North Bay Village

Financial Advisory Board Meeting
Oggi Ristorante
1666 Kennedy Causeway, North Bay Village, FL 33141
Monday, April 17, 2023 - 6:30 PM

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1. Opening Items

A. Call to Order
B. Roll Call

2. Approval of Meeting Minutes

March 21st, 2023

2023-3-21 Financial Advisory Board Meeting Minutes.docx

3. Old Business

3a. Status Update on Village Hall RFP at Sakura Lot

3b. Status Update on TIES/AFA Project

4. New Business

4a. Budget Amendments February/March 2023

March 2023 Budget Adjustment Report.pdf
February 2023 Budget Adjustment Report.pdf

5. Staff/Commission Liaison Updates

6. Public Comments

7. Agenda Items for Next Meeting: June 20th, 2023

8. Adjournment

THIS MEETING IS OPEN TO THE PUBLIC. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS THAT ARE DISABLED; WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE VILLAGE CLERK AT 786-224-8070 NO LATER THAN FIVE DAYS PRIOR TO SUCH PROCEEDING. TO REQUEST THIS MATERIAL IN ACCESSIBLE FORMAT, SIGN LANGUAGE INTERPRETERS, INFORMATION ON ACCESS PERSONS WITH DISABILITIES, AND/OR ANY ACCOMMODATION TO REVIEW ANY DOCUMENT OR PARTICIPATE IN ANY VILLAGE-SPONSORED PROCEEDING, PLEASE CONTACT 786-224- 8070 FIVE DAYS IN ADVANCE TO INITIATE YOUR REQUEST. TTY USERS MAY ALSO CALL 711 (FLORIDA RELAY SERVICE).

North Bay Village
Recommendation Memorandum

DATE: April 17, 2023

TO: Honorable Mayor, Vice Mayor and Members of the Village Commission

FROM: Genesis Guevara, Assistant to the Village Clerk

SPONSORED BY:

SUBJECT: March 21st, 2023

RECOMMENDATION

BACKGROUND AND ANALYSIS

BUDGETARY/FINANCIAL IMPACT (Finance Dept.)
NONE

PERSONNEL IMPACT
NONE

ATTACHMENTS
2023-3-21 Financial Advisory Board Meeting Minutes.docx

NORTH BAY VILLAGE
EST. 1945

NORTH BAY VILLAGE
FINANCIAL ADVISORY BOARD
VIRTUAL MEETING MINUTES

TUESDAY, March 21, 2023 - 6:30 P.M.

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1. Call to Order/Roll Call

   Nicholas Martin, called the virtual meeting to order at: 6:35 pm.

   Board Members Present

   - Nicholas Martin
   - Paul Jacob
   - Nicole Rihanek
   - Gila Brock

   Board Members Absent

   - Sandi Horwitz

   Village Staff Present

   - Angela Atkinson, Village Chief Financial Officer
   - Dr. Richard Chervony, Vice Mayor
   - Sandra Siefken, Village Controller
   - Carla Maglio, Deputy Village Manager
   - Dr. Ralph Rosado, Village Manager

   Guests Present

   - None noted

2. Introduction of New Members and Oath of Office
   a. Gila Brock
      i. Sworn into office at a different time

3. Approval of Last Meeting Minutes: February 21, 2023

   Motion made by Nicholas Martin, Chair, seconded by Paul Jacobs, to approve the February 21, 2023 meeting minutes – passed 4/0.

4. New Business

   a) Forecasting Budget Summary Related to Capital Contributions Received and to be Received from Several Vendors / Contractors Related to On-Going Projects And How The Funds Are To Be Utilized In The Future
      - No questions or concerns were brought up by the FAB.

5. Old Business

   a) Status update on RFQ for Village Hall
      - Reviewing need for space as far as design in hopes for minimum redesigns and review need for civic space want building to be prominent but not overly done. Imperative to have design be within budget
      - Non-fire space parking
        i. Approx cost for parking for people that need short term parking as well as min 15 parking spaces
      - Fire space parking
        i. NBV and MDCFR need to finalize negotiations over this amount.

   b) Status update on TIES/AFA/Galleon developments
      - Currently still in progress with developments with the School Board of Miami-Dade County.
      - Budget Amendment $250K
      - Project Manager
        i. Currently NBV understaffed for project needs
        ii. Bond proceeds can be utilized for contract labor hires
        iii. Need to budget for FTE for FY24

   c) Civic Park
      - Bidding process is ongoing
      - Surveying is key for placement and design
      - Parking may be a challenge

   d) Storm Water / Associate Roadway Bond Referendum
      - Review committee to reevaluate firms that have applied
      - Commission to appoint a firm

6. Staff/Commission Liaison Updates

   None noted.

7. Public Comments

   None noted.

8. Discussion of Future Agenda Items for Next Meeting: April 17, 2023

    - 2023 Budget Amendments / Adjustments
    - Annual Comprehensive Plan as of Sept 30, 2022
    - 2024 Annual Budget Review

9. Adjournment

    The motion to adjourn was made by Nicholas Martin, Chair, seconded by Paul Jacob, Vice-Chair, with all voting for by voice vote.

    Meeting adjourned at 7:53pm.

    Prepared by Nicholas Martin, Chair

    This 21 day of March, 2023.

North Bay Village
Recommendation Memorandum

DATE: April 17, 2023

TO: Honorable Mayor, Vice Mayor and Members of the Village Commission

FROM: Genesis Guevara, Assistant to the Village Clerk

SPONSORED BY:

SUBJECT: Status Update on Village Hall RFP at Sakura Lot

RECOMMENDATION

BACKGROUND AND ANALYSIS

BUDGETARY/FINANCIAL IMPACT (Finance Dept.)
NONE

PERSONNEL IMPACT
NONE

North Bay Village
Recommendation Memorandum

DATE: April 17, 2023

TO: Honorable Mayor, Vice Mayor and Members of the Village Commission

FROM: Genesis Guevara, Assistant to the Village Clerk

SPONSORED BY:

SUBJECT: Status Update on TIES/AFA Project

RECOMMENDATION

BACKGROUND AND ANALYSIS

BUDGETARY/FINANCIAL IMPACT (Finance Dept.)
NONE

PERSONNEL IMPACT
NONE

North Bay Village
Recommendation Memorandum

DATE: April 17, 2023

TO: Honorable Mayor, Vice Mayor and Members of the Village Commission

FROM: Genesis Guevara, Assistant to the Village Clerk

SPONSORED BY:

SUBJECT: Budget Amendments February/March 2023

RECOMMENDATION

BACKGROUND AND ANALYSIS

BUDGETARY/FINANCIAL IMPACT (Finance Dept.)
NONE

PERSONNEL IMPACT
NONE

ATTACHMENTS
March 2023 Budget Adjustment Report.pdf
February 2023 Budget Adjustment Report.pdf

North Bay Village, FL

Budget Adjustment Report

Adjustment Detail

For Date Range: 03/01/2023 - 03/31/2023

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Budget Code: 2022-2023 - Budget 2022-2023 Fiscal: 2022-2023						
Revenue						
001-00-369-3693	Settlements			0.00	-2,717.97	-2,717.97
BA0000252	BA RESO 2023-026 AUTOPARTS SETTLEMENT-...	GLPKT19815	03/15/2023		-2,717.97	
107-00-389-3890	Appropriation of Fund Balance			0.00	-12,189.30	-12,189.30
BA0000254	BA RESO 2023-029 PD THOUGHBOOKS/ZEBRA ...	GLPKT19816	03/15/2023		-12,189.30	
115-00-389-3890	Appropriation of Fund Balance			0.00	-86,668.53	-86,668.53
BA0000256	3/15 BA 2023-039 ADA IMP PROJECT TF23-01	GLPKT19818	03/15/2023		-48,062.53	
BA0000257	3/15 BA RESO 2023-040 ADA SIDEWALK IMP P...	GLPKT19819	03/20/2023		-38,606.00	
320-00-334-3340	State Grants			-994,500.00	-73,000.00	-1,067,500.00
BA0000255	BA RESO 2023-035 BAYWALK N.PLAZA PROJ#C...	GLPKT19817	03/15/2023		-73,000.00	
320-00-369-9000	FIND GRANT			-585,000.00	-177,465.80	-762,465.80
BA0000255	BA RESO 2023-035 BAYWALK N.PLAZA PROJ#C...	GLPKT19817	03/15/2023		-177,465.80	
			Revenue Total:	**-1,579,500.00**	**-352,041.60**	**-1,931,541.60**
Department: 521 - LAW ENFORCEMENT						
Expense						
001-21-521-5555	Uniforms			6,000.00	2,717.97	8,717.97
BA0000252	BA RESO 2023-026 AUTOPARTS SETTLEMENT-...	GLPKT19815	03/15/2023		2,717.97	
107-21-521-6410	Office Equipment			0.00	-5,020.00	-5,020.00
BA0000254	BA RESO 2023-029 APPROVING PURCHASE-PD ...	GLPKT19816	03/15/2023		-5,020.00	
107-21-521-6430	Machinery & Equipment			0.00	17,209.30	17,209.30
BA0000254	BA RESO 2023-029 PD THOUGHBOOKS WARR...	GLPKT19816	03/15/2023		5,201.02	
BA0000254	BA RESO 2023-029 PD THOUGHBOOKS PROJ#...	GLPKT19816	03/15/2023		4,066.48	
BA0000254	BA RESO 2023-029 APPROVING PURCHASE-ZE...	GLPKT19816	03/15/2023		7,941.80	
			Expense Total:	**6,000.00**	**14,907.27**	**20,907.27**
			Department 521 Total:	**6,000.00**	**14,907.27**	**20,907.27**
Department: 533 - WATER UTILITY						
Expense						
430-31-533-4609	Repair & Maintenance Water Lines/Meters			20,000.00	5,945.36	25,945.36
BA0000251	BA FOR EMERGENCY WT LINE REPAIR-ADV AVE	GLPKT19651	03/16/2023		5,945.36	
430-31-533-5231	Special Department Supplies			6,000.00	-5,945.36	54.64
BA0000251	BA FOR EMERGENCY WT LINE REPAIR-ADV AVE	GLPKT19651	03/16/2023		-5,945.36	
			Expense Total:	**26,000.00**	**0.00**	**26,000.00**
			Department 533 Total:	**26,000.00**	**0.00**	**26,000.00**
Department: 541 - ROADS AND STREET FACILITIES						
Expense						
115-18-541-6308	Roads and Streets Improvements			1,057,000.00	86,668.53	1,143,668.53
BA0000256	3/15 BA 2023-039 ADA IMP PROJECT TF23-01	GLPKT19818	03/15/2023		48,062.53	
BA0000257	3/15 BA RESO 2023-040 ADA SIDEWALK IMP P...	GLPKT19819	03/20/2023		38,606.00	
			Expense Total:	**1,057,000.00**	**86,668.53**	**1,143,668.53**
			Department 541 Total:	**1,057,000.00**	**86,668.53**	**1,143,668.53**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Department: 630 - CAPITAL PROJECTS						
Expense						
320-61-630-6203	Building-IslandWalk-Design/Permit/Development			4,791,000.00	250,465.80	5,041,465.80
BA0000255	BA RESO 2023-035 BAYWALK N.PLAZA PROJ#C...	GLPKT19817	03/15/2023		250,465.80	
			Expense Total:	**4,791,000.00**	**250,465.80**	**5,041,465.80**
			Department 630 Total:	**4,791,000.00**	**250,465.80**	**5,041,465.80**
			Budget Code 2022-2023 Total:	**4,300,500.00**	**0.00**	**4,300,500.00**

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2022-2023 - Budget 2022-2023	**Fiscal: 2022-2023**			
	001	6,000.00	0.00	6,000.00
	107	0.00	0.00	0.00
	115	1,057,000.00	0.00	1,057,000.00
	320	3,211,500.00	0.00	3,211,500.00
	430	26,000.00	0.00	26,000.00
	Budget Code 2022-2023 Total:	**4,300,500.00**	**0.00**	**4,300,500.00**

North Bay Village, FL

Budget Adjustment Report

Adjustment Detail

For Date Range: 02/01/2023 - 02/28/2023

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Budget Code: 2022-2023 - Budget 2022-2023 Fiscal: 2022-2023						
Revenue						
001-00-366-3663	Contributions & Donations			0.00	-1,732.72	-1,732.72
BA0000248	BA MAYOR'S COASTAL LUNCH-MIA FOUNDATI...	GLPKT19423	02/15/2023		-821.72	
BA0000248	BA TO ALLOCATE DONATIONS-NBV200 VIA MFD	GLPKT19423	02/15/2023		-711.00	
BA0000248	BA TO ALLOCATE DONATIONS SCHOOL SUPPLI...	GLPKT19423	02/15/2023		-200.00	
001-00-389-3891	Appropriation of Unreserved Fund Balance			0.00	-20,045.16	-20,045.16
BA0000249	BA LEGISLATIVE AIDE SALARY INCREASE	GLPKT19424	02/15/2023		-20,045.16	
320-00-366-3663	Contributions & Donations			0.00	-9,492.28	-9,492.28
BA0000248	BA VOGEL PARK MURAL-DONATIONS CP22-08 ...	GLPKT19423	02/15/2023		-8,767.28	
BA0000248	BA TO ALLOCATE DON FOR ISLANDWALK MUR...	GLPKT19423	02/15/2023		-725.00	
320-00-389-3890	Appropriation of Fund Balance			-390,000.00	-260,399.40	-650,399.40
BA0000258	2/15 BA WO EAC FOR CIVIC PARK-PROJ CP22-10	GLPKT19820	02/15/2023		-260,399.40	
			Revenue Total:	**-390,000.00**	**-291,669.56**	**-681,669.56**
Department: 512 - EXECUTIVE						
Expense						
001-12-512-1200	Regular Salaries			472,441.00	-7,750.00	464,691.00
BA0000250	BA VILLAGE CLERKS SALARY INCREASE-RESO	GLPKT19434	02/15/2023		-7,750.00	
001-12-512-2100	Fica			36,999.00	-592.88	36,406.12
BA0000250	BA VILLAGE CLERKS SALARY INCREASE-RESO	GLPKT19434	02/15/2023		-592.88	
001-12-512-2200	Retirement Contributions			127,799.00	-466.28	127,332.72
BA0000250	BA VILLAGE CLERKS SALARY INCREASE-RESO	GLPKT19434	02/15/2023		-466.28	
001-12-512-2300	Health, Life, Dental			44,392.00	-2,030.00	42,362.00
BA0000250	BA VILLAGE CLERKS SALARY INCREASE-RESO	GLPKT19434	02/15/2023		-2,030.00	
001-12-512-5340	Travel, Conferences & Meetings			6,500.00	821.72	7,321.72
BA0000248	BA MAYOR'S COASTAL LUNCH-MIA FOUNDATI...	GLPKT19423	02/15/2023		821.72	
001-13-512-1200	Regular Salaries			142,560.00	24,439.00	166,999.00
BA0000249	BA LEGISLATIVE AIDE SALARY INCREASE	GLPKT19424	02/15/2023		16,689.00	
BA0000250	BA VILLAGE CLERKS SALARY INCREASE-RESO	GLPKT19434	02/15/2023		7,750.00	
001-13-512-2100	Fica			10,921.40	1,869.59	12,790.99
BA0000249	BA LEGISLATIVE AIDE SALARY INCREASE	GLPKT19424	02/15/2023		1,276.71	
BA0000250	BA VILLAGE CLERKS SALARY INCREASE-RESO	GLPKT19434	02/15/2023		592.88	
001-13-512-2200	Retirement Contributions			35,266.40	4,575.73	39,842.13
BA0000249	BA LEGISLATIVE AIDE SALARY INCREASE	GLPKT19424	02/15/2023		2,079.45	
BA0000250	BA VILLAGE CLERKS SALARY INCREASE-RESO	GLPKT19434	02/15/2023		2,496.28	
			Expense Total:	**876,878.80**	**20,866.88**	**897,745.68**
			Department 512 Total:	**876,878.80**	**20,866.88**	**897,745.68**
Department: 541 - ROADS AND STREET FACILITIES						
Expense						
112-18-541-4602	Repair & Maintenance Equipment			10,000.00	-2,500.00	7,500.00
BA0000247	BA SIDEWALK REPAIRS (SMALL AMENDMENT ...	GLPKT19326	02/20/2023		-2,500.00	
112-18-541-4604	Repair & Maintenance Building/Parks			10,000.00	-2,500.00	7,500.00
BA0000247	BA SIDEWALK REPAIRS (SMALL AMENDMENT ...	GLPKT19326	02/20/2023		-2,500.00	
112-18-541-4605	Repair & Maintenance Grounds			30,000.00	5,000.00	35,000.00

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
BA0000247	BA SIDEWALK REPAIRS (SMALL AMENDMENT ...	GLPKT19326	02/20/2023		5,000.00	
			Expense Total:	**50,000.00**	**0.00**	**50,000.00**
			Department 541 Total:	**50,000.00**	**0.00**	**50,000.00**
Department: 571 - COMMUNICATIONS & SPECIAL EVENTS						
Expense						
001-71-571-5463	Community Events Sponsored by Commission			25,000.00	711.00	25,711.00
BA0000248	BA TO ALLOCATE DONATIONS-NBV200 VIA MFD	GLPKT19423	02/15/2023		711.00	
001-71-571-5489	Youth Services Community Programs-Police			28,000.00	200.00	28,200.00
BA0000248	BA TO ALLOCATE DONATIONS SCHOOL SUPPLI...	GLPKT19423	02/15/2023		200.00	
			Expense Total:	**53,000.00**	**911.00**	**53,911.00**
			Department 571 Total:	**53,000.00**	**911.00**	**53,911.00**
Department: 630 - CAPITAL PROJECTS						
Expense						
320-61-630-6201	Park Improvements-Vogel Park			400,000.00	8,767.28	408,767.28
BA0000248	BA VOGEL PARK MURAL-DONATIONS CP22-08 ...	GLPKT19423	02/15/2023		8,767.28	
320-61-630-6203	Building-IslandWalk-Design/Permit/Development			4,791,000.00	725.00	4,791,725.00
BA0000248	BA TO ALLOCATE DON FOR ISLANDWALK MUR...	GLPKT19423	02/15/2023		725.00	
320-61-630-6204	Park Improvements-Civic Park			150,000.00	260,399.40	410,399.40
BA0000258	2/15 BA WO EAC FOR CIVIC PARK-PROJ CP22-10	GLPKT19820	02/15/2023		260,399.40	
			Expense Total:	**5,341,000.00**	**269,891.68**	**5,610,891.68**
			Department 630 Total:	**5,341,000.00**	**269,891.68**	**5,610,891.68**
			Budget Code 2022-2023 Total:	**5,930,878.80**	**0.00**	**5,930,878.80**

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2022-2023 - Budget 2022-2023 Fiscal: 2022-2023				
	001	929,878.80	0.00	929,878.80
	112	50,000.00	0.00	50,000.00
	320	4,951,000.00	0.00	4,951,000.00
	Budget Code 2022-2023 Total:	**5,930,878.80**	**0.00**	**5,930,878.80**