order and Attendance
B. Deferrals, Withdrawals and Additions
C. Swearing of Witnesses
D. Explanation of the Public Hearing Process
E.- Procedures

BUILDING AND ZONING CODE HEARINGS

Case # 1

Table with 2 columns: Label (Owner, Address, Folio, Citation #, Code Section, Violation, Location, Date, Officer) and Value (R3S2K3, LLC, 328 Crandon Blvd. Suite # 227, Key Biscayne, Fl 33149, 24-5205-046-0010, 5039, FBC 104.1.1, Demolition & Construction without Proper Permits. Mechanical, Electrical, Structural and Plumbing, 180 Crandon Blvd. # 120, 4/29/2005, Sergio Bonich)

Case # 2

Owner:	Enrique Murciano and w/ Cristina/ C/o Law Offices Loren S. Granoff Esq.
	Tweeter/Sound Advise C/o Law Office of Peter J. Delahaunty / Andrew V. Showen
	Ocean Tower One Condo Assoc. C/o Jay Fuchs
Address:	799 Crandon Blvd. PH-1, Key Biscayne, FI 33149
Folio:	24-5205-066-0140
Citation #:	5206
Code Section:	FBC 104.1.1
Violation:	Performing electrical work without proper permits.
Location:	799 Crandon Blvd. PH-1
Date:	5/20/2005
Officer:	Sergio Bonich

Case # 3

Owner:	Scott Services, LLC C/o Amariyls Díaz
Address:	50 W Mashta Drive # 4, Key Biscayne, FI 33149
Folio:	24-4232-009-0140
Citation #:	6203
Code Section:	MDC Chapter 8-11
Violation:	Failure to maintain a building or structure in a safe condition.
Location:	166 Harbor Drive # 14-C /15-C
Date:	4/29/2005
Officer:	Leonard Gutkin

Case # 4

Owner:	Scott Services, LLC C/o Amariyls Díaz
Address:	50 W Mashta Drive # 4, Key Biscayne, FI 33149
Folio:	24-4232-009-0140
Citation #:	6203
Code Section:	MDC Chapter 8-11
Violation:	Failure to maintain a building or structure in a safe condition.
Location:	166 Harbor Drive # 15-C
Date:	4/29/2005
Officer:	Leonard Gutkin



VILLAGE OF KEY BISCAI

Department of Building, Zoning and Planning

Village Council
Robert Oldakowski, *Mayor*
Robert L. Vernon, *Vice Mayor*
Enrique Garcia
Steve Liedman
Jorge E. Mendia
Thomas Thornton
Patricia Weinman

Director
Jud Kurlancheek, AICP

Chief Building Official
Eugenio M. Santiago, P.E.

SPECIAL MAGISTRATE HEARING AGENDA VILLAGE COUNCIL CHAMBER

560 CRANDON BOULEVARD - REAR OF FIRE RESCUE STATION
KEY BISCAI, FL 33149

THURSDAY, SEPTEMBER 1, 2005 AT 9:00 A.M.

SPECIAL MAGISTRATES

MORTIMER FRIED JENNIFER LEAL DENNY O'HARA ROSEMARY SALA

- A. Call to Order and Attendance
- B. Deferrals, Withdrawals and Additions
- C. Swearing of Witnesses
- D. Explanation of the Public Hearing Process

BUILDING AND ZONING CODE HEARINGS

Case # 1

Progress Report

Owner: Theodore Malek and W/ Judith
Address: 1121 Crandon Blvd. # E-707, Key Biscayne, Fl 33149
Folio: 24-5204-010-4200
Citation #: 5046 & 1838
Code Section: FBC 104.1.1
Violation: Interior remodeling of Bathroom and Kitchen without
Electrical, Plumbing and Mechanical Permits.
Date: 05/05/2005 & 05/21/2004
Officer: Sergio Bonich

Case # 2

Progress Report

Owner: Enrique Murciano and w/ Cristina/
C/o Law Offices Loren S. Granoff Esq.

Tweeter/Sound Advise
C/o Law Office of Peter J. Delahaunty / Andrew V. Showen

Ocean Tower One Condo Assoc.
C/o Jay Fuchs

Address: 799 Crandon Blvd. PH-1, Key Biscayne, Fl 33149
Folio: 24-5205-066-0140
Citation #: 5206
Code Section: FBC 104.1.1
Violation: Performing electrical work without proper permits.
Location: 799 Crandon Blvd. PH-1
Date: 5/20/2005
Officer: Sergio Bonich

Case # 3

Owner: Gentlemen Investment Group, Inc.
C/o Jorge E. Silva

Address: 607 Ocean Lane Drive # 3-K, Key Biscayne, Fl. 33149
Folio: 24-5205-032-0220
Citation #: 5277-5278-5279-5280-5281-5282
Code Section: FBC 104.1.1
Violation: Kitchen remodel, window installation and interior remodeling
without proper permits.

Date: 8/05/2005
Officer: Sergio Bonich

Case # 4

Owner:	Edwina Pantano	Complied
Address:	100 Sunrise Drive, Key Biscayne, Fl. 33149	
Folio:	24-5205-014-0140	
Citation #:	5275	
Code Section:	FBC 104.1.1	
Violation:	Performing Electrical and Structural work without proper Permits.	
Date:	8/01/2005	
Officer:	Sergio Bonich	

Case # 5

Owner:	El Club Inc.	Continued
	C/o Andres Diego Langesfeld	
Address:	425 West Park # 10, Miami Florida 33172	
Citation #:	5219	
Code Section:	VKBC 25-23/ MDC Chapter 8- A171	
Violation:	Operating Business without Occupational License.	
Location:	Public Beach adjacent to 425 Crandon Blvd.	
Date:	7/28/2005	
Officer:	Sergio Bonich	

Case # 6

Owner:	El Club Inc.	Continued
	C/o Andres Diego Langesfeld	
Address:	425 West Park # 10, Miami Florida 33172	
Citation #:	5220	
Code Section:	FBC 104.1.1	
Violation:	Erecting a structure without permits.	
Location:	Public Beach adjacent to 425 Crandon Blvd.	
Date:	7/28/2005	
Officer:	Sergio Bonich	

Case # 7

Owner:	El Club Inc.	Continued
	C/o Andres Diego Langesfeld	
Address:	425 West Park # 10, Miami Florida 33172	
Citation #:	5221	
Code Section:	VKBC 30-102	
Violation:	Erecting a structure on Public Beach.	
Location:	Public Beach adjacent to 425 Crandon Blvd.	
Date:	7/28/2005	
Officer:	Sergio Bonich	

Case # 8

Owner:	El Club Inc.	Continued
	C/o Andres Diego Langesfeld	
Address:	425 West Park # 10, Miami Florida 33172	
Citation #:	5222	
Code Section:	VKBC 4-32	
Violation:	Launching water crafts without approved water channel.	
Location:	Public Beach adjacent to 425 Crandon Blvd.	
Date:	7/28/2005	
Officer:	Sergio Bonich	

Case # 9

Owner:	El Club Inc.	Continued
	C/o Andres Diego Langesfeld	
Address:	425 West Park # 10, Miami Florida 33172	
Citation #:	5223	
Code Section:	MDC 4-32	
Violation:	Operating a Business at Public Beach without approved beach management plan.	
Location:	Public Beach adjacent to 425 Crandon Blvd.	
Date:	7/28/2005	
Officer:	Sergio Bonich	

Case # 10

Owner: Eduardo Blanco
Address: 5838 Masters Blvd. Orlando, FI 32819
Citation #: 5286-87-88-89
Code Section: FBC 104.1.1
Violation: Demolish, removing and construction of roof cover and framing without proper permits
Location: 305 Harbor Drive, Key Biscayne, FI 33149
Date: 8/11/2005
Officer: Sergio Bonich

Case # 11

Owner: Scott Service Group Inc.
Address: 50 W Mashta Drive, Key Biscayne, FI 33149
Citation #: 5049
Code Section: MDC Chapter 8-11
Violation: Water leaking into units below.
Location: 166 Harbor Drive # 15, Key Biscayne, FI 33149
Date: 5/3/2005
Officer: Sergio Bonich

Case # 10

Owner:	Eduardo Blanco
Address:	5838 Masters Blvd. Orlando, FI 32819
Citation #:	5286-87-88-89
Code Section:	FBC 104.1.1
Violation:	Demolish, removing and construction of roof cover and framing without proper permits
Location:	305 Harbor Drive, Key Biscayne, FI 33149
Date:	8/11/2005
Officer:	Sergio Bonich

Case # 11

Owner:	Scott Service Group Inc.
Address:	50 W Mashta Drive, Key Biscayne, FI 33149
Citation #:	5049
Code Section:	MDC Chapter 8-11
Violation:	Water leaking into units below.
Location:	166 Harbor Drive # 15-C, Key Biscayne, FI 33149
Date:	5/3/2005
Officer:	Sergio Bonich

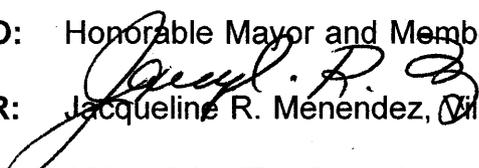


VILLAGE OF KEY BISCAYNE

Office of the Village Manager

Village Council
Robert Oldakowski, *Mayor*
Robert L. Vernon, *Vice Mayor*
Enrique Garcia
Steve Liedman
Jorge E. Mendia
Thomas Thornton
Patricia Weinman

Village Manager
Jacqueline R. Menendez

DT: October 3, 2005
TO: Honorable Mayor and Members of the Village Council
FR:  Jacqueline R. Menendez, *Village Manager*
RE: 2020 Vision/Ear Committee
June-September 2005 Quarterly Report

RECOMMENDATION

It is recommended that the Council accept the attached quarterly progress report from the 2020 Vision Plan/EAR Committee.

BACKGROUND

Ordinance No. 2004-02 created standard operating and reporting procedures for Village Committees. This ordinance requires each Committee to provide the Village Council with a quarterly progress report at the March, June, and September meetings and an annual report at the December meeting. The attached report is submitted in compliance with these requirements.

Subj: **2020 VISION/EAR MEETING: WEDNESDAY, SEPT 21, 8:30 AM BZP CONFERENCE ROOM**
 Date: 09/16/2005 2:32:56 PM Eastern Daylight Time
 From: VKBBZP
 To: eweaston@theeastongroup.com, esanchez@relatedgroup.com, milt.borg@ritzcarlton.com,
jfernsler@cg.wrtedesign.com, fhcaplan@adelphia.net, svargas@cg.wrtedesign.com,
jmenendez@keybiscayne.fl.gov, cpress@keybiscayne.fl.gov, anunez@keybiscayne.fl.gov,
nfleming@swagroup.com, kplatt@swagroup.com, kjosephsen@islandernews.com,
mflaming@keybiscayne.fl.gov, gustavo@laislainc.com, fcaplan@bergersingerman.com,
kathye@keybiscaynchamber.org, info@keybiscaynchamber.org, calvarez@keybiscayne.fl.gov,
thofferberth@keybiscayne.fl.gov, adevarona@keybiscayne.fl.gov, YSLA,
luisarrondo@bellsouth.net, Amy Eke, stagneschurch@bellsouth.net, rachel@vkbyc.org,
shelfman@wsh-law.com, BCooperPA, bt@relatedgroup.com, Jmendiaforkb, VKBBZP,
arasco@dadeschools.net, treesoverseas@hotmail.com, roldakowski@keybiscayne.fl.gov,
mkammerer@sonesta-kb.com, boblbaby@yahoo.com, ToyTownkb, hgroschel@rsmas.miami.edu,
deborah@villagearchitects.com, gbroucek2000@yahoo.com, EMeyerCompany,
veroartgo@yahoo.com, afein@swmwas.com, ndoke@bellsouth.net, mborroto@hotmail.com,
mmyares@keybiscayne.fl.gov, island_style_kb@bellsouth.net

VILLAGE OF KEY BISCAYNE 2020 VISION/EAR COMMITTEE

WEDNESDAY, SEPTEMBER 21, 2005, 8:30 AM
 BUILDING, ZONING, AND PLANNING DEPARTMENT CONFERENCE ROOM
 VILLAGE HALL
 88 WEST MCINTYRE STREET
 KEY BISCAYNE, FL 33149

AGENDA

PRINT ATTACHED DOCUMENTS

1. Attendance
2. Minutes: August 17, 2005
3. Agenda for Community Forum # 2
 - a. November 2, 2005, 6:30 PM (food and beverages/Community Center)
 - b. Agenda (**Pease see attached document**)
 - c. Project Initiatives (**Please see attached document**)
 - d. 4. Marketing of the Community Forum # 2
4. Marking of Community Forum Meeeting
 - a. Mailing to all residents
 - b. Inserts of Vision Statement in both newspapers
 - c. Commentary Article in The Islaner News and La Isla
 - d. Webpage
 - e. Community Center - fliers at desk
 - f. Youth Council to organize reading of Vision Statement
5. Public Comment
6. Next Meeting: Oct 12, 2005, 8:30 AM
7. Adjournment

Minutes: August 17, 2005

1. Meeting called to order at 8:35 AM.
2. Attendance was recorded by Staff.
3. WRT presented the proposed zoning regulations for the commercial properties along Harbor Drive and Crandon Boulevard. There was extensive discission on whether the Committee should provide a recommendation and the form it would take. Several members spoke about the regulations, pro and con. Several spoke about the 70/30 retail/office regulation. The Committee passed a motion that found the goals of the Crandon Zoning and Development are consistent with the goals of the Vision Plan.
4. The mintues for the July 20, 2005 were approved.4.
5. The meeting adjourned at 10:21. *11:20*

Village Lights
Cheryl H
Posters @ Community Center
@ Mail to members of Council
@ 9/20/05

Subj: **Vision Statement Subcommittee Meeting. Aug 9, 12:30 PM BZP Conference Room**
Date: 08/05/2005 1:04:57 PM Eastern Daylight Time
From: VKBBZP
To: eweaston@theeastongroup.com, esanchez@relatedgroup.com, milt.borg@ritzcarlton.com, jfernslar@cg.wrtedesign.com, fhcaplan@adelphia.net, svargas@cg.wrtedesign.com, jmenendez@keybiscayne.fl.gov, cpress@keybiscayne.fl.gov, anunez@keybiscayne.fl.gov, nfleming@swagroup.com, kplatt@swagroup.com, kjosephsen@islandernews.com, mflaming@keybiscayne.fl.gov, gustavo@laislainc.com, fcaplan@bergersingerman.com, kathye@keybiscaynechamber.org, info@keybiscaynechamber.org, YSLA, luisarrondo@bellsouth.net, Amy Eke, stagneschurch@bellsouth.net, rachel@vkbyc.org, shelfman@wsh-law.com, BCooperPA, bt@relatedgroup.com, Jmendiakforkb, VKBBZP, arasco@dadeschools.net, treesoverseas@hotmail.com, roldakowski@keybiscayne.fl.gov, mkammerer@sonesta-kb.com, bohlbaby@yahoo.com, ToyTownkb, h groschel@rsmas.miami.edu, deborah@villagearchitects.com, gbroucek2000@yahoo.com, EMeyerCompany, veroartgo@yahoo.com, afein@swmwas.com, ndoke@bellsouth.net, m borroto@hotmail.com, mmiyares@keybiscayne.fl.gov

VILLAGE OF KEY BISCAYNE
Vision Statement Writers Subcommittee

TUESDAY, AUGUST 9, 2005, 12:30 Pm
BUILDING, ZONING, AND PLANNING DEPARTMENT CONFERENCE ROOM
VILLAGE HALL
88 WEST MCINTYRE STREET
KEY BISCAYNE, FL 33149

AGENDA

1. Attendance
2. Minutes: August 1 and August 3 meetings
3. Review of Draft Vision Statement

Minutes: August 1, 2005

1. The meeting was called to order at 7:03 PM
2. Attendance was recorded by staff.
3. Subcommittee reviewed the Bonnie Cooper Draft #1 and the Ed Meyer Draft #1.
4. Consensus reached to continue with Cooper Draft with additions from the Meyer Draft. Henny Groschel-Becker to prepare the next draft. This draft will be reviewed at the August 3 meeting which is a continuation of this meeting. The next draft is considered as a composite of the previous drafts.
5. The meeting adjourned at 8:19 PM.

Respectfully Submitted,
Jud Kurlancheek, AICP, Director

Minutes: August 3, 2005

1. The meeting was called to order at 1:35 PM
2. Attendance was recorded by staff.
3. The Committee reviewed Becker Draft #1 and the Meyer Draft #2. Consensus was reached to continue with the Becker Draft with some changes from the Meyer Draft. Ms. Becker to include the revisions as made at the meeting and forward to staff for distribution for the August 9 meeting at 12:30 PM in the BZP Conference Room. The next draft is considered as a composite of the previous drafts.

Respectfully Submitted,
Jud Kurlancheek, AICP, Director

Subj: **2020 VISION COMMITTEE MEETING JULY 20, 2005. 8:30 AM BZP CONFERENCE ROOM**
 Date: 07/13/2005 2:02:23 PM Eastern Daylight Time
 From: VKBBZP
 To: eweaston@theeastongroup.com, esanchez@relatedgroup.com, milt.borg@ritzcarlton.com,
jfernsler@cg.wrtedesign.com, fncaplan@adelphia.net, svargas@cg.wrtedesign.com,
jmenendez@keybiscayne.fl.gov, cpress@keybiscayne.fl.gov, anunez@keybiscayne.fl.gov,
nfleming@swagroup.com, kplatt@swagroup.com, kjosephsen@islandernews.com,
mffleming@keybiscayne.fl.gov, gustavo@laislainc.com, fcaplan@bergersingerman.com,
kathye@keybiscaynechamber.org, info@keybiscaynechamber.org, YSLA,
luisarrondo@bellsouth.net, Amy Eke, stagneschurch@bellsouth.net, rachel@vkbyc.org,
shelfman@wsh-law.com, BCooperPA, bt@relatedgroup.com, Jmendiaforkb, VKBBZP,
arasco@dadeschools.net, treesoverseas@hotmail.com, roldakowski@keybiscayne.fl.gov,
mkammerer@sonesta-kb.com, boblbaby@yahoo.com, ToyTownkb, hgroschel@rsmas.miami.edu,
deborah@villagearchitects.com, gbroucek2000@yahoo.com, EMeyerCompany,
veroartgo@yahoo.com, afein@swmwas.com, ndoke@bellsouth.net, mborroto@hotmail.com,
mmyares@keybiscayne.fl.gov

VILLAGE OF KEY BISCAYNE 2020 VISION

2020 VISION COMMITTEE

WEDNESDAY, JULY 20, 2005, 8:30 AM
 BUILDING, ZONING, AND PLANNING DEPARTMENT CONFERENCE ROOM
 VILLAGE HALL
 88 WEST MCINTYRE STREET
 KEY BISCAYNE, FL 33149

PLEASE PRINT THE ATTACHED DRAFT VISION STATEMENT

AGENDA

1. Attendance
2. Minutes: June 15, 2005 meeting
3. Village Council Action
 - a. EAR Issues Report
 - b. Delegation of Review for EAR from State to Regional Planning Council
4. EAR Progress Report - WRT
5. Draft Vision Statement
6. Subject for Next Meeting: August 17, 2005
7. Citizens Comment
8. Adjourn

Minutes: June 15, 2005 Meeting

1. The Vice-Chair called the meeting to order at 8:40 A.M.
2. Staff recorded attendance.
3. Staff advised that Martha Broucek has resigned, Linda Hannon was automatically removed from the Committee for missing three meetings, and that Frank Caplan was appointed to fill her position.
4. WRT stated that a state statute provided for the delegation of review authority for the EAR from the State Department of Community Affairs to the local Regional Planning Agency. The Committee discussed this and recommended to the Council that a resolution be approved requesting the delegation. The Committee felt review of the EAR by a local agency provided for several advantages including familiarity of the Key, proximity, and ability to attend meetings.
5. The Committee reviewed the EAR Issues paper that was recommended for approval by the EAR Subcommittee. Several changes were made and the final document was unanimously approved. Changes dealt with cultural, educational, and environmental issues.
6. The Committee discussed the Summary of Community Forum One Input paper that was prepared by WRT. There was a consensus that the paper accurately presented the discussions which occurred at the first Forum.
7. There was a discussion of a high school on the Key. Ana Rasco said that approximately 50% of

2020 VISION PLAN AND EVALUATION AND APPRAISAL REPORT (EAR) COMMITTEE: MEETING ATTENDANCE

Name	4/11 /05	5/ 18	6/ 02*	6/ 15	7/ 13*	7/ 20	8/ 17	9/ 21+	10/ 19										
1. Luis Arrondo	P	P	P	A	A	P	P	A											
2. Henny Groschel-Becker	P	P	P	P	P	P	P	P											
3. Willie Borroto	A	P	P	A	A	P	P	A											
Martha Broucek	A	A	A	R	III	III	III	P											
4. Bonnie Cooper	P	P	A	P	P	P	P	P											
5. Ed Easton, Chair	P	P	A	A	A	A	A	P											
Amy Eke	A	P	A	A	R	-	-	-											
6. Alan Fein	P	P	P	P	P	P	P	P											
7. Rachel Fried	P	P	A	A	A	A	P	P											
8. Veronica Scharf-Garcia	A	P	P	P	P	P	P	P											
Linda Hannon	A	A	A	A	R	-	-	-											
9. Nancy Doke-Harrison	P	P	P	P	A	P	P	P											
10. Father Jose Hernando	P	P	A	A	A	A	A	A											
11. Matthias Kammerer	P	P	P	A	A	A	P	P											
12. Deborah de Leon	P	P	P	P	P	P	P	P											
13. Dr. Bob Maggs	P	P	P	P	P	P	P	P											
14. Dr. George Mendia	P	P	A	P	P	P	P	A											
15. Ed Meyer	P	P	P	P	P	P	P	P											
16. Ron Oprzadek	P	A	A	A	P	P	A	A											
17. Ana Rasco	A	P	P	P	P	A	P	P											
18. Marco Silva Milt Borg	A	A	A	P	P	P	P	A											
Mary Tague	P	A	A	R	-	-	-	-											
Bill Thompson	A	A	A	R	-	-	-	-											
19. Frank Caplan				P	P	P	P	P											

P = present A = absent X = excused R = resigned * Not a regular meeting date or Committee determined date not counted for attendance purposes.

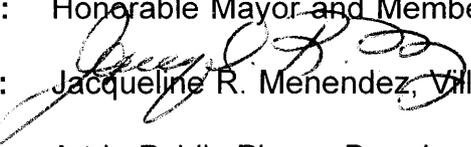


V I L L A G E O F K E Y B I S C A Y N E

Office of the Village Manager

Village Council
Robert Oldakowski, *Mayor*
Robert L. Vernon, *Vice Mayor*
Enrique Garcia
Steve Liedman
Jorge E. Mendia
Thomas Thornton
Patricia Weinman

Village Manager
Jacqueline R. Menendez

DT: October 3, 2005
TO: Honorable Mayor and Members of the Village Council
FR:  Jacqueline R. Menendez, Village Manager
RE: Art in Public Places Board:
June-September 2005 Quarterly Report

RECOMMENDATION

It is recommended that the Council accept the attached quarterly progress report from the Art in Public Places Board.

BACKGROUND

Ordinance No. 2004-02 created standard operating and reporting procedures for Village Committees. This ordinance requires each Committee to provide the Village Council with a quarterly progress report at the March, June, and September meetings and an annual report at the December meeting. The attached report is submitted in compliance with these requirements.

ART IN PUBLIC PLACES BOARD MEETING ATTENDANCE*
2005

Name	01/ 04	02 /01	02/ 15*	03/ 01	03/ 18*	03/ 22*	04/ 05	04/ 18*	05/ 03	05/ 10	07/ 12*	08/ 03	08/ 16*	09/ 16	Notes
1. Dianne Moss			P	P	P	P	P	A	P	A	P	A	P	P	appoint 2/05
2. Rosa de la Cruz	P	P	P	P	A	A	P	P	P	A	P	P	P	P	
3. Lourdes Joffre Collette	P	P	A	P	P	P	P	P	P	P	P	P	P	A	
4. Conchita Sarnoff	P	P	A	P	P	P	P	A	P	A	A	A	A	P	
5. Oscar de Armas	P	P	P	A	P	P	P	P	P	A	P	P	A	A	
6. Veronica Scharf	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7. Gloria Kahn	P	P	P	P	P	P	P	P	P	A	P	P	P	P	
Staff															
Jud Kurlancheek	P	P	P	P	P	P	P	P	P	A	P	P	P		
Maité Miyares	P	P	P		P	P	P	P	P	P		P			
Cesar Trasobares	P	P	P	P	P	P	P	P	P	P	P	P	P		
Paul Abbott			P	P		P	P	P	P	A	P	P			
Rhiannon Price, Sarah Morris Studio										P					
Citizens															
Ed MEyer															
Elizabeth LaCorte, KB Community Foundation															
Kelly Johansen		P					P	P			P	P			
Bob Oldakowski						P									

P = Present A = Absent R = Resigned
 * Not a regular monthly meeting. Members that are absent for three (3) regular monthly meetings in one calendar year are automatically removed. This rule was approved by the Village Council and is effective March 9, 2004.

Subj: **Art in Public Places Board Mtg: Tuesday, Sept 6, 2005 BZP Conference Rm. 9:00 AM**
Date: 09/02/2005 1:53:06 PM Eastern Daylight Time
From: VKBBZP
To: RMoss2100, Ptgbhtl, gustavo@laislainc.com, VKBBZP, Rdelacr, odearmas@mdc.edu,
MikeAKahn, cisor@earthlink.net, veroartgo@yahoo.com, csarnoff@bellsouth.net,
lourdescollett@yahoo.com, mmiyares@keybiscayne.fl.gov

**VILLAGE OF KEY BISCAYNE
ART IN PUBLIC PLACES BOARD**

TUESDAY, SEPTEMBER 6, 2005, 9:00 AM
BUILDING, ZONING, AND PLANNING DEPARTMENT CONFERENCE ROOM
VILLAGE HALL
88 WEST MCINTYRE STREET
KEY BISCAYNE, FL 33149

AGENDA

1. Attendance
2. Progress Reports
 - a. Art Master Plan
 - b. Mural (Brochure and Narrative to be Placed on the Wall)
 - c. Sarah Morris Project and Dedication Event Planning
 1. Budget
 2. Schedule
 3. Plaque
 4. Title of the Artwork
 - d. Fall and Winter Art in Public Places Program
 1. Speakers Program: September 15, October 20, and November 17
 2. Mural Dedication
 3. Sarah Morris Dedication - (Discuss title of Artwork)
 4. Rosa de la Cruz Gift Dedication
 5. Photograph Dedication
 6. Publicity Strategy for the Speakers Program
 7. Art in Public Places Brochure
5. Funding for FY05/06: Budget Hearing on Sept 13 and 27, 2005
5. Public Comments
6. Subjects for the Next Meeting: October 4, 2005
7. Adjournment

Subj: **2nd corrected change of meeting date - Aug 3 Wednesday is the correct date**
Date: 07/29/2005 8:45:11 AM Eastern Daylight Time
From: VKBBZP
To: RMoss2100, Ptgbhtl, gustavo@laislainc.com, VKBBZP, Rdelacr, odearmas@mdc.edu,
MikeAKahn, cisor@earthlink.net, veroartgo@yahoo.com, csarnoff@bellsouth.net,
lourdescollett@yahoo.com, mmiyares@keybiscayne.fl.gov

VILLAGE OF KEY BISCAYNE ART IN PUBLIC PLACES BOARD

WEDNESDAY, AUGUST 3, 2005, 9:00 AM
BUILDING, ZONING, AND PLANNING DEPARTMENT CONFERENCE ROOM
VILLAGE HALL
88 WEST MCINTYRE STREET
KEY BISCAYNE, FL 33149

AGENDA

1. Attendance
2. Minutes: July 12, 2005 meeting
3. Progress Reports
 - a. Art Master Plan
 - b. Mural: Moving, Narrative, and Dedication
 - c. Sarah Morris Project and Dedication Event Planning
 - d. Speakers Program: September 15, October 20, and November 17
 - e. Publicity Strategy for the Speakers Program
4. Public Comments
5. Subjects for the Next Meeting: September 6, 2005
6. Adjournment

Minutes: July 12, 2005

1. The meeting was called to order at 9:11 AM
2. Staff recorded the attendance.
3. The Chair reported on the 2020 Vision Committee including inclusion of cultural and environmental issues listed in the EAR Issues Report.
4. Sarah Morris Project:
 - a. The pipes above ground are the rough for the electrical and plumbing.
 - b. A construction fence will be constructed of mesh. Decorative fence too expensive.
 - c. Construction details pertaining to the pool, tile, plaque, benches and pavers were discussed.
 - d. Three flag poles (USA, State, and Village) will be placed at the West end of oval.
 - e. Dedication planned for September 22. The Board will discuss the planning for this event at the next meeting.
5. The Board approved the Art Master Plan with changes: removal of the small icons, watermark on the Table of Contents, decorative bar at the bottom of each page. Added the Sarah Morris Project and the art work donated to the Village. Cesar Trasobares will make the changes working directly with 3CTS, who formatted the Master Plan.
6. The Board changed the meeting date to Wednesday, Aug 3.
6. The meeting adjourned at 11:11 AM.

Respectfully Submitted,

Jud Kurlancheek, AICP, Director
Building, Zoning, and Planning Department

Subj: **Re: Sarah Morris Key Biscayne**
Date: 06/06/2005 9:18:21 AM Eastern Daylight Time
From: VKBBZP
To: [RMoss2100, Ptgbhtl](mailto:RMoss2100@ptgbhtl.com), [VKBBZP](mailto:VKBBZP@earthlink.net), [Rdelacr](mailto:Rdelacr@mdc.edu), odearmas@mdc.edu, [MikeAKahn](mailto:MikeAKahn@earthlink.net), cisor@earthlink.net, veroartgo@yahoo.com, csarnoff@bellsouth.net, lourdescollett@yahoo.com, mmyares@keybiscayne.fl.gov
CC: SHelfman@wsh-flalaw.com

In a message dated 06/05/2005 10:39:20 PM Eastern Daylight Time, veroartgo@yahoo.com writes:

The site looks great now that both ends match!!!! Because it is now open to pedestrians I think it would be a good idea to install the attractive fencing we discussed at the last meeting, which Rosa generously offered to sponsor. We have the 4th of July coming up where there will be lots of people congregating in that area.

Our next scheduled meeting is on July 12.

I will be out of town tomorrow until June 17.

All the best! Veronica.

Veronica, the Village Attorney has advised that e mailing to the entire Committee is a violation of the Sunshine Law. Last week, I forwarded this advisory to you as part of the Vision 2000 Committee. I urge you to stop e mailing to the Committee and to forward e mails to me and I will send.

Jud

Subj: **Sarah Morris Key Biscayne**
Date: 05/18/2005 12:04:25 PM Eastern Daylight Time
From: r@parallaxcorporation.com
To: RMoss2100@aol.com, Ptgbhtl@aol.com, VKBBZP@aol.com, Rdelacr@aol.com,
odearmas@mdc.edu, MikeAKahn@aol.com, cisor@earthlink.net, veroartgo@yahoo.com,
csarnoff@bellsouth.net, lourdescollett@yahoo.com, mmiyares@keybiscayne.fl.gov

PARALLAX

601 WEST 26TH STREET, #1512 NEW YORK, NEW YORK 10001 TEL/FAX +1 212 229 3662

To the Art in Public Places Committee of The Village of Key Biscayne,

I want to thank you for your warmth, generosity and hospitality. It was really great to meet each of you.

I thoroughly enjoyed my (truncated yet terrific) visit down in Key Biscayne.

The visit was very productive and the project is moving forward.

I will keep you updated from time to time to let you know how things are progressing.

The ceramic fabricators are giving me the specifications of the pools by the end of this week.

The fountains engineer is developing a section for the lights and pool inlets.

The pavers for the site and the textured warning strip on the periphery of the pools (for visitors who are blind) have been determined via Paul.

If you have any questions I can be reached at the studio at: 212.229.3662 or alternatively via email at: r@parallaxcorporation.com.

Sarah and I are very excited about seeing this project realized!

I look forward to speaking with you soon.

Warm-Palm-tree-lined regards,

Rhiannon K. Price



ART IN PUBLIC PLACES BOARD

TUESDAY, JULY 12, 2005 9:00 A.M

**BUILDING, ZONING, AND PLANNING DEPARTMENT
CONFERENCE ROOM, 2ND FLOOR ROOM 250**

1. Attendance
2. Status Reports:
 - a. Sarah Morris Project
 - b. Sand and Light Exhibition
 - c. Mural
3. Review of Re-formatted Art in Public Places Master Plan
4. Public comment
5. Next Meeting Date: August 2, 2005
 - a. Agenda Items Recommended by Committee
6. Adjournment