



CITY OF MIAMI GARDENS CITY COUNCIL MEETING AGENDA

Meeting Date: March 24 2010
1515 NW 167th St., Bldg. 5, Suite 200
Miami Gardens, Florida 33169
Next Regular Meeting Date: April 14, 2010
Phone: (305) 622-8000 Fax: (305) 622-8001
Website: www.miamigardens-fl.gov
Time: 7:00 p.m.

Mayor Shirley Gibson
Vice Mayor Aaron Campbell Jr.
Councilwoman Barbara Watson
Councilman André Williams
Councilman Melvin L. Bratton
Councilwoman Sharon Pritchett
Councilman Oliver G. Gilbert III
City Manager Dr. Danny O. Crew
City Attorney Sonja K. Dickens, Esq.
City Clerk Ronetta Taylor, MMC

City of Miami Gardens Ordinance No. 2007-09-115 requires all lobbyists before engaging in any lobbying activities to register with the City Clerk and pay an annual fee of \$250.00. This applies to all persons who are retained (whether paid or not) to represent a business entity or organization to influence “City” action. “City” action is broadly described to include the ranking and selection of professional consultants, and virtually all-legislative, quasi-judicial and administrative action. All not-for-profit organizations, local chamber and merchant groups, homeowner associations, or trade associations and unions must also register however an annual fee is not required.

- (A) CALL TO ORDER/ROLL CALL**
- (B) INVOCATION**
- (C) PLEDGE OF ALLEGIANCE**
- (D) APPROVAL OF MINUTES**
D-1) Regular City Council Minutes – February 24, 2010
- (E) ORDER OF BUSINESS** (Items to be pulled from Consent Agenda at this time)

(F) SPECIAL PRESENTATIONS (5 minutes each)

- F-1) Councilman Gilbert – Miami Norland Lady Vikings State Basketball Champs
- F-2) City Manager Dr. Danny O. Crew - Black Bikers Association
- F-3) Mayor Gibson – Wertheim College of Medicine, FIU - Luther Brewster, Ph.D., Dir. NeighborhoodHELP and Virginia Harvin, RN, Community Outreach Coordinator
- F-4) Mayor Gibson - Proclamation –April as Water Conservation Month
- F-5) City Manager Dr. Danny O. Crew – City of Miami Gardens Employee of the Month

(G) PUBLIC COMMENTS

(H) ORDINANCE(S) FOR FIRST READING:

(I) ORDINANCE(S) FOR SECOND READING/PUBLIC HEARING(S):

- I-1) **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, RELATING TO ELECTIONS, CALLING THE 2010 GENERAL AND SPECIAL ELECTIONS FOR THE CITY COUNCIL SEATS 2, 4, 6 AND PROPOSED CHARTER AMENDMENTS; SCHEDULING THE DAY, PLACE AND TIME OF THE ELECTION; PROVIDING FOR RUNOFF ELECTION, IF NECESSARY; PROVIDING FOR QUALIFICATION OF CANDIDATES; PROVIDING FOR CLOSE OF ELECTION BOOKS; APPROVING THE OFFICIAL BALLOT FORM; PROVIDING FOR NOTIFICATION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE. (SPONSORED BY THE CITY CLERK)**

(J-1) CONSENT AGENDA

- J-1) **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, THAT CERTAIN AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION ATTACHED HERETO AS EXHIBIT “A;” AUTHORIZING THE CITY MANAGER TO ACCEPT A GRANT IN THE AMOUNT OF TWENTY THOUSAND DOLLARS (\$20,000.00) TO BE USED FOR THE MIAMI GARDENS POLICE DEPARTMENT CHILD/PASSENGER SAFETY PROGRAM; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN**

EFFECTIVE DATE. (SPONSORED BY THE CITY MANAGER)

- J-2) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AMENDING RESOLUTION NO. 2009-65-1010 TO REDUCE THE COMMERCIAL BUILDING ALTERATION AND REPAIR PERMIT FEES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE. (SPONSORED BY THE CITY MANAGER)**
- J-3) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, CONFIRMING COUNCILMAN OLIVER G. GILBERT III'S REAPPOINTMENT OF JOHN ZEIGLER TO THE COMMUNITY ADVISORY COMMUNITY FOR A THREE YEAR TERM, ENDING MARCH 24, 2013; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE. (SPONSORED BY COUNCILMAN OLIVER G. GILBERT III)**
- J-4) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, CONFIRMING COUNCILMAN OLIVER G. GILBERT III'S APPOINTMENT OF KARLYN R. HYLTON TO THE CARIBBEAN AFFAIRS ADVISORY COMMITTEE FOR A THREE YEAR TERM ENDING MARCH 24, 2013; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE. (SPONSORED BY COUNCILMAN OLIVER G. GILBERT III)**

(K-1) RESOLUTIONS

- K-1) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE CITY MANAGER TO TAKE ANY AND ALL STEPS NECESSARY IN ORDER TO CREATE A "RESIDENT LABOR INCENTIVE PROGRAM," WHEREBY THE CITY WILL PROVIDE A FINANCIAL INCENTIVE TO THE CITY'S PRIVATE CONTRACTORS WHO PERFORM BOARD-UP AND CLEAN-UP SERVICES IN THE CITY; AUTHORIZING THE CITY MANAGER TO TAKE ALL STEPS TO APPLY FOR EIGHTY THOUSAND DOLLARS (\$80,000.00) FROM THE CITY'S PUBLIC SERVICE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FROM FISCAL YEAR 2010/2011 FOR THIS PURPOSE; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE. (SPONSORED BY COUNCILMAN ANDRÉ WILLIAMS)**

(M) REPORTS OF CITY MANAGER/CITY ATTORNEY/CITY CLERK
M-1) City Manager Monthly Report

(N) REPORTS OF MAYOR AND COUNCIL MEMBERS

(O) WRITTEN REQUESTS, PETITIONS & OTHER WRITTEN COMMUNICATIONS FROM THE PUBLIC

(P) ADJOURNMENT

IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT OF 1990, ALL PERSONS WHO ARE DISABLED AND WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT RONETTA TAYLOR, MMC, CITY CLERK (305) 622-8000 EXT./ 2228, NO LATER THAN 48 HOURS PRIOR TO SUCH PROCEEDINGS. TDD NUMBER 1-800-955-8771.

ANYONE WISHING TO OBTAIN A COPY OF ANY AGENDA ITEM MAY CONTACT RONETTA TAYLOR, MMC, CITY CLERK (305) 622-8000 EXT. 2228. THE ENTIRE AGENDA PACKET CAN ALSO BE FOUND ON THE CITY'S WEBSITE AT www.miamigardens-fl.gov.

ANYONE WISHING TO APPEAL ANY DECISION MADE BY THE CITY OF MIAMI GARDENS WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.



City of Miami Gardens Agenda Cover Memo

Council Meeting Date:	March 24, 2010		Item Type:	Resolution	Ordinance	Other	
					x		
Fiscal Impact:	Yes	No	Ordinance Reading:	1st Reading		2nd Reading	
	x					x	
			Public Hearing:	Yes	No	Yes	No
				x			
Funding Source:	General Fund		Advertising Requirement:	Yes		No	
				x			
Contract/P.O. Required:	Yes	No	RFP/RFQ/Bid #:				
		X					
Sponsor Name	Ronetta Taylor, MMC City Clerk		Department:	<i>Office of the City Clerk</i>			

Short Title:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, RELATING TO ELECTIONS, CALLING THE 2010 GENERAL AND SPECIAL ELECTIONS FOR THE CITY COUNCIL SEATS 2, 4, 6, AND PROPOSED CHARTER AMENDMENTS; SCHEDULING THE DAY, PLACE AND TIME OF THE ELECTION; PROVIDING FOR RUNOFF ELECTION, IF NECESSARY; PROVIDING FOR QUALIFICATION OF CANDIDATES; PROVIDING FOR CLOSE OF ELECTION BOOKS; APPROVING THE OFFICIAL BALLOT FORM; PROVIDING FOR NOTIFICATION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE.

Staff Summary:

The attached ordinance calls for the General Election for the City of Miami Gardens to take place on August 24, 2010, at which a Council member for Residential Area Seat 2 will be elected for a four (4) year term; a Council member for residential Area Seat 4, will be elected for a four (4) year term, and a Council member for at-large seat 6, will be elected for a four (4) year term. Also at that election certain questions will be presented to the voters for approval. The Ordinance also provides for the closing of the election books (registered voters) to take place July 26, 2010. The qualifying dates for candidates will begin Tuesday, June 1, 2010 and end Tuesday June 8 2010, at 4:00 p.m. sharp!

A Run-Off Election, if necessary will take place Tuesday, November 2, 2010.

**ITEM I-1) ORDINANCE
FIRST READING/ PUBLIC HEARING
Calling the 2010 General & Special Election**

Proposed Action:

That the City Council approves the ordinance calling for the City of Miami Gardens General Election for Tuesday, August 24, 2010.

Attachment:

Attachment A: City of Miami Gardens Polling Places

Attachment B: Sample Ballot

Ordinance No.

ORDINANCE NO.

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AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, RELATING TO ELECTIONS, CALLING THE 2010 GENERAL AND SPECIAL ELECTIONS FOR THE CITY COUNCIL SEATS 2, 4, 6 AND PROPOSED CHARTER AMENDMENTS; SCHEDULING THE DAY, PLACE AND TIME OF THE ELECTION; PROVIDING FOR RUNOFF ELECTION, IF NECESSARY; PROVIDING FOR QUALIFICATION OF CANDIDATES; PROVIDING FOR CLOSE OF ELECTION BOOKS; APPROVING THE OFFICIAL BALLOT FORM; PROVIDING FOR NOTIFICATION; PROVIDING FOR ADOPTION OF REPRESENTATIONS; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 5, Article V, of the City Of Miami Gardens' Charter provides that a general election shall be held in each even-numbered year, on the day of the first state primary election, or if none is held in any such year, on the first Tuesday, following the second Monday in September, and

WHEREAS, Section 8.5(5), Article VIII, of the City of Miami Gardens' Charter provides for the transition and the initial election of the City Council, and

WHEREAS, a State-wide Election will take place on August 24, 2010, and

WHEREAS, state law requires election books to close thirty (30) days prior to the election, which is July 26, 2010,

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA:

SECTION 1. ADOPTION OF REPRESENTATIONS: The foregoing Whereas Clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Ordinance.

SECTION 2. ELECTION: The 2010 General and Special Elections for the City of Miami Gardens will be held on Tuesday, August 24, 2010. On that date, one council

Ordinance No.

1 member representing residential area seat two (2), will be elected to serve for a four (4)
2 year term; one council member representing residential area seat four (4), will be
3 elected to serve for a four (4) year term; and one council member representing at-large
4 seat six (6), will be elected to serve a four (4) year term; as well as any proposed
5 Charter amendments.

6 SECTION 3. RUNOFF ELECTION. The 2010 Runoff Election, if necessary for
7 the City of Miami Gardens will be held on Tuesday, November 2, 2010.

8 SECTION 4. QUALIFYING: The qualifying period for the election shall open
9 Tuesday, June 1, 2010, at 9:00 a.m., and close precisely at 4:00 p.m., on Tuesday,
10 June 8, 2010. Candidates shall qualify at the Office of the City Clerk, 1515 NW 167th
11 Street, Building 5, Suite 200, City of Miami Gardens, Florida 33169

12 SECTION 5. POLLING PLACES: Voting shall be conducted at locations
13 listed on Exhibit "A". All polls shall open precisely at 7:00 a.m., and close precisely at
14 7:00 p.m.

15 SECTION 6. OFFICIAL BALLOT: The official ballot for the 2008 Election is
16 in substantial form as the Ballot annexed to this ordinance as Exhibit "B".

17 SECTION 7. VOTER REGISTRATION: The election books shall close
18 Monday, July 26, 2010..

19 SECTION 8. NOTIFICATION: The City Clerk shall publish notice of such
20 general election once a week for four consecutive weeks next preceding the general
21 election in a newspaper of general circulation in Miami Gardens. The notice shall
22 contain the date, time, and place of the general election and identify the Council Seats
23 to be voted for.

Ordinance No.

1 SECTION 8. CONFLICT: All ordinances or Code provisions in conflict herewith
2 are hereby repealed.

3 SECTION 10. SEVERABILITY: If any section, subsection, sentence, clause,
4 phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any
5 court of competent jurisdiction, such portion shall be deemed a separate, distinct and
6 independent provision and such holding shall not affect the validity of the remaining
7 portions of this Ordinance.

8 SECTION 11. EFFECTIVE DATE: This Ordinance shall become effective
9 immediately upon its final passage.

10 PASSED ON FIRST READING ON THE 10th DAY OF MARCH, 2010.

11
12 ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS
13 AT ITS REGULAR MEETING HELD ON THE ____ DAY OF MARCH, 2010

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SHIRLEY GIBSON, MAYOR

18 ATTEST:

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20 _____
21 RONETTA TAYLOR, MMC, CITY CLERK

22
23 Reviewed by SONJA K. DICKENS, ESQ.
24 City Attorney

25
26 SPONSORED BY: Ronetta Taylor, MMC, City Clerk

27
28 MOVED BY:
29 SECONDED BY:

30 **VOTE:**

31 Mayor Shirley Gibson ___(Yes) ___(No)
32 Vice Mayor Oliver G. Gilbert III ___(Yes) ___(No)
33 Councilman Melvin L. Bratton ___(Yes) ___(No)

Ordinance No.

- 1 Councilman Aaron Campbell Jr.
- 2 Councilwoman Sharon Pritchett
- 3 Councilwoman Barbara Watson
- 4 Councilman André Williams

(Yes) (No)
 (Yes) (No)
 (Yes) (No)
 (Yes) (No)

5

Lester Sola

Date 3/3/2010

Supervisor of Elections

Miami-Dade County, FL

Time 04:09 PM

Precincts comprising District City: Miami Gardens

Precinct	Place Name	Registered Voters					Inactive Voters			
		Total	Dems	Reps	NonP	Other	Dems	Reps	NonP	Other
202.0	Landmark Campus	1,350	863	218	208	61	74	20	19	6
203.0	North County Elementary School	2,350	2,019	70	156	105	210	9	27	16
204.0	Antioch Missionary Baptist Church	922	786	21	72	43	54	4	9	7
205.0	Robert Renick Educational Ctr	1,426	1,158	47	136	85	177	3	26	25
206.0	Norland United Methodist Church	3,549	2,766	214	418	151	447	46	89	27
211.0	Hibiscus Elementary School	852	643	56	103	50	48	6	15	2
213.0	North Dade Community Church	2,346	1,823	115	289	119	269	22	52	28
214.0	Episcopal Church Of the Holy Famil	2,626	2,026	133	340	127	171	13	30	24
215.0	Sierra Norwood Calvary Bapt Churc	1,747	1,360	119	200	68	116	13	17	7
216.0	Grace United Community Church	2,519	1,965	92	330	132	141	13	20	19
217.0	Hotel Roma Golden Glades	2,126	1,770	61	202	93	125	7	22	13
218.0	North Dade Middle School	1,623	1,413	47	108	55	129	2	15	10
219.0	Bunche Park Elementary School	1,208	1,057	34	78	39	133	10	11	15
220.0	New Way Fellowship Baptist Church	1,800	1,477	74	154	95	148	5	18	8
221.0	Parkview Elementary School	2,284	1,879	91	224	90	147	16	19	22
222.0	Miami Gardens Church Of Christ	2,468	2,031	89	251	97	145	9	18	15
223.0	Cosmopolitan Baptist Church	1,987	1,510	109	246	122	138	9	42	14
224.0	Miami Carol City Senior High	2,147	1,674	134	199	140	140	11	24	22
225.0	Myrtle Grove Presbyterian Church	2,793	2,228	130	295	140	217	23	41	21
226.0	Golden Glades Elementary School	2,025	1,673	85	155	112	152	10	16	7
227.0	A. J. King Park	2,311	1,767	157	261	126	236	26	40	30
228.0	Carol City Middle School	913	769	30	72	42	75	6	12	10
229.0	St Timothy Lutheran Church	2,347	1,552	304	353	138	185	21	32	29
233.0	Florida Memorial University	1,707	1,241	144	223	99	170	13	37	16
234.0	Mt Zion Ame Church	923	742	44	85	52	45	7	7	5
256.0	Robert Sharpe Towers #1	1,921	1,389	190	253	89	111	16	30	13
267.0	Universal Truth Center	1,296	839	194	198	65	127	20	35	21
269.0	Mt Zion Ame Church	1,615	1,389	49	98	79	185	8	20	18
270.0	Miami-Dade County Fire Station #1	2,251	1,803	92	233	123	208	15	24	20
273.0	Landmark Campus	1,372	1,073	101	128	70	119	10	19	13
274.0	Carol City Elementary School	1,420	999	171	190	60	94	14	11	5
276.0	Florida Memorial University	463	192	124	120	27	37	14	27	7
283.0	Lake Stevens Middle School	17	11	0	6	0	0	0	0	0
290.0	Landmark Campus	648	324	197	97	30	22	4	8	3
291.0	Miami Gardens Elementary School	1,057	496	364	143	54	35	23	22	4
292.0	Freewill Christian Center	1,375	1,098	52	149	76	157	4	33	10
294.0	North Dade Community Church	2	2	0	0	0	0	0	0	0
295.0	North Dade Regional Library	1,172	992	47	95	38	65	9	5	12
		62,958	48,799	4,199	6,868	3,092	5,052	461	892	524

EXHIBIT "B"

ELECTION BALLOT CITY OF MIAMI GARDENS GENERAL ELECTION August 24, 2010

Electors shall cast one vote for each available seat, with a maximum of one vote per candidate.

- A) RESIDENTIAL AREA SEAT TWO (2), RESIDENTIAL AREA SEAT FOUR (4) AND AT-LARGE SEAT SIX (6)

(Vote for one candidate in each category)

COUNCIL MEMBER RESIDENTIAL AREA SEAT TWO (2):
(Candidate Names)

COUNCIL MEMBER RESIDENTIAL AREA SEAT FOUR (4):
(Candidate Names)

COUNCIL MEMBER AT-LARGE SEAT SIX (6):
(Candidate Names)

- B) CHARTER AMENDMENT QUESTIONS:



**City of Miami Gardens
Agenda Cover Memo**

Council Meeting Date:	March 24, 2010		Item Type:	Resolution	Ordinance	Other	
				X			
Fiscal Impact:	Yes	No	Ordinance Reading:	1st Reading		2nd Reading	
	X			Public Hearing:	Yes	No	Yes
Funding Source:	FDOT Grant		Advertising Requirement:		Yes		No
				X			
Contract/P.O. Required:	Yes	No	RFP/RFQ/Bid #:	N/A			
	X						
Sponsor Name	Dr. Danny Crew, City Manager		Department:	Police Department			

Short Title:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, THAT CERTAIN AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION ATTACHED HERETO AS EXHIBIT "A;" AUTHORIZING THE CITY MANAGER TO ACCEPT A GRANT IN THE AMOUNT OF TWENTY THOUSAND DOLLARS (\$20,000.00) TO BE USED FOR THE MIAMI GARDENS POLICE DEPARTMENT CHILD/PASSENGER SAFETY PROGRAM; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE

Staff Summary:

The Miami Gardens Police Department has been designated as one of 37 agencies that will receive grant funding from the Florida Department of Transportation (FDOT) for "Seatbelt Safety". The \$20,000 in grant funds is to be used in furtherance of a program which will be entitled "Miami Gardens Police Department Child / Passenger Safety Program".

The focus of this program will be on increasing safety belt use in the City of Miami Gardens to increase safety and reduce injury. This will be accomplished by a variety of means including seatbelt checks, educational forums, and enforcement initiatives. The goal of this program will be to increase public safety for those who live and work in the City of Miami Gardens.

Proposed Action:

That the City Council approve the attached resolution authorizing the City Manager to accept the \$20,000 grant and execute a contract with the Florida Department of Transportation allowing

**ITEM J-1) CONSENT AGENDA
RESOLUTION
Agreement w/ FDOT**

the Miami Gardens Police Department to utilize the \$20,000 allocated by this grant to defray the cost of overtime expenses for this program.

Attachment:

Attachment A: Award Letter from FDOT
Attachment B: Grant Contract

RESOLUTION No. 2010-

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A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, THAT CERTAIN AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION ATTACHED HERETO AS EXHIBIT "A;" AUTHORIZING THE CITY MANAGER TO ACCEPT A GRANT IN THE AMOUNT OF TWENTY THOUSAND DOLLARS (\$20,000.00) TO BE USED FOR THE MIAMI GARDENS POLICE DEPARTMENT CHILD/PASSENGER SAFETY PROGRAM; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Miami Gardens Police Department has been designated as one of 37 agencies to receive grant funding from the Florida Department of Transportation ("FDOT"), and

WHEREAS, the grant funds will be used to further the "Miami Gardens Police Department Child/Passenger Safety Program," and

WHEREAS, the Program will focus on promoting seatbelt use in the City of Miami Gardens, to increase safety and reduce injury, and

WHEREAS, this will be accomplished by a variety of means including seatbelt checks, educational forums and enforcement initiatives, and

WHEREAS, the goal of this program will be to increase public safety for those who live and work in the City of Miami Gardens,

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

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

4 Section 2. AUTHORIZATION: The City Council of the City of Miami Gardens
5 hereby authorizes the City Manager and City Clerk to execute and attest, respectively,
6 that certain Agreement with the Florida Department of Transportation attached hereto
7 as Exhibit "A," and further authorizes the City Manager to accept grant funds in the
8 amount of Twenty Thousand Dollars (\$20,000.00) to be used for the "Miami Gardens
9 Police Department Child/Passenger Safety Program."

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

12 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS
13 AT ITS REGULAR MEETING HELD ON MARCH 24, 2010.

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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

1 MOVED BY: _____

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5 **VOTE:** _____

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8 Mayor Shirley Gibson ___(Yes) ___(No)

9 Vice Mayor Aaron Campbell, Jr. ___(Yes) ___(No)

10 Councilman Melvin L. Bratton ___(Yes) ___(No)

11 Councilman Oliver Gilbert, III ___(Yes) ___(No)

12 Councilwoman Barbara Watson ___(Yes) ___(No)

13 Councilwoman Sharon Pritchett ___(Yes) ___(No)

14 Councilman André Williams ___(Yes) ___(No)

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Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

STEPHANIE C. KOPELOUSOS
SECRETARY

March 3, 2010

City Manager Danny O. Crew
City of Miami Gardens
1515 NW 167th Street
Miami Gardens, FL 33169

RE: Miami Gardens Safety Belt Enforcement Program
Project Number: K4PT-10-21-32
DOT Contract Number: APV28

Dear City Manager Crew:

Your application to the Florida Department of Transportation for highway safety funds has been approved. We are pleased to make this award in the amount of \$20,000.00 for the purpose of implementing the Miami Gardens Safety Belt Enforcement Program. A copy of the approved subgrant agreement referenced above is enclosed for your file. All correspondence with the Department should always refer to the project number and the Department's contract number.

The effective date of the subgrant agreement is March 3, 2010, and only those costs incurred on or after that date and before October 1, 2010 are eligible for reimbursement. Your subgrant provides reimbursement of personnel costs. Part V of the subgrant requires that reimbursement requests for subgrants with personnel costs be submitted monthly if paid on a monthly basis and after every two pay periods if paid bi-weekly. You must provide this office with the name(s) of the individual(s) whose salary is being reimbursed under the subgrant, and this office must be notified in writing immediately if personnel changes occur during the subgrant period. If notification is not provided to this office, salary costs will not be reimbursed.

Please review Part V of the subgrant agreement entitled "Acceptance and Agreement." This section contains the legal conditions of your subgrant.

We look forward to working with you on this project. If you have any questions or need assistance, please contact Jason T. Colson at (850) 245-1540, who will be coordinating this activity.

Sincerely,

Randall G. Smith
Traffic Safety Administrator

RGS/jc

Enclosures

cc: FDOT Contract Payment Section
Kaylene Snow
Danielle King
Sgt. William Bamford, Project Director
Chief Matthew Boyd

<i>For D.O.T Use Only</i>	
Project Number: K4PT-10-21-32	DOT Contract Number:
Federal Funds Allocated: \$20,000.00	Date Approved:
Subgrant Period:	Date Revised:
Subgrant History: (1)	(2) (3)

Part I: GENERAL ADMINISTRATIVE INFORMATION

(See Instructions for Highway Safety Subgrant Applications)

1. Project Title: Miami Gardens Safety Belt Enforcement Program

2. Type of Application: Initial Continuation

3. Requested Subgrant Period: 10/1/2009 to 9/30/2010

4. Support Sought: \$20,000.00 Matching Share: \$0.00 Total Budget: \$20,000.00

5. Applicant Agency (Subgrantee): City of Miami Gardens 1515 NW 167 th Street Miami Gardens, FL 33169 Telephone: <u>(305) 622 - 8000</u>	6. Implementing Agency: Miami Gardens Police Department 1020 NW 163 rd Drive Miami Gardens, FL 33169 Telephone: <u>(305) 474 - 6473</u>
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7. Federal ID Number: <u>11-3695944</u>	8. State FLAIR Number(State Agencies)
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9. Chief Financial Officer: Dr. Danny O. Crew 1515 NW 167 th Street Miami Gardens, FL 33169 Telephone Number: <u>(305) 622 - 8000</u> Fax Number: <u>(305) 622 - 8001</u> E-Mail Address: <u>dcrew@miamigardens-fl.gov</u>	10. Project Director: Sergeant William Bamford Miami Gardens Police Department 1020 NW 163 rd Drive Miami Gardens, FL 33169 Telephone Number: <u>(305) 474 - 1391</u> Fax Number: <u>(305) 474 - 1269</u> E-Mail Address: <u>william.bamford@mgpdfi.org</u>
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Subgrant funds provided by the U.S. Department of Transportation, National Highway Traffic Safety Administration, Catalog of Federal Domestic Assistance Number – 20.609, State and Community Highway Safety Program, through the Florida Department of Transportation. The Dun and Bradstreet Data Universal Numbering System (DUNS) Number for the Florida Department of Transportation is 80-939-7102.

Part II: PROJECT PLAN AND SUPPORTING DATA

State clearly and in detail the aims of the project, precisely what will be done, who will be involved, and what is expected to result. Use the following major headings:

1. Statement of the Problem
2. Proposed Solution
3. Objectives
4. Evaluation
5. Milestones (Use form provided)

Start below and use additional pages as necessary.

STATEMENT OF THE PROBLEM:

On May 6, 2009, Governor Charlie Crist signed into law Senate Bill 344, creating the 'Dori Slosberg and Katie Marchetti Safety Belt Law,' thereby redefining safety belt non-usage in Florida as a primary nonmoving violation. This decision was made in response to overwhelming evidence that many traffic fatalities and injuries could have been prevented with the simple click of a safety belt.

Florida Department of Highway Safety and Motor Vehicle Traffic Crash Statistics for 2007 indicate that 1,972 people were killed in vehicles equipped with safety belts, and that 61% (1,201) of these people killed were not wearing their seat belts. In addition, 62% of children ages 0 to 17 killed in traffic crashes were not using safety equipment. For the same time period, 21,475 of drivers involved in traffic crashes were not wearing their safety belts. There were 567 killed, and 9,372 seriously injured as a result of these drivers not wearing their safety belts. This does not take into account the countless dollars in medical and property costs. (UPDATE WITH 2008 DATA)

The Florida Department of Transportation (FDOT) Safety Office is responsible for the State of Florida's Section 402 Highway Safety Program. Since 1999, FDOT has conducted statewide safety belt surveys, in compliance with funding requirements from the National Highway Traffic Safety Administration (NHTSA). These surveys begin with identifying 24 Florida counties which account for 85.8% of the State's total population, then selecting 12 from that list via NHTSA-approved 1998 sampling design criteria. The purpose of these surveys is not simply to comply with federal funding guidelines, but to acquire an accurate assessment of voluntary safety belt compliance throughout the State. The seat belt usage survey conducted by Preusser Research Group in June 2009 determined that, overall Florida has an 85.2% usage rate. Since 2003, there has been an increasing trend of safety belt usage throughout Florida; evidence that education, awareness, and enforcement efforts are slowly taking hold. With the State's recognition of a primary safety belt law as a tool of significance importance to law enforcement agencies, it is expected that voluntary safety belt compliance will increase even more. Twenty (20) counties and eighteen (18) cities in Florida have been identified as having the highest number of traffic fatalities in which lack of safety belt use was a contributing factor. These are listed below in alphabetical order:

Counties:

Alachua	Escambia	Leon	Orange	Polk
Brevard	Hillsborough	Manatee	Palm Beach	Saint Lucie
Broward	Lake	Marion	Pasco	Seminole
Duval	Lee	Miami-Dade	Pinellas	Volusia

Cities:

Davie	Fort Myers	Jacksonville	Orlando	Tallahassee
Daytona Beach	Gainesville	Lakeland	Pembroke Pines	Tampa
Deerfield Beach	Hialeah	Miami	Pompano Beach	
Fort Lauderdale	Hollywood	Miami Gardens	Saint Petersburg	

State clearly and in detail the aims of the project, precisely what will be done, who will be involved, and what is expected to result. Use the following major headings:

1. Statement of the Problem
2. Proposed Solution
3. Objectives
4. Evaluation
5. Milestones (Use form provided)

Start below and use additional pages as necessary.

PROPOSED SOLUTION:

The FDOT Safety Office understands that the reduction of traffic fatalities resulting from safety belt noncompliance cannot be solved with the simple passage of a primary safety belt law. It is the prudent and strategic implementation of education, awareness, and enforcement that will ultimately capture the attention of the Florida highway user. These efforts will subsequently increase his/her chances of reaching their destination safely.

This program aims to reduce traffic fatalities and injuries by implementing enforcement campaigns targeting safety belt compliance. Participating agencies will utilize existing resources to conduct high-visibility, zero-tolerance enforcement operations at locations identified by the Project Director as having a high frequency of traffic crashes and/or fatalities. The Project Director will collect and retain this data for the purpose of Safety Office inspections and reports. The primary focus for these operations will be to identify the violators of Florida's primary safety belt law.

The Safety Office will provide funding to participating agencies to cover overtime costs for the purpose of conducting high-visibility, zero tolerance traffic enforcement operations. The Project Director will be responsible for the allocation of personnel resources to this enforcement effort in order to achieve the greatest impact on safety belt usage in the community. The Project Director will coordinate safety belt enforcement at least once per week, and will ensure that the day/time of enforcement is alternated from week to week and nighttime enforcement efforts are encouraged. The intent of this measure is to prevent motorists from determining that safety belt enforcement is conducted on specific days in the agency's jurisdiction and to adjust their attention to the law accordingly. In addition, the Project Director will ensure that these federal funds are used in a prudent and conservative manner, in order to allow these funds to be used throughout the fiscal grant year. No personnel conducting enforcement under this grant may be reimbursed for more than four (4) hours work each calendar day. This funding will only be utilized for sworn law enforcement personnel with the rank of Officer, Master Police Officer, Deputy, Corporal, and Sergeant. Every person that performs under this grant will complete the 'OP Enforcement Grant Activity Log.' These logs will be submitted to the agency's Project Director, who will provide a copy of all Activity Logs to the FDOT Safety Office monthly.

If, after review of any monthly report by the Safety Office, it is determined that there was no enforcement activity conducted by the agency, this grant program may be discontinued by the FDOT Traffic Safety Administrator. By participating in this program, it is expected that the agency will commit to a zero-tolerance enforcement effort in regards to the primary seat belt law.

In order to facilitate the delivery of this traffic safety message, agencies are encouraged to partner with local resources such as their Community Traffic Safety Teams, and the Florida Law Enforcement Liaison Local Area Networks, community organizations, and local media outlets. Participating agencies will also participate in all statewide public awareness and enforcement campaigns and law enforcement challenges (Florida Law Enforcement Challenge, Click It or Ticket Challenge) sponsored by the FDOT Safety Office. The dates for the Click It or Ticket Challenge are March 1-15, 2010 and May 24 - June 6, 2010.

State clearly and in detail the aims of the project, precisely what will be done, who will be involved, and what is expected to result. Use the following major headings:

1. Statement of the Problem
2. Proposed Solution
3. Objectives
4. Evaluation
5. Milestones (Use form provided)

Start below and use additional pages as necessary.

OBJECTIVES:

- Reduce traffic crashes by 5%.
- Reduce traffic crashes involving safety belt non-usage by 5%.
- Reduce traffic fatalities by 5%.
- Reduce traffic fatalities resulting from safety belt non-usage by 5%.
- Reduce injuries in traffic crashes by 5%.
- Reduce traffic injuries resulting from safety belt non-usage by 5%.
- Increase safety belt citations by 10%.

EVALUATION:

- Enforcement locations will be determined via the following:
 - o High-frequency crash locations.
 - o High-frequency fatality locations.
 - o Agency knowledge of areas prone to crashes, with a history of fatalities.
- Agencies will re-evaluate these locations on a monthly basis to determine if enforcement locations need to be revised.
- Every officer/deputy that performs under this grant will complete the 'OP Enforcement Grant Activity Log.' These logs will be submitted to the agency's Project Director, who will provide a copy of all Activity Logs to the FDOT Safety Office each month.
- The Project Director will submit a media report detailing print or electronic media (television/radio/web) articles or reports about the enforcement effort in their jurisdiction.
- The Project Director will provide the number of community awareness events attended and community outreach efforts conducted. The number of people in attendance at these events will be documented.

Part III: PROJECT DETAIL BUDGET

Project Title: Miami Gardens Safety Belt Enforcement Program

Project Number: K4PT-10-21-32

Contract Number: _____

Each budget category subtotal listed below cannot be exceeded. All individual line item costs are estimates, and the State Safety Office may approve monetary shifts between line items, not to exceed the subtotal of each budget category.

BUDGET CATEGORY	TOTAL	FEDERAL FUNDING	NON-FEDERAL	
			STATE	LOCAL
A. Personnel Services				
Overtime for Traffic Enforcement Ops	\$ 0	\$0	\$0	\$0
Salary	\$20,000	\$20,000	\$0	\$0
Benefits	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
Subtotal	\$20,000	\$20,000	\$ 0	\$ 0
B. Contractual Services				
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
Subtotal	\$ 0	\$ 0	\$ 0	\$ 0
C. Expenses				
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
	\$ 0	\$0	\$0	\$0
Subtotal	\$ 0	\$ 0	\$ 0	\$ 0

Budget Modification Number: _____
Effective Date: _____

BUDGET NARRATIVE

Project Title: Miami Gardens Safety Belt Enforcement Program

Project Number: K4PT-10-21-32

Contract Number: _____

The following is a narrative description of the project budget by line item by category, detailing the item and anticipated cost. Each category must be sufficiently defined to show cost relationship to project objectives. Attach additional sheets as needed.

PERSONNEL SERVICES:	\$20,000
-Overtime for Enforcement Ops:	
-Salary:	\$ 20,000
-Benefits	

*Each agency must provide a full roster or list of officers/deputies that will be receiving overtime pay under this grant. The roster/list must include the officer's/deputy's full name, and his/her hourly rate of pay.

**These funds will cover the salaries and/or benefits for sworn personnel of this agency only. Participating officers/deputies will conduct safety belt-oriented traffic enforcement, and will complete the 'FDOT Daily Activity Log' to document activity for every day of grant-related overtime work. Copies of all Logs will be attached to each claim for reimbursement.

Budget Modification Number: _____
Effective Date: _____

Part IV: REPORTS

Quarterly Progress Report Narrative for the _____ quarter.

Project Title: Miami Gardens Safety Belt Enforcement Program

Project Number: K4PT-10-21-32

Implementing Agency: Miami Gardens Police Department

Project Director: _____

Describe the subgrant activities that took place during the quarter. Attach newspaper clippings, press releases, photos and other items that document activities. Use additional sheets if necessary. The *Quarterly Progress Report of Performance Indicators* should be sent to the DOT Safety Office along with the narrative within 30 days of the end of each quarter.

QUARTERLY PROGRESS REPORT OF PERFORMANCE INDICATORS

for the _____ quarter.

Project Title: <u>Miami Gardens Safety Belt Enforcement Program</u>						
Project Number: <u>K4PT-10-21-32</u>						
Implementing Agency: <u>Miami Gardens Police Department</u>						
Project Director: _____						
Performance Indicators	Milestones Accomplished					
	Quarter Ending December 31	Quarter Ending March 31	Six-Month Totals	Quarter Ending June 30	Quarter Ending September 30	Project Totals
Number of safety belt citations issued under this grant.			0			0
Number of speeding citations issued under this grant.			0			0
Number of DUI arrests made under this grant. *Persons arrested, not charges.*			0			0
Number of traffic stops made under this grant.			0			0
Number of total citations issued under this grant.			0			0
Number of arrests made under this grant (excluding DUI).			0			0
Number of criminal traffic citations issued under this grant (excluding DUI).			0			0
Number of community awareness and outreach events attended/conducted			0			0
Number of people in attendance at community events attended/conducted			0			0

Final Narrative Report

Project Title: Miami Gardens Safety Belt Enforcement Program

Project Number: K4PT-10-21-32

Implementing Agency: Miami Gardens Police Department

Project Director: _____

The following is a chronological narrative history of the above listed project in accordance with *Part V: Acceptance and Agreement, Conditions of Agreement, 1. Reports*. This report is an accurate accounting of the project performance and accomplishments. Attach additional sheets as needed.

Part V: Acceptance and Agreement

Conditions of Agreement. Upon approval of this Subgrant Application for Highway Safety Funds, the following terms and conditions shall become binding. Noncompliance will result in loss of, or delays in, reimbursement of costs as set forth herein.

1. **Reports.** The subgrant year quarters are October 1 - December 31, January 1 - March 31, April 1 - June 30, and July 1 - September 30. The implementing agency shall submit the **Quarterly Progress Report Narrative and Quarterly Progress Report of Performance Indicators** forms to the State Safety Office by the last day of the month following the end of each quarter (January 31, April 30, July 31, and October 31) if the subgrant was effective during any part of the quarter. Quarterly reports postmarked after the respective submission dates listed above shall be considered past due. The implementing agency shall submit a **Final Narrative Report**, giving a chronological history of the subgrant activities, problems encountered, and major accomplishments by October 31. Requests for reimbursement will be returned to the subgrantee or implementing agency unpaid if the required reports are past due, following notification.
2. **Responsibility of Subgrantee.** The subgrantee and its implementing agency shall establish fiscal control and fund accounting procedures that assure proper disbursement and accounting of subgrant funds and required non-federal expenditures. All monies spent on this project shall be disbursed in accordance with provisions of the **Project Detail Budget** as approved by the State Safety Office. All expenditures and cost accounting of funds shall conform to 49 CFR, Part 18, **Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments**; 49 CFR, Part 19, **Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations**; OMB Circular A-102, **Grants and Cooperative Agreements with State and Local Governments**; OMB Circular A-110, **Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations**; OMB Circular A-21, **Cost Principles for Educational Institutions**; 2 C.F.R. 225 (OMB Circular A-87), **Cost Principles for State, Local, and Indian Tribal Governments**; and/or OMB Circular A-122, **Cost Principles for Non-Profit Organizations**, hereby incorporated by reference, (hereinafter referred to as Applicable Federal Law).
3. **Compliance with Chapter 287, Florida Statutes.** The subgrantee and implementing agency agree to comply with all applicable provisions of Chapter 287, Florida Statutes. The following provisions are stated in this agreement pursuant to sections 287.133(3)(a) and 287.134(3)(a), Florida Statutes.
 - (a) **Section 287.133 (2)(a), F.S.**
A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
 - (b) **Section 287.134 (2)(a), F.S.**
An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.
4. **Approval of Consultant and Contractor Agreements.** The State Safety Office shall review and approve in writing all consultant and contractor agreements prior to the actual employment of the consultant or the contractor by the subgrantee or implementing agency. Approval of the subgrant does not constitute approval of a consultant or contractor agreement.

All contractual service agreements shall include as a minimum the following information:

Beginning and end dates of the agreement (not to exceed the grant period);
Total contract amount;
Scope of work/Services to be provided;
Budget/Cost Analysis; and
Method of compensation/Payment Schedule.

All contractual service agreements shall contain the following statement:

The parties to this contract shall be bound by all applicable sections of **Part V: Acceptance and Agreement of Project #** (insert project number), DOT Contract # (insert contract number). A final invoice must be received by (insert date) or payment will be forfeited.

All invoices for contractual services shall contain the following certification statement and must be signed by the contractor:

All costs are true and valid costs incurred in accordance with the agreement.

5. Allowable Costs. The allowability of costs incurred under any subgrant shall be determined in accordance with the general principles of allowability and standards for selected cost items set forth in the Applicable Federal Law and state law, to be eligible for reimbursement. All funds not spent in accordance with the Applicable Federal Law will be subject to repayment by the subgrantee.

6. Travel. Travel costs for approved travel shall be reimbursed in accordance with the State of Florida, Department of Transportation's (Department's) *Disbursement Operations Manual, Chapter 3 Travel*, hereby incorporated by reference, but not in excess of provisions in Section 112.061, Florida Statutes. All out-of-state travel, conference travel, meeting travel which includes a registration fee, and out-of-grant-specified work area travel shall require written approval of the State Safety Office prior to the commencement of actual travel as being within the travel budget of the project and relevant to the project. Out-of-state travel shall not be approved unless the specific trip is in the approved subgrant budget or the head of the Implementing Agency provides sufficient justification to prove that the travel will have significant benefits to the outcome of the subgrant activities. In addition, prior written approval shall be obtained from the State Safety Office for hotel rooms with rates exceeding \$150 per day that are to be reimbursed. Rates exceeding \$150 per day shall not be approved unless the hotel is the host facility for an approved conference or the average rate for all hotels in the area exceeds \$150.

7. Written Approval of Changes. The subgrantee or implementing agency shall obtain prior written approval from the State Safety Office for changes to the agreement. Changes to the agreement will be approved which achieve or improve upon the outcome of the subgrant work, or where factors beyond the control of the subgrantee require the change. For example:

- (a) Changes in project activities, milestones, or performance indicators set forth in the approved application.
- (b) Changes in budget items and amounts set forth in the approved application.
- (c) Changes to personnel in positions that are being reimbursed by this agreement.

Changes to the subgrant agreement shall be in the form of a written request signed by the Authorized Representative of the Subgrantee or the Administrator of the Implementing Agency. Requests for changes to the subgrant budget must be postmarked no later than June 30 of the fiscal year to be considered. Requests for budget changes postmarked after June 30 will be denied. Delegations of signature authority will not be accepted for modification requests.

8. Reimbursement Obligation. The State of Florida's performance and obligation to reimburse the subgrantee shall be subject to the availability of Federal highway safety funds and an annual appropriation by the Legislature. As detailed in 49 CFR, Part 29, **Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)**, hereby incorporated by reference, the subgrantee shall not be reimbursed for the cost of goods or services received from contractors, consultants, vendors, or individuals suspended, debarred, or otherwise excluded from doing business with the Federal government. The subgrantee or its implementing

agency shall submit the required certification by consultants with awards in excess of the small purchase threshold fixed at 10 U.S.C. 2304(g) and 41U.S.C. 253(g) (currently \$25,000).

9. Commencement of Projects. If a project has not commenced within 30 days after the acceptance of the subgrant award, the subgrantee or its implementing agency shall report by letter the steps taken to initiate the project, the reasons for delay, and the expected starting date. If, after 60 days from the acceptance of the award, project activity as described herein has not begun, a further statement of implementation delay will be submitted by the subgrantee or its implementing agency to the State Safety Office. The subgrantee agrees that if the letter is not received in the 60 days, the State Safety Office will cancel the project and reobligate the funds to other program areas. The State Safety Office, where warranted by excusable delay, will extend the implementation date of the project past the 60-day period, but only by formal written approval from the State Safety Office.

10. Excusable Delays.

(a) Except with respect to the defaults of subgrantee's or implementing agency's consultants and contractors which shall be attributed to the subgrantee, the subgrantee and its implementing agency shall not be in default by reason of any failure in performance of this agreement in accordance with its terms if such failure arises out of causes beyond the control and without the fault or negligence of the subgrantee or its implementing agency. Such causes are acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control and without the fault or negligence of the subgrantee. If the failure to perform is caused by the failure of the subgrantee's or its implementing agency's consultant or contractor to perform or make progress, and if such failure arises out of causes beyond the control of the subgrantee, its implementing agency and its consultant or contractor, and without the fault or negligence of any of them, the subgrantee shall not be deemed to be in default, unless (1) the supplies or services to be furnished by the consultant or contractor were obtainable from other sources, (2) the State Safety Office shall have ordered the subgrantee or its implementing agency in writing to procure such supplies or services from other sources, and (3) the subgrantee or its implementing agency shall have failed to comply reasonably with such order.

(b) Upon request of the subgrantee or its implementing agency, the State Safety Office shall ascertain the facts and extent of such failure and, if it shall be determined that any failure to perform was occasioned by any one or more of the said causes, the delivery schedule shall be revised accordingly.

11. Obligation of Subgrant Funds. Subgrant funds may not be obligated prior to the effective date or subsequent to the termination date of the subgrant period. Only project costs incurred on or after the effective date and on or prior to the termination date of the subgrant application are eligible for reimbursement. A cost is incurred when the subgrantee's employee, its implementing agency, or approved contractor or consultant performs the service required or when goods are received by the subgrantee or its implementing agency, notwithstanding the date of order.

12. Performance. In the event of default, noncompliance, or violation of any provision of this agreement by the subgrantee, the implementing agency, the subgrantee's consultant(s) or contractor(s) and supplier(s), the subgrantee agrees that the Department will impose sanctions. Such sanctions include withholding of payments, cancellation, termination, or suspension of the agreement in whole or in part. In such an event, the Department shall notify the subgrantee and its implementing agency of such decision 30 days in advance of the effective date of such sanction. The sanctions imposed by the Department will be based upon the severity of the violation, the ability to remedy, and the effect on the project. The subgrantee shall be paid only for those services satisfactorily performed prior to the effective date of such sanction.

13. Access to Records and Monitoring. The Department, National Highway Traffic Safety Administration (NHTSA), Federal Highway Administration (FHWA), and the Chief Financial Officer and Auditor General of the State of Florida, or any of their duly authorized representatives, shall have access for the purpose of audit and examination of books, documents, papers, and records of the subgrantee and its implementing agency, and to relevant books and records of the subgrantee, its implementing agency, and its consultants and contractors under this agreement, as provided under Applicable Federal Law.

In addition to review of audits conducted in accordance with OMB Circular A-133, as revised, hereby incorporated by reference, monitoring procedures will include, on-site visits by Department staff, limited scope audits as defined by OMB

Circular A-133, as revised, and status checks of subgrant activity via telephone calls from Safety Office staff to subgrantees. By entering into this agreement, the subgrantee and its implementing agency agree to comply and cooperate with monitoring procedures. In the event that a limited scope audit of the subgrantee or its implementing agency is performed, the subgrantee agrees to bring the project into compliance with the subgrant agreement. The subgrantee further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer or Auditor General.

The Department shall unilaterally cancel this subgrant if the subgrantee or its implementing agency refuses to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S., and made or received by the subgrantee or its implementing agency in conjunction with the subgrant.

14. Audit. The administration of resources awarded by the Department to the subgrantee may be subject to audits and/or monitoring by the Department, as described in this section. For further guidance, see the Executive Office of the Governor website, which can be found at: www.fsaa.state.fl.us.

Recipients of federal funds (i.e. state, or local government, or non-profit organizations as defined in OMB Circular A-133, as revised) are to have audits done annually using the following criteria:

In the event that the subgrantee expends \$500,000 or more in Federal awards in its fiscal year, the subgrantee must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Page 1 of this agreement indicates the source of Federal funds awarded through the Florida Department of Transportation by this agreement. In determining the Federal awards expended in its fiscal year, the subgrantee shall consider all sources of Federal awards, including Federal funds received from the Department of Transportation. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the subgrantee conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.

In connection with the audit requirements addressed above, the subgrantee shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

If the subgrantee expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the subgrantee expends less than \$500,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal funds.

Copies of audit reports for audits conducted in accordance with OMB Circular A-133, as revised, and required by this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the subgrantee directly to each of the following:

- (a) Florida Department of Transportation
605 Suwannee Street, MS-17
Tallahassee, FL 32399-0450
- (b) Federal Audit Clearinghouse
Bureau of the Census
1201 East 10 Street
Jeffersonville, IN 47132
- (c) Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

In the event that a copy of the reporting package for an audit required by this agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Department for reasons pursuant to Section .320(e)(2), OMB Circular A-133, as revised, the subgrantee shall submit the required written notification pursuant to Section .320(e)(2) and a copy of the subgrantee's audited schedule of expenditures of Federal awards directly to each of the following:

Florida Department of Transportation
605 Suwannee Street, MS-17
Tallahassee, FL 32399-0450

In addition, pursuant to Section .320(f), OMB Circular A-133, as revised, the subgrantee shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and any management letters issued to the auditor, to the Department at each of the following addresses:

Florida Department of Transportation
605 Suwannee Street, MS-17
Tallahassee, FL 32399-0450

15. Retention of Records. The subgrantee shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of five years from the date the audit report is issued, and shall allow the Department, or its designee, the state CFO, or Auditor General access to such records upon request. The subgrantee shall ensure that the independent audit working papers are made available to the Department, or its designee, the state CFO, or Auditor General upon request for a period of at least five years from the date the audit report is issued, unless extended in writing by the Department.

Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute is resolved. Records shall also be maintained and accessible in accordance with 49 CFR, Section 18.42 or 49 CFR, Section 19.53.

16. Procedures for Reimbursement. All requests for reimbursement of subgrant costs must be submitted on forms provided by the Department (FDOT Form Numbers 500-065-04 through 09). Appropriate documentation supportive of the reported costs must accompany each claim.

The subgrantee or its implementing agency shall submit financial reimbursement forms to the Safety Office at least once each quarter as costs are incurred and payment is made. The only exception is when no costs are incurred during a quarter. Reimbursement for subgrants with personnel costs shall be made after every two pay periods if paid bi-weekly. Personnel costs reimbursement shall be requested monthly if payroll is on a monthly basis. Failure to submit reimbursement requests in a timely manner shall result in the subgrant being terminated.

All requests for reimbursement of Operating Capital Outlay items having a unit cost of \$5,000 or more and a useful life of one year or more shall be accompanied by a **Non-Expendable Property Accountability Record** (FDOT Form No. 500-065-09). Payment of the Operating Capital Outlay costs shall not be made before receipt of this form.

All requests for reimbursement shall be signed by an Authorized Representative of the Subgrantee or the Administrator of the Implementing Agency, or their delegate.

A final financial request for reimbursement shall be postmarked no later than October 31 following the end of the subgrant period. Such request shall be distinctly identified as **Final**. Failure to submit the invoice in a timely manner shall result in denial of payment. The subgrantee agrees to forfeit reimbursement of any amount incurred if the final request is not postmarked by October 31 following the end of the subgrant period.

The Safety Office has a 30-day review process of financial reimbursement requests from the date of receipt. Reimbursement requests will be returned if not completed properly.

17. Ownership of Data and Creative Material. The ownership of material, discoveries, inventions and results developed, produced, or discovered by the agreement are governed by the terms of 49 CFR, Section 18.34, 49 CFR, Section 19.36, or OMB Circular A-110, hereby incorporated by reference.

In addition to the provisions for 49 CFR, Part 18 and 49 CFR, Part 19, the State Safety Office reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use:

- (a) The copyright in any work developed under a subgrant or contract under a subgrant; and
- (b) Any rights of copyright to which a subgrantee or a contractor purchases ownership with subgrant support.

18. Property Accountability. The subgrantee or its implementing agency shall establish and administer a system to control, protect, preserve, use, and maintain and dispose of any property furnished by the Department, or purchased pursuant to this agreement in accordance with Federal Property Management Standards as set forth in 49 CFR, Section 18.32, 49 CFR 19, Section 19.34, or OMB Circular A-110, incorporated herein by reference. This obligation continues as long as the property is retained by the subgrantee or its implementing agency, notwithstanding the expiration of this agreement.

19. Disputes. Any dispute, disagreement, or question of fact arising under the agreement shall be decided by the State Safety Office in writing and shall be distributed to parties concerned. A written appeal may be made within 30 calendar days to the Governor's Highway Safety Representative at the Florida Department of Transportation, 605 Suwannee Street, MS 57, Tallahassee, Florida 32399-0450, whose decision is final. The subgrantee and its implementing agency shall proceed diligently with the performance of the agreement and in accordance with Department's decision.

20. Conferences, Inspection of Work. Conferences may be held at the request of any party to this agreement. Representatives of the Department or the U.S. Department of Transportation (USDOT), or both, shall be privileged to visit the site for the purpose of inspection and assessment of work being performed at any time.

21. Publication and Printing of Observational Surveys and Other Reports.

- (a) Before publication or printing, the final draft of any report or reports required under the agreement or pertaining to the agreement shall be submitted to the State Safety Office for review and concurrence.
- (b) Each publication or other printed report covered by Paragraph 21.a. above shall include the following statement on the cover page:
 - (1) This report was prepared for the State Safety Office, Department of Transportation, State of Florida, in cooperation with the National Highway Traffic Safety Administration, U.S. Department of Transportation and/or Federal Highway Administration, U.S. Department of Transportation.
 - (2) The conclusions and opinions expressed in these reports are those of the subgrantee and do not necessarily represent those of the State of Florida, Department of Transportation, State Safety Office, the U.S. Department of Transportation, or any other agency of the State or Federal Government.

22. Equal Employment Opportunity. No person shall, on the grounds of race, color, religion, sex, handicap, or national origin, be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under this subgrant, or any project, program, or activity that receives or benefits from this subgrant award. The subgrantee and its implementing agency agree to comply with Executive Order (E.O.) 11246, as amended by E.O. 11375, and as supplemented by 41 CFR, Part 60, incorporated herein by reference.

23. Responsibility for Claims and Liability. Subject to the limitations of Section 768.28, Florida Statutes, the subgrantee and its implementing agency shall be required to defend, hold harmless and indemnify the Department, NHTSA, FHWA, and USDOT, from all claims and liability, or both, due to negligence, recklessness, or intentional wrongful misconduct of subgrantee, implementing agency, and its contractor, consultant, agents and employees. The subgrantee and its implementing agency shall be liable for any loss of, or damage to, any material purchased or developed under this subgrant agreement which is caused by the subgrantee's or its implementing agency's failure to exercise such care in regard to said material as a reasonable careful owner of similar materials would exercise.

The parties executing this agreement specifically agree that no provision in this agreement is intended to create in the public or any member thereof, a third party beneficiary, or to authorize anyone not a party to this agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this agreement.

24. Disadvantaged Business Enterprises (DBE).

- (a) The subgrantee and its implementing agency agree to the following assurance:

The subgrantee and its implementing agency shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE program required by 49 CFR, Part 26, incorporated herein by reference. The subgrantee shall take all necessary and reasonable steps under 49 CFR, Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the subgrantee of its failure to carry out its approved program, the USDOT may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.), herein incorporated by reference.

- (b) The subgrantee and its implementing agency agree to include the following assurance in each contract with a consultant or contractor and to require the consultant or contractor to include this assurance in all subcontract agreements:

The consultant or contractor and subconsultant or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The consultant or contractor shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of USDOT-assisted contracts. Failure by the consultant or contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the subgrantee, its implementing agency, or the Department deems appropriate.

25. Restrictions on Lobbying. The subgrantee and its implementing agency agree to comply and require consultants and contractors to comply with 49 CFR, Part 20, **New Restrictions on Lobbying**, herein incorporated by reference, for filing of certification and disclosure forms.

No funds granted hereunder shall be used for the purpose of lobbying the legislature, the judicial branch, or state agencies. Section 216.347, Florida Statutes.

26. How Agreement is Affected by Provisions Being Held Invalid. If any provision of this agreement is held invalid, the remainder of this agreement shall not be affected. In such an instance the remainder would then continue to conform to the terms and requirements of applicable law.

27. Federal Requirement for Public Service Announcements. All public service announcements produced with Federal Highway Safety funds shall be closed captioned for the hearing impaired.

28. Public Awareness Materials and Promotional Items. All public awareness materials and promotional items reimbursed with subgrant funds shall contain a traffic safety message. Where feasible, either the Florida Department of Transportation logo or the words "Funding provided by the Florida Department of Transportation." shall appear on all items.

The name of the subgrantee or implementing agency and its logo can appear on printed materials and promotional items. The names of individuals connected with the subgrantee shall not appear on printed materials and promotional items paid for with Federal highway safety funds.

Before printing public awareness materials or ordering promotional items, a final draft or drawing of the items shall be submitted to the State Safety Office for review. The Office shall provide written approval for reimbursement if the items are appropriate for purchase under this agreement. Copies of all public awareness materials purchased with Federal highway safety funds shall be attached to the forms requesting reimbursement for the items.

29. Term of Agreement. Each subgrant shall begin on the date of the last party to sign the agreement and shall end on September 30, following, unless otherwise stipulated by the State Safety Office on the first page of the respective agreement. The subgrant period shall not exceed 12 months.

30. Clean Air Act and Federal Water Pollution Control Act. For subgrant awards in excess of \$100,000 the subgrantee and its implementing agency agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et

seq.), herein incorporated by reference. The subgrantee shall include this provision in all subcontract awards in excess of \$100,000.

31. Personnel Hired Under Agreement. The head of any implementing agency receiving first year funding for a new position(s) through a subgrant shall provide written notification within 30 days of the agreement being awarded to the State Safety Office that a new position(s) has been created in the agency as a result of the subgrant being awarded.

Any and all employees of the subgrantee or implementing agency whose positions are funded, in whole or in part through a subgrant, shall be the employee of the subgrantee or implementing agency only, and any and all claims that may arise from said employment relationship shall be the sole obligation and responsibility of the subgrantee or its implementing agency.

Personnel hired under the grant shall not hold the position of Project Director.

The State Safety Office reserves the right to require activity reports to demonstrate that personnel hired under the agreement or equipment purchased with grant funds meet the requirements as specified by the subgrant.

32. Repossession of Equipment. Ownership of all equipment purchased with Federal highway safety funds rests with the subgrantee and its implementing agency; however, the USDOT maintains an interest in the equipment for three fiscal years following the end of the subgrant period. Any equipment purchased with Federal highway safety funds that is not being used by the subgrantee or its implementing agency for the purposes described in the subgrant shall be repossessed by the State Safety Office, on behalf of the USDOT. Items that are repossessed shall be disbursed to agencies that agree to use the equipment for the activity described in this subgrant.

33. Replacement or Repair of Equipment. The subgrantee and its implementing agency are responsible, at their own cost, for replacing or repairing any equipment purchased with Federal highway safety funds that is damaged, stolen, or lost, or that wears out as a result of misuse.

34. Ineligibility for Future Funding. The subgrantee and its implementing agency agree that the Department shall find the subgrantee or its implementing agency ineligible for future funding for any of the following reasons:

- (a) Failure to provide the required audits,
- (b) Failure to continue funding positions created with highway safety funds after the Federal funding cycle ends,
- (c) Failure to provide required quarterly and final reports in the required time frame,
- (d) Failure to perform work described in Part II of the subgrant agreement,
- (e) Providing fraudulent quarterly reports or reimbursement requests,
- (f) Misuse of equipment purchased with Federal highway safety funds.

35. Safety Belt Policy. Each subgrantee and implementing agency shall have a written safety belt policy, which is enforced for all employees. A copy of the policy shall be submitted with the subgrant application.

36. Safety Belt Enforcement. All law enforcement agencies receiving subgrant funds shall have a standard operating procedure regarding enforcement of safety belt and child safety seat violations. A copy of the procedure shall be attached to the subgrant application.

Law enforcement agencies receiving subgrant funds shall participate in the safety belt enforcement waves conducted in Florida and shall report their participation on the appropriate form by the deadline. Failure to participate shall result in the subgrant being terminated.

37. Certification for Equipment Costing More than \$1,000 per Item. The head of any implementing agency purchasing equipment costing more than \$1,000 per item shall send a letter to the Safety Office upon award of the subgrant certifying that none of the items being purchased with federal highway safety funds is replacing previously purchased equipment that is damaged, stolen, or lost, or that wears out as a result of misuse, whether the equipment was purchased with federal, state, or local funds.

38. Checkpoint Reporting. Any law enforcement agency that conducts DUI checkpoints shall attach a copy of the **After Action Report** for each checkpoint operation conducted during a quarter to its **Quarterly Progress Report of Performance Indicators**.

39. Child Safety Seats. Any implementing agency that receives funds to purchase child safety seats must have at least one staff member who is a current Certified Child Passenger Safety Technician. Failure to comply with this provision shall result in the termination of this agreement.

40. Special Conditions.

PROJECT NUMBER: K4PT-10-21-32

IN WITNESS WHEREOF, the parties affirm that they have each read and agree to the conditions set forth in Part V of this Agreement, that each have read and understand the Agreement in its entirety. Now, therefore, in consideration of the mutual covenants, promises and representations herein have executed this Agreement by their undersigned officials on the day, month, and year set out below.

(For DOT Use Only)

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

Date: _____

Attest: _____

FEDERAL FUNDS ALLOCATED

Reviewed for the Department of Transportation:

By: _____
Attorney - DOT

Date: _____

SUBGRANTEE

City of Miami Gardens
Name of Applicant Typed

By: _____
Signature of Authorized Representative

Dr. Danny O. Crew
Authorized Representative's Name Typed

Title: City Manager

Date: 2/18/10

Attest: _____
Signature of Witness

ADMINISTRATOR OF IMPLEMENTING AGENCY

By: _____
Signature of Administrator

Chief Matthew Boyd
Administrator's Name Typed

Title: Chief of Police

NOTE: No whiteout or erasures accepted on this signature page.



**City of Miami Gardens
Agenda Cover Memo**

Council Meeting Date:	March 24, 2010		Item Type: <i>(Enter X in box)</i>	Resolution x	Ordinance	Other	
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading		2nd Reading	
	X			Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes
Funding Source:	Development Services Fund – Building Division		Advertising Requirement: <i>(Enter X in box)</i>	Yes		No	
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	RFP/RFQ/Bid #:	n/a			
		X					
Sponsor Name	Dr. Danny Crew, City Manager		Department:	Building and Code Compliance			

Short Title:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AMENDING THE CITY’S REVENUE MANUAL REGARDING BUILDING PERMIT FEES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

Staff Summary:

On March 11, 2009, the City Council adopted a revised City Fee Manual. Since adoption of the amended fee manual, the commercial alteration/repairs/renovation fee of .124 per \$1 of construction value has been protested by Building Department customers stating the fees are not comparable with other Building Departments throughout Miami-Dade County. The complaints prompted a comparative analysis of the City of Miami Gardens fees for commercial alteration/repair in relation to other Building Departments, namely, City of Miami, Miami-Dade County, Village of Pinecrest, City of Hialeah, and City of Doral. Our analysis revealed the average fee for commercial alteration/repair is approximately 3% of construction value, ranging from a low of 1% to a high of 7%. The City fee, as adopted, is 12% of construction value, which has served as a deterrent to residents trying to obtain alteration permits.

Given the current economic climate, staff is proposing a decrease in the City’s commercial alteration/repair fee to the industry average 3% of construction value. Understanding the City of Miami Gardens has little to no vacant

**ITEM J-2) CONSENT AGENDA
RESOLUTION
Commercial Building Alteration & Repair Permit Fee**

land for new construction, , the Building Division revenues are primarily generated from alteration/repair permits. Staff is confident that a decrease in the fee amount will produce a higher rate of commercial alteration/repair permit application submittals resulting in increased revenues.

In addition, the City Building Division fee manual does not have a standard provision for the cost of expired permits for work that has already commenced (**Renewal- Work Commenced**) but did not receive an approved inspection within the stipulated timeframe of 180 days as set forth in the Florida Building Code. It is industry standard that the above-mentioned permit fees are set in an amount that is half the cost of the original permit covering the same project. As such, it is staff's recommendation that the fee for "**Renewal Permit – Work Commenced**" be formally set at fifty (50) percent of the original permit fee.

Proposed Action:

The City Manager recommends that the City Council adopt the attached amendment to the building fee schedule to align the City with the industry norm.

Attachment:

Attachment A : Building Fee Comparison

RESOLUTION No. 2010-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AMENDING THE CITY'S REVENUE MANUAL REGARDING BUILDING PERMIT FEES; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on March 11, 2009, the City Council amended the City's Fee Manual to include permitting fees for commercial building alterations and repairs, and

WHEREAS, since the adoption of the Amended Fee Manual, the Building Department has received complaints that the fees are not comparable to other Building Departments throughout the County, and

WHEREAS, such complaints prompted City Staff to perform a comparative analysis of the fees established by Miami-Dade County, the City of Miami, the Village of Pinecrest, the City of Hialeah, and the City of Doral, and

WHEREAS, the analysis revealed that the industry average for commercial alteration and repair permit fees is approximately 3% of the construction value, with a range from a low of 1% to a high of 7%, and

WHEREAS, the City's current fee is 12% of the construction value and this has served as a deterrent to many who have tried to obtain alteration and repair permits, and

WHEREAS, because the City is developed, the Building Department's revenue is primarily generated from the alteration and repair permit fees, and

WHEREAS, given the current economic state, City Staff proposes a decrease in the City's commercial alteration and repair permit fees to the industry average of 3% of the construction value, and

1 WHEREAS, the City’s fee manual regarding building permit fees does not have a
2 standard provision for the cost of renewal permits for work that has already commenced
3 but was not completed within the original permit timeframe, and

4 WHEREAS, it is staff’s recommendation that the fee for “Renewal Permit – Work
5 Commenced” be formally set at fifty percent (50%) of the original permit fee

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

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

11 Section 2. AMENDMENT TO REVENUE MANUAL: The City Council of the
12 City of Miami Gardens hereby amends the City’s Fee Manual to reduce the commercial
13 building alteration and repair permit fees to 3% of the construction value, and to
14 establish a fee for the Renewal Permit- Work Commenced at fifty percent (50%) of the
15 original permit cost.

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

18 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS
19 AT ITS REGULAR MEETING HELD ON MARCH 24, 2010.

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SHIRLEY GIBSON, MAYOR

ATTEST:

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

Building Division Alteration Repair Fee comparison

Description	City of Miami Gardens	City of Miami	City of Hialeah	Miami Dade County	Village of Pinecrest	City of Doral	COMMENTS
ALTERATION/REPAIR - COMMERCIAL							Average industry fee is 3% of construction value.
For each \$1.00 of estimated cost or fractional	\$0.124	1st \$1000 job value \$30.00 each addtnl 1000 \$15.00	\$0.074	\$1.41 for each \$100 job value	\$3.06 per \$100.00	\$2.00 for each \$100 value	



City of Miami Gardens Agenda Cover Memo

Council Meeting Date:	March 24, 2010		Item Type:	Resolution	Ordinance	Other	
				X			
Fiscal Impact:	Yes	No	Ordinance Reading:	1st Reading		2nd Reading	
		X		Public Hearing:	Yes	No	Yes
Funding Source:	N/A		Advertising Requirement:	Yes		No	
						X	
Contract/P.O. Required:	Yes	No	RFP/RFQ/Bid #:				
		X					
Sponsor Name	Councilman Oliver G. Gilbert III		Department:	Mayor/Council			

Short Title:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, CONFIRMING COUNCILMAN OLIVER G. GILBERT III'S RE-APPOINTMENT OF JOHN L. ZEIGLER TO THE CITIZEN ADVISORY COMMITTEE FOR A THREE YEAR TERM, ENDING MARCH 24, 2013; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

Staff Summary:

In accordance with the establishment of the Citizens Advisory Committee, Councilman Oliver G. Gilbert III, hereby submits his re-appointment of John L. Zeigler for membership in accordance with Ordinance No. 2008-11-147, for a three year term, ending March 24, 2010.

The appointed members of the Committee will advise and make recommendations to the City Council with regard to matters pertaining to senior citizens within the City.

Proposed Action:

That the City Council approves Councilman Gilbert's re-appointment of John L. Zeigler to the Citizens Advisory Committee.

Attachment:

Attachment A : Board/Committee application.

**ITEM J-3) CONSENT AGENDA
RESOLUTION
Councilman Gilbert's board
appointment to the CAC**

Resolution No.

RESOLUTION No.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, CONFIRMING COUNCILMAN OLIVER G. GILBERT III'S RE-APPOINTMENT OF JOHN L. ZEIGLER TO THE CITIZENS ADVISORY COMMITTEE FOR A THREE YEAR TERM, ENDING MARCH 24, 2013; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has created a Citizens Advisory Committee (CAC),

and

WHEREAS, the Mayor and each member of the City Council has the right to appoint three members to the Committee for two, three and four year terms, respectively, and

WHEREAS, Councilman Oliver G. Gilbert III, is re-appointing John L. Zeigler for a three year term, ending March 24, 2013, and

WHEREAS, it is appropriate for the City Council to confirm Councilman Gilbert's re-appointment of John L. Zeigler,

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

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

Section 2. CONFIRMATION OF APPOINTMENT: The City Council of the City of Miami Gardens hereby confirms Councilman Gilbert's, re-appointment of John L. Zeigler to the Citizen Advisory Committee, until March 24, 2013.

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

Resolution No.

1 PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI
2 GARDENS AT ITS REGULAR MEETING HELD ON MARCH 24, 2010.

3
4 ATTEST:

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7 _____
8 SHIRLEY GIBSON, MAYOR

9
10 _____
11 RONETTA TAYLOR, MMC, CITY CLERK

12 REVIEWED BY: SONJA KNIGHTON DICKENS, ESQ.
13 City Attorney

14 SPONSORED BY: COUNCILMAN OLIVER G. GILBERT III

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17 MOVED BY:
18 SECOND BY:

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20 **VOTE:**

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22 Mayor Shirley Gibson ___(Yes) ___(No)
23 Vice Mayor Aaron Campbell Jr. ___(Yes) ___(No)
24 Councilwoman Barbara Watson ___(Yes) ___(No)
25 Councilman Melvin L. Bratton ___(Yes) ___(No)
26 Councilman André Williams ___(Yes) ___(No)
27 Councilwoman Sharon Pritchett ___(Yes) ___(No)
28 Councilman Oliver G. Gilbert III ___(Yes) ___(No)
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CITY OF MIAMI GARDENS BOARD/COMMITTEE APPLICATION

1515 NW 167th Street, Bldg. 5, Suite 200
Miami Gardens, FL 33169

Phone No. 305-622-8000
Fax No. 305-622-8001

1. Position sought: CAC
2. Name: JOHN L. ZEIGLER
(Please print)
3. Home Address: 18501 N.W 22 CT
4. Business Address: _____
5. Employer (if self please state): UNITED STATES POSTAL SERVICE
 - a. Job Title: SAFETY SPECIALIST
 - b. Nature of business: _____
6. Home Phone No. (3)628-3806 Business Phone No. _____
Fax No. _____
7. E-mail Address: JOHN.L.ZEIGLER@USPS.GOV
8. Education Background:
 - a. High School
Name of School Miami Central Dates of Attendance 1975
 - b. Vocational School
Name of School _____ Dates of Attendance _____
 - c. College
Name of College Miami Dade Dates of attendance 1979
Degree obtained if any _____

Please provide a copy of your Resume or CV along with this Application.

9. Community Service (attach additional sheets if necessary):
I am the South Florida District Veteran coordinator for the Postal Service. I serve on the Federal Executive Board Committee for Veterans
10. Please state your qualifications for position sought (attach additional sheets if necessary):
I am presently serving as a CAC member

11. Are you aware of any potential or real conflicts of interest that would prevent you from serving on a City board or committee? If so, please state the nature of the real or potential conflict:

NONE

12. Are you employed by the City? Yes No

13. Are you employed by the Mayor or any of the Council members in their private capacities? NO

14. Are you a resident of the City? Yes No

15. Do you own a business in the City? Yes No

If yes, please state the name of the business: N/A
Is this business a vendor with the City Yes No

16. Do you operate a business in the City? Yes No

If yes, please state the name of the business: N/A
Is this business a vendor with the City Yes No

17. Ethnic Origin:

White Non-Hispanic African American Hispanic American Other

18. If there are no vacancies for the board or committee position sought, I would also be interested in serving on the following board(s)/committee(s):

PARKS & RECREATION
Second choice

Third choice

Fourth choice

Fifth choice

I certify that the information contained in this Application is true and accurate.

Signature [Signature]
Applicant

Date 3.16.10

THIS APPLICATION WILL REMAIN ON FILE FOR ONE YEAR



City of Miami Gardens Agenda Cover Memo

Council Meeting Date:	March 24, 2010		Item Type:	Resolution	Ordinance	Other
				X		
Fiscal Impact:	Yes	No	Ordinance Reading:	1st Reading		2nd Reading
		X		Public Hearing:	Yes	No
Funding Source:	N/A		Advertising Requirement:	Yes		No
						X
Contract/P.O. Required:	Yes	No	RFP/RFQ/Bid #:			
		X				
Sponsor Name	Oliver G. Gilbert III Council Member		Department:	Mayor/Council		

Short Title:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, CONFIRMING COUNCILMAN OLIVER G. GILBERT III'S APPOINTMENT OF KARLYN R. HYLTON TO THE CARIBBEAN AFFAIRS ADVISORY COMMITTEE FOR A THREE YEAR TERM ENDING MARCH 24, 2013; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

Staff Summary:

In accordance with the establishment of the Caribbean Affairs Board, Councilman Oliver G. Gilbert III. hereby submits his appointee for membership in accordance with Ordinance No. 2009-11-183. Effective upon ratification, the committee will recognize KarylN R. Hylton as an appointee of Councilman Gilbert for a three year term.

Recommendation:

It is recommended that the City Council approves Councilman Gilbert's appointment of KarylN Hlyton to the Caribbean Affairs Committee.

Attachment:

**ITEM J-4) CONSENT AGENDA
RESOLUTION
Councilman Gilbert's appointment to
the Caribbean Affairs Advisory Committee**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, CONFIRMING COUNCILMAN OLIVER G. GILBERT III'S APPOINTMENT OF KARLYN R. HYLTON TO THE CARIBBEAN AFFAIRS ADVISORY COMMITTEE FOR A THREE YEAR TERM ENDING MARCH 24, 2013; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City established a Caribbean Affairs Board in accordance with Ordinance No. 2009-11-183, and

WHEREAS, Councilman Oliver G. Gilbert III has appointed Karlyn R. Hylton to the Caribbean Affairs Advisory Committee, and

WHEREAS, in accordance with Ordinance No. 2009-11-183, it is appropriate for the City Council to ratify the appointment,

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

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

Section 2: RATIFICATION OF APPOINTMENT: The City Council hereby ratifies Councilman Gilbert's appointment of Karlyn R. Hlyton to the Caribbean Affairs Committee for a three-year term.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS AT ITS REGULAR MEETING HELD ON MARCH 24, 2010.

SHIRLEY GIBSON, MAYOR

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ATTEST:

RONETTA TAYLOR, MMC, CITY CLERK

Reviewed by SONJA KNIGHTON DICKENS, ESQ.
City Attorney

SPONSORED BY: Councilman Oliver G. Gilbert III

Moved by: _____

VOTE: _____

Mayor Shirley Gibson	_____ (Yes)	_____ (No)
Vice Mayor Aaron Campbell Jr.	_____ (Yes)	_____ (No)
Councilman Melvin L. Bratton	_____ (Yes)	_____ (No)
Councilwoman Barbara Watson	_____ (Yes)	_____ (No)
Councilman Andre' Williams	_____ (Yes)	_____ (No)
Councilwoman Sharon Pritchett	_____ (Yes)	_____ (No)
Councilman Oliver Gilbert	_____ (Yes)	_____ (No)



**City of Miami Gardens
Agenda Cover Memo**

Council Meeting Date: <i>(Enter X in box)</i>	March 24, 2010		Item Type: <i>(Enter X in box)</i>	Resolution	Ordinance	Other	
				X			
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading		2nd Reading	
	X			Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes
Funding Source:	CDBG- Public Service Allocation		Advertising Requirement: <i>(Enter X in box)</i>		Yes		No
					X		
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	RFP/RFQ/Bid #:	N/A			
		X					
Sponsor Name	Councilman Andre Williams		Department:	Office of the Mayor and Council			

Short Title:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE CITY MANAGER TO TAKE ANY AND ALL STEPS NECESSARY IN ORDER TO CREATE A "RESIDENT LABOR INCENTIVE PROGRAM," WHEREBY THE CITY WILL PROVIDE A FINANCIAL INCENTIVE TO THE CITY'S PRIVATE CONTRACTORS WHO PERFORM BOARD-UP AND CLEAN-UP SERVICES IN THE CITY; AUTHORIZING THE CITY MANAGER TO TAKE ALL STEPS TO APPLY FOR EIGHTY THOUSAND DOLLARS (\$80,000.00) FROM THE CITY'S PUBLIC SERVICE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FROM FISCAL YEAR 2010/2011 FOR THIS PURPOSE; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

Summary:

According to the Bureau of Labor Statistics, as of December 2010, the unemployment rate in the City of Miami Gardens was 15%. Due to the recent foreclosure crisis, the City's Code Compliance Division has seen an increase in the number of homes in need of board-up or lot clearing. This increase has taxed the City's budget for cleanup, and currently, there are eighty-two (82) properties in need of these services

**ITEM K-1) CONSENT AGENDA
RESOLUTION
Resident Labor Incentive Program**

citywide. Traditionally, in order to abate nuisances and clean properties the City contracts with private entities to provide board-up and lot clearing at an average cost of \$1,500 per home. Under the City's standard procedure, when Code Compliance Division has a lot cleaned, a hard cost lien is assessed to each property in order to recoup the City's expenses.

Councilman Andre Williams is proposing the creation of the Resident Labor Incentive Program designed to address two concerns: (1) it would provide funding to supplement the City's lot clearing and board up budget; (2) it would provide jobs at a living wage for Miami Gardens' residents.

The major components of the program are as follows:

Resident Labor Incentive Program

- City's contractors will receive up to \$2,000.00 per property to provide lot clearing and board up services if the contractor employs City residents to complete the work.
- The City's Contractor will be required to pay a living wage according to Miami Dade County Ordinances, which is currently \$11.36 per hour, excluding health benefits.
- No single contractor will receive more than \$40,000.
- Each contractor will be required to provide the City with monthly reports and record-keeping of residents who have been hired, including an accounting of all wages paid.

Councilman Andre' Williams is recommending that the City Council authorize the City Manager to take all steps to implement the Resident Labor Incentive Program and allocate \$80,000.00 from the Fiscal Year 2010/2011 anticipated CDBG Public Service funding to support this program. In addition, Councilman Williams is proposing that the City host workshops and to provide training opportunities through public/private partnerships with organizations such as Miami Gardens Job Corps and Workforce One in support of this initiative.

Proposed Action:

Councilman Andre Williams recommends that the City Council adopt the attached resolution authorizing the City Manager to take all steps necessary to implement the Resident Labor Incentive Program.

Attachment:

None

RESOLUTION No. 2010-

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A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE CITY MANAGER TO TAKE ANY AND ALL STEPS NECESSARY IN ORDER TO CREATE A "RESIDENT LABOR INCENTIVE PROGRAM," WHEREBY THE CITY WILL PROVIDE A FINANCIAL INCENTIVE TO THE CITY'S PRIVATE CONTRACTORS WHO PERFORM BOARD-UP AND CLEAN-UP SERVICES IN THE CITY, IN EXCHANGE FOR HIRING CITY RESIDENTS TO PERFORM THE WORK; AUTHORIZING THE CITY MANAGER TO TAKE ALL STEPS TO APPLY FOR EIGHTY THOUSAND DOLLARS (\$80,000.00) FROM THE CITY'S PUBLIC SERVICE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FROM FISCAL YEAR 2010/2011 FOR THIS PURPOSE; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, according to the Bureau of Labor Statistics, as of December 2010, the unemployment rate in the City of Miami Gardens was 15%, and

WHEREAS, in accordance with Ordinance 2009-32-2004, as amended, the City has the legal authority to abate nuisances on properties within the City, and

WHEREAS, in accordance with Ordinance No. 2004-11-27, the City has the authority to assess fines and record liens against properties where code violations are found to exist, and

WHEREAS, Councilman André Williams is recommending that the City Council authorize the City Manager to institute a Resident Labor Incentive Program "(Incentive Program)" to assist the City with board-ups and clean-ups of properties, and

WHEREAS, currently, there are eighty-two (82) properties in need of board-ups and clean-ups in the City, and

1 WHEREAS, the City contracts with private entities to provide board-up and
2 clean-up services, and

3 WHEREAS, it is anticipated that in accordance with the Incentive Program, the
4 City Manager will devise a mechanism whereby the City's contractors will receive up to
5 \$2,000.00 per property, to provide clean-up and board-up services, if the contractor
6 employs City residents to provide the necessary services, and

7 WHEREAS, the City's Contractor will be required to pay a living wage according
8 to Miami Dade County Ordinances, and

9 WHEREAS, No single contractor will receive more than \$40,000 Dollars under
10 this program, and

11 WHEREAS, each contractor shall provide the City with monthly reports and
12 record-keeping of residents who have been hired, including an accounting of all wages
13 paid, and

14 WHEREAS, it is also anticipated that a portion of the amounts that the City pays
15 towards each property will be reimbursed to the City through collection of "hard cost"
16 liens, and

17 WHEREAS, in Fiscal Year 2009/2010, the City received an allocation of
18 approximately 1.5 Million Dollars in Community Development Block Grant ("CDBG")
19 funding, 15% of which was used for Public Service Project, and

20 WHEREAS, based upon prior years numbers, it is anticipated that the City will
21 receive approximately \$225,000.00 in CDBG funding to be allocated towards Public
22 Service Projects, and

1 WHEREAS, Councilman Andre' Williams is recommending that the City Council
2 authorize the City Manager to take all steps to apply for an allocation of \$80,000.00
3 from the Fiscal Year 2010/2011 anticipated Public Service allocation in order to fund the
4 Incentive Program, and

5 WHEREAS, in addition to providing an incentive to the City's contractors who
6 provide board-up and clean-up services, the City intends to host workshops and to
7 provide training opportunities through public/private partnerships for interested
8 participants, and

9 WHEREAS, in addition to providing a financial incentive to the City's contractors
10 to hire City residents, it is anticipate that the Manager will identify potential partnerships
11 with entities such as the Miami Gardens Job Corps, and Workforce One,

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

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

17 Section 2. AUTHORIZATION: The City Council of the City of Miami Gardens
18 hereby authorizes the City Manager to take all steps necessary in order to create the
19 "Resident Labor Incentive Program," whereby the City will provide a financial incentive
20 to the City's private contractors who perform board-up and clean-up services in the City,
21 who hire City residents. The City Council further authorizes the City Manager to take all
22 steps to apply for Eighty Thousand Dollars (\$80,000.00) from the City's Public Service
23 allocation of CDBG funding from Fiscal Year 2010/2011 for this purpose.

Staff Monthly Report March - 2010

CITY MANAGER

- Met with City Hall principal several times working on contracts, agreements, etc.
- Met with Warren Zinn regarding the property on 7th Avenue extention.
- Met with the Miami Gardens Churches Association regarding City Hall.
- Attended a court ordered mediation session on the billboard lawsuit against the City.
- Worked on revisions to the employee manual.
- Met with URS regarding architectural services for City Hall.
- Attended a meeting held by George Burgess regarding C.I.T.T.
- Worked on year-end financial forecast model.
- Met with the City's auditors regarding progress on the FY-09 audit.
- Began work on updating material for the FY 2011 budget process.

FINANCE DEPARTMENT (Patty Varney)

1. Completed February financial report.
2. Drafted FY 2009 Comprehensive Annual Financial Report which includes all combined and combining statements and notes.
3. Develop budget transfer form and policy and to be distributed to department heads at March 15 staff meeting.
4. Developed and distributed to department heads spreadsheet to perform estimate year-end expenditures for FY 2010.
5. Performed year-end estimates of General Fund revenues and submitted to City Manager for his review.
6. The new P-card processing procedures were implemented successfully. For the month of January, the City was able to download all transactions from our P-card merchant database to the City's software and staff was able to fully reconcile all transactions.

Attached is the financial report and analysis for the month of February. Since it is fifth month of the fiscal year, it should represent 41.66% of the budget. Any important variances are explained in the attached analysis. The attached report is compiled on category basis and by Fund and also includes a comparison of last year's revenue and expenses for the same period.

Many revenues are reflecting a 3 months or four months trend of under collection. We have noticed that besides state revenues (Sales Tax, State Revenue sharing), utility taxes (electrical, and telecommunication) and other revenues such as recreation fees, traffic fines and parking fines also showing a shortfall. Staff will be performing a year-end projection of revenues and expenditures so that we will have a better idea what year-end financials will entail.

As of February, 2010, the City has total investments in the amount of \$18,342,391. Of this amount, \$12,484,619 is with Wachovia which is available cash to fund for the operating expenses. The City holds a money market savings account with the Bank of America in the amount of \$2.6 million earning 0.25% for the month of January. The other investment is with Community Bank of Florida, a \$3 million certificate of deposit earning 1.18%. The City still has approximately \$44,240.52 in market value with the State of Administration and \$213,532 in tax certificates with Dade County.

GENERAL FUND

Revenues as of February 28, 2010

		<i>FY 2010</i>	<i>FY 2010</i>	<i>%</i>	<i>FY 2009</i>	<i>FY 2009</i>	<i>%</i>
		<i>Budget</i>	<i>YTD Revenues</i>	<i>of Budget</i>	<i>Budget</i>	<i>YTD Revenues</i>	<i>of Budget</i>
<i>Property Tax</i>	1	23,089,178	17,952,187	77.75%	23,608,249	18,033,521	76.39%
<i>Utility Tax</i>	2	11,276,242	3,045,755	27.01%	10,188,878	3,485,666	34.21%
<i>Franchise Fees</i>	3	5,809,802	451,777	7.78%	5,476,428	480,181	8.77%
<i>Permits/License Tax/Other Fees</i>	4	1,925,000	1,191,876	61.92%	1,830,000	1,090,299	59.58%
<i>Intergovernmental Revenue</i>	5	11,910,111	3,119,531	26.19%	10,899,008	3,288,133	30.17%
<i>Charges for Services</i>	6	3,231,509	885,474	27.40%	1,914,119	709,124	37.05%
<i>Fines & Forfeitures</i>	7	2,534,000	1,582,245	62.44%	1,251,000	323,696	25.87%
<i>Miscellaneous Revenues</i>	8	1,535,000	648,383	42.24%	8,310,000	7,672,370	92.33%
<i>Non-Operating Revenues</i>		11,097,150	677,727	6.11%	11,566,646	460,811	3.98%
TOTAL		72,407,992	29,554,955	40.82%	75,044,328	35,543,800	47.36%

- 1 Homeowners receive discounts if paid before April 1. Amount received in FY 2010 is very close to what was received in FY 2009 for the same period of time.
- 2 Variance of utility tax between the two fiscal year is attributed to telecommunication tax which is \$255,450 less and electric utility tax is \$134,782 less in FY 2010 when compared to the same period in FY 2009.
- 3 Electric franchise fees which consists of 71.5% of the budget in this category is received once a year in around August.
- 4 Permits and licenses is collected at 61.92% which is attributed to Business License Tax. By State law, the City is required to have Business License available for renewal in July for licenses effective in October 1 of each year.
- 5 Revenues received as of February reflects 4 months of State Revenue Sharing and Sales Tax. Lower revenue in this category for FY 2010 is attributed to lower distribution in State Revenue Sharing, half cents sales tax and Children Trust Grant.
- 6 Lower percentage is reflected as 50% of revenue in this category is derived from Jazz in the Gardens. Recreation fees is still behind compared to FY 2009 for the same period of time. Current estimate that a shortfall of approximately \$250,000 may occur should this trend continues.
- 7 Increase in this category is mainly attributed to the fines collected for the "Red Light Camera".
- 8 Miscellaneous revenues is much higher in FY 2009 due to the loan proceeds of \$7,300,000 for the purchase of the Warren Henry property.

GENERAL FUND

Expenditures as of February 28, 2010

	<i>FY 2010</i>	<i>FY 2010</i>	<i>%</i>	<i>FY 2009</i>	<i>FY 2009</i>	<i>%</i>
	<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>	<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>
<i>Personnel Expenses</i>	\$2,086,740	\$795,966	38.14%	1,880,357	678,742	36.10%
<i>Operating Expenses</i>	\$678,483	\$264,142	38.93%	1,028,206	342,245	33.29%
<i>Capital Outlay</i>	\$127,585	\$13,745	10.77%	94,346	7	0.01%
<i>Debt Service</i> ¹	\$0	\$0	0.00%	298,878	298,878	100.00%
<i>Other Uses</i>	\$1,543,527	\$599,401	38.83%	1,031,860	332,323	32.21%
TOTAL	\$4,436,335	1,673,254.43	37.72%	4,333,647	1,652,194.10	38.12%

¹ QNIP debt payment is budgeted in the Debt Service Fund for FY 2010, therefore, no debt payment is being reflected.

TRANSPORTATION FUND

Revenues as of February 28, 2010

	<i>FY 2010</i>	<i>FY 2010</i>	<i>%</i>	<i>FY 2009</i>	<i>FY 2009</i>	<i>%</i>
	<i>Budget</i>	<i>YTD Revenues</i>	<i>of Budget</i>	<i>Budget</i>	<i>YTD Revenues</i>	<i>of Budget</i>
<i>Local Option Gas Tax</i> ¹	2,335,000	722,305	30.93%	2,295,000	718,304	31.30%
<i>Permits/License Tax/Other Fees</i>	95,000	25,876	27.24%	90,000	23,816	26.46%
<i>Intergovernmental Revenue</i> ²	985,000	304,836	30.95%	754,750	311,400	41.26%
<i>Charges for Services</i>	5,200	1,346	25.89%	2,200	2,449	111.30%
<i>Miscellaneous Revenues</i> ³	39,969	4,489	11.23%	26,000	6,503	25.01%
<i>Non-Operating Revenues</i>	976,166	245,354	25.13%	1,165,696	113,453	9.73%
TOTAL	4,436,335	1,304,207	29.40%	4,333,646	1,175,925	27.13%

¹ Local Option Gas Tax distribution is lagging by one month. The revenue is slightly lower than projected as it should reflect 33.33% of budget.

² Lower Intergovernmental Revenue is attributed to lower State Revenue Sharing distributions.

³ Miscellaneous revenues is lower than FY 2009 due to lower cash flow and interest rate of return.

TRANSPORTATION FUND

Expenditures as of February 28, 2010

	<i>FY 2010</i>	<i>FY 2010</i>	<i>%</i>	<i>FY 2009</i>	<i>FY 2009</i>	<i>%</i>
	<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>	<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>
<i>Personnel Expenses</i> ¹	2,857,048	932,414	32.64%	2,637,219	1,056,422	40.06%
<i>Operating Expenses</i> ²	217,997	35,931	16.48%	213,049	74,719	35.07%
<i>Capital Outlay</i>	22,566	1,478	6.55%	19,377	0	0.00%
<i>Other Uses</i>	1,158,700	464,022	40.05%	851,632	352,015	41.33%
TOTAL	4,256,311	1,433,846	33.69%	3,721,277	1,483,156	39.86%

¹ The Building Services Division Director was vacant for the month of October, and the position of the Code and Building Services Director was vacant for the first two months in October. Further, the cost of the eliminated positions proposed in the FY 2010 budget process was not reduced. This will assist to pay for the unemployment compensation which the City received the billing quarterly.

² Expenditures in FY 2009 is higher mainly attributed to contractual service and legal advertising cost.

DEVELOPMENT SERVICES FUND

Revenues as of February 28, 2010

		<i>FY 2010</i>	<i>FY 2010</i>	<i>%</i>		<i>FY 2009</i>	<i>FY 2009</i>	<i>%</i>
		<i>Budget</i>	<i>YTD Revenues</i>	<i>of Budget</i>		<i>Budget</i>	<i>YTD Revenues</i>	<i>of Budget</i>
<i>Permits/License Tax/Other Fees</i>	¹	2,429,000	1,361,122	56.04%		1,724,000	964,303	55.93%
<i>Charges for Services</i>	²	0	959	0.00%		222,000	53,142	23.94%
<i>Miscellaneous Revenues</i>		6,100	500	8.20%		38,626	9,125	23.62%
<i>Non-Operating Revenues</i>		1,813,211	747,971	41.25%		1,895,958	521,896	27.53%
TOTAL		4,248,311	2,110,552	49.68%		3,880,584	1,548,466	39.90%

¹ More permit activities in FY 2010 reflecting in higher revenues, especially permits issued for Calder's construction.

² Charges for services in FY 2009 is for the surcharge by the State and the County. This is not a revenue source for the City as the amount collected has to be remitted to the County or State. In FY 2010, fees collected are recognized at the balance sheet and not as a revenue source. The \$959 recognized in this category is for unsafe structure charges.

DEVELOPMENT SERVICES

Expenditures as of February 28, 2010

		<i>FY 2010</i>	<i>FY 2010</i>	<i>%</i>		<i>FY 2009</i>	<i>FY 2009</i>	<i>%</i>
		<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>		<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>
<i>Personnel Expenses</i>	¹	2,857,048	932,414	32.64%		2,637,219	1,056,422	40.06%
<i>Operating Expenses</i>	²	217,997	35,931	16.48%		213,049	74,719	35.07%
<i>Capital Outlay</i>		14,566	1,478	10.15%		19,377	0	0.00%
<i>Other Uses</i>		1,158,700	464,022	40.05%		851,632	352,015	41.33%
TOTAL		4,248,311	1,433,846	33.75%		3,721,277	1,483,156	39.86%

¹ The Building Services Division Director was vacant for the month of October, and the position of the Code and Building Services Director was vacant for the first two months in October. Further, the cost of the eliminated positions proposed in the FY 2010 budget process was not reduced. This will assist to pay for the unemployment compensation which the City received the billing quarterly.

² Expenditures in FY 2009 is higher mainly attributed to contractual service and legal advertising cost.

GENERAL SERVICES FUND

Expenditures as of February 28, 2010

		<i>FY 2010</i>	<i>FY 2010</i>	<i>%</i>		<i>FY 2009</i>	<i>FY 2009</i>	<i>%</i>
		<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>		<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>
<i>Personnel Expenses</i>		1,424,409	534,507	37.52%		1,460,131	512,508	35.10%
<i>Operating Expenses</i>		4,087,222	1,540,149	37.68%		3,572,108	1,424,114	39.87%
<i>Capital Outlay</i>		1,853,420	334,872	18.07%		1,778,554	668,909	37.61%
<i>Other Uses</i>		1,779,821	622,183	34.96%		1,643,373	338,618	20.61%
TOTAL		9,144,872	3,031,712	33.15%		8,454,166	2,944,149	34.82%

Revenue from the General Services Fund is mainly derived from interfund transfers from the General Fund, Stormwater Fund, Building Services Fund and Transportation Fund.

All categories of expenditures are within budget allocation

CAPITAL PROJECTS FUND

Expenditures as of February 28, 2010

	<i>FY 2010 Budget</i>	<i>FY 2010 YTD Expenses</i>	<i>% of Budget</i>	<i>FY 2009 Budget</i>	<i>FY 2009 YTD Expenses</i>	<i>% of Budget</i>
<i>Personnel Expenses</i>	449,783	179,874	39.99%	362,719	100,341	27.66%
<i>Operating Expenses</i>	271,215	35,126	12.95%	54,500	1,511	2.77%
<i>Capital Outlay</i>	24,343,491	3,648,249	14.99%	55,051,191	5,625,065	0.00%
<i>Other Uses</i>	191,113	78,178	40.91%	731,607	300,045	41.01%
TOTAL	25,255,602	3,941,427	15.61%	56,200,017	6,026,963	10.72%

*Revenues from Capital Projects Fund are either from grants or transfer from General Fund.

STORMWATER FUND

Revenues as of February 28, 2010

	<i>FY 2010 Budget</i>	<i>FY 2010 YTD Revenues</i>	<i>% of Budget</i>	<i>FY 2009 Budget</i>	<i>FY 2009 YTD Revenues</i>	<i>% of Budget</i>
<i>Permits/License Tax/Other Fees</i>	¹ 40,000	29,775	74.44%	300	4,590	1530.00%
<i>Grant</i>	88,275	0	0.00%	100,000	0	0.00%
<i>Charges for Services</i>	² 3,395,000	786,680	23.17%	3,395,000	967,725	28.50%
<i>Miscellaneous Revenues</i>	³ 150,933	111,401	73.81%	25,000	9,021	36.08%
<i>Non-Operating Revenues</i>	1,323,041	0	0.00%	0	0	0.00%
TOTAL	4,997,249	927,857	18.57%	3,520,300	981,336	27.88%

¹ More permitting fees were issued in FY 2010

² Revenue is lagging one month. The distribution by the County for January revenue was not received until March.

³ This category includes the drawdown of bond proceeds for the purchase of a front-end loader.

STORMWATER FUND

Expenditures as of February 28, 2010

	<i>FY 2010 Budget</i>	<i>FY 2010 YTD Expenses</i>	<i>% of Budget</i>	<i>FY 2009 Budget</i>	<i>FY 2009 YTD Expenses</i>	<i>% of Budget</i>
<i>Personnel Expenses</i>	791,945	310,977	39.27%	639,438	212,724	33.27%
<i>Operating Expenses</i>	¹ 937,376	75,660	8.07%	1,227,717	60,170	4.90%
<i>Capital Outlay</i>	534,263	97,699	18.29%	158,485	237,582	149.91%
<i>Debt Service</i>	665,889	69,688	0.00%	657,474	104,532	0.00%
<i>Other Uses</i>	2,067,776	272,546	13.18%	837,186	247,493	29.56%
TOTAL	4,997,249	826,571	16.54%	3,520,300	862,501	24.50%

¹ Operating expenses are lower than budgeted is mainly attributed to very minimal professional service have been utilized for the year.

HUMAN RESOURCES (Taren Kinglee)

- First Aid class held for entire Safety Committee
- Annual fire extinguisher inspection conducted in Police department.
- Responded to several public records request.
- Posted the following positions:
 - Accountant III
 - Crime Analyst
 - Housing Inspector
- Police Sergeants attended Leadership/Accountability seminar sponsored by John Spence.
- Responded to salary survey.

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	704	366	371	250	139	67						
Positions Advertised	7	5	5	2	2	3						
Interviews Conducted	60	54	37	68	61	15						
Pre-employ Physicals	27	8	18	9	18	6						
Background/Reference Checks	10	9	4	167	103	13						
New Hires	13	8	2	2	7	6						
Workers Comp Claims	22	18	7	15	16	14						
Exit Interviews	1	2	1	1	1	1						
Promotions	4	1	0	0	0	0						

DEPUTY CITY MANAGER FOR PUBLIC SERVICES (Renee Farmer)

Police Department/School Crossing Guard

Worked with staff re: the following:

- Hurricane Preparedness

- Urban Area Security Initiative 2010 Grant Preparation
- UASI Grant 2006-2008 Project accounting
- Red Light Camera Easement Negotiation
- Nuisance Abatement Board
- Building Renovation Close out
- Fleet usage analysis
- Budget Review
- Eden Soft ware system payroll functionality review

Building and Code Compliance

Worked with staff to advance the following projects:

- Building Permit Fee Revisions
- City project Building Permit Issues
- Forty year recertification rev

Other

Jazz in the Gardens revenue Projections
Staff Our Promise Campaign
Education Compact 501c-3
Friends of Miami Gardens 501C-3
Jazz in the Gardens Women's Impact Luncheon
Legislative Program State and Federal

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

UASI Meeting
CITT
First Sealord Mediation
Miami-Dade Solid Waste
Miami Dade Community Action Agency

POLICE DEPARTMENT (Chief Matt Boyd)

Police Department Staff

TOTAL BUDGETED POSITONS: 257
TOTAL HIRED TO DATE: 255

- 1 Chief
- 1 Deputy Chief
- 3 Majors
- 9 Captains
- 28 Sergeants
- 159 Police Officers
- 10 Community Service Aides (1 Vacancy)
- 16 Telecommunications Operators

- 2 Telecommunications Supervisors
- 1 Telecommunications Manager
- 1 Records Supervisor
- 4 Records Clerks
- 1 Executive Secretary
- 5 Administrative Assistants
- 2 Property Control Officers
- 1 Facilities Manager
- 1 Custodian
- 1 Court Liaison/Off Duty
- 1 Crime Analysts (1 Vacancy)
- 1 Administrative Analyst
- 1 Investigative Assistant
- 1 Crime Scene Supervisor
- 5 Crime Scene Technicians

The monthly activity for the Operations Division for the month of February 2010 is as follows:

ARRESTS:

- FELONY 56
- MISDEMEANOR 174
- TRAFFIC 324
- DUI 03
- WARRANT 42

TOTAL ARREST 599

CITATIONS:

- MOVING 738
- NON-MOVING 1109
- PARKING 21

TOTAL 1868

FIELD INTERVIEW CARDS 1377

TOTAL CALLS RESPONDED TO 7217

REPORTS WRITTEN 1634

TRAFFIC CRASHES 208

The monthly activity for the Support Services Division for the month of February 2010 is as follows:

Property and Evidence, Number of property items processed:

<u>329</u>	- Property Receipts Processed
<u>29</u>	- Property Receipts Rejected
<u>15</u>	- Property Released
<u>67</u>	- Property out to Lab
<u>0</u>	- Property to be Disposed
<u>6</u>	- Lab Runs to MDPD
<u>\$21,299.00</u>	- Cash Impounded
<u>19</u>	- Firearms Impounded *not counting CSI direct delivered to lab.

Number of reports processed and number of requests made at window for records:

Reports Processed 2,122 / Walkup Requests at Window 967 / Mail Logged In 394 / Fingerprints 65 / Background Checks 66 / Amount Collected At the Window \$127,175.00.

Number of calls received by dispatch:

CAD Calls = 9,928 / Phone Calls = 10,930 / FCIC Entries = 227 /
Training hours = 0 Overtime Hours = approx: 252.50 Temp Hours = 0

Court Liaison and Off-Duty

978 subpoenas stamped and placed in the officers' mailboxes.
379 off duty personnel processed and entered into Eden for payroll processing.
7 off duty vendor requests processed.
70 dispositions stamped and placed in the officers' mailboxes.

The monthly activity for the Professional Standards Division for the month of February 2010 is as follows:

- **Four Complaints: Case #2009-035 Case #2009-037**
Case #2009-036 Case #2009-041

TRAINING

- Classes Attended: 18
- Hours Taught: 1814
- Participants (Officers/Civilians): 43

The monthly activity for the Investigations Division for the month of February 2010 is as follows:

Arrests – Total: 270

Felonies –	92
Misdemeanor –	141
Truants Returned-	0
U.S. Currency Seized –	\$4,700.00
Vehicles Recovered –	19
Vehicles Recovered Value-	\$581,000.00

Vehicles Processed-	18
Property Recovered Value-	0
Firearms Seized –	9
Search Warrants	4

Total Cases Assigned - 330 Closed - 204 (+19 UNF) Rate - 65.59%

Scenes Processed by Crime Scene Investigations Unit - 105

CIP (Brandon DeCaro)

Administration Items:

- V. Nelson and B. DeCaro submitted all required information to the County Staff for transfer of GOB Grant Funds into appropriate active project. Response from the County is pending.
-
- V Nelson and B. DeCaro submitted all required information to the County Staff for transfer of GOB Grant Funds for the FF&E for the MG Community Center. Response from the County is pending.

Art in Public Places (AIPP): Planning Phase – Christina Goetzman

- Miami-Dade County Art in Public Places Staff has submitted letter designating funds to be released to the City for Scott Park (\$3,900.00), Brentwood Park (11,494.36), and Audrey J. King Park (11,997.40). Meeting will be held with Vernita Nelson and staff to discuss options for allocation of funds.
- Miami-Dade County AIPP Staff has submitted proposal for assisting the City in the implementation of AIPP at Miami Gardens Community Center. Meeting with staff to discuss terms of proposal took place on 11/23/09. Revised proposal submitted by County on 11/30/09. Proposal reviewed by City staff and City Attorney. An agenda item has been drafted and will be presented to Mayor and Council for approval at Council Meeting on 01/13/10.
- Item was approved by Mayor and Council during the 01/13/10 Council Meeting. City Administration is working together with Capital Projects and City Attorney to draft acceptance letter to be submitted to Miami-Dade County AIPP.

CAPITAL IMPROVEMENT PROJECTS:

Demolition of Wachovia Building Site: Planning Phase – Brandan DeCaro

- Schedule, planning options & preliminary estimate for site improvements has been reviewed by City Manager & Deputy Manager.

- Bid advertised on 9/8/31/09; Pre-bid meeting on 09/09/09;
- Bids were opened on 09/26/09.
- Award of Demolition is on hold pending decision by City Council regarding the options for the proposed City Hall & Police Building.

New City Hall: Planning Phase – Jimmie Allen/Brandan DeCaro

- Preliminary Program and cost estimate reviewed by CIP Director and City Manager.
- Review of Space Allocation & Building Program occurred 09/14/09, 09/15/09 & 9/16/09.
- Miami Garden's staff met with the Developer, Contractor and Architect on 8/13/09 to discuss the program for the proposed Town Center Project. The project will include the new City Hall, Police Department Building and Parking Garage.
- All staff comments received and incorporated into building programs. The revised program was provided to the developer on 09/24/09. Coordination Meetings with Developers Team on 10/09/09 & 10/15/09.
- The program for the buildings was review, and revised with the City Manager, Deputy Manager & Assistant Managers.
- City Council Workshop held on 11/18/09 for proposed City Hall and new Police Building.
- Workshop held on 3/02/10 to study the city planning for the project.

Police Building Major Interiors Construction: Close-out Phase – Jimmie Allen

- The Building Department has not issued the Final Certificate of Occupancy for all of the work under Miami Skylines Contract. Staff spoke with the Contractor regarding close out issues and have met with the Building Department representative regarding what is required to close out the project. The Plumbing Permit and the Electrical Permit have not been closed yet due to open items and inspection issues. Several of the items in the electrical inspection are beyond the scope of the contractors work. There are two specific items relating to grounding of IT racks and repairs to the electrical systems for existing roof top AC units.
- Miami Skyline Construction is still pending final negotiations and final payment. Meeting has to be rescheduled with Miami Skyline to resolve all close-out issues.
- Meeting between Building Department, Police Department and CIP staff scheduled for 3/16/10.

Fueling Facility & Storm Drainage: Construction Document Phase 85% – Jimmie Allen

- WASD and DERM review for original scope completed June 2009.
- A/E responded to the three environmental concerns from DERM. Portion of new storm drainage system will have to be re-designed as a result of DERM review.
- A/E has provided fee proposals for revising the scope of the work for storm drainage.
- The Report of the testing submitted to DERM was responded to 1/20/10. Two letters were forwarded reflecting the status of the review with conditions. The City will be required to issue to DERM within 60 days a mitigation plan along with additional testing specified in their letters dated June 19, 2009 and January 11, 2010. DERM has briefly indicated that the drainage portion of the project can run concurrently with the required clean up of the contaminated soil on site.
- City Staff prepared a letter for the City Manager, which was sent to DERM on 3/05/10. The City would prefer to conduct the additional testing required by DERM before proceeding with the removal of the contaminated soil. DERM accepted the response from the City on 3/09/10.
- The consultant has prepared a proposal for the Source Removal Design and planning. That work can start as soon as the City authorizes URS to proceed with the Source Removal Design process.
- Purchase Order is pending for URS to conduct additional testing required by DERM.
- URS submitted spreadsheet with all costs associated for the project so the City can decide how to move forward with the various aspects of the project. The City will defer the redesign for the Fueling Facility until the issues with the contaminated soil removal have been resolved.
- A Fuel Management System has been proposed and the CIP office has reviewed the system. CIP staff has requested URS to provide cost impact to incorporate an equivalent system into the project that will provide the City with a method of managing fuel use and consumption.
- Staff will shortly engage URS to begin the project re-design to incorporate all new programmatic issues associated with the proposed Fuel Management system and the DERM environmental issues.

Miami Gardens Community Center (MGCC): Construction 98% complete – Jimmie Allen

- A/E has completed the initial Punch List for the main building and the site. The architect has planned a Punch List re-inspection for the week of 3/15/10.
- The contractor has indicated that they are 99% complete with the punch list as of 3/9/10 for the building and the site.
- The three Restroom/Concessions Buildings have not achieved Substantial Completion yet. The A/E will start the Punch List as soon as the electrical inspections are approved by the CMG Building Department. The Final Inspection was denied and the Engineer of Record has to provide to the Contractor the method to correct the electrical issues resulting in the denial. FPL will be scheduled to set meters and energize the 3 buildings shortly after the electrical issues have been resolved. A meeting was scheduled with the electrical inspector to resolve the grounding issues for the buildings on 3/12/10.
- The equipment in the pool pump room has been completed. All of the pool systems have been started tested and are functioning as required. The final inspection for all of the equipment is pending.
- The track & football field are complete. The artificial playing surface is complete. Final running surface for the track is complete. The Punch List inspection occurred on 2/10/10. The Architect and Engineer completed the final inspection and the field was accepted for use.
- Sports lighting for the field are installed and energized. The light fixture photometric's was tested on 2/18/10 after dark and the lighting system passed.
- NFL Grant for \$250,000 was requested now that the sports surface and lighting installation is complete. The City received a check for \$200,000 from the NFL Grant. The remaining \$50,000 will be reimbursed once the bleachers are completed.
- Bleachers and Press Box Contractor received the Notice to Proceed on 10/26/09 and the firm has begun the design and preparation of the Construction Documents for permitting and installation. The Firm has 135 days to complete the work from the NTP date. Staff met with Bleacher contractor on 11/06/09 and the construction documents were submitted for Internal Departmental review during the week of 11/16/09. The Bleacher Contractor is addressing Miami-Dade County Fire Department comments and has submitted plans to the CMG Building Department for review. A coordination meeting was held to determine the course of action to take regarding Fire Department requirements. The bleacher contractor met with the MD Fire Department to clear up all issues. Additional items were requested during the last review with the Fire Department. The Contractor is meeting the Fire Department on 3/15/10 to address all unresolved issues and attempt to secure an Approval.
- Parking Lot light fixtures have been installed. All Parking Lot lights have now been energized.

- The irrigation system is being tested and is scheduled for automatic operation by the end of the week of 2/15/10. All work has been completed and the sod has been top dressed and rolled. The irrigation system is now on automatic service.
- The contractor requested a 118 day time extension, which was approved during the 11/11/09 City Council Meeting. Additional time will have to be considered for delays due to additional requirements by the Miami Dade Fire Department during the final inspection.
- The FF&E List was developed and the 3,000,000 for the FF&E funding was submitted to the County in December 2010. The contract with the County GOB Office for the FF&E funding is pending.
- Data Center installation: Electrical and Mechanical permits were secured on 3/08/10. The work commenced immediately and is expected to be complete on 3/12/10. Final inspections will be called for on the week of 3/15/10. The Miami Dade Fire Department has issues with the fire suppression system for the data center and this work is still delayed. Miami Dade has required additional protective measures and documentation from the installing contractor and the City in order to approve the proposed work. That resolution is expected shortly. There will be additional costs to modify the existing building and the Data Center Room.
- Low Voltage Wiring Installations: The work is 98% completed for the voice and data systems.
- Sound System: The system is substantially underway and is expected to be completed during the week of 3/22/10.
- Access control, security and cameras systems: The work is nearly completed. The hardware has to be programmed to achieve final completion and interface with the City PD systems.

Miami Gardens Community Center Amphitheatre: Design 35% completed – Brandan DeCaro

- Proposal for MGCC Amphitheatre project submitted for Safe Neighborhood Parks (SNP) Grant in July. Project recommended for grant funding by SNP Oversight Committee on 8/18/09.
- City Council approved required project matching funds at meeting on 10/14/09.
- Negotiation with MGCC A/E for design of Amphitheatre was completed 11/10/09.
- The A/E contract for the Amphitheatre was approved during the 12/09/09 City Council Meeting.
- The Notice to Proceed for the A/E was issued on 2/08/10.

- The Schematic Design Review Meeting was held on 2/22/10.
- The A/E's Design Development submittal is scheduled for 3/22/10.

Rolling Oaks Park-Sports Lighting for new tennis courts: Const 100%, Close out 95%
– J. Allen

- Project completed ahead of schedule.
- The closeout documents have been submitted and the final payment to the Contractor has been approved.
- The final punch list is being addressed and the final invoice has been received and expected to be paid the week of 3/15/10.

Rolling Oaks Park: Design Phase 60% completed – Brandan DeCaro

- Phase I Improvements include: Installation of 2 athletic fields, new entrance and turn-around, new parking and overflow parking lots, fencing, and concession/restroom facility.
- Met with A/E 3/12/09 & 6/08/09 to coordinate the completion of the Construction Doc's.
- Revised CDs submitted to CIP staff for review 4/15/09.
- DERM - Tree removal permit approved.
- Miami-Dade County Fire - Plans approved for permitting.
- Department of Health - Plans approved for permitting.
- MDWASD & North Miami Beach sewer connection pending final approval.
- Sewer pipe up-grade requested by DERM. Survey information & pipe as-built's provided to DERM so that pipe up-grade will not be required. DERM approval received in June, 2009.
- Miami Gardens Building Department submittal pending.
- Negotiating Additional Service with A/E for completion of Construction Documents.
- Terminated A/E during 11/10/09 Council Meeting.
- Negotiated conducted with new A/E to assume design and construction admin for project.

- Agreement with new A/E will be presented to the City Council for approval.
- Purchase of additional land for new entrance from Miami Gardens Drive in progress.

Bunche Park & Pool: Design Phase 80% completed – Brandan DeCaro

- Phase I Improvements include: Construction of entire pool parcel including pool house, parking paving/stripping/drainage, lighting, fencing, landscaping, and signage.
- Met with A/E 3/12/09 & 6/08/09 to coordinate the completion of the Construction Doc's.
- Revised Construction Doc's submitted to CIP staff for review 4/15/09.
- County Fire - Plans approved for permitting.
- WASD – Water & Sewer connection reviewed and approved.
- DERM - Review for Water & Sewer completed. Surface water permit approved. Payment for all DERM Permit Fees completed 7/14/09.
- Construction Doc's were submitted to Miami Gardens Building Department on 7/30/09. Building Department and Public Works comments received. A/E response to the comments is pending.
- A/E terminated during 11/10/09 Council Meeting.
- Negotiations conducted with new A/E to assume design and construction admin for project.
- Agreement with new A/E will be presented to the City Council for approval.

North Dade Optimist Park Sports Lighting: Construction 100% completed – Anthony Smith

- Sports lighting fixtures purchased by Miami Gardens.
- Preconstruction meeting for installation of sports lighting held on 4/22/09.
- Survey performed to layout boundaries for the baseball and football fields on 5/05/09.
- Five existing light poles with fixtures were demolished on 4/28/09. Remaining existing poles were retrofitted for the new Musco light fixtures.

- Underground conduit installed with modifications to the Electrical room. New panel & wiring for electrical room installed 6/8/09.
- Punch List prepared 6/26/09. Final inspection for Punch List items held on 7/24/09. Installation of sports lighting fixtures completed.
- Waiver and Release of Lien Form upon final payment submitted by contractor.
- Revised SNP Contract was received on 2/16/10. The final reimbursement payment from the Grant Agency (SNP) has been received.

North Dade Optimist Park: Design 100% completed, Bid Phase started – Anthony Smith

- Phase I Improvements include: Construction of new 3,000 sq. ft. building including six restrooms, small concession/kitchenette, and storage rooms; paved parking lot with 114 spaces including drainage, irrigation and landscaping, football field & sports lighting relocation and minor landscaping; and construction of a sewer lift station.
- Parks plans approved by Miami-Dade Fire. Reviewed by DERM and MDWASD. Additional information requested and accepted 5/08/09. Final approval pending.
- Lift Station - Received approval by MDWASD and DERM.
- Construction Doc's for the Recreation Building & Lift Station submitted to the CMG Building Department for review on 5/27/09.
- A/E has addressed comments from MG Building Department and DERM.
- Plans resubmitted to the MG Building Department for 2nd review on 9/01/09.
- A/E started work for additional services to add a new fence around the property, gates at entrances, irrigation system and building elevations.
- Construction Doc's re-submitted to the MG Building Department for 3rd Review on 11/03/09. Re-submittal included all additional service work.
- The Construction Documents for the Recreation Building and site was approved by the MG Building Department on 11/10/09.
- The Construction Documents for Lift Station approved by the MG Building Dept on 12/29/09.
- The Construction Documents for the Recreation Building were denied approval by the MG Public Works on 1/06/10. AE currently addressing comments.

- The Construction Documents were re-submitted to the MG Building Department to address MG Public Works Department comments on 02/10/10.
- The Construction Documents for the Recreation Building were approved by the MG Public Works on 2/23/10.
- The bid advertisement is pending the City Manager's approval.

Norwood Park & Pool - Pool Building Renovation: Construction 100% complete — Anthony Smith

- Repair work for Pool Building was temporarily on hold until scope for pool piping replacement could be determined.
- Change request and proposal for additional work was approved 5/4/09. Repair work for the Pool Building commenced 5/14/09. Painting completed 6/05/09.
- Punch List Inspection on 09/15/09; re-inspected on 10/15/09. Punch List complete 12/10/09.
- Building Department approved final inspection for door replacement on 12/10/09.
- All Pool House work has been completed. The reimbursement from the Grant Agency (SNP) is pending.

Norwood Park & Pool- Pipe Replacement Project: Construction 65% complete - A. Smith

- Design Kick-off Meeting for Piping Replacement Project on 6/18/09.
- Final Construction Doc's completed and submitted to CIP staff on 7/31/09.
- Construction Doc's submitted to MDWASD, MD Fire, DERM & Miami Gardens Building Department for review on 7/31/09. MD Fire and DERM approval received in August.
- Construction Doc's submitted to Health Department on 8/13/09.
- Resubmitted to MG Building Department on 09/10/09, 9/24/09 & 10/08/09.
- Plans were approved by the Health Department on 11/09/09.
- The revised plans with Health Department approval were re-submitted to the MG Building Department on 11/12/09. Plans were approved by the MG Building Department on 11/17/09.

- Project advertised for Bidding on 11/9/09. Bids were opened on 12/10/09.
- Procurement Department reviewed references and insurance information from single bidder.
- City Council approved and awarded construction contract on 1/13/10.
- Pre-Construction/Kick-off meeting was held on 1/21/10.
- The pool piping replacement commenced on 1/28/10.
- The Construction renovation and pool piping replacement construction commenced on 1/28/10.
- The demolition is complete.
- The installation of the domestic plumbing and pool piping is substantially underway.
- The revised construction documents for the pool grounding system have been approved by MG Building Department.
- Awaiting approval from Health Department and MG Building Department to Proceed with revised drawings for new sidewall sump drain. The existing main drain for the pool was found to be leaking when the pressure test was conducted.

Miami Carol City Park: Construction 36% completed – Anthony Smith

- Contractor for new Recreation Building and Site Improvements on hold pending final approval of site utility plans from WASD and DERM.
- WASD Water & Sewer Agreement to 4/08/09 City Council Meeting. County Attorneys denied minor revision requested by City Attorney. Submittal of Water & Sewer Agreement pending up-dated "Opinion of Title".
- Revised Water & Sewer Agreement accepted by WASD on 6/04/09.
- MDWASD, DERM and Miami-Dade Public Works approval received week of 9/07/09.
- Final submittal to MG Building Department on 9/18/09. Construction Doc's approved by Miami Gardens Building Department. Miami Gardens Public Works approval pending.
- Kick-off meeting held with contractor, Portland Construction. Miami Gardens Building Permit issued 10/15/09 and construction began on 11/02/09.

- The underground plumbing and electrical are underway.
- The property address of the new Recreation Building has been changed by the MG Planning & Zoning and Miami-Dade County's Property Appraisal Departments to reflect accurate location.
- Certified copy of sheets submitted to Miami-Dade as a revision for review on 1/8/10 because the County permit number had expired. Miami Dade-Fire Dept. approved the drawings on 1/12/10.
- A Preconstruction meeting with Miami Dade County Water and Sewer (MDWASD) and MG Public Works Department for the sewer line installation was held on 2/09/10. Miami Dade Public Works has postponed planned county roadway improvements to the right-of-way until after the MG General Contractor completes all off-site work associated with this project.
- Sewer line and manhole installation is completed and the roads have been repaved.
- Shell of the Recreation Building is completed.
- The roof truss fastening to the steel plates is completed and the roof installation has started.

Miami Carol City Park Sports Lighting: Planning 100%, Design Phase 40% - Anthony Smith

- Replacement of existing Sports Lighting for baseball and football fields identified in Federal Energy Block Grant. CIP developed cost estimate and schedule for light fixture replacement.
- Miami Garden's staff met with Musco Sports Lighting at the park to review scope and schedule on 2/02/10. Cost proposal received from Musco on 2/05/10.
- Light replacement cost proposal approved during the City Council Meeting on 2/24/10.
- The Musco contract was signed and returned to the City.
- Construction Drawings under review by the CMG Staff.

Generator Installation at Parks Inspection Station: Closeout 100% complete – A. Smith

- Electrical work for the transfer switch for the portable generator started on 10/06/09.

- The portable generator was started and tested with City Staff, switching the power from the utility main to the manual transfer switch, on 11/18/09.
- Close-out documents received and final payment has been processed.

Generator Installation at various Parks: Bidding 100% complete – Anthony Smith

- Developing scope for the installation of transfer switch for emergency generators at several Parks.
- Projects advertised for bid on 1/20/10.
- Pre-bid and site visit with contractors held on 1/27/10.
- Bid opening for electrical work for transfer switches for portable generators held on 2/11/10.
- Construction will commence once Purchase Order has been issued. Construction Kick-off Meeting being scheduled.

A.J. King Park Playground Replacement: Planning Phase 25% – Brandan DeCaro

- New playground proposal received for SNP Grant application.
- V. Nelson and B. DeCaro attended the Safe Neighborhood Parks (SNP) Oversight Committee Meeting on 1/29/10 and received approval for funding for the new playground installation.
- Project planning and scheduled to be coordinated with Parks Department.

BUILDING AND CODE ENFORCEMENT (Sharon Ragoonan)

BUILDING SERVICES (Shellie Ransom)

REVENUES:

Building Permits	\$ 370,000.54
Certificate of Occupancies (CO)	\$ 376.10
40 Year Recertification	<u>\$ 6,300.00</u>
TOTAL	\$ 376,676.64

EXPENDITURES:

Salaries & Wages	\$ 97,809.92
Personnel Benefits	\$ 29,196.63
Contract Services	\$ 9,928.75
(Professional Services)	
Operating Expenditures/Expenses	\$ 1,055.14
(Travel & Per Diem; Postage & Freight)	

Utilities; Rentals & Leases, etc.)

Operating Expenditures/Expenses	\$ 70.71
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***(Supplies; Other Operating Expenses;
Uniforms; Books; Education & Training, etc.)***

Capital Outlay	0.00
Other Uses	<u>0.00</u>
TOTAL	\$ 138,061.15

PERMIT APPLICATIONS SUBMITTED:

Building	299
Certificate of Occupancies	11
Demolition	1
Electrical	114
MDC Permit Closures	4
Mechanical	34
Plumbing	<u>56</u>
TOTAL	519

INSPECTIONS PERFORMED:

CITY STAFF

Building	521
Electrical	159
Mechanical	92
Plumbing	172

PROFESSIONAL SERVICES

Electrical	127
Plumbing	<u>0</u>
TOTAL	1,071

UNSAFE STRUCTURES CASES:

Issued	6
Board Hearing 2/16/2010	<u>0</u>
TOTAL	6

MONTHLY REPORT TO CENSUS BUREAU FOR NEW CONSTRUCTION:

Commercial Permits	0
Total – Construction Value	\$ 0.00
Residential Permits	1
Total – Construction Value	\$ 90,605.00

MAJOR PROJECTS:

1. Mercedes Benz: Construction in progress
2. D R Horton Coconut Cay: plans, permits and inspections performed on a timely basis.
3. Taurus Project: Plans approved, permit ready for issuance
4. Cornerstone Group Legacy Pointe: Townhome master models submitted for review
5. EDEN Overhaul: In progress
6. Action Plan Items (completed):
 - a. Conducted a comparative study on permit fees: A resolution to adjust the rate charged for commercial alterations/repairs is scheduled on the March 24th Council meeting. The rate will be reduced from 12% to 3%.
 - b. Modified the routing of phone calls to ensure promptness in answering the incoming calls and reduce the “caller’s hold time” in the routing cue.
 - c. Established a direct inward call line for inspection requests. Callers may request an inspection in English or Spanish.
 - d. Provided ongoing customer service training. Staff attended the two sessions of the Customer Service Training Series, which started on March 2nd. Renee C. Farmer Kicked off the series on March 2nd. The guest speakers on March 9th were Reginald Sperling, Director of Guest Services, and Gwen McCormick, Manager of Guest Services, of the Miami Dolphins Sun Life Stadium.

CODE ENFORCEMENT (Roderick Potter)

The following administrative, enforcement and licensing highlights:

- Conducted a Special Events meeting with Representatives from Pollo Tropical for the Super Bowl of Salsa.
- Attended the Mt. Zion Walk for Peace Social Action Committee meeting.
- Selected the Code Compliance Employee of the Quarter and held the recognition meeting.
- Code Compliance Supervisor attended the Norwood Neighborhood crime watch meeting.
- Attended the Nuisance Abatement orientation meeting.
- Code Compliance Division received new Employee ID badges.

- Met with Miami-Dade County laser-fische Supervisor regarding obtaining site plans for Miami Gardens business locations.
- Conducted illegal vendor sweeps for the Super Bowl game.
- Code Compliance Division Director, Licensing Manager and all Supervisors attended the LPS Code Enforcement Summit.
- Conducted the monthly Housing Division meeting.
- Attended a meeting with PD IT Support to view Access Database program to continue Code Compliance automation.
- Conducted a mini Business Workshop for the Property Owners and Business tenants of Clover Leaf plaza, North Miami Plaza and Main Street Plaza.
- Code Compliance Supervisor attended the Scott Lake Community Association meeting.
- Attended the City of Miami Gardens Heritage Festival.

Staff Development:

- All CEO's attended the Gold Coast Association of Code Enforcement (GCACE) network and training.
- Conducted monthly general staff meeting and weekly management staff meeting.

<u>Housing Stats</u>	<u>Nov 09</u>	<u>Dec 09</u>	<u>Jan 10</u>	<u>Feb 10</u>
Re-occupancy Inspections	37	47	51	45
Re-occupancy Certificates issued	39	45	50	43
Administrative Foreclosure Inspections	5	4	0	8

<u>CODE Stats:</u>	<u>Nov 09</u>	<u>Dec 09</u>	<u>Jan 10</u>	<u>Feb 10</u>
Business Tax Receipt Inspections	33	49	64	55
Certificate of Use Inspections	33	49	62	55
Landlord Permit Inspections	45	11	7	74
Warning Notices Issued	229	217	325	438
Civil Violation Notices Issued	121	129	221	128
Re-Inspections	337	305	396	501
Special Master Hearings	32	11	28	23
Massey Hearings	30	26	50	42
Lien Amnesty Request Hearings	12	10	6	9
Extension Requests	32	31	36	37
Complaints Received	128	90	134	170
Proactive Cases	129	184	301	257
Cases Closed Within 30 Days	133	102	111	171
Cases Closed Within 60 Days	6	15	12	11
Cases Closed Within 90 Days	3	2	13	31
Special Operations-Code	3	2	34	9
Special Events	0	2	5	4
Illegal Signs Removed	739	566	517	707
Phone Calls Received by CEOs	218	213	229	333
Parking Tickets Issued	6	7	34	34
Lien Searches	157	136	109	129
Joint Operations-MGPD	3	0	14	4
PD Requests for CE	14	9	21	22
Storm water Postings	0	0	0	0
Abandoned Vehicles - Tagged	18	10	32	31
Abandoned Vehicles - Towed	1	0	6	4

<u>Licensing Stats</u>	<u>Nov 09</u>	<u>Dec 09</u>	<u>Jan 10</u>	<u>Feb 10</u>
New Business Tax Receipts	25	31	40	66
New Certificates of Use	22	28	29	46
New Alarm Permit Accounts	53	61	61	38
New Landlord Permit Accounts	6	6	54	8
Business Tax Receipts Issued	67	183	139	208
Certificates of Use Issued	63	159	132	158
Alarm Permits Issued	519	413	108	33
Landlord Permits Issued	4	2	1	33

SCHOOL CROSSING GUARDS (SGC) (Cherise Alicia)

Meetings Attended:

- Departmental mtg. w/DCM Renee Farmer
- Director's Mtg.- 03/15/10
- SCG Employee Staff Mtg.- 03/05/10
- Agenda Review/ Staff Meeting – 03/04/10
- CTST Meeting- 03/01/10
- National Center For Missing and Exploited Children- 03/09/10

Meetings scheduled:

- CTST Coalition Meeting – April 5, 2010

Misc:

Friday, February 19, 2010- Family Car Seat/Seat Belt Safety Class- a special presentation where families learn how to protect themselves and their families while riding in motor vehicles.

Saturday, February 20, 2010- Car Seat Check-up Event- was held in front of City Hall. Parents and Caregivers including those that attended the Family Safety class came out to have their car seats inspected. Those in need were provided car seats. **Assisted 42 Families were assisted, 31 car seats were issued.**

Employee Incident Reports:

- **Total: 0**

Terminations: 0 Resignations: 0 New Hires: 0

ASSISTANT CITY MANAGER (Vernita Nelson)

- Media & Events Division – Working with staff, production and sponsorship contractors to prepare logistics for the Fifth Annual Jazz in the Gardens music festival as well as the 2010 Miss Miami Gardens Scholarship Pageant.
- Capital Improvement Projects Department – Continue to assist with capital improvement projects (i.e. Miami Gardens Community Center Phase 1 and 2); leading the efforts to navigate through the county's grant processes to move our capital projects forward.
- Miami Gardens / Opa Locka Youth Violence Initiative –Granted extension period began in February with new scope of services and budget: Youth Violence Prevention Summit was held in Opa Locka on March 20th; Staff attended the Raising and Teaching Boys workshop on March 25th; Children's Trust staff conducted a Human Resources Monitoring Visit

- Public Works Department – Continue to assist the management team with implementation of operational processes and practices that will improve accountability within the department
- Weekly Department/Division Meetings
- City Manager’s Office – Oversight of the Employee of the Month Program.
- Progressive Young Adults Committee – Members are assisting staff with the Census 2010 “Be Counted” public awareness campaign. Committee meetings are held every 3rd Sunday of the month.

Additional Meetings:

- 1/17 – ASPA Luncheon; CMG Transportation Enhancement Program
- 1/25 – Youth Violence Prevention Coalition Executive Board Meeting
- 1/26 – 5th Annual Heritage Celebration; Parks & Recreation Black History Month Program
- 3/7 – Youth Violence Prevention Coalition Committee Meeting
- 3/15 – Director’s Meeting

COMMUNITY OUTREACH (Lillie Q. Odom)

- Finalized plans for the Employee Annual Heritage Celebration that was held in recognition of Black History Month in the City Council Chambers; February 26, 2010, 12:00 - 2:30 Pm
- Transported approximately 90 Senior Citizens to the; “Ambassadors for Aging Day” that was held in Tallahassee, Fl. March 10, 2010. We got a chance to interact with some of the state legislators and city lobbyist.
- Assisted with the coordination of the Commission for Women program in honor of Women History Month. The program entitled; “A Timeline of Phenomenal Women” was held March 17, 2010 at 6:30 pm.; in the City Council Chambers, with Mayor Gibson as one of the speakers.
- Coordinating a Historical Event city-wide; by utilizing the participation of the residents in the city.
- Participated in the National Discounted Prescription Cards Conference held monthly via telephone.

Community and Committee Meetings attended

- February 18, 2010 - Conducted a meeting for the final plans for Heritage Event. Meeting was held in Planning & Zoning Conf. Room.

- February 22, 2010 –Attended the World Care Meeting held in West Park.
- February 23, 2010 – Attended a meeting for the Ambassadors for Aging Project, held in the Parks & Rec. Department Conference Room.
- February 24, 2010 - Coordinated the preparation of the Heritage Event, with the individual committee chair.
- February 26 2010- Instructed the Heritage Committee Judges of their responsibilities. The event was presented to date in the City Council Chambers.
- *March 2, 2010 – Attended the Bi-weekly meeting of War on Poverty Committee meeting, held at the Cope North School.*
- *March 3, 2010 – Attended the North Dade Middle School Emergency closing of the school for the safety of the children. Building zoned unfit.*
- March 4, 2010 - Heritage Committee Wrap-up meeting that converted into a committee for the American Cancer Society.
- March 4, 2010 – Attended a meeting with V. Nelson and S. Ragoonan in reference to the transfer of the AARP Senior Work Program.
- March 5, 2010 Attended the seventh Annual International Women Luncheon, held at the Biltmore in Coral Gables.
- March 8, 2010 Met with **Rachel TaalibDeen, Youth Violence Prevention Coalition.**
- March 9, 2010 met with the senior’s Transportation Committee held at the Alliance for Aging Office.
- March 9, 2010 left City Hall at Midnight to attend the; “Ambassadors for Aging Day. We were accompanied by *Dahlia Lockhart* from Switchboard of Miami, Inc. – “Seniors Never Alone Program”. They provided treats and refreshments for the citizens that attended the event.
- March 16, 2010 met with Henry Petithomme, Youth Power Movement to discuss their program for youth.
- March 17, 2010 – Elderly Affairs Committee meeting.

MEDIA AND SPECIAL EVENTS Coordinator (Ula Zucker)

- Completed the March issue of the Community Newspaper. The February issue is available online at www.communitynewspapers.com. At present we are working on the April issue.

- The Miami Gardens Census team, comprised of Jay Marder, Antranette Pierre and Ula Zucker is working diligently to get the City of Miami Gardens counted in the 2010 Census. The team has been meeting regularly to plan various unique ways of promoting Census to hard-to-count communities located in Miami Gardens. Jay Marder can provide a complete report of past, present and upcoming activities in detail. Upcoming events include a community outreach Census Day event on March 28th to be held at located 183rd and 47th Ave.
- 2010 Jazz in the Gardens event is slated to take place the weekend of March 20-21st 2010. Artists include Mary J. Blige, Robin Thicke, John Legend, Joe Sample, K-Jon, Tina Marie, Melanie Fiona, Cassandra Wilson, David Sandborn and Boyz II Men. Ticket sales have exceeded last year's sales and to date we have sold over 36,000. We currently have over 62 food and merchandise vendors in total. The sponsor soiree will take place at the Hard Rock Casino Hotel on March 19th and so will the Golf Tournament. Visit Ticketmaster.com for ticket or the Dolphin Stadium box office. Also visit jazzinthegardens.com for tickets and information.
- The souvenir program book for Jazz in the Gardens has been completed. The self standing publication serves to highlight Miami Gardens as a destination location as well as an up and coming City with much to offer visitors, new businesses and visitors. This quality guide also features our City leaders, sponsors and offers readers an opportunity to learn more about South Florida as a destination beyond Miami Gardens.
- The Miss Miami Gardens Pageant was truly an amazing event. Five lovely young ladies competed for the title of Miss Miami Gardens 2010 and Miss Abigail M. William, an 18 year old resident of the City who attends Northwestern High School won the coveted title. Former Miss America and Miss Florida Ericka Dunlap was present as well as the current Miss Florida Rachel Todd. Miss Abigail Williams will serve the City as Miss Miami Gardens for the 2010 year and will participate in the Miss Florida pageant in 2010. For more information about the pageant please visit the website at www.missmiamigardens.com.
- 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 five bid/RFP:
 - LAP projects B – sidewalks & resurfacing of FHWP roads
 - Purchase of Football Equipment
 - Parks Concessionaire Management Services
 - Annual Contractor Fleet Car Washing Services
 - Annual Contract Emergency Board-Up Services

2. Prepared and issued N/A quotations:
3. Preparing specifications for the following:
 - Annual Contract for Storm Drain & Canal Maintenance
 - Installation of Security System – City Hall
 - Annual Contract Purchase Plants & Trees
 - Annual Contract Lot Clearing
 - Annual Contract Purchase Football Uniforms
 - Bunche Park Stormwater Improvement Project
4. Issued 144 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 assisting vendors with on-line vendor registration Bids & Quotes – bid vendors (ongoing)
10. Updating the Procurement Web Page

Purchases \$25,000-\$50,000			
Date	Vendor	Service/Project	Amount
2/26/10	Saunders Entertainment Group	JIG	\$391,450.00
3/5/10	All Power Generators	PD Generator service	\$25,577.70
3/10/10	URS	Architectural srvs. – design City Hall	\$25,124.00
3/12/10	Environmental Protection Services	NSP 1140 NW 185 Terrace	\$48,680.00

INFORMATION TECHNOLOGY (Ronald McKenzie)

IT Dept Overview

This Status report covers the activities of the Information Technology Department for the period from 02/17/2010 through 03/17/2010. It is organized into the following areas:

- Significant Accomplishments
- Significant Issues

- Schedule Status
- Travel Activity

Accomplishments from Month:

- Significant Accomplishments
 - Posted new website for the main website for the City of Miami Gardens. This was a large undertaking and a long time coming but it has been launched. New website is more colorful, more interactive, faster and more user friendly. We will continue working to improve the website as the city continues to grow in programs and personnel.
 - Began deployment of new replacement laptops for Police Department Officers. The old Motorola laptops are no longer under warranty and have been breaking down at an alarming rate. We have deployed 8 on 3/17/10. Will deploy 15 on 3/19/10 and expect to have 100 laptops deployed by the end of May 2010.
 - Continued labeling, scanning and inventorying all IT assets city wide to include PD, CH and Parks. IT created a database for collecting and keeping track of the information. Currently about 35% of all assets at PD has been inventoried. I expect to have all assets scanned and accounted for by the end of April
 - Continued work on new Census website for Miami Gardens. Posted various items and created necessary links for job fair and other items to provide information to the community. We have been working with Jay Marder and Antranette Pierre to ensure format and information is in agreement with objectives set by CMG.
 - Continued work in support of Miami Gardens Community Center project. Began the implementation phase. Currently switching gear, phone system gear, servers, telecommunications, wiring and the data center rack have been ordered and primarily received. The switching gear has been installed and is operational.

- Network services for MGCC are up and connected back to PD. Redundant connection to City Hall will be set up next week.
- Phone Services for MGCC is scheduled to be completed by 3/22/10.
- Security and Alarm services for MGCC installed, connection to PD planned to be completed by March 31, 2010.
- Major system upgrade to the telephone system occurred during the weekend of 3/12/10. The result of the upgrade was additional monitoring capabilities and additional functional capabilities.
- Working to establish Unified Communications. This in effect is combining phone services with email and video services. The IT Department will be Piloting this new technology in March and April. We expect to begin a pilot with select other users in April.
- Continued employee training for various Microsoft products. Training was held in Basic Computer Skills and Excel. Additional classes for basic computer skills and Excel will be help for Public Works, SCG and Parks in January and February.
- Created Logo for Corporate Run Team Event
- Conducted information sessions for the Corporate Run. We currently have over 50 CMG and PD employees willing to volunteer their time and show team moral by participating in this team event being help at Bayfront on April 29th, 2010.
- Began physical training sessions on Tuesdays and Thursdays to get employees into shape and help prepare them for the Corporate Run and the Relay for Life. Sessions are being lead by Ron McKenzie, Antranette Pierre and Mariana Pitiriciu.
- Attended 2 evening meetings for Relay for Life at the Miami Gardens Job Corp.

- Conducted 2 information sessions for Relay for Life. Began organizing teams to help with fundraising, decorations, food, etc. Christina Goetzman has volunteered to be Co-Captain along with me. Brianna Screen is leading the fundraising Committee.
- Conducted a well received and attended class on Laserfiche.
- Our Shared Admin with Purchasing, Jenny Pouverie, began.
- Began deploying laptops for Code Enforcement mobility project. Will have them configured and rolled out by 3/31/10.
- Continued deploying new AT&T aircards to PD officers. Will continue slow rollout until aircards have been divided into a 50/50 split between AT&T and Verizon.
- IT Team continuing their testing of Windows 7, MS Server 2008 and some virtualization products, in preparation of capacity planning and creating a more efficient environment.
- Worked with Tyler Technologies to perform an audit of the CMG EDEN implementation. Building and Code Compliance with the help of Public Works provided the necessary assistance needed to fund this project. Tyler will be performing an audit and will follow up by delivering a detailed analysis of our system and the necessary training needed to get us right and help us to sustain the system effectively. They will also provide 1 week of customized training specifically for CMG. This process will take place with Tyler, on site at CMG during the week of 3/22/10.
- Continuing our work on a weekly basis and on weekends with Bldg Department to clean up fee structure and routing for permit processes.

- Continued regular Meetings with CIP, Park and Architects on AV system and Security system for MG Community Center.
- Candidate for Web Master Position currently going through the background check.
- Significant Issues
 - Security system at CH is old and beginning to malfunction more frequently. Our old service provider Segutronics is no longer in the business of providing maintenance on the system. IT is looking into finding another maintenance provider to maintain the system until we can afford to get a better one.
 - Data storage nearing capacity. In process of obtaining specs to bid out a capacity solution.
 - Due to various meetings being held in the evening, my overtime budget is being taxed at a quicker rate than originally planned. May have to address different hours for IT staff in order to continue the service levels needed for support.
 - Attended demo of new ERP system (New World Systems). It was attended by other departments and received well. It has a .Net framework and is both lighter and more user friendly than EDEN. Evaluating the product to see what the possibilities would be in getting a more functional system than EDEN.
- Schedule Status
 - Working with AIP LLC to come up with an RFQ for virtualization and storage capacity.
 - Working with Telecom and Co-location vendors to establish a collocation site and arrange for telecom services for the entire CMG enterprise.
- Travel Activity

- Mario scheduled to attend MCITP – Technician training in June.
- Sylvia scheduled to MS Server Training in Ft Lauderdale in June.
- Chas scheduled to attend INAAU (Avaya Users Group) Conference in April
- Tristan scheduled to attend MS training in April
- Gardimyr and Paul scheduled to attend OSSI training in June.
- Ron and Ricardo scheduled to attend FLGISA annual conference in July.

PUBLIC WORKS DEPARTMENT (TOM RUIZ, DIRECTOR)

1. Staff continues to clean and maintain bus bench areas throughout the City. We have not had many problems lately with graffiti. One of our main issues is shopping carts around town, which we will pick up and return to the rightful store.
2. Staff continues to mow public right-of-ways to ensure that the roadways are aesthetically pleasing. We are also spraying curbing and paved medians for weed control. There are many areas where we have planted new trees to help the canopy of the city as well as beautify our residential areas.
3. Two streets crews continue to repair sidewalks throughout the City. This is a great task and the guys are doing an exceptional job.
4. Staff continues to trim and prune trees citywide, especially during the upcoming hurricane season. This also gives residents an added security.
5. We have taken our storm water Division to another level on cleaning our drains around the City. We have both combination vacuum trucks on the road battling debris and sedimentation within our storm systems. We are making a great impact on these systems we are cleaning. Flooding has decreased in those areas.
6. Public Works issued 42 permits of which 33 for driveways, 2 for water and sewer, one for banners and 6 for utilities.
7. Solo Construction Corporation continues working on the construction of the “Neighborhood Improvements-Kings Garden I & II”. The paving is completed. The contractor will be finishing the construction of the curb on NW 46 Ave by March 16, 2010. The cleaning of the existing storm water system will begin on March 15, 2010.
8. The painting of the Turnpike noise wall is completed. The contractor is currently working on the punch list, which needs to be completed by March 30, 2010.
9. The City of Miami Gardens Council approved a budget of \$371,207 in America and Reinvestment Act of 2009(Recovery Act) Community Development Block Grant funds in May 27, 2009. The budget included \$ 128,405.00 to fund drainage improvements in the Bunche Park Neighborhood Revitalization Area that Public

Works will carry out. This project will cover NW 161 from NW 26 Avenue to West Bunche Park DR and 162 Street from NW 26 Avenue to NW 162 Street Road. On March 5, 2010 the bid package which includes engineering drawings and technical specifications was submitted to Purchasing Department for bid advertising process.

10. On January 13, 2010 the City of Miami Gardens received notice to proceed from FDOT for last stimulus project (LAP Roadway Improvements ARRA). The project was advertised and the pre-bid meeting was held on March 11, 2010. Staff has scheduled a pre-construction meeting for March 17, 2010.
11. On February 26, 2010 Tran Construction completed 1170 LF (Approx. 234 flags) of sidewalk replacement as part of the Capital Improvement Project in the area of between NW 186th Street and NW 188th Street from NW 7th Avenue to NW 8th Avenue. The Contractor is currently working in the Scott Lake area between NW 175th Terrace and NW 177th Terrace from NW 12th Avenue to NW 14th Avenue.
12. Public Works issued 11 permits of which 4 for driveways, 6 for utilities and 1 for paving and drainage.
13. Update on the Miami Gardens Drive Landscaping Project - 2nd phase (Project is between NW 27 Avenue and NW 47 Avenue on NW 183 Street): Staff was informed that FDOT has reviewed and forwarded the comments back to Calvin, Giordano and Associates for revisions. Staff also was informed that the other agencies have the plans and are currently reviewing them.
14. Staff attended the CTST (Community Traffic Safety Committee) on March 1, 2010
15. The NW 7 Avenue Road Improvement Project Plans are in the process of getting completed due to the County delay of two traffic circles. The City will pay the difference to keep the traffic circles in the project for the benefit of the residents in the area. This will allow the residents to make a u-turn to enter their property from the opposite side of the road. The tentative start date is late July or beginning of August.

Keep Miami Gardens Beautiful

Earth Hour 2010

- City will be providing energy saving conservation information and tools to residents and Jazz in the Gardens patrons. This is a part of a world wide effort. <https://www.myearthhour.org/home>

Energy Efficient In Class Initiative

- City is working on an in class project with local school. The goal of the program is to do hands on research with the students to study the impact of energy efficient products. This is a part of the Fairchild Tropical Botanical Garden Challenge.

UCF Grant

- Submitted
- Also have been working with the Florida Division of Forestry to assist in a state wide program evaluation.

Winter Beautification Award

- Spring applications are being accepted

Arbor Day

- completed

Earth Day Art contest

- Working with city's Storm Water division to outreach to local schools.
- With the help of the IT Dept. we have secured laptops, HD cam cord and other electronic devices for winners of competition.

Landscape Maintenance

- Still moving south on 441 medians planting drought resistant plants (bougainvillea, green island ficus, red tipped coco plums and variegated aboricolas).
- Each month approximately 100 trees will be installed along residential communities.
- 70 mahogany and oaks are currently being installed along 165 street at 47-52 avenue. In addition a total of 70 magnolias and cassias trees have been planted throughout the city.
- Working with 183rd contractor to correct some of the landscape issues we are having in certain areas.

Community Beautification projects

- Ongoing
- 3 major community projects completed this month

Code Enforcement partnership

- Creating common landscape material reference guide for Code Officers.
- Working with Code to identify issues with commercial property owners.

2009 PSA

- TV Commercial in production- will be in the theatres and cable station by end of March

3CMA Award program

- Currently putting the city's application packet together

ASSISTANT CITY MANAGER (Daniel Rosemond)

- **Strategic Performance Measurement-** Pursuant to Council's adoption of the City's Strategic Plan covering fiscal years 2009-2013, I have been working on identifying an instrument (system) to measure the organization's performance

- **Budget Reduction-** Given the actual revenue numbers coming in, the Manager has directed staff to look at any and all ways to cut the budget in order to address the shortfall. From my end, I have identified a few options that are being further explored before a final budget amendment is completed. They are listed below:
 - Reduction of fleet
 - Modification/consolidation of parks programming (summer camps)
 - Sale or interim use of city owned land
 - Reduction/modification of provision of city services

- **Land Development Regulations (status)**– During this period, we were made aware that several stakeholders from the industrial parks were not privy to the draft LDR documents. Consequently, the final approval of the LDR's was deferred until the April Zoning meeting so that staff could meet with them and address their concerns. We've had two formal meetings with stakeholders and/or their representatives, in addition to several one-on-one meetings with specific property owners in regard to the proposed code. I believe that most of the concerns have been responded to and/or addressed in modified terminology in the LDR's. Staff is preparing a comprehensive document that will outline all the issues raised and staff's response to said issues.

- **Mount Herman property (Alonzo Mourning Charities)** – As most are aware, the City purchased this property with the goal of having the Alonzo Mourning Charities (AMC-a 501©(3)) develop and operate a Youth Facility similar to the one in Overtown (Miami). To date, there has been virtually no activity on the part of AMC to move any closer to a determination to move forward. In the meantime, however, this property continues to be an eyesore and liability to the City. The options are to invest some significant dollars to bring the building up to code and either lease it or sell it; or we could demolish the structure and utilize it as a temporary parking lot for events at Bunche Park. Parks Department is analyzing both options with the Capital Projects Department and is expected to have a recommendation by end of March.

- **Possible affiliation with Project MPACT (Miami Partnership for Action and Communities Taskforce)-** As you may recall, the City Council approved Community Development's working with at-risk youth from this organization as part of the Bunche Park Paint Program. During one of MPACT's Steering Committee meetings, the chairman of the board disclosed that their relationship with Miami Dade County Public Schools was not very favorable, and that the agency may be looking for a new fiscal agent. I approached the Chair about speaking further about the possibility of this collaboration and a follow-up meeting is scheduled. The responsibilities of the fiscal agent (City's role) include:

- manages all receivables and payables
 - works actively to sustain the operations of the program by leveraging resources and funds to support the program and actively seeks funding opportunities
 - hires all staff and provides competitive benefits
 - provides a representative(s) to attend the monthly steering committee meeting (decision-maker)
 - works closely with the Chair and Co-Chair to ensure all operational issues are resolved in an efficient and timely manner
- **Temporary Protective Status for Haitians (Event)**- As approved by City Council, the Mayor sponsored a resolution that the City would host an event at City Hall where Haitians could apply for temporary protective status. This event took place on Saturday, March 6th and was done in conjunction with the Haitian Lawyers Association. By all accounts, the event was successful, even though the attendance was lower than expected. This was attributed to the frequent number of similar events being held throughout the County. In this case, the City had a Census presence for all attendees to ensure that greater awareness of the Census was made.
- **NSP 2 (Debriefing)**- I had previously reported to the Manager and Council that unfortunately the City was not awarded funds under its NSP 2 application. I requested a debriefing (mechanism implemented by HUD to discuss application evaluation) and one was granted during this reporting period. Despite the City's well documented success with the NSP 1 grant, HUD's evaluation of our application was not favorably scored. Of primary concern was the listed capacity of the staff assigned to this program and the ability to carry out the proposed activities in our application. When discussing the narrative listed in our application, we indicated that we referenced only our experience with NSP 1 (relative to the acquisition, rehab and resale of properties). However, by comparison, other grantees chose to include the collective experiences of everyone on their team as far back as 10 years. This, despite the fact that they had no experience with NSP 1. A total of 456 applications were received nationally and only 56 grantees were awarded.
- **Business Roundtable Breakfast**- An initiative launched by Councilman Gilbert, this period we hosted the 3rd Business Roundtable Breakfast where we invite several businesses to have an informal chat with the Councilman and City staff about issues affecting their business and the City as a whole. This past meeting was the most well attended, and lively in terms of discussion items. There were several follow-up issues that will be further explored for possible legislative action.

Participated in the following meetings:

- Two (2) meetings with industrial park stakeholders re: LDR's
- Park representatives from Youth Sports Program re: discussion of logistics of events going forward

- City-wide pedestrian safety & Trail Enhancement (public meeting)
- HUD-Sustainable Communities public meeting
- Conference call with Casa Valentina & CHS re: possible collaboration re: NSP
- Interviews (2 days) for the Training Specialist for HR
- Northwest Baptist Christian Academy (chapel)-spoke to 7-12 grade students about community involvement
- Conference call with HUD and all other South Florida Grantees re: NSP, HPRP, & CDBG-R
- Future Men of Miami Gardens Mentoring Program-attended the Saturday morning session

REREATION DEPARTMENT (Kara Petty, Director)

Recreation Division

Shining Stars After-School: 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.

- Bennett M. Lifter Park: sixteen (16) participants
- Brentwood Park: forty (40) participants
- Myrtle Grove Park: eight (10) participants
- Rolling Oaks Park: forty (40) participants
- A.J. King Park: thirty-seven (37) participants
- Buccaneer Park: fourteen (14) participants
- Miami Carol City Park: twenty-eight (28) participants
- Vista Verde Park: Eleven (11) participants
- Bunche Park: Fourteen (14) participants
- Norwood Park: Thirty-Six (36) participants
- Scott Park: Thirty-Five (35) participants

Kids' Day Off Program: March 1: field trip to Brentwood Pool; occurred at all Shining Stars After-School locations.

A.J. King Park

- There is line dancing taking place on Wednesday, Thursday and Friday nights from 6:30pm until 8:00pm.
- Every Tuesday and Thursday morning from 9-10:30am, participants are engaged in Chair Yoga promoting exercise and health. We had 9 participants in attendance this month.

Bennett M. Lifter Park

- The dance class continues with 3 participants in the ballet class and 3 in the hip hop class.
- Line dance continues on Tuesday and Thursday with 15 participants

Brentwood Park

- The senior program takes place on Monday mornings and is at capacity with 50 seniors registered.
- On February 25, the police command center was stationed at Brentwood between 4am – 5am.

Buccaneer Park

- On Saturday and Thursday mornings from 9:00-10:30am, seniors get fit in line dancing.
- Monday through Thursday from 6:30-7:30am the seniors exercise around the park.
- On Monday evenings adult tennis lessons are offered to the residents.
- There is line dancing offered on Saturdays from 8:30a.m.-12:00noon for adults various ages.
- On Wednesday mornings from 9:00am-12:00pm, the seniors engage in exercising and arts and crafts.

Bunche Park

- The senior program takes place on Friday mornings. There are (35) seniors registered.
- Bunche Park Optimist has baseball practice Monday-Thursday.

Cloverleaf Park

- The senior program takes place on Wednesday mornings with forty-five (45) seniors registered.
- Line dance class is being held on Monday, Thursday, and Fridays.

Miami Carol City Park

- Walkers exercise around the park starting at 6:00a.m.

Norwood Park

- Norland Senior High Girls Softball team is practicing and having games.
- Miami Gardens Express has begun track practice Monday – Friday.
- Copper wire was taken from the construction site.

Rolling Oaks Park

- The senior program takes place on Thursday mornings and is at capacity with 70 seniors registered. On February 18, 2010 at Rolling Oaks Park special guest Sandra Gibson (FAU) came and provided senior screenings for 60 seniors
- Tennis courts with lighting have been completed

Scott Park

- Scott Park has daily walkers in the morning and evenings Monday thru Friday.
- Scott Lake Optimist has begun track practice Monday – Thursday.
- Carol City Sr. High Boys Baseball team is practicing and having games.

- The Arbor Day event was held at the park, it was a success. Over 300 city residents were in attendance to receive fruit trees.

Vista Verde Park.

- The teens are provided workshops once a week pertaining to life skills, peer pressures, violence, etc. Also, the teens have an opportunity to join Vista's book club.

Future Men of Miami Gardens (Mentoring Program)

- This month was the start of the Mentoring Program for boys ages 11-15. We had 18 kids in attendance with 9 Mentors. In this program we offer workshops, and fieldtrips that relate to the workshops during this 10 week program. The mentee also enjoys activities such as; football, basketball, softball, fishing, and working on their own music CD.

Recreation Highlights

- Shining Stars participants hosted the "A Black History Show" in honor of Mayor Shirley Gibson and to acknowledge the City Council members. The participants performed poems, music, acts of African American history. There were over 200 people that came out to enjoy the presentation.
- On February 21, 50 seniors went to Adrienne Arsht Center to watch the free Gospel Sundays
- March 10, 88 seniors participated in the Ambassadors for Aging Day at the Capitol

Teens Program

- Teens Program *Expanding Horizons* has 31 kids registered and there is an average of 18 kids in attendance. The Teens enjoy daily indoor/outdoor activities, chess, and a variety of field trips.

Athletics

- **Sports Development:** Hoops 4 Kids Basketball had a successful turnout. The program ended on February 27th. The parks and recreation staff coordinated a game and an on court trophy presentation and a brunch. Parent participation was greatly appreciated. Touchdown Club flag football program began on March 13th at Scott Park.
- **Tennis:** Tennis is currently being offered in our After School program as well as a Saturday Tennis Program for kids ages 5-12 at Buccaneer Park. The program is run by an experienced and former college tennis player. Kids learn the fundamentals of strokes, techniques, and rules of tennis. We currently have 18 participants. In addition, there are currently 12 participants enrolled in our adult tennis program. The program runs Monday and Thursday evenings from 6:30pm-7:30pm at Buccaneer Park.
- **Youth Basketball:** The City of Miami Gardens has began its first ever youth competitive basketball team playing in the Dade Youth League. Game sites are at Northwest Boys Club, Gwen Cherry NFL YET Center, South Miami YET Center,

and Overtown Youth Center. The age groups that are participating are 11 and under, 13 and under.

- **Walking Club:** The Walking Club currently has 46 members and we are meeting monthly.
- **State Representative Oscar Braynon Youth Basketball Invitational:** Preparations are underway for the upcoming tournament which will be held on April 2nd and April 3rd for existing teams in the City of Miami Gardens and the surrounding cities.

JANITORIAL AND LANDSCAPING

A J King Park

- 21 Janitorial visits to clean up park site
- 1x Grass cut & detailed grounds
- 2x Trimmed/Pruned Hedges
- 2x Premises blown
- 21 Trash removal

Andover Park

- 26 Janitorial visits to clean up park site
- 1x Grass cut & detailed grounds
- 26 Trash removal

Bennett M. Lifter Park

- 26 Janitorial visits to clean up park site
- 3x Plant & Water palm trees
- 26 Trash removal

Brentwood Park & Pool

- 23 (park) & 18 (pool) Janitorial visits to clean up park site
- 3x Grass cut & detailed grounds
- 4x Trimmed/Pruned Hedges
- 1x (park) 1x (pool) Premises blown
- 23 (park) & 18 (pool) Trash removal

Buccaneer Park

- 19 Janitorial visits to clean up park site
- 1x Grass cut & detailed grounds
- 2x Trimmed/Pruned Hedges
- 2x (park) Premises blown
- 19 Trash removal

Bunche Park & Pool

- 23 (park) & 21 (pool) Janitorial visits to clean up park site
- 2x Grass cut & detailed grounds
- 1x Herbicide

- 23 (park) & 21 (pool) Trash removal

Bunche House – 15620 W. Bunche Park Drive

- 21 Janitorial visits to clean site
- 1x Grass cut & detailed grounds
- 21 Trash removal

Bunche Church

- 2 Janitorial visits to clean site
- 1x Grass cut & detailed grounds
- 2 Trash removal

Cloverleaf Park

- 26 Janitorial visits to clean up park site
- 1x Grass cut & detailed grounds
- 1x Water sod
- 26 Trash removal

Jordan Landing

- 1x Grass cut & detailed grounds
- 2x Trimmed hedges
- 1x Premises blown

Miami Gardens Community Center

- 15 Janitorial visit to clean up site
- 15 Trash removal

Miami Carol City Park

- 20 Janitorial visits to clean up park site
- 1x Lay & 2x Water sod
- 20 Trash removal

Mt. Herman House (Church)

- 20 Janitorial visits to clean up
- 20 Trash Removal

Myrtle Grove Park

- 23 Janitorial visits to clean up park site
- 3x Trimmed hedges
- 1x Herbicide
- 1x Remove plants
- 1x Lay sod
- 23Trash removal

North Dade Optimist Park

- 26 Janitorial visits to clean up park site
- 1x Trimmed hedges
- 1x Herbicide

- 26 Trash removal

Norwood Park and Pool

- 3 (park) Janitorial visits to clean up site
- 1x (pool) Trimmed hedges
- 4x Drag field
- 1x Cleaned tot lot
- 1x Lay & 2x Water sod
- 3 (park) Trash removal

Rolling Oaks Park

- 27 Janitorial visits to clean up park site
- 3x Trimmed trees
- 27 Trash removal

Scott Park

- 23 Janitorial visits to clean up park site
- 4x Grass cut & detailed grounds
- 1x Trimmed hedges
- 1x Lay & 5x Water sod
- 1x Seeded & 1x Water seeded area infield
- 23 Trash removal

Vista Verde Park

- 18 Janitorial visits to clean up park site
- 1x Grass cut & detailed grounds
- 2x Trimmed hedges
- 2x Premises blown
- 18 Trash removal

183rd/ 12th Avenue

- 1x Grass cut & detailed grounds

➤ **All park irrigation systems checked and repaired**

TRADES

A J King Park

- 2/16 Repaired a broken swing on playground
- 2/16 Requested janitorial supplies
- 2/26 Removed a sign from the front of building
- 3/9 Installed wooden chair rails

Bennett M. Lifter Park

- 2/22 Removed/replaced the broken swing on playground.
- 3/8 Repaired the boys restroom toilet & girls room toilet

Brentwood Park and Pool

- 2/22 Cleaned out and fertilize the flower bed

- 2/22 Replaced the light in the ceiling over the entrance of the kitchen
- 2/22 Replaced the parking lot light on the east side near the pavilion.
- 2/22 Cleaned the light covers in ceiling
- 2/24 Replaced the broken paper dispenser in the first stall of the girls restroom
- 2/24 Painted the inside of the building
- 2/24 Replaced the AC filter
- 2/24 Repaired the missing metal piece on the frame in boys restroom
- 2/24 (pool) Repaired the handle to the water fountain on the outside of the building
- 2/24 Removed and disposed of furniture in the dumpster
- 3/3 (pool) Cleaned graffiti off of two of the slides on the playground
- 3/10 (pool) Repaired the first three sinks in the boys room they're not working

Buccaneer Park

- 2/24 Repaired the light in front of Buccaneer Park

Bunche Park

- 2/16 Placed new soap dispenser in the girls restroom
- 2/25 Fixed the urinal in men's room from running excessively
- 2/26 Checked lights in basketball and field not staying on (goes off after 30 min)
- 2/26 Repaired the mule (inoperable)
- 3/8 Checked sleeves and infield needs work done
- 3/10 Mounted the fallen telephone wires to the building

Miami Carol City Park

- 2/24 Request janitorial supplies
- 2/26 Repair chain for dragging field
- 3/8 Checked the lights timer it's not working properly
- 3/10 Repaired the toilet in the girls room (handicapped stall)

Mt. Herman

- 2/17 Cleaned the bathrooms and the kitchen
- 2/17 Removed and repaired the railings

Myrtle Grove Park & Pool

- 2/16 Placed blinds on the office window
- 2/16 Replace 3 windows with glass not plastic
- 2/16 Replaced plastic on the office window
- 2/16 Repaired the broken playground swing
- 2/17 Trimmed the trees at the pool
- 2/22 (pool) Repaired the backflow preventer
- 3/10 Installed an additional phone line for the internet
- 3/10 Sprayed weeds on the pool deck

Norwood Pool

- 3/5 Installed a cover plate for the door handle
- 3/10 Trimmed the sea grape trees over the pool deck
- 3/10 Replaced light bulbs in the boys and girls room

Scott Park

- 2/25 Repaired the water fountain
- 3/2 Request janitorial supplies
- 3/9 Installed new baseboards

Vista Verde Park

- 2/22 Repaired the front gate door (Mesh needs to be welded)

Recreation Trainings

- **February 18th**: Staff attended the Florida Recreation and Parks Association's Southeast Region meeting on for continuing education.
- **March 16th**: Staff attended an Eden training given by Procurement.
- Baseball/Softball field maintenance: Recreation staff attended two trainings on proper field maintenance.

MEETINGS

2/16: Parks Bi-Weekly
2/17: City publications
2/17: Data Tracker
2/17: Management Team
2/17: Park Representatives for athletics
2/18: Florida Recreation and Parks Association Southwest Region
2/18: Agenda Review
2/18: Capital Improvement
2/23: Alonzo Mourning Charities
2/24: Miami Gardens Community Center Amphitheatre
2/24: Parks and Recreation Operations
2/24: Management Team
2/25: Miami Gardens Community Center Amphitheatre
3/1: Ellis Management
3/1: Miami Gardens Community Center
3/1: Recreation Expo
3/2: Miami Gardens Community Center Amphitheatre
3/2: Customer Request module
3/3: Parks Bi-Weekly
3/3: Management Team
3/3: Park Representative- Athletics
3/4: Agenda Review
3/4: Norwood Pool construction
3/5: Great Park Summit
3/8: Elevate Miami
3/10: Parks and Recreation Operations
3/10: Florida Recreation and Parks Association Board
3/15: Directors

CURRENT PROJECTS

- Park Audits: Director has continued park audits to determine efficiency and areas of improvement.
- Satisfaction Rating: Director is analyzing satisfaction survey scores to determine individual program strengths and areas needing improvement.
- Youth Sports: Department continues to evolve the new City of Miami Gardens Youth Sports Program. This includes logistics, marketing, website, info line, etc.
- Miami Gardens Community Center: The Community Center Manager continues to work on gathering all FF&E items, develop the Policy & Procedures Manual for the Community Center as well as the Standard Operating Procedures and programming that will be set at the Community Center. Planning and Implementing a Towne Hall Meeting that will enable residents to have input on what types of programs will be offered at the Community Center. Security has been at the Community Center (beginning February 27th) through the evening to prevent vandalism as well as use of the track.
- Norwood Pool renovation: The Aquatic Facilities Manager has worked closely with Capital Improvements to insure the project is completed.

PLANNING & ZONING (Jay Marder, Director)

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

- Prepared LDRs for final adoption for the March 3, 2010 meeting with all amendments from first reading and quality control review.
- Held meetings with industrial park property owners and attorneys from Technical Advisory Group for the review of the LDRs and to address concerns.
- Preparing final changes and quality control revisions to LDRs for final adoption for the April 7, 2010 meeting..
- Compiled financial history of the project from Iler to DCA Grant to Mellgren.

PLANNING – Jay Marder, Bhairvi Pandya

- **Capital Improvements Element Update in compliance** - Confirmation of receipt received from Department of State. Notice of Intent to be published in Miami Herald on March 31, 2010.

School Interlocal Agreement (ILA) Amendment - Communications ongoing with Miami-Dade County School Board staff regarding amendments to ILA. Official correspondence to be received by all local governments before end of March 2010.

ZONING – Jay Marder, Cyril Saiphoo, Nixon Lebrun, Marilu Gunness, Jacquelyn Gardner

- **Public Hearings**
 - Prepare Council Memo and Executive Summary for adoption of Land Development Regulations for final adoption.
 - Process the Declaration of Restrictive Covenant for David Fenton, Trustee
- **Plats**
 - Review of tentative plat for Stadium Plaza for property located southeast corner of N.W. 199 Street and N.W. 27 Avenue for development of fast food establishment
 - Adoption of UAIG final plat and coordination of signatures for transmittal to County.
- **Building**
 - Reviewed 94 building permits
 - Reviewed 5 Temporary Sign Permit applications
 - Conducted 17 site inspections.
- **Certificate of Uses**
 - Reviewed 40 Certificates of Use/ Occupational License Applications.
- **Re-occupancy** – Prepared 1 re-occupancy certificate memorandums.
- **Administrative Adjustment (variance)**- 1 processed .
- **Sign Code Permits**
 - 3 sign plans processed.
 - 2 Temporary sign permit processed.
 - 2 window signs permit processed
 - Modified all sign applications for increase in fees.
- **Zoning Verification Letters**
 - 5 processed.
- **Address Assignments**
 - 4 new Address Assignments.
- **Group Homes**
 - 4 Group Homes (Community Residential Home) 1,000' radius verification letters.
- **Code Enforcement**
 - Provided sign code training to Code Compliance officers for implementation of window signs.
- **Meetings**
 - Meeting with building official and FMU on new dormitory development plans.
 - Meeting with project manager, City Manager on redevelopment of old hospital building.
 - Meeting with building official for development of outparcel adjacent to Walmart on N.W. 27 Avenue for fast food establishment.
 - Meeting with City consultant LRK architects for development of Town Center/City Hall, and coordination of development requirements.
 - Follow up meeting with LRK architects to review concept plans for town center/City Hall.
 - Meeting with Mercedes Benz on plans revisions and substantial compliance with building official.
 - Meeting with project manager for old hospital building for with City's traffic engineer.

- Meeting with project manager for old hospital building with building official on building and zoning issues for the redevelopment of the property.

EDEN – Marilu Nava, Bhairvi Pandya

- **Parcel Refresh** – Ongoing- Continued with CASS testing resulting in system failures. Troubleshooting with customer support – not successful. CASS Testing process pending until further customer support receipt from Tyler Technologies (Tyler). IT in ongoing communications with Tyler.
- Modifying Sign Plan routing queues for all sign permits
- Modified all Sign fees in application and EDEN

GIS – Bhairvi Pandya

- **New Zoning Map** – Completed developing database for new Zoning Map for the City's Land Development Regulations.
- **Planned Developments Map** – Working on producing 2010 update and database. Master list of properties to be included on map forwarded to Director for confirmation.
- **County Map** – Provided large scale map of Miami-Dade County to ACM.
- **Neighborhood Stabilization Program (NSP) Realtor Map** – Updated NSP map for Community Development Department.
- **Census 2010 Campaign**– Created and printed several large scale and 11 x 17 posters for Sunday March 14th City Census awareness event.
- **Transportation Enhancement Grant Supporting Maps** – Developed 3 maps (1) Rolling Oaks Park Conceptual Trail Map (2) Sidewalk Enhancement Map and (3) Existing Sidewalks Map for the grant application.
- **Group Home Maps** - Completed 4 group home maps with a 1,000 ft. radius.
- **Public Hearing maps**- Completed Mailed Notice Radius, Zoning and Aerial maps for David Fenton and Jorge Abruto hearings.

TRANSPORTATION – Jay Marder, Bhairvi Pandya

- **MPO Transportation Enhancement Funds** – Workshop conducted on February 17, 2010 that included a PowerPoint presentation. Grant application data and information package due on March 5, 2010 was submitted ahead of schedule on March 3, 2010.

DEPARTMENTAL STANDARD OPERATING PROCEDURES (SOP) – Bhairvi Pandya to coordinate with P&Z staff on updating all departmental SOPs. Written format will be per City template. A graphic flow chart will also be developed for each. Began assessing and reviewing current SOPs.

OTHER

1. CPR Training
2. Train Temporary Administrative Assistant: PO's, Supplies, Group Home Processing, etc.

TEMPORARY PROTECTED STATUS APPLICATION EVENT – Jay Marder

1. As part of implementing the City Council's resolution regarding assistance to Haitians, coordinated request for Haitian Temporary Protected Status with Haitian lawyer representative;
2. Held on Saturday, March 6 in City Council Chambers, 11AM-3PM
3. IT set up 10 computers that were networked, to process applications.
4. Received and transmitted press release to Events and Media
5. Coordinated room reservation with Front Desk
6. Developed three station radio coverage with Marome Agency
7. Interviewed for radio, Mayor and Jay Marder, for AM 1580 with Guylene Berry
8. Interviewed by free lance journalist for Herald newspaper.

COMPLETE COUNT CENSUS CAMPAIGN – Jay Marder with Antranette Pierre, Ula Zucker and Anthony Jackson of Marome Agency

1. **Events**
 - a. Publicity
 - i. ½ page flyers, 15,000 printed; distributed by Street Teams and City staff.
 - ii. Placemats: 70,000 distributed to area restaurants.
 - b. **Held Census Awareness Happening, March 14**
 - i. Location: Cloverleaf Plaza, in front of Tony's Restaurant (Caribbean/Haitian fare)
 - ii. Census awareness for eastern side of City
 - iii. 12-2PM
 - iv. TV coverage occurred, press releases and wire service, etc., plus Caribbean radio interview and announcements.
 - v. City initiated small food giveaway promoted local Tony's Restaurant and Catering, coupons for \$5.99 all you can eat, regular \$7.99.
 - vi. Miami-Dade County Complete Count Committee, Progressive Young Adults and our Street Teams participated in the event.
 - c. **Jazz in the Gardens**
 - i. Coordinated with Regional Census Bus representatives
 - ii. Due to limited "real estate" at the event for paying vendors, the US Census Display will be the only Census display; the city will not have a separate display;
 - iii. The City's four Census Banners are to be displayed at the entry gate area
 - iv. Street Team members who are working for the City will create interest in and highlight the City's Stand Up! Be Heard! Be Counted! campaign, including the use of beach balls. Planned census table, partner with Miami-Dade County personnel
 - d. **City Census Day, March 28**
 - i. 5,000 of the ½ page flyers being distributed by the Street Team were printed in Spanish and are being distributed.
 - ii. Location: SE corner of 183rd Street and 47th Avenue at Miami Gardens Shopping Plaza (old Publix)
 - iii. To serve as a temporary QAC (Question and Answer Center) so that residents can fill out questionnaire and mail it there by giving the forms to the Census workers.
 - iv. While the Post office was confirmed, the upper management did not allow them to be there. They are not needed to take Census Questionnaires; Census workers can do that.
 - v. Latin food giveaway
 - vi. Other giveaways

2. **Radio and Newspaper Media by Marome Agency**
 - a. Kicked off in March including:
 - i. WEDR 99.1FM (99JAMZ)
 - ii. WHQT-FM
 - iii. GSA, Global Solutions Agency, Guylene Berry: 1580AM (Creole); ZWave Radio 1320AM and Mega 1700AM WKAT.
 - iv. Spanish station also included prior to March 28th.
 - b. Message recording being scheduled with mayor
 - c. 4 newspapers and 4 radio stations to highlight city events and general awareness
 - d. 30-60 second radio spots
 - e. Radio to be on-site at 14th and 28th events
3. **Posters** – A set of 4 were printed with City of Miami Gardens Census messaging; 1,000 for distribution of main poster; Design by Marome Agency
4. **Street Teams and Palm Cards** – Making up 15,000 palm cards to be distributed by Street Teams provided by a City vendor. This will include young people going to shopping centers and stores to distribute the census cards which advertise the City's events including: **March 14 Outreach; Jazz in the Gardens; March 28 Event**
5. **Place Mats with Census and Jazz in the Gardens Messages** – 70,000 to be placed on tables in restaurants throughout the City
6. **The Gardens Experience** – Additional input into the upcoming issue of the Parks Brochure which includes a census cover highlighting the City's Census Campaign including an accompanying article. This eliminated the need for a separate city-wide census mailing.
7. **Senior Clubs** – Spoke at the following
 - a. **Cloverleaf Royals Senior Club**
 - b. **Rolling Oaks Ambassadors**
 - c. **North County Citizens Association**
 - d. **Brentwood Senior Club**
 - e. **Bunche Park**
 - f. **Buccaneer Senior Club**
8. **Faith-Based Outreach**
 - a. **Sierra Norwood Calvary Baptist** – Spoke at March 17 Lent service with 12+ other churches, over 150 persons, handed out giveaways and flyers.
 - b. **Planned at:** Carol City United Methodist, Church of the Kingdom of God; New Way Fellowship
 - c. **Mayor's Email** – Emailed to Pastor's Association regarding upcoming events including MD Co's Faith-based outreach and City events on the 14th and 28th, as well as Jazz in the Gardens.
 - d. **Miami-Dade County Faith-Based Outreach Weekend, March 19-21** – Breakfast is planned at Miami-Dade College on March 19; Mayor Gibson to speak.
9. **Neighborhood and Organization Signs** – After being suggested at the Andover Civic Association meeting, the following signs were prepared and most are distributed at this writing to organizations that have specifically assisted and/or hosted the City's Census Campaign:
 - a. New Way Fellowship Praise and Worship Baptist Church
 - b. Norwood Neighborhood Watch
 - c. Bunche Park Senior Club

- d. Cloverleaf Royals Senior Club
- e. Rolling Oaks Ambassadors Senior Club
- f. North County Citizens Association, Inc.
- g. Andover Park Civic Association, Inc.
- h. Norwood Neighborhood Watch
- i. Cloverleaf Plaza (shopping center)
- j. Miami Gardens Shopping Plaza
- k. Sierra Norwood Calvary Baptist Church
- l. Pentecostal Tabernacle Church
- m. Muslim Community Association of South Florida
- n. Carol City United Methodist Church
- o. Church of the Kingdom of God
- p. Holy Family Episcopal Church
- q. Brentwood Goldies Seniorclub
10. **Giveaways** – As of March 18, we were low on our giveaways, several Senior Clubs and Churches having enjoyed the bags, balls and dog tags. Some are saved for the 28th event.
11. **Census Web Page:** Statistics: As of 3/16, there have been a total of 2,984 hits to the cmgcensus.com website, 493 in February and 2,491 in March.
12. **Presentation to City Council:** Prepared and delivered Powerpoint presentation to City Council on March 10.
13. **Schools:**
 - a. Norland High School - Voice message about Census to be aired three times a week.
 - b. Teen Court at High Schools: Miami: Working with Dade County Economic Advocacy Trust
14. **Temporary Protected Status Application Drive** – Integrated Census message at Event and Creole Radio, Interview and Live Feed media.
15. **North Dade Library** – The four City-branded posters were frames and placed on display.

FLEET SERVICES (David Motola)

- Fleet Management Software
- Repairs are being entered in the data base, and vehicles are being tracked based upon the established preventative maintenance schedule
- New vehicles being placed in service are being entered into the data base
- Fuel usage is being entered into the data base reflecting both economy and total operating cost
- The Fleet Department along with various other user departments received training
- Second level training will be established for April 2010

- Fuel Usage (Ongoing)
- Monthly reports of fuel usage with concern identification provided to all Department Managers for concurrence.
- A Fiscal YTD of fuel usage by vehicle was provided to all department heads. In it high and low utilization vehicles were identified
- Fleet Manager met personally with various department heads reviewing fuel economy and utilization
- Fuel invoices are being maintained electronically, master bill.
- Weekly Check Sheets
- Weekly check sheets for PD have been eliminated with the new fuel reporting system. Supervisors will continue to review monthly vehicle condition with officers.
- Weekly check sheets are still being received from other user departments, scheduled to be discontinued April 2010.
- Yearly DOT Inspections
 - a) Fleet Representative working with PW department to facilitate dates and times for heavy equipment to have their yearly certifications.
- Car Wash Services – Purchasing released a new bid for car wash services.
- New vehicles
- Unmarked units – Fleet Admin processed 5 new vehicles for tag, title and registration. Vehicles in service on 3/11/10.
- Marked Units – They are currently at the up fitter for lighting etc. Upon completion of pilot unit, PD will inspect prior to completing all units.
- Surplus vehicles
- Surplus Dodge Ram Truck and JCB Backhoe sold.

- Wrecked Crown Victoria currently up for bid.
- Collision Repair – Continue to work closely with vendors, Risk management, and user department to provide prompt collision repairs within departmental policy and procedures. Working with appraisal company to repair Command Center that received minor damage to stainless steel plates on rear exterior.
- Vehicle Tracking –Four units have already been installed with tracking systems for evaluation. Based upon the feedback received, they are beneficial but due to current budget constraints we may limit them going forward to select vehicles with unique application or high value.
- Vehicle Procurement – Tracked the release of all purchase orders related to the vehicles to make sure that not only the vendors received them but they input them to the manufacturers as well.
- Tire Repair / Road Side Assistance – An inventory of used / temporary tires have been placed in inventory and new tires put in service.
- Warranty Repairs – Check certain service repair invoices against vehicle warranty to insure proper billing for services.
- Fleet Manager performed weekly lot checks, identifying vehicles that were left unlocked and notifying department heads.
- Fleet Administrator routinely contacts vendors for monthly accounting statements to research and reduce invoices from becoming past due.
- Maintain hubcap inventory for Police vehicles. In the process of researching a replacement hub cap, the one we use is being discontinued.
- Regular visits to mechanical and body shop vendors for visual vehicle repair status and updates and drop off and pick up vehicles at various locations.
- Fleet Admin. scheduled car wash detail appointments and window tinting services for various departments.
- Fleet Staff attended bi-weekly meeting with Assistant City Manager regarding Fleet issues and concerns.
- Fleet Admin. attended weekly Relay for Life Committee meetings for upcoming Cancer Walk in April 2010.

- Fleet Service Representative coordinated repairs for Public Works equipment: Vaccon Sweeper, Terex and JCB.
- Fleet Service Representative met regularly with Police Department vehicles liaison, Sgt. Brown to discuss and address repair issues and concerns.
- Performed daily and weekly inspections for all city departments' vehicles and equipment.
- Replaced spot light bulbs and missing hubcaps on Patrol cars.
- Responded to multiple service calls for Police, Public Works, Parks Maintenance, Building and Code Enforcement departments, addressing their concerns.
- Monthly start up and check City Hall and Parks standby generators.
- Fleet Admin. processed invoices received from vendors regarding parts, service, and maintenance on vehicles and equipment.
- Fleet Admin. Prepared requisitions necessary to purchase parts, accessories, maintenance and services.