

RESOLUTION NO. 2011-3522

City Council Meeting of:

9-26-2011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI SPRINGS, FLORIDA ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR GENERAL OPERATIONS FOR THE CITY OF MIAMI SPRINGS FOR THE FISCAL YEAR 2011-2012; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Miami Springs, Florida held the first of two public hearings on September 12, 2011 as required by Florida Statutes 200.065 to discuss the proposed operating ad valorem levy; and,

WHEREAS, the City Council of the City of Miami Springs, Florida held the first of two public hearings on September 12, 2011 as required by Florida Statutes 200.065 to discuss the proposed operating budgets of the City of Miami Springs for the Fiscal Year beginning October 1, 2011 and ending September 30, 2012; and,

WHEREAS, the City Council of the City of Miami Springs, Florida, is considering the passage of two resolutions following the second required public hearing adopting the proposed operating ad valorem tax rate, concurrent with the proposed operating budgets; and,

WHEREAS, the value of real property not exempt from taxation within the City of Miami Springs, Florida has been certified by the Miami-Dade County property appraiser and reflects a current year adjusted taxable value of \$905,241,464; and,

WHEREAS, the second public hearing was duly noticed, advertised and held on September 26, 2011.

NOW, THEREFORE, BE IT DULY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MIAMI SPRINGS, FLORIDA:

Section 1: That the Fiscal Year 2011-2012 OPERATING millage rate for the City of Miami Springs, Florida is **6.7400 mills**, representing an 8.3% increase from the rolled back rate of **6.2247 mills**.

Section 2: That this resolution shall take effect immediately upon its adoption.

(THIS SPACE INTENTIONALLY LEFT BLANK)

PASSED AND ADOPTED by the City Council of the City of Miami Springs, Florida, this 26th day of September, 2011.

The motion to adopt the foregoing resolution was offered by _____, seconded by _____, and on roll call the following vote ensued:

Vice Mayor Best	“ _____ ”
Councilman Espino	“ _____ ”

Councilman Lob
Councilwoman Ator
Mayor Garcia


"____"
"____"
"____"
"____"

Zavier M. Garcia
Mayor

ATTEST:

Magalí Valls, CMC
City Clerk

APPROVED AS TO LEGALITY AND FORM:



Jan K. Seiden, City Attorney

RESOLUTION NO. 2011-3523

City Council Meeting of:

9-26-2011 

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MIAMI SPRINGS, FLORIDA
ADOPTING THE FINAL GENERAL FUND,
SPECIAL REVENUE FUNDS, DEBT SERVICE
FUND, AND ENTERPRISE FUND BUDGETS
FOR THE FISCAL YEAR 2011-2012;
AUTHORIZING THE CITY MANAGER TO
PROCEED WITH IMPLEMENTATION OF
SERVICE PROGRAMS AND PROJECTS;
PROHIBITING UNAUTHORIZED LIABILITIES
AND EXPENDITURES OF FUNDS;
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the City Council of the City of Miami Springs, Florida held the first of two public hearings on Monday, September 12, 2011 as required by Florida Statutes 200.065 to discuss the proposed operating budgets of the City of Miami Springs for the Fiscal Year 2011-2012 beginning October 1, 2011 and ending September 30, 2012; and,

WHEREAS, the first public hearing was duly noticed and advertised; and,

WHEREAS, at the first public hearing the City Council of the City of Miami Springs, Florida set forth the proposed expenditures, appropriations, and revenue estimates for the Fiscal Year 2011-2012 operating budgets for all funds totaling \$18,646,176; and,

WHEREAS, the second public hearing was duly noticed, advertised and held on September 26, 2011; and,

WHEREAS, the Administration has confirmed the revenue projections as presented at the first public hearing in the amount of \$18,646,176;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF MIAMI SPRINGS, FLORIDA:**

Section 1: That the following final operating budgets for the general fund, special revenue funds, debt service fund, and enterprise fund are hereby adopted for the Fiscal Year 2011-2012 beginning October 1, 2011 and ending September 30, 2012:

<u>Funds</u>	<u>Revenues & Reserves</u>	<u>Expense Appropriations and Reserves</u>
General Fund:	\$14,141,973	\$14,141,973
Special Revenue Funds:	1,234,028	1,234,028
Debt Service Fund:	569,478	569,478
Enterprise Fund:	<u>2,700,697</u>	<u>2,700,697</u>
TOTALS	<u>\$18,646,176</u>	<u>\$18,646,176</u>

Section 2: That the City Manager is hereby authorized to proceed with implementation of the service programs and projects provided for in the budget, consistent with the City Code and policies established by the City Council.

Section 3: That no liabilities shall be incurred or monies expended by any officer or employee of the City except in accordance with provisions of the budget or duly adopted amendments thereto.

Section 4: That this resolution shall take effect immediately upon adoption for the fiscal year which will begin on October 1, 2011 through September 30, 2012.

(THIS SPACE INTENTIONALLY LEFT BLANK)

PASSED AND ADOPTED by the City Council of the City of Miami Springs, Florida,
this 26th day of September, 2011.

The motion to adopt the foregoing resolution was offered by _____, seconded by _____, and on roll call the following vote ensued:

Vice Mayor Best	" _____ "
Councilman Espino	" _____ "
Councilman Lob	" _____ "
Councilwoman Ator	" _____ "
Mayor Garcia	" _____ "

Zavier M. Garcia
Mayor

ATTEST:

Magali Valls, CMC
City Clerk

APPROVED AS TO LEGALITY AND FORM:



Jan K. Seiden, City Attorney

9-26-2011



RESOLUTION NO. 2011-3524

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI SPRINGS APPROVING AND ADOPTING THE CITY EMPLOYEE "PAY PLAN" FOR FISCAL YEAR 2011-2012; RESERVING THE RIGHT AND AUTHORITY TO AMEND OR SUPPLEMENT THE PLAN; EFFECTIVE DATE.

WHEREAS, Ordinance 993-2010 was passed on August 23, 2010, authorizing and directing the annual internal review and approval of the City Employee ~~Pay Plan~~ ^{Pay Plan}, and,

WHEREAS, Ordinance 993-2010, as currently codified in the Code of Ordinance Section 34-19(B), further directed the annual approval of the City "Pay Plan" by Resolution in conjunction with the City Council's adoption of the City's annual budget; and,

WHEREAS, the City Council of the City of Miami Springs is desirous of approving the City "Pay Plan" following its internal review as part of the City's budget adoption process:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MIAMI SPRINGS, FLORIDA:

Section 1: That the current City Employee "Pay Plan", attached hereto as Exhibit "A", is hereby approved and adopted for the Fiscal Year of 2011-2012.

Section 2: That the City Council hereby reserves the right and authority to amend or supplement the City Employee "*Pay Plan*" at any and all times as may be determined to be in the best interests of the City by City Council resolution.

Section 3: That the provisions of this Resolution shall be effective immediately upon adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Miami Springs, Florida
this 26th day of September, 2011.

The motion to adopt the foregoing resolution was offered by _____, seconded by _____, and on roll call the following vote ensued:

Vice Mayor Best	" _____ "
Councilman Espino	" _____ "
Councilman Lob	" _____ "
Councilwoman Ator	" _____ "
Mayor Garcia	" _____ "

Zavier M. Garcia
Mayor

ATTEST:

Magali Valls, CMC
City Clerk

APPROVED AS TO LEGALITY AND FORM:



Jan K. Seiden, City Attorney

CIVIL SERVICE/NON CIVIL SERVICE EMPLOYEES

POSITION	PAY GRADE	FY2011-12	
		PAY RANGE	
		MINIMUM	MAXIMUM
MAINTENANCE WORKER I	8	22,541	33,421
PRO SHOP CLERK	8	22,541	33,421
CLERICAL ASSISTANT	9	23,149	34,326
CUSTOMER SERVICE REPRESENTATIVE	9	23,149	34,326
EQUIPMENT OPERATOR	10	23,726	35,181
MAINTENANCE WORKER CREW LEADER	10	23,726	35,181
MAINTENANCE WORKER II	10	23,726	35,181
REFUSE COLLECTOR	10	23,726	35,181
TREE TRIMMER	10	23,726	35,181
REFUSE TRUCK DRIVER	13	25,549	37,886
HEAVY EQUIPMENT OPERATOR	14	26,191	38,839
ADMINISTRATIVE ASSISTANT I	15	26,845	39,810
BUILDING SPECIALIST I	15	26,845	39,810
MATERIALS MANAGEMENT CLERK	15	26,845	39,810
POLICE ADMINISTRATIVE SPECIALIST I	15	26,845	39,810
RECREATION SPECIALIST	15	26,845	39,810
ACCOUNTING CLERK I	16	27,512	40,806
ACCOUNTING CLERK II	18	28,904	42,872
AUTOMATED EQUIPMENT OPERATOR	19	29,633	43,946
BUILDING MAINTENANCE SPECIALIST	19	29,633	43,946
POLICE DISPATCHER I	19	29,633	43,946
POLICE DISPATCHER II	21	31,128	46,169
ACCOUNTING CLERK III	22	31,909	47,318
ADMINISTRATIVE ASSISTANT II	22	31,909	47,318
BUILDING SPECIALIST II	22	31,909	47,318
ADMINISTRATIVE ASSISTANT III	24	33,527	49,715
PARKS MAINTENANCE FOREMAN	24	33,527	49,715
OPERATIONS SUPERVISOR	24	33,527	49,715
POLICE ADMINISTRATIVE SPECIALIST II	24	33,527	49,715
PROCUREMENT SPECIALIST	24	33,527	49,715
CODE COMPLIANCE OFFICER	25	34,361	50,960
POLICE COMMUNICATIONS SUPERVISOR	26	35,218	52,234
AQUATICS DIVISION SUPERVISOR	28	37,007	54,875
PROGRAMS DIVISION SUPERVISOR	28	37,007	54,875
SPORTS DIVISION SUPERVISOR	28	37,007	54,875
* ADMINISTRATOR TO PUBLIC WORKS DIRECTOR	29	37,604	55,300
* DEPUTY CITY CLERK	29	37,604	55,300
EXECUTIVE SECRETARY	29	37,604	55,300
HUMAN RESOURCES SPECIALIST	29	37,604	55,300
PROCUREMENT SUPERVISOR	29	37,604	55,300
* ASSISTANT INFORMATION TECHNOLOGY MANAGER	37	46,212	68,534
* GOLF COURSE MAINTENANCE SUPERINTENDENT	37	46,212	68,534
* GRANTS WRITER/PUBLIC INFORMATION SPECIALIST	37	46,212	68,534
OPERATIONS SUPERINTENDENT	37	46,212	68,534
* BUILDING AND CODE COMPLIANCE MANAGER	37	46,212	68,534
* ELDERLY SERVICES DIRECTOR	40	49,767	73,805
* INFORMATION TECHNOLOGY MANAGER	40	49,767	73,805
INFORMATION TECHNOLOGY/ACCOUNTING SYSTEMS ANALYST	40	49,767	73,805
* CITY PLANNER	44	54,930	81,466
* HUMAN RESOURCES DIRECTOR/RISK MANAGER	45	56,305	83,501
* POLICE LIEUTENANT	44P	61,440	89,324
* COMPTROLLER	46	63,316	92,063
* POLICE CAPTAIN	46P	64,546	93,851
* GOLF DIRECTOR	49	71,850	95,799
* PARKS & RECREATION DIRECTOR	49	71,850	95,799
* PUBLIC WORKS DIRECTOR	49	71,850	95,799
* CITY CLERK	49C	71,850	99,014
* ASSISTANT CITY MANAGER	50	74,817	112,227
* BUILDING OFFICIAL	50	74,817	112,227
* FINANCE DIRECTOR	50	74,817	112,227
* CHIEF OF POLICE	50P	76,270	114,406
* CITY MANAGER			
* NON CIVIL SERVICE			

Determined by City Council

CITY OF MIAMI SPRINGS



Recreation Department
1401 Westward Drive
Miami Springs, FL 33166-5289
Phone: (305) 805-5075
Fax: (305) 805-5077

TO: Honorable Mayor Garcia and Members of the City Council

VIA: James R. Borgmann, City Manager

FROM: Omar Luna, Recreation Director

DATE: September 20, 2011

SUBJECT: Recommendation that Council approve an expenditure to Computer Electric, Inc., the lowest responsible proposer, in an amount not to exceed \$3,167.00 for ADA Compliant Door Operators at the Community Center, pursuant to Section §31.11 (C) (2) of the City Code.

REASON: The doors at the Community Center are heavy and we have had some issues with patrons and seniors that have a disability or are in a wheelchair.

We received two other verbal quotes, one for \$2,800.00 and another for \$2,600.00 however these quotes did not include the electrical component of the project. The Electrical Component of the project would cost about \$500.00. The bid submitted by Computer Electric includes all costs and at the same time provides a better product compared to the other bids.

Although the amount is less than \$10,000 that is allowed for approval by the City Manager, we are seeking Council approval since the funding is coming from the designated fund balance.

COST: Computer Electric Services, Inc. \$3,167.00

Total Expenditure: \$3,167.00

FUNDING: Department/ Description: Designated fund balance that is left over from the community center

Account Number: 001-5701-572.63-00

Agenda Item No.

Procurement approval: TR

City Council Meeting of:

SEPT 26, 2011

 **Computer Electric, Inc.**

660 Miller Drive
Miami Springs, FL 33166

EC #13001721

Office (305) 889-0018
Fax No. (305) 889-8088

Website: www.computerelectricinc.com
Email : mark@computerelectricinc.com



Proposal

Monday, September 12, 2011

City of Miami Springs
Public Work Department
345 N. Royal Poinciana Blvd.
Miami Springs, FL 33166-5259

Attention: Robert Williams Email:

Jobsite: *Recreations Center*

RE: *ADA Compliant Door Operators*

Computer Electric, Inc. will provide materials and labor for installation of ADA compliant door motor at Recreation Center, including:

- Provide and install one door operator to open door at main entrance of recreation center.
- Provide and install one door operator push button on outside of building.
- Provide and install one door operator push button on inside of building.

TOTAL COST OF MATERIALS AND LABOR \$3,167.00

Accepted this _____ Day of _____, 2011.

By: _____

Please pay by invoice – Due upon receipt, statements will not be rendered. All equipment and materials provided by Computer Electric Inc remains as the property of Computer Electric Inc until full and final payment is received. A service charge of 1-1/2% per month (18% per annum) will be charged on invoices over 60 days. In the event it becomes necessary for Computer Electric, Inc. to engage the services of an attorney to collect any sums due under this invoice, the customer will pay reasonable attorney's fees and all costs in making such collection.

DASH DOOR AND CLOSER SERVICE, INC.

AUTOMATIC DOORS / BUILDING / GLASS / GLAZING / LOW VOLTAGE SPECIALTIES

CC # 02E000932 – 02BS00932

7801 NW 29 STREET, MIAMI FL. 33122. PHONE (305) 477-1164 FAX (305) 749-8353

edrod@dashdoor.com

September 12, 2011

City of Miami Springs
1401 Westward Drive.
Miami Springs, FL 33166

Attn: Omar Luna / Recreation Director

Re: Main Entrance -ADA Operator.

We agree to the following scope of work.

Single Door:

Furnish and install one (1) 36" surface mounted "Sr-Swing" ADA header/operator manufactured by Record USA. To include: one (1) push arm, one (1) on-off toggle switch. Activation by one (1) set surface mounted remote push plate. Finish: clear aluminum anodized.

Contract Price \$ 2,800.00

Pair Doors:

Furnish and install one (1) 72" surface mounted "Sr-Swing" ADA header/operator manufactured by Record USA. To include: two (2) push arm, one (1) on-off toggle switch. Activation by one (1) set surface mounted remote push plate. Finish: clear aluminum anodized.

Contract Price \$ 4,150.00

Option:

Furnish and install one (1) Bollard post. Please add \$ 225.00 to contract price.

Note: Panic device must be dogged down while operating ADA operator.

One year warranty on parts and labor.

Exclusions:

- Electrical to header.
- Misc. paint and patching if any.
- Any item not specifically mentioned above.

Thank you for choosing Dash Door for this estimate.

Ed Rodriguez
Sales Manager

To: mark@computerelectricinc.com
Subject: RE: Miami Springs Rec Center ADA Doors

From: mark@computerelectricinc.com [mailto:mark@computerelectricinc.com]
Sent: Tuesday, September 20, 2011 1:31 PM
To: Omar Luna
Subject: Miami Springs Rec Center ADA Doors

Omar,

Computer Electric, Inc. can provide an electrical circuit from emergency generator panel to front door and provide equipment connection for door operator provided by others. Materials and labor cost is \$500.00

Mark R. Chandler,
RCDD, NTS, Master Electrician

COMPUTER ELECTRIC, INC.
Your Full Service Electrical Contractor since 1979

mark@computerelectricinc.com website: <http://www.computerelectricinc.com/>

CITY OF MIAMI SPRINGS



201 Westward Drive
Miami Springs, FL 33166-5289
Phone: (305) 805-5030
Fax: (305) 805-5036

TO: Honorable Mayor Garcia and Members of the City Council

VIA: James R. Borgmann, City Manager *JRB*

FROM: Ron Gorland, Assistant City Manager
Director of Building and Code Compliance *RG*

DATE: September 21, 2011

SUBJECT: Recommendation that Council waive the competitive bid process and approve an expenditure in an amount not to exceed \$9,000.00, for M. Jurado & Associates, for Annual costs of Mechanical plan reviews and inspections on an as needed basis, pursuant to Section §31.11 (E)(6)(g) of the City Code.

REASON: This annual expenditure provides the Mechanical Inspector to conduct plan reviews and inspections in his trade.

COST: \$9,000.00

FUNDING: This expenditure was approved by Council during our budget hearings, funds are budgeted under account # 001-2401-524.34-00 Protective Inspections/Other Contractual Service.

Documentation: Attached to this memo you will find the following backup documentation:
-Chart estimating total amount paid to Inspector in the current Fiscal Year and projected for the coming Fiscal Year.

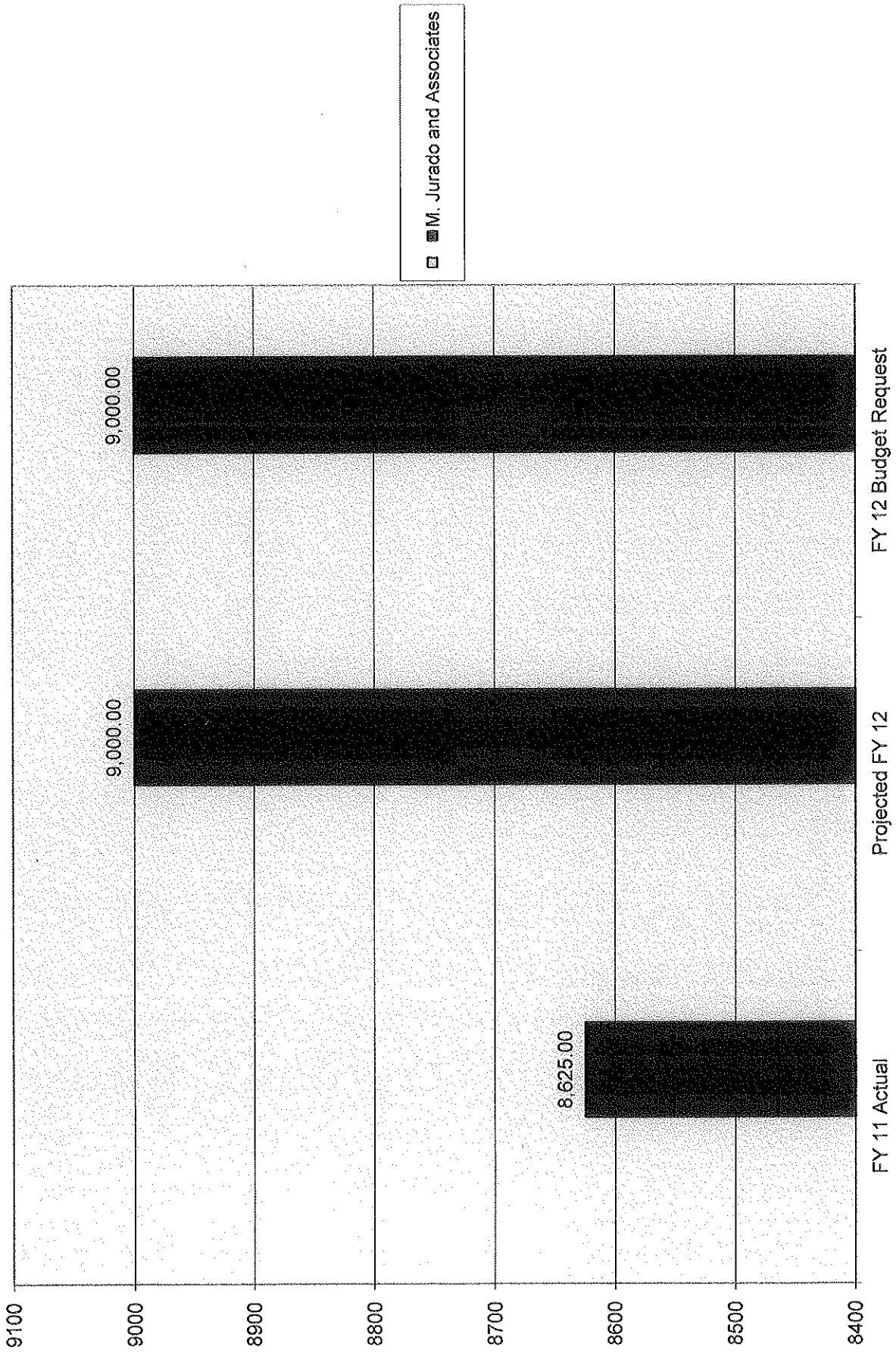
Procurement approval: *TR*

Agenda Item No.

City Council Meeting of:

SEPT 26, 2011

FY 12 Inspector Projections





Vendor/Employee	FY 11 Actual	Projected FY 12	FY 12 Budget Request
M. Jurado and Associates	8,625.00	9,000.00	9,000.00
Lonsdale Associates	16,140.00	16,000.00	16,000.00
AMA Consulting	42,300.00	40,000.00	40,000.00
Total Vendors	67,065.00	65,000.00	65,000.00

Vendors Actual FY 10

Jurado	8,575.00
Lonsdale	17,887.50
AMA	38,100.00
Total Vendors	64,562.50

Vendors Actual FY 09

Jurado	10,175.00
Lonsdale	15,538.75
AMA	44,225.00
Total Vendors	69,938.75

CITY OF MIAMI SPRINGS



201 Westward Drive
Miami Springs, FL 33166-5289
Phone: (305) 805-5030
Fax: (305) 805-5036

TO: Honorable Mayor Garcia and Members of the City Council

VIA: James R. Borgmann, City Manager *JB*

FROM: Ron Gorland, Assistant City Manager
Director of Building and Code Compliance *RG*

DATE: September 22, 2011

SUBJECT: Recommendation that Council waive the competitive bid process and approve an expenditure in an amount not to exceed \$40,000.00, for AMA Consulting, for Annual costs of Building and Roofing inspections on an as needed basis, pursuant to Section §31.11 (E)(6)(g) of the City Code.

REASON: This annual expenditure provides the Building and Roofing Inspector to conduct inspections in his trade.

COST: \$40,000.00

FUNDING: This expenditure was approved by Council during our budget hearings, funds are budgeted under account # 001-2401-524.34-00 Protective Inspections/Other Contractual Service.

Documentation: Attached to this memo you will find the following backup documentation:
-Chart estimating total amount paid to Inspector in the current Fiscal Year and projected for the coming Fiscal Year.

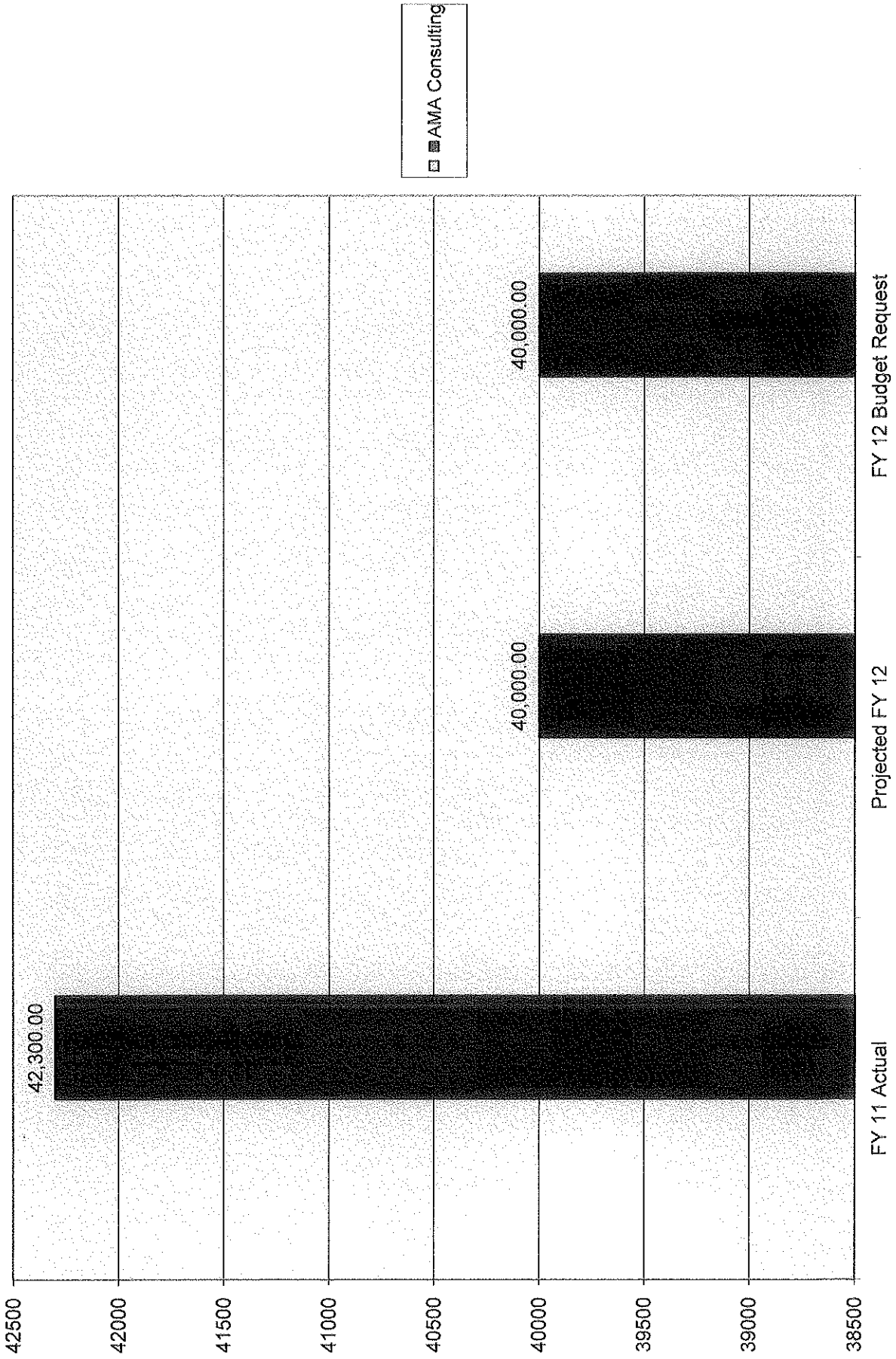
Procurement approval: *TRD*

Agenda Item No.

City Council Meeting of:

SEPT 26, 2011

FY 12 Inspection Projections





City of Miami Springs
Building and Code Compliance Department

FY 12 Budget Projections

Vendor/Employee	FY 11 Actual	Projected FY 12	FY 12 Budget Request
M. Jurado and Associates	8,625.00	9,000.00	9,000.00
Lonsdale Associates	16,140.00	16,000.00	16,000.00
AMA Consulting	42,300.00	40,000.00	40,000.00
Total Vendors	67,065.00	65,000.00	65,000.00

Vendors Actual FY 10

Jurado	8,575.00
Lonsdale	17,887.50
AMA	38,100.00
Total Vendors	64,562.50

Vendors Actual FY 09


Jurado	10,175.00
Lonsdale	15,538.75
AMA	44,225.00
Total Vendors	69,938.75


CITY OF MIAMI SPRINGS



201 Westward Drive
Miami Springs, FL 33166-5289
Phone: (305) 805-5030
Fax: (305) 805-5036

TO: Honorable Mayor Garcia and Members of the City Council

VIA: James R. Borgmann, City Manager 

FROM: Ron Gorland, Assistant City Manager
Director of Building and Code Compliance 

DATE: September 22, 2011

SUBJECT: Recommendation that Council waive the competitive bid process and approve an expenditure in an amount not to exceed \$16,000.00, for Lonsdale Associates, for Annual costs of Structural Plan Reviews on an as needed basis, pursuant to Section §31.11 (E)(6)(g) of the City Code.

REASON: This annual expenditure provides the Structural Engineer to review plans in his trade.

COST: \$16,000.00

FUNDING: This expenditure was approved by Council during our budget hearings, funds are budgeted under account # 001-2401-524.34-00 Protective Inspections/Other Contractual Service.

Documentation: Attached to this memo you will find the following backup documentation:
-Chart estimating total amount paid to Inspector in the current Fiscal Year and projected for the coming Fiscal Year.

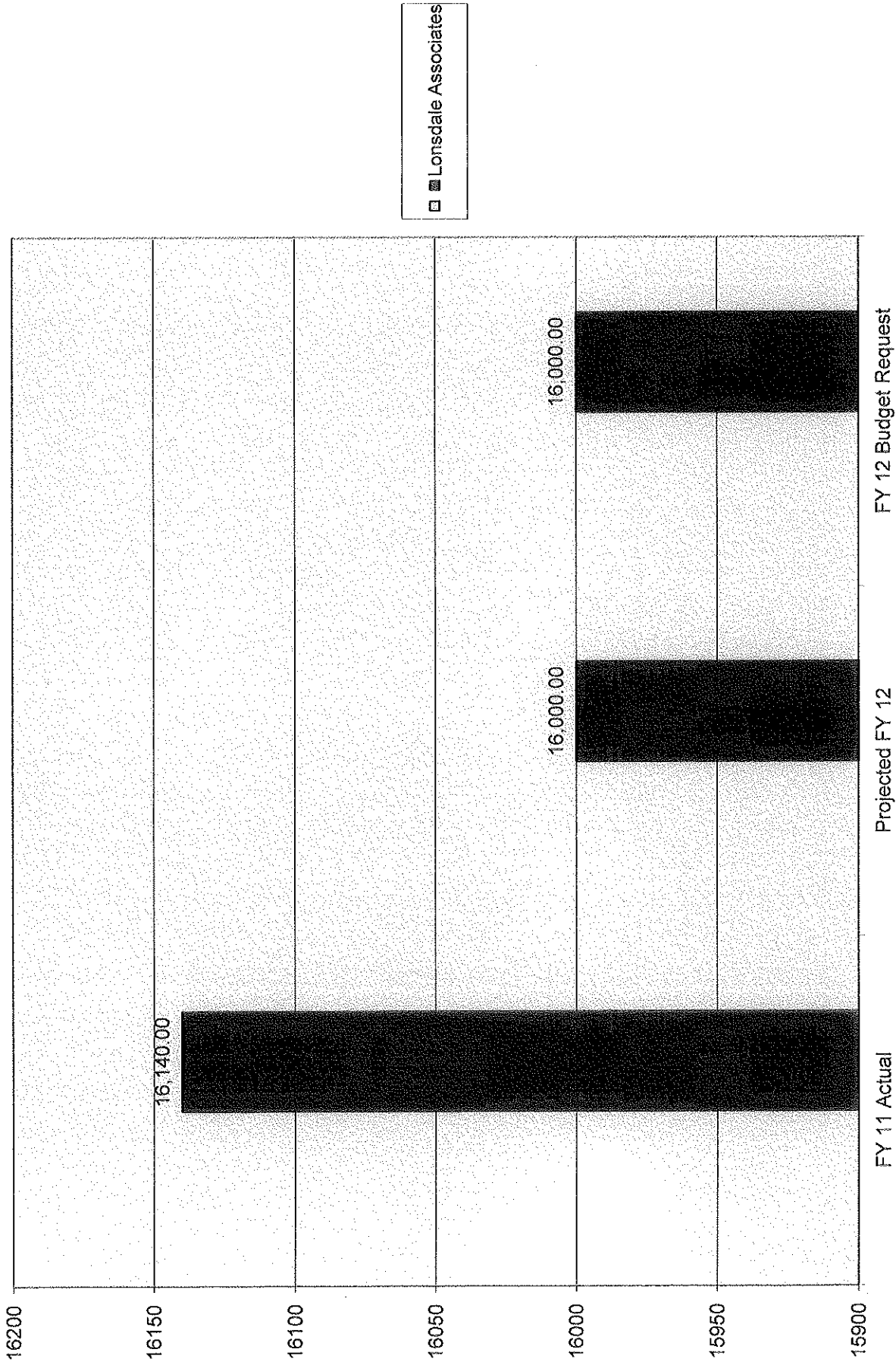
Procurement approval: 

Agenda Item No.

City Council Meeting of:

SEPT 26, 2011

FY 12 Inspector Projections





Vendor/Employee	FY 11 Actual	Projected FY 12	FY 12 Budget Request
M. Jurado and Associates	8,625.00	9,000.00	9,000.00
Lonsdale Associates	16,140.00	16,000.00	16,000.00
AMA Consulting	42,300.00	40,000.00	40,000.00
Total Vendors	67,065.00	65,000.00	65,000.00

Vendors Actual FY 10

Jurado	8,575.00
Lonsdale	17,887.50
AMA	38,100.00
Total Vendors	64,562.50

Vendors Actual FY 09

Jurado	10,175.00
Lonsdale	15,538.75
AMA	44,225.00
Total Vendors	69,938.75

CITY OF MIAMI SPRINGS



Recreation/Golf Department
650 Curtiss Parkway
Miami Springs, FL 33166-5289
Phone: (305) 805-5180
Fax: (305) 805-5192

TO: Honorable Mayor Garcia and Members of the City Council

VIA: James R. Borgmann, City Manager *JRB*

FROM: Mike Aldridge, Golf Director *M. Aldridge*

DATE: September 20, 2011

SUBJECT: Recommendation that Council authorize an expenditure in the amount not to exceed \$1200.00 to YAMAHA MOTOR CORPORATION for the lease of golf carts per the existing lease agreement, pursuant to Section §31.11 (E)(6)(g) of the City Code.

REASON: Remaining annual balance for continuation of existing golf cart lease signed 2.20.10 for 48 months previously approved by Council. Additional funds need due to increase in personal property tax.

COST: Previously approved by Council 10/11/2010 \$60,697.00
Current Council request \$1200.00 for remaining lease payment for FY 2010/2011

FUNDING: Recreation Department/Golf Course Pro Shop
001-5707-572-44-00

Procurement approval: *TR*

Agenda Item No.

City Council Meeting of:

SEPT 26, 2011

CITY OF MIAMI SPRINGS



Recreation/Golf Department
650 Curtiss Parkway
Miami Springs, Fl 33166-5289
Phone: (305) 805-5180
Fax: (305) 805-5192

TO: The Honorable Mayor Garcia and Members of the Council

VIA: James R. Borgmann, City Manager *[Signature]*

FROM: Mike Aldridge, Golf Director *[Signature]*

DATE: September 20, 2011 *[Signature]*

SUBJECT: Recommendation that Council approve an expenditure of \$2,521.00 to CTM Brochure for advertising materials, as a sole source provider pursuant to Section 31.11 (E)(6)(c) of the City Code.

REASON: Additional advertising brochures, maps, and bi-lingual maps. Request made for additional funding to complete FY 2010/2011. Initial funds requested for purchase order issued was in the amount of \$9,000.00. Additional request places us over \$10,000.00 limit for the year.

COST: Previous purchase order approved \$9,000.00

FUNDING: Recreation Department/Golf Course Pro Shop
001-5707-572-48-00

Procurement approval: *[Signature]*

Agenda Item No.

City Council Meeting of:

SEPT 26, 2011



**OFFICE OF THE CITY CLERK
MEMORANDUM**

TO: Honorable Mayor Garcia and Members of the City Council
FROM: Magali Valls, City Clerk
DATE: September 20, 2011
SUBJECT: PENDING BOARD APPOINTMENTS

The following appointments are pending:

<u>APPOINTING COUNCILMEMBER</u>	<u>CURRENT MEMBER</u>	<u>TERM EXPIRES</u>	<u>ORIGINAL APPOINTMENT DATE</u>	<u>LAST APPOINTMENT DATE</u>
<u>Architectural Review Board</u>				
Mayor Xavier Garcia	Kathy Fleischman*	10-31-2012	VACANT	VACANT
Councilwoman Ator – Group IV	Mark Trowbridge*	10-31-2012	VACANT	VACANT
<u>Code Enforcement Board</u>				
Councilman Espino – Group II	John Bankston	09-30-2011	09-23-2002	10-28-2008
Councilman Espino – Group II	Rhonda Calvert	09-30-2011	09-25-2006	10-13-2008
<u>Code Review Board</u>				
Mayor Xavier Garcia	Connie Kostyra*	04-30-2012	VACANT	VACANT
<u>Disability Advisory Board</u>				
Mayor Xavier Garcia	Charlene Anderson*	12-31-2013	VACANT	VACANT
Councilman Espino – Group II	Peter Newman*	12-31-2013	VACANT	VACANT
Councilwoman Ator – Group IV	Roxana Garciga	12-31-2013	08-12-2002	12-10-2007
<u>Ecology Board</u>				
Councilman Lob – Group III	Dr. Mara Zapata*	04-30-2013	VACANT	VACANT

Golf and Country Club Advisory Board

Mayor Zavier Garcia	Michael Dominguez	07-31-2013	04-12-2010	04-12-2010
Councilman Lob – Group III	Phyllis Causey*	07-31-2013	VACANT	VACANT
Councilwoman Ator – Group IV	Ken Amendola	07-31-2013	02-09-2004	08-24-2009

Historic Preservation Board

Councilman Espino (Group II)	Yvonne Shonberger	02-28-2014	06-13-2005	02-11-2008
Councilwoman Ator – Group IV	M.A. Goodlett-Taylor**	01-31-2013	01-24-1983	01-22-2007

Recreation Commission

Councilman Espino – Group II	Dr. Stephanie Kondy	04-30-2014	06-13-2005	04-14-2008
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* Kathy Fleischman resigned on April 19, 2011.
Mark Trowbridge resigned on May 25, 2011.
Connie Kostyra resigned on April 28, 2011.
Peter Newman resigned on August 1, 2009.
Charlene Anderson resigned on June 6, 2011.
Dr. Mara Zapata resigned from the Ecology Board to become a member of the Education Advisory Board.
Phyllis Causey resigned on August 8, 2011.

** Council confirmation required per §153.11 of the City Code of Ordinances: “..... No board member who shall have served three consecutive terms of office shall be eligible to serve an additional term of office for 2 years thereafter, unless the appointment for any additional term shall be confirmed by a majority of the council.....”

cc: City Manager
Assistant City Manager
City Attorney
Affected Board Members



City of Miami Springs Interoffice Memo

DATE: September 21, 2011
TO: Mayor Xavier Garcia and Members of the City Council
FROM: James R. Borgmann, City Manager *JRB*
RE: Strategic Plan status

On September 19, I met with Bill Busutil and all department heads to "kick off" the strategic planning process. Attached you will find documents from Bill that provide a starting point for Council to move forward to the "public input" phase.

Following the timeline Bill provided to us, and enclosed for your perusal, it looks like we could have a plan no later than mid-December.

Bill will be at the September 26 council meeting to present his ideas and field any questions you may have.

Agenda Item No.

City Council Meeting of:

SEPT 26, 2011

Date: September 21, 2011
To: Jim Borgmann, City Manager
From: Bill Busutil, Senior Business Analyst
Subject: **Results of the Strategic Plan Kick-Off Meeting**

Thank you for assembling your management team and making them available to participate in our recent kick-off meeting for the development of the City of Miami Springs strategic plan. This memorandum summarizes the consensus we achieved on each of the topics discussed at the meeting.

Planning Horizon

Based on the City's current operations as well as the election cycle for the Mayor and City Council, we agreed to develop a five year strategic plan that would be reviewed formally every two years. Understand, however, that if major unforeseen events take place, you should not hesitate to review the plan at any point in time.

Strategic Plan Components

We agreed that the plan would contain all the components I recently discussed with your City Council. Here are those components:

- A mission statement
- A five-year vision
- A set of guiding principles for City governance
- A set of five-year goals that will define success in achieving the City's mission
- Sets of shorter term, measurable objectives that will define success in the achievement of each goal
- A set of key performance indicators that will be used to track progress toward the achievement of each objective
- Sets of strategies that will clearly describe how each goal will be achieved

Input From Elected Officials

We agreed that I would meet with the Mayor and each Council Member individually, to understand their priorities and obtain their input regarding the various components of the strategic plan.

Input From the Community

We agreed that I would facilitate three community forums to obtain input from residents on the City's mission, its future, its major challenges and opportunities, your residents' priorities regarding City services, and other concerns associated with the strategic plan. Two of these forums will take place at 7 P.M, and the third would take place during the lunch hour to accommodate senior citizens who are less likely to attend an evening event. I will also facilitate a special forum to obtain input from your business community.

I strongly encourage the Mayor and all Council Members to attend as many of the forums as possible. Elected officials in other jurisdictions have found these forums to be a very useful mechanism to get a quick update on the "pulse" of the community. However, **in order to ensure that each resident or business representative feels unencumbered and fully empowered to provide honest input,** it is essential that once the forum begins, **the elected official's role should be that of an active listener, not an active participant.**

In order to accommodate those who are unable to attend the community forums, the same questions posed to residents and business representatives at those forums will be placed on the City's website in a way that residents could provide input online. After the last community forum has taken place, a resident survey containing the same questions as those appearing on the website will be mailed to each household and business entity. The survey will contain one additional question geared toward giving you a clearer understanding of the most effective outreach methods for notifying residents of Council meetings and other City events. Residents who respond to this survey would return it to the City in a "postage paid" return envelope.

Input From Professional Staff

We agreed that I would facilitate two work sessions to obtain input from your management team and a cross section of key knowledge workers on the various components of the strategic plan.

Project Deliverables

After receiving and organizing all of the input, I will prepare a "Draft" strategic plan that would be placed on your website, and reviewed by you, your management team, your elected officials, your residents and business community before it is finalized.

Project Schedule

Assuming there are no unusual delays in securing meeting space or other unforeseen impediments to accomplishing each task in this project, I estimate that the "Draft"

strategic plan will be completed within eight weeks, and the final version of the plan will be available for distribution within ten to twelve weeks after we obtain approval from the City Council to proceed within the framework outlined in this memorandum.

I have attached a detailed project schedule for your review.

Please contact me if you require clarification, additional information or any changes to this memorandum.

