



CITY OF MIAMI SPRINGS, FLORIDA

Mayor Xavier M. Garcia

**Vice Mayor Jennifer Ator
Councilwoman Grace Bain**

**Councilman Bob Best
Councilman George V. Lob**

Decorum: "Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the City Council, shall be barred from further audience before the City Council by the Mayor, unless permission to continue or again address the City Council is granted by the majority vote of the City Council members present. In accordance with the foregoing, the City Council has determined that racial or ethnic slurs, personal attacks and comments unrelated to City matters or issues constitute prohibited comments from the podium".

AGENDA

REGULAR MEETING

**Monday, January 28, 2013 – 7:00 p.m.
Council Chambers – City Hall
201 Westward Drive – Miami Springs**

1. Call to Order/Roll Call

2. Invocation: Councilwoman Bain

Salute to the Flag: Students from the Academy for International Education Charter School will lead the audience in the Pledge of Allegiance and Salute to the Flag

3. Awards & Presentations:

A) Proclamation – Mary Ann Goodlett-Taylor Day

B) Presentation of the Comprehensive Annual Financial Report (CAFR)

C) Certificate of Recognition to Alfreda M. Felton

D) Presentation of Co-Officers of the Month Award – January 2013 – Harry Mayer and Justin Robbins

E) Power Point Presentation by Public Works Director Tom Nash Regarding Trees in Urban Settings

F) Near-Term Redevelopment Activities of N. W. 36th Street, Airport, Golf and Downtown Areas by Planning and Zoning Director James H. Holland

3. **Awards & Presentations: (continued)**
 - G) Presentation from the Miami Springs Senior High Stroke Awareness Team by Cesar Castillo, Member of the Miami-Dade County Youth Commission
4. **Open Forum:** Persons wishing to speak on items of general city business, please sign the register located on the speaker's stand before the meeting begins
5. **Approval of Council Minutes:**
 - A) 01-14-2013 – Regular Meeting
6. **Reports from Boards & Commissions:**
 - A) 10-17-2012 – General Employees Retirement System – Minutes
 - B) 10-17-2012 – Police and Firefighters Retirement System – Minutes
 - C) 11-01-2012 – General Employees Retirement System – Minutes
 - D) 11-01-2012 – Police and Firefighters Retirement System – Minutes
 - E) 11-19-2012 – Board of Appeals – Minutes
 - F) 01-09-2013 – Golf and Country Club Advisory Board – Minutes
 - G) 01-10-2013 – Board of Parks and Parkways – Minutes
 - H) 01-15-2013 – Education Advisory Board – Minutes
 - I) 01-17-2013 – Historic Preservation Board – Cancellation Notice
 - J) 01-22-2013 – Ecology Board – Cancellation Notice
 - K) 01-24-2013 – Code Review Board – Cancellation Notice
 - L) 02-04-2013 – Board of Adjustment – Cancellation Notice
7. **Public Hearings:**

None
8. **Consent Agenda:**

None
9. **Old Business:**
 - A) Appointments to Advisory Boards by the Mayor and Council Members
10. **New Business:**
 - A) Recommendation from the Board of Parks and Parkways
 - B) Resolution No. 2013-3569 – A Resolution of the City Council of the City of Miami Springs Providing for the Second Amendment to FY2012-2013 Budget; by Appropriating Funds from Undesignated Reserves and From Re-appropriation of General Fund Budget Revenues to Cover Authorized and Approved General Fund Expenditures; Providing Intent; Specifying Compliance with Budgetary Processes and Procedures; Effective Date

10. New Business: (continued)

- C) Recommendation that Council Approve an Expenditure to Florida Shredding, the Lowest Responsible Quote, in the Amount of \$2,700.00. for Twelve Quarterly Shredding Events over a Three-year Period, Pursuant to §31.11 (C) (2) of the City Code
- D) Code Revisions Priority Discussion

11. Other Business:

- A) Presentation of Fiscal Year 2012-2013 First Quarter Budget Report (Unaudited)

12. Reports & Recommendations:

- A) City Attorney
- B) City Manager
- C) City Council

13. Adjourn

 If any person decides to appeal any decision of this Board with respect to any matter considered, s/he 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 made (F. S. 286.0105), all of which the City does not provide.

 In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the City Clerk, 201 Westward Drive, Miami Springs, Florida 33166. Telephone: (305) 805-5006, no later than (7) days prior to the proceeding.

 Pursuant to Sec. 2-11.1 (S) of the Miami-Dade County Code and Miami Springs Code of Ordinances Chapter 33 - §33-20, all persons, firms or corporations employed or retained by a principal who seeks to encourage the passage, defeat, or modifications of (1) ordinance, resolution, action or decision of the City Council; (2) any action, decision, recommendation of any City Board or Committee; or (3) any action, decision or recommendation of City personnel during the time period of the entire decision-making process on such action, decision or recommendation which will be heard or reviewed by the City Council, or a City Board or Committee shall register with the City before engaging in any lobbying activities on forms prepared for this purpose and shall state under oath his or her name, business address, the name and business address of each person or entity which has employed said registrant to lobby, and the specific issue on which he or she has been employed to lobby. A copy of the lobbyist registration form is available from the Office of the City Clerk.



Proclamation

By the Mayor of the City of Miami Springs

WHEREAS, it is fitting and proper to recognize individuals who unselfishly volunteer their time and talents for the betterment of the City and its residents; and,

WHEREAS, Mary Ann Goodlett-Taylor is dedicated to preserving the history of Glenn Hammond Curtiss who founded Country Club Estates in 1926, which later became the City of Miami Springs; and,

WHEREAS, a Pioneer Resident since 1934, Mary Ann has many fond memories of the City's history that she inherited from her family and she works diligently to keep the history alive as the curator of the Miami Springs Historical Museum; and,

WHEREAS, Mary Ann has served on the Board of Directors for Curtiss Mansion, Inc., since its inception in 1998, which is an all-volunteer Florida corporation responsible for raising funds for the restoration of the Curtiss Mansion and continues their fundraising efforts for the maintenance and operations of the facility; and,

WHEREAS, Mary Ann is considered the town historian and has conducted the Miami Springs Annual Tour of Historic sites for many years, sharing her love and knowledge of the City and its history; and,

WHEREAS, Mary Ann has donated countless hours as a member of the Historic Preservation Board for thirty years, since its inception in 1982, serving as Chairman for the last eight years,

NOW, THEREFORE, I, Xavier M. Garcia, Mayor of the City of Miami Springs, Florida, do hereby proclaim January 28, 2013 as

“Mary Ann Goodlett-Taylor Day”

in Miami Springs and in observance thereof, I call upon the citizens of Miami Springs to join me in recognizing Mary Ann for her wealth of knowledge of the City's history and her many years of service to the Miami Springs Historical Museum and the Historic Preservation Board.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Miami Springs, Florida to be affixed this 28th day of January, 2013.

Zavier M. Garcia
Mayor

ATTEST:

Magali Valls, CMC
City Clerk

Comprehensive
Annual
Financial
Report
(C.A.F.R.)
for the
Year ending on
September 30, 2012



CERTIFICATE OF RECOGNITION

Presented to

ALFREDA M. FELTON

Upon the occasion of her retirement,
after thirty-five years of dedicated service to
the United States Postal Service
and serving the community since 1986,
for twenty seven years,
at the Miami Springs Post Office

Presented this 28th day of January, 2013.

CITY OF MIAMI SPRINGS, FLORIDA

Zavier M. Garcia
Mayor

ATTEST:

Magali Valls, CMC
City Clerk



Miami Springs Police Department

Memorandum

To: Detective Harry Mayer and Officer Justin Robbins
From: Peter G. Baan, Chief of Police
Subject: Officer of the Month, January 2013
Date: 01/24/2013

On 01/22/2013, Sergeant Claire Gurney drafted a memorandum which recommends that you receive the Officer of the Month Award for January, 2013. The memo describes the details of three residential burglaries and your participation in the capture and arrest of the offenders.

The Miami Springs Police Department Awards Committee has concurred with Sergeant Gurney's recommendation, and I agree. You are invited to attend the regularly-scheduled City Council Meeting on January 28, 2013, at 7:00 p.m., when this award will be publicly presented to you. You are invited to bring with you any family members, friends, or associates to share in this occasion.

I congratulate you for your outstanding performance, and compliment you on your professionalism. Your actions are a positive reflection on the professional reputation of the entire Miami Springs Police Department.

Attachments

cc: City Manager R. Gorland
Captain J. Kahn
Lieutenant R. Walker
Lieutenant S. Carlisle
Lieutenant J. Mulla
Sergeant C. Gurney
CPO
Personnel File
Bulletin Board

Trees in Urban Settings

01/17/2013

Agenda Item No.

City Council Meeting of:

01-28-2013



M

Same tree as cover.

Tree obstructs Roadway & Sidewalk.

Miami Dade County recommends trees be at least 12' over sidewalks and 18' over roadways



The Miami Springs Public Works Department has the obligation to provide safety and quality of life to our residents.

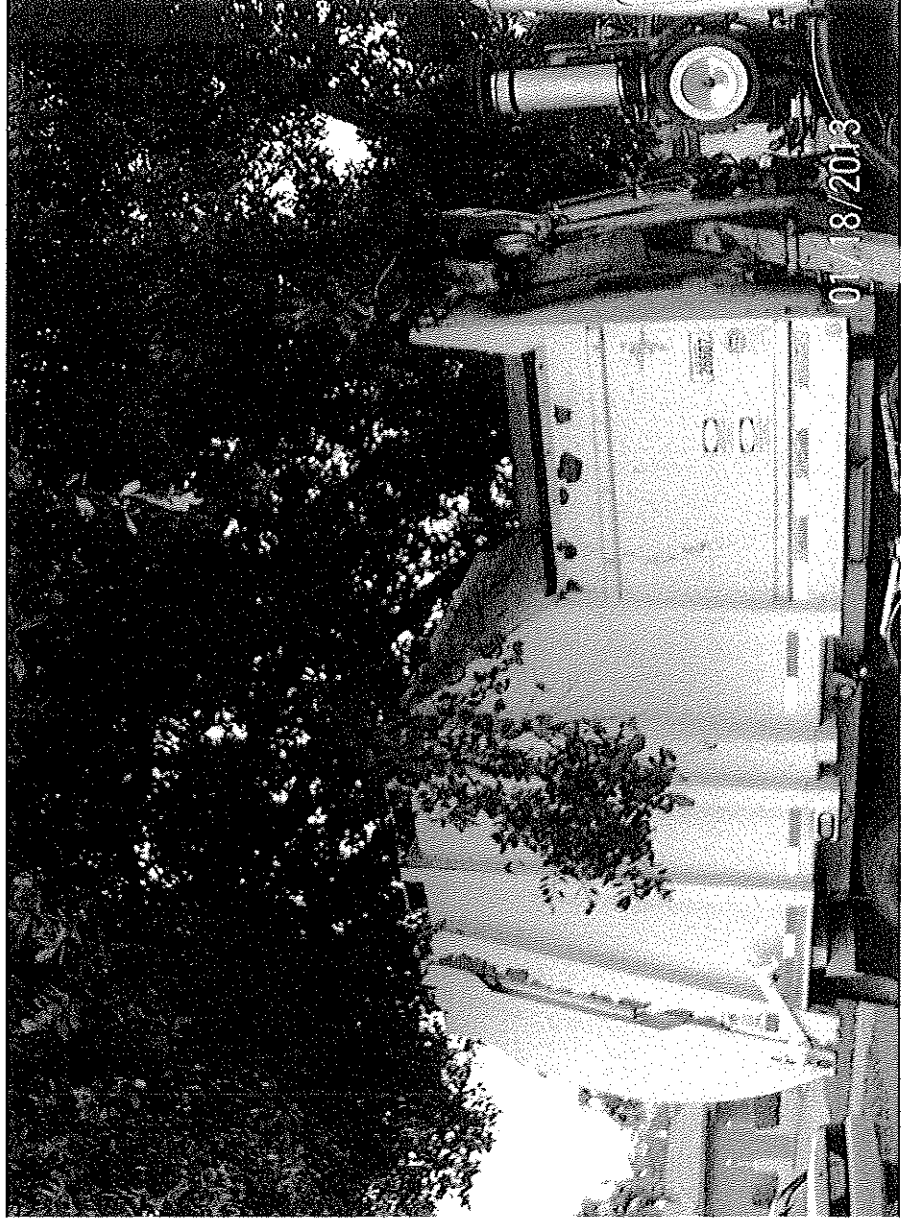


This Oak tree limb is approximately 8' over the driveway. It may be acceptable for the current resident however this is a significant sized limb that would have to be removed should the request ever be made.

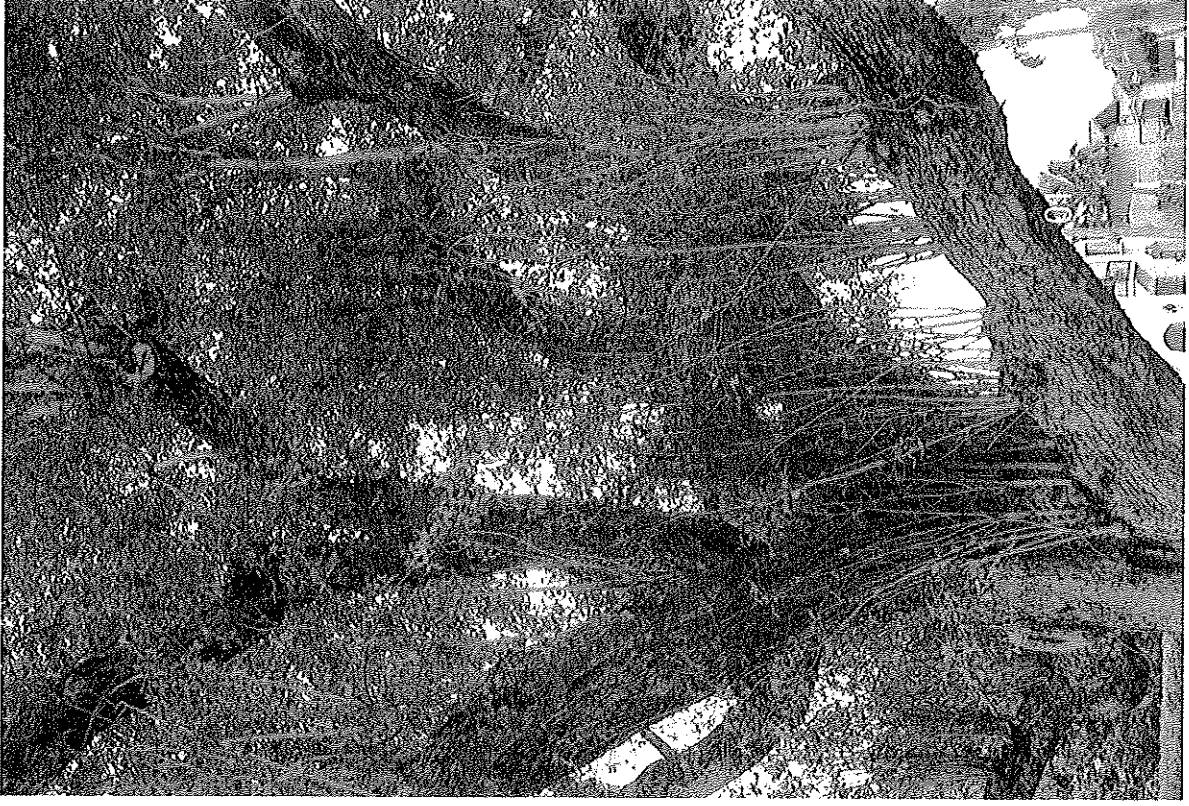


Public Works receives complaints from the Miami Dade Fire Department due to damages to their ladder trucks and hose equipment while responding to calls. Miami Dade County Transit has sustained damages to their buses, we have also witnessed countless delivery trucks that have sustained significant damage to the roofs of their trucks while making deliveries, and we also have residents with RV's and Boats that also travel the City.

OH 11.6'



Water Sprouts, Dead Wood, Crossing Limbs & Low hanging branches are our Number 1 issue since Hurricanes Wilma & Katrina.



Water Sprouts most often are in clusters and when removed
open up large areas within the canopy



Trees produce water sprouts for a number of reasons like Stress of Root Loss or Damage, Loss of Branches due to storms, Topping/Hat racking to name a few.





Pictured here is a large limb that had broken during one of the storms and was never corrected. There are water sprouts above and below this area that now have the potential to cause property damage or personal injury due to the weak structure. By removing this limb and making the tree safe requires pruning cuts that go against the normal protocol for proper trimming.

Water sprouts are not part of the original wood of the tree and are very prone to breakage. They are weak and when left to grow on damaged and decayed wood they will eventually break.

Sprouts and Dying Wood Related to Storm Damage.
Just because the tree is green does not mean its healthy.

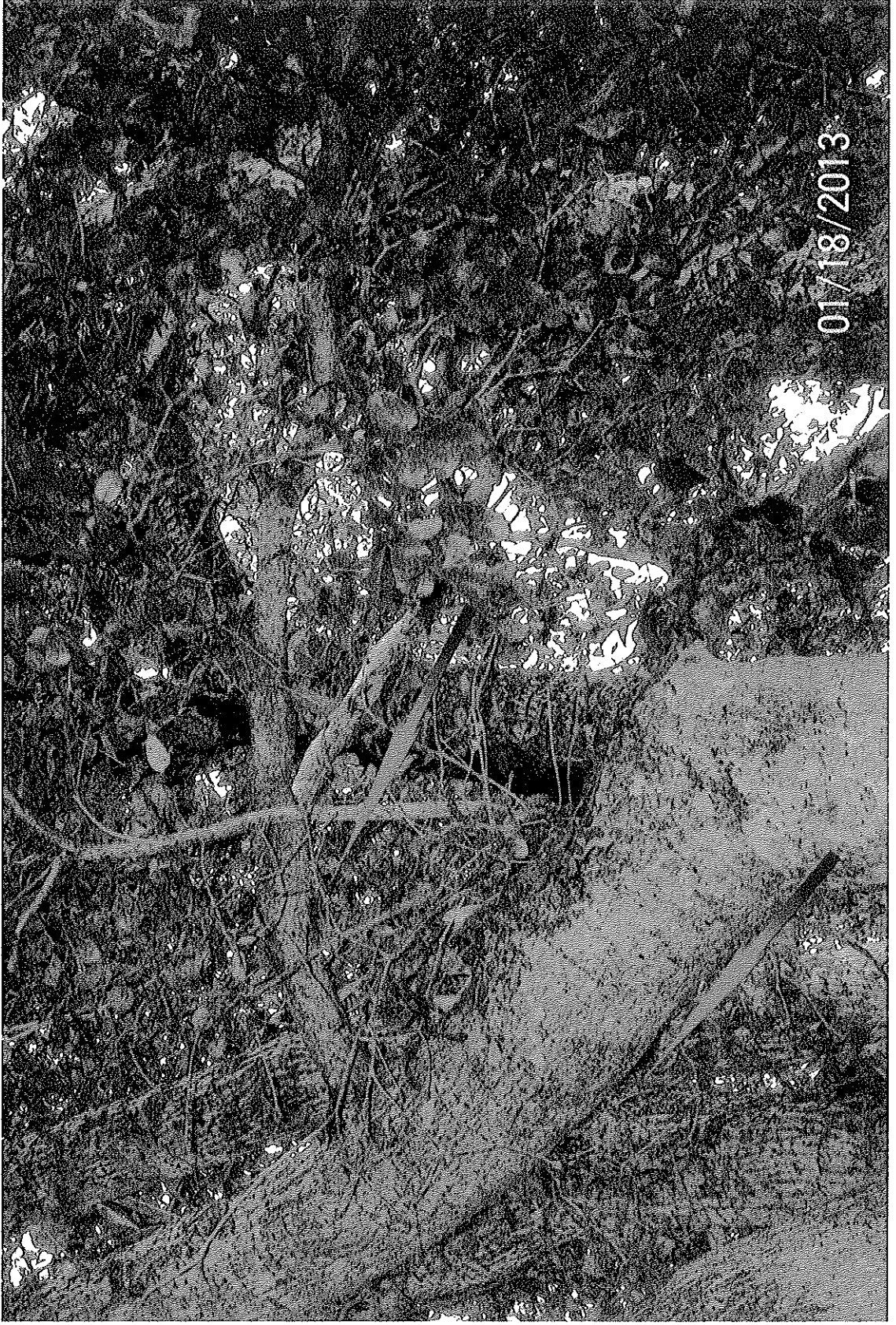


This tree has dead wood and crossed limbs that need to be corrected due to the proximity of the roadway.



Crossing Limbs & Included Bark need to be removed as they create weak points that will eventually fail.
The smaller of the pair should be removed while the tree is young.





Tree on Hammond Drive Struck by Truck



50 Hammond



On this Live Oak tree there is partial road way obstruction, swale area blocked and tree is encroaching side yard and roof

50 Hammond West



Lower limbs growing down ward have to be removed in order to clear this tree that is encroaching over the side yard.

50 Hammond After Trimming



Once we have cleaned up all the excessive vegetation needed to accommodate the resident & roadway it appears as though the tree has been over lifted.

An 8" Diameter Limb rotted from within and had to be removed.



A Florida Power & Light Special.



This Black Olive is considered a hazard to Public Safety.

The top which is not balanced can be snapped in an afternoon storm.

The dense foliage acts as a sail and restricts the wind which can break the limbs apart.

The tree is creating a line of site issue for motorist and is an obstruction to the resident who maintains the swale. Once this tree is trimmed to correct the canopy, lifted for height requirements and thinned for air flow the tree may have to be removed.

Closer view of tree



Excessive water sprouts
are causing the obstruction
Limbs are almost to the ground

Any Canopy tree that is placed under
Power Lines is subjected to Line
Clearance Pruning. FPL provides an
essential service and the trees will
always loose.

Another concern is the obstruction of road signs and pedestrians.



Miami Springs is not the only community that has to maintain the tree canopy to accommodate large vehicles
Main Street Area Miami Lakes



Buildings



Roadways



UNIVERSITY OF FLORIDA
(IFAS) INSTITUTE OF FOOD AND AGRICULTURAL SCIENCES

Choose trees that suit the area. Large trees need a large rooting zone. Tree roots extend 3-5 times the diameter of the canopy. If the planting area is small or the yard is small, choose a tree that naturally stays small. **Avoid planting trees near septic systems, pools, sidewalks, driveways, utility lines and buildings.** Tree trunks and roots expand in girth as they age. Know the mature height and width of the tree, and take this into account when choosing the planting site.

Trees with thick canopy should be thinned. Avoid removing more than 25-30% of the foliage per year. Most trees do not need to be pruned each year. Thin canopy when it becomes thick (hard to see through). Some interior branches should be removed to allow wind to go through the canopy.

Buy good quality trees and trees that are adapted to South Florida. Florida Fancy or Grade #1 are the optimum for quality. These trees have one trunk and need little additional training to form a good quality tree.

Limbs should not be removed unless they are obstructing traffic, pedestrians or are deemed hazardous.



CITY OF MIAMI SPRINGS
Planning & Zoning Department
201 Westward Drive
Miami Springs, FL 33166-5259
Phone: (305) 805-5034
Fax: (305) 805-5036

TO: Honorable Mayor Garcia and Members of the City Council
VIA: Ronald Gorland, City Manager
FROM: James H. Holland, AICP, Planning & Zoning Director
DATE: January 23, 2013
SUBJECT: NEAR-TERM REDEVELOPMENT ACTIVITIES

The following is the outline of my presentation relative to redevelopment activities in the NW 36 Street, Airport-Golf and Downtown Districts:

1. Further revise NW 36 Street District Regulations; create new regulations for Airport-Golf and Downtown. NW 36 Street and Airport Golf expected to be complete May, 2013; Downtown FY 2014.
2. Catalog properties by ownership and land area. Disseminate information to interested parties.
3. Identify potential uses for each property
4. Identify and catalog properties which are on the real estate market. Maintain same
5. Identify properties with the greatest redevelopment potential (i.e., substandard structural condition and functional obsolescence)
6. Assist owners offering properties for sale by providing technical assistance and materials which can be used in their marketing efforts
7. Identify non-monetary incentives, such as expedited permit processing or waiver of fees.



**MIAMI-DADE
COUNTY**

YOUTH COMMISSION
www.mdcyc.org

Cesar Castillo

District 6 Miami-Dade County Youth Commissioner

cesarcastillo@mdcyc.org

district6@mdcyc.org

Cell: (786) 444-5564

12/3/09



DRAFT

City of Miami Springs, Florida

The Miami Springs City Council held a **REGULAR MEETING** in the Council Chambers at City Hall on Monday, January 14, 2013, at 7:00 p.m.

1. Call to Order/Roll Call

The meeting was called to order at 7:02 p.m.

The following were present:

- Mayor Xavier M. Garcia
- Vice Mayor Jennifer Ator
- Councilwoman Grace Bain
- Councilman Bob Best
- Councilman George Lob

Also Present:

- City Manager Ronald K. Gorland
- Assistant City Manager/Finance Director William Alonso
- City Attorney Jan K. Seiden
- Chief of Police Peter G. Baan
- Planning and Zoning Director James H. Holland
- Building & Code Compliance Director H. "Tex" Ziadie
- City Clerk Magalí Valls
- Deputy City Clerk Suzanne S. Hitaffer

2. Invocation: Councilman Best offered the invocation.

Salute to the Flag: Students from Springview Elementary led the audience in the pledge of allegiance to the flag.

Mayor Garcia presented Certificates of Recognition to the students who participated.

3. Awards & Presentations:

3A) Certificate of Sincere Appreciation to Robert F. Whittington on the Occasion of his Retirement from the City's Public Works Department

Mayor Garcia presented a Certificate of Sincere Appreciation to Robert F. Whittington in recognition of 17-1/2 years of dedicated service to the City's Public Works Department.

Mr. Whittington thanked everyone and stated that it was a pleasure working for the City of Miami Springs.

On behalf of the Administration, City Manager Ronald K. Gorland presented Mr. Whittington a commemorative clock for his service from May 24, 1995 to November 30, 2012.

3B) Yard of the Month Award – Albin and Suzanne Medina – 209 Chippewa Street

Mayor Garcia presented the Yard of the Month Award for January 2013 to Albin and Suzanne Medina of 209 Chippewa Street. He noted that the home is adjacent to the Community Center and he enjoys seeing it every day.

Ms. Media thanked the Mayor and Council. She stated that she is proud and enjoys living in Miami Springs.

3C) Presentation of Reimbursement Check to Dr. Paul S. Sudak, M. D., 215 Westward Drive

This item had been pulled by the Administration.

3D) Miami-Dade County Aviation Department's 36th Street Development Plans – Greg Owens, Division Director

Mayor Garcia explained that Mr. Greg Owens would be giving a presentation regarding the Miami-Dade County Aviation Department 36th Street Development Plans. He said that there has been a lot of movement at the airport and he felt that it was important for the residents to be informed as to what is happening in that area.

Greg Owens, Division Director of the Miami-Dade County Aviation Department commented that there has been a tremendous amount of construction at the airport. Approximately \$5.4 billion has been borrowed and of that, \$4.2 billion needs to be paid back. The Aviation Department creates a tremendous economic impact for the entire South Florida region. In Miami-Dade County, the Aviation Department is responsible for 282,000 jobs and one out of every four jobs in Dade County is associated in some way with the Aviation Department. Approximately \$27 billion has been generated in business revenue and they continue to grow.

Mr. Owens explained that the numbers are a result of the economic impact study that was concluded in 2009. He noted that 97% of air traffic comes through Miami-Dade County which means that there is a great amount of activity in the area and that Miami-Dade has the largest assortment of airlines of any other airport in the Country. The Aviation Department currently has 81 airlines servicing Miami International Airport (MIA). The \$5.4 billion that he discussed earlier generated roughly 6,200 jobs and of that generated over \$400 million in wages to the local community.

Mr. Owens stated that passenger growth is an important factor that is measured on an annual basis that tells the Aviation Department where they stand compared to the growth they have experienced over the last year; it also compares the Department with their peers in the industry. In 2011, the Aviation Department had 38 million passengers and this year they topped 39 million, or approximately a 3% growth.

Mr. Owens said that American Airlines is the number one carrier at Miami International Airport and they account for approximately 70% of the traffic at the airport. Despite bankruptcy protection and merger talks, American remains committed to expanding at MIA as one of its most profitable hubs. MIA continues to grow their destinations. MIA added five new carriers in 2012. The Centurion Air Cargo Development is a development of primary concern to the City. It is on the south side of 36th Street and is going to be approximately 500,000 square feet of cargo warehouse and an additional 300,000 square foot hangar which has been refurbished by Aero Term. The project is almost complete and he is anticipating a turnover tomorrow to Centurion from the developer Aero Term.

Mr. Owens explained that LAN Cargo plans to add a new hangar and aircraft parking on more than four and a half acres, scheduled for 2014. These plans will create approximately 150 jobs in the local community. The Florida Department of Transportation (FDOT) is widening N.W. 25th Street to six lanes and constructing an elevated viaduct to improve the lifeline for cargo ground transportation. The final phase of the project began in June and completion is scheduled for 2015. About 10,000 trucks per day transport cargo on 25th Street from MIA to the federal highway system, helping to distribute nearly 70% of all perishable imports to the U.S.

Mr. Owens commented that some Council members took a tour of the Federal Inspection Area in the new north terminal Concourse D. It is a tremendous facility that is 400,000 square feet with 72 passport control officers and six global kiosks. The only challenge that is holding them back is the number of officers that Customs and Border Protection (CBP) can staff. The facility is built to accommodate 3,000 passengers per hour provided all 72 booths are staffed. Congresswoman Ileana Ros-Lehtinen and Congressman Mario Diaz-Balart are partnering with MIA to visit with Secretary Janet Napolitano to see if more officers can be assigned to this terminal.

Mr. Owens stated that the North Terminal has been recognized by the Construction Owners Association of America as its annual Gold Award Winner. It was also a Merit Award winner in Engineering News-Record magazines Best Projects. Concessions in the North and South Terminals are wonderful and there are 80 new concessions in the North Terminal. The connectivity to Downtown has made the city a world class airport. The Miami-Dade Aviation Department, in concert with Miami-Dade Transit, worked closely together to create the Miami Intermodal Center.

Mr. Owens said that travelers now have a direct connection between MIA and all Metrorail stations within thirty minutes, including a trip to Downtown Miami that only takes about fifteen minutes. Capital improvement funds were spent on the North and South terminals. Some of the monies went to the general aviation airports and to the air field. The funds were spent well and were spent on projects that were needed. He showed photos of Central Boulevard as it is going to look when it is completed. Miami-Dade Expressway Authority and the Florida Department of Transportation will be funding the improvements to Central Boulevard in the amount of \$100MM.

Mr. Owens explained that the airport will have an area called "Airport City". Negotiations have been completed to invest anywhere from \$500MM to \$700MM for improvements. A 400 room four-star hotel will be developed between the Central Collection Plaza and the parking garage. There are plans for a shopping plaza that will include a gasoline station, dry cleaners and a pet resort. In addition, there will also be a 150 room limited service hotel on the north side. A redevelopment of a central terminal is lacking which consist of concourses E, F, and G.

Mr. Owens stated that the redevelopment concept would create a new terminal building with adjacent gates for at least three super-jumbo planes and a new midfield concourse with dual taxi-lanes. The County would like to have an eight-story facility which would be primarily retail so visitors can shop at the airport. There currently is no funding for that project but he hopes within time that they will be able to afford the development. To determine other capital needs from 2015 to the year 2050, the County began a Strategic Master Plan Study in 2009. They are currently in the final phases of completing the Master Plan.

Mr. Owens said that the County is looking at projects that will help them continue to maintain the number two spot in international passengers and the number one spot in international aircraft and to allow the County to continue to grow at a 3% to 5% rate. The County is projecting that MIA has adequate capacity in the cargo area to handle all the cargo until 2018. The cargo facilities are projected to reach capacity in the next five to ten years, but the expansions by Centurion and LAN will help offset that projection. In terms of terminal and gate area capacity, MIA is not projected to reach capacity until 2050.

The County currently owns three parcels within the city limits near the Airbus facility, according to Mr. Owens, and they would like to take all three parcels and put them out for a request for proposals (RFP) for development sometime this year. He has been working closely with City Manager Gorland to ensure that the City's vision is captured in the RFP and they want to be sure that whatever is done inside the City is something that the City will approve of.

City Manager Gorland asked if Mr. Owens could tell Council of the plans for the south side of N.W. 36th Street.

Mr. Owens explained that RFP's for development were placed approximately five years ago for the west side on 12th Street. An RFP was also placed for development at Tamiami Airport and included in that was a separate RFP for the development of the three parcels he mentioned earlier in the City's boundaries and a parcel on the south side of 36th Street, west of East Drive. The Department wanted to develop that area so that it is pedestrian friendly with an economical hotel and retail component, but they did not receive any responses, although the vision still exists for redevelopment of that area in order to create more revenue.

Councilman Best recalled that the Aviation Department in the past frowned upon facilities where carriers worked on their equipment, but Mr. Owens indicated that LAN Cargo has sanctioned an area to build a maintenance facility, while other airlines that attempted to do this in the past could not afford the cost. He asked if the position of the Aviation Administration had changed.

Mr. Owens responded that there were maintenance repair operations (MRO's) all along 36th Street, including Commercial Jet, Miami-Tech, etc. There is also a maintenance facility at the entranceway to the Airport and Miami has always been viewed as an aviation town that has been friendly to maintenance facilities. The Department was fortunate to locate an area for the LAN development that could have been lost to Colombia and the position has always been to accommodate the MRO's. As far as pricing, all aviation activities are priced the same at \$1.80 per square foot.

The Mayor thanked Mr. Owens for his presentation.

4. Open Forum:

Grace Loeb of 250 East 2nd Avenue, Hialeah who had signed up to speak was not present.

Letter of Appreciation

Councilman Best read a letter from Val Soler of 26 South Royal Poinciana Boulevard dated December 17, 2012, expressing his appreciation in connection with the prompt, professional assistance rendered by the Staff of the City's Building Department.

Councilman Best felt that the letter was significant due to the fact that Council generally hears complaints.

(Agenda Item 10D was considered at this time)

5. Approval of Council Minutes: (approved with one motion)

5A) 12-10-2012 – Regular Meeting

Minutes of the December 12, 2012 Regular Meeting were approved as amended.

Councilman Best moved to approve the minutes. Councilman Lob seconded the motion which was carried 5-0 on roll call vote.

5B) 12-26-2012 – Special Meeting

Minutes of the December 26, 2012 Special Meeting were approved as written.

Councilman Best moved to approve the minutes. Councilman Lob seconded the motion which was carried 4-0 on roll call vote. Councilwoman Bain did not vote since she was not present at the meeting.

6. Reports from Boards & Commissions:

6A) 11-20-2012 – Education Advisory Board – Minutes

Minutes of the November 20, 2012 Education Advisory Board meeting were received for information without comment.

6B) 12-17-2012 – Revitalization and Redevelopment Ad Hoc Committee – Cancellation Notice

Cancellation Notice of the December 17, 2012 Revitalization and Redevelopment Ad Hoc Committee meeting was received for information without comment.

6C) 12-18-2012 – Education Advisory Board – Cancellation Notice

Cancellation Notice of the December 18, 2012 Education Advisory Board meeting was received for information without comment.

6D) 12-20-2012 – Historic Preservation Board – Cancellation Notice

Cancellation Notice of the December 20, 2012 Historic Preservation Board meeting was received for information without comment.

6E) 12-25-2012 – Ecology Board – Cancellation Notice

Cancellation Notice of the December 25, 2012 Ecology Board meeting was received for information without comment.

6F) 12-27-2012 – Code Review Board – Cancellation Notice

Cancellation Notice of the December 27, 2012 Code Review Board meeting was received for information without comment.

6G) 01-01-2013 – Code Enforcement Board – Cancellation Notice

Cancellation Notice of the January 1, 2013 Code Enforcement Board meeting was received for information without comment.

6H) 01-02-2013 – Architectural Review Board – Cancellation Notice

Cancellation Notice of the January 2, 2013 Architectural Review Board meeting was received for information without comment.

6I) 01-08-2013 – Recreation Commission – Cancellation Notice

Cancellation Notice of the January 8, 2013 Recreation Commission meeting was received for information without comment.

6J) 01-07-2013 – Zoning and Planning Board – Cancellation Notice

Cancellation Notice of the January 7, 2013 Zoning and Planning Board meeting was received for information without comment.

6K) 01-21-2013 – Revitalization and Redevelopment Ad-Hoc Committee – Cancellation Notice

Cancellation Notice of the January 21, 2013 Revitalization and Redevelopment Ad-Hoc Committee meeting was received for information without comment.

6L) 01-07-2013 – Board of Adjustment – Approval of Actions Taken at their Meeting of January 7, 2013, Subject to the 10-day Appeal Period

Actions taken by the Board of Adjustment at their meeting of January 7, 2013 was approved, subject to the 10-day appeal period.

Vice Mayor Ator moved to approve the actions taken by the Board of Adjustment on January 7, 2013. Councilman Lob seconded the motion which was carried 5-0 on roll call vote.

7. Public Hearings:

7A) Second Reading – Ordinance No. 1042-2012 – An Ordinance of the City Council of the City of Miami Springs Amending Code of Ordinance Section 150-034, Installation of Central Air Conditioning and Heating Units, Pool Pumps and Equipment, and Sprinkler Pumps and Equipment; By Providing an Additional Site Location for the Placement of Such Equipment on Newly Constructed Properties and Clarifying That All Approved Locations Are Not to Be Within Required Setback Areas; Repealing All Ordinances or Parts of Ordinances in Conflict; Effective Date (First Reading: 11-19-2012 – Advertised: 01-02-2013)

City Attorney Jan K. Seiden read the ordinance by title.

Attorney Seiden stated that there was one modification that required an additional second reading of the ordinance. Section A was amended to state that *“nothing contained herein shall permit the location of any equipment or screening materials, except the planting of appropriate landscaping materials within the required rear or side yard setback areas of the property.”*

Mayor Garcia opened the public hearing to those persons wishing to speak. There were no speakers, and the public hearing was closed.

Councilman Best moved to adopt the ordinance on second reading. Councilwoman Bain seconded the motion which was carried 4-1 on roll call vote, with Vice Mayor Ator casting the dissenting vote.

8. Consent Agenda: (approved with one motion)

8A) Approval of City Attorney’s Invoice for December 2012 in the Amount of \$10,867.50

There was no discussion regarding this item.

Vice Mayor Ator moved the consent agenda. Councilman Lob seconded the motion, which carried unanimously on roll call vote.

8B) Recommendation that Council Waive the Competitive Bid Process and Approve an Expenditure of \$19,800.00 to Branching Out, Inc., for Completing the Replacement of the 250 Gallon Diesel Tanks, Certifying the Existing 500 Gallon Fuel Tank and Providing All Documentation as Required by Miami-Dade Department of Regulatory & Economic Resources (RER), Pursuant to Section 31.11 (E)(6)(g) of the City Code

City Manager Gorland read the title of the award. He explained that on October 8, 2012, Council approved the Administration's recommendation to hire Atkins for resolution of the DERM complaints regarding the City's violation issues at the Golf Course. The proposal from Branching Out, Inc. is favorable since they are correcting the outside work and the inside tank violations. There is a rush to get the work done quickly since the violations are long standing and Atkins can only buy the City so much time before more punitive and costly penalties are assessed. The total cost is \$19,800.00.

Councilman Lob said that because the funds are being derived from the dedicated fund balance, he would like to know what the fund balance would be after this expenditure.

Assistant City Manager/Finance Director William Alonso stated that he would provide the information on the fund balance at the next meeting as part of the budget report.

Vice Mayor Ator moved the consent agenda. Councilman Lob seconded the motion, which carried unanimously on roll call vote.

9. Old Business:

9A) Appointments to Advisory Boards by the Mayor and Council Members

Councilman Best (Group I) appointed James Caudle to the Recreation Commission for an unexpired term ending on April 30, 2015.

Councilman Best (Group I) appointed Valentine Soler to the Architectural Review Board for an unexpired term ending on October 31, 2014.

9B) Discussion of Alternatives for City Energy Saving Contractual Services

City Manager Ronald K. Gorland stated that information was received from a resident that read an article in the River Cities Gazette and they gave Staff some insight to other alternatives which the Administration is actively pursuing. The alternatives are in line with what Energy Savings Group (ESG) had recommended and there is a process that includes the review of other firms. He informed Council that the Administration would present a final recommendation at one of the upcoming meetings.

10. New Business:

10A) Discussion and Recommendation Regarding the Acceptable Levels of City Debt

City Manager Ronald K. Gorland explained that this item is a result of some questions that were raised at the last Council meeting in regard to debt.

Assistant City Manager/Finance Department William Alonso stated that the question that was raised was about acceptable debt levels and how a City knows that they have too much debt. There are certain ratios that are used by financial institutions, credit rating agencies and other users of the City's financial statements and they have certain thresholds to make this determination.

Mr. Alonso explained that there are two basic ratios, which are long-term debt as a ratio to the assessed value of the City and total debt service payments as a ratio compared to the total operating revenues of the General Fund. He provided charts and explained that the City currently stands at 0.53% in regard to the long-term debt to assessed value ratio, while the accepted level is 10%. The City's ratio for net direct debt service to net operating revenues is 3.84% and the acceptable level is anything below 20%. He said that the City's ratio is very low.

Mr. Alonso explained that the third ratio that is used is debt per capita versus top Miami-Dade Cities, which is shown on the chart that he provided with a list of twenty cities ranging from a low of \$19.00 to a high of \$3,100.00. The City's debt per capita is at \$487.00.

There are two types of debt, according to Mr. Alonso, which are general obligation debt and revenue bonds. The residents must vote on general obligation debt because the debt is paid through a millage assessment that does not affect the operating millage that is capped by state law at 10.000 and the City's millage is 6.995. The City currently has revenue bonds on the Community Center and the Golf Course, which is paid from different revenue streams and paid by the operating millage.

Mr. Alonso clarified that the City Charter only addresses general obligation debt and according to Section 1.04, the City shall not issue ad valorem bonds, the outstanding total amount of which shall obligate the City in excess of 15% of the assessed valuation of real property within the City. The City's assessed valuation in 2012 was \$876MM and that means the City can borrow up to \$131MM in general obligation debt.

Mr. Alonso reiterated that revenue bonds are paid from the operating millage, which is capped at 10% and financial agencies look at how much room there is between the millage rate and the 10% level. He added that cities borrow funds because they can increase the millage rate to pay for the debt.

City Manager Gorland reminded Council that when he came to work for the City there were negative reserves with a combined tax rate of more than 9.000 mills. Through the efforts of the City Council and the Administration, the situation was corrected within four years, increasing the reserves to \$8MM, which have been reduced due to the Community Center construction and Senior Center improvements, while there are no issues with debt. He added that the Administration is conservative and they will continue to make conservative recommendations to Council. The residents can rest easily based on the strength of the City's financials at this time.

10B) Recommendation that Council Authorizes Staff to Reserve a Table of Ten at a Cost of \$1,300.00 for the Miami-Dade County League of Cities 59th Annual Installation Gala to be Held on Saturday, February 9, 2013 at Jungle Island and to also Approve a 1/2 Page, Color ad at a Cost of \$750.00

Mayor Garcia explained that he asked the City Manager to have the City Clerk call the Council members to see if they would be able to attend. He asked Council if they had made a decision.

Councilman Best confirmed that he would attend with his wife.

The Mayor stated that purchasing six tickets would be a lot less than purchasing an entire table and he already spoke with the League to let them know the City's position.

Councilman Lob moved to approve the purchase of six tickets, with no ad. Councilwoman Bain seconded the motion, which carried 5-0 on roll call vote.

10C) Resolution No. 2013-3568 – A Resolution of the City Council of the City of Miami Springs Amending the Schedule of Golf Charges and Fees for the Operation of the Miami Springs Golf and Country Club; Reserving the Right and Authority to Amend or Supplement the Schedule of Charges; Effective Date

City Attorney Jan K. Seiden read the resolution by title.

Vice Mayor Ator moved to adopt Resolution 2013-3568. Councilman Best seconded the motion which was carried unanimously on roll call vote.

10D) Consideration of Request from All Angels Academy to Waive the Fee Associated with the Use of the Miami Springs Recreation Center on March 16, 2013 to Host the Miami-Dade County History Fair

Nery Owens of 332 Payne Drive stated that this item is a request to waive fees for All Angels to hold a historic forum and she has a problem with waving fees for any religious institution, based on the Florida Constitution, Article 1, Section 3 regarding religious freedom. She continued to read the constitutional provision into the record.

Ms. Owens feels that All Angels is doing an outstanding job, but it is the responsibility of the residents, citizens and Council not to use public funds for religious institutions.

Terry Alexander of 6080 N. W. 38th Street, Virginia Gardens, Co-Coordinator for the Miami-Dade County History Fair was present with Guillermo Ramos from Miami-Dade County Public Schools who is also a Co-Coordinator. Ms. Alexander referred to an email that was sent from Miami-Dade County Public Schools, Division of Social Sciences for the request of the waiver of fees.

Mr. Ramos stated that he works for the Curriculum Support and the Department of Social Sciences and this is the first year that Miami-Dade County Public Schools will partner with All Angels Academy for the History Fair.

Mr. Ramos stated that they are requesting that Council approve the waiver of fees for the event scheduled for March 16, 2013 at the Community Center, which is a great location that is centrally located in the County. So far, there are twelve schools participating in the History Fair, which is a growing competition as part of the public school system.

Ms. Alexander clarified that she has been the County Coordinator for the Florida History Fair for the past five years and it has nothing to do with her position at All Angels Academy, which is a separate role.

Mayor Garcia said that he understood Ms. Owens' concern since the original request was submitted to the City on All Angels Academy letterhead. He stated that there are Miami-Dade County Public Schools involved in the event.

Mr. Ramos clarified that there are ten public schools, one charter school and two private schools involved in the competition and Ms. Alexander added that the event is open to all schools.

Ms. Alexander apologized for the confusion and the use of All Angels' letterhead.

Councilman Best asked if this was a religious event and Ms. Alexander explained that she had been the County Coordinator for the History Fair for the last six years and she is employed by All Angels Academy, but the event is separate and apart from her work at All Angels.

Nery Owens referred to the Certificate of Insurance which shows All Angels. She asked to see a Certificate of Insurance from Miami-Dade County Public Schools.

Ms. Alexander stated that they submitted the documents that were requested by the City and she would be glad to supply further documentation from Miami-Dade County Public Schools.

To answer Councilman Best's question regarding the documents in the agenda packet, Ms. Alexander said that she met with Recreation Director Omar Luna who asked for a letter requesting waiver of the fee and a Certificate of Insurance. Since she works at All Angels, she contacted their insurance company, which was her mistake, and she will take care of submitting the appropriate Certificate from Miami-Dade County Public Schools.

City Manager Ronald K. Gorland stated that it would be Council's decision to waive the fee of \$2,300.00, pending the proper insurance documentation being submitted by Miami-Dade County Public Schools.

Councilman Lob moved to waive the \$2,300 fee for Miami-Dade County Public Schools for the use of the Community Center. Councilman Best seconded the motion, which carried 4-0 on roll call vote with Vice Mayor Ator abstaining.

Councilman Lob added that the School Board had done a lot for the City and this is a good gesture on behalf of the City Council to continue the symbiotic relationship.

10E) Discussion Regarding Sign Ordinance Revisions

City Manager Ronald K. Gorland stated that this item was placed on the agenda at the request of Vice Mayor Ator.

Mr. Gorland said that she is asking where the Administration stands on developing a new sign code or making necessary changes to the existing code. He explained that the Administration had been working on the sign code, but it had not been a top priority for the interior commercial areas.

Vice Mayor Ator was disappointed that the Administration had only provided a memorandum. It was suggested that Council hold a general workshop so that they can flush out the sign code, which has been a topic of discussion for eighteen months, including code enforcement in the Downtown area. She has questioned for a long time where the document stands and she has been told that the Administration is working on it. She feels that if a workshop meeting is necessary then that is what should be done.

Councilman Best recalled a lot of discussion with several advisory boards and felt that there is a lot of information available.

Vice Mayor Ator commented that the topic was discussed; she has never seen a document and she expected to receive information showing the existing code and suggestions for amending the code so that it could be reviewed item by item. She added that perhaps a special meeting is necessary in order to move forward.

City Attorney Seiden stated that Council, for the last eight years, had taken a “hands on” approach with code enforcement and dictating policy as to what should and should not be enforced. Clearly, the Downtown area buildings are very inconsistent with the sign code in many respects. This can be seen while walking down Westward Drive and there is certainly a need to be consistent. The question is if there should be a new code or a revision to the code and what Council’s policy will be on enforcement and how rigorous and consistent they want to make it.

Attorney Seiden said that business owners might feel that more signage is better, while others may feel that sign pollution is a problem. For example, the day care has a new innovative sign that cannot be enforced by the current code, while others might have signage inside the window or on the blinds. There are many issues and the sign coverage on a window is probably the least of the concerns. He added that Staff needs direction and there has been no firm Council directive up to this point in regard to the Downtown area, while the sign ordinance also deals with the other districts.

Mayor Garcia commented that there are numerous ordinances in the code that are antiquated and he wished it could be reviewed in its entirety, which would take a long time. The sign code is only one that is being brought to Council’s attention now. He would like Council and Staff to develop a priority list for codes that need to be revised, including the sign code.

City Attorney Seiden reminded Council that he and the Building and Code Compliance Director had developed an extensive report on code enforcement issues almost two years ago, which is almost completed with the exception of commercial vehicles and a few others. In his opinion, they have made good headway, although Council may feel that more changes are needed. He reiterated that the Department needs Council direction as to what they want Staff to do in regard to signage in the Downtown area and the proliferation of signage on the various buildings. The commercial area will take care of itself and can be dealt with by variance.

City Attorney Seiden urged Council to take a walk Downtown and make a list of what they like, what they do not like and how it applies to the code. He said that it would be good to hold a workshop meeting on this topic, but Staff needs to know what Council likes and what they want to enforce.

Mayor Garcia pointed out that there are other codes that need revision and they should be prioritized based on the consensus of Council. He agreed that a workshop meeting is needed and there might be other codes that are more important than the sign code. He would also take recommendations from Staff as to what codes are important and should be reviewed based on priority.

City Manager Gorland responded that the Administration could provide a list for the next meeting.

Councilman Lob would like to have a sample of a sign code for other districts like Miracle Mile in Coral Gables.

City Attorney Seiden commented that Planning and Zoning Director Holland had researched the Village of Pinecrest sign code and he also has a model sign code that is a general code that can be used for comparison. The City's current sign code was not drafted by him or the former City Planner at the time; it was prepared by an outside firm who was tied to the City as a planning consultant more than twenty-five years ago. Council must consider the newer type signage and determine what they want to permit.

Mr. Ziadie stated that he made a Council presentation more than two years ago in regard to maintenance of property in the commercial areas. His presentation included a number of slides, including signs that were in violation. He explained that signs would not be included in the code compliance sweep because almost every business had some type of violation at that time and revising the code was not a high priority since the Department was hiring and training two new Code Compliance officers.

Mr. Ziadie assured Council that the sign code was not forgotten. He has copies available of the City's sign code, the Village of Pinecrest sign code and the model sign code for Council's review. He added that there are two primary revisions to the code that must be dealt with from the original list; one is the sign code and the other is commercial vehicles.

Councilman Best felt it would be reasonable for Council to receive and review the copies of the codes that were offered by Mr. Ziadie.

Vice Mayor Ator suggested setting a date for the Workshop meeting.

Mayor Garcia responded that there might be additional codes to review before setting a workshop date. He would like Council to give direction to Staff on what their priorities are and for Council to wait until the next meeting after receiving input about what codes need to be adjusted.

Councilman Lob commented that the code documents could be sent to Council tomorrow or in the next agenda packet. He added that the sign code is one of two items that Staff is still working on and it should be quite high on the priority list.

Council directed the Administration to prepare a priority list of code revisions to be discussed at the next meeting.

11. Other Business:

None.

12. Reports & Recommendations:

12A) City Attorney

None.

12B) City Manager

Dog Park Etiquette

City Manager Gorland reported that on Saturday, February 2nd from 10:00 a.m. to 2:00 p.m. there will be a Dog Park Etiquette Program at the park that will focus on why un-neutered male dogs are not allowed in the park. The Police have been called a number of times in regard to issues. The ordinance is very clear and anyone who does not understand it should talk to the experts at the Dog Park.

“Taste of the Springs”

City Manager Gorland announced that “Taste of the Springs” would be held on Sunday, February 10th from 1:00 to 8:00 p.m. at the Miami Springs Optimist Club, 1101 Wren Avenue.

Daddy/Daughter Date Night

City Manager Gorland said that the annual Daddy/Daughter Date Night would take place on Saturday, February 16th. He has attended the event for the last eight years and highly recommends it to anyone who has a daughter. The tickets are almost sold out and anyone interested should purchase tickets at the Community Center.

Pelican Playhouse

City Manager Gorland announced that the Pelican Playhouse dinner and interactive murder mystery would take place on Saturday, February 23rd.

12C) City Council

Bob’s Landscaping

Vice Mayor Ator congratulated Councilman Best for opening a new business in Miami Springs by taking over Bob’s Landscaping. She knows he will do a great job since he is quite the salesman.

All Angels Movie Night

Vice Mayor Ator announced that All Angels Movie Night was moved to Friday, January 25th because of the holiday weekend and it will include a food truck rally.

All Angels Silver Ball

Vice Mayor Ator noted that the All Angels Silver Ball has a Paris theme and it would be held at the Country Club on Saturday, February 9th, which is the same date as the Miami-Dade County League of Cities event.

Bible Reading

Vice Mayor Ator announced that All Angels has a program called "Read the Bible in a Year" at 7:00 a.m. Monday through Saturday people meet at the church to read a few chapters, it is a very peaceful time and she encourages anyone who is interested to attend.

I. Ros-Lehtinen Open House

Vice Mayor Ator mentioned that she saw many City officials at Ileana Ros-Lehtinen's Open House last week and she wore her City of Miami Springs shirt. Congresswoman Ros-Lehtinen loved the shirt and would like to have one. She plans to talk to the City Manager about it.

Happy New Year

Vice Mayor Ator wished everyone a Happy New Year.

Happy New Year

Councilwoman Bain wished everyone a Happy New Year.

Little League

Councilwoman Bain reported that Little League is conducting their registration for children that are interested in joining.

Dance Competition

Councilwoman Bain congratulated her daughter on her first dance competition and winning six first place awards and two second place awards.

Public Works

Councilwoman Bain stated that the City looks great. She gave kudos to Public Works for putting up and taking down the Christmas decorations.

Walking at Night

Councilwoman Bain said that people walking at night should not wear black as those who do not use the sidewalk cannot be seen in the street. She urged people to wear a light color or carry a light so that they can be seen in the dark.

City Manager Gorland added that he almost hit a runner on Curtiss Parkway who was wearing all black and the Mayor said that a similar thing happened to him on North Royal Poinciana Boulevard.

Raydel Landscaping

Councilman Best has received a lot of input about the City's new landscaping contractor Raydel Landscaping. Curtiss Parkway looks the best it has since the flowers were planted years ago. The company has four or five crews working all over the City and hiring them was a good decision up to now.

Father Carney

Councilman Best said that Father Joe Carney of Blessed Trinity Church was an icon in the community for many years and he will be sorely missed.

Happy New Year

Councilman Lob wished everyone Happy New Year.

Raydel Landscaping

Councilman Lob concurred with Councilman Best regarding his comments about Raydel Landscaping.

Optimist Club BBQ

Councilman Lob reported that the Optimist Club BBQ cook-off that is normally held in January was moved up to March this year.

Miami Springs Senior High

Councilwoman Bain congratulated Miami Springs Senior High School for being recognized as an "A" school.

River Cities Gazette

Mayor Garcia thanked Tom Curtis and the River Cities Gazette for providing a beneficial public service. A resident read an article and contacted the City about something that is beneficial to the City and offered suggestions for improvement on an item that Council was considering.

Congratulations

Mayor Garcia congratulated Miami Springs Senior High School for receiving an "A" grade.

Congratulations

Mayor Garcia congratulated Councilman Best on his new business.

13. Adjourn.

There being no further business to be discussed the meeting was adjourned at 8:44 p.m.

Zavier M. Garcia
Mayor

ATTEST:

Magalí Valls, CMC
City Clerk

Approved as _____ during meeting of:

Transcription assistance provided by Suzanne S. Hitaffer and Elora R. Sakal.

Words ~~stricken through~~ have been deleted. Underscored words represent changes. All other words remain unchanged.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME ATOR JENNIFER JEAN	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE City of Miami Springs
MAILING ADDRESS 901 FALCON AVE	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY Miami Springs Miami-Dade	NAME OF POLITICAL SUBDIVISION: City Council
DATE ON WHICH VOTE OCCURRED JAN. 14, 2013	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

AGENDA ITEM 10D

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Jennifer Ator, hereby disclose that on January 14, 2013.

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I am chair of the Board of Trustees for All Angels Episcopal School and ~~there~~ since there ~~is~~ could be a perception of a conflict, I am abstaining from this vote. The vote was to waive the fee associated with the use of the Recreation center for the 2012-2013 Miami-Dade County History Fair, which is chaired by Terry Alexander, the dean of students at All Angels Academy.

Date Filed 1/14/13

Signature Jennifer Ator

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

AGENDA ITEM 10D

**CITY OF MIAMI SPRINGS GENERAL EMPLOYEES'
RETIREMENT SYSTEM
MINUTES OF THE MEETING HELD
OCTOBER 17, 2012 – SPECIAL MEETING**

The special meeting of the Board of Trustees of the City of Miami Springs General Employees' Retirement System was called to order at 10:03AM by Tom Cummings in the Commission Chambers at the City of Miami Springs City Hall at 201 Westward Drive, Miami Springs, Florida.

TRUSTEES PRESENT

Tom Cummings, Chair
Sherryl Bowein, Secretary
Francisco Arguelles, Trustee
Robert Whittington, Trustee
Ronald K. Gorland, Trustee

OTHERS PRESENT

Audrey Ross, Pension Resource Centers (PRC)
Brendon Vavrica, Thistle Asset Consulting
Stan Moss, Polen Capital
Damon Ficklin, Polen Capital
Chris Greco, Sawgrass Asset Management
Marty LaPrade, Sawgrass Asset Management
Peter Albanese, Robeco
Bob Maurer, Robeco

INVESTMENT MANAGER PRESENTATIONS (LARGE CAP GROWTH)

• **Polen Capital Management – Presented By: Stand Moss & Damon Ficklin**

Mr. Moss introduced himself and Mr. Ficklin to the board and commented that they are both in their 10th year with the Firm, and they both also have ownership in the Firm as well. Mr. Moss updated the board on a recent loss to the Firm; the founder Mr. Polen recently passed away but there were no changes to the portfolio or the investment teams. Polen Capital has \$4.5B in assets and they never own more than 100 securities at one time. Also, Polen Capital is 100% employee owned and have a lot of clients based in Florida.

Mr. Moss explained that Polen's mission is to outperform the benchmarks and most other managers while taking less risk.

Mr. Ficklin reviewed the funds historic returns and stated that for the one year they are up 9.48%, and since inception they are up 14.18% which makes them number one in their peer group for large cap. Mr. Ficklin explained that Polen outperforms during up markets as well as down markets. He reviewed the investment process Polen uses and stated that they start their stock selection with 1000 different stocks. They continue to narrow them down the stock holdings by using their process, and once the process is completed then they will end up with just 20 stocks that will be placed in the portfolio. He continued to explain that by holding just 20 stocks in the portfolio compared to hundreds, it keeps their risk low. Mr. Ficklin then reported on the firms sell discipline and gave some examples as to why they would need to sell off a stock or company that is in the portfolio. They have a 5 step process they would have to abide by before they would sell off a stock. Polen Capital's annual turnover is less than 25% and their average holding period is about 4 years.

Lastly Mr. Moss reviewed some of the portfolio characteristics and commented that this portfolio is the same portfolio that the employees of Polen Capital are invested in as

well. Also the fee for their services would be 60 basis points, which is a break from their standard fee of 75 basis points.

Mr. Moss then opened the floor up for questions. The Trustees asked more questions regarding Mr. Polen and his role in the firm leading up to his death. Mr. Moss stated that Mr. Polen was not involved in the day to day operations for quite sometime now and was out of the portfolio management for over 5 years now. Also he commented that Polen has taken in \$2M in assets since Mr. Polen's passing, and they have never lost a client either.

- **Sawgrass Asset Management – Presented By: Chris Greco & Marty LaPrade**

Mr. Greco introduced himself and Mr. LaPrade. He stated that Mr. LaPrade is the founder of the firm which is 100% employee owned. Sawgrass has \$3B in assets and they invested in 20 states. He reviewed the portfolio team members and stated that most of them have worked together for 15 plus years, which the most recently employee hired 15 years ago as well.

Mr. LaPrade explained to the board why their product would add value to their portfolio. This product provides the fund with equity growth exposure and their historical outperforms reflects that. He reviewed their investment process and explained that they want to find companies that have their earnings growth revised in a positive direction. Mr. LaPrade stated that they invest in companies that are strong and have high quality earnings and clean balance sheets. He reviewed the portfolios historic performance and returns. He explained that out of the last 7 up markets they have outperformed in 5 of them, and during the down periods Sawgrass did not go down as much as the markets did. Mr. LaPrade reported that that this product is less volatile then 90% of their peers and their turnover ranges from 50-80%. They keep between 40-50 stocks in their portfolio and their fee is 60 basis points on assets managed. Mr. LaPrade turned it over to the board for any questions.

- **Robeco – Presented By: Peter Albanese & Bob Maurer**

Mr. Maurer introduced themselves. He commented that he has been with the firm for 14 years. Robeco was founded in 1970 and they currently have \$25.1B in assets under management. The product that they are here to report on today has \$1B in assets. Mr. Maurer reviewed their client list and stated that they have a lot of exposure in the public funds sector.

Mr. Albanese explained that Robeco outperforms the benchmark 54% of the time during down markets, and outperforms for almost all time periods during the up markets. He reviewed the things that make their firm better then others such as their investment team, process, risk management, and results. Mr. Albanese continued to review their investment process and stated that they are sector neutral and are quantitative style manager. For the 2012 year to date they are ahead at 17.80% versus 16.80%, and since inception they are negative but ahead of the benchmark at -.33% versus -.55%. Last Mr. Albanese reported that their fee for this product is 50 basis points for a separate managed fund, but if they go into the commingled fund then the fee is only 45 basis points.

Board Discussion:

The board discussed and reviewed the presentations that they saw today. They also compared each firm's historical returns that were provided by the Plan's Consultant. Mr.

Vavrica reminded the Trustees that they are looking for a manger to compliment ICC Capital and not to replace them completely. The Trustees commented that Polen Capital seems to be a very conservative investment manager, which would compliment ICC Capital since they are so volatile. They also discussed Sawgrass's presentation in which they also liked, and noted that they were uneasy with Reboco because their investments philosophy and style was completely different form the other managers.

Mr. Vavrica reminded the board that they are looking to take about 25% from ICC's domestic equity to fund another large cap manager.

MOTION: Mr. Gorland made a motion to hire Polen Capital and to authorize the transfer of 25% of the from ICC Capital's domestic equity account to the new Polen Capital account.

SECOND: Mr. Arguelles seconded the motion.

CARRIED: The motion carried 5-0.

The Trustees noted that they are still waiting for after the elections to make a decision as to whether or not they want to invest in International or not.

INVESTMENT CONSULTANT REPORT: THISTLE ASSET CONSULTING (BRENDON VAVRICA)

Mr. Vavrica wanted to review the Real Estate asset class with the board. He explained that this type of real estate is not residential, but rather commercial. Real estate adds diversification to the portfolio and income for the fund. Mr. Vavrica stated that dividends would be paid out from real estate and the plan would not reinvest it, but rather they would keep the quarterly disbursements which would help out the plans cash flow for benefit and account payable payments. He explained that real estate was very expensive in 2007, but since then it has gone down and now is a great time to buy in. If the board did consider too move into the real estate asset class then he would recommend allocating 10% to it from the ICC Capital's fixed income portfolio. Mr. Vavrica explained that the plan now has enough funds to start diversifying more of their portfolio, but they wouldn't want to diversify to another fixed income manager at this time because fixed income is having a hard time staying afloat right now. The Trustees agreed that it would be interesting to learn move about this asset class and instructed Mr. Vavrica to schedule a special meeting towards the end of November. The Trustees reviewed the different managers that were listed in Thistle's real estate manager search and commented that they would like to hear from the first 3 listed (Cornerstone, American Realty & Intercontinental).

OTHER BUSINESS

N/A

NEXT MEETING DATE

Thursday November 1, 2012 @ 8:30 AM

ADJOURN

There being no further business, a motion was made to adjourn the special meeting at 11:58AM.

Respectfully submitted,

Sherryl B. Bowein, Secretary

**City of Miami Springs Police and Firefighters'
Retirement System
Minutes of the Meeting Held
OCTOBER 17, 2012 – SPECIAL MEETING**

The special meeting of the Board of Trustees of the City of Miami Springs Police and Firefighters' Retirement System was called to order at 10:03AM by Chairman Peter Baan in the Commission Chambers at the City of Miami Springs City Hall at 201 Westward Drive, Miami Springs, Florida.

TRUSTEES PRESENT

Peter Baan, Chair
Oscar Garcia, Secretary
Gene Duffy, Trustee
Jimmy Deal, Trustee
Jonathan Kahn, Trustee

OTHERS PRESENT

Audrey Ross, Pension Resource Centers (PRC)
Brendon Vavrica, Thistle Asset Consulting
Stan Moss, Polen Capital
Damon Ficklin, Polen Capital
Chris Greco, Sawgrass Asset Management
Marty LaPrade, Sawgrass Asset Management
Peter Albanese, Robeco
Bob Maurer, Robeco

INVESTMENT MANAGER PRESENTATIONS (LARGE CAP GROWTH)

• **Polen Capital Management – Presented By: Stand Moss & Damon Ficklin**

Mr. Moss introduced himself and Mr. Ficklin to the board and commented that they are both in their 10th year with the Firm, and they both also have ownership in the Firm as well. Mr. Moss updated the board on a recent loss to the Firm; the founder Mr. Polen recently passed away but there were no changes to the portfolio or the investment teams. Polen Capital has \$4.5B in assets and they never own more than 100 securities at one time. Also, Polen Capital is 100% employee owned and have a lot of clients based in Florida.

Mr. Moss explained that Polen's mission is to outperform the benchmarks and most other managers while taking less risk.

Mr. Ficklin reviewed the funds historic returns and stated that for the one year they are up 9.48%, and since inception they are up 14.18% which makes them number one in their peer group for large cap. Mr. Ficklin explained that Polen outperforms during up markets as well as down markets. He reviewed the investment process Polen uses and stated that they start their stock selection with 1000 different stocks. They continue to narrow them down the stock holdings by using their process, and once the process is completed then they will end up with just 20 stocks that will be placed in the portfolio. He continued to explain that by holding just 20 stocks in the portfolio compared to hundreds, it keeps their risk low. Mr. Ficklin then reported on the firms sell discipline and gave some examples as to why they would need to sell off a stock or company that is in the portfolio. They have a 5 step process they would have to abide by before they would sell off a stock. Polen Capital's annual turnover is less than 25% and their average holding period is about 4 years.

Lastly Mr. Moss reviewed some of the portfolio characteristics and commented that this portfolio is the same portfolio that the employees of Polen Capital are invested in as well. Also the fee for their services would be 60 basis points, which is a break from their standard fee of 75 basis points.

Mr. Moss then opened the floor up for questions. The Trustees asked more questions regarding Mr. Polen and his role in the firm leading up to his death. Mr. Moss stated that Mr. Polen was not involved in the day to day operations for quite sometime now and was out of the portfolio management for over 5 years now. Also he commented that Polen has taken in \$2M in assets since Mr. Polen's passing, and they have never lost a client either.

- **Sawgrass Asset Management – Presented By: Chris Greco & Marty LaPrade**

Mr. Greco introduced himself and Mr. LaPrade. He stated that Mr. LaPrade is the founder of the firm which is 100% employee owned. Sawgrass has \$3B in assets and they invested in 20 states. He reviewed the portfolio team members and stated that most of them have worked together for 15 plus years, which the most recently employee hired 15 years ago as well.

Mr. LaPrade explained to the board why their product would add value to their portfolio. This product provides the fund with equity growth exposure and their historical outperforms reflects that. He reviewed their investment process and explained that they want to find companies that have their earnings growth revised in a positive direction. Mr. LaPrade stated that they invest in companies that are strong and have high quality earnings and clean balance sheets. He reviewed the portfolios historic performance and returns. He explained that out of the last 7 up markets they have outperformed in 5 of them, and during the down periods Sawgrass did not go down as much as the markets did. Mr. LaPrade reported that that this product is less volatile then 90% of their peers and their turnover ranges from 50-80%. They keep between 40-50 stocks in their portfolio and their fee is 60 basis points on assets managed. Mr. LaPrade turned it over to the board for any questions.

- **Robeco – Presented By: Peter Albanese & Bob Maurer**

Mr. Maurer introduced themselves. He commented that he has been with the firm for 14 years. Robeco was founded in 1970 and they currently have \$25.1B in assets under management. The product that they are here to report on today has \$1B in assets. Mr. Maurer reviewed their client list and stated that they have a lot of exposure in the public funds sector.

Mr. Albanese explained that Robeco outperforms the benchmark 54% of the time during down markets, and outperforms for almost all time periods during the up markets. He reviewed the things that make their firm better then others such as their investment team, process, risk management, and results. Mr. Albanese continued to review their investment process and stated that they are sector neutral and are quantitative style manager. For the 2012 year to date they are ahead at 17.80% versus 16.80%, and since inception they are negative but ahead of the benchmark at -.33% versus -.55%. Last Mr. Albanese reported that their fee for this product is 50 basis points for a separate managed fund, but if they go into the commingled fund then the fee is only 45 basis points.

Board Discussion:

The board discussed and reviewed the presentations that they saw today. They also compared each firm's historical returns that were provided by the Plan's Consultant. Mr. Vavrica reminded the Trustees that they are looking for a manger to compliment ICC Capital and not to replace them completely. The Trustees commented that Polen Capital seems to be a very conservative investment manager, which would compliment ICC Capital since they are so volatile. They also discussed Sawgrass's presentation in which they also liked, and noted that they were uneasy with Reboco because their investments philosophy and style was completely different form the other managers.

Mr. Vavrica reminded the board that they are looking to take about 25% from ICC's domestic equity to fund another large cap manager.

MOTION: Mr. Deal made a motion to hire Polen Capital and to authorize the transfer of 25% of the from ICC Capital's domestic equity account to the new Polen Capital account.

SECOND: Mr. Kahn seconded the motion.

CARRIED: The motion carried 5-0.

The Trustees noted that they are still waiting for after the elections to make a decision as to whether or not they want to invest in International or not.

INVESTMENT CONSULTANT REPORT: THISTLE ASSET CONSULTING (BRENDON VAVRICA)

Mr. Vavrica wanted to review the Real Estate asset class with the board. He explained that this type of real estate is not residential, but rather commercial. Real estate adds diversification to the portfolio and income for the fund. Mr. Vavrica stated that dividends would be paid out from real estate and the plan would not reinvest it, but rather they would keep the quarterly disbursements which would help out the plans cash flow for benefit and account payable payments. He explained that real estate was very expensive in 2007, but since then it has gone down and now is a great time to buy in. If the board did consider too move into the real estate asset class then he would recommend allocating 10% to it from the ICC Capital's fixed income portfolio. Mr. Vavrica explained that the plan now has enough funds to start diversifying more of their portfolio, but they wouldn't want to diversify to another fixed income manager at this time because fixed income is having a hard time staying afloat right now. The Trustees agreed that it would be interesting to learn move about this asset class and instructed Mr. Vavrica to schedule a special meeting towards the end of November. The Trustees reviewed the different managers that were listed in Thistle's real estate manager search and commented that they would like to hear from the first 3 listed (Cornerstone, American Realty & Intercontinental).

OTHER BUSINESS

N/A

NEXT MEETING DATE

Thursday November 1, 2012 @ 8:30 AM

ADJOURN

There being no further business, a motion was made to adjourn the meeting at 11:58 AM.

Respectfully submitted,

Oscar Garcia, Secretary

**CITY OF MIAMI SPRINGS GENERAL EMPLOYEES'
RETIREMENT SYSTEM
MINUTES OF THE MEETING HELD
NOVEMBER 1, 2012**

The regular meeting of the Board of Trustees of the City of Miami Springs General Employees' Retirement System was called to order at 8:42AM by Tom Cummings in the Commission Chambers at the City of Miami Springs City Hall at 201 Westward Drive, Miami Springs, Florida.

TRUSTEES PRESENT

Tom Cummings, Chair
Sherryl Bowein, Secretary
Robert Whittington, Trustee
Francisco Arguelles, Trustee

OTHERS PRESENT

Audrey Ross, Pension Resource Centers (PRC)
Steve Cypen, Cypen & Cypen
Grant McMurry, ICC Capital
Brendon Vavrica, Thistle Asset Consulting
Moira Ramos, City of Miami Springs-Finance Dept.
William Alonso, City of Miami Springs-Finance Dir.

INVESTMENT MANAGER REPORT: ICC CAPITAL MANAGEMENT (GRANT MCMURRY)

Mr. McMurry discussed the current market environment and commented that it is not rebounding as fast as everyone had thought it would, and rates continue to remain low. For the quarter ending September 30, 2012 the total fund net of fees outperformed the benchmark at 5.01% versus 4.73%, but for the fiscal year they were behind at 19.31% versus the benchmark at 21.35%. There is a total of \$14,731,247 in assets as of September 30, 2012, which is up from \$13,950,649 as of June 30, 2012. Mr. McMurry noted that for the month of October they were up about 60 basis points.

Mr. McMurry discussed some changes that might occur within his Company. He explained that another firm named Munder, based out of California is looking to inquire ICC Capital. Munder handles mutual fund accounts as well as other small products such as small and mid cap, and international. Mr. McMurry stated that they just began the process with Munder and nothing is final as of yet, although it might be by the end of the year. Mr. McMurry explained that the same ICC investment and client service teams, and staff members will more than likely remain the same if Munder does buy out the firm. He also noted that he and Bart McMurry (the portfolio manager for this fund) will still remain with ICC for a couple of years after the transition because of their contacts. Mr. McMurry commented that he is looking forward to this opportunity to expand ICC Capital and that he will update Thistle Assets and the Trustees as more information becomes available.

INVESTMENT CONSULTANT REPORT: THISTLE ASSET CONSULTING (BRENDON VAVRICA)

Mr. Vavrica stated that ICC Capital's announcement with Munder is all new to them as well, because this is the first time they were hearing of this transition as well. He noted that as long as ICC's current teams remain in place, then they will still continue to feel comfortable with ICC. Mr. Vavrica commented that they can talk more about this as a Board when the transition actually happens and more details are available.

Mr. Vavrica reviewed the report for the quarter ending September 30, 2012. The total fund net of fees outperformed at 5.01% versus the benchmark at 4.49% for the quarter. For the fiscal year the total fund was behind the benchmark at 19.24% versus 20.11%,

but they still had a great fiscal year and beat their assumed rate of return. He reviewed the risk versus reward chart and commented that the fund has strong equities and fixed income, but there is still more room to take more risk and get more returns from it. Mr. Vavrica noted that he does not have a recommendation to rebalance at this time.

Mr. Vavrica explained that he had the revised Investment Policy Guidelines with him today to be approved and executed by the board. He reviewed the revisions of the policy such as changing the benchmark and adding in a line for their new manager Polen Capital to sign. The board reviewed the revisions.

MOTION: Ms. Bowein made a motion to approve and authorize the execution of the revised Investment Policy Guidelines as presented by the Plans Investment Consultant.

SECOND: Mr. Whittington seconded the motion.

CARRIED: The motion carried 4-0.

Lastly Mr. Vavrica explained that at the last special meeting in October the board hired Polen Capital. After the meeting Mr. Vavrica stated that he was able to negotiate their fees down from 60 basis points to 55 basis points. He noted the Mr. Cypen's office is currently working on Polen's contract with the board and will have it completed soon. Along with the contract will be a copy of the revised Investment Policy Guidelines as well.

MINUTES

The board reviewed the minutes of the August 15, 2012 regular meeting.

MOTION: Ms. Bowein made a motion to approve the minutes of the August 15, 2012 regular meeting as amended.

SECOND: Mr. Arguelles seconded the motion.

CARRIED: The motion carried 4-0.

DISBURSEMENTS APPROVAL

Ratification of warrants processed since the August 15, 2012 meeting:

Warrant #	Payee	Amount	Invoice Date
316	Resource Centers, LLC (Inv #11983 - August 2012 Admin Fee)	\$1,350.00	7/31/12
	Evergreen Insurance Agency (Inv #5246) Fiduciary Liability Insurance Renewal - 8/22/12 to 8/22/13	\$5,356.54	8/3/12
	Cypen & Cypen (Invoice # 6357 - August 2012 Legal Fee)	\$1,250.00	8/1/12
317	Mutual of Omaha (Inv# 000257480761 - September 2012 Life Insurance Fee)	\$147.84	8/16/12
	Gabriel Roeder Smith & Company - Invoice #119312 (Final charges to date for 9/30/11 Valuation Report)	\$7,591.00	8/13/12
318	Mutual of Omaha (Inv# 000259714341 - October 2012 Life Insurance Fee)	\$135.30	9/14/12

	Holland & Knight LLP - Invoice #2819197 for professional services rendered through August 15, 2012 (Pension Plan Compliance Review - IRS Determination Letter).	\$50.00	8/31/12
	Resource Centers, LLC (Inv #12036 - September 2012 Admin Fee)	\$1,550.00	8/31/12
	Cypen & Cypen (Invoice #6387 - September 2012 Legal Fee)	\$1,250.00	9/5/12
319	Gabriel Roeder Smith & Company - Invoice #119740 (For Services Rendered Through 9/30/2012: Benefit Calculation for Blanco = \$300; Calculation of Contribution Refund Payment for Nash = \$950 & Charges to date for 10/1/2012 Actuarial Valuation Report = \$626)	\$1,876.00	10/4/12
	Holland & Knight LLP - Invoice #2828385 for professional services rendered through September 15, 2012 (Pension Plan Compliance Review - IRS Determination Letter).	\$75.00	9/27/12
	ICC Capital Management, Inc. (Invoice #57532650: 10/1/2012 - 12/31/2012 Quarterly Management Fee)	\$18,410.28	10/3/12
	Resource Centers, LLC (Inv #12095 - October 2012 Admin Fee)	\$1,567.32	9/28/12
	Cypen & Cypen (Invoice # 6414 - October 2012 Legal Fee)	\$1,250.00	10/1/12

MOTION: Mr. Whittington made a motion to approve Warrants 316 through 319.

SECOND: Ms. Bowein seconded the motion.

CARRIED: The motion carried 4-0.

BENEFIT APPROVALS:

- **Applications for Retirement:**
 - * Carlos Blanco (normal)

MOTION: Mr. Whittington made a motion to approve the application for a normal retirement for Carlos Blanco.

SECOND: Ms. Bowein seconded the motion.

CARRIED: The motion carried 4-0.

OLD BUSINESS

Ms. Ross noted that after the last meeting per the board directions, Ms. Bieler from Mr. Cypens office drafted the change to the DROP accounts and they were suppose to be presented to City Council. The revised document adds in a fixed rate of return option on the DROP accounts. It was noted that the document was not presented to the City Council yet, but they will make sure that it gets put on an upcoming agenda.

NEW BUSINESS

Ms. Ross stated that she received a letter from Steve Palmquist with GRS. He will be retiring effective 12/31/2012, but his staff will remain in place and there will be no changes. The board noted that Mr. Palmquist has been basically working with this fund since it was created, and they commended him on his great work and wished him luck in his retirement.

REPORTS

•Administrator: PRC (Audrey Ross)

- Ms. Ross presented the board with the revised agreement between the board and PRC for execution. She noted that the revised agreement reflects a new monthly retainer fee of \$1,550 effective September 1, 2012.
- Ms. Ross presented the board with the list of the 2013 meeting dates.

•Attorney

- Mr. Cypen reviewed the memo regarding Salem Trust's class action processing. Salem has never charged for this service in the past, but going forward they are trying to implement a service charge of 20% on all class action recoveries. Mr. Cypen explained that his office along with other pension Attorney's were concerned with this issue and therefore reached out to Salem Trust. Due to the overwhelming responses Salem Trust had received from the letter, they have already sent out another letter stating to disregard to the first letter and business as usual. Mr. Cypen noted that no action is needed at this time.

NEXT MEETING DATE

Thursday February 7, 2013 @ 8:30 AM

ADJOURN

There being no further business, a motion was made to adjourn the meeting at 9:29AM.

Respectfully submitted,

Sherryl B. Bovein, Secretary

**City of Miami Springs Police and Firefighters'
Retirement System
Minutes of the Meeting Held
NOVEMBER 1, 2012**

The regular meeting of the Board of Trustees of the City of Miami Springs Police and Firefighters' Retirement System was called to order at 8:42 AM by Chairman Peter Baan in the Commission Chambers at the City of Miami Springs City Hall at 201 Westward Drive, Miami Springs, Florida.

TRUSTEES PRESENT

Peter Baan, Chair
Oscar Garcia, Trustee
Jonathan Kahn, Trustee
Raymond Buckner, Trustee
Robert Gordon, Trustee

OTHERS PRESENT

Audrey Ross, Pension Resource Centers (PRC)
Steve Cypen, Cypen & Cypen
Grant McMurry, ICC Capital Management
Brendon Vavroca, Thistle Asset Consulting
Moira Ramos, City of Miami Springs – Finance Dept.
William Alonso, City of Miami Springs – Finance Dir

The Board welcomed new Trustee Robert Gordon. Mr. Gordon thanked the board and stated that it is his pleasure to serve. Mr. Gordon stated that he has been a resident of Miami Springs for 6 years now, and he works for an investment management firm near by.

INVESTMENT MANAGER REPORT: ICC CAPITAL MANAGEMENT (GRANT MCMURRY)

For purposes of the new Trustee, Mr. McMurry introduced himself and explained what services his firm provides to the board.

Mr. McMurry discussed the current market environment and commented that it is not rebounding as fast as everyone had thought it would, and rates continue to remain low. For the quarter ending September 30, 2012 the total fund net of fees outperformed the benchmark at 4.97% versus 4.73%, but for the fiscal year they were behind at 19% versus the benchmark at 21.35%. There is a total of \$22,293,119 in assets as of September 30, 2012, which is up from \$21,325,175 as of June 30, 2012. Mr. McMurry noted that for the month of October they were up about 60 basis points.

Mr. McMurry discussed some changes that might occur within his Company. He explained that another firm named Munder, based out of California is looking to inquire ICC Capital. Munder handles mutual fund accounts as well as other small products such as small and mid cap, and international. Mr. McMurry stated that they just began the process with Munder and nothing is final as of yet, although it might be by the end of the year. Mr. McMurry explained that the same ICC investment and client service teams, and staff members will more than likely remain the same if Munder does buy out the firm. He also noted that he and Bart McMurry (the portfolio manager for this fund) will still remain with ICC for a couple of years after the transition because of their contacts. Mr. McMurry commented that he is looking forward to this opportunity to expand ICC Capital and that he will update Thistle Assets and the Trustees as more information becomes available.

INVESTMENT CONSULTANT REPORT: THISTLE ASSET CONSULTING (BRENDON VAVRICA)

Mr. Vavrica stated that ICC Capital's announcement with Munder is all new to them as well, because this is the first time they were hearing of this transition as well. He noted that as

long as ICC's current teams remain in place, then they will still continue to feel comfortable with ICC. Mr. Vavrica commented that they can talk more about this as a Board when the transition actually happens and more details are available.

Mr. Vavrica reviewed the report for the quarter ending September 30, 2012. The total fund net of fees outperformed at 4.98% versus the benchmark at 4.49% for the quarter. For the fiscal year the total fund was behind the benchmark at 18.94% versus 20.11%, but they still had a great fiscal year and beat their assumed rate of return. He reviewed the risk versus reward chart and commented that the fund has strong equities and fixed income, but there is still more room to take more risk and get more returns from it. Mr. Vavrica noted that he does not have a recommendation to rebalance at this time.

Mr. Vavrica explained that he had the revised Investment Policy Guidelines with him today to be approved and executed by the board. He reviewed the revisions of the policy such as changing the benchmark and adding in a line for their new manager Polen Capital to sign. The board reviewed the revisions.

MOTION: Mr. Deal made a motion to approve and authorize the execution of the revised Investment Policy Guidelines as presented by the Plans Investment Consultant.

SECOND: Mr. Kahn seconded the motion.

CARRIED: The motion carried 5-0.

Lastly Mr. Vavrica explained that at the last special meeting in October the board hired Polen Capital. After the meeting Mr. Vavrica stated that he was able to negotiate their fees down from 60 basis points to 55 basis points. He noted the Mr. Cypen's office is currently working on Polen's contract with the board and will have it completed soon. Along with the contract will be a copy of the revised Investment Policy Guidelines as well.

MINUTES

The board reviewed the minutes of the August 15, 2012 regular meeting.

MOTION: Mr. Kahn made a motion to approve the minutes of the August 15, 2012 regular meeting as amended.

SECOND: Mr. Deal seconded the motion.

CARRIED: The motion carried 5-0.

DISBURSEMENTS APPROVAL

Ratification of warrants processed since the August 15, 2012 Meeting

Warrant #	Payee	Amount	Invoice Date
271	Resource Centers, LLC (Inv #11984 - August 2012 Admin Fee)	\$772.72	7/31/12
	Evergreen Insurance Agency (Inv #52518) Fiduciary Liability Insurance Renewal - 8/22/12 to 8/22/13	\$6,281.00	7/25/12
	Cypen & Cypen (Inv #6356 - August 2012 Legal Fee)	\$1,250.00	8/1/12
272	FPPTA - Trustee School Registration for Oscar Garcia (October 7-10, 2012 in Bonita Springs, FL)	\$450.00	9/20/12

	Ellen Schaffer (Invoice #2543) Programming & Consulting Services - Remove Cap on Benefit Multiplier if Hired Before 1/1/80	\$115.00	8/6/12
	Hyatt Coconut Plantation - Hotel Reservation for Oscar Garcia - Confirmation #10730499 (FPPTA Trustee School October 7-10, 2012 in Bonita Springs, FL)	\$597.00	9/9/12
	Gabriel Roeder Smith & Company - Inv #119024 for services rendered through 7/31/12. (Benefit Calcs for Buckner, Clark & Dilling = \$900; Final Charges for Preparation of the 9/30/11 AV Report & Employee Benefit Statements = \$6,870 *includes 3.9% CPI Adjustment)	\$7,770.00	8/13/12
	Gabriel Roeder Smith & Company - Inv #119584 for services rendered through 8/31/12. (Plan Redesign Study)	\$6,172.00	9/13/12
	Resource Centers, LLC - Invoice #11466 (Retirement/DROP Calculation Fee for Kelly)	\$100.00	10/10/11
	Resource Centers, LLC - Invoice #12037 (September 2012 Admin Fee)	\$937.28	8/31/12
	Cypen & Cypen (Invoice #6386) September 2012 Legal Fee	\$1,250.00	9/5/12
	Holland & Knight LLP - Invoice #2819198 for professional services rendered through August 15, 2012 (Pension Plan Compliance Review - IRS Determination Letter).	\$75.00	8/31/12
273	FPPTA - CPPT Certification Fee for Oscar Garcia	\$900.00	10/9/12
	Gabriel Roeder Smith & Company - Inv #119741 for services rendered through 9/30/12. (Plan redesign study - follow up work/questions = \$1,086 & Charges to date for Preparation of the 10/1/2012 Actuarial Valuation Report = \$548)	\$1,634.00	10/4/12
	Cypen & Cypen (Invoice #6413) October 2012 Legal Fee	\$1,250.00	10/1/12
	Holland & Knight LLP - Invoice #2828386 for professional services rendered through September 15, 2012 (Pension Plan Compliance Review - IRS Determination Letter).	\$75.00	9/27/12
	Resource Centers, LLC - Invoice #12096 (October 2012 Admin Fee)	\$948.02	9/28/12
	ICC Capital Management, Inc. Inv #57532649 (10/1/2012 thru 12/31/2012 Quarterly Management Fee)	\$27,980.36	10/3/12

MOTION: Mr. Deal made a motion to approve Warrants 271 through 273.

SECOND: Mr. Gordon seconded the motion.

CARRIED: The motion carried 5-0.

BENEFIT APPROVALS:

- **Applications to Enter the DROP:**
 - * Jeffrey Clark
 - * Raymond Buckner
- **Application for Retirement (vested deferred):**
 - * H. Randall Dilling

MOTION: Mr. Gordon made a motion to approve the applications to enter the DROP for Jeffrey Clark and Raymond Buckner.

SECOND: Mr. Deal seconded the motion.

CARRIED: The motion carried 5-0.

MOTION: Mr. Gordon made a motion to approve the application for retirement (vested deferred) for H. Randall Dilling.

SECOND: Mr. Deal seconded the motion.

CARRIED: The motion carried 5-0.

OLD BUSINESS

N/A

NEW BUSINESS

Ms. Ross stated that in 2010 legislative passed that would allow Trustees to extend their terms from 2 years to 4 years. Although for this clause to become effective, this language has to be adopted into the Plan's Ordinance. Mr. Baan commented that he will discuss this with Council.

OTHER BUSINESS

Ms. Ross stated that she received a letter from Steve Palmquist with GRS. He will be retiring effective 12/31/2012, but his staff will remain in place and there will be no changes. The board noted that Mr. Palmquist has been basically working with this fund since it was created, and they commended him on his great work and wished him luck in his retirement.

REPORTS

• Administrator: PRC (Audrey Ross)

- Ms. Ross presented the board with the revised agreement between the board and PRC for execution. She noted that the revised agreement reflects a new monthly retainer fee of \$900 effective September 1, 2012.
- Ms. Ross presented the board with the list of the 2013 meeting.

• Attorney (Steve Cypen)

- Mr. Cypen reviewed the memo regarding Salem Trust's class action processing. Salem has never charged for this service in the past, but going forward they are trying to implement a service charge of 20% on all class action recoveries. Mr. Cypen explained that his office along with other pension Attorney's were concerned with this issue and therefore reached out to Salem Trust. Due to the overwhelming responses Salem Trust had received from the letter, they have already sent out another letter stating to disregard to the first letter and business as usual. Mr. Cypen noted that no action is needed at this time.
- Lastly Mr. Cypen his memo regarding the Florida Divisions of Retirement. He noted that the Division is now changing their interpretation of premium tax monies (know as the Naples letter). For years the Division of Retirement has always said that in order for a pension Plan to receive Chapter 175 & 185 monies, they must continue to preserve the benefits that were in place as of March 1999. Now the new Actuary for the Division of Retirement is changing that interpretation because it appears to be inaccurate. Mr. Cypen noted that there is not action needed by this Board at this time. He wanted everyone to become aware of the changes that are going on up in Tallahassee, and he wanted the board and the City to prepare for it in case they receive a letter like Naples as well.

NEXT MEETING DATE

Thursday February 7, 2013 @ 8:30 AM

ADJOURN

There being no further business, a motion was made to adjourn the meeting at 9:32 AM.

Respectfully submitted,

Oscar Garcia, Secretary



DRAFT

CITY OF MIAMI SPRINGS, FLORIDA

The Miami Springs City Council met in regular session, Monday, November 19, 2012, and during the meeting sat as the Board of Appeals. The meetings were held in the Council Chambers at City Hall, beginning at 7:00 p.m. On ROLL CALL the following were present:

1) CALL TO ORDER AND ROLL CALL

The meeting was called to order at 7:44 p.m.

The following were present: Mayor Xavier M. Garcia
Vice Mayor Jennifer Ator
Councilman Bob Best
Councilwoman Grace Bain
Councilman George V. Lob

Also Present: City Manager Ronald K. Gorland
Assistant City Manager/Finance Director William Alonso
City Attorney Jan K. Seiden
Planning and Zoning Director Jim Holland
Deputy City Clerk Suzanne Hitaffer
Board Secretary Elora R. Sakal

Sitting as the Board of Appeals, Council took the following actions:

2) MINUTES OF REGULAR MEETING:

Minutes of the October 22, 2012 Board of Appeals meeting were approved as written.

Councilman Lob made a motion to approve the minutes. Councilman Best seconded the motion, which was carried 5-0 on roll call vote.

3) NEW BUSINESS:

None.

4) OTHER BUSINESS

- A) Case # 07-V-12
Roy Sandri
290 Hunting Lodge Drive
Zoning: R-1A
Lot Size: 75 ft. x 300 ft.

Applicant is requesting a variance from Code Section 150-034 (A) to permit air conditioning compressors in a side yard.

Planning and Zoning Director Holland reviewed the case. This matter came before the Board of Adjustment on October 22, 2012. Motion was to deny the request and it failed on a 2-2 vote. He clarified that in addition to the pool pumps, there is also irrigation pumps. The location of the former house was in the same location in a minimal side yard. The setback of the adjacent home to the west is more than 64 feet. The equipment sets back approximately 10 feet from the property line in a niche that was created for that purpose.

Mr. Holland commented that when he originally approved the plans for the building permit, his interpretation was that it was a rear yard because by definition it was not a side yard but he was corrected on that interpretation.

Councilman Best asked for comments from the next door neighbor.

Joanne Mecurio of 300 Hunting Lodge Drive stated that her home is to the west of the present construction. She wrote a letter and brought it to the City Clerks Office for distribution to Council. She explained that the east side of Mr. Sandri's house is an almost solid cement block wall that faces his neighbor's driveway and garage. The neighbor also has a cement block wall on his property line that goes from the front of the property to the back of the property.

Ms. Mercurio commented that if the air conditioning compressors were in the back yard they would not interfere with anyone and if it was on the east side then the neighbors compressor and Mr. Sandri's compressors would face each other. If the compressors were on the west side of the home it would interfere with the way she entertains because it faces her back porch and pool.

Ms. Mercurio would like to see some kind of an agreement made so that nobody is unhappy.

To answer Councilman Best's question, Ms. Mercurio replied that the conduit has already been installed. She said that she cannot see the equipment and if she cannot hear the compressors or pool pump running then she would be happy.

Councilman Lob mentioned that the previous compressor was in the same location and Ms. Mercurio responded that the former house was considerably smaller than the current house.

Vice Mayor Ator asked how many compressors there was going to be and City Attorney Seiden replied that there is going to be two compressors.

City Attorney Seiden said that at the last Board of Appeals Meeting, Council considered an ordinance amendment to this section based upon recent cases. He commented that Board of Adjustment member Aloma is a mechanical engineer and as a result of some of the things that he said during the Board of Adjustment meeting, Council will be considering an amendment to this ordinance in tonight's Council Meeting.

City Attorney Seiden explained that there are three guidelines that will be compartmentalized within the new ordinance. The first guideline is that compressors would have to be recessed within the niche inside the structure of the home. The second guideline is that there must be proper screening and the third is that the compressor must be within the side yard setback.

City Attorney Seiden commented that Board member Aloma said that air compressors are much different today then they were many years ago in that they cycle up and cycle down. Hedges placed around the compressors can also help in minimizing the sound.

To answer Ms. Mercurio's question, City Attorney Seiden said that the running of two air compressors depends on where and how they are placed in a home.

Mr. Sandri proposed a hedge or landscaping to buffer noise.

To answer Mayor Garcia's question, City Attorney Seiden stated that Council would accept Mr. Sandri's proposal as a condition of the granting a variance. He suggested that the landscaping be around the units to absorb sound.

Vice Mayor Ator asked if would be better to pass the ordinance rather than approve the variance and City Attorney Seiden replied that there may be more control of the situation by granting the variance.

Motion by Councilwoman Bain moved to approve the variance based on the condition of putting a live hedge directly adjacent to the cut-out where the mechanical equipment will be located. Councilman Lob seconded the motion.

Councilman Lob asked the applicant to make sure that whatever hedge is planted that it suppresses the noise to the maximum ability.

The motion was unanimously carried on roll call vote.

5) ADJOURNMENT

There was no additional business to be considered by the Council sitting as the Board of Appeals and the meeting was adjourned at 8:03 p.m. to the Council Regular Meeting.

Respectfully submitted,

Suzanne Hitaffer, CMC
Deputy City Clerk

Approved as _____ during meeting of: _____

Transcribed from tape by Elora R. Sakal.



DRAFT

City of Miami Springs, Florida

The Golf and Country Club Advisory Board met in Regular Session at 7:00 p.m., on Wednesday, January 9, 2013 in the Council Chambers at City Hall.

1) Call to Order/Roll Call

The meeting was called to order at 7:05 p.m.

The following were present:

Chairman George Heider
Ken Amendola
Michael Domínguez
Mark Safreed*

*Arrived at 7:10 p.m.

Also present: Board Secretary Elora Sakal

2) Approval of Minutes

Minutes of the December 12, 2012 meeting were approved as amended.

Board member Dominguez moved to approve the minutes as amended. Vice Chair Amendola seconded the motion which was carried 3-0 on roll call vote.

3) New Business:

a) Discussion on Upcoming Summer Season

Chair Heider wanted to table this item until Golf Pro Mike Aldridge or Golf Superintendent Sandy Pell were present.

Chair Heider commented that the golf course is normally slow during the summer time. He suggested the possibility of closing the golf course for one day out of the week.

Vice Chair Amendola said that the Board would need to know what it would cost to open the golf course and keep it open. He mentioned that the golf course has been very busy lately.

Chair Heider stated that this subject can be discussed more at the next meeting as well.

Board member Dominguez commented that another topic to discuss for the summer time would be a golf camp.

Board member Safreed arrived at this time.

Vice Chair Amendola said that if the golf course is closed for a day during the summer and there happens to be a lot of rain then it would create additional days that the golf course would lose people.

Chair Heider stated that if closing the golf course for a day would save money, it should be considered.

Board member Safreed explained that the only variable costs that are involved are the few hourly employees.

Board member Dominguez asked how many times the range is cleaned up and Chair Heider replied that they most likely clean it up at least three times a day.

Vice Chair Amendola commented that he is glad to see that the golf course has been busy but the course is suffering especially around the green areas. Hole eight is bare and is getting worse. He understands that there has not been much rain but the sprinklers should be taking care of that issue. It also does not help that people are driving the carts in that area.

Vice Chair Amendola stated that there needs to be some regulations that golfers should follow. There should be rangers advising the golfers that where they are driving is incorrect and that it cannot be done anymore.

Board member Dominguez agreed with Vice Chair Amendola. If curbs were built around those areas then it would prevent people from driving on them. Roping had previously been discussed and it was said that it did not work. He feels that the ropes are not working because they are not being enforced. There are people who do not care about the maintenance of the course and will drive wherever they want.

Board member Dominguez feels that Management of the golf course needs to take directive of changing the attitude of the course.

Chair Heider said that the only way to correct the issue would be to rope of the entire greens.

Vice Chair Amendola commented that stakes were put down but golfers are still driving over them. He feels that something more substantial needs to be installed to restrict golfers from driving where they are not supposed to.

Discussion ensued regarding the maintenance and conditions of the golf course that need to be improved.

Board member Safreed asked if the issues with the grass is actually from not getting enough water on the course with the new irrigation system and the Board was unsure but Chair Heider said that it is a question that can be answered by Golf Superintendent Pell.

Chair Heider commented that Golf Superintendent Pell uses a liquid fertilizer and that is one of the reasons why she has the sprinklers on when it is raining.

Vice Chair Amendola feels that the grass being in the condition that it is in has to do with the grass itself.

Board member Dominguez asked if the grass in the area where the irrigation system was installed had improved after the installation and Chair Heider responded that it did improve.

Board member Dominguez asked how many growing seasons the golf course has had with the irrigation system and Vice Chair Amendola replied that there have been two growing seasons.

b) Plans for the Golf Course

Chair Heider stated that he would like to table this item until Golf Superintendent Pell was present.

Chair Heider wanted to know what the plans for the golf course were going to be for the summer time and if they were going to have any specials.

Chair Heider requested that Golf Superintendent Pell be present at the next meeting.

4) Adjournment

There was no further business to be discussed and the meeting was adjourned at 7:30 p.m.

Respectfully Submitted,

Elora Sakal
Clerk of the Board

Approved as _____ during meeting of: _____

Words ~~-stricken through-~~ have been deleted. Underscored words represent changes. All other words remain unchanged.

"The comments, discussions, recommendations and proposed actions of City Citizen Advisory Boards do not constitute the policy, position, or prospective action of the City, which may only be established and authorized by an appropriate vote or other action of the City Council".



DRAFT

City of Miami Springs, Florida

The Board of Parks and Parkways held a regular meeting on Thursday, January 10, 2013 at 7:00 p.m. in the City Hall Council Chambers.

1. Call to Order/ Roll Call

The meeting was called to order at 7:06 p.m.

The following were present:

- Chairman Eric Richey
- Vice Chair Jean Ansbaugh
- Lynne V. Brooks
- Irene Priess

Absent: Tammy Johnston

Also Present: Board Secretary Elora R. Sakal

2. Approval of Minutes

Minutes of the November 8, 2012 meeting were approved as written.

Board member Brooks moved to approve the minutes. Vice Chair Ansbaugh seconded the motion which was carried unanimously on voice vote.

3. Old Business:

- a) Westward Drive Bike Path

This item was tabled.

4. New Business:

- a) February Yard of the Month Selection

Chair Richey commented that the Yard of the Month for February is on 900 Quail Avenue.

Chair Richey asked for all those in favor of 900 Quail Avenue being the February Yard of the Month and by consensus the Board members agreed.

Chair Richey stated that the Board has fallen behind with nominating the Yard of the Months. He asked that Board member Johnston, Board member Pries and Board member Brooks have their Yard of the Month addresses ready for the next meeting in February.

b) Edging the Path on the Golf Course

This item was tabled.

5. Other Business:

Chair Richey would like to ask Public Works to lower the height of the hedge that is across from Rae's Tae Kwon Do because it is too high and vehicles cannot be seen over it.

Chair Richey would like to ask Public Works Director Tom Nash to check on the median from Hunting Lodge to N.W. 36th Street. It is unclear if it is Miami Springs' property or Virginia Gardens' property.

Board member Brooks reported on the butterfly garden. She would like to put it on the agenda for the next meeting.

6. Adjournment:

There was no further business to be discussed and the meeting was adjourned at 7:18 p.m.

Respectfully submitted,

Elora R. Sakal
Secretary to the Board

Approved as _____ during meeting of: _____

Words ~~stricken through~~ have been deleted. Underscored words represent changes. All other words remain unchanged.

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CITY OF MIAMI SPRINGS, FLORIDA

DRAFT

The Miami Springs Education Advisory Board met at 6:30 p.m., on Tuesday, January 15, 2013 in the City Hall Council Chambers.

The meeting was called to order at 6:30 p.m.

1) Call to Order/Roll Call

The following were present:

Chair	Dr. John Salomon
Vice Chair	Dr. Mara Zapata
	Michael G. Hunter
	Kim Werner

Also Present: Elora R. Sakal Clerical Assistant

2) Approval of Minutes: November 20, 2012 Regular Meeting

Minutes of the November 20, 2012 meeting were approved as written.

Board member Hunter moved to approve the minutes and Board member Werner seconded the motion, which carried unanimously on voice vote.

Board member Werner invited some guests to speak tonight regarding certain items.

Larry Williams, Instructor from George T. Baker commented that he recently applied for a grant through the school and was awarded with approximately \$2,500. His original project had been to restore a full size replica airplane J-N4 "Jenny" that Glenn Curtiss developed pre-World War I. He spoke with CMI President Jo Ellen regarding a ¼ scale model of the pusher airplane. George T. Baker is going to build a ¼ scale model off the pusher airplane and they are partnering with the Curtiss Mansion. When the airplane is complete, it is going to be put on display at the Curtiss Mansion.

Mr. Williams stated that they also discussed some smaller airplane models that could be displayed in different parts of the Curtiss Mansion. He also noted that CMI extended an invitation to the Board to hold their meetings at the Curtiss Mansion whenever they would like.

Board member Werner said that last week she had the privilege of training a group called Leadership Miami from The Beacon Council of Greater Miami. They have a project that she would like for the members to share with the Board.

Anthony Zanini of Leadership Miami explained that they have decided to take on a project of considerable scale, which is working on bullying in schools and creating an awareness campaign. This project is targeting all 55 high schools in Miami-Dade County. They are coming before the Board for support and getting the message to the schools. They will also host an Art and Film Festival that will create awareness among all the people who participate.

Oscar Guillermo of Leadership Miami commented that the high school students would submit an art piece for a contest at the Art and Film Festival. Students can submit videos, paintings, drawings, a photograph, etc. and they can turn it into their school office. The winners will get a prize and the school that they attend will also be rewarded. The prize for the first place is \$5,000 to the school and \$1,000 for the student or group of students that submit the art. Second place is going to receive \$2,000 towards the school and \$500 for the student. Third place is \$1,000 towards the school and \$250 for the student.

Mr. Guillermo said that fundraisers are being conducted to raise the funds for the prizes. On January 21st, the program will officially be launched and will end on March 15th. The schools were divided among twenty members from Leadership Miami and they have become the liaison to the school that they were assigned to.

Vice Chair Zapata asked if they were going through the District Offices to get set up with the schools and Mr. Guillermo replied that they had a meeting with the assistance of Superintendent Alberto Carvalho.

Vice Chair Zapata stated that the reason she asked is because she knows that schools may hesitate unless they receive District approval to participate. If they contact the Division of Social Sciences and Life Skills for Miami-Dade County Public Schools they can speak with Mabel Morales to inform her of the project and to speed up the process.

Board member Werner said that she had suggested that each of the three Regional Superintendents be targeted for their support because time is short and this is an immense project. She asked if Mr. Guillermo and Mr. Zanini were assigned to Miami Springs Senior High.

Mr. Guillermo responded that they were not assigned to Miami Springs Senior High but the two members who are assigned are Karina and Mika.

Mr. Guillermo commented that Leadership Miami had to present definite numbers to the Chamber of Commerce. They presented the figures that they were sure they would be able to raise and if they collect any additional funding, it will be divided into the school prize amounts.

3) School Reports:

Chair Salomon reported that Board member Sami resigned from the Board due to family obligations.

Miami Springs Senior High Principal Anna Rodriguez introduced the teachers and Assistant Principals who were present at the meeting. She was proud to announce that for the first time, Miami Springs Senior High School has been able to produce an "A". She thanked all of the teachers and students for their hard work and dedication. She reported that the Student Government Association (SGA) and class of 2013 hosted an annual "I Choose Anti-Bullying" assembly.

Ms. Rodriguez stated that the school participated in the Kevin Garcia Foundation Toy Drive and collected over 80 toys for sick and needy children. A few students received scholarships for Yale University, Stanford University, Georgia Tech and Comcast University. Mu Alpha Theta currently stands in first place in Dade County and fourth in Florida in the Florida Math League.

Ms. Rodriguez announced that eleven students qualified for the David Essner Test that is given every year at the University of Miami. The Anchor Club made 64 shoe boxes for a toy drive to be distributed internationally. Fall Frolics is on the 17th in the Auditorium. The Wrestling team stands at 11-6. The Boy's Basketball team stands at 9-7 and the Girl's Basketball team stands at 8-6. The Girl's soccer team has 14 wins, 4 loses and 4 ties.

Ms. Rodriguez stated that the recruiting season has been in order since October and magnet applications have doubled. Mr. Palma was been selected as Assistant Principal of the Year for their feeder pattern. Ms. Romero has been accepted into the ETO Executive Leadership Program which means that she will be assigned to another school as an acting principal.

Miami Springs Middle School Principal Javier Pérez congratulated the High School for their accomplishments. He reported that they held a magnet fair in November where students put on a show for the community and the neighboring Elementary Schools. Over 200 students and parents attended. They also held a Career Magnet Fair where the High Schools showcased their programs to the 8th graders. In December they hosted the Art for the Sky project for the second time.

Mr. Pérez reported that the Girl's volleyball team placed 2nd in the County. Last month they held their annual 8th grade blue and white football game. The school has started and continues with the FCAT Skill Building activities before and after school. The Saturday Academy will begin on the 19th with 286 students participating. Winter interim assessments began today and will continue throughout the week.

Mr. Pérez announced that they are preparing for the articulation process with the High Schools and Elementary Schools and it will take place in February and March. Christ Fellowship Church came to the school and had a beautification project at the school and painted seven classrooms and added plants. Enrollment is up with 22 students.

Miami Springs Elementary School Principal Sally Hutchings congratulated Miami Springs Senior High School for producing an "A". She reported that interims are in process. The Museum of Science is being done with the 5th graders along with an aquatic garden. The Anchor Club visited the afterschool classes to put on a puppet show with anti-bullying. Enrollment has been maintained at 541 students and there will be two additional students added tomorrow.

Ms. Hutchings announced that the ESE students went on a field trip to the Seaquarium. The second set of 5th graders went on a field trip to camping in the Everglades. The annual Spelling Bee will be on the 17th. National Theatre for Children (NTC) will be on the 23rd and is sponsored by Florida Power and Light (FPL). The PTA will be selling entertainment coupon books for \$20. The chorus performed at Starbucks on December 17th. The ELL Tutoring is ongoing and the District provided materials for the first time this year. Only two periods out of 189 are out of compliance with class size.

Ms. Hutchings stated that they have another fundraiser coming up on the 18th at Chuck E. Cheese. A committee was developed on school safety and she shared procedures with staff in case of a crisis situation and the students would report to the Fire Department. Some maintenance was done such as placing peep holes in all classroom doors and giving all teachers padlock keys. There are also new arrival and dismissal procedures.

Springview Elementary School Principal Mayte Dovale began by congratulating the High School. The 5th grade students participated in the Art in the Sky with the Miami Springs Middle School students. Approximately 270 students met their Accelerated Reader (AR) goal for the first marking period. There will be a PTA "Smoothie Night" general meeting on the 16th and the Parent Academy will also be attending to assist the parents in helping their children to be relaxed during tests.

Ms. Dovale announced that they currently have ELL tutoring and they are now working on writing in small groups of seven students to help them increase their scores and feel more comfortable in expressing themselves through writing. The school has reading, writing and math focus calendars to reinforce the benchmarks. The school will be holding a coffee chat with the Principal on the 23rd. The 5th graders will be having a Movie Night on the 25th to fundraise for a trip and end of the year activities.

Ms. Dovale reported that interim assessments are currently taking place. The 5th grade students will be testing math on the computers. She commended the special area teachers for their hard work and dedication. She recognized two art poster winners for "Walk Safe" for the 2012 school year.

Chair Salomon thanked the teachers for everything that they do.

Mother Susan Keedy of All Angels reported that from the last meeting there was discussion of some issues with End of Course (EOC) exams. She has been in contact with the Department of Education and she has discovered that All Angels can be certified to administer the exams. Semester exams are in process. The History Fair is coming up in March and All Angels is hosting the National History Day Competition. All Angels has been working with Apple to prepare the Middle School classes to do iPad based classroom work including textbooks.

Mother Keedy announced that there will be food trucks and Movie Night at All Angels on the 25th. There will be a car wash next weekend so the 8th graders can raise funds for their trip to Washington. There will be celebrations for the annual Silver Ball and Chinese New Year coming up. Students are working on the Daughters of the American Revolution (DAR) essay contest. There is a lower elementary soccer team which consists of 1st, 2nd, and some of 3rd grade students competing against other schools and there is also an upper elementary soccer team that consists of the rest of 3rd grade, 4th and 5th grade that also compete.

Board member Werner asked if the EOC exam is something that she expects that the Middle School students who are taking Physical Science and Algebra 1 will be able to take at the end of this year and Mother Keedy replied that she is not certain how long the approval process will take.

Board member Werner asked what would happen if the students would not have the opportunity to take the exams at the end of this year when the students went into a public high school setting and Mother Keedy responded that there is a make-up day.

To answer Board member Hunter's question, Mother Keedy explained that there will be textbooks in the classroom but the students will be using iPad based textbooks and also teacher constructed textbooks as well.

4) Education Advisory Board Goals:

a) School Compact

Chair Salomon stated that since Lubby Navarro could not be present tonight the Board will continue with this item at the next meeting.

b) Miami Springs Schools: Needs and Priorities

There was no discussion regarding this item.

5) Youth Advisory Council Update:

Chair Salomon noted that this item was delegated to Golnaz Sami and she is no longer on the Board.

6) Adjourn

There was no further business to discuss and the meeting adjourned at 7:22 p.m.

Respectfully Submitted,

Elora R. Sakal
Clerical Assistant

Approved as written at meeting of:

The comments, discussions, recommendations and proposed actions of City Citizen Advisory Boards do not constitute the policy, position, or prospective action of the City, which may only be established and authorized by an appropriate vote or other action of the City Council.



City of Miami Springs, Florida

CANCELLATION NOTICE

The Historic Preservation Board Regular Meeting of Thursday, January 17, 2013 was canceled in advance.

Suzanne Hitaffer
Secretary to the Board

cc: Historic Preservation Board Members
Mayor and Council
City Manager
City Attorney
City Clerk



Ecology Board

Cancellation Notice

The Ecology Board Meeting of Tuesday, January 22, 2013 has been canceled in advance.

Elora R. Sakal
Board Secretary

cc: Mayor and Council
City Manager
Assistant City Manager/Finance Director
City Attorney
Ecology Board Members
Public Works Director
Post



CANCELLATION NOTICE

CODE REVIEW BOARD

Due to the fact that the City Council has not directed the Code Review Board to review any ordinances this month, the regular meeting of Thursday, January 24, 2013 has been canceled in advance.

Elora R. Sakal
Board Secretary

cc: Mayor and Council
City Manager
Assistant City Manager/Finance Director
City Attorney
Planning and Zoning Director
Building and Code Compliance Director
Code Review Board Members and Secretary
Post



City of Miami Springs, Florida
Board of Adjustment

CANCELLATION NOTICE

The Board of Adjustment Regular Meeting of February 4, 2013 has been canceled in advance.

Elora R. Sakal
Board Secretary

cc: Mayor and Council
City Manager
Assistant City Manager/Finance Director
City Attorney
Planning and Zoning Director
Board of Adjustment Members
Post



CITY OF MIAMI SPRINGS
OFFICE OF THE CITY CLERK
201 Westward Drive
Miami Springs, FL 33166-5259
Phone: 305.805.5006
Fax: 305.805.5028

TO: Honorable Mayor Garcia and Members of the City Council
FROM: Magalí Valls, City Clerk
DATE: January 22, 2013
SUBJECT: PENDING BOARD APPOINTMENTS

The following appointments are pending:

<u>APPOINTMENT COUNCILMEMBER</u>	<u>CURRENT MEMBER</u>	<u>NEW TERM EXPIRES</u>	<u>ORIGINAL APPOINTMENT DATE</u>	<u>LAST APPOINTMENT DATE</u>
<u>Board of Adjustment</u>				
Mayor Xavier M. Garcia Councilman Best – Group I	Francisco Fernández Kevin Berounsky *	04-30-2015 04-30-2015	10-14-1991 VACANT	11-28-2011 VACANT
<u>Architectural Review Board</u>				
Councilwoman Bain - Group II	Joe Valencia	10-31-2014	02-27-2012	02-27-2012
<u>Civil Service Board</u>				
Councilwoman Bain - Group II Councilman Best – Group I	Carrie Figueredo Rob Youngs	06-30-2015 06-30-2015	08-24-2009 01-11-2010	08-24-2009 01-11-2010
<u>Code Review Board</u>				
Mayor Xavier M. Garcia	Connie Kostyra*	04-30-2015	VACANT	VACANT
<u>Disability Advisory Board</u>				
Mayor Xavier M. Garcia Councilwoman Bain - Group II	Charlene Anderson* Peter Newman*	12-31-2013 12-31-2013	VACANT VACANT	VACANT VACANT
<u>Ecology Board</u>				
Councilman Best – Group I Councilman Lob – Group III Vice Mayor Ator – Group IV	Martin Crossland* Dr. Mara Zapata* Ann Trina Aguila*	04-30-2015 04-30-2013 04-30-2013	VACANT VACANT VACANT	VACANT VACANT VACANT
<u>Education Advisory Board</u>				
Mayor Xavier M. Garcia	Golnaz Sami*	05-31-2013	VACANT	VACANT

<u>APPOINTMENT COUNCILMEMBER</u>	<u>CURRENT MEMBER</u>	<u>NEW TERM EXPIRES</u>	<u>ORIGINAL APPOINTMENT DATE</u>	<u>LAST APPOINTMENT DATE</u>
<u>Golf and Country Club</u>				
Vice Mayor Ator – Group IV	Mark Trowbridge *	07-31-2013	VACANT	VACANT
<u>Historic Preservation Board</u>				
Mayor Xavier M. Garcia	Sydney Garton**	01-31-2016	11-08-1993	02-08-2010
Vice Mayor Ator – Group IV	M. A. Goodlett-Taylor**	01-31-2016	01-24-1983	10-08-2012
<u>Revitalization & Redevelopment Ad-Hoc Committee</u>				
Vice Mayor Ator – Group IV	Todd Stiff*	N/A	VACANT	VACANT

* Connie Kostyra resigned on April 28, 2011.
 Charlene Anderson resigned on June 6, 2011.
 Peter Newman resigned on August 1, 2009.
 Dr. Mara Zapata resigned from the Ecology Board to become a member of the Education Advisory Board.
 Mark Trowbridge resigned on August 20, 2012.
 Martin Crossland resigned on January 9, 2013.
 Ann Trina Aguila resigned on January 9, 2013.
 Todd Stiff resigned from the Revitalization & Redevelopment Ad-Hoc Committee to become the alternate member of the Board of Adjustment/Zoning & Planning Board
 Golnaz Sami resigned on January 14, 2013.
 Kevin Berounsky resigned on January 16, 2013.

** Historic Preservation Board – 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/Finance Director
 City Attorney
 Affected Board Members


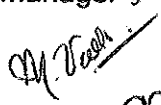



CITY OF MIAMI SPRINGS
OFFICE OF THE CITY CLERK
201 Westward Drive
Miami Springs, FL 33166-5259
Phone: 305.805.5006
Fax: 305.805.5028

Agenda Item No.

City Council Meeting of:

01-28-2013

TO: Ronald K. Gorland, City Manager 
VIA: Magali Valls, City Clerk 
FROM: Elora R. Sakal, Board Secretary 
DATE: January 14, 2013
SUBJECT: Board of Parks and Parkways Recommendation

Based on their actions taken at their meeting of January 10, 2013, the Board of Parks and Parkways members would like to bring the following recommendation to the attention of the City Council:

"Recommendation that Council approve 900 Quail Avenue as the Yard of the Month for the month of February.

Attachments: Excerpts of Minutes

EXCERPTS - BOARD OF PARKS AND PARKWAYS MEETING OF 01-10-2013

Chair Richey asked for all those in favor of 900 Quail Avenue being the February Yard of the Month and by consensus the Board members agreed.

RESOLUTION NO. 2013-3569

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI SPRINGS PROVIDING FOR THE SECOND AMENDMENT TO FY2012-2013 BUDGET; BY APPROPRIATING FUNDS FROM UNDESIGNATED RESERVES AND FROM RE-APPROPRIATION OF GENERAL FUND BUDGET REVENUES TO COVER AUTHORIZED AND APPROVED GENERAL FUND EXPENDITURES; PROVIDING INTENT; SPECIFYING COMPLIANCE WITH BUDGETARY PROCESSES AND PROCEDURES; EFFECTIVE DATE.

WHEREAS, the City Charter prohibits any City department from incurring expenditures in excess of the department's approved budget; and,

WHEREAS, the City Council has authorized the additional expenditure of \$60,120.00 for the replacement of the Country Club Roof, an additional \$3,000.00 for the design of the Westward Drive Median Project, \$25,760.00 for the Storage Tank Replacement Project and compliance with DERM requirements, \$41,126.00 for increased pool operation expenses (\$45,595.00 expenses less \$4,469.00 additional revenue), and the re-classification of \$10,000.00 from the Clerk's budget to the Golf operations budget to cover the balance due for the Storage Tank Replacement Project; and,

WHEREAS, the General Fund revenues budget must include sufficient funding from previously undesignated city reserve funds and from additional anticipated pool revenues to cover the aforesaid General Fund expenditures in the amount of \$134,475.00; and,

WHEREAS, it is the intent and purpose of the City Council to authorize and approve the foregoing budgetary actions and adjustments in order to comply with generally accepted budgetary processes and procedures;

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

Section 1: That the City Council of the City of Miami Springs hereby approves and authorizes the budgetary amendments and appropriations to the various revenues and expenditures of the budgets and funds set forth in Exhibit "A" attached hereto.

Section 2: That the City Council approvals and authorizations evidenced herein are intended to provide the City with the means to accomplish the purposes and projects identified in the recitals of this Resolution and the Exhibit attached hereto.

Section 3: That the City Council of the City of Miami Springs has authorized and approved the foregoing budgetary amendments, increases and appropriations in order to comply with generally accepted budgetary processes and procedures.

Section 4: 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 28th day of January, 2013.

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

Vice Mayor Ator	“ _____ ”
Councilman Best	“ _____ ”
Councilwoman Bain	“ _____ ”
Councilman Lob	“ _____ ”
Mayor Garcia	“ _____ ”

Zavier M. Garcia
Mayor

ATTEST:

Magalí Valls, CMC
City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY



Jan K. Seiden, Esquire
City Attorney

EXHIBIT "A"

**City of Miami Springs
FY 2012-13 Budget Amendment
All Operating Funds**

Fund/Classification	Amended Budget	Amendment No. 2	Ref	Amended Budget
General Fund				
Revenues				
Taxes	\$5,824,091			\$5,824,091
Excise Taxes	2,682,693			2,682,693
Licenses & Permits	679,500			679,500
Intergovernmental Revenues	1,857,641	-		1,857,641
Charges for Services	1,546,626	4,469	5	1,551,095
Fines & Forfeitures	615,043			615,043
Miscellaneous	292,114			292,114
Interfund Transfers-In	530,000			530,000
Fund Balance	135,504	\$130,006		265,510
Total General Fund	\$14,163,212	\$134,475		\$14,297,687
Expenditures				
City Council	115,731			115,731
City Manager	338,264			338,264
City Clerk	334,316	(\$10,000)	1	324,316
City Attorney	161,000			161,000
Human Resources	187,342			187,342
Finance-Administration	541,704			541,704
Finance-Professional Services	265,884			265,884
Information Technology	362,136			362,136
Planning	127,386			127,386
Police	5,823,885			5,823,885
Building, Zoning, and Code Enforcement	582,145			582,145
Public Works	1,577,032	63,120	2,3	1,640,152
Recreation & Culture	3,232,212	81,355	1,4,5	3,313,567
Transfers to other funds	514,176			514,176
Total General Fund	14,163,213	134,475		14,297,688
Sanitation Operations	2,293,028			2,293,028
Stormwater Operations	464,472			464,472
Total Enterprise Funds	2,757,500	\$0		\$2,757,500
Special Revenue & Capital Projects				
Road & Transportation	612,737			\$612,737
Senior Center Operations	386,515			386,515
Capital Projects	74,200			74,200
Law Enforcement Trust	151,905			151,905
Total Special Revenue & Capital Projects Funds	1,225,357	\$0		\$1,225,357
G.O. Bonds - Series 1997	569,478			\$569,478
Total Debt Service	569,478			\$569,478
GRAND TOTAL ALL FUNDS	\$18,715,548	\$134,475		\$18,850,023

Legend:

1) Reclassify \$10,000 from Clerks budget to Golf maintenance to cover cost of Atkins project on fuel tanks. Clerk overbudgeted storage costs for FY2013 to IDS due to the fact that we reduced the number of boxes instorage

2) record \$60,120 Country Club Roof replacement

3) record \$3000 to Southeast Design for the Westward Median project

4) record \$25,760 for Atkins North America approved by Council for storage tank project at the golf maintenance site.

5) To update pool budget since it will not be closed this year as originally budgeted. Increase expenses by \$45,595 less \$4,469 in increased revenues.



CITY OF MIAMI SPRINGS
Police Department
201 Westward Drive
Miami Springs, FL 33166-5259
Phone: (305) 887-1444
Fax: (305) 884-2384

TO: Honorable Mayor Garcia and Members of the City Council

VIA: Ronald Gorland, City Manager

FROM: Peter G. Baan, Chief of Police

DATE: January 24, 2013

RECOMMENDATION: Recommendation that Council approve an expenditure to Florida Shredding, the lowest responsible quote, in the amount of \$2,700.00 for twelve quarterly shredding events over a three-year period, pursuant to Section §31.11(C)(2) of the City Code.

Recommendation that Council approve an expenditure to All Digital Printing, in the amount of \$534.00 for two 6' x 3' banners and 1,000 event flyers.

Recommendation that Council approve an expenditure of \$1,500.00 to River Cities Gazette for event advertising for a three-year period (\$500/year), as a sole source provider, pursuant to Section §31.11(E)(6)(c) of the City Code.

DISCUSSION: Purchase services and materials to implement a quarterly Police sponsored "Community Shred Day" for a three year period for the residents and businesses of Miami Springs. See attached documentation; 1) Memo from Chief P. Baan, 2) Memo from Sgt. J. Deal.

COST:	Florida Shredding (quarterly 3-hr. events for 3 yrs.)	\$2,700.00
	All Digital Printing (two 6' x 3' banners @ \$72.00/ea.)	\$ 144.00
	All Digital Printing (1,000 event flyers)	\$ 390.00
	River Cities Gazette (event advertising quarterly for 3 yrs.)	<u>\$1,500.00</u>
		<u>\$4,734.00</u>

FUNDING: **Department/ Description:** LETF/Police Professional Services
Account Number & Amount: 650-2010-521.31-00

FEDERAL STATUTE: Civil Asset Forfeiture Reform Act, PL 106-185

PROFESSIONAL SERVICES APPROVAL: _____



Miami Springs Police Department

Memorandum

To: Ronald K. Gorland, City Manager

From: Peter G. Baan, Chief of Police *Peter G. Baan*

Subject: Crime Prevention Shredding Project (“Community Shred Day”)

Date: 01/23/2013

The occurrence of fraud and identity theft has been steadily increasing for the past several years. Shredding sensitive documents is one way of reducing the exposure to these types of crimes and keep personal information out of the hands of the criminal element.

In an effort to make document shredding available to residents and businesses within the City that do not have access to document shredding equipment, I propose to have the Police Department sponsor a “Community Shred Day” on a quarterly basis. The event will be located at the Pool parking lot on a weekday from 4pm to 7pm and a high capacity industrial shredder will be on site. The first event will be held the week of April 22nd, 2013. Miami Springs residents and businesses will be allowed to participate and they will be limited to 4 file-size boxes per event.

The cost of the shredding service is \$300.00 per event and the vendor will offer the service at four events for the price of three. I recommend that funding be approved for a three year program consisting of quarterly events. The total cost for the shredding would be \$2,700.00. Below are the detailed expenses for this program including promotion and advertising.

- Shredding – Quarterly 3 hour events for 3 years (12 total Events) \$2,700.00
 - Two 6’ X 3” Banners @ \$72.00 each \$144.00
 - Event Flyers (1,000) \$390.00
 - Twelve Gazette Advertisements @ \$125.00 each \$1,500.00
- Total Program Cost: \$4,734.00**

Funding for this program is available from the Law Enforcement Trust Fund and I recommend that this item be placed on the next regular City Council Meeting Agenda for approval.

MIAMI SPRINGS POLICE DEPARTMENT

MEMORANDIUM

TO: Chief P.G. Baan

FROM: Sergeant J.E. Deal

SUBJECT: Document Shredding Project

DATE: January 22, 2013

Document Shredding Project costs:

- Quarterly, 3 hour events for 3 years (12 events total) - \$2,700.00 (\$900.00 per year) – Quoted by Florida Shredding.
- Two 3' x 6' Banners - \$144.00 (\$72.00 ea.) – Quoted by All Digital Printing.
- Event Flyers (1,000) - \$390.00 - Quoted by All Digital Printing.
- River Cities Gazette Advertisements – ¼ Page ad (12 ads – 4 times a year) - \$1500.00 (\$125.00 per insertion, \$375.00 per year).

Note: Florida Shredding's quote contains 1 free event per year (normal cost \$1,200.00).



CITY OF MIAMI SPRINGS

Building and Code Compliance Department

Planning Department

201 Westward Drive

Miami Springs, FL 33166-5259

Phone: (305) 805-5030

Fax: (305) 805-5036

TO: Honorable Mayor Garcia and Members of the City Council

VIA: Ronald K. Gorland, City Manager

FROM: Tex Ziadie, Building & Code Compliance Director

DATE: January 23, 2013

SUBJECT: Code of Ordinances

In April of 2007, City Council and Administration began a comprehensive look at parts of our Code of Ordinances that were in need of review and/or updating. Since that time, Council made additions or changes to the following sections of the Code:

70-10	Parkway/Swale Parking
70-10	Westward Drive Parking
71-04	Inoperable Vehicles
96-05	Street Number Display
96-09	Dog Feces
150-010	Roofing Materials
150-011	Utility Sheds
150-013	Hedge Height
150-017	Recreational Vehicles
150-025	Portable Awnings/Canopies
150-029	Political Signs
150-030	Open House Signs
150-032	Portable Storage Units

We still have some parts of the Code to deal with. In order of the priority that we think is needed, they are:

- Commercial Vehicles
- Signs (Entire Code)
- Feeding of Animals or birds on Public Property (new Code)
- Acceptable Swale Materials
- Noise
- Dumpster Enclosures

CITY OF MIAMI SPRINGS



Agenda Item No.

City Council Meeting of:

01-28-2013

Finance Department
201 Westward Drive
Miami Springs, FL 33166-5289
Phone: (305) 805-5014
Fax: (305) 805-5037

5259

To: The Honorable Mayor Xavier Garcia and Members of the City Council

VIA: Ron Gorland, City Manager

FR: William Alonso, CPA, CGFO, Finance Director

Date: January 23, 2013

Re: FY2012-2013 1st Quarter Budget Status Report (Unaudited)

Attached, please find the above referenced report based on revenues received and appropriations expended through December 31, 2012. The purpose of this report is to apprise the City's governing body of the FY2012-2013 budgetary status and projected year-end revenues, expenditures, and fund balances

I. OVERVIEW

Since we have only completed the first quarter of the current fiscal year, we cannot estimate with any degree of certainty what the ending fund balance will be. We will wait until the second quarter so that we can determine what the revenue and expenditure trends are so that we can make an informed projection.

The revenues and expenditures as of the end of the first quarter of FY2012-2013 are within budgeted amounts and in line with the amounts reported for the same period of last fiscal year.

As you can see from page 18, the golf course reported a loss which is about \$8,000 higher than the first quarter of last year. Although revenues were higher, increased maintenance costs for the quarter resulted in the increased loss.

As in previous interim reports, this report is organized as follows:

- I. Overview/Financial Dashboard - Pages 1-3
- II. General Fund Revenues – Page 4
- III. General Fund Expenditures – Page 6
- IV. General Fund Subsidized Departments
 - a) Senior center - Page 7
- V. Enterprise Funds - Pages 8-9

- VI. Investments – Page 10
- VII. Analysis of Charges for Services
 - a) Building & Zoning/Code Enforcement – Page 11
 - b) Recreation Department – Page 12
- VIII. Other Funds
 - a) Road and Transportation Fund – Page 13
 - b) Law Enforcement Trust Fund – Page 14
 - c) Capital Fund – Page 15
 - d) Debt Service Fund – Page 16
- IX. Status of Designated Fund Balance Page 17
- X. Golf Course Financial Report – Pages 18,19 and A-1 thru C-1

The following chart is a projection of the City's projected revenues, expenditures, and general fund balance as of the end of the 1st Qtr FY2013:

Chart A – General Fund Balance Projection as of 1st quarter FY2012-2013

Chart A- General Fund Budget Summary-FY 2012-2013

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Projected Year-End</u>	<u>Variance</u>
Sources:				
General Fund beginning balance	4,391,810	4,394,465	4,394,465	-
Current revenues	13,497,708	13,502,177	13,367,155	(135,022)
Transfers in	530,000	530,000	530,000	-
Total Sources	<u>18,419,518</u>	<u>18,426,642</u>	<u>18,291,620</u>	<u>(135,022)</u>
Uses:				
Operating expenditures	13,513,536	13,783,512	13,645,677	(137,835)
Transfers out	514,176	514,176	485,000	(29,176)
Total Uses	<u>14,027,712</u>	<u>14,297,688</u>	<u>14,130,677</u>	<u>(167,011)</u>
General Fund ending balance	<u>4,391,806</u>	<u>4,128,954</u>	<u>4,160,943</u>	<u>31,989</u>
Projected change in fund balance		<u>233,522</u>		

FINANCIAL DASHBOARD

FINANCIAL INDICATORS-GENERAL FUND

	<u>Budgeted</u>	<u>Actual</u>	<u>% of budget</u>
General Fund Revenues as of 12/31/12	\$14,032,177	\$3,986,086	28% (1)
General Fund Revenues as of 12/31/11	\$14,143,605	\$4,300,806	30% (1)

General Fund Expenditures as of 12/31/12	\$14,297,688	\$3,370,999	24% (2)
General Fund Expenditures as of 12/31/11	\$14,457,118	\$3,397,538	24% (2)

	<u>As of 9/30/12</u>	<u>Projected 9/30/13</u>	<u>\$ Increase/Decrease</u>
General Fund Reserve	\$4,394,465	\$4,160,943	\$(233,522)

INVESTMENT INDICATOR

	<u>As of 9/30/12</u>	<u>As of 12/31/12</u>	<u>\$ Increase/(Decrease)</u>
Investments	\$ 7,035,348	\$ 7,272,446	\$ 237,098

	<u>Total On Deposit</u>	<u>Unrealized Loss</u>	<u>Net Asset Value</u>
SBA Account	\$89,083	\$ (1,511)	\$87,572

FINANCIAL INDICATORS-OTHER

	<u>Revenues as of 12/31/12</u>	<u>Expenditures as of 12/31/12</u>	<u>Deficit at 12/31/12</u>	<u>Deficit at 12/31/11</u>
Golf Course fund operating deficit requiring General Fund subsidy	\$258,586	\$355,065	\$(96,479)	\$(88,591)

	<u>Revenues as of 12/31/12</u>	<u>Expenditures as of 12/31/12</u>	<u>Surplus at 12/31/12</u>	<u>Surplus at 12/31/11</u>
Building & Code	\$ 177,931	\$ 126,861	\$ 51,070	\$12,061

	<u>As of 9/30/12</u>	<u>As of 12/31/12</u>	<u>\$ Increase/(Decrease)</u>
Long-Term Debt	\$5,783,260	\$5,753,453	\$(29,807)

	<u>At 12/31/11</u>	<u>At 12/31/12</u>
% of Recreation Expenditures Collected in Fees	13.4%	15.9%

Notes:

(1) The budgeted revenues does not include the \$265,510 that was appropriated from fund balance. Additionally, you can see that for the current year our revenues are being received at a 28% rate compared to 30% for the same period last year mainly due to ad valorem tax revenues being received at a slower pace from the County.

(2) Actual expenditures are running at about the same pace as last year 24% vs. 24% when compared to budgeted expenditures. This is indicative of a budget that is realistic and inline with actual city activities.

II) REVENUES

Chart B-Schedule of General Fund Budgeted and Actual Revenues
For the Period Ending December 31, 2012
(25% OF YEAR COMPLETED)

Department	2011-12	FISCAL YEAR 2012-2013				PRIOR YEAR	Note
	FULL YEAR ACTUAL	ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL AS of 12/31/12	% OF BUDGET	AS of 12/31/11	
Ad Valorem Taxes - Current	\$ 5,782,665	\$ 5,804,091	\$ 5,804,091	\$ 2,373,919	41%	\$ 2,911,725	1
Ad Valorem Taxes - Delinquent	19,336	20,000	20,000	-	0%	6,744	1
Utility and Franchise Taxes	2,578,754	2,682,693	2,682,693	421,210	16%	407,067	
Occupational Licenses - City	77,874	70,000	70,000	26,132	37%	63,030	
Occupational Licenses - County	20,957	17,000	17,000	6,912	41%	5,426	
Building Permits	140,163	225,000	225,000	66,140	29%	24,556	
Electrical Permits	27,496	62,500	62,500	10,642	17%	7,538	
Plumbing Permits	27,337	50,000	50,000	7,229	14%	5,093	
Roofing Permits	35,980	33,750	33,750	8,704	26%	7,085	
Mechanical Permits	21,622	31,250	31,250	4,010	13%	3,807	
Zoning Permits	1,150	5,500	5,500	-	0%	600	
Certification of Completions	1,965	1,500	1,500	65	4%	200	
Structural Permits	16,761	18,750	18,750	4,500	24%	4,153	
POD Permit Fees	1,800	1,500	1,500	125	8%	300	
Other Permits	115,042	128,750	128,750	36,447	28%	30,340	
Misc Plan Reviews	-	1,000	1,000	-	0%	-	
Zoning Review Fees	-	80,000	80,000	5,800	7%	-	
Planning Board Fees	-	13,750	13,750	-	0%	-	
Misc Planning Fees	-	6,000	6,000	1,820	30%	-	
Local Option Gas Tax	361,726	371,007	371,007	89,683	24%	91,211	
Revenue sharing	404,323	395,000	395,000	95,462	24%	96,255	
Alcoholic Beverage License	15,223	9,000	9,000	605	7%	294	
1/2-cent Sales Tax	896,447	941,884	941,884	142,101	15%	140,490	
Gas Tax Rebate	11,285	8,000	8,000	100	1%	2,611	
School Crossing Guards	32,256	18,000	18,000	4,681	26%	6,247	
After School Programs	42,094	22,500	22,500	11,008	49%	11,533	
SWIM MEETS/TEAM RENTAL	12,715	21,600	21,600	4,304	20%	4,304	
Swimming Pool Admissions	83,286	8,000	8,000	1,910	24%	2,699	
Swim Lessons	-	45,000	45,000	-	0%	-	
Annual Daddy/Daughter Dance	3,263	7,000	7,000	-	0%	-	
Pelican theatre	6,360	5,000	5,000	2,550	51%	1,365	
Vending Machines	1,725	3,000	3,000	556	19%	624	
Fireworks-VG	-	3,000	3,000	-	0%	-	
Summer Camp	158,725	170,000	170,000	40	0%	50	
Summer Camp Activity Fee	16,900	18,000	18,000	-	0%	25	
Senior Center Rental	-	2,500	2,500	-	0%	-	
Annex Rental	-	1,625	1,625	-	0%	-	
Gym Rental	-	5,000	5,000	510	10%	-	
Fitness Room Membership	47,228	15,000	15,000	10,861	72%	9,560	
Gym Admission Fees	-	3,000	3,000	-	0%	-	
Yoga Classes	19,502	17,100	17,100	2,927	17%	2,887	
Annual Turkey Trot	1,210	500	500	1,210	242%	1,210	
Basketball Fees	26,405	42,175	42,175	18,375	44%	15,800	
Other activities	1,115	3,830	3,830	615	16%	240	
Pool Rental	27,278	5,000	5,000	1,195	24%	1,966	
Pool Memberships	7,663	2,400	2,400	654	27%	-	
Jazzercise	3,925	4,800	4,800	981	20%	981	
Green Fees	762,746	857,958	857,958	191,432	22%	195,193	
Golf Memberships	52,824	45,535	45,535	6,451	14%	7,502	
Cart Rentals	113,563	82,236	82,236	21,051	26%	14,816	
Range Fees	98,907	100,874	100,874	25,459	25%	23,313	
Golf Merchandise Sales	53,489	57,848	57,848	14,456	25%	11,842	
Gift Certificate Redeemed	735	3,598	3,598	766	21%	960	
Rain Check Redeemed	(17,778)	(13,462)	(13,462)	(2,692)	20%	(3,204)	
CanAm Commissions	(450)	-	-	-	0%	-	
Golf Pro Commissions	2,262	3,000	3,000	126	4%	1,075	
Golf Course Rentals	8,440	8,235	8,235	1,500	18%	1,837	
GHIN Disabled Fees	183	868	868	37	4%	127	
Miscellaneous Charges for Serv	-	6,000	6,000	10	0%	-	
Copies & Other Charges	3,038	2,000	2,000	720	36%	705	
Tree Replacement	200	-	-	420	100%	200	
Lien Search	14,365	10,000	10,000	3,712	37%	3,080	
Re-occupancy inspection fee	15,600	15,000	15,000	6,850	46%	2,793	
Clerk of the Court - Fines	118,587	200,000	200,000	22,944	11%	21,067	
Code Enforcement tickets	15,400	15,000	15,000	1,175	8%	8,900	
Disabled Parking tickets	7,442	-	-	-	0%	-	
Interest - Checking	-	-	-	-	0%	(1,891)	
Interest-CD's	27,451	17,000	17,000	4,337	26%	1,486	
Interest - Tax Collections	1,656	2,000	2,000	-	0%	381	
Rent - Metro Fire	14,040	17,000	17,000	3,016	18%	3,813	
Rent - Dade Co. Library	8,253	8,300	8,300	2,063	25%	2,063	
Rent - Bus Benches	4,165	3,900	3,900	1,071	27%	1,020	

**Chart B-Schedule of General Fund Budgeted and Actual Revenues
For the Period Ending December 31, 2012
(25% OF YEAR COMPLETED)**

Department	2011-12 FULL YEAR ACTUAL	FISCAL YEAR 2012-2013					
		ORIGINAL BUDGET	AMENDED BUDGET	ACTUAL AS of 12/31/12	% OF BUDGET	PRIOR YEAR AS of 12/31/11	Note
Recreational Activities	14,693	-	-	3,414	100%	1,288	
Sprint Tower	87,640	90,000	90,000	-	0%	-	
Nextel	6,490	8,300	8,300	-	0%	-	
Metro PCS	8,211	8,400	8,400	8,540	102%	8,211	
Surplus sale of equipment	13,715	52,589	52,589	7,815	15%	-	
Other Miscellaneous	56,866	80,000	80,000	4,257	5%	2,137	
Insurance Reimbursement	12,833	-	-	55,434	100%	-	
Code Enforcement Liens	-	1,000	1,000	-	0%	-	
Returned check charges	389	2,000	2,000	60	3%	130	
Byrne Grant	11,026	15,000	15,000	-	0%	1,220	
Police COPS Grant	176,382	-	-	-	0%	-	
Other Grants	10,086	-	-	16,000	100%	1,632	
Red Light Fines	314,116	400,043	400,043	89,179	22%	-	
Historic Tax Credit	105,000	-	-	-	0%	-	
ITF - Road & Transportation	542,153	-	-	-	0%	5,250	
ITF - Sanitation Admin Fee	450,000	470,000	470,000	117,500	25%	102,594	
ITF- Stormwater Admin Fee	55,000	60,000	60,000	15,000	25%	13,250	
Appropriated fund balance	-	265,510	265,510	-	0%	-	
TOTALS >>>	\$ 14,231,734	\$ 14,297,687	\$ 14,297,687	\$ 3,986,086	28%	\$ 4,300,806	

II. REVENUES

Notes to Revenue Schedule:

- (1) Approximately 75-90% of the annual property tax assessment is collected during the months of October thru January of each fiscal year, the City invests all excess amounts until the funds are required to pay normal operating expenditures of the City. However, as you can see in the revenue report, ad valorem taxes received during the first quarter is approximately \$537,000 less than the amount received for the same period last year. This caused our YTD revenues collected to be 28% compared to the 30% collected last year.

III) EXPENDITURES

Chart C-Schedule of General Fund Budgeted and Projected Expenditures
For the Period Ending December 31, 2012
(25% OF YEAR COMPLETED)

Department	FY2011-12 ACTUAL	FISCAL YEAR 2012-2013				NOTES
		ORIGINAL BUDGET	AMENDED BUDGET	AS OF 12/31/2012	% OF ACTUAL VS. BUDGET	
General Government:						
Mayor & City Council	199,338	115,732	115,732	16,679	14%	
Office of the City Manager	686,462	338,264	338,263	83,164	25%	
Office of the City Clerk	285,368	330,482	324,316	60,033	19%	
Office of the City Attorney	156,503	161,000	161,000	28,988	18%	
Human Resource Department	199,895	186,293	187,340	44,848	24%	
Finance-Administration	567,791	489,424	541,702	147,492	27%	
Finance-Professional Services	152,089	265,883	265,883	60,975	23%	
IT Department	339,353	362,138	362,138	95,434	26%	
Planning Department	130,472	122,886	127,387	27,234	21%	
Non-Departmental	527	-	-	-	0%	
Total General Government	2,717,798	2,372,102	2,423,761	564,847	23%	1
Public Safety:						
Police Department	5,711,639	5,823,885	5,823,885	1,413,335	24%	
Building, Zoning & Code Enforcement	599,009	573,013	582,145	126,862	22%	
Total Public Safety	6,310,648	6,396,898	6,406,030	1,540,197	24%	1
Public Works:						
Public Works - Administration	444,725	411,537	424,437	91,930	22%	
Public Works - Streets	323,868	338,713	341,713	89,545	26%	
Public Works - Properties	811,936	596,763	609,773	177,965	29%	
Public Works - Building Maintenance	292,605	172,043	236,196	58,122	25%	
Public Works - Fleet Maintenance	30,685	13,250	28,034	-	0%	
Total Public Works	1,903,819	1,532,306	1,640,153	417,562	25%	1
Parks and Recreation:						
Recreation	1,578,899	1,495,705	1,501,946	311,833	21%	
Aquatics	258,638	211,545	259,737	48,363	19%	
Tennis	26,876	25,960	25,960	6,441	25%	
Park Maintenance	87,507	123,815	123,815	16,610	13%	
Golf Administration	22,729	22,317	22,317	5,368	24%	
Golf Pro Shop	546,341	528,038	531,039	118,081	22%	
Golf Maintenance	792,306	804,850	848,754	231,617	27%	
Total Parks and Recreation	3,313,296	3,212,230	3,313,568	738,313	22%	
TOTAL GENERAL FUND EXPS.	14,245,561	13,513,536	13,783,512	3,260,919	24%	1
Transfers to other funds						
Debt Service fund	313,205	363,205	363,205	90,801	25%	
Capital Fund	19,674	-	-	-	0%	
Senior Center Fund	123,326	150,971	150,971	19,279	13%	
Total Transfers Out:	456,205	514,176	514,176	110,080	21%	1
Increase (decrease) in fund balance	(470,032)	-	-	-		
TOTAL GENERAL FUND USES	14,231,734	14,027,712	14,297,688	3,370,999	24%	

III. EXPENDITURES

Notes to Expenditure Schedule:

- (1) All departments are within budget as of the end of the fiscal year. There are variances within some departments greater/less than 25%, however these fluctuations are based on seasonality and not on definite trends that will cause the department to be over budget later in the year. Any variances greater than 35% (if any) will be addressed by us herein.

IV) FUNDS SUBSIDIZED BY GENERAL FUND

CHART D-CITY OF MIAMI SPRINGS
 ACTUAL VS BUDGET REPORT-SENIOR CENTER
 (25% OF YEAR COMPLETED)

	FY2011-12 ACTUAL	FISCAL YEAR 2012-13			% OF ACTUAL VS. BUDGET
		ORIGINAL BUDGET	AMENDED BUDGET	AS OF 12/31/2012	
Revenues:					
USDA C-1	\$ 10,622	\$ 18,229	\$ 18,229	\$ 2,610	14%
USDA C-2	18,127	9,815	9,815	4,311	44%
Local Grants C-1	93,668	76,759	76,759	8,363	11%
Local Grants C-2	51,169	51,491	51,491	13,102	25%
Local Grants III-B	22,781	20,707	20,707	4,863	23%
CDBG Grant	39,098	-	-	-	100%
Sales to Va Gardens	17,225	16,800	16,800	4,338	26%
Donations	4,884	1,575	1,575	1,023	65%
Misc Revenues	782	-	-	-	0%
Total revenues	<u>258,356</u>	<u>195,376</u>	<u>195,376</u>	<u>38,610</u>	20%
Expenditures:					
Administrative Costs	150,328	155,638	155,638	35,611	23%
Catering and operating supplies	134,708	146,500	170,970	12,093	7%
Operating Costs	49,397	53,908	53,908	10,185	19%
Capital Outlay	66,118	6,000	6,000	-	0%
Total expenditures	<u>400,551</u>	<u>362,046</u>	<u>386,516</u>	<u>57,889</u>	15%
Excess (deficiency) of revenues over expenditures	<u>(142,195)</u>	<u>(166,670)</u>	<u>(191,140)</u>	<u>(19,279)</u>	10%
Other financing sources					
Transfers in	123,326	150,971	191,140	19,279	10%
Total other financing sources	<u>123,326</u>	<u>150,971</u>	<u>191,140</u>	<u>19,279</u>	10%
Net change in fund balance	<u>(18,869)</u>	<u>(15,699)</u>	<u>-</u>	<u>-</u>	0%
Beginning fund balance	<u>18,869</u>	<u>15,699</u>	<u>-</u>	<u>-</u>	
Ending fund balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**CHART H-CITY OF MIAMI SPRINGS
ACTUAL VS BUDGET REPORT-SANITATION
(25% OF YEAR COMPLETED)**

	FY2011-12 <u>ACTUAL</u>	FISCAL YEAR 2012-13			% OF ACTUAL VS. BUDGET	NOTES
		<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>AS OF 12/31/2012</u>		
Operating revenues:						
Sanitation revenues	\$ 2,126,145	\$ 2,293,028	\$ 2,293,028	\$ 932,902	41%	1
Total operating revenues	<u>2,126,145</u>	<u>2,293,028</u>	<u>2,293,028</u>	<u>932,902</u>	41%	
Operating expenses:						
Administrative costs	1,291,807	797,627	797,627	181,708	23%	
Operations and maintenance	267,104	720,688	720,688	187,272	26%	
Disposal costs	607,835	716,500	716,500	113,899	16%	
Depreciation and amortization	54,074	54,400	54,400	13,518	25%	
Total operating expenses	<u>2,220,820</u>	<u>2,289,215</u>	<u>2,289,215</u>	<u>496,397</u>	22%	
Operating income (loss)	<u>(94,675)</u>	<u>3,813</u>	<u>3,813</u>	<u>436,505</u>	11448%	
Nonoperating revenues (expenses):						
Interest income	1,008	-	-	106	0%	
Interest expense and fees	<u>(5,837)</u>	<u>(3,813)</u>	<u>(3,813)</u>	<u>(1,153)</u>	30%	
Total nonoperating revenues (expenses)	<u>(4,829)</u>	<u>(3,813)</u>	<u>(3,813)</u>	<u>(1,047)</u>	0%	
Income (Loss) before transfers	<u>(99,504)</u>	<u>-</u>	<u>-</u>	<u>435,458</u>	100%	
Change in net assets	<u>(99,504)</u>	<u>-</u>	<u>-</u>	<u>435,458</u>	100%	1
Total net assets, October 1	<u>962,365</u>	<u>862,861</u>	<u>862,861</u>	<u>862,861</u>		
Total net assets, September 30	<u>\$ 862,861</u>	<u>\$ 862,861</u>	<u>\$ 862,861</u>	<u>\$ 1,298,319</u>		

Note:

Collection of 41% of revenues is a result of the trash bills now being a part of the property tax bill which is mostly collected between October and March of each fiscal year.

**CHART I-CITY OF MIAMI SPRINGS
ACTUAL VS BUDGET REPORT-STORMWATER
FOR THE PERIOD ENDING DECEMBER 31, 2012
(25% OF YEAR COMPLETED)**

	FY2011-12 ACTUAL	FISCAL YEAR 2012-13			% OF ACTUAL VS. BUDGET	NOTES
		ORIGINAL BUDGET	AMENDED BUDGET	AS OF 12/31/2012		
Operating revenues:						
Residential Class I	\$ 285,945	\$ 250,000	\$ 250,000	\$ 979	0%	
Total operating revenues	<u>285,945</u>	<u>250,000</u>	<u>250,000</u>	<u>979</u>	0%	
Operating expenses:						
Administrative costs	161,123	141,176	141,176	35,622	25%	
Operations and maintenance	84,249	136,183	136,183	32,742	24%	
Depreciation and amortization	148,978	149,000	149,000	37,244	25%	
Total operating expenses	<u>394,350</u>	<u>426,359</u>	<u>426,359</u>	<u>105,608</u>	25%	
Operating income (loss)	<u>(108,405)</u>	<u>(176,359)</u>	<u>(176,359)</u>	<u>(104,629)</u>	59%	
Nonoperating revenues (expenses):						
Interest & other income	492	500	500	141	28%	
Interest expense and fees	(1,440)	(2,000)	(2,000)	-	0%	
Total nonoperating revenues (exp)	<u>(948)</u>	<u>(1,500)</u>	<u>(1,500)</u>	<u>141</u>	-9%	
Income (Loss) before transfers	(109,353)	(177,859)	(177,859)	(104,488)	59%	
Change in net assets	<u>(109,353)</u>	<u>(177,859)</u>	<u>(177,859)</u>	<u>(104,488)</u>	59%	
Total net assets, October 1	<u>3,069,872</u>	<u>2,960,519</u>	<u>2,960,519</u>	<u>2,960,519</u>		
Total net assets, September 30	<u>\$ 2,960,519</u>	<u>\$ 2,782,660</u>	<u>\$ 2,782,660</u>	<u>\$ 2,856,031</u>		

Notes:

**CITY OF MIAMI SPRINGS
INVESTMENT SCHEDULE
Dec-12**

<u>Institution</u>	<u>Acct#</u>	<u>Principal Amount</u>
BB&T Money Market		\$ 6,513,868.00
Subtotal BB&T		\$ 6,513,868.00
SBA (Pool B)	221371	\$ 89,083.00
Reserve for loss		\$ (1,511.00)
Subtotal SBA		\$ 87,572.00
Total all investments		\$ 6,601,440.00

CASH ON HAND-OPERATING ACCOUNTS:

<i>BB&T Cash on hand-Operating Acct</i>	671,006.00
Total Cash on hand as of 12/31/12	\$671,006.00
Total Investments and cash on hand	\$7,272,446.00

RESTRICTED CASH:

BB&T CD-LETF	\$ 700,000.00
(Law Enforcement Trust-restricted)	\$ 700,000.00

VII) ANALYSIS OF CHARGES FOR SERVICES

**Chart J-Schedule of Building & Zoning/Code Enforcement
Comparative for the periods ending December 31, 2012 and 2013
(25% OF YEAR COMPLETED)**

Charges for Services:	YTD 12/31/12		YTD 12/31/11		
	<u>Building</u>	<u>Code Enforcement</u>	<u>Building</u>	<u>Code Enforcement</u>	
Occupational Licenses - City		\$ 26,132		\$ 63,030	
Occupational Licenses - County		6,912		5,426	
Building Permits	66,140	-	24,556		
Electrical Permits	10,642		7,538		
Plumbing Permits	7,229		5,093		
Roofing Permits	8,704		7,085		
Mechanical Permits	4,010		3,807		
Zoning Permits	-		600		
Certification of Completions	65		200		
Structural Permits	4,500		4,153		
Other Permits	36,572		30,640		
Reoccupancy Inspection	5,850				
Code Enforcement tickets		1,175		8,900	
Total Fees Collected	143,712	34,219	83,672	77,356	
Expenditures:					
Personnel	48,120	41,974	67,317	44,025	
Inspector Costs	26,113		26,430		
Operating costs	7,990	2,664	7,630	2,543	25% of total expenses
Capital outlay			1,022		
Indirect costs from allocation	71,149		74,115		
Total expenditures	153,372	44,638	176,514	46,568	
Excess charges for services over expenditures	(9,660)	(10,419)	(92,842)	30,788	

The purpose of this report is to show if the charges being collected by the building & zoning /code enforcement departments are more than sufficient to cover the operating expenditures of these departments.

**Chart K-Schedule of Recreation Department Operations
Period Ending December 31, 2012
(25% OF YEAR COMPLETED)**

	Administrative	Pool	Tennis	Maintenance	YTD as of 12/31/2012	YTD as of 12/31/2011
Charges for Services:						
Program Activity Fees	11,048				\$ 11,048	\$ 75
After School Care					4,304	11,533
Water Polo/Aquatics Teams		4,304			1,910	4,304
Swimming Pool Admissions		1,910			1,195	2,699
Pool rental		1,195			556	1,966
Vending Machines	556				10,861	624
Fitness room membership	10,861				654	9,559
Pool memberships	654				1,210	1,210
Annual Turkey trot	1,210				2,550	1,365
Pelican Playhouse	2,550				3,414	-
Rental-recreational Facilities	3,414				18,375	15,800
Basketball Program	18,375				981	981
Jazzercise Classes	981				510	-
Gym Rental	510				485	-
Xmas at the gazebo	485				2,927	2,997
Yoga classes	2,927				130	240
Little Smart Arts	130				61,110	53,353
Total Fees Collected	53,701	7,409			61,110	
Expenditures:						
Personnel	153,322	28,515			181,837	172,021
Operating costs	111,661	19,848	6,441	16,610	154,560	166,519
Debt Service	46,850				46,850	46,850
Capital outlay						11,822
Total expenditures	311,833	48,363	6,441	16,610	383,247	397,212
Excess exp. over charges for services	\$ (258,132)	\$ (40,954)	\$ (6,441)	\$ (16,610)	\$ (322,137)	\$ (343,859)
					Percentage of expenditures collected in fees	15.9%
					Percentage of expenditures collected in fees	13.4%

NOTES TO STATEMENTS:

VIII) OTHER FUNDS

CHART L-CITY OF MIAMI SPRINGS
 ACTUAL VS BUDGET REPORT-ROAD & TRANSPORTATION
 (25% OF YEAR COMPLETED)

	FY2011-12 ACTUAL	FISCAL YEAR 2012-13			% OF ACTUAL VS. BUDGET	NOTES
		ORIGINAL BUDGET	AMENDED BUDGET	AS OF 12/31/2012		
Revenues:						
Peoples Transportation Tax	431,144	447,059	447,059	-	0%	
Charges for services	14,807	-	-	3,702	100%	
Misc Revenues-Interest	146	-	-	71	100%	
Total revenues	<u>446,097</u>	<u>447,059</u>	<u>447,059</u>	<u>3,773</u>	1%	
Expenditures:						
Administrative	97,846	69,493	69,493	18,010	26%	
Contractual/Professional Services	151,733	214,321	214,321	35,680	17%	
Repairs and maintenance	182,609	328,522	328,522	22,283	7%	
Operating Supplies/Road Materials	788	3,000	3,000	272	9%	
Capital Outlay-Machinery	36,352	2,401	2,401	600	0%	
Total expenditures	<u>469,328</u>	<u>617,737</u>	<u>617,737</u>	<u>76,845</u>	12%	
Excess (deficiency) of revenues over expenditures	<u>(23,231)</u>	<u>(170,678)</u>	<u>(170,678)</u>	<u>(73,072)</u>	43%	
Other financing sources						
Transfers out	<u>(521,153)</u>	-	-	-	0%	
Total other financing sources	<u>(521,153)</u>	-	-	-	0%	
Net change in fund balance	(544,384)	(170,678)	(170,678)	(73,072)		
Beginning fund balance	<u>933,965</u>	<u>389,581</u>	<u>389,581</u>	<u>389,581</u>		
Ending fund balance	<u>\$ 389,581</u>	<u>\$ 218,903</u>	<u>\$ 218,903</u>	<u>\$ 316,509</u>		

VIII) OTHER FUNDS

**CITY OF MIAMI SPRINGS
ACTUAL VS BUDGET REPORT-LAW ENFORCEMENT TRUST FUND
(25% OF YEAR COMPLETED)**

	FY2011-12 <u>ACTUAL</u>	FISCAL YEAR 2012-13		AS OF 12/31/2012	% OF ACTUAL VS. BUDGET	NOTES
		<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>			
Revenues:						
Fines and Forfeitures	78,769	-	-	1,479	100%	
Interest Income	1,281	10,000	10,000	-	0%	
Total revenues	<u>80,050</u>	<u>10,000</u>	<u>10,000</u>	<u>1,479</u>	15%	
Expenditures:						
Administration Expenses	85,356	102,637	105,905	17,874	17%	
Police education	1,096	20,000	20,000	545	3%	
Capital Outlay-Vehicles	6,373	26,000	26,000	6,434	0%	
Total expenditures	<u>92,825</u>	<u>148,637</u>	<u>151,905</u>	<u>24,853</u>	16%	
Excess (deficiency) of revenues over expenditures	<u>(12,775)</u>	<u>(138,637)</u>	<u>(141,905)</u>	<u>(23,374)</u>	16%	
Net change in fund balance	(12,775)	(138,637)	(141,905)	(23,374)		
Beginning fund balance	<u>887,499</u>	<u>874,724</u>	<u>874,724</u>	<u>874,724</u>		
Ending fund balance	<u>\$ 874,724</u>	<u>\$ 736,087</u>	<u>\$ 732,819</u>	<u>\$ 851,350</u>		

VIII) OTHER FUNDS

**CITY OF MIAMI SPRINGS
ACTUAL VS BUDGET REPORT-CAPITAL FUND
(25% OF YEAR COMPLETED)**

	FY2011-12 <u>ACTUAL</u>	FISCAL YEAR 2012-13			% OF ACTUAL VS. BUDGET	NOTES
		<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>AS OF 12/31/2012</u>		
Revenues:						
Intergovernmental	\$ 97,257	\$ -	\$ -	\$ -	100%	
Interest and Other Income	<u>161,770</u>	-	-	-	0%	
Total revenues	<u>259,027</u>	-	-	-	100%	
Expenditures:						
General government	70,311	-	-	-	0%	
Capital Outlay	<u>236,870</u>	-	<u>74,200</u>	<u>131,608</u>	177%	
Total expenditures	<u>307,181</u>	-	<u>74,200</u>	<u>131,608</u>	177%	
Excess (deficiency) of revenues over expenditures	<u>(48,154)</u>	-	<u>(74,200)</u>	<u>(131,608)</u>	0%	
Other financing sources						
Transfers in	<u>19,674</u>	-	-	-	0%	
Total other financing sources	<u>19,674</u>	-	-	-	0%	
Net change in fund balance	<u>(28,480)</u>	-	<u>(74,200)</u>	<u>(131,608)</u>	0%	
Beginning fund balance	<u>168,801</u>	<u>140,321</u>	<u>140,321</u>	<u>140,321</u>		
Ending fund balance	<u>140,321</u>	<u>140,321</u>	<u>66,121</u>	<u>\$ 8,713</u>		

VIII) OTHER FUNDS

**CITY OF MIAMI SPRINGS
ACTUAL VS BUDGET REPORT-DEBT SERVICE FUND
(25% OF YEAR COMPLETED)**

	FY2011-12 <u>ACTUAL</u>	FISCAL YEAR 2012-13			% OF ACTUAL VS. BUDGET	<u>NOTES</u>
		<u>ORIGINAL BUDGET</u>	<u>AMENDED BUDGET</u>	<u>AS OF 12/31/2012</u>		
Revenues:						
Property Taxes	\$ -	\$ -	\$ -	\$ -	0%	
Total revenues	-	-	-	-	0%	
Expenditures:						
Principal Payments	428,297		439,651	29,807	7%	
Interest Payments	140,282		129,827	21,536	17%	
Administrative	-	-	-	-	0%	
Total expenditures	<u>568,579</u>	-	<u>569,478</u>	<u>51,343</u>	9%	
Excess (deficiency) of revenues over expenditures	<u>(568,579)</u>	-	<u>(569,478)</u>	<u>(51,343)</u>	9%	
Other financing sources						
Transfers in	<u>519,478</u>	<u>569,478</u>	<u>569,478</u>	<u>142,365</u>	25%	
Total other financing sources	<u>519,478</u>	<u>569,478</u>	<u>569,478</u>	<u>142,365</u>	25%	
Net change in fund balance	<u>(49,101)</u>	<u>569,478</u>	<u>-</u>	<u>91,022</u>	100%	
Beginning fund balance	<u>111,517</u>	<u>62,416</u>	<u>62,416</u>	<u>62,416</u>		
Ending fund balance	<u>62,416</u>	<u>631,894</u>	<u>62,416</u>	\$ 153,438	100%	

ATTACHMENT A

CITY OF MIAMI SPRINGS
 PROPOSED GENERAL FUND BALANCE DESIGNATIONS
 PROJECTED FISCAL YEAR 2012-2013

<u>DESIGNATION</u>	<u>Actual Balance 9/30/2012</u>	<u>FY2012-13</u>		<u>Projected Balance 9/30/2013</u>
		<u>Additions</u>	<u>Reductions</u>	
Country Club Roof	60,120	-	60,120	-
Storage Tank-DERM project at the golf course	25,760	-	19,800	5,960
Westward Median	3,000	-	-	3,000
Contingency-Hurricane Costs	500,000	-	-	500,000
Pool improvements	258,542	-	-	258,542
Total proposed designations	\$ 847,422	\$ -	\$ -	\$ 767,502
Encumbrances appropriated FY2013	\$ 86,325	\$ -	-	\$ 86,325
Total Available Fund Balance	4,394,463	-	79,920	4,314,543
Unrestricted, Undesignated fund Balance	<u>3,460,716</u>			<u>3,460,716</u>
			25% of FY12-13 Budgeted expenditures.....	\$ 3,460,716
			Excess(deficit) funds available for designation	\$ (0)

Approved by Council at the November 19, 2012 meeting.

CITY OF MIAMI SPRINGS

Finance Department
201 Westward Drive
Miami Springs, FL 33166-5289
Phone: (305) 805-5014
Fax: (305) 805-5037



TO: The Honorable Mayor Xavier Garcia and Members of the City Council

VIA: Ron Gorland, City Manager

FR: William Alonso, CPA, CGFO, Finance Director *W*

DATE: January 23, 2013

SUBJECT: Golf Course (UNAUDITED) Financials for the quarter ending December 31, 2012.

Attached hereto are the unaudited financial reports for the Golf Course Fund for the quarter ending December 31, 2012. As in the past, the report is divided into three sections as follows: 1) Section A is a comparative profit and loss statement for the quarters ending December 31st for fiscal years 2013, 2012, and 2011. 2) Section B is a fiscal year-to-date actual to budget comparison for FY2013. 3) Section C is the FY 2013 year-to-date rounds report.

Key Financial Indicators

The following are key year-to-date indicators from pages A-1, A-2, and C-1 of the attached report.

	Ending 12/31/2012	Ending 12/31/2011	% Change From 12/31/11	Ending 12/31/2010	% Change From 12/31/10
Golf Operations:					
Total Revenues	258,586	253,460	2.0%	224,030	15.4%
Operating Profit (Loss)	(86,393)	(79,289)	9.0%	(126,171)	-31.5%
Profit(Loss)including non-golf costs	(96,479)	(88,591)	8.9%	(148,097)	-34.9%
Pro Shop Costs	118,081	127,630	-7.5%	127,003	-7.0%
Maintenance Costs	226,898	205,119	10.6%	223,198	1.7%
Total Rounds Played	8,471	8,121	4.3%	7,408	14.3%
Total Greens Revenues	220,805	210,065	5.1%	198,505	11.2%
Average per Round	26.07	25.87	0.8%	26.80	-2.7%
Memberships Sold	32,697	36,827	-11.2%	52,550	-37.8%
Driving Range revenues	23,314	23,314	0.0%	17,964	29.8%

Key Financial Indicators (continued)

As you can see from this matrix, the golf revenues continue to show improvements from the prior year. Total YTD revenues are up 2% from last year, rounds have increased by 4.3%, driving range revenues are up 9.2%, however memberships sold are still lagging behind and have dropped almost 11.2% from last year.

I have also included in this matrix the indicators for the quarter ended December 31, 2010. As you can see from this matrix, greens revenues are up 15.4% from FY2010, driving range revenues are up 29.8%, and our average per round is down 2.7% from FY2009.

On the cost side, YTD maintenance costs are up 10.6% from last year, this increase was mainly due to recovery attempts from post bad weather months as well as getting a late start on the prep work for the winter months. Pro shop costs are down 7.5% from last year. The operating loss is \$86,393 compared to a loss of \$79,289 last year.

The total bottom line YTD loss is \$96,479 compared to a loss of \$88,591 last year and a loss of \$148,097 for the same period of FY2010. **The bottom line YTD loss of \$96,479 means that a subsidy would be required from the General Fund for the fiscal year just ended.**

Page A-1 is a comparative profit and loss for the three months ended 12/31/12, 12/31/11, and 12/31/10.

Page A-2 is a comparative profit and loss for three months ended 12/31/12, 12/31/11, and 12/31/10 for the pro shop operation only. The total YTD loss for the current year is \$91,111 compared to losses of \$84,007 as of 12/31/11 and \$141,553 as of 12/31/10.

Page B-1 provides an actual to budget comparison for the current fiscal year.

Page C-1 is an analysis of rounds played for the first quarter shows a 4.3% increase in rounds played and a corresponding 5.1% increase in greens revenues. Our average per round is \$26.07 compared to \$25.87 for the same period last year. We have a total of 8,471 rounds played in the quarter compared to 8,121 for first quarter of FY2011.

**CITY OF MIAMI SPRINGS, FLORIDA
ACTUAL VS ACTUAL-PRO SHOP OPERATIONS
FOR THE PERIOD ENDING:**

	<u>12/31/2012</u>	<u>12/31/2011</u>	<u>12/31/2010</u>
TOTAL PRO-SHOP AND GOLF COURSE- REVENUES	<u>258,586</u>	<u>253,460</u>	<u>224,030</u>
TOTAL PERSONNEL SERVICES	64,053	63,690	69,286
TOTAL OPERATING EXPENDITURES	<u>280,926</u>	<u>269,059</u>	<u>280,915</u>
TOTAL MANAGEMENT OPERATING EXPENDITURES	<u>344,979</u>	<u>332,749</u>	<u>350,201</u>
NET MANAGEMENT EXCESS OF EXP. OVER REV.	<u>(86,393)</u>	<u>(79,289)</u>	<u>(126,171)</u>

OTHER COSTS ASSOCIATED WITH OPERATIONS OF THE GOLF COURSE:

ADMINISTRATIVE EXPENSES	5,368	4,584	6,544
PROCEEDS FROM DEBT - MAINTENANCE	-	-	-
IMPROVEMENTS O/T BUILDINGS - ADMIN.	-	-	-
IMPROVEMENTS O/T BUILDINGS	-	-	-
DEBT SERVICE PAYMENT-MAINTENANCE	4,718	4,718	15,382
MACHINERY & EQUIPMENT	-	-	-
MACHINERY & EQUIPMENT-MAINTENANCE	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL OTHER COSTS ASSOCIATED WITH- OPERATIONS OF THE PRO-SHOP	<u>10,086</u>	<u>9,302</u>	<u>21,926</u>

EXCESS EXPENDITURES OVER REVENUES	<u>\$ (96,479)</u>	<u>\$ (88,591)</u>	<u>\$ (148,097)</u>
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**CITY OF MIAMI SPRINGS, FLORIDA
ACTUAL VS ACTUAL-PRO SHOP OPERATIONS
FOR THE PERIOD ENDING:**

	<u>12/31/2012</u>	<u>12/31/2011</u>	<u>12/31/2010</u>
REVENUES	\$ 189,506	\$ 192,949	\$ 170,678
GREEN FEES	6,451	7,502	8,975
MEMBERSHIPS	21,051	14,816	13,732
CART REVENUES	25,459	23,314	17,964
RANGE FEES	1,663	3,037	1,130
GOLF - OTHER REVENUES	14,456	11,842	11,551
MERCHANDISE SALES	<u>258,586</u>	<u>253,460</u>	<u>224,030</u>
TOTAL PRO SHOP REVENUES			
 PERSONNEL EXPENSES			
REGULAR SALARIES	24,904	26,563	27,568
PART TIME SALARIES	26,822	26,032	31,608
OVERTIME	168	-	46
SEASONAL & OTHER	-	-	-
FICA TAXES	3,970	4,023	4,531
PENSION	3,396	3,308	2,969
MEDICAL INSURANCE	3,332	3,332	1,994
WORKER'S COMPENSATION	1,461	432	570
TOTAL PERSONNEL SERVICES	<u>64,053</u>	<u>63,690</u>	<u>69,286</u>
 OPERATING EXPENSES			
CONTRACTUAL SERVICES	1,011	4,314	3,021
RENTALS AND LEASES	20,594	20,390	18,282
REPAIRS AND MAINTENANCE	7,182	1,222	1,344
PROMOTIONS & ADVERTISING	3,437	6,750	6,248
OTHER CHARGES - BANK & CREDIT CARD CHARGES	7,114	8,682	6,798
OPERATING SUPPLIES	23	1,605	1,515
UTILITY SERVICES-ELECTRICITY	6,899	5,973	5,930
UTILITY SERVICES-WATER	146	117	117
LIABILITY INSURANCE	2,736	3,124	3,198
TELECOMMUNICATIONS	1,254	2,503	2,162
MERCHANDISE	(1,255)	3,125	6,794
DRIVING RANGE	2,214	5,196	1,139
OFFICE SUPPLIES	563	789	825
DUES AND MEMBERSHIPS	-	150	344
MAINTENANCE (Department Total)	<u>226,898</u>	<u>205,119</u>	<u>223,198</u>
TOTAL OPERATING EXPENDITURES	<u>280,926</u>	<u>269,059</u>	<u>280,915</u>
 TOTAL PRO SHOP OPERATION EXPENDITURES	<u>344,979</u>	<u>332,749</u>	<u>350,201</u>
 OPERATING PROFIT (LOSS) BEFORE OTHER COSTS	<u>(86,393)</u>	<u>(79,289)</u>	<u>(126,171)</u>
 OTHER COSTS ASSOCIATED WITH OPERATIONS OF THE PRO-SHOP			
DEBT SERVICE PAYMENT-MAINTENANCE	4,718	4,718	15,382
IMPROVEMENT O/T BUILDINGS - MAINTENANCE	-	-	-
 TOTAL OTHER COSTS ASSOCIATED WITH- OPERATIONS OF THE PRO-SHOP	<u>4,718</u>	<u>4,718</u>	<u>15,382</u>
 NET PROFIT (LOSS)	<u>\$ (91,111)</u>	<u>\$ (84,007)</u>	<u>\$ (141,553)</u>

**CITY OF MIAMI SPRINGS, FLORIDA
GOLF COURSE
ACTUAL VS ACTUAL- MAINTENANCE EXPENSES
FOR THE PERIOD ENDING:**

<u>MAINTENANCE</u>	<u>12/31/2012</u>	<u>12/31/2011</u>	<u>12/31/2010</u>
PERSONAL SERVICES	\$ 15,815	\$ 15,341	\$ 16,724
REGULAR SALARIES	1,209	1,173	1,279
PAYROLL TAXES	2,127	1,912	1,905
PENSION	1,682	1,676	1,946
MEDICAL INSURANCE	444	258	348
WORKER'S COMPENSATION	<u>21,277</u>	<u>20,360</u>	<u>22,202</u>
TOTAL PERSONAL SERVICES			
OPERATING EXPENSES	5,278	-	-
PROFESSIONAL SERVICES	110,118	95,534	90,697
CONTRACTUAL SERVICES	19,350	14,486	15,684
REPAIRS AND MAINTENANCE	8,730	5,550	7,591
UTILITY SERVICES-ELECTRICITY	1,397	1,343	1,375
UTILITY SERVICES-WATER	51,866	50,569	70,511
OPERATING SUPPLIES	4,413	11,837	8,179
FUEL, OILS, LUBRICANTS	2,106	2,115	2,448
LIABILITY INSURANCE	96	147	147
TELECOMMUNICATIONS	-	911	-
UNIFORMS	2,267	2,267	4,364
RENTALS AND LEASES	<u>205,621</u>	<u>184,759</u>	<u>200,996</u>
TOTAL OPERATING EXPENSES :			
PRINCIPAL PAYMENTS	4,718	4,718	15,382
INTEREST	-	-	-
TOTAL DEBT SERVICE	<u>4,718</u>	<u>4,718</u>	<u>15,382</u>
TOTAL MAINTENANCE	<u>\$ 231,616</u>	<u>\$ 209,837</u>	<u>\$ 238,580</u>

**CITY OF MIAMI SPRINGS, FLORIDA
GOLF COURSE
ACTUAL VS ACTUAL- ADMINISTRATION EXPENSES
FOR THE PRIOD ENDING:**

<u>ADMINISTRATION</u>	<u>12/31/2012</u>	<u>12/31/2011</u>	<u>12/31/2010</u>
OPERATING EXPENSES			
PROFESSIONAL SERVICES - LEGAL	-	-	-
CONTRACTUAL SERVICES	-	-	405
UTILITY SERVICES-ELECTRICITY	2,332	1,611	2,097
REPAIRS AND MAINTENANCE	-	-	-
TELEPHONE	-	-	-
RISK MANAGEMENT	3,036	2,973	2,754
LICENSES AND FEES	-	-	-
TOTAL OPERATING EXPENSES :	<u>5,368</u>	<u>4,584</u>	<u>6,544</u>
TOTAL ADMINISTRATION	<u>\$ 5,368</u>	<u>\$ 4,584</u>	<u>\$ 6,544</u>

**CITY OF MIAMI SPRINGS, FLORIDA
GOLF & COUNTRY CLUB
ACTUAL VERSUS BUDGET
FOR THE PERIOD ENDING 12/31/11**

	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance Positive (Negative)</u>
TOTAL PRO-SHOP- REVENUES	<u>258,586</u>	<u>1,146,690</u>	<u>(888,104)</u>
TOTAL OPERATING EXPENDITURES	<u>344,979</u>	<u>1,360,921</u>	<u>1,015,942</u>
OPERATING PROFIT (LOSS) BEFORE CAPITAL EXPENDITURES AND DEBT SERVICE PAYMENTS	<u>(86,393)</u>	<u>(214,231)</u>	<u>127,838</u>
<u>OTHER REVENUES, TRANSFERS, AND EXPENDITURES:</u>			
DEBT SERVICE PAYMENT-MAINTENANCE	<u>4,718</u>	<u>18,872</u>	<u>14,154</u>
TOTAL CAPITAL EXPENDITURES AND DEBT SERVICE PAYMENTS	<u>4,718</u>	<u>18,872</u>	<u>14,154</u>
OPERATING PROFIT (LOSS) BEFORE NON-OPERATING COSTS	<u>(91,111)</u>	<u>(233,103)</u>	<u>141,992</u>
<u>NON-OPERATING COSTS:</u>			
CITY ADMINISTRATIVE EXPENSES	<u>5,368</u>	<u>22,317</u>	<u>16,949</u>
TOTAL OTHER NON-OPERATING COSTS	<u>5,368</u>	<u>22,317</u>	<u>16,949</u>
OPERATING PROFIT (LOSS)	<u>\$ (96,479)</u>	<u>\$ (255,420)</u>	<u>\$ 158,941</u>

**CITY OF MIAMI SPRINGS, FLORIDA
ACTUAL VS BUDGET-PRO SHOP OPERATIONS
FOR THE PERIOD ENDING 12/31/12**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>Variance Positive (Negative)</u>
REVENUES			
GREEN FEES	\$ 189,506	\$ 848,094	\$ (658,588)
MEMBERSHIPS	6,451	45,535	(39,084)
CART REVENUES	21,051	82,236	(61,185)
RANGE FEES	25,459	100,874	(75,415)
GOLF - OTHER REVENUES	1,663	12,103	(10,440)
MERCHANDISE SALES	<u>14,456</u>	<u>57,848</u>	<u>(43,392)</u>
TOTAL PRO SHOP REVENUES	<u>258,586</u>	<u>1,146,690</u>	<u>(888,104)</u>
PERSONNEL EXPENSES			
REGULAR SALARIES	24,904	105,107	80,203
PART TIME SALARIES	26,822	119,320	92,498
OVERTIME	168	-	(168)
FICA TAXES	3,970	16,258	12,288
PENSION	3,396	12,319	8,923
MEDICAL INSURANCE	3,332	12,414	9,082
WORKER'S COMPENSATION	<u>1,461</u>	<u>5,841</u>	<u>4,380</u>
TOTAL PERSONNEL SERVICES	<u>64,053</u>	<u>271,259</u>	<u>207,206</u>
OPERATING EXPENSES			
CONTRACTUAL & PROFESSIONAL SERVICES	1,011	14,101	13,090
RENTALS AND LEASES	20,594	64,428	43,834
REPAIRS AND MAINTENANCE	7,182	11,000	3,818
PRINTING AND BINDING	2,110	5,250	3,140
PROMOTIONS & ADVERTISING	3,437	34,650	31,213
OTHER CHARGES - BANK & CREDIT CARD CHARGES	7,114	38,100	30,986
OPERATING SUPPLIES	23	6,000	5,977
UTILITY SERVICES-ELECTRICITY	6,899	27,710	20,811
UTILITY SERVICES-WATER	146	484	338
LIABILITY INSURANCE	2,736	10,944	8,208
TELECOMMUNICATIONS	1,254	4,003	2,749
MERCHANDISE	(1,255)	32,500	33,755
DRIVING RANGE	2,214	8,000	5,786
OFFICE SUPPLIES	563	2,000	1,437
DUES AND MEMBERSHIPS	-	610	610
MAINTENANCE (Department Total)	<u>226,898</u>	<u>829,882</u>	<u>602,984</u>
TOTAL OPERATING EXPENDITURES	<u>280,926</u>	<u>1,089,662</u>	<u>808,736</u>
TOTAL PRO SHOP OPERATION EXPENDITURES	<u>344,979</u>	<u>1,360,921</u>	<u>1,015,942</u>
OPERATING PROFIT (LOSS) BEFORE OTHER COSTS	<u>(86,393)</u>	<u>(214,231)</u>	<u>127,838</u>
OTHER (REVENUES) COSTS ASSOCIATED WITH OPERATIONS OF THE PRO-SHOP			
TRANSFERS TO DEBT SERVICE FUND	<u>4,718</u>	<u>18,872</u>	<u>14,154</u>
TOTAL OTHER (REVENUES) COSTS ASSOCIATED WITH- OPERATIONS OF THE PRO-SHOP	<u>4,718</u>	<u>18,872</u>	<u>14,154</u>
NET PROFIT (LOSS)	<u>\$ (91,111)</u>	<u>\$ (233,103)</u>	<u>\$ 141,992</u>

**CITY OF MIAMI SPRINGS, FLORIDA
GOLF COURSE
ACTUAL VS BUDGET- MAINTENANCE EXPENSES
FOR THE PERIOD ENDING 12/31/12**

<u>MAINTENANCE</u>	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>Variance Positive (Negative)</u>
PERSONAL SERVICES			
REGULAR SALARIES	\$ 15,815	\$ 68,472	\$ 52,657
OVERTIME	-	-	-
PAYROLL TAXES	1,209	4,783	3,574
PENSION	2,127	8,025	5,898
MEDICAL INSURANCE	1,682	6,249	4,567
UNEMPLOYMENT COMPENSATION	-	-	-
WORKER'S COMPENSATION	444	1,782	1,338
TOTAL PERSONAL SERVICES	<u>21,277</u>	<u>89,311</u>	<u>68,034</u>
OPERATING EXPENSES			
PROFESSIONAL SERVICES	5,278	38,760	33,482
CONTRACTUAL SERVICES	110,118	369,280	259,162
REPAIRS AND MAINTENANCE	19,350	58,554	39,204
UTILITY SERVICES-ELECTRICITY	8,730	29,729	20,999
UTILITY SERVICES-WATER	1,397	9,371	7,974
OPERATING SUPPLIES	51,866	172,355	120,489
FUEL, OILS, LUBRICANTS	4,413	35,206	30,793
TOOLS	-	2,000	2,000
LIABILITY INSURANCE	2,106	8,423	6,317
TELECOMMUNICATIONS	96	575	479
DUES AND SUBSCRIPTIONS	-	500	500
EDUCATION AND TRAINING	-	250	250
UNIFORMS	-	1,500	1,500
RENTALS AND LEASES	2,267	14,068	11,801
TOTAL OPERATING EXPENSES :	<u>205,621</u>	<u>740,571</u>	<u>534,950</u>
IMPROVEMENT O/T BUILDINGS	-	-	-
MACHINERY AND EQUIPMENT	-	-	-
TOTAL CAPITAL OUTLAY :	<u>-</u>	<u>-</u>	<u>-</u>
TRANSFERS TO DEBT SERVICE FUND	<u>4,718</u>	<u>18,872</u>	<u>14,154</u>
TOTAL DEBT SERVICE	<u>4,718</u>	<u>18,872</u>	<u>14,154</u>
TOTAL MAINTENANCE	<u>\$ 231,616</u>	<u>\$ 848,754</u>	<u>\$ 617,138</u>

**CITY OF MIAMI SPRINGS, FLORIDA
GOLF COURSE
ACTUAL VS BUDGET- ADMINISTRATION EXPENSES
FOR THE PERIOD ENDING 12/31/12**

<u>ADMINISTRATION</u>	YTD <u>ACTUAL</u>	YTD <u>BUDGET</u>	Variance Positive (Negative)
OPERATING EXPENSES			
PROFESSIONAL SERVICES - LEGAL	-	-	-
CONTRACTUAL SERVICES	-	-	-
UTILITY SERVICES-ELECTRICITY	2,332	9,537	7,205
UTILITY SERVICES-WATER	-	-	-
REPAIRS AND MAINTENANCE	-	-	-
TELEPHONE	-	-	-
RISK MANAGEMENT	3,036	12,780	9,744
TOTAL OPERATING EXPENSES :	<u>5,368</u>	<u>22,317</u>	<u>16,949</u>
TOTAL ADMINISTRATION	<u>\$ 5,368</u>	<u>\$ 22,317</u>	<u>\$ 16,949</u>

CHART E

MIAMI SPRINGS GOLF & COUNTRY CLUB
ANALYSIS OF ROUNDS PLAYED
FOR THE QUARTER ENDING:

GREEN & CART FEES

TYPE RACK RATES	12/31/2012					12/31/2011		
	Number	%	Revenues	%	Avg Per Round	Number	Revenues	Avg Per Round
Weekend Non-Resident	329	3.9%	15,271	6.9%	46.42	413	19,286	46.70
Weekday Non-Resident	343	4.0%	12,296	5.6%	35.85	460	16,839	36.61
Weekend/Holiday Resident	645	7.6%	26,175	11.9%	40.58	162	6,926	42.75
Weekday Resident	56	0.7%	1,308	0.6%	23.36	128	3,318	25.92
TOTALS FOR TOP RACK RATES	1,373	16.2%	\$ 55,050	24.9%	\$ 40.09	1,163	\$ 46,369	\$ 39.87
SEASONAL(A); DISCOUNT(B); PROMOTIONAL RATES(C)								
resident Weekend > 11:00 (B)	241	2.8%	8,242	3.7%	34.20	184	6,336	34.43
Non resident Weekend > 11:00 (B)	159	1.9%	5,912	2.7%	37.18	212	7,952	37.51
Twilight-Weekday	247	2.9%	7,285	3.3%	29.49	431	12,815	29.73
Twilight-Weekend	634	7.5%	20,198	9.1%	31.86	522	16,690	31.97
Shootout (C)	214	2.5%	4,999	2.3%	23.36	206	4,882	23.70
Seniors Weekday	2,977	35.1%	70,477	31.9%	23.67	2,543	62,011	24.38
Super Twilight after 4	79	0.9%	1,477	0.7%	18.70	287	5,364	-
Group Rate Weekend (B)	-	0.0%	-	0.0%	-	277	11,133	40.19
Spectator	6	0.1%	109	0.0%	18.17	13	234	18.00
Prime Timers (C)	118	1.4%	2,523	1.1%	21.38	87	1,870	21.49
Teacher, Police, Fire	56	0.7%	1,350	0.6%	24.11	73	1,804	24.71
Men's Golf Assoc. (A)	30	0.4%	1,206	0.5%	40.20	51	2,050	40.20
GolfNow	54	0.6%	1,620	0.7%	30.00	-	-	-
Junior	48	0.6%	359	0.2%	7.48	27	202	7.48
Junior with Parent	29	0.3%	526	0.2%	18.14	25	450	18.00
Weekday resident cart Fee	10	0.1%	234	0.1%	23.40	24	561	-
PGA Member	97	1.1%	1,769	0.8%	18.24	45	810	18.00
Can-Am Golf (B)	19	0.2%	518	0.2%	27.26	-	-	-
Weekday Resident Walking	254	3.0%	1,186	0.5%	4.67	131	612	-
Tax Exempt Tournament	219	2.6%	5,948	2.7%	27.16	153	4,834	31.59
Replay 9 Holes	2	0.0%	24	0.0%	12.00	-	-	-
TOTALS FOR OTHER DISCOUNTED RACK RATES	5,493	64.8%	\$ 135,962	61.6%	\$ 24.75	5,291	\$ 140,810	\$ 26.58
TOTALS FOR ALL RACK RATES	6,866	81.1%	\$ 191,012	86.5%	\$ 27.82	6,454	\$ 186,979	\$ 28.97
Membership Activity:								
Member 18 Hole cart	1,069	12.6%	19,980	9.0%	18.69	719	13,438	18.69
9-Hole Member Cart Rate	87	1.0%	1,037	0.5%	11.92	50	596	11.92
Trail Fee	3	0.0%	2,325	1.1%	-	2	1,550	0
Membership pro rated income		0.0%	6,451	2.9%	0		7,502	0
Member walk	446	5.3%		0.0%	0	896		0
TOTALS FOR ALL MEMBER ROUNDS	1,605	18.9%	\$ 29,793	13.5%	\$ 18.56	1,667	\$ 23,086	\$ 13.85
TOTALS FOR ALL PAID ROUNDS THRU 12/31/09	8,471	100.0%	\$ 220,805	100.0%	\$ 26.07	8,121	\$ 210,065	\$ 25.87
Employee Rounds	6	-	-	-	-	6	-	-
Comp rounds	0	-	-	-	-	11	-	-

Note:

Data from GolfTrac application with exception of Membership Pro Rated Income from HTE.