

1515NW 167th Street
Miami Gardens, Florida 33169



Mayor Shirley Gibson
Vice Mayor Barbara Watson
Councilman Melvin L. Bratton
Councilman Aaron Campbell Jr.
Councilwoman Sharon Pritchett
Councilman Oliver G. Gilbert III
Councilman André Williams

Agenda Cover Page

Meeting Date: **September 24, 2008**

Fiscal Impact: No **X** Yes

(If yes, explain in Staff Summary)

Funding Source: Miami Dade OCED

Contract/P.O. Requirement: Yes **X** No

Sponsor Name/Department:

Danny Crew, City Manager

Public hearing

Ordinance

1st Reading 2nd Reading

Advertising requirement: Yes **X** No

RFP/RFQ/Bid # ITB#07-08-020

Façade Improvement Project

Quasi-Judicial

Resolution **X**

Title

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, THAT CERTAIN AGREEMENT WITH ANDES CONSTRUCTION GROUP, INC. FOR FAÇADE IMPROVEMENTS, IN THE AMOUNT OF \$236,115.99, PLUS A CONTINGENCY, A COPY OF WHICH IS ATTACHED HERETO AS EXHIBIT A; PROVIDING FOR INSTRUCTIONS TO THE CITY CLERK; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

Staff Summary

Background

In July 2005, the City executed a contract with Miami Dade County's Office of Community and Economic Development for façade improvements. Initially, 3 business locations were identified as willing participants in the program. Unfortunately, after several months of negotiating with each business, and after the production of the required plans, none of the businesses were willing to execute contracts with the City.

In an effort to not forfeit the County's Grant funds, the City's Community Development Department sought to identify other eligible business locations for the façade improvements. Staff identified the Stop N Shop Plaza, located at 4100 N.W. 167 Street. A contract with the owner of this plaza has been executed and we proceeded to have the architectural plans drawn for the proposed improvements. The Purchasing Division used the specifications provided to prepare solicitation ITB #07-08-020, which advertised on June 16, 2008. A broadcast notice was sent to 1,235 vendors through

J-5) CONSENT AGENDA
RESOLUTION

Agreement with Andes Construction Group, Inc.

Demandstar by Avia (providing notification to all vendors registered in that category). As part of the solicitation we required vendors attend a mandatory pre-bid conference that provided an overview of the project and allow for on-site inspections.

Twenty contractors attended the mandatory pre-bid conference. Two sealed bids were received by the required deadline, and they were opened and publicly read on August 11, 2008. A copy of the bid document and submittals are available for review in the office of the Assistant to the Mayor/Council. One bid was determined to be non-responsive as they did not complete the entire bid form per the requirements. The tabulation sheet is attached as **Exhibit "A"**. The bid submittal was evaluated for compliance with the specifications and their ability to perform the work. Among other areas, we considered their bonding capacity, response to questionnaires, compliance with specifications, financial status, and their capacity to perform. References were found favorable.

Inasmuch as only one bid was responsive, staff met with the owner of the property and the responsive contractor to negotiate the bid prices. The revised bid amount is \$236,115.99.

The City's contract with the County for these funds expires December 31, 2008. It is our desire to move this project expeditiously in order to garner the benefit of these funds and more importantly to provide a much needed "facelift" to a highly visible business location.

The proposed resolution seeks City Council approval to authorize the City Manager to execute an agreement with Andes Construction Group, Inc. located in Weston, Florida in order to perform the façade improvements as stipulated in the Invitation to Bid documents.

Recommendation

City staff recommends the approval of the attached resolution authorizing the City Manager to execute an agreement with Andes Construction Group, Inc. for the façade improvements at the Stop N Shop Plaza.

RESOLUTION No. 2008-

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A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, THAT CERTAIN AGREEMENT WITH ANDES CONSTRUCTION GROUP, INC. FOR FAÇADE IMPROVEMENTS, IN THE AMOUNT OF \$236,115.99, PLUS A CONTINGENCY, A COPY OF WHICH IS ATTACHED HERETO AS EXHIBIT A; PROVIDING FOR INSTRUCTIONS TO THE CITY CLERK; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, in July 2005, the City executed a contract with Miami Dade County's Office of Community and Economic Development for façade improvements in an effort to identify businesses that wanted to participate in a façade improvement program, and

WHEREAS, initially, 3 business locations were identified as willing participants in the program; however, after the production of the required plans, none of the businesses were willing to execute contracts with the City, and

WHEREAS, in an effort to salvage the County's Grant funds, the City's Community Development Department sought to identify other eligible business locations for the façade improvements, and

WHEREAS, staff has identified the Stop N Shop Plaza, located at 4100 N.W. 167 Street; a contract with the owner of this plaza has been executed; and staff has proceeded to have the architectural plans drawn for the proposed improvements, and

WHEREAS, the City's Purchasing Division used the specifications provided, to prepare solicitation ITB #07-08-020, which was advertised on June 16, 2008, and

WHEREAS, two sealed bids were received by the required deadline, and they were opened and publicly read on August 11, 2008, and

1 WHEREAS, one bid was determined to be non-responsive as they did not
2 complete the entire bid form per the requirements, and

3 WHEREAS, the other bid was evaluated and it was determined that the City
4 should contract with the second bidder, Andes Construction Group, Inc., to perform the
5 renovations, and

6 WHEREAS, since only one bid was responsive, staff met with the owner of the
7 property and the responsive contractor to negotiate a revised bid price of \$236,115.99,

8 WHEREAS, City staff is recommending that the City Council enter into an
9 agreement with Andes Construction Group, Inc., in the amount of \$236,115.99, for
10 façade renovations to the Stop N Shop Plaza,

11 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
12 OF MIAMI GARDENS, FLORIDA, as follows:

13 Section 1. ADOPTION OF REPRESENTATIONS: The foregoing Whereas
14 paragraphs are hereby ratified and confirmed as being true, and the same are hereby
15 made a specific part of this Resolution.

16 Section 2. AUTHORITY: The Mayor and City Clerk are hereby authorized and
17 directed to execute and attest, respectively, that certain Agreement with Andes
18 Construction Group, Inc. in the amount of \$236,115.99, which shall include a 10%
19 contingency, for façade renovations at the Stop N. Shop plaza located at 4100 N.W.
20 167th Street, a copy of which is attached hereto as **Exhibit A**.

21 Section 3. INSTRUCTIONS TO THE CITY CLERK: The City Clerk is hereby
22 authorized to obtain three (3) fully executed copies of the subject Agreement, with one

1 to be maintained by the City; with one to be delivered to Andes Construction Group,
2 Inc., and with one to be directed to the Office of City Attorney.

3 Section 4. EFFECTIVE DATE: This Resolution shall take effect immediately
4 upon its final passage.

5 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI
6 GARDENS AT ITS REGULAR MEETING HELD ON SEPTEMBER 24, 2008.

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SHIRLEY GIBSON, MAYOR

10 ATTEST:

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RONETTA TAYLOR, MMC, CITY CLERK

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PREPARED BY: SONJA KNIGHTON DICKENS, ESQ.
City Attorney

20 SPONSORED BY: DANNY CREW, CITY MANAGER

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MOVED BY: _____

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VOTE: _____

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Mayor Shirley Gibson	___(Yes)	___(No)
Vice Mayor Barbara Watson	___(Yes)	___(No)
Councilman Melvin L. Bratton	___(Yes)	___(No)
Councilman Aaron Campbell	___(Yes)	___(No)
Councilman Oliver Gilbert, III	___(Yes)	___(No)
Councilwoman Sharon Pritchett	___(Yes)	___(No)
Councilman André Williams	___(Yes)	___(No)

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SKD/teh

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City of Miami Gardens
 1515 N.W. 167th Street: Bldg. 5 Suite 200
 Miami Gardens, Florida 33169

Procurement Department
Tabulation Sheet

ITB#07-08-020 FAÇADE IMPROVEMENT PROJECT
August 11, 2008 @ 2:00 p.m.

Item	Andes Construction Group Weston, Fl	
Div 1		\$45,581.00
Div 2		\$50,050.00
Div 3		\$30,792.00
Div 4		\$8,175.00
Div 5		\$15,000.00
Div 6		\$30,000.00
Div 7		\$25,500.00
Div 8		\$4,750.00
Div 9		\$44,679.00
Div 10		\$48,000.00
Div 16		\$42,000.00
Total Base Bid		\$344,527.00
Alternates		
No 1.1		(\$32,000.00)
No1.2		(\$8,000.00)
No2		(\$48,000.00)
No 3.2		(\$10,000.00)
Total Alt		(\$98,000.00)
Total Base Less Alternate		\$246,527.00
Alternate #2	U of M	Unit Price
Replace storefront	Sq. Ft.	\$65.00
Junction box	Lineal Ft	\$150.00
Sign light fixtures above eyebrow	Fixture	\$550.00
Sign light fixtures below eyebrow	Fixture	\$350.00
Metal shutters	Sq. Ft.	\$25.00
Aluminum letters 7 1/2"	Letter	\$170.00
11"		\$200.00
18"		\$230.00
22"		\$280.00
Alternate #3		
Structural tube support		\$87,600.00

Dev-Con Construction & Consulting, LLC was non-responsive

This is only a tabulation of prices submitted and is not an indication of award or responsiveness.

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Councilman Aaron Campbell Jr.
Councilwoman Sharon Pritchett
Councilman Oliver G. Gilbert III
Councilman André Williams

Agenda Cover Page

Meeting Date: **September 24, 2008**

Fiscal Impact: No Yes

(If yes, explain in Staff Summary)

Funding Source: General Fund

Contract/P.O. Requirement: Yes No

Sponsor Name/Department:

Ronetta Taylor, MMC, City Clerk

Public hearing

Ordinance

1st Reading

Advertising requirement:

RFP/RFQ/Bid: No

Quasi-Judicial

Resolution **X**

2nd Reading

Yes No **X**

Title

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING A MERIT INCREASE IN THE AMOUNT OF ___ PERCENT TO RONETTA TAYLOR, THE CITY CLERK; PROVIDING ___ FOR ADOPTION OF REPRESENTATIONS; INSTRUCTIONS TO THE CITY MANAGER; PROVIDING AN EFFECTIVE DATE

Staff Summary

Background

Placing this item on the agenda provides a process and affords Council members with an opportunity to convey their expectations for the Office of the City Clerk.

In addition to the accomplishments outlined in the attached memorandum, which I previously provided, I have continued to enhance the professionalism of my office by attending various conferences sponsored by my state and national organizations.

Furthermore, I recently achieve the distinguished designation of Master Municipal Clerk, from the International Institute of Municipal Clerks, the only professional organization with that authority. I am one of four (4) Municipal Clerks in Miami-Dade County, and one of 55 out of the more than 400 Municipal Clerks in the State of Florida to receive this advanced designation.

I keep abreast of the latest issues and trends affecting my office through my active membership in the International Institute of Municipal Clerks, and the Florida Association of City Clerks. I also assist other Municipal Clerks through my active

participation as a member of the Mentoring Committee and Chair of the By-Laws Committee, respectively.

I am respectfully requesting that this Council consider and approve a five (5) percent merit increase.

Recommendation:

Approve resolution providing for a five percent merit increase.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING A MERIT INCREASE IN THE AMOUNT OF ___ PERCENT TO RONETTA TAYLOR, THE CITY CLERK; PROVIDING FOR ADOPTION OF REPRESENTATIONS; INSTRUCTIONS TO THE CITY MANAGER; PROVIDING AN EFFECTIVE DATE

1 WHEREAS, Ronetta Taylor has been employed as the City Clerk since the
2 inception of the City in 2003, and

3 WHEREAS, although Ronetta Taylor is a charter employee who works for the
4 City Council, until this time, she has not served by virtue of a written contract, and

5 WHEREAS, in a prior item the City considered and agreed to a written
6 agreement with Ronetta Taylor as the City Clerk, and

7 WHEREAS, the City Council has had an opportunity to review Ms. Taylor's
8 performance over the past year and has determined that Ms. Taylor is entitled to a merit
9 increase in light of her performance over the past year,

10 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
11 OF MIAMI GARDENS, FLORIDA AS FOLLOWS:

12 **Section 1:** ADOPTION OF REPRESENTATIONS: The foregoing Whereas
13 paragraphs are hereby ratified and confirmed as being true, and the same are hereby
14 made a specific part of this Resolution.

15 **Section 2:** AUTHORIZATION: The City Council hereby authorizes a merit
16 increase in the amount of _____ percent to the City Clerk.

17 **Section 3:** INSTRUCTIONS TO THE CITY MANAGER: The City Manager is
18 hereby instructed to direct that future salary benefits be paid to the Ronetta Taylor in
19 accordance with the merit increase.

20 **Section 4:** EFFECTIVE DATE. This Resolution shall become effective
21 immediately upon adoption.

22 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI
23 GARDENS AT A SPECIAL MEETING HELD ON SEPTEMBER 24, 2008.

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SHIRLEY GIBSON, MAYOR

27 ATTEST:

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RONETTA TAYLOR, MMC, CITY CLERK

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33 Reviewed by City Attorney, Sonja K. Dickens

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35 SPONSORED BY: RONETTA TAYLOR, MMC CITY CLERK

36 SKD:jla

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38 Moved by:

39 Seconded by:

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41 **VOTE:**

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43 Mayor Shirley Gibson _____(Yes) _____(No)

44 Vice Mayor Barbara Watson _____(Yes) _____(No)

45 Councilman Melvin L. Bratton _____(Yes) _____(No)

46 Councilman Aaron Campbell Jr. _____(Yes) _____(No)

47 Councilman André Williams _____(Yes) _____(No)

48 Councilwoman Sharon Pritchett _____(Yes) _____(No)

49 Councilman Oliver G. Gilbert III _____(Yes) _____(No)

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1515 NW 167th Street, Building 5,
Suite 200, Miami Gardens,
Florida 33169



Mayor Shirley Gibson
Vice Mayor Barbara Watson
Councilman Melvin L. Bratton
Councilman Aaron Campbell Jr.
Councilman Andre Williams
Councilwoman Sharon Pritchett
Councilman Oliver G. Gilbert III

MEMORANDUM

To The Honorable Mayor and
Members of the City Council

From Ronetta Taylor, CMC
City Clerk

Date August 27, 2008 *RT*

Subject Annual Evaluation of City Clerk

This evaluation marks my fifth year as City Clerk for the City of Miami Gardens. During my tenure the Office of the City Clerk has evolved into a major component of the City of Miami Gardens' government. My office interacts, on a daily basis with a majority of the City's departments, other governmental entities and the general public. I am proud to report that the goals I outlined in my last evaluation memorandum, as well as others not mentioned were accomplished and are outlined as follows:

MAJOR ACCOMPLISHMENTS DURING FY 2008

- ✓ Hired two additional and very qualified staff members as provided for in FY 07-08 Budget;
- ✓ Implemented Document Imaging Process (scanner and program were purchased FY 06-07)
- ✓ Initiated "Green Government" practice by putting the Agenda Packet on-line, thus eliminating excessive copying and use of paper;
- ✓ Finished step two in the codification process -all ordinances have been provided to the City's contractor-(step 3 involves input from Christopher Steers and Attorney Dickens as it relates to those sections of Miami-Dade County's Code to be included);
- ✓ Received passport process designation - all staff members, including Community Outreach Coordinator have been trained, and is actively accepting and processing passport applications;
- ✓ Handled 213 Special Master Administrative Cases (September 2007 - August 2008)
- ✓ Handles 370 Special Master Massey Cases (September 2007- August 2008)
- ✓ Recorded Liens for a total amount of \$8,725,840.00 (September 2007-August 2008)
- ✓ Twenty Seven (27) Lien Reduction Applications were processed for a total of \$132,277.50 collected in lien reductions (September 2007-August 2008)
- ✓ Recorded Twenty-nine (29) Stormwater Liens for a total amount of \$8,315.41 (September 2007-August 2008)

- ✓ Participated in Education Compact(Community Involvement)
- ✓ Certified two staff members in Records Management
- ✓ Initiated Records Management/Retention Program with various City departments-identifying those individuals responsible for the records in their respective departments
- ✓ One staff member pursuing Municipal Clerk Certification through the Florida Association of City Clerks Municipal Clerks Academy (3 year program)
- ✓ Collaborated with the City's vendor and the Police Department on the preliminary initiation of the Red Light Camera Program as it relates to appeals going before the Special Master
- ✓ Collaborated with Vice Mayor Watson and her initiative to register potential voters at Norland and Carol City High Schools (over 250 students registered)
- ✓ Coordinated 2008 General Election with Miami-Dade County Division of Elections

GOALS ANTICIPATED FOR FY 09

- ✓ Provide assistance to the City Attorney with the foreclosure of Special Master Liens for non-homestead properties
- ✓ Complete the third phase of the Codification Process for the City of Miami Gardens Code Book of Ordinances
- ✓ Continue providing educational opportunities for staff (two staff members in Clerks Academy)
- ✓ Assist with the next phase of the Red Light Camera Program as it relates to Appeals before the Special Master
- ✓ Continue with Records Management Program for the various City Departments
- ✓ Launch aggressive campaign to get the word out to the community about Passport Processing
- ✓ Continue to research innovative ways to efficiently streamline various procedures in the
- ✓ Continue with the document imaging process by scanning the City Council agenda packets, adopted ordinances, resolutions, minutes and contracts.

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Councilwoman Sharon Pritchett
Councilman André Williams

Agenda Cover Page

Meeting Date: September 24, 2008

Fiscal Impact: No Yes

(If yes, explain in Staff Summary)

Funding Source: CDBG Program Year 3

Contract/P.O. Requirement: Yes No

Sponsor Name/Department: **Danny Crew, City Manager**

Public hearing

Ordinance

1st Reading

Advertising requirement:

Quasi-Judicial

Resolution

2nd Reading

Yes No

RFP/RFQ/Bid # N/A

Title

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AWARDING THIRD YEAR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR PUBLIC SERVICES TO SUNSHINE FOR ALL IN THE AMOUNT OF \$45,000.00, CONCERNED AFRICAN WOMEN IN THE AMOUNT OF \$35,000.00 AND JPM CENTRE IN THE AMOUNT OF \$40,000.00; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

Staff Summary

Background

On June 6, 2008, the department of Community Development issued a Request for Proposals (RFP) for Public Services. The RFP made Community Development Block Grant Funds (CDBG) available to agencies interested in providing Public Services to City of Miami Gardens residents. Proposals were due on July 18, 2008.

Preceding this year's RFP issuance, City staff provided 2 technical assistance (TA) workshops. The purpose of the workshops was to garner an increased level of participation among non-profit organizations. The workshops were designed to provide an understanding of our solicitation process, as well as easy to understand information about the performance requirements when working with federal dollars. There were approximately 20 agencies that attended these TA workshops.

As part of the RFP process, City staff provided a pre-proposal meeting, which was to provide agencies an opportunity to ask questions pertaining to the RFP. A total of seven (7) proposals were received. Four (4) of the proposals were from new agencies that attended the TA workshops that had previously not participated in the City's programs. Attached is a spreadsheet that reflects the following:

- Name of the agencies
- Type of program and description
- Amount of funding requested
- Proposal score

Each of the proposals was evaluated by City staff. In order to be considered for funding, proposals must receive a minimum score of 70. However, receiving the minimum score does not guarantee that agency will be funded.

The funding recommendations are as follows:

<u>Name</u>	<u>Funding Recommended</u>
Sunshine for All	\$45,000
Concerned African Women	\$35,000
JPM Centre	\$40,000

A resolution allocating CDBG funds to each of these organizations is required. Subject to Council's approval of staff's funding recommendations, a sub-recipient agreement will be executed between the City and each agency. This agreement will outline the term of the services to be provided to City of Miami Gardens residents, performance requirements, and funding distribution.

It should be noted, however, that the funding amount being recommended may be increased to the initial amount requested by each agency. The decision to increase the funding will be made solely by City staff and will be based on agency performance and completion of performance deliverables during the contract period.

Recommendation

It is recommended that the City Council approve the attached resolution allocating its 3rd Year CDBG Funds in the amount specified in the resolution to each of the above referenced organizations. It is further recommended that City Council authorize the City Manager to execute the sub-recipient agreements with each of the recommended agencies. Moreover, should City staff determine that the agency (ies) have met their performance deliverables and contractual obligations, City staff would be authorized to amend the sub-recipient agreement and proceed with increasing the funding amount up to the original amount requested by the agency.

RESOLUTION No. 2008-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AWARDED THIRD YEAR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR PUBLIC SERVICES TO SUNSHINE FOR ALL IN THE AMOUNT OF \$45,000.00, CONCERNED AFRICAN WOMEN IN THE AMOUNT OF \$35,000.00 AND JPM CENTRE IN THE AMOUNT OF \$40,000.00; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

1 WHEREAS, the City has been allotted the sum of \$205,017 to be set aside for
2 public services from its 2009 Community Development Block Grant Funds (CDBG), and

3 WHEREAS, the City's Community Development staff issued an RFP on June 6,
4 2008, to entities offering public services to the residents of Miami Gardens, and

5 WHEREAS, City staff received and evaluated seven proposals and is
6 recommending that the City Council award the sum of \$45,000 to Sunshine for All,
7 \$35,000.00 to Concerned African Women and \$40,000.00 to JPM Centre, and

8 WHEREAS, it is further recommended that the City Council authorize the City
9 Manager to enter into Agreements with these agencies,

10 NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
11 OF MIAMI GARDENS, FLORIDA, AS FOLLOWS:

12 Section 1. ADOPTION OF REPRESENTATIONS: The foregoing Whereas
13 paragraphs are hereby ratified and confirmed as being true, and the same are hereby
14 made a specific part of this Resolution.

15 Section 2. AUTHORIZATION: The City Council of the City of Miami Gardens
16 hereby authorizes the City Manager to enter into Agreements with Sunshine for All,
17 Concerned African Women and JPM Centre. In addition, in the event City staff is able

18 to determine that the agencies have met their performance deliverables and contractual
19 obligations, in the event additional funding is allocated, that the City’s Manager shall be
20 able to execute and amend the sub-recipient agreement for the increased funding up to
21 the original amount requested by the City.

22 Section 3. EFFECTIVE DATE: This Resolution shall take effect immediately
23 upon its final passage.

24 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI
25 GARDENS AT ITS REGULAR MEETING HELD ON SEPTEMBER 24, 2008.

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SHIRLEY GIBSON, MAYOR

ATTEST:

RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA KNIGHTON DICKENS, ESQ.
City Attorney

SPONSORED BY: DANNY CREW, CITY MANAGER

MOVED BY: _____

VOTE: _____

Mayor Shirley Gibson	___(Yes)	___(No)
Vice Mayor Barbara Watson	___(Yes)	___(No)
Councilman Melvin L. Bratton	___(Yes)	___(No)
Councilman Aaron Campbell	___(Yes)	___(No)
Councilman Oliver Gilbert, III	___(Yes)	___(No)
Councilwoman Sharon Pritchett	___(Yes)	___(No)
Councilman André Williams	___(Yes)	___(No)

SKD/teh

**CITY OF MIAMI GARDENS, FLORIDA
COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE PROGRAMS AGREEMENT**

THIS AGREEMENT (hereinafter the "Agreement") is entered into this ___ day of _____, 200X, between the City of Miami Gardens, a municipal corporation of the State of Florida (hereinafter referred to as the "CITY") and [Agency Name], Inc., a Florida not for profit corporation (hereinafter referred to as the "SUBRECIPIENT").

FUNDING SOURCE: Community Development Block Grant Funds
AMOUNT: \$XXX
TERM OF THE AGREEMENT: _____
IDIS NUMBER (to be completed by the City): _____

NOW, THEREFORE, in consideration of the mutual covenants and obligations herein set forth, the parties understand and agree as follows:

ARTICLE I

EXHIBITS AND DEFINITIONS

1.1 **EXHIBITS.** Attached hereto and forming a part of this Agreement are the following Exhibits:

- | | |
|-----------|---|
| Exhibit A | Corporate Resolution Authorizing Execution of this Agreement. |
| Exhibit B | Work Program |
| Exhibit C | Compensation and Budget Summary |
| Exhibit D | Certification Regarding Lobbying Form |
| Exhibit E | Certification Regarding Debarment, Suspension and other Responsibility Matters (Primary Covered Transactions Form). |
| Exhibit F | Crime Entity Affidavit |

1.2 DEFINED TERMS. As used herein the following terms shall mean:

Act or 24 CFR 570

Title I of the Housing and Community Development Act of 1974, as amended.

Agreement Records:

Any and all books, records, documents, information, data, papers, letters, materials, and computerized or electronic storage data and media, whether written, printed, computerized, electronic or electrical, however collected or preserved which is or was produced, developed, maintained, completed, received or compiled by or at the direction of the SUBRECIPIENT or any subcontractor in carrying out the duties and obligations required by the terms of this Agreement, including, but not limited to, financial books and records, ledgers, drawings, maps, pamphlets, designs, electronic tapes, computer drives and diskettes or surveys.

CDBG Program:

Community Development Block Grant Program.

CDBG Requirements:

The requirements contained in 24 CFR Part 570, Rule 9I of the Florida Administrative Code and as established by the City of Miami, Florida.

Department:

The City of Miami Gardens Department of Community Development.

Federal Award:

Any federal funds received by the SUBRECIPIENT from any source during the period of time in which the SUBRECIPIENT is performing the obligations set forth in this Agreement.

Low-and-Moderate

Income Person:

A member of a low- or moderate-income family whose income is within specific income levels set forth by U.S. HUD.

U.S. HUD or HUD:

The United States Department of Housing and Urban Development.

ARTICLE II

BASIC REQUIREMENTS

The following documents must be approved by the CITY and must be on file with the Department prior to the CITY'S execution of this Agreement:

- 2.1 The Work Program submitted by the SUBRECIPIENT to the CITY which shall become attached hereto as Exhibit B to this Agreement and shall include the following:
 - 2.1.1 The description section shall detail the activities to be carried out by the SUBRECIPIENT. It should specifically describe the activities to be carried out as a result of the expenditure of CDBG Funds. Where appropriate it should list measurable objectives, define the who, what, where and when of the project, and in general detail how these activities will ensure that the intended beneficiaries will be served.
 - 2.1.2 The schedule of activities and measurable objectives plays an essential role in the grant management system. The schedule should provide projected milestones and deadlines for the accomplishment of tasks in carrying out the Work Program. These projected milestones and deadlines are a basis for measuring actual progress during the term of this Agreement. These items shall be in sufficient detail to provide a sound basis for the CITY to effectively monitor performance by the SUBRECIPIENT under this Agreement.
- 2.2 The Budget Summary attached hereto as Exhibit C, which shall include: completion of the SUBRECIPIENT'S Itemized Budget, Cost Allocation, Budget Narrative, Staff Salaries Schedule and a copy of all subcontracts.
- 2.3 A list of the SUBRECIPIENT'S present officers and members of the Board (names, addresses and telephone numbers).
- 2.4 A list of key staff persons (with their titles) who will carry out the Work Program.
- 2.5 Completion of an Authorized Representative Statement.
- 2.6 Completion of a Statement of Accounting System.
- 2.7 A copy of the SUBRECIPIENT'S corporate personnel policies and procedures.
- 2.8 Job description and resumes for all positions funded in whole or in part under this Agreement.
- 2.9 A letter accepting the Office of Management and Budget ("OMB") Circular No.A-87 "Principles for Determining Costs Applicable to Grants and Agreements with State,

Local and Federally recognized Indian Tribal Governments;” OMB Circular No. A-110, Attachments “A” (Cash Depositories), “B” (Bonding and Insurance), “C” (Retention and Custodial Requirements for Records), “F” (Standards for Financial Management Systems), “H” (Monitoring and Reporting Progress Performance), “N” (Property Management Standards), and “O” (Procurement Standards); OMB Circular Nos. A-122 and A-21: “Cost Principles for Non-Profit Organizations and Cost Principles for Educational Institutions,” as modified by 24 CFR Section 570.502(a)(b); “Applicability of Uniform Administrative Requirements” of the CDBG Program Regulations Final Rule and Lead Based Paint Regulations 24 CFR Part 35.

- 2.10 Copy of the SUBRECIPIENT’S last federal income tax return (IRS Form 990).
- 2.11 The following corporate documents:
 - (i) Bylaws, resolutions, and incumbency certificates for the SUBRECIPIENT, certified by the SUBRECIPIENT’S Corporate Secretary, authorizing the consummation of the transactions contemplated hereby, all in a form satisfactory to the CITY.
- 2.12 ADA Certification.
- 2.13 Drug Free Certification.
- 2.14 All other documents reasonably required by the CITY.

ARTICLE III

TERMS AND PROCEDURES

3.1 CITY AUTHORIZATION:

For the purpose of this Agreement, the Department will act on behalf of the CITY in the fiscal control, programmatic monitoring and modification of this Agreement, except as otherwise provided in this Agreement.

3.2 EFFECTIVE DATE AND TERM:

This Agreement shall begin on October 1, 2008 and end on September 30, 2009.

3.3 OBLIGATIONS OF SUBRECIPIENT:

The SUBRECIPIENT shall carry out the services and activities as prescribed in its Work Program, which is attached and incorporated herein and made a part of this Agreement, in a manner that is lawful, and satisfactory to the CITY, and in accordance with the written policies,

procedures, and requirements as prescribed in this Agreement, and as set forth by HUD and the CITY.

3.4 LEVEL OF SERVICE:

Should start-up time for the Work Program be required or in the event of the occurrence of any delays in the activities thereunder, the SUBRECIPIENT shall immediately notify the Department in writing, giving all pertinent details and indicating when the Work Program shall begin and/or continue. It is understood and agreed that the SUBRECIPIENT shall maintain the level of activities and expenditures in existence prior to the execution of this Agreement. Any activities funded through or as a result of this Agreement shall not result in the displacement of employed workers, impair existing agreements for services or activities, or result in the substitution of funds allocated under this Agreement for other funds in connection with work which would have been performed in the absence of this Agreement.

ARTICLE IV

CDBG FUNDING AND DISBURSEMENT REQUIREMENTS

4.1 COMPENSATION

The amount of compensation payable by the City to the Project Sponsor shall be based on the rates, schedules and conditions described in Exhibit "C" attached hereto, which by this reference is incorporated into this Agreement."

4.2 INSURANCE:

At all times during the term hereof, the SUBRECIPIENT shall maintain insurance acceptable to the CITY. Prior to commencing any activity under this Agreement, the SUBRECIPIENT shall furnish to the CITY original certificates of insurance indicating that the SUBRECIPIENT is in compliance with the provisions of this Article.

4.2.1 The SUBRECIPIENT shall provide the following coverage:

- (i) Commercial General Liability in an amount not less than \$300,000.00 per occurrence, \$1,000,000.00 aggregate, protecting the CITY and the SUBRECIPIENT against liability incidental to the use of, or resulting from an accident occurring on or about, its property.

- (ii) Automobile liability for all owned vehicles and for non-owned and hired automobiles in the amount of \$300,000 combined single limit for bodily and property damage and/or split limits in the amount of \$100,000/\$300,000 for bodily injury and \$100,000 for property damage.
- (iii) Workers' compensation insurance as required by the laws of the State of Florida.

4.2.2 All such insurance shall insure the CITY as the primary additional insured. The SUBRECIPIENT shall be required to furnish evidence of any other insurance coverage the CITY may reasonably require during the term of this Agreement. All such policies shall require the insurance carrier to give the CITY at least 30 days prior written notice of termination, cancellation, expiration or modification, and all such policies shall be written by insurance companies satisfactory to the CITY.

4.2.3 Crime Policy (Employee Coverage) for all persons handling funds received or disbursed under this Agreement in an amount equal to or greater than one third (1/3) the amount of the grant of funds hereunder. The CITY shall be named as Loss Payee.

4.2.4 Compliance with the foregoing requirements shall not relieve the SUBRECIPIENT of its liability and obligations under this section or under any other section of this Agreement.

4.2.5 SUBRECIPIENT shall apply and obtain any other insurance coverage that the CITY may require for the execution of the Agreement.

4.2.6. SUBRECIPIENT shall indemnify, defend and hold harmless the City and its officials, employees and agents (collectively referred to as "Indemnities") and each of them from and against all loss, costs, penalties, fines, damages, claims, expenses (including attorney's fees) or liabilities (collectively referred to as "Liabilities") by reason of any injury to or death of any person or damage to or destruction or loss of any property arising out of, resulting from, or in connection with (i) the performance or non-performance of the services contemplated by this Agreement which is caused, in whole or in part, by any act, omission, default or negligence (whether active or passive) of Subrecipient or its employees, agents or

subcontractors, or (ii) the failure of the Subrecipient to comply with any of the paragraphs herein or the failure of the Subrecipient to conform to statutes, ordinances, or other regulations or requirements of any governmental authority, federal or state, in connection with the performance of this Agreement. Subrecipient expressly agrees to indemnify and hold harmless the Indemnitites, or any of them, from and against all liabilities which may be asserted by an employee or former employee of Subrecipient, or any of its subcontractors, as provided above, for which the Subrecipient's liability to such employee or former employee would otherwise be limited to payments under state Workers' Compensation or similar laws.

4.3 FINANCIAL ACCOUNTABILITY:

The CITY reserves the right to audit the records of the SUBRECIPIENT at any time during the performance of this Agreement and for a period of three years after its expiration/termination. The SUBRECIPIENT agrees to provide all financial and other applicable records and documentation of services to the CITY. Any payment made shall be subject to reduction for amounts included in the related invoice which are found by the CITY, on the basis of such audit, not to constitute allowable expenditures. Any payments made to the SUBRECIPIENT are subject to reduction for overpayments on previously submitted invoices.

4.4 RECAPTURE OF FUNDS:

The CITY reserves the right to recapture funds in the event that the SUBRECIPIENT shall fail: (i) to comply with the terms of this Agreement, or (ii) to accept conditions imposed by the CITY at the direction of the federal, state and local agencies.

4.5 CONTINGENCY CLAUSE:

Funding pursuant to this Agreement is contingent on the availability of funds and continued authorization for CDBG Program activities, and is also subject to amendment or termination due to lack of funds or authorization, reduction of funds, and/or changes in regulations.

ARTICLE V

AUDIT

5.1 As a necessary part of this Agreement, the SUBRECIPIENT shall adhere to the following audit requirements:

5.1.1 If the SUBRECIPIENT expends \$500,000 or more in the fiscal year it shall have a single audit or program specific audit conducted for that year. The audit shall be conducted in accordance with GAGAS and OMB Circular A-133. The audit shall determine whether the financial statements are presented fairly in all material respects in conformity with generally accepted accounting principles. In addition to the above requirements, the auditor shall perform procedures to obtain an understanding of internal controls and perform sufficient testing to ensure compliance with the procedures. Further the auditor shall determine whether the SUBRECIPIENT has complied with laws, regulations and the provisions of this Agreement.

A reporting package shall be submitted within the earlier of 30 days after receipt of the auditor's report(s) or nine (9) months after the end of the audit period. The reporting package will include the certified financial statements and schedule of expenditures of Federal Awards; a summary schedule of prior audit findings; the auditor's report and the corrective action plan. The auditor's report shall include:

- a) an opinion (or disclaimer of opinion) as to whether the financial statements are presented fairly in all material respects in conformity with generally accepted principles and an opinion (or disclaimer of opinion) as to whether the schedule of expenditures of Federal Awards is presented fairly in all material respects in relation to the financial statements taken as a whole.
- b) a report on internal controls related to the financial statements and major programs. This report shall describe the scope of testing of internal controls and the results of the test, and, where applicable, refer to the separate schedule of findings and questioned costs.
- c) a report on compliance with laws, regulations, and the provisions of contracts and/or this Agreement, noncompliance with which could have a material effect on the financial statements. This report shall also include an opinion (or disclaimer of opinion) as to whether the SUBRECIPIENT complied with the laws, regulations, and the provisions of contracts and this Agreement which could have a direct and material effect on the program and, where applicable, refer to the separate schedule of findings and questioned costs.

d) a schedule of findings and questioned cost which shall include the requirements of OMB Circular A-133.

5.1.2 If the SUBRECIPIENT expends less than \$500,000 in the fiscal year it is exempted from Federal audit requirements for that year and consequently the audit cost is not a reimbursable expense. The City, however, may request the SUBRECIPIENT to have a limited scope audit for monitoring purposes. These limited scope audits will be paid for and arranged by the City and address only one or more of the following types of compliance requirements: activities allowed or unallowed; allowable costs/cost principles; eligibility; matching, level of effort, earmarking; and, reporting.

All reports presented to the City shall, where applicable, include sufficient information to provide a proper perspective for judging the prevalence and consequences of the findings, such as whether an audit finding represents an isolated instance or a systemic problem. Where appropriate, instances identified shall be related to the universe and the number of cases examined and quantified in terms of dollar value.

ARTICLE VI

RECORDS AND REPORTS

6.1 The SUBRECIPIENT shall establish and maintain sufficient records to enable the CITY to determine whether the SUBRECIPIENT has met the requirements of the CDBG Program.

At a minimum, the following records shall be maintained by the SUBRECIPIENT:

6.1.1 Records providing a full description of each activity assisted (or being assisted) with CDBG Funds, including its location (if the activity has a geographical locus), the amount of CDBG Funds budgeted, obligated and expended for the activity, and the specific provision in 24 CFR Subpart C of the CDBG Program regulations under which the activity is eligible.

6.1.2 Records demonstrating that each activity undertaken meets one of the criteria set forth in 24 CFR 570.208 of the CDBG Program regulations. Where information on income by family size is required, the SUBRECIPIENT may substitute evidence establishing that the person assisted qualified under another program having income qualification criteria at least as restrictive as that used in the definitions of "low- and moderate-income person" and "low- and moderate-

income household” as set forth in 24 CFR 570.3; or, the SUBRECIPIENT may substitute a copy of a verifiable certification from the assisted person that his or her family income does not exceed the applicable income limit established in accordance with 24 CFR 570.3; or, the SUBRECIPIENT may substitute a notice that the assisted person is a referral from any governmental agency that determines persons to be “low- and moderate-income persons” based upon HUD’s criteria and agrees to maintain documentation supporting those determinations. Such records shall include the following information:

- (i) For each activity determined to benefit low- and moderate-income persons, the income limits applied and the point in time when the benefit was determined.
- (ii) For each activity determined to benefit low- and moderate-income persons based on the area served by the activity:
 - (a) The boundaries of the service area;
 - (b) The income characteristics of families and unrelated individuals in the service area; and
 - (c) If the percent of low- and moderate-income persons in the service area is less than 51 percent, data showing that the area qualifies under the exception criteria set forth in 24 CFR 570.208(a)(1)(ii);
- (iii) For each activity determined to benefit low- and moderate-income persons because the activity involves a facility or service designed for use by a limited clientele consisting exclusively or predominantly of low- and moderate-income persons:
 - (a) Documentation establishing that the facility or service is designed for and used by senior citizens, disabled persons, battered spouses, abused children, the homeless, illiterate persons, or migrant farm workers, for which the regulations provide presumptive benefit to low- and moderate-income persons; or
 - (b) Documentation describing how the nature and, if applicable, the location of the facility or service establishes that it is used predominantly by low- and moderate-income persons; or

- (c) Data showing the size and annual income of the family of each person receiving the benefit.

6.1.3 Equal Opportunity Records containing:

- (i) Data on the extent to which each racial and ethnic group and single-headed households (by gender of household head) have applied for, participated in, or benefited from, any program or activity funded in whole or in part with CDBG Funds. Such information shall be used only as a basis for further investigation relating to compliance with any requirement to attain or maintain any particular statistical measure by race, ethnicity, or gender in covered programs.
- (ii) Documentation of actions undertaken to meet the requirements of 24 CFR 570.607(b) which implements Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701U) relative to the hiring and training of low- and moderate-income persons and the use of local businesses.

6.1.4 Financial records, in accordance with the applicable requirements listed in 24 CFR 570.502.

6.1.5 Records required to be maintained in accordance with other applicable laws and regulations set forth in Subpart K of 24 CFR.

6.2 RETENTION AND ACCESSIBILITY OF RECORDS:

6.2.1 The Department shall have the authority to review the SUBRECIPIENT'S records, including Project and programmatic records and books of account, for a period of three (3) years from the expiration/termination of this Agreement (the "Retention Period"). All books of account and supporting documentation shall be kept by the SUBRECIPIENT at least until the expiration of the Retention Period. The SUBRECIPIENT shall maintain records sufficient to meet the requirements of 24 CFR 570. All records and reports required herein shall be retained and made accessible as provided thereunder. The SUBRECIPIENT further agrees to abide by Chapter 119, Florida Statutes, as the same may be amended from time to time, pertaining to public records.

The SUBRECIPIENT shall ensure that the Agreement Records shall be at all times subject to and available for full access and review, inspection and audit by

the CITY, federal personnel and any other personnel duly authorized by the CITY.

- 6.2.2 The SUBRECIPIENT shall include in all the Department approved subcontracts used to engage subcontractors to carry out any eligible substantive project or programmatic activities, as such activities are described in this Agreement and defined by the Department, each of the record-keeping and audit requirements detailed in this Agreement. The Department shall in its sole discretion determine when services are eligible substantive project and/or programmatic activities and subject to the audit and record-keeping requirements described in this Agreement
- 6.2.3 If the CITY or the SUBRECIPIENT has received or given notice of any kind indicating any threatened or pending litigation, claim or audit arising out of the activities pursuant to the project, the activities and/or the Work Program or under the terms of this Agreement, the Retention Period shall be extended until such time as the threatened or pending litigation, claim or audit is, in the sole and absolute discretion of the Department fully, completely and finally resolved.
- 6.2.4 The SUBRECIPIENT shall notify the Department in writing both during the pendency of this Agreement and after its expiration/termination as part of the final closeout procedure, of the address where all Agreement Records will be retained.
- 6.2.5 The SUBRECIPIENT shall obtain the prior written consent of the Department to the disposal of any Agreement Records within one year after the expiration of the Retention Period.

6.3 PROVISION OF RECORDS:

- 6.3.1 At any time upon request by the Department, the SUBRECIPIENT shall provide all Agreement Records to the Department. The requested Agreement Records shall become the property of the Department without restriction, reservation, or limitation on their use. The Department shall have unlimited rights to all books, articles, or other copyrightable materials developed in the performance of this Agreement. These rights include the right of royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use the Work Program for public purposes.
- 6.3.2 If the SUBRECIPIENT receives funds from, or is under regulatory control of, other governmental agencies, and those agencies issue monitoring reports,

regulatory examinations, or other similar reports, the SUBRECIPIENT shall provide a copy of each such report and any follow-up communications and reports to the Department immediately upon such issuance, unless such disclosure would be prohibited by any such issuing agency.

6.4 MONITORING:

The SUBRECIPIENT shall permit the Department and other persons duly authorized by the Department to inspect all Agreement Records, facilities, goods, and activities of the SUBRECIPIENT which are in any way connected to the activities undertaken pursuant to the terms of this Agreement, and/or interview any clients, employees, subcontractors or assignees of the SUBRECIPIENT. Following such inspection or interviews, the Department will deliver to the SUBRECIPIENT a report of its findings. The SUBRECIPIENT will rectify all deficiencies cited by the Department within the specified period of time set forth in the report or provide the Department with a reasonable justification for not correcting the same. The Department will determine in its sole and absolute discretion whether or not the SUBRECIPIENT'S justification is acceptable.

At the request of the CITY, the SUBRECIPIENT shall transmit to the CITY written statements of the SUBRECIPIENT'S official policies on specified issues relating to the SUBRECIPIENT'S activities. The CITY will carry out monitoring and evaluation activities, including visits and observations by CITY staff; the SUBRECIPIENT shall ensure the cooperation of its employees and its Board members in such efforts. Any inconsistent, incomplete, or inadequate information either received by the CITY or obtained through monitoring and evaluation by the CITY, shall constitute cause for the CITY to terminate this Agreement.

6.5 RELATED PARTIES:

The SUBRECIPIENT shall report to the Department the name, purpose for and any and all other relevant information in connection with any related-party transaction. The term "related-party transaction" includes, but is not limited to, a for-profit or nonprofit subsidiary or affiliate organization, an organization with an overlapping Board of Directors and an organization for which the SUBRECIPIENT is responsible for appointing memberships. The SUBRECIPIENT shall report this information to the Department upon forming the relationship, or if already formed, shall report such relationship prior to or simultaneously with the execution of this Agreement. Any supplemental information shall be promptly reported to the Department.

ARTICLE VII

OTHER CDBG PROGRAM REQUIREMENTS

7.1 The SUBRECIPIENT shall maintain current documentation that its activities are CDBG eligible in accordance with 24 CFR Part 570.201.

7.2 The SUBRECIPIENT shall ensure and maintain documentation that conclusively demonstrates that each activity assisted in whole or in part with CDBG Funds is an activity which provides benefit to low and moderate-income persons.

7.3 The SUBRECIPIENT shall comply with all applicable provisions of 24 CFR Part 570 and shall carry out each activity in compliance with all applicable federal laws and regulations described therein.

7.4 The SUBRECIPIENT shall cooperate with the Department in informing the appropriate citizen participation structures, including the appropriate area committees, of the activities of the SUBRECIPIENT in adhering to the provisions of this Agreement. Representatives of the SUBRECIPIENT shall attend meetings of the appropriate committees and citizen participation structures upon the request of the citizen participation officers or the Department.

7.5 SUBRECIPIENT shall, to the greatest possible, give low-and-moderate-income residents of the service areas opportunities for training and employment.

7.6 **NON-DISCRIMINATION:**

The SUBRECIPIENT shall not discriminate on the basis of race, color, national origin, sex, religion, age, marital or family status or handicap in connection with the activities and/or the Work Program or its performance under this Agreement.

Furthermore, the SUBRECIPIENT agrees that no otherwise qualified individual shall, solely by reason of his/her race, sex, color, creed, national origin, age, marital status or handicap, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

7.7 The SUBRECIPIENT shall carry out its Work Program in compliance with all federal laws and regulations, including those described in Subpart K of the CDBG Program regulations (24 CFR 570.600-612).

7.8 The Subrecipient and its subcontractors shall comply with the Davis-Bacon Act, the Lead-Based paint Poisoning Prevention Act, and any other applicable laws, ordinances and regulations.

7.9 The SUBRECIPIENT shall abide by the Federal Labor Standards provisions of U.S. HUD Form 4010 incorporated herein as part of this Agreement.

7.10 UNIFORM ADMINISTRATIVE REQUIREMENTS. The SUBRECIPIENT shall comply with the requirements and standards of OMB Circular No. A-122, "Cost Principles for Non-Profit Organizations" and with the applicable requirements of 24 CFR Part 84 (the revised OMB Circular No. A-110).

7.11 RELIGIOUS ORGANIZATIONS/CONSTITUTIONAL PROHIBITION. If the SUBRECIPIENT is or was created by a religious organization, the SUBRECIPIENT agrees that all CDBG Funds disbursed under this Agreement shall be subject to the conditions, restrictions, and limitations of 24 CFR Part 570.200(j).

In accordance with the First Amendment of the United States Constitution, particularly regarding the relationship between church and State, as a general rule, CDBG assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities, as provided in 24 CFR Part 570.200(j). The SUBRECIPIENT shall comply with those requirements and prohibitions when entering into subcontracts.

7.12 REVERSION OF ASSETS. Upon expiration/termination of this Agreement, the SUBRECIPIENT must transfer to the CITY any CDBG Funds on hand at the time of expiration/termination and any accounts receivable attributable to the use of CDBG Funds.

7.13 ENFORCEMENT OF THIS AGREEMENT. Any violation of this Agreement that remains uncured thirty (30) days after the SUBRECIPIENT'S receipt of notice from the CITY (by certified or registered mail) of such violation may, at the option of the CITY, be addressed by an action for damages or equitable relief, or any other remedy provided at law or in equity. In addition to the remedies of the CITY set forth herein, if the SUBRECIPIENT materially fails to comply with the terms of this Agreement, the CITY may suspend or terminate this Agreement in accordance with 24 CFR Part 85.43, as set forth more fully below in Article IX of this Agreement.

7.14 The SUBRECIPIENT shall not assume the CITY'S environmental responsibilities described at 24 CFR 570.604 of the CDBG Program regulations nor the CITY'S responsibility for initiating the review process under Executive Order 12372.

ARTICLE VIII
PROGRAM INCOME

8.1 Program income means gross income received by the SUBRECIPIENT which has been directly generated from the use of the CDBG Funds. When such income is generated by an activity that is only partially assisted with the CDBG Funds, the income shall be prorated to reflect the percentage of CDBG Funds used. Program income generated by CDBG funded activities shall be used only to undertake those activities specifically approved by the CITY on and for the Work Program. All provisions of this Agreement shall apply to such activities. Any program income on hand when this Agreement expires/terminates or received after such expiration/termination shall be paid to the CITY, as required by 24 CFR 570.503(b)(7) of the CDBG Program regulations.

The SUBRECIPIENT shall submit to the CITY monthly a Program Income Report and a Work Program Status Report. The Program Income Report shall identify CDBG activities in which income was derived and how income has been utilized.

8.2 REPAYMENTS. Any interest or other return on the investment of the CDBG Funds shall be remitted to the CITY on a monthly basis. Any CDBG Funds funded to the SUBRECIPIENT that do not meet the eligibility requirements, as applicable, must be repaid to the CITY.

ARTICLE IX

REMEDIES, SUSPENSION, TERMINATION

9.1 REMEDIES FOR NONCOMPLIANCE. The CITY retains the right to terminate this Agreement at any time prior to the completion of the services required pursuant to this Agreement without penalty to the CITY. In that event, notice of termination of this Agreement shall be in writing to the SUBRECIPIENT, who shall be paid for those services performed prior to the date of its receipt to the notice of termination. In no case, however, shall the CITY pay the SUBRECIPIENT an amount in excess of the total sum provided by this Agreement.

It is hereby understood by and between the CITY and the SUBRECIPIENT that any payment made in accordance with this Agreement to the SUBRECIPIENT shall be made only if the SUBRECIPIENT is not in default under the terms of this Agreement. If the SUBRECIPIENT is in default, the CITY shall not be obligated and shall not pay to the SUBRECIPIENT any sum whatsoever.

If the SUBRECIPIENT materially fails to comply with any term of this Agreement, the CITY may take one or more of the following courses of action:

- 9.1.1 Temporarily withhold cash payments pending correction of the deficiency by the SUBRECIPIENT, or such more severe enforcement action as the CITY determines is necessary or appropriate.
- 9.1.2 Disallow (that is, deny both the use of funds and matching credit) for all or part of the cost of the activity or action not in compliance.
- 9.1.3 Wholly or partly suspend or terminate the current CDBG Funds awarded to the SUBRECIPIENT.
- 9.1.4 Withhold further CDBG grants and/or loans for the SUBRECIPIENT.
- 9.1.5 Take all such other remedies that may be legally available.

9.2 SUSPENSION:

- 9.2.1 The Department may, for reasonable cause temporarily suspend the SUBRECIPIENT'S operations and authority to obligate funds under this Agreement or withhold payments to the SUBRECIPIENT pending necessary corrective action by the SUBRECIPIENT, or both. Reasonable cause shall be determined by the Department in its sole and absolute discretion, and may include:
 - (i) Ineffective or improper use of the CDBG Funds by the SUBRECIPIENT;
 - (ii) Failure by the SUBRECIPIENT to materially comply with any term or provision of this Agreement;
 - (iii) Failure by the SUBRECIPIENT to submit any documents required by this Agreement; or
 - (iv) The SUBRECIPIENT'S submittal of incorrect or incomplete documents.
- 9.2.2 The Department may at any time suspend the SUBRECIPIENT'S authority to obligate funds, withhold payments, or both.
- 9.2.3 The actions described in paragraphs 9.2.1 and 9.2.2 above may be applied to all or any part of the activities funded by this Agreement.
- 9.2.4 The Department will notify the SUBRECIPIENT in writing of any action taken pursuant to this Article, by certified mail, return receipt requested, or by in person delivery with proof of delivery. The notification will include the reason(s) for such action, any conditions relating to the action taken, and the necessary corrective action(s).

9.3 TERMINATION:

9.3.1 Termination Because of Lack of Funds.

In the event the CITY does not receive funds to finance this Agreement from its funding source, or in the event that the CITY'S funding source de-obligates the funds allocated to fund this Agreement, the Department may terminate this Agreement upon not less than twenty-four (24) hours prior notice in writing to the SUBRECIPIENT. Said notice shall be delivered by certified mail, return receipt requested, or by in person delivery with proof of delivery. In the event that the CITY'S funding source reduces the CITY'S entitlement under the CDBG Program, the CITY shall determine, in its sole and absolute discretion, the availability of funds for the SUBRECIPIENT pursuant to this Agreement.

9.3.2 Termination for Breach.

The Department may terminate this Agreement, in whole or in part, in the event the Department determines, in its sole and absolute discretion, that the SUBRECIPIENT is not materially complying with any term or provision of this Agreement.

The Department may terminate this Agreement, in whole or in part, in the event that the Department determines, in its sole and absolute discretion, that there exists an event of default under and pursuant to the terms of any other agreement or obligation of any kind or nature whatsoever of the SUBRECIPIENT to the CITY, direct or contingent, whether now or hereafter due, existing, created or arising.

9.3.3 Unless the SUBRECIPIENT'S breach is waived by the Department in writing, the Department may, by written notice to the SUBRECIPIENT, terminate this Agreement upon not less than twenty-four (24) hours prior written notice. Said notice shall be delivered by certified mail, return receipt requested, or by in person delivery with proof of delivery. Waiver of breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement. The provisions hereof are not intended to be, and shall not be, construed to limit the Department's right to legal or equitable remedies.

ARTICLE X

MISCELLANEOUS PROVISIONS

10.1 INDEMNIFICATION. The SUBRECIPIENT shall pay and save the CITY harmless from and against any and all claims, liabilities, losses, and causes of action which may arise out of the SUBRECIPIENT'S activities related to the Work Program or otherwise under this Agreement, including all acts or omissions to act on the part of the SUBRECIPIENT and/or any persons acting for or on its behalf, and from and against any relevant orders, judgments, or decrees which may be entered against the CITY, and from and against all costs, attorney's fees, expenses, and liabilities incurred by the CITY in the defense or investigation of any such claims or other matters.

10.2 AMENDMENTS. No amendments to this Agreement shall be binding unless in writing and signed by both parties hereto. Budget modifications shall be approved by the Department in writing.

10.3 OWNERSHIP OF DOCUMENTS. All documents developed by the SUBRECIPIENT under this Agreement shall be delivered to the CITY upon completion of the activities required pursuant to this Agreement and shall become the property of the CITY, without restriction or limitation on their use if requested by the City. The SUBRECIPIENT agrees that all documents maintained and generated pursuant to this Agreement shall be subject to all provisions of the Public Records Law, Chapter 119, Florida Statutes.

It is further understood by and between the parties that any document which is given by the CITY to the SUBRECIPIENT pursuant to this Agreement shall at all times remain the property of the CITY and shall not be used by the SUBRECIPIENT for any other purpose whatsoever without the prior written consent of the CITY.

10.4 AWARD OF AGREEMENT. The SUBRECIPIENT warrants that it has not employed or retained any person employed by the CITY to solicit or secure this Agreement and that it has not offered to pay, paid, or agreed to pay any person employed by the CITY any fee, commission, percentage, brokerage fee, or gift of any kind contingent upon or resulting from the award of this Agreement.

10.5 NON-DELEGABILITY. The obligations undertaken by the SUBRECIPIENT pursuant to this Agreement shall not be delegated or assigned to any other person or firm, in whole or in part, without the CITY'S prior written consent which may be granted or withheld in the CITY'S sole discretion.

10.6 CONSTRUCTION OF AGREEMENT. This Agreement shall be construed and enforced according to the laws of the State of Florida.

10.7 CONFLICT OF INTEREST.

10.7.1 The SUBRECIPIENT covenants that no person under its employ who presently exercises any functions or responsibilities in connection with CDBG Program funded activities has any personal financial interest, direct or indirect, in this Agreement. The SUBRECIPIENT further covenants that, in the performance of this Agreement, no person having such a conflicting interest shall be employed. Any such interest on the part of the SUBRECIPIENT or its employees must be disclosed in writing to the CITY.

10.7.2 The SUBRECIPIENT is aware of the conflict of interest laws of the City of Miami (City of Miami Code Chapter 2, Article V), Dade County, Florida (Dade County Code Section 2-11-1) and the State of Florida (Chapter 112, Florida Statutes), and agrees that it shall comply in all respects with the terms of the same.

10.7.3 Procurement. The SUBRECIPIENT shall comply with the standards contained within OMB Circular No. A-110.

10.7.4 In all other cases, the SUBRECIPIENT shall comply with the standards contained within 24 CFR 570.611

10.8 NO OBLIGATION TO RENEW. Upon expiration of the term of this Agreement, the SUBRECIPIENT agrees and understands that the CITY has no obligation to renew this Agreement.

10.9 ENTIRE AGREEMENT:

This instrument and its attachments constitute the only Agreement of the parties hereto relating to the CDBG Funds and sets forth the rights, duties, and obligations of each of the parties hereto to the other as of its date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect.

10.10 GENERAL CONDITIONS.

10.10.1 All notices or other communications which shall or may be given pursuant to this Agreement shall be in writing and shall be delivered by in person delivery or by registered mail addressed to the other party at the address indicated herein or as the same may be changed from time to time, upon notice in writing. Such notice shall be deemed given on the day on which personally served, or, if by

mail, on the fifth day after being posted or the date of actual receipt, whichever is earlier.

CITY OF MIAMI GARDENS
Daniel A. Rosemond, Director
Department of Community Development
1515 N.W. 167 Street; Bldg. 5, Ste. 200
Miami Gardens, Florida 33169

SUBRECIPIENT

10.10.2 Title and paragraph headings are for convenient reference and are not a part of this Agreement.

10.10.3 In the event of conflict between the terms of this Agreement and any terms or conditions contained in any attached documents, the terms in this Agreement shall control.

10.10.4 No waiver of breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing.

10.10.5 Should any provision, paragraph, sentence, word or phrase contained in this Agreement be determined by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable under the laws of the State of Florida or the City of Miami, such provision, paragraph, sentence, word or phrase shall be deemed modified to the extent necessary in order to conform with such laws, or if not modifiable to conform with such laws, then same shall be deemed severed, and in either event, the remaining terms and provisions of this Agreement shall remain unmodified and in full force and effect.

10.11 INDEPENDENT CONTRACTOR. THE SUBRECIPIENT and its employees and agents shall be deemed to be independent contractors and not agents or employees of the CITY, and shall not attain any rights or benefits under the Civil Service or Pension Ordinances of the CITY or any rights generally afforded classified or unclassified employees; further, they shall not be deemed entitled to the Florida Worker's Compensation benefits as employees of the CITY.

10.12 SUCCESSORS AND ASSIGNS. This Agreement shall be binding upon the parties hereto, and their respective heirs, executors, legal representatives, successors, and assigns.

10.13 SUBRECIPIENT CERTIFICATION. The SUBRECIPIENT certifies that it possesses the legal authority to enter into this Agreement pursuant to authority that has been duly adopted or passed as an official act of the SUBRECIPIENT'S governing body, authorizing the execution of the Agreement, including all understandings and assurances contained herein, and directing and authorizing the person identified as the official representative of the SUBRECIPIENT to act in connection with this Agreement and to provide such information as may be required.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their respective officials thereunto duly authorized on the date above written.

SUBRECIPIENT

a Florida not-for-profit corporation

ATTEST:

Corporate Secretary Date

By: _____
Name: Date
Title:

SEAL

CITY OF MIAMI GARDENS, a
municipal Corporation of the State of
Florida

ATTEST:

Ronetta Taylor, MMC Date
City Clerk

By: _____
Danny O. Crew Date
City Manager

City of Miami Gardens
Department of Community Development
FY2008-09 Public Services Funding Requests Summary

Agency Name	Proposed Program Type	Program Description	Funding Requested	Proposal Ranking		Avg Total Score	Comments	Funding Recommendation
				EY	DM			
Concerned African Women	Youth Programs	Summer employment program for 20 youths in two high schools	\$53,787.00	72	79	76	Recommended for partial funding	\$ 35,000.00
HOPE, Inc.	Fair Housing Education	Four Fair Housing Education Programs	\$7,500.00	85	85	85	Not a priority in the Con Plan	N/A
Independent Living Community Services, Inc.	Elderly Programs	Social service assessments for senior citizens	\$100,000.00	65	57	61	Did not meet minimum score for recommendation	N/A
JPM Centre at Miami Gardens Drive, Inc.	Youth Programs	After-school tutoring program for 40 children age 7-15	\$50,000.00	97	98	98	Recommended for funding	\$ 40,000.00
North Dade Federal Credit Union	Financial Literacy/Asset Building	Financial Literacy/asset building program for high school students and senior citizens	\$20,000.00	34	44	39	Did not meet minimum score for recommendation	N/A
Sister Love, Inc.	Youth Programs	After-school mentoring for 30 girls in two high school girls	\$102,850.00	47	54	51	Did not meet minimum score for recommendation	N/A
Sunshine For All, Inc.	Elderly Programs	Delivered meals to 43 homebound elderly residents	\$80,000.00	80	78	79	Recommended for partial funding	\$ 45,000.00
Total Recommended Funding								\$ 120,000.00
Agencies recommended for funding highlighted in green								

1515NW 167th Street
Miami Gardens, Florida 33169



Mayor Shirley Gibson
Vice Mayor Barbara Watson
Councilman Melvin L. Bratton
Councilman Aaron Campbell Jr.
Councilwoman Sharon Pritchett
Councilman André Williams
Councilman Oliver Gilbert III

Agenda Cover Page

Meeting Date: **September 24, 2008**

Fiscal Impact: No **X** Yes

(If yes, explain in Staff Summary)

Public hearing

Ordinance

Quasi-Judicial

Resolution **X**

Funding Source: N/A 1st Reading

2nd Reading

Contract/P.O. Requirement: Yes No

Advertising requirement:

Yes **X** No

Sponsor Name/Department: **Danny Crew, City Manager**

RFP/RFQ/Bid # N/A

Title

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, ADOPTING THE INCENTIVE STRATEGIES OUTLINED BY THE AFFORDABLE HOUSING ADVISORY COMMITTEE; ADOPTING THE COMMITTEE'S RECOMMENDATION AS THE CITY'S OFFICIAL POSITION ON AFFORDABLE HOUSING; PROVIDING FOR DIRECTIONS TO THE CITY MANAGER; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

Staff Summary

Background

As an entitlement City, Miami Gardens became eligible to receive State Housing Initiatives Partnership (SHIP) Funds from the Florida Housing Finance Corporation. A requirement of receiving these funds was that the City creates an Affordable Housing Advisory Committee (AHAC). The creation of this committee is required by the SHIP Act, in accordance with Rule 67-37.010 of the Florida Statute (420.9076). On April 11, 2007, the City Council approved the Ordinance that created the Affordable Housing Advisory Committee.

The AHAC is composed of nine (9) members appointed by the City Council. The current** representation of the committee is as follows:

a) One citizen who is actively engaged in the residential home building industry in connection with affordable housing.

*L-2) RESOLUTION
PUBLIC HEARING
Incentive Strategies on Affordable Housing*

- (b) One citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- (c) One citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- (d) One citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- (e) One citizen who is actively engaged as a for-profit provider of affordable housing.
- (f) One citizen who is actively engaged as a not-for-profit provider of affordable housing.
- (g) One citizen who is actively engaged as a real estate professional in connection with affordable housing.
- (h) One citizen who actively serves on the local planning agency pursuant to s. 163.3174.
- (i) One citizen who resides within the jurisdiction of the local governing body.

The Committee's specific duties include reviewing the established policies and procedures, ordinances, land development regulations, and the City's adopted Comprehensive Plan, and shall recommend specific initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value.

The Department of Community Development is responsible for providing staff oversight for the functions of the AHAC.

Committee Report

City Council will recall that a committee report was provided at the May 28, 2008 Council meeting. At that meeting, the AHAC vice-chair provided an overview of the first 4 meetings that this committee conducted. Since then, the committee met once more on July 15, 2008. At that meeting, the AHAC finalized their review of proposed incentive strategies.

Attached are the **recommended incentive strategies** for Council's review and subsequent approval. It should be noted that City's receipt of State Housing Initiative Partnership (SHIP) Program Funds requires the City to adopt incentive strategies to encourage or preserve affordable housing. You will note that the recommended incentive strategies target "workforce housing" rather than affordable housing.

Also attached is the AHAC's **recommendation for the City's official position on affordable housing**. It is this committees' understanding that City Council has requested a comprehensive report on the number of subsidized/affordable housing units within the city limits, as compared to other municipalities in Miami Dade County. We believe that this recommended position statement takes into consideration the

perceived disparity county-wide, while seeking to employ a positive tone relative to the City's position on this subject matter. Coincidentally, it should be understood that the incentive strategies being recommended are in alignment with the type of housing unit that the City should seek to promote.

In addition to the above mentioned recommendations, the AHAC is of the opinion that an alternative funding source should be identified by the City that can serve to bridge the affordability gap for the City's Workforce (Police Officers, Teachers, Nurses, Government Employees, etc.). The City's Community Development Department currently administers federal and state housing programs. However, the income limits for these programs are typically too restrictive for a significant portion of the City's Workforce. The Miami Dade SURTAX program is administered by the County's Office of Community and Economic Development. The ordinance that created the SURTAX will sunset in 2009. In the process of renewing this ordinance, it might behoove the City to request that a portion of said funds (the portion generated by transactions within the city limits) be allocated to the City for its administration of a Workforce Housing Program.

Staff Recommendation

City staff has been thoroughly involved with this committee and supports their proposed recommendations. Staff also requests that Council consider the City's need to identify alternative funding sources that will make workforce housing attainable.

RESOLUTION No. 2008-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, ADOPTING THE INCENTIVE STRATEGIES OUTLINED BY THE AFFORDABLE HOUSING ADVISORY COMMITTEE; ADOPTING THE COMMITTEE'S RECOMMENDATION AS THE CITY'S OFFICIAL POSITION ON AFFORDABLE HOUSING; PROVIDING FOR DIRECTIONS TO THE CITY MANAGER; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

1 WHEREAS, in accordance with Section 420.9076, Florida Statutes, the City of
2 Miami Gardens has created an Affordable Housing Advisory Committee (AHAC), and in
3 accordance with Florida Statutes, the Committee is comprised of representatives of
4 various aspects of society, and

5 WHEREAS, the Committee has met and has made recommendations outlined in
6 Exhibits "A" and "B" attached hereto regarding incentive strategies as well as an official
7 position to be taken by the City Council on affordable housing, and

8 WHEREAS, the City Council has reviewed those recommendations and agrees
9 with the same and would like to adopt them as its own,

10 NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
11 OF MIAMI GARDENS, FLORIDA, AS FOLLOWS:

12 Section 1. ADOPTION OF REPRESENTATIONS: The foregoing Whereas
13 paragraphs are hereby ratified and confirmed as being true, and the same are hereby
14 made a specific part of this Resolution.

15 Section 2. AUTHORIZATION: The City Council of the City of Miami Gardens
16 hereby adopts the incentive strategy of the AHAC attached hereto as Exhibit "A." In
17 addition, the City Council would like to adopt the AHAC's recommendation for the City's

18 official position on affordable housing attached hereto as Exhibit "B," and- would like to
19 make this position the City's official position.

20 Section 3. DIRECTIONS TO THE CITY MANAGER: The City Manager is
21 hereby directed to take any and all steps necessary in order to implement the incentive
22 strategies as well as the City's official position on affordable housing.

23 Section 4. EFFECTIVE DATE: This Resolution shall take effect immediately
24 upon its final passage.

25 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI
26 GARDENS AT ITS REGULAR MEETING HELD ON SEPTEMBER 24, 2008.

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SHIRLEY GIBSON, MAYOR

32 ATTEST:

33
34
35
36

RONETTA TAYLOR, MMC, CITY CLERK

38
39 PREPARED BY: SONJA KNIGHTON DICKENS, ESQ.
40 City Attorney

41
42 SPONSORED BY: DANNY CREW, CITY MANAGER

43
44 MOVED BY: _____

45
46 **VOTE:** _____

47			
48	Mayor Shirley Gibson	___(Yes)	___(No)
49	Vice Mayor Barbara Watson	___(Yes)	___(No)
50	Councilman Melvin L. Bratton	___(Yes)	___(No)
51	Councilman Aaron Campbell	___(Yes)	___(No)
52	Councilman Oliver Gilbert, III	___(Yes)	___(No)
53	Councilwoman Sharon Pritchett	___(Yes)	___(No)
54	Councilman André Williams	___(Yes)	___(No)

Section III.

INCENTIVE STRATEGIES

III. LHAP INCENTIVE STRATEGIES *Section 420.9071(16), F.S.*

1. **Expedited Permitting Process (New Construction)**

The processing of approvals for Development Orders or Permits as defined in s. 163.3164(7) and (8) for Workforce housing projects are expedited to a greater degree than other projects.

Established Policy :

The City of Miami Gardens has implemented a process that will eliminate any delay in the review of Workforce housing development projects permit applications. These applications will be prioritized from other type of project applications in order to ensure expediting the projects. Workforce housing projects will also be subject to a review (and approval) by an independent review committee comprised of industry experts.

2. **Development Impact Fee Waiver / Exemption (New Construction)**

The modification of impact fee requirements, including reduction or waiver of fees and alternative methods of fee payment for Workforce housing.

Established Policy:

New Housing projects will receive a waiver or reduction of City impact fees when developing Workforce housing units. For the developer to secure the waiver or reduction of the impact fees, the Department of Community Development must be able to certify that the proposed housing project/unit(s) meet the criteria to qualify as Workforce housing units. Currently, that criteria requires that the units be constructed for homeownership and the income limits of the buyer be capped at 200% of Area Median Income (AMI). Such waivers or reductions must be approved by the City Council.

3. **Density Bonus**

The allowance of increase density levels for Workforce housing.

Established Policy:

Workforce housing residential and planned development projects may receive a density bonus based on an analysis of affordability, site characteristics and proposed project specifics. This analysis will be

conducted in coordination with the Department of Community Development and the Department of Planning and Zoning.

4. **Infrastructure & Utilities**

The City's formal support of Workforce Housing Projects to ensure timely provision of needed utilities.

Established Policy:

The City of Miami Gardens will provide a letter of support to developers who are constructing Workforce Housing Units. Developers may utilize this letter in hopes to "fast track" the provision of necessary utilities & infrastructure on these projects

5. **Reduction of Parking and Setback Requirements**

The reduction of parking and setback requirements for Workforce housing.

Established Policy:

Workforce housing projects are afforded an opportunity to receive a reduction in parking and setback requirements by the City of Miami Gardens. Requests for reduction of parking and setback requirements in relation to the development of Workforce housing must be developed following the standards established in the Land Development Regulations. This reduction would be applicable to single family, as well as multi-family homeownership development projects.

6. **Zero-Lot-Line and Street Requirement Allowance**

The allowance of zero-lot-line configurations for Workforce housing.

Established Policy:

The City of Miami Gardens has in its Land Development Regulations a plan for zero-lot-line development and allowances toward street requirements for affordable housing projects. The proposed project applications are reviewed by the Department of Planning and Zoning. The Department of Community Development will be responsible for certifying the extent to which the project is Workforce.

7. **Ongoing Review Process**

The establishment of a process by which local government considers, before adoption, policies, procedures, ordinances, regulations, or plan

provisions that increase the cost of Workforce housing.

Established Policy:

The City of Miami Gardens has adopted policies which state that any regulation being proposed that could potentially increase the estimated housing cost per unit, will be reviewed by the Department of Planning and Zoning and the Department of Code Enforcement. These groups will consider the effect of the proposed activity and its effects on the cost of Workforce housing prior to their recommendation to the City Council.

City Council will consider the financial impact before making its decision on adopting the proposed regulation.

8. Affordable Housing Advisory Committee

The City of Miami Gardens has established an Affordable Housing Advisory Committee to review its housing policies and procedures, ordinances, land development regulations, and adopted local government comprehensive plan of the appointing local government. They will be asked to recommend specific initiatives to encourage or facilitate Workforce housing while protecting the ability of the property to appreciate in value. The composition of this committee will be in accordance with the F.S. 420.9072 and appointed by the City's Council Members, the committee members and their terms will be adopted by way of Resolution.

If the City is unable to appoint a citizen actively engaged in these activities in connection with Workforce housing either because of the presence of a conflict of interest by prospective appointees, or any other reasonable factor, the City will appoint a citizen engaged in the activity without regard to Workforce housing, as allowed by statute.

CITY MANAGER

- Attended Public Employees Relation Commission hearing on employee unit determination.
- Met with Coconut Cay representatives on bonding public improvements.
- Met on status of subsidized housing in the City.
- Met with engineers and staff on the proposed fueling facility.
- Meeting with Sanchez-Zeinali & Associates, Inc. on the design of the NW 7 Avenue Road Improvements
- Worked work on the FY 2008-2009 budget.
- Met with Donna Ginn on possible employee supervisor training.
- Prepared certificates for Police Officer of the month and various commendations.
- Worked on a 5-year anniversary booklet for residents.
- Met on proposed sign code modifications to be presented to Council.
- Attended City Council Swearing in Ceremony.
- Attended budget workshop with Council and department heads.

PUBLIC WORKS (Tom Ruiz)

1. Staff continues to perform asphalt street repairs and concrete sidewalk repairs and installation with A.D.A ramps at the corners on- going citywide.
2. Staff continues to clean and maintain bus bench areas throughout the City.
3. Staff continues to mow public right-of-ways to ensure that the roadways are aesthetically pleasing.
4. Staff continues to trim and prune trees citywide.
5. Continue to perform/check storm drain cleaning inspections.
6. Continue to perform irrigation maintenance repair on 441 and NW 27th Ave.

7. URS Corporation is working on the bid documentation for landscape improvements on industrial area which covers NW 47 Avenue to NW 57 Avenue and NW 167 Street to City's limits on the south and on NW 45 Court from NW 171 Street to NW 171 Terrace. DERM has approved the design plans.
8. On July 29, 2008 Staff met with North Miami Beach and received the comments on the landscaping design for NW 183 Street from 441 to NW 27 Avenue. The comments were forwarded to BEA Architects to make the appropriate changes.
9. On July 24, 2008 Staff received plans with landscaping improvements on the right of way from the new elementary school at NW 207 Street and NE 2 Ave. On July 30, 2008 Miami Dade County School Board contacted the staff and explained that there is no sufficient budget for the proposed landscaping in the right-of-way. Staff expressed the concern and stated that this is not acceptable.
10. As an owner of an underground utility (underground fiber optic cable (FOC) that runs from City Hall to Police Department) we are mandated by the State to be part of Sunshine State One Call of Florida (SSOCOF) system. The City is a SSOCOF member and we have recently contracted Craig A Smith Associates to locate the FOC. We have the ability to track all tickets, damages investigations thru the internet.
11. Public Works issued 25 permits of which: 2 Paving & Drainage, 15 Driveways & Sidewalks and 8 Utilities.
12. On July 18, 2008 staff attended a Hurricane Tabletop Exercise Debriefing at the Police Department.
13. On July 22, 2008 the Director attended a Municipal Debris Clearance and Removal meeting with the County for coordination of work when there is a storm for debris removal.
14. On July 23, 2008 staff met with Craig A. Smith & Associate (Greg Jeffries) for the NW 7 Avenue road improvement project to finalize concept of the road and turning lane layout.
15. On July 31, 2008 the director attended the Waste Management Recycling Program/Miami Dade County at their facility in Pembroke Pines.
16. On August 7 and 8, 2008 the PW Director the Florida Division of Emergency Management Debris Management (G-202) Class at the County's EOC.
17. On August 11, 2008, staff attended the Public Works Building Renovations pre-bid conference in the Council Chambers.
18. On August 12, 2008, the Director participated in the Business Workshop that was held in the Council Chambers lead by Code Enforcement.
19. On August 13, 2008, the Director met with Chris Steers and Ula Zucker on Strategic Planning Group for two sections of the plan Strategies and Measures.

20. On August 14, 2008 staff attended the Developmental Review Committee meeting.
21. Staff continues to perform asphalt street repairs and concrete sidewalk repairs and installation with A.D.A ramps at the corners on- going citywide.
22. Staff continues to clean and maintain bus bench areas throughout the City.
23. Staff continues to mow public right-of-ways to ensure that the roadways are aesthetically pleasing.
24. Staff continues to trim and prune trees citywide.
25. Continue to perform/check storm drain cleaning inspections.
26. Continue to perform irrigation maintenance repair on 441 and NW 27th Ave.
27. URS Corporation has concluded the design plans for drainage improvements on industrial area which covers NW 47 Avenue to NW 57 Avenue and NW 167 Street to City's limits on the south and on NW 45 Court from NW 171 Street to NW 171 Terrace. Staff is working to set the package together for the project to be advertized for bid.
28. On September 5, 2008 Staff submitted the landscaping design for NW 183 Street to North Miami Beach for second review.
29. On September 3, 2008 Straightline Engineering started the replacement of damaged sidewalk on NW 172 Terrace from NW 22 Ave and 620 feet west. (North side of the street only). The project was accomplished in four business days which included replacement of 620 feet of broken sidewalk and swales restoration.
30. Public Works issued 33 permits of which: 5 Paving & Drainage, 16 Driveways & Sidewalks and 12 Utilities.
31. On September 10, 2008 Superior Landscaping started planting the additional Palm Trees.
32. On September 10, 2008 Staff checked references for the lowest bidder (Ital Construction) for the renovation of the Public Works Building. However there were omitted items in their bid submittal. Therefore the decision was made to use the next lowest bidder.
33. On September 11, 2008 Staff met with Tasco Plumbing in regards to the Small Drainage Project in front of 3735 NW 203 ST to go over project and what needs to be done due to utility conflicts.
34. On August 18, 2008 the Director attended Tropical Storm Fay meeting for preparation – essential personnel.
35. On August 20 and 25, 2008, the Director met with the Strategic Planning Group for the Strategies and Measures.

36. On August 27, 2008 the director met with PD on a Debriefing for Tropical Storm Fay.
37. On September 2, 2008 the PW Director and Engineer had Engineer II interviews for the position.
38. On September 2, 2008 the Public Works Director assisted the City of Opa-Locka in their Public Works Director's Interview Panel.
39. On September 2, 2008, the Director attended the Budget Workshop.
40. New Stormwater Employees: George Allen, Stormwater Supervisor
Gil Cabal, Street Sweeper Operator

Keep Miami Gardens Beautiful

3CMA Awards Program

- CMG Application has been submitted

Urban & Community Forestry Grant 08

- Completed application
- Approved \$15,000
- Locations selected and tree planting scheduled for early September

Landscape Maintenance

- New ground covers have been purchased to replace dying or slow growing plant materials for both 441 and 27 Ave
- New flowers have been placed at new NW 151/ NW 27 sign
- Pump station 5 is down on 27 Ave.- parts have been ordered

Green Building Coalition

- Work in progress

Swat a litter Bug Program

- 11 litter bugs swatted

Song/ Spoken Word Radio Competition 2008

- Officially kicked off on 8/13/08
- Received over \$5,000 in sponsorship

Miami Gardens Drive Beautification Project

- FDOT Approved
- Met with Contract to make improvements on plans
- Highway Beautification Grant Extension approved

Community Beautification projects

- Ongoing
- 3 major community projects completed this month
- Butterfly garden received a face lift

New Television PSA

- Under construction

Keep America Beautiful Annual Report

- Almost completed

Miami Gardens Community Center

- Planning beautification project for MG Neighborhood Center

FINANCE DEPARTMENT (William Alonso, Director)

- 1) Presented the August 2008 monthly budget report to Council.
- 2) The City received its first ever Certificate of Excellence in Financial Reporting Award for the FY2007 CAFR.
- 3) Prepared for the upcoming final budget meetings and council presentations as well as preparation of the TRIM ads that are legally required to be advertised before the final budget hearing,
- 4) Began working on year end procedures, confirmation letters, etc for our external auditors so they can commence work on our year end audit. We have set a start date of November 10, 2008 thru December 5, 2008 for the auditors to work at city hall.
- 5) Established new cashiering procedures at all parks so that cash is only accepted at one location while other locations were set up to process credit card and check payments only. These procedures were established in order to strengthen internal controls over the cash collection activities city-wide. Similar procedures are already in place at the Police headquarters building.
- 6) Received our annual payment from Miami Dade County of our franchise fees from FPL. This years payment was approximately \$4.189 million or almost \$800,000 more than last year.
- 7) This month, we also processed the final payment to Miami Dade County for "Specialized Police Services", the city will take over this function on Oct 1, 2008.
- 8) During our monthly staff meetings, we have started training for all staff members on internal controls. Training covers all aspects of a good and effective internal control structure and encourages them to look at all job duties and city functions in order to find ways of improving controls where necessary. Future meetings will focus on other accounting functions and governmental accounting issues.

HUMAN RESOURCES (Taren Kinglee)

- Conducted review of all employees driver license status and driving history for compliance with League's permissive use policy

- Continued consultation with outside council regarding union petitions
- Responded to several public records request
- Meet with insurance broker and representative regarding renewal of medical insurance coverage.
- Held several meetings with department supervisors regarding recruitment, discipline and performance management. Developed job descriptions, administered benefits, responded to unemployment claims, salary/benefit surveys, etc.
- Participated in strategic plan review committee meeting
- Continued consultation with outside council regarding union petitions
- Responded to several public records request
- Meet with insurance broker and representative regarding renewal of medical insurance coverage
- Held several meetings with department supervisors regarding recruitment, discipline and performance management. Developed job descriptions, administered benefits, responded to salary/benefit surveys, etc.
- Statistics

Monthly Statistics	Sep-Oct	Oct-Nov	Nov-Dec	Dec-Jan	Jan-Feb	Feb-Mar	Mar-Apr	Apr-May	May-Jun	Jun-Jul	Jul-Aug	Aug-Sep
Applications/resumes received	248	518	397	384	330	846	627	499	365	359	558	638
Positions Advertised	7	6	8	4	2	18	10	4	4	5	10	4
Interviews Conducted	196	88	38	51	71	98	130	66	59	54	110	48
Pre-employ Physicals	38	24	25	9	8	9	23	32	79	22	83	24
Background/Reference Checks	15	24	5	10	20	14	13	55	27	8	256	196
New Hires	71	44	42	9	12	16	5	16	71	8	83	9
Workers Comp Claims	5	6	5	4	2	2	3	12	14	10	16	9
Exit Interviews	1	0	0	1	4	2	1	1	1	0	1	1
Promotions	4	1	1	4	1	1	1	5	2	1	2	0

ASSISTANT CITY MANAGER (Horace McHugh)

- City Hall lease – continue working on staff layout; architectural requirements and preliminary permitting requirements.
- Education Compact – continue participated in the kickoff of the Education Compact and continue working on the Academic Improvement sub-committee;

- Community Video – continue working with consultant to design and produce video, prepare script & coordinate video shoot.
- Jazz in the Gardens – continue working with Stadium, Producer & Marketing consultant to plan the sponsorship, logistics and public relations for the 2009 event.
- Strategic Planning – continue coordinating the follow-up on the Strategic Planning process, including finalizing the Vision and working on the input of the sub groups.
- FCCMA – participate on Coaching session, dealing with Effective Service Delivery.
- Council on Social Status of Black Men & Boys – worked with executive director to coordinate the hosting of the quarterly meeting of this state-wide agency. Attend sub-committee meetings.
- Participate in Continue reviewing Hurricane Procedures for the City of Miami Gardens
- Participate in staffing deliberations, including evaluations, discipline and hearings for appeal of disciplinary action.

MEDIA AND SPECIAL EVENTS Coordinator (Ula Zucker)

- The Girls Empowerment Movement Society (G.E.M.S) has been quite successful, matching mentees with mentors and providing instructional courses for mentees such as organizational skills & time management, personal care (hair, make-up and skin care), self awareness, communication (public speaking and job interview skills), etiquette (dining and social), money management, and social networking. The program met for every Saturday for seven weeks during the summer and on September 20, 2008 the G.EM.S program will have their Debut event.
- The City collaborated with Rick Ross Charities Inc. in an effort to provide the children in the community Back packs and school supplies for the 2008-2009 school year. The event was hosted at Miami Carol City Park and over 2500 people attended the event which featured a number of local and nation celebrity hip hop artists. This event was free and open to the public. All the school supplies donated by the Children's Trust, Wal-Mart and a number of other sponsors, were distributed to all the children in the City's summer camps program others who attended the event.
- Attended the Florida Festival and Events Association (FFEA) Conference in Orlando. At the conference the winners of the FFEA Red Baron Awards were selected and we Miami Gardens won best website for the Jazz in the Gardens website; tied for second place in the photographs category for Jazz in the Gardens photos of the Mayor and Nancy Wilson; and won second place in the print publication category for the Parks and Receptions programs publication the "Gardens Experience." To view more information about the awards please visit www.FFEA.com and click on the "awards competition" tab.
- Amongst 10 cities selected, the City of Miami Gardens has been selected to present a five minute video at the upcoming ICMA conference. The video will be featured on www.websedge.com, an online television station based and hosted from London. During

the past few months, we have produced a script and a 5 minute video which highlights the unique story of how the City was founded and how the police department was established. The video will be made available to the City in October 2008.

- Working on Collaborative effort between the City and Carl's Furniture & Patio to host an art contest open to the South Florida Community. The event, The event entitled "The 1st annual Floridian Soul Contemporary Art Contest and Exhibition" will be sponsored by Councilwoman Barbra Watson, and will provide emerging artists the opportunity to feature their work at the furniture store a period of 6 months up to a year beginning on November 21. The art will be available for sale.
- Completed the in-house team activities for the strategic planning effort, respectively working communications (Internal and external) and Image (branding and public works enhancements).
- Currently we are in the process of planning Jazz in the Gardens and working on mainly sponsorships and booking artists.
- The online newsletter has been quite successful. Over 2300 people are currently receiving the Miami Gardens e:connect, a huge increase from July when only 1500 people were subscribing.
- The City of Miami Gardens in collaboration with WorldCare, 99 Jamz and the Haitian American Professionals Coalition (HAPC) are combining all efforts to assist the people of the Island of Haiti who have been affected by several hurricane storms this season. Thus far we have received a lot of support from the community, especially from the church community.
- We are currently in planning for our 2009 MLK event. Sponsorship packages will be available by the end of September. The MLK Celebration website is currently being updated www.miamigardensmlk.com updated. Letters for the oratorical event will be sent out to schools next week. Quotes for services have been received. A number of performers have been scheduled and 99 Jamz will be our main media sponsor and will support by providing a speaker and our headline talent.
- Our public relations efforts are ongoing. Please see the Community Outreach Department for press clippings, pictures or items of the sort. We are also placing advertisement and purchasing media for other departments.

PURCHASING (Pam Thompson)

1. Prepared and issued eleven bids/RFP:
 - Renovation of PW Building
 - Fleet Preventive Maintenance
 - Replace & Repair Fences – City wide
 - Purchase & Delivery Emergency Generators
 - Replacement Housing 2
 - Miami Carol City Recreational Building
 - Construction of New Tennis Court
 - Laser Grading of Ball Fields

Annual Contract Standard Issued Weapons for PD
 Annual Contract Auto Body/Collision Repairs
 Continuing Architectural, Engineering, Surveying, Planning Services

2. Prepared and issued quotation
 - Furnish & Install Square Frame Gates
 - Purchase PD Motorcycle
 - Purchase Forensic Equipment
 - Purchase Crime Scene Retro Fit
 - Paint Police Van
 - Purchase Cameras
 - Roll Gate
 - Football Fencing
 - Furnish & Install Cable
 - Purchase Crowd Control Barricades
 - Purchase Speed Control Lasers
 - Crash Scene Equipment
 - Crash Reconstruction Equipment
 - Purchase Tint Meters
 - Pool Leak Detection Service
 - Purchase & Install Safe
 - Purchase Inverters & Batteries

3. Preparing specifications for the following:
 - Architectural services – new city hall
 - Printing Services – city wide
 - Median Light Improvements
 - Annual Contract for Storm Drain & Canal Maintenance
 - Annual Contract for Flat Tire Repairs
 - Furnish & Install Pool Equipment
 - Annual Contract for Plumbing Contractor
 - Dental Insurance
 - Long & Short Term Disability Insurance

4. Issued 314 Purchase Orders
5. Continue to maintain Fixed Assets (ongoing)
6. Continue to order and assist with auditing fuel card program
7. Continue to train and assist City staff on Eden software
8. Continue entering contracts into Contract Management (ongoing)
9. Continue entering vendors into Bids & Quotes – bid vendors (ongoing)
10. Assist IT with preparation of vendor on-line registration
11. Preparing for year end closing

Purchases \$25,000-\$50,000			
Date	Vendor	Service/Project	Amount
7/28/08	Tenex Enterprises	Aggregates for Parks	\$25,138.75
9/17/08	McCourt Construction	Resurface Tennis Courts	\$25,280.00
7/28/08	Lawn Logic LLC	Tree Trimming	\$27,781.00
8/21/08	Tasco Plumbing	Storm Drain Improvement	\$35,485.00
8/5/08	MCO Consulting	JIG billboards	\$45,000.00
7/24/08	Circle of One	JIG marketing	\$95,000.00

Community Outreach Specialist (Lillie Q. Odom)

- Attended the regularly scheduled *Family Fall Festival Board Meeting*. Plans are in motion for the 2008 Festival to be held October 31, 2008. Distribution of tickets will be placed with the city in the parks and recreation sites. Additional tickets will be placed in the community with the faith –based groups and other organizations. Tickets are \$3.00 in advance and \$5.00 at the event.
- . Attended the regularly scheduled monthly meetings of the *Elderly Affairs Committee*. This committee is very close to becoming non functional, based on the term of existing members and the lack of new members selection.
- Attended the monthly meeting of the Commission on Women; held at the City Hall Conference room – The commission has completed the by-laws and established a mission.
- Attended three committee meetings for: “*Adopt-a-School Initiative*” a component of the *Education Compact* that allows the community a chance to partner with the local schools, faith-based communities, non-profit organizations and others to meet the needs of the students in the schools in Miami Gardens. I am presently assisting the office of Crusade against Drugs with the coordination of a community forum to introduce this initiative to the community; to be held on: Monday, September 29, 2008 in the council chambers.
- *Stimulus Payment Day* on August 20, 2008, to assist residents in completing there forms so that they may obtain the stimulus payment, decline to apply for the IRS Stimulus payment is October 15, 2008.
- I attended the monthly scheduled meetings of several senior groups with the Miami Gardens Police Community Relations Officers as we establish; Neighborhood Ambassadors Crime groups.

Information Technology (Ronald McKinze)

IT Dept Overview

This Status report covers the activities of the Information Technology Department for the period from 7-15-2008 through 9-15-2008). It is organized into the following areas:

- Significant Accomplishments
- Significant Issues
- Schedule Status
- Travel Activity

Accomplishments from Month:

- Significant Accomplishments

- Acquired two additional personnel, closing two positions and leaving two opened. We acquired our Web Designer (Mbaxi Cabral) and an IT Support Technician (Sylvia Simmons).
- Configured and installed E-Agent on all PD Detective computers. E-Agent allows the detective to run criminal background checks from their PC.
- Replaced Car Mounts in all Captain Cars. Now all Captains have the more reliable Dell laptops and can mount these in their vehicles.
- Completed the installation of the NICE Recorder at PD. Now all Communications/Dispatch systems are being recorded and playback can occur at Supervisor Kay's machine and one other machine in the Communications area.
- Configured and deployed redundant connectivity of the firewalls in PD. This allows us to keep one of the devices active and one in standby, ensuring reliability and reducing single points of failure on the network.
- Deployed Security access in the PD, doors and magnet locks have been deployed. All authorized users have been issued access cards. Monitoring has begun and the IT department is managing cards and individual access rights.
- Successfully set up EOC for TS Fay. Also set up additional phones in dispatch, auditorium, and the Chief's conference room.
- Established lines with voicemail through AT&T for emergency messages. Numbers proved useful for TS Fay when we had a hotline for citizens and employees. We have also added on another line for Parks.
- Made various positive changes to the External City Website. Working with various departments to create a better image. Working on Police Department website with various citizen links.
- Set up web presence for upcoming City videos.
- Setup EDEN user group that meets monthly to discuss EDEN issues and allows a forum for working together towards solutions to issues. Began conducting weekly/bi-weekly classes on various EDEN modules. Classes are taught by CMG employees to show others "how they successfully use EDEN to perform their duties." Participation from most departments has been good especially Public Works, Code, Procurement and Finance. P&Z missed one meeting and BLDG Services has missed two. We are also setting up a road trip to West Palm Gardens' to see their successful EDEN implementation.

- Deployed Antivirus Software to 85% of all CMG employees and servers.
- Installed and Deployed wireless internet service at all Parks. Also distributed at least 1 computer to each park to allow staff to begin using credit card system. Set up system for collecting bills via credit card at all parks.
- Continued to offer training classes in SharePoint and MS Office.
- Moved backup server for EDEN from CH to PD to allow for redundancy and ensure continual operation if CH is down or in case of a Hurricane.
- Set up IT devices needed for new Security Access system in PD.
- Significant Issues
 - Found 10 viruses on user computers. Quarantined the computers, and then destroyed the virus. Continuing to monitor all systems and finishing up deploying antivirus software.
 - No Hardware maintenance contract for the telephone system. Working with Crossnet to put a contract in place as soon as possible. Working through legal issues. Cost of contract is approximately %33,000.
 - Additional equipment needed for redundancy of CAD, RMS and other services as PD. Cost for all equipment expected to exceed \$50K.
- Schedule Status
 - Office 2007 deployed to 80% of CH users and all of PD users. Expected completion for all CMG is mid October.
 - Deploy new Antivirus software by mid October.
 - Finish deploying port security by end of November (this includes PD).
 - Purchase and establish redundancy of PD applications as soon as possible.
 - Looking for Call Accounting System
 - Looking for Asset Management System
 - Looking to find and train personnel on email monitoring system.
- Travel Activity
 - Gardimyr Pierre scheduled to attend MS SQL course in Ft. Lauderdale during last week in September.
 - Claude Charles scheduled to go to ICND Cisco training in October.
 - Tristan attended MS training in August.
 - Ron McKenzie and Ricardo scheduled to attend EDEN conference at the end of October

FLEET SERVICES (Herman Bruce)

Follow up on assignments delegated to staff, vehicles in repair status, fuel and weekly vehicle condition reports. Review accident pictures and reports and forward to HR Risk department. Approve registration and insurance application for new vehicles received, requisitions created and receipt of invoices received for parts and services. Visit repair facility and dealership to verify operator concern and warranty repairs completed. Request priority repairs on all equipment and essential vehicles are completed and available for pre and post storm response. Attend Hurricane Preparedness Meeting, coordinated fueling of all vehicles and reserves, verified with vendors for operating procedure for post storm support and assisted in parking vehicles in secured facility.

Fleet services representative accept delivery of new vehicles, all of which were secured at the police department. Perform daily inspections on police and weekly on public works, parks and vehicles assigned to departments at City Hall. Perform minor repairs on vehicles not scheduled for service, replace missing and damaged hubcaps on Police vehicles, schedule routine services, warranty repairs, report damages observed on Police vehicles and forward pictures and description to Fleet Manager. Meet with insurance appraiser and body shop estimator to usher them to damaged vehicles for appraisal and estimating. Review weekly fuel and vehicle condition reports, capture and verify concerns, discuss repair process with Fleet Manager, document and file paperwork. Continue repair on mule that was stolen from AJ King Park. Assist with preparedness of all equipment and essential vehicles necessary for pre and post storm.

Fleet Services Administrative assistant prepared paperwork for all new vehicle registration and necessary documentation and filing. Prepared requisitions and received on invoices for purchases and repairs. Review fuel receipts and vehicle checklists from all departments and contacted vehicle operators to provide missing or incomplete information.

Update vehicle inventory and service data folder, perform fuel reconciliation report, and continue to update new and existing vehicle files to include registrations, bill of sale, and proof of extended warranty.

Follow up on staff assignments, Routine Meeting with Assistant city manager, Mr. Horace McHugh, discussed budget preparation presentation, last months activities and assignments for current month. Meeting with Fleet staff, discuss month and fiscal year end closing procedures, outlining what was needed and expected from Fleet Services for close out. Review and forward pictures and estimates of all damaged vehicles to HR Risk department. Prepared requisitions and approved purchase orders for parts and services needed to meet the end of year close out deadline. Attend City manager's bi-weekly meeting, and Budget Presentation Forum. Prepare all essential equipment and vehicles for pre and post storm response, coordinated fueling of all equipment and vehicles and verified emergency parking area for remaining fleet. Review fuel and vehicle condition reports with staff, assisted with preparing new vehicles for delivery to using departments.

Fleet Service Representative conducted daily and weekly routine inspections on Police, Public Works, Parks and vehicles assigned to departments at City Hall. Replaced hubcaps found missing on Police vehicles during inspection. Perform minor repairs, took pictures of damaged vehicles during routine fleet inspection and forward to Fleet Services Manager.

Continue repairs to Mule stolen from AJ King Park. Review fuel and weekly reports with fleet manager, record concerns, schedule repairs and file paperwork. Follow up daily on vehicles in repair status. Assist with hurricane preparedness.

Fleet Services Administrative assistant received invoices for parts and services, prepared requisitions for purchase and services, review fuel receipts and vehicle checklists from all departments, contacted vehicle operators for missing and incomplete information, update vehicle inventory and service folder, and perform fuel reconciliation report. Update of current vehicle files to include registrations, bill of sale, and proof of extended warranty. Assisted Fleet services Manager with month end and fiscal year close out.

ASSISTANT CITY MANAGER FOR BUSINESS SERVICES (Chris Steers)

Initiatives

1. Implemented City Wide Employee of the Month Program; Month of August Presentation Tentatively proposed on September 24th City Council Meeting.
2. Monitored Sign Code Enforcement sweeps.
3. Meet with senior staff regarding “catch Ball” process for update of City Strategic Plan: completed/drafted goals, strategies, and measures for enhancing quality of life and communication
4. Monitored Land Development Regulation drafting.
5. Followed up with Department Heads regarding Budget Process and final numbers.
6. Attended UASI meeting as alternate POC.
7. Participated in City ERP meetings; Hurricane Table Top Exercise; and hurricane Fay prep/debriefing.
8. Attended Certified Flood Plain Manager training.
9. Performed Codification reviews in conjunction with City Attorney, City Clerk, and Muni-code Corporation.

Actions

- Met with Code Enforcement Senior staff regarding various enforcement strategies and staff issues.
- Met with Public Works regarding flood plain management issues.
- Met with Finance regarding budget concerns.
- Met with Parks and Recreation regarding re-organization
- Met with Community and Economic Development Department regarding re-organization.
- Met with general citizenry for problem resolutions.
- Conducted Bi-Weekly Directors Meetings/Coaching Sessions.
- Conducted Interdepartmental Meetings.
- Zoning agenda reviews.
- Conducted performance conferences/coaching sessions
- Coordinated Interdepartmental meetings.

CODE ENFORCEMENT (Carmen Quinn)

- Continued Towing of Abandoned Vehicles Project: To date, 408 vehicles were tagged, with only 30 tows required throughout 11 code zones. 378 vehicles were removed by property owners. This project will be fully completed by end of August.
- Met with City Attorney, ACM, and Pleasure Emporium representatives to review open code case: Stipulation was agreed upon and accepted by Special Master on August 13, 2008. P/O was given 6 months to come into full compliance.
- Revoked Champion Banquet Hall's BTR and CU as consequence of illegal un-authorized use.
- Closed nuisance business M&M Food Market - Certificate of Use was denied.
- Continued concentrated effort to address unregistered business owners: 96 new businesses were registered and brought into compliance this month.
- As a result of a mass mail out questionnaire to customers from Brinks the City registered 85 new alarms this month.
- Met with all Code Officers and P&Z staff and coordinated implementation efforts for the new Window sign Code.
- Planning and coordinating an additional training for the CMGPD.
- Concentrated effort to address unregistered business owners.
- Continued coordinating implementation efforts for the new Window sign Code.
- Planned and coordinated an additional training for the CMGPD.
- Cited 4 unlicensed businesses in Carol Mart during a sting operation with PD. Finalized Towing of Abandoned Vehicles Project: 611 vehicles were tagged, with only 46 tows.
- Coordinated pre-storm Fay emergency preparations.
- Attended Budget workshop.
- Received M&M Food Market Appeal for denial of Certificate of Use: Hearing scheduled for September 22, 2008.
- Finalized con

COMMUNITY OUTREACH

- Organized and conducted the City's First Annual Business Workshop with presenters from various pertinent City Departments as well as the Beacon Council, Department of Revenue, and Department of Business & Professional Regulations.
- Attended two (2) Community meetings: North County HOA and Leslie Estates #7 HOA.

PERSONNEL

Staff Development:

- Officer T. Hamilton received the parking enforcement certification.
- Director and management team attended a leadership seminar: Coaching & Mentoring Skills for Leadership Success.
- Five (5) staff members attended the annual Florida Association of Code Enforcement (FACE) conference in Daytona, FL.
- Conducted general staff monthly meetings.
- Completed and administered 2 performance evaluations.
- All Code Officers attended the Gold Coast Association of Code Enforcement monthly training session.
- Transitioned staff to E-Notify parking enforcement subpoena process to include staff training and system set-up.
- Began recruitment process to fill one Administrative Assistant vacant position.
- Conducted general staff monthly meetings.

<u>CODE Stats:</u>	<u>May</u>	<u>Jun</u>	<u>July</u>	<u>August</u>
Business Tax Receipt Inspections	871	150	364	134
Certificate of Use Inspections	87	146	362	133
Landlord Permit Inspections	283	185	4	107
Warning Notices Issued	618	415	351	284
Civil Violation Notices Issued	149	256	246	136
Re-Inspections	343	450	393	471
Special Master Hearings	14	46	23	25
Massey Hearings	27	53	26	46
Lien Reduction Request Hearings	5	3	2	8
Extension Requests	67	72	77	56
Complaints Received	112	139	112	95
Proactive Cases	368	293	152	155
Cases Closed Within 30 Days	196	229	147	270
Cases Closed Within 60 Days	23	30	27	88
Cases Closed Within 90 Days	1	8	14	19
Special Operations-Code	2	6	2	5
Special Events	0	1	2	2
Illegal Signs Removed	810	733	488	872
Phone Calls Received by CEOs	150	192	134	143
Parking Tickets Issued	32	43	67	6
Lien Searches	54	56	59	43
Joint Operations-MGPD	1	2	3	3
PD Requests for CE		9	9	23
Stormwater Postings	14	26	0	0
Abandoned Vehicles - Tagged		33	227	351
Abandoned Vehicles - Towed			16	30

- Completed and administered 2 performance evaluations.

Monthly Financial Statistics

<u>Licensing Stats</u>	<u>May/Jun</u>	<u>Jun/Jul</u>	<u>Jul/Aug</u>	<u>Aug/Sept</u>
Business Tax Receipts	111	165	229	587
Certificates of Use	98	141	233	464
Alarm Permits Issued	49	58	83	124
Landlord Permits	32	6	12	12

DEVELOPMENT SERVICES (Jay Marder)

PLANNING – Jay Marder and Bhairvi Pandya

1. **School Concurrency – Implementation** – Coordinated with Miami-Dade School Board to review permitting procedures to implement school concurrency. There are three statutory levels that must be tracked and reviewed for school concurrency: 1. Comprehensive Plan changes, 2. Rezonings and Site Plans, and 3. Building Permits. The School Board has set up a web-based tracking system whereby applicants will pay on-line. The process will require programming in additional

approval cues in the Building Department and Planning and Zoning Department's permit processes. This will be an ongoing process.

2. **Water Supply Facilities Amendment to Comprehensive Development Master Plan** – Ongoing- DCA has sent the City a reminder regarding amending our CDMP to include a Water Supply Plan. Several issues have kept us from completing this for the City. First, the water plan by North Miami Beach was not complete until a few months ago. Also, work load issues have kept us from developing this plan amendment. We now have the necessary support documents as well as prototype draft Water Supply Plans and drafts from other cities. Maria Valdez from WASD communicated to Planners Technical Committee that at this time no municipality in the county has adopted the 10 year Water Supply Plan. We plan on having the Water Supply Plan drafted by the end of this year and review it with WASD and SFWMD to insure compliance, similar to how we did the school concurrency plan amendment, reviewing it with the agencies prior to sending it for public hearings. Similar to school concurrency, this will involve amending several elements of the CDMP.
 - **Elderly/Subsidized Housing Study** – Ongoing - Continued working with Community Development. Completed developing a new GIS map identifying all subsidized housing locations within City. Developing a Powerpoint presentation to be presented to City Council in future.
 - **Population Estimate** – Reviewed and approved the University of Florida's Bureau of Economic and Business Research population estimate for the City which is 111,171 persons as of April 1, 2008.
 - **Census – Informal Population Challenge** – Ongoing - Working on potential challenge to the US Census population estimate which continues to lower the City's population, 2007 to approximately 97,000. Received methodology reports from Census Bureau. Communicated with Miami-Dade Department of Planning and Zoning, and U.S. Census representatives regarding "challenge" methodology. Submission deadline October 1, 2008.

LAND DEVELOPMENT REGULATIONS - Jay Marder, Bhairvi Pandya, Cyril Saiphoo

- **Schedules Received from Consultant for Miami Gardens Zoning Code** – Received the following from Iler Planning Group, reviewing and commenting upon same. Met with consultants for preliminary review of schedules:
 - SCHEDULE A: GENERAL DEFINITIONS
 - SCHEDULE B: LAND USE DEFINITIONS
 - SCHEDULE C: TABLE OF PERMITTED USES
 - SCHEDULE D: AREA AND DIMENSIONAL REQUIREMENTS
 - SCHEDULE E: DESIGN CRITERIA
 - SCHEDULE F: ADDITIONAL REQUIREMENTS AND CRITERIA FOR SPECIFIC USES
 - SCHEDULE G: PLANNED CORRIDOR DISTRICT
 - SCHEDULE H: LEVEL OF SERVICE STANDARD FOR CONCURRENCY
 - SCHEDULE I: SIGNS
 - SCHEDULE J: PARKING
 - SCHEDULE K: STREETScape, LANDSCAPE, TREE AND BUFFER REQUIREMENTS

- SCHEDULE L: ENVIRONMENTAL RESOURCE PROTECTION
- SCHEDULE M: NONCONFORMING USES AND STRUCTURES AND VESTED RIGHTS
- SCHEDULE N: ALCOHOLIC BEVERAGE SALES AND ACTIVITIES
- SCHEDULE O: ADULT ENTERTAINMENT USES
- SCHEDULE Q: WORKFORCE HOUSING

- **Landscape Requirements** – Met with City staff including public works and consultants to review future major street treatment for landscape and buffer requirements, tree types and standards.

- **Sign Code** – Developed and had GSA print Window Sign brochures for distribution to businesses primarily by the Code Enforcement Department. Continued meetings with businesses and commercial/industrial property owners. Final draft being compiled of proposed modifications to the Sign Code for discussion by the City Council.

- **Dolphin Center DRI** – Obtained and reviewed County’s Development Impact Committee Executive Committee staff report. With City Attorney, Managers and Mayor, drafted summary and formulate city positions on the issues of bifurcating the project into two DRI’s.

- **Landmark Property Rezone and Comprehensive Development Master Plan** – Reviewing Miami-Dade County application for mixed use development of land fronting 199th Street and 47th Avenue.

ZONING - Cyril Saiphoo, Nixon Lebrun, Marilu Gunness, Jacquelyn Gardner

- EDEN
 - Entered 15 NEW folios (parcel numbers) in EDEN parcel database
- Building Permits
 - Conducted 45 building plan reviews
 - Conducted 15 site inspections
- Sign Code Permits:
 - 6 sign plan permits processing
 - 5 window sign permits processed
 - 7 Temporary sign permits processed
 - Ongoing Sign Permit meetings
- Verification Letters
 - Processed 10 Zoning Verification Letters
- Address Assignments
 - Processed 1 new Address Assignment;
- CRHs
 - Processed 10 CRH (Community Residential Home or Group Home) 1,000’ radius verification letters; in addition, sent letters to old approved applicants to determine if any action has been taken to establish a CRH in order remove from “approved” inventory of homes if not action taken.
- Certificate of Uses
 - Reviewed 60 Certificate of Use/ Occupational License Applications
 - Denial of 2 CU applications

- Plats
 - 1 waiver of plat application
- Special Requests:
 - Prepare info for Public Information request by Rodger Bakerman,
 - ASPRs/Substantial Compliances/Administrative Variances
 - 1 Substantial Compliance Review for Mercedes Benz
 - 1 Administrative Variance, single family home
- Pre-Development meetings:
 - **JPM (Jesus People's Ministries) Mixed Use Housing for Elderly, Girls and Boys, plus Event Auditorium:** met with developer/applicant; public hearing for variance application submitted; sent letter to applicant requesting clarification, also noting that proposed public assembly use in residential zoning district will require rezoning, i.e., revising application.
 - **Calder Raceway** – Met with architect/project manager to review site plan and design, and address signage issues of 117,000 square foot building for future casino addition; responded to related follow-up development process questions regarding pending public hearing application for rezoning and modification of resolutions plus establishing an alcoholic beverage establishment/night club.
 - **Palmetto Gardens Design Center** – worked inordinate amount of time on resolving platting issues and permitting issues to allow construction to commence. Coordinated with County and developer on several meetings and telephone conversations to resolve issues.
 - **New Way Fellowship** – Reviewed mixed use development at 167th Street and 22nd Avenue. Multi-story development being drafted with ownership and rental housing, market rate, plus office and commercial uses, both sides of 22nd Avenue.
 - **Pleasure Emporium** – Various meetings, including at site, drafted landscape related stipulations for settlement agreement to resolve code enforcement issues, improvements, occupational license, etc.
 - **Temporary Trailer** – Participated in meeting with Code Enforcement and Building to resolve issues for temporary trailer on 2nd Avenue and 189th Street.
 - **T-Mobile Site Feasibility** – Met with provider, Managers and Capital Facilities to consider potential wireless antennas at City parks.

GIS and EDEN – Bhairvi Pandya

- GIS Maps-
 - ✓ Created 10 CRH Maps with 1,000 feet radius.
 - ✓ Created 1 Zoning map for owner notification listing (Lakeside Townhomes).
 - ✓ Planned Corridor Development Zone – completed PCD map for submittal to DCA with the final report.
 - ✓ Draft New LDR Zoning Map: Continuing to update new LDR zoning draft map to reflect new proposed zoning districts and assist consultants in developing City's first LDRs.

- ✓ Geographic Neighborhoods Map – Completed - Per City Councilman Bratton's request, completed update on current neighborhood map and showing council districts.
- ✓ Subsidized Housing Map- Completed developing a new GIS map identifying all subsidized housing locations within the City.
- ✓ Continuing to provide GIS service for FEMA CRS purposes to FEMA Manager. Completed maps – total number of buildings in the entire City, and in the flood zones.
- ✓ GIS support for Public Works Department- provided a GIS-based address listing for all property owners in the Palmetto Lakes Industrial Park.
- ✓ GIS support for Capital Improvements Department – Provided a 250 feet radius GIS-based address listing for all properties around Carol City Community Center.
- ✓ 15th Annual GIS Expo Conference – Abstract on *City's First GIS-based Subsidized Housing Analysis* accepted for a 45 minute presentation. Poster entry submitted for same.
- ✓ Participated in Eden meeting. The Department sending two representatives to the Eden Conference. Main issues remaining: 1) Parcel refresh, 2) Labeling from Permit module, and 3) Activating GIS/Mapping function.
- ✓ Miami-Dade County – Met with Planning and Zoning Department representative regarding existing land use mapping data.

OTHER DEVELOPMENT MANAGEMENT AND PLANNING ACTIVITIES –

- **Coconut Cay/Andover Improvements** – Coordinated implementation of conditions of zoning resolution; obtained performance bonds from DR Horton for improvements including:
 1. Construction of Roundabout at NW 20th and NW 12th Avenue and at NW 207th and NW 7th Avenue; overlay NW 207th, etc. Amount: \$202, 135.
 2. Construction of New Guard House At NW 207th St and NW 2 Court. Amount: \$71,983.
 3. Construction of Remaining Improvements at 204th Street Guardhouse. Amount: \$34,331.
- **Miami Dade Transit** – Represented city staff at update meeting on August 21, 2008 at North Dade Regional Library
- **School Safety Grant** - Coordinated with Public Works Department to insure that required information provided to the Florida Department of Transportation.
- **City Budget** – Prepared Budget Presentation, attended workshops

Miscellaneous Activities

- **Florida Chapter of the American Planning Association** – Attended annual conference held in Miami this year; obtained continuing education credits for American Institute of Certified Planner designation (Director, Zoning Administrator, Senior Planner)
- **City Strategic Plan** – Worked on Business and Economic Development Goal work group and drafted verbiage incorporated into document.
- **City Promotional Movie** – Reviewed and edited script for Assistant City Manager McHugh.
- **City Newsletter** – Drafted newsletter about new Zoning Code for Community Outreach Department
- **PLANNING INTERN** - Benjamin J. Sens and Bhairvi Pandya

- **Subsidized and Tax Credit Housing Study-** Completed developing subsidized (family, elderly and disabled) and tax credit housing inventory. Provided a comparative analysis of the City's subsidized housing share with other surrounding municipalities within Miami- Dade County.
- **Public Lands and Community Facility Inventory-** Completed update to the inventory.
- **Religious Facility Inventory-** Completed update to existing inventory of all religious facilities within the City including folio numbers and facility contact information.
- **City-wide contacts master list-** Ongoing -Developing a master contact list from existing contacts.
- **GIS Day November 21, 2008-** Coordinated with Miami Gardens schools, various public and private entities and community leaders for event participation and sponsorship. Sent letters to same. Determined the format of an Exposition for this year's event.
- **New Andover School** – Participated in coordination meeting at school prior to opening.
- **Hurricane Fay Preparation Meeting** – Attended

ASSISTANT CITY MANAGER FOR PUBLIC SERVICES (Renee Farmer)

Parks/CIP

- Worked to address permitting issues re: MGCC
- Worked with City Attorney and CIP Staff in order to analysis option of termination of MGCC Architect
- Conducted analysis of qualified architect
- Prepared agenda item for Architect Termination
- Negotiated contract for new Services
- Worked with Optimist re: Police Services

Police Department

- Reviewed Departmental SOPs and General Orders
- Worked with Dept to implement new emergency management procedures
- Worked with staff to develop action Plan for Specialized services implementation
- Worked w/ Consultant re: PD public opinion survey
- Conducted ethics presentations for CAC
- Completed UASI grant changes and 08 Justifications

Code Enforcement

- Conducted Introductory meeting with staff
- Attended Code District Tour
- Attended Special Master Hearing
- Conducted M&M market prep meeting

Other

- Conducted Final Meetings of sub-committees for the Education Compact
- Review draft education compact
- Organize the wrap up session and joint workshop
- Foreclosure workshop

Participated in the following Meetings/Committees (outside agency meetings):

- Meeting w/ Tabitha Fazzino – SB Education Compact
- Meeting w/ FIU Metropolitan Center re: Compact
- Meeting w/ New Architects for MGCC
- Meeting w/ Subs for MGCC
- Councilman Williams Foreclosure Meeting
- Urban Area Security Initiative Meeting
- (1) Coconut Cay CDD Meeting
- (1) Majorca Isles CDD Meeting

POLICE DEPARTMENT (Chief Matt Boyd)

August

Police Department Staff

TOTAL BUDGETED POSITIONS: 212
TOTAL HIRED TO DATE: 204

- 1 Chief
- 1 Assistant Chief
- 3 Majors
- 8 Captains
- 24 Sergeants
- 128 Police Officers
- 3 Police Recruits
- 9 Community Service Aides
- 12 Telecommunications Operators
- 1 Telecommunications Supervisor
- 1 Records Supervisor
- 4 Records Clerks
- 1 Executive Secretary
- 5 Administrative Assistants
- 1 Property Control Officer
- 1 Custodian
- 1 Court Liaison/Off Duty
- 2 Crime Analysts
- 1 Administrative Analyst
- 1 Investigative Assistant

ARRESTS:

- FELONY 92
- MISDEMEANOR 328
- TRAFFIC 255

- DUI 7
- WARRANT 30

TOTAL ARREST 712

CITATIONS:

- MOVING 1193
- NON-MOVING 674
- PARKING 318

TOTAL 2185

FIELD INTERVIEW CARDS 1558

TOTAL CALLS RESPONDED TO 7471

REPORTS WRITTEN 2365

TRAFFIC CRASHES 286

The Community Service Officers have been attending Neighborhood Watch Meetings and establishing reporting groups. A comprehensive report will be given at the September Council Meeting. The CSOs are partnering with Humana Healthcare to hold a Health Fair a Bunche Park on August 16.

Estimates for equipment purchases for the Traffic Unit and Traffic Homicide Investigation Team have been submitted. Interviews for the Traffic Unit will be conducted this month. The third motorcycle and Commercial Enforcement Vehicle have been ordered.

The Property and Evidence Unit processed 58 items of evidentiary value.

The Records Unit processed the following number of police reports and service requests at the records window:

Reports Processed: 4341 Walkup Requests at Window: 799 Mailings: 356

A procedure for fingerprints and background checks is being established. Those services will commence on September 1.

The Communications Unit processed the following during July:

7,711 CAD calls for service 14,383 phone calls

During this month one new dispatcher was hired. Training has been conducted on the OSSI CAD and RMS systems for all personnel.

Training:

Classes Held: 7

Hours Taught: 649
Participants officers/civilians: 19

The monthly activity for the Investigations Division for the month of July 2008 is as follows:

Arrests – 224
Field Intelligence Contacts- 196
U.S. Currency Seized - \$20,398.00
Vehicles Recovered – 36
Value of Vehicles Recovered - \$445,000
Pawned Property Recovered - \$19,500
Firearms Seized - 12

The clearance rate for the month of July 2008 for assigned cases is as follows:

Total Cases Assigned	204	Cleared	63	Percentage	30.8%
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The Auto Theft Unit made one arrest and recovered 8 stolen vehicles as a result of the subject’s confession. Coordination with Code Enforcement is continuing to deal with derelict vehicles parked on the swales.

The Investigations Division will begin targeting the worst businesses in terms of code violations and partnering with Code Enforcement to shut them down.

The Department’s Gun Suppression Enforcement initiative has continued to be successful in making significant felony arrests and recovering firearms.

This report details the current staffing of the Department and a breakdown of statistics and / or events in each Division during this period.

September

Police Department Staff

TOTAL BUDGETED POSITIONS:	212
TOTAL HIRED TO DATE:	204

- 1 Chief
- 1 Assistant Chief
- 3 Majors
- 8 Captains
- 24 Sergeants
- 128 Police Officers
- 3 Police Recruits
- 9 Community Service Aides
- 12 Telecommunications Operators
- 1 Telecommunications Supervisor
- 1 Records Supervisor
- 4 Records Clerks

- 1 Executive Secretary
- 5 Administrative Assistants
- 1 Property Control Officer
- 1 Custodian
- 1 Court Liaison/Off Duty
- 2 Crime Analysts
- 1 Administrative Analyst
- 1 Investigative Assistant

ARRESTS:

- FELONY 90
- MISDEMEANOR 274
- TRAFFIC 270
- DUI 3
- WARRANT 29

TOTAL ARREST 666

CITATIONS:

- MOVING 1115
- NON-MOVING 711
- PARKING 363

TOTAL 2189

FIELD INTERVIEW CARDS 1271

TOTAL CALLS RESPONDED TO 7956

REPORTS WRITTEN 2403

TRAFFIC CRASHES 282

The CSOs partnered with Humana Healthcare to hold a Health Fair at Bunche Park on August 16. Over 200 health screenings were conducted and 400 backpacks were given away. The CSOs were awarded co-Officer of the Month for August.

The Property and Evidence Unit processed 78 items of evidentiary value.

The Records Unit processed the following number of police reports and service requests at the records window:

Reports Processed: 3909 Walkup Requests at Window: 751 Mailings: 383

The Communications Unit processed the following during August:

10,113 CAD calls for service 9,549 phone calls

Training:

Classes Held: 10
Hours Taught: 1154
Participants officers/civilians: 19

Arrests – 128
Field Intelligence Contacts- 53
U.S. Currency Seized - \$62,000
Vehicles Recovered – 23
Value of Vehicles Recovered - \$330,000
Auto Shops Inspected- 18
Pawn Shops Inspected- 21
Pawned Property Recovered - \$5,100
Firearms Seized - 7

The clearance rate for the month of August 2008 for assigned cases is as follows:

Total Cases Assigned	212	Cleared	54	Percentage	25.4%
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COMMUNITY DEVELOPMENT BLOCK GRANT/HOUSING (Daniel Rosemond)

- In July the City Council passed a resolution authorizing staff to pursue eminent domain proceedings in regard to the infrastructure improvement project (Livable Neighborhoods Initiative) slated for 3 city neighborhoods. An experienced representative from the City Attorney’s firm is taking the lead on this matter and is preparing an executive summary that will outline the potential costs for this effort and the expected time frame and other considerations. The executive summary along with a brief presentation will be scheduled for a Council meeting in October.
- Also in reference to the Livable Neighborhoods Initiative, it was discovered that there is a special taxing district that governs the street lights in these neighborhoods. We were able to obtain an account summary from the County, and there is a balance of approximately \$1M. The engineering consultant is re-assessing the condition of the street lights and once we receive their report, we will schedule a meeting with the director of the special taxing districts to discuss their responsibility for maintaining the lights in operable condition.
- Property foreclosure is the top issue facing most cities. Residential foreclosures will have a devastating effect on CMG’s budget, given that we have a 71% homeownership rate and the bulk of the City’s revenue stream comes from property taxes. As a result, Councilman Williams initiated the *City of Miami Gardens Foreclosure Rescue Plan*. This initiative sought to bring together lenders with large portfolios in the City in hopes that they would be cooperative in working with us to help keep residents in their homes. The first meeting took place on August 7th. Individual meetings were subsequently scheduled with lenders who choose to participate. The City will ask lenders to provide detailed information and provide commitments regarding some concessions that those lenders are willing to make in order to assist residents facing foreclosure.
- Along the lines of the troubled housing market, CD is seeking to somehow seize an opportunity that may be available given properties that will inevitably go into

foreclosure. We are looking to create an employer assisted housing program to facilitate home purchases for city employees. We sent out a survey to all city employees and received 20% response. Of those responses, 54 employees are renting and interested in becoming homeowners. We will look to create a mechanism to assist these employees in putting together the resources needed to purchase a home within the City limits.

- CD staff had a meeting with a non-profit organization by the name of Partners for Self Employment. This group operates a matched savings program whereby participants in the financial literacy curriculum are able to receive a dollar for dollar match for every dollar they save. The savings can be used for a first time home purchase or for the start of a new business. We are still vetting this organization to evaluate their performance in other municipalities, as well as trying to identify a location to house this program.
- Another initiative that CD has been hoping to launch has been an energy efficiency program. With the sales proceeds of the HUD dollar home, it was our desire to provide participating residents with a Lowes gift card (\$2k-\$3k) so that they could purchase things like energy efficient light bulbs, tankless water heaters, energy efficient insulation, etc. In order to qualify for the gift card, we wanted residents to attend a training session that would teach them about ways to conserve energy based on their patterns of behavior. We have been looking to identify an entity that could provide the training. This month we had a meeting with an organization by the name of Dream in Green. This non-profit group has as its mission to help individuals and organizations become greener in its approaches. We have asked them to provide us with a proposal to conduct the training.
- The Public Services Grant proposals were due July 18th. We received 7 proposals and CD staff worked diligently to evaluate the proposals and provide timely responses to the applicants about the scores they received. Only proposals with a minimum score of 70 would receive funding consideration. CD staff will submit funding recommendations to City Council for 3 non-profit agencies seeking to provide public services to city residents. The total amount of funding to be allocated will be \$120,000.

Participated in the following meetings:

- Lending Institutions regarding foreclosure prevention program (8-7)
- Annual Business Workshop (8-12)
- International Council of Shopping Centers Conference (8-17 thru 8-18)
- Housing Finance Authority Board Retreat (8-22)
- City Strategic Planning Meeting (July 11-12)

SPECIAL PROJECTS DIRECTOR (Antranette Pierre)

Parks Master Plan

- Submitted monthly project status report to Building Better Communities GOB for grant requirements; received \$416,504 in reimbursements totaling \$3.43M
- Presented, and was approved, request for project description modification which would allow transfer of previously programmed GOB dollars by Citizens' Advisory Committee

- Reviewed bids for general construction services for recreation building at Miami Carol City Park

City Hall Renovation

- Plans in permitting

Fueling Facility

- Received 70% construction documents

Miami Gardens Community Center (MGCC)

- Terminated architect Judson Architecture, Inc. from project; new architect CPZ Architects has been hired as the successor architect
- Submitted reimbursement requests for construction payments to Office of Safe Neighborhood Parks
- Permit issued for running track and field, smaller restroom buildings by Building and Public Works

Rolling Oaks Park:

- Phase I Improvements include: Installation of 2 athletic fields, parking (and overflow parking) lots, fencing, roundabout, and concession/restroom facility.
 - DERM: approved for life safety
 - Building: Dry run review scheduled for 9/22/08
- Prepared requisition for purchase of sports lighting re: football fields
- Bid for installation of new tennis courts scheduled for opening 10/10/08

Bunche Park & Pool

- Phase I Improvements include: Construction of entire pool parcel including pool house, parking paving/stripping/drainage, lighting, fencing, landscaping, and signage.
 - Plans are being revised in response to comments by City Building Department, County Fire and WASA for permitting
- Received DERM surface water permit
- Finalized negotiations re: MOU with Alonzo Mourning Charities for construction and operation of Bunche Park Youth Center; agreement approved on 9/10 agenda

Miami Carol City Park

- Demolition permit application currently in Building for approval
- Recommended award for general construction of recreational building; scheduled for 9/24/08 agenda

North Dade Optimist

- Phase I Improvements include: Construction of new building at approx. 3,000 sq. ft includes six restrooms, small concession/kitchenette, and storage rooms; 114 parking space lot with paving, drainage, irrigation and landscaping, football field & lights relocation and minor landscaping; Construction of lift station.
 - Plans currently being reviewed by Fire, DERM and WASD
- Sports lighting in permit review
- Prepared requisition for purchase of sports lighting re: football and baseball fields.

Norwood Park & Pool

- Installation of sports lighting at tennis courts is scheduled for the next 2 weeks.

Construction

Miami Gardens Community Center (MGCC)

- Permit for running track and football field issued; permit for restroom/concession building issued under main building
- Notices to residents sent re: water line upgrades along NW 32nd Avenue of project
- Weekly Construction Progress meetings are on going

Norwood

- Field Lighting installation continues (playground, basketball court, tennis court and existing parking lot)

Police Building

- Reaching tentative final completion and approval of construction activities with the Building and Fire Departments as well as coordinating all contractor issues, events, project changes.
- Fire approval is still pending resubmission of plans by the Security Consultant
- Hold Rooms are completed and ready for use
- Low voltage wiring and control systems substantially complete.
- Punch list issued.

Miscellaneous:

- Presented at Safe Neighborhood Parks MAAR Committee meeting, 7/23/08
- Attended Citizens Oversight Committee meeting, 7/23/08
- Attended mandatory TS Fay Preparation meeting, 7/18/08
- Site visits to cities of Plantation, Lighthouse Point, Ft Lauderdale, and Coconut Creek re: background verification for potential bidders
- Attended Swearing-In ceremony of newly elected officials, 9/2/08
- Attended budget workshop, 9/2/08
- Staff attended Floodplain Certification training, 9/8-12-08

SCHOOL CROSSING GUARDS (SGC) (Cherise Alicia)

Tasks Completed: Fall Recruitment

- Interviews for New guards – July 11th & 17th 2008
- Interviews for New guards- July 24th & 25th 2008
- Training of New guards and recertification of returning guards – Aug. 14th & 15th.

Meetings Attended:

- SCG Supervisor Staff Meeting- July 22nd & 29th, Aug. 11th.
- Agenda Review/ Staff Meeting
- Miami Gardens/MDCPS Education Compact Mtg.
- Meeting w/ Donovan of RPC. - July 23rd.
- Andover Middle School – Aug. 5th

Meetings scheduled:

- CTST meeting September 3, 2008

Pending Tasks:

- CPS Training of Five SCG's – Sept. 16-19, 2008

Other/Misc.

- **Show House and The Udonis Haslem Foundation, Back 2 School Give-away-** Participated as a vendor. Distributed approx. 150 safety bags containing bicycle, pedestrian, and seatbelt/car seat material.

Employee Incident Reports:

- **Total:** 0

Terminations: 0 **Resignations:** 0 **New Hires:** 17

Meetings Attended:

- SCG Staff Meeting- Sept. 5th
- Departmental mtg. w/ DCM Farmer- 8/25 & 9/8
- Agenda Review/ Staff Meeting –Sept 4th
- CTST Mtg. – Sept. 3rd

Meetings scheduled:

Pending Tasks:

- CPS Training of Five SCG's – Sept. 16-19, 2008

Other/Misc.

- **New Training Material-**FDOT has developed a new curriculum which required that all guards (new and returning) be certified. All guards were trained and updated on the new requirements on Aug 14th and 15th. Guards will receive their certifications after the second 2 hour observation.
- **School Begins August 18th-**The opening of school was postponed due to Tropical Storm Fay. School began on Wednesday, August 20, 2008.
- **Proclamation-** The SCG Division received a proclamation in support of National Child Passenger Safety Week (Sept. 21st -27th, 2008).

Employee Incident Reports:

- **Total:** 0

Terminations: 0 **Resignations:** 2 **New Hires:** 0

PARKS & RECREATION DEPARTMENT REPORT (Vernita Nelson)

August

A.J. King Park

- Summer camp ended on August 8th.

- On August 7th, the staff and children hosted a Culture Arts Performance. There was full parent participation as they watched the children act, dance, model, and recite poetry, etc.
- On August 8th, the children celebrated field day at Scott Park where there were numerous field activities, bounce houses, and a video game station.
- Line dancing lessons taking place on Wednesday, Thursday and Friday nights.
- Miami Gardens Optimist has practice at the park Monday – Friday, 6:30-8pm.

Brentwood Park

- Summer camp ended on August 8th.
- On August 8th, the children celebrated field day at Scott Park where there were numerous field activities, bounce houses, and a video game station.
- North County Optimist has practice at the park Monday-Friday, 6:30 - 8 p.m.
- Two burglaries occurred on July 19 & 20. They stole food, juice, and other items.

Buccaneer Park

- Summer camp ended on August 8th.
- On August 8th, the children celebrated field day at Scott Park where there were numerous field activities, bounce houses, and a video game station.
- On Mondays-Tuesdays, 6:30-7:30pm, the seniors are engaged in Line Dancing lessons.
- Monday – Thursday, 6:30-7:00am, the seniors exercise around the park.

Bunche Park

- Recreation staff team up with Teen Up-Ward Bound to host summer camp at the old Mt. Herman building.
- Bunche Park Optimist has practice at the park Monday-Friday, 6:30 - 8 p.m.

Cloverleaf Park

- Inside renovations of the building have begun. The new floor in the recreation center is complete and Parks staff is repairing and painting the walls.
- Registration for After-School began on July 14th.

Lake Lucerne Park

- Summer camp ended on August 8th.
- On August 8th, the children celebrated field day at Scott Park where there were numerous field activities, bounce houses, and a video game station.
- Line dance classes are held on Tuesdays and Thursdays, 6:30-8:30p.m. We have 20-30 people in attendance.

Miami Carol City Park

- Summer camp ended on August 8th.
- On August 6th, Rick Ross held his 2nd Annual “Be out Day” where children enjoyed bounce houses, adults received health screenings, and children received back packs.
- On August 8th, the children celebrated field day at Scott Park where there were numerous field activities, bounce houses, and a video game station.
- Golden Glades Optimist has practice at the park Monday-Friday, 6:30 - 8 p.m.

Myrtle Grove Park

- Summer camp ended on August 8th.

- On August 8th, the children celebrated field day at Scott Park where there were numerous field activities, bounce houses, and a video game station.
- Miami Gardens Optimist football has practice at the park Monday-Friday, 6:30 - 8:00 p.m.
- New field lights are up and on nightly.

Norwood Park

- Summer camp ended on August 8th.
- On August 8th, the children celebrated field day at Scott Park where there were numerous field activities, bounce houses, and a video game station.
- On August 9th, Udonis Haslem and The Shower House joined the City in presenting backpacks, uniform vouchers, and haircuts to children in the community.

Rolling Oaks Park

- Summer camp ended on August 8th.
- On August 8th, the children celebrated field day at Scott Park where there were numerous field activities, bounce houses, and a video game station.
- Line Dance classes take place on Wednesdays, 6:30pm - 8:00pm.

Scott Park

- Summer camp ended on August 8th.
- On August 8th, the children celebrated field day at Scott Park where there were numerous field activities, bounce houses, and a video game station.
- Scott Lake Optimist has practice at the park Monday-Friday, 6:30 - 8:00 p.m.

Vista Verde Park

- Vista has been operating a Community program for school-age children. The program allows children in the community to interact with others structurally. The children are involved in various board and field games, field trips, swimming once a week and receive lunch and snack.

Athletics

- **Sports Development:** Registrations are being accepted for t-ball.
- **Tennis:** Classes will begin on Saturday mornings at 9am at Buccaneer Park
- **Walking Club:** The Walking Club currently has 16 members and we will begin meeting monthly.

Teen Programs

- On June 21st the Teen Leadership Academy (TLA) participated in the "Stop the Violence" march in Opa-Locka. Our teens marched along side other teen programs and several delegates from the City of Opa-Locka as well as our very own Director of Parks and Recreation, Vernita Nelson.
- Several of our participants are Counselors-In-Training at park sites for the Summer Camp program.
- July 22nd, TLA was invited and participated in the movie premier for "American Teen" at the Aventura Mall movie theatre. The film was about what really goes on in the lives and minds of teens today.
- On August 2nd our program returned to the City of Opa-Locka to attend their 32nd annual Teen Summit. Our teens were able to meet and take pictures with several celebrities as well as hear their take on issues that plague youth today. The panel of

guests answered questions from the audience that consisted of teens from the Miami Gardens and Opa-Locka areas.

- August 12th TLA returned to Aventura AMC Theatres for another movie premiere. The program enjoyed the movie “The Long Shots”. The film was a recount of the inspirational true story of a teenage girl who was the first to play football in the POP Warner league and led her team all the way to the Super bowl. After the movie, the star of the film Keke Palmer held a question and answer session with the audience.
- On July 18 and 25th Teen Summer Nights were held. Teens from the community as well as our Teen Programs joined together to discuss the Academy and also partake in Wii Madden tournaments. The last Teen Summer Night will be held on August 15th. On this particular night parents are also invited to learn more about the program and register their teens. As of August 14th we have 7 teens registered for TLA for the coming school year, which this number is expected to increase as parents will register their teens at Teen Summer Night on August 15th.

Events

- On July 18th, the Mayor’s Old School Pool Party was held at Brentwood Pool. Activities included line dancing, water aerobics, limbo, food, and refreshments.
- On August 9th, a Dive-In Movie was held at Brentwood Pool featuring *Akeelah and the Bee*.

Staff Trainings

- On August 9th, the Recreation Leaders attended a workshop presented by Greg Catalano which focused on managerial and leadership items.

Meetings:

7/15: Florida Recreation and Parks Association Board Meeting; Educational Compact Subcommittee Meeting; Meeting with Miami Gardens Police Department

7/16: PERC Hearing

7/17: Capital Improvements Projects Progress Meeting; Parks and Recreation Advisory Board

7/18: Mayor’s Grown Folks Pool Party

7/23: Strategic Partners Meeting; CMG Council Meeting

7/24: Rick Ross Be Out Day planning

8/4: Community Development Block Grant Monitoring

8/5: Miami Gardens / Opa Locka Community Policing and Family Strengthening Subcommittee Meetings

8/6: 2nd Annual Rick Ross Be Out Day

8/7: Hurricane Preparedness; Capital Improvements Projects Progress Meeting; Meeting with Sports Turf One

8/9: Dive In Movie

8/11: Flag Pole Installation Pre- Construction Meeting

8/12: Miami Carol City Building Demolition On-Site meeting

September

A.J. King Park

- After-school programming has resumed. There are 18 children enrolled. The children are engaged in various activities such as homework assistance, arts &

crafts, creative indoor and outdoor activities, chess, etc. In addition, certified teachers come daily to improve students' reading, math and science skills.

- There are line dancing lessons held on Wednesday, Thursday and Friday, 6:30pm - 8:00pm.
- Miami Gardens Optimist football practice Monday through Friday, 6:30 pm - 8:30pm.

Brentwood Park

- After-school programming has resumed. There are 40 children enrolled. The children are engaged in various activities such as homework assistance, arts & crafts, creative indoor and outdoor activities, chess, etc. In addition, certified teachers come daily to improve students' reading, math and science skills.
- North County Optimist football practices Monday through Friday, 6:30pm - 8 p.m. and hosts games on Saturdays.

Buccaneer Park

- After-School programming has resumed. There are 12 children enrolled. The children are engaged in various activities such as homework assistance, arts & crafts, creative indoor and outdoor activities, chess and tennis. In addition, certified teachers come daily to improve students' reading, math and science skills.
- Senior programming has resumed, meeting every Friday to enjoy social interaction and recreational activities. On August 29, the seniors enjoyed a marvelous breakfast buffet at Golden Corral.
- On Mondays through Tuesdays from 6:30-7:30pm seniors are engaged in Line Dancing lessons.
- Mondays through Thursdays from 6:30-7:00am seniors exercise around the park.

Bunche Park

- After-School programming has resumed. There are 11 Kids children enrolled. The children are engaged in various activities such as homework assistance, arts & crafts, creative indoor and outdoor activities, chess, etc. In addition, certified teachers come daily to improve students' reading, math and science skills.
- Bunche Park Optimist football practices Monday through Friday, 6:30pm - 8 p.m. and hosts games on Saturdays.
- Senior programming has resumed, meeting every Friday to enjoy social interaction and recreational activities. On August 29, the seniors enjoyed a marvelous breakfast buffet at Golden Corral.
- The recreation center (exterior) has been painted.

Cloverleaf Park

- Seniors programming has resumed, meeting every Wednesday to enjoy social interaction and recreational activities.
- The recreation center (exterior) has been painted.

Lake Lucerne Park

- After school programming has resumed. There are 13 children enrolled. The children are engaged in various activities such as homework assistance, arts & crafts, creative indoor and outdoor activities, chess, etc. In addition, certified teachers come daily to improve students' reading, math and science skills.

Miami Carol City Park

- After school programming has resumed. There are 18 children enrolled. The children are engaged in various activities such as homework assistance, arts & crafts, creative indoor and outdoor activities, chess, etc. In addition, certified teachers improve their reading, math and science skills.
- Golden Glades Optimist football practices Monday through Friday, 6:30p.m.- 8:30p.m. and hosts games on Saturdays.

Myrtle Grove Park

- After-school programming has resumed. There are 8 children enrolled. The children are engaged in various activities such as homework assistance, arts & crafts, creative indoor and outdoor activities, chess, etc. In addition, certified teachers come daily to improve students' reading, math and science skills.
- Miami Gardens Optimist football practices Monday through Friday, 6:30p.m.- 8:30p.m. and hosts games on Saturdays.

Norwood Park

- After-school programming has resumed. There are 30 children enrolled. The children are engaged in various activities such as homework assistance, arts & crafts, creative indoor and outdoor activities, chess, etc. In addition, certified teachers come daily to improve students' reading, math and science skills.
- North Dade Optimist football practices Monday through Friday, 6:30p.m. – 8:30p.m.
- The recreation center (exterior) has been painted.

Rolling Oaks Park

- After-school programming has resumed. There are 40 children enrolled. The children are engaged in various activities such as homework assistance, arts & crafts, creative indoor and outdoor activities, chess, etc. In addition, certified teachers come daily to improve students' reading, math and science skills.
- There are line dancing lessons held on Wednesdays, 6:30pm - 8:00pm.

Scott Park

- After school programming has resumed. There are 24 children enrolled. The children are engaged in various activities such as homework assistance, arts & crafts, creative indoor and outdoor activities, chess, etc. In addition, certified teachers come daily to improve students' reading, math and science skills.
- Scott Lake Optimist football practices Monday through Friday, 6:30p.m.-8:30p.m. and hosts games on Saturdays.
- Movie Madness for the seniors was held on Sep. 9, *Dream Girls* was the feature presentation. The program will be held on the second Tuesday every month.

Vista Verde Park

- The children in the community ages 5-12 also have the opportunity to participate in the drop in program where they will receive homework assistance, outdoor activities, and a snack. The program will operate Monday through Friday.

Athletics

- Sports Development: The Batters Up! Softball/T-ball has begun. The Goal Getters soccer program will begin registration on September 15th. The program will run from October 21st to December 20th and is \$10/participant.

- Saturday Tennis: The instructional tennis program runs on Saturdays at Buccaneer Park starting at 9am. It will continue for the entire school year and is \$10 per month.
- Walking Club: The Walking Club currently has 22 members and we will be meeting monthly to set goals.
- Marian Center: We will begin an exercise track with the adult clients starting October 9, 2008.

Teens

- August 13th The Teen Leadership Academy began recruitment efforts at the middle schools and high schools within the City of Miami Gardens. The enrollment has risen by 41%.
- August 20th was the first day of the Teen Leadership Academy. The health track began on this day with an introduction to the program and the track. In September began their ADMIT program project and participate in several health-based field trips.
- September 5th the Leadership Academy Health Track participants went on a field trip to ATI College of Health. There they learned about the different degree programs in the field of health. The participants received a guided tour of the campus and had their questions answered by instructors and college students.
- September 6th the Sports and Entertainment track listened intently while special guest DJ Rhymer told them about his career as a DJ and as a manager for local Miami artists. The participants asked many questions and took full advantage of the information that was being given to them.

Events

- On August 23rd, a Movie in the Park Series was held at Miami Carol City Park featuring *Horton Hears a Who*.

Staff Trainings

- On August 23rd-26th Shaneika Harvey, Ray Lewis, Claudelle Joseph, Rashod Smith, and Kara Petty attended the Florida Recreation and Parks Association's annual conference in Orlando.

Meetings

8/15: Interdepartmental Meeting

8/20: Strategic Partners Meeting

8/21: Capital Improvements Projects Progress Meeting; The Children's Trust Bi-Monthly Partnership Meeting; YWCA Miami Gardens Committee Meeting

8/26: Meeting with Miami Gardens Police Department

8/27: Miami Gardens Community Center Construction Meeting; Strategic Partners Meeting

8/28: Capital Improvements Projects Progress Meeting; Meeting with Keith & Schnars ref: Rolling Oaks and Bunche Parks

9/2: CMG Budget Workshop

9/3: TCT Prevention Providers Meeting; YWCA Miami Gardens Committee Meeting

9/3: Family Fall Festival Committee

9/4: Capital Improvements Project Progress Meeting; Miami Gardens / Opa Locka Coalition Meeting; YWCA Miami Gardens Committee Meeting

9/5: Events Permitting Meeting; Strategic Partners Meeting

9/8: Meeting on Tennis Partnerships

9/9: Miami Gardens / Opa Locka Quarterly Coalition Meeting; CMG Budget Hearing

9/11: Capital Improvements Project Progress Meeting

MANTENANCE DIVISION

August

A J King Park

- 24 Janitorial visits to clean park
- 4 Landscaping visits
- Grass cut & watered grounds
- 7/9 Prepared flower bed for planting
- 7/11, 7/25 & 8/1 Inspected and repaired irrigation system
- 7/9 Painted football field safety yellow
- 7/10 Removed graffiti from building
- 7/10 Replaced broken blower belt for the A/C unit
- 7/21 Replaced pipe that was leaking under sink in recreation room
- 7/24 Changed broken sprinkler heads
- 7/28 Spread Mulch around landscaping
- 24 Trash removals

Andover Park

- 29 Janitorial visits to clean park
- 3 Landscaping visits
- 7/11, 7/26 & 8/2 Drained and cleaned fountain
- Grass cut & watered grounds
- 7/7 Cleaned Tot Lot
- 7/11, 7/25 & 8/1 Inspected and repaired irrigation system
- 7/7 Inspected water fountain and placed some tile mix to repair unit
- 7/11 Inspected water fountain
- 7/13 Unclogged water fountain that was overflowing
- 7/28 Repaired broken lines
- 29 Trash removals

Brentwood Park & Pool

- 29 & 28 Janitorial visits to clean sites
- 3 & 2 Landscaping visits
- Grass cut & watered grounds
- 7/7 Relocated spigot
- 7/9 (pool) Installed plants
- 7/9 Troubleshoot system
- 7/10 (pool) Cleaned out flower bed & mulch
- 7/10 (pool) Troubleshoot system and watered park
- 7/11, 7/25 & 8/1 Inspected and repaired irrigation system
- 7/10 (pool) Repaired broken electrical box in plant bed on the southwest side
- 7/10 (pool) Removed water hose bib over from electric box areas
- 7/18 (pool) Took 2 picnic tables to Brentwood Park
- 7/23 Removed weeds from flower bed
- 7/25 Drag softball field and mulched flower bed

- 7/28 Ordered parts for broken light covers under patio
- 8/1 Replaced 3 blown bulbs on the west side of building
- 29 & 28 Trash removals

Buccaneer Park

- 26 Janitorial visits to clean park
- 3 Landscaping visits
- Premises blown 1x
- Grass cut & watered grounds
- 7/4 Installed plants
- 7/11, 7/25 & 8/1 Inspected and repaired irrigation system
- 7/16 Unlocked doors in pump house, knobs need to be changed
- 7/23, 7/24 Repaired damaged sidewalks and cracked areas with concrete
- 7/28 Spread Mulch around landscaping
- 26 Trash removals

Bunche Park & Pool

- 29 & 28 Janitorial visits to clean up park site
- 3 & 3 Landscaping visits
- Grass cut & watered grounds
- 18x & 0x premises blown
- 7/8 Troubleshoot system
- 7/11, 7/25 & 8/1 Inspected and repaired irrigation system
- 7/9 Painted football field safety yellow
- 29 & 28 Trash removal

Old Mt. Herman Property

- 2 Janitorial visits to clean site
- 2 Landscaping visits
- 6/23 Repaired sink
- 2 Trash removals

Cloverleaf Park

- 31 Janitorial visits to clean park
- Premises blown 3x
- 3 Landscaping visits
- 7/7 Cleaned tot lot
- Grass cut & detailed grounds
- 7/11, 7/25 & 8/1 Inspected and repaired irrigation system
- 7/9 Inspected electrical short
- 7/10 Replaced blown bulbs in men's restroom
- 7/10 Repaired short in light fixture
- 7/23 Inspected A/C, not getting cold; A/C working
- 7/29 Replaced blown bulbs and installed 2 new ballast
- 7/29 Put screws on fountain frame to keep the cover intact
- 8/1 Inspected refrigerator, not cooling; Compressor burned up new unit on order
- 31 Trash removals

Inspection Station

- 17 Janitorial visits to clean up site

- 7/10, 7/11, 7/25 & 7/26 Cleaned trucks
- 2 Landscaping visits
- 7/15 General maintenance on equipment (check oil, sharpen blades, etc)
- 7/2 & 7/10 Clearing grounds with the Bobcat
- 7/10 Replaced ballast in Dan's office
- 7/14 Cut 16 pieces of wood
- 7/14 Removed old A/C window unit on southeast side back area of building
- 7/14 Cutting 10 pieces to replace pole at Myrtle Grove Park
- 7/24 Inspected time clock
- 7/25 Installed connection for the time clock
- 7/29 Installed a lock on the time clock box
- 17 Trash removals

Jordan's Landing Park

- 1 Landscaping visit
- 1 Trash removal

Lake Lucerne Park

- 25 Janitorial visits to clean park
- 3 Landscaping visits
- Grass cut & watered grounds
- 7/11, 7/25 & 8/1 Inspected and repaired irrigation system
- 7/10 Removed graffiti from building
- 7/16 Replaced wood in fence near west side of tennis court
- 7/16 Replaced the door handle
- 7/16 Changed blown bulbs
- 7/28 Someone turned off water supply; installed a lock
- 7/28 Spread mulch around landscaping
- 25 Trash removals

Miami Carol City Park

- 57 Janitorial visits to clean park
- Premises blown 2x
- 2 Landscaping visits
- Grass cut & watered grounds
- 7/11, 7/25 & 8/1 Inspected and repaired irrigation system
- 6/30 Replaced broken chain on the swings
- 7/7 Inspected lights on baseball field and reset timer
- 7/9 Repaired the soap dispenser
- 7/9 Replaced photocell in baseball field lights
- 7/11 Picked up broken tables and palettes
- 7/18 Snaked out toilet in main building
- 7/22 Backfill premises
- 7/21 Used the Bobcat to dig the main irrigation line up
- 7/22 Repaired the break in the main irrigation line and changed two valves
- 7/25 Detailed flower bed
- 8/6 Inspected door in girl's restroom and door can open and close
- 57 Trash removals

Miami Job Corps

- 29 Janitorial visits to clean site
- 2 Landscaping visits
- Grass cut & detailed grounds
- 7/9 Painted football field safety yellow
- 29 Trash removal

Myrtle Grove Park & Pool

- 31 & 31 Janitorial visits to clean sites
- Each premises blown 2x
- 3 & 3 Landscaping visits
- Grass cut & watered grounds
- 7/7 Cleaned tot lot
- 7/11, 7/25 & 8/1 Inspected and repaired irrigation system
- 7/8 Started to replace fence pole
- 7/15 Replaced 3 fence posts located in northwest front area of parking lot
- 7/21-7/22, 7/24 & 7/25 Replaced damaged fence posts in front parking area
- 7/23 Repaired some broken wires
- 7/29 Replaced a broken zone valve
- 31 & 31 Trash removals

North Dade Optimist Park

- 29 Janitorial visits to clean park
- 3 Landscaping visits
- Grass cut & detailed grounds
- 7/11, 7/25 & 8/1 Inspected and repaired irrigation system
- 29 Trash removals

Norwood Park & Pool

- 29 & 29 Janitorial visits to clean sites
- 2 & 2 Landscaping visits
- Each premises blown 3x
- 7/11, 7/25 & 8/1 Inspected and repaired irrigation system
- 6/25 (pool) Repaired door knob on life guard changing room
- 6/25 Replaced shelves in storage closet
- 7/9 Painted football field safety yellow
- 7/10 Repaired leaning gate near 194th Street
- 7/14 Installed 2 toilet tissue dispensers and 2 soap dispensers
- 7/31 Inspected basketball goal, missing the entire back board (on order)
- 8/4 Replaced broken toilet seat & Repaired leaking pipe under sink in boys restroom
- 8/4 Re-installed door that was taken down
- 29 & 29 Trash removals

Risco Park

- 29 Janitorial visits to clean up park site
- Premises blown 1x
- 2 Landscaping visits
- 7/8 Repaired lawn mower
- 7/11, 7/25 & 8/1 Inspected and repaired irrigation system

- 7/17 Drag baseball field
- 29 Trash removal

Rolling Oaks Park

- 29 Janitorial visits to clean up park site
- Premises blown 2x
- 2 Landscaping visits
- Grass cut & detailed grounds
- 6/25 Replaced lock on outside back door of building
- 6/30-7/10 Continue backfill with Bobcat
- 7/10 Replaced lever on tank
- 7/11 Cleared bushy area that has trees, vines, and high grass
- 7/14 Re-installed silver piece that fell off see-saw
- 7/25 Replaced fuse power working
- 8/6 Stopped sink in women's restroom from leaking
- 7/10 Installed orange "tree protecting" barricades
- 7/11, 7/25 & 8/1 Inspected and repaired irrigation system
- 29 Trash removals

Scott Park

- 29 Janitorial visits to clean up park site
- 2 Landscaping visits
- Premises blown 26x
- Grass cut & trimmed trees
- 7/9 Painted football field safety yellow
- 7/11, 7/25 & 8/1 Inspected and repaired irrigation system
- 7/11 Installed display board and key ring holder
- 7/11 Repaired and welded entrance gate
- 7/15 Relocated bleachers to north end of field
- 7/18 Repaired damaged walls from vandalism
- 7/22 Backfill premises
- 7/28 & 7/29 Replaced 2 fence posts near the south west side of 17th Ave
- 8/1 Installed new soap dispensers in restrooms
- 29 Trash removals

Vista Verde Park

- 26 Janitorial visits to clean up park site
- Premises blown 4x
- 2 Landscaping visits
- Grass cut
- 7/10 Removed graffiti
- 7/14 Repaired the yellow gate on the north side with Bobcat
- 8/5 Replaced broken chains on swings
- 8/6 – 8/7 Removed 3 broken swings and replaced with new ones
- 26 Trash removals

Misc.

- 7/21 – 7/22/08 Tradesmen installed latches at various parks.

Staff Training

- 7/30 Crews attended OSHA Training

September

A J King Park

- 26 Janitorial visits to clean park
- 8/28 Stripped & Waxed Floors
- Premises blown 1x
- 3 Landscaping visits
- Grass cut & watered grounds
- 8/4, 8/6 Replaced A/C filters
- 8/11 Applied herbicide around grounds
- 8/14, 8/22 Inspected and repaired irrigation system
- 8/14 Inspected ice machine (working fine)
- 8/15 Removed graffiti around premises
- 8/15 Painted doors on the inside
- 8/21 Replaced lock on fence for A/C unit & Replaced broken swing
- 8/21 Replaced screws that were removed from bottom of bleachers
- 9/2 Changed A/C filters
- 9/3 Filled pothole located on northeast side of parking lot
- 26 Trash removals

Andover Park

- 30 Janitorial visits to clean park
- Premises blown 3x
- 3 Landscaping visits
- 8/9, 8/16, 8/23, 8/30 & 9/6 Drained and cleaned fountain
- Grass cut & watered grounds
- 8/14, 8/22 Inspected and repaired irrigation system
- 8/14 Inspected water fountain (water pump motor was clogged with grass)
- 8/28 Repaired broken float in water fountain
- 30 Trash removals

Brentwood Park & Pool

- 31 & 26 Janitorial visits to clean sites
- 8/26 Stripped & Waxed
- 3 & 2 Landscaping visits
- Grass cut & watered grounds
- 8/4 Remove small plants and installed larger ones
- 8/4 Replaced A/C filter
- 8/8 Filled depression with sand in football field
- 8/12 Applied herbicide around grounds
- 8/13 Inspected ice machine (Vendor is sending a Tech to repair)
- 8/13 Repaired water fountain
- 8/14, 8/22 Inspected and repaired irrigation system
- 8/15 Repaired broken bleachers near west side of field
- 8/15 Replaced back on registration sign
- 8/20 Fixed fence and placed back up
- 8/20 Inspected A/C (condenser & fan motor not working) new part on order

- 8/21 Ordered parts for bleachers
- 8/21 Re-installed loose base boards
- 8/21 Ordered parts for bleachers
- 8/25 Inspected water fountain (cooling) & Mounted suggestion box
- 8/29 Replaced blown bulbs in girls bathroom
- 9/4 Repaired lawn mower & Tightened loose toilet seats in female restroom
- 9/4 Reset electrical outlet for water fountain to cool water
- 9/5 Rebuilt Sports Development sign
- 31 & 26 Trash removals

Buccaneer Park

- 28 Janitorial visits to clean park
- 8/26 Stripped & Waxed Floor
- 3 Landscaping visits
- Premises blown 2x
- Grass cut & watered grounds
- 8/14, 8/22 Inspected and repaired irrigation system
- 8/22 Building needs repainting due to paintball splatters (Contractor on schedule to paint)
- 28 Trash removals

Bunche Park & Pool

- 31 & 34 Janitorial visits to clean sites
- 3 & 3 Landscaping visits
- Grass cut & watered grounds
- 26x & 0x premises blown
- 7/29 Filled pothole near the north entrance by the light pole
- 8/8 Relocated bleachers from dugout and place near football sidelines
- 8/14 Inspected ice machine (Vendor is sending a Tech to repair)
- 8/14, 8/22 Inspected and repaired irrigation system
- 8/29 Replaced back gate pole on bleachers that were removed
- 9/3 Replaced bulbs in exit light
- 9/3 Changed an irrigation valve
- 31 & 34 Trash removals

Mt. Herman Property

- 0 Janitorial visits to clean site
- 2 Landscaping visits
- 2 Trash removals

Miami Gardens Community Center

- 1 Landscaping visit
- 2 Trash removals

Cloverleaf Park

- 32 Janitorial visits to clean park
- Premises blown 5x
- 8/8 & 9/5 Janitorial inventory
- 2 Landscaping visits
- Grass cut & detailed grounds

- 8/14, 8/22 Inspected and repaired irrigation system
- 8/6 Replaced A/C filters
- 8/7 Installed baseboards in recreation room
- 8/14 Replaced all molding, carpet and painted walls
- 8/5 Replaced basketball goal located on the north side
- 8/22 Installed asphalt in parking lot entrance & Installed new refrigerator
- 8/26 Removed old refrigerator
- 8/26 Replaced blown bulb in office over desk & kitchen area
- 8/26 Inspected parking lot lights that were staying on
- 8/27 Removed damaged water fountain outside of building
- 9/2 Installed metal frame for carpet and tile
- 9/4 Unclogged A/C drainage pipe & Replaced A/C filters
- 9/5 Inspected A/C not cooling, added Freon and recharge unit
- 32 Trash removals

Inspection Station

- 20 Janitorial visits to clean up site
- 8/23, 9/5 Cleaned trucks
- 8/28 Stripped & Waxed Floor
- 8/8, 8/30 & 9/4 Conducted Inventory Check
- 2 Landscaping visits
- 8/8,8/15, 8/27, 9/5 General maintenance on equipment (check oil, sharpen blades, etc)
- 8/12 Went to various sites and inspected field lights
- 8/26 Installed 3 key boxes
- 9/2 Repaired refrigerator
- 9/3 Cut and thread 2 pipes
- 9/4 Repaired floor jack
- 20 Trash removals

Jordan's Landing

- 1 Landscaping visit
- 3 Trash removal
- 8/11 Applied herbicide around grounds

Lake Lucerne Park

- 27 Janitorial visits to clean park
- Premises blown 1x
- 8/28 Stripped & Waxed
- 2 Landscaping visits
- Grass cut & watered grounds
- 8/6 Replaced A/C filters
- 8/11 Applied herbicide around grounds
- 8/14, 8/22 Inspected and repaired irrigation system
- 8/13 Filled holes in driveway with asphalt
- 8/14 Inspected ice machine working fine
- 8/15 Repaired the sidewalk by the playground and fire hydrant with concrete
- 8/21 Completed installation of asphalt near the southeast side
- 9/5 Changed A/C filters
- 27 Trash removals

Miami Carol City Park

- 62 Janitorial visits to clean park
- Premises blown 3x
- 3 Landscaping visits
- Grass cut & watered grounds
- 8/5 Replaced A/C filters
- 8/8 Relocated bleachers from dugout and place near football sidelines
- 8/14, 8/22 Inspected and repaired irrigation system
- 8/15 Spread ant bait on field
- 8/15 Removed and replaced the ceiling wood
- 8/22 Inspected electrical work done by Contractor
- 9/2 Removed shelves, pallets and tables from trailer
- 9/5 Removed metal & wood from around the trailer
- 62 Trash removals

Miami Gardens Police Department

- 8/8 Inspected lights and changed to bulbs to daylight bulbs

Miami Job Corps

- 31 Janitorial visits to clean park
- 2 Landscaping visits
- Grass cut & detailed grounds
- 8/13 Inspected field lights (Contractor contacted to fix bad connector)
- 31 Trash removals

Myrtle Grove Park & Pool

- 34 & 33 Janitorial visits to clean sites
- Each premises blown 5x
- 8/27 & 9/3 Chemical cleaned stalls & restrooms
- 2 & 2 Landscaping visits
- Grass cut & watered grounds
- 8/14, 8/21 Inspected and repaired irrigation system
- 8/7 Replaced 2 blown bulbs in girls restroom
- 8/7 Replaced A/C filters
- 8/8 Inspected field lights and replaced fuses and switches
- 8/8 Replaced 4 blown light bulbs
- 8/21 Changed lock on cage of electrical box
- 8/25 Repaired baseboards
- 8/26 Removed mildew near A/C unit
- 8/28 Removed old bleachers and installed new ones
- 8/30 Replaced damaged bleachers on premises
- 9/4 Rest timer on security light
- 34 & 33 Trash removals

North Dade Optimist Park

- 31 Janitorial visits to clean park
- 2 Landscaping visits
- Grass cut & detailed grounds
- 8/14, 8/22 Inspected and repaired irrigation system
- 31 Trash removals

Norwood Park & Pool

- 35 & 34 Janitorial visits to clean sites
- 2 & 2 Landscaping visits
- Each premises blown 3x
- 8/14, 8/22 Inspected and repaired irrigation system
- 8/14 Inspected ice machine
- 9/4 Fixed toilet that was constantly running water
- 9/4 Framed and poured concrete for pool area
- 9/4-9/5 Installed and secured the back flow device on the water line from the pool building
- 35 & 34 Trash removals

Risco Park

- 31 Janitorial visits to clean park
- 3 Landscaping visits
- 8/14, 8/22 Inspected and repaired irrigation system
- 8/8 Relocated bleachers from dugout and place near football sidelines
- 8/14 Replaced broken wood planks on bleachers
- 8/15 Replaced fuses in field lights
- 8/15 Removed graffiti around premises
- 8/21 Replaced 3 locks on the electrical panels
- 8/22 Inspected electrical work in concession done by Contractor
- 8/26 Assisted with the installation of the icemaker
- 8/27 Repaired parking lot entrance with asphalt
- 9/3 Changed the photocell on security light
- 31 Trash removals

Rolling Oaks Park

- 35 Janitorial visits to clean park
- Premises blown 5x
- 8/14 & 8/27 Cleaned pavilion
- 4 Landscaping visits
- Grass cut & detailed grounds
- 8/14, 8/22 Inspected and repaired irrigation system
- 8/5 Used Rolo the area where grass was installed
- 8/7-8/8 Used Bobcat to spread white sand on top of new grass
- 8/11 Removed debris with bobcat and dump truck
- 8/22 Replaced bulbs in emergency light
- 8/25 Replaced broken knob on front door
- 9/3 Installed the pulley belt back on lawn mower
- 35 Trash removals

Scott Park

- 31 Janitorial visits to clean park
- 2 Landscaping visits
- Premises blown 30x
- Grass cut & trimmed trees
- 8/14, 8/22 Inspected and repaired irrigation system

- 8/5 Trimmed trees around the baseball field and dugout
- 8/8 Replaced A/C filters
- 8/8 Relocated bleachers from dugout and place near football sidelines
- 8/11 Repaired door on trash bin
- 8/14 Inspected ice machine
- 8/22 Inspected damaged screen on baseball field (on order)
- 8/25 Replaced lock on A/C fence area & cleaned A/C filters
- 8/26 Repaired damaged wall in old building
- 8/29 Repaired side section of bleachers on southeast side
- 9/2 Repaired hole in men's & women's restrooms & replaced A/C filters
- 9/2 Inspected lights in parking area (bulb or transformer may be the issue)
- 9/2 Replaced the pole and chain link portion that was removed from bleachers
- 31 Trash removals

Vista Verde Park

- 26 Janitorial visits to clean park
- 8/28 Stripped & Waxed Floor
- 2 Landscaping visits
- 8/12 Applied herbicide around grounds
- 8/15 & 8/21 Removed graffiti around premises
- 8/20 Removed debris around premises
- 8/27 Repaired broken fence on west side of park
- 9/4 Removed metal panels from breezeway
- Grass cut
- 26 Trash removals

Misc.

- 8/8 Maintenance crews attended Herbicide Seminar
- 8/18 Crews prepared for Tropical Storm Fay
- 8/21 Irrigation Crews attended Rain Bird training on IQ system

Staff Trainings

- On August 23rd-26th Dan Perez, Claudio Guzman, Edward Green, Xavier Williams attended the Florida Recreation and Parks Association's annual conference in Orlando.



PRESS RELEASE:

The City of Miami Gardens Elderly Affairs Second (2nd) Annual Health Fair was labeled the Greatest ever, because of the dynamics of the agencies (28) that participated as well as the large number of citizens (285) in attendance. The Fair was held at the North Dade Regional Library, located in the Gardens. It featured three mobile agencies outside and 25 stations inside. This fair had agencies such as the **Elections Department** demonstrating the new election process. In addition the **State attorney's office** was in attendance to give updates on the services available to the citizens. The fair was given a blue ribbon from the **Life Alliance Organ Recovery Coordinator: Rosetta R. Hylton** whose agency was in attendance.

Other agencies in attendance were: **Alliance for Aging, Inc; American Eldercare, Inc. Amerigroup Community care; Care Plus, Center for Family & Child Enrichment; Cloverleaf Chiropractic; Community Blood Centers of So. Florida; Concentra Medical Center; Doctors Medical Center; Humana (Medicaid & Medicare); Independent Living Service, Inc.; Jackson Hospital; Liberty Medical Supplies, Miami-Dade County Health Depart; Miami Gardens School Crossing Guards (Safety Seats); Miami Jewish Home & Hospital; Mount Sinai Medical Center (Wien Center); Optimal Therapy Care; Parent Child Behavior Center; Paramount Community Health; Switchboard of Miami; The Diabetic Place; and the YWCA of Greater Miami Dade.**

The great turn out is credited to the influences of the Elderly Affairs members and the persuasiveness of the Community Outreach Specialist Lillie Q. Odom, from the City of Miami Gardens. Ms. Odom states; that the North Dade Regional Library staff were very supportive with this event and with any other events that she has had there. They were a great group of professionals to work with. See some pictures from the event attached.

Submitted by: Community Outreach Department of Miami Gardens '08