

MINUTES

VIRTUAL STRATEGIC RETREAT FRIDAY, MAY 8, 2020

10:00 A.M.

The Village Manager called the retreat to order at 10:00 a.m. Present were Councilmembers Edward London, Allison McCormick, Kathleen Petros, Ignacio Segurola, Vice Mayor Brett G. Moss and Mayor Michael W. Davey. Also present were Village Manager Andrea Agha, Interim Village Clerk Peter Kulpa and Village Attorney Chad Friedman.

Mayor Davey addressed the Council regarding the strategy on future projects and everyday operations by Village staff and the rolls both Council and staff play.

Vice Mayor Moss addressed the Council on how the Council develops policy that is to be executed by the Village Administration. The Vice Mayor continued on how setting goals on what Council wishes to see done in the Village and creating a proper budget and action plan is incredibly important for the future.

Councilmember Petros addressed the Council regarding projects that the Council would like to see completed over the next few years and to see which are feasible and which are not due to budget restraints.

Councilmember McCormick addressed the Council regarding the possibility of reaching towards excellence as a community through projects and programs that are going to be discussed at this retreat.

Councilmember Segurola addressed the Council on how the Village is going to prioritize different aspects of the budget this year and how this is going to be especially important due to the state of the economy worldwide.

The Village Manager gave her introduction and schedule for the retreat to Council. The Manager continued on how the different presentations throughout the retreat will all touch upon the four strategic priorities of resiliency, efficiency, quality of life and public safety and how staff plans to allocate resources to deliver core services.

Human Resources Director Juan Gutierrez addressed the Council on the accomplishments in the past year including the onboarding of a Community Engagement and Communications Officer, a Chief Financial Officer and Chief Resiliency and Sustainability Officer. Other accomplishments for Human Resources include the implementation of the ADP Workforce Now time and attendance system, the transition of the Village's retirement plan to EMPOWER and the consistent renewal

of the employee benefit plan. The Director continued with addressing the Council on his strategic objectives for the near future which include completing the Classification and Compensation study, completing the Employee Engagement Survey, CBA negotiations and a best practices analysis.

Chief of Staff Thomas Fossler addressed the Council on the accomplishments of the Procurement Department which include a new purchase order system, a new enterprise resource planning system, the standardization of procurement documentation, the successful procurement and negotiation of the website redesign contract, and the implementation of a paperless procurement system. Chief of Staff Fossler continued with addressing the Council on strategic goals of the Procurement Department for the near future which include implementing a purchasing module for the enterprise resource planning system, putting in place fixed price contracts, setting up workflows to reduce processing times, and engage in strategic purchasing.

Chief Financial Officer Benjamin Nussbaum addressed the Council on the accomplishments of the Finance Department which include new quarterly reporting on the financial status of the Village, ensuring all the ERU Stormwater Fees are accounted for and billed correctly, increased solid waste fee collections, enhanced and diversified revenue sources and assignment of a grants consultant to target and apply for supplemental funding. Chief Financial Officer Nussbaum continued with addressing Council on the Finance Department's strategic goals for the near future which include the implementation of enterprise resources planning software, to continue to improve solid waste collection fees and improve the presentation of the budget book.

Community Engagement and Communications Officer Gabriela Rodriguez addressed the Council on the accomplishments of her Division which include the implementation new communications program. Community Engagement and Communications Officer Rodriguez continued with addressing the Council on her division's goals for the near future which include updating the Village's website, creating a communications strategy plan and the formation of a Resiliency and Sustainability Campaign.

Chief of Police Charles Press addressed the Council by giving an overview and the status of the Police Department, informing the Council that the Department has thirty-six Police Officers and eleven Civilians currently employed and that over the past year they responded to approximately 16,000 calls for service. Chief Press continued by addressing the Council on the Police Department's accomplishments, stating that the Village of Key Biscayne is one of the top three safest cities in the State of Florida and that both Detectives that are part of the Department have been recognized as the Best in Miami-Dade County from the Law Enforcement Officers' Foundation in March 2020. The Department has also created its first social media network specifically for the Police Department, completed seven Village wide anti-bullying programs, implemented a long-term high security solution for Information Technology within the Village, instituted the "It's Time" program, provided Active Shooter Training to all five schools within the Village, conducted three Distracted Driving Courses and conducted thirteen DARE classes, advised the K-8 Center's Safety Patrol Program, and began deploying the Police Bicycle Patrol Program. Chief Press then addressed the Council on the Police Department's response to COVID-19 followed by the goals and objectives which include reviewing the Department's budget to increase efficiency, adopt the Rickenbacker Causeway and Crandon Boulevard Traffic Distribution Management Plan, continue with the DARE and SRO programs, continue to protect the Village's cyber infrastructure, conduct more community outreach programs, increase the Police Bicycle Program and complete the Department's fifth Florida Accreditation Commission

for Law Enforcement in December 2020. There was a question and answer session between Council and the Police Chief.

Chief of Fire Rescue Eric Lang addressed the Council on a general overview of the Fire Department which entails three shifts totaling 32 Firefighters, each run by a Captain, an EMS Division, a Training Division, Support Service Division, Administration which includes Deputy Chief Osorio that acts as a Logistics Coordinator, Public Information Officer, Head of Fire Prevention and the Fire Marshal Operations is run by Deputy Chief Haring who also is the Department's Accreditation Manager. Melissa Solano is the Departments Public Outreach Officer and Michelle Mencia runs the day to day administrative tasks. The Chief also stated that this Department was listed as number one in customer satisfaction in the Nation and that the Department has a history of achievement and excellence being the first in the State of Florida to earn accreditation in 1998 and the Department has been Accredited five times since then. Community Risk Reduction is a strategic goal for the Department. By 2025 there will be a turnover of at least 10 Officers and there is a need to replace these individuals from within through promotion with the proper training and incentives. Community paramedicine is a program that must be adopted and promoted throughout the community and the Department. Creating a hybrid Emergency Monitoring Center that would allow Life Safety Departments to monitor information across a large range of channels. Emergency Management needs to be expanded and grant money that is available needs to be secured along with possibly creating a separate division. The Fire Chief also recommended to Council that the Village build out a hardened Emergency Operations Center including a hardened Server Room. There was a question and answer session between the Council and the Fire Chief.

Director of Building, Zoning, Planning, and Public Works Jake Ozyman addressed the Council with the accomplishments of the BZP and PW Department which include the completion of the Utility Undergrounding Master Plan, the completion of the Special Assessment Methodology Plan, large strides with the Stormwater System, the Green Bike Lane design on Crandon Boulevard, starting the Safe Routes to School Program, Fernwood Road parking plans were completed along with LAP recertification. The Director also stated that the 2017 Beach Nourishment post construction monitoring is complete securing \$880,000 in grant money and that the 2021 Beach Nourishment design and permitting is scheduled to be completed by September 20, 2020 securing an additional \$392,935 in grant money. Director Ozyman addressed the Council with the Building, Zoning and Planning Department's goals for the near future which include implementing technological improvements, maintaining adequate staffing to meet customer demands and manage Village facilities in a way that improves customer satisfaction, reduce walk-in traffic by 30%, sustain the Standard of Care that is currently in place and ensure the Department is fee neutral. Director Ozyman continued with the goals for the Public Works Department which include developing a method to improve and measure customer satisfaction, create an online service request portal create a tracking system for the service requests, use capital maintenance planning and asset management principles to support existing and future operations, plan a long term Capital Improvement Program, identify projects that can be funded by a General Obligation Bond and execute funded projects.

The Parks and Recreation Director Todd Hofferberth addressed the Council with how the Department has been expanding services in all four of its divisions. Director Hofferberth highlighted the purchase of 571 and 599 Harbor Drive to be used as a resiliency park, how the Community Center continues to modify its programming to better serve the community and on the placement of the new field lights at the K-8 Center. Director Hofferberth then addressed the

Council on goals for the Department which include resolving the Presbyterian negotiations, looking into a new Composting Program, the general beautification of Crandon Boulevard, improvements to Calusa Park and the creation of a museum and theatre in the future.

There was extensive discussion from Council on the project priorities for the Fiscal Year 2021-2022 and the possibility of placing a General Obligation Bond on the General Election Ballot in November 2020 to fund the list of possible priorities.

The retreat was adjourned at 2:50 p.m.

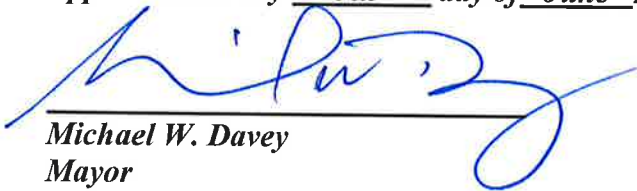
Respectively Submitted:



Peter J. Kulpa
Interim Village Clerk



Approved this day 9th *day of* June *2020:*



Michael W. Davey
Mayor

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE VILLAGE COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT A MEETING OR HEARING, THAT PERSON WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED (F.S.286.0105).