

**BAL HARBOUR VILLAGE BUDGET COMMITTEE**  
**REGULAR MEETING MINUTES – JUNE 17, 2013**

A Regular Meeting of the Bal Harbour Village Budget Committee was held on Monday, June 17, 2013, in the Conference Room at Bal Harbour Village Hall (655 – 96<sup>th</sup> Street, Bal Harbour, Florida).

The meeting was called to order at 6:04 p.m. by Councilman Packer.

**1. CALL TO ORDER/ROLL CALL:** The following members were present:

Councilman Martin Packer  
Dina V. Cellini  
Michael M. Krop<sup>1</sup>  
Seth E. Salver  
Raj Singh

Others Present: Councilwoman Patricia Cohen  
Jay Smith, Interim Village Manager  
Ellisa L. Horvath, MMC, Village Clerk

As a quorum was determined to be present, the meeting commenced.

**2. PLEDGE OF ALLEGIANCE:** The pledge was led by Ms. Cellini.

**3. OATH OF OFFICE FOR COMMITTEE MEMBER RAJ SINGH:**  
Mrs. Horvath gave the oath of office to Committee member Raj Singh.

**4. APPROVAL OF MINUTES:** *A motion was offered by Ms. Cellini and seconded by Mr. Singh to approve the June 3, 2013 Regular Meeting Minutes, with the footer corrected to read Budget Committee, not Resort Tax Committee. The motion carried (4-0).*

**5. DISCUSSION OF PRELIMINARY BUDGET FOR BUILDING DEPARTMENT:** *Suramy Cabrera, Structural Plan Reviewer and Assistant to the Building Official (CAP Government – Village Consultant), addressed the Committee.*

Mr. Smith distributed a revised budget (Explanation of Expenditure by Line Item - Building Department), from Mr. Wallace. He reported that the preliminary estimate received for health insurance was a 26% increase over the current year, which still had to be negotiated.

Dr. Krop arrived.

Mr. Smith requested that the Committee review the updated budget that was distributed and to disregard the spread sheet that was provided in the agenda.

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<sup>1</sup> Dr. Krop arrived during Discussion of Preliminary Budget for Building Department.

Ms. Cabrera reviewed the increased cost for professional services, due to the Consultatio project (breakdown of permit fees 70% to CAP and 30% to Bal Harbour). She explained that CAP charged an hourly rate for anything other than building inspection fees. The Committee discussed the Consultatio Development Agreement and payment for the inspections from that, in lieu of the permit fees.

Mr. Singh questioned if the 30% that the Village received would be shown as revenue.

Dr. Krop questioned if the Village was held harmless, if the cost was more than what the Village was being paid for the Consultatio project. Ms. Cabrera didn't anticipate that the cost would be more than anticipated.

Ms. Cabrera clarified that the CAP contract was for 70% of the fees collected for permits, with the Village receiving 30% of the fees.

Mr. Smith clarified that rates for workers compensation and life insurance had not been received yet.

Ms. Cellini anticipated a decrease in the lease/gas/tires, since the Building Official no longer received a vehicle. Mr. Smith agreed.

Mr. Smith estimated \$350,000.00 for CAP, plus hourly fees for other items such as Architectural Review Board recommendations, code violations, and other items that were not revenue generated.

**Beth Berkowitz – 10160 Collins Avenue**, questioned how threshold inspections were handled. Ms. Cabrera explained that those were done by a private engineer and were not handled or paid for by the Village.

**Neil Alter – 9801 Collins Avenue**, questioned who paid for the threshold inspections. Ms. Cabrera explained that the person who hired the private engineer and requested the inspection would pay.

Mr. Singh questioned if CAP provided the Village with liability insurance. Ms. Cabrera advised that CAP did have liability insurance. Mr. Smith will see if the Florida League of Cities also covered the Village for the Building Department.

Ms. Cellini pointed out that there were two line items listed for fuel. Mr. Smith will review that.

Dr. Krop questioned the amount that was projected to be left over in the current budget. Mr. Smith will look into that.

Mr. Salver noted that some of the line items were missing.

**Brian Mulheren – 10245 Collins Avenue**, questioned how the \$500,000.00 amount was determined for the Consultatio Development Agreement, since he was concerned that the project would go over that amount. Mr. Smith reported that the former Building Official had provided that estimate. Ms. Cabrera wasn't part of the negotiations but thinks that amount would be more than if the actual permit fee had been charged.

Dr. Krop questioned if the Village could do something about that amount, if it ended up being short. Mr. Smith didn't think so, since there was a Development Agreement, but noted that there were penalties if the project wasn't completed on time.

**Neil Alter – 9801 Collins Avenue**, questioned if the Village was reimbursed for the use of police vehicles, by the off-duty police for the Consultatio project. Councilman Packer noted that was provided for in the Development Agreement. Mr. Smith explained that the Village received an additional \$5.00, to the off-duty rate.

**Councilwoman Cohen** questioned if the 70%/30% split with CAP was standard. Ms. Cabrera explained that was the amount that CAP used with many other municipalities and explained that the Village had piggybacked on an existing contract that CAP had with the City of Aventura.

**Lori Mobley (Village Code Enforcement Officer)**, questioned if the demolition permit had been received and if it was part of the Development Agreement. Ms. Cabrera clarified that the project had received the demolition permit, but the fees for the Development Agreement would start when the Consultatio Project submitted for a building permit, not including the demolition.

The Committee requested the missing line items and the cost for an umbrella insurance policy.

The Committee discussed the retirement costs.

**Agnes Aponte**, questioned the last time the Village looked at the retirement plan and why the plan was not a defined contribution plan.

Mr. Salver discussed the defined benefit plan, which he thought was standard for municipalities. Mr. Smith explained that future benefits could be changed, but not the existing ones. Mr. Salver noted that the amount for the pension should be in the audit report. Ms. Cellini requested the audit report. Mr. Smith explained that the Village was formulating the new contract with the Police, but the pension for the General Employees could be changed at any time. He explained that the Village needed direction from the Actuary. Mr. Singh clarified that a different plan could be set up for new employees. Councilman Packer agreed and noted that the Village could go into the State plan, but that hadn't been determined yet.

## **6. DISCUSSION OF PRELIMINARY BUDGET FOR POLICE DEPARTMENT: Michael Daddario, Interim Police Chief, and Sergeant Jack Young, addressed the Committee.**

Chief Daddario noted that the Finance Director handled the salaries, overtime, FICA, and insurance.

Ms. Cellini discussed the increase of 25% in legal fees. Chief Daddario discussed the increase for collective bargaining, etc. Mr. Smith clarified that amount also covered the legal fees for Attorney Dan Gelber (Consultant). Ms. Cellini requested the amount paid to Mr. Gelber.

Mr. Singh discussed the salaries. Chief Daddario explained that the salaries were a fixed amount, not hourly, based on an 80 hour two-week period. Mr. Singh discussed annual projection for hours. Chief Daddario explained that the police department would pay for overtime this year, which was previously paid out of the forfeiture fund. Mr. Smith reported that Mr. Wallace budgeted a percentage of the salaries for overtime. Mr. Singh recommended that the Chief estimate the overtime cost, not Mr. Wallace. Chief Daddario explained that overtime was pensionable, up to 300 hours.

Chief Daddario reviewed the structure of the Department. Ms. Cellini questioned if there was enough work for two detectives. Chief Daddario advised that there was and discussed the complexity of the cases, as well as the detectives filling in for patrol. Ms. Cellini felt that the Department's structure was top heavy and questioned if that was standard for other municipalities. Chief Daddario felt that it was very similar to other municipalities. Ms. Cellini felt that the Department's ratio seemed high. She questioned the part time person, who handled accreditation. Chief Daddario explained that position was eliminated, since it was paid with forfeiture funds.

Mr. Smith explained that the decision was made to wait for the new Village Manager to select the new Police Chief, so an estimate was provided for the new Chief's salary. Mr. Singh thought that the full amount of the salary was not necessary, since that position would not be hired at the beginning of the year. He also recommended that the part time Executive Secretary position be cut, once the full time Executive Secretary was hired. He suggested that a cost benefit analysis be done for the IT position that was recommended.

Dr. Krop questioned other sources of fines for the Department. Mr. Smith discussed the State forfeiture fund.

Chief Daddario reviewed the Red Light Camera program and reported that the State received 50% of the fine, the company (ATS) received approximately \$25,000.00 monthly (\$4,750.00 per camera per month), and the County Court received a percentage. He estimated that the Village received a net of 20% of the gross, which was \$175,000.00. Mr. Singh questioned a scenario for a breakeven point. Chief Daddario didn't see it. He reported that the Special Master cost for the hearings would come out of the red light camera revenue. Mr. Singh suggested that the use of personnel be worked into the formula. Dr. Krop questioned if the cameras enabled the Village to get rid of some Police Officers. Chief Daddario didn't know.

Mr. Singh questioned if the Chief would structure the ratio different, if he was able to. Chief Daddario noted that would be something for the new Chief to look at. He added that a Sergeant could not be demoted, without just cause. Ms. Cellini questioned if there was a hiring/promotion moratorium. Chief Daddario advised that there was, but noted that he just lost one person that he would like to replace.

Chief Daddario reviewed the vehicle list and the take home program. Ms. Cellini questioned if a Motorcycle Officer received a motorcycle and a vehicle. Chief Daddario advised that they did (two motorcycle officers had a car to take home and a motorcycle that stayed at the station).

Ms. Cellini reviewed the rental costs for the training trailer and boat dock.

Ms. Cellini discussed the \$700.00 stipend for the Chief's car.

Mr. Singh left the meeting.

Ms. Cellini reviewed the vehicle list. She requested that columns be added to show the lease amount, lease term, and if the Council would be asked to absorb that amount.

Mr. Singh returned.

Dr. Krop requested a printout showing the value of the red light cameras versus the expenses.

Mr. Smith reported that one Code Enforcement Officer took their car home and one did not. He reported a total of 26 vehicles. Ms. Cellini suggested that the Maintenance line item be decreased. Mr. Smith noted that although the fleet was smaller, it was getting older. Chief Daddario explained that the Code Enforcement Officers would be using the older vehicles, when their leases were up. He voiced concern in decreasing the Maintenance line item. Ms. Cellini questioned if the take home vehicles for Code Enforcement were by contract. Chief Daddario advised that they were not and it was given as a perk. Mr. Smith clarified that it was offered to both of the Code Enforcement Officers, but they are taxed on it so one decided not to take it home.

Mr. Singh requested a breakdown of the Maintenance line item (washing, damage/repair, maintenance, copier, generator, etc.), to see if that could be decreased.

Ms. Cellini requested that a list of Maintenance agreements be included in the Maintenance line item.

Dr. Krop discussed the Telephone line item. Chief Daddario explained that the line item had been increased, since some of the costs were previously paid out of the forfeiture fund. Dr. Krop questioned the percentage of the budget that the forfeiture fund previously paid for that the Department now had to pay for.

Ms. Cellini reviewed the Travel/Per Diem line item. Chief Daddario explained the different training that was included.

Dr. Krop reviewed Fuel. Chief Daddario explained the increase due to the fuel for the Police Detectives being absorbed, which was previously paid through the forfeiture fund.

Ms. Cellini reviewed Management Expenses. Chief Daddario reported that some Officers had credit cards to be used for expenses, per the Department's direction. He explained the incentive to get 5% back using the credit card. Chief Daddario explained that he reviewed the credit card statements for payment from the appropriate line item. Mr. Salver questioned what the extra money was for listed in Management Expenses. Ms. Cellini questioned if the Chief had discretion to take a group out to lunch. Chief Daddario advised that it would have to be business related and a form would have to be completed. Ms. Cellini discussed the possibility of decreasing the amount.

Ms. Cellini questioned if a bid process was used for the Laundry/Dry Cleaning. Chief Daddario explained that was done in 2010 and the prices hadn't changed.

Mr. Singh discussed Operating Supplies. Chief Daddario explained that was a one time

charge for the accreditation items. He explained that he used the prior amount budgeted. Mr. Singh questioned if the amount requested would be enough, based on FY 2012. Dr. Krop noted that there wasn't a Contingency line item.

Mr. Singh suggested that the general ledger be used, with the items marked to be used for the proposed budget. He discussed the need to support the figures, since some line items were always over budget and some were under budget. Mr. Smith discussed the difficulty in determining some of the line items. Mr. Singh agreed, but requested a best estimate for those items that could not be determined.

Ms. Cellini questioned the increase in Uniforms. Chief Daddario explained that he would like to replace guns for the Officers, which were 14 years old. Mr. Singh suggested reserving what wasn't spent in the current police budget, for the guns.

Councilman Packer questioned the amount in the State forfeiture fund. Chief Daddario estimated it to be close to \$1 million, but explained that fund was not being used right now.

Ms. Cellini discussed the Educational Expenses. Chief Daddario explained that some was mandatory, due to accreditation, and some was to train the future leaders of the Department. Ms. Cellini suggested that the new Chief determine who should be sent for that type of training. She spoke against taking an Officer's time away from the Village and requested a list of required training, per officer, for accreditation. Chief Daddario explained that the Department's accreditation expired in 2009 and it was seeking to re-acquire accreditation by March 2014. Mr. Singh requested the Officer's title, the training they needed for the proposed budget year, and the cost. He also requested that training be consolidated into one line item.

Ms. Cellini discussed the training trailer (\$3600 annual lease). Sergeant Young explained the software (paid for) and the training that was done in the trailer, which was also used to store vehicle equipment. He reported that the Village did not charge to train other Departments. He discussed the benefit to the community to have Officers who were properly trained.

The Committee discussed the Department assisting armored trucks. Chief Daddario discussed the Department's procedure in doing so.

Ms. Cellini discussed concern that Officers were taken away from their jobs for training. Chief Daddario noted that if it was required training, it had to be done on Village time and anything additional could be done on the Officer's time. He discussed the importance of training for the Officers. Ms. Cellini requested the amount of time and type of training that each officer had completed. Sergeant Young noted that some officers may have deficiencies in certain areas and the community was benefitted by having officers with more training. Chief Daddario discussed the benefit of having in-house training, which was more agency specific and also allowed the Officer to be used on the road, if needed.

Mr. Singh requested one line item for training, with support for the amount. Chief Daddario will provide goals/objectives for the training unit.

Councilman Packer felt that patrol in the Gated Area reduced the manpower in the rest of the Village.

Councilwoman Cohen suggested that the Sergeant with IT experience be used more for IT.

Councilwoman Cohen questioned the need for a K-9 unit and requested the cost, as well as how much the dog was used, since the Village no longer had a forfeiture unit. Chief Daddario explained that the Village would receive a portion of the proceeds, if the Village's dog was used by another Department, as well as it being more of a community item.

Councilwoman Cohen suggested that the take home cars also be analyzed. Chief Daddario noted that would be part of the Police negotiations.

Councilwoman Cohen discussed the concept of a collaborative effort for dispatchers, with other departments. Chief Daddario discussed the difficulty of the logistics and different report writing systems.

Councilwoman Cohen discussed the need to review the credit card statements.

Councilwoman Cohen felt that the dry cleaning cost should be less, if the Village now had fewer officers. Chief Daddario discussed the Officers that now used dry cleaning that weren't before (those in the forfeiture unit, etc.).

Councilwoman Cohen requested that the costs for dry cleaning and car washes be reviewed and suggested that a fixed person be hired to decrease costs if necessary.

Ms. Cellini questioned if the take home vehicles were in the collective bargaining agreement. Mr. Smith reported that they currently were not.

Ms. Cellini suggested that each Officer be responsible for washing their own car.

Councilman Packer agreed that should be looked at.

**Brian Mulheren – 10245 Collins Avenue**, suggested that the Village receive compensation every time an Officer was dispatched for an armored car at the Shops. He didn't think that the Village needed more than one detective and suggested that one sergeant handle the accreditation and the training. He suggested looking at getting rid of the Police boat, since it wasn't used. He requested a list of the vehicles and who they were assigned to.

The Committee requested the following items for the next meeting:

1. Squad car fleet schedule
2. Red light camera cost benefit analysis
3. Breakdown of Maintenance of Vehicles (to show amount for car washes, maintenance, etc.)
4. Breakdown of Maintenance of Equipment
5. Breakdown of Education and Training (showing goals/objectives and how money would be spent and either merge or separate certain line items)
6. Cost of services to the Shops (Brinks trucks, etc.) and what Aventura receives for service to the Aventura mall
7. The number of Police assigned to the Gated Area

Councilman Packer suggested that a Police vehicle only circulate in and out of the Gated

Area and not stay in there. Chief Daddario noted that the Gated Residential Section Advisory Committee had requested more officer presence in the Gated Area. He discussed the prior standard for an officer to patrol in that area. Mr. Singh spoke against the Village being broken up into percentages of where the Police spent their time and felt that the Police knew where they needed to be.

Ms. Cellini noted that Chief Daddario could make the decision to stop the Officers from assisting the armored trucks. Chief Daddario didn't see any detriment, if an Officer was available, to drive by the armored truck.

**Sergeant Raul Martinez – Bal Harbour Police**, reported that the Police only drove by the armored car, for visibility purposes.

**Beth Berkowitz – 10160 Collins Avenue**, questioned how often the Police patrolled each apartment driveway, since she never saw them.

Councilwoman Cohen noted that the Police were in the Shops a lot. She thought that four Police Officers a shift was too much for the Village, which was only one square mile.

Chief Daddario discussed the need to consider coverage for sick time, vacation time, etc.

**Neil Alter – 9801 Collins Avenue**, spoke in favor of charging the Bal Harbour Shops, for the service for the armored trucks.

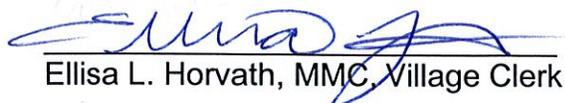
Ms. Cellini noted that the Police Station was still in the Bal Harbour Shops, which should be enough of a deterrent, in lieu of dispatching an officer for an armored car.

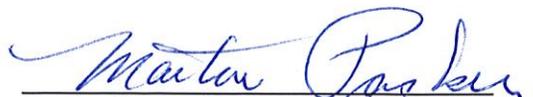
*It was the consensus of the Committee to move the next meeting from June 27<sup>th</sup> to June 26<sup>th</sup> (at 6:00 p.m.) to review the Finance, Legislative, Executive, and Beautification (if the figures are available) Department budgets. The Police Department budget will be reviewed again at the July 9<sup>th</sup> meeting.*

**7. OTHER BUSINESS:** None.

**8. ADJOURN:** There being no further business, *a motion was offered by Mr. Singh and seconded by Mr. Salver to adjourn. The motion carried (5-0) and the meeting was adjourned at 9:35 p.m.*

Attest:

  
Ellisa L. Horvath, MMC, Village Clerk

  
Councilman Martin Packer