



***CITY OF MIAMI SPRINGS, FLORIDA***

**Mayor Xavier M. Garcia**

**Vice Mayor Michael Windrem  
Councilman George V. Lob**

**Councilman Billy Bain  
Councilman Jaime A. Petralanda**

**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, September 9, 2013 – 7:00 p.m.**

**Council Chambers – City Hall**

**201 Westward Drive – Miami Springs**

- 1. Call to Order/Roll Call**
- 2. Invocation: Vice Mayor Windrem**  
  
**Salute to the Flag:** Students from Miami Springs Elementary will lead the audience in the Pledge of Allegiance and Salute to the Flag
- 3. Awards & Presentations:**
  - A) Yard of the Month Award for September 2013 – Dr. Ana M. Hernandez – 500 Plover Avenue**
- 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) 08-12-2013 – Regular Meeting**

6. **Reports from Boards & Commissions:**
  - A) 08-27-2013 – Ecology Board – Cancellation Notice
  - B) 09-03-2013 – Zoning and Planning Board – Cancellation Notice
  - C) 09-03-2013 – Code Enforcement Board – Cancellation Notice
  - D) 09-04-2013 – Architectural Review Board – Cancellation Notice
  - E) 09-03-2013 – Board of Adjustment – Approval of Actions Taken at their Meeting of September 3, 2013, Subject to the 10-day Appeal Period
  
7. **Public Hearings:**
  - A) Fiscal Year 2013-2014 Budget Recap
  - B) Resolution No. 2013-3585 – A Resolution of the City Council of the City of Miami Springs Tentatively Approving Fiscal Year 2013-2014 Budget; Confirming Date, Time and Place of Final Public Hearing
  
8. **Consent Agenda:**
  - A) Approval of the City Attorney’s Invoice for August 2013 in the Amount of \$13,236.75
  - B) Recommendation that Council Award a Bid to Miami Tiresoles, Utilizing Miami Dade Contract # 863-000-10-1-A-2, in the Amount of \$10,000.00 on an “As Needed” Basis, for Purchase of Tires, Pursuant to Section 31.11 (E) (5) of the City Code
  - C) Recommendation that Council Approve an Expenditure of \$120,000, to Musco Lighting for Replacing the Light Fixtures at Stafford Park, as a Sole Source Provider, Pursuant to Section 31.11 (E) (6) of the City Code
  - D) Acceptance of Grant Addendum Attachment A-1 for the Renovation and Replacement of Lighting at Stafford Park in the Amount of \$120,000, and Authorization to Amend Executed Grant Agreement ARE070
  
9. **Old Business:**
  - A) Appointments to Advisory Boards by the Mayor and Council Members
  - B) Miami Springs Historical Society’s Plans for the Relocation of the Museum to 501 East Drive

**10. New Business:**

- A) Approval of Agreement for Theatrical Services – Pelican Playhouse Inc.
- B) Request from Manuel Perez-Vichot, AIA of Southeast Design, for Council approval to Begin the Process of Acquiring the City’s Fenced Area at 627 Eldron Drive
- C) First Reading - Ordinance No. 1057-2013 - An Ordinance of the City Council of the City of Miami Springs Amending Code of Ordinance Section 32-01, Uniform Administrative Rules, Regulations, and Procedures for Boards, Agencies, Commissions, and Committees of the City; By Authorizing Quarterly, Rather than Monthly, Regular Meetings for City Advisory Boards; Repealing All Ordinance or Parts of Ordinances in Conflict; Providing an Effective Date
- D) Resolution No. 2013-3596 - A Resolution of the City Council of the City of Miami Springs Amending the Current “Schedule of Charges” for Building, Plumbing, Electrical, Mechanical and Other Related Permit Charges or Fees; Effective Date
- E) Okeechobee Ramp and Canal Usage Discussion

**11. Other Business:**

- A) None

**12. Reports & Recommendations:**

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

### 13. Adjourn

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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.  
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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.  
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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.  
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# **CERTIFICATE OF RECOGNITION**

Presented to

***Dr. Ana M. Hernandez***

Of

***500 Plover Avenue***

for her home being designated as

***“YARD OF THE MONTH”  
SEPTEMBER 2013***

Presented this 9<sup>TH</sup> day of September, 2013.

**CITY OF MIAMI SPRINGS, FLORIDA**

Zavier M. Garcia  
Mayor

**ATTEST:**

Suzanne Hitaffer, CMC  
Acting City Clerk



## *City of Miami Springs, Florida*

The Miami Springs City Council held a **REGULAR MEETING** in the Council Chambers at City Hall on Monday, August 12, 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 Michael Windrem
- Councilman Billy Bain
- Councilman George V. Lob
- Councilman Jaime A. Petralanda

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
- Public Works Director Thomas Nash
- Acting City Clerk Suzanne S. Hitaffer
- Administrative Assistant II Elora R. Sakal

### 2. Invocation: Mayor Garcia offered the invocation.

Salute to the Flag: The audience participated.

### 3. Awards & Presentations:

#### 3A) Yard of the Month Award – August 2013 - Michael and Cristene Paez – 243 Miami Springs Avenue

Mayor Garcia presented the Yard of the month award for August to Michael and Cristene Paez.

**3B) Presentation of Resolution No. 2013-026 by Susan A. Owens, MPA, MMC, Florida Association of City Clerks Southeast District Director and Palm Beach Town Clerk to Retired City Clerk Magalí Valls**

Florida Association of City Clerks (FACC) Southeast District Director Susan A. Owens thanked Council and the Administration for the opportunity to recognize the retirement of City Clerk Magalí Valls for her service to the citizens of the City of Miami Springs and to recognize her nearly two decades of service to the Municipal Clerk profession.

Ms. Owens read FACC Resolution No. 2012-026 which stated that Magalí began her career with the City of Miami Springs in January of 1991 and became City Clerk in January of 1994. Ms. Valls joined the Florida Association of City Clerks and the International Institute of City Clerks in May of 1992. She was also a co-founder, second President and member of the Miami-Dade County Municipal Clerks Association. She wished Ms. Valls the best in all of her endeavors.

Ms. Valls thanked Ms. Owens for driving to Miami Springs to present the Resolution to her. She acknowledged FACC for being a wonderful organization that helps its members to further their education. She said that it was an honor to be a part of the association.

**4. Open Forum:**

**Miami Springs Historical Society**

Beverly Roetz, President of Miami Springs Historical Society commented that visited the Glenn Curtiss Museum in Hammondsport, New York last month. She thanked Council, the Miami Springs Historical Society members and the community for their wonderful support throughout the years. She noted that the Miami Springs Historical Museum was formerly in the Miami Springs Pharmacy and it is now located on Westward Drive.

Ms. Roetz said that she and some of the members who are present tonight are trying to reduce the burden on the City's budget. The Historical Society established a valuable location for the museum that will feature organizational growth and she looks forward to working with the City.

Jim Watson, representing the Historical Society, gave a PowerPoint presentation explaining the goal of the Miami Springs Historical Society, which is to preserve and share the history of Miami Springs. He reiterated that the Historical Society is trying to establish a viable location for the museum that will facilitate the organizational growth. He sees the new location being an educational outreach center.

Historical Society member Maria Petralanda commented that she will be contacting the schools to ask the students to come to the new location on field trips.

Mr. Watson explained that the benefits of the new location include more parking, additional fundraising, creating new community partnerships, more programmable space and an educational outreach. The change also brings additional needs which are reconfiguring of space, air conditioning, a new curatorial approach, and digital archiving. Some of the transitional expenses for the first year include air conditioning, a security system and basic construction; much of the materials and labor will be supplied by contributions.

Mr. Watson said that they are considering the location at 501 East Drive for the new museum and in return to cut the budget in half during the transition year in order to help the City. They hope to return educational programming, program development, systematic service evaluation and branding of the museum as a Miami Springs Historical Society Education Center.

Ms. Roetz stated that they will be hosting a fundraiser at Johnny's Soda Fountain and the tickets will be on sale for \$10. The Historical Society will be having a Kick-off at Yvonne Shonberger's home at 85 Deer Run on September 7<sup>th</sup> and their meetings will now be held at the Curtiss Mansion.

### **Miami Springs Historical Society**

Former Councilwoman Helen Gannon of 219 Miami Springs Avenue commended the Historical Society. She is one of the organizers and the first President of the organization.

### **Anonymous Letter**

Ms. Gannon distributed copies to Council of an anonymous letter sent to her and she said that she would not speak on the matter.

### **Fourth of July Parade**

Ms. Gannon expressed her disappointment with the water guns that were used to wet people during this year's Fourth of July Parade. She said that trucks were holding barrels of water that the kids would use to reload their water guns and she does not understand where this direction came from. Council was elected as the City's Officials and they should take care of the issue. She requested an explanation about why this happened and asked for changes to be made.

### **5. Approval of Council Minutes: (Approved with one motion)**

#### **5A) 06-24-2013 – Regular Meeting**

Minutes of the June 24, 2013 Regular Meeting were approved as written.

Councilman Lob moved the item. Councilman Bain seconded the motion which was carried 5-0 on roll call vote.

#### **5B) 07-08-2013 – Special Meeting**

Minutes of the July 8, 2013 Special Meeting were approved as written.

Councilman Lob moved the item. Councilman Bain seconded the motion which was carried 5-0 on roll call vote.

#### **5C) 07-25-2013 – Special Meeting**

Minutes of the July 25, 2013 Special Meeting were approved as written.

Councilman Lob moved the item. Councilman Bain seconded the motion which was carried 5-0 on roll call vote.



**6. Reports from Boards & Commissions:**

**6A) 05-02-2013 – General Employees Retirement System – Minutes**

Minutes of the May 2, 2013 General Employees Retirement System meeting were received for information without comment.

**6B) 05-02-2013 – Police and Firefighters' Retirement System – Minutes**

Minutes of the May 2, 2013 Police and Firefighters' Retirement System meeting were received for information without comment.

**6C) 06-20-2013 – Historic Preservation Board – Minutes**

Minutes of the June 20, 2013 Historic Preservation Board meeting were received for information without comment.

**6D) 06-25-2013 – Ecology Board – Cancellation Notice**

Cancellation Notice of the June 25, 2013 Ecology Board meeting was received for information without comment.

**6E) 06-27-2013 – Code Review Board – Cancellation Notice**

Cancellation Notice of the June 27, 2013 Code Review Board meeting was received for information without comment.

**6F) 08-05-2013 – Board of Adjustment – Cancellation Notice**

Cancellation Notice of the August 5, 2013 Board of Adjustment meeting was received for information without comment.

**6G) 08-05-2013 – Zoning and Planning Board – Cancellation Notice**

Cancellation Notice of the August 5, 2013 Zoning and Planning Board meeting was received for information without comment.

**6H) 08-07-2013 – Architectural Review Board – Cancellation Notice**

Cancellation Notice of the August 7, 2013 Architectural Review Board meeting was received for information without comment.

**6I) 08-08-2013 – Board of Parks and Parkways – Cancellation Notice**

Cancellation Notice of the August 8, 2013 Board of Parks and Parkways meeting was received for information without comment.

**6J) 08-06-2013 – Code Enforcement Board - Minutes**

Minutes of the August 6, 2013 Code Enforcement Board meeting were received for information without comment.

**7. Public Hearings:**

**7A) Second Reading – Ordinance No. 1041-2012 – An Ordinance of the City Council of the City of Miami Springs, Florida Amending the City Comprehensive Plan Based on Updated Data and Analysis; Amending the Text of the Future Land Use Element of the 1998 Comprehensive Plan as Amended; Revising and Updating the Existing Goals, Objectives, and Policies in Accordance with the Mandates Set Forth in Chapter 163 Florida Statutes; Authorizing Transmittal of These Amendments to the South Florida Regional Planning Council, State Land Planning Agency, and Other Applicable Agencies for Review and Comment as Required by Florida Statutes; Providing a Conflicts Clause and Severability Clause, and providing an Effective Date (First Reading: 10-22-2012 – Advertised for second reading: 07-25-2013)**

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

City Attorney Seiden stated that this is the second reading of the ordinance and a public hearing. This ordinance was developed after Council, sitting as the Local Planning Agency, passed it on first reading.

Mayor Garcia opened the public hearing to those persons wishing to speak.

Planning and Zoning Director Jim Holland stated that the necessity of the Comprehensive Plan amendment came about to clarify some language that is in the present Comprehensive Plan with respect to the floor area ratio (FAR) and the Airport Golf District. The verbiage was that the maximum FAR would be 1.0 as a right. It could be inferred from that language that a bonus program, similar to one that has been implemented in the N.W. 36<sup>th</sup> Street District, could be effected. The maximum bonus is 1.0 or a total maximum of 2.0 FAR. This should be considered as the enabling legislation to permit the passage of a new ordinance for the Airport Golf District which has been drafted. It has a bonus mechanism similar to the N.W. 36<sup>th</sup> Street District. He feels that it is essential to have this amendment in order to provide some incentives to redevelop the area. Ben Smith with LaRue Planning and Management is present if there are any questions.

Mayor Garcia asked if anyone else wished to speak on the item. There were no additional speakers, and the public hearing was closed.

City Attorney Seiden stated that this ordinance is a little different from the normal ordinances. He read Section 4 of the ordinance as follows:

*“That the effective date of this plan amendment ordinance, if the amendment ordinance is not timely challenged, shall be 31 days after the State Land Planning Agency notifies the local government that the plan amendment package is complete. If timely challenged, this amendment ordinance shall become effective on the date the State Land Planning Agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commenced before it has become effective. If a final order of non-compliance is issued by the Administration Commission, this amendment ordinance may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the State Land Planning Agency.”*

City Attorney Seiden commented that this allows the public an opportunity to challenge the process that was followed to get to this point. In the time that it is going to take for the effective date of this legislation, the Administration will be concerned with bringing back to Council the district boundary regulations that are developed for the Airport Golf area. By the time that this is finalized, the City will be in a position to then proceed with whatever developments they might want for that area, in accordance with those district boundary regulations.

Councilman Bain asked if the proposed amendment will be applicable to the Airport Golf District and City Attorney Seiden responded in the affirmative.

Councilman Lob moved to adopt Ordinance No. 1041-2012. Councilman Petralanda seconded the motion which was carried 5-0 on roll call vote.

**8. Consent Agenda: (8A, 8B, 8C, 8F, 8G, 8H, 8I and 8J approved with one motion)**

Councilman Bain pulled Agenda Item 8E 1-4 from the consent agenda for discussion.

City Manager Gorland read the titles of the consent agenda items.

**8A) Approval of the City Attorney’s Invoice for July 2013 in the Amount of \$13,230.00**

There was no discussion regarding this item.

Vice Mayor Windrem moved the item. Councilman Lob seconded the motion which was carried 5-0 on roll call vote.

**8B) Recommendation that Council Approve a Change Order to Branching Out, Inc. in the Amount of \$7,756.00, for One New ConVault 1000 Gallon Split Compartment Fuel Tank, Pursuant to Section 31.11 (F) (11) (c) of the City Code**

There was no discussion regarding this item.

Vice Mayor Windrem moved the item. Councilman Lob seconded the motion which was carried 5-0 on roll call vote.

- 8C) Recommendation that Council Waive the Competitive Bid Process and Approve an Expenditure of \$4,912.00 “On An As Needed Basis” to Titleist for Purchasing Driving Range Supplies and Items for Resale in the ProShop, Pursuant to Section 31.11 (E) (6) (g) of the City Code

There was no discussion regarding this item.

Vice Mayor Windrem moved the item. Councilman Lob seconded the motion which was carried 5-0 on roll call vote.

- 8D) Recommendation that Council Approve a Change Order to Gabriel Roeder Smith & Co., in the Amount of \$7,042.00, for Services Rendered for Pension Actuary Study and Reports Requested by Council, Pursuant to Section 31.11 (F) (11) (c) of the City Code

There was no discussion regarding this item.

Vice Mayor Windrem moved the item. Councilman Lob seconded the motion which was carried 5-0 on roll call vote.

- 8E) Recommendation to Approve Purchasing of Equipment in Order to Implement the Red Light Camera Violation Hearings Required by Florida HB 7125:

8E 1) Recommendation that Council Approve an Expenditure to Lawmen’s & Shooters Supply, the Lowest Responsible Quote, in the Amount of \$3,725.09, for a Walk-Through Metal Detector with Accessories and a Hand-Held Metal Detector with Accessories, Pursuant to Section 31.11 (C)

8E 2) Recommendation that Council Waive the Competitive Bid Process and Approve an Expenditure of \$2,519.19, to Dell Marketing, L.P., for Three (3) 17” Notebook Computers, Pursuant to Section 31.11 (E) (6) (g) of the City Code

8E 3) Recommendation that Council Approve a Bid to Dell Marketing, L.P. Utilizing Florida State Bid Contract # WNO5ACA in the Amount of \$435.09, for a Vizio 42” LED TV (Display Monitor) with Cables, Pursuant to Section 31.11 € (5) of the City Code

8E 4) Recommendation that Council Approve an Expenditure in the Estimated Amount of \$200.00 to Miscellaneous Vendors for Connectivity Equipment (cables, brackets, etc.)

Councilman Petralanda asked if the amount requested for the equipment includes the installation and Police Chief Baan responded that the metal detector is a portable unit that is plugged into the wall.

Chief of Police Baan explained that these are all items that are required by the new legislation that places a municipal court system in the red light camera appeal process. There are funds in the Law Enforcement Trust Fund that can be used for these items so the funding will not have to come from the General Fund.

To answer Vice Mayor Windrem's question, Chief of Police Baan said that the only item that would be semi-permanent is the flat screen monitor that would replace the old television set that is currently in the Council Chambers.

Vice Mayor Windrem asked where the metal detector would be installed and Chief of Police Baan replied that it will be installed downstairs at the front door and a Police Officer will be posted there as well. Everyone who comes in will walk through the detector. There will also be a hand held metal wand for further searching if needed.

To answer Mayor Garcia's question, Chief of Police Baan stated that the red light hearings will be held from 5:00 p.m. to 9:00 p.m. on Thursday evenings.

Councilman Bain commented that he thought these items were going to be funded through the revenue from the red light camera violations and City Manager Gorland replied that the cost is covered by the Law Enforcement Trust Fund (LETF) and the General Fund receives all of the revenues.

Mayor Garcia said that he was under the similar impression as Councilman Bain. He asked if the expenses would be covered by the administrative fees and City Manager Gorland replied in agreement.

City Attorney Seiden stated that the Hearing Officers that were hired will be acting on a rotating basis. The funds to pay the officers will come from the administrative fees that Council approved.

**Councilman Lob moved to approve agenda items 8E 1, 8E 2, 8E 3, and 8E 4. Councilman Petralanda seconded the motion.**

Councilman Bain explained that when this topic was previously discussed, it was explained that the program was going to be funded out of the red light camera funds and not out of the Law Enforcement Trust Fund. He asked Council if they were under the same impression and Council agreed.

Councilman Bain asked why the funding source had changed and Chief of Police Baan responded that City Attorney Seiden gave the presentation on the fees that would be charged, and they wanted to be sure that the fees offset the operating expense of the meetings. The operating expenses include the personnel and the cost that would be incurred with the meetings. It was his recommendation to purchase the equipment out of the Law Enforcement Trust Fund because this is the purpose of the trust fund. He does not believe there would be an issue if Council decided to reimburse the trust fund after a few months if there is enough revenue from the administrative fees.

Mayor Garcia said that reimbursing the Law Enforcement Trust Fund is not a requirement, but Council could choose to do so.

Councilman Bain stated that now he understands the funding based on the explanation.

City Attorney Seiden stated that Council committed to spending the funds in order to operate the system based on the new legislation. At that time, it was never discussed or contemplated that Law Enforcement Trust Funds would be utilized, but Chief of Police Baan determined that it is an eligible expense.

The motion was carried 5-0 on roll call vote.

**8F) Recommendation that Council Waive the Competitive Bid Process and Approve an Expenditure of \$6,000.00, "On an As Needed Basis" to Hector Turf for Purchasing Parts and Tools and Items for the Golf Course Improvements, Pursuant to Section 31.11 (E) (6) (g) of the City Code**

There was no discussion regarding this item.

Vice Mayor Windrem moved the item. Councilman Lob seconded the motion which was carried 5-0 on roll call vote.

**8G) Recommendation that Council Waive the Competitive Bid Process and Approve an Expenditure of \$10,000.00, "On an As Needed Basis" to Howards Fertilizer & Chemicals Inc. for Purchasing Chemicals and Fertilizer Supplies and Items for the Golf Course Improvements, Pursuant to Section 31.11 (E) (6) (g) of the City Code**

There was no discussion regarding this item.

Vice Mayor Windrem moved the item. Councilman Lob seconded the motion which was carried 5-0 on roll call vote.

**8H) Recommendation that Council Waive the Competitive Bid Process and Approve the City's Existing Contract Vendor for Health Insurance (Aetna), Pursuant to Section 31.11 (E) (6) (g) of the City Code and Pursuant to the Contract Renewal Option Provided by the City's Existing Contract/Contract Vendor for an Additional One (1) Year Period**

There was no discussion regarding this item.

Vice Mayor Windrem moved the item. Councilman Lob seconded the motion which was carried 5-0 on roll call vote.

**8I) Recommendation that Council Approve an Expenditure of \$18,500.00, to Atkins for FDOT Connection-Drainage System Improvements, as a Sole Source Provider, Pursuant to Section 31.11 (E) (6) (c) of the City Code**

There was no discussion regarding this item.

Vice Mayor Windrem moved the item. Councilman Lob seconded the motion which was carried 5-0 on roll call vote.

- 8J) Recommendation that Council Waive the Competitive Bid Process and Approve City's Existing Contract Vendors for Dental Insurance (Cigna), Pursuant to Section 31.11 (E) (6) (g) of the City Code and Pursuant to the Contract Renewal Option Provided by the City's Existing Contract/Contract Vendor for an Additional One (1) Year Period

There was no discussion regarding this item.

Vice Mayor Windrem moved the item. Councilman Lob seconded the motion which was carried 5-0 on roll call vote.

*(Agenda Item 10I was considered before 9A)*

9. Old Business:

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

Councilman Petralanda appointed Alex Anthony to the Recreation Commission Board for a full 3-year term ending on April 30, 2016.

Councilman Petralanda appointed Steve Owens to the Ecology Board for a full 3-year term ending on April 30, 2016.

Councilman Petralanda mentioned that the Historic Preservation Board meeting dates were changed due to the red light camera meetings and he is unsure if Board member Jo Ellen Phillips will be able to attend on the new meeting date.

The Deputy City Clerk will contact Ms. Phillips to see if she will be able to attend the meetings on the new date and advise Councilman Petralanda of her response.

10. New Business:

10A) Resolution No. 2013-3591 – A Resolution of the City of Miami Springs Appointing Suzanne S. Hitaffer as “Acting” City Clerk of the City; Establishing the Salary and Benefits of the City Clerk; Effective Date

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

Nery Owens of 456 De Leon Drive stated that normally she is a cost saving person. In the case of the City Clerk who is the face of the City, she represents Council and provides staff to Council; she is the Supervisor of Elections; she is responsible for records management and she is responsible for the advisory board minutes and the City Council minutes.

Ms. Owens feels that the Administration and Council need to reconsider what has been negotiated which seems to be unfair in her opinion. During the past, a survey of City Clerks was conducted and it bumped up the former City Clerk's salary which was well deserved. The City needs a quality person and the salary should commensurate with the level of responsibility and the scope of work.

Ms. Owens said that historically, the City has always paid men higher salaries than women. She asked Council to reconsider and renegotiate the salary to a much higher level since the Deputy City Clerk has the experience and maybe Council can remove the word "Acting" and make a direct appointment.

City Attorney Seiden stated that based on the discussion at the last Workshop meeting, he drafted the resolution providing for an "Acting" position and Council was of the mind at that point to make this a provisional appointment. The appointment allows for the increase in salary and Council has selected the low end of the pay range for the position, which increases to approximately \$25,000 more at the top of the range. This appointment is for three months and if Council chooses to go in this direction instead of a permanent selection, then Council will reconsider this again after reviewing the resumes that were submitted for the position.

It was pointed out by Deputy City Clerk Hitaffer that the provisional appointment is for six months, not three months as previously stated by the City Attorney.

City Attorney Seiden commented that it has been identified in the personnel action form that should this be approved, it will be subject to the provision in the Code. In the interim, if Council chooses not to go with the permanent appointment, Council will select a City Clerk. If it happens not to be Ms. Hitaffer, she has the right to go back to her status as the Deputy City Clerk and her benefits and Civil Service rights will not be affected.

Councilman Bain moved the item. Vice Mayor Windrem seconded the motion which was carried 5-0 on roll call vote.

Mayor Garcia stated that at the last meeting he requested a list of the advertising sources for the City Clerk position and since he did not receive the information, he is requesting it again.

**10B) Resolution No. 2013-3588 – A Resolution of the City Council of the City of Miami Springs Providing for the Third Amendment To FY2012-2013 Budget; by Appropriating Funds from Designated and Undesignated Reserves, Authorizing an Interfund Transfer, Acknowledging the Receipt of Grant Funds by the City, and Utilizing Revenues Received from the Auction of City Surplus Property to Sufficiently Fund Authorized and Approved General Fund and Enterprise Fund Purchases in the Amount of \$483,971; Providing Intent; Specifying Compliance with Budgetary Processes and Procedures; Effective Date**

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

Vice Mayor Windrem moved to adopt Resolution No. 2013-3588. Councilman Lob seconded the motion which was carried 5-0 on roll call vote.

**10C) Resolution No. 2013-3589 – A Resolution of the City Council of the City of Miami Springs Requesting that Miami-Dade County Approve and Authorize the Co-Designation of a Portion of N. W. 59<sup>TH</sup> Avenue from Where it Enters Miami Springs to Hunting Lodge Drive as "Father Carney Way"; Requesting Authorization for the Placement of Proper Recognition Signage; Effective Date**

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



City Attorney Seiden asked Council to verify that the address and information in the resolution is correct.

Mayor Garcia passed the gavel to Vice Mayor Windrem and moved to adopt Resolution No. 2013-3589. Councilman Bain seconded the motion which was carried 5-0 on roll call vote.

10D) Resolution No. 2013-3590 – A Resolution of the City Council of the City of Miami Springs Requesting that Miami-Dade County Approve and Authorize the Co-Designation of a Portion of Curtiss Parkway Fronting the Grace Lutheran Church as “Pastor Schmidt Way”; Requesting Authorization for the Placement of Proper Recognition Signage; Effective Date

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

City Attorney Seiden asked Council to verify that the address and information is correct for co-naming the street.

Vice Mayor Windrem moved to adopt Resolution No. 2013-3590. Councilman Petralanda seconded the motion which was carried 5-0 on roll call vote.

10E) First Reading - Ordinance No. 1056-2013 – An Ordinance of the City Council of the City of Miami Springs Amending Code of Ordinance Section 113-04, Business Taxes-Schedule of Fees, By Providing a Five (5%) Percent Increase in the Cost of All City Business Taxes; Repealing all Ordinances or Parts of Ordinance in Conflict; Effective Date

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

Building and Code Compliance Director Harold “Tex” Ziadie stated that by State law, the department is allowed to increase the local business tax fees by 5% every two years. The increase has been done twice already in 2009 and in 2011. His recommendation is that the increase be done again this year since almost all of the communities in Miami-Dade County are implementing this increase as well.

Mr. Ziadie distributed information to Council showing a fee comparison sheet from 2007 and an updated fee chart with updates only for the City of Miami Springs. The City’s current average fee is \$96.71 which is still \$46.00 below the 2007 license fee compared to other cities.

City Attorney Seiden clarified that State law controls the fees that are charged so that they would not get out of control.

Mr. Ziadie commented that the net impact on the department’s revenues is approximately \$3,500 more.

To answer Councilman Petralanda’s question, Mr. Ziadie explained that the fees for other cities on the handout are from 2007.

Mayor Garcia asked if this increase was considered in the budget that was proposed to Council and Mr. Ziadie responded that it is not included in the budget, but it would be an addition to the revenue.

Mayor Garcia clarified that this increase would assist the City in the amount of \$3,500 by spreading the 5% amongst the businesses and Mr. Ziadie replied in agreement.

Mayor Garcia asked if the City makes extra funds for the department or if the operation is based on the revenue and Mr. Ziadie responded that some years the department brings in more revenue and some years it brings in less revenue. The Building Department is not allowed to make a profit; these fees are part of Code Compliance.

To answer Mayor Garcia's question, City Manager Gorland stated that the revenue goes to Code Enforcement in order to reduce the amount of the loss in that particular section by \$3,500. It is a benefit to the budget to pass this Ordinance.

Mayor Garcia asked if Council would be able to reduce the Code Compliance budget by \$3,500 at the next workshop meeting if the ordinance is adopted and City Manager Gorland replied in agreement.

Councilman Lob moved the item. Councilman Petralanda seconded the motion, which carried 3-2 on roll call vote with Mayor Garcia and Councilman Bain casting the dissenting votes.

\*\*\*\*\*

In regard to agenda item 10A) City Attorney Seiden read the following Code provision to clarify the provisional appointment term for the Acting City Clerk:

*"In the event of a vacancy in a position of a Department Head, the City Administrator may request that a classified employee except such a position in an acting capacity. The acceptance will not entitle the employee to automatic permanent Administrative appointment to that position. Any employee classified service excepting an acting position will not forfeit any of the rights or benefits even though the acting position is exempting from the classified service. Appointments in an acting capacity shall not continue to exceed six months".*

\*\*\*\*\*

10F) Recommendation that the City Renews its Management Contract with Little Smart Arts, LLC., to Utilize the Multi-Purpose Room on the Third Floor of the Community Center on Tuesday Afternoons from 4:00 p.m. to 6:30 p.m. for the Operation of the Little Smart Arts Program

This item was pulled from the agenda at the request of the City Manager.

10G) Personnel Reclassification, Miami Springs Police Department

City Manager Ronald K. Gorland read the memo that was provided in the agenda packet. The Police Department currently employs two individuals in the Police Administration Specialist II positions. However, the job description does not accurately describe the duties of an individual assigned to one of the positions because additional duties have been added to this position, based mainly on automation and the addition of various computerized systems that have been added to the Police Department operation.

City Manager Gorland said that based upon the extensive list of additional duties that have been added to the position; Chief of Police Baan recommends that the position be reinstated in the City Pay Plan at Pay Grade 28.

**Councilman Bain moved the item. Vice Mayor Windrem seconded the motion.**

Mayor Garcia asked if Council approves this now, will the position be reclassified as of today and if so is the increase provided for in the budget.

Chief of Police Peter G. Baan replied that there are enough funds in the budget if Council approves the request. The total dollar amount for the rest of the fiscal year is approximately \$300.

City Attorney Seiden explained that the issue is that the pay range for the position is not in the Pay Plan, which has to be modified and approved by Council.

Mayor Garcia said that Council could give approval and the pay plan can be brought back along with the other positions that need to be reclassified at the next Council meeting. He asked if the person in the position is already at the top of their pay range and Chief of Police Baan replied in agreement.

The motion was carried 5-0 on roll call vote.

#### **10H) Purchase of two Garbage Trucks and Financing Approval:**

**10H1) Recommendation that Council Award a Bid to General GMC Truck Sales Utilizing City of Deerfield Beach Bid #ITB#2012-12/21 in the Amount of \$470,692.00, for Two Sanitation Trucks Pursuant to Section 31.11 (E) (5) of the City Code**

City Manager Ronald K. Gorland read the titles of recommendations.

To answer Mayor Garcia's question, City Manager Gorland said that funds for the trucks are not included in the budget.

Assistant City Manager/Finance Director Alonso commented that sanitation is an enterprise fund and the payments will not begin until October 1<sup>st</sup> which is the next fiscal year. He clarified that the proposed budget for this Department did not include these dollars and there is no impact on the General Fund.

**Vice Mayor Windrem moved the item. Councilman Bain seconded the motion.**

Councilman Lob asked about the condition of the current trucks and Public Works Director Tom Nash responded that there are currently two 2006 garbage trucks and one 2010 garbage truck. The two 2006 trucks were purchased on June 6, 2006, in the amount of \$147,056. On one unit they currently have spent \$102,544 in repairs to date and the second truck was the same purchase price and \$87,020 was spent in repairs.

Public Works Director Nash stated that six years is the average life expectancy of the trucks. The trucks have to be special made because of the alleyways. Parts are not always available and the repairs are expensive.

Mr. Nash explained that he tried to rebuild two units and went through seven vendors before he could get one that could provide the service. Eventually the trucks will not be able to be modified.

City Attorney Seiden clarified that the trucks would be purchased through a Lease Agreement. The payments are not extraordinary and are spread over the five-year term at 1.54%. The reality is that if there are not enough funds, the garbage rate will increase to accommodate the payment.

To answer Mayor Garcia's question, Mr. Alonso said that Council had already passed an increase for FY 2013-2014 for the garbage service, which was due to the increase of the dumping fees. These costs are already built into the budget for the Sanitation Department. The City just finished paying off the lease for the older trucks.

Mayor Garcia asked why the vehicle costs are spread out and the reason why there is \$100,000 in repairs and Public Works Director Nash replied that his predecessors have tried to purchase new vehicles and they have been cut from the budget.

To answer Councilman Bain's question, Public Works Director Nash stated that the old trucks would be sold at auction.

To answer Councilman Petralanda's question, Mr. Nash said that if the garbage was picked up curbside, it would cost approximately the same as the current cost.

Discussion ensued regarding how difficult the garbage trucks are to drive and maneuver in some alley ways.

Mayor Garcia asked if there was a tipping fee every time garbage is dumped regardless of the amount of garbage and Public Works Director Nash replied in agreement.

The motion carried 5-0 on roll call vote.

#### **10H2) Recommendation that Council Approve the Execution of a Lease Agreement with SunTrust Bank for the Financing of Two (2) Garbage Trucks for the Sanitation Operation**

City Attorney Seiden explained that the Lease Agreement has not been reviewed and he recommends that Council pass the motion conditionally, subject to the approval of the Lease Agreement by the City Manager, Assistant City Manager/Finance Director, Public Works Director and himself; secondly, no trucks are to be ordered until the approval is complete.

Mayor Garcia asked how long it would be before the agreement is approved.

Mr. Alonso responded that he would need an invoice from the company for the two trucks to send to the bank so they can work on the lease agreement, which would take a few days.

Councilman Bain moved the item with the conditions stated by City Attorney Seiden. Councilman Lob seconded the motion which was carried 5-0 on roll call vote.

**10I) Request from Curtiss Mansion, Inc. for Funding in the Minimum Amount of \$25,000 in the Coming Fiscal Year and a Contribution from the Current Fiscal Year Budget in the Amount of \$10,000**

To answer Councilman Petralanda's question, Richard Wheeler, President of Curtiss Mansion Inc. (CMI) stated that they are requesting similar amounts from both entities.

City Manager Gorland clarified that the request is \$10,000 for the current budget and \$25,000 in the next fiscal year.

Councilman Bain asked what the funds are allocated for and Mr. Wheeler responded that there are some maintenance issues with the building itself that may be covered under warranty, but it is something that cannot be lapsed in the meantime. There are some timbers that need to be replaced so that the Mansion can continue to function as an appropriate venue.

Mr. Wheeler commented that CMI is trying to expand their marketing by going beyond the quinces, weddings and birthday parties to include meetings and business gatherings. With these elements of repair, marketing and the tweaking of the programs, they will get closer to the goal of being a self-sustaining entity and develop all of the funding 100% through their own operations.

Mr. Wheeler stated that in the annual report that was submitted previously, it shows that CMI has had some success in hosting weddings, birthday parties and quinces. The Mansion is coming into fruition but it is not quite there yet.

To answer Councilman Bain's question, Mr. Wheeler said that \$78,000 in revenue was received from venue rental, brick sales, donations, and fundraisers.

Mr. Wheeler clarified for Councilman Bain that the report shows the general items that encompass 100% all of the Curtiss Mansion expenses.

Councilman Bain asked what the Management consists of and Mr. Wheeler replied that there is one full-time person who is an employee of CMI that manages the entire operation.

Councilman Petralanda requested a breakdown of CMI's source of revenue.

Mr. Wheeler commented that the majority of the funds that were earned in the last year came from venue rental. He noted that they closed their books at the end of June of 2012, and by agreement with the City, an audit is taking place that will be turned over to the City.

To answer Councilman Bain's question, Mr. Wheeler said that by September 30<sup>th</sup>, CMI is required to provide the audit to the City.

Councilman Petralanda reiterated that he would like to see where the revenues are coming in regard to venue rentals.

Mr. Wheeler stated that in general, at least 75% of the funds came from venue rental but he does not want to commit until he has the books in front of him.

Mr. Wheeler clarified for Councilman Petralanda that he is asking for a loan and looking for City participation in the funding for the operation. CMI has a bank account that is open and operating as a business, however, the assets of CMI are literally the funds that are in the bank.

Councilman Lob commented that Council would like to see the financials before the budget process is complete. He asked if Council could receive an unaudited version of the financial statement.

Mr. Wheeler replied that if Council would like more detail than what was provided in the report he can certainly provide that information.

To answer Mayor Garcia's question, Mr. Wheeler stated that \$10,000 is being requested for the repairs, marketing, and lectures. He is not targeting it directly to one item, but to all three in general.

Mr. Wheeler said that CMI would like to do the repair immediately because the space that was lost was a particular area of the Mansion that is popular with the wedding parties.

Mayor Garcia asked what would happen if Council approves and allocates \$10,000 in the budget and Mr. Wheeler realizes that he is not able to get reimbursed for those expenses.

Mr. Wheeler replied that what he tried to anticipate within this report and request was to address some immediate items that need to be addressed and then they would plan for self-sufficiency next year.

Mayor Garcia stated that if Council gives the \$10,000 and of that only \$5,000 is used and it turns out that the work is under warranty, he would expect the other \$5,000 to go towards the \$25,000 that is being requested for next year and Mr. Wheeler agreed that it would not be a problem.

Councilman Bain requested a breakdown of the \$10,000 that is being requested so that Council would be more comfortable in approving the request.

Mr. Wheeler apologized if his report was deficient. Since he did not have the audited financial statement, he utilized the information that was available. He will provide Council with more revenue detail and identify the specifics of what the \$10,000 will be used for.

City Attorney Seiden explained that there are three warranty issues on the table. There is a \$3,000 issue involving certain parts that need to be replaced in the air conditioning because it is not functioning as efficiently as it should. Project Manager, Roy Rodriguez is doing a fabulous job because he is making a great effort for the City and CMI. Mr. Rodriguez sent a letter dealing with the three issues and the architect on the project has given a response. There is a dispute on the air conditioning as to when the warranty actually started. The architect said that it should be covered, but it has not been agreed on yet.

City Attorney Seiden stated that the second issue deals with color of the stucco. It has been discussed and the architect has come to the decision that it is a warranty item. He understands that the contractor is now looking into the issue. The third issue which is the most problematic of them all is that the wooden pillars are starting to deteriorate at a much faster rate than anticipated.

City Attorney Seiden commented that documentation was received from Mr. Rodriguez regarding the selection of an expert. Samples will be taken to send to Sherwin Williams because if they were treated in a certain way such as a water-based coating as opposed to an oil-based coating, then that could be the cause of the issue. It is being investigated before an expert is involved due to the expense.

City Attorney Seiden stated that for at least two of the issues, the architect supports the City. If the City cannot get resolution on those items with the contractor the only other alternative is to put the bonding company on notice that the contractor has failed in his warranty and ask the bonding company to pay for and make the repairs. He believes that there is a possibility of having the issues resolved.

Mr. Wheeler commented that the City is dealing with a \$4MM historical mansion which is why all of these things become very important. The integrity of the historical structure has to be maintained. He is thankful for having Roy Rodriguez as a Board member and volunteer who provides many services.

Vice Mayor Windrem asked if this is going to be an ongoing repair and City Attorney Seiden replied that the structural parts will certainly be an ongoing repair, but it has not reached that point. It is still being determined if the wrong coating was placed on the wood.

Vice Mayor Windrem said that finding \$10,000 is very difficult and Council needs to know how severe the issues are, how quickly they need to be taken care of, what is being paid for and what Council can pursue as far as recouping some of the losses.

Mayor Garcia stated that putting \$35,000 in a new budget is a lot easier. He asked how detrimental is it for the \$35,000 to be put in the new budget which is taking place in the next 30 days.

Mr. Wheeler responded that CMI is obviously not flush with cash and they would certainly like to see dollars in the budget. As the report indicated, they are also approaching the County for some assistance because he feels that the mansion is not just an element of the City of Miami Springs, but of Miami-Dade County as well.

To answer Mayor Garcia's question, Mr. Wheeler stated that at least 75% of the \$78,400 is revenue generated from venue rental.

Mayor Garcia commented that it is important to see that there are revenues being generated; it is an improvement from last year and he does not see progress at a standstill.

He does not feel comfortable telling Mr. Wheeler that Council is going to find the \$10,000 in the budget this year, but it is up for consideration, if Council will support his request in the upcoming budget.

Mr. Wheeler replied that given Council's position and the conversations and time that they have allowed him to discuss what the Mansion's needs are and what they are trying to do, he would like to defer the \$10,000 and rollover to the next fiscal year and work it out during the budget process.

*Mayor Garcia called for a five minute recess.*

*(Agenda Item 10K was considered before 10J)*

**10J) Request from Curtis Publishing for the 2013-2014 Phone Directory from the City Council's Promotions Account**

Mr. Curtis clarified that the years under consideration are 2014-2015 and not 2013-2014. The directory has been published every other year for approximately 50 years. He has previously requested to spread the amount over two years. The City has two pages and another two pages in the center of the directory that have not changed in approximately 10 years. The City is more than welcome to change the look of the advertisements and update them as they wish.

Mayor Garcia asked if the Community Policing Office receives the directory's to include in the resident welcome packets and Mr. Curtis replied in agreement. They are available at City Hall and the Police Department as well.

Mr. Curtis commented that the directory will be completely digitized. When someone goes to the River Cities Gazette website, they will be able to access the directory online. An icon can also be placed on the Miami Springs website so that residents can access the directory from there as well.

Mr. Curtis noticed that Mr. Alonso included \$6,000 in next year's budget. He asked for \$5,000 each year, and to spread out the cost over two years.

Mayor Garcia is glad to hear that the directory will be digitized because that was something he was going to propose.

Councilman Petralanda asked if the digitizing was included in the price and Mr. Curtis replied in agreement.

Mayor Garcia commented that he is in the print industry and he would not be able to produce a directory for \$5,000.

Councilman Bain clarified that Mr. Curtis is asking for a total of \$10,000 spread out over a two year period and Mr. Curtis agreed.

To answer Councilman Bain's question, Mr. Curtis said that he would begin working on the directory at the end of this year. The \$5,000 is not for this year's budget.

City Manager Gorland explained that no approval is required. The Administration recommends that payments be made every other year instead of paying the total amount in advance.

Mr. Alonso reminded Council that the Promotions budget was changed to have a flat amount of \$25,000.

Councilman Bain stated that one of the items under Promotions is the directory and in his mind the \$5,000 is already included.

City Manager Gorland said that the vote would take place when Council is ready to pass the budget.

City Attorney Seiden clarified that Mr. Curtis is asking Council to commit to funding in the off year, in which the City has never done before.



Vice Mayor Windrem moved to approve funding of \$5,000 each year for the directory. Councilman Petralanda seconded the motion.

Mayor Garcia clarified that \$5,000 is budgeted for the FY13-14 budget as well as the FY14-15 budget and Mr. Curtis replied in agreement.

The motion was carried 5-0 on roll call vote.

**10K) Request from Pelican Playhouse Artistic Director Ralph Wakefield to perform “PG” Rated “Greater Tuna” in the “G” Rated Rebeca Sosa Theatre**

City Manager Gorland commented that Mr. Wakefield would like to perform a “PG” rated show at the Rebeca Sosa Theatre which is “G” rated.

Ralph Wakefield of 255 Springs Avenue stated that the Pelican Playhouse instituted the “G” rating for the Rebeca Sosa Theatre. The opportunity to have this show appeared over the summer. There is no profanity, nudity, sexual situations, or drug uses, but there will be satire and adult content such as racism and censorship.

Mr. Wakefield said that the rationale of this show is to expand the audience. Currently, as a “G” rated theatre there is a lot of fairy tale, comedy, and family-oriented shows. The Greater Tuna will be a show for the men. He plans to invite the Optimist Club, Rotary Club and the Lions Club to the show. The two actors in the show will play 20 individual characters with 15-20 seconds for costume change.

To answer Mayor Garcia’s question, Mr. Wakefield said that satire is when something close to normal is taken and made a little outlandish.

Vice Mayor Windrem moved the item. Councilman Petralanda seconded the motion.

To answer Councilman Petralanda’s question, Mr. Wakefield said that anytime a there is a show that is not “G” rated, either himself or the company asking to host the show will have to come before Council to get permission.

Mayor Garcia asked if the PG rating will be on the flyer and Mr. Wakefield replied in agreement.

The motion was carried 5-0 on roll call vote.

**11. Other Business:**

**11A) Fiscal Year 2012-2013 Third Quarter Budget Status Report (Unaudited)**

This item was deferred.

**11B) Budget Workshop Follow-up**

Councilman Bain believes that this topic should wait until the next budget workshop.

Mayor Garcia feels that the budget process has been going very well. The Administration has been providing Council with the needed information and dedicating the time to meet with each Council member. He is very proud that Council has taken the opportunity to meet with staff and he encouraged staff to continue to do so.

## **12. Reports & Recommendations:**

### **12A) City Attorney**

#### **Red Light Camera Hearings**

City Attorney Seiden mentioned that two hearing officers were hired for the Red Light Camera program. Jon Gurney is very well qualified and is an attorney who did red light camera prosecutions in the State of Georgia. He is now an attorney in Florida and is a Florida Supreme Court certified arbitrator. David Alschuler is a Miami Beach attorney and handles criminal defense work.

City Attorney Seiden stated that the Hearing Officers are independent contractors; they will receive no benefits and will work a minimum of three hours per shift which amounts to \$450. They will work on a rotating basis each week. It is going to be a very simplified process.

To answer Councilman Bain's question, who the City will not be handling any finances. American Traffic Solutions (ATS) will be handling all of the finances.

City Attorney Seiden noted that if a person has a hearing appointment and arrives early and sees another hearing and is not happy with the way the results are going, he or she can say that they no longer choose to go forward with the process and will be charged a \$50 Administrative fee instead of \$250. The first hearing is scheduled for Thursday, September 19<sup>th</sup>.

To answer Councilman Petralanda's question, City Attorney Seiden said that ATS schedules the hearings weeks in advance and if there are no appointments, then the hearing will not take place.

### **12B) City Manager**

#### **Back to School**

City Manager Gorland reported that school will be starting and encouraged everyone to drive safely.

#### **Events**

City Manager Gorland noted that registration has begun for the Pelican Playhouse, Miami Springs V.G. Optimist, annual basketball camp and many others.

## **Westward Drive Grant**

City Manager Gorland thanked Administration and Council for their participation. It is a big deal for this City and it is expected to be completed in approximately five years.

## **Shredding Day**

City Manager Gorland reported that the shredding will take place on August 15<sup>th</sup> in the Pool parking lot from 4:00 p.m. to 7:00 p.m.

## **12C) City Council**

### **House Fire**

Vice Mayor Windrem reported a house fire on the 600 block of Plover Avenue. The three residents and their dog were okay. It was contained to the garage but was accelerated by a couple hundred rounds of ammunition. Miami Springs Engine 35 was assisted by engines from Liberty City and Doral. It was a very lucky turn of events that the City was not “browned out” that day due to the County’s attempt to cut back on the Fire Department overtime.

### **Announcement**

Vice Mayor Windrem announced that he and his wife are expecting a baby.

### **Back to School**

Councilman Petralanda echoed the City Manager and encouraged everyone to drive safely. He looks forward to going to back to school to teach.

### **First Tee Program**

Councilman Petralanda thanked Paul O’Dell and Charlie DeLuca for taking him to visit the Melreese Country Club.

### **First Tee Program**

Councilman Bain commended Councilman Petralanda for starting the first tee program.

### **Rotary Dinner**

Councilman Bain reported that he attended the Rotary Dinner and invited everyone to attend one of the dinners that are held every Sunday night until September 26<sup>th</sup> for a \$10.00 fee.

### **Curtiss Mansion**

Councilman Bain requested information showing the funds that were contributed to the Curtiss Mansion project from the City since there is a perception that the City has not contributed any funds to the Curtiss Mansion project.

### **Council Projects**

Mayor Garcia commended Council for being involved and taking on projects throughout the City.

### **Miami Springs Historical Society**

Mayor Garcia expressed his surprise that the Historical Society come forward and is willing to move locations, which is a step in the right direction. He thanked them for the work they are doing.

### **Library Meeting**

Mayor Garcia reported that he and City Manager Gorland met with Miami-Dade County Public Library officials about proposed changes to the Library System. There have been some discussions about libraries being closed or eliminated. He ensured to everyone that those discussions are all false. They are simply moving some offices.

Constant communication has been maintained with the City and the Library in Miami Springs is not on the list of Libraries that has been slated to be closed. He and City Manager Gorland expressed their concerns on how important the Library is to this community.

### **Happy Birthday**

Mayor Garcia wished his father a very happy birthday.

**(THIS SPACE INTENTIONALLY LEFT BLANK)**

13.           **Adjournment**

There being no further business to be discussed the meeting was adjourned at 10:03 p.m.

\_\_\_\_\_  
Zavier M. Garcia  
Mayor

**ATTEST:**

\_\_\_\_\_  
Suzanne S. Hitaffer  
Acting City Clerk

Approved as \_\_\_\_\_ during meeting of:

Transcription assistance provided by Elora R. Sakal.

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



## *Ecology Board*

### *Cancellation Notice*

The Ecology Board Meeting of Tuesday, August 27, 2013 has been canceled since there are no agenda items for consideration.

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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



## *Zoning and Planning Board*

### *Cancellation Notice*

The Zoning and Planning Board meeting of Tuesday, September 3, 2013 has been canceled due to the fact that there are no new cases to be heard by the Board.

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Elora R. Sakal  
Board Secretary

cc: City Council  
City Manager  
City Attorney  
City Planner  
Acting City Clerk  
Zoning and Planning Board Members  
Post



**CITY OF MIAMI SPRINGS  
FLORIDA**

**CANCELLATION NOTICE**  
**CODE ENFORCEMENT BOARD**

The regular meeting of the Code Enforcement Board scheduled for Tuesday, September 3, 2013 has been cancelled in advance due to no cases to be heard.

A handwritten signature in black ink that reads "Tex Ziadie".

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Tex Ziadie  
Director-Building and Code Compliance Department

cc: City Clerk  
City Manager  
Code Enforcement Board Members by E-Mail  
Post





## *City of Miami Springs, Florida*

### *Architectural Review Board*

#### CANCELLATION NOTICE

The Architectural Review Board meeting scheduled for Wednesday, September 4, 2013 has been canceled.

A handwritten signature in cursive script, reading "Suzanne Hitaffer", is written over a horizontal line.

Suzanne Hitaffer, OMC  
Acting City Clerk

cc: City Council  
City Manager  
Assistant City Manager/Finance Director  
City Attorney  
Planning and Zoning Director  
Architectural Review Board Members  
Post



**DRAFT**

***City of Miami Springs, Florida***

The Board of Adjustment met in Regular Session at 7:00 p.m., on Tuesday, September 3, 2013 in the Council Chambers at City Hall.

**1) Call to Order/Roll Call**

The meeting was called to order at 7:07p.m.

The following were present: Chairman Manuel Pérez-Vichot  
Ernie Aloma  
Bill Tallman  
Bob Calvert (\*arrived at 7:11 p.m.)  
Michael White

Absent: Vice Chairman Francisco Fernández

Also present: City Attorney Jan K. Seiden  
Planning and Zoning Director James H. Holland  
Acting City Clerk Suzanne S. Hitaffer

**2) Approval of Minutes**

**2A) June 3, 2013**

Minutes of the June 3, 2013 meeting were approved as written.

Board member Tallman moved to approve the minutes. Board member Aloma seconded the motion which was carried unanimously on voice.

\*\*\*\*\*

City Attorney Jan K. Seiden explained that a new step was added to the process, which is for all the witnesses to be sworn-in by the Clerk.

All those who wished to testify stood up and were sworn-in by the Acting City Clerk.

\*\*\*\*\*

Planning and Zoning Director Jim Holland noted that supplemental information was placed on the dais for each of the cases, including the applicable Code sections that are involved. Additionally, for the first case a statement of hardship was inadvertently omitted and that is now attached. In regard to the second case, there are a series of aerial photographs attached that will be discussed, and in the final case there is an additional objection letter.

3) **New Business:**

- A) **Case # 05-V-13**  
**Juan Rosello**  
**1141 Falcon Avenue**  
**Zoning: R-1C**  
**Lot Size: 9.525 sq. ft.**

Applicant is seeking a variance from Code Section 150-017 Recreational Vehicles (B) *Parking and Storage*: To store a boat in the side yard of their property.

Planning and Zoning Director Jim Holland stated that in the Applicant's statement he indicated that there is no other place to park the boat and he confirmed that fact.

Chairman Pérez-Vichot stated that the height of the boat was not mentioned and when he went by the property the boat was not there.

\*Board member Calvert arrived at this time.

Mr. Holland estimated that the height of the boat is approximately 8-feet and the Applicant, Mr. Rosello, also confirmed that the boat is 8-feet.

Mr. Holland pointed out that there is a portable shed in the photograph that is located to the rear of the boat trailer that can be moved.

To answer Chairman Pérez-Vichot's question, Mr. Rosello stated that he could move the boat back about eight feet if the shed is relocated.

Planning and Zoning Director Jim Holland stated that his recommendation is for approval of the variance request, subject to any condition the Board may wish to impose. There were no letters of support or objection received.

Mr. Rosello submitted a letter of support from the next door neighbor at 1131 Falcon Avenue, which Mr. Holland read into the record.

Board member Tallman said that the east side yard photograph does not show the boat. He asked if it was a recent photograph and Mr. Holland replied that the photograph was taken approximately two weeks ago.

Mr. Rosello clarified that the boat is stored on his property for six months during the year. During the summer the boat is stored in a marina.

Chairman Pérez-Vichot stated that the boat cannot be placed in the rear yard or enclosed. A number of variances have been granted for boats in the side yard and perhaps there might be a way to limit the height in some way.

Board member Aloma commented that the boat is well concealed and Mr. Rosello responded that the boat is covered.

Chairman Pérez-Vichot stated that the boat could be moved back as much as possible.

Discussion ensued regarding the possible relocation of the portable shed.

City Attorney Jan K. Seiden stated that when side-yard variances are granted for recreation vehicles, the Board has consistently asked people to move them back as much as possible so that they are less visible.

Chairman Pérez-Vichot asked if there was anyone in the audience who is in favor or opposed and there were no comments or objections.

Board member Calvert noted that there is a generator on the property. He asked if a permit was obtained and Mr. Rosello answered affirmatively.

Board member Tallman asked if the variance approval is contingent with conditions or as it was submitted.

Board member Aloma responded that he would not want conditions placed on the variance because it is difficult to police them.

City Attorney Seiden commented that it can be policed. If someone moves in next door that is unhappy with the situation and it is inspected by the City, and they find the boat is not pushed back then he has violated the conditions of the variance.

Board member Aloma moved to approve the variance based on the condition that the boat is moved back as much as possible. Board member Tallman seconded the motion.

Board member Tallman asked for clarification of the motion and Board member Aloma responded that the variance is approved as submitted with the condition that Mr. Rosello moves the boat back as far as possible.

The motion carried 4-1 on roll call vote, with Board member Calvert casting the dissenting vote.

City Attorney Seiden explained to the Applicants that this Board only makes recommendations and the City Council will review the records of this meeting on Monday, September 9<sup>th</sup>. The Applicants are welcome to attend, but it is not mandatory. Any actions of this Board are subject to a 10-day appeal period from any other citizen of the City.

- B) Case # 06-V-13  
Jorge G. Fernandez  
565 East Drive  
Zoning: R-1C  
Lot Size: 70 ft. x 127 ft.

Chairman Pérez-Vichot stated that his business is involved in the next two cases and he would abstain from the discussion and the decision. The gavel was passed to Board member Aloma.

Planning and Zoning Director Jim Holland referred to the supplemental materials and the aerial photographs that were provided.

Mr. Holland explained that there are three variances involved in the application as follows:

- I. Code Section 150-009 (A) to permit an existing wood frame accessory structure where masonry construction is required
- II. Code Section 150-025 (D) to permit an awning of 496 square feet where the maximum area is 450 square feet
- III. Code Section 150-041 (A) (2) to permit a rear setback of 3 feet to an existing utility shed, where 5 feet is required.

Mr. Holland stated that there are two structures in the rear yard that are involved, in addition to the attachment of the awning; the awning would be attached to the main structure. The accessory structure appears to have been a living unit at one time; it was constructed illegally without the benefit of a permit, as well as the small utility shed. The accessory structure has a bathroom, kitchen, closets and is clearly a living unit.

Mr. Holland said that the owners of the property have been cited and brought to the Code Board three times since 2008 for violations involving construction without building permits. The result of the application to legalize the wood frame structure came about as a result of the Code Enforcement Board action and there were extended contingencies granted over the years from May 2011 until the application was filed on July 24, 2013.

Mr. Holland added that the Applicant has indicated that the existing accessory structure was on the property when he purchased it in March, 2001. He referred to the aerial photographs from the County that were included in the packet. If there was a structure existing in 2001, it was so small that it would not be shown in an aerial photograph. There may have been a slab and small shed that was constructed at some point with a permit in 1993, before the property was purchased by the Applicant.

The next aerial photograph is two years later in 2003, according to Mr. Holland. Again, there is no presence of the accessory structure or the old shed that presently exist. He pointed out that there was some construction activity taking place at the northeast corner of the house that was also done without the benefit of a permit. The final photograph is a 2012 aerial and the accessory structure and the shed are both highly visible. There is reason to believe that construction took place sometime between 2006 and 2010.

Mr. Holland explained that Staff recommends denial of all of the variance requests since there is no apparent hardship. With respect to the existing structures, any hardship which may exist is self-imposed. He feels that it is wrong to allow people to illegally construct something and then come to the Board of Adjustment to legalize it.

To answer Board member Aloma's question, Mr. Holland clarified that none of the building inspectors had seen the structure after it was built.

Board member Aloma stated that the design drawing does not legitimize the construction; it is simply a drawing of the structure and Mr. Holland agreed there are no structural details.

Ana Fernandez of 565 East Drive stated that her husband injured his back over the weekend and was unable to attend the meeting. She said that they appeared before the

Code Enforcement Board last month and they have until January 2014 to bring everything up to code and secure permits. She said that the accessory structure is a storage area that has a bathroom and small cabinet, but no one lives in it.

Board member Aloma asked if the architect is going to submit plans to the Building Department if the variance is granted and Ms. Fernandez responded affirmatively.

Ms. Fernandez explained that she tried to reschedule this meeting so that her husband could attend and she was told that there would be a fine and they would have to wait another month.

City Attorney Jan K. Seiden stated that the biggest problem is that it is a wood frame structure and it is far more than a storage unit. The fact that it has an additional roofing structure between it and the fence is also a problem, but he understands that the Applicants may be willing to take it down.

Board member Aloma noted that there is a statement on the drawing that the canopy would be removed.

Attorney Seiden reiterated that it is a wood frame structure; the City has held the line on this issue for many years and he would agree with Mr. Holland that approving it would set a dangerous precedent.

Board member Aloma asked if there were any letters for or against and Mr. Holland replied that there were no letters received.

Board member Tallman asked the Applicant to clarify the statement in regard to the structure being on the property when it was purchased.

Ms. Fernandez said that there was a concrete slab and a wooden shed when the property was purchased, but it was a lot smaller and then her husband built the structure.

Planning and Zoning Director Holland referred to a survey dated September 2006, that indicated there was a structure with a roof overhang on tile and the slab under the present overhang is different. It appears that the roof structure with tile was enclosed and it was constructed as a dwelling unit.

**Board member Tallman moved to deny variance No. 1 and Board member Calvert seconded the motion.**

Board member Aloma asked if there was anyone in the audience who would like to comment for or against the variance and there were no speakers.

**The motion was carried 4-0 on voice vote, with Chairman Pérez-Vichot abstaining.**

Regarding the second variance, Board member Aloma commented that this involves the canopy attached to the structure and Mr. Holland clarified that it is attached to the main structure, not the accessory structure.

Mr. Holland stated that the canopy is not objectionable, but there is no hardship indicated and the size could be reduced to 450 square feet.

Ms. Fernandez commented that by reducing the canopy, it would not cover the deck.

Mr. Holland stated that no correspondence was received.

Board member Aloma asked if there were any comments from the audience and no one cared to speak.

Board member Calvert moved to deny variance No. II. Board member Tallman seconded the motion, which carried 4-0 on voice vote, with Chairman Pérez-Vichot abstaining.

Planning and Zoning Director Holland stated that the third variance request is to modify the rear setback to an existing utility shed to 3' where 5' is required. He clarified that photographs of the shed were included in the packet and he recommends denial since there is no hardship and the shed was placed there illegally.

Board member Aloma asked if any correspondence was received and Mr. Holland replied that none was received.

Board member Tallman moved to deny variance No. III. Board member Calvert seconded the motion, which carried 4-0 on voice vote, with Chairman Pérez-Vichot abstaining.

City Attorney Seiden advised Ms. Hernandez of the 10-day appeal period. If she decides to appeal she should notify Mr. Holland. The case would be heard by the City Council sitting as the Board of Appeals.

C) Case # 07-V-13  
Alex Guillamont  
1095 Raven Avenue  
Zoning: R-1B  
Lot Size: 14,476 sq. ft.

Chairman Pérez-Vichot abstained from the decision and did not participate in the discussion.

Planning and Zoning Director Holland explained that this case involves the proposed construction of a flat deck roof in the side yard extending 10-feet from the wall into the setback. This would be a cantilever structure with three or four columns that would support the cantilever that also extends into the setback. The first variance is a street side yard setback of 14-feet where 15-feet is required.

The second variance the Applicant is seeking a variance to permit an eave of greater than 30 inches and to permit a flat deck roof in a side yard. The final variance is to allow a roof overhang of 10-feet where a maximum 30 inches is permitted. Staff recommends denial of all of the variance requests since no apparent hardship exists. In addition, a precedent would be created if the variance is granted.

Board member Aloma pointed out that the property is under construction.

General Contractor George Fulmer spoke on behalf of the owner/applicant. He noted that in regard to the second variance, the roof was changed from a flat deck to a Bahamian gable so it is a pitched roof.

Mr. Holland said that it appears to be a flat deck roof and Mr. Fulmer disagreed.

To answer Board member Calvert's question, Mr. Holland clarified that the maximum overhang permitted by code is 30 inches and the proposal is for a 10-foot overhang into a street side yard.

In response to Board member Aloma's question, City Attorney Seiden said that definition 80 under code section 150-002, states that eaves and overhangs are not to exceed 30 inches into the minimum setback and no closer than 3-feet from any side yard.

Mr. Fulmer stated that the zoning portion of the review came up on the third submittal and it took close to six weeks before the plans were turned down. In regard to a hardship, it will cost more money to tear into what they have now in order to attach it properly. He noted that Mr. Holland must review everything first, according to the new policy, and he was actually the last person to review the plans.

Mr. Fulmer asked if this would be a hardship and Board member Aloma responded that the hardship must be established before the plans are submitted. The way the City handled the review does not qualify as a hardship.

Board member Tallman explained that even through the review process was not the way it should have been, this Board is not in a position to remediate that by waiving something else. From a zoning standpoint, it does not qualify as a hardship.

City Attorney Seiden stated that the Board must rely on Mr. Holland's recommendation in the absence of the proper documentation. If there are some documents the Board needs to see, the Applicant can continue the meeting next month, pending submittal of the documents. There seems to be a disagreement on what type of roof it is because Mr. Holland feels that it is a flat roof and Mr. Fulmer is saying that it is a Bahamian style roof. To be able to establish that fact, the Board needs to see the document in order to make a determination.

The City Attorney reiterated that if the Applicant would like an opportunity to provide the evidence to the Board they might be willing to grant this request.

Board member Aloma noted that the first variance asks for an additional foot and Mr. Fulmer clarified that it is needed to support the structure. The cantilever projection is 12 inches off the side of the house.

After further review, Board member Aloma agreed that Mr. Holland is correct; on the side of the house there is a flat roof.

Alex Guillamont of 1095 Raven Avenue stated that the concept of the extended terrace is to provide additional space where his family can enjoy themselves with some protection from the sun. None of his neighbors are against the proposal and if necessary, he can provide letters of support from the next door neighbor. He was told that if the variance is not granted that he would have a non-permitted awning, which makes no sense. He is willing to invest in the house to make it better and more durable.

Mr. Guillamont stated that he hired the local contractor and architect for their expertise. He understands that there is a process and he is willing to be part of it. It is difficult to understand that he could do something less expensive that would be approved, but it would have to be replaced in five to ten years. He would like to continue the process.

City Attorney Seiden explained that the contractor and architect are professionals, but they ran afoul of one section in the code that does not allow flat roofs in the side yard.



Mr. Guillamont said that he wants to do whatever is necessary in order to comply with the rules, even if it means a Bahamian roof. He is willing to invest in the structure in order to make it comply.

City Attorney Seiden said that Mr. Guillamont would be better served if the Board could establish what a Bahamian roof is and whether or not it is different from a flat deck roof.

Mr. Guillamont expressed his disappointment that he would have to wait another month due to the procedures that were followed prior to this meeting.

City Attorney Seiden commented that it was understood that it would be a non-permanent awning, but there is nothing wrong with requesting a variance. Now there is different information about the new type of roof so it may benefit the Applicant to continue the meeting to next month.

Board member Aloma stated that removing the small square of flat roof would solve the problem, but Mr. Guillamont must provide the document showing this exists. He is not convinced that it qualifies as an overhang and this is something to be discussed. He added that the A/C units would be covered and this is not a good idea.

City Attorney Seiden clarified that the Applicant is requesting that the matter be continued until the next meeting.

Planning and Zoning Director Holland stated for the record that there was one letter of objection to the variances from William Masters at 1120 Raven Avenue, who lives diagonally across the street on the southwest corner.

Board member Tallman moved to table the variance requests until the next meeting per the Applicant's request. Board member Calvert seconded the motion, which carried 4-0 on voice vote, with Chairman Pérez-Vichot abstaining.

4) Old Business: None

**(THIS SPACE INTENTIONALLY LEFT BLANK)**

5) Adjournment

There was no further business to be discussed and the meeting was adjourned at 8:02 p.m.

Respectfully Submitted,

Suzanne Hitaffer  
Acting City Clerk

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”.*  
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**FOR AGENDA ITEM  
7A  
PLEASE REFER TO  
THE 2013-2014  
TENTATIVE BUDGET  
THAT IS ON THE HOME PAGE OF  
THE CITY'S WEBSITE  
AT [WWW.MIAMISPRINGS-FL.GOV](http://WWW.MIAMISPRINGS-FL.GOV)**



**CITY OF MIAMI SPRINGS**  
Finance Department  
201 Westward Drive  
Miami Springs, FL 33166-5259  
Phone: (305) 805-5014  
Fax: (305) 805-5018

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

**Via:** Ron Gorland, City Manager

**FR:** William Alonso, CPA, CGFO, Asst. City Manager/Finance Director

**Date:** September 9, 2013

**RE:** General Fund Balance Overview

The following discussion is done in an effort to provide Council with a brief overview of the need for a municipality to maintain a certain level of unassigned (undesigned) general fund balance and what is considered an "acceptable" level to be maintained.

Before we begin, let me define certain terms used within this report:

1. **General Fund Balance**- is the accumulation of revenues minus expenditures within the city's main operating fund (General Fund). Each fund maintained by the city has a fund balance. Fund balance can be used in future years for purposes determined by City Council. When the term "reserves" is used we are referring to the total general fund balance. The general fund balance is further subdivided into the following categories:
  - **Unassigned (undesigned) fund balance**-The portion of the general fund's balance that is not restricted for a specific purpose and is available for general appropriation. The City Council has established that the unassigned fund balance should be 25% of the annual general fund operating expenditures to be used as an "emergency" fund. Before 2009 unassigned was referred to as "unrestricted", the GFOA changed the terminology beginning in 2010. For our purposes just keep in mind that unrestricted also means unassigned.

- **Assigned (designated) fund balance-** The portion of the general fund's balance that exceeds the required 25% "emergency" unassigned fund balance and which Council designates each year after the audited financial statements are issued (usually January of each year) for specific purposes and uses such as future capital needs.

On pages 1 thru 3 are providing the Government Finance Officers Association's (GFOA) recommended appropriate levels of unassigned general fund balance. On page 2 the GFOA recommends a "minimum" unassigned fund balance of "no less than two months of regular general fund operating expenditures" which for our City would be approx. \$2.34 million. It goes on to state that "a government's particular situation often may require a level of unassigned fund balance in the general fund in excess of this recommended minimum level".

As you are aware City of Miami Spring's financial policies approved by Council in October 2009 set the minimum level at 3 months (25%) of regular general fund operating expenditures (see page 5). This level was set by Council based on the fact that we are a small city with hurricane coastal exposure and without a standby credit facility.

Furthermore, as can be seen in section IV of page 6, under Replenishment of Reserve Deficits, if at the end of any fiscal year the actual amount of unassigned general fund balance falls below the 25% level, the City Manager and Council are to provide a plan for getting the level back to 25% no later than the end of the second fiscal year following the occurrence. This policy is in accordance to the GFOA's best practice recommendation on pages 3-4 which require that a city set a policy for replenishing the fund balance within 1-3 years (page 4).

On pages 1-2 the GFOA clearly sets the responsibility for setting the acceptable level of unassigned fund balance on the appropriate policy body (Council).

Municipalities must also take into consideration other factors in setting their fund balance policy, page 2 provides a list of 5 factors which influence that decision.

1. **The predictability of its revenues and volatility of its expenditures-**  
This was evident this year when the City was informed of a shortfall in ad valorem collections of \$200,000.
2. **Its perceived exposure to significant one time outlays-** this covers hurricanes, immediate capital needs similar to the \$161,000 in additional appropriations this year for the golf course, and other unexpected infrastructure needs.

- 3. The potential drain upon general fund resources from other funds as well as availability of resources in other funds-** A good example of this is the ongoing support for the golf operation, as well as prior years when the City needed to subsidize the water and sewer operation.
- 4. Liquidity-** This has not been an issue for the City since FY2003 when the city reported a deficit fund balance of approx. \$300,000.
- 5. Commitments and assignments-** this is an important factor since it covers the potential capital needs of the City in future years for infrastructure needs. The pool, city buildings, roofs, golf course, and all other aging infrastructure (ex: physical and IT systems) are areas of concern that the City should consider in setting an acceptable fund balance.

To summarize, Council has directed that a 25% level of unassigned general fund balance should be maintained as an "emergency" fund. In addition to this, the City should also be setting aside assigned (designations) of fund balance to meet future needs.

In order to give Council an idea of what other cities maintain as an unassigned general fund balance, we reviewed the financial statements of four cities and found that Miami Shores maintains approx. 67%, South Miami 45%, Medley 74%, Pinecrest 46%, while Hialeah is at 10%.

Miami Springs is currently at approx. 27%.

**It is important to note that Council has the ultimate responsibility in setting what an "adequate" general fund balance should be maintained, keeping in mind that these levels ultimately affect the city's credit ratings with rating agencies and this would have a significant impact on the city's borrowing power and the costs paid for any borrowing.**



## BEST PRACTICE

### Appropriate Level of Unrestricted Fund Balance in the General Fund (2002 and 2009) (BUDGET and CAAFR)

**Background.** Accountants employ the term *fund balance* to describe the net assets of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). Budget professionals commonly use this same term to describe the net assets of governmental funds calculated on a government's budgetary basis.<sup>1</sup> In both cases, fund balance is intended to serve as a measure of the financial resources available in a governmental fund.

Accountants distinguish up to five separate categories of fund balance, based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts can be spent: *nonspendable fund balance*, *restricted fund balance*, *committed fund balance*, *assigned fund balance*, and *unassigned fund balance*.<sup>2</sup> The total of the last three categories, which include only resources without a constraint on spending or for which the constraint on spending is imposed by the government itself, is termed *unrestricted fund balance*.

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are a crucial consideration, too, in long-term financial planning.

In most cases, discussions of fund balance will properly focus on a government's general fund. Nonetheless, financial resources available in other funds should also be considered in assessing the adequacy of unrestricted fund balance (i.e., the total of the amounts reported as committed, assigned, and unassigned fund balance) in the general fund.

Credit rating agencies monitor levels of fund balance and unrestricted fund balance in a government's general fund to evaluate a government's continued creditworthiness. Likewise, laws and regulations often govern appropriate levels of fund balance and unrestricted fund balance for state and local governments.

Those interested primarily in a government's creditworthiness or economic condition (e.g., rating agencies) are likely to favor increased levels of fund balance. Opposing pressures often come from unions, taxpayers and citizens' groups, which may view high levels of fund balance as "excessive."

**Recommendation.** The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund.<sup>3</sup> Such a guideline should be set by the appropriate policy body and should provide both a temporal framework and

<sup>1</sup> For the sake of clarity, this recommended practice uses the terms GAAP fund balance and budgetary fund balance to distinguish these two different uses of the same term.

<sup>2</sup> These categories are set forth in Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which must be implemented for financial statements for periods ended June 30, 2011 and later.

<sup>3</sup> Sometimes restricted fund balance includes resources available to finance items that typically would require the use of unrestricted fund balance (e.g., a contingency reserve). In that case, such amounts should be included as part of unrestricted fund balance for purposes of analysis.

specific plans for increasing or decreasing the level of unrestricted fund balance, if it is inconsistent with that policy.<sup>4</sup>

The adequacy of unrestricted fund balance in the general fund should be assessed based upon a government's own specific circumstances. Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.<sup>5</sup> The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances.<sup>6</sup> Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time.

In establishing a policy governing the level of unrestricted fund balance in the general fund, a government should consider a variety of factors, including:

- The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile);
- Its perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts);
- The potential drain upon general fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require that a higher level of unrestricted fund balance be maintained in the general fund, just as, the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the general fund);<sup>7</sup>
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained); and
- Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose).

Furthermore, governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

Naturally, any policy addressing desirable levels of unrestricted fund balance in the general fund should be in conformity with all applicable legal and regulatory constraints. In this case in particular, it is essential that differences between GAAP fund balance and budgetary fund balance be fully appreciated by all interested parties.

Approved by the GFOA's Executive Board, October, 2009.

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<sup>4</sup> See Recommended Practice 4.1 of the National Advisory Council on State and Local Budgeting governments on the need to "maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures" (Recommended Practice 4.1).

<sup>5</sup> In practice, a level of unrestricted fund balance significantly lower than the recommended minimum may be appropriate for states and America's largest governments (e.g., cities, counties, and school districts) because they often are in a better position to predict contingencies (for the same reason that an insurance company can more readily predict the number of accidents for a pool of 500,000 drivers than for a pool of fifty), and because their revenues and expenditures often are more diversified and thus potentially less subject to volatility.

<sup>6</sup> In either case, unusual items that would distort trends (e.g., one-time revenues and expenditures) should be excluded, whereas recurring transfers should be included. Once the decision has been made to compare unrestricted fund balance to either revenues or expenditures, that decision should be followed consistently from period to period.

<sup>7</sup> However, except as discussed in footnote 4, not to a level below the recommended minimum.





## BEST PRACTICE

### **Replenishing Fund Balance in the General Fund (2011) (Budget and CAAFR) (new)**

**Background.** It is essential that governments maintain adequate levels of fund balance to mitigate risks and provide a back-up for revenue shortfalls.

The adequacy of unrestricted fund balance<sup>1</sup> in the general fund should be assessed based upon a government's specific circumstances. Nevertheless, the GFOA recommends, at a minimum, that general-purpose governments, regardless of size, incorporate in its financial policies that unrestricted fund balance in their general fund be no less than two months of regular general fund operating revenues or regular general fund operating expenditures.

If fund balance falls below a government's policy level, then it is important to have a solid plan to replenish fund balance levels. Rating agencies consider the government's fund balance policy, history of use of fund balance, and policy and practice of replenishment of fund balance when assigning ratings. Thus, a well developed and transparent strategy to replenish fund balance may reduce the cost of borrowing. However, it can be challenging to build fund balances back up to the recommended levels because of other financial needs and various political considerations.

**Recommendation.** The Government Finance Officers Association (GFOA) recommends that governments adopt a formal fund balance policy that defines the appropriate level of fund balance target levels. Also, management should consider specifying the purposes for which various portions of the fund balances are intended. For example, one portion of the fund balance may be for working capital, one for budgetary stabilization, and one for responding to extreme events. This additional transparency helps decision makers understand the reason for maintaining the target levels described in the fund balance policy.

Governments should also consider providing broad guidance in their financial policies for how resources will be directed to fund balance replenishment. For example, a policy may define the revenue sources that would typically be looked to for replenishment of fund balance. This might include non-recurring revenues, budget surpluses, and excess resources in other funds (if legally permissible and if there is defensible rationale). Year-end surpluses are an especially appropriate source for replenishing fund balance.

Finally, a government should consider including in its financial policy a statement that establishes the broad strategic intent of replenishing fund balances as soon as economic conditions allow. This emphasizes fund balance replenishment as a financial management priority.

Governments are subject to a number of factors that could require the use of fund balances. It is therefore incumbent on jurisdictions to minimize the use of fund balance, except in very specific circumstances. Replenishment should take place in a prompt fashion with amounts that have been used to ensure that the jurisdiction is properly prepared for contingencies. With the foundation of a financial policy in place, governments should use their long-term financial planning and budget processes to develop a more detailed strategy for using and replenishing fund balance. With these criteria in mind, the government should develop a replenishment strategy and timeline for replenishing fund balances as soon as possible, and that is still appropriate to prevailing budgetary and economic conditions and that considers the following:

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<sup>1</sup> Unrestricted fund balance comprises the committed, assigned, and unassigned fund balance categories.

1. The policy should define the time period within which and contingencies for which fund balances will be used. This gives the public a sense for how fund balance is being used as a "bridge" to ensure stable cash flow and provide service continuity.
2. The policy should describe how the government's expenditure levels will be adjusted to match any new economic realities that are behind the use of fund balance as a financing bridge.
3. The policy should describe the time period over which the components of fund balance will be replenished and the means by which they will be replenished. Frequently, a key part of the replenishment plan will be to control operating expenditures and use budget surpluses to replenish fund balance. The replenishment plan might also specify any particular revenue source that will aid in the replenishment of fund balances. For example, if the government has a volatile sales tax yield, it might specify that yields that are significantly above average would be used to replenish fund balances.

Generally, governments should seek to replenish their fund balances within one to three years of use. However, when developing the specifics of the replenishment plan, governments should consider a number of factors that influence the rate and time period over which fund balances will be replenished. Factors influencing the replenishment time horizon include:

1. *The budgetary reasons behind the fund balance targets.* The government should consider special conditions that may have caused it to set its fund balance target levels higher than the GFOA-recommended minimum level. For example, if targets are higher because the community has very volatile cash flows, then the government would want to build the fund balances back up more quickly compared to governments with more stable cash flows.
2. *Recovering from an extreme event.* An extreme event, such as a natural disaster, that has required the government to use a portion of its fund balance, may make it infeasible to replenish the fund balance as quickly as normal, depending upon the severity of the event.
3. *Political continuity.* Replenishing fund balance takes political will, and that will is often strengthened by the memory of the financial challenge that caused the use of fund balances in the first place. If the governing board and/or management are already committed to a particular financial policy, the replenishment strategy should be as consistent as possible with that policy in order to maximize political support.
4. *Financial planning time horizons.* Fund balances should typically be replenished within the time horizon covered by the organization's long-term financial plan. This puts the entire replenishment plan in context and shows the public and decision makers the expected positive outcome of the replenishment strategy.
5. *Long-term forecasts and economic conditions.* Expectations for poor economic conditions may delay the point at which fund balances can be replenished. However, in its replenishment plan the government should be sure to set a benchmark (e.g., after fund balances have dropped to a certain point below desired target levels) for when use of fund balance is no longer acceptable as a source of funds.
6. *Milestones for gradual replenishment.* A replenishment plan will likely be more successful if it establishes replenishment milestones at various time intervals. This is especially important if replenishment is expected to take place over multiple years (e.g., if you are starting from 75% of your target, set a goal to reach 80 percent of target in one year, 90 percent in two years, and 100 percent in three years).
7. *External financing expectations.* A replenishment plan that is not consistent with credit rating agency expectations may increase the government's cost of borrowing. It is important that the logic used by the government to develop the replenishment plan be communicated in an effective fashion to external lenders.

#### References.

- GFOA Best Practice [Appropriate Level of Unrestricted Fund Balance in the General Fund](#), 2009.
- For a fuller explanation of the concept of "bridging" in financial distress, please visit GFOA's financial recovery website at [www.gfoa.org/financialrecovery](http://www.gfoa.org/financialrecovery).

Approved by the GFOA's Executive Board, February, 2011.

# CITY OF MIAMI SPRINGS

## FINANCIAL POLICIES

DEPARTMENT: Finance

POLICY NO: 130

EFFECTIVE DATE: October 1, 2009

TITLE: Fund balance policy

REVISION DATE: November 1, 2009

### I. PURPOSE

To establish a fund balance / net assets policy tailored to the needs of the City to insure against unanticipated events that would adversely affect the financial condition of the City and jeopardize the continuation of necessary public services. This policy will ensure the City maintains adequate fund balance / net assets and reserves in the City's various operating funds to provide the capacity to: (1) provide sufficient cash flow for daily financial needs, (2) secure and maintain investment grade bond ratings, (3) offset significant economic downturns and revenue shortfalls, and (4) provide funds for unforeseen expenditures related to emergencies.

### II. POLICY

The City will maintain reservations of Fund Balance / Net Assets in the General Fund and proprietary funds of the City. The City shall retain the minimum requirement for each fund listed below.

#### A. General Fund

There shall be a reservation (unassigned fund balance) equal to 25% of the current fiscal year operating expenditure and transfers out budgeted for the fund. For the purposes of the calculation, the current fiscal year budget shall be the budget as originally adopted by resolution on or before September 30<sup>th</sup> for the subsequent fiscal year. The reserve shall be in addition to all other fund balance classifications such as Non-spendable, Restricted, Committed, and Assigned. In any fiscal year where the City is unable to fund the reservation of fund balance as required in this section, the City shall not budget any amount of unappropriated fund balance for the purpose of balancing the budget.

#### B. Enterprise Funds

The City maintains a Sanitation Fund and a Storm Water Fund. The City shall maintain a balance of unrestricted net assets equal to 25% of the operating expenses and transfers out of the current fiscal year budget for that fund. For the purposes of this calculation, the current year shall be the budget as originally adopted by resolution on or before September 30<sup>th</sup> for the subsequent fiscal year. The unrestricted amount shall be in addition to all other required restrictions of Net Assets including but limited to amounts restricted for debt service and/or amounts restricted for renewal and replacement of long lived assets.

CITY OF MIAMI SPRINGS

FINANCIAL POLICIES

DEPARTMENT: Finance

POLICY NO: 130

EFFECTIVE DATE: October 1, 2009

TITLE: Fund balance policy

REVISION DATE: November 1, 2009

III. Utilization of Surplus Reserves

In the event that the unassigned or unrestricted net assets exceed the amounts set forth above, the excess may be utilized for any lawful purpose. Nevertheless, it is recommended that priority be given to utilizing the excess within the fund in which it was generated. The excess funds may also be used for one-time costs, including the establishment of, or increase in the assigned or unassigned fund balance, or restrictions of net assets.

IV. Replenishment of Reserve Deficits

If, at the end of any fiscal year, the actual amount of unassigned fund balance or unrestricted net assets falls below the required fund levels set forth herein, the City Manager shall prepare and submit a plan for expenditure or expense reductions and / or revenue increases to the City Council. As a part of the annual budget review, the City Council shall review and, if necessary, amend the plan submitted by the City Manager for restoring the amounts of unassigned fund balance or unrestricted net assets to the required levels. Any deficit in the required amount must be restored no later than the end of the second fiscal year following the occurrence.

V. **Fund Balance Hierarchy**

**Non-spendable** — Amounts that cannot be spent either because they are in non-spendable form or because they are legally or contractually required to be maintained intact.

**Restricted** — Amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

**Committed** — Amounts that can be used only for specific purposes determined by a formal action of the City Council. The City Council is the highest level of decision-making authority for the City. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the City Council.

**Assigned** — amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the City's adopted policy, only the City Council may assign amounts for specific purposes.

**Unassigned** — all other spendable amounts.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the City considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the City considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the City Council has provided otherwise in its commitment or assignment actions.

**CITY OF MIAMI SPRINGS**

**FINANCIAL POLICIES**

**DEPARTMENT: Finance**

**POLICY NO: 130**

**EFFECTIVE DATE: October 1, 2009**

**TITLE: Fund balance policy**

**REVISION DATE: November 1, 2009**

**VI. Annual Review**

Compliance with the provisions of this policy shall be reviewed as a part of the annual budget adoption process.

9-9-2013



RESOLUTION NO. 2013-3585

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI SPRINGS TENTATIVELY APPROVING FISCAL YEAR 2013-2014 BUDGET; CONFIRMING DATE, TIME AND PLACE OF FINAL PUBLIC HEARING.

WHEREAS, the City Council of the City of Miami Springs has given careful consideration to the anticipated expenses and various sources of revenue available for carrying on the functions of city government and has tentatively approved a millage levy for Fiscal Year 2013-2014 of 7.6995 mills; and

WHEREAS, in accordance with provisions of the City Charter and State law, the City Council has presented the proposed millage levy and budget document for Fiscal Year 2013-2014, and has conducted a public hearing to allow all interested persons to be heard regarding the proposals of any item thereof:

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

Section 1: That a budget as set forth and included herein by reference in the amounts as follows be and the same is hereby tentatively approved for Fiscal Year 2013-2014 and all sums are appropriated for the purposes stated herein:

<u>Funds</u>	<u>Revenues &amp; Reserves</u>	<u>Expense Appropriations and Reserves</u>
General Fund:	\$15,270,012	\$15,270,012
Special Revenue Funds:	1,225,659	1,225,659
Debt Service Fund:	2,771,566	2,771,566
Enterprise Fund:	569,478	569,478
<b>TOTALS</b>	<b>\$19,836,715</b>	<b>\$19,836,715</b>

Section 2: That the City Council will conduct a final public hearing on the proposed budget and all items thereof, at 7:00 p.m., on Monday, September 23, 2013, in the City Hall Council Chambers, 201 Westward Drive, Miami Springs.

**PASSED AND ADOPTED** by the City Council of the City of Miami Springs, Florida, this 9<sup>th</sup> day of September, 2013.

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

Vice Mayor Windrem	" _____ "
Councilman Bain	" _____ "
Councilman Lob	" _____ "
Councilman Petralanda	" _____ "
Mayor Garcia	" _____ "

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Zavier M. Garcia  
Mayor

**ATTEST:**

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Suzanne Hitaffer, CMC  
Acting City Clerk

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY**



Jan K. Seiden, Esquire  
City Attorney

Resolution No. 2013-3585

City Council Meeting of:

9-09-2013



The City of Miami Springs  
 Summary of Monthly Attorney Invoice  
 Orshan, Lithman, Seiden, Ramos, Hatton & Huesmann, LLLP

September 4 for August

<u>General Fund Departments</u>	<u>Cost</u>	<u>Hours</u>
Office of the City Clerk	3,252.15	24.09
Human Resources Department	789.75	5.85
Risk Management	573.75	4.25
Finance Department	1,491.75	11.05
Building, Zoning & Code Enforcement Department	641.25	4.75
Planning	64.80	0.48
Police Department	1,394.55	10.33
Public Works Department	216.00	1.60
Recreation Department		0.00
IT Department		0.00
Golf	1,004.40	7.44
Senior		0.00
General - Administrative Work	3,808.35	28.21
<b>Sub-total - General Fund</b>	<u>\$13,236.75</u>	<u>98.05</u>
<u>Special Revenue, Trust &amp; Agency Funds</u>		
Golf Course Operations		0.00
L.E.T.F.		0.00
Due from Pension Funds		<u>0.00</u>
<b>Sub-total - Special Funds</b>	\$0.00	0.00
<b>GRAND TOTAL: ALL FUNDS</b>	<b>\$13,236.75</b>	<b>98.05</b>





**CITY OF MIAMI SPRINGS**  
Public Works  
345 N Royal Poinciana Blvd  
Miami Springs, FL 33166-5259  
Phone: (305) 805-5170  
Fax: (305) 805-5195

Agenda Item No.

City Council Meeting of:

9-9-2013

**TO:** Honorable Mayor Garcia and Members of the City Council

**VIA:** Ronald Gorland, City Manager

**FROM:** Thomas Nash, Public Works Director

**DATE:** August 28, 2013

**RECOMMENDATION:**

Recommendation that Council award a bid to Miami Tiresoles, utilizing Miami Dade Contract # 863-000-10-1-A-2 in the amount of \$10,000.00, "on an as needed basis", for purchase of tires, pursuant to Section §31.11 (E)(5) of the City Code.

**DISCUSSION:** All automotive & truck tires prices went up in costs. Last year we spent \$27,985.41 on tires.

\$30,000.00 was approved in beginning of the fiscal year. We are asking for an additional \$10,000.00 to last until the end of September.

**COST:** \$10,000.00

**FUNDING:** Previously Approved by Council 10/8/12 \$30,000.00  
**Current request:** \$10,000.00 Funds available  
Total vendor amount: \$40,000.00

Account No. XXX-XXX-XXX-52-07  
(All divisions use this account under the line item tires)

**ATTACHMENTS:** Miami Dade Award Contract

**PROFESSIONAL SERVICES APPROVAL:**



**CONTRACT AWARD SHEET  
DEPARTMENT OF PROCUREMENT MANAGEMENT**

*Bid No. 863-000-10-1-A-2  
Award Sheet*

DIVISION

BID NO.: 863-000-10-1-A-2

PREVIOUS BID NO.:

TITLE: TIRES

CURRENT CONTRACT PERIOD: 05/01/2013 through 04/30/2014

Total # of OTRs: 2

**MODIFICATION HISTORY**

*Bid No. 863-000-10-1-A-2*

*Award Sheet*

**DPM Notes**

**APPLICABLE ORDINANCES**

LIVING WAGE: No                      UAP: Yes                      IG: No

OTHER APPLICABLE ORDINANCES:

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**CONTRACT AWARD INFORMATION:**

<u>No</u> Local Preference	<u>No</u> Micro Enterprise	Full Federal Funding	<u>No</u> Performance Bond
Small Business Enterprise (SBE)	PTP Funds	Partial Federal Funding	<u>No</u> Insurance
Miscellaneous:			

REQUISITION NO.:

PROCUREMENT AGENT: **LEE, JESUS**

PHONE: 305 375-4264                      FAX:                      EMAIL: FJL@MIAMIDADE.GOV

VENDOR NAME: ZAFCO RETAIL COMMERCIAL CENTER LLC  
 DBA: MARTINO TIRE  
 FEIN: 455153694 SUFFIX: 01 33406  
 STREET: 751 S CONGRESS AVENUE CITY: WEST PALM BEACH ST: FL ZIP:  
 FOB TERMS: DEST-P DELIVERY:  
 PAYMENT TERMS: NET30 TOLL PHONE: -

**VENDOR INFORMATION:**

	<i>CERTIFIED VENDOR</i>	<i>ASSIGNED MEASURES</i>
Local Vendor:	SBE	Set Aside
	Micro Ent.	Selection Factor
	Other:	Vendor Record Verified?

\*\*\*\*\*

**Vendor Contacts:**

Name	Phone1	Phone2	Fax	Email Address
GARY TURNER	561-683-0535	-	561-683-7157	GTURNER@MARTINOTIRE.COM

VENDOR NAME: EARL W COLVARD INC  
 DBA: BOULEVARD TIRE CENTER  
 FEIN: 592183177 SUFFIX: 01 33142  
 STREET: 3850 NW 30TH AVENUE CITY: MIAMI ST: FL ZIP:  
 FOB TERMS: DEST-P DELIVERY:  
 PAYMENT TERMS: NET30 TOLL PHONE: -

**VENDOR INFORMATION:**

	<i>CERTIFIED VENDOR</i>	<i>ASSIGNED MEASURES</i>
Local Vendor:	SBE	Set Aside
	Micro Ent.	Selection Factor
	Other:	Vendor Record Verified?

\*\*\*\*\*

**Vendor Contacts:**

Name	Phone1	Phone2	Fax	Email Address
EARL W COLVARD	386-734-6447	-	305-637-9843	ECOLVARD@BOULEVARDTIRE.COM

VENDOR NAME: SOUTH DADE AUTOMOTIVE INC  
 DBA:  
 FEIN: 650238430 SUFFIX: 01 33122  
 STREET: 2875 NW 77TH AVENUE CITY: MIAMI ST: FL ZIP:  
 FOB TERMS: DEST-P DELIVERY:  
 PAYMENT TERMS: NET30 TOLL PHONE: 800-538-0855

<u>VENDOR INFORMATION:</u>	<i>CERTIFIED VENDOR</i>	<i>ASSIGNED MEASURES</i>
Local Vendor:	SBE	Set Aside
	Micro Ent.	Selection Factor
	Other:	Vendor Record Verified?

\*\*\*\*\*

**Vendor Contacts:**

Name	Phone1	Phone2	Fax	Email Address
ANDY HERRERA	305-718-6664	800-538-0855	305-718-8908	AHERRERA@SDATIRE.COM

VENDOR NAME: TIRESOLES OF BROWARD INC  
 DBA: MIAMI TIRESOLES  
 FEIN: 650829510 SUFFIX: 01 33016  
 STREET: 7800 NW 103RD STREET CITY: HIALEAH GARDENS ST: FL ZIP:  
 FOB TERMS: DEST-P DELIVERY:  
 PAYMENT TERMS: NET30 TOLL PHONE: -

<u>VENDOR INFORMATION:</u>	<i>CERTIFIED VENDOR</i>	<i>ASSIGNED MEASURES</i>
Local Vendor:	SBE	Set Aside
	Micro Ent.	Selection Factor
	Other:	Vendor Record Verified?

\*\*\*\*\*

**Vendor Contacts:**

Name	Phone1	Phone2	Fax	Email Address
ROBERT COLE	305-821-2121	-	305-826-4473	TIRESOLES1@AOL.COM



**CITY OF MIAMI SPRINGS**  
 Finance Department  
 201 Westward Drive  
 Miami Springs, FL 33166-5259  
 Phone: (305) 805-5035  
 Fax: (305) 805-5018

Agenda Item No.

City Council Meeting of:

9-9-2013

**TO:** Honorable Mayor Garcia and Members of the City Council  
**VIA:** Ronald Gorland, City Manager   
**FROM:** William Alonso, Asst. City Manager/ Finance Director   
**DATE:** September 5, 2013

**RECOMMENDATION:**

Recommendation that Council approve an expenditure of \$120,000.00, to Musco Lighting for replacing the light fixtures at Stafford Park, as a sole source provider, pursuant to Section §31.11 (E)(6)(c) of the City Code.

**DISCUSSION:**

The existing fixtures, originally installed in 1991 on poles dating from the 1970's, were already obsolete technology. Fixtures have been bent by wind damage and some have broken off and have not been replaced. The lights are unable to sustain adequate lighting over the life of the bulbs, resulting in poor and deteriorating illumination. Additionally, the fixtures are no longer able to be aimed at the areas they need to illuminate for general safety and visibility.

On July 2<sup>nd</sup>, 2013, the City was notified in writing of the award of a grant in the amount of \$130,000.00 we applied for on June 12<sup>th</sup>, 2013 with the Florida Department of Agriculture and Consumer Services- Office of Energy. The previous award was for replacing the fixtures on all 12 existing poles with 32 brighter, more efficient, durable and reliable Sportscluster energy-saving "green" pole top luminaire assemblies.

The Amended award is for replacement of several fixtures at Stafford Park.

Musco Lighting's quote (attached) is considered a sole source.

**COST:** \$ 120,000.00

**FUNDING:**

Grant Source: Florida Department of Agriculture and Consumer Services,  
 Office of Energy

Grant No.: ARE070

Amount:	Prince Field Lighting	\$130,000.00
	Stafford Park	<u>\$120,000.00</u>
	<b>TOTAL AWARD</b>	<b>\$250,000.00</b>

**PROFESSIONAL SERVICES APPROVAL:**



**Stafford Park**  
**Miami Springs, FL**  
**Date: September 5, 2013**  
**To: City of Miami Springs**  
**Pricing per Clay County Contract RFP#08/09-3**

**Quotation Price – Materials and Turnkey Installation**

SportsCluster Green™ as described below and delivered to the job site \$120,000.

**Equipment Description**

SportsCluster Green™ System delivered to your site

- Factory aimed and assembled pole top luminaire assemblies
- 1500-watt metal halide fixtures
- UL Listed remote electrical component enclosures
- Mounting hardware for the pole top units and electrical component enclosures
- Pole length wire harness
- Disconnects

Also includes:

- Energy savings of more than 50% over a standard lighting system
- 50% less spill and glare light than Musco's prior industry leading technology
- Warranty: 10-Year warranty including ten years parts, two years labor. Lamps are warranted for two years, with the first year including lamps and labor, and the second year lamps only
- Lighting System designed for existing service and switching

Field Description	Quantity	Pricing Per Clay County	Extended Price
(Sect I) Softball Field 275' Radius(50/30 footcandles)	1	\$56,040.00	\$56,040.00
(Sect I) Softball Field 275' Radius (50/30 footcandles)	1	\$56,040.00	\$56,040.00
(Sect III D) Installation of Fixtures on Existing Poles	8	\$5,175.00	\$41,400.00
(Sect V D) Bonding	1	\$1,785.00	\$1,785.00
<b>Profit negotiation in compliance with 10 CFR 600.236</b>			-\$35,265.00
<b>Total</b>			<b>\$120,000.00</b>

Poles, sales tax, and permitting fees are **not** included as part of this quote. Payment and Performance Bond is included and will be supplied as well as a Certificate of Insurance naming City of Miami Springs as a co-insured.

## **Payment Terms**

As defined by the State Grant rules and regulations – check to be cut by September 20<sup>th</sup>, 2013

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## **Notes**

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Quote is based on:

- Shipment of entire project together to one location
- System will be manufactured to existing voltage and phasing at site
- Musco Lighting providing the following pole (8) Poles:
  - A1, A2, A3, A4, B1, B2, B3, and B4 per the 121893prod.pdf document

Scope of work includes:

### **Owner Responsibilities:**

- 1) Provide total access to the site and pole locations for construction. Equipment must be able to move from location to location on standard rubber tires – no towing required.
- 2) Provide reference points (one per field) for sighting in lighting cross-arms.
- 3) Remove any trees, limbs, shrubs, etc. for total access to pole locations.
- 4) Removal, replacement, and repair of all fencing necessary for construction.
- 5) Repair and/or replace any field turf, asphalt, curbs, and concrete inadvertently damaged during installation.
- 6) Locate and mark existing irrigation systems prior to the commencement of construction.
- 7) Provide existing electrical design and site plan as necessary.
- 8) Pay for any and all permitting costs.

### **Musco Responsibilities/ Subcontractor Responsibilities:**

- 1) Provide layout of pole locations, aiming diagram, and associated designs.
- 2) Provide pole inspection and survey of existing poles for height, size, and location.
- 3) Provide required Musco Sportscluster Green™ equipment.
- 4) Provide Project Management and assistance as needed.
- 5) Provide light test under owner supplied lighting system.
- 6) Remove and dispose of existing lighting fixtures and electrical enclosures on (8) existing poles. This will include the recycling of lamps, aluminum reflectors, ballast and steel as necessary.
- 7) Leave the existing grounding wires and power feed in place for reattachment to the new Sportscluster Green™ product.
- 8) Provide adequate trash container for cardboard waste and packing debris.
- 9) Provide storage containers for material, including ballast enclosures.
- 10) Provide adequate security to protect Musco delivered products from theft, vandalism or damage during the installation.
- 11) Provide equipment and materials to off load equipment at jobsite per scheduled delivery.
- 12) Obtain any and all required permits.
- 13) Provide electrical design or as-built drawings as required.
- 14) Ground the new product on poles per NFPA 780 and NEC code. This will include grounding of the electrical enclosures and remote light fixture cross arms. Existing lightning protection to be verified and repaired as needed to comply with Musco warranty.
- 15) Install Musco electrical enclosures and fixtures on existing poles and terminate power feed. Power feed may need to be reworked to adapt to the new Musco lighting equipment.
- 16) Provide materials and equipment to wire and terminate ballast to (38) Sportscluster Green™ fixtures.
- 17) Keep all heavy equipment off of playing fields and surfaces whenever possible. Use due care to minimize damages when playing surface access is required.
- 18) Jobsite to be returned to condition existing prior to construction of lighting system.

- 19) Locate existing underground utilities and irrigation system so as to avoid damage from construction equipment. Repair any such items damaged during construction.
- 20) Conduct system startup and additional aiming as required to provide a complete and operating sports lighting system.

Thank you for considering Musco for your sports-lighting needs. Please contact me with any questions.



Jason Frucht  
Field Sales  
Musco Sports Lighting, LLC  
Phone: 954-732-5674  
E-mail: [jason.frucht@musco.com](mailto:jason.frucht@musco.com)




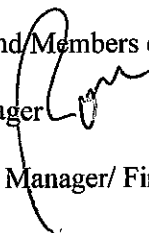



**CITY OF MIAMI SPRINGS**  
Finance Department  
201 Westward Drive  
Miami Springs, FL 33166-5259  
Phone: (305) 805-5035  
Fax: (305) 805-5018

Agenda Item No.

City Council Meeting of:

9-9-2013 

**TO:** Honorable Mayor Garcia and Members of the City Council  
**VIA:** Ronald Gorland, City Manager   
**FROM:** William Alonso, Asst. City Manager/ Finance Director   
**DATE:** September 5, 2013

**RECOMMENDATION:**

Acceptance of Grant Addendum Attachment A-1 for the Renovation and Replacement of Lighting at Stafford Park in the Amount of \$120,000, and Authorization to amend executed Grant Agreement ARE070

**DISCUSSION:**

On September 4th, 2013, the City was notified of an additional award to our existing grant in the amount of \$120,000.00, for relighting Stafford Park, we applied for on June 12th, 2013 with the Florida Department of Agriculture and Consumer Services- Office of Energy.

We are requesting authorization to amend the executed Grant Agreement ARE070.

Draft Amendment attached.

Prince Field Lighting	\$130,000.00
Stafford Park	<u>\$120,000.00</u>
<b>TOTAL AWARD</b>	<b>\$250,000.00</b>

**PROFESSIONAL SERVICES APPROVAL:** 



Florida Department of Agriculture and Consumer Services  
Office of Energy

**ATTACHMENT A-1**  
**GRANT AGREEMENT NO. ARE070**  
**REVISED GRANT WORK PLAN**

ADAM H. PUTNAM  
COMMISSIONER

**A. PROJECT TITLE:** Renovation and Replacement of Prince Field and Stafford Park Lighting

**B. PROJECT LOCATION:** City of Miami Springs, Florida

**C. PROJECT BACKGROUND:** Prince Field and Stafford Park are the oldest and most heavily utilized public recreation facilities in Miami Springs, serving residents of northwest Miami-Dade County. The lighting fixtures illuminating both parks' fields are obsolete and unable to sustain adequate lighting. In response to the Office of Energy's grant solicitation, the Grantee will use grant funds to replace existing lighting fixtures at Prince Field and Stafford Park with modern, energy efficient, fixtures. This will have the dual benefit of reducing the City's energy consumption, as well as improving safety at both parks.

**D. PROJECT OBJECTIVES:**

**Objective 1:** To reduce the annual power consumption within the City by procuring and installing energy efficient sports lighting at Prince Field.

**Objective 2:** To reduce the annual power consumption within the City by procuring and installing energy efficient sports lighting at Stafford Park.

**E. PROJECT DESCRIPTION**

**Task 1: Energy Efficient Outdoor Sports Lighting at Prince Field**

- **Task 1a:** Select a vendor following the procurement procedures outlined in 10 CFR 600, to install energy efficient outdoor sports lighting at Prince Field.
- **Task 1b:** Complete engineering and design plans.
- **Task 1c:** Obtain permits, if necessary.
- **Task 1d:** Install 32 energy efficient sports lighting fixtures on 12 existing poles.
- **Task 1e:** Submit a report to the Office of Energy including the procurement documents used to select the vendor, the contract between the Grantee and the vendor, photographs of the installed sports lighting, and a copy of the operation and maintenance manual.

**Task 2: Energy Efficient Outdoor Sports Lighting at Stafford Park**

- **Task 2a:** Select a vendor following the procurement procedures outlined in 10 CFR 600, to install energy efficient outdoor sports lighting at Stafford Park.
- **Task 2b:** Complete engineering and design plans.
- **Task 2c:** Obtain permits, if necessary.
- **Task 2d:** Install X energy efficient sports lighting fixtures on Y existing poles.
- **Task 2e:** Submit a report to the Office of Energy including the procurement documents used to select the vendor, the contract between the Grantee and the vendor, photographs of the installed sports lighting, and a copy of the operation and maintenance manual.

**Task 3: Energy Savings Report**

- **Task 3a:** Submit to the Office of Energy an evaluation of the project's energy savings over a six month period.

**F. PROJECT DELIVERABLES/OUTPUTS:**

The table below identifies the month of the project each task will start and be accomplished.

No.	Task/Activity Description	Deliverables/ Outputs	Start Month	Deadline Month
1	Energy Efficient Outdoor Sports Lighting at Prince Field	Submit a report to the Office of Energy including the procurement documents used to select the vendor, the contract between the Grantee and the vendor, photographs of the installed sports lighting, and a copy of the operation and maintenance manual.	Month 1	Month 2
2	Energy Efficient Outdoor Sports Lighting at Stafford Park	Submit a report to the Office of Energy including the procurement documents used to select the vendor, the contract between the Grantee and the vendor, photographs of the installed sports lighting, and a copy of the operation and maintenance manual.	Month 2	Month 2
3	Energy Savings Report	Energy Savings Report	Month 6	Month 12
4				
5				

**G. PROJECT BUDGET:**

The budget below summarizes the project by Funding Category. All dollar amounts are rounded to the nearest whole dollar value.

Funding Category	Grant Funds	Cost Share: Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
1. Salaries			
2. Fringe Benefits			
3. Travel (if authorized)			
4. Supplies/Other Expenses			
5. Equipment			
6. Contractual Services	\$250,000		
7. Indirect (if authorized)			
<b>Total Project Budget</b>	<b>\$250,000</b>		
<b>Total Project Cost</b>	<b>\$250,000</b>	= Grants Funds + Cost Share	
<b>Cost Share Percentage</b>	<b>0%</b>	= Cost Share / Total Project Cost	

**H. BUDGET DETAIL:**

Using the definitions provided below, the detailed, line-item budget clarifies the Budget Summary shown in Section G. Budget Category Sub-Totals have been rounded to the nearest whole dollar value. Up to 10% of grant funds may be used for administrative costs, excluding the cost of meeting reporting requirements of the program.

Administrative costs are defined as: allowable, reasonable, and allocable Direct and Indirect costs related to overall management of the awarded grant (including travel). For each budget line-item, the appropriate column identifies if the cost is: 1) Grant or Match, 2) a Direct cost used to calculate Indirect Costs (if approved) and 3) whether the cost is Administrative in nature. A description of what is required for each budget category is as follows:

1. Salaries - Identify the persons to be compensated for work on this project by name (if known), position, and title. Show the hourly cost and total hours to be charged for each person or position. Divide annual salaries by 2080 hours and nine month academic salaries by 1560 hours, to find the hourly rate.
2. Fringe Benefits - Multiply the rate by the total salaries to which fringe benefits apply. If the rate is variable, explain and show calculations.
3. Travel - List trips by their purpose and/or destination. Indicate the number of days for each trip. The Department will only reimburse for travel at the appropriate State of Florida rate (Section 112.061, Florida Statutes), using the forms referenced in Attachment B, Payment Request Summary Form. Be prepared to provide the Department with details on costs utilized to calculate the "Amount Budgeted" for each trip.
4. Supplies & Other Expenses - List expendable supplies by category description, unit costs and quantity. List other expenses not included in any of the above categories. Examples would be printing, copying, postage, communications, etc. Non-expendable equipment valued at less than \$1,000 may be listed also. Include only expenses directly related to the project, not expenses of a general nature. For Match only, list costs related to donated real property such as land (not to exceed the fair market value of the property).
5. Equipment - List non-expendable personal property/equipment valued at \$1,000 or more by description, unit cost, and quantity. Computers and data-processing equipment should be described in detail.
6. Contractual Services - Subcontractors should provide the same information required by this budget table, with the following exceptions: (a) when professional services are provided at a pre-existing approved rate or fee shown on the budget; or (b) the subcontract is to be obtained competitively. For either (a) or (b), show an estimated maximum amount.
7. Indirect Costs/Rate - Indirect Costs are not authorized.
8. Total Budget Category - Show the total of all line-items within a Budget Category.
9. Total Budget - Show the total of all categories.

**I. TOTAL BUDGET BY TASK:**

The project budget below summarizes the project by Project Task. Project Tasks correspond to the "Project Description" section. All dollar amounts are rounded to the nearest whole dollar value.

Project Task	Grant Funds	Cost Share: Matching Funds and Other In-Kind Contributions	
		Matching Funds	Source
1 Energy Efficient Outdoor Sports Lighting at Prince Field	\$130,000		
2 Energy Efficient Outdoor Sports Lighting at Stafford Park	\$120,000		
3 Energy Savings Report	\$0	N/A	N/A
4			
5			
Totals:	\$250,000		
Total Project Cost:	\$250,000	= Grant Funds + Cost Share	

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1. Salaries								
Salaries (Name/Position)	Hourly Cost (\$)	*	Hours/wk. or % FTE	=	Total Gross Salary (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost? Y/N
	\$	*		=	\$			
	\$	*		=	\$			
	\$	*		=	\$			
	\$	*		=	\$			
<b>Sub-Totals for Salaries Category</b>					\$			

2. Fringe Benefits									
Name of Employee	Amount Gross Salary (\$)	Approved % per Work Plan or enter "N/A" & provide break-out	Benefit # 1 & Cost	Benefit # 2 & Cost	Benefit # 3 & Cost	Total Fringe Benefits (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
	\$		\$	\$	\$	\$			
	\$		\$	\$	\$	\$			
	\$		\$	\$	\$	\$			
<b>Sub-Total of Fringe Benefits Category</b>						\$			

3. Travel * Cannot exceed cost limitations required by Section 112.061, Florida Statutes								
Name of Employee	Destination	Period of Trip (# of days)	Purpose of Trip	Amount Budgeted	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N	
				\$				
				\$				
				\$				
				\$				
<b>Sub-Total of Travel Category</b>				\$				

4. Supplies - Other Expenses								
Description	Unit Cost (\$)	*	Quantity	=	Total Cost (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
		*		=				
<b>Sub-Total of Supplies - Other Expenses Category</b>								

5. Equipment								
Description	Unit Cost (\$)	*	Quantity	=	Total Cost (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
	\$	*		=				
	\$	*		=				
	\$	*		=				
	\$	*		=				
<b>Sub-Total of Equipment Category</b>						\$		

6. Contractual Services									
Name of Vendor	Description	Fee/Rate (\$)	*	Quantity	=	Total Cost (\$)	Grant = G or Match = M	Direct costs used to calculate Indirect Cost? Y/N	Admin. Cost Y/N
TBD	Sports Lighting Retrofit at Prince Field	\$130,000	*	1	=	\$130,000	G	N/A	N
TBD	Sports Lighting Retrofit at Stafford Park	\$120,000	*	1	=	\$120,000	G	N/A	N
			*		=				
			*		=				

	Sub-Total of Contractual Services Category	\$ 250,000
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7. Indirect Cost (if approved)									
Budget Category included in Base of Indirect Cost Calculations	Total Direct Costs for Budget Category	*	Approved Indirect Cost Rate (%) from Grant Work Plan	=	Total Indirect Cost for Budget Category (\$)	=	Total Indirect Costs for Grant	+	Total Indirect Costs for Match
	\$	*		=	\$	=	\$	+	\$
	\$	*		=	\$	=	\$	+	\$
	\$	*		=	\$	=	\$	+	\$
	\$	*		=	\$	=	\$	+	\$
<b>Sub-Total of Indirect Costs Category</b>					\$	=	\$	+	\$

8. Total Project Budget					
Budget Category	Total Costs for Budget Category	=	Total Grant Costs	+	Total Match Costs
Contractual Services	\$250,000	=	\$250,000	+	\$0
		=		+	
		=		+	
		=		+	
<b>Total Project Budget</b>	<b>\$250,000</b>	=	<b>\$250,000</b>	+	<b>\$0</b>

**J. MEASURES OF SUCCESS:** In the Final Report, the Grantee shall address how the project objectives were accomplished.

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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: Suzanne S. Hitaffer, Acting City Clerk  
 DATE: September 5, 2013  
 SUBJECT: PENDING BOARD APPOINTMENTS

\*\*\*\*\*

The following appointments are pending:

APPOINTMENT COUNCILMEMBER	CURRENT MEMBER	NEW TERM EXPIRES	ORIGINAL APPOINTMENT DATE	LAST APPOINTMENT DATE
<b><u>Board of Adjustment/Zoning and Planning Board</u></b>				
Mayor Xavier Garcia	Francisco Fernández	04-30-2015	10-14-1991	11-28-2011
Councilman Bain – Group 2	Ernie Aloma	04-30-2016	04-13-2009	01-11-2011
Councilman Lob – Group 3	Bill Tallman	04-30-2016	01-11-2010	05-14-2012
<b><u>Architectural Review Board</u></b>				
Councilman Bain – Group 2	Joe Valencia	10-31-2014	02-27-2012	02-27-2012
<b><u>Code Enforcement Board</u></b>				
Mayor Xavier Garcia	Walter Dworak	09-30-2016	11-14-2005	09-14-2010
Councilman Petralanda-Group 4	Robert Williams	09-30-2016	03-10-2008	10-25-2010
<b><u>Civil Service Board</u></b>				
Vice Mayor Windrem – Group 1	Rob Youngs	06-30-2015	01-11-2010	01-11-2010
Councilman Bain – Group 2	Carrie Figueredo	06-30-2015	08-24-2009	08-24-2009
<b><u>Code Review Board</u></b>				
Mayor Xavier Garcia	Connie Kostyra*	04-30-2015	VACANT	VACANT
Councilman Lob – Group 3	Dan Dorrego	04-30-2016	08-11-2003	05-24-2010
Councilman Petralanda-Group 4	Jana Armstrong	04-30-2016	06-11-2001	05-10-2010
<b><u>Disability Advisory Board</u></b>				
Mayor Xavier Garcia	Charlene Anderson*	12-31-2013	VACANT	VACANT
Councilman Bain – Group 2	Peter Newman*	12-31-2013	VACANT	VACANT
<b><u>Ecology Board</u></b>				
Vice Mayor Windrem – Group 1	Martin Crossland*	04-30-2015	VACANT	VACANT
Councilman Lob – Group 3	Dr. Mara Zapata*	04-30-2016	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>
<b><u>Education Advisory Board</u></b>				
Mayor Zavier Garcia	Caridad Hidalgo	05-31-2015	01-28-2013	01-28-2013
Vice Mayor Windrem – Group 1	Michael G. Hunter	05-31-2015	05-14-2012	05-14-2012
Councilman Bain – Group 2	Dr. Mara Zapata	05-31-2015	06-13-2011	06-13-2011
Councilman Lob – Group 3	Dr. John Salomon	05-31-2015	12-14-2009	06-13-2011
<b><u>Golf and Country Club Advisory Board</u></b>				
Mayor Zavier Garcia	Michael Domínguez	07-31-2013	04-12-2010	09-26-2011
Vice Mayor Windrem – Group 1	Mark Safreed	07-31-2013	08-08-2005	06-27-2011
Councilman Bain – Group 2	George Heider	07-31-2013	08-13-2001	06-27-2011
Councilman Lob – Group 3	Ken Amendola	07-31-2013	10-10-2011	10-10-2011
Councilman Petralanda-Group 4	Art Rabade	07-31-2013	03-11-2013	03-11-2013
<b><u>Historic Preservation Board</u></b>				
Mayor Zavier Garcia	Sydney Garton**	01-31-2016	11-08-1993	02-08-2010
<b><u>Recreation Commission</u></b>				
Mayor Zavier Garcia	E. Jorge Santin	04-30-2016	04-14-2008	12-13-2010
<b><u>Revitalization &amp; Redevelopment Ad-Hoc Committee</u></b>				
Vice Mayor Windrem – Group 1	Arturo Rábade*	N/A	VACANT	VACANT
Councilman Petralanda-Group 4	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.  
 Martin Crossland 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  
 Arturo Rábade was removed by Councilman Best on January 28, 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.....”

\*\*\* Three absences

cc: City Manager  
 Assistant City Manager/Finance Director  
 City Attorney  
 Affected Board Members

Suzanne S. Hitaffer

9-09-2013

**From:** Ron Gorland  
**Sent:** Wednesday, September 04, 2013 6:45 PM  
**To:** Jim Watson; Suzanne S. Hitaffer  
**Cc:** Beverly Roetz; Councilman Jaime Petralanda; William Alonso  
**Subject:** Re: Proposed Museum Location On-site Meeting

Great. You've got a formal spot on the agenda in old business.

Ron

Sent from my iPhone

On Sep 4, 2013, at 5:57 PM, "Jim Watson" <jwatson350@hotmail.com> wrote:

Ron,

To give you an update, the MSHS Board met last night in an open meeting for members. At the meeting we voted approval of requesting that the Council support our move to 501 East Dr. Please place us on the agenda so that we can discuss our plans for relocation at the next meeting on the 9th ( or let me know who I would make that request to). Thanks again for your help. We look forward to seeing you Monday night.

Jim.

---

**From:** gorlandr@miamisprings-fl.gov  
**To:** bevroetz@bellsouth.net; jwatson350@hotmail.com  
**CC:** Petralandaj@miamisprings-fl.gov  
**Subject:** FW: Proposed Museum Location On-site Meeting  
**Date:** Fri, 30 Aug 2013 15:25:48 +0000

BTW, and further to below. we're working hard to make sure that the code requirements for the building with its new usage are in-line with the facility we already have there. Will let you know early next week if there is any serious issue(s).

Thanks again for your time yesterday.

<image001.jpg>

Ron Gorland

City Manager

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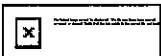
**From:** Ron Gorland  
**Sent:** Friday, August 30, 2013 10:13 AM  
**To:** Beverly Roetz; Jim Watson  
**Cc:** Council; William Alonso; Tom Nash; Omar Luna  
**Subject:** Proposed Museum Location On-site Meeting

Beverly/Jim, thanks again for taking the time to meet with me yester evening. I'm glad that you believe that the old Stafford field house will work well as the new home of the Museum. Believe all the pluses you mentioned make this a win-win location for the Museum, the City, the residents, our area schools, the Stafford Park sports participants, our residents, etc.

As also discussed, please bring your plan for the Museum including relocation to the upcoming Sep. 9<sup>th</sup> council meeting to include:

- Relocation target date
- Contract requirements, if any unusual ones (the long-term rental agreement will be between the City and the 501(c) and understanding that while highly unlikely, but because the City leases all of the Stafford Park area from the school Board, there is always a remote possibility that we could lose it
- Agreement that ongoing operating costs such as utilities (electricity, water/sewer, etc) will be the ongoing responsibility of the Museum.
- The City will continue to maintain the structure and mow the grounds and allow the use of the area around the facility for Museum fund-raising

It's been a please working with you and I look forward to these plans coming to fruition.



Ron Gorland

City Manager



The City of Miami Springs is on [Twitter](#) and has a website [MiamiSprings-FL.Gov](#)

**Please save a tree. Don't print this e-mail unless it's really necessary.**

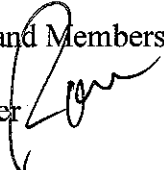
Agenda Item No.

City Council Meeting of:

09-09-2013



**CITY OF MIAMI SPRINGS**  
Recreation Department  
1401 Westward Drive  
Miami Springs, FL 33166-5259  
Phone: (305) 805-5075  
Fax: (305) 805-5077

TO: Honorable Mayor Garcia and Members of the City Council  
VIA: Ron Gorland, City Manager   
FROM: Omar Luna, Golf and Recreation Director  
DATE: August 13, 2013  
SUBJECT: Pelican Playhouse, Inc.

Pelican Playhouse is a very popular theatrical program that provides our community with an opportunity for our children and adults to enjoy first class productions in our very own Miami Springs Community Center

Proposed agreement is for one (1) year from October 1, 2013 to September 30, 2014.

The City agrees to pay Pelican Playhouse, Inc., Fifteen Thousand (\$15,000.00) Dollars for its services being rendered to the City pursuant to this agreement. The aforesaid amount shall be payable as follows, to wit:

October 1, 2013	- \$5,000.00
February 1, 2014	- \$5,000.00
June 1, 2014	- \$5,000.00

The City further agrees to disburse to the Pelican Playhouse, Inc., the balance of the Three Thousand (\$3,000.00) Dollars budgeted in FY 2013-2014 by the City for "equipment repairs" that remain unused as of September 30, 2014.

Pelican Playhouse, Inc., and there staff have done a great job of providing a first class professional program/productions. They also have a great working relationship with the Recreation Department and the Community. It is recommended that we approve the attached agreement.

**AGREEMENT FOR THEATRICAL SERVICES**

**THIS AGREEMENT** is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2013 between the CITY OF MIAMI SPRINGS, FLORIDA, a Florida Municipal Corporation, hereinafter referred to as "City", and PELICAN PLAYHOUSE INC., a Florida Corporation, hereinafter referred to as "Playhouse":

**W I T N E S S E T H:**

**WHEREAS**, the Pelican Playhouse has provided theatrical productions and classes in the City for many years; and,

**WHEREAS**, the City Council has expressed its support for the Playhouse and its desire that the City continue to receive the services previously provided; and,

**WHEREAS**, representatives from the City Administration and the Playhouse have conducted the discussions, meetings and negotiations necessary to formalize the relationship between the parties;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the mutual sufficiency of which is hereby acknowledged, the CITY OF MIAMI SPRINGS and the PELICAN PLAYHOUSE INC. hereby agree as follows:

**INTENT**

It is the intent of this Agreement for the City of Miami Springs to permit and authorize the PELICAN PLAYHOUSE INC. to provide theatrical productions and theatrical classes for the City and its citizens while utilizing the theater facilities in the City's Community Center and the space previously utilized in the City Senior Center.

## SERVICES TO BE PROVIDED BY PLAYHOUSE

The Playhouse agrees to provide, at a minimum, the following services to the City and its citizens, pursuant to this Agreement, to-wit:

- See attached Exhibit #1 for the production schedule for the term of this Agreement and other information related to the productions.
- Provide acting classes for all ages (14 weeks per session; 3 sessions a year).
- Supervise the use, storage and condition of all City furnishings, equipment and systems and advise of any noted defects or broken items.
- Organize and store all costumes, set pieces and props at the Community Center in the assigned areas designated on the sketch attached hereto as Exhibit #2. It is further agreed that all of the foregoing will be removed from the dressing room areas, with the exception of the "green room" area, prior to any use by any other group or production company. All areas must be properly cleaned, maintained and kept in a proper manner and order.
- Prepare production study guides (as appropriate) for educational purposes.
- Pay for all production costs for performances required by this Agreement.
- Perform all ticketing, promotion and advertising for all productions required by this Agreement and submit an accounting of all costs incurred and revenues received following each production.
- Consult with the City in regard to theater facility requirements in the Community Center.
- Research availability and pricing of theater supplies (curtains, lighting, seating, etc.)
- Maintain an on-line ticketing system.
- Maintain a website for notification and advertising of City entertainment events/productions and productions by the Playhouse and visiting companies.
- Provide an integrated marketing program to promote greater awareness of the Playhouse and Community Center.
- Recruitment of other visiting entertainment companies to perform at the theater in the Community Center.
- Provide supervision of visiting entertainment companies. Supervision shall include, but not be limited to, the following:
  - Procure set-up instructions and diagrams for stage, risers and chairs.
  - Loading into the space when scheduled;
  - Rehearsals when scheduled;



- Performances when scheduled;
  - Strike and load out when scheduled after completion of all performances.
- Provide training, support and supervision to City Staff when City uses theater and theater equipment for purposes other than Playhouse theatrical productions.
  - Provide quarterly status reports on all theatrical activities conducted during the preceding quarter to the City Recreation Director on January 1, 2014, May 1, 2014, and September 30, 2014 for inclusion within the City Manager's monthly update reports.
  - Reports shall be provided to the City Recreation Director of any theatrical productions or other performances that have been denied permission to perform in the Rebeca Sosa Theatre by the Playhouse due to a determination that the rating of "G" would be exceeded by the proposed production or performance. In addition, Playhouse shall provide a copy of the written Notice of Denial to the City Recreation Director to insure that each such notice contains a provision that advises that any denial of permission to perform in the theater is subject to the review of the City Council within thirty (30) days of receipt of the written denial notice from the Playhouse.

### PLAYHOUSE USE OF CITY FACILITIES

- The parties hereto agree to the following use of the City's facilities during the term of this Agreement, to-wit:
- Eighty-eight (88) days of use of the theater facility in the new Community Center for two (2) theatrical and one (1) summer recital productions and related activities.
- Twelve (12) additional days of use of the theater facility in the new Community Center for two (2) theatrical productions and related activities by visiting companies.
- Forty-two (42) days of either Saturday or Sunday use for production rehearsals at the Community Center.

It is further understood and agreed that a more detailed schedule of use is provided in Exhibit #1 attached hereto, and that any additional use not provided herein, or in Exhibit #1, must be approved, in advance, by the City Manager, following receipt of reasonable prior notice of the additional requested use.

The parties acknowledge and agree that no keys or security codes to the Community Center will be provided to the Playhouse and that any “after hours” access to the facility must be requested at least twenty-four (24) hours in advance unless an emergency situation arises in which case only reasonable notice for access is required.

### **INSURANCE**

All visiting theatrical production companies shall be required to provide the City (and to name the City as an additional insured) with “special event” insurance coverage for each production performance, in an amount to be determined in advance by the City, which shall not be less than One Million (\$1,000,000) Dollars.

### **HOLD HARMLESS AND INDEMNIFICATION**

As a material inducement for the City to enter into this Agreement, the Playhouse and all visiting production companies, including all their volunteers, employees, staff, representatives, officials and officers, shall hold the City, including its officers, officials, employees and representatives, harmless and indemnify it against all claims, demands, damages, actions, causes of action, liability, costs, expenses and attorney’s fees arising out of, or resulting from, injury to or death of persons, or damage to or loss of property, sustained on or about the Miami Springs Community Center, arising from the use, services, acts, actions, omissions or failures to act of Playhouse or any visiting production company, or any of their volunteers, employees, agents, representatives, invitees, or guests. Additionally, the protections provided by this provision shall also include any costs, expenses or legal fees the City may incur in establishing that the Playhouse or any visiting production companies, or their insurers, are responsible to provide protection, coverage and representation to the City, its officials, employees and representatives for any incident that may occur during the term thereof.

## SERVICES TO BE PROVIDED BY THE CITY

The City agrees to provide the following services to Playhouse in furtherance of this Agreement, to-wit:

- Maintain the Community Center building and theater area contained therein.
- Provide the number of days set forth herein for Playhouse and visiting company use in the Community Center Theater and Senior Center.
- Pay for all required utility services.
- Maintain public liability and property damage insurance on all City owned facilities to be used by Playhouse.
- Maintain City owned theater equipment in proper condition (lights, microphones, soundboard, speakers, lightboard, stage risers, curtains, etc.) when advised of being broken or in defective condition by the Playhouse.
- Provide an internet connection for an online ticketing system.
- Provide adequate security during Playhouse use of the City facilities.
- Provide locations for the storage of equipment, costumes, set pieces and props. (See Exhibit #2 attached hereto for sketch of designated storage areas.)
- Arrange for the set-up and removal of stage, risers, and chairs for theatrical productions. Any changes made to the City's initial "set-up" will be charged to the party requesting the changes.
- Provide all initial required furnishings and equipment for theatrical productions by Playhouse (as set forth on Exhibit #3 attached hereto). It is to be expressly understood that said furnishings and equipment may not be removed from the Community Center without the written authorization of the City Manager.
- Provide reimbursement to Playhouse for fees advanced on behalf of City to contractors providing special services (lighting, sound, etc.) for City programs, productions and other activities.

## PAYMENTS TO PLAYHOUSE

The City agrees to pay Playhouse Fifteen Thousand (\$15,000) Dollars for its services being rendered to the City pursuant to this Agreement. The aforesaid amount shall be payable as follows, to-wit:

October 1, 2013	- \$5,000.00
February 1, 2014	- \$5,000.00
June 1, 2014	- \$5,000.00

In addition to the foregoing payments, the City agrees to allow Playhouse to retain all funds received from ticket sales from its own theatrical productions and all acting class fees.

Further, theatrical productions by visiting companies (which shall include concerts, dance recitals and other cultural arts programs and activities) will be billed for the use of the City's facilities in accordance with the flat fee schedule attached hereto as Exhibit #4. The Playhouse will receive thirty (30%) percent of the flat fee amount charged to the visiting company by the City for the use of the theater facilities and the City shall retain seventy (70%) percent of the flat fee amount. Any fees charged to the visiting companies for lighting or sound services provided by Playhouse shall be entirely retained by the Playhouse.

Further, Miami Springs Service Organizations will be billed for the use of the City's theater facilities in accordance with the flat fee schedule attached hereto as Exhibit #5. The Playhouse will receive on hundred (100%) percent of the flat fee amount charged to the Miami Springs Service Organization by the City for the use of the theater facilities. Any fees charged to the Miami Springs Service Organization for lighting or sound services provided by Playhouse shall be entirely retained by the Playhouse.

The City further agrees to disburse to the Playhouse the balance of the Three Thousand (\$3,000.00) Dollars budgeted in FY2013-2014 by the City for "equipment repairs" that remains unused as of September 30, 2014.

## **PLAYHOUSE EXEMPTION STATUS**

In partial consideration of the execution of this Agreement by the City, the Playhouse agrees to maintain its current 501-C-3 status from the Federal Government, and to file all appropriate applications for county, state and federal grants for the benefit of the Playhouse and the City. The distribution of all grants received shall be governed by the terms, conditions and requirements of the granting authority and the grant agreement required for the receipt of funding.

## **PLAYHOUSE FINANCIAL RECORDS**

In addition to any other requirement of this Agreement, the Playhouse shall be required to provide the City with copies of its annual financial statements and income tax returns prepared and/or filed during the term of this Agreement.

## **TERM OF AGREEMENT**

This Agreement shall begin on the 1<sup>st</sup> day of October 2013 and terminate on the 30th day of September 2014. Despite the fact that this Agreement may not be formally executed by October 1, 2013, it is anticipated and expected that the duties and responsibilities of the parties hereto shall begin no later than that date.

## **TERMINATION OF AGREEMENT**

### **WITHOUT CAUSE**

This Agreement may be terminated by either party hereto, without cause, by providing the other party with written notice thereof by certified mail, return receipt requested, or by hand-delivery, to be effective thirty (30) days from the receipt of said written notice.

## TERMINATION OF AGREEMENT

### BASED UPON CAUSE

Notwithstanding anything to the contrary contained herein, the parties mutually agree that this Agreement may be terminated by either party for cause. In accordance with the foregoing, if either party hereto is in violation of any of the terms, conditions, covenants, and provisions of this Agreement, the non-violating party shall give the violating party written notice of the claimed violation(s) and given thirty (30) days, from the receipt of said notice, in which to cure said violation(s).

If the violation(s) are not cured within the curative periods provided herein, the non-violating party may then serve the violating party with a Termination for Cause Notice which shall terminate this Agreement between the parties upon receipt by the violating party.

For the purposes of this provision, the following, although not intended to be a listing of all possible agreement violations, shall constitute violations of this Agreement, to-wit:

- Any acts, actions or omissions in violation of the terms, conditions, covenants, and provisions of this Agreement.
- Any failure to provide or file any required document, report or form.
- Any failure to abide by any rules, regulations, laws, statutes, ordinances or policies.
- Any actions that would jeopardize or threaten the validity or existence of any required license, permit or insurance coverage.
- The filing of any general assignment for the benefit of creditors.
- The filing of any voluntary or involuntary bankruptcy.
- The filing of any corporate liquidation, dissolution, or reorganization.
- The appointment of any trustee, receiver or liquidator.
- Any actions filed against a party hereto seeking any of the foregoing.

## **PROHIBITED ACTIVITIES**

Playhouse shall not use the premises for any purpose or activity regulated or prohibited by Chapter 132 of the Miami Springs Code of Ordinances or for any unlawful, immoral, unethical, or disruptive purpose and shall comply with all laws and permitted requirements applicable now, or in the future, to the operation of the Community Center or Senior Center premises. Playhouse shall not permit any offensive, noisy, or dangerous activity, nor any nuisance or other conduct in violation of any statute, law, ordinance, rule, regulation or policy of the City, county or state on the Community Center or Senior Center premises. Playhouse shall not permit any employees, representatives, subcontractors or volunteers, except Ralph Wakefield and Richard Reed, from using and operating the City's scissor lift machine. In addition, neither Wakefield nor Reed shall be permitted to use the scissor lift machine until executing a Release, Hold Harmless and Indemnity Agreement in favor of the City. Further, no special equipment, furnishings or theatrical props shall be allowed inside the Community Center without the prior approval of the City Manager or designee.

## **DRUG-FREE WORKPLACE**

The Playhouse agrees to operate as a drug-free workplace and to ensure that a drug-free workplace employee program is maintained during the term of this Agreement.

## **NON-DISCRIMINATORY PRACTICES**

In providing services, including those related to direct contact with the public, and those involving the hiring, treatment and advancement of employees, Playhouse shall not discriminate in any manner based upon race, color, creed, religion, ancestry, national origin, gender, age, physical/mental handicap or in any other manner. In addition, the Playhouse shall insure the fair and equal use and access to the facilities at the Community Center and Senior Center premises.

## **LICENSED OR REGISTERED PERSONNEL**

All services to be rendered by the Playhouse under this Agreement, which are required by law to be performed by or under the direction of a duly licensed or registered professional, shall be rendered in compliance with such requirements.

## **ASSIGNMENT**

Playhouse shall not assign, sublet or transfer any portion of its duties, obligations or responsibilities under this Agreement without the advance written approval of the City. It is specifically understood and agreed that the City's decision to either permit or deny any such assignment, subletting or transfer shall be within its sole and exclusive discretion and that any such decision by the City shall be presumed to be reasonable.

## **ATTORNEY'S FEES**

The parties hereto acknowledge and agree that should it become necessary for either party to this Agreement to bring suit to enforce any provisions hereof, or for damages on account of any breach of this Agreement, the prevailing party on any issue in any such litigation, and any appeals therefrom, shall be entitled to recover from the other party, in addition to any damages or other relief granted as a result of such litigation, all costs and expenses of such litigation and a reasonable attorney's fees as may be awarded by the court.

## **NOTICES TO PARTIES**

All notices required or desired to be given under this Agreement shall be in writing and delivered in person or transmitted by Certified Mail, Return Receipt Requested, postage prepaid, addressed to the party to be noticed, and shall be deemed to have been delivered three (3) days after deposit in a post office or letter box in the above manner.



NOTICES TO BE GIVEN TO CITY SHALL BE ADDRESSED AS FOLLOWS:

CITY OF MIAMI SPRINGS  
Attention: Ronald K. Gorland, City Manager  
201 Westward Drive  
Miami Springs, FL 33166

NOTICES TO BE GIVEN TO PLAYHOUSE SHALL BE ADDRESSED AS FOLLOWS:

PELICAN PLAYHOUSE INC.  
Attn: Ralph Wakefield  
255 Springs Avenue  
Miami Springs, FL 33166

### CAPTIONS

All captions in this Agreement are included for convenience only and are not to be taken into consideration in any construction or interpretation of this Agreement or any of its provisions.

### TIME

Time is of the essence as to each term of this Agreement.

### GOVERNING LAW

This Agreement and the rights and liabilities of the parties to this Agreement shall be governed by the laws of the State of Florida. If any provision of this Agreement is invalidated by judicial decision or statutory enactment, the invalidity of any such provision will not affect the validity of any other provision of the Agreement.

### ENTIRE AGREEMENT

This Agreement, together with any Exhibits hereto, constitute the entire Agreement between the parties relating to the subject matter hereof. This Agreement is the final expression of agreement between the parties hereto. Neither party shall be entitled to

relay upon any conflicting oral representations, assurances, claims or disclaimers made either prior to, or simultaneous with, the execution of this Agreement.

This Agreement was jointly negotiated and prepared by the parties hereto and no interpretation hereof shall be held more strongly against either party.

IN WITNESS WHEREOF, Playhouse and the City have set their hands and seals on the day and year first above written to this Agreement and three counterparts, each of which shall constitute an original.

Witnesses:  
(As to both Signatories)

PELICAN PLAYHOUSE INC.  
A Florida Corporation

\_\_\_\_\_  
Print Name: \_\_\_\_\_

BY: \_\_\_\_\_  
RALPH WAKEFIELD, President

\_\_\_\_\_  
Print Name: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE

BEFORE ME, the undersigned authority, personally appeared RALPH WAKEFIELD, President of PELICAN PLAYHOUSE INC., a Florida Corporation, who being first duly sworn by me, and who produced \_\_\_\_\_ (Driver's License) as identification, and who has signed the foregoing document for the purposes therein expressed.

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
NOTARY PUBLIC,  
State of Florida at Large

MY COMMISSION EXPIRES:

Witnesses:  
(As to both Signatories)

CITY OF MIAMI SPRINGS

Print Name: \_\_\_\_\_

BY: \_\_\_\_\_  
RONALD K. GORLAND  
City Manager

Print Name: \_\_\_\_\_

Attest: \_\_\_\_\_  
Suzanne S. Hitaffer, CMC  
Acting City Clerk

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE

BEFORE ME, the undersigned authority, personally appeared RONALD K. GORLAND, City Manager of the City of Miami Springs, and SUZANNE S. HITAFFER, Acting City Clerk of the City of Miami Springs, who being first duly sworn by me, and who produced \_\_\_\_\_ (Driver's License) as identification, and who has signed the foregoing document for the purposes therein expressed.

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
NOTARY PUBLIC,  
State of Florida at Large

MY COMMISSION EXPIRES:

O:\3\Contracts\Agreement for Theatrical Services - 2013.doc  
City Clerk's Office - 9/5/2013 11:01 AM

**Exhibit 1 to Agreement for Theatrical Services  
October 1, 2013 through September 30, 2014**

**PRODUCTIONS:**

Minimum of two productions and one summer recital

Teach classes in Puppets and Pantomime for young people ages 5-9

Audition, cast, rehearse Puppet performances

Two performances for the Senior Center at the Rebeca Sosa Theater

Dates to be decided (one in Winter/one in Spring)

Theater Production Class #1

Audition, cast, rehearse Fall/Winter production TBA

January 17-26, 2014 production (two weekends)

Theater Production Class #2

Audition, cast, rehearse Spring production TBA

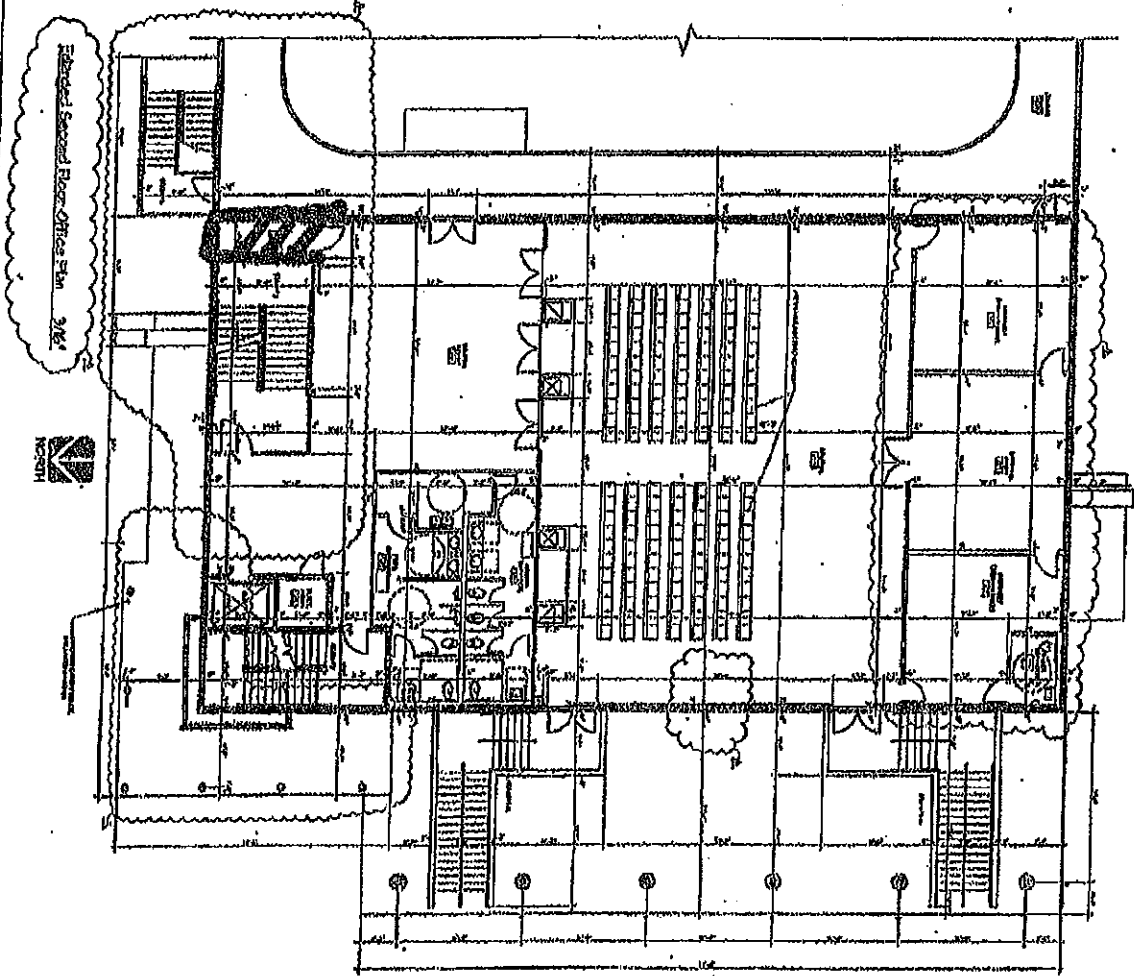
May 8-18, 2014 production (two weekends)

Summer Recital

Audition, cast and rehearse Summer Recital

August 2014 (TBA-not to interfere with MSCC summer camp)

EXHIBIT  
#2

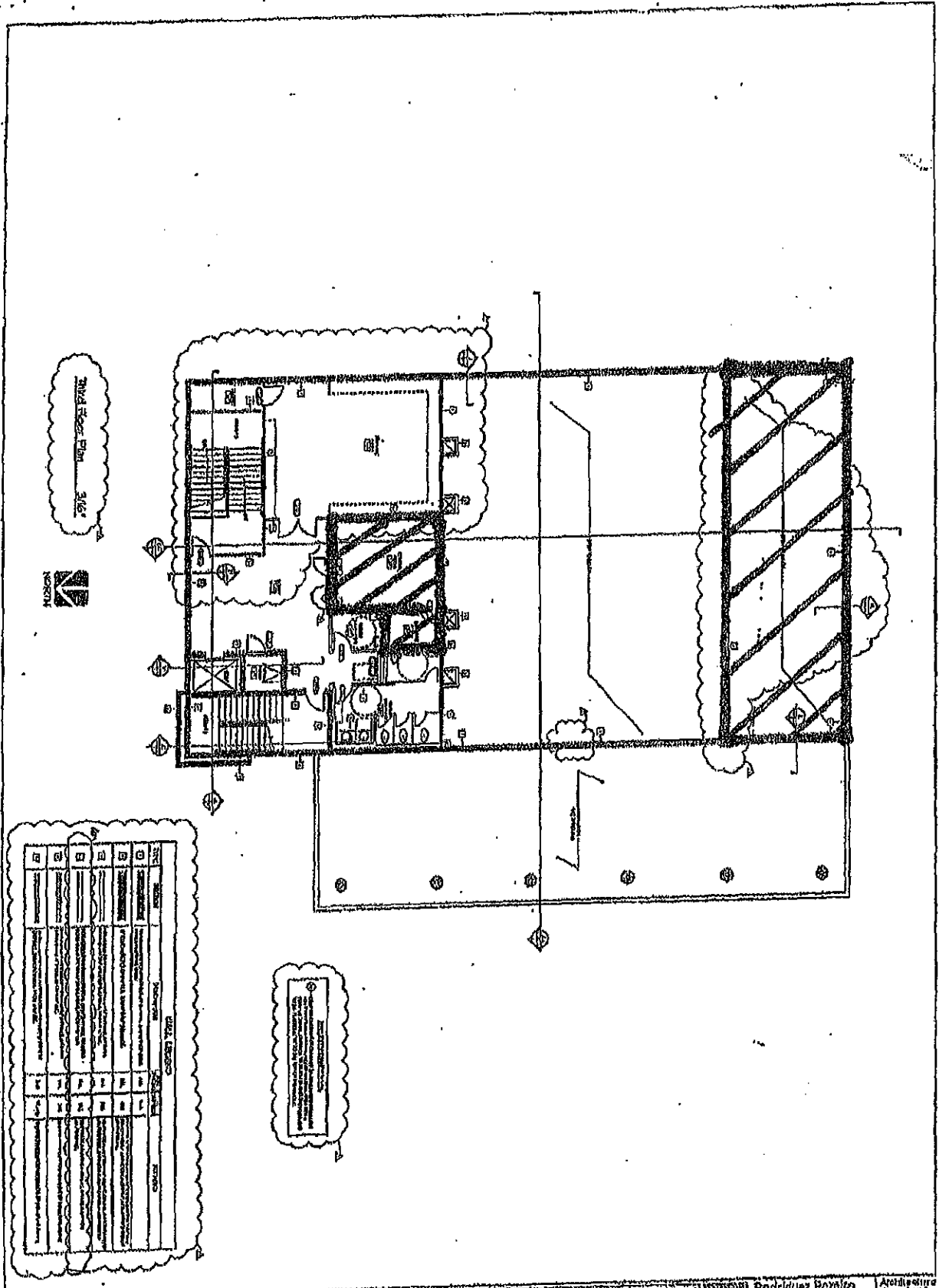


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The Miami Springs Community Center  
 1401 W. 10th St., Miami Springs, FL 33158

Rodriguez Perera  
 Architects, Inc.  
 1000 N.W. 10th St., Suite 100  
 Miami, FL 33136  
 Tel: 305.375.1111  
 Fax: 305.375.1112  
 www.rodperera.com

Architects/  
 Planning &  
 Urban Design  
 Space Planning  
 Interior Design  
 Int. L. F. Architects



NO.	DESCRIPTION	QUANTITY	UNIT	REMARKS
1	CONCRETE			
2	STEEL			
3	BRICK			
4	GLASS			
5	PAINT			
6	CEILING			
7	FLOORING			
8	MECHANICAL			
9	ELECTRICAL			
10	PLUMBING			
11	FINISHES			
12	LANDSCAPE			
13	MECHANICAL			
14	ELECTRICAL			
15	PLUMBING			
16	FINISHES			
17	LANDSCAPE			
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92	LANDSCAPE			
93	MECHANICAL			
94	ELECTRICAL			
95	PLUMBING			
96	FINISHES			
97	LANDSCAPE			
98	MECHANICAL			
99	ELECTRICAL			
100	PLUMBING			

NOTES:  
 1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.  
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.  
 3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.  
 4. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.  
 5. THE CONTRACTOR SHALL MAINTAIN A SAFE WORKING ENVIRONMENT AT ALL TIMES.

EXHIBIT

Community Center  
 Pelican Playhouse Equipment  
 As of October 20, 2011

Vendor Name	Description	Make	Model #	Serial #	Subtotal
<b>Starling Productions</b>	<b>Theater Stage</b>				
<b>Mainstage Theatrical Supply, Inc.</b>	Playhouse Curtains-Riggings/Truss		N/A	N/A	12,391.00
"	Playhouse Curtains-Curtains/Track		N/A	N/A	5,746.00
"	Playhouse Curtains-Track		N/A	N/A	17,602.00
<b>Miami Stage Craft, Inc.</b>	ETC Element 250 Channel Lighting Console 19" LCD Monitor		N/A	N/A	
<b>ProjectorPeople.com</b>	Projector, XGA, 5000 LUMENS, 10.8 lbs.		BENSF870	PDT3A02109000	
<b>B&amp;H Photo Electronics</b>	Porta-Conn Anchorman 4 Wireless & JVC DVD Player	JVC	N/A	XV-N580BL I24R0589	
<b>Jalba Cabinets</b>	Cabinets		N/A	N/A	
<b>Wity-Lite</b>	Mesh Flooding Chairs-Black Plastic Frame & Tree Cart		N/A	N/A	
<b>My cable Mart</b>	Cables & Wires for Speaker		N/A	N/A	
<b>Paris Express</b>	Ceiling Speakers and Amplifiers		N/A	N/A	
<b>Guitar Center</b>	Channel Mixer	Soundcraft	LX7E	N/A	2,070.00
"	EW112 Wireless Mics (6)	Lavafier	503169	N/A	3,240.00
"	EW112 Wireless Mics (6)	Sennheiser	503172	N/A	3,240.00
"	Active Antenna Splitter	Sennheiser	G300MKITS	N/A	1,350.00
"	1N Active Antenna Splitter (3)	Sennheiser	ASA	N/A	1,560.00
"	Other Accessories, cables, racks, etc.		N/A	N/A	5,304.00
<b>Acoustical Components</b>	Installation of Audio & Video Equip & Misc. Hardware/cables		N/A	N/A	
<b>Link Group Built In Items</b>	Enclosure/DBX/plus Link Group markup (15%)				
<b>Acoustic Sonic, Inc.</b>	Acoustic Panels for the Pelican Playhouse				
<b>Miami Stagecraft, Inc.</b>	IFR 2202 Encore Black Velvet-Curtain 19' 6" High x 13' Wide				

Grand Total



# VISITING COMPANY RENTAL SCHEDULE

## REBECA SOSA THEATER

MIAMI SPRINGS COMMUNITY CENTER  
1401 WESTWARD DRIVE



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### NON-PROFIT ORGANIZATIONS \* :

- Monday through Sunday  
Daily Fees \*..... \$ 350.00 each day

*\* (Each daily fee is for 4-hours of use)*

- Hourly Fees..... \$ 50.00

*(For each additional hour or part of an hour in excess of the 4-hours provided by the payment of the daily fee).*

\* Organization is required to provide proof of non-profit status and proof of special event insurance for each performance.

---

### PROFIT ORGANIZATIONS \* :

- Monday through Sunday  
Daily Fees \*.....\$ 450.00 + applicable sales tax

*\* (Each daily fee is for 4-hours of use)*

- Hourly Fees.....\$ 50.00 + applicable sales tax

*(For each additional hour or part of an hour in excess of the 4-hours provided by the payment of the daily fee).*

\* Organization is required to provide proof of special event insurance for each performance.



**REHEARSAL USAGE :**

*(Either Profit or Non-Profit Organizations)*

Daily Rehearsal Fees.....\$ 150.00 \*  
*(Use for 3-hours)*

Hourly Fees.....\$ 50.00 \*  
*(For each additional hour or part of an hour of use)*

\* Profit Organizations shall also be required to pay all applicable sales tax on amounts paid for use to City.

---

**SOUND TECHNICIAN SERVICES:**

*(Either Profit or Non-Profit Organizations)*

Fee for each performance.....\$ 50.00 \*

Fee for each wireless microphone used  
per performance.....\$ 10.00 \*

\* Profit Organizations shall also be required to pay all applicable sales tax on amounts paid for sound technician services and microphone usage fees.

---

**LIGHTING TECHNICIAN SERVICES:**

*(Either Profit or Non-Profit Organizations)*

Fee for each performance.....\$ 50.00 \*

\* Profit Organizations shall also be required to pay all applicable sales tax on amounts paid for lighting technician services.

MIAMI SPRINGS SERVICE ORGANIZATION SCHEDULE  
REBECA SOSA THEATER

MIAMI SPRINGS COMMUNITY CENTER  
1401 WESTWARD DRIVE

NON-PROFIT ORGANIZATIONS

MAXIMUM USAGE SIX TIMES PER FISCAL YEAR

EACH ORGANIZATION LIMITED TO 2 RENTAL DAYS PER FISCAL YEAR

**Reservation: Maximum thirty days in advance, subject to availability, with a \$50 deposit (which is refundable after the event)**

**Fee is due on or before the day of the event.**

- Monday through Sunday  
Daily Fees \*..... \$ 105.00 each day

*\* (Each daily fee is for 4-hours of use)*

- Hourly Fees..... \$ 25.00

*(For each additional hour or part of an hour in excess of the 4-hours provided by the payment of the daily fee).*

\* Organization is required to provide proof of non-profit status and proof of special event insurance for each performance.

SOUND TECHNICIAN SERVICES:

Fee for each performance.....\$ 50.00 \*

**For each additional hour (or part thereof): \$25.00 each hour per technical person.**

---

LIGHTING TECHNICIAN SERVICES:

Fee for each performance.....\$ 50.00 \*

**For each additional hour (or part thereof): \$25.00 each hour per technical person.**

.....

**Waiver at the approval of the City Council.**

**Suzanne S. Hitaffer**

---

**From:** Ron Gorland  
**Sent:** Thursday, August 29, 2013 2:58 PM  
**To:** Manuel Perez-Vichot; Suzanne S. Hitaffer  
**Cc:** Enrique J Aguerrevere; Jan Seiden  
**Subject:** RE: September Council Presentation

Agenda Item No. 1013

City Council Meeting of:

9-9-2013

Manny, additional requirements? Yes, of course – all of which are up to you but you should provide us with your request to hold the referendum/date/reason/benefit to the community/etc., in writing, with attachments, if any, to the City Clerk's office NLT 9/4, the Wednesday night prior the next Council meeting.

*Ron*

---

**From:** Manuel Perez-Vichot [<mailto:mperez@sedainc.com>]  
**Sent:** Thursday, August 29, 2013 2:22 PM  
**To:** Ron Gorland; Suzanne S. Hitaffer  
**Cc:** Enrique J Aguerrevere; Jan Seiden  
**Subject:** RE: September Council Presentation

Is that it , no additional filing requirements ???

Regards,

**Manuel Perez-Vichot, AIA**  
**Principal**

**Southeast Design**

**ARCHITECTURE • INTERIOR DESIGN**

627 Eldron Drive Suite 101, Miami Springs, FL 33166

T 305.871.1648 F 305.871.1734 C 305.989.4132

E [mperez@sedainc.com](mailto:mperez@sedainc.com)

---

**From:** Ron Gorland [<mailto:gorlandr@miamisprings-fl.gov>]  
**Sent:** Thursday, August 29, 2013 2:22 PM  
**To:** Suzanne S. Hitaffer  
**Cc:** Enrique J Aguerrevere; Manuel Perez-Vichot; Jan Seiden  
**Subject:** RE: September Council Presentation

Suzie, per Manny's request, please add this to the upcoming meeting agenda.

Thanks,

*Ron*

Ron Gorland  
City Manager

**From:** Manuel Perez-Vichot [<mailto:mperez@sedainc.com>]  
**Sent:** Thursday, August 29, 2013 2:14 PM  
**To:** Ron Gorland  
**Cc:** Enrique J Aguerrevere  
**Subject:** September Council Presentation

Hello Ron,

We wish to be included in the Agenda for the first Council Meeting in September to begin the process of acquiring the City's fenced area at 627 Eldron Drive.

After Councils approval, the Plan is to immediately proceed to the City of Miami for their consent and finally the Miami Spring voters.

Please advise what are the minimum requirements and dates for filing for the September Meeting.

I also called and left word for Susi at the City Clerk's Office..

Regards,

**Manuel Perez-Vichot, AIA**  
**Principal**

**Southeast Design**

**ARCHITECTURE • INTERIOR DESIGN**

627 Eldron Drive Suite 101, Miami Springs, FL 33166

T 305.871.1648 F 305.871.1734 C 305.989.4132

E [mperez@sedainc.com](mailto:mperez@sedainc.com)



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9-09-2013

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MIAMI SPRINGS AMENDING CODE OF ORDINANCE SECTION 32-01, UNIFORM ADMINISTRATIVE RULES, REGULATIONS, AND PROCEDURES FOR BOARDS, AGENCIES, COMMISSIONS, AND COMMITTEES OF THE CITY; BY AUTHORIZING QUARTERLY, RATHER THAN MONTHLY, REGULAR MEETINGS FOR CITY ADVISORY BOARDS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE

WHEREAS, all local governments have experienced extreme financial pressures over the last few years; and,

WHEREAS, the City Council and the City Administration have discussed various cost savings measures during recent budget workshops; and,

WHEREAS, one of the suggested methods of costs savings was to reduce the number of regular City Advisory Board meetings by authorizing quarterly rather than monthly regular meetings; and,

WHEREAS, in order for this new policy to become effective, the reference in Code Section to 32.01 to conducting regular meetings "each month" needs to be amended; and,

WHEREAS, the City Council has determined that the proposed Code amendment is in the best interests of the City and its citizens:

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

Section 1: That Code of Ordinance Section 32-01, Uniform Administrative Rules, Regulations, and Procedures for Boards, Agencies, Commissions, and Committees of the City is hereby amended as follows:

Sec. 32-01. Uniform administrative rules, regulations, and procedures for boards, agencies, commissions, and committees of the City.

- (A) . . . . .
- (B) . . . . .
- (C) . . . . .
- (D) . . . . .

(E) Meetings of boards.

- (1) Regular meetings. Regular meetings of any board, except where otherwise provided in this Code, shall begin at a specific time, and on a day of each ~~month~~ quarter of the year as may be designated by a majority of the members of the board and approved by the City Council as an administrative rule, regulation, or procedure.
- (2) . . . . .
- (3) . . . . .

Section 2: That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed insofar as they are in conflict.

Section 3: That this Ordinance shall take effect immediately upon adoption.

**(THIS SPACE INTENTIONALLY LEFT BLANK)**

PASSED AND ADOPTED by the City Council of the City of Miami Springs,  
Florida this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

The motion to adopt the foregoing ordinance was offered on  
second reading by \_\_\_\_\_, seconded by \_\_\_\_\_, and  
on roll call the following vote ensued:


Vice Mayor Windrem	" _____ "
Councilman Bain	" _____ "
Councilman Lob	" _____ "
Councilman Petralanda	" _____ "
Mayor Garcia	" _____ "

\_\_\_\_\_  
Zavier M. Garcia  
Mayor

ATTEST:

\_\_\_\_\_  
Suzanne S. Hitaffer, CMC  
Acting City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY



Jan K. Seiden, Esquire  
City Attorney

First reading: 09-09-2013  
Second reading: 09-23-2013

Words ~~-stricken through-~~ shall be deleted. Underscored words constitute the amendment  
proposed. Words remaining are now in effect and remain unchanged.



**From:** James H. Holland  
**Sent:** Thursday, September 05, 2013 4:14 PM  
**To:** Ron Gorland  
**Cc:** William Alonso; Jan Seiden  
**Subject:** Proposed 2013 Building Permit Fee Modifications

In conjunction with the aforesaid, I am recommending some new Planning and Zoning fees which have not previously been assessed; specifically:

- Applications for Tentative and Final Plat approval;
- Street/Alley Vacation and abandonment applications; and
- A Renotification Fee for Board of Adjustment and Zoning and Planning Board

The renotification fee would apply only when an applicant has requested a deferral of a Hearing which had been previously notified.

These fees are in-line or less than those assessed by other cities in the area and are intended to cover administrative costs of processing the various applications.

James H. (Jim) Holland, AICP  
Planning and Zoning Director  
City of Miami Springs  
201 Westward Drive  
Miami Springs, FL 33166  
305.805.5034 (Land)  
786.229.2605 (Cell)  
305.805.5036 (Fax)



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RESOLUTION NO. 2013-3596

City Council Meeting of:

9-09-2013

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI SPRINGS AMENDING THE CURRENT "SCHEDULE OF CHARGES" FOR BUILDING, PLUMBING, ELECTRICAL, MECHANICAL AND OTHER RELATED PERMIT CHARGES OR FEES; EFFECTIVE DATE.

WHEREAS, Ordinance 659-82 was passed on May 10, 1982, authorizing and directing the establishment and maintenance of a "Schedule of Charges" for Building, Plumbing, Electrical, Mechanical and other related permits issued by the City; and,

WHEREAS, as currently codified in a Code of Ordinance Section 151.07, Ordinance No. 659-82 further authorized and directed the adoption of a current "Schedule of Charges" from time to time by City Council Resolution; and,

WHEREAS, the most current "Schedule of Charges" was established on September 10, 2012, by the adoption of City Resolution No. 2012-3559; and,

WHEREAS, the City Council of the City of Miami Springs is desirous of amending the City's current "Schedule of Charges" as authorized by Code of Ordinance Section 151.07:

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

Section 1: That the attached "Schedule of Charges" (Exhibit "A") is hereby approved and adopted.

Section 2: That the provisions of this Resolution shall become effective on October 1, 2013.

**(THIS SPACE INTENTIONALLY LEFT BLANK)**

**PASSED AND ADOPTED** by the City Council of the City of Miami Springs, Florida, this 9<sup>th</sup> day of September, 2013.

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

Vice Mayor Windrem	" _____ "
Councilman Bain	" _____ "
Councilman Lob	" _____ "
Councilman Petralanda	" _____ "
Mayor Garcia	" _____ "

\_\_\_\_\_  
Zavier M. Garcia  
Mayor

**ATTEST:**

\_\_\_\_\_  
Suzanne S. Hitaffer, CMC  
Acting City Clerk

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY**



Jan K. Seiden, Esquire  
City Attorney

**SCHEDULE OF CHARGES FOR BUILDING,  
PLUMBING, ELECTRICAL, MECHANICAL AND  
OTHER RELATED PERMITS AND FEES**

**A> BUILDING PERMIT FEES:**

**(1) General maintenance and repairs.** Refer to City Code Section 151.04 (H).

**(2) Upfront processing fee.** When the building permit is received, the applicant shall pay an "upfront" processing fee equal to three dollars (\$3.00) for each one hundred (100) square feet, or fractional part thereof, or three dollars (\$3.00) for each one thousand dollars (\$1,000.00) of estimated valuation, or fractional part thereof. This processing fee is not refundable but shall be credited towards the final building permit fee.

**(3) Structural processing fee.** When a building permit application requires review by the structural plans processor, a non-refundable fee of one hundred dollars (**\$100**) shall be added to the upfront fee on residential permits. Commercial permits shall be charged one hundred and fifty dollars (**\$150**). Subsequent reviews required shall be charged at the same rates per review and shall be added to the total permit fee. Special reviews or reviews that require extra time shall be charged at a per hour rate for the Structural Engineer.

**(4) General, New Construction or Additions.** The permit fee for general or new construction shall be as follows:

a. ~~New residences, duplexes, hotels, apartments and additions:~~

- ~~1. Per \$1.00 of estimated cost or fractional part....(**\$0.03**) (estimated cost shall be established by the Building Official using the "R.S. Means Building Construction Cost Data" manual)~~
- ~~2. Minimum fee: **\$125.00**~~

b. ~~Office buildings and store buildings (shell only), tenant improvements, interior alterations, parking garages, warehouses with minimum office space, swimming pools:~~

- ~~1. Per \$1.00 of estimated cost or fractional part....(**\$0.03**) (estimated cost shall be established by the Building Official using the "R.S. Means Building Construction Cost Data" manual)~~
- ~~2. Minimum fee: **\$125.00**~~

a. **New residences, and additions to residential property:**

- 1. Per \$1.00 of estimated cost or fractional part....(**\$0.03**) (estimated cost shall be established by the Building Official using the "R.S. Means Building Construction Cost Data" manual)**
- 2. Minimum fee: **\$125.00****

**b. Office buildings, duplexes, hotels, apartments, condominiums, store buildings or any other commercial or multiple family zoned properties, tenant improvements, interior alterations, parking garages, warehouses with minimum office space, commercial swimming pools:**

1. Per \$1.00 of estimated cost or fractional part....(\$0.04) (estimated cost shall be established by the Building Official using the “R.S. Means Building Construction Cost Data” manual)
  2. Minimum fee: \$125.00
- c. Concrete patios, wood decks, driveways, concrete steps, walkways, screen enclosures, parking lots, tennis courts and landscaping (residential or business):
1. Minimum fee: \$125.00
  2. (\$0.18.8) per sq. ft. or fractional part thereof
- d. Awnings, canopies, window, shutters, gates, wrought iron grills, doors and garage doors (residential or business):
1. Minimum fee: \$125.00
  2. (\$4.38) per each item or fractional part thereof
- e. Roof and roof repairs, general repairs over \$300.00 (residential or business):
1. Minimum fee: \$125.00
  2. (\$0.13) per sq. ft. or fractional part thereof
- f. Air conditioning screens, aluminum fences, wood fences (residential or business):
1. Minimum fee: \$125.00
  2. (\$0.81) per LF or fractional part thereof
- g. Masonry fences, wrought iron fences, retaining walls, railings (residential or business):
1. Minimum fee: \$125.00
  2. (\$1.06) per LF or fractional part thereof
- h. Chain link fences (residential or business):
1. Minimum fee: \$125.00
  2. (\$0.38) per LF or fractional part thereof
- i. Signs:
- Minimum fee: \$125.00
1. (\$2.50) per sq. ft. or fractional part thereof
  2. Contractor Signs: \$25.00
- j. Housing and building moving:
1. Per building or structure: \$125.00
  2. For each 100 sq. ft. or fractional part thereof: (\$12.50)

- k. Demolition (residential or business):
  - 1. Minimum fee: **\$125.00**
  - 2. **(\$0.06)** per sq. ft. or fractional part thereof

- l. Utility sheds
  - 1. Per building or structure: **\$125.00**

- ~~m. Alteration or repair (residential or business):~~
  - ~~1. Minimum fee: **\$125.00**~~
  - ~~2. Per \$1000.00 of value or fractional part thereof: **(\$30.00)**~~

- m. Alteration or repair (single family residential zones):
  - 1. Minimum fee: **\$125.00**
  - 2. Per \$1000.00 of value or fractional part thereof: **(\$30.00)**

- n. Alteration or repair (commercial or multiple family zones):
  - 1. Minimum fee: **\$125.00**
  - 2. Per \$1000.00 of value or fractional part thereof: **(\$40.00)**

o. Minimum Permit. A Minimum Permit shall be allowed in cases where the value of the job is below \$500 and the Permit requires only one review and one inspection. Such Permit shall have a fee of fifty dollars (**\$50.00**). Minimum Permits must have the prior approval of either the Building Official, the Director of Building and Code Compliance, or his/her designee.

**(5) Valuation.** The method of determining minimum valuation on which permits are based as covered above shall be established by the **Building Official** in conjunction with the Dade County Office of Code Compliance.

**(6) Miscellaneous fees.** The City shall charge and collect the following fees for re-inspection, double permits, lost plans, revised plans, and second re-inspection fees, to wit:

- a. **Re-inspection fees.** Refer to Code Section 151.06(B)(1).
- b. **Double fees.** Refer to City Code Section 151.06(A).
- c. **Lost plan fee.** When plans for new buildings and additions are lost by the owner or the contractor, a recertification will be required to review, stamp, and approve a new set of plans as a field copy. The fee shall be thirty (**30**) percent of the original building permit fee up to a maximum of five hundred dollars (**\$500.00**). The lost plan fee shall never be lower than one hundred dollars (**\$100.00**).
- d. **Revisions to existing plans.** A fee for reviewing plans (after approval of initial plans) shall be twenty five dollars (**\$25.00**) per sheet, with a minimum fee of twenty five dollars (**\$25.00**).
- e. **Extension of expired permits.** A fee of one hundred twenty five dollars (**\$125.00**) shall be paid by the permit holder who submits a written request for a permit extension as authorized under Section 304.3(b) of the South Florida Building Code.
- f. **Shop drawing review.** A fee of seventeen dollars and fifty cents (**\$17.50**) per sheet shall be charged for reviewing shop drawings.

g. **Certificate of occupancy and certificate of completion.** One hundred twenty five dollars (\$125.00) each.

h. **Temporary certificate of occupancy and temporary certificate of completion.** Sixty-five dollars (\$65.00) each. Failure to renew temporary certificate of occupancy or temporary certificate of completion (\$125.00).

i. **Permit card replacement** shall carry a fee of thirty dollars (\$30.00).

~~j. **Change of contractor.** The fee for a change of contractor shall be thirty (30) percent of the original permit fee.~~

**j. Change of contractor.** The fee for a change of contractor shall be twenty five (25%) percent of the original base permit fee when the job is up to fifty percent complete as determined by the City Building Official. The fee for a change of contractor shall be twenty (20%) percent of the original base permit fee when the job is between fifty one and seventy five percent complete as determined by the City Building Official. The fee for a change of contractor shall be ten (10%) percent of the original base permit fee when the job is between seventy six and one hundred percent complete as determined by the City Building Official. Notwithstanding the foregoing fee, other miscellaneous fees set forth in this Schedule of Charges may also be applicable in the sole and exclusive discretion of the City Building Official.

k. **Forty year certification fee.** For every application for forty year certification under section 104.9, Florida Building Code, there shall be paid to the City, for the processing of each application, a fee of two hundred fifty dollars (\$250.00). For every application for subsequent recertification at ten year intervals thereafter, there shall be paid to the City, for the processing of each application, a fee of one hundred twenty five dollars (\$125.00).

l. **Courtesy inspection fee.** When a homeowner requests that a courtesy inspection be performed by a code enforcement officer in order to establish if any City Code violations exist, and a written report is prepared, a fee of one hundred twenty five dollars (\$125.00) shall be paid to the City.

m. **Change of use and occupational license inspection.** Whenever a new occupational license or new occupancy is applied for, a fee of one hundred twenty five dollars (\$125.00) shall be paid to the City for inspection of the premises prior to the issuance of said license. This fee is non refundable and does not apply towards the licensing fee.

n. A fee of twenty-five dollars (\$25.00) shall be charged for the preparation and submission of any **letters requested** by any citizen or third party regarding any building information on any property in the city.

o. A fee of fifty cents (.50) per \$1,000 job cost, or fractional value of work to be done as has been mandated by Dade County Code Compliance Office under County ordinance 91-74. This **code compliance fee** shall be in addition to any other fees and costs that may be payable as a condition of obtaining a permit, and shall be non-refundable.

p. A fee of one cent (.01) per square foot shall be paid to the City for the purpose of **Radon Surcharge** as mandated by the State of Florida Department of Business Regulation and the Department of Health and Rehabilitation Services under Florida Administrative Code Section 468.631 and Section 10D-91.1314, respectively, in addition to any other fees and costs that may be

payable as a condition of obtaining a permit, and shall be non-refundable.

q. **Construction completion bond** in the amount of **\$250.00** shall be assessed on every permit which is valued in excess of \$2500.00. This bond will be refunded upon the approval of the final inspection or upon the issuance of a certificate of completion or certificate of occupancy.

r. **Special Project Fees.** The Building Official or designee has the authority to invoice for reimbursement of actual costs on projects requiring services not provided for in the current fee schedule. The invoice will be based on estimated time needed for the project times the current hourly rate of the Building Official or his designee.

s. **Conditional Re-Occupancy Agreement-\$500**

t. **Conditional Code Compliance Agreement-\$500**

u. **Unsafe Structures Board Filing-\$500 plus costs** (as billed by the Unsafe Structures Board)

(7) **Refunds.** The refunding of any permit fees shall be as follows:

a. There shall be no permit fees refunded for completed permitted work.

b. The Building Director may recommend the refund of 80% of all refundable permit fees so long as no work has commenced within 90 days of permitting and no permits have been voided. However, the fee collected for the examination of plans and specifications shall not be refundable.

c. If at any time a permit is canceled for any reason, at such time as a new permit is requested, a complete processing of plans and permit fee shall be required to include reviews by all required trades and applicable boards.

**B> ELECTRICAL PERMIT FEES:**

(1) <b>Minimum fee.</b>	<b>\$125.00</b>
a. Temporary service for testing purposes, construction (plus fees listed below for 101 amps & over)	<b>62.50</b>
b. Service repair and/or meter change (adding 3rd phase)	<b>50.00</b>
c. Temporary for testing, for a period of 30 days	<b>50.00</b>
d. Renewal, for additional 30 days	<b>50.00</b>
e. Signs (each)	<b>50.00</b>

(2) **Services.** In addition to the foregoing the following fees shall be charged for each service and each feeder (feed rail):

a. 100 amps and under	<b>37.50</b>
b. 101 amps thru 200 amps	<b>43.75</b>
c. 201 amps thru 400 amps	<b>50.00</b>



d. 401 amps thru 600 amps	<b>62.50</b>
e. 601 amps thru 800 amps	<b>68.75</b>
f. For each 100 amps over 800 amps	<b>6.25</b>
<b>(3) Switchboards.</b> Fees are the same as the fees under “services” computed on amps, as set forth in (2) above.	
<b>(4) Rough wiring outlets.</b> (light, receptacle, switch, sign and also telephone and other low voltage outlets):	
a. 1-10 outlets	<b>25.00</b>
b. Each additional outlet	<b>2.50</b>
<b>(5) Low voltage systems.</b> Items listed below but, not limited to:	
a. Burglar alarms, television systems, fire alarm or intercom systems, each	<b>37.50</b>
Each device	<b>2.50</b>
b. Fire alarm and/or fire pump test, per hour	<b>62.50</b>
<b>(6) Equipment outlets or permanent connections:</b>	
a. Air conditioners, window and through wall units	<b>12.50</b>
b. Compactor	<b>12.50</b>
c. Deep freezer	<b>12.50</b>
d. Dishwasher	<b>12.50</b>
e. Dryer	<b>12.50</b>
f. Fan	<b>12.50</b>
g. Garbage disposal	<b>12.50</b>
h. Heat recovery	<b>12.50</b>
i. Oven	<b>12.50</b>
j. Range/range top	<b>12.50</b>
k. Refrigerator (domestic)	<b>12.50</b>
l. Refrigerator (commercial per HP, see motor schedule)	<b>12.50</b>
m. Space heater	<b>12.50</b>
n. Time clock	<b>12.50</b>
o. Washing machine	<b>12.50</b>
p. Water heater-boiler (electrical)	<b>12.50</b>
<b>(7) Air conditioners, central, per ton</b>	<b>8.75</b>
<b>(8) Clear violations inspection, new tenants</b>	<b>62.50</b>
<b>(9) Motors:</b>	
a. Up to 5 HP	<b>12.50</b>
b. 5 HP - 10 HP	<b>37.50</b>
c. Over 10 HP (additional per HP)	<b>2.50</b>

<b>(10) Generators, transformers, commercial heating equipment and strip heaters:</b>	
a. Up to 5 KW	<b>12.50</b>
b. Up to 10 KW	<b>20.00</b>
c. 10 KW - 25 KW, each	<b>37.50</b>
d. Over 25 KW, each	<b>62.50</b>
e. Transformers for X-rays	<b>22.50</b>
<b>(11) Welding machine outlets:</b>	
a. Up to 50 amps	<b>25.00</b>
b. Each additional 50 amps or fraction thereof	<b>12.50</b>
<b>(12) Special purpose outlets, commercial: Popcorn, doughnut, drink machines; coin-music machines; toasters; coffee urns; espresso machines; deep fryers; telephone booths; refrigerator display cases; etc., each</b>	<b>25.00</b>
<b>(13) Temporary work on circuses, carnivals, outdoor events...</b>	
Minimum Fee	<b>187.50</b>
<b>(14) Fixtures:</b>	
a. Lights:	
1. 1 - 10 sockets	<b>12.50</b>
2. 1 - 10 fluorescent tubes	<b>12.50</b>
b. Each additional	<b>1.25</b>
c. Lighting fixture "heads", each	<b>8.75</b>
d. Flood lights or light standards, each	<b>12.50</b>
e. Parking lot lights, mercury vapor or quartz, charge per light	<b>12.50</b>
<b>(15) Plugmold and strip lighting:</b>	
a. First 10 feet or fractional part thereof	<b>31.25</b>
b. Each 5 feet or fractional part thereafter	<b>3.75</b>
<b>(16) Minimum permit fee including repair work not elsewhere classified</b>	<b>125.00</b>
<b>(17) Satellite Antenna grounding</b>	<b>62.50</b>
<b>(18) Demolitions; removal of electrical circuits, per floor</b>	<b>43.75</b>
<b>(19) Swimming pools, spas and hot tubs:</b>	
a. Residential	<b>125.00</b>
b. Commercial	<b>125.00</b>
c. Residential pool & spa combination	<b>125.00</b>

**C> PLUMBING PERMIT FEES**

- (1) Residential/commercial (new construction, additions, alterations).**

<b>Minimum fee.</b>	<b>125.00</b>
a. Rough and set at eight dollars and seventy five cents ( <b>\$8.75</b> ) rough-in, eight dollars and seventy five cents ( <b>\$8.75</b> ) set on each fixture listed below if part of the same permit application. Including, but not limited to, bath tub, bidet, dishwasher, disposal, drinking fountain, floor drain, lavatory, laundry tray, clothes washer, shower, sink, urinal, water closet indirect wastes, icemaker, and water heater.	
b. Items not covered under minimum fee schedule shall be priced at a minimum per-unit or fixture rate of seventeen dollars and fifty cents ( <b>\$17.50</b> ) eight dollars and seventy five cents ( <b>\$8.75</b> ) rough-in, eight dollars and seventy five cents ( <b>\$8.75</b> ) set.	
 (2) Water treatment plants, sewage treatment plants and lift stations.	
a. First \$1,000.00 value or fractional part thereof	<b>93.75</b>
b. Each additional \$1,000.00 value or fractional part thereof	<b>31.25</b>
 (3) Natural gas and liquefied petroleum rough and set at eight dollars and seventy five cents ( <b>\$8.75</b> ) rough-in, eight dollars and seventy five cents ( <b>\$8.75</b> ) set on each fixture if part of the same permit application. (See minimum fee above.)	
(4) Grease trap	<b>43.75</b>
(5) Interceptor	<b>43.75</b>
(6) Wells	<b>43.75</b>
(7) Sewer connection	<b>43.75</b>
(8) Water service	<b>43.75</b>
(9) Sewer capping	<b>43.75</b>
(10) Septic tank	<b>62.50</b>
(11) Soakage pit	<b>43.75</b>
(12) Catch basin	<b>31.25</b>
(13) Interceptor-grease-oil	<b>43.75</b>
(14) Solar water heaters, installation or repair	<b>43.75</b>
(15) Heat recovery systems	<b>43.75</b>
(16) Pool piping	<b>43.75</b>
(17) Drain field	<b>43.75</b>
(18) Pump and abandon septic tank	<b>43.75</b>
(19) Roof drains & area drains	<b>43.75</b>
(20) Lawn Sprinkler System	<b>43.75</b>
(21) Backflow prevention device	
Up to 2" (inches)	<b>43.75</b>
Over 2" (inches)	<b>62.50</b>
(22) Fire Sprinklers	
Each Siamese	<b>31.25</b>
Each Post Indicator Valve	<b>31.25</b>

Each Roof Manifold	31.25
Each Fire Pump	43.75
Each Sprinkler Head	0.94
Connection to municipal water supply	31.25

**D> MECHANICAL PERMIT FEES:**

The building department shall charge and collect for mechanical permits at the following rate:

**(1) Air conditioning and refrigeration:**

a. Minimum fee	125.00
b. per ton or fractional part of ton	15.00

**(2) Condensate drains:**

a. First	15.00
b. Each additional	6.25

**(3) Heating units:**

a. First 5 units, each unit	31.25
b. Each unit thereafter	18.75
c. Each and every unit capable of heating; furnaces and heating equipment, including commercial dryers, ovens, other fired objects not elsewhere classified. Includes all component parts of the system except fuel and electric lines.	
1. For the first 200,000 BTU or fractional part	43.75
2. For each additional 100,000 BTU or fractional part	25.00
3. Ductwork:	
a) first \$1,000.00 value	43.75
b) each additional \$1,000.00 value or fractional part thereof	15.00

**(4) All spray booths:**

a. For the first 300 sq. feet or fractional part thereof	250.00
b. each additional 100 sq. feet or fractional part thereof	125.00

**(5) Boilers and pressure vessels:**

a. Rated capacity first 200,000 BTU	125.00
b. Each additional 100,000 BTU's (Tons = BTU's divided by 12,000)	25.00
c. Steam boilers, each	125.00
d. Hot water boilers (same), each	125.00
e. Miniature boilers (same), each	62.50
f. Steam driven prime movers, each	62.50
g. Steam actuated machinery, each	18.75
h. Unfired pressure vessels; operating at pressures in excess	

of 60 psi and having a volume of more than 5 cu. ft.	50.00
I. Fee for periodic inspections of steam boiler (semi-annual, internal and external):	
1. Semiannual internal inspection	37.50
2. Semiannual external inspection	62.50
3. Hot water boilers, annual	62.50
4. Unfired pressure vessel, annual	62.50
5. Miniature boilers, semiannual, each inspection	43.75
j. Certificate of inspection, (conducted by an independent agency)	62.50
k. Processing by mechanical inspector	130.00
<b>(6) Internal combustion engines:</b>	
a. Up to 50 KVA	125.00
b. Each additional 5 KVA or fractional part thereof	25.00
<b>(7) Pressure piping:</b>	
a. First \$1,000.00	62.50
b. Each additional \$1,000 or fractional part thereof	31.25
<b>(8) Cooling tower:</b>	
a. Up to 10 tons	62.50
b. Each additional 10 tons or fractional part thereof	18.75
<b>(9) Ventilation and ventilation systems:</b>	
a. Up to \$1,000.00 in value	43.75
b. Each additional 10 tons or fractional part thereof	18.75
<b>(10) Fireplace (each)</b>	62.50
<b>(11) Bath fans, vented:</b>	
a. First	18.75
b. Each additional	12.50
<b>(12) Vented kitchen hoods, residential</b>	31.25
<b>(13) Storage tanks for flammable liquids (gas), per tank</b>	50.00
<b>(14) Piping for flammable liquids:</b>	
a. First \$1,000.00 in value	62.50
b. Each additional \$1,000.00 or fractional part thereof	31.25
<b>(15) Chemical fire suppression system (each)</b>	62.50

(16) Commercial hoods and fans (each)	93.75
(17) Exhaust fans/power vents (each)	43.75
(18) Unfired pressure vessels (each)	43.75
(19) Yearly smoke evacuation test	250.00

**E> PORTABLE STORAGE UNITS**

(1) Portable Storage Units (PSU)	125.00
PSU Renewal	125.00

**F> PLANNING AND ZONING FEES**

(1) Zoning and Planning Board Application Fees (Sec. 150-103)	Residential	2,000.00*
	Commercial	2,500.00*

\*Plus costs of recovery

(2) Petition for Zoning Change (Sec. 150-104) ...	Residential	3,000.00*
	Commercial	6,000.00*

\*Plus actual accosts of mailing and publication

(3) Applications for Variances (Sec. 150-112)		
	Minimum Fee (Residential)...	350.00
	Minimum Fee (Commercial)...	350.00
	Building Projects under \$10,000...	400.00
	Building Projects over \$10,000 in value (Residential) ...	500.00
	Building Projects over \$10,000 in value (Commercial) ...	1,000.00

(4) Appeals from Denials of Variance Applications		
(Sec. 150-111) ....	Residential	500.00
	Commercial	600.00

(5) Zoning-Permit Review Fee	Residential	100.00*
	Commercial	200.00*

\*Plus 50% of fee for rework after second disapproval

(6) Zoning Code Amendments	Residential	4,250.00
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	Commercial	4,250.00
(7)	Comp Plan Amendments	5,000.00*
	*Plus cost recovery including consultants	
(8)	Modification or Release of Covenant	500.00
(9)	Street or Alley Vacation Application	4,000.00
(10)	Zoning Verification (Liquor License)	
	2APS	160.00*
	2COP	200.00*
	4COP	450.00*
	*Plus \$250.00 for preparation of covenant if applicable (Optional)	
(11)	Zoning Verification-Other Residential	150.00
	Commercial	200.00
(12)	FIRM Rate Map Determination Current	50.00
	Historic	75.00
(13)	Tentative Plat	500.00
(14)	Final Plat	1,000.00*
	* Plus Cost Recovery Fees	
(15)	Street/Alley Vacation and Abandonment	500.00
(16)	Re-Notification Fee for Board of Adjustment and/or Zoning And Planning Board Hearings (If deferral is requested by Applicant)	150.00

**G> TREE RELATED FEES**

(1)	TREE REMOVAL APPLICATION	\$35.00
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**H> SERVICES NOT SPECIFIED IN FEE SCHEDULE**

The Building Department reserves the right to establish an appropriate fee for any service or item not otherwise provided for in this Schedule of Fees in accordance with the normal and customary charges and fees established by other jurisdictions for such services and items, but, however, subject to final determination by the City Building Official. All permits with a Market Value for the job in excess of \$2,000 shall be charged at the percentage rate for New Construction or Alterations/Repairs and not on the line item basis.



**CITY OF MIAMI SPRINGS**  
City Manager  
201 Westward Drive  
Miami Springs, FL 33166-5259  
Phone: (305) 805-5010  
Fax: (305) 805-5040

Agenda Item No.

City Council Meeting of:

09-09-2013 *AA*

**TO:** Honorable Mayor Garcia and Members of the City Council  
**FROM:** Ron Gorland, City Manager *Ron*  
**DATE:** September 4, 2013  
**SUBJECT:** Okeechobee Ramp and Canal Usage Discussion

In accordance with Councilman Bain's recent request to re-open subject for resident use, we contacted SFWMD (attached). They have basically given the City approval to set the parameters for local accessibility through the ramp on North Royal Poinciana. As such, if we are to allow access to the canal through the City ramp, we should discuss the details with consideration to at least the following:

1. What types of water-craft should be allowed access?
2. Max size (length)?
3. Engine size (hp)
4. Days/hours of access
5. Maximum speed in the canal
6. Restricted areas (bridges, etc.)
7. Who should manage the ramp – lock, unlock, etc.

Additionally we should be prepared to make improvements to the ramp and as such, we've been placed on notice that asphalt can no longer be used (attached).



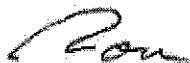
## Ron Gorland

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**From:** Ron Gorland  
**Sent:** Tuesday, September 03, 2013 11:44 AM  
**To:** Councilman Billy Bain  
**Cc:** Suzanne S. Hitaffer  
**Subject:** Boat Ramp and Okeechobee Canal Access  
**Attachments:** scan0019.pdf

Mayor Bain, regarding your recommendation to open up the Okeechobee canal to fishing, attached is the response from SFWMD. In short, while they prefer that no watercraft be on the canal due to safety and canal bank erosion concerns, they do not say no to them. It appears it's up to us to open the ramp partially or totally to all water craft (boats wave-runners, etc.) or to limit the watercraft to certain types, and/or boat lengths and/or engine sizes; 24X7 or restricted hours. Let me know what you'd like to present to Council and I'll put it together for an agenda item. Resurfacing the ramp (if that's what we want to do) will take some extra steps and maybe some additional costs because SFWMD no longer wants asphalt to be in contact with the water.

Thanks,



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**From:** Tom Nash  
**Sent:** Thursday, August 22, 2013 11:23 AM  
**To:** Ron Gorland  
**Subject:** Boat Ramp

Ron,  
# 1

I have been advised that the boat ramp is the property of The City of Miami Springs. If we choose to modify it another permit will have to be requested. They prefer that the new construction not be in asphalt. South Florida Water Management District has no enforcement rights in, on, or around the water way. However, they do have concerns regarding liability, how the area is accessed and control measures. Another concern is long term effects of erosion to the canal banks due to the wakes. The City of Miami Springs will hold all liabilities and responsibilities for any damages resulted to the embankments.

Mr. Armando Vilaboy whom is the Intergovernmental Representative with SFWMD is willing to meet regarding their concerns listed above. (305) 513-3420 Ext. 7249

I have the information as to where we would make the permit request for the ramp makeover. Attached is the original permit furnished by SFWMD

*Tom Nash*  
**Public Works Director / Certified Arborist**  
City of Miami Springs  
345 N. Royal Poinciana Blvd.  
Miami Springs, FL 33166  
(305) 805-5170 x4224  
(305) 805-5795 Fax

ORIGINAL

APPLICATION NO. 1696

*B. Perry*

TO THE

GOVERNING BOARD OF CENTRAL AND SOUTHERN FLORIDA FLOOD CONTROL DISTRICT  
901 Evernia Street, West Palm Beach, Florida

WHEREIN THE APPLICANT REQUESTS A PERMIT AUTHORIZING THE USE OF DISTRICT FACILITIES IN THE MANNER DESCRIBED BELOW:

(1) FOR WHAT USE OR CONSTRUCTION DO YOU WISH A PERMIT?

Boat Ramp

(2) WHERE IS THIS WORK TO BE DONE?

County: Dade Section: 23 Township: 53 Range: 40

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Subdivision: City of Miami Springs

(3) NAME OR PROJECT NUMBER OF CANAL OR LEVEE INVOLVED: Miami Canal (C-6)

(4) OWNER OF PROPOSED WORK OR STRUCTURE:

Name: City of Miami Springs  
(Please print or type)

Street or P. O. Box: 201 Westward Drive City: Miami Springs State: Florida

(5) PUMP, CULVERT AND OPEN CHANNEL CONNECTION:

a. Description of the area to be served is as follows (include number of acres and submit location drawings)

b. This installation is for:  irrigation only;  drainage only;  drainage and irrigation;

c. There are  other connections  no other connections serving this same area. If other connections are involved or contemplated, a separate statement of explanation of the interconnected system will be necessary.

d. PUMP DATA:

Serial No. \_\_\_\_\_, rated capacity \_\_\_\_\_ gpm, head \_\_\_\_\_ ft., rpm, impeller diameter \_\_\_\_\_, recommended horsepower & speed \_\_\_\_\_, average head \_\_\_\_\_ ft., actual horsepower & speed of prime mover \_\_\_\_\_, actual gear or pulley ratio \_\_\_\_\_

(6) HOW SOON AFTER RECEIPT OF PERMIT WILL WORK COMMENCE? 90 days.

HOW MANY DAYS WILL BE REQUIRED TO COMPLETE THE PROPOSED WORK AFTER WORK COMMENCES?

30 days.

*A work completion date will be derived from the above information and will be indicated on the permit, if issued. If work is not completed by said completion date, and no extension date has been applied for and granted, said permit will be invalid and any permission granted thereunder automatically withdrawn.*

DO NOT WRITE IN SPACE BELOW

	Reviewed	Approved
Permit Processing	_____	_____
Technical Review	_____	_____
Chief of Permits	_____	_____
Director, Regulation Division	_____	_____
Other	_____	_____

See reverse side

FIELD INSPECTION REPORT  
GENERAL

Report No: 1051 Date: March 20, 1978

Inspector: FRENZEL Time: 10:35

PERMIT  
Project: 6039 Location DADE COUNTY S. 13 - T. 53 - R. 40

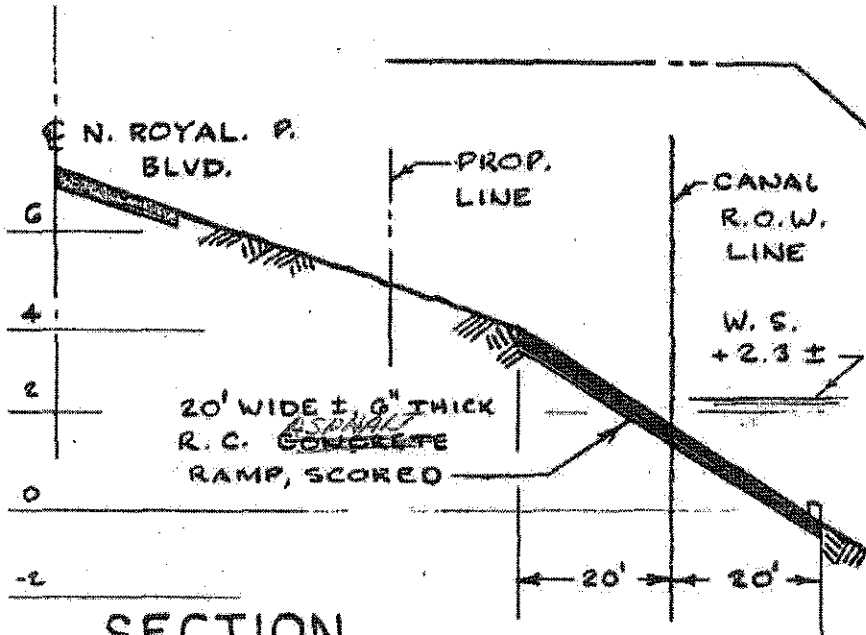
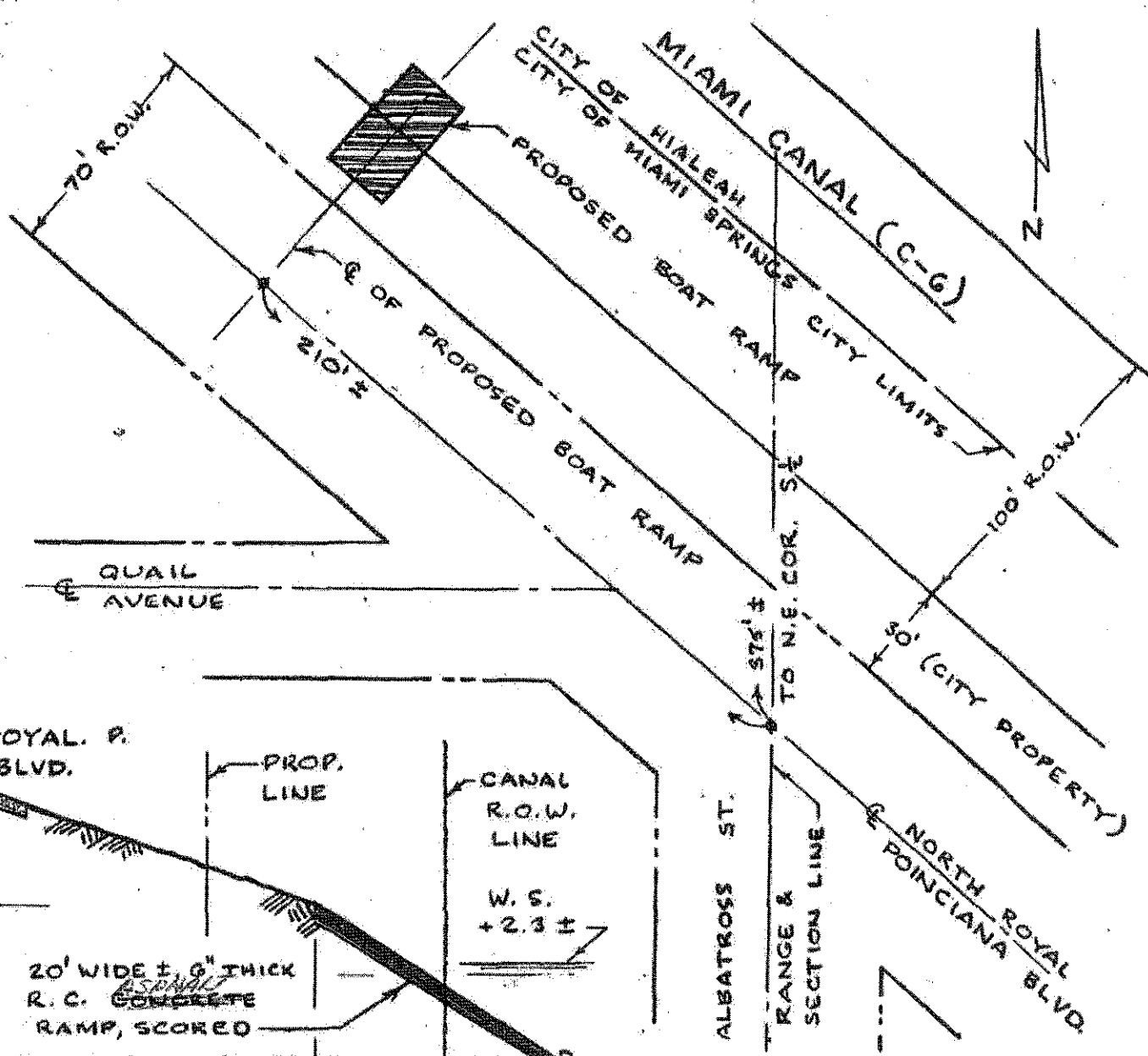
Type of work or construction: BOAT RAMP

By, Contractor or Owner: CITY OF MIAMI SPRINGS  
201 WESTWARD DRIVE MIAMI SPRINGS, FLORIDA

Remarks: Boat ramp built per attached drawing  
inspected and found acceptable this date.

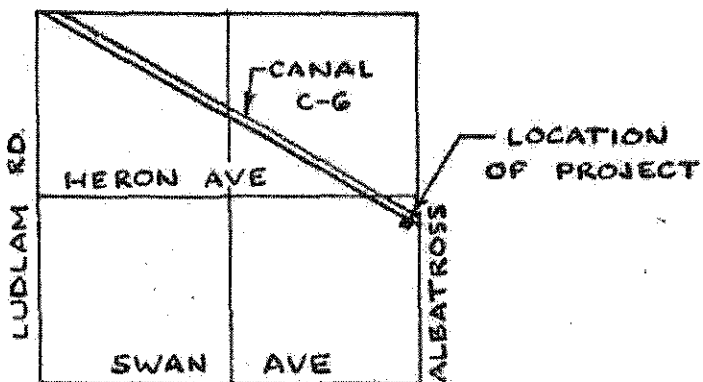
Action taken or recommended: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Further Inspection: \_\_\_\_\_ Date: \_\_\_\_\_



**LOCATION PLAN**  
 SCALE: 1" = 50'

**SECTION**  
 HOR. SCALE: 1" = 20', VERT. SCALE: 1" = 40'



SECT. 23 TWP. 53. RGE. 40

DRAWING TO ACCOMPANY  
 APPLICATION NO. 16963  
 FOR BOAT RAMP  
 TO CANAL C-6  
 Sheet 1 of 1  
 DATE: 6/20/14 SIGNED: [Signature]

F.C.D. PERMIT NO. 6039

(NON-ASSIGNABLE)

JUL 15 1974

DATE ISSUED  
DANIEL BOYAR

(3301 CU)  
ROW SECTION, MSC 5370

AUTHORIZING:

BOAT RAMP ON C-6 SOUTH RIGHT  
OF WAY 210' NW OF ALBATROSS  
STREET CENTERLINE (STA. 413+50).

LOCATED IN Dade COUNTY SECTION 13 TWP. 53 RGE. 40

ISSUED TO:  
(Owner)

City of Miami Springs  
201 Westward Drive  
Miami Springs, Florida

This permit is issued pursuant to Application for Permit No. 16963 dated June 20, 1974 and permittee's agreement to hold and save the Flood Control District and its successors harmless from any and all damages, claims, or liabilities which may arise by reason of the construction, operation, maintenance, or use of the work or structure involved in the permit. Said application, including all plans and specifications attached thereto, is by reference made a part hereof.

This permit may be cancelled upon thirty (30) days written notice to the permittee or under emergency circumstances as set forth in *Standards of Construction and Permit Procedures*, with which permittee is put on notice.

This Permit does not convey to permittee any property rights nor any rights or privileges other than those specified herein, nor relieve the permittee from complying with any law, regulation or requirement affecting the rights of other bodies or agencies. All structures and works installed by permittee hereunder shall remain the property of the permittee.

WORK PROPOSED, WILL BE COMPLETED ON OR BEFORE October 15, 1974 otherwise, this permit is voided and all rights thereunder are automatically cancelled unless an extension to the construction period is applied for and granted.

SPECIAL CONDITIONS ARE AS FOLLOWS:

THE DISTRICT ACCEPTS NO RESPONSIBILITY FOR ANY DAMAGES THAT MAY BE INCURRED BY PERMITTED ITEMS WITHIN RIGHT OF WAY.

<u>PK</u>	<u>POSTED</u>
<input checked="" type="checkbox"/>	Permit Number Book
<input checked="" type="checkbox"/>	Canal/Levee Book
<input checked="" type="checkbox"/>	Inspector's Book
<input checked="" type="checkbox"/>	Inventory Book
<input checked="" type="checkbox"/>	Canal Quadrangles
Date	<u>7-16-74</u>
Signed	<u>ACK</u>

<b>INSPECTION</b>	
DATE	<u>7-20-74</u> BY <u>GENE</u>
FOUND OK	<u>YES</u>
REMARKS	

CENTRAL AND SOUTHERN FLORIDA  
FLOOD CONTROL DISTRICT, BY ITS  
GOVERNING BOARD

Original Signed

by C. E. Dail Jr.

Secretary

*Handwritten:*  
OK  
7-8-74

*J. B. Jackson*

7-13(C6)-46

October 28, 1974

City of Miami Springs  
201 Westward Drive  
Miami Springs, Florida 33166

Re: Permit No. 6039

Gentlemen:

The proposed work on your Boat Ramp, as authorized by the above referenced Permit, was to have been completed by October 15, 1974. As of this date construction has not started. If it is your intention to commence with the construction of this Ramp in the near future, we request you submit realistic starting and completion dates.

We thank you for your prompt response to this subject.

Very truly yours,

J. B. JACKSON, Director  
Regulation Division

By: Richard Gregg  
Regulation Division

JB/J/RG/JH/saw