



CITY OF MIAMI SPRINGS, FLORIDA

Mayor Xavier M. Garcia

**Vice Mayor Billy Bain
Councilman George V. Lob**

**Councilman Michael Windrem
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, October 28, 2013 – 7:00 p.m.
Council Chambers – City Hall
201 Westward Drive – Miami Springs**

1. **Call to Order/Roll Call**
2. **Invocation: Vice Mayor Bain**

Salute to the Flag: Students from AIE Charter School will lead the audience in the Pledge of Allegiance and Salute to the Flag
3. **Awards & Presentations:**
 - A) **Presentation of the Pioneer Resident Award to Bonita Caputo**
 - B) **Proclamation – "Anchor Club Day"**
 - C) **Presentation by Eric Richey Regarding the Renovation of the General Geiger Memorial on Curtiss Parkway**
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) 10-14-2013 – Regular Meeting

6. Reports from Boards & Commissions:

- A) 08-01-2013 – General Employees Retirement System – Minutes
B) 08-01-2013 – Police and Firefighters Retirement System – Minutes
C) 09-17-2013 – Education Advisory Board - Minutes
D) 09-25-2013 – Historic Preservation Board – Minutes
E) 10-02-2013 – Architectural Review Board – Minutes
F) 10-21-2013 – Revitalization and Redevelopment Ad-Hoc Committee – Cancellation Notice
G) 10-22-2013 – Ecology Board – Minutes
H) 10-24-2013 – Code Review Board – Cancellation Notice
I) 11-12-2013 – Recreation Commission – Cancellation Notice

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

Applicant is requesting variances from Code Section 150-042 (E) (1) to permit a side yard setback of 14-feet where 15 feet is required and Section 150-002 (C) (80) (A) of the City Code to permit a roof overhang of 10-feet where a maximum of 30-inches is permitted.

7. Public Hearings: None

8. Consent Agenda:

- A) Recommendation that Council Approve an Expenditure of \$15,000.00, on an “As Needed Basis”, to Hector Turf for Parts and Supplies Needed for Maintaining the Toro Equipment for Fiscal Year 2013-2014, as a Sole Source Provider, Pursuant to Section 31.11 (E)(6)(c) of the City Code
B) Recommendation that Council Approve an Expenditure to South Florida Grassing, the Lowest Responsible Quote, in an Amount not to Exceed \$18,396.00, on an “As Needed Basis”, for Regressing Some Areas of the Golf Course with Bermuda Grass for Fiscal Year 2013-2014, Pursuant to Section 31.11 (C)(2) of the City Code

9. Old Business:

- A) Appointments to Advisory Boards by the Mayor and Council Members
- B) Recommendation that Council Approve the Execution of an Agreement for Professional Services to Becker & Poliakoff, P.A. (formerly the Fuentes Rodriguez Consulting Group), in the Amount of \$45,000.00, Paid in Accordance with the Contract, for Consulting and Lobbying Services for Fiscal Year 2013-2014, as a Sole Source Provider, Pursuant to Section §31.11 (E)(6)(c) of the City Code
- C) Pool Considerations

10. New Business:

- A) Resolution No. 2013-3602 - A Resolution of The City Council of The City of Miami Springs Providing for the Fourth Budget Amendment to the FY2012-2013 Budget By Recording The Lighting Grants and Transferring Funds From The Designated Reserves for the Pool And From The Stormwater Account To The General Fund; Appropriating And Designating C.I.T.T. Funding To The Special Revenue And Capital Projects Fund For Road And Transportation Projects; Providing Intent; Specifying Compliance With Budgetary Processes And Procedures; Effective Date
- B) Resolution No. 2013-3603 - A Resolution of the City Council of the City of Miami Springs Amending the Schedule of Golf Charges and Fees for the Operation of the Miami Springs Golf And Country Club; Reserving the Right and Authority to Amend or Supplement the Schedule Of Charges; Effective Date
- C) Resolution No. 2013-3604 – A Resolution of the City Council of the City of Miami Springs Amending Resolution No. 2012-3542, by Deleting the Residency Requirement for Membership on the Youth Advisory Council; Remaining Resolution Provisions Unchanged; Effective Date
- D) First Reading – Ordinance No. 1058-2013 – An Ordinance of the City Council of the City of Miami Springs Authorizing the Submission of a Corrected Legal Description of the City’s Proposed Annexation Area to Miami-Dade County; Repealing all Ordinances or Parts of Ordinances in Conflict; Providing an Effective Date
- E) First Reading - Ordinance No. 1059-2013 - An Ordinance of the City Council of the City Of Miami Springs Amending the Title To Article XV; Repealing and Deleting Code Sections 150-154 through 150-163 of the Airport, Marine, and Highway Business District (AMHBD); Reserving Code Section 150-154 Through 150-163 for Future Designation and Use By The City; Establishing and Enacting Code of Ordinance Section 150-166, Airport Golf District; Providing Purpose, Designating Permitted Uses and Prohibited Uses; Establishing Setbacks, Density, And Bonus Regulations; Creating Height Limitations; Providing For Off-Street Parking and Loading; Specifying Signage; Designating Development Review; Establishing Exemptions; Providing Fees; Repealing All Ordinances or Parts of Ordinances In Conflict; Directions To Codifiers; Effective Date

10. New Business: (continued)

- F) Approval of Budget Transfers Within Departments
- G) Abolition of the Revitalization and Redevelopment Ad Hoc Committee
- H) Status of Selection Process for City Clerk

11. Other Business: None

12. Reports & Recommendations:

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

13. Adjourn

 If any person decides to appeal any decision of this Board with respect to any matter considered, s/he will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made (F. S. 286.0105), all of which the City does not provide.

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

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



PIONEER RESIDENT AWARD

Presented to

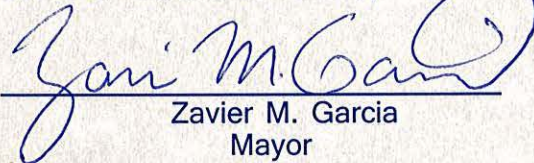
BONITA CAPUTO

Pioneer Resident of Miami Springs

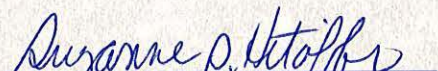
In recognition of your many valuable contributions
to our community
and for having the vision
to recognize the beauty and potential
of the City of Miami Springs.

Presented this 28th day of October 2013.

CITY OF MIAMI SPRINGS, FLORIDA


Zavier M. Garcia
Mayor

ATTEST:


Suzanne S. Mitaffer, CMC
Acting City Clerk





Proclamation

By the Mayor of the City of Miami Springs

WHEREAS, Miami Springs Senior High School Anchor Club has been in existence since the school was founded in 1964 and thrives on spreading altruism throughout our community and communities across the globe in order to make this world a better place; and,

WHEREAS, the club has averaged 70 members who complete some 80 service projects each year and donate items including canned food, school supplies and uniforms, holiday presents, soldier care packages, cat food for C.A.T.S., and baby items; and,

WHEREAS, the Anchor Club has engaged in Brain Safety Awareness and has co-sponsored the Brain Walk in Miami Springs and has performed dozens of BrainMinders puppet shows in the elementary schools; and,

WHEREAS, the Anchor Club has been involved in Patriotism projects and has worked closely with the American Legion, distributing flags and lapel ribbons at annual Memorial Day and Veteran's Day services as well as writing Christmas cards to both soldiers and patients at the Veterans Administration Hospital; and,

WHEREAS, the Anchor Club has engaged in Environmental projects which included the initiation of the recycling program at the Springs River Festival, removing air potato vines along the Okeechobee canal, rehabilitating the Butterfly Garden at the Library, and initiating the City of Miami Springs' participation in Earth Hour; and,

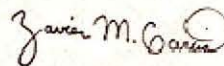
WHEREAS, the Anchor Club recently received their International Anchor Club of the Year award at the Pilot and Anchor International Convention held in New Orleans on July 11-14th,

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

"Anchor Club Day"

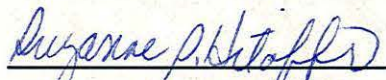
in Miami Springs and in observance thereof, I call upon the citizens of Miami Springs to join me in congratulating The Anchor Club on this very special occasion.

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



Zavier M. Garcia
Mayor

ATTEST:



Suzanne S. Hitaffer, CMC
Acting City Clerk





City of Miami Springs, Florida

DRAFT

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

1. Call to Order/Roll Call

The meeting was called to order at 7:03 p.m.

The following were present:

- Mayor Xavier M. Garcia
- Vice Mayor Billy Bain
- Councilman Michael Windrem
- 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
- Recreation Director Omar L. Luna
- Building & Code Compliance Director H. "Tex" Ziadie
- Public Works Director Thomas Nash
- Acting City Clerk Suzanne S. Hitaffer

2. Invocation: Councilman Petralanda

Salute to the Flag: Students from Blessed Trinity School will lead the audience in the Pledge of Allegiance and Salute to the Flag

Councilman Petralanda invited students from Hialeah Gardens Middle School and they led the audience in the Pledge of Allegiance and salute to the flag.

The Mayor presented baseball caps to the students who participated in the salute to the flag.

3. Awards & Presentations:

3A) Proclamation – “Long Term Care Residents’ Rights Month”

Mayor Garcia read the proclamation in its entirety.

A representative from the Long Term Care thanked the Mayor and Council on behalf of the residents in long term care facilities.

Mayor Garcia thanked Fair Havens for all of the services that they provide.

3B) Yard of the Month – October 2013 – Julio Trujillo – 350 Navarre Drive

Julio Trujillo was not present to accept the award.

4. Open Forum: No Speakers

5. Approval of Council Minutes: (Agenda Items 5A-5E were approved simultaneously)

5A) 08-26-2013 – Regular Meeting

Minutes of the August 26, 2013 City Council Regular meeting were approved as written.

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

5B) 09-09-2013 – Regular Meeting

Minutes of the September 9, 2013 City Council Regular meeting were approved as written.

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

5C) 09-16-2013 – Special Meeting

Minutes of the September 16, 2013 City Council Special meeting were approved as written.

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

5D) 09-23-2013 – Regular Meeting

Minutes of the September 23, 2013 Regular meeting were approved as written.

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

5E) 10-03-2013 – Special Meeting

Minutes of the October 3, 2013 City Council Special meeting were approved as written.

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

6. Reports from Boards & Commissions:

6A) 07-12-2013 – General Employees Retirement System – Minutes

Minutes of the July 12, 2013 General Employees Retirement System meeting were received for information without comment.

6B) 07-12-2013 – Police and Firefighters Retirement System – Minutes

Minutes of the July 12, 2013 Police and Firefighters Retirement System meeting were received for information without comment.

6C) 09-26-2013 – Code Review Board – Cancellation Notice

Cancellation Notice of the September 26, 2013 Code Review Board meeting was received for information without comment.

6D) 10-01-2013 – Code Enforcement Board – Cancellation Notice

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

6E) 10-03-2013 – Board of Parks and Parkways - Minutes

Minutes of the October 3, 2013 Board of Parks and Parkways meeting were received for information without comment.

6F) 10-07-2013 – Zoning and Planning Board – Cancellation Notice

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

6G) 10-08-2013 – Recreation Commission – Cancellation Notice

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

6H) 10-09-2013 – Golf and Country Club Advisory Board – Cancellation Notice

Cancellation Notice of the October 9, 2013 Golf and Country Club Advisory Board meeting was received for information without comment.

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

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

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

(Agenda Item 11C was considered at this time)

7. Public Hearings: None

8. Consent Agenda:

8A) Approval of the City Attorney's Invoice for September 2013 in the Amount of \$13,405.50.

There was no discussion regarding this item.

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

The following are Building Department related items: (Agenda Items 8B-8D approved with one motion)

8B) Recommendation that Council Waive the Competitive Bid Process and Approve an Expenditure in an Amount Not to Exceed \$55,000, on an "As Needed Basis", to Angel M. Alvarez for the Annual Costs of Conducting Roofing Plan Reviews and Inspections and Building Inspections for Fiscal Year 2013-2014, Pursuant to Section §31.11 (E)(6)(g) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Windrem seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8C) Recommendation that Council Waive the Competitive Bid Process and Approve an Expenditure in an Amount Not to Exceed \$14,000, on an "As Needed Basis", to M. Jurado and Associates for the Annual Costs of Conducting Mechanical Plan Reviews and Inspections for Fiscal Year 2013-2014, Pursuant to Section §31.11 (E)(6)(g) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Windrem seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8D) Recommendation that Council Waive the Competitive Bid Process and Approve an Expenditure in an Amount Not to Exceed \$5,000, on an "As Needed Basis", to Orlando L. Blanco for the Annual Costs of Conducting Structural and Engineering Plan Reviews for Fiscal Year 2013-2014, Pursuant to Section §31.11 (E)(6)(g) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Windrem seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

The following are City-wide related Items: (Agenda Items 8E and 8F approved with one motion)

8E) Recommendation that Council Approve an Expenditure of \$10,000.00, on an "As Needed Basis" to The Miami Herald, for Larger Circulation Notifications of Advertising and Legal Notices for Fiscal Year 2013-2014, as a Sole Source Provider, Pursuant to Section §31.11 (E) (6) (c) of the City Code.

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Windrem seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8F) Recommendation that Council Waive the Competitive Bid Process and Approve an Expenditure of \$11,700.00, on an "As Needed Basis" to River Cities Gazette, for Greater Local Access and More Informative Notification of Advertising and Legal Notices to the Residents of Public Ordinances and State and Federal Grant Awards of the City for Fiscal Year 2013-2014, Pursuant to Section §31.11 (E)(6)(g) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Windrem seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

The following are City Clerk's Department related items: (Agenda Items 8G-8L approved with one motion)

8G) Recommendation that Council Waive the Competitive Bid Process and Approve an Expenditure of \$11,000.00, to the Miami Springs Historical Society, for Rent Subsidy to Cover Payment of the Miami Springs Historical Museum for Three Months at the Current Location (\$3,000) and the Remaining \$8,000 to be Utilized for Expenses Relating to the Relocation to the New Location, for Fiscal Year 2013-2014, Pursuant to Section 31.11 (E) (6) (g) of the City Code

To answer Vice Mayor Bain's question, Mr. Alonso stated that the \$11,000 is coming from the City Council's budget. This amount is separate from the \$25,000 in the Promotions budget.

Councilman Lob moved the item. Councilman Petralanda seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8H) Recommendation that Council Waive the Competitive Bid Process and Approve an Expenditure in an Amount Not to Exceed \$18,000.00 on an "As Needed Basis", to International Data Depository (IDD), for Storage of Documents Required to be Kept by Florida Records Retention Laws and Schedules, for Fiscal Year 2013-2014, 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-Year Period

Councilman Lob asked the Acting City Clerk to compare the cost of scanning the documents in storage with the cost of storing the records.

Councilman Lob moved the item. Councilman Petralanda seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8I) Recommendation that Council Approve an Expenditure to Catering by Joel's Place, Inc., the Lowest Responsible Quote in the Amount of \$1,923.20 for the City's Holiday Lunch for Fiscal Year 2013-2014, Pursuant to Section §31.11 (C)(2) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Petralanda seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

The following are Police related items:

8J) Recommendation that Council Approve an Expenditure of \$17,423.45 to USA Software, Inc. for Annual Software Support and Maintenance Contract Renewal, as a Sole Source Provider, Pursuant to Section 31.11 (E) (6) (c) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Petralanda seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8K) Recommendation that Council Approve an Expenditure to AT&T Mobility, Utilizing Western States Contracting Alliance NV w4-2001 (Piggyback Government Contract; Current Expiration 10/31/16), in an Amount Not to Exceed \$12,000.00, for Wireless Connectivity/Modem Card Connections for Mobile Data Terminals (laptops in police vehicles), Pursuant to Section §31.11(E) (5) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Petralanda seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8L) Recommendation that Council Waive the Competitive Bid Process and Approve an Expenditure Not to Exceed \$6,800.00 to Miami Lakes Veterinary Clinic, for Veterinary Services for the Two Police Canines, Pursuant to Section 31.11 (E) (6) (g) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Petralanda seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

The following are City Manager related items:

8M) Recommendation that Council Approve an Expenditure of \$45,000.00 Paid in Three Equal Payments, to The Fuentes & Rodriguez Consulting Group (Becker & Poliakoff, P. A.), for Consulting and Lobbying Services for Fiscal Year 2013-2014, as a Sole Source Provider, Pursuant to Section §31.11 (E)(6)(c) of the City Code

Vice Mayor Bain suggested that the City should consider reducing the use of the lobbyist services.

Mayor Garcia noted that Council is simply opening the purchase orders.

Vice Mayor Bain thinks that this item should be pulled from the consent agenda because it is a negotiated contract.

Councilman Petralanda commented that Council should revisit the annexation topic.

Mayor Garcia said that it was not an advertised agenda item and what has occurred with annexation will come up at the end of the meeting in his report. Annexation is not dead and those who participated in the process during the meeting received this information. He would strongly recommend against reducing the funds for the lobbyist because there is still plenty of hope for annexation.

To answer Mayor Garcia's question, City Attorney Seiden stated that the consideration can constitute the approval of the opening of the purchase order at the next meeting.

Council agreed to pull this item.

Councilman Lob and Councilman Windrem amended their motions. The amended motion passed 4-1 with Vice Mayor Bain casting the dissenting vote.

The following are I. T. Department related items:

8N) Recommendation that Council Authorize the Execution of a Service Agreement for a Period of 60 Months and Approve an Expenditure of \$608,880.00 (\$121,776.00 annually) to Sungard H.T.E, Inc. for Application Service Provider (ASP) Services, as a Sole Source Provider for Fiscal Year 2013-2014, Pursuant to Section §31.11 (E)(6)(c) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Windrem seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

The following are Public Works Department related items: (Agenda Items 80-8V approved with one motion)

8O) Recommendation that Council Award a Bid to Miami Tiresoles, Utilizing Miami Dade Bid # 14/15-06-031 in an Amount Not to Exceed \$40,000.00, on an "As Needed Basis" for Vehicle and Equipment Tires for Fiscal Year 2013-2014, Pursuant to Section 31.11 (E) (5) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Petralanda seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8P) Recommendation that Council Award a Bid to Micar Trucking, Utilizing Miami Dade Bid # 4056-0/16 in an Amount Not to Exceed \$20,000.00, on an "As Needed Basis" for Ballast Rock and Crushed Lime Rock Utilized for Pot Holes, Alley Grading and Swale Repairs due to Bulk Trash Collection for Fiscal Year 2013-2014, Pursuant to Section 31.11 (E) (5) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Petralanda seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8Q) Recommendation that Council Award a Bid to Grainger Industrial Supplies, Utilizing Miami Dade Bid # 7963-1/22 in an Amount Not to Exceed \$20,000.00, on an "As Needed Basis" for Non-stock Items which are Needed for Building Maintenance Emergency and Planned Repairs, and for the Purchase of Stock Items which Includes Rakes, Shovels, Marking Paint, Work Gloves, and Lighting Materials for Fiscal Year 2013-2014, Pursuant to Section 31.11 (E) (5) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Petralanda seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8R) Recommendation that Council Award a Bid to Auto Zone, Utilizing TCPN Contract R5165 in an Amount Not to Exceed \$10,000.00, on an "As Needed Basis" for Vehicle Equipment Repairs which Include Stock and Non-stock Items such as Brakes, Pumps, Batteries, Oil, Fuel and Air Filters, Wipers, Antifreeze, Windshield Cleaners and Bulbs for Fiscal Year 2013-2014, Pursuant to Section 31.11 (E) (5) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Petralanda seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8S) Recommendation that Council Award a Bid to Lowes Home Center, Utilizing TCPN Contract R4954 in an Amount Not to Exceed \$20,000.00, on an "As Needed Basis" for Building Maintenance Emergency and Planned Repairs, Including Locks, Roofing and Plumbing Repair Materials, Nuts and Bolts, Spindles, Handrails, PVC Cement, Concrete, for Fiscal Year 2013-2014, Pursuant to Section 31.11 (E) (5) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Petralanda seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8T) Recommendation that Council Waive the Competitive Bid Process and Approve an Expenditure of \$187,057.00 to Vector Fleet Management for Fleet Maintenance Services, 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 Year Period

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Petralanda seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8U) Recommendation that Council authorize the Execution of a Contract Under the Original Terms of City ITB # 05-11/12 (1 year remaining with an option to renew 2 additional 1 year terms) and Approve an Expenditure of \$124,800.00 with Florida Turf & Landscape, the Next Lowest Responsible Bidder for Tree Trimming Removal and Disposal Services Citywide for Fiscal Year 2013-2014 after Raydel Landscaping Requested to Withdraw from the Original Contract, Pursuant to Section §31.11 (E)(1) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Petralanda seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8V) Recommendation that Council Waive the Competitive Bid Process and Approve an Expenditure of \$63,000.00 to Raydel Landscape for Landscaping Services 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 Bid #04-11/12 for an Additional One-year period

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Petralanda seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

The following are Golf Department related items: (Agenda Items 8W-8FF approved with one motion)

8W) Recommendation that Council Award a Bid to Howard Fertilizer & Chemical Company Inc., Utilizing the Town of Davie Bid # B-12-34-3, in the Amount of \$45,000.00, on an "As Needed Basis" for Custom Blended Fertilizers, for the Fiscal Year 2013-2014, Pursuant to Section §31.11 (E)(5) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Windrem seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8X) Recommendation that Council Award a Bid to Florida Superior Sand, Utilizing the Miami Dade County Contract 9408-1/14-1 in the Amount of \$30,000.00, on an "As Needed Basis" to Purchase Medium Grade Particle Sand, for the Fiscal Year 2013-2014, Pursuant to Section §31.11 (E)(5) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Windrem seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8Y) Recommendation that Council Award a Bid to Harrell's LLC, Utilizing Miami Dade County Bid #9020-1/19 in the Amount of \$20,000.00, on an "As Needed Basis", for Customized Chemicals and Liquid Fertilizers for Fiscal Year 2013-2014, pursuant to Section §31.11 (E)(5) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Windrem seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8Z) Recommendation that Council Waive the Competitive Bid Process and Approve an Expenditure of \$57,000.00, to Greens Grade Services, Inc., for Golf Course Labor Services for the Months of October and November Until an Award is Made under the New RFP Process which is Expected to go Before Council in November for Fiscal year 2013-2014, Pursuant to Section §31.11 (E)(6)(g) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Windrem seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8AA) Recommendation that Council approve an Expenditure of \$15,000.00 on an "As Needed Basis" to Foot Joy for Golf Shop Merchandise and Golf Apparel, Golf Gloves, and Golf Shoes for Fiscal Year 2013-2014, as a Sole Source Provider, Pursuant to Section §31.11 (E)(6)(c) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Windrem seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8BB) Recommendation that Council Approve an Expenditure of \$15,000.00 on an "As Needed Basis" to Titleist for Golf Shop Merchandise and Golf Club Rentals, Hats, Golf Balls, for Fiscal Year 2013-2014, as a Sole Source Provider, Pursuant to Section §31.11 (E)(6)(c) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Windrem seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8CC) Recommendation that Award a Bid to Sullivan Electric and Pump, Inc. Utilizing Miami Dade County Bid # 6819-5/17-1 in the Amount of \$25,000 to Rebuild the West Pump Station at the Miami Springs Golf Course for Fiscal Year 2013-2014, Pursuant to Section §31.11 (E)(5) of the City Code

To answer Councilman Lob's question, Mr. Alonso said that there was a major failure in the west pump and it will probably not cost the entire \$25,000 but the amount will be in that range. Golf Superintendent Bland needed to fix the pump right away because of work that is being done.

Councilman Lob moved the item. Councilman Windrem seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8DD) Recommendation that Council Award a Bid to Show Turf, Utilizing State of Florida Contract #760-000-10-1 in the Amount \$61,100.94, to Purchase Six (6) John Deere TX Turf Gators and One (1) Dakota 410 Top Dresser, for the Fiscal Year 2013-2014, Pursuant to Section §31.11 (E)(6)(g) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Windrem seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8EE) Recommendation that Council Award a Bid to Hector Turf, Utilizing National IPA Contract #0830041 in the Amount of \$562,742.08, to Purchase One (1) Toro Grounds Master 4700-D, One (1) Toro Greens Master 3150-Q, One (1) Toro Reel Master 7000-D, One (1) Toro Sand Pro 3040, One (1) Toro Multi Pro 1200, One (1) Toro Multi Pro 5800, One (1) Toro Workman HDX 2 WD, One (1) Toro Rake-O-Vac, One (1) Toro Pro Force, One (1) Toro Debris Blower 600, One (1) Lely Spreader Trailer 11.5 cu. Ft., One (1) Premium 2-Column Space Saving Design 9000 lb. Capacity GL-TA Frame Truck Kit, One (1) Greens Groomer Grooming Brush Tow Type and Two (2) Salsco Roller with Trailer Gas Electric Start 13 HP Honda w/ Light kit for the Fiscal Year 2013-2014, Pursuant to Section §31.11 (E)(5) of the City Code

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Windrem seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

8FF) The Administration Recommends that Council Approve the Execution of a Lease Agreement with SunTrust Bank for Financing of \$ 623,843.02 in Golf Course Equipment as Listed in the Prior Two Agenda Items (See Resolution under Agenda Item 10B)

There was no discussion regarding this item.

Councilman Lob moved the item. Councilman Windrem seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

(Agenda Item 10B considered before 9A)

9. Old Business:

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

There were no appointments to advisory boards.

B) Recommendation to Approve Wall of Fame Plaque/Award (tabled from 9-23-2013 meeting)

This item was tabled for the next meeting.

C) Pool Alternatives

Vice Mayor Bain stated that he was under the impression that this was going to be discussed during a special meeting.

Mayor Garcia said that the main discussion is to see if Council is going to move forward with shoring-up the pool.

City Manager Gorland said that the Administration needs some guidance as to what kind of information Council would like in addition to what is provided in this agenda packet. This issue is very critical; the pool will either be in process of being shored-up within a month or it will be closed until a decision is made.

City Manager Gorland read the memo in its entirety.

Councilman Lob moved to table the item and schedule a Special Meeting of Wednesday, October 23, 2013 at 7:00 p.m. Vice Mayor Bain seconded the motion.

Michael Gavila of 684 Morningside Drive commented that he is in favor of building a new pool.

Enrique Amor of 540 Raven Avenue thanked Council for keeping the pool open. He said that the pool gives this community safety. He urged that Council would continue to keep the pool open year-round because the residents use it.

Vice Mayor Bain would like to have a representative from Link Construction to express what the structural issues are. He would also like to see an architectural drawing of what the pool can be renovated to look like if possible.

Mayor Garcia asked Council to relay any information to the City Manager or the City Clerk's office so that Council knows the resident's opinions on what they would like to occur in the community. The pool topic will be a difficult process but he has a lot of confidence in the new Council and he knows that the new members are committed to concentrating on the pool.

City Manager Gorland clarified that Council would like to request a representative from Link Construction and someone from the shoring company to attend the meeting. As far as drawings, he is not sure what can be prepared between now and October 23rd.

Mayor Garcia asked if Recreation Director Luna could prepare a list of pools that have recently been constructed in the area and forward it to the City Manager

Councilman Lob thought that there was a drawing that had been done a couple of years ago on the pool and City Manager Gorland replied that there is a drawing from Link that was done a couple of years ago.

The motion carried 5-0 on roll call vote.

(Mayor Garcia called for a 5 minute recess)

10. New Business:

- 10A) Resolution No. 2013-3600 – A Resolution of the City of Miami Springs Providing For the First Amendment to the FY2013-14 General Fund and Special Revenue and Capital Projects Fund Budgets; by Re-appropriating Reserved Fund Balances to Fund Open Encumbrances through September 30, 2013; Effective Date**

City Attorney Seiden read the resolution by title.

Councilman Lob moved to adopt Resolution No. 2013-3600. Councilman Petralanda seconded the motion.

To answer Vice Mayor Bain's question, Mr. Alonso said that the total is \$271,000 but the general fund portion is approximately \$91,000.

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

- 10B) Resolution No. 2013-3601 – A Resolution of The City Council of The City of Miami Springs, Florida, Determining The Necessity And Appropriateness of The Acquisition of Equipment Pursuant to a Master Lease With Suntrust Equipment Finance and Leasing Corporation; Authorizing the Execution and Delivery of a Master Lease Agreement, Equipment Schedule No. 05; Authorizing The City Manager and Other Authorized City Officers to Execute The Lease Documentation, Evidence the Validity of The Lease Documents, and Affix the City Seal Where Required; Directing The Execution of Any Additional Lease Documentation By the Proper Officials And Officers of The City In Order to Effectuate the Subject Transaction; Declaration of Transaction Compliance With Internal Revenue Service Regulations; Effective Date**

City Attorney Seiden read the resolution by title.

Councilman Lob moved to adopt Resolution No. 2013-3601. Councilman Petralanda seconded the motion which was carried 4-1 on roll call vote with Vice Mayor Bain casting the dissenting vote.

- 10C) Presentation, Review and Discussion of City Authorizing the City's Employees Use of the Loans at Work Program**

City Manager Gorland read the memo in its entirety.

Tom McCormick, Chief Operating Officer of BMG Money Inc. presented a PowerPoint presentation. He thanked the Administration, Council and City Attorney for their time and help. "Loans at Work" is the nickname of the program. BMG Money Inc. offers an involuntary employee program which allows employees of their clients to access emergency funds by way of an installment loan program in times of emergencies. The program is principally intended for people that are shut out of the financial mainstream.

Mr. McCormick said that if for some reason a person is not able to go to a bank or credit union to be approved for a loan, these outfits will give employees an emergency cash loan. Florida charges 281% annual interest rates. The issue with those loans is that they are payday loans and are due upon the persons next payday.

Mr. McCormick stated that the program is at no cost to their clients and there would be no budget impact to the City. The program is at no risk to the City. If and when an employee leaves the employment of the City and has an outstanding loan, the City would not guarantee it and would have no risk. The program can also be terminated at the City's convenience.

Mayor Garcia asked if this is something that needs to go through a request for proposal process or if they are the only company that does this business and City Attorney Seiden replied that he is unsure.

To answer City Attorney Seiden's question, Mr. McCormick said that he does not believe that there are any competitors who have the same interest rate that BMG Money, Inc. has.

City Attorney Seiden stated that it is a matter of whether or not the City would like to get involved in the process by allowing employees to take advantage of the program. It is fully acceptable to him because the changes that he requested were made.

To answer Councilman Petralanda's question, Mr. McCormick responded that the company was incorporated in 2009 and started lending in 2011.

Councilman Windrem moved to authorize the Administration to sign an agreement. Councilman Petralanda seconded the motion which was carried 5-0 on roll call vote.

10D) Consideration of the Education Advisory Board's Recommendation Based on Actions Taken at Their Meeting of September 17, 2013, Regarding Non-resident Membership on the Youth Advisory Council

Councilman Petralanda said that if a student attends one of the schools, they should be able to serve on a Board.

City Attorney Seiden commented that the reason the resolution was written is because the Board at the time felt that they wanted to have local representatives, and it can be amended by Council.

City Attorney Seiden will prepare a resolution for the next meeting.

Councilman Petralanda moved to amend Section 2 of Resolution No. 2012-3542 to provide that each of its members do not have to be a resident of the City. Councilman Lob seconded the motion which was carried 5-0 on roll call vote.

10E) Consideration of the Following Architectural Review Board Recommendations Based on Actions Taken at their Meeting of October 2, 2013:

- 1. The Implementation of Presto Geosystems Geoblock on Curtiss Parkway Across from Papa John's**

Planning and Zoning Director Jim Holland commented that he was not present at the Architectural Review Board meeting but he is familiar with the Geosystems Geoblock. They are plastic cylinders that are placed in the ground and it gives the impression that it is grass when it is actually a load bearing area. It is very light weight and durable and is easily installed. It is a little more expensive but well worth it in the long run and a very good system.

City Attorney Seiden stated that this is an excellent example of a Board exercising their proper jurisdiction. This is certainly within their framework and they are recommending it to Council for use in the City. Council can accept the project and determine when and if it will go into place.

To answer Mayor Garcia's question, City Manager Gorland said that there are funds in the maintenance budget that are not designated and could be used for things such as this idea. This may be a major project that might not be possible to do this year.

Council would like to know the cost involved in this proposal.

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

To answer Councilman Petralanda's question, Councilman Windrem responded that people will still be able to park in that area. It is a reinforced grid for the grass to grow through and allow people to still park there and not kill the grass.

Mayor Garcia commented that this proposal is what he considers a less expensive delay. Parking needs to be implemented in that area since there are more people patronizing the downtown area.

To answer Councilman Lob's question, City Manager Gorland replied that this proposal is allowed per the Code.

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

2. Address Council at the next Council Meeting to Clarify their Previous Color Palette Recommendation

City Attorney Seiden stated that the color palette was already considered at a previous Council meeting and was denied. The color palette as it exists and the ordinance that created the palettes allow for variations of color.

Vice Mayor Bain moved to deny the recommendation. Councilman Windrem seconded the motion, which carried 5-0 on roll call vote.

(Agenda Item 10H was considered before Agenda Item 10F)

10F) Consideration of the Board of Parks and Parkways Recommendations for the Yard of the Month Awards

City Manager Gorland read the memo in its entirety.

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

10G) Consideration of the Following Board of Parks and Parkways Recommendations Based on Their Actions Taken at their Meeting of October 3, 2013:

1. Request that Council Recognize the Richard Lyons for his Plant Donations and the Anchor Club for their Assistance with the Butterfly Garden at the November 25th Council Meeting

Acting City Clerk Hitaffer noted that the Board wanted to recognize Mr. Lyons and the Anchor Club separately from the presentation of the proclamation to the Anchor Club at the October 28th Council meeting.

Mayor Garcia asked to recognize Richard Lyons and the Anchor Club at the October 28th meeting.

2. Request Information Regarding the Status of the Coral Rock Walls on Morningside Drive

Mayor Garcia asked that the Administration provide the Board with the updated information.

10H) Evaluation of a New Type of Recreational Vehicle

City Attorney Seiden stated that a gentleman who is considering buying a unit came to the Building Department and advised them that he was interested in purchasing a unit but that he would probably be dealing with recreational vehicle issues. There is currently nothing in code that would prohibit the vehicle, but it is rather different than anything that the City has ever dealt with as a recreational vehicle. In an abundance of caution, the Administration would like to have Council's approval or denial before the gentleman purchases the vehicle.

To answer Vice Mayor Bain's question, Director of Building and Code Compliance Harold "Tex" Ziadie replied that the gentleman would like to park the vehicle in his backyard and use it for tailgating parties.

Mr. Ziadie commented that the length from the rear to the tip of the trailer is 22 ft. and 10 inches.

Councilman Windrem moved to include the recreational vehicle in the Code as a permitted use. Vice Mayor Bain seconded the motion.

Councilman Windrem said that his only concern is that the vehicle is not going to be used as a recreational vehicle and it could become used as a living space.

City Attorney Seiden stated that as long as it is mobile and it is not permanently affixed to the rear property then it meets the definition of a recreational vehicle.

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

10I) Consideration of Scheduling a Workshop or Special Meeting to Address Proposed Changes to the City Code of Ordinances

City Manager Gorland read the memo in its entirety.

Vice Mayor Bain moved to schedule a Code Workshop meeting after the first regular meeting in January 2014. Councilman Lob seconded the motion.

Mayor Garcia requested that City Manager Gorland provide a list to Council of his recommended changes.

The Administration will bring back an updated list of codes to be revised prior to the meeting.

Mr. Ziadie commented that the most critical of the codes is commercial vehicles.

Discussion ensued regarding an issue with someone leaving trash in the swale area of the tennis court. Mayor Garcia asked the Administration to install a sign in that area advising the residents to not put trash in the swale.

City Attorney Seiden commented that Council needs to have a discussion on whether they believe there is an issue with signage and what they would be willing to allow and not allow.

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

10J) Review of the Proposed Airport/Golf District Regulations

City Manager Gorland read the memo in its entirety.

Planning and Zoning Director Holland commented that this has been in the works for quite some time but was being held back until the Department of Economic Opportunity (DEO) took their action. There were some issues with the Florida Department of Transportation (FDOT) that have been resolved. The density bonus program is the construction of a turnout lane that would give a full 1.0 additional Floor Area Ratio (FAR).

Mr. Holland stated that the intent of the district is to provide for a large scale mixed-use development with a transit and pedestrian orientation. The permitted uses are somewhat different than the ones in the old Airport/Golf Sub District to the extent that hotels are now included as a permitted use as are multi-family residential dwellings.

Mr. Holland said that subject to the height limitations imposed by the Charter on the multi-family residential which is three stories or forty feet in height, the height limit for other uses in the district is five stories or up to seventy feet in height. The FAR can be increased to a maximum of 2.0 for certain aspects such as construction hotels at a rate of .10 per room which equates to an FAR of 1.0 for a 100 room hotel. Parking garages are excluded from the floor area calculations.

Mr. Holland stated that the requirements of the City Code for a multi-family residential are 2.5 spaces per unit. The parking ratio that is specified by this district is based on the number of bedrooms ranging from studios to three bedrooms and is the general way of doing things now.

City Attorney Seiden clarified that he would put the ordinance in proper form and present it to Council for first reading. He explained the attempt in getting 1.0 FAR as of right up to 3.0, but the FDOT objected because this district will be the more residential natured part of the community. The Charter revision is something that Council should look at and consider as part of their review of the district boundary regulations that are being proposed.

By consensus, Council agreed to allow City Attorney Seiden to move forward with drafting an ordinance.

11. Other Business:

11A) Vote of Confidence for the City Manager as Required by Section 4.02 (2) of the City Charter

City Attorney Seiden explained the procedures of the vote of confidence to the new Council members.

Councilman Lob commented that he has discussed his issue with City Manager Gorland and believes that it will be addressed and he will be giving him a vote of confidence.

Vice Mayor Bain said that he had a meeting with City Manager Gorland and he is not going to be like some of his predecessors. He will not be giving the City Manager a vote of confidence at this time.

Councilman Windrem stated that he has known City Manager Gorland for many years and he has had a good personal relationship, rapport, and communication with him and looks forward to continuing to work with him. He will be giving him a vote of confidence.

Mayor Garcia stated that City Manager Gorland has his vote of confidence. City Manager Gorland has been involved in business and in government for a number of years and he does not know everything, but he accepts that and has grown with it. He appreciated the communication and hopes that City Manager Gorland keeps it up.

Councilman Lob moved to give the City Manager a vote of confidence. Councilman Windrem seconded the motion which was carried 4-1 with Vice Mayor Bain casting the dissenting vote.

11B) Consideration of Rescheduling of the November 11, 2013 Regular Council Meeting to Tuesday, November 12, 2013, Due to the Veterans Day Holiday

By consensus, Council agreed to reschedule the November 11, 2013 Regular Council meeting to Tuesday, November 12, 2013 at 7:00 p.m.

11C) Scheduling of Board of Appeals Meeting to Hear the Appeal of Variance Case No. 07-V-13, Alex Guillamont – 1095 Raven Avenue

Council scheduled a Board of Appeals meeting for Monday, October 28, 2013 during the Regular Council meeting.

12. Reports & Recommendations:

12A) City Attorney

None.

12B) City Manager

Assistant I.T. Manager

City Manager Gorland commented that a new Assistant I.T. Manager has been hired today who has great credentials and is scheduled to start on October 28th.

Vote of Confidence

City Manager Gorland thanked Council for their vote of confidence and said that he is open to change and that Council should let him know if there is something that needs to change.

12C) City Council

Farmers Market

Vice Mayor Bain enjoyed the Farmers Market.

Vote of Confidence

Vice Mayor Bain stated that the vote of confidence should not only be once a year. If there is an evaluation that any Council member wants to mention within any period of time then it should be mentioned earlier.

Farmers Market

Councilman Windrem enjoyed the ribbon cutting event at the Farmers Market and there was a good turnout.

Budget Process

Councilman Windrem is glad to be finished with the budget process. It is one of the two most important items that he will be a part of as a Councilman.

Golf Course Reviews

Vice Mayor Bain reported that there have been good reviews on the golf course greens and the improvements.

To answer Vice Mayor Bain's question, City Manager Gorland stated that every year the golf course is shut down for a few days to prepare for the fall and winter months. He will publish the dates for when it will be closed.

Farmers Market

Councilman Petralanda enjoyed the ribbon cutting event at the Farmers Market.

Farmers Market

Mayor Garcia reported that the Farmers Market will be open until March and encouraged everyone to attend the event on Saturdays.

Annexation

Mayor Garcia wanted to clarify that annexation is not dead. The City is in the process of getting the signatures required from the County Commission to have it brought before the body again. Becker & Poliakoff have done a very good job getting the City to where it is currently at and he feels that the City should continue advancing.

Congratulations

Mayor Garcia congratulated his daughter for finding her passion in soccer.

Discussion ensued with regards to wanting the City to become more proactive and be the best City to live, work, and play in.

13. Adjournment

There being no further business to be discussed the meeting was adjourned at 9:30 p.m.

Zavier M. Garcia
Mayor

ATTEST:

Suzanne S. Hitaffer, CMC
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.

**CITY OF MIAMI SPRINGS GENERAL EMPLOYEES'
RETIREMENT SYSTEM
MINUTES OF THE MEETING HELD
AUGUST 1, 2013**

The regular meeting of the Board of Trustees of the City of Miami Springs General Employees' Retirement System was called to order at 8:36AM by Sheryl Bowein in the Commission Chambers at the City of Miami Springs City Hall at 201 Westward Drive, Miami Springs, Florida.

TRUSTEES PRESENT

Tom Cummings, Chair (arrived 8:46)
Sheryl Bowein, Secretary
Francisco Arguelles, Trustee
Ronald Gorland, Trustee
Terri Schuh, Trustee

OTHERS PRESENT

Audrey Ross, Pension Resource Centers (PRC)
Steve Cypen, Cypen & Cypen
Grant McMurry, ICC Capital
Brendon Vavrica, Thistle Asset Consulting
John Gunther, Polen Capital
Ruth Watson, Daughter of Margaret Watson (retiree from the City of Miami Springs General Employee)

INVESTMENT MANAGER REPORT: ICC CAPITAL MANAGEMENT (GRANT MCMURRY)

Mr. McMurry discussed the market environment during the quarter and since then. There has not been a lot of movement with stocks, and the current quarter will probably remain the same. He noted that all the sectors did well during the quarter with the exception of materials, energy, and utilities. Mr. McMurry stated that if the feds keep the rates low, then it will cause even more damage to the bond market. Investors are now starting to slowly move into equities because the rates are so low, although the corporate bond rates are at an all time high currently. Mr. McMurry reported that for the quarter ending June 30, 2013 the total fund was negative and behind the index at -0.73% versus 1%, but for the fiscal year to date they are ahead at 9.38% versus the index at 7.72%. He commented that ICC will remain on the same track going forward. Lastly Mr. McMurry updated the board on his firm and explained that one of their investment managers recently retired and when he left 2 of ICC's clients left as well. He noted that this change does not have any impact on this funds portfolio because the manager managed the mid-cap fund.

INVESTMENT MANAGER REPORT: POLEN CAPITAL MANAGEMENT (JOHN GUNTHER)

Mr. Gunther announced that since the last meeting Polen Capital has added a couple of new research associates to their team. As of June 30, 2013 the firm has a total of \$4.9B in assets, and since then they have also gained a new client which brought in \$80M. Mr. Gunther explained that Polen Capital started managing money for this board in January 2013 and since then they have not had a start, but he wanted to remind the board of their investment style. He noted that there are 20 names in the portfolio and they are currently growing at a consistent rate. Mr. Gunther reviewed the funds performance for the quarter ending June 30, 2013 and stated that they are negative and behind the benchmark net of fees at -2.34% versus 2.06%. He reviewed the 2 names in the portfolio that led to the plans underperformance during the quarter, in which they have sold off since. Mr. Gunther briefly reviewed some other companies that they sold off during the quarter, as well as added. He explained that Polen Capital is currently going through a rough period, but they will continue to stick with their investment philosophy. For the month of July Polen Capital is up about 3.5%, but the market is up about 5%.

INVESTMENT CONSULTANT REPORT: THISTLE ASSET CONSULTING (BRENDON VAVRICA)

Mr. Vavrica reviewed the market during the quarter and stated that international was negative, but over the last 12 months and 3 years it has been positive. He reported on the compliance checklist and commented that the total fund is behind for the quarter ending June 30, 2013. Mr. Vavrica reviewed the plans asset allocation and noted that American Realty is now in their portfolio, although it was kind of bad timing. Overall it was not a good quarter as the total fund net of fees was negative and behind the benchmark at -1.09% versus 0.52 %. Although for the fiscal year to date they fund is positive and ahead of the plans assumed rate of return at 8.23%. Mr. Vavrica reviewed each manager's performance during the quarter and noted that ICC was the only manager that outperformed the market. He reported on the risk versus reward chart and commented that the plan is taking more risk and getting less of a return for it. He noted that once 2008 falls off the chart, then the plans 5 year performance numbers will be better. Also by adding more diversification into the portfolio, it has had a positive effect on the plan. Mr. Vavrica stated that he will put together a chart for next meeting that compares this plan to other plans in their universe, in regards to the risk versus reward chart.

MINUTES

The board reviewed the minutes of the May 2, 2013 regular meeting.

MOTION: Mr. Gorland made a motion to approve the minutes of May 2, 2013 regular meeting.

SECOND: Ms. Schuh seconded the motion.

CARRIED: The motion carried 5-0.

DISBURSEMENTS APPROVAL

Ratification of warrants processed since the May 2, 2013 meeting:

Warrant #	Payee	Amount	Invoice Date
327	Salem Trust Company 1/1/2013 - 3/31/2013 (Custodian Fee)	\$2,027.18	4/15/13
	Thistle Asset Consulting, Inc. (Invoice #20130318) - Performance Monitoring for the Quarter Ending March 31, 2013	\$4,617.00	4/22/13
	Mutual of Omaha (Inv# 000281350376) - May 2013 Life Insurance Fee	\$157.85	4/16/13
	Resource Centers, LLC - Invoice #12490 (May 2013 Admin Fee)	\$1,550.00	4/30/13
	Polen Capital Management - Performance Monitoring for the Quarter Ending March 31, 2013 (87 days out of 90)	\$5,166.00	4/1/13
328	Mutual of Omaha (Inv# 000284718168 - June 2013 Life Insurance Fee) - GROUP ID# G000977J & BILL GROUP ID # 0002	\$157.85	5/15/13
	Marcum, LLP - Invoice #10447961 (Billing for the September 30, 2012 Audited Financial Statements)	\$13,500.00	4/30/13
	Cypen & Cypen (Invoice #6620 - May 2013 Legal Fee)	\$1,250.00	5/1/13
329	Gabriel Roeder Smith & Company - Charges to date for 10/1/2012 Actuarial Valuation Report	\$7,681.00	6/10/13
	Cypen & Cypen - Invoice #6649 (June 2013 Legal Fee)	\$1,250.00	6/1/13
	Mutual of Omaha (Inv# 000287952072) - July 2013 Life Insurance Fee	\$157.85	6/14/13
	Resource Centers, LLC - Invoice #12543 (June 2013 Admin	\$3,115.35	5/31/2013

	Fee) & Invoice #12597 (July 2013 Admin Fee)		& 6/28/2013
	Ronald Gorland - Travel Reimbursement (Division of Retirement School - May 19-23, 2013 in Tallahassee, FL)	\$24.93	5/24/13
330	Polen Capital Management - Performance Monitoring for the Quarter Ending June 30, 2013	\$5,226.00	7/8/13
	Gabriel Roeder Smith & Company - Services Rendered Through 6/30/2013 (Final Charges to date for 10/1/2012 Actuarial Valuation Report & Update of SPD) Invoice #402261	\$4,282.00	7/3/13
	Cypen & Cypen - Invoice #6678 (July 2013 Legal Fee)	\$1,250.00	7/1/13
	Mutual of Omaha (Inv# 000291503257) - August 2013 Life Insurance Fee	\$159.63	7/17/13
	Thistle Asset Consulting, Inc. (Invoice #20130616) - Performance Monitoring for the Quarter Ending June 30, 2013	\$4,617.00	7/22/13
	ICC Capital Management, Inc. (Invoice #57533193) 7/1/2013 - 9/30/2013 Quarterly Management Fee	\$14,705.78	7/3/13

MOTION: Mr. Gorland made a motion to approve Warrants 327 through 330.

SECOND: Ms. Schuh seconded the motion.

CARRIED: The motion carried 5-0.

BENEFIT APPROVALS:

- **Application to Exit the DROP:**
Magali Valls

MOTION: Mr. Arguelles made a motion to approve the application to exit the DROP for Magali Valls.

SECOND: Mr. Gorland seconded the motion.

CARRIED: The motion carried 5-0.

OLD BUSINESS

Ms. Ross presented the board with the updated summary plan description from the Actuary.

MOTION: Mr. Gorland made a motion to accept and approve the revised summary plan description as presented.

SECOND: Ms. Bowein seconded the motion.

CARRIED: The motion carried 5-0.

NEW BUSINESS

Ms. Ross stated that it was that time of year again when the board should determine the interest percentage that will be credited to the active members' individual accounts for the fiscal year ending September 30, 2013. Ms. Ross commented that last year's rate was 1%. After a discussion, the Board agreed to reduce the percentage rate to 0.75% this year.

MOTION: Ms. Bowein made a motion to approve the 0.75% interest percentage that will be credited to the active members' individual accounts for the fiscal year ending September 30, 2013.

SECOND: Mr. Gorland seconded the motion.

CARRIED: The motion carried 5-0.

REPORTS

• **Administrator: PRC (Audrey Ross)**

N/A

• **Attorney: Cypen & Cypen (Alison Bieler)**

N/A

PUBLIC COMMENTS

Ms. Ruth Watson stated that she was present again at today's meeting on behalf of her mother, Margaret Watson, who is retired from the City but has not started collecting her pension benefit. Ms. Watson stated that she wants to know why the after tax contributions are spread out over a members lifetime. Mr. Cypen explained that this is an IRS rule that states this law, and a copy of this rule has already been provided to both Margaret and Ruth Watson. He also stated that this issue has been dragged out for a very long time now and he recommended to Ms. Ruth Watson that her mother should select an option and not cash the checks if she thinks that there is an issue. Ms. Ross stated that after the last meeting she did confirm with GRS that the IRS publication that was furnished to Ms. Watson was correct. Mr. Cypen informed the board that they should not be giving any financial or personal advice to either the member or her daughter, and that he would recommend the daughter obtain a power of attorney for Ms. Margaret Watson before the board proceeded with this situation.

NEXT MEETING DATE

Thursday November 7, 2013 @ 8:30 AM

ADJOURN

There being no further business, a motion was made to adjourn the meeting at 10:40AM.

Respectfully submitted,

Sherryl B. Bowein, Secretary

**City of Miami Springs Police and Firefighters'
Retirement System
Minutes of the Meeting Held
August 1, 2013**

The regular meeting of the Board of Trustees of the City of Miami Springs Police and Firefighters' Retirement System was called to order at 8:36 AM by Chairman Peter Baan in the Commission Chambers at the City of Miami Springs City Hall at 201 Westward Drive, Miami Springs, Florida.

TRUSTEES PRESENT

Peter Baan, Chair
Jimmy Deal, Trustee
Jonathan Kahn, Trustee
Robert Gordon, Trustee

OTHERS PRESENT

Audrey Ross, Pension Resource Centers (PRC)
Steve Cypen, Cypen & Cypen
Grant McMurry, ICC Capital Management
Brendon Vavrica, Thistle Asset Consulting
John Gunther, Polen Capital

INVESTMENT MANAGER REPORT: ICC CAPITAL MANAGEMENT (GRANT MCMURRY)

Mr. McMurry discussed the market environment during the quarter and since then. There has not been a lot of movement with stocks, and the current quarter will probably remain the same. He noted that all the sectors did well during the quarter with the exception of materials, energy, and utilities. Mr. McMurry stated that if the feds keep the rates low, then it will cause even more damage to the bond market. Investors are now starting to slowly move into equities because the rates are so low, although the corporate bond rates are at an all time high currently. Mr. McMurry reported that for the quarter ending June 30, 2013 the total fund was negative and behind the index at -0.72% versus 1%, but for the fiscal year to date they are ahead at 9.29% versus the index at 7.72%. He commented that ICC will remain on the same track going forward. Lastly Mr. McMurry updated the board on his firm and explained that one of their investment managers recently retired and when he left 2 of ICC's clients left as well. He noted that this change does not have any impact on this funds portfolio because the manager managed the mid-cap fund.

INVESTMENT MANAGER REPORT: POLEN CAPITAL MANAGEMENT (JOHN GUNTHER)

Mr. Gunther announced that since the last meeting Polen Capital has added a couple of new research associates to their team. As of June 30, 2013 the firm has a total of \$4.9B in assets, and since then they have also gained a new client which brought in \$80M. Mr. Gunther explained that Polen Capital started managing money for this board in January 2013 and since then they have not had a start, but he wanted to remind the board of their investment style. He noted that there are 20 names in the portfolio and they are currently growing at a consistent rate. Mr. Gunther reviewed the funds performance for the quarter ending June 30, 2013 and stated that they are negative and behind the benchmark net of fees at -2.32% versus 2.06%. He reviewed the 2 names in the portfolio that led to the plans underperformance during the quarter, in which they have sold off since. Mr. Gunther briefly reviewed some other companies that they sold off during the quarter, as well as added. He explained that Polen Capital is currently going through a rough period, but they will continue to stick with their investment philosophy. For the month of July Polen Capital is up about 3.5%, but the market is up about 5%.

INVESTMENT CONSULTANT REPORT: THISTLE ASSET CONSULTING (BRENDON VAVRICA)

Mr. Vavrica reviewed the market during the quarter and stated that international was

negative, but over the last 12 months and 3 years it has been positive. He reported on the compliance checklist and commented that the total fund is behind for the quarter ending June 30, 2013. Mr. Vavrica reviewed the plans asset allocation and noted that American Realty will be in the portfolio next quarter as they were funded on July 1, 2013. Overall it was not a good quarter as the total fund net of fees was negative and behind the benchmark at -1.12% versus -0.52%. Although for the fiscal year to date they fund is positive and ahead of the plans assumed rate of return at 8.09%. Mr. Vavrica reviewed each manager's performance during the quarter and noted that ICC was the only manager that outperformed the market. He reported on the risk versus reward chart and commented that the plan is taking more risk and getting less of a return for it. He noted that once 2008 falls off the chart, then the plans 5 year performance numbers will be better. Also by adding more diversification into the portfolio, it has had a positive effect on the plan. Mr. Vavrica stated that he will put together a chart for next meeting that compares this plan to other plans in their universe, in regards to the risk versus reward chart.

MINUTES

The board reviewed the minutes of the May 2, 2013 regular meeting.

MOTION: Mr. Kahn made a motion to approve the minutes of the May 2, 2013 regular meeting.

SECOND: Mr. Gordon seconded the motion.

CARRIED: The motion carried 3-0.

DISBURSEMENTS APPROVAL

Ratification of warrants processed since the May 2, 2013 Meeting

Warrant #	Payee	Amount	Invoice Date
281	Salem Trust Company 1/1/2013 - 3/31/2013 (Custodian Fee)	\$3,113.80	4/15/13
	Cypen & Cypen Invoice #6619 (May 2013 Legal Fee)	\$1,250.00	5/1/13
	Thistle Asset Consulting, Inc. Inv #20130319 (Executive Reports for the Quarter Ending March 31, 2013)	\$4,617.00	4/22/13
	Resource Centers, LLC - Invoice #12491 (May 2013 Admin Fee)	\$900.00	4/30/13
	Polen Capital Management, Inc. - 1/1/2013 thru 3/31/2013 Quarterly Management Fee	\$7,946.00	4/8/13
282	FPPTA - Conference Registration Fee for Jon Kahn (June 23-26, 2013)	\$500.00	6/4/13
	Cypen & Cypen Invoice #6648 (June 2013 Legal Fee)	\$1,250.00	6/1/13
	Resource Centers, LLC - Invoice #12544 (June 2013 Admin Fee)	\$900.00	5/31/13
	Marcum, LLP - Invoice #10447951 (Final billing for the September 30, 2012 Audited Financial Statements)	\$13,500.00	4/30/13

MOTION: Mr. Kahn made a motion to approve Warrants 281 through 282.

SECOND: Mr. Gordon seconded the motion.

CARRIED: The motion carried 3-0.

OLD BUSINESS

Ms. Ross presented the board with the updated summary plan description from the Actuary. The Trustees' reviewed and stated that they would like more specific language to be added in under the DROP section. Ms. Ross stated that she will pass that information along to the Actuary to revise and update.

NEW BUSINESS

N/A

OTHER BUSINESS

Mr. Deal stated that GRS recently did a study for the police pension board in regards to negotiations. The union has some questions in regards to that study and they wanted to know if they can contact GRS directly. Mr. Cypen stated that the Union can contact GRS, but they would also need to pay for any associated cost that may incur in contacting GRS. Ms. Ross commented that Mr. Deal can always email her as a pension board Trustee with the questions and she can forward those questions over to GRS for clarification.

REPORTS

•Administrator: PRC (Audrey Ross)

- N/A

•Attorney (Alison Bieler)

- Mr. Cypen stated that a copy of the document that explains the forfeiture rules of procedures and forms. He stated that he would like the Trustees to review the documents as he will be discussing it at the next meeting.

NEXT MEETING DATE

Thursday November 7, 2013 @ 8:30 AM

ADJOURN

There being no further business, a motion was made to adjourn the meeting at 10:02 AM.

Respectfully submitted,

Oscar Garcia, Secretary



DRAFT

CITY OF MIAMI SPRINGS, FLORIDA

The Miami Springs Education Advisory Board met at 6:30 p.m., on Tuesday, September 17, 2013 in the City Hall Council Chambers.

The meeting was called to order at 6:35 p.m.

I. Call to Order/Roll Call

The following were present:

Chair Dr. John Salomon
Vice Chair Dr. Mara Zapata
Caridad Hidalgo
Kim Werner

Absent:

Michael G. Hunter

Also Present:

Council Liaison Jaime Petralanda
Acting City Clerk Suzanne Hitaffer

II. Presentation: Invocation by Pastor Pike, Poinciana United Methodist Church

Chair Salomon asked everyone to stand for the invocation that was offered by Pastor Pike from the Poinciana United Methodist Church.

III. Approval of the Minutes – May 21, 2013 Meeting

Vice Chair Zapata moved to approve the minutes as written. Board member Hidalgo seconded the motion, which carried 4-0 on voice vote.

IV. District 5, School Board Member, Susie V. Castillo

Chair Salomon introduced and welcomed District 5 School Board member Susie V. Castillo. He thanked Councilman Petralanda for also being present and inviting Ms. Castillo.

District 5 School Board Member Susie V. Castillo thanked the Board for inviting her to attend and said that it is a privilege and honor to represent the City of Miami Springs. She wants to work with the Education Advisory Board and the community and she thanked them for their dedication and time. She is familiar with the needs of the citizens and said that her doors are always open to the community.

V. Presentation: Group IV Councilman, City of Miami Springs, Jaime Petralanda

Councilman Petralanda stated that he is honored to have such a distinguished group of people present who represent education, the kids and the community. He thanked School Board member Castillo for taking the time off from her active schedule to be present. He thanked Pastor Pike for the beautiful invocation and the Education Advisory Board members for their hard work.

Councilman Petralanda thanked the school Principals for attending and recognized that there are three new Principals. On behalf of the City Council, he said that the goal is to create alliance between local organizations and the schools for student engagement with the objective for them to become actively involved in public life.

Councilman Petralanda noted that representatives from the Miami Springs Historical Society, Curtiss Mansion, Inc. (CMI) and the Senior Center would make a brief presentation. To accomplish their goals it warrants the cooperation of the Principals, Assistant Principals and the community and he said that they would be contacted throughout the school year.

- a. Requests the Talents of Elementary & High School Students to Sing at the Miami Springs Senior Center.
- b. Introduction of Miami Springs Historical Society

Miami Springs Historical Society President Beverly Roetz stated that they are relocating the Miami Springs Historical Museum to 501 East Drive across from Miami Springs Middle School next to Stafford Park. The Society would like to work with the school Principals, teachers, and counselors and to offer the history of Miami Springs, Hialeah and Opa-locka by bringing awareness to the history of aviation and Glenn Curtiss. They would like to have the students take field trips and work with them to teach the history of the community that they live in.

Jim Watson, representative of the Miami Springs Historical Society, stated that he is the Director of Student Services for the Homestead campus of Miami-Dade College. He feels that the Miami Springs Historical Museum is a learning opportunity for the students and the mission of the Museum is to preserve the history of Miami Springs. He added that they are moving the Museum to a new location that will open opportunities for programming with the community and schools and it will showcase the history of Miami Springs in a flexible space. He said that there are many partnerships and opportunities with the role that the Museum plays and working with the schools to facilitate education is most significant.

VI. Introductions of New Educational and Community Leaders

Miami-Dade County Public Schools Assistant Superintendent Iraida Méndez-Cartaya thanked the Education Advisory Board for inviting her to report on the opening of the 2013-2014 school year that began on August 19th. There are 42 new Choice Programs throughout the School District and they will be launching Cambridge Programs at all four City schools. Another initiative that was launched this year is “Grand Champions” that is a way to engage grandparents of the students.

Ms. Méndez-Cartaya stated that digital conversion is the message for the upcoming school year as all schools will be wired by March of 2014; they are moving to a wireless system for textbooks and instructional materials and laptops will be issued to students. The School District is working with community leaders and municipal governments to create Wi-Fi zones to allow students the opportunity to go to libraries or city facilities to do their homework.

In regard to the bond referendum, Ms. Méndez-Cartaya reported that \$23.7MM will be invested in the four City schools. Miami Springs Elementary will receive new air conditioning and heating repairs, classroom technology upgrades, electrical upgrades, exterior doors and windows. The largest project will be held at Miami Springs Senior High School for a major renovation totaling \$12.9MM and all the information for all schools is available on the District website at www.dadeschools.net. There is also a dashboard to track projects to see if they are on schedule and under budget.

VII. Education Compact

1. Student Achievement
 - a. Report on school programs, students, etc.
 - Individual School Reports

Chair Salomon welcomed Springview Elementary School Principal Catalina Flor, Miami Springs Middle School Principal Kimberly Emmanuel and Miami Springs Senior High School Principal Ed Smith. He asked Mayor Garcia who was present if he would like to speak.

Mayor Zavier Garcia thanked the Education Advisory Board for their volunteerism and he welcomed School Board Member Castillo, School Officials and Principals. He said that the City of Miami Springs is blessed to have their representation and there may be new faces but their reputation precedes them all. He said that due to the City’s budget process he had not been able to stop by to introduce himself; he welcomed them to Miami Springs and said that his doors are always open by contacting the City Clerk’s Office.

Mayor Garcia commented that the City has a very proactive School Board member and City Council. He thanked Councilman Petralanda for taking time from his busy schedule to volunteer and serve as the Liaison to the Education Advisory Board.

Principal Sally Hutchings reported on the curriculum, activities and programs at Miami Springs Elementary School, including a new reading series, baseline testing, FAIR testing and foreign language programs, etc. She said that the City Public Works Department

provided dirt to fill in pot holes; student enrollment is down to 510 students or 86% capacity.

Ms. Hutchings reported for the PTA that they conducted their catalog kick-off and they are holding a meeting this evening. Lost and found clothing will be donated to charities along with unclaimed eye glasses. The Bilingual Department applied for a grant to provide funds for tutoring and class size is still adjusting. Student Council members will hold a food drive for the month of November.

AIE Charter School 2nd grade teacher Ms. Huertes reported on behalf of Principal Hirsh. There are approximately 360 students enrolled and there is a waiting list for grades K-3. The school received a grant for \$175,000 and they will use the funds for classroom technology. This year the school has a programming club, robotics club and there are 50 choral students; Teachers are using the new Reading Wonders series, they are working on the Student Improvement Program (SIP); the school had Open House last night for grades K-5 and tonight for middle school classes. The school is currently holding baseline and FAIR testing; they are still using the Rosetta Stone language program and the school is building a cover for the playground with grant funds.

Springview Principal Catalina Flor stated that the school opening went smoothly; the PTA sponsored Grandparents Day; the school is conducting baseline testing and is in the process of completing FAIR testing. Students who need enrichment and intervention are in the process of being identified. The general PTA meeting will be held on September 25th and everyone is invited to attend. Hearing and vision screening will take place next week.

Miami Springs Middle School Principal Kimberly Emmanuel reported that the PTA is working on the fall catalog fundraiser and the next general PTA meeting will be held on September 19th in the school cafeteria when they will be selling uniforms; they will open a holiday store on Monday, December 19th. She also reported on parent involvement activities, the Book Fair, Resource Fair and Open House. Two students were honored for "Do the Right Thing" by turning in two cell phones to the main office. Activities include a writing contest. The school has the i-Prep Math program with 240 students that is technology based and students work independently.

Principal Emmanuel reported that the Cambridge Program will allow continuity from the elementary, middle and high school levels. Enrollment is 1,473 students or 92% capacity. There is a new security program that monitors students who are tardy, out of uniform, absenteeism and color coded hall passes to identify students who are out of place; there are six full-time and two part-time security monitors. Instructional coaches are available this year and they are currently conducting FAIR and baseline testing.

Principal Ed Smith from Miami Springs Senior High said that it is good to be back in such a wonderful community after leaving seven years ago. The school enrollment is just under 1,800; Open House was held on September 11th with a good turnout of more than 1,000 parents. Senior Parent night was held to let senior parents know about the activities and expectations. He is very excited that the school is receiving \$12.9MM for renovation. The Cambridge Academy is in its second year with 45 students enrolled. I-Tech will hold a grand opening in December and the District committed to more than \$100,000 for technology for the space, which is a two-phase project; it has more than 60 students and it is the only one of its kind in the District. The Hospitality and Tourism Academy is

celebrating its 25 Year Anniversary and there are more than 120 students participating with several partnerships with local businesses.

Principal Smith reported on the success of the sports teams; the Golf Team is undefeated and the Girls' Volleyball team is 5-1. He encouraged visitors and alumni to visit the school.

2. Parental Involvement
 - a. PTA Reports

PTA reports were previously presented under the School reports.

3. City Involvement
 - a. Internship Initiative (for High School Students)
 - b. Intergenerational Program
 - c. Youth Civic Engagement through established Youth Advisory Council
 - YAC update

Vice Chair Zapata stated that at this point the Board would restart the process of establishing the Youth Advisory Council. She will need to contact the school Principals this week regarding the recruitment of students to serve on the board.

Vice Chair Zapata mentioned that when the City Council met there was a recommendation from Mayor Garcia regarding the acceptance of non-residents on the Youth Advisory Council. They would be students who attend Miami Springs' schools, but do not live in the City. When the Youth Advisory Council was first implemented a decision was made that the students had to be Miami Springs' residents.

Chair Salomon requested a copy of the Resolution establishing the Youth Advisory Council and the Acting City Clerk offered to provide one.

Vice Chair Zapata explained that the model ordinance stated that the Youth Advisory Council should consist of seven members and each member shall be a resident, which could be amended.

Vice Chair Zapata moved to recommend that the resolution be amended to accept non-residents that attend Miami Springs' schools to be part of the Youth Advisory Council. Board member Werner seconded the motion.

Chair Salomon clarified that membership would be opened up to the residents of the City of Hialeah and the Village of Virginia Gardens who attend Miami Springs' schools. He asked if there are students that reside in other areas.

Board member Hidalgo said that she is sure there are students from other areas because of the magnet programs.

Chair Salomon said that it would make sense to include language in the resolution that encompasses all of the areas.

Dr. Zapata stated that if the students attend school in Miami Springs it is their community for the most part in many ways.

The motion was carried 4-0 on voice vote.

Vice Chair Zapata stated that in terms of the number of members there was a discussion about two of the schools in the area not being part of Miami Springs, which are Blessed Trinity and the Seventh Day Adventist School.

Vice Chair Zapata moved to include Blessed Trinity and the Seventh Day Adventist School. Board member Hidalgo seconded the motion, which carried on voice vote.

Vice Chair Zapata stated that there had been talk about an Intergenerational Program in terms of the Senior Center and having the students participate in oral histories and she will be discussing this with the Principal at the High School. She would like to have the Youth Advisory Council students present at the next Education Advisory Board.

Chair Salomon welcomed Councilman Windrem who was in the audience.

Chair Salomon invited former Miami Springs Senior High School Student Jose Maldonado to come forward to speak to the Board.

Mr. Maldonado stated that he graduated in the Class of 2013, and he is majoring in computer programming. His focus is on the issue of bullying in schools and now he is attending Florida International University Honors College. He wants the schools to be safe and thriving learning environments where all students have an equal chance to pursue their dreams, but bullying is a major problem. One out of every four students is subject to bullying at some point and some will develop into severe cases; Miami Springs is not exempt from this fact.

Mr. Maldonado spoke about a previous bullying event that was held at the Miami Springs Community Center that was very successful. He proposed a future date for another event to address bullying prevention to the community at the Recreation Center and by visiting as many schools as possible in Miami-Dade County. He will work with the community and school leaders as he develops his presentation and welcomes any feedback or suggestions.

Vice Chair Zapata stated that what Mr. Maldonado is taking on is very admirable and it is an important topic. She suggests that he communicate with the school Principals to see if he can be granted permission. She added that Student Services has a bullying curriculum that they use and anything that is presented in the schools must be approved by the District.

Mr. Maldonado responded that he wanted to hold a "test run" at the Recreation Center by presenting the information to parents and their children before presenting it to the schools.

Chair Salomon suggested that Mr. Maldonado should present the information to the City Council since it involves a presentation at a City facility. He said that it is beyond the scope of the Education Advisory Board to give permission and what Mr. Maldonado wants to do is very commendable.

Mayor Garcia asked Mr. Maldonado to contact the City Clerk's Office with his information and they will have Recreation Director Omar Luna call him to decide when it is best to address the City Council.

Board member Werner mentioned that the City of Miami Beach is training all of its schools to be “No Place for Hate Schools” with funding provided by the City and she is glad to be a part of the program. She would like to discuss the possibility of doing the same for the Miami Springs’ schools, which is a District initiative. She feels that the time is right for the City of Miami Springs to partner with the schools.

Vice Chair Zapata advised Mr. Maldonado to prepare a proposal with detailed bullet points in terms of exactly what he is proposing to the City so that it can be considered for approval. She knows about “No Place for Hate” and the Anti-Defamation League and suggested that Mr. Maldonado should check with the District to see if this is still available.

Ms. Méndez-Cartaya commented that it is critical for Mr. Maldonado to work with the District Representatives and she will put him in touch with the appropriate person in Student Services that could assist him. Any program used in the schools must be approved by the District Offices. They are partnering with the City of Miami Beach and the curriculum is in-line with the District approved program.

VIII. New Business

1. Meeting Dates

Chair Salomon stated that he received an email regarding a new policy for advisory boards to meet quarterly. He would like to discuss the future meeting dates in light of the break during the summer months and the month of December. He spoke with the City Attorney who said that the Education Advisory Board could meet every other month with future meetings in November, January, March and May, if needed.

By consensus, the Board members agreed that the next meeting would be held on Tuesday, November 19th.

IX. Announcements

1. Focus Group Meeting

Chair Salomon stated that at some point the Anti-defamation League representatives would make a presentation to the Board. At the next meeting in November he is proposing to have a focus group when the Board will generate a series of motions that will be passed on to the City Council for approval. He will be inviting the Mayor and Councilman Petralanda as the Board Liaison, District representatives and the City Manager or his designee. The school Principals are invited to come or they can take a break. He wants to discuss the Board’s plans and recommendations for the year and he urged the other members to come to the next meeting with their plans.

Chair Salomon quoted Albert Schweitzer who said that *“Sometimes a light goes off but is blown again into instant flame by an encounter with another human being.”* He cited a story about Paul J. Smith who passed away on October 18, 2012 who was a bright light at Miami Palmetto Senior High School who taught marching band, symphonic band, concert band and jazz band for fifteen years. He said that even though Paul’s life came to an end his legacy will live on by naming the Music Academy at the Ministry of Restorations Orphanage in Haiti in his memory.

Chair Salomon continued to explain that the orphanage nurtures and educates orphans and currently houses 23 children who are instructed in all subject areas including music since children use music to express their emotions. Through the Paul J. Smith Music Academy, musical instruments and music instruction are provided to disadvantaged children and thus Paul J. Smith's light shines again and his music legacy will carry on.

Chair Salomon said that everyone has the opportunity to shine a light and to leave a legacy and he challenges everyone to do this. He thanked everyone for coming.

Vice Chair Zapata announced that there is no control over anything in life, except for the moment we exist today. On October 17, 2013 at the Raleigh Hotel there will be a benefit in memory of School Board member Susie Castillo's daughter. It is a legacy that she leaves behind and wants to promote through the efforts of Miami Dade College and Florida International University. She extended an invitation to everyone to attend.

X. Adjournment

There was no further business to discuss and the meeting adjourned at 7:34 p.m.

Respectfully Submitted,

Suzanne Hitaffer, CMC
Acting City Clerk

Approved as written at meeting of:

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



DRAFT

CITY OF MIAMI SPRINGS, FLORIDA

The Miami Springs Historic Preservation Board met at 7:00 p.m., on Wednesday, September 25, 2013 in the City Hall Council Chambers.

The meeting was called to order at 7:00 p.m.

1) Call to Order/Roll Call

The following were present:

Chair Sydney Garton
Vice Chair Jo Ellen Phillips
Charles M. Hill
Maria Petralanda
Yvonne Shonberger*

*Arrived at 7:04 p.m.

Also Present:

Council Liaison Michael Windrem
Administrative Assistant II Elora R. Sakal

2) Approval of Minutes: August 28, 2013 Regular Meeting

Minutes of the August 28, 2013 meeting were approved as written.

Vice Chair Phillips moved to approve the minutes and Board member Petralanda seconded the motion which carried unanimously on voice vote.

3) Old Business:

a. Report from Miami-Dade County Historic Preservation Chief Kathleen Kauffman

Board member Hill reported that Miami-Dade County Historic Preservation Chief Kathleen Kauffman was scheduled to meet with School Board member Susie Castillo today and he asked her to send him a briefing via email so that he could bring the Board up to date.

Chair Garton stated that once the Board decides the date of the next meeting that Ms. Kauffman could be invited to attend.

b. Discussion Regarding the Designation of the Miami Springs Elementary School

Chair Garton stated that nothing had been done further on the designation of the school. She asked the Board members if they had any suggestions.

*Board member Shonberger arrived at this time.

Board member Hill said that perhaps the Board should consider moving forward with designating the school under the Special Designation category if there is no response from Ms. Kauffman in the next three months.

Chair Garton commented that the minutes reflected discussion regarding the different designation forms.

Board member Shonberger stated that the Board should refer to the designation for the Golf Course, which would be the proper form.

Chair Garton said that she did not have the final draft of golf course designation and discussion ensued regarding the Golf Course designation report.

Board member Shonberger stated that she has a better photograph of the elementary school and she found information on the County website. She also made notes under the significance of site. The website indicates that the school was built in the 1940's which is incorrect, since it was built in 1937.

Chair Garton requested copies of the Golf Course designation report for the Board members.

Chair Garton added that she researched the designation on William Jennings Bryan Elementary School. The school website shows that it is an 87-year old historical landmark and she was unable to find the designation or landmark status, which does not help the Board with the preparation of the designation report for Miami Springs Elementary.

Vice Chair Phillips offered to see if she could find any information on W. J. Bryan Elementary.

Board member Hill asked if Vice Chair Phillips had any comments on the idea of Board member Shonberger speaking to the Principal of the school and what she feels is the protocol.

Vice Chair Phillips stated that protocol is important because it is better that running into obstacles at the local level when support can be obtained at a higher level. She said that Ms. Kauffman had set an appointment with School Board member Castillo. She will check on the matter.

Board member Shonberger suggested that each Board member could work on the designation document and come back with their notes that would be consolidated into the report.

c. Discussion on the Findings for the Locally Designated Property at 281 Glendale Drive – “The Hunting Lodge”

Chair Garton reported that she investigated 281 Glendale Drive and found that there is no permit issued.

Board member Shonberger stated that the owner does not live here and he is having repairs done to the house, which is good news. She said that it seems the house is not being ignored and she does not feel that it will become an unsafe structure.

4) New Business:

a. Curtiss Mansion Report

Vice Chair Phillips reported that a meeting was held with the District Director for the Florida Department of Transportation and a meeting is scheduled with the State Director before the end of the month to determine the amount of the grant. They are prepared to work with the entire \$1.3MM or do the work in segments as the plans are designed that way. In the meantime, they are beginning another series called “Moon over the Mansion” that will be an event in the courtyard to celebrate the monthly full moons. There is also one offer for an art show.

Vice Chair Phillips announced that events are booked at the Mansion for Friday, Saturday and Sunday for the next two weeks, including a 200-person wedding.

Board member Hill asked Vice Chair Phillips about the special tour to be held at the Curtiss Mansion with State dignitaries.

Vice Chair Phillips replied that the date for the tour had not been set as they are waiting for a funding commitment from the Florida Department of Transportation. She assured the Board members that they would be invited. The regular tours of the Mansion are held the second Saturday of each month at 10:30 a.m.

b. Reports from Board Members

Chair Garton reported that she had been speaking with many people about the Pioneer Resident recognition and she knows three people who qualify. She received the Pioneer History Profile from Bonnie Caputo and nominated her to receive the award. She noted that Ms. Caputo has resided in Miami Springs for 57 years.

Board member Shonberger reported that the Miami Springs Historical Society received the keys for the small building at 501 East Drive. They are excited to have the building and are they overwhelmed with all the modifications that it needs, including ceiling, floor, wallboards, a complete set of plans for change of use, etc.

Board member Shonberger stated that the \$1,070.00 was raised at the Miami Springs Historical Society fundraiser.

Board member Petralanda requested a copy of the guidelines on how buildings get designated. She noted that Miami Springs Elementary School was one of the first buildings in the City and she asked why the designation process would take so long.

Chair Garton clarified for Board member Petralanda that the designation guidelines are provided for in the City's Code of Ordinances.

Board member Hill explained that the Historic Preservation Board conducts a background check on properties in order to get a historical and social perspective of why the properties are important. The architecture is also considered in order to determine its significance to the community. Another category to consider is the archeological significance. Once the background investigation is complete a designation report is prepared and notice is given to the City Council and the property owners that the property is under consideration for designation and they are allowed an opportunity to voice their approval or disapproval.

Board member Petralanda asked what would be the consequences if a building is determined to be significant and the property owner does not want the building designated.

Board member Hill said that historic designation can impact the marketability of a property and make it more expensive to keep up the building, while others do not feel that historic designation is a detriment to ownership and resale.

Chair Garton added that property owners are notified of the impact of historic designation in a written document before a public hearing is held.

Board member Hill asked about the status of the Osceola Apartment Hotel renovations and Chair Garton said that she spoke with the owner a few times and it seems that the process is moving along and the work is close to completion.

Board member Shonberger added that the windows were installed and they are working on the interior of the building. She said that it looks fantastic and this is an example of a successful renovation that saved a historic building.

Board member Hill moved to accept the nomination of Bonnie Caputo to receive the Pioneer Resident award. Vice Chair Phillips seconded the motion, which carried unanimously on voice vote.

(Agenda Item 4c. – Report from Council Liaison was presented before Agenda Item 4b)

c. Information/Reports from Board Liaison from City Council

Council Liaison Windrem reported that the City Council adopted the Fiscal Year 2013-2014 budget that includes funding for the Miami Springs Historical Society and Curtiss Mansion, Inc. There was a tax increase of approximately 10% for Miami Springs' residents.

Councilman Windrem announced that his wife Melinda is expecting a son at the end of January.

d. Preparation of the Agenda for the Next Board Meeting

Chair Garton said that it is not a good idea to set the next meeting in December since the meeting date falls between Christmas and the New Year.

By consensus, the Board agreed to schedule the next meeting for Wednesday, January 15th instead of January 22nd. It was decided to keep the report from the Miami-Dade County Historic Preservation Board Chief and the designation of Miami Springs Elementary School as agenda items under Old Business.

Chair Garton added that the next agenda would include a Curtiss Mansion report and she would like an item to consider the Pioneer Resident nominations.

Chair Garton requested an updated list of the Pioneer Residents from the City Clerk's Office.

5) Adjourn

There was no further business to discuss and the meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Suzanne Hitaffer
Clerk of the Board

Approved as written at meeting of:

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



DRAFT

City of Miami Springs, Florida

The Architectural Review Board met at 7:00 p.m., on Wednesday, October 2, 2013 in the City Hall Council Chambers.

1) Call to Order/Roll Call

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

The following were present:

- Marc Scavuzzo
- Joe Valencia
- Fredy Albiza
- Ana Paula Ibarra
- Valentine Soler

Also present: Board Secretary Elora R. Sakal

2) Approval of Minutes:

Minutes of the May 1, 2013 meeting were approved as written.

Vice Chair Ibarra moved to approve the minutes as written. Board member Albiza seconded the motion, which carried unanimously on voice vote.

3) Old Business:

a) Green Space for Commercial Purposes

Vice Chair Ibarra commented that she sent information to Board Secretary Sakal to distribute to the rest of the Board. She provided information and photos of Geoblock Geosystems which is a type of driveway that allows grass to grow through it but still allows for parking without damaging the grass. It would be a good compromise because it is less expensive and looks nicer than asphalt.

To answer Board member Albiza's question, Vice Chair Ibarra stated that the initial cost material wise is more expensive than asphalt but labor wise is less expensive than asphalt.

Board member Soler shared photos with the Board of an area in the City that is being used as a parking lot and people should not be parking in that area (attached for the record).

Vice Chair Ibarra noted that parking requires lighting. If the area near Papa John's was to be designated as public parking then there would have to be sufficient lighting in that area as well.

Chair Scavuzzo asked if this would be considered a formal parking area and Board member Valencia replied that he would not recommend making it a formal parking lot.

Board member Albiza said that if it were to become a designated parking area, people would not load from Westward Drive and it would create an issue if people were backing out of a parking space onto Curtiss Parkway which is what is currently being done.

Board member Valencia stated that an irrigation system or drip system may need to be installed to keep the grass green.

Discussion ensued regarding the images that Board member Soler distributed to the Board of a parking issue in the City. There are not enough parking spaces at an apartment building so the residents are parking along South Royal Poinciana Boulevard.

Board member Albiza commented that at one time, drawings were made for a parking lot for the Curtiss Parkway area. He asked if the Board would be willing to make a recommendation to Council.

Chair Scavuzzo said that he believes that Aldo Bartolone was involved with the drawings for that area and that it became a financial issue and the owner of the building did not want to participate.

Vice Chair Ibarra stated that the Geoblock system could also be used by Woody's restaurant since there is heavy traffic and parking in that area.

Board member Soler noted that everything is paved by the Woody's restaurant.

Vice Chair Ibarra clarified that the City put a request for proposal (RFP) out and contractors and architects bid on the job.

Board member Albiza thinks that it would be best to take small steps and present something to Council asking for permission to move forward with this idea for Curtiss Parkway.

Vice Chair Ibarra commented that maybe Council could also consider making this system a standard for someone who wants to develop in the City.

Board member Valencia recommended that if Council were to put out a design and have an RFP, they should include the guidelines that were developed by Calvin Giordano or some kind of schematic design of what the City wants the parking lot to look like so that it is not left at the mercy of the contractor.

Board member Albiza clarified that the Board has to propose the idea to Council and let them vote on whether they would like the Board to move forward with the idea.

To answer Board member Albiza's question, Vice Chair Ibarra said that to make a recommendation, the Board would let the Secretary know through the minutes that they would like to recommend this idea and permission to move forward with it.

Chair Scavuzzo feels that it would be a good idea for a Board member to be present at the Council meeting when the recommendation is brought to Council's attention because the last recommendation regarding the color palette did not go very well. The City misunderstood the recommendation and thought that the Board wanted to change the color palette and the City Manager explained to Council that it would cost \$8,700 and that is why it was denied.

Board member Valencia commented that the colors on the Community Center could be adopted by a vote of the Council to be a part of the color palette.

Discussion ensued regarding the color palette.

Vice Chair Ibarra commented that she believes the Board agrees that Council should consider adopting the Geoblock system and to put it out for an RFP so that a price could be determined in order to know the amount of funds that have to be budgeted to implement it.

Chair Scavuzzo said that he would like there to be clarification to Council regarding the color palette and what the Boards intentions were.

Board member Valencia stated that he is willing to attend the Council meeting to speak with them to clarify the color palette.

Board member Valencia made a recommendation to speak with Council at their next Council meeting regarding the implementation of Geoblock to mitigate the dead grass and dirt issue that is on the first block of Curtiss Parkway across from Papa John's due to the heavy parking traffic.

Board member Valencia made a recommendation to speak with Council at their next Council meeting to clarify the color palette recommendation that was previously given to Council by the Board.

4) **New Business:**

a. Discussion on Calvin Giordano Projects for Westward Drive and the Street Lighting

Vice Chair Ibarra commented that the information that Board Secretary Sakal distributed to the Board showed the presentation that Calvin Giordano presented. The City wanted to know what the cost would be to implement Calvin Giordano's project in one small area but it was so cost prohibitive that nothing was implemented. The City spent a lot of money paying for Calvin Giordano's services and it started with good intention but went nowhere.

Vice Chair Ibarra said that there were renderings done before Calvin Giordano for improvements to Miami Springs that many people liked.

Board member Valencia stated that the value of the study is that something needs to be done and it should be something that is unified and would give the City a sense of identity.

Board member Albiza suggested that this could also be considered in smaller scales such as beginning with lights and street signs.

Vice Chair Ibarra commented that Doral has more money because they have a large business sector that generates a lot of tax dollars and Miami Springs does not have that. Miami Springs has NW 36th Street but it looks terrible.

Board member Valencia said that in Coral Gables if a person developed a particular parcel in the way that the City saw beneficial, they would give certain development rights that a developer would not have otherwise.

Vice Chair Ibarra commented that the previous Board had their own sketches and renderings that they presented to Council. She asked if Board Secretary Sakal could see if those sketches are available.

The Board discussed taking small steps to improve the City.

The Board requested the attendance of Planning and Zoning Director Holland at their next meeting.

b. Discussion and Revision of the Architectural Review Board Code

Board member Valencia stated that a lot of the things in the mission statement are similar to what is already in the Code. What the Code does not have is intent. He believes that it is important to have a vision of where the Board is going to go. He is not proposing to change the Code but would like to enforce what the Board has and give each member a reason to be here.

Board member Albiza commented that it would be important but from what Mayor Garcia said when he was here at the last meeting, he does not believe that Council wants to change any terminology or verbiage in how they present the Board.

Board member Valencia feels that he is sitting on this Board waiting to get direction from Council.

Board member Albiza stated that he agrees with Board member Valencia but does not see Council making any changes.

Board member Soler commented that someone from Council should address the Board and give some guidance.

Vice Chair Ibarra stated that the Board Liaison is Councilman Petralanda and he has the responsibility to reporting back to Council regarding the Board.

Board member Albiza said that the Board should take small steps and present the Geoblock Geosystem to Council and see if they can get permission to move forward with the idea.

c. Future Agenda Items

Board member Albiza would like to discuss some kind of smaller scale idea of the Calvin Giordano project.

The Board would like to discuss the Geoblock Geosystem based on the determination of the City Council.

The Board would like to discuss the color palette based on the determination of the City Council.

The Board would like to request the attendance of Councilman Petralanda at their next meeting.

5) Adjournment

There was no further business to discuss and the meeting adjourned at 8:22 p.m.

Respectfully Submitted,

Elora R. Sakal
Board Secretary

Approved as written at meeting of:

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



IB GLOBAL ACQUISITIONS

PLANTS

CARS AND SUVs

WHICH DO YOU PREFER?





City of Miami Springs, Florida

CANCELLATION NOTICE

The Revitalization and Redevelopment Ad-Hoc Committee Meeting of Monday, October 21, 2013 is canceled since there are no agenda items to discuss.

Elora R. Sakal
Board Secretary

cc: Mayor and Council
City Manager
Assistant City Manager/Finance Director
City Attorney
Acting City Clerk
Revitalization and Redevelopment Board Members
Post



DRAFT

City of Miami Springs, Florida

The Ecology Board met in Regular Session at 7:00 p.m., on Tuesday, October 22, 2013 in the Council Chambers at City Hall.

1) Call to Order/Roll Call

The meeting was called to order at: 7:16 p.m.

The following were present: Carl Malek
Steve Owens
Marielys Acosta

Absent: Vice Chair Wendy Anderson-Booher

Also present: Board Secretary, Allene Paz
Councilmember Jaime Petralanda

2) Approval of Minutes

Minutes of the October 23, 2012 could not be approved because Vice Chair Anderson-Booher was absent. Board member Owens and Board member Acosta were not members at the time of that meeting.

3) Old Business: None.

4) New Business:

a) Selection of Chairperson

This item was tabled until the next meeting.

b) Sunshine Law Video

Board members viewed the Sunshine Law video.

5) Future Agenda Items Subject to Board Approval:

Councilman Petralanda suggested that a Board member speak to City Manager Gorland to see if the Board can meet next month since the last meeting was a year ago.

Board member Malek will check to see if the Board can meet again in November since this board has not met in one year.

a) Discussion on Ducks in the City

Board member Owens commented that he was unaware of the Sunshine Law prior to this meeting. He and Board member Acosta discussed this topic and the Agenda Item 5B and asked to have them placed on the agenda.

Board member Owens agreed that this item is an issue and needs to be looked into. He encouraged the Board members to speak with their neighbors to see how they felt about this topic.

Discussion ensued regarding the ducks in the City.

By consensus, the Board agreed to discuss this item at the next meeting.

b) Discussion on the Lake Behind South Royal Poinciana Blvd.

Board member Acosta would like to discuss the issues with the lake behind South Royal Poinciana Boulevard because it needs to be cleaned and maintained.

Councilmember Petralanda will try to see if he can set up a meeting with City Manager Gorland and Board member Acosta to discuss the ownership of the lake.

By consensus, the Board agreed to discuss this item at the next meeting.

6) Adjournment

There was no further business to be discussed and the meeting was adjourned at 8:08 p.m.

Respectfully Submitted,

Elora R. Sakal
Board Secretary

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".



CANCELLATION NOTICE

CODE REVIEW BOARD

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

Suzanne S. Hitaffer, CMC
Acting City Clerk

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



City of Miami Springs, Florida

Recreation Commission

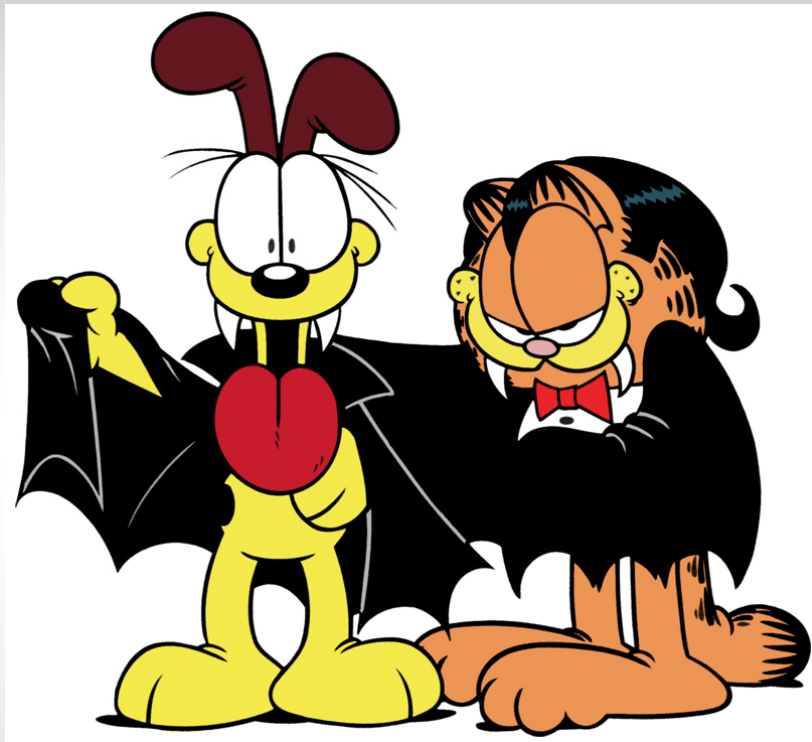
CANCELLATION NOTICE

The Recreation Commission meeting scheduled for Tuesday, November 12, 2013 has been canceled since there are no agenda items for consideration.

Elora R. Sakal
Board Secretary

cc: City Council
City Manager
Assistant City Manager/Finance Director
City Clerk
City Attorney
Recreation Commission Members
Omar Luna, Recreation Director
Post

BOARD OF APPEALS



MONDAY, OCTOBER 28, 2013

CITY HALL

COUNCIL CHAMBERS



**BOARD OF APPEALS
CITY OF MIAMI SPRINGS, FLORIDA**

Mayor Xavier M. Garcia

Vice Mayor Billy Bain
Councilman George V. Lob

Councilman Michael Windrem
Councilman Jaime Petralanda

**AGENDA
Regular Meeting
Monday, October 28, 2013
7:00 p.m.**

- 1. CALL TO ORDER AND ROLL CALL
- 2. APPROVAL OF MINUTES OF REGULAR MEETING
 - A) November 19, 2012
- 3. NEW BUSINESS:
 - A) Case # 07-V-13
Alex Guillamont
1095 Raven Avenue
Zoning: R-1B
Lot Size: 14,476 sq. ft.

Applicant is requesting relief from Section 150-042 (E)(1) of the City Code to permit a side yard setback of 14-feet where 15-feet is required and Section 150-002 (C) (80) (A) of the City Code to permit a roof overhang of 10-feet where a maximum of 30-inches is permitted.

- 4. OTHER BUSINESS: None

 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.



DRAFT

CITY OF MIAMI SPRINGS, FLORIDA

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

1) CALL TO ORDER AND ROLL CALL

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

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

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

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

2) MINUTES OF REGULAR MEETING:

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

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

3) NEW BUSINESS:

None.

4) OTHER BUSINESS

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

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

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

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

Councilman Best asked for comments from the next door neighbor.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The motion was unanimously carried on roll call vote.

5) ADJOURNMENT

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

Respectfully submitted,

Suzanne Hitaffer, CMC
Deputy City Clerk

Approved as _____ during meeting of: _____

Transcribed from tape by Elora R. Sakal.

CITY OF MIAMI SPRINGS PLANNING AND ZONING DEPARTMENT



201 Westward Drive
Miami Springs, FL 33166-5289
Phone: (305) 805-5034
Fax: (305) 805-5036

MEMORANDUM

To: BOARD OF APPEALS
From: JAMES H. HOLLAND, AICP
PLANNING AND ZONING DIRECTOR
Date: OCTOBER 22, 2013
Subject: APPEAL OF A DECISION OF THE BOARD OF ADJUSTMENT IN
THE MATTER OF CASE NUMBER 07-V-13

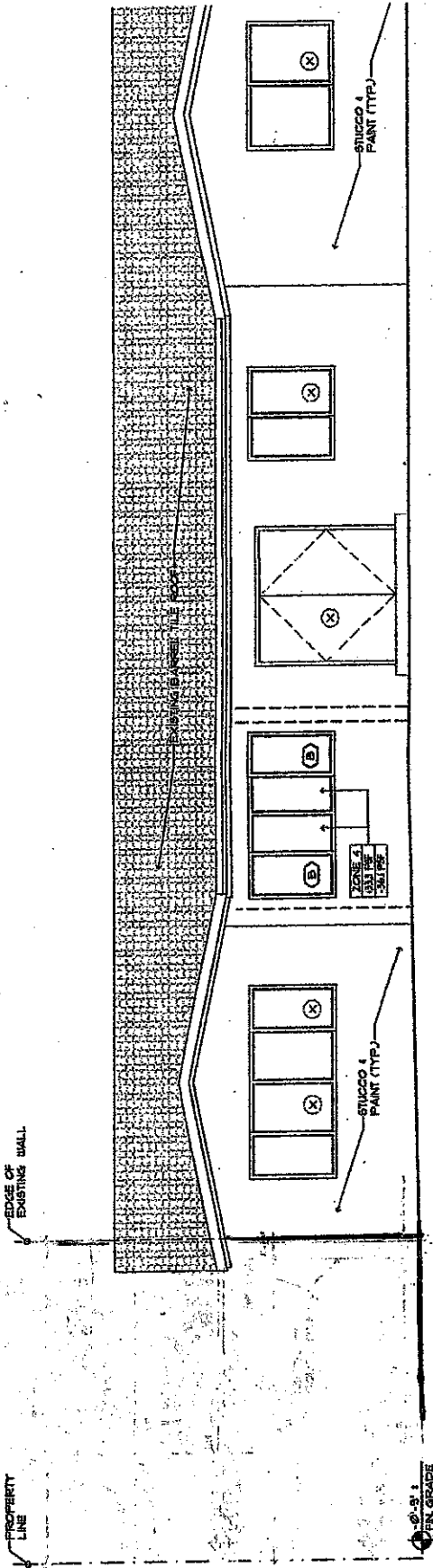
NAME: ALEX GUILLAMONT
ADDRESS: 1095 RAVEN AVENUE

The matter came before the Board of Adjustment on October 7, 2013. The property owner had requested two related variances. These are from Code Section 150-042 (E) (1) to permit a street side yard setback of 14 feet, where a minimum of 15 feet is required and Code Section 150-002 (C) (80) (A) to permit a roof overhang of 10 feet where a maximum of 30 inches is permitted.

The subject property is a corner lot, measuring approximately 84 X 127 feet and is zoned R-1B. The residence on the site, which presently contains approximately 2,710 square feet of gross floor area, faces southward. There is an alley paralleling the rear lot line. The rear and side yards are enclosed with a six-foot wooden shadow-box fence. The variance requests are related to the proposed construction of a 10-foot wide cantilevered canopy in the west street side yard. The edge of the roof's eave would be set back five feet from the property line. This compares to the normal maximum projection of an eave into a corner side yard of 2.5 feet.

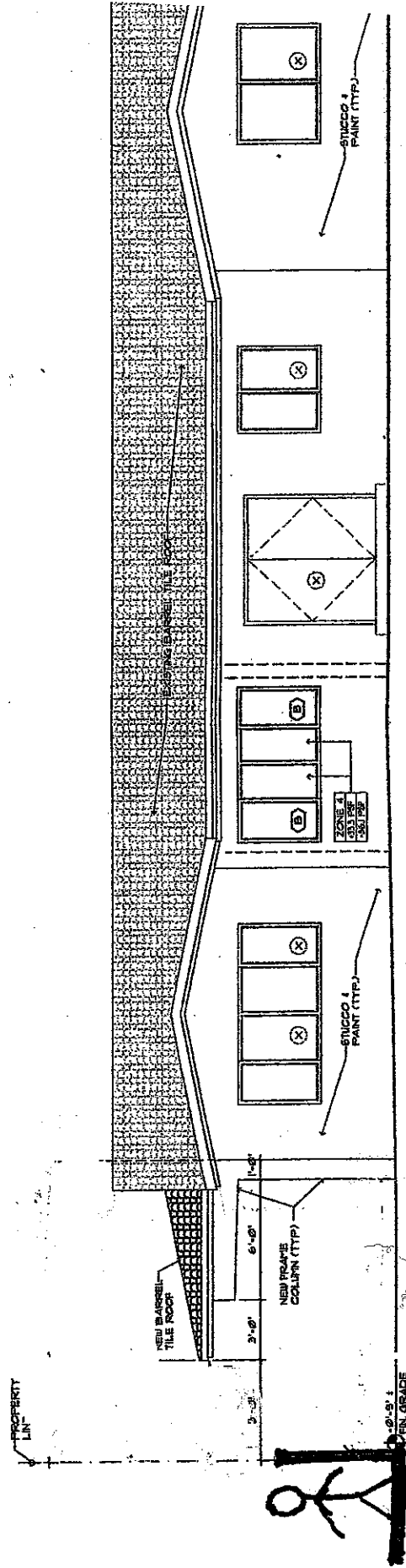
Staff strongly recommends denial of both of the variance requests since no apparent hardship has been demonstrated. It is felt that the proposed construction resulting from variance from the Code would create an eyesore, thereby diminishing property values. Additionally, a dangerous precedent would be created if the variance is granted.

The Board of Adjustment voted to deny the variance request by a vote of 3 to 2.



EXISTING (SOUTH) ELEVATION

NOTE (CUSTOMARY) EAVE



PROPOSED (SOUTH) ELEVATION

October 8, 2013

City Clerk
City of Miami Springs
201 Westward Drive
Miami Springs, FL 33166

Dear Sirs:

Pursuant to the provisions of Code of Ordinances, Section 150.113 (B) (1) (b) (ii), I am appealing the ruling of variance case No. 07-V-13, heard by the Board of Adjustment on October 7, 2013 and pertaining to variance requests from Code Sections 150-042 (E) (1) and 150-002 (C) (80) (A) .

It is my understanding that this appeal will be heard by the City Council, sitting as the Board of Appeals and that I will be notified of the date and time of the meeting.

Sincerely,

Applicant ALEX GUILLAMONT
Address 1095 RAVEN AVE

sh

cc: City Council
City Manager
Assistant City Manager/Finance Director
City Attorney
Planning & Zoning Director ✓

O:\3\Board of Appeals\Appeal Letter - 07-V-13 - Alex Guillamont.doc

8%DF

CITY OF MIAMI SPRINGS
*** CUSTOMER RECEIPT ***

Oper: MIASRMP Type: OC Drawer: 1
Date: 10/09/13 30 Receipt no: 173

Description	Quantity	Amount
BB	BD - APPLICATION FEES	
	1.00	\$500.00

1095 RAVEN AVENUE

Tender detail		
OK CHECK	1373	\$500.00
Total tendered		\$500.00
Total payment		\$500.00

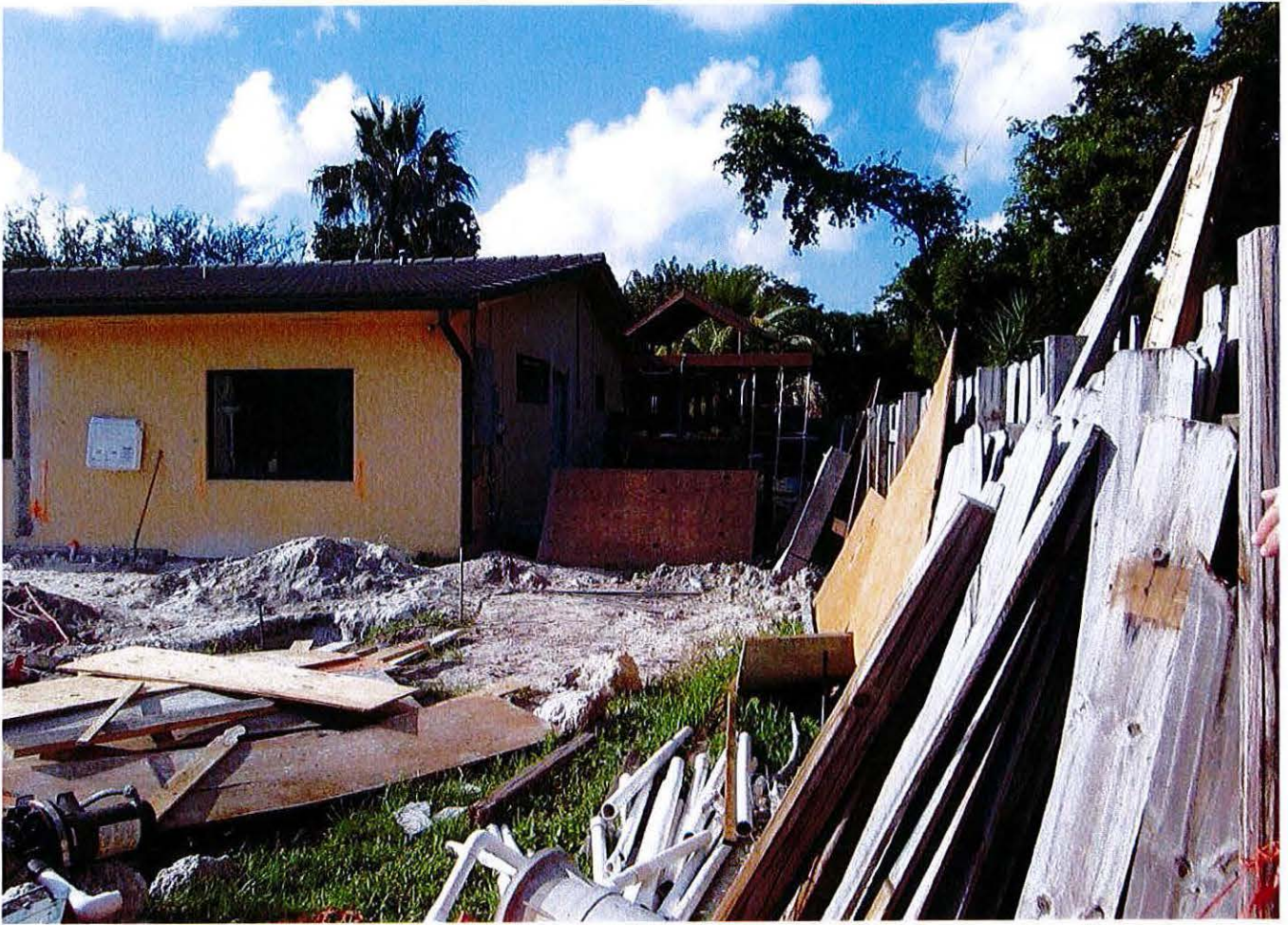
Trans date: 10/09/13 Time: 8:53:56



VIEW TO NORTH FROM NEAR RAVEN AVENUE. HAMMOND DRIVE IS TO LEFT



VIEW TO EAST FROM HAMMOND DRIVE



VIEW TO SOUTH FROM NEAR NORTH PROPERTY LINE



JOHN IBARRA & ASSOCIATES, INC.

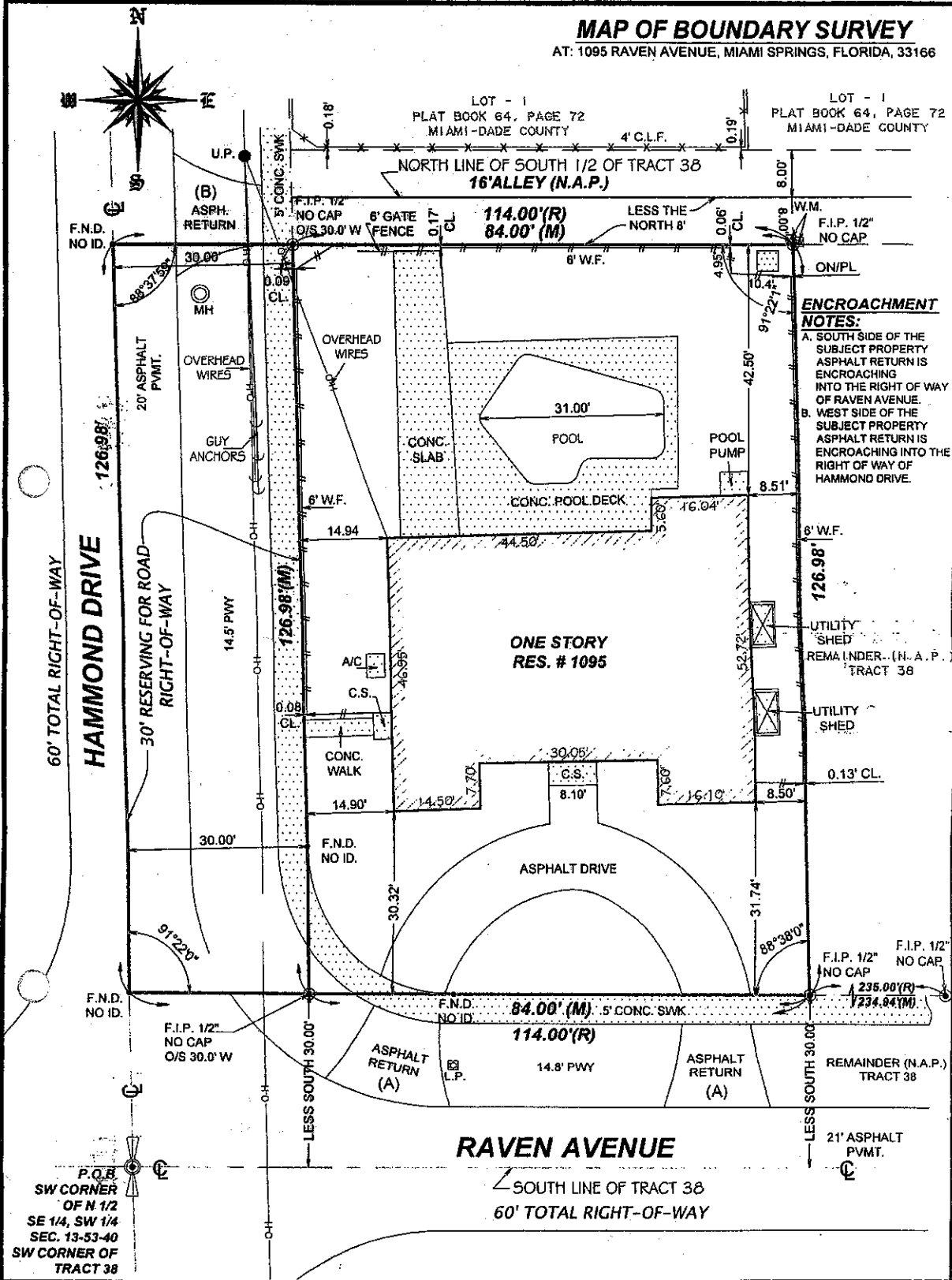
Professional Land Surveyors & Mappers

777 N.W. 72nd AVENUE SUITE 3025, MIAMI, FLORIDA 33128
TELEPHONE: (305) 262-0400 | FAX: (305) 262-0401
WWW.IBARRALANDSURVEYORS.COM



MAP OF BOUNDARY SURVEY

AT: 1095 RAVEN AVENUE, MIAMI SPRINGS, FLORIDA, 33166

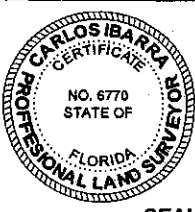


ENCROACHMENT NOTES:

A. SOUTH SIDE OF THE SUBJECT PROPERTY ASPHALT RETURN IS ENCROACHING INTO THE RIGHT OF WAY OF RAVEN AVENUE.

B. WEST SIDE OF THE SUBJECT PROPERTY ASPHALT RETURN IS ENCROACHING INTO THE RIGHT OF WAY OF HAMMOND DRIVE.

P.O.B.
SW CORNER
OF N 1/2
SE 1/4, SW 1/4
SEC. 13-53-40
SW CORNER OF
TRACT 38



CERTIFICATION:
ALEX GUILLAMONT
COLONIAL TITLE SERVICES, INC.
OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY
JP MORGAN CHASE BANK, N.A., ITS SUCCESSORS AND OR ASSIGNS, AS
THEIR INTEREST MAY APPEAR

DRAWN BY:	E.O.
SCALE:	1"=20'
FIELD DATE:	10/20/2012
JOB NO:	12-002973-1
SHEET:	2 OF 3

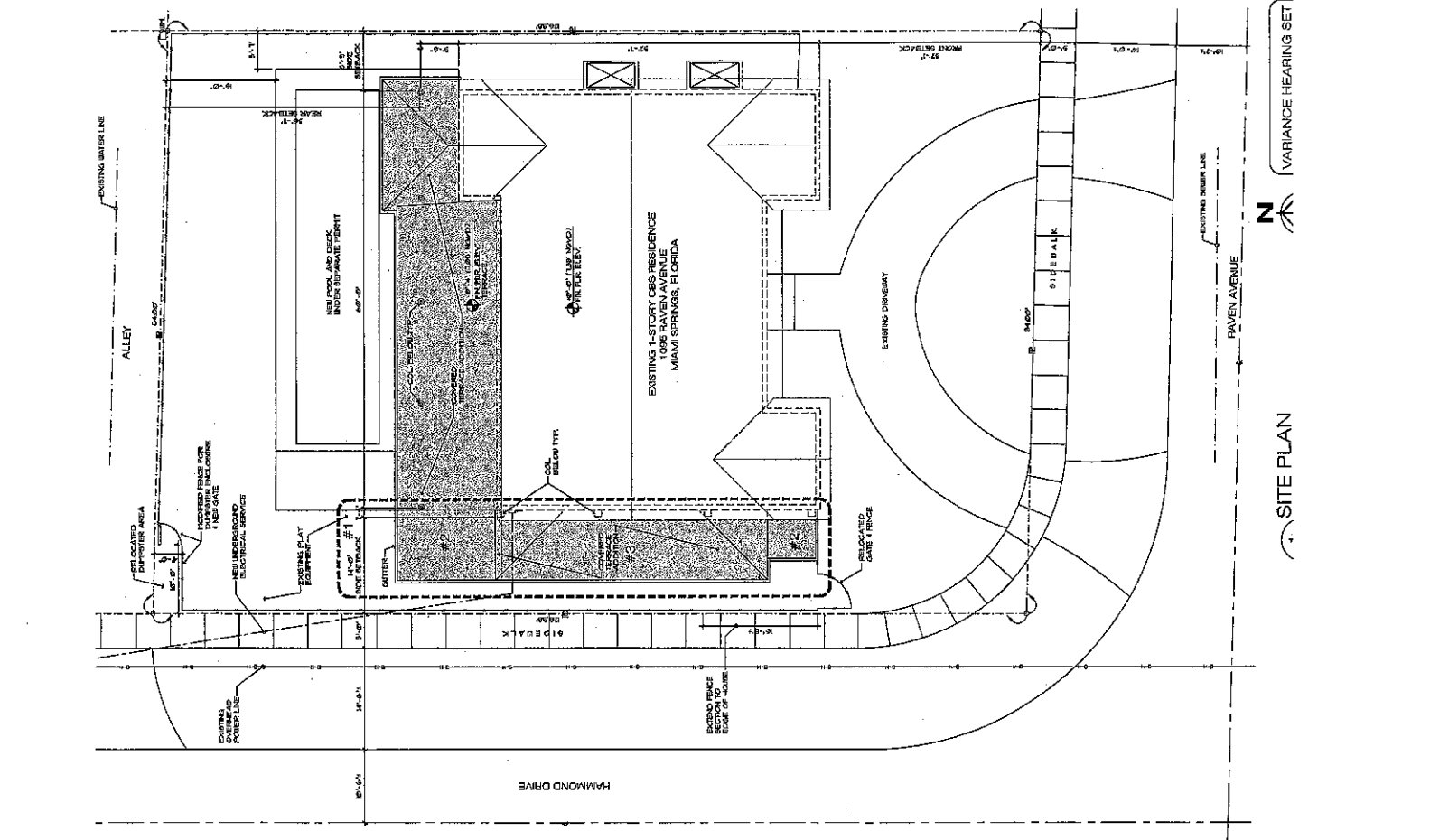
SHUE YAIRU NOOII VARIANCE

Mr. Alex Guillamont

1095 Raven Ave., Miami Springs

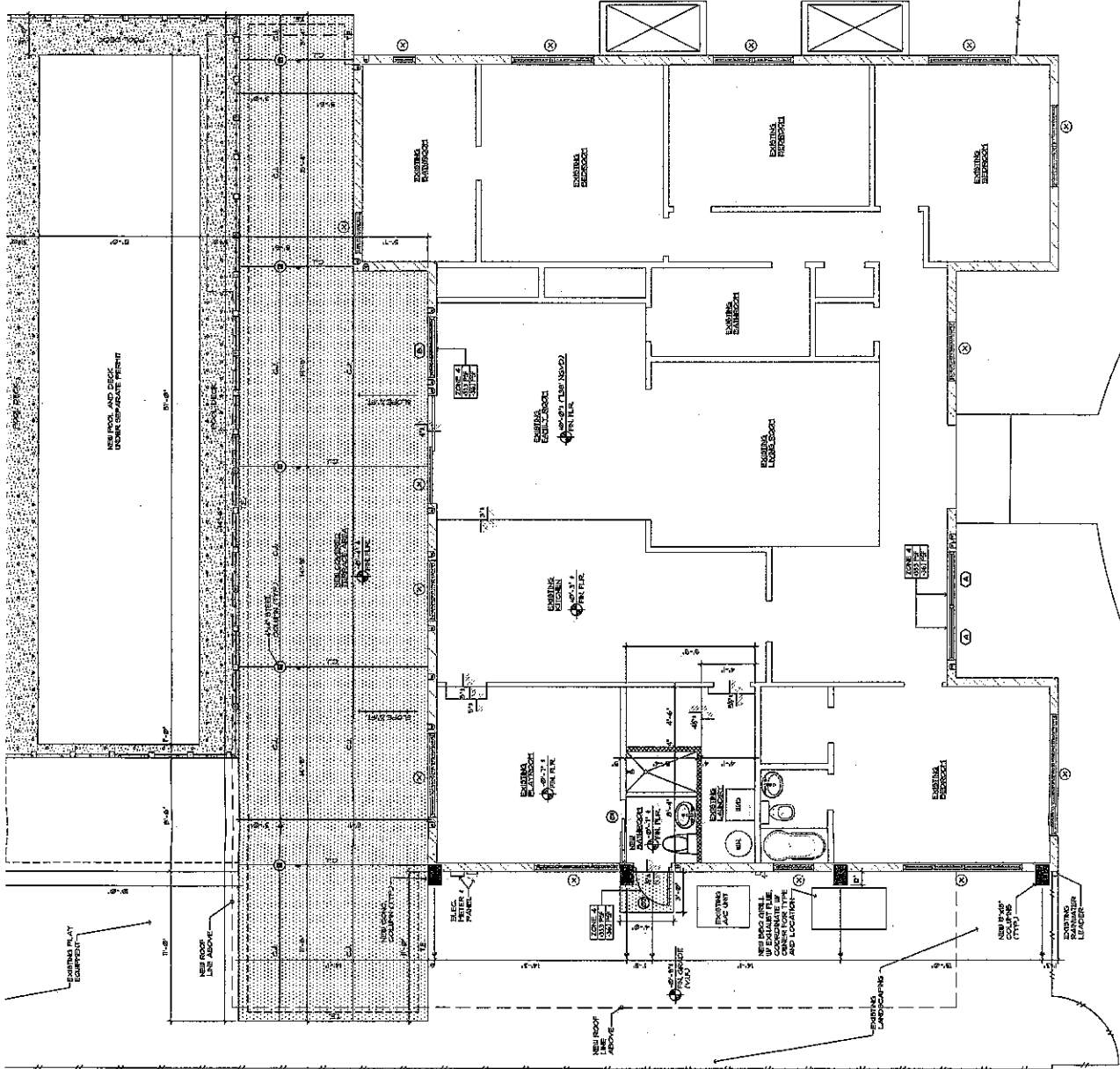
PROJECT DATA		SCOPE OF WORK
ZONING DISTRICT	R-1B	WORK IN THE CONTRACT CONSISTS IN GENERAL OF THE CONSTRUCTION OF A NEW 1-1/2 STORY RESIDENCE WITH A 1-1/2 CAR GARAGE, INCLUDING ALL NECESSARY PLUMBING AND ELECTRICAL WORK, AS SHOWN IN THESE DRAWINGS.
WELLHEAD AREA	50'x60'x30'	
SEWERAGE AREA	14'x16'x6'	
EXISTING DRINKING WATER AREA	2'x20'x8'	
WELL COVERED TERRACE AREA	18'x16'x5'	VARIANCE
INTERIOR RENOVATION AREA	36'x9'	
INTERIOR LOT BEDIN	39'-0" TYP.	
SEWAGE	30'-0" TYP.	
REAR	30'-0" TYP.	LEGAL DESCRIPTION
INTERIOR FRONT PORCH	36'-0" TYP.	
STREET SIDE	31'-0" TYP.	
	14'-0" x 4'	
<p>LAND IN THE WEST 3/4 OF TRACT 36 OF FLORIDA TRAIL LAND COMPANY'S SUBDIVISION OF THE PUBLIC RECORDS OF MIAMI COUNTY, FLORIDA, FOR PARCELS 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.</p>		

VARIANCE CASE NO. 07-V-13
 APPLICANT: ALEX GUILLAMONT
 ADDRESS: 1095 RAVEN AVENUE
 BD. OF ADJUSTMENT MEETING: 09-03-2013



VARIANCE HEARING SET

SITE PLAN



1 PROPOSED FLOOR PLAN

FINISH SCHEDULE

AREA	FLOOR		BASE		WALLS		CEILING		REMARKS
	INTERNAL	EXTERNAL	INTERNAL	EXTERNAL	INTERNAL	EXTERNAL	INTERNAL	EXTERNAL	
NEW BATHROOM	C. TILE	AS SELECTED	C. TILE	AS SELECTED	C. TILE	AS SELECTED	PAINTED	40'-0"	SEE NOTE #6

DOOR SCHEDULE

NO.	DOOR SIZE		DESCRIPTION	THRESHOLD		FRAME	REMARKS
	WIDTH	HEIGHT		FINISH	TYPE		
01	7'-0"	8'-0"	MC TUBER WOOD POCKET DOOR	MARBLE	1P	1P	
02	7'-0"	8'-0"	MC METAL TUBER DOOR	ALUM.	1P	1P	SEE NO. A.

WINDOW SCHEDULE

TYPE	ROUGH OPENING		GLAZING	DESCRIPTION	REMARKS
	WIDTH	HEIGHT			
A	5'-0"	5'-0"	5'	ANGLE HANG - IMPACT RESISTANCE	CAT. I SAFETY GLAZING
B	5'-0"	5'-0"	5'	ANGLE HANG - IMPACT RESISTANCE	CAT. I SAFETY GLAZING

1. VERIFY ROOM OPENING DIMENSIONS WITH WINDOW MANUFACTURER.
 2. SEE TABLE FOR LOCATION OF WINDOW / DOOR TYPES.
 3. ALL WINDOW / DOOR TYPES SHALL BE APPROVED WITH PRODUCT APPROVAL NUMBER.
 4. CONSTRUCTION SHALL BE IN ACCORDANCE WITH IBC, NIA, AND ALL APPLICABLE CODES.
 5. USE DASH FIELD NUMBER REMARKS FOR ALL WINDOW / DOOR TYPES.
 6. USE DASH FIELD NUMBER REMARKS FOR ALL WINDOW / DOOR TYPES.

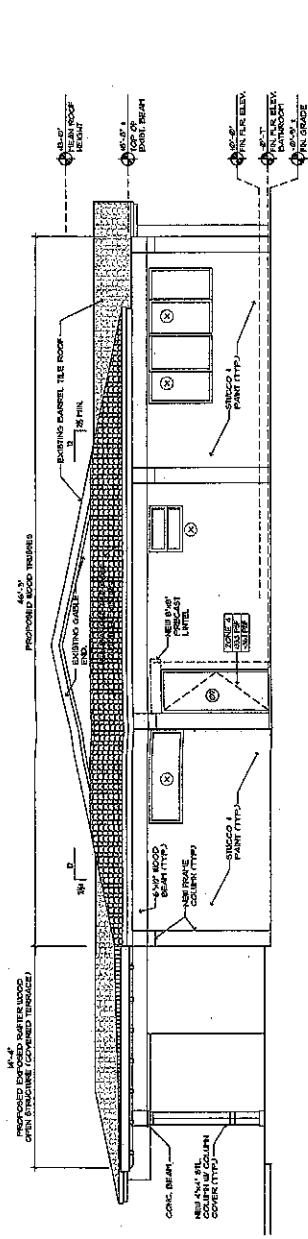
LEGEND

- EXISTING CORE WALL
- EXISTING PART PARTITION
- NEW PART PARTITION
- NEW CONCRETE FLOOR AREA
- NEW POOL DECK AREA
- EXISTING WINDOW TYPE
- NEW WINDOW TYPE
- EXISTING DOOR TYPE
- NEW DOOR TYPE

WIND LOAD NOTES

REFERENCE TABLE FOR WIND LOAD CODE - RESIDENTIAL

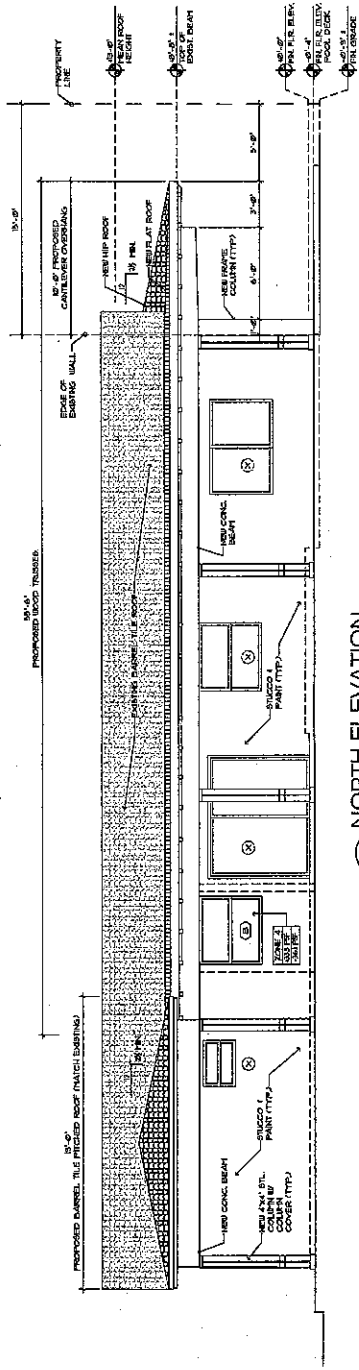
1. WIND SPEED - 100 MPH
2. BASIC WIND SPEED - 100 MPH
3. PEAK FLOOR HEIGHT - 10 FT.
4. EXPOSURE - B
5. ALL WINDOWS AND DOORS ARE LOCATED IN ZONE 4.
6. ALL WINDOWS AND DOORS ARE LOCATED IN ZONE 4.
7. ALL WINDOWS AND DOORS EFFECTIVE WIND AREA = 50 SQ. FT.



1 WEST ELEVATION

SCALE 1/4"=1'-0"

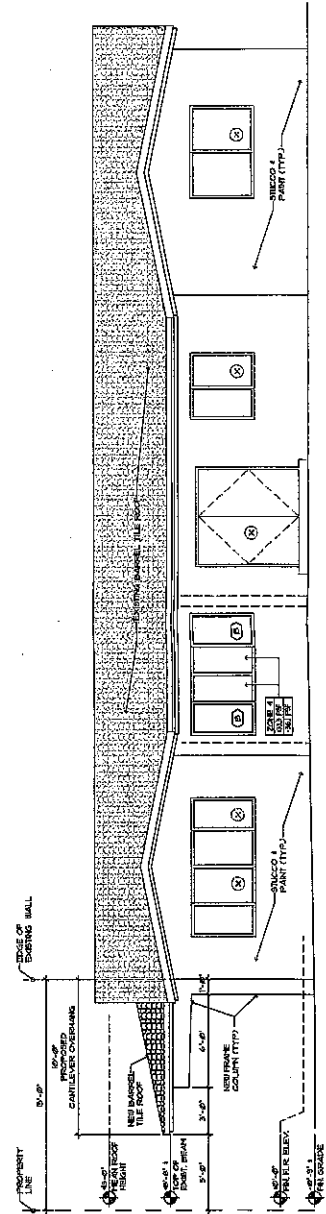
A-4



2 NORTH ELEVATION

SCALE 1/4"=1'-0"

A-4



3 SOUTH ELEVATION

SCALE 1/4"=1'-0"

A-4



City of Miami Springs, Florida

COURTESY NOTICE

The Miami Springs Board of Appeals will meet on Monday, October 28, 2013 in the Council Chambers at the City Hall, 201 Westward Drive, at **7:00 p.m.**, at which time the following matter will be heard. You are invited to attend the meeting in person or you may express your comments in writing and return this notice to the Planning Department at City Hall no later than Noon on the day of the meeting. *If you are the applicant, you must attend the meeting in order for your case to be heard.*

CASE # 07-V-13
Alex Guillamont
1095 Raven Avenue
Zoning: R-1B Single Family
Lot Size: 14,476 sq. ft.

Applicant is seeking a variance from Code Section 150-042 (E) (1) of the City Code to permit a side yard setback of 14-feet where 15-feet is required and Section 150-002 (C) (80) (A) of the City Code to permit a roof overhang of 10-feet where a maximum of 30-inches is permitted.

Comments: _____

Name: _____

Address: _____

Phone: _____

AVISO DE CORTESIA

El Board of Appeals de la Ciudad de Miami Springs celebrará una sesión el lunes 28 de octubre del 2013 en el Salón del Concejo en la Alcaldía situada en el 201 Westward Drive, a las 7:00 de la noche, y en esa sesión se discutirá el asunto siguiente. Usted está invitado a asistir a la sesión en persona, o puede expresar sus comentarios por escrito y devolver este aviso al Departamento de Urbanización de la Ciudad en la Alcaldía no más tarde del mediodía el mismo día de la sesión. *Si usted es el solicitante, deberá asistir a la sesión para que puedan discutir su caso.*

MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and
Legal Holidays
Miami, Miami-Dade County, Florida

STATE OF FLORIDA COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared MERCEDES ZALDIVAR, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

CITY OF MIAMI SPRINGS - PUBLIC HEARING - 10/28/13
CASE # 07-V-13

in the XXXX Court,
was published in said newspaper in the issues of

10/17/2013

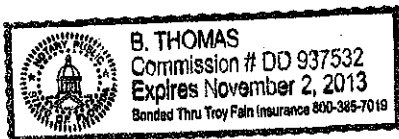
Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida, each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Miami in said Miami-Dade County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this

17 day of OCTOBER, A.D. 2013

(SEAL)

MERCEDES ZALDIVAR personally known to me



CITY OF MIAMI SPRINGS, FLORIDA HEARING NOTICE

The Miami Springs City Council will sit as the Board of Appeals and will conduct a hearing at its Regular Council Meeting on Monday, October 28, 2013, at 7:00 p.m. in the Council Chambers at City Hall, 201 Westward Drive, Miami Springs, Florida to hear the appeal of the following Board of Adjustment variances:

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

Applicant is requesting relief from Section 150-042 (E)(1) of the City Code to permit a side yard setback of 14-feet where 15-feet is required and Section 150-002 (C) (80)(A) of the City Code to permit a roof overhang of 10-feet where a maximum of 30-inches is permitted.

Suzanne Hittler, CMC, Acting City Clerk

NOTE: If any person decides to appeal any decision made by the Council with respect to any matter considered at this hearing, he or she will need a record of the proceedings, and, for such purposes, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (Reference: F.S.S. §286.0105), all of which the City does not provide.
10/17 13-3-331/2170595M

\$78.46



CITY OF MIAMI SPRINGS, FLORIDA HEARING NOTICE

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Published, Oct. 17, 2013

OFFICE OF THE CITY CLERK
201 WESTWARD DRIVE
MIAMI SPRINGS, FL 33166



TELEPHONE:
305-805-5006
FAX:
305-805-5028

October 15, 2013

Alex Guillamont
1095 Raven Avenue
Miami Springs, FL 33166

Dear Mr. Guillamont:

The appeal of your Board of Adjustment Case No. 07-V-13 has been scheduled to be heard by the Miami Springs City Council at their next meeting on Monday, October 28, 2013 at 7:00 p.m.

The City Council will sit as the Board of Appeals and will meet in the Council Chambers on the second floor of City Hall at 201 Westward Drive.

Should you have any questions, please feel free to call me at 305.805.5006.

Sincerely,

A handwritten signature in cursive script, appearing to read "Suzanne Hitafer".

Suzanne Hitafer, CMC
Acting City Clerk

cc: City Council
City Manager
Assistant City Manager/Finance Director
Planning and Zoning Director
City Attorney

EXCERPTS - BOARD OF ADJUSTMENT MEETING OF OCTOBER 7, 2013

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

Applicant is seeking a variance to permit an eave of greater than 30 inches and a one-foot encroachment of a column into a required side yard.

Planning and Zoning Director Holland stated that this matter was considered at the last meeting on September 3, 2013, and at that time there were three variance requests, one of which was a flat deck roof in a side yard, which has been eliminated with the design of a gable roof. There are two variances remaining as follows:

1. To permit a one-foot encroachment into the side yard to accommodate columns
2. A roof overhang of 10-feet, where a maximum of 30-inches is permitted

Mr. Holland stated that the Code of Ordinance sections involved are 150.042 (E) (1) and 150-002 (C) (80) (A), respectively. The latter Code Section reads as follows: *"Eaves and overhangs not to exceed 30-inches into minimum setback, nor closer than 3-feet to any side property line."*

Mr. Holland explained that at the last meeting there were discussions about the definitions and he found that there is no definition of "eave" in the Florida Building Code or the City's Zoning Code. The Zoning Code indicates that the City would use a dictionary and general usage and the definition of an "eave" per Merriam-Webster Dictionary is *"the lower boarder of a roof that overhangs the wall (usually used in plural)."* There was discussion about the structure being defined as a "canopy" or "awning" and those definitions are in the City Code.

Mr. Holland clarified that an awning is defined as a detachable roof-like cover supported from the walls of a building for protection from sun and weather. The definition of a canopy is an awning or covered shelter consisting of a detachable roof-like cover supported from the ground, roof or walls of a building for protection from sun and weather. It is clear that what is proposed is an eave and is therefore prohibited from extending more than 30-inches into the side yard, according to Mr. Holland.

Board member Aloma stated that looking at the definition for roof overhang he does not feel that the structure is an eave because it is not an extension of the existing roof. He was of the opinion that the idea for the code provision is to make sure that an encroachment into the neighbor's property does not exist, and in this case it is adjacent to a sidewalk and street since the property is on a corner. In this sense, he does not have any issues with the request.

Board member Aloma commented that the other variance is the one-foot encroachment to allow for the structure. The Code was amended for a section on Hunting Lode Drive to allow porte-cocheres in the front yard to extend as far out as the property line.

City Attorney Seiden stated that there is a separate code section and he wants to make sure there is no confusion. It is correct that there is no neighbor next to the property in question, but there are higher standards for properties that are on open corner lots because of the aesthetics for the community and other factors that come into play. When there is a remedy within the Code and the Board provides an alternative remedy, they must be cognizant of the fact that once this is done it would create a precedent.

Board member Aloma agreed that it could establish a precedent for corner lots with the same type of scenario. He said that this is the first time he has seen a case like this and in his opinion the likeliness of it happening again might be once every three years.

Planning and Zoning Director Holland stated that the Applicant has the option of utilizing an awning.

Board member Aloma commented that the Applicant is building columns and it could be defined as an awning under the Code.

City Attorney Seiden stated that canopies are not permanent structures; they are detachable structures and it is not a detachable structure since it will be a roof line. There is a distinction between a permanent structure and a detachable structure.

Board member Aloma asked if there was any correspondence received approving or opposing the variances.

Mr. Holland replied that there was one letter of objection from the property owner who lives diagonally across from the intersection and a letter of support was received from the neighbor immediately to the north, abutting the rear yard of the particular property.

The Applicant's contractor, George Fulmer, submitted a letter supporting the variance application from the neighbor across the street from the subject property, residing at 1111 Raven Avenue, which Planning and Zoning Director Holland read into the record.

Mr. Holland stated that another letter of support was received from the person residing at 1098 Quail Avenue who has no objection to the variance requests. The letter of objection is from the property owner at 1120 Raven.

Vice Chair Fernández asked if the A/C units would remain in the front yard and Mr. Holland stated that there was a recent amendment to the Code that permits mechanical equipment in a side yard provided that it is not a required side yard.

Board member Aloma clarified that the A/C equipment was moved since the previous application because it was under the flat roof, which was the third variance that Applicant had originally requested. He moved the equipment to allow more air circulation in order to provide more efficiency and durability.

Mr. Holland stated that his recommendation is to oppose both variance requests because there is no apparent hardship and it would set a precedent that would potentially be applicable throughout the community.

Vice Chair Fernández said that for the roof extension there would be a five-foot clearance from the side yard and Mr. Holland answered affirmatively.

Vice Chair Fernández noted that on corner lots the side yard setback is required to be 15-feet. A normal situation in the middle of a block requires a 7-1/2 foot side yard setback for a standard 75-foot lot. A corner lot would need 12-1/2 feet clearance from the property line and he does not see this case as a hardship.

City Attorney Seiden asked if anyone in the audience would like to speak.

George Fulmer of 424 DeLeon Drive provided photographs of the Bahamian gables that were requested at the last meeting. He also took photographs of flat decks in the side yard that are not allowed under the current Code of Ordinances. He noted four such cases on Hammond Drive; one is the same as Mr. Guillamont is requesting. He said that it was allowed in the City at one time.

Planning and Zoning Director Holland clarified that the flat deck is not an issue or a consideration at this time because it was already addressed and Mr. Fulmer said that it does not mean that it does not exist within the community.

Mr. Holland stated that there are only two issues, which are the setback and the cantilevered eave.

Applicant Alex Guillamont of 1095 Raven Avenue stated that in regard to aesthetics, he is trying to build the best possible structure and if this variance is not approved, he would be entitled to have a plastic awning that looks awful. He feels that what he is proposing is better for the community and he obtained letters of approval from the two neighbors that could potentially be affected by the side yard encroachment. He emphasized that the neighbor across the street, opposite the side yard, has lived there a long time; he is not going to move and he gave his approval.

City Attorney Seiden explained that the precedent that would be established if the variance is granted is different from being a detriment. If the Board were to grant the variance, they would have a difficult time defending a decision not to grant the same request to other property owners in like situations.

Attorney Seiden stated that when a property owner is granted relief and the property is sold in the future, the new owner may not keep the property the same and it could become an impact to the neighboring properties. He explained that there are many factors that go into consideration.

Mr. Guillamont said that he had tried to comply with the factors that the Board of Adjustment had requested. He was of the opinion that cities develop by neighbors wanting to do new things and trying to be as compliant as possible.

Vice Chair Fernández explained the Board's role is to ensure that a hardship exists and he cannot see a hardship in this case; it is really a legislative issue and the Code would have to be changed. Mr. Guillamont's proposal would be an enhancement, but it is not a necessity and the role of the Board of Adjustment is not to legislate.

Vice Chair Fernández recommended that the Applicant should approach the City Council to request a change to the City Code, which has happened in the past.

Board member Aloma said that the Applicant could also appeal to Council, and if they have a different opinion about the Board's recommendation they might come to a different decision, or they might consider changing the Code.

City Attorney Seiden advised the Applicant that he could present his argument to the City Council about changing the Code to eliminate or restrict the awning situation. If the majority of Council does not like a canopy or awning and they would rather have a permanent structure, they might consider that option and it could be addressed by changing the Code. He said that Mr. Guillamont should not be misled because this is not something that happens all the time, but he has every right to appeal.

Board member Aloma stated that the Applicant should appeal to Council because they are politicians; they care about votes and tend to be more receptive to the residents' opinions.

City Attorney Seiden explained that a hardship is the standard for granting a variance, but there is also a consideration of changing the character of a neighborhood. This case may also infringe on that factor as well and a relief situation would be to change the legislation.

Board member White commented that he is new to the Board and their job is to listen to the cases and determine if a hardship exists. He feels that Mr. Guillamont wants to better his neighborhood and he would rather see the cantilever structure instead of an ugly awning. The Applicant wants to invest in the community, raise his children here and make the outside patio a livable space, which he does not see as a detriment to the neighborhood.

Board member White understands that what the Applicant is proposing is not permitted by Code and he would not want to delay the request by waiting to change the Code. Mr. Guillamont has already begun construction. He would rather make a decision that would allow the Applicant to finish the construction and if it does set a precedent, the Board would consider future cases on an individual basis.

Board member Aloma stated that it is insulting that the fear of setting a precedent is what limits the rulings of the Board of Adjustment and it seems that their judgment is questionable. He said that every case is different and he understands the legal aspect, but he does not understand the fear of setting a precedent.

Vice Chair Fernández said that he had a lot of experience on the Board of Adjustment and the thing that holds them together is consistency. The merits of the cases are heard on an individual basis and even though every case might be different, the actions of the Board must be consistent.

Board member Aloma expressed his disagreement. He said that young professionals are moving into the City that want to improve their properties; they are being pushed away and they will eventually move to other areas. He agrees that the Code in many cases is black and white, but there are gray areas that require the judgment of the Board of Adjustment, even if it bends the rules. He knows that the Board must be consistent in their decisions.

Board member Tallman said that he is stuck on the idea that an awning would be allowed, but a proper permitted construction would not be allowed. He believes the role of the Board of Adjustment is to consider if a hardship exists and in this case there is no hardship. He hopes that Mr. Guillamont will appeal to Council and ask them to revisit the language in the ordinance.

Board member Tallman moved to deny the requested variances. Vice Chair Fernández seconded motion.

Board member Tallman clarified for the record that the Code may not make sense, but it is not the role of the Board of Adjustment to revise the Code "on the fly."

The motion carried 3-2 with Board member Aloma and Board member White casting the dissenting votes.

The City Attorney advised the Applicant of the 10-day appeal period and suggested that he contact the Planning and Zoning Director. He explained that the City Council will be provided with copies of the minutes of this meeting and all pertinent records.



CITY OF MIAMI SPRINGS
Miami Springs Country Club
650 Curtiss Parkway
Miami Springs, FL 33166-5259
Phone: (305) 805-5180
Fax: (305) 805-5192

Agenda Item No. _____

City Council Meeting of:

10-28-2013

TO: Honorable Mayor Garcia and Members of the City Council

VIA: Ronald Gorland, City Manager
Paul O'Dell, Golf Director

FROM: Laurie Bland, Golf Course Superintendent

DATE: October 24, 2013

RECOMMENDATION:

Recommendation that Council approve an expenditure of \$15,000.00 on an "as needed basis" to Hector Turf for parts and supplies needed for maintaining the Toro equipment for Fiscal Year 2013-2014, as a sole source provider, pursuant to Section §31.11 (E)(6)(c) of the City Code.

DISCUSSION: To purchase parts and supplies needed to maintain the Toro equipment.

REQUEST:

Current request:	<u>\$ 15,000.00 (Funds available)</u>
Total vendor amount:	\$ 15,000.00

FUNDING:

Department/ Description: Golf Course Repairs and Maintenance
Account Number: 001-5708-572-4600

PROFESSIONAL SERVICES APPROVAL:



CITY OF MIAMI SPRINGS
Miami Springs Country Club
650 Curtiss Parkway
Miami Springs, FL 33166-5259
Phone: (305) 805-5180
Fax: (305) 805-5192

Agenda Item No.

City Council Meeting of:

10-28-2013

(Handwritten initials)

TO: Honorable Mayor Garcia and Members of the City Council

VIA: Ronald Gorland, City Manager
Paul O'Dell, Director of Golf *(Handwritten signature)*

FROM: Laurie Bland, Golf Course Superintendent

DATE: October 24, 2013

RECOMMENDATION:

Recommendation that Council approve an expenditure to South Florida Grassing, the lowest responsible quote, in the amount of \$ 18,396.00 on an "as needed basis" for re-grassing some areas of the golf course with Bermuda Grass for Fiscal Year 2013-2014, pursuant to Section §31.11(C) (2) of the City Code.

DISCUSSION: To re-grass with 419 Bermuda, several eroded areas around the golf course. The three quotes are as follows: Lowes \$275.00 per pallet, Jeny Sod \$175.00 per pallet and South Florida Grassing \$110.00 per pallet.

REQUEST:

Current request:	\$ 18,396.00	<u>Funds available</u>
Total vendor amount:	\$ 18,396.00	

FUNDING:

Department/ Description: Golf Course Maintenance/Seed and Sod
Account Number: 001-5708-572-52-33

PROFESSIONAL SERVICES APPROVAL:

(Handwritten signature)



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

Agenda Item No.

City Council Meeting of:

10-28-2013

TO: Honorable Mayor Garcia and Members of the City Council
 FROM: Suzanne S. Hitaffer, Acting City Clerk *S. Hitaffer*
 DATE: October 24, 2013
 SUBJECT: PENDING BOARD APPOINTMENTS

The following appointments are pending:

APPOINTMENT COUNCILMEMBER	CURRENT MEMBER	NEW TERM EXPIRES	ORIGINAL APPOINTMENT DATE	LAST APPOINTMENT DATE
<u>Board of Adjustment/Zoning and Planning Board</u>				
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
<u>Architectural Review Board</u>				
Councilman Bain – Group 2	Joe Valencia	10-31-2014	02-27-2012	02-27-2012
<u>Code Enforcement Board</u>				
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
<u>Civil Service Board</u>				
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
<u>Code Review Board</u>				
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
<u>Disability Advisory Board</u>				
Mayor Xavier Garcia	Charlene Anderson*	12-31-2013	VACANT	VACANT
Councilman Bain – Group 2	Peter Newman*	12-31-2013	VACANT	VACANT
<u>Ecology Board</u>				
Vice Mayor Windrem – Group 1	Martin Crossland*	04-30-2015	VACANT	VACANT

<u>APPOINTMENT COUNCILMEMBER</u>	<u>CURRENT MEMBER</u>	<u>NEW TERM EXPIRES</u>	<u>ORIGINAL APPOINTMENT DATE</u>	<u>LAST APPOINTMENT DATE</u>
<u>Education Advisory Board</u>				
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
<u>Golf and Country Club Advisory Board</u>				
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
<u>Historic Preservation Board</u>				
Mayor Zavier Garcia	Sydney Garton**	01-31-2016	11-08-1993	02-08-2010
<u>Recreation Commission</u>				
Mayor Zavier Garcia	E. Jorge Santin	04-30-2016	04-14-2008	12-13-2010
<u>Revitalization & Redevelopment Ad-Hoc Committee</u>				
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.
 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....."

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



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

Agenda Item No.

City Council Meeting of:

10-28-2013

TO: Honorable Mayor Garcia and Members of the City Council

VIA: Ronald Gorland, City Manager

FROM: William Alonso, Asst. City Manager/ Finance Director

DATE: October 25, 2013

RECOMMENDATION:

Recommendation that Council approve the execution of an agreement for professional services to Becker & Poliakoff, P.A. (formerly the Fuentes Rodriguez Consulting Group), in the amount of \$45,000.00 paid in accordance with the contract, for consulting and lobbying services for Fiscal Year 2013-2014, as a sole source provider, pursuant to Section §31.11 (E)(6)(c) of the City Code.

DISCUSSION:

This agreement provides the same consulting and lobbying services at the same cost from the previous agreement, however the only change is with the name of the firm. The Fuentes Rodriguez Consulting Group who formerly provided these services were acquired by Becker & Poliakoff, P.A. This agreement will commence on Oct. 1, 2013 and will be for a one (1) year period ending on Sept. 30, 2014.

REQUEST: \$45,000.00

Spent in FY 12/13: \$45,000.00

FUNDING: Funds were approved during the Budget Hearings

Department/ Description: City Manager/Professional services
Account Number: 001-0201-51-31-00

PROFESSIONAL SERVICES APPROVAL:

121 Alhambra Plaza, 10th Floor
Coral Gables, Florida 33134
Phone: (305) 262-4433 Fax: (305) 442-2232

Reply To:
Jose K. Fuentes
Direct Dial: (305) 260-1018
JFuentes@bplegal.com

AGREEMENT FOR PROFESSIONAL SERVICES

BETWEEN

CITY OF MIAMI SPRINGS

AND

BECKER & POLIAKOFF, P.A.

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement for Professional Services (the "Agreement") is entered into by and between **BECKER & POLIAKOFF, P.A.** (hereinafter "BECKER & POLIAKOFF") and **CITY OF MIAMI SPRINGS** (hereinafter referred to as "Miami Springs"). BECKER & POLIAKOFF and together shall be referred to as "Parties."

RECITALS

WHEREAS, Miami Springs has had an active Professional Services Agreement in place with the FUENTES RODRIGUEZ CONSULTING GROUP (FRCG) for representation and other services; and

WHEREAS, BECKER & POLIAKOFF has acquired FRCG; and

WHEREAS, Miami Springs wishes to continue to receive the services it has received from FRCG with BECKER & POLIAKOFF, and BECKER & POLIAKOFF is ready, willing and able to do so.

AGREEMENT

NOW THEREFORE, in consideration of these aforementioned recitals, which are incorporated herein by reference, and the mutual covenants and obligations contained in this Agreement, BECKER & POLIAKOFF and MIAMI SPRINGS hereby agree as follows:

1) Services: BECKER & POLIAKOFF shall: provide strategic consulting for successful implementation of MIAMI SPRINGS' legislative agenda; serve as MIAMI SPRINGS' representative and spokesperson in meetings with federal, state, regional and local governmental entities, members of the Florida Legislature, legislative branch staff, and other stakeholders involved in the implementation of flood control initiatives and programs as well as, to secure funding for other capital improvements projects within the City; represent MIAMI SPRINGS one of its designated lobbyists before the Florida Legislature during the 2014 Regular Session and any and all Special Sessions; that may convene; and provide public relations and outreach consultation and services with relevant stakeholders and prospective opportunities (collectively referred to as, the "Services").

It is hereby agreed to and understood that the obligations referenced above as BECKER & POLIAKOFF's Services serve as general operating parameters that are not meant to be express instructions to BECKER & POLIAKOFF on how to complete its Services but instead illustrative of the scope of work that will most likely be required in the successful accomplishment of MIAMI SPRINGS' objectives. In the rendition of BECKER & POLIAKOFF's Services, all representations made by BECKER & POLIAKOFF on MIAMI SPRINGS' behalf shall be subject to prior approval by MIAMI

SPRINGS'S authorized representative, which may be given orally or in written form. Nothing in this agreement shall be construed as a representation guarantying BECKER & POLIAKOFF's ability to successfully have a governmental entity approve, adopt or otherwise support any part or policy related to MIAMI SPRINGS' goals. BECKER & POLIAKOFF shall apply its best efforts to facilitate the development of MIAMI SPRINGS' goals.

2) Term and Compensation: The term of this Agreement will commence on October 1, 2013, and will be for a period of one (1) year, ending on September 30, 2014. MIAMI SPRINGS shall have the option to renew this Agreement for successive terms of one (1) year, under the same terms and conditions herein, provided that the services requested of BECKER & POLIAKOFF have not substantially varied from those listed. The Parties are otherwise free to extend the term of this Agreement, the scope of duties and the corresponding compensation by modification or addendum to this Agreement pursuant to Section 5 herein. MIAMI SPRINGS shall pay BECKER & POLIAKOFF the sum total of FORTY-FIVE THOUSAND DOLLARS (\$45,000.00) for the aforementioned term (hereinafter the "Fee") to perform the Services specified in Section (1) herein. An initial retainer fee of SIXTEEN THOUSAND DOLLARS (\$16,000.00) shall be due within fifteen (15) days of execution of this Agreement. The balance shall be paid in two (2) additional installments of FOURTEEN THOUSAND FIVE HUNDRED (\$14,500.00) due and payable on February 1, 2014 and June 1, 2014, following MIAMI SPRINGS' receipt of invoices from BECKER & POLIAKOFF. Should BECKER & POLIAKOFF successfully accomplish MIAMI SPRINGS' objective prior to the end of the term, the balance of the Fee shall be due to BECKER & POLIAKOFF within thirty (30) days thereafter. All payments will be made by check or money order consistent with Section (4) of this Agreement.

3) Expenses: Any office or de minimus general expenses incurred by BECKER & POLIAKOFF in the performance of its Services under this Agreement shall not be billed to MIAMI SPRINGS but shall be borne by BECKER & POLIAKOFF and covered by the Fee. Should BECKER & POLIAKOFF be required to pay in advance any pre-approved expenses related to the necessary or emergency production of marketing materials, BECKER & POLIAKOFF shall bill to MIAMI SPRINGS, and MIAMI SPRINGS shall reimburse BECKER & POLIAKOFF, for all pre-approved expenses. The Fee shall not cover any and all additional costs, fees and/or expenses related to the Services provided by subcontractors identified by BECKER & POLIAKOFF and authorized by MIAMI SPRINGS for retention.

4) Issuance of Payments and Notice: MIAMI SPRINGS shall make checks payable to **BECKER & POLIAKOFF** and sent to Alhambra Towers, 121 Alhambra Plaza, 10th Floor, Coral Gables, FL 33134. All written notices from MIAMI SPRINGS to BECKER & POLIAKOFF shall be sent to this address.

5) Modification, Extension or Other Amendment: No modification, extension or other change to this Agreement shall be valid unless in writing signed by the parties hereto. The parties are free to extend this agreement under its same term by a

mutually-executed writing, referencing this Agreement, specifying the term of the extension and providing any deviations from this Agreement.

6) Termination: Either of the parties may terminate this Agreement prior to the date established in section (2) herein by providing written notice to the other party thirty (30) days prior to the desired date of termination. If this Agreement is appropriately terminated, MIAMI SPRINGS shall pay BECKER & POLIAKOFF for any and all Services rendered, as well as any and all pre-approved expenses during the term of this Agreement up to and until the established date of termination. In the event of early termination, as provided herein, the final amount to be paid shall be established on a pro-rata basis based on the per diem value of work under this Agreement for the time leading up to the established date of termination. If the Fee exceeds the pro-rata amount due and the monthly fee had already been paid to BECKER & POLIAKOFF, BECKER & POLIAKOFF shall remit the difference within thirty (30) days of termination in a check or money order payable to MIAMI SPRINGS. BECKER & POLIAKOFF shall not be entitled to, and MIAMI SPRINGS shall not be required to pay, any outstanding pro-rata amount, if MIAMI SPRINGS terminated this Agreement because BECKER & POLIAKOFF or an authorized agent thereof is arrested or convicted of any crime or offense connected with the rendition of the Services hereunder, fails or refuses to comply with the reasonable directives of MIAMI SPRINGS, or is guilty of serious misconduct in connection with performance hereunder. Termination of this Agreement for cause shall not impair any other rights or remedies available to the terminating party.

7) Independent Contractor: Subject to the terms and conditions of this Agreement, MIAMI SPRINGS hereby engages BECKER & POLIAKOFF as an independent contractor to perform the Services set forth herein, and BECKER & POLIAKOFF hereby accepts such engagement. This Agreement shall not render BECKER & POLIAKOFF an employee, partner, agent of, or joint venture with MIAMI SPRINGS for any purpose. BECKER & POLIAKOFF is and will remain an independent contractor in its relationship with MIAMI SPRINGS. MIAMI SPRINGS shall not be responsible for withholding taxes with respect to BECKER & POLIAKOFF's compensation hereunder. BECKER & POLIAKOFF shall have no claim against MIAMI SPRINGS, as a result of this Agreement or otherwise, for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

8) Successors and Assigns; Merger: All of the provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, if any, successors, and assigns. This Agreement shall not be terminated by the merger or consolidation of BECKER & POLIAKOFF into or with any other entity.

9) Assignment: BECKER & POLIAKOFF shall not assign any of its rights under this Agreement, or delegate the performance of any of its duties hereunder, without the prior written consent of MIAMI SPRINGS.

10) Choice of Law; Controversies; Jurisdiction and Venue: The laws of the state of Florida shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the parties hereto. The parties hereby agree that any controversies arising out of the terms of this Agreement or its interpretation shall be settled in Miami-Dade County, Florida, in a court of appropriate jurisdiction. Each party hereby waives any right to trial by jury in the event of said litigation.

11) Headings: Section headings are not to be considered a part of this Agreement and are not intended to be a full and accurate description of the contents hereof.

12) Waiver: Waiver by one party hereto of a breach of any provision of this Agreement by the other shall not operate or be construed as a continuing waiver.

13) Unenforceability of Provisions: If any provision of this Agreement, or my portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

14) Entire Understanding: This document and any schedule and/or exhibit attached constitute the entire understanding and agreement of the parties, and any and all prior agreements, understandings, and representations are hereby terminated and canceled in their entirety and are of no further force and effect.

IN WITNESS HEREOF, the Parties, having reviewed, read, and understood the terms of this Agreement, do hereby execute this Agreement by the respective signatures of the appropriate persons below, effective as of the date specified above.

BECKER & POLIAKOFF

Jose K. Fuentes, Senior Government Relations Consultant

Date Executed

CITY OF MIAMI SPRINGS:

Ron Gorland, City Manager

Date Executed

AGENDA ITEM

9C

POOL

CONSIDERATION

(NO BACK-UP)

10-28-2013



RESOLUTION NO. 2013-3602

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI SPRINGS PROVIDING FOR THE FOURTH BUDGET AMENDMENT TO THE FY2012-2013 BUDGET; BY RECORDING THE LIGHTING GRANTS AND TRANSFERRING FUNDS FROM THE DESIGNATED RESERVES FOR THE POOL AND FROM THE STORMWATER ACCOUNT TO THE GENERAL FUND; APPROPRIATING AND DESIGNATING C.I.T.T. FUNDING TO THE SPECIAL REVENUE AND CAPITAL PROJECTS FUND FOR ROAD AND TRANSPORTATION PROJECTS; PROVIDING INTENT; SPECIFYING COMPLIANCE WITH BUDGETARY PROCESSES AND PROCEDURES; EFFECTIVE DATE

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

WHEREAS, the City recently received \$250,000 of lighting grant funding and is desirous of transferring the grant funding, \$9,000 from the designated pool reserves and \$32,000 from the City Stormwater account into the General Fund, and appropriating and designating \$116,000 of C.I.T.T. funds into the Special Revenue and Capital Projects Fund for roads and transportation projects; and,

WHEREAS, the booking of the grant funds and the transfers into the General Fund, along with the appropriation of C.I.T.T. funds into the Special Revenue and Capital Projects Fund, are necessary for the City to sufficiently fund budgetary expenditures in the amount of \$407,000; and,

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

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

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

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

Resolution No. 2013-3602

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

Section 4: That the provisions of this Resolution shall be effective immediately upon adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Miami Springs, Florida, this 28th day of October, 2013.

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

Vice Mayor Bain	" _____ "
Councilman Windrem	" _____ "
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

Resolution No. 2013-3602

EXHIBIT "A"

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

Fund/Classification	Amended Budget	Amendment No. 4	Ref	Amended Budget
General Fund				
Revenues				
Taxes	\$5,824,091			\$5,824,091
Excise Taxes	2,682,693			2,682,693
Licenses & Permits	679,500			679,500
Intergovernmental Revenues	1,857,641	250,000	1	2,107,641
Charges for Services	1,553,547			1,553,547
Fines & Forfeitures	615,043			615,043
Miscellaneous	323,115	-	-	323,115
Interfund Transfers-In	530,000			530,000
Fund Balance	443,481	\$9,000		452,481
Total General Fund	\$14,509,111	\$269,000		\$14,768,111
Expenditures				
City Council	115,731			115,731
City Manager	338,264			338,264
City Clerk	324,316			324,316
City Attorney	161,000			161,000
Human Resources	187,342			187,342
Finance-Administration	541,704			541,704
Finance-Professional Services	265,884			265,884
Information Technology	362,136			362,136
Planning	127,386			127,386
Police	5,823,885			5,823,885
Building, Zoning, and Code Enforcement	582,145			582,145
Public Works	1,671,152	0		1,671,152
Recreation & Culture	3,513,990	259,000	1,3	3,772,990
Transfers to other funds	494,176			494,176
Total General Fund	14,509,111	259,000		14,768,111
Sanitation Operations	2,293,028			2,293,028
Stormwater Operations	739,472	32,000	2	771,472
Total Enterprise Funds	3,032,500	\$32,000		\$3,064,500
Special Revenue & Capital Projects				
Road & Transportation	612,737	\$116,000	4	\$728,737
Senior Center Operations	386,515			386,515
Capital Projects	74,200			74,200
Law Enforcement Trust	151,905			151,905
Total Special Revenue & Capital Projects Funds	1,225,357	\$116,000		\$1,341,357
G.O. Bonds - Series 1997	569,478			\$569,478
Total Debt Service	569,478			\$569,478
GRAND TOTAL ALL FUNDS	\$19,336,446	\$407,000		\$19,743,446

Legend:

- 1) Record grant funding for lighting upgrades at Prince Field and Staffor Park for a total of \$250,000
- 2) \$32,000 for drainage projects
- 3) \$9,000 engineering costs for pool shoring project-from designated reserves for pool
- 4) To fund various sidewalk and street projects using CITT funding



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:

10-28-2013

TO: Honorable Mayor Garcia and Members of the City Council

VIA: Ron Gorland, City Manager

FROM: Paul O'Dell, Golf and Country Club Director

DATE: October 24, 2013

RECOMMENDATION:

Golf Course Rates for the 2013 Shoulder Season 10/1/13 to 11/14/13 (attachment "A")

DISCUSSION:

Recommended rates (comparative rates attachment "B"):

1. are less than our competitor's (i.e. International Links, Country Club of Miami, and Shula's)
2. greatly streamline the number of rate categories to the advantage of our golfer's and pro shop staff
3. afford Virginia Gardens residents the same rates Miami Springs residents
4. have been tested and with no push back from any of our Customers

EXHIBIT "B"
MIAMI SPRINGS GOLF & COUNTRY CLUB
SCHEDULE OF GOLF CHARGES AND FEES
AS OF OCTOBER 1, 2013

<u>GREEN & CART FEES</u>	<u>CURRENT</u>	<u>PROPOSED</u>
RACK RATES		
Weekend Non-Resident	\$ 45.79	47.00
Weekday Non-Resident	\$ 33.65	37.00
Weekend/Holiday Resident	\$ 40.19	42.00
Weekday Resident	\$ 29.91	32.00
Weekday/Weekend Walker Resident	\$ new rate	20.00
Weekday/Weekend Walker Non-Resident	\$ new rate	25.00
Twilight Weekday/Weekend	\$ 28.97	27.00
Twilight Weekend	\$ 31.78	eliminate
Junior Weekday/Weekend	\$ 7.47	12.00
18 Hole Member Cart	\$ 18.69	25.00
9-Hole Member Cart Rate	\$ 11.92	eliminate
Resident Weekend > 11:00	\$ 33.64	eliminate
Non-Resident > 11:00	\$ 36.45	eliminate
Tuesday Shootout	\$ 23.36	32.00
Group Rate Weekday	\$ 29.91	eliminate
Group Rate Weekend	\$ 40.19	"
Prime Timers Non-Members 18 holes	\$ 21.49	"
Prime Timers Non-Members 9 holes	\$ 14.95	"
Senior Weekdays	\$ 23.36	"
Women's Golf Association	\$ 23.36	"
Men's Golf Assoc.	\$ 40.19	"
PGA Golf Pass Weekday	\$ 28.03	"
Policeman, Fireman, Teachers & Military	\$ 23.36	"
Public Service Employee	\$ n/a	32.00
Tee Time USA & Golf Switch Weekend	\$ 36.63	eliminate
Tee Time USA & Golf Switch Weekday	\$ 26.92	"
PGA Members	\$ 18.69	"
Lifetime PGA Members	\$ 18.69	"
Non-Member Junior with a parent	\$ 18.69	"
CanAm Golf Weekdays	\$ 23.36	35.00
Spectator Cart	\$ 18.69	25.00
Small Range Balls	\$ 3.74	6.00
Large Range Balls	\$ 6.54	9.00
Range Coupon Book	\$ 51.40	eliminate
Replay (same day) 18 holes	\$ 18.69	eliminate
Replay (same day) 9 holes	\$ 11.92	eliminate
Golf Teams FREE Practice, matches and driving range for MSSH, MSMS		
Golf Course Tee Markers	\$ 300.00	eliminate

NOTE: All fees plus State Sales Tax (currently 7%)

Eligibility for any qualified fee or charge (residency, age, family, employment) must be documented. See DEFINITIONS on page 2.

MEMBERSHIPS

cont.

MIAMI SPRINGS RESIDENT, BUSINESS & PROPERTY OWNER

		<u>CURRENT</u>	<u>PROPOSED</u>
Individual	\$	new rate	\$1,000.00
Family	\$	new rate	\$1,400.00
Annual 7 Day Single	\$	895.00	eliminate
Annual 7 Day Family	\$	1,200.00	eliminate
Annual 5 Day Single	\$	815.00	eliminate
Annual 5 Day Family	\$	905.00	eliminate
Senior 7 Day Single	\$	815.00	eliminate
Senior 7 Day Couple	\$	1,050.00	eliminate
Senior 5 Day Single	\$	725.00	eliminate
Senior 5 Day Couple	\$	845.00	eliminate
Junior (17 or younger)	\$	100.00	\$ 200.00

NON-RESIDENT

Individual	\$	new rate	\$1,500.00
Family	\$	new rate	\$1,950.00
Annual 7 Day Single	\$	1,220.00	eliminate
Annual 7 Day Family	\$	1,525.00	eliminate
Annual 5 Day Single	\$	1,075.00	"
Annual 5 Day Family	\$	1,250.00	"
Senior 7 Day Single	\$	1,175.00	"
Senior 7 Day Couple	\$	1,450.00	"
Senior 5 Day Single	\$	1,025.00	"
Senior 5 Day Couple	\$	1,185.00	"
Junior (17 or under)	\$	150.00	\$ 350.00
Trail Fee (must be accompanied by Annual Membership)	\$	775.00	\$ 775.00
Corporate	\$	5,250.00	\$6,500.00

All fees plus State Sales Tax

DEFINITIONS

Senior - age 55 yrs. and older

Junior - less than 20 years

Resident - resides in Miami Springs/Virginia Gardens

Senior Couple - one must be at least 55 yrs. old with both living at the same residence

Business Owner - registered owner of a business in Miami Springs

Property Owner - registered owner of a property in Miami Springs

Family - limited to immediate family (father, mother, & children under 25) living in same household

Weekends include Federal and City of Miami Springs designated holidays (ex. Thanksgiving Friday)

Eligibility for any qualified fee or charge (residency, age, family, employment) must be documented.

RESOLUTION NO. 2013-3603

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI SPRINGS AMENDING THE SCHEDULE OF GOLF CHARGES AND FEES FOR THE OPERATION OF THE MIAMI SPRINGS GOLF AND COUNTRY CLUB; RESERVING THE RIGHT AND AUTHORITY TO AMEND OR SUPPLEMENT THE SCHEDULE OF CHARGES; EFFECTIVE DATE

WHEREAS, the City of Miami Springs purchased the property commonly known as the Miami Springs Golf and Country Club on October 23, 1997; and,

WHEREAS, the City Council of the City of Miami Springs established an initial Schedule of Golf Charges and Fees for the Golf and Country Club by Resolution 97-3066, adopted on October 13, 1997; and,

WHEREAS, the City Council of the City of Miami Springs most recently amended its Schedule of Golf Charges and Fees for the operation of the Golf and Country Club by adopting Resolution No. 2012-3574 on March 25, 2013; and,

WHEREAS, the City Administrative Staff has proposed an amended Schedule of Golf Charges and Fees for the operation of the golf course, which may from time to time be further amended; and,

WHEREAS, the City Council has reviewed the proposed amended Schedule and has determined that the amended Schedule of Golf Charges and Fees is both fair and appropriate, and that its approval is in the best interests of the City and its citizens.

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

Section 1: That the "Schedule of Golf Charges and Fees", attached hereto as Exhibit "A", is hereby approved and adopted for the use of City of Miami Springs Golf and Country Club facilities and related services.

Section 2: That the City Council of the City of Miami Springs reserves the right and authority to amend or supplement the "Schedule of Golf Charges and Fees".

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

PASSED AND ADOPTED by the City Council of the City of Miami Springs, Florida, this 28th day of October, 2013.

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

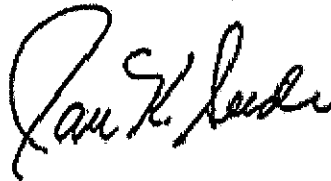
Vice Mayor Bain	" _____ "
Councilman Bain	" _____ "
Councilman Lob	" _____ "
Councilman Petralanda	" _____ "
Mayor Garcia	" _____ "

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

EXHIBIT "A"
MIAMI SPRINGS GOLF & COUNTRY CLUB
SCHEDULE OF GOLF CHARGES AND FEES
AS OF OCTOBER 1, 2013

GREEN & CART FEES

RACK RATES

Weekend Non-Resident	\$	47.00
Weekday Non-Resident	\$	37.00
Weekend/Holiday Resident	\$	42.00
Weekday Resident	\$	32.00
Weekday/Weekend Walker Resident	\$	20.00
Weekday/Weekend Walker Non-resident	\$	25.00
Twilight Weekday/Weekend	\$	27.00 after 1PM
Junior Weekday/Weekend	\$	12.00
Member Cart Fee	\$	25.00
Tuesday Shootout	\$	32.00
Public Service Employee*	\$	32.00
CanAm Golf	\$	35.00
Spectator Cart	\$	25.00
Small Range Balls	\$	6.00
Large Range Balls	\$	9.00

Golf Teams FREE Practice, matches and driving range for MSSH and MSMS

NOTE: All fees plus State Sales Tax (currently 7%)

Eligibility for any qualified fee or charge (residency, age, family, employment) must be documented.
See DEFINITIONS on next page.

MEMBERSHIPS

MIAMI SPRINGS RESIDENT, BUSINESS & PROPERTY OWNER

Individual	\$	1,000.00
Family	\$	1,400.00
Junior (under 17)	\$	200.00

NON-RESIDENT

Individual	\$	1,500.00
Family	\$	1,950.00
Junior (under 17)	\$	350.00
Trail Fee (must be accompanied by Annual Membership)	\$	775.00
Corporate	\$	6,500.00

All fees plus State Sales Tax of 7%

DEFINITIONS

Senior – over 60 receive a 10% discount from above rates

Junior - less than 17 years old

Resident - resides in Miami Springs/Virginia Gardens

Business Owner - registered owner of a business in Miami Springs

Property Owner - registered owner of a property in Miami Springs

Family - limited to immediate family (father, mother, & children under 25) living in same household

Public Service Employee rate - Police, Firemen, Teachers, Active Military and City of Miami Springs Employees

Weekends include Federal and City of Miami Springs designated holidays (ex. Thanksgiving Friday)

Eligibility for any qualified fee or charge (residency, age, family, employment) must be documented.

10-28-2013



RESOLUTION NO. 2013-3604

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI SPRINGS AMENDING RESOLUTION NO. 2012-3542, BY DELETING THE RESIDENCY REQUIREMENT FOR MEMBERSHIP ON THE YOUTH ADVISORY COUNCIL; REMAINING RESOLUTION PROVISIONS UNCHANGED; EFFECTIVE DATE

WHEREAS, the Education Advisory Board of the City requested the City Council to delete the residency requirement contained in its enabling resolution of the Youth Advisory Council; and,

WHEREAS, the City Council considered the Board's request to eliminate the residency requirement for membership on the Council; and,

WHEREAS, the City Council determined that the Board's request was reasonable, appropriate, and in the best interests of the City, its citizens, and the Youth Advisory Council;

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

Section 1: That Section 2 of the City Council Resolution No. 2012-3542 shall be amended as follows;

Section 2: Council Membership.

The Youth Advisory Council shall consist of eight (8) members. Each member shall be a resident of the City of Miami Springs and must be in at least fifth grade to qualify for membership of the Council.

Section 2: That all other provisions of City Resolution No. 2012-3542 shall remain unchanged.

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

PASSED AND ADOPTED by the City Council of the City of Miami Springs, Florida, this 28th day of October, 2013.

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

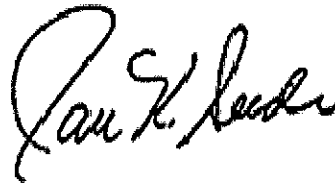
Vice Mayor Bain	" _____ "
Councilman Windrem	" _____ "
Councilman Lob	" _____ "
Councilman Petralanda	" _____ "
Mayor Garcia	" _____ "

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

Resolution No. 2013-3604

ORDINANCE NO. 1058-2013

10-28-2013

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MIAMI SPRINGS AUTHORIZING THE SUBMISSION OF A CORRECTED LEGAL DESCRIPTION OF THE CITY'S PROPOSED ANNEXATION AREA TO MIAMI-DADE COUNTY; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council passed Ordinance No. 991-2010 on July 12, 2010, which authorized the further amendment of the City's annexation application pending before Miami-Dade County; and,

WHEREAS, the aforesaid ordinance was enacted to delete the Florida East Coast Railroad rail yard property from the City's annexation application and to provide an amended legal description of the City's annexation area; and,

WHEREAS, it is unclear whether a corrected legal description of the City's annexation area was attached to the ordinance or supplied independently at a later time; and,

WHEREAS, in the interim, both the City and County officers have determined that the last legal description provided to the County of the City's annexation area failed to include a small area in the northernmost part of the proposed annexation area; and,

WHEREAS, the City has had prepared a corrected legal description that includes all of the City's proposed annexation area; and,

WHEREAS, the City Council has determined that it is both proper and appropriate and in the best interests of the City and Miami-Dade County for the recently prepared corrected legal description to be submitted to the County amending the City's pending annexation application;

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

Section 1: That the City Council of the City of Miami Springs hereby authorizes the submission of a corrected legal description for the City's proposed annexation area to Miami-Dade County.

Section 2: That attached hereto as Exhibit "A", and by this reference made a part hereof, is the corrected legal description of the City's annexation application now pending before Miami-Dade County.

Section 3: That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed insofar as they are in conflict.

Section 4: That the provisions of this Ordinance shall be effective immediately upon adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Miami Springs, Florida this _____ 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 Bain	" _____ "
Councilman Windrem	" _____ "
Councilman Lob	" _____ "
Councilman Petralanda	" _____ "
Mayor Garcia	" _____ "

Zavier M. Garcia
Mayor

ATTEST:

Suzanne S. Hitafter, CMC
Acting City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY



Jan K. Seiden, Esquire
City Attorney

First reading: 10-28-2013
Second reading: 11-12-2013

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

EXHIBIT "A"
CITY OF MIAMI SPRINGS
CORRECTED LEGAL DESCRIPTION
ORDINANCE NO. 1058-2013

All those lots, pieces or parcels of land situate, lying and being in Miami-Dade County, Florida, comprising portions of Sections 13, 14, 23 and 26 of Township 53 South, Range 40 East and generally described by metes and bounds as follows, *viz.:*

Begin at the Point of Intersection of the Centerline of the Miami Canal (South Florida Water Management District Canal C-6) with the Northerly Right of Way line of Florida State Road Number 934 (Hialeah Expressway) described in the State of Florida, Department of Transportation Right of Way Map Section 87080-2515 as approved by the District VI Right of Way Surveyor on September 11, 2000; thence Westerly along said Northerly Right of Way line of Florida State Road Number 934 (Hialeah Expressway) to a Point of Intersection with the Easterly Right of Way line of Florida State Road Number 826 (Palmetto Expressway) as shown of the State of Florida, State Road Department Right of Way Map Section 8726-101 as recorded May 5, 1961 in Plat Book 72 at Page 61 of the Public Records of Dade County (now Miami- Dade County), Florida; thence Southerly along said Easterly Right of Way line of Florida State Road Number 826 (Palmetto Expressway) to a Point of Intersection with the Northerly Right of Way line of the N.W. 36th Street Extension as shown on the State of Florida, State Road Department Right of Way Map Section 87573-2601 as recorded October 26, 1962 in Plat Book 75 at Page 80 of the Public Records of Dade County (now Miami-Dade County), Florida; thence Easterly along said Northerly Right of Way line of the N.W. 36th Street Extension to a Point of Intersection with a line lying 50 feet Westerly of, as measured at right angles to and parallel with the East line of said Section 26; thence Northerly along said line lying 50 feet Westerly of, as measured at right angles to and parallel with the East line of Section 26 to a Point of Intersection with the Southerly line of said Section 23; thence Northerly along a line lying 50 feet Westerly of, as measured at right angles to and parallel with the East line of Section 23 to a Point of Intersection with the Southerly line of said Section 14; thence Northerly along a line lying 50 feet Westerly of, as measured at right angles to and parallel with the East line of Section 14 to a Point of Intersection with the Centerline of the Florida East Coast Railway Main Line, this also being the most Northwesterly corporate boundary line of the City of Miami Springs as now existent; thence Northeasterly along said Centerline of the Florida East Coast Railway Main Line, its Northeasterly prolongation thereof and said Northwesterly corporate boundary line of the City of Miami Springs to a Point of Intersection with the Centerline of the Miami Canal (South Florida Water Management District Canal C-6), this also being the Southwesterly corporate boundary line of the City of Hialeah, a municipal corporation of the State of Florida; thence Northwesterly along said Centerline of the Miami Canal (South Florida Water Management District Canal C-6) and the Southwesterly corporate boundary line of the City of Hialeah to the Point of Beginning.

TOGETHER WITH:

Begin at the Point of Intersection of the Centerline of the Miami Canal (South Florida Water Management District Canal C-6) with the Northerly Right of Way line of Florida State Road Number 934 (Hialeah Expressway) described in the State of Florida, Department of Transportation Right of Way Map Section 87080-2515 as approved by the District VI Right of Way Surveyor on September 11, 2000; thence Northwesterly along said Centerline of the Miami Canal (South Florida Water Management District Canal C-6), this also being the

Southwesterly corporate boundary line of the City of Hialeah, to a Point of Intersection with the North line of said Section 13 as shown on the Dade County Right of Way Map of the NW 67th Avenue Bridge over the Miami Canal, as recorded May 25, 1976 in Road Plat Book 101 at Page 36 of the Public Records of Dade County (now Miami-Dade County), Florida; thence Westerly along said North line of Section 13 and the North line of Section 14 (with said lines being the Centerline of N.W. 74th Street as shown on said Map) to the North 1/4 corner of said Section 14 as shown on the Plat of "William E. Lehman Center," according to the Plat thereof, as recorded May 18, 2010 in Plat Book 168 at Page 78 of the Public Records of Miami-Dade County, Florida; thence South along the West line of the Northeast 1/4 of said Section 14 (this also being the Centerline of N.W. 72nd Avenue, Milam Dairy Road and Florida State Road Number 969 as shown on the State of Florida, Department of Transportation Right of Way Map Section 87502-2634 as recorded September 24, 1974 in Plat Book 88 at Page 81 of the Public Records of Dade County (now Miami-Dade County), Florida)) to a Point of Intersection with said Northerly Right of Way line of Florida State Road Number 934 (Hialeah Expressway) described in the State of Florida, Department of Transportation Right of Way Map Section 87080-2515 as approved by the District VI Right of Way Surveyor on September 11, 2000; thence Easterly along said Northerly Right of Way line of Florida State Road Number 934 (Hialeah Expressway) to the Point of Beginning.

LESS AND EXCEPT THEREFROM:

All those lots, pieces or parcels of land as owned by the Florida East Coast Railway Company, L.L.C., a Florida Limited Liability Company, together with its parent and subsidiary corporate entities, lying within the boundaries of the foregoing Annexation Area referenced in City Ordinance Number 991-2010 as passed and adopted by the City Council of the City of Miami Springs, Florida on the 12th day of July 2010.

Said Annexation Area contains 1001 acres, more or less.

September 19, 2013

10-28-2013

ORDINANCE NO. 1059-2013

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MIAMI SPRINGS AMENDING THE TITLE TO ARTICLE XV; REPEALING AND DELETING CODE SECTIONS 150-154 THROUGH 150-163 OF THE AIRPORT, MARINE, AND HIGHWAY BUSINESS DISTRICT (AMHBD); RESERVING CODE SECTION 150-154 THROUGH 150-163 FOR FUTURE DESIGNATION AND USE BY THE CITY; ESTABLISHING AND ENACTING CODE OF ORDINANCE SECTION 150-166, AIRPORT GOLF DISTRICT; PROVIDING PURPOSE, DESIGNATING PERMITTED USES AND PROHIBITED USES; ESTABLISHING SETBACKS, DENSITY, AND BONUS REGULATIONS; CREATING HEIGHT LIMITATIONS; PROVIDING FOR OFF-STREET PARKING AND LOADING; SPECIFYING SIGNAGE; DESIGNATING DEVELOPMENT REVIEW; ESTABLISHING EXEMPTIONS; PROVIDING FEES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; DIRECTIONS TO CODIFIERS; EFFECTIVE DATE



WHEREAS, the City Council of the City of Miami Springs has actively supported the commercial development of the properties located in the Airport Golf area of the City; and,

WHEREAS, in anticipation of achieving its goal of commercially developing the Airport Golf properties, the City Council has proposed, debated, approved and authorized various Evaluation and Appraisal Report ("EAR") and Comprehensive Plan ("Comp Plan") Amendments; and,

WHEREAS, the City has been successful in receiving approval of all its amendments submitted to the State of Florida in regard to the proposed Airport Golf District; and,

WHEREAS, the City has previously enacted district boundary regulations for the 36th Street and Abraham Tract sub-districts of the prior Airport, Marine, and Highway Business District ("AMHBD"); and,

WHEREAS, with the adoption of the district boundary regulations set forth herein for the Airport Golf District, the last of the AMHBD sub-districts, the old Airport, Marine, and Highway Business District will be repealed and deleted from the City's Code of Ordinances; and,

WHEREAS, the City Council has reviewed all the proposed deletions from the Airport, Marine, and Highway Business District as the sub-district regulations have been enacted; and,

WHEREAS, the City Council has again determined that the deletion of the AMHBD district's regulations in favor of the specialized sub-district regulations for the Airport Golf District are appropriate and proper and 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 the title to Article XV shall be amended as follows;

Article XV: ~~Airport, Marine, and Highway Business~~
District
Large Scale Commercial Development District

Section 2: That Code of Ordinance Sections 150-154 through 150-163 of the Airport, Marine, and Highway Business District (AMHBD) are hereby repealed and deleted as follows;

~~Sec. 150-154. Purpose.~~

~~The purpose of the Airport, Marine and Highway Business District (AMHBD) is to provide for large-scale commercial uses on large sites with a limited number of highway access driveways. The zoning regulations set forth herein are meant to allow a wide range of compatible uses. Such uses and structures are allowed only where they form complimentary groupings of facilities and activities, and where a particular combination of proposed uses would be appropriate to the surrounding area by nature of use and design.~~

~~The AMHBD is divided into the following three smaller districts due to the diverse nature and location of each of the sub-districts, to-wit:~~

~~(A) *Airport Golf*; the area surrounding the golf course which is bounded by Curtiss Parkway, Fairway Drive and Deer Run.~~

~~(B) *Reserved.*~~

~~Sec. 150-155. Permitted uses.~~

~~(A) *Principal uses and structures permitted generally.*~~

~~(1) Restaurants.~~

~~(2) Hotels.~~

~~(3) Offices, business and professional; studios and medical and veterinary clinics; boarding for veterinary services only.~~

~~(4) Agencies for travel and insurance and similar services.~~

~~(5) Automobile rental agency.~~

~~(6) Business colleges, secretarial schools and similar educational facilities.~~

~~(7) Banks, savings and loan associations and similar financial institutions.~~

~~(8) Catering business.~~

~~(9) Retail stores, except those dealing in second-hand merchandise other than antiques.~~

- ~~(10) Service establishments, including personal service establishments such as barber and beauty shops, manicure/pedicle shops, skin care (aesthetics), physical therapy clinics, etc. No physical therapy clinic shall be open for business between the hours of 10:00 p.m. and 6:00 a.m.~~
 - ~~(11) Service establishments for the repair of shoes, small home appliances, clocks and watches, printing/photocopying service shops; not to exceed 2,500 square feet.~~
 - ~~(12) Service establishments for the repair of small aviation- or marine-related avionics or electronics; not to exceed 2,500 square feet.~~
 - ~~(13) Stereo/video/electronics rental, sales and/or service.~~
 - ~~(14) Dry cleaning and/or laundry; self-service or laundromat only when sanitary and safe disposal of wastewater is provided, and when operated without producing smoke or noxious fumes or odors.~~
 - ~~(15) Domestic pet grooming only, prohibiting a "pet shop" type business or the boarding, maintaining or keeping of domestic pets on-premises anytime between 7:00 p.m. and 7:00 a.m.~~
 - ~~(16) Cultural or recreational facilities such as urban plazas, health and athletic clubs, theaters, auditoriums, libraries, art galleries and museums.~~
 - ~~(17) Gas stations.~~
 - ~~(18) Parking garages.~~
 - ~~(19) Funeral homes.~~
 - ~~(20) Post office.~~
 - ~~(21) Structures and uses required for necessary performance of governmental functions.~~
 - ~~(22) Structures and uses relating to operation of public utilities and requiring location within the district to serve it or neighborhood districts.~~
 - ~~(23) Other enterprises or businesses which are similar to enterprises or businesses enumerated herein, which have been approved by the City Council upon application and hearing.~~
- ~~(B) *Permissible principle uses and structures; limitations as to location.*~~
- ~~(1) Any retail service establishments shall be limited to the ground floor of principal structures.~~
 - ~~(2) Retail and service establishments shall front on pedestrian portions of the street right-of-way, or on other pedestrian open space areas with public access from streets, and shall occupy at least 50 percent of the ground floor street frontage.~~
 - ~~(3) Parking garages are allowed as a principal use.~~
- ~~(C) *Accessory uses and structures.*~~
- ~~(1) Uses and structures customarily accessory and incidental to specified principal uses and structures, and which do not alter the character of the district, are allowed subject to limitations and provisions established by this ordinance and other applicable City ordinances and regulations.~~

- ~~(D) Permissible accessory uses and structures; limitations as to location.~~
~~(1) Access drives are allowed along the adjacent minor street frontage and shall be located and designed in a manner which will insure smooth flow of vehicular and pedestrian circulation.~~

~~Sec. 150-156. Prohibited uses.~~

- ~~(A) Adult bookstore, except in Abraham Tract, as will be more specifically provided by regulatory ordinance.~~
~~(B) Adult-related business, except in Abraham Tract, as will be more specifically provided by regulatory ordinance.~~
~~(C) Arcades, billiard and pool parlors.~~
~~(D) Automotive auctions, sales and service facilities.~~
~~(E) Bar or package store.~~
~~(F) Clinical laboratory.~~
~~(G) Gun shop or gun range.~~
~~(H) Pawn shop.~~
~~(I) Any residential uses, except in the Abraham Tract Area.~~
~~(J) Storage facilities.~~
~~(K) Any large or medium-scale repair or service facilities.~~
~~(L) Any industrial or any large or medium-scale manufacturing operation or facilities.~~
~~(M) Open air, tented, or booth-operated flea markets or any other retail/wholesale operation not contained within a business building, except as otherwise allowed by § 110-01 through §110-03.~~
~~(N) Any other use that is not compatible with, or is disruptive or offensive to, any adjacent residential zoning district by reason of proximity to the district through noise generation, offensive operational by-products (such as odor, dust, smoke, gas, vibrations, etc.,) or by the creation of any nuisance condition.~~

~~Sec. 150-157. Lot and floor area; setbacks.~~

- ~~(A) Maximum lot coverage: The maximum allowable lot coverage for all main and accessory buildings shall be determined by the F.A.R. and setback regulations.~~
~~(B) Floor area limitations.~~
~~(1) For the purpose of this subsection the floor area ratio (F.A.R.) shall be the total floor area of a building or buildings on a building site divided by the area of the site. See also 150-002(C)(38).~~
~~(2) In Airport Golf, the maximum ratio of building floor area to lot area shall not exceed 1.0 F.A.R.~~
~~(C) [Reserved.]~~
~~(D) Minimum setbacks for all developments in AMHBD.~~
~~(1) Adjacent to streets a minimum ten foot front yard setback is required from the property line.~~
~~(2) In that area of the AMHBD bounded by Deer Run and Fairway and Eldron Drives, there shall be a 20 foot rear yard setback required for the following parcels:~~
~~(a) 627 Eldron Drive.~~
~~(b) 655 Eldron Drive.~~

~~(c) West 150 feet of 151 Fairway Drive.~~

~~Beginning with the east 150 feet of 151 Fairway Drive, there shall be a required 35-foot rear yard setback for all properties eastward to 500 Deer Run. All properties in this section of the AMHBD shall be required to construct and maintain a six-foot high masonry wall along the rear property line adjacent to the Golf Course as part of any new construction project.~~

- ~~(3) Adjacent to residential districts, rear yard setbacks shall have a minimum depth of five feet.~~
- ~~(4) Adjacent to residential districts, side yard setbacks shall have a minimum depth of 30 feet which shall include the required ten-foot landscaped buffer area provided in Code § 150-160(B)(3)(a).~~
- ~~(5) Pedestrian open space may be provided at any level that serves the commercial uses.~~
- ~~(6) All setbacks may be used for utility rights-of-way.~~

~~Sec. 150-158. Height limitations.~~

- ~~(A) For those structures north of N.W. 36th St. in the AMHBD: Structures located within 150 feet from adjoining residential districts or those to be located North of Fairway Drive shall not exceed four stories or a height of 55 feet (to the highest point of the structure).~~
- ~~(B) Reserved.~~

~~Sec. 150-159. Off-street parking and loading.~~

- ~~(A) Parking standards and requirements: See 150-016. However, in those cases where parking spaces are located within a parking structure or within the proposed building, parking space dimensions may be reduced to 8.5 ft. x 18 ft.~~
- ~~(B) Off-street loading.~~
 - ~~(1) For the purpose of this subsection a loading space is defined as a space within the main building or on the same lot, logically and conveniently located for bulk pickups and deliveries. A loading space shall be scaled to the size of the delivery vehicle anticipated, plus a space of six feet in length greater than the vehicle anticipated to be accommodated. No loading berth shall be less than a minimum of 12 feet in width and a length of not less than 35 feet, and shall be directly accessible from a street without crossing or entering any other required off-street loading or off-street parking spaces.~~
 - ~~(2) All developments shall provide off-street loading which shall be located and designed so as to provide safe and convenient access by delivery vehicles with minimal interference with the movement and parking of other vehicles on the premises. Subject to the approval of the City Zoning and Planning Board and the City Council, loading areas may be required to be placed in locations separated from other activities or screened by appropriate physical barriers.~~
 - ~~(3) Required off-street loading stalls shall be reserved for loading purposes, and shall not be used for parking of vehicles other than those in the process of loading or unloading. No vehicle being loaded or unloaded shall project into any public walkway or street.~~
 - ~~(4) Off-street loading facilities shall be properly drained to prevent damage to abutting property or public streets, and shall not be used for any purpose other than loading and unloading. At no time shall the loading area be used for storage.~~

~~Sec. 150-160. Site planning.~~

~~The site plan for developments within the AMHBD shall provide for safe and efficient functioning of intended uses, including pedestrian and vehicular circulation, and for harmonious and convenient groupings of structures and activities.~~

~~(A) Location and design requirements.~~

- ~~(1) Access drives shall be provided from adjacent minor street frontage, and shall be located and designed to insure smooth flow of vehicular and pedestrian circulation.~~
- ~~(2) Pedestrian access may be provided at any suitable location, but shall be separated from vehicular access points, except where signalization is used to control pedestrian and vehicular movements.~~
- ~~(3) Accessory parking lots shall be constructed and designed in accordance with 150.016.~~
- ~~(4) Loading zones and the parking of commercial vehicles shall be arranged so as to provide safe access from driveways and public streets, to prevent interference with vehicular and pedestrian circulation on the premises, and to avoid friction with traffic passing the premises.~~
- ~~(5) All utilities shall be placed underground, and there shall be appropriate provisions made for servicing such utilities.~~

~~(B) Protective screening and landscaping.~~

- ~~(1) In general, landscaping shall not reduce visibility and create a hazard to vehicular and pedestrian circulation, nor to public safety and security.~~
- ~~(2) Landscaping shall be required in all accessory open areas, and protective masonry screening and hedges shall be required for the protection of adjacent property.~~
- ~~(3) In addition to landscape regulations established in 150-016, the following additional requirements shall apply.
 - ~~(a) Where any development site in this district adjoins a residential district, there shall be a landscaped buffer area, ten feet wide, located along the portion of the site which directly abuts the residential district. Landscaping shall include and continuously be maintained as a hedge not less than six feet in height in order to form a continuous screen. In addition, one tree shall be provided for each 30 linear feet. The buffer area shall include a 72-inch high masonry wall which shall be located inside the required hedge and extend along the length of the adjoining residential property lines, except for sites on through streets, where a masonry wall shall be no closer than ten feet to the property line and parallel to the street right-of-way. No off-street parking shall be allowed in the buffer area.~~
 - ~~(b) At least ten percent of the building site shall be reserved for interior landscaping, and all such landscaping shall be continuously maintained by the owner. No row of parking spaces shall exceed ten spaces without a five foot minimum width of landscaped area to divide any continuation of such row of parking. (Applicable to a "parking-on-grade" condition only).~~
 - ~~(c) On side streets, shade trees shall be provided at a maximum of 30-foot intervals, not less than five feet from the curb line.~~~~

- ~~(d) For the purpose of this subsection, the protective masonry wall may constructed of CBS concrete block or another Miami-Dade County approved pre-fabricated concrete material. Stucco and painting are required for all protective boundary walls, and special architectural features such as the use of brick, stone, wood or metal on these walls may be allowed if approved by the City Zoning and Planning Board and the City Council upon proper application and hearing.~~
- ~~(e) The owner of AMHBD property, or his or her agent, shall be responsible for the maintenance of the protective masonry wall and of all landscaping which shall be maintained at a set height and in good condition so as to present neat and orderly appearance, and shall be kept free from refuse and debris. All landscaped areas shall be provided with a readily available irrigation system.~~

~~Sec. 150-161. Signs.~~

~~Signs in the AMHBD shall meet all the requirements specified in 150-030, and the following additional limitations:~~

- ~~No signs in the Airport Golf district shall face the nearby residential district.~~
- ~~(A) One sign structure, not exceeding 30 feet in height, and having not more than two sign surface areas, may be erected along principal street frontage from which there is a major entrance to the development. Signs may contain only the name of the establishment and facilities within the development. Each sign surface shall be limited to 30 square feet for each acre or portion thereof, of land occupied by the development.~~
- ~~(B) For individual establishments, identification signs are allowed, but shall not exceed ten percent of the wall surface area.~~
- ~~(C) Detached signs shall not be allowed, except for the purposes of parking, vehicular and pedestrian directional signs so long as these signs shall not have a width, length or diameter exceeding five feet. No billboards shall be allowed.~~
- ~~(D) Artificial lighting may be used to illuminate the premises of advertising copy and shall be directed away from any adjacent residential area and traffic flow.~~
- ~~(E) Any sign allowed in this district, by this or any other ordinance, shall be required to have the approval of the City Zoning and Planning Board and the City Council before a sign permit is issued.~~

~~Sec. 150-162. Development procedures.~~

- ~~(A) Any development within the AMHBD shall be required to have the site and development plans approved as provided herein before a building permit is issued, to insure that development is in accord with the intent of this district. It shall be the responsibility of the City Zoning and Planning Board to review such plans, and to make recommendations for modification, approval, or denial in accordance with 150-101 and 150-102~~
- ~~(B) Applications for site and development plan approval shall be submitted to the Planning Office according to the provisions of the zoning code and the additional requirements and procedures specified herein.~~

- ~~(C) The application for site and development plan approval shall include but shall not be limited to:~~
- ~~(1) Plans, maps, studies and data which may be necessary to determine whether the particular proposed development meets the intent of the AMHBD, and the specific requirements and standards contained in this subsection.~~
 - ~~(2) A survey showing property and ownership lines; existing structures, alleys, easements and utility lines.~~
 - ~~(3) A preliminary development concept plan for the proposed development including the following information:
 - ~~(a) General nature of the proposed development, planned uses and activities and the name of the developer.~~
 - ~~(b) Location, height, floor area, external appearance, and use of existing structures if any; and approximate location, orientation, height, floor area ratio, and use of proposed structures.~~
 - ~~(c) Points of ingress and egress for vehicular and pedestrian traffic, circulation patterns within the project, including location and design of east/west roadways, where required.~~
 - ~~(d) Location, character, and scale of parking and service facilities, including area and number of parking spaces, character of structural parking, if any; location of loading areas and commercial vehicle parking.~~
 - ~~(e) Any additional materials and information as may be required by the proper agencies of the City.~~~~
- ~~(D) Where a proposed development is planned to be constructed in stages, the timing of the first stage shall be indicated. The information concerning the nature of the development, uses, location and floor areas to be developed shall also be supplied. The same information shall be provided for succeeding stages. Initiation of succeeding stages shall be made dependent upon the completion of earlier stages and the supplying of any information that may be required by the proper City agencies.~~
- ~~(E) When a proposal contains provisions concerning the establishment and continuing operation and maintenance of improvements and facilities for common use by the occupants of the project and the general public, but which are not provided, operated, or maintained at general public expense, the owner shall give assurance in the manner provided in the following subsection, (F), to the City that such improvements and facilities will be maintained without future expense to the City, and that the development will conform to approved site and development plans.~~
- ~~(F) The City, may, at its discretion, require a surety performance bond to insure that the owner and developer will comply with the requirements and provisions of this subsection, or may require such other security as may be deemed appropriate by the City Council.~~

~~Sec. 150-163. Fees and administrative reviews.~~

- ~~(A) Each application filed with the Planning Office shall be accompanied by the payment of a fee, to be determined by the Planning Office depending on the scope of the project, to cover the expenses incurred by the City in processing and reviewing the application for development.~~
- ~~(B) The applicant shall reimburse the City for the cost of any legal or engineering services incurred by the City in reviewing or processing any application.~~

- ~~(C) The City Zoning and Planning Board shall have the responsibility to review all site and development plans and to make recommendations for modification, approval, or denial to the City Council in accordance with 150-101 and 150-102~~
- ~~(D) Any decision or recommendation by the City Zoning and Planning Board shall be reviewed for final approval by the City Council in accordance with the procedures set forth in 150-113~~

Section 3: That Code of Ordinance Sections 150-154 through 150-163 are hereby reserved for future designation and use by the City as set forth below;

- Section 150-154 – Reserved
- Section 150-155 – Reserved
- Section 150-156 – Reserved
- Section 150-157 – Reserved
- Section 150-158 – Reserved
- Section 150-159 – Reserved
- Section 150-160 – Reserved
- Section 150-161 – Reserved
- Section 150-162 – Reserved
- Section 150-163 – Reserved

Section 4: That Code of Ordinance Section 150-166, Airport Golf District is hereby established and enacted as follows;

Article XV: Large Scale Commercial Development District

Sec. 150-164. Northwest 36th Street District

Sec. 150-165. Abraham Tract District

Sec. 150-166. Airport Golf District

A. Purpose.

The purpose of the Airport Golf District is to promote efficiency of land use, decrease vehicular traffic, provide convenience, and establish a harmonious mix of uses within a pedestrian friendly environment. This District is designed to encourage a strong base of retail, service and office uses coupled with the provision of complementary residential uses, all within acceptable walking distances. This is accomplished by providing floor area bonuses for mixed use development to lessen dependence of vehicular traffic.

B. Permitted uses.

(1) *Principal uses and structures permitted generally*

- a) Agencies for travel and insurance and similar services*
- b) Automobile rental agencies*
- c) Banks, savings and loan associations and similar financial institutions
- d) Bars and package stores*
- e) Catering business*

- f) Cultural or recreational facilities such as urban plazas, health and athletic clubs, theatres, libraries, art galleries and museums
- g) Domestic pet grooming*
- h) Hotels, including extended-stay hotels**
- i) Mixed-use development and structures
- j) Offices, business and professional
- k) Parking garages, subject to screening requirements
- l) Personal and repair services, such as beauty and barber shops, medical clinics, etc.*
- m) Post office, public or private*
- n) Multi-Family Residential uses
- o) Restaurants*
- p) Retail uses, subject to the provisions of Code Section 150-166(B)(2), herein
- q) Structures and uses relating to operation of public utilities and requiring location within the district to serve it or neighborhood districts
- r) Structures and uses required for necessary performance or governmental functions
- s) Veterinary clinics without boarding*
- t) Other enterprises or businesses which are similar to enterprises or businesses enumerated herein, which have been approved by the City Council.

* Use permitted within a building with other permitted uses, but not as a stand- alone use.

** For purposes of this Section, an extended-stay hotel shall be defined as follows: "Any public lodging establishment that contains units with kitchen and housekeeping facilities. Units are typically rented or leased for a period of six months or less. The street address of the establishment may not be used by occupants as a place of residence for any reason.

(2) Permissible principle uses and structures; limitations as to location.

- a) Any retail service establishments shall be limited to the ground floor of principal structures.
- b) Any retail service establishments shall front on pedestrian portions of the street right-of-way, or on other pedestrian open space areas with public access from streets, and shall occupy at least 50 percent of the ground floor street frontage.

(3) Accessory uses and structures

Uses and structures customarily accessory and incidental to specified principal uses and structures, and which do not alter the character of the district, and which have been approved in conjunction with site plan approval.

C. Prohibited uses

- 1) Adult related business
- 2) Any large- or medium-scale repair or service facilities

- 3) Automotive auctions, sales and service facilities
- 4) Clinical laboratories
- 5) Establishments dealing in used merchandise other than memorabilia and/or antiques
- 6) Free standing convenience store
- 7) Funeral homes
- 8) Gasoline or other fueling station
- 9) Gun shop or gun range
- 10) Industrial uses of any nature
- 11) Open air, tented, or booth-operated flea markets or any other retail/wholesale operation not contained within a business building, except as otherwise allowed by 110-01 through 110-03
- 12) Pawn shop
- 13) Storage facilities

D. Setbacks, Density, and Bulk Regulations

- (1) Minimum Setbacks. The minimum setback for front, rear, and corner side yards shall be ten feet. The minimum setback for interior side yard(s) shall be no less than five feet.
- (2) Floor area limitations. For the purpose of this subsection the floor area ratio (F.A.R.) shall be the total floor area of a building or buildings on a building site divided by the area of the site. Accessory parking structures or garages shall not be considered as floor area for the purposes of this Section. The maximum base F.A.R. is no more than 1.0. Sites may be developed with F.A.R. of up to 2.0 through compliance with the Floor Area Ratio Bonus Program provided below:
 - a. Floor Area Bonus Program. For a project to receive a Floor Area Ratio bonus, a development project must meet the bonus criteria herein or seek green building certification. Design bonuses for additions to existing buildings are added to the existing FAR of the building; however, the proposed FAR (existing building plus addition) shall not exceed a FAR of 2.0.
 - b. Schedule of Floor Area Ratio Bonuses for Projects in the Airport Golf District.

<u>Element</u>	<u>Amount of FAR Bonus</u>
<u>Hotel units</u>	<u>0.01 per hotel room</u>
<u>Meeting, assembly, and conference rooms within hotels</u>	<u>0.01 per 500 sq. ft. of such space, not to exceed 0.25</u>
<u>Mixed-use development</u>	<u>1.0</u>
<u>Construct Bus turn-out lane</u>	<u>1.0</u>
<u>Green Building Certification. LEED (New Construction or Major Renovation) Silver or greater, or certification by the Florida Green Building Council.</u>	<u>1.0</u>

c. Procedure for Securing Green Certification by City.

- (1) The applicant must successfully register the project with the Green Building Certification Institute or the Florida Green Building Coalition, or other third party certifying agency as approved by the Planning and Zoning Director, and provide evidence or such registration.
- (2) Applicant shall have a minimum of one LEED accredited professional, or other similarly accredited professional, on the design team. Applicant shall provide a copy of the LEED accreditation certificate or similar certification and describe the role of the LEED accredited professional on the design team.
- (3) The applicant must provide a copy of the pertinent credit checklist indicating which credits the applicant intends to achieve along with a written narrative and detailed drawings and plans illustrating the applicant's intent to meet the prerequisites as described in the applicable LEED Rating System of FGBC Designation for the specific building type.
- (4) Prior to the issuance of the first principal building permit the applicant shall post a performance bond equal to five percent of the total cost of the construction in order to secure the performance and fulfillment of the applicant. In lieu of the bond required by this Section, the City may accept an irrevocable letter of credit from a financial institution authorized to do business in the State of Florida or provide evidence of cash deposited in an escrow account in a financial institution in the State of Florida in the name of the applicant and the City. The letter of credit or escrow shall be in the same amount of the bond if it were posted. If the project fails to meet the criteria required for the certification by the Green Building Certification Institute or other nationally recognized certifying agency within one year after receiving the City's certificate of occupancy, the applicant shall either request an extension or forfeit 100 percent of the bond. The applicant, for good cause shown, may request an extension of time of up to one additional year to achieve certification. Such extension may be granted at the sole discretion of the City Council after having considered the factors and improvements necessary to achieve the requisite certification. If certification is not achieved within two years after receiving the City's certificate of occupancy, the applicant shall forfeit 100 percent of the bond to the City.
- (5) Residential Density. The maximum residential density shall be 24 dwelling units per net acre. In the instance of mixed-use development, the minimum residential density shall be 12 dwelling units per net acre.

E. Height Limitations

- (1) Structures or portions of structures shall not exceed the height limitations provided in the Miami-Dade County Airport Height Zoning Area Map dated September 20, 2006, or as may be thereafter amended.
- (2) Notwithstanding the foregoing, no structure or portion thereof shall exceed five stories or 70 feet in height.

(3) However, in accordance with Code Section 1.04(G) of the Miami Springs Charter, any building that includes more than two residential dwelling units shall not exceed three stories and a maximum of 40 feet in height.

(4) Notwithstanding the foregoing, all development exceeding an elevation of 35 feet above mean sea level shall be subject to review and approval by Miami-Dade County Aviation Department.

F. Off-Street Parking and Loading

(1) New development shall be in compliance with Code Section 150-016. Notwithstanding the provisions of said Code Section, the minimum number of required parking spaces for multi-family dwellings, townhouses and extended-stay hotels shall be:

Studio	1.0 space	Per Unit
One Bedroom	1.5 space	Per Unit
Two Bedroom	2.0 spaces	Per unit
Three or more Bedrooms	2.5 spaces	Per Unit
Extended-Stay Hotels	1.5 spaces	Per Unit

In addition to the aforesaid minimum number of spaces, an additional 10 percent of the total number of spaces shall be provided as guest parking spaces.

Further, notwithstanding the provisions of Code Section 150-016, the number of spaces required for mixed use developments shall be 75 percent of the sum of the total spaces required for the total of the uses if the developer can demonstrate to the City Planning and Zoning Department that the individual uses have variable peak usage, otherwise, all required spaces shall be provided.

(2) Accessory parking lots shall be constructed and designed in accordance with Code Section 150-016.

(3) Loading zones and the parking of commercial vehicles shall be arranged so as to provide safe access from driveways and public streets, to prevent interference with vehicular and pedestrian circulation of the premises, and to avoid friction with traffic passing the premises.

(4) Off-street loading.

(a) Except as provided herein, below, every non-residential building or building group or part thereof, hereafter erected and having a gross floor area of more than 10,000 square feet which is occupied by commercial uses or other uses similarly requiring the receipt or distribution by vehicles of material or merchandise, there shall be provided and maintained on the same lot with such building(s) off-street loading berths as follows:

10,000 to 24,999 square feet	One Berth
25,000 to 59,999 square feet	Two Berths
60,000 to 120,000 square feet	Three Berths
More than 120,000 square feet	Four Berths

A loading berth shall have the minimum dimensions of 12 feet in width, 35 feet in length and 14 feet of vertical clearance.

- (b) Regardless of the total floor area, hotels having fewer than 200 rooms shall not be required to provide off-street loading berths. One berth shall be required for each 100 additional hotel rooms or major fraction thereof.
- (c) Off-street loading facilities shall be properly drained to prevent runoff or damage to abutting properties or public streets, and shall not be used for any purpose other than loading and unloading. At no time shall the loading area be used for storage.

G. Signage

Signage shall be in accordance with Code Section 150-030(H)

H. Development Review Procedures

An application for development review shall be submitted to the Planning and Zoning Department for processing and approval. No construction or alterations governed by this ordinance may begin without such approval. Additional review by Miami-Dade County and Miami-Dade County Aviation Department may be required.

- (1) *Review for projects not requiring City Council review and approval.* The Planning and Zoning Director and City Building Official shall review all permit applications to determine if City Council review or approval is required. Those permit applications for accessory and minor structures such as fences, sheds, replacement of sign faces, new signage, and exterior wall re-painting or re-roofing shall not require City Council review or approval, but shall be reviewed by Staff to ensure the improvements are in compliance with the district boundary regulations.
- (2) *Projects requiring formal review by the City Council.* The following formal approval process for the City shall apply to all new construction, remodeling and renovation projects.
 - (a) Mandatory preliminary review meeting with City Staff and owner/developer representatives. This meeting shall be scheduled following City Staff's preliminary review of all project submittals.
 - (b) Applications for variances, if any, shall be submitted to the City Board of Adjustment for review and consideration in accordance with the procedures set forth in Code Section 150-110 through Sec. 150-113.
 - (c) The City Zoning and Planning Board will have the responsibility to review all site and development plans and to make recommendations for modification, approval or denial to the City Council in accordance with Code Sections 150-101 and 150-102.

- (d) The decisions and recommendations of the City Board of Adjustment and Zoning and Planning Board will be reviewed for final approval by the City Council in accordance with the procedures set forth in Code Section 150-113.
- (e) The City Council will authorize the preparation and issuance of a Development Order for each project application which has completed the Development Review Process.

I. Requirements for Development Review. The following shall be submitted to the Planning and Zoning Department to initiate development review:

- (1) A fully completed application form.
- (2) A letter of intent which generally describes the proposed development, including timing and phasing, if any.
- (3) A filing fee.
- (4) Five copies of the following plans and exhibits with a sheet format of 24 inches by 36 inches and five copies with a sheet format of 11 inches by 17 inches shall accompany the development permit application for preliminary review. Thereafter, the format and number of copies shall be as determined by the Planning and Zoning Department.

(a) Existing Site Characteristics Map. A certified land and as-built survey, no more than one year old, which specifies acreage or square footage illustrating:

- (1) Existing natural features, including, but not limited to trees and other vegetation.
- (2) Existing buildings and other structures.
- (3) Existing utility lines and easements.

(b) Site Development Plan:

- (1) A scaled (engineering scale) drawing clearly illustrating proposed buildings and other structures and any existing buildings and structures which are to be retained, including use, height, dimensions and setbacks.
- (2) Proposed off-street parking spaces and driveways, including location, construction materials setbacks and loading zones.
- (3) Proposed fences and walls, including location, construction material, dimensions, setbacks, and height.
- (4) Proposed utility lines and easements.
- (5) Traffic flow patterns and the location of all curb cuts.

- (6) A vicinity map showing all land uses within 300 feet from all property lines and all curb cuts and median cuts within 300 feet. The map may be inset and scaled accordingly. One inch equals 100 feet is recommended.
- (7) Trash receptacle location(s).
- (8) Proposed location and elevations of signs, including height, dimensions, setbacks, construction materials and color.

(c) Landscape Plan:

- (1) A scaled (engineering scale) drawing clearly illustrating proposed and existing trees, shrubs grass and other vegetation where required, including location, height, caliper, canopy area to be removed or spread and type of plant by both common and botanical classifications. All plans must be signed and sealed by a registered landscape architect.
- (2) Proposed depressions and berms and other topographical features.
- (3) Method of irrigation.

(d) Architectural Plan:

- (1) A scale drawing clearly illustrating all proposed building floor plans and elevations, including height, dimensions, color, surface materials and textures.
- (2) Location of all mechanical equipment.
- (3) Exterior façade color samples complying with the approved color palette.

(e) Tabular Summary:

- (1) Total net site area.
- (2) Proposed floor area by type of use and total gross floor area.
- (3) Floor area ratio, base and bonus calculations.
- (4) Area and percentage distribution of total gross project site, including areas proposed for landscaped open space, impervious surfaces and building coverage.
- (5) Number, size and ratio of off-street parking spaces.

(f) Drainage Plan:

- (1) Location and square footages of all buildings, roads, parking lots, driveways, green areas, and other significant pervious and impervious areas.
 - (2) Existing elevations at the corners and center of proposed buildings, as well as proposed finished floor elevations.
 - (3) Sufficient elevations and calculations to show retention of storm water on the site.
- (5) The Planning and Zoning Director shall have the authority to waive any of the foregoing requirements not appropriate to a specific development permit application and/or to require any additional information deemed relevant to the specific application.
- (6) Disclosure of ownership. Each application shall disclose the identity of the property, all property owners and/or developer(s). If a representative of the owner/developer files the application, the agency relationship shall also be disclosed and clearly stated and satisfactory evidence of such relationship presented. In the case of joint ownership, all owners shall consent to the application. Where the property is under contract for purchase, the owner must consent to the application.

I) Exemptions. The following applications for development, redevelopment of building permit shall be exempt from the application of this ordinance;

- (1) Any building or structure for which final site plan approval has been obtained prior to the enactment of this ordinance.
- (2) A project determined by the Planning and Zoning Director to be of a temporary nature such that meeting the intent of the ordinance would not be practical.

J) Fees.

- (1) Each application filed with the City shall be accompanied by the payment of a fee, which shall be determined by City, based on the scope of the project and the expenses to be incurred by the City in processing and reviewing the application for development.
- (2) The applicant shall reimburse the City for the amount of any fees or other costs incurred by the City in reviewing or processing any application.

Section 5: That all Ordinances or parts of Ordinances in conflict herewith are hereby repealed insofar as they are in conflict.

Section 6: That the codifiers are hereby directed to codify this ordinance in accordance with their discretion and their prior codification of the City of Miami Springs Code of Ordinances.

Section 7: That this Ordinance shall take effect in the manner provided by law.

(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:

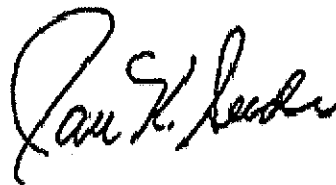
Vice Mayor Bain	" _____ "
Councilman Windrem	" _____ "
Councilman Lob	" _____ "
Councilman Petralanda	" _____ "
Mayor Garcia	" _____ "

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: 10-28-2013
Second reading: 11-12-2013

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

CITY OF MIAMI SPRINGS

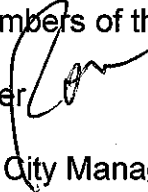



Agenda Item No.

City Council Meeting of:

10-28-2013

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

To: Honorable Mayor and Members of the City Council
Via: Ron Gorland, City Manager 
From: William Alonso, Assistant City Manager/Finance Director 
Date: October 15, 2013
Subject: Approval of budget transfers within departments

Section 9.04(1) of the City Charter states that "Upon request of the City Manager, the City Council by a 3/5 vote may at any time transfer any part of the unencumbered appropriation balance between general classifications of expenditures within an office or department"

In accordance with the above stated section of the City charter, we are attaching six budget transfers that require Council approval. These transfers are from May 1, 2013 thru September 30, 2013.

<u>Transfer #</u>	<u>Department</u>	<u>Description</u>
08-001	Sanitation	Transfer funds for maintenance and repairs
09-001	Public Works	Transfer funds for employee uniforms
09-002	Planning	Transfer funds for the purchase of a
		plotter/GIS work
09-003	Public Works	Transfer funds for fleet maintenance costs
09-003A	Golf Course	Transfer funds for repairs and uniforms
09-004	Public Works	Transfer funds to replace signs city-wide
10-001	Public Works	Additional funds for fleet repairs and supplies
11-001	Police	Funding for the purchase of tasers
11-002	City Clerk	Transfer funds for training and certifications
11-003	City Manager	Additional funds for office supplies
12-001	City Manager	Transfer funds to purchase a new computer
12-002	Building and Code	Additional funds for office supplies
12-003	City Manager	Transfer funds for operating supplies



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

Agenda Item No.

City Council Meeting of:

10-28-2013

TO: Honorable Mayor Garcia and Members of the City Council
VIA: Ronald Gorland, City Manager
FROM: James H. Holland, AICP, Planning & Zoning Director
DATE: October 22, 2013

SUBJECT: ABOLITION OF THE REVITALIZATION AND REDEVELOPMENT AD HOC

The Revitalization and Redevelopment Ad Hoc Committee ("the Committee") was created by Council action in November, 2010. Copies of the excerpts of the minutes of the Council meetings of November 9th and 22nd are attached. The Committee was founded largely to be a sounding board for the Redevelopment Consultant (CGA), more specifically to:

- Provide input to Council regarding the recommendations of CGA;
- Work with the Architectural Review Board (ARB) and offer technical advice;
- Study, evaluate and make recommendations to the City Council "regarding the revitalization of the Downtown area, the NW 36th Street Corridor and other commercial areas;" and
- Work with CGA to give the business community an avenue for input to the redevelopment effort.

It is recommended that the Committee be abolished because the relationship between the City and CGA was terminated in May, 2012, and that the ARB is presently addressing redevelopment efforts.

Excerpts: CCRM - 11-08-2010

9B) Proposed Revitalization Advisory Committee

City Attorney Jan K. Seiden stated that since Council was very satisfied with the work done by the Architectural Review Board he suggested that there was no need to create a new board if they expanded the jurisdiction of that board. Council could also decide to create an ad hoc committee as done in the past, or to simply conduct workshops and forums with the business owners and citizens.

City Manager Borgmann commented that one of the ideas was to include the stakeholders and this may or may not be reflected in one of the existing boards. He would recommend establishing an ad hoc committee during the process rather than creating an additional board.

Councilman Espino stated that other cities involved in revitalization had created some type of advisory body that was a full committee or an ad hoc committee. This brings together a confluence of residents, business owners, and commercial property owners and sometimes their interests are diverging. The Chamber of Commerce is resurging in events, but their membership is down so it cannot be said that they represent all the property owners or business owners. The board appointees serve a certain amount of time that could be longer than their appointer, which allows continuity of the plan.

Councilman Espino would like to form an ad hoc committee and also add responsibility to the Architectural Review Board since they did a tremendous job with the signage.

Mayor Bain suggested discussing Agenda Item 9E at this time because the two agenda items are connected.

Vice Mayor Ator stated that the Architectural Review Board had done a wonderful job and there had been feedback from the community to have the business and property owners involved and to have a separate committee with some independence. The intent is that the board would be available through the entire process, even though the members serve at the will of Council. She asked if there is any issue with forming an ad hoc committee that would serve for a long period of time.

The City Attorney responded that the length of time the ad hoc committee would serve would not be a problem.

Vice Mayor Ator received feedback from her constituents that the committee should be more structured and a well-defined board.

City Attorney Jan K. Seiden asked Council to decide how many people they want to serve on the board and how it should be handled. He said that the board would make recommendations to Council for their final decision.

Councilman Espino felt that the last ad hoc committee did an excellent job, their scope was defined and there were five individuals. He was initially thinking of a larger board and Vice Mayor Ator suggested a smaller body in order to expedite the work, which worked very well. He would like to see five members chosen by Council with a board appointed chairperson. There could be liaisons from the Chamber of Commerce, Calvin Giordano & Associates and the City who would ultimately bring agenda items and recommendations to Council. The committee would not take away from the Architectural Review Board or the progress; it would add an additional voice of stakeholders to build on consensus.

Vice Mayor Ator asked if Councilman Espino was proposing three liaisons in addition to the five members who would be non-voting members.

Councilman Espino said that he was proposing five voting members and three non-voting liaisons that would express their opinions and offer their expertise. Term limits could be for three years at the will of Council.

City Attorney Seiden said that the committee could be established without formality. He would suggest that Calvin, Giordano & Associates would call the meetings when they have something to present.

Vice Mayor Ator explained that the business community would like an ad hoc committee that has a voice; they do not want their issues driven by Calvin, Giordano & Associates.

City Attorney Seiden clarified that the City has a contractual relationship with Calvin, Giordano & Associates to consult and produce certain items. An independent board may inadvertently respond to issues that may not be involved in the contractual relationship between the City and the Consultant. The board has to be driven from an outward stance by the activities that the City is dictating to the Consultant. The board members can bring up other items when they meet, but they should not be meeting to raise other issues. Council does not need another advisory board to offer advice. They can give input in regard to the recommendations.

Councilman Best said that he also received feedback from the community and they feel that if Calvin, Giordano & Associates were hired by the City to do a job that another board is not necessary. He said that the last ad hoc committee that developed the logo and tagline was very short term and now there is discussion about a long-term committee that he feels could interfere with progress.

Councilman Lob stated that the board would offer opinions; they would not drive what Council is doing.

Mayor Bain was of the opinion that Calvin, Giordano & Associates should provide their professional advice without an additional board. They will offer their proposals, speak with the community and hold public hearings. He will not vote for another board.

Councilman Espino emphasized that building consensus within the community is the most important factor for revitalization. Stakeholders are not just residents, nor are they the consultants; it includes the commercial property owners and the business owners that are not just represented by the Chamber of Commerce.

City Attorney Seiden said that in the past the ad hoc committee worked with consultants. He reiterated that there could be a problem if the activities are not driven by the Consultant.

Councilman Espino suggested forming the ad hoc committee and expanding from that point. Revitalization has been ongoing for a long time and it has not panned out. This is as far as the process has been and it is something that has not been tried. If it does not work, it can always be changed and the more people involved in the process the better it will be.

Councilman Espino moved to create an ad hoc committee of five individuals appointed by Council, with a board appointed Chairman and three liaisons from the City, Chamber of Commerce and Calvin, Giordano & Associates to follow the agenda items of the City and the Consultant for the duration of Council's choosing.

Vice Mayor Ator wanted to add to the discussion before making a second to the motion because there is no defined scope.

Councilman Lob has found that Downtown business owners do not always want to give their input or share what they are thinking because they do not want to be seen in a certain light. It is easier for them to talk to someone within the business community than it is to talk to an elected official or the Consultant. He has a friend who is a business owner that has told him things that were never expressed by other business owners. A board has an important function to talk to the people in the Downtown.

Councilman Espino stated that the duties and responsibilities as presented in the resolution from Calvin, Giordano are outlined in Section 2:

"The jurisdiction of the Committee shall be limited to studying, evaluating, and making recommendations to the City Council regarding the revitalization of the Downtown area and the N. W. 36th Street Corridor. In advising on revitalization efforts, the Committee shall consider the following matters:

- a. Review of the City's previous efforts toward revitalization.*
- b. Consult with and advise the City's development consultant, the City Manager, and the City Council on policy matters which affect owners, residents, and businesses in the revitalization areas.*
- c. Gather information and serve as a communication link between the City's redevelopment consultant, the City Manager, the City Council and revitalization area owners, residents, and business persons; keep owners, residents, and business-persons informed of the various elements included or to be included in the revitalization efforts; and relay the owners', residents', and/or business-person's problems, concerns, and suggestions to the City Manager, and the City Council.*
- d. Participate in the revitalization efforts by reviewing and evaluating revitalization activities and making advisory recommendations as necessary and appropriate to the City's redevelopment consultant, the City Manager, and the City Council.*

Vice Mayor Ator said that there are other commercial areas in addition to Downtown and N. W. 36th Street and she would like to include them.

Councilman Espino stated "that's my motion" altogether. Vice Mayor Ator seconded the motion.

City Attorney Seiden clarified that each Council member would appoint one committee member who would vote. The Chamber would have a liaison if they choose to and the City Planner could be the City representative. He felt that Calvin, Giordano & Associates should not be a liaison member of the board; they will be reporting and bringing information to the board. There will be two non-voting members. He would envision that

the Consultant would be running the show and provide information for comments and feedback during a scheduled meeting.

Vice Mayor Ator said that the Committee would initially meet to select their Chair person and the City Attorney agreed.

Mayor Bain felt that progress had already been made and the City should utilize the Consultant without forming the Committee.

The motion was carried 3-2 on roll call vote, with Mayor Bain and Councilman Best casting the dissenting votes.

City Attorney Seiden clarified that the Committee is subject to the full Sunshine Law requirements. The board members cannot meet independently over lunch to discuss an agenda item. Also, a quorum would still be three members.

City Manager Borgmann stated that an agenda item would be scheduled for the next meeting and Council should begin thinking about who they will be appointing.

Excerpts: CCRM - 11-22-2010

10. New Business:

10A) Appointments to the Revitalization and Redevelopment Ad-Hoc Committee

City Manager Borgmann stated that Council decided to establish an Ad-Hoc Committee to work with the consulting firm in order to give the business community an avenue for input. This is Council's opportunity to make appointments to the five-member board.

Mayor Bain asked if any Council member that voted to establish the Ad-Hoc Committee had reconsidered their decision since the last meeting. He had hoped that Council had changed their minds and if not, he will make his appointment at the next meeting.

Councilman Espino stated that he was ready to make his appointment.

Councilman Best explained that he was not in favor of establishing the Ad-Hoc Committee, but since the recommendation passed by three votes he was prepared to make an appointment. He received several calls from interested people since the last meeting, including a letter from one person that he was very impressed with who has a degree in mechanical engineering, and a Masters and Doctorate in Business Administration.

Councilman Best appointed Arturo Rabade of 1171 Wren Avenue.

Councilman Lob was not ready to make an appointment.

Vice Mayor Ator said that she needs another day and will appoint someone tomorrow.

Councilman Espino appointed Joe Valencia of 25 South Drive.

City Attorney Seiden explained that he had one correction in Section 2 – Duties and Responsibilities based upon a request from Vice Mayor Ator at the last meeting:

"The jurisdiction of the Committee shall be limited to studying, evaluating, and making recommendations to the City Council regarding the revitalization of the Downtown area, the N. W. 36th Street Corridor and other commercial areas."

Council agreed to accept the amendment.

**CITY OF MIAMI SPRINGS
CITY CLERK POSITION - APPLICANT LIST**

MOST QUALIFIED		
NAME	EDUCATION/EXPERIENCE	CURRENT/LAST POSITION
GONZALEZ-SANTAMARIA, ERIKA	MPA in process, BA in Business, MMC, CMC, Town Clerk 05/11 - Present - SW Ranches & Town Clerk 6/06 to 07/10 - Cutler Bay	Town Clerk
VIEIRA, JACQUELINE	MS in Management, MMC, CMC, City of North Miami Deputy City Clk 11 to present, Elected City Clk resigned to run for another elected position 11/10 - 06/11, Deputy City Clk 07/03 - 10/10	Deputy City Clerk
URQUIA, BILLY Y.	Masters of Science in MIS, City of Coral Gables - Deputy City Clerk 10/2008 - present	Deputy City Clerk
WILLIAMS, DANA L.S.	Bachelor of Education, Community Partnership for Children - Admin. Assistant 2012 - present, City of Arcadia - City Recorder/Personnel Dir. 2009 - 2011, Town of Hillsboro Beach - Town Clerk 2008-2009, City of Destin - City Clerk 2000 - 2006	Admin. Assistant
HITAFFER, SUZANNE S.	High School, City of Miami Springs - Deputy City Clerk 1994- present	Deputy City Clerk
QUALIFIED BASED ON EDUCATION & GOV'T EXP.		
NAME	EDUCATION/EXPERIENCE	CURRENT/LAST POSITION
BETANCUR, MAURICIO	CMC and AA Degree in progress, Assist. City Clerk in Sunny Isles, FL, 9yrs.	Assistant City Clerk
STAVEN, HARRY A.	MPA, Arkansas - Fin. Dir., Oregon - Interim C. Mgr., Washington (state) - Interim City Clk., dates of employment are from 2004 - 2013, but not clearly specified.	Finance Director
PEREYRA, YAMILETH	MPA and CMC in progress, BA in Political Science, Intern in Office of City Clerk & Deputy Clerk/Assistant to City Clerk	Intern, Office of City Clerk
NOVOA, SANDRA	CMC, MMC in progress, High School only, North Bay Village- Deputy City Clerk 07-09, Miami Lakes - Deputy Town Clk 09-11, Surtside - Town Clerk 2011- present	Town Clerk
TYDUS, ROSE	High School and Vocational Buisness School - has 8 years of City Clerk experience in City of Opa-locka, currently a Managing Partner at The Deal Group Realty, LLC 2011-present	Managing Partner
NOT QUALIFIED BASED ON REQUIREMENTS ADVERTISED		
NAME	EDUCATION/EXPERIENCE	CURRENT/LAST POSITION
SIEW-NARINE, MALINI D.	MPA, Admin. Professional for various organizations 09/09 - present, Town of SW Ranches - Dept. Head 07/06 - 09/09	Admin. Professional
TORRES, JOSUE	MPA, Fed-Ex - Courier/Team Leader 03/06 - Present	Courier/Team Leader
VALIDO, LIZMARI	BA in Public Admin., Town of Medley- Social Services Director 11/12 - Present, and has held other positions in Medley since 03/2000	Social Services Director

**CITY OF MIAMI SPRINGS
CITY CLERK POSITION - APPLICANT LIST**

ROSADO, JENICE	BA in Sociology, City of North Bay Village - Interim Village Mgr. 4/13 to present, Deputy Village Mgr./HR Dir. 10/12 - 05/13	Interim Village MGR.
MENDEZ, LISANDRA	High School only, KV Carrier Services - Executive Secretary 10/10 - 01/13	Executive Secretary
KONKOL, MELISSA A.	BA in Sociology, Polk County School Board - Business Technology Teacher 08/95 to present	Business Technology Teacher
BECERRA, MIGUEL-ANGEL	BSA Public Admin., Alex Electric - Service Mgr. 06/12 - 06/13, various other positions not gov't related	Service Mgr.
BELLO, YANELIS	MBA, Greenberg Taurig - Admin. Assistant 5/2000 to present, no gov't experience	Administrative Assistant
ESTEVEZ, MARIA I.	High School only, Curtis Publishing - Office Mgr., no gov't exp.	Office Mgr.
FULTON, JAMES	Some college, GPES - Repair Technician 2011-2013, no gov't exp.	Repair Technician
GODALES, GLORIA A.	Bachelor in Business Admin., Comcast - Account Executive/Sales 10/11 - 10/12	Account Executive
NO NAME	Bachelor in Criminal Justice, Law Office of David M. Sostchin - Legal Assistant 2006- present	Legal Assistant
ARMENDARIZ, VICTOR F.	Bachelor of Science in progress, City of Miami Beach - Bldg. Records Mgr. 08/06- present	Bldg. Records Mgr.
FELIPE, DANIEL	BA in Business, AMO, INC. - Case Mgr. 05/2011 - present, MDCPS - P/T Test Administrator 10/2010 - present	Case Mgr.
PEREZ-ARZOLA, RAMEE	MBA, Array Aviation - Sales Purchasing Mgr. 2011-present	Sales Purchasing Mgr.
LOPEZ, LAURA	MPA, Southeast Pastoral Institute - Director of Evangelization 01/12 - present	Director of Evangelization
RODRIGUEZ, YSABELY M.	MPA, Town of Miami Lakes - Intern 2013 to present, SFEFU - Bank Teller 2009- present	Intern in Miami Lakes & Bank Teller
PUNTERVOLD, GAIL	High school only, Wells Fargo Insurance Services - Account Executive 3/07 - present	Account Executive
ESPINOZA, GADIEL	Juris Doctorate, Greater Lansing Association of Realtors - Grievance Dept. Director 06/2010 - 04/2013	Grievance Dept. Director
CASSAB, ANN-MARGARET	BA in Psychology, Miami Dade Housing - 2009 -present	No specific job title disclosed

**CITY OF MIAMI SPRINGS
CITY CLERK POSITION - APPLICANT LIST**

ANDREU, FRANCISCO	Bachelor in Professional Studies, KC&S Investment Corp. - Vice President/Co-Owner 08/06 - present	Vice President/Co-Owner
VILLAVERDE, ADRIA C.	Juris Doctor, Admin. Office of the Courts, 11th Judicial Circuit Court - Domestic Violence Case Mgmt. Supervisor 06/2005 - present	Domestic Violence Case Mgmt. Supervisor
VELAZQUEZ, GIOVANNI	BA in Fine Arts, State of Florida DEO - Admin. Assistant 05/2012 - present	Admin. Assistant
BUSTAMANTE, RHINA	BS in Legal Studies, FL Dept. of Health - Medical Malpractice Investigator 2010 -2011	Medical Malpractice Investigator
MENDEZ, LUIS A.	Education from a foreign country, validated as a Master in English, Ana G. Mendez University - English Teacher 2013	English Teacher
THOMAS, STEPHANIE S.	MS Health Informatics & Mgmt. Systems, City of North Miami - Constituent Services Coordinator 2010 - present	Constituent Services Coordinator
LAZO, RODOLFO	MPA, Michael Catalano P.A. - Legal Admin. Assistant 2010- present	Legal Admin. Assistant
RABAZA LOPEZ, YAIMA	Foreign education, Little College - Teacher 02/13 - present	Teacher
RIOS, DIANA	MPA, BCOM, Inc., Developers - Office Manager 2012 - present	Office Manager
HERNANDEZ, CARMEN	Legal Secretary, City of Hialeah - Acting Deputy City Clerk 2012- present	Acting Deputy City Clerk
ORTEGA, KRYSTLE J.	MS in Criminal Justice - Broward County Comm. On Alcoholism -Admin. Support Specialist 2001 to present	Admin. Support Specialist
SEWELL, AMANDA	High School and Cosmetology School, Laced with Charm - Sales Associate 2010 - present	Sales Associate
RWEYEMAMU, EMMANUEL	Associate Degree in Occupational Studies, CEVA Logistics - Clerical 2011- present	CEVA Logistics - Clerical
FUENTES, TANYA	Bachelor in Accounting, Hecht Investments Ltd. - Controller 2008 - present	Controller
PALMER, CHERIE	BA in Humanities, Mary Oliva, Wealth Protection Advisery - Sr. Executive Administrator, Office Manager and Marketing Assistant 2012 - present	Sr. Executive Administrator, Office Manager, Marketing Assistant
FAJARDO, FRANCISCO J.	Master's in Library and Information Science, Currently working on his Ph.D. in Education, FIU - Medical Library Access Services Librarian 2012 - present	Medical Library Access Services Librarian

Mauricio Betancur

730 NE 90th Street, #108
Cell: (786) 953-3293
E-mail: mbetancur25@hotmail.com

July 26, 2013

Ms. Loretta M. Boucher, HR Director
Human Resources Department
City of Miami Springs
201 Westward Drive
Miami Springs, FL 33166

RE: City Clerk Position

Dear Ms. Boucher,

Respectfully and humbly, I am submitting my resume for your review and consideration in response to your advertisement for City Clerk.

I am pleased to know that your organization is currently in need of someone with the qualifications required to work for the City of Miami Springs. Working for the Office of the City Clerk for the City of Sunny Isles Beach the past 8 years and a half has provided me with the necessary training and knowledge to fill your vacancy.

Currently, I hold the position of Assistant City Clerk. Among other duties related to the Office of the City Clerk, some of my responsibilities include: coordinating, preparing and distributing Commission agendas; coordinating Special Master Hearings (to include preparation of agenda, notices and files); providing administrative support to advisory committees (to include preparation of agendas, notices, and minutes); managing and maintaining city-wide electronic record keeping software; coordinating and ensuring city-wide compliance with State Florida Records Retention schedules; and coordinating and ensuring city-wide compliance with Financial Disclosure requirements per Florida Statutes. I have also assisted the Office of the City Manager as needed with numerous tasks, which has provided me with a greater understanding of local government.

Also, I am currently in process of obtaining my designation as Certified Municipal Clerk (CMC) and should be certified by year's end.

I deeply appreciate your time and consideration in reviewing my resume and look forward to hearing from you.

If you have any questions, please feel free to contact me at anytime.

Sincerely,



Mauricio Betancur

Mauricio Betancur

Objective

To find a position with an organization where I can utilize the experience, knowledge, and skills that I have obtained as an Assistant City Clerk; and to also be challenged and be given the opportunity for long-term growth.

Work experience

10/04-Present City of Sunny Isles Beach Sunny Isles Beach, FL

Assistant City Clerk

Promotion – Same duties and responsibilities as Administrative Coordinator, in addition to:

- Implement, Manage and Maintain city-wide electronic record keeping software;
- Coordinate city-wide compliance with State Florida Records Retention schedules;
- Manage and Maintain lobbyists registration databases;
- Provide administrative support to the advisory boards, to include preparing and distributing agendas, notices, taking minutes;
- Coordinate city-wide compliance with Financial Disclosure requirements per Florida Statutes;

Administrative Coordinator

- Prepare Regular City Commission Meeting agenda, to include book marking, for burning process (Paperless Agenda)
- In charge of implementing automated agenda and webcasting software for City Commission meetings;
- Prepare Hearing Notices, agendas and individual case files for Special Master Hearings;
- Provide administrative support to the advisory boards in the absence of the Deputy City Clerk, to include preparing and distributing agendas, notices, taking minutes;
- Assist with bidding administration process to include attending all pre-bid meetings and bid openings, issuing addendums to bidders; taking minutes;
- Process public record requests, review responsive records, draft response letters, forward letter along with responsive records;
- Manage and maintain all city contracts;
- Assist the Office of the City Manager with numerous task, to include grant coordination;
- Attend all City Commission Meetings and Workshops and assist City Clerk as needed;
- Created a policy and procedure for Facilities Use and currently drafting a policy for Public Records Requests;
- Check Commission approved Ordinances and Resolutions for completeness and correctness;
- Scan all city documents, to include city ordinances, resolutions, meeting minutes, contracts, bids;
- General office duties

Permit Clerk

- Receive and process building permit applications, plans, fee schedules, etc.;
- Issue building permits;
- Schedule inspections and input results into database;
- File/General office duties.

05/04-10/04 Miami-Dade County/Judicial Administration Dept. Miami, FL

Bailiff

- Assist Judge in courtroom procedures;
- Assist Judicial Assistant in general administrative and clerical process;
- Assist the public with any questions and concerns with courtroom hearings and trial procedures.

Education

10/10-Present International Institute of Municipal Clerks

Area(s) of Study

- In the process of obtaining my designation as Certified Municipal Clerk (CMC)

01/09-Present Miami-Dade Community College Miami, FL

Area(s) of Study:

- Currently seeking an Associates of Arts in Business Administration

04/01-09/02 The Academy Coral Gables, FL

Area(s) of Study:

- A+ Computer Repairs;
- Network+ Installation and Troubleshooting;
- Microsoft Certified Systems Engineering and Operating Systems;
- Cisco Networking

10/97-06-01 William H. Turner Technical Arts High School Miami, FL

High School Diploma

Area(s) of Study:

- Basic Courses, Customer Service, Clerical, Data Entry, Warehouse Management, and Inventory Control

Skills

- Fluent in English and Spanish, both written and verbal;
- Excellent communication skills;
- Knowledgeable in Microsoft Word, PowerPoint, Excel, Outlook, Omnipage, Laserfiche, Adobe Acrobat and Adobe Reader

References

Available Upon Request

City of Miami Springs
City Manager's Office
201 Westward Drive
Miami Springs, FL 33166

To Whom It May Concern:

This letter and accompanying resume is submitted for your review for the upcoming City Clerk position. I believe my resume highlights my experience in the public sector and demonstrates how my specific skills and experience match up with your organization's needs.

I offer specific strengths in many areas of local government which includes the many areas in the Clerk's department which include records management, budgeting, contracts, and agenda management. I am a motivated professional and I pride myself in my diverse work experience ranging from customer service and communications in the political arena to management within the organization.

My tenure in the Village of Pinecrest and the Town of Cutler Bay has made me very familiar to the issues and environment in the Clerk's office. I am extremely knowledgeable in the Florida Statutes specifically those affecting local government's day to day business. Multi-tasking and prioritization are routine in my professional performance. Sound judgment and analytical skill in a fast-paced, team-oriented environment involving interaction with senior executives and numerous offices and agencies have been essential in shaping my career.

I have been able to hone my skill for effectively managing several areas within local government and a multitude of moving parts through effective resource administration and timely, concise communication. Currently, as Town Clerk for the Town of Southwest Ranches, Florida, I also manage the implementation while serving as a liaison for the Town Council, community, other government entities, and other elected officials.

With 12 years of local government experience, I also specialize in leveraging relationships to achieve inter-governmental collaboration within both private and public sectors. Throughout my career, I have demonstrated the ability to be innovative, creative, and able to implement change and improve the organizations I've worked for.

I look forward to meeting with you to further discuss how my skills and experience can benefit your organization. Thank you for your consideration and I hope to hear from you shortly.

Best regards,

Erika Gonzalez-Santamaria, CMC

Erika Gonzalez-Santamaria, CMC
14393 SW 38th Street, Miami, Florida 33175
(305) 796-6561 • egsantamaria@hotmail.com

OVERVIEW

Approximately twelve years of local government experience with over seven years of executive management experience and proficiency in the following areas:

Budget Development	Public Records	Human Resources
Procedures/Policy Development	Customer Service	Publications
Contract Negotiation/Preparation	Public Relations/PIO	Agenda & Minutes Preparation
Website Development	Supervisor of Elections	Project Management
Records Management	Risk Management	Acting Administrator

EDUCATION/PROFESSIONAL ACADEMIC ACHIEVEMENTS

- Master Municipal Clerk, Second Level, International Institute of Municipals Clerks, 2011
- Certified Municipal Clerk, International Institute of Municipal Clerks, 2006
- M.P.A., Masters in Public Administration, Almost Completed, Florida International University, 2008
- B.A. in Business Administration, Florida International University, Miami, Florida, 2004
- A.A. in Political Science, Miami Dade Community College, Miami, Florida, 2001
- High School Diploma with Honors, St. John's College High School, Washington, DC, 1996

WORK EXPERIENCE

TOWN OF SOUTHWEST RANCHES

May 2011 – Present

Town Clerk (*Population 7,400*)

- Prepare agendas, manage records, draft ordinances, resolutions, proclamations and agreements;
- Attend all Council meetings and workshops, and keep minutes of all municipal proceedings;
- Essential in changing certain polices and mandates in the personnel manual, public records policy, and emergency management policy;
- Serve as the Supervisor of Elections for all special and regular municipal elections;
- Provide professional advice to the Town Administrator, Department Heads, and Department Staff;
- Supervise four staff members, Deputy Town Clerk, Receptionist, Records Clerk, and Volunteer;
- Serve as Acting Administrator in the event of the Town Administrator's absence;
- Implemented a formal and structured records retention and disposal program;
- Publish legal advertisements in accordance with Florida Statutes;
- Maintain the Town's Code of Ordinances, and coordinate supplements as appropriate;
- Process, advertise, file, and record all bids for municipal services;
- Attest to all official documents and agreements, and acts as the keeper of the Town Seal;
- Direct and supervise the administration of the Clerk's department;
- Prepared and maintain a records inventory
- Prepared and maintain a Disaster Response Plan for Records Management

TOWN OF CUTLER BAY, CUTLER BAY, FLORIDA

July 2010 – November 2010

Consultant for the Town Clerk's Office/Mayor and Town Council

- Prepared Town for Municipal Elections in November and possible run-off
- Assisted in the transition of the newly appointed Town Clerk into office
- Assisted in the daily tasks of the Clerk's Office until new Town Clerk appointment
- Served as a guide and resource for all department heads and Council Members in daily Town Clerk functions

TOWN OF CUTLER BAY, CUTLER BAY, FLORIDA

June 2006 – July 2010

Town Clerk (*Population: 42,000*)

- Prepared the annual departmental budget-Maintained Budget for Department-Experience with the overall budgeting process and through the internal auditing phase
- Designed and Published the Towns first and current Official Website
- Developed a Records Management policy and program which included all departments participation-Records Management: Indexing, storing, and disposition of all Town documents
- Agenda and Minutes Preparation for the Town Council, Zoning Board, Workshops, and Other Meetings
- Prepared Legal Advertising for Ordinances, Development Applications, RFPs/RFQs, Personnel, etc.
- Developed a public records policy-Processed all Public Records Requests – Maintained logs of records requests
- Prepared proclamations, correspondence and other tasks as assigned by the Town Council
- Initiated, developed, and maintained the Local Business Tax Receipts, False Alarm Program, and Lien Searches
- Published Monthly Residents' Newsletter-Annual Town Directory-Internal Clerk's Newsletter
- Maintained Residents' and Business Contacts' Databases
- Created and published a New Residents' Welcome Packet
- Prepared and/or Assisted in the Creation of all Resolutions, Ordinances and Agreements
- Negotiated Contracts for Various Products and Services
- Prepared Necessary Documents for Codification of the Town's Code of Ordinances
- Provided Research for Special Projects for Town Council and Town Manager's Consideration
- Records Management Liaison Officer (RMLO), Financial Disclosure Coordinator and Supervisor of Elections for Municipal Elections

VILLAGE OF PINECREST, PINECREST, FLORIDA

Assistant Village Clerk (*Population: 19,000*)

September 2002 – June 2006

- Agenda and Minutes Preparation for the Planning Board, and Village Council in the absence of the Clerk
- Records Management: Retention and Destruction
- Maintained an Agreement, Ordinances and Resolutions Database
- Assisted in the Budget Preparation Process
- Assisted with accounts receivables for Stormwater Utility billing and payments
- Conducted all Lien Searches for the Village
- Elections Support as needed
- Developed/Oversaw the Internship program in conjunction with Florida International University

VILLAGE OF PINECREST, PINECREST, FLORIDA

Receptionist for Town Administration

April 2001 – September 2002

- Answer telephones and direct all incoming calls to the appropriate personnel.
- Respond to inquiries and direct citizens and customers to proper Village departments.
- Provide general support and assistance to office staff.
- Receive and transmit messages for staff with promptness and accuracy.
- Track the number of incoming calls.
- Assist the general public and employees, both in person and on the telephone, provide general information regarding Village policies and procedures.
- Perform a variety of general clerical work; type letters, memorandums, forms, statements, and data entry, as necessary.
- Maintain a variety of records and files.
- Ability to get along with others and work effectively with the public and fellow workers.
- Perform any other duties as assigned by the Village Manager or his/her designee.

MEMBERSHIPS

- 2011 - present Broward County Municipal Clerks Association
- 2002 - present State of Florida Notary Public, Expires December 1, 2015
- 2002 - 2011 Miami-Dade County Municipal Clerks Association
- 2002 - present Florida Association of City Clerks
- 2002 - present International Institute of Municipal Clerks
- 2004 - present Florida International University Alumni Association (lifetime member)

MUNICIPAL VOLUNTEER POSITIONS

- 2012 - 2013 FACC Summer Academy Committee Member
- 2012 - 2013 Mentoring Committee Member
- 2008 - 2009 FACC Awards/Scholarships Committee Member
- 2008 - 2009 FACC Summer Academy Moderator

SKILLS

- Fluent in Spanish (Speak, Read, Write); Conversational Italian and Portuguese
- Mastery in Microsoft Office software (Word, Excel, PowerPoint, Outlook, etc.)
- Mastery in Records Management software (Laserfiche, Alchemy, Granicus, Legistar, etc.)
- Notary Public since 2002
- Certified Municipal Clerk since 2006

REFERENCES

PROFESSIONAL

Town of Southwest Ranches
Honorable Mayor Jeff Nelson
jnelson@southwestranches.org
(954) 434-0008

Town of Southwest Ranches
Keith Poliakoff, J.D., Town Attorney
kpoliakoff@arnstein.com
(954) 713-7644

Town of Southwest Ranches
Andrew D. Berns, Town Administrator
aberns@southwestranches.org
(954) 434-0008

Town of Cutler Bay
Honorable Mayor Edward MacDougall
emacdougall@cutlerbay-fl.gov
(305) 234-4262

Town of Cutler Bay
Honorable Councilmember Ernest Sochin
esochin@cutlerbay-fl.gov
(305) 390-2191

Town of Cutler Bay
Honorable Councilmember Peggy Bell
pbell@cutlerbay-fl.gov
(305) 234-4262

Village of Pinecrest
Guido Inguanzo, CMC, Village Clerk
g.inguanzo@pinecrest-fl.gov
(305) 234-2121

Village of Pinecrest
Yocie Galiano, Village Manager
ygomez@pinecrest-fl.gov
(305) 234-2121

PERSONAL

Mayra Sauleda
Village of Pinecrest
Personnel Officer
(305) 234-2121

Chad Friedman
Weiss, Serota, Helfman, Pastoriza, Cole &
Boniske
Attorney
(305) 962-6224

Stan Morris
City of Sunny Isles Beach
Assistant City Manager
(954) 296-4752

Peter Brill
Town of Southwest Ranches
Assistant Financial Administrator
(954) 410-5995

Yani Ramos
Town of Cutler Bay
Administrative Services Director
(305) 219-3011

Gianina Caceres
Capital Painting, Waterproofing, and
Restoration
Office Manager
(305) 331-2276

City of Miami Springs
Att: HR Director
Ms. Loretta M. Boucher
201 Westward Drive
Miami Springs, FL

Esteemed Ms. Boucher:

I recently read on your City's website, the job opportunity for City Clerk and have grown interest in this position. I am respectfully submitting my resume for your perusal. I have worked in the similar capacity in the City of Doral and believe that my experience will prove to be an asset to your City.

During my previous jobs, I have gained strong skills in:

- Assisting the Supervisor of Elections/ City Clerk in the City of Doral during the election process
- Maintaining public records and requests
- Looking after campaigns and their executions
- Assisting in the overseeing general conduct of voters and preparing reports on the same
- Familiarization with Election and Records law
- Recording minutes of Council Meetings and Advisory Boards
- Liaison to the City's advisory boards
- Filing contracts, proclamations, resolutions and ordinances
- Obtained training in records management for municipalities
- Issuing public notification for all public meetings.

Along with these listed skills, I have excellent customer service experience and can multi-task at any project. I have the knowledge and understanding of proper municipal policies and procedures.

I have acquired various skills that would be an asset to the City of Miami Springs. I am fluent in English and Spanish. I have a bachelor's degree in Political Science and presently, am working on receiving my dual Masters degree in Public Administration and Educational Leadership. I also have attained community service skills that can speak volumes of my interaction with constituents and business owners alike.

I look forward to sharing more information with Mayor and City Council as to how I can contribute to the many projects the City of Miami Springs has to offer. I have attached a copy of my resume, list of references, letters of recommendation, and several certificates for your review.

Should you have any questions, please do not hesitate to contact me at yamileth.pereyra@gmail.com or at (786) 525-8447

Sincerely,

Yamileth Pereyra 

Yamileth Pereyra

Yamileth Pereyra

9761 NW 57 Terrace | Doral, FL 33178 | 786.525.8447 | Yamileth.pereyra@gmail.com

OBJECTIVE

To attain a position as City Clerk within the civil administration of the City of Miami Springs, to utilize my managerial skills by performing the required administrative duties efficiently to constituents and elected officials.

EDUCATION

Saint Thomas University, Opa-Locka, FL December 2010
Bachelor of Arts in Political Science, GPA – 3.0
Minor in Philosophy and Leadership Studies

Saint Thomas University, Opa-Locka, FL December 2010
Certificate in Homeland Security and Terrorism Control, GPA – 3.0

Nova Southeastern University, Davie, FL Expected date December 2013
Master's in Public Administration
Master's in Education Leadership

INTERNSHIPS

City of Doral, Doral, FL June 2007
Intern, Office of City Clerk

- Assisted with constituent request, special projects, and legislative research
- Responded to constituent request and other correspondence
- Provide data entry and various administrative tasks

Pax Romana Global Leadership Program, New York, NY May 2006- October 2006
Intern, United Nations Program

- Participated in a five (5) month program, hosted by St. Thomas University Pax Romana Chapter, in order to attend meetings and briefings with diplomats and NGOs at the United Nations
- Experienced firsthand how the issues and mandates are handled, implemented, and effective within the international community

Toys for Kids Miami, Doral, FL Present
Events Coordinator, Management Office

- Assists in maintaining events on schedule
- Assists in gathering information for future events and gathering funds for possible donations to shelters.
- Maintained all records and performed clerical duties.
- Answered phones and managed events outside of Miami Dade County.
- Participate in non-profit events for High school students within different quadrants of Miami Dade County in conjunction with services to assist young adults.
- Responsible for planning happy hours, networking events, and annual events to gather sponsors for our two Annual events.

EMPLOYMENT EXPERIENCE

Latin Builders Association, Doral, FL Present
Member Services Supervisor, Management Office

- Recruit and retain member companies to create new business opportunities within the association's membership. Coordinated with Director of Operations and Membership Committee to organize and implement membership drives and membership renewal initiatives.
- Consult with members to create a marketing strategy that will gain exposure for their organization among members as well as our community through networking events and PROYECTO Magazine, the official magazine of the Latin Builders Association®.
- Secured sponsorships from various members of the organization in support of monthly luncheons, the 2013 Fishing Challenge.

Yamileth Pereyra

9761 NW 57 Terrace | Doral, FL 33178 | 786.525.8447 | Yamileth.pereyra@gmail.com

- Communicated with member companies and assisted them in increasing their ROI
- Update member benefits package by bringing more value to the membership investment
- Provide networking platforms for members to connect with new opportunities
- Coordinate and promote association's key annual events
- Secured yearlong advertising contracts for Proyecto magazine from selected members

City of Doral, Doral, FL

February 2013

Advisory Board Coordinator, City Clerk's Office

- Assists in maintaining official city documents and records and complying with the legal requirements of the records management program.
- Scheduling advisory board meetings;
- Preparation of advisory board meeting materials for distribution during the meetings;
- Advertising board meetings pursuant to Ch. 286 F.S., and established Office of the City Clerk procedures;
- Maintaining regular communication with advisory board members on board-related issues;
- Ensuring that Council-approved advisory board policies and procedures are adhered to by the boards;
- Coordinating the annual Advisory Board Workshop;
- Maintaining all managing all advisory board records

City of Doral, Doral, FL

August 2012- February 2013

Executive Assistant to the City Manager, City Manager's Office

- Assists in maintaining official city documents and records and complying with the legal requirements of the records management program.
- Assists in the preparation of the City Council electronic agenda packets and the provision of reasonable notice requirements of all town meetings.
- Proofreads council minutes for final approval prior to submission to the council.
- Assist in providing timely reports as required by law.

City of Doral, Doral, FL

July 2007– August 2012

Deputy Clerk/ Assistant to City Clerk, City Clerk's Office

- Performs advanced secretarial and administrative work as directed by the City Clerk.
- Answers calls for the Office of the City Clerk.
- Answers routine correspondence and composes letters for the Town Clerk's signature.
- Opens, sorts, and routes all correspondence to Town Clerk and Council.
- Assisted in situations requiring problem solving or completion of assignments.
- Attends all City Council meetings; and serves as assistant to the Town Clerk during the meeting.
- Assisted the City Clerk in the preparations for general and special elections.
- Assisted with the management of all Town Boards and Committees.
- Served as acting City Clerk in the absence of and upon designation by the City Clerk
- Provide highly professional customer service for constituents in our city.
- Named liaison to all Advisory Boards in the City of Doral.
- Responsible for logging Final Minutes, Resolutions, Ordinances, adopted by Council in our City's website.
- Responsible for developing plans, manage filing operations, and update computerized inventory / tracking lists on daily basis.

KEY SKILLS

- Thorough knowledge of the civil administration regulations, procedures and practices
- Highly skillful at sorting, organizing and managing documents/ data
- Ability to draft, study and interpret financial statements and records

Yamileth Pereyra

9761 NW 57 Terrace | Doral, FL 33178 | 786.525.8447 | Yamileth.pereyra@gmail.com

HONORS AND ACTIVITIES

- Volunteer, Clinton Global Initiative University 2010
- Member, American Society 2009-2013
- Member, Students Advocating and Voicing the Environment: St. Thomas University
- Member, The Empire St. Thomas University: Political Science Honors Society
- Member, St. Thomas University Young Politicians
- Member, International Institute for Municipal Clerks (IIMC)
- Member, Florida Association of City Clerks (FACC)
- Notary Public for the State of Florida, (Seal expires on July 9th, 2015)
- Leadership Miami (Graduating Class of 2013)
- Certified Municipal Clerk Certification: Approximately one (1 Year left to complete)

SKILLS

- Microsoft Vista & Windows XP, Word, Excel, PowerPoint, POS Systems, Granicus, Legistar, Laserfiche
- Languages: Bilingual in English and Spanish

References for Yamileth Pereyra

1. Jimmy Morales: City Manager, City of Miami Beach: (305) 846-1091
2. Mark Taxis: Assistant City Manager, City of Miami Beach: (786) 546- 4182
3. Susie Castillo: School Board Member, District 5 : (786)303-2469
4. Yvonne Soler-McKinley, Executive Director: (305) 926-5552
5. Former Mayor Juan Carlos Bermudez: Attorney, Akerman Senterfitt:
(305)389-8134



Miami-Dade County Public Schools

giving our students the world

Susie V. Castillo
Board Member, District 5

Miami-Dade County School Board
Peña Tabares Hanlman, Chair
Dr. Martin Karp, Vice Chair
Dr. Dorothy Bendross-Mindingall
Susie V. Castillo
Carlos L. Curbelo
Dr. Lawrence S. Feldman
Dr. Wilbert "Tee" Holloway
Dr. María Pérez
Superintendent of Schools
Alberto M. Carvalho

July 25, 2013

City of Miami Springs
201 Westward Drive
Miami Springs, Florida 33166

Re: Recommendation Letter re: Ms. Yamileth Pereyra

To whom it may concern,

I am writing this letter in support of Ms. Yamileth Pereyra for the position of City Clerk for the City of Miami Springs. I have known Ms. Pereyra for over three years, and worked with her during her tenure with the City of Doral in her capacity as Executive Assistant to the City Manager and Assistant to the City Clerk. My experience working with Ms. Pereyra was very positive and I always admired her strong work ethic and resourcefulness.

Ms. Pereyra is well versed in the field of public administration and has a keen understanding of municipal government structure and operations. Her experience working in local government has made her a skilled and able professional. In addition, her extensive community involvement with various local organizations that advocate for community improvement measures, make her a well-rounded candidate for any administrative position in the public sector – particularly one involving working with the public.

On both a personal and professional level, I believe Ms. Pereyra possesses the necessary skills and ability to become a successful City Clerk. I have no doubt that she would excel in this role if given the opportunity to serve the people and Council of the City of Miami Springs.

In closing, I recommend Ms. Pereyra to you strongly and without reservation. I am confident that she will be an excellent addition to your city's administrative team.

Sincerely,

Susie V. Castillo
School Board Member, District 5

305-995-1343 • 305-995-1374 (FAX) • SCastillo@dadeschools.net

School Board Administration Building • 1450 N.E. 2nd Avenue • Miami, Florida 33132
305-995-1000 • www.dadeschools.net



July 10, 2013

Barbara Herrera
City Clerk,
City of Doral

Re: Recommendation for Yamileth Pereyra

To Whom It May Concern:

It is with great pleasure that I submit my recommendation for Ms. Yamileth Pereyra for employment in your organization. I have known Ms. Pereyra since 2009 in my capacity as the City Clerk in the City of Doral. Since that time, I have observed first-hand her strong work ethic, organizational skills and multi-tasking abilities which consistently surpassed expectations.

Ms. Pereyra originally worked as an intern for my Office and, soon thereafter, was hired as the Clerical Aide to the City Clerk. She was quickly promoted to by my Executive Assistant and proved to be an asset not only to my Office but to the City as a whole. Her quick advancement within my Office is a testament to the quality employee she proved to be.

Overall, Ms. Pereyra is a highly motivated and resourceful individual that takes pride in the details of her work while bringing results. I believe that any organization that chooses to make her a part of their team will be extremely happy to have made such a decision.

Should you have any questions, please feel free to contact me directly at 305-593-6733 or via e-mail at barbara.herrera@cityofdoral.com.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Herrera".

Barbara Herrera, CMC
City Clerk



Ana María Rodríguez

February 18, 2013

Councilwoman
City of Doral

To Whom It May Concern,

I have had the pleasure of knowing Yamileth Pereyra in my capacity as Councilwoman in the City of Doral since November 2010, when I was elected to the City Council, and prior to that since 2007 when I began serving on the City's Parks and Police for Kids Advisory Board as Vice-Chair.

Yamileth is a vibrant, enthusiastic, organized, efficient, extremely competent and dedicated individual. She coordinated projects involving numerous people, various venues, and her ability to work collaboratively while guiding projects quickly and effectively was outstanding. Her resourcefulness and ability to see a project through fruition allowed the outcome of tasks assigned to her to be distinctive and successful. We were extremely lucky to have Yamileth on our team.

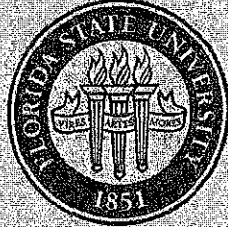
Yamileth is always willing to offer her assistance and expertise and has an excellent rapport with councilmembers, city employees, vendors, and other professional organizations. Earnestly caring for the individuals she serves is a strong and noticeable trait in her personality. She is always quick on her feet, with sensible reactions in all circumstances. Her attention to detail and ability to meet deadlines will be essential to her continued success.

In conclusion, I highly recommend Yamileth for any position she seeks. She will be a valuable asset for any organization that utilizes her services.

Sincerely,


Ana María Rodríguez
Councilwoman, City of Doral

Florida State University



CERTIFICATE OF COMPLETION

Florida Association of City Clerks
2012 Professional Education Academy
1st Year Program (40 CMC Hours)

Awarded to

Yamileth Pereyra, MMC

conducted by the
John Scott Dailey Florida Institute of Government
Florida State University
October 14 – 19, 2012


Jeff Hendry, FACC Institute Director
John Scott Dailey Florida Institute of Government


Kelly S. Koos, FACC President
Florida Association of City Clerks

Training Certificates



**CUSTOMER SERVICE 102 &
PREVENTION OF VIOLENCE IN
THE WORKPLACE TRAINING**

THIS CERTIFICATE OF TRAINING IS AWARDED TO

Yamilleth Pereyra

FOR YOUR PARTICIPATION IN RCUltures CUSTOMER
SERVICE 102 AND PREVENTION OF VIOLENCE IN THE
WORKPLACE TRAINING, CITY OF DORAL FL. IN
JANUARY 2012

Rick Caldwell
President, RCUltures, Inc.



WWW.RCULTURES.COM

**The John Scott Dailey Florida Institute of Government
at Florida Atlantic University**

Certificate of Completion

Presented to

Yamileth Pereyra

for participation at

Certificate in Public Records Management

12 hours (1.2 CEU's)

on

Tuesday, November 15, 2011

Wednesday, November 16, 2011



Susan Kean

Institute of Government

**CULTURAL COMPETENCY/DIVERSITY &
PREVENTION OF SEXUAL HARASSMENT
102 IN THE WORKPLACE TRAINING**

THIS CERTIFICATE OF TRAINING IS AWARDED TO

Yanicki Ferreira

**FOR YOUR PARTICIPATION IN RCULTURES CULTURAL
COMPETENCY/DIVERSITY AND PREVENTION OF SEXUAL
HARASSMENT 102 TRAINING, CITY OF DORAL, FL. IN
JULY 2011**

Rick Caldwell

**Rick Caldwell
President, RCultures, Inc.**

WWW.RCULTURES.COM



INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

Professional, Personal

Code of Ethics

Believing in freedom throughout the World, allowing increased cooperation between public officials and other nationally and internationally, I

Yamileth Pereyra

do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as a member of IIMC:

To uphold constitutional government and the laws of my community;

To so conduct my public and private life as to be an example to my fellow citizens;

To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and to merit public confidence in our community;

To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;

To record that which is true and preserve that which is entrusted to me as if it were my own; and

To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.

These things I, as a member of IIMC do pledge to do in the interest and purposes for which our government has been established.

(member signature)

Attest:

IIMC Executive Director

This certificate granted by the authority of the International Institute of Municipal Clerks

IIMC President



Florida Association of City Clerks

Founded October 26, 1972

www.floridaclerks.org

2011-2012

Board of Directors

Barbara Estep, MMC
President

10050 N.E. Second Avenue
Miami Shores, FL 33138
(305) 795-2207

Kelly S. Koos, MMC
1st Vice President

228 S. Massachusetts Avenue
Lakeland, FL 33801
(888) 834-6210

Lori McWilliams, MMC
2nd Vice President

345 Tequesta Drive
Tequesta, FL 33469
(561) 768-0443

Audrey Sikes, CMC
Northeast Director

205 N. Marion Avenue
Lake City, FL 32055
(386) 719-5756

Lee Mathes, CMC
Northwest Director

1 Bay Avenue
Apalachicola, FL 32820
(850) 653-9319

Tracy Ackroyd, MMC
Central East Director

635 W. Montrose Street
Clermont, FL 34711
(352) 394-4081

Sarah Adelt, CMC
Central West Director

P.O. Box 308
Frostproof, FL 33843
(888) 535-7854

Chevell D. Nubin, CMC
Southeast Director

100 N.W. 1st Avenue
Delray Beach, FL 33444
(561) 243-7051

Dianne Lynn, CMC
Southwest Director

9101 Bonita Beach Road, S.E.
Bonita Springs, FL 34135
(239) 949-6262

Jackie Lawhon, MMC
Immediate Past President

P.O. Box 1219
Seepchopy, FL 32358
(850) 962-4611

September 19, 2011

Ms. Yamileth Pereyra
Assistant to the City Clerk
City of Doral
8300 N.W. 53rd Street, Suite 100
Doral, Florida 33166

RE: Welcome/New Member

Yamileth, congratulations on your position! Welcome to the Florida Association of City Clerks (FACC) and the Southeast District. FACC takes great pride in offering quality education for our clerks that equip us to handle our daily duties and assignments as well as further advance our profession as a whole. The association via its members is also a tremendous network of knowledge, experience and support. As your Southeast District Director, I look forward to working with you. Please feel free to contact me if I can assist you in any way.

Sincerely,

Chevell D. Nubin, CMC
City Clerk, Delray Beach
FACC Southeast District Director

Celebrating Over 30 Years of Professional Education

St. Thomas University

The Archdiocesan University of Florida, United States of America

To all to whom these Letters shall come, Greetings in the Lord.

The President and Trustees of St. Thomas University upon recommendation
of the Faculty and by virtue of
Authority vested in Them this day conferred upon

Gamileth Pereyra

the degree of

Bachelor of Arts

Political Science

and have granted all Rights, Privileges and Honors thereto pertaining.

In Testimony whereof, we subscribe our names and affix
the University seal at Miami, Florida,
this eighteenth day of December, two thousand and ten.

Franklyn M. Casale
President

+ Thomas J. Jensi
Archbishop of Miami



Gregory S. Chan
Rector of the University

James Carby
Vice-Rector, Visconti College

St. Thomas University

The Archdiocesan University of Florida, United States of America

Upon recommendation of the Faculty
does hereby award this

Undergraduate Certificate

In

Homeland Security/Terrorism

with all the rights and privileges appertaining thereto, to

Damileth Meregra

having completed the approved program of study,
this eighteenth day of December, two thousand and ten.

Franklin M. Casale
President

+ Thomas Jensen
Archbishop of Miami



Gregory L. Chan
President of the University

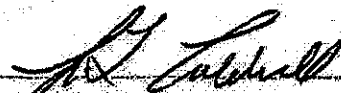
James Carbery
Acting Dean, Misssight College

CUSTOMER SERVICE TRAINING 100

THIS CERTIFICATE OF TRAINING IS AWARDED TO

YAMILETH PEREYRA

**FOR YOUR PARTICIPATION IN RCULTURES CUSTOMER
SERVICE TRAINING ON JANUARY 28TH, 2010**



**Rick Caldwell
President, RCultures, Inc.**



WWW.RCULTURES.COM

**CULTURAL COMPETENCY/DIVERSITY &
PREVENTION OF SEXUAL HARASSMENT
IN THE WORKPLACE TRAINING**

THIS CERTIFICATE OF TRAINING IS AWARDED TO

Yamileth Pereyra

FOR YOUR PARTICIPATION IN RCULTURES CULTURAL
COMPETENCY/DIVERSITY AND PREVENTION OF SEXUAL
HARASSMENT TRAINING, CITY OF DORAL, FL. ON JULY
17TH, 2009



WWW.RCULTURES.COM

Rick Caldwell
President, RCultures, Inc.



CITY OF DORAL

Building Task Force Committee Meeting

Wednesday, January 26th, 2011 at 6:00 p.m.
City Hall, Council Chambers
8300 NW 53rd Street,
Doral, FL 33166

1. Call to Order

Meeting was called to order at 6:12 p.m.

2. Roll Call of Members

Ernesto Anton	Present
Frank Bolaños	Present
Hani Jardack	Present
Benito Irastorza	Present
Alfredo Llop	Present
Joy Ruiz	Present
Viola Sanchez	Present

3. Mayor's Welcome

- Mayor Bermudez welcomed the new Committee.

4. Discussion of Sunshine Laws

- Jimmy Morales, City Attorney, reviewed the Florida Sunshine Laws.

5. Discussion Items

- **Election of Officers**

a. Chairperson- Nominations

- **Committee Member Llop motion to nominated himself. Seconded by Committee Member Sanchez. Roll Call-Motion fails with a 5-2 vote against (Committee**

Members Bolaños, Anton, Jardack, Irastorza, and Ruiz voted "no")

- Motion to nominate Committee Member Frank Bolaños as Chairperson made by Committee Member Anton. Seconded by Committee Member Jardack. Roll Call vote- motion passes with a 5-2 vote in favor (Committee Members Llop and Sanchez voted "no")

b. Vice Chairperson- Nominations

- Motion to nominate Committee Member Alfredo Llop as Vice Chairperson made by Committee Chairman Bolaños. Seconded by Committee Member Jardack. Motion passes unanimously.

c. Secretary

- Motion to nominate Committee Member Joy Ruiz as Secretary made by Committee Member Anton. Seconded by Committee Chairman Bolaños. Motion passes unanimously.

- **Establishment of Regular Meeting Schedule for Calendar Year 2011**

- 2011-02-16
- 2011-03-02: Public Attendance
- 2011-03-16
- 2011-04-20
- 2011-05-18
- 2011-06-01
- 2011-06-22
 - Meeting to begin at 6:00 p.m. and adjourn at 8:00 p.m.

Motion to approve the Regular Meeting Schedule for Calendar Year 2011 made by Committee Member Ruiz. Seconded by Committee Member Anton. Motion passes unanimously.

6. General Discussion of Future Agenda / Requests from Committee

- Request to obtain a turnaround time of requesting information.
- Case studies to build a foundation and categorize the issues within the Building Department.
- Listing of the most common complaints from the Building Department.
- Request for the Building Department permitting process.
- Provide other processes in other cities.
- To obtain a clarification of how many different specialties are in the Building Department.
- Turnaround time of a project / Permitting issues.

- Request to bring the Budget Report for the Building Department FY 2010-2011.
- Package summary of the processes of the Building Department. Website- to explore the Building Permit process and add feedback of the steps of the permitting system.
- Cutting down on construction time.
- Avoid delaying time in the permitting process.
- Assisting in expediting certain projects.
- Pricing as a concern regarding turnaround time.
- Building Department to explain state and local regulations.
- Quality of Building Department work.
- Temporary approvals.
- Issues regarding Certificates of Occupancy (CO).
- Outreach to local Chambers.

7. Adjournment

- **Motion to adjourn made by Committee Member Anton. Seconded by Committee Member Jardack. Motion Passes unanimously.**

Meeting adjourns at 7:50 p.m.

Next Meeting: February 16th,2011 at 6:00 p.m. in Council Chambers

Motion to approve the minutes of the January 26th,2011 Building Task Force Committee Meeting made by Committee Member Anton and seconded by Committee Member Sanchez.

Committee Member Ernesto Anton

Committee Member Hani Jardack

Committee Member Benito Irastorza

Committee Member Joy Ruiz

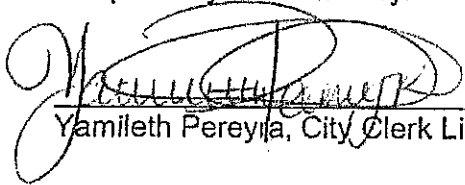
Committee Member Viola Sanchez

Vice Chairperson Alfredo Llop

Chairperson Frank Bolaños

A vertical line of seven handwritten signatures, each corresponding to a name listed to the left. The signatures are written in black ink and are somewhat stylized and overlapping.

Respectfully Submitted by:


Yamileth Pereyja, City Clerk Liaison


Frank Bolaños, Chairperson



CITY OF DORAL

Building Advisory Task Force Committee Meeting

Wednesday, May 4th, 2011 at 6:00 p.m.
City Hall, Council Chambers
8300 NW 53rd Street,
Doral, FL 33166

1. Call to Order

Meeting was called to order at 6:09 p.m

2. Roll Call of Members committee member

Ernesto Anton	Present (Arrived at 6:16 p.m.)
Frank Bolaños	Present
Hani Jardack	Present
Benito Irastorza	Present
Alfredo Llop	Present
Joy Ruiz	Present
Viola Sanchez	Present

3. Approval of Minutes from previous meeting

Motion to approve the March 16th, 2011 Building Advisory Task Force Meeting Minutes made by Committee Member Llop and seconded by Committee Member Irastorza. By consensus, motion passes unanimously.

4. Review of Annual Report

A. Ms. Yamileth Pereyra, City Clerk Liaison, gave the board a brief explanation of the annual Report submission.

B. Motion to formulate an Annual Report addressing the following factors (Please see below) made by Committee Members Llop and seconded by Committee Member Irastorza. By consensus, motion passes unanimously.

a. Dates of the meetings

- Task Force input and recommendations
- Public Comments and explanations
- Case Study analysis
- Best practices identify
- Areas of improvement to identify

C. Motion to move to Annual Report Item to agenda in next meeting made by Committee Members Llop and seconded by Committee Member Irastorza. By consensus, motion passes unanimously – May 18th,2011

5. Public Comments

A. No Public comments were made.

6. New Business: Create a subcommittee - Chair, Committee Member Llop, and Committee Member Irastorza

A. Motion to create a subcommittee from the Building Advisory Task Force Meeting made by Committee Member Llop and seconded by Committee Member Irastorza. By consensus, motion passes unanimously.

7. Case Study Review & Discussion

A. Mr. Ascunce explained Case Study #2 and Case Study # 6

8. Motion summarizing key findings from Case Study Discussion.

- a. A faster process in Electronic Filing
- b. Implementation of plan review
- c. There was a delay in revisions to as- built plans
- d. Building Inspectors to honor previous inspector comments in order to avoid miscommunication with follow-up of inspections

B. Motion to approve key findings from case study presented to the Building Advisory Task Force made by Committee Member Anton and seconded by Committee Member Jardack. By consensus, motion passes unanimously.

9. Agenda for next meeting

- A. Demonstration of the website from the Building Department.
- B. Request from the Board to have Planning and Zoning Director. Roadway Impact Fee Explanation.
- C. Motion to approve agenda items for next meeting (May 18th,2011) Building Advisory Task Force made by Committee Member Sanchez and seconded by Committee Member Jardack. By consensus, motion passes unanimously.

10. New Business

A. No business was discussed at this time.

11. Adjournment

A. Motion to adjourn made by Committee Member Sanchez and seconded by Committee Member Llop Motion passes unanimously.

Meeting adjourns at 8:18 p.m.

Next Meeting: May 18th,2011 at 6:00 p.m. in Council Chambers

Motion to approve the minutes of the May 4th,2011 Building Advisory Task Force Committee Meeting made by _____ and seconded by _____.

Committee Member Ernesto Anton

Committee Member Hani Jardack

Committee Member Benito Irastorza

Committee Member Joy Ruiz

Committee Member Viola Sanchez

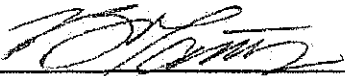
Vice Chairperson Alfredo Llop

Chairperson Frank Bolaños

Respectfully Submitted by:



Yamileth Pereyra, City Clerk Liaison



Frank Bolaños, Chairperson



CITY OF DORAL Building Task Force Committee Meeting

Wednesday, May 18th, 2011 at 6:00 p.m.
City Hall, Council Chambers
8300 NW 53rd Street,
Doral, FL 33166

1. Call to Order

- Meeting was called to order at 6:05 p.m.

2. Roll Call of Members

Ernesto Anton	Absent
Frank Bolaños	Present
Hani Jardack	Present
Benito Irastorza	Absent
Alfredo Llop	Absent (Excused)
Joy Ruiz	Present
Viola Sanchez	Absent

3. Approval of Minutes from previous meeting

Motion to approve the May 4th, 2011 Building Advisory Task Force Meeting Minutes made by Committee Member Sanchez and seconded by Committee Member Jardack. By consensus, motion passes unanimously.

4. Presentations: Public Information Office; Planning & Zoning Director

- Mr. Nathan Kogon, Planning and Zoning Director explained the City of Doral "Roadway Impact Fee".
- Ms. Christina Baguer, Public Relations Coordinator explained the City of Doral Webmaster.

4. Review of Annual Report

- Motion to add to the Annual Report the issue regarding open permits Minutes made by Committee Member Sanchez and seconded by Committee Member Jardack. By consensus, motion passes unanimously.
- Motion to add to the Annual Report the importance of maintaining consistency with inspector comments made by Committee Member Ruiz and seconded by Committee Member Jardack. By consensus, motion passes unanimously.

- Motion to add to the Annual Report the issue regarding the importance of having communication with the City of Doral Building Department, Miami Dade County Fire Department and DERM made by Committee Member Ruiz and seconded by Committee Member Jardack. By consensus, motion passes unanimously.
- Motion to approve the 2011 Annual Report t made by Committee Member Sanchez and seconded by Committee Member Jardack. By consensus, motion passes unanimously.

5. Public Comments

- No Public Comments

6. Open Discussion of task force findings to date and Motion summarizing key findings

- Mr. Ascunce explained the City of Doral Renewing and expired Permits.

7. New Business

- June 1st,2011 the Building Task Force will gather all task force findings and will attempt to summarize all findings before June 22nd,2011.

8. Adjournment

- Motion to adjourn made by Committee Member Jardack and seconded by Committee Member Ruiz. Motion passes unanimously.

Meeting adjourns at 7:02 p.m.

Next Meeting: June 1st,2011 at 6:00 p.m. in Council Chambers

Motion to approve the minutes of the May 18th,2011 Building Advisory Task Force Committee Meeting made by _____ and seconded by _____.

Committee Member Ernesto Anton	_____
Committee Member Hani Jardack	_____
Committee Member Benito Irastorza	_____
Committee Member Joy Ruiz	_____
Committee Member Viola Sanchez	_____
Vice Chairperson Alfredo Llop	_____
Chairperson Frank Bolaños	_____

○ Respectfully Submitted by:

Yamileth Pereyra, City Clerk Liaison

Frank Bolaños, Chairperson

○

○

Suzanne S. Hitaffer

19711 N. W. 4th Street, Pembroke Pines, FL 33029
954.443.1824 (Home) 305.336.3276 (Cell)

Objectives

Utilize nineteen years of knowledge and experience from serving as Deputy City Clerk for the City of Miami Springs to successfully fill the position of City Clerk.

Education

Miami Springs Senior High School - 1967 Graduate

Florida State University - Records Management Course - 1994

Florida Association of City Clerks Career Development Institute - 1995 -1997

- Attained Certified Municipal Clerk (CMC) certification through completion of the International Institute of Municipal Clerks approved program.

Experience

- Village of Virginia Gardens - 6498 N. W. 38 Terrace, Virginia Gardens
Assistant Village Clerk - 1987-1991
- City of Miami Springs - 11/1992 - 07/2013 - 201 Westward Drive, Miami Springs
Finance Department - Administrative Assistant - 1992-1994
City Clerk's Office - Deputy City Clerk - 1994 to Present:
 - Per Charter §8.02 (2), responsible for carrying out all duties of the City Clerk's Office during the absence of the City Clerk
 - Responsible for transcribing accurate minutes of all City Council meetings.
 - Provide notary services, information and referral services to the general public.
 - Assist in conducting City Elections, publishing legal notices and budget preparation.
 - Knowledge of State records management requirements.
 - Worked under the administration of four City Mayors and ten City Councils.

Skills

- Proficient in Microsoft Word, Microsoft Excel, Optiview, and Adobe Acrobat.
- Ability to accurately record and maintain records, establish and maintain effective relationships with employees, supervisors, department heads, elected officials and the public.
- Trained in the City Council "paperless agenda" process, notary public services, public information requests and the municipal election process.
- Skilled in providing courteous service to the residents and the general public.

Organizations

- Florida Association of City Clerks (FACC)
- International Institute of Municipal Clerks (IIMC)
- Miami-Dade County Municipal Clerk's Association (MDCMCA)

Jacqueline Vieira, MMC, CBTO
50 N.E. 156th Street, Miami, Florida 33162

(786) 390-7351
JVIEIRA555@aol.com

August 2, 2013

Ms. Loretta M. Boucher, HR Director
City of Miami Springs, Human Resources Department
201 Westward Drive
Miami Springs, Florida 33166

Dear Ms. Boucher:

I noted with interest your advertisement on your website for a City Clerk. I am looking for just such an opportunity.

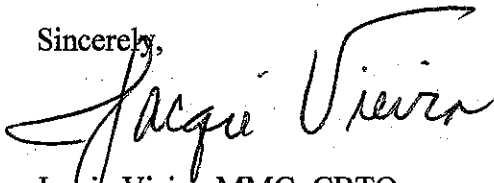
I received Master Municipal Clerk (MMC) Certification in June, 2012 and I am the immediate past president of the Miami-Dade County Municipal Clerk's Association (MDCMCA). Also, I am an active member of Florida Association of Business Tax Officials and received certification as a business tax official in April, 2010. I am a Notary Public of the State of Florida.

I have a Master of Science degree in Management/Graduate Certificate in Public Management and I believe my skills and experience closely align with the qualifications you are seeking.

My resume is enclosed with additional information on my experience and skills.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,



Jacqje Vieira, MMC, CBTO

OBJECTIVE

To obtain a responsible position where diverse experience, education, accomplishments and proficiency will allow an opportunity for growth.

CERTIFICATION

Master Municipal Clerk, June 2012
Certified Business Tax Official, April 2010
Certified Municipal Clerk, May 2009

EDUCATION

St. Thomas University, 2000, Masters of Science in Management
St. Thomas University, 2000, Graduate Certificate in Public Administration
Barry University, 1993, Bachelor of Science in Accounting

EXPERIENCE

Deputy City Clerk – City of North Miami June 2011 to present
Acting City Clerk – City of North Miami
(Elected City Clerk resigned to run for another elected position) November 2010 to June 2011
Deputy City Clerk – City of North Miami July 2003 to Oct. 2010
Record and maintain official records of Council proceedings. Perform administrative work including training and supervising clerical personnel and interpreters, supervise US Passport Acceptance facility function, ensure compliance with City's Business Tax Receipt Ordinances; prepare and control of budget and conduct elections of public officials under the supervision of the elected City Clerk. Board liaison to several boards; prepare and disseminate agenda packets, transcribe minutes for monthly board meetings, create yearly calendar, coordinate financial disclosure information; coordinate meetings and presentations. Assist City Clerk with schedule and meeting reminders. Public Notary for documents as required.

Records Management Supervisor – City of North Miami October 1997 to July 2003
Administer citywide records management program. Supervise mailroom, records, switchboard and word processing divisions; prepare and control of budgets for each of these divisions. Assist director and division heads with special projects including document imaging and Progress TV-Channel 33.

Clerk of the 748 Pension Board – City of North Miami January 2002 to present
Clerk of the 691 Pension Board – City of North Miami September 2002 to present
Transcribe minutes for monthly Pension Board meetings. Prepare and disseminate agenda packets to trustees and pension attorney. Create yearly calendar, coordinate meetings and consultants' presentations.

Administrative Specialist – City of North Miami September 1987 to September 1997
Administer citywide records management program; organize and direct activities of an in-house Records Center; supervise records personnel; liaison with the Florida Department of State, Bureau of Archives and Records Management; create retention schedules; track records for destruction; prepare and control of decision unit budget and monthly expenditure reports.

Jacqueline Vieira, MMC, CBTO
50 N.E. 156th Street, Miami, Florida 33162

(786) 390-7351
JVIEIRA555@aol.com

Clerk Typist – City of North Miami April 1987 to August 1987
Process applications for occupational licenses for new businesses and renewals within the City.

Records Clerk – City of North Miami September 1984 to March 1987
Microfilm permanent records of the City, file and retrieve, copy, mail distribution and general clerical duties.

Bookkeeper, part-time – Drs. Matthew & Sheryl Fensin September 1984 to present
Reconcile monthly bank statements and accounts payable ledger, compute monthly payroll taxes and generate quarterly payroll tax reports.

Insurance Biller, part-time – North Shore Medical Center October 1989 to July 1992,
February 1995 to March 2000
Bill in-patient and out-patient services to Medicare, Medicaid, Blue Cross/Blue Shield and commercial insurance companies through a computerized billing process.

Bar Manager – Red Carpet Lounge January 1979 to August 1984
Manage a family owned and operated 4COP liquor lounge.

References available upon request

MEMBERSHIPS

International Institute of Municipal Clerks (IIMC)	May 2007
Florida Association of City Clerks (FACC)	May 2007
Miami Dade County Municipal Clerk's Association (MDCMCA)	May 2007
• Immediate Past President	
Florida Association of Business Tax Officials (FABTO)	February 2009
• Current Secretary	
South Florida Government Finance Officers And City Clerk's Association (SFGFOCCA)	May 2009
The Professional Association of Notaries Public	October 2012

- Shadowed the city clerk in handling public records request, commission meeting agenda preparation, records maintenance and retention, organize/publicize community, board & Council meetings, make public notices for upcoming projects, contracts and bids. Worked with the community to produce Town events and researched issues of community interest.
- Wrote procurement specifications for RFPs, ITBs, RLIs, contracts, agreements, ordinances and resolutions for areas under my responsibility

Internetwork Learning Institute, NJ

Operations Manager

11/2004 – 1/2006

- Completed a number of administrative tasks as well as processed incoming and prepared outgoing correspondence
- Assisted with research for implementing procedures and maintained corporate calendar
- Proactively solved problems. Acted as a liaison between internal/external clients
- Coordinated the dissemination of correspondence and reports and updated web content as necessary
- Set various goals and deadlines for the office. Applied organization's policies where necessary
- Ensured operational accuracy and efficiency of the office by synchronized support services.
- Oversaw specific projects as directed by executive administration

Miami-Dade County Public Schools, FL

Language Arts Educator

10/2001 – 6/2004

- Managed student learning environment by creating effective lesson plans to stimulate critical, creative and cognitive thinking in the areas of English, Grammar & Punctuation, Language Arts & Literature, Writing & Composition skills.
- Experience with challenging situations and relationship building
- Utilized communication and presentation skills to lead students to achieve results and obtain goals set by the Florida State Standards curriculum. Time management skills assisted in incorporating academic subjects on a daily basis.

TECHNICAL COMPETENCIES

Microsoft Office Suite: Excel, Power Point, Outlook, Access, Publisher ■ Internet ■ QuickBooks ■ Laser Fiche ■ Peachtree ■ Adobe Acrobat Pro ■ MAC

CERTIFICATIONS

- Notary Public
- Certificate in Strategic Management, Florida International University, April, 2008
- Certificate in Inspecting Municipal Properties, May 2008
- Vice Chair of the Programs Sub-Committee to the Technical Advisory Committee (TAC) of Broward County's Resource Recovery Board Waste Disposal District, October 2007 to October 2008
- Certificate in Compliance Check verses an IRS Audit, October 2007
- Certificate of Achievement from the Emergency Management Institute, U.S. Department of Homeland Security, FEMA National Incident Management System (NIMS) IS-00700, August 2007
- Countywide Disaster Debris Management Plan, June 2007
- Certificate in Successful Citizen Advisory Boards & Committees, July, 2006
- Certificate in Public Records & Records Management Plan Training, August 2006
- School Leadership Licensure Assessment; Principal Certification State of New Jersey, 2005

ACADEMIC CREDENTIALS

- | | | |
|--|----------------------------------|------|
| ▪ Master of Public Administration | Florida Atlantic University | 1999 |
| ▪ Bachelor of Science, Communications | Florida International University | 1997 |

COVER LETTER

July 23, 2013

Josué Torres
7205 NW 173 DR #609
Miami, FL 33015
(786)663-4742

Honorable City Council members of the City of Miami Springs, FL,
and esteemed HR Director Loretta M. Boucher:

I'm interested in the position of City Clerk for the City of Miami Springs as advertised on the City's website.

My background fits your needs specifically. I've recently obtained a Masters in Public Administration and have substantial knowledge of local government administration. With a clean record, a valid driver's license, registered voter, fluent in English and Spanish and capable of obtaining a CMC certification within two years of appointment, I certainly meet the minimum qualifications set forth by the City to carry out the duties and responsibilities of such position. I'm driven to prioritize job assignments in order to efficiently meet all demands and exercise diplomacy during hostile situations. As a Team Leader, I've been responsible for assigning appropriate staffing levels, distributing workload according to work volume and monitoring employees' performance without supervision. In addition, I've also assisted management in auditing employees' timecards in order to comply with DOT regulations. I've provided executive support to the day-to-day management operation of a college Department Head for more than three years and acted as Dept. Secretary in the absence of such executive. My professionalism and vast knowledge of the organization enabled me to be continuously selected to represent the organization at various Career Fairs before large audiences. Technical proficiency in MS Office has enabled me to successfully create and maintain an effective inventory database in order to reduce budget expenses, and throughout my graduate coursework I've been able to successfully research, compile and analyze data.

I look forward to hearing from the City of Miami Springs regarding this great employment opportunity.

Respectfully,


Josue Torres, MPA.

JOSUE TORRES

786-663-4742 – josuetorres@about.me

Public Administration Professional

Driven for ethics, accountability and efficiency.

Profile

Outgoing, energetic professional with a successful record of embracing new challenges and excellent citizen, community rapport with a passion for public service. Driven to establish and achieve public agency objectives. Resourceful team member, skilled in identifying project needs and creatively solving problems.

Education

Master of Public Administration, Strayer University • Miramar, FL • GPA 3.5 Jan. 2011 – Dec. 2012
Relevant Coursework: Public Personnel Management • Policy Analysis and Program Evaluation • Modern Public Administration • Public Budgeting and Finance • Constitutional and Administrative Law • Leadership and Conflict Resolution.

Bachelor of Arts in History/ Minor in Political Science, Florida Int'l Univ. • Miami, FL Jan. 2005 – Dec. 2009
Relevant Coursework: American History • World History • American Government • The Presidency • Principles of Sociology • Humanities • Intro to Education • International Relations.

Employment History

March 2006 – Present: Courier/Team Leader — FedEx Express — North Miami Beach, FL

Processed large and bulk quantities of freight in a large operations center and delivered optimal customer service on time to a wide range of customer base. Work independently and in a fast-paced environment.

- Exceeded productivity levels for four straight years.
- Provided one-on-one training to new hires according to corporate best practice procedures.
- Assigned staffing levels, distributed workload and monitored workgroup's performance without supervision.
- Complied with DOT regulations by assisting management in auditing employees' timecards.
- Participated in the monthly Safety Improvement Team.
- Received and processed multiple payment methods and ensured that all cash recap matched.

Oct. 2002 - March 2006: Office Clerk — Miami-Dade College — Miami, FL

Provided executive assistance to the Dept. Chair and Secretary in a variety of administrative and clerical tasks. Served as liaison between students, faculty, departments and campuses. Organized, maintained, and updated personnel records following all confidentiality regulations. Received and sorted faculty and personnel mail with strict confidentiality.

- Created and maintained a book-log system using MS Excel to reduce budget expenses.
- Purchased faculty materials according to inventory needs and within budget limitations.
- Represented the institution and respective department at various Career Fairs.
- Performed the duties and responsibilities of the Dept. Secretary in the absence of the Secretary and managed the day-to-day operations of the department.
- Assisted administratively all faculty members in their day-to-day needs.

LIZMARI VALIDO

41 S Royal Poinciana Blvd, Miami Springs, FL 33166

305-215-9711

lvalido711@yahoo.com

July 22, 2013

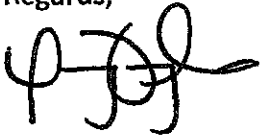
Loretta M. Boucher, HR Director
City of Miami Springs
201 Westward Drive
Miami Springs, FL 33166

Dear Ms. Boucher,

As requested, I am submitting the enclosed resume for consideration for the position of **City Clerk**. Please do not hesitate to contact me.

Thank you for your consideration.

Regards,



Lizmari Valido

Lizmari Valido

41 S. Royal Poinciana Blvd. • Miami Springs, FL 33166 • lvalido711@yahoo.com • (305) 215-9711

Education

Florida International University Miami, FL

Bachelors in Public Administration

August 2011

- 3.2 GPA

Miami Dade College Miami, FL

Associates in Accounting

August 2007

- 3.5 GPA

Work Experience

Town of Medley

Medley, FL

Social Services Director

November 2012 – Present

- Nortel Telephone System Maintenance
- Collect and generate information for Resident database
- Collect and generate information for Employee database
- Assign, collect and generate report of Lakeside vehicle registration decals
- Coordinating and Scheduling Housekeeping for Senior Residents
- Coordinating and Scheduling of Hot Meal Program for Senior Residents
 - Pick-up
 - Homebound delivery
- Coordinating and scheduling of Weekend Lunch Program for all Residents
 - Pick-up
 - Homebound
- Coordinating and scheduling blood pressure checks for senior Residents
- Direct Supervisor of Part-time employees
- Scheduling and approval of hours for all Social Services' Employees
- Update, track, and schedule all employees who work with children for mandatory childcare training.
- Afterschool program scheduling
- Summer Camp program scheduling
- Create flyers for all Town Events
- Monthly Children's Party coordinator
- Town Wide Holiday Parties & Events
 - Easter
 - Independence Day
 - Thanksgiving
 - Christmas
 - Halloween
 - Elderly residents ' birthday celebration
 - Music Nights
 - Jazzercise
 - Bingo

- Fieldtrip coordinator
 - Afterschool Program
 - Summer Camp Program
 - Senior Residents
 - MYSC
- Events Coordinator for the MYSC Program
- Coordinating and Scheduling Glucose checks for Senior Residents
- Coordinating and Scheduling of bathing for Senior Residents
- Create newsletters
- Complaints
- Elderly shopping trip coordination
- Verification of Medley Residency for all who apply for Medley Services
- Social Services Department Budget
- Attend Council and Special Meetings when pertaining to the Social Services Department

Town of Medley

Medley, FL

Social Services Dept.

March 2009 – November 2012

- Bus Maintenance Control
- Building security and camera system School bus security and camera system
- Programming of access cards for the Medley Municipal Services Facility
- Telephone System Maintenance
- Collect and generate information for Resident database
- Collect and generate information for Employee database
- Collect and generate report of Lakeside vehicle registration decals
- Monthly Resident birthday card mailings
- Monthly Employee birthday card mailings
- Coordinating and Scheduling Housekeeping for Senior Residents
- Coordinating and Scheduling of Hot Meal Program for Senior Residents
 - Pick-up
 - Homebound delivery
- Coordinating and scheduling of Weekend Lunch Program for all Residents
 - Pick-up
 - Homebound
- Coordinating and scheduling blood pressure checks for senior Residents
- Coordination of Part-time employees
- Update, track, and schedule all employees who work with children for mandatory childcare training.
- Afterschool program scheduling
- Summer Camp program scheduling
- Create flyers for all Town Events
- Monthly Children's Party coordinator
- Town Wide Holiday Parties & Events
 - Easter
 - Independence Day
 - Thanksgiving

- Christmas
- Halloween
- Fieldtrip coordinator
 - Afterschool Program
 - Summer Camp Program
 - Senior Residents
 - MYSC
- Events Coordinator for the MYSC Program
- Coordinating and Scheduling Glucose checks for Senior Residents
- Coordinating and Scheduling of bathing for Senior Residents
- Create newsletters
- Complaints
- Update applicant information for Medley Startup Grant
- Inventory for Police Department 2009-2010
- Vehicle Inventory and Maintenance 2009-2010
- Update businesses in the communication service tax database (until 2010)
- Scheduling of medical transportations for residents (until 2010)
- Generate delinquent letters for past due water accounts (until 2010)

Town of Medley

Assistant to the Assistant of the Mayor

Medley, FL
October 2005 – March 2009

- Schedule medical transportation for Senior Residents
- Update businesses in the communication service tax database
- Assist in grant application
- Scheduled trips for senior residents
- Schedule trips for summer camp programs
- Update and assist in the tracking of the NIMS training of all Town of Medley employees
- Update Meal program records
- Create flyers
- Create Newsletters
- Assist in coordinating events
- Public Works and Utilities Inventory
- Input Water payments in Dynamics Program

Town of Medley

Afterschool Tutor and Summer Program Counselor

Medley, FL
March 2002 – October 2005

- Assist children with their homework, projects, and tutoring
- Certificates received:
- 20 Hours of Training in the Introduction to Child Care
 - 10 Hours of Training in Behavioral Observation and Screening
 - 10 Hours of Training in School-Age Appropriate Practices
 - 8 Hours of Health Safety and Nutrition
 - 6 Hours Facility Rules and Regulations
 - 4 Hours Identifying Child Abuse and Neglect

Town of Medley

Medley, FL

Receptionist

March 2000 – November 2000

- Answer phones
- Prepare incoming mail
- Prepare flyers for children's monthly parties
- Prepare flyers for adult's monthly parties
- Accept Water Payments
- Filing
- Greeting business people and residents
- Generating and updating information in the Employee Compensation Bank
- Scheduling of medical transportations for residents

Skills and Training

- Bilingual: English and Spanish; strong verbal and written communication skills
- Microsoft Office
 - Excel
 - Word
 - PowerPoint
 - Access
- Adobe Photoshop CS2
- Nortel Phone System
- Kantech Security System
- Good organizational skills
- Effective public relation skills
- Able to work in a multi-task environment

Malini D. Siew-Narine

(PH) 856 979 4482

13250 SW 33 Street, Miramar, FL 33027

Email: msiewnarine@hotmail.com

July 17, 2013

Dear Sir/Madam:

I would like take this opportunity to introduce myself, education and experience.

As my attached resume indicates, I have a Bachelor's degree in Communications, a Master's degree in Public Administration and administrative, organization and resource management knowledge from my previous positions. Both my education and experience has equipped with both verbal and written communication skills and my former position as Department Head of a municipal Public Works Department has prepared me to execute numerous complex professional and supportive tasks.

In addition, I have had the opportunity to operate within a variety of areas, working closely with a wide cross section of people within both public and private sectors and I have always enjoyed that aspect of my duties. Each range of my responsibilities encouraged me to interact with coworkers and management in a matrix environment that requires collaboration skills as well as develop a rapport with clients while maintaining strong working relationships. I am organized, goal oriented, utilize my initiative and I am committed to client services; I feel these characteristics will make me a strong addition to your team.

I am confident I have the capability of handling your mission at any measure. The enclosed resume provides a more detailed description of my credentials. I look forward to discussing possible employment with you in a personal interview, where I am better able to provide you with additional information about my experience and qualifications.

Very truly yours,

Malini Siew-Narine

July 22, 2013

Loretta M. Boucher, H/R Director
City of Miami Springs
2012 Westward Dr.
Miami Springs, FL 33166

Dear Ms. Boucher,

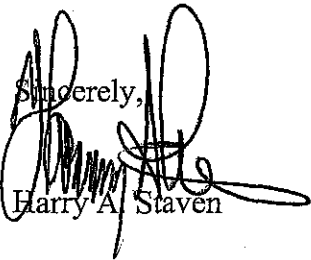
I am responding to the City Clerk – position #13-29 - recruitment because I have performed all the listed position elements for over two years throughout my public sector career dating back to 1989. During that time, I have also supervised the City Clerk and/or City Clerk-Treasure position for every local government entity where I served in the City Manager and/or Administrator capacity. I am a Notary Public in the State of Oregon and I am willing and able to obtain a Certified Municipal Clerk certification within a reasonable time frame from hire date.

I have over twenty years private sector customer service and operations management background and ten years public sector hands-on experience in all facets of municipal/tribal government operations, including the coordination of two municipal and three tribal government elections, full-cycle records management/retention, departmental budgets, personnel management in collective bargaining setting, enterprise – water, waste water, solid waste, electric, gas and port/airport/harbor - operations, grant writing and management and all aspects of customer service in a municipal setting.

My public sector work experience has primarily focused on fiscal and budget operations. I started as a Budget Technician (Yakama Indian Nation) and soon progressed to a Finance Director of a tribal government (Makah Tribal Government). I managed multi-million dollar grant and contract portfolios and general fund operating budgets in excess of \$21 million. From there I branched into internal auditing of a tribal gaming and resort operation (Wildhorse Gaming Resort). The resort employed over 450 tribal members and had an annual cash flow of \$176 million. Most recently my employment focus has been in short-term and/or interim-placement assignments so that I may be available to assist my mother in-law and other family members in their time of need, but now I will be available to commit, once again, to long-tenured service – 8 to 12 years – needs of a small-to medium-sized community.

From my résumé, you will see that I have a broad exposure to public sector service delivery issues and providing staff support to citizens, appointed and elected officials and conducting the necessary information research on agenda and staff report items. I urge you to consider my qualifications.

Sincerely,


Harry A. Staven

Harry A. Staven

1419 Wright Avenue, Richland, WA 99354

Tel/: (509) 946-4696 E-mail: harry.staven@gmail.com

CAREER OBJECTIVE: To enhance agency operations by serving in a senior staff capacity with specific focus to mentor subordinates and to enhance customer service, operations efficiency and effectiveness.

EDUCATION: M.P.A., Seattle University, 1996
B.S., Central Washington University, 1993
ACCOUNTING
B.S., Central Washington University, 1989
I. ECONOMICS
II. BUSINESS ADMINISTRATION
Organizational Management and Finance concentrations

CONTRACT and/or PROJECT- BASED or INTERIM -PLACEMENT LOCAL GOVERNMENT EXPERIENCE 2004 - 2013:

City of Galena, AK **Finance Director**

- Hired to transition the city's accounting and fiscal operations from a third-party contractor to in-house.

City of Lakeside, OR **Interim City Manager/Treasurer**

- Hired to manage city operations while city council was experiencing political change and unrest.

City of Tenino, WA **Interim City Clerk-Treasurer**

- Hired to fill-in for the vacant City Clerk-Treasurer position and to coordinated recruitments for Clerk-Treasurer and Police Chief.

City of St. Mary's, AK

Interim City Manager/Clerk-Treasurer

- Hired to manage multiple grant funded public works projects, to manage the municipal gravel export enterprise and to mentor staff to make the city self-sufficient in managing its own affairs.
- Increased enterprise revenue by 140% to an all-time high level and re-invested proceeds into new plant equipment and plant capacity improvements.
- Mentored front office and production staff; a local person is now able to take over the clerk/treasurer duties and another member is a certified diesel mechanic who can maintain our heavy equipment and diesel engines at the electric power plant.

Cokeville Economic Development Corporation (CEDC)

Cokeville, WY

CEDC Manager/ED Coordinator

- Hired to draft Comprehensive and CIP plans for a community of 500 residents; task further evolved to managing community and economic development related tasks, grant writing and coordinating the grants/contracts portfolio. I also performed all staff support for the Chamber of Commerce, Miracle Foundation (community foundation) and the Arts Council.
- I brought in \$627,000 in new grant funding and managed a \$2.4 million waste water plant project.

Town of Clayton, NM

Town (Project) Manager

- Hired to open a town-owned/operated, financed by a \$75 million revenue bond, 600-bed, minimum security correction facility. Participated in monthly payout meetings, weekly progress meetings and conducted daily on-site inspections.
- Also performed standard City Manager related tasks. Increased Fire Department funding from \$48,000 to \$287,000 and service level from one main station to one main and two sub-stations. Hired the first ever Fire Chief and EMT Training Coordinator for the Town.
- Managed a \$2.4 million water project to its completion. Worked to secure additional \$600,000 to ED Revolving Loan fund.

City of Roslyn, WA

Interim City Administrator/Clerk-Treasurer

- Hired to draft the operating budget while the City Administrator and Clerk-Treasurer positions were vacant. Employment ended as the budget was passed in December.

City of Klawock, AK

Interim City Administrator/Accountant

- Hired to lift the City off the State fiscal sanctions list due to the failure to submit past-due fiscal audits. Re-created fiscal, H/R and legal documents and assembled working papers for auditors to conduct three past-due audits.
- Also performed standard City Administrator related tasks.
- Coordinated at \$460,000 waste water project and worked on other economic development tasks.
- Managed the harbor, airport and City-owned liquor store.
- Served as the Emergency Management and Coastal Management Coordinator.

City of Falls City, OR

Interim City Administrator/Clerk-Treasurer

- Hired to perform year-end closing and pay past-due payables since the departure of the former Treasurer 7 months prior.

Village of Corrales, NM

Interim Village Administrator

- Hired to draft the operating budget and to investigate a potential embezzlement case.
- Also performed standard Village Administrator related tasks. Negotiated a solid waste contract, worked to pass a \$2.7 million opens space/farmland preservation bond issue, secured funding for a second fire station and coordinated a \$1.2 million road project.

City of Russell, KS

Interim City Manager

- Hired to fill-in for the vacant City Manager position and to coordinate the City Manager position recruitment.

NON – Form 1099 - LOCAL GOVERNMENT EXPERIENCE:

Village of Ashville, OH

Village Administrator

- Managed a full-service community in the Columbus, OH metro area.
- Worked on regional issues – water rights, transportation planning, growth management and intergovernmental cooperation – and managed to start a government to government dialogue for the first time with the surrounding communities.
- Direct – hands-on – operations oversight of public works and utility departments. Worked as the relief licensed water and waste water operator. Managed a \$1.4 million water project.

City of East Wenatchee, WA

City Administrator

- Managed a contract community (fire, water and waste water services contracted out).
- Major emphasis on economic development issues.
- Drafted an annexation and public facilities plan for the community.
- Increased the community tax base by 33% by recruiting new retail and service companies.

City of Nyssa, OR

City Manager

- Managed a full-service city.
- Drafted a downtown development plan for the community.
- Managed a \$660,000 (CDBG) waste water line replacement project.

Professional Affiliations:

ICMA (City/County Managers)

APA (Planners)

IEDC (Economic Developers)

GFOA (Finance Officers)

IIMC (Municipal Clerks)

Notary Public – State of Oregon

REFERENCES FOR CANDIDATE

Harry A. Staven

Phyllis Ferguson Headmaster (retired) Oasis School, Richland, WA
phyllis_ferguson@charter.net

Anne Schur Director of Software Engineering,
Key Technology, Walla Walla, WA
aschur@key.net

Meryl Birm Systems Analyst – State of Washington
mbirm@owt.com

Subj: **Jenice Rosado - City Clerk**
Date: 7/11/2013 1:30:24 P.M. Eastern Daylight Time
From: jenicer13@comcast.net
To: LoboBoucher@aol.com

Good Afternoon Ms. Boucher,

My name is Jenice Rosado; I am a resident of Miami Springs and a friend of Mr. Jim Crosland whom I believe has touched base with you regarding my interest in the position of City Clerk which I understand is soon to be available with your City. Attached, you will find my cover letter and resume for your review.

If you would like to meet with me, I am available at your convenience.

Thank you,

Jenice

Jenicer13@comcast.net
786-406-9577

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JENICE ROSADO

July 11, 2013

Re: City Clerk Position

Dear Ms. Boucher,

It is with great pleasure that I submit my resume for your consideration of the soon to be open position of City Clerk. I began my career in municipal government in 2007 with the City of North Bay Village. Throughout my time with the Village, I have had the opportunity to work with a multitude of professional individuals who have been instrumental in my knowledge of municipal government operations. One of the individuals that I have had the pleasure to work with is Mr. Jim Crosland. I have negotiated various union contracts with Mr. Crosland and consider him an utmost professional and friend who has greatly contributed to the knowledge I have today. My background prior to municipal government was in the legal field. I feel that my background in the legal field and the detail, efficiency and fast paced work that I was accustomed to while working in the legal field, paved the way and allowed me to develop a successful professional career in municipal government.

My background with the Village is diverse as you will see from my resume. I have for the majority of my time employed with the Village handled all of the Village's Human Resource functions as well as a multitude of other responsibilities including the initiation of community programs and events, preparation of items for our board and commission meetings, grant writing, etc. Throughout the past two years, I found myself being allocated further responsibilities that allowed me to assist the Village Manager with streamlining the day to day operations of the Village. I was officially promoted to the rank of Deputy Village Manager approximately a year ago. During my time as Deputy, I have played a critical role with the Village's departmental organization and efficiency process. I have worked closely with each member of the Commission and Village Clerk to accurately project our path and goals as a Village and transfer those projects into well formulated agenda items in order to move them forward. I draft and review all items that are placed on our monthly Commission agenda and work closely with the Village Clerk to make sure that the agenda is an accurate work product. Most recently, I have been asked by the Commission to fill the position of Interim Village Manager as the prior Manager vacated the position in April while a search for a permanent Village Manager is underway.

I learned of the prospective opening for the position of City Clerk in Miami Springs, by reading the article that was featured recently in the Gazette. To tell you a little about myself personally, I grew up in Miami Springs on Partridge Avenue and after I married in 2002, I moved in to our home at 1601 Westward Drive and continue to enjoy living in our home with my now 4 year old daughter Grace and Husband, Andres. Although I am not actively searching for another job, upon learning of this possible position in my own hometown and after speaking with Mr. Crosland who is so very pleased with all of the staff in Miami Springs, I am certain that I would like to pursue the possibility of being considered for the position of City Clerk. Although I do not currently have my CMC certification, if provided the opportunity to hold the position of City Clerk in Miami Springs, I would pursue achieving all desired certifications. I truly enjoy making Miami Springs my home and I would greatly enjoy being able to further my career in my own hometown. I am certain that I will be a valuable and contributing member to the City's already excellent team. I stand prepared to assist in continuing to move the City forward.

Thank you for your time and I look forward to your correspondence in the near future.

Respectfully Submitted,

Jenice Rosado

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JENICE ROSADO

1601 WESTWARD DRIVE MIAMI SPRINGS, FL 33166
PHONE 786-406-9577 • E-MAIL JENICER13@COMCAST.NET

EDUCATION

2006-2007 Florida International University Miami, Fl
Paralegal Certificate

1998 – 2003 Florida International University Miami, Fl
Bachelors Degree in Sociology/Anthropology, Minor in Political Science.

- Cum Laude Graduate.
- Emphasis on human social interaction and organization in various fields (workplace, family, society, political spheres).

1994 - 1998 Monsignor Edward Pace High School Miami, Fl.
High School Degree

- Graduated with honors, 3.90 G.P.A.
- Advanced Placement for college credit.

PROFESSIONAL EXPERIENCE

2007-Present / City of North Bay Village North Bay Village, Fl

April 2013-Present

Interim Village Manager / Human Resource Director

- Management of all Village wide operations including the direct management of seven (7) Department Heads and general management of consultants and staff of 55 full time employees
- Responsible for management of all capital projects, RFP's /RFQ's, budget process and grants
- Works with the Village Clerk to ensure that all items of business are appropriately addressed through the monthly Commission agenda; including but not limited to preparation of agenda recommendation memos and briefings for each commissioner
- Successfully managed the complete relocation of Village wide administrative and police headquarters

October 2012- May 2013

Deputy Village Manager / Human Resource Director

- Assists the Village Manager with all aspects of Village wide operations and direct management of all department head staf
- Works with the Village Clerk to ensure that all items of business are appropriately addressed through the monthly Commission agenda; including

but not limited to preparation of agenda recommendation memos and briefings for each commissioner

- Staff representative responsible for preparation, attendance and follow-up of the Village's Community Enhancement Board, Youth Services and Education Board and Citizens Budget and Oversight Board's monthly meetings
- Management of complete afterschool, summer camp parks and recreation activities staff in order to remain in compliance with The Children's Trust Grant which funds the programs
- Responsible for recruiting and hiring of all Village employees
- Creation and successful implementation of new Village personnel manuals, payment plans and general management policies
- Work with Legal Department in the negotiation of two union contracts: police employees (Fraternal Order of Police) as well as blue collar employees (Laborers International Union)
- Responsible for annual renewal and implementation of all Village benefit programs which includes the full administration of three POS health plans, one dental plan, one vision plan, life insurance, disability (short and long term), legal plan, AFLAC, FRS and ICMA (401 plan)
- Implementation of employee safety and wellness program which has helped reduce our workers compensation risk as well as our health insurance premiums
- Responsible for development and scheduling of all employee training programs
- Charged with adequately budgeting all personnel and benefit costs for our annual budget
- Responsible for management of all workers compensation employee injuries/accidents and vehicle accidents as processed through Florida League of Cities

2009-2012

Human Resource Manager and Contracts Administrator

- Responsible for recruiting and hiring of employees
- Process payroll changes through the ADP payroll system as well as import and update employee information on ADP database
- Maintenance of overall personnel files – new hire, terminations, etc.
- Process all status changes including annual longevities, COLA and merit increases when applicable according to applicable pay plan and grades for positions
- Process all employee vacation forms, FMLA, insurance stipend form
- Enrollment and process all changes for employee health, dental, vision insurance and retirement plans (FRS, ICMA)

- Process all workers compensation health and vehicle accident claims
- Negotiate contractual employment with employees and consultants
- Assist with the negotiation of labor contracts with the LIUNA and FOP
- Assist with the Preparation of Commission meeting recommendations memo's for the Village Manager
- Deliver employee health, safety and benefit training
- Coordinate annual recognition event for employees

2007-2008

Office Manager- Executive Administrative Assistant to Village Manager & Elected Officials

- Oversee and direct all administrative office functions
- Provide daily administrative support to Village Manager and Elected Officials
- Established Village procurement procedures for all office supplies in order to minimize expenses while maintaining quality
- Organization and administration of all Village special events and Village seasonal decorations
- Community liaison between Manager/Elected Officials and residents
- Effectively coordinate Manager & Elected Officials calendar and appointments
- Coordination & processing of all travel arraignments and expense reports
- Act as a representative to the Manager and Elected Officials in meetings and functions
- Work with Manager and other staff in development of Village emergency procedures

1999 – 2007 / Greenberg Traurig, P.A.

Miami, Fl

2005 – 2007

Conflict Review Coordinator

- Generating and analyzing conflict of interest reports to provide clearance of potential conflicts for existing GT attorney matters and lateral hires clients
- Coordinating workload & training of staff of 20 people to assure optimal efficiency and accuracy in a fast paced work environment
- Actively worked with Legal Key Software supplier to tailor our needs as a firm. In order to perform with utmost accuracy
- Maintenance of new associate hire employment database
- Quality review of all staff work
- Provide feedback for staff performance reviews
- Overall administrative organization of the department daily needs

2004 – 2005

Conflict Review Specialist

- Generating and analyzing conflict of interest reports to provide clearance of potential conflicts for existing GT attorney matters and lateral hires clients

1999 - 2002

Administrative Assistant - Clerk

- Corporate / Real Estate Department: Formation of corporations, managing minute books, issuing stock certificates, SS4 Forms & miscellaneous organizational and secretarial duties
- Appellate Department: Organization of pleadings, communication with clients, drafting of documents (notices, petitions, motions), proofreading and research, preparation of record on appeals and various documents for court

LANGUAGES / COMPUTER PROFICIENCY

- Bilingual- English and Spanish Fluency both written and spoken. Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Lexis /West Law, Legal Key, ADP

PERSONAL KEY STRENGTHS

- Dedicated, organized, and "hands on" Manager with the ability to work in a multi-cultural fast paced work environment; effectively multi-tasking various projects without compromising quality of work.

PROFESSIONAL ORGANIZATIONS

- Member of Florida City and County Management Association

Current Salary- \$82,000

LISANDRA MENDEZ

1201 Westward Dr. Miami Springs, FL 33166 | (305) 756-5011 | lsmendez@zmc.com

Professional Summary

- Administrative professional possessing a strong desire to learn and grow professionally. Proficient in MS Office.
- Executive administrative support professional offering versatile office management, planning and marketing skills.
- Driven Executive Assistant adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency and achieve organizational objectives.

Skills

- Office reception.
- Travel management.
- 10 key Calculator.
- Correspondence dictation.
- Conference planning.
- Excellent communication skills
- Database Management.
- Manual forms development.
- Multi-line phone proficiency.
- Microsoft office.
- Results-oriented

Work History

Executive Secretary

10/2010 to 01/2012

KV Carrier Services – Medley, FL

- In depth knowledge of Microsoft Office suites and internet telephone operations.
- Quick learner of new software applications.
- Word processing ? Ability to type 100 words per minute.
- Proficient in spelling and grammar in both English and Spanish.
- Professional verbal/written communication skills.
- Prepared and organized paperwork and other materials as needed for meetings, conferences, travel arrangements and expenses reports.
- Maintained office scheduling and event calendars.
- Composed, typed, and distributed meeting agendas and minutes, routine correspondences and reports.
- Set up and handled incoming mail and office filing systems.
- Collected and coordinated the flow of internal and external information.
- Managed office equipment and office space.
- Established the administrative work procedures for tracking staff's daily tasks.
- Developed and maintained an alert system for upcoming deadlines on incoming requests and events.
- Created expense reports, budgets and filing systems.

Education

High School Diploma:

Florida Christian Academy - Miami, FL

2009

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MELISSA ANNE KONKOL
P. O. Box 1696 Lake Wales, FL 33859
melissakonkol@gmail.com
(863) 606-8465

July 18, 2013

Loretta M. Boucher
HR Director
City of Miami Springs
Human Resources Department
201 Westward Drive
Miami Springs, FL, 33166

Dear Ms. Boucher

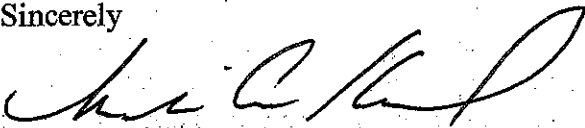
I am applying for the position of City Clerk. One of the first things you will see on my resume is that I have been teaching for the last seventeen years. You may ask yourself, "What experience could a teacher have that has prepared them to be your next city clerk?"

My experience as a business teacher, district director and city code enforcement board member has prepared me for this position. This experience includes organizing conferences for 1,400 secondary students (holding district elections, managing registration and coordinating the program), preparing agendas and meeting minutes, as well as listening to citizen concerns and working with city officials and fellow board members to attain compliance in code enforcement cases.

In addition to my work experience, I recently completed the Florida Institute of Government's Florida's Code of Ethics, Sunshine Law, and Public Records Act course and the Records Management: Online Training Series which included: Basics of Records Management, Disaster Preparedness and Vital Records and Electronic Records.

Thank you for the opportunity to apply for this position. I believe my experience and enthusiasm will be an asset to the City of Miami Springs. Please let me know if you need any additional information or have any questions I may answer. I can be contacted at (863) 606-8465 or via email at melissakonkol@gmail.com.

Sincerely



Melissa Anne Konkol

MELISSA ANNE KONKOL
P. O. Box 1696 Lake Wales, FL 33859
melissakonkol@gmail.com
(863) 528-8534

PROFESSIONAL EXPERIENCE

Polk County School Board

P. O. Box 391, Bartow, FL 33831

Business Technology Teacher

August 1995 to Present

- Train students in office procedures/management, graphic design and computer programming. Software: Microsoft Office Suite, Adobe Photoshop, Corel Draw, Game Maker
- Supervise operation of retail sign shop (vinyl, laser engraving, computerized embroidery, large format printing) school-based enterprise creating custom posters, signage, etched glass, etc. Meet with clients and assess needs, collect payments, make deposits.
- Compile, review and analyze student data.
- Lead team in development of unit planning.
- Organize and Create annual yearbook. Create and Publish school newsletter (1998-2011)
- Senior Class Sponsor. Assist students with career/college planning.
- Organize and supervise fieldtrips to industry conferences, seminars, colleges, and businesses.

Future Business Leaders of America (FBLA) District 14 Director

May 2003 to July 2012

- Schedule, coordinate and manage student conferences and district testing. Book facilities, procure judges for performance events, supervise adviser proctoring of events, schedule students, verify scoring, direct awards program. Supervise district officer elections.
- Coordinate registration, travel and transportation for district, state and national conferences.
- Prepare board and adviser agendas, meeting materials. Take minutes during meetings, type minutes and other district correspondence, maintain calendar, manage financial records and prepare annual statements.
- Coordinate performance event at state leadership conferences. Schedule advisers, meet with judges, supervise preliminary and final performances.
- Judge performance events at State and National Phi Beta Lambda Conferences.
- Assist local advisers with district concerns.

Substitute Teacher

August 1993 to June 1995

- Supervise students. Present lesson plans.

Polk County Board of County Commissioners

May 1988 to August 1991

330 West Church Street, Bartow, FL 33830

Office Assistant, EEO Office

- Create and maintain EEOC mandated data.
- Assist personnel department as necessary.
- Type correspondence, greet visitors and answer telephone.

VOLUNTEER EXPERIENCE

Florida FBLA-PBL Board of Directors
Region Three Representative

April 2010 to Present

Florida Business Technology Educators Association Board
Middle School Representative, Newsletter Editor

January 2008 to January 2012

City of Lake Wales Code Enforcement Board
Board Member

April 2009 to Present

April 1998 to March 2007

- Served as Board Chair 2002-2007. Current Vice-Chair.

United States Army Reserve
Family Readiness Volunteer

Senior Spouse:

3 BN 349 REGT LSB Commander: LTC Bennett

June 2013 to Present

5th BN/95th REGT (CA/MISO) Commander: LTC Bennett.

July 2010 to May 2013

- Oversee and support FRG activities in the command, provides assistance to the FRG leader, coordinate with battalion commander on family readiness policies and special issues.
- Newsletter editor.
- Instruct at Family Programs Academy, Army Family Team Building

Family Readiness Group Leader:

June 2006 to January 2009

478th Civil Affairs Battalion (FID/UW)

March 1997 to June 2003

Commanders: LTC Gomez, LTC Dicker, LTC Betancourt and LTC Hubbard.

- Coordinate and assist with preparations for Family Day Events, Deployment and Welcome Kits.
- Assist Family Members of Deployed Soldiers.
- Produce quarterly FRG newsletter, Create and maintain informational FRG web site.
- Instruct (AFTB, Family Readiness courses) at battalion, 350th CACOM, USACAPOC.

EDUCATION AND TRAINING

- University of South Florida, B.A. Degree (Sociology), Tampa, FL, May 1992
- State of Florida Department of Education Teacher Certification -- Business 6-12, expires 2017
- Notary Public, State of Florida, expires 2017
- FL Institute of Government's Florida's Code of Ethics, Sunshine Law, & Public Records Act Course
- Records Management: Online Training Series (Basics of Records Management, Disaster Preparedness and Vital Records and Electronic Records)
- Microsoft Certified Application Specialist Microsoft Office Word 2007, Word 2010
- Visual Communication Certification using Adobe Photoshop CS3
- Rich Media Communication using Adobe Flash® CS5
- Army Family Team Building Master Trainer Course, Minneapolis, MN, July 1999

AWARDS

Florida Governor's Awards for Excellence in Teaching Economics 2000 - 2013

USASOC Family Readiness Group of the Year (Reserve Component) 2003

Department of the Army Certificate of Appreciation for Patriotic Civilian Service 2002, 2003

Teacher of the Year – Gause Academy 2003

Department of the Army Commander's Award for Public Service Medal 2001

Department of the Army Outstanding Civilian Service Medal 2000

USASOC Family Readiness Volunteer of the Year (Reserve Component) 2000

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Miguel-Angel Becerra

Social Security [REDACTED]

620 Oriole Avenue, Miami Springs, FL 33166 / (786) 663-1399/mabecerra@bellsouth.net

SKILLS SUMMARY

☑ CUSTOMER SERVICE ☑ BUDGET MANAGEMENT ☑ QUALITY ASSURANCE
☑ ISSUE RESOLUTION ☑ OPERATIONS ADMINISTRATION ☑ BILINGUAL LEADER
☑ TEAM DEVELOPMENT ☑ RELATIONSHIP DEVELOPMENT ☑ REVENUE GROWTH

WORK EXPERIENCE

Alex Electric Services, 2245 W 10 Ct, Hialeah, FL, 33010

Service Manager 6/2012–6/2013

Responsibilities included but not limited to the following: Employee scheduling based on daily activity; Employee counseling; Employee training; Inventory purchasing; maintaining par stock; vehicle maintenance; Direct Customer Sales and Service; Implement weekly staff meetings and minutes; Internet research;

MB Lawn Services, 620 Oriole Avenue, Miami Springs, FL 33166

Self Employed Business Owner 5/2006–5/2012,

Occupational License # 566243-3

Responsibilities in my business included but not limited to the following: Employee scheduling based on daily activity; applying accounting principles daily, weekly and end of month; setting efficient route setting to minimize cost; direct contact sales and service with clients; equipment operator;

Intermarket /Printmat, 7286 SW 48 Street, Miami ,FL 33155

Warehouse Clerk 1/2002-4/2003

Responsibilities in the warehouse included but not limited to the following: Receiving, store, and ship inventory to according to clients need; maintain par stock inventory levels through reports prepared for senior executives; learn and master company AS6000 shipping computer program; invoice clients on a daily basis; communicate with managers via Microsoft office and emails

Homestead Studio Suites Hotel, 8720 NW 33Street Doral, FL 33172

Assistant General Manager 6/2001-9/2001,

Responsible for the daily operation of the hotel to include but not limited to the following;

Prepared occupancy and revenue reports for the Regional Manager;
Supervised and created staffing quotas for housekeeping, reservations, front office departments; Develop and maintain quality and quantity control levels above company standards for all departments; (cont.)

accountable for payroll budget for multiple departments; achieve occupancy levels through direct sales visits; develop procedures for all shift closing and monetary transactions; empowered employees to handle all guest situations accordingly; prepare and enter payroll for the multiple departments;

Radisson Mart Plaza Hotel, 711 NW 72 Avenue, Miami, FL 33126

Director of Front Office Operations 1/2000-6/2001

Responsible for the daily operation of the Front Office to include but not limited to the following: ; prepare occupancy and revenue reports for executive committee; hire and counsel staff for multiple departments; develop and monitor payroll budget for various departments; approve staff scheduling for multiple departments based on hotel occupancy; create training guidelines and manuals for various departments; develop and monitor new quality goal standards for various departments; implement and train appropriate departments in revenue yielding processes; accountable for maintaining overall guest satisfaction above 97 per cent; empower supervisor to assure guest satisfaction; schedule shuttle fleet maintenance as necessary

Hyatt Pier 66 Hotel, 2301 SE 17 Street Ft. Lauderdale, FL 33316

Reservations Manager 4/1999-01/2000

Responsible for the daily operation of the Reservations department to include but not limited to the following: prepare occupancy and revenue reports for executive committee members; develop and implement revenue guidelines to yield maximum revenue; monitor and input group and individual reservations; monitor and set new quality control standards for reservation agents; create schedule for reservation agents according to incoming call levels; input payroll levels on a weekly basis

EDUCATION

Barry University, Miami Springs, FL

Bachelor's Degree in Public Administration

July 2010

Florida Notary Public

#FF026547

06/2013 - 06/2017

Community Involvement

Miami Springs Little League Baseball

May 2008-Present

Miami Springs/Virginia Gardens Soccer Club

May 2008-Present

SKILLS**Proficient in all aspects of Microsoft Office 2007-2010****Proficient in all usage of Office equipment****LANGUAGES****Fluent in both English and Spanish at an advanced level****REFERENCES**

Ariel Rodriguez, Esq	Dept. of Justice	305-528-8312	Ariel.rodriguez@usdoj.gov
Otto Camejo	Self Employed	305-494-4863	springsbaseball@hotmail.com
Arandis Diaz	Blessed Trinity	305-905-0314	

Gaps in Employment

04/2003-05/2006 – Stay at home parent/ Attended Barry University at Night

July 24, 2013

Loretta M. Boucher
HR Director
City of Miami Springs
Human Resources Department
201 Westward Drive
Miami Springs, Florida 33166

Re: City Clerk Position

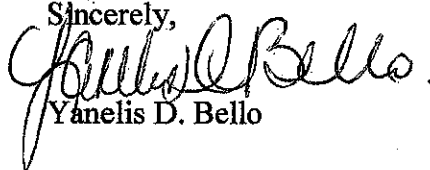
Dear Ms. Boucher:

I am writing to express my interest in the City Clerk position. While most of my experience has been in the legal field, I understand the importance of responsibility and professionalism in an organization.

Some of my current responsibilities include maintaining electronic files up to date, drafting and revising documents, coordinating services internally within the firm and externally with vendors, communicating with clients, and submitting expense reimbursements. Experience has taught me to maintain professional relationships with all departments in an organization and the ability to work individually, as well as within a team.

I am enclosing my resume and personal and professional references. If you require additional information, you may contact me at (305) 606-7042 or by e-mail at YBell001@fiu.edu.

Thank you for your consideration.

Sincerely,

Yanelis D. Bello

Enclosures

YANELIS BELLO

6345 Collins Avenue, TH-14, Miami Beach, Florida 33141

Telephone: (305) 606-7042 / E-mail: YBell001@fiu.edu

OBJECTIVE

Business Professional, where proven strengths in the areas of organization, dependability and problem solving will contribute to an organization's development and professionalism.

EDUCATION

Masters in Business Administration (April 2012)

Florida International University, Chapman Graduate School of Business, Miami, Florida

Bachelor of Arts in Liberal Studies, Minor in Psychology (April 2008)

Florida International University, College of Arts and Sciences, Miami, Florida

Associates in Arts in Liberal Studies (December 2005)

Miami Dade College, Miami, Florida

Associates in Science in Legal Assisting (May 2002)

Miami Dade College, Miami, Florida

EMPLOYMENT EXPERIENCE

Administrative Assistant, Greenberg Traurig, P.A., Miami, Florida (May 2000 – Present)

- Responsible for organizing, managing and maintaining electronic case files.
- Assist in drafting and revising documents.
- Coordinate services, when needed, in order to complete a given task.
- Communicate with clients.
- Serve as a mentor and provide training on specific programs.
- Submit expense reimbursements.
- Review and edit pre-bills and confirm billing rates to be included in engagement letters.

Legal Assistant, Hunnefeld & Associates, P.A., Coral Gables, Florida (June 1998 – June 1999)

- Responsible for maintaining client files.
- Answered telephones and greeted clients.
- Filed legal actions in federal and state courts.
- Assisted with trial preparation.

Assistant to Sales Manager, Metropolis Optical Distributors, Miami, Florida (April 1995 – June 1998)

- Greeted customers and received merchandise orders.
- Handled sales in Sales Manager's absence.
- Responsible for updating price lists.
- Processed monthly accounting reports.

QUALIFICATIONS

Extensive experience in the legal field has led to the development of critical skills and core competencies, including organization, multitasking, prioritizing, communication, confidentiality, flexibility, adaptability, work ethics, research, and computer skills.

COMPUTER SKILLS

Microsoft Outlook, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, LawDrill.net, FileSite, PDF Converter Professional 5.2, Chrome River, Kronos, PrebillViewer.net, and ADERANT Expert/CMS.

REFERENCES

Angelika Hunnefeld

Miami, Florida

Telephone: (305) 579-0782

Email: hunnefelda@gtlaw.com

(Professional Reference)

Timothy A. Kolaya

Miami, Florida

Telephone: (305) 579-0811

Email: kolayat@gtlaw.com

(Professional Reference)

Alex Nemiroff

Miami Beach, Florida

Telephone: (305) 401-4148

Email: alex@phillipsfrankel.com

(Professional Reference)

C. Ryan Reetz

Miami, Florida

Telephone: (305) 423-8525

Email: ryan.reetz@dlapiper.com

(Professional Reference)

Robert Rivera

Miami, Florida

Telephone: (786) 471-6505

Email: robertsriviera@gmail.com

(Personal Reference)

Darlene Hernandez

Miami, Florida

Telephone: (305) 300-9539

Email: darlene.hernandez13@yahoo.com

(Personal/Professional Reference)

résumé

MARIA ISABEL ESTEVEZ

305.968.4605 • path727@aol.com

Objective

Seeking a full-time position with an emphasis on customer service

Summary of qualifications

Office manager at Curtis Publishing Company in Miami from February 1981 through June 2013.
Company currently downsizing.

Duties include:

- Assistant to CEO and general manager
- Point person for more than 50,000 customers
- Payroll and human resources liaison
- Schedule all appointments
- Maintain inventory of office and banking supplies
- Post accounts payables and receivables
- Preparation of all company deposits
- Preparation of billing on advertising accounts
- Resolve any issues with vendors
- Data entry
- Notary
- Entry of preliminary information of ads for production
- Sales order entry
- Handle relay calls, military and foreign subscribers, and resolve complaints.
- Open and close company on a daily basis

Bilingual and computer proficient. Knowledgeable in Microsoft Excel, Word and FileMaker Pro. Reliable, punctual, always a team player and acquires knowledge quickly.

Education

Miami Southridge High, High School Diploma, 1981

References

Thomas N. Curtis, Publisher, Dolphin/Curtis Publishing
Phone: 305-594-0508

Andrew E. Cohen, General Manager, Dolphin/Curtis Publishing
Phone: 954-232-8786

résumé



July 12, 2013

To: whom it may concern
From: Tom Curtis
Re: Maria Estevez

Please accept this as a Letter of Recommendation for the employment of Maria Estevez. Due to the sale of my football publication, Dolphin Digest, and the required downsizing of my company Dolphin/Curtis Publishing, Maria Estevez will soon be leaving the company. Maria has been employed by my company since 1981 and has been one of my most-valued employees. She has been the face and voice of Dolphin/Curtis Publishing for more than 32 years and will be sorely missed. Maria has the unique talent of combining courtesy, patience, and efficiency so that each customer is treated right, on the phone or in person. Her responsibilities with my company were wide in range, from customer service to accounting to sales. To say Maria is punctual and reliable would be an understatement of how she performed every day.

Maria Estevez will be an asset to the fortunate company that chooses to employ her in the future. I would be happy to discuss further with any prospective employer the reasons for hiring Maria. Please do not hesitate to call me personally at 786-262-4616 if I can be of service or provide more information on this outstanding employee.

Thomas N. Curtis, President Dolphin/Curtis Publishing Company

JAMES FULTON

1010 Oriole Avenue
Miami Springs, FL 33166

305.528.0558
jefulton3@gmail.com

EXPERIENCE

GPES, Inc. 2011-2013
Miami, FL
Repair Technician

Responsible for the repair of post tension cables in high rise structures and parking garages, and the installation of barrier cables. Other responsibilities included assisting with the planning and preparation of needed materials per project, and site liaison between the general contractor and home GPES office.

Bayou Restorations, Inc 2003 - 2010
New Orleans, LA
Self-Employed

Responsible for the planning, budget, required applications, and the execution of renovations to residential and commercial properties. Specialization includes the restoration of architectural details and reintroducing blighted properties into useable real estate.

Better Healthy Skin.com, LLC 2001 - 2010
New Orleans, LA
Operations Manager

Management of day to day client service operations. Responsibilities included resolution of service issues, review of international transactions, inventory maintenance, and the supervision of the shipping, marketing & website management teams.

JEF Medical Group 1999 - 2003
Newport Beach, CA
Medical Practice Manager

Directed the day to day management of a high-volume medical practice, including supervising the Marketing and Accounting departments. Responsible for improving office policies and procedures, human resources and regulatory compliance; including obtaining the AAAHC certification for the practice and operating room. Worked closely with the Marketing department in the development of various media types. Increased the practice's yearly revenue from \$1mm to \$3mm and staffing from 7 to 15 FTE's in 3 years.

JNJ Renovations 1994 - 1998
Miami, FL
Self-Employed

Handled both small and large renovations on commercial and residential properties.

United States Government 1989 - 1993
United States Marine Corps
Lance Corporal

MOS: Crash Fire Rescue

Part of the elite Marine Corp within the United States Government. Trained and obtained extensive experience in leadership, teamwork and discipline at Marine Corp Recruit Depot, Parris Island. Part of a 4 man team of Crash Fire Rescue and responsible for rescuing victims involved in aircraft crashes and fires. Additional duties included operating, maintaining, and inspecting firefighting vehicles, controls and rescue equipment.

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LANGUAGES AND KEY SKILLS

Spanish - Intermediate Level

Problem Solving - Able to resolve matters in an effective and expeditious manner

Creative - Able to think "outside of the box" and open to experiencing new ways to achieve goals

Team Player - Practices knowledge sharing and facilitating the development of team members

EDUCATION & LICENSING

Post Tensioning Institute Certificate: Level 1 Unbonded Post Tension

(PTI ID Number 061012006)

2012

Landmark College, Basic Collegiate Coursework

1993-1994

Valley Forge Military Academy, High School Diploma

1990

REFERENCES

Rodolfo Diaz

PICA Corporation

Chief Operating Officer

305.206.8802 Cellular

Braulio Ortiz

Bioteknica

Co-Founder & Sr. Engineer

305.796.8779 Cellular

Susan Arregui

REAA Company

Co-Founder

786.271.0643 Cellular

Gloria A. Godales

2764 NW 31 St, Miami, FL. 33142

(786)285-9471

gloriagod0531@aol.com

Profile:

Professional, educated, and experience individual who has the capacity, knowledge and ambition to succeed industries that I have worked and held different positions within the company such as Administration, Consultant, Customer Service, Sales, Trainer, Recruiter, and other job titles. I have excellent communication skills. I like to implement new ideas within the industry that I work for in order to grow within the company. I am self-sufficient, multi-task individual which would be a valuable asset to the company. I get along with others and also I work independent and efficiently utilizing minimum supervision. I am seeking a position in order to learn, grow and succeed in a dynamic environment utilizing my organizational, analytical and interpersonal skills. I speak English, Spanish and some French.

Areas of Expertise:

Administration Assistant	Banking Financial Advisor	Receptionist
Inspection	Recruiter	Teacher Assistant/Tutor
Customer Service/Sales	Consultant	Trainer

Professional Experience:

Continuation of consulting work at the present time.

Comcast-Miami, FL-(10/11-10/12)

Account Executive/Sales

- Sold cable, internet and phone service to customers.
- Processed credit card payments over the phone.
- Inbound/Outbound Calls.
- Achieved Monthly Sales Quotes.

Gloria's Consulting Services-Miami, FL-(01/10-03/2012).

Consultant

- Provide consulting advice to clients that opened a new business.
- Processed all the legal paperwork that involve food inspections, alcoholic & liquor licenses.
- Offer legal services such as translations, notary, immigration and other services.

State of Florida/Code Enforcement-Miami, FL- (12/08-12/10)

Administrative Assistant/Inspector/Trainer

- Issued state licenses to the public when opening a new business.
- Read & examine different types of leases, subleases, amended and other types of contracts.
- Evaluated disposition of felony and misdemeanor arrests.
- Trained new enforcement agents regarding inspection codes.
- Processed background checks and fingerprint work for the public.
- Researched & documented complaints that dealt with different cases.

Suntrust Bank-Miami, FL-(01/06-10/08)

Financial Advisor/Administrative/Sales/Trainer

- Open new checking/savings accounts, certificate deposits, and other accounts.
- Experience in Inbound & Outbound calls.
- Train new personnel when hired.

Unitedhealthcare-Miami, FL-(10/03-12/06).

Healthcare Advisor/Claims Processor

- Knowledgeable in Medicare/Medicaid guidelines.
- Trained & Implemented in different software programs on the job.
- Processed Complaints/Appeals/Grievances against providers.

Miami Herald Publishing Company-Miami, FL- (05/94-08/03).

Retention Clerk/Customer Service/Collections

- Experience in collections, processing checks credit cards, & money orders in the computer.
- Achieved the monthly/weekly goals.

Florida International University-Miami, FL-(01/93-12/99).

Administrative Assistant/Human Resource Clerk/Recruiter:

- Recruited new faculty when hired.
- Performed as an Academic Advisor for students.
- Performed administrative & human resource duties.

Miami-Dade Community College-Miami, FL-(01/89-12/92)

Administrative Assistant/Clerical/Recruiter/Tutor

- Implemented trade shows and fund raising events.
- Processing alumni membership and student scholarship applications.
- Trained new personnel.
- Tutor/Teacher assistant for disability students.

Education:

Florida International University, BBA-Double Major Marketing/International Business, 1999

Miami Dade Community College, Associate in Arts, 1992.

State Notary License, Dec 2016.

Certificate of Mortgage & Real Estate Certificate, 2010

Computer Skills:

Microsoft Word, Outlook, Excel, Powerpoint, Internet Explorer, CSG, Vision, Netscape, Diamond, Citrix, and other computer programs.

Accomplishments:

Certificate of Completion of State of Florida Time Management Seminar.

Suntrust Bank 100% Dedication Award for Excellence Customer Service.

Miami Herald Publishing Company, Certificate of Top Bilingual Producer

Certificate of Completion of Mortgage Broker License.

Unitedhealthcare, Certificate of Medicare/Medicaid Trainer/High Quality Score.

Experienced working for Law Firm.

Experienced working from home.

Victor F. Armendariz

Accomplishments

Eight years of experience in Records Management.

Developed the Records Management Database for the Building Department to log the inventory of plans, microfilm, and other permit related documents as well as track Public Record Requests
Digitized all Building Department permit records to from 1925 to Present and implemented an Electronic Document Management System (EDMS)

Project Manager for Automatic Vehicle Locator (AVL) system for Building and Code Compliance Departments.

Support Team Member for Citywide Enterprise Building Development System.

Project Management Member for the implementation of Accela Automation.

Project Management Member for the implementation of ProjectDox Electronic Plan Review system

Project Manager for new Queuing system for the Building Department

Support Team Member for Citywide Copiers

Developed a database for the Building Department to track clients who submitted checks with non sufficient funds.

In 2010, implemented a successful Plan Review Inventory system used by plans examiners to track the availability of plans.

Professional Experience

Building Records Manager—City of Miami Beach, Miami Beach, FL 08/2006– Present

Manage the department's EDMS system; Laserfiche

Maintain/Destroy records according to their retention schedule.

Manage the department's queuing system.

Support PEDDS electronic signature system for use with ProjectDox

Collaborate across teams to coordinate on new projects for the department

Reduced the storage budget by 50% by destroying records that met retention.

Building Records Supervisor—City of Miami Beach, Miami Beach, FL March, 03/2005– 08/2006

Developed and maintained Records Management database.

Established a Records Management policy for the department.

Collaborated with Procurement Department to contract a vendor to scan documents according to the specifications of Rule 1B-26.003, F.A.C.

Certifications and Software Skills

Laserfiche: Administrator II, Specialist Business Process Management (BPM), Specialist Capture I
Microsoft Access, ProjectDox, PermitsPlus, Accela Automation

Education

May 2001 – Dec 2001 Under Graduate Studies in Computer Science
Florida International University, Miami, FL

Aug 1995 - May 2001 Bachelor of Science, Criminology (1) course left to attain certificate
Florida International University, Miami, FL

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Rhonda Montoya Hasan, Attorney at Law

1700 Convention Center Drive, 4th Floor
Miami Beach, Florida 33139
E-mail: fireatty@yahoo.com

Telephone: 305.673.7000, ext. 6731
Facsimile: 305.673.7002

July 22, 2013

Ron Gorland
City Manager
City of Miami Springs
201 Westward Drive
Miami Springs, FL 33166

RE: City Clerk Position


Dear Mr. Gorland:

I am writing to you regarding the above-captioned open position with your City and would like to highly recommend Victor Armendariz for the position. I have known Mr. Armendariz over 8 years since he started working for the City of Miami Beach in the Spring of 2005. As the legal advisor for the City's Fire and Building Departments for approximately 16 years, I can state without reservation that Mr. Armendariz would be an excellent fit for City Clerk. He is extremely organized, he competently manages a staff of several employees in the Records Division and is used to dealing with attorneys, contractors, design professionals and members of the public. He has organized the City's massive Building Department records and is very involved in the City's conversion to another brand of software for City records. He is well familiar with public records and City processes and has consistently provided excellent customer service to business and property owners as well as the City Attorney's office.

It is my professional opinion that Mr. Armendariz is more than capable and more than ready to take the next step in his professional career in government and believe he would be an asset to the City of Miami Springs as its next City Clerk.

If I may provide additional information or detail on Mr. Armendariz, please do not hesitate to contact me.

Sincerely yours,


RHONDA MONTOYA HASAN
Attorney at Law

RM:mmm

To: Loretta Pouchou

MIAMI LAKES

TOWN OF MIAMI LAKES
6601 Main Street
MIAMI LAKES, FL 33014
(305) 364-6100
WWW.MIAMILAKES-FL.GOV

July 19th, 2013

Ron Gorland
City of Miami Springs
201 Westward Drive
Miami Springs, FL 33166

CITY OF MIAMI SPRINGS
2013 JUL 22 A 11: 35

MAYOR
Michael Pizzi

Mr. Gorland:

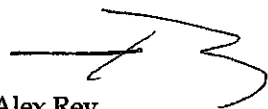
Please consider this letter of recommendation for Victor Armendariz to be named the City Clerk for the City of Miami Springs. I had the pleasure of interacting with Mr. Armendariz from 2008 to 2010 while I served as the Building Director for the City of Miami Beach. In this time, Victor proved to be hard-working, innovative, and demonstrated great interpersonal skills as well as customer service skills.

Victor has knowledge of a plethora of building-related databases and management systems; many of which he implemented into the Building Department at the City of Miami Beach. Victor digitized all building-related documents from 1925-present, eliminating unnecessary compliance risks, increasing departmental efficiency, and eliminating the need for paper sources. Victor demonstrated initiative and diligence in regard to document retention policy. Victor also developed a non sufficient funds tracking database. Not only was Victor active in increasing departmental efficiency, but he demonstrated leadership, serving as the Project Manager for the AVL (Automatic Vehicle Location) system, and a member of the support team for the Enterprise Building Development System and ProjectDox (Electronic Plan Review).

I am confident that Victor will be a valuable asset to the City of Miami Springs.

Should you have any questions regarding Mr. Armendariz please feel free to contact me.

Sincerely,

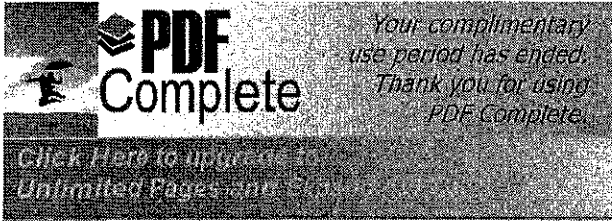


Alex Rey
Town Manager
Town of Miami Lakes

TOWN MANAGER
Alex Rey

TOWN CLERK
Marjorie Tejada

TOWN ATTORNEY
Joseph Geller, Esq.



*No name
tried website*

8835 NW 168 Street • Miami, FL 33018
michelleb467@aol.com • (305) 496.8030

OBJECTIVE

Seeking a position in a company that is looking for a self-motivated professional who possesses strong analytical, communication, and project management skills. I will dedicate myself to my profession and always look for advancement. In addition, I display strong ethical values professionally and personally.

EDUCATION

- UNION INSTITUTE AND UNIVERSITY Miami, Florida 2007
Bachelors Degree
Criminal Justice Major
- MIAMI DADE COLLEGE Miami, Florida 2004
Associate in Arts

PROFESSIONAL EXPERIENCE

LAW OFFICE OF DAVID M SOSTCHIN – Miami, Florida Present to 2006

Legal Assistant

Legal and Personal Assistant to David M Sostchin, Esq. and director of legal department.

Assisted attorney in the management of over 500 cases in a law firm that handles Plaintiff and Defendant related cases. Case types handled by firm are: Plaintiff Filings - Property Damage and Quite Title / Defendant Filings - Personal Injury, Foreclosure Defense and Bankruptcy

- Oversaw office operations and supervised employees in company’s legal department.
- Coordinated all scheduling matters including hearings, depositions and attorney’s daily diary with at least 3 week outlook at all times.
- Interviewed prospective clients and closely dealt with active clients to maintain case communication.
- Implemented and maintained complex filing systems physical and electronic.
- Maintained all files to meet their respective deadlines prepared motions, pleadings, notice of depositions, notice of hearings, handled discovery matters and set notifications on their follow ups.
- Filed all legal pleadings: efiled/eserved/ecourtsey.

HOLIDAY INN MIAMI INTERNATIONAL AIRPORT – Miami, Florida 2006 to 2007

Catering & Group Sales Manager

Catering & Group Sales Manager for the Holiday Inn Miami International Airport and the Fairwinds Hotel & Suites.

Continued...



Responsible for promoting catering and group sales for the company and promoting the department.

- Provide support to both the Director of Sales and Food and Beverage Director and assisted in development of their marketing strategies, action plan and budget.
- Solicit new group and catering business from incoming IHG leads, telemarketing, direct mail and outside sales calls.
- Established client relations to ensure repeat business.
- Responsible for the complete contract execution including preparing proposals, payments and cancellation, follow up and coordination off all meetings and banquets to ensure that proper and professional service was delivered according to the terms of the contract and hotel policies.
- Was involved in all managerial meetings and proposed thought and ideas that could improve the hotel.
- Participate in Trade shows.
- Involved in the company's Initiative Committee Program and served as secretary. Through such program I initiated a project to clean a city canal located directly behind the hotel property. Through persistent involvement I was able to compromise the city to take action in the matter. In addition, had a local newspaper write an article regarding the issue.

PALM GARDENS MANOR ALF – Miami, Florida

2001 to 2006

ALF Administrator/Personal Assistant

Provide administrative support to Chief Executive Officer of community orientated company supporting the elderly and their families during difficult times in life.

Perform a variety of key investment functions, addressing personal inquiries of current and potential residents and their families. Close interaction with various government agencies including Agency for Health Care Administration (AHCA), Alliance for the Aging (AA), and Florida Medicaid (ACS). Collaborate with CFO to oversee all financial records: personal and business related. Managed invoicing and billing producers.

- Obtained my Assisted Living Facility Administrator License.
- Handled all government agencies paper work and was the front person during all inspections.
- Maintained proper and up to date paperwork on six facilities and was the head administrator for 4 years.
- Reduced company's overall expenses by suggesting and switching several factors in operations. Researched price driven companies that provided quality services and products and reduces our expenses.
- Responsible for Florida Medicaid billing which was done in house rather than billing agent in order to reduce expense. Had a very low rate of denial on any claims made to Florida Medicaid.

Continued...

SUMMARY OF QUALIFICATIONS

- ❖ Proficient in Microsoft Office System, QuickBooks, Microsoft Windows® operating system, and Mac operating system; type 80 wpm with complete accuracy.
- ❖ Fluent in English and Spanish.
- ❖ Certified Notary Public.
- ❖ Attended and received Certificate of Accomplishment in: Increasing Sales Productivity seminar given by: Master Connection.
- ❖ I'm skillful with extensive experience in the coordination, planning, and support of daily operational and administrative functions.
- ❖ Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.
- ❖ Highly focused and results-oriented in supporting complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages.
- ❖ Fluent in English and Spanish.

References available upon request.

DANIEL FELIPE

8475 SW 156 CT #322 • Miami, FL 33193 • (786) 683-6538 • cfelipe87@live.com

DEDICATED, CUSTOMER-FOCUSED AND ADMINISTRATIVE ASSISTANT PROFESSIONAL offering significant experience in self-directed positions requiring effective support, secretarial, and administrative abilities. More than eight years of experience and proven interpersonal, communications and multi-task skills. Adaptable team player recognized for willingness to learn and teach newly acquired skills.

KEY SKILLS

- Excellent written and verbal communication Skills
- Good Leadership, Management, and Time Management Skills
- Highly focused and results-oriented in supporting complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages.
- Bilingual (English/Spanish)
- Certified by Miami Dade County Public Schools (MDCPS) as Secretary
- Teaching/Instructor
- Trainer/Coach
- Team-player
- Creative Problem Solving

PROFESSIONAL EXPERIENCE

ADULT MANKDING ORGANIZATION, INC – Miami, FL

Case Manager/Refugee Summer Youth Monitor/EFM Specialist

05/2011 to Present

The Case Manager provides services that assist refugees in adjusting to life in the United States by helping the refugee meet immediate needs upon arrival and by preparing and implementing a resettlement plan in accordance with timelines and requirements of funding sources. Oversee the Summer Youth Program by visiting employers and participants. Prepare case notes, time sheets, re-caps. Perform training for new participants. Prepare payroll logs to be process. Assist the Program Director with typing memos, correspondence. Prepare purchase orders for office supply. Manage staff when the Director and supervisor are not present.

Employment Specialist

03/2012 to 05/2012

Provides direct client services in the areas of employment counseling, client needs assessment, vocational evaluation, employment preparation, and training, referral to community resources and support services, program eligibility, and/or job development/placement; and performs related duties as required.

THE ENGLISH CENTER (MDCPS) (PART-TIME) – Miami, FL

Certified Prometric Test Center Administrator (TCA)

3/2011 to Present

Responsible for greeting candidates, verifying identification, and supervising test administration following established Prometric guidelines. Maintain confidentiality for clients. Protect security of all software and testing environment. Operate computer equipment.

Certified Pearson VUE Test Administrator

10/2010 to Present

Responsible for providing a secure exam delivery and superior customer service in a comfortable and friendly environment. Understands and complies with all testing procedures. Check in examinees, verifies identification, and explains the exam process. Monitor examinees while testing. Maintaining confidentiality and a secure testing environment. Communicate with internal departments to investigate and fix technical issues. Strictly adheres to company policies using careful judgment.

DANIEL FELIPE

MIAMI SUNSET ADULT EDUCATION CENTER (MDCPS) – Miami, FL

1/2006 to 5/2011

Data Input Specialist II

Advanced data entry work transcribing data into a form suitable for computer processing. The position normally involves operating computer terminal to enter, maintain, or retrieve a wide range of alpha, numeric, and alphanumeric data. The work is performed with the employee exercising independent judgment as to the appropriateness or accuracy of source data or documents. Examine and evaluate document contents to insure accuracy and to correct inconsistencies. Maintain confidentiality, verify information, and build a physical filing system, backing up data and updating data entry software.

Secretarial Duties

Strong client relations skills in greeting and directing clients. Compose, type, and distribute meeting agendas, routine correspondence, and reports. Assist with payroll and office clerk schedules. Setting up and handling incoming mail and office filing systems. Learn to operate new office technologies as they are launched and implemented. Responsible in provided training and orientation to new employees.

GradeBook/Attendance Manager

Maintain the school's GradeBook/Attendance system. Generates bi-weekly class rosters, review roll and adjust according to attendance policy. Create reports, for student retention plan and administrators.

Microsoft Office, Adobe Suite and QuickBooks - Community School Instructor

1/2006 to 12/2010

Providing quality instruction to students by ensuring student satisfaction through classroom settings according to the program objectives.

MIAMI SUNSET SENIOR HIGH SCHOOL (MDCPS) – MIAMI, FL

6/2005 to 12/2005

Office Clerk

Entry-level clerical work supporting the day-to-day administrative operations of the school. Perform a wide variety of routine clerical and support tasks.

EDUCATION

UNIVERSIDAD DEL TURABO (ANA G. MENDEZ UNIVERSITY SYSTEM) – Miramar, FL

Computerized Information Systems, 2009-2013

Bachelor in Business Administration (BBA)

Summa Cum Laude

3.90/4.00

MIAMI SUNSET SENIOR HIGH SCHOOL – Miami, FL

High School Diploma, 2005

CERTIFICATION

Prometric Test Center Administrator (TCA) 3/2010, 3/2011, 3/2012, 03/2013

Pearson VUE Test Administrator 10/2010, 10/2011, 10/2012,

Secretary by Miami Dade County Public School (MDCPS) 4/2010

TECHNOLOGY SUMMARY

MS Office (Word, Excel, PowerPoint, Outlook, Visio, Publisher)

QuickBooks

Adobe Suite (Illustrator, Photoshop, Adobe InDesign, Dreamweaver)

Windows

MAC

City of Miami Springs
Human Resources Department
201 Westward Drive,
Miami Springs, FL 33166

Loretta M. Boucher, HR Director,

I would like to express my interest in the Miami Springs City Clerk position posted on the Miami Springs web site. The opportunity presented in this listing is very appealing, and I believe that my experience and education will make me a competitive candidate for this position.

You will find me to be well-spoken, energetic, confident, and personable, the type of person on whom your city officials will rely. I also have a wide breadth of experience of the type that gives you the versatility to place me in a number of contexts with confidence that the level of excellence you expect will be met. I currently hold a Bachelor is Business Management from Florida International University as well as a Master's in Business Administration from St. Thomas University. Please see my resume for additional information on my experience.

I hope that you'll find my experience and interests intriguing enough to warrant a face-to-face meeting, as I am confident that I could provide value to you and the city of Miami Springs.

I can be reached anytime via my cell phone, 786-299-1290 or via email ramee828@hotmail.com. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity

Thank you,

Ramee Perez

nee/d/1/2

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Ramee Perez-Arzola

265 South Drive, Miami Springs, FL 33166

786-299-1290 Ramee828@hotmail.com

Profile

- More than 8 years' successful experience in sales/purchasing and customer service and support with recognized strengths in account maintenance, problem-solving and trouble-shooting, sales staff support, and planning/implementing proactive procedures and systems to avoid problems in the first place.
- Possess solid computer skills.
- Excellent working knowledge using both PC and Mac systems;
- A team player

Employment

Array Aviation, Inc, Miami, FL

2011 - Present

Sales/Purchasing Manager

- Managed a small group of professionals
- Support sales reps in opening new accounts and upgrading existing service.
- Quickly and effectively solve customer challenges.
- Maintain quality control/satisfaction records
- Maintain account receivables up to date

Allied Cash Advance, Miami, FL

2010 - 2011

Title Assistant

- Worked with a small group of professionals
- Account Manager for several states
- Maintained customer files organized and up to date
- Maintained account receivables up to date

Array Aviation, Inc, Miami, FL

2004 - 2010

Sales/Purchasing Representative

- Worked with a small group of professionals
- Opened new accounts and maintained existing service.
- Maintain account receivables up to date
- Maintained office in acceptable appearance
- Set up and maintained file organization

Education

St. Thomas University, Miami Gardens, FL

2010

Master's of Business Administration

- Major: Business Administration

2008

Florida International University, Miami, FL

Bachelor of Business Administration

- Major: Business Management
- Presidential Classroom Program Participant

University High School, Orlando, FL

2004

High School Diploma

- Who's Who Among American High School Student participant
- Presidential Classroom Program Participant

90

Skills/Languages

- Proficient in Microsoft Office Suite (Word, Excel, Power Point and Outlook)
- Skilled in Quickens and Quickbooks
- Skilled in Quick Aviation Program Software
- Type about 60 WPM
- Fluent in Spanish and English

Associations

- Phi Sigma Sigma

References furnished upon request

Laura Lopez
10291 SW 33 St.
Miami, FL 33165
305-801-4157
Lauri325@gmail.com

August 5, 2013

Loretta M. Boucher
HR Director
City of Miami Springs
Human Resources Department
201 Westward Drive,
Miami Springs, FL 33166

Dear Ms. Loretta M. Boucher,

I am writing to you in reference to the notice of employment for a City Clerk in the City of Miami Springs website. A few weeks ago, I learned the position would be opening up through a newspaper article.

I am searching for a job where I can serve others, while using the skills and knowledge acquired in my Master of Arts degree in Public Administration to their full potential. I am a dedicated, resourceful, inter-culturally competent team player and problem solver. I thrive best in a fast paced environment, and am always attentive to new learning opportunities.

It would be an honor to serve the citizens of Miami Springs. Thank you for your time and consideration of my application. I hope to hear from you soon.

Respectfully yours,


Laura Lopez

Laura Lopez

Lauri325@gmail.com ♦ (305) 801-4157

Education

Masters of Arts in Public Administration, GPA: 4.0
Florida International University, Miami, FL

August 2009- May 2011

Relevant Courses:

Human Resources Management & Policy	Public Finance & Budgetary Process
Management of Non-Profit Organizations	Leadership & Decision Making
Financial Management in Public and Non-Profit Organizations	Grant Writing
Economic Development and Urban Revitalization	Development Administration

Bachelor of Arts in Political Science and Spanish, GPA: 3.91/4.0

August 2003-May 2007

University of Florida, Gainesville, Florida
Minors in Business Administration and French
Certificates in Translation Studies and Public Affairs

Relevant Courses:

Intro. to Public Administration	International Relations	Problems of Markets and Governments
Comparative Politics	Politics of Immigration	Inequality and Political Action
Introduction to Financial Accounting	Business Finance	Principles of Management

Study Abroad Program

January-May 2006

Universidad Antonio de Nebrija, Madrid, Spain

Work Experience

Director of New Evangelization, Southeast Pastoral Institute, Miami, FL January 2012-Present

- Work with Executive Director to develop and carry out new ideas and projects.
- Prepare grant proposals to fund projects.
- Update communications materials.
- Maintain social media page.
- Coordinate logistics for special programs.
- Edit weekly radio program.
- Translate and review translated material for publications.

Human Rights Assistant, Cuban Democratic Directorate, Miami, FL June 2005-January 2012

- Assist in assembling human rights reports and maintaining an Access database of current Cuban political prisoners.
- Prepare *Pasos a la Libertad (Steps to Freedom)*, a yearly publication that documents the growth of the civic resistance movement in Cuba.
- Transcribe and translate information.
- Communicate with human rights activists in Cuba, interviewing them and gathering information to document human rights abuses for the preparation of human rights reports.
- Co-host weekly youth radio program.

Intern, Child Advocacy Center, Gainesville, FL

January-April 2005

- Updated client files and the organization's e-mail database.
- Researched grant opportunities and helped with fundraising.

Activities

Coordinator, Archdiocesan Young Adult Council for Spanish Speakers November 2011- Present

- Perceive and respond to the needs of Hispanic young adults in the Archdiocese.
- Delegate, stimulate and encourage the development of the members of the Hispanic Young Adult Council, which is composed of representatives from the various Spanish speaking young adult groups in the Archdiocese.
- Summon, plan, lead, and moderate Council meetings.
- Represent the Hispanic Young Adult Council before the Archdiocese
- Supervise the proper functioning of the Executive Committee and its members.

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Laura Lopez

Lauri325@gmail.com ♦ (305) 801-4157

Co-leader, Voceros de Cristo Young Adult Group, St. Agatha Catholic Church 2009- Nov. 2011

- Encourage, support and provide guidance for the Music and Formation ministries. Collaborate in the planning of fundraising events and retreats.
- Collaborate with the general coordinator and another co-leader in discerning and carrying out projects and activities.
- Represent the group in Parish and Archdiocesan Youth Council meetings as needed.
- Periodically co-host radio program on Radio Paz, Archdiocesan radio station.

Coordinator, Music Ministry, Voceros de Cristo Young Adult Group, St. Agatha 2008- nov. 2011

Co-leader, Alpha Retreat, Gainesville, FL January-March 2007

- Coordinated a team of 38 students from the St. Augustine Catholic Student Center in planning and carrying out a three-day retreat.
- Responsibilities included selecting the team, assigning roles, and providing guidance for team members throughout a five-week preparation process as well as on the retreat.

Languages: Fluent in Spanish (written/spoken/read). Proficient in French (over 10 years of studies).

Skills: Knowledge of Windows XP, Word, Excel, Access, PowerPoint, Audacity
Radio communications training, Broadcast journalism training, Electoral Management training.

References:

Janisset Rivero- National Adjunct Secretary, Cuban Democratic Directorate,
janisset@directorio.org 305-220-2713

Orlando Gutierrez-Boronat, Ph.D.- National Secretary, Cuban Democratic Directorate
orlando@directorio.org 305-220-2713

Carlos Coello, MSW- Senior Case Manager, Family Resource Center
viveenmi2003@yahoo.com 786-457-2679

Rev. Alexander Ekechukwu CSSp- Administrator, Holy Redeemer Catholic Church
305-299-9572

CAREER PROFILE

Knowledgeable, innovative and articulate graduate of a Master's in Public Administration. Looking to become an experienced leader in the following areas: management of local officials, international relations, nonprofit sector, public policy and communicating with international officials. Recognized as an individual with integrity, uncompromising ethics, and great interpersonal skills. Seeking a career in public administration focusing on public policy and international affairs

SUMMARY OF QUALIFICATIONS

- Studied abroad at the American University of Dubai focusing on Arabic written communication and culture.
 - Bilingual abilities to read, writes, speak, and translate Spanish to English.
 - Proficient in Microsoft Applications (Excel, Word, PowerPoint, Access, Publisher, and Office).
 - Experienced in research development.
-

EDUCATION / TRAINING / AWARDS

Master of Arts, Public Administration, Florida International University, Miami, FL (2013) GPA: 3.8

Related course work: Public Finance & Budgeting, Policy Analysis, Nonprofit Management, Financial Management in the Public Sector, Leadership & Decision-making, Quantitative Methods, Multi-cultural Communications, Urban Municipal Government, Human Resource Management

Bachelor of Arts, International Relations, Florida International University, Miami, FL (2009) GPA: 3.4
Minor in Latin American & Caribbean Studies

Study Abroad: Arabic Language, Communication & Culture American University in Dubai, UAE 2008

Awards/Honors: Pi Alpha Alpha National Honor Society & IC Scholar (Florida International University Intelligence Community Center of Academic Excellence sponsored by the ODNI)

PROFESSIONAL EXPERIENCE

Town of Miami Lakes

Intern

2013 to Present

- Responsible for providing analytical, administrative and liaison work in support of the Mayor.
- Projects include statistical analysis, legislative research, as well as, representing the Mayor at various meetings and functions.
- Assisted communications liaison between the Town, media, private and public organizations, and community groups

South Florida Educational Federal Credit Union, Miami Lakes

2009 to Present

Bank Teller

- Responsible for cash/checking deposits, processing loan payments, opening accounts, getting direct deposits accounts activate ATM/debit cards. Cash handling, customer service, balance drawer, petty cash, and place orders for inventory.
- Maintains proper cash limits, cashed checks, accepted deposits, and issued cashier's checks, money orders, traveler's checks, cash advances, and funds transfers.

Barry University, Miami Shores

2006 to 2008

Financial Aid Loan Processor

- Completed processing for incoming loan rosters and transferring applicable funds to schools for student payment and reconciling those payments on a daily basis.
- Processed FAFSAs, ISIRs and ISIR corrections electronically, while resolving applicable errors.
- Processed Pell payment data electronically. Reconcile annual COD payments. Process and reconcile high volume of FFELP and private loan funds. Researched processing and missing refunds.

GAIL PUNTERVOLD
1249 RAVEN AVENUE
MIAMI SPRINGS, FL 33166
#305-443-8846 – DIRECT LINE

July 25, 2013

Loretta M. Boucher, HR Director
City of Miami Springs - Human Resources Department
201 Westward Drive
Miami Springs, FL 33166

REF: Resume for Gail Puntervold - City Clerk Position

Dear Ms. Boucher,

Enclosed is my resume for the City Clerk position.

I believe my 30+ years working as a licensed Professional in the Insurance Industry will meet the experience needed for this position. Based upon the duties of the City Clerk as outlined in the Notice of Employment, I feel I would be able to handle these duties as it mirrors the duties I have been performing – just in a different field. During my career as a licensed insurance agent, I have studied and passed thirteen National Exams in order to obtain my insurance license and designations.

My career has been one of servicing the insurance needs of my insured's and Producers that own the account. The servicing end is extensive and requires knowledge of insurance forms, organizational skills, being very detailed, putting insurance portfolios together, negotiating with insurance companies on behalf of my insured's, assisting my insured's with their claims and often successfully disputing the companies denials of coverage. I also prepare annual insurance budgets for my insured's.

My position has always been held to high standards of preserving my insured's privacy as it relates to personal information needed in order to provide insurance quotes. I have often been involved with my insured's in State issues as it relates to their business.

With my insurance background and designations of being a Certified Insurance Counselor, Accredited Advisor in Insurance and a Construction Risk Insurance Specialist, I would be available to assist Miami Springs in the event they would need any type of Insurance advice.

Also, Miami Springs means a lot to me. I have lived in Miami Springs since I was a child, attended Springview, Miami Springs Junior High and Miami Springs Senior High. My Nephew was a teacher at MSSH for 10 years prior to him moving to North FL and my sister has worked at MSSH for the past 15 years. It would be such an honor to work for the City of Miami Springs.

Regards,


Gail Puntervold

ab

Gail Puntervold, CIC, CRIS, AAI, CPIW

1249 Raven Avenue • Miami Springs, FL 33166

Work: (305) 443-8846 • Home: (305) 888-0972

WORK EXPERIENCE

Wells Fargo Insurance Services USA, Inc.

3/2007 - Present

Account Executive

I was hired to service the largest account in the office which is a Caterpillar Dealer. I also have several other Commercial accounts that consist of Distributors, Owner of Kiosks in several Airports from FL to GA, Condominium Associations and a Commercial Property Portfolio for one owner consisting of Shopping Centers, Warehouses, Professional Buildings (Lessor's Risk). Duties included full servicing, marketing and going out to see insured's at renewal and when needed. For the Caterpillar Dealer, I also review their contracts for insurance compliance, review the certificates of insurance they receive, I assisted in developing an Insurance Contract for their vendors. Also, I put a CRT (Contractual Risk Transfer) class together to train the insured's manager's at the insured's main location.

I frequently assist producers before they go out to see a new account to advise what they need to look for in regards to securing the proper insurance program. Also, I assist others in the office when they have questions or contracts that need to be reviewed for their insured's that are hiring contractors.

Every Wednesday from 12 – 1pm I teach an insurance class along with another A/E in the office. It is a class for the assistants in the office.

- Received a Wells Fargo "Service Excellence" award in 2011

HBA Insurance Group; Miami, FL

8/1999 – 1/2007

Team Leader/Account Executive

Team Leader for the Construction/Surety team that consisted of four CSR's, three Assistants and a Marketer while also managing a book of business for the Director/Partner of the team. Handling the full servicing of his construction book of business that is approximately \$700k in revenue with the largest account being \$220k in revenue. Also reviewing of contracts for insured's to make sure they are in compliance contractually for specific jobs and wrap ups, going out to see insured's with and without the producer. Assist other producers and fellow employees with their questions on construction, contracts, vicarious liability, pollution liability, CGL, construction management and class codes in general. Have manuscripted recommendations and explanations of coverage for the specific exposures that were used in proposals.

- Received three "Employee of the Month" awards and five "Outstanding Performance Recognition" awards.
- Also put together a "Commercial General Liability Overview" book and taught an in-house class for Commercial CSR's and Assistants.

Coastal Insurance Group, Inc.; Miami Springs, FL

8/1998 – 8/1999

Account Manager

Handled large accounts in the agency that included contractors and professional liability. Duties included full marketing, servicing, reviewing of contracts and issuing of bonds.

Collinsworth, Alter, Nielson, Fowler & Dowling, Inc.; Miami Lakes, FL

2/1988 – 7/1998

Account Manager

Handled a book of business for the President/Owner, Meade Collinsworth including the complete servicing, marketing and preparation of renewal applications. Reviewed and processed proposals and went out to see insured's to go over the proposals. Reviewed contracts for contractual compliance. Book consisted of 60% contractors, 30% professional and 10% other with the largest account being \$7 million in premium.

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Morton D. Weiner & Co.; Miami, FL

8/1985 – 2/1988

Executive Account Representative - Commercial Lines

Marketed most of the new business, complete servicing of a book of business, and client visits. Received "Employee of the Year" award in December of 1987.

Punternold Insurance Agency, Inc.; Hialeah, FL

12/1976 – 2/1985

Self employed in family business. Managed the agency the last five years I was there (Business sold).

APPOINTMENT

State of Florida, County of Miami-Dade

Living Wage Commission Advisory Board

Under Commissioner Rebeca Sosa

Term of Service through October 2006 – Did not accept re-appointment as it was very hard to work my business schedule around this responsibility.

EDUCATION & DESIGNATIONS

2-20 Property & Casualty Course (1983)

2-20 License

NAIW – National Insurance Woman (Member since July 1998)

Legislative Director for Miami Chapter in 2000

CPIW (Certified Professional Insurance Woman) Designation, 2001

Professional Insurance Agents (1998)

CIC (Certified Insurance Counselor) Courses

CIC designation

American Institute of Insurance (1990)

AAI (Accredited Advisor In Insurance) Courses

AAI designation

American Institute of Insurance (2010)

CRIS (Construction Risk and Insurance Specialist) Courses

CRIS designation

Real Estate Broker / Salesman

Salesman since 1985 / Broker since 1988

Notary

Miami Springs Senior High (1975)

ADDITIONAL QUALIFICATIONS / ASSOCIATIONS

- Strong communication skills
- Detailed self-starter, team-builder and problem-solver
- Open to current day methods and upgrades
- Legislative Director of the Insurance Woman's Club of Miami in 2000
- "Banking and Insurance" article published in the Insurance Woman's Bulletin (2/2000)
- Drafted "Recommendations/Explanations of Coverage" on the issues of Contractors Professional/Vicarious Liability, Contractors Pollution, CGL GAP coverage, and Construction Management that is included in each proposal
- Member of the Sons of Norway Club in Dade/Broward (past Secretary)

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copy sent to R. GOOLAND

Gadiel Espinoza, JD, MIBA

1150 NW 134 Ave.
Miami, FL 33182
786-543-8152
espinozag@cooley.edu
http://linkd.in/13GelJG

EDUCATION

Thomas M. Cooley Law School

Juris Doctorate, Litigation Concentration

May 2013

- Assisted Elder Law clients with estate planning, divorce and other general civil matters
- Completed 40 hrs Mediation Training, observed and co-mediated several small claims disputes
- Placed 1st in the Regional Client Counseling Competition

Nova Southeastern University

Master of Business Administration, International Concentration

May 2013

- Prepared business and marketing plans for international companies

University of South Florida

Bachelor of Arts, Criminology

Dec. 2008

- Pi Gamma Mu International Honor Society

EXPERIENCE

Greater Lansing Association of REALTORS®

Director, Grievance Department

June 2010 – April 2013

- Assisted complainants with filing ethics and arbitration claims
- Maintained cases, and all confidential documents
- Processed complaints & notices, arrange hearings, and swear-in parities

Fraser Trebilcock Davis & Dunlap, P.C.

Law Clerk

Feb. 2012 – Dec. 2012

- Assisted attorneys with legal research and writing for personal injury and real estate matters
- Reviewed discovery documents for discrepancies
- Researched case law and statutes for other civil litigation matters

Bernstein Osberg-Braun & de Moraes - Immigration Attorneys

Administrative Service Manager

Feb. 2009 – June 2010

- Assisted attorneys with preparing briefs
- Constantly researched the rules regulating the Florida Bar i.e. Advertisement and Solicitation
- Maintained cases in the office's legal database (LawLogix)

Purcell Elementary School

ESOL Paraeducator

Sept. 2008 – Dec. 2008

- Helped translate English to Spanish speaking students
- Assisted Spanish speaking students with assignments and homework
- Substituted for teachers in grades ranging from kindergarten to 5th grade, and taught classes using daily lesson plans

US Army

Sergeant, Military Policeman

July 1999 – July 2004

- Supervised and trained 9 to 11 soldiers
- Responsible for counseling soldiers on a monthly basis
- Conducted risk assessments for training programs

ACTIVITIES

Antigua at Country Club of Miami CAI, Treasurer

2009 – Present

ADR Student Organization, Treasurer

May 2012

LANGUAGES

Fluent in English and Spanish

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Ann-Margaret Cassab
616 Minola Drive Miami-Springs, Fl 33166
(305) 206-6110
amc856@bellsouth.net

Profile

More than four years' experience in Customer Service with recognized strength in dealing with irate landlords and participants, problem solving, and implementation of proactive procedures to avoid problems.

Knowledge using Microsoft Excel and Microsoft Word.

Excellent team player, acknowledged as "Total Quality Customer Service Professional."

Excellent Knowledge of Companion and Appointment-Plus.

Professional Experience

Miami Dade Housing Choice Voucher Program-Section 8, Florida Quadel Contractors,

2009 – Present

Report to Deputy Director, Program Director, and assist Customer Service Coordinator

Quickly and effectively solve customer complaints that come directly from MDPHCD, HUD, OIG, PHCD, LSGMI, Mayor and Commissioner's office and other public and private entities.

Quickly and effectively respond to landlord and participant customer service concerns.

Manage and analyze HIGH PROFILE trend and provide monthly report.

Manage and analyze CRM ticket trend and provide monthly report.

Analyze Phone Appointments trend and provide monthly report.

Manage and Analyze Customer Service Survey and provide monthly report.

Assist in the quality control of call center agents.

Assist in the Spanish quality control monthly report.

Constantly seek new ways to improve customer service.

Ann-Margaret Cassab
616 Minola Drive Miami-Springs, Fl 33166
(305) 206-6110
amc856@bellsouth.net

Visol Instructor-Miami Dade R.E.V.E.S.T Program, 1999-2000

Offered training in vocational English for speakers of other languages.

Consumer Credit Counselor-CCCS of South Florida, 1997-1999.

Represent the community with educational seminars on credit, budget, and housing.

Prepare budgets.

Counsel clients on the effective use of their financial resources and negotiate with creditors to establish a debt management plan for debt liquidation.

Certifications

Section 8 HCV Occupancy Certification.

Section 8 HQS Inspection certificate.

Kaizan Certificate.

Department of Elder Affairs Assisted Living Facility, Certification of the completion of the Core training Program, Certification #:100620138.

Education

Bachelor of Arts in Psychology (Industrial/organizational) – Florida International University, 1995.

Francisco Andreu
525 Hunting Lodge Drive
Miami Springs, FL 33166

LORETTA M. BOUCHER, HR DIRECTOR
CITY OF MIAMI SPRINGS
HUMAN RESOURCES DEPARTMENT
201 WESTWARD DRIVE
MIAMI SPRINGS, FL 33166

August 9, 2013

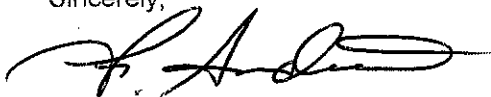
Dear Ms. Boucher,

This letter is to express my interest in working for the City of Miami Springs in the role of City Clerk. I don't possess all the qualifications that this position requires, but I bring a willingness to learn and succeed. I had been working for 19 years as a Director of MIS at the University of Miami, and recently as the Director of IT at United Home Care, the skills that I obtained throughout these years have prepared me to be successful in any organization. I have experience in Enterprise service and support, implementation of new technology, procurement, leadership, developing business plans, process flows, project management, financial models, operational support, budgets, telecommunications, training, documentation, management in a multi-facility environment, and knowledgeable with JACHO and HIPAA regulations. My role as a Systems Analyst assisted me in growing my analytical and problem-solving techniques. With that said, I have the complete understanding of what is needed for this position, I also bring you various of the qualifications needed. I am confident that I would be a great addition to your team.

As you will see, the enclosed resume highlights my ability/knowledge/expertise in management with successful track records everywhere I have worked. In this role I will be learning some new tasks and obtaining a new career path, which I would take it as a challenge and prove myself capable of handling this important role. I will say that being the Director of MIS for newly acquired hospital and the Director of Computer Operations for the Clinical Enterprise division (where I was able to coordinating multiple projects crossing multiple facilities and UM's 3 hospitals and clinics to support) at the same time was a great challenge, but I was able to shine. As you can tell, I am well rounded individual that is capable of identifying obstacles and lead an organization with strategic plans to hurdle those obstacles and become a much more improved company for the future.

I am excited about the endeavors and challenges that this position will bring me and, as I always do, I will prove to everyone that I was the correct choice. I love Miami Springs; I have lived here for almost 25 years and I have coached baseball, soccer and basketball to many kids who are now young adults. My wish is to make Miami Springs a better place to raise a family, just like I have done. I am hopeful that you will see the same and allow me to continue growing and make the city of Miami Springs successful with these plans. I would like to thank you in advance for your time. Please do not hesitate to contact me with any questions. I would appreciate the opportunity to review my qualifications with you at your earliest convenience. Please feel free to contact me at 305 986-5162 or e-mail fandreu@yahoo.com. For further career information please view my LinkedIn web page at www.linkedin.com/pub/francisco-andreu/36/28/343 or on the career network webpage at <http://www.beyond.com/Francisco-Andreu-FL>

Sincerely,



Francisco "Frank" Andreu

Francisco Andreu

525 Hunting Lodge Drive, Miami Springs, FL 33166
T: 305 986-5162 E: fandreu@yahoo.com

Profile Team-oriented Professional with 24 years of experience in providing strong leadership and comprehensive information technology knowledge of business and clinical requirements. Experience in building and leading multi-discipline teams. Experienced in providing innovative solutions that meet the business' objectives. Background in system development and support. Excellent communications skills and proven management record. Bi-lingual in English and Spanish.

Experience
08/2006– Present

KC&S Investment Corp., Miami FL

Vice President/Co-Owner

- Administrate the operations and financials for a multi-property family-owned rental corporation with a net worth of 1.2 million dollars.
- Coordinate and negotiate rates/contracts with rental companies and the availability of ocean front properties.
- Manage corporate documents, P&L, receivables and payables.

07/2012 – 05/2013

United Homecare Services, Miami FL

Director of IT

- Managed an IT department with a staff of four for a non-profit, 800 employee corporation.
- Developed and administrated IT operating expenses and capital budget.
- Corporate Information Security Officer (CISO).
- Oversaw the IT and communications support for remote satellite office.
- Implemented organization's compliance needs (e.g. 835 and 837 transactions, encryption services for e-mails and mobile devices, 43 new departmental and corporate HIPAA policies, secure e-PHI data.)
- Implemented a new corporate virtual "cloud" hosting environment (creating a projected million dollars savings over 3 years).

07/1993 - 04/2012

University of Miami, Miami FL

Director MIS for University of Miami Hospital and

Director Computer Operations for Corporate Services

- Handled dual roles and responsibilities for separate departments.
- Administrated IT department with a staff of 17 for a 560 bed hospital and multiple clinics.
- Managed \$8 million departmental budget (reduced operational cost by 65 thousand dollars on support and direct cost of service.)
- Managed policies and procedures as required for AHCA, JAHCO, and HIPAA compliance.
- Negotiated with system vendors on services and contracts.
- Provided "VIP" technical support for hospital administration.
- Coordinated renovations and modifications as related to IT projects (e.g. complied with Meaningful Use Phase I regulations resulting in a stimulus payment of \$10 million to the hospital over 3 years for successful compliance.)
- Administrated Clinical Systems support for Medical Campus with a staff of four.
- Provided technical support for the University's remote satellite clinics (Coral Gables, Boca Raton, West Palm Beach, Plantation, Miramar, Kendall, Deerfield, and Naples.)

Director III, Hospital Information Systems for UM Sylvester Comprehensive Cancer Center

- Administration Hospital Information System (HIS) department with a staff of 6 for a 14,000/mo. outpatient facility and 25 bed hospital.
- Managed \$3 million departmental budgets.
- Implementation of all applications and technology needs (e.g. converted network infrastructure to a 100mb switch environment improving connectivity and system productivity by 40%.)
- Managed policies and procedures as required for AHCA, JAHCO, and HIPAA compliance (e.g. HIPAA 835 and 837i billing)
- Negotiated with system vendors on services and contracts.
- Established and managed HIS Help Desk to improved system productivity and control.
- Promoted to oversee new hospital IT as the Director MIS and to oversee the clinical systems technical support as the Director Computer Operations Corporate Services.

Director III, Information Systems, Hospital Division

- Administrated two IT&S departments with a staff of 21 for a 20,000/mo. outpatient and 45 beds hospitals combined Hospital Division.
- Managed a \$10 million division budget.
- Established and maintained departmental Policies and Procedures.

- Coordinated two separate Hospital Systems (IDX and SMS) until the dismantling of the Hospital Division.

Director II, Hospital Information Systems for UM Sylvester Comprehensive Cancer Center

- Administered HIS department with a staff of 5 for a 10,000 outpatient visit per month and one of the top Oncology research center in U.S.
- Managed a \$4 Million departmental budget.
- Served as Chairman of Information Systems User Group Committee.
- Established and maintained departmental Policies and Procedures.
- Promoted to Director III for newly established Hospital Division.

Sr. Programmer Analyst II, Hospital Information Systems

- Maintained all previous responsibilities and added the development of all departmental training for various hospital systems applications.
- Created and maintained all training documentation.
- Restructured in-house training program including creation of HIS Monthly Newsletter (Bits and Bytes).
- Promoted to Director II HIS.

Sr. Programmer Analyst I, Hospital Information Systems

- Assisted in the evaluations, acquisitions, installations, operation and maintenance of hospital systems.
- On-line development and debugging codes for hospital systems and wrote software specifications on hospital applications.
- Training of system users on hospital application.
- Creation of system Ad-hoc reports as needed for decision making by executives and department managers.
- Data extractions and mining from non-integrated applications.
- Data uploads and comprehensive reporting.
- Supervised operational staff of 3.
- Promoted to Sr. Programmer Analyst II

Education

Bachelors Degree Barry University, Miami Shores, FL 05/1998
 Professional Studies with a concentration in Computer Information Systems.
 • Graduated with Honors (CUM LAUDE)
 • 3.6 GPA on 4.0 scale

Associate in Art Miami Dade Community College Miami, FL 05/1987
 Associate in Art Business Data Processing

Skills and Knowledge

Excellent management, team leadership, change management, process engineering, healthcare information technology, process improvement, compliance, EHR, EMR, customer service, project management, system administration, healthcare management, documentation, strategic planning, analysis, disaster recovery, team building, proficient with Microsoft applications, communication, and interpersonal skills/knowledge, system implementation and conversions, network infrastructure, HR applications, clinical and financial applications and analysis, project management, revenue cycle optimization, performance improvement processes, staff development, Accounting, strong vendor relationships and contract negotiations experience. Attained strong operational support knowledge within a healthcare environment while working along-side Operations Officers. Acquirement and utilization of Studer Group and Dale Carnegie management skill training.

Work experience with Siemens Health system (Invision and Unity hospital system, Radiology, Laboratory, Pharmacy, Material Management, General Ledger, Account Payable, Payroll, Human Resources, Management Reporting, DSS Reporting, OAS Screen Building, DEC Architect, Patient Management, Patient Accounting, PLM and Insurance Master Files); Kronos Time and Attendance System (TKC and WFC); Halogen (eAppraisal system); IDX (VM/HPA system); GE Centricity (RIS/PACS systems); AllScripts (Homecare); Sage (ACCPAC Payroll and Accounting); Meditech (HPA version); GHX (Medibuy); EPIC (ASAP - ER Application); Avaya (System 8400); Intuity (Audix); Microsoft and Mac applications (Office, various OS platforms). Networking and telecommunication (VOIP and PBX) infrastructure. Telecommunication circuits (local and international).

ADRIA C. VILLAVERDE, ESQ.
100 Apache Street, Miami Springs, Florida 33166
(305) 978-0540

August 9, 2013

Loretta M. Boucher
Human Resources Director
City of Miami Springs, Florida

Dear Ms. Boucher:

I am very interested in the City Clerk position for the City of Miami Springs. Attached is my resume for your review.

I am an attorney currently employed with the Administrative Office of the Courts for the Eleventh Judicial Circuit as the Supervisor of the Domestic Violence Case Management Unit. One of my main functions is to act as a liaison between the Judiciary, the Clerk of Courts, community based service groups, the parties and their attorneys in order to provide litigants with maximum access to the Courts and its services. In addition to my supervisory role, I perform both clerical and administrative work in and out of court.

Although I do not have a Bachelor's in Public or Business Administration, my law degree and legal experience would similarly be an asset to me as City Clerk. As an attorney, I am familiar with the Charter and the statutes I would be operating under. I also currently work closely with different groups in the Court system, including the public, similarly to the way I would be working with different government and non-government entities as City Clerk. Additionally, before going to law school, I worked for over 7 years at the Miami Springs Recreation Department. I am very familiar with the inner workings of the City, which will also prove to be an asset to me in the position.

If you require any additional information, or wish to schedule an interview to further discuss my qualifications for the position, please do not hesitate to contact me. Thank you in advance for your consideration.

Sincerely,


Adria C. Villaverde

rec'd 8/9/13

ADRIA C. VILLAVERDE, ESQ.
100 Apache Street, Miami Springs, Florida 33166
(305) 978-0540

EDUCATION

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, Florida

Juris Doctor, magna cum laude, May 2000

G.P.A. 3.64/4.0 Class Rank: 15/313 (Top 5%)

Law Review: University of Miami Law Review, Articles and Comments Editor

Honors: Dean's Honor Scholarship; MPLE Scholarship;
Dean's List, all semesters; Order of the Coif

FLORIDA INTERNATIONAL UNIVERSITY, Miami, Florida

Bachelor of Arts, magna cum laude, May 1997

Majors: Political Science/Criminal Justice

G.P.A.: 3.7/4.0

Honors: Dean's List, all semesters; Florida Undergraduate Scholar Scholarship

WORK EXPERIENCE

ADMIN. OFFICE OF THE COURTS, 11TH JUDICIAL CIRCUIT COURT OF FLORIDA, Miami, Florida

Domestic Violence Case Management Supervisor June 2005 to Present

Supervise a staff of four attorneys. Act as liaison between Judiciary, Clerk of Courts, community based groups, parties and attorneys in order to maximize access to Courts and services. Assist judges during permanent injunction and civil contempt hearings by drafting judicial orders, imparting legal information about the proceedings to the parties, computing child support, and negotiating time sharing between the parties. Conduct legal research and draft memoranda of law. Perform clerical and administrative case management duties such as reviewing motions for judges, fielding calls from litigants, etc.

ADRIA C. VILLAVERDE, P.A., Miami, Florida

Attorney July 2004 through June 2005

Research and draft pleadings, motions, orders, and corresponding memoranda of law on litigation issues for clients. Drafted contracts and agreements for companies.

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, Florida

Legal Research and Writing Instructor August 2000 through May 2003

Planned for, and guided students through, intensive one-year legal research and writing program. Class began with teaching legal research techniques and legal memo writing, and ended with the writing and oral argument of an appellate brief.

ADORNO & YOSS, P.A., Miami, Florida

Commercial Litigation Associate February 2001 through August 2002

Conducted extensive legal research and wrote memoranda of law on various commercial litigation issues; drafted pleadings and motions; attended client meetings; assisted with all aspects of trial preparation.

UNIVERSITY OF MIAMI SCHOOL OF LAW, Coral Gables, Florida

Writing Dean's Fellow / Supervisor January 1999 through April 2000

Assisted upper and lower division law students with legal research and writing assignments, including assistance with grammar, composition, organization, etc. Held bi-weekly office hours. As supervisor, assisted with planning and coordinating program, including supervising ten Writing Dean's Fellows.

CITY OF MIAMI SPRINGS, Miami Springs, Florida

Day Camp Leader/Supervisor June 1990 through August 1997

Planned and coordinated summer and school holiday day camp programs for the city's recreation department. Supervised staff of approximately fifteen. Prepared daily/weekly lesson plans. Public liaison for Assistant Director of Parks & Recreation.

LANGUAGE AND COMPUTER SKILLS

Fluent in Spanish; Word; Word Perfect; Westlaw; Lexis/Nexis.

PROFESSIONAL MEMBERSHIPS

Florida Bar; Southern District of Florida Bar; Certified Family Mediator.

Dana L.S. Williams

24 Union Mill Place
Palm Coast, FL 32164

Home: (386) 313-6565
Cellular (850) 598-5822

August 19, 2013

Ms. Loretta M. Boucher
HR Director
City of Miami Springs
Human Resources Department
201 Westward Drive
Miami Springs, FL 33166

Dear Ms. Boucher:

I was recently contacted by Ms. Cindy Betty of the South Florida Workforce Career Center regarding the City Clerk opening with the City of Miami Springs. I believe she has already forwarded my resume for your consideration; however I would like to take the opportunity to provide you a little more depth of my experience and also to affirm my interest in the position.

For most of the past 16 years, I have worked in city government as a City Clerk; and prior to that was the Business Manager in the Office of University Development at Virginia Polytechnic Institute and State University (Virginia Tech), the fund-raising arm of the largest university in the Commonwealth of Virginia.

Most recently, I was the City Recorder and Personnel Director for the City of Arcadia, Florida. This position afforded me the opportunity to broaden my experience into the area of Human Resources while still serving proficiently in the role of Clerk. Arcadia is a small, rural farming community with a population just shy of 7,000 and known for its antique district and annual rodeo. The major challenges there were an aging infrastructure, community revitalization, and embracing a more progressive working environment. One of my significant undertakings there was to revamp the City's Personnel Manual to remove outdated material, include new policies, and recommend revisions that would create significant savings to the city while providing clarity to and accountability of the employees. I also brought the City's first website (www.arcadia-fl.gov) on-line in April 2010, continued in the role of webmaster for it, and implemented electronic agenda packages for the Council, key staff and 'subscribers' within the community. This allowed anyone interested to review the same background materials as those received by the Council for items to be addressed in session. Of course, I also performed the more traditional tasks of a Clerk such as records management, minute preparation, codification, advertising, and the like.

Prior to Arcadia, I was employed as the Town Clerk/Administrator for the Town of Hillsboro Beach, Florida, a small coastal community chartered with a Commission form of government. Hillsboro Beach is a completely residential 3 ½ mile stretch of Highway A1A, with no commercial property or public amenities. The residents maintain and enjoy a low-key, intimate lifestyle although the property values would suggest one much more grandiose. The Town's millage rate was a mere 2.3121 mils yet boasted a total taxable value of over \$1 billion. Aside from the Police Department, the Town had four Water Department employees and three administrative positions. Because there is no manager per se, the Town Clerk also served as the Administrator and was charged with oversight of staff excepting only hiring/firing authority. Apart from the more typical Clerk type responsibilities, my duties there included working with and coordination of contracted entities for engineering services, building permitting, code enforcement, fire protection, public transportation, information technology, and beach renourishment. Per the Town Code, the position also served as Assistant Treasurer to include a portion of the finance function as well as providing administrative direction, budgeting, and oversight of their elections. When I applied for the position, it was advertised as "Interim" to accommodate a proposed charter amendment abolishing the Clerk's position in favor of an Administrator; however the ordinance failed at second reading with the next motion being to offer me the position full time. Although I accepted with the support and confidence of the Commission via a unanimous vote, I soon realized Hillsboro Beach was not the best choice for me overall. Taking into consideration I was the Town's 8th Clerk/Administrator in just mere two years only reinforced my decision to move on after such a short time.

The City of Destin is also a small coastal community in the Panhandle of Florida with a full time population of just over 12,000 which swells to an average daily, transient population of roughly 60,000. Because it is a tourist destination yet barrier island, the major concerns there are transportation, particularly for through traffic, and an infrastructure not originally designed to support the tourist swell. Destin also enjoys a low millage rate, with a 2 mil cap incorporated in their charter. While there, I was the City Clerk serving as a department head at the director level and officially the custodian of the public records and City seal. On a more practical note however, I was largely responsible for maintaining new ordinances as they became enacted, in addition to composing resolutions, proclamations and other official or ceremonial documents. Serving both the City Manager and City Council, I coordinated the agenda and recorded the minutes for the City Council's workshops, regular and special meetings as well as several other boards and committees. A few of my other responsibilities included administration of two cemeteries, development and administration of three program area budgets, supervision of the Clerk's staff, and maintaining the records management program.

For the City of Thomasville, Georgia, my responsibilities were similar to those in Destin but also included issuing permits for special events, handling all licensing requests for alcohol sales and pawnbrokers, handling reservations for nine passive parks, permitting all parades/marches/demonstrations, implementing in-house codification and serving as Municipal Election Superintendent.

Prior to my government positions, I was the Business Manager in the Development Office of Virginia Tech. As such, I was responsible for the gift accounting section and staff of the office, which handled over \$32 million annually in private donations through nearly 38,000 transactions. During my tenure there, we were successful in two capital campaigns, the first a \$50 million initiative and the second, a \$100 million campaign, both of which exceeded their target goal. In order to achieve that magnitude of success, customer service or as it was referred to there donor relations, was the pinnacle of our priority. This level of customer service has transitioned well into local government, has become my standard for operations and would equally serve the City of Miami Springs with respect to your elected officials, staff, and public. While somewhat out of date, I have chosen to include this information because it is a strong testament to my financial responsibility and ethical values. I am an excellent steward of public funds whether through budgeting, accounting or spending practices.

Although I thoroughly enjoy my current position and the staff with whom I work, my experience and passion is in local government. Therefore when I received Ms. Betty's call, I jumped at the chance to re-enter that arena. I view city government as an opportunity to truly connect with and assist the public from an otherwise regulatory, and often viewed as, bureaucratic agency. Government at the local level is the most up-close and personal theatre of its kind; one that provides the elected and appointed officials the ability to treat the public as we would choose to be treated particularly when the stakes impact their community and their home or business. I will also add that for professional reasons and far too many years, my husband and I maintained separate residences in the respective cities where we each served. By 2011, the economic conditions reached the point where it was no longer sensible to maintain dual households, so I resigned my position (w/ Arcadia) and moved "home" with my husband. However, earlier this year he retired, allowing me to re-enter my career field in any location.

Directly related to the position as listed, I graduated with a Bachelor of Science degree in Education, have well over five years' experience as a City Clerk in Florida, am a U.S. citizen currently registered to vote in Flagler County, am a Notary Public and bondable, am a Certified Municipal Clerk and have begun work towards Master Municipal Clerk, possess a valid Florida driver's license with a clean driving record. I have also been fingerprinted and background screened through the State's Department of Children and Families. I am not, however; bi-lingual.

I have enclosed a copy of my resume and I hope that we will the opportunity to meet to discuss the position further. I can be reached at 850-598-5822 during the day, 386-313-6565 in the evenings, or via e-mail to dlsw1@cfl.rr.com. Thank you for your time and consideration thus far. I look forward to speaking with you.

Sincerely,



PROFESSIONAL EXPERIENCE

Administrative Assistant/Court Liaison Community Partnership for Children Palm Coast, Florida

2012 - present

The CPC is a contracted agency of the Florida Department of Children and Families providing oversight and case management for children of abuse, neglect, and/or abandonment. CPC is involved from the initial shelter hearing through the adjudication and foster care process to the end result of reunification, permanent guardianship or adoption. My role is to provide direct support to the Program Operations Administrator (POA) and Case Managers of two separate units as well as attend Dependency Court proceedings to record the actions of each case. A few of my responsibilities in particular are to:

- Track upcoming court dates and notify Case Managers daily of reports due for those dates
- Prepare and distribute twice daily legal submittals
- Register and notify clients of random drug screens, inputting contact and results into the State FSFN data base
- Prepare State mandated visitation reports three times per week
- Track medical, dental and immunization records for the children in the system, scheduling appointments as needed, and requesting recent records post-appointment
- Provide home visit verification and case productivity of the Case Managers with caregivers
- Attend Dependency Court proceedings to record court actions, directives and subsequent hearing dates
- Prepare requisite forms and applications for putative father searches through Florida Bureau of Vital Statistics
- Provide general administrative support; answer telephones, distribute mail, schedule conference rooms, greet clients, prepare correspondence etc.

A City Clerk is typically an appointed position within city government as established by the City Charter to serve as Clerk of Council. The role of a clerk is widely varied; and listed below are several of the responsibilities I performed for each of the respective cities and towns listed.

City Recorder/Personnel Director City of Arcadia, Florida

2009 - 2011

- Maintained all ordinances, resolutions, proclamations, agreements, contracts, correspondence, and other public documents
- Served as the official records custodian, including responding to public records requests and managing the records retention program, including destruction per the State of Florida's GS1-L schedule.
- Prepared and distributed agendas and minutes for City Council, Planning & Zoning Board, Board of Adjustment, and Citizens Advisory Task Force
- Prepared resolutions, proclamations, and correspondence as needed
- Recorded documents with the County Clerk's Office
- Served as Safety Coordinator, including creation of a safety manual and training for staff
- Coordinated codification of ordinances as they become enacted and/or amended
- Responsible for legal, display and employment advertising
- Planned/coordinated design, content and launch of www.arcadia-fl.gov (April 2010); and served as webmaster for same
- Implemented electronic agenda packages to Council and staff, saving both time and resources
- Distributed all bid specifications, processed all bid openings and maintained bid records;
- Updated personnel forms and files, including a complete rewrite of the personnel manual to update policies and procedures, and recommend cost saving measures
- Scheduled prospective employees for interviews, physicals, and drug screens
- Coordinated accident reports and worker's compensation claims
- Reconciled life and medical insurance coverage/invoices

Town Clerk/Administrator

Town of Hillsboro Beach, Florida

2008 - 2009

- Served as Town Clerk/Administrator to a five-member Commission with responsibility for the daily operational affairs of the Town
- Prepared and distributed agendas and minutes for City Commission, Board of Adjustment, and Finance Committee
- Served as Municipal Election Filing Officer
- Maintained all ordinances, resolutions, proclamations, agreements, contracts, correspondence, and other public documents
- Served as Records Manager to comply with retention and destruction schedules
- Maintained vehicle titles and records
- Served as liaison to contracted services for planning, engineering, building/permitting, code enforcement, IT, public transportation, solid waste and emergency services
- Coordinated with engineers for capital projects such as beach renourishment and construction of a new lime-softening water plant.

Assistant City Clerk / Records Manager

City of Palmdale, California

2007- 2008

As Assistant City Clerk, my primary responsibility was to oversee the records management program including imaging, storage, and destruction of documents as well as supervision of the records center's staff of five. Other responsibilities included assisting with Council meetings, agenda and budget preparation, processing agreements, and intake of claims.

City Clerk

City of Destin, Florida

2000 - 2006

- Maintained all ordinances, resolutions, proclamations, agreements, contracts, correspondence, and other public documents
- Served as the official records custodian, including responding to public records requests and managing the records retention program, including destruction per the State of Florida's GS1-L schedule.
- Prepared agendas and recorded minutes for the City Council, Local Planning Agency and several other Boards, commissions, or committees.
- Coordinated codification services for the Code of Ordinances, Land Development Code and Comprehensive Plan
- Coordinated travel arrangements and reimbursement for Mayor and Council
- Distributed all bid specifications, processed all bid openings and maintained those records;
- Planned and administered budgets for the Clerk's Office, City Council and Administrative Services
- Monitored contracts and leases for compliance, activation, and expiration
- Maintained vehicle titles and records as well as equipment leases and warranty information
- Coordinated, planned and implemented special events such as Florida City Government Week celebrations, Mock Council meetings for Destin Middle School, a city-wide memorial service following the events of Sept. 11th, hosting the Okaloosa County and Northwest Florida League of Cities dinners, 151st Army Band concert, and 20th Anniversary festivities
- Assisted the public on laws, policy regulations, and general information
- Provided signature authority for all payables and payroll
- Supervised two Deputy Clerks and a part-time Records Clerk
- Member of the Senior Managers team and ADA Compliance team

City Clerk

City of Thomasville, Georgia

1997 - 2000

- Composed, indexed and maintained the code of ordinances, resolutions, proclamations
- Served as Municipal Election Superintendent
- Managed the records retention program

- Served as custodian of official city documents such as contracts, agreements, minutes, and MOU's
- Prepared agenda and recorded minutes for the City Council, the Thomasville Payroll Development Authority, the Pension Board of Trustees, the Emergency Services Board, and the Thomasville/Thomas County joint workshops
- Licensed all alcohol and pawnbroker applicants
- Coordinated scheduling for the city's nine passive parks
- Issued permits for parades, marches, demonstrations, outdoor and special events
- Processed annexations through the City Council and Secretary of State's office
- Assisted the public as needed on laws, regulations, and general information

Business Manager

Office of University Development - Virginia Polytechnic Institute and State University Blacksburg, Virginia

1981 - 1997

The development office is the fund-raising arm of the university charged with bridging the gap between the students' tuition/fees and the actual operating budget. As Business Manager, my responsibility was to oversee the gift accounting section of the office. Incorporated in this was to:

- Supervise the gift entry staff
- Coordinate with collegiate and constituency fund-raisers concerning donor records or inquiries and the establishment of new accounts
- Compose or approve all new endowment agreements and tracked existing ones for proper compliance and expenditure
- Visit real estate sites for initial approval of potential gifts
- Prepare monthly financial reports depicting private giving comparisons and trends
- Serve as liaison to the Virginia Tech Foundation, Inc. for coordination with accounting standards and audits
- Data base entry of all private giving to the university through approximately 38,000 transactions annually
- Reconcile \$32+ million in private giving to restriction, designation, department, college, and donor type

EDUCATION AND SERVICE

Deaf and Hard of Hearing Training Modules I, II, and III	April 2013
Domestic Violence Training	April 2013
ADA refresher training	April 2013
Maximizing Financial Resources for Child Welfare: A team Effort	April 2013
HIPAA Basics	April 2013
Security Awareness	April 2013
Master Trust training	January 2013
Testifying in Court	January 2013
Boundaries and Professional Conduct	January 2013
The Baker and Marchman Acts	January 2013
Interviewing for Domestic Violence: A Different Approach	January 2013
Termination of Parental Rights: Legal Requirements for TRP	January 2013
Dependency Law Overview: From Shelter to Permanency	October 2012
Child Victim Hearsay	November 2012
Bridge Sign - an abbreviated form of sign language designed for emergency personnel	October 2011
Advanced Public Records and Exemptions and the Florida Sunshine Law	
Advanced Ethics in Municipal Government	April 2011
Ethics On-line Course	
Florida City & County Management Association	January 2011

Email as Public Records webinar
For Florida Municipalities / FLC / FACC

May 2010

Wage-Hour and FMLA Seminar
For Florida Public Agencies

January 2010

FEMA Emergency Management Courses

Introduction to the Incident Command System (ICS-100)

November 2009

National Incident Management System, An Introduction (IS-00700.a)

November 2009

NIMS Public Information System (IS-00702)

November 2009

ICS for Single Resources & Initial Action Incidents (ICS-200)

December 2009

Approved for MMCA, First Level

July 2006

Acceptance into the Master Municipal Clerks Academy (MMCA)

April 2004

Certified Municipal Clerk (CMC)

August 2001

Issued by the International Institute for Municipal Clerks

Professional Education Committee

Vice Chairman, 2005-2006

Legislative Committee

2001-2002

Florida Association of City Clerks (FACC)

Member

Leader of the Year

City of Destin Leadership Mission Award

2003

Notary Public

since 2000

Issued by the Governor's Office, State of Florida

Virginia Tech

Blacksburg, Virginia

Course work toward MBA/Finance

Fall/Winter 1983

Radford University

Radford, Virginia

Graduate course work in Special Education (E.D.)

Fall/Winter 1981

Bachelor of Science, Special Education/Upper Elementary Education

February 1980

REFERENCES

Ms. Judi W. Jankosky
City Administrator
City of Arcadia
23 N. Polk Avenue
Arcadia, FL 34266
(863) 494-4114 office
(352) 408-2674 mobile

Mr. Larry Williges
Councilmember
City of Destin
403 Spanish Moss Trail
Destin, FL 32541
(850) 837-2616

Mr. Dewey Destin
Member, District 2
Okaloosa County School Board
777 Spring Lake Drive
Destin, FL 32541
(850) 259-2801 mobile
(850) 833-5895 office

Mr. Jerome "Jerry" Smith, Jr., CBO
Monroe County Building Dept.
2798 Overseas Highway
Marathon, FL 33050
(305) 453-8729 office
(716) 498-3502 mobile

Ms. Carla J. Harris
Program Operations Administrator
Community Partnership for Children
377 Palm Coast Parkway, Ste 2-3
Palm Coast, FL 32137
(386) 283-4913 office
(386) 547-2176 mobile

Giovanni Velazquez

3670 SW 28 Street

Miami, Florida 33133

Cell: 305-305-7423

E-mail: gvela1224@yahoo.com

Summary of Qualifications

- Great oral communications skills including ability to listen to and interact with a diverse group of people.
- Demonstrated skills in various computer software programs and fluency in using standard office software packages (MS Office: Word, Excel, Power Point, Photoshop, Auto Cad and Outlook).
- Great interpersonal skills and deep ability to achieve the desired results in a fast paced, highly competitive, multi-tasking environment.
- Profoundly detailed and organized in approach to work and follow through.
- Strong analytical and problem solving skills.
- Highly self motivated with strong ability to successfully work independently or as part of a team.
- Ability to read, write and speak both English and Spanish fluently.

Experience / Work History

Administrative Assistant

State of Florida Department of Economic Opportunity - Miami, Florida

05/2012 - Present

- Conduct research, compile data, and prepare correspondence for consideration and presentation by managers, executives and committees.
- Create and oversee all administrative projects to improve efficiency and to ensure that South Florida Workforce (SFW) agency is in compliance with government regulations.
- Analyze internal processes, recommend and implement procedural or policy changes to improve operations such as implementing an effective follow-up/outreach process and a payroll schedule.
- Prepare invoices, reports, memos, letters, financial statements and other documents as well as perform general office duties.
- Create and process travel arrangements/reimbursements for all DEO and SFW agency staff.
- Direct, train, coordinate and supervise all administrative functions of more than 150 department and agency staff.
- Process all hires and terminations of all regional DEO personnel.
- Serve as the liaison to the Regional DEO Manager as well as the SFW Adult Programs Manager and represented both the department and agency at numerous community events.

Administrative Assistant / Box Office Manager

Florida International University - School of Architecture and Arts - Miami, Florida

08/2008 - 05/2012

- Supervise the work of more than 30 administrative and customer service/sales employees to ensure adherence to quality standards, deadlines, and proper procedures.
- Review records and reports pertaining to activities such as production, payroll, and shipping to verify details, monitor work activities, and evaluate performance.
- Serve as the liaison for all event/rental records pertaining to the department.
- Collaborate with colleagues to exchange information such as selling strategies and marketing information.
- Collaborate with relative departments to create and handle all marketing/advertising for all events.

Customer Service Representative

Staples - Coral Gables, Florida

06/2006 - 05/2012

- Contact new and existing customers to discuss their needs, and explain how these needs could be met by specific products and services.
- Answer customers' questions about products, prices, availability, product uses, and credit terms.
- Quote prices, credit terms and other bid specifications.
- Emphasize product features based on analyses of customers' needs, and on technical knowledge of product capabilities and limitations.

Assistant to the Costume Designer

Cirque Productions - Pompano Beach, Florida

05/2009 - 10/2010

- Maintain and manage all time-sensitive assignments with 100% accuracy.
- Assist with the selection of materials and production techniques to be used for products.
- Collaborate with all production departments in all design choices and the construction of certain costumes and/or crafts.
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.

Education

Florida International University - Miami, Florida

Bachelors of Fine Arts

Graduation Date: 12/ 2011

Summary of Qualifications:

Education:

- Healthcare in Risk Management Course , *University of Florida*, December 2010
- Bachelor of Science Degree in Legal Studies, *Kaplan University*, October 2010
- Associate of Science Degree in Medical Insurance Billing & Coding, *Florida Metropolitan University/Everest University*, October 2008
- Accredited Claims Adjuster Designation, *Florida Community College of Jacksonville*, March 2004

Professional Work Experience:

Florida Department of Health- Medical Quality Assurance Investigative Services Unit

Miami, FL.

Medical Malpractice Investigator

2010 – 2011

- Conducted health care related investigations with regard to alleged violation complaints of Florida Statutes and Board Rules involving medical professionals under the jurisdiction of the Department. Conducted investigations involving AHCA code 15 reports, closed claims, sexual misconduct, impairment, diversion of drugs, standard of care, etc.
- Provided investigative results through the collection of evidence and preparation of quality investigative reports.
- Interviewed complainants, subjects and appropriate witnesses. As well as requested and reviewed court and medical records, and sworn statements. Prepared and served subpoenas, administrative complaints, emergency suspension orders and citations to medical professionals within Miami-Dade and Monroe Counties

Law offices of Chris Johns & Associates

Jacksonville, FL

Legal Assistant

2006 – 2007

- Handled Personal Injury cases (dog bites, slip and falls, and automobile) from inception to demand stage.

United Automobile Insurance Company

Miami, FL

Litigation PIP Adjuster

2006 – 2006

- Investigated, evaluated and negotiated PIP claims in litigation stage.

(As well as cleared and denied coverage through investigation of policy coverage's, insurance application, medical records, police reports, SIU results where applicable, IME and EUO/Sworn Statements.)

Winn-Dixie Stores Risk Management Department

Jacksonville, FL

General Liability Claims Team Lead

2004 – 2005

- Investigated, negotiated, and settled GL less than 5k. GL Claims consisting of product liability, slip and falls, shopping cart and pharmacy prescription. (Claims over 5k were distributed to TPA according to department policy)
- Responsible for four claim representatives within my team. Distributed claim assignments, assisted and mentored claim representatives accordingly.

Languages:

- Bilingual (English and Spanish Fluent)

Programming and Software Skills:

- Windows XP & Vista, Microsoft Office Suite- Word, Excel, and Outlook, Lexis Nexis, AS400, KIS, Medisoft, Claimgear, Lexis Nexis Accurint, COMPAS, Auto Date Direct and Time Matters System.

Licenses/Professional Memberships:

- Florida All-Lines 6-20 Claims Adjuster (*Department of Financial Services*)
- International Association of Special Investigations Unit (*IASIU*)
- Health Care Risk Manager (Agency for Healthcare Administration- AHCA)

Diana Rios

6331 SW 43 Street, Miami, FL 33155

riosladyd@aol.com; (305) 439-4373

September 3, 2013

Loretta M. Boucher
Human Resources Department
201 Westward Drive
Miami Springs, FL 33166

RE: City Clerk opening

Dear Ms. Boucher:

As a multi-skilled professional, I offer over 13 years of experience of diverse expertise. For your immediate review and consideration, attached please find a current copy of my resume so that I may be considered for the position of City Clerk for the City of Miami Springs.

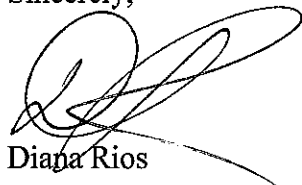
Throughout my career as a professional, I have gained substantial expertise in multi-faceted areas that include leadership positions, with continued success in meeting targeted executive support objectives. I am confident that I can make a valuable contribution to your organization.

I am a candidate who can bring these results, as well as exceed your expectations for the job at hand. I have strong technical skills, bilingual in English and Spanish, a B.B.A. in Business Administration, and a Masters of Public Administration through Florida International University.

My resume contains additional details regarding my qualifications, experience, and academic achievements. I would like to welcome an opportunity for a personal interview to discuss your organization's needs and the results you can expect from me in addressing those needs.

Thank you in advance for your time and review of my qualifications.

Sincerely,



Diana Rios

Diana Rios

P: 305.439.4373 | E: riosladyd@aol.com

Driven Executive with over 13 years of experience effectively supporting executive level staff including the CFO and CEO. Proficient in the management of office operations and providing in depth collection, analysis and integration of information.

SKILLS:

- Florida Notary #EE857225
- Market Research
- Fluent in Spanish and English
- Complex calendar management
- Superior interpersonal skills
- Microsoft Certified Application Specialist
- Proficient in MS Office 2007, MS Word, Excel, PowerPoint, Outlook, Adobe, FileZilla FTP Client, and Share Point

EXPERIENCE:

- | | | |
|-----------------------|---|-----------------------|
| 2012 - present | BCOM, Inc., Developers (\$40,000 per year)
<i>Office Manager</i> | Miami, Florida |
| | <ul style="list-style-type: none">• Provides executive support to the president and/or managing partner• Responsible for the day to day management of office operations• Upholding confidentiality of all business, personnel and research matters• New hire set up and orientation• Responsible for managing parking and storage sales and lease agreements• Accounts payable and receivable• Collection of rent• Remote deposits• Maintains property and business files for multiple entities• Communicates verbally and in writing with building personnel, tenants, and owners | |
| 2011 – 2012 | Bouygues Civil Works Florida – Port of Miami Tunnel Project
<i>Administrative Assistant</i> | Miami, Florida |
| | <ul style="list-style-type: none">• Provided administrative and executive support to C level managers and the entire department• Composed and distributed Weekly Reports and Meeting Minutes• Drafted and proof-read internal and external formal correspondence• Adhere to proper protocol regarding highly confidential information• Responsible for compiling all truck delivery tickets and Bills of Lading for Tunnel Lining Segments | |
| 2011 – 2011 | Miami Children's Hospital
<i>Quality Resources – Secretary (Temporary)</i> | Miami, Florida |
| | <ul style="list-style-type: none">• Provided administrative support function to a ten (10) person department• Prepared correspondence, memorandums and provided extensive Data Entry support• Responsible for filing of hard copy and soft copies (electronic filing)• Retrieved and distributed mail as required• Achieved hospital full security clearance | |
| 2006 – 2009 | BCOM, Inc., Developers
<i>Executive Assistant</i> | Miami, Florida |
| | <ul style="list-style-type: none">• Assisted in light accounting and construction and asset management• Managed general office duties such as opening, sorting of incoming mail, distribution of faxes and emails• Greeted and pre-screened visitors in order to determine whether they should be given access to specific individuals• Trained clerical staff and new hires as required• Established an Electronic Filing program• Maintained calendars for C-level management, handled personal matters and made travel arrangements as required | |

Diana Rios

P: 305.439.4373 | E: riosladyd@aol.com

- | | | |
|--------------------|--|-----------------------|
| 2004 – 2006 | Fournaris and Sanet, P.A.
<i>Administrative Assistant</i> | Miami, Florida |
| | <ul style="list-style-type: none">• Assisted the legal secretary with the preparation of pleadings, complaints, and answer to interrogatories• Assisted the attorney with drafting legal documents, correspondence and pleadings• Conduct client interviews and maintain general office contact with the client• Transcription of Dictaphone and preparation of legal documents• Provided translation from Spanish to English when necessary• Conducted legal research and case intake | |
| 1999 – 2003 | Graphic Concepts, Inc.
<i>Administrative Assistant</i> | Miami, Florida |
| | <ul style="list-style-type: none">• Handled general office duties such as communication with customers and employees• Facilitated the compilation, sorting and filing office records,• Shipped and received documents and packages• Managed travel arrangements for all employees• Assisted the President with personal requests pertaining to generating letters, memos, and correspondence, running errands and handling matters pertaining to his family while maintain a high level of confidentiality | |

EDUCATION:

- | | | |
|-------------|--|-----------------------|
| 2011 | Florida International University Graduate School
<i>Masters of Public Administration</i> <ul style="list-style-type: none">• 3.91 GPA | Miami, Florida |
| 2009 | Florida International University (FIU)
<i>Bachelors of Business Administration – International Business</i> <ul style="list-style-type: none">• 3.52 GPA | Miami, Florida |
| 2004 | Barry University
<i>Elementary Education</i> | Miami, Florida |
| 2001 | Miami Dade College
<i>Associates of Arts</i> | Miami, Florida |

AFFILIATIONS:

Phi Kappa Phi, Golden Key International Honour Society, Alpha Chi, Delta Epsilon Iota, and Kappa Delta Pi

LinkedIn Profile: <http://www.linkedin.com/pub/diana-rios/45/8b7/ba8>

Objective

Seeking an exciting and challenging opportunity that allows me to grow professionally, while being able to utilize my skills for the betterment of the community with the best use of my dedication, determination and resourcefulness.

Employment

2012-Present

City Clerk's Office, Acting Deputy City Clerk, City of Hialeah

Assistant to the City Clerk. Assist the City Clerk in monitoring compliance of City, County and State regulations pertaining to Election process. Prepares the agenda for City Council Meetings. Furnishes City Council Members and agenda package that includes staff reports and memoranda and other information necessary to enable the City Council to make informed decisions on individual items. Keeps the minutes of the City Council proceedings, which constitute a public record. Gives notice of regular and special City Council Meetings to the Mayor, its Members and the public. Prints, records and indexes ordinances, charter amendments and resolutions. Prepares City Council Summary Agendas. Corrects scrivener's errors that are discovered in ordinances, resolutions, council minutes and staff reports and promptly reports all corrections to the City Council. Processes the codification of the Hialeah Code Book. Ensures that lobbyists are registered with the Office of the City Clerk. Provides legal notices associated with the business being conducted at regular and special City Council Meetings. Processes legal notices for City departments. Publishes and oversees all statutorily mandated advertisement. Acts as the custodian of public records of the City. Processes Public Records Request. Advertises Bids and Requests for Proposals. Receives invitation to bid and requests for proposals and qualifications. Provides information and referrals to City residents. Assists with City Boards, including Historic Preservation Board, Cultural Affairs Council and Veteran's Affairs Board. Drafts Board Appointment Letters and miscellaneous paperwork related to City Boards. Updates Board List as necessary. Recording of documents. Processes miscellaneous permits, including filming, carnivals, festivals, street closures and banners. Ensures that yearly Financial Disclosure Forms are completed. Attests official City documents. Performs such other duties as the Mayor may prescribe from time to time. Member of the Florida Association of City Clerks and the International Institute of City Clerks, City Notary.

2011-2012

City Clerk's Office, Office Coordinator, City of Hialeah

Assistant to the City Clerk. Handle all general office duties. Assist the City Clerk to monitor compliance of City, County and State regulations pertaining to Election process. Prepare City Chambers for all meetings and assist in preparing City Council Meeting Agendas. Administer community advisory board meetings. Maintain City Resolutions and Ordinances; process the codification of the Hialeah Code Book. Processing of all Financial Disclosure Forms, Staff Attendance, City Bids, Process Public Records Requests, recording of City documents. Conducts Lien Searches, Lien Recordings and Lien Releases. Scanning of all documents. Issue city event permits. Veteran's Affairs, Historic Preservation Board and Cultural Affairs Board Liaison. Provides information and referrals to the public. Assist with the coordination of the citywide United Way Campaign. City Notary.

2005-2011

City Clerk's Office, Clerk Typist I, City of Hialeah

Assistant to the City Clerk. Handle all general office duties. Process lien searches. Prepare City Council Meeting Agendas. Prepare City Chambers for bi-weekly meetings. Maintain

City Resolutions and Ordinances, process the codification of the Hialeah Code Book. Yearly Financial Disclosure Forms. Staff Attendance. City Bids. Veteran's Affairs, Historic Preservation Board and Cultural Affairs Board Liaison. Process Public Records Requests. Scanning of all documents. Issue city event permits. Back-up to Microfilm. City Notary.

2003-2005

Mayor's Office Assistant, Clerk Typist 1, City of Hialeah

Assistant to the City of Hialeah Mayor. Handle all general office duties. Maintain the Mayor's city rolodex system with over two thousand entries. Direct all incoming calls to the appropriate departments and assist all walk-in residents with any city related issues. Work directly with all city sections in opening work orders for any repairs needed around the city. Assist all City Council members with constituent problems.

2002-2003

Allegiance Telecom, Switch Technician

Monitoring network and local switch equipment for proper function and troubleshooting as required to ensure maximum responsiveness and performance on the Lucent 5ESS Switch. Execute routine procedures for the day to day operations. Maintenance of the Alcatel DACS, Lucent Anymedia, and testing and turnup of DS3's, DS1's and DS0's. Track all switch related trouble tickets through Clarify system and troubleshoot through resolution.

2000-2002

Allegiance Telecom, Network SPOC

As the Single Point of Contact for the switch, responsible for coordinating successful service cutovers on the Lucent 5ESS from the operating perspective. Receive all T1 orders from TBS system and enter them in the Alcatel 1630 and 1631 DACS, then working together with Field Technicians testing the cross connects, testing T1's with Bell using the T-Berd 224 T1 tester and T-Berd 950 T1 tester. Build customer lines into NPAC getting them ready for cutover. Track all trouble tickets through Clarify System and troubleshoot through resolution.

1998-2000

Sprint PCS, Project Coordinator

Provide project coordination to facilitate the activities of directors and managers. Assist them in developing and implementing procedures. Send and receive system related trouble tickets interfacing with Switch, Field Technicians, RF Engineers, and Software Engineers. Assist Retail stores with system related issues from customer complaints. Assist Switch Technicians with operational maintenance status of sites.

1996-1998

AT&T Wireless Services, Wireless Technician Field Support

System analyzer. Troubleshoot and isolate blocked device and Radio Related Call Release reports daily in two switches. Send and receive system related trouble tickets for isolation and resolution in interfacing with Field Technicians, RF Engineers, Software Engineers, Network Operations Center, Switch, and Technical and Roaming Coordinators.

1992-1996

AT&T Wireless, Inventory Manager

Managed distribution of cellular phones and accessories. Responsibilities included regular communication with Account Executives as well as Dealers and anticipating their needs to order and receive, as well as ship material. Additionally responsible for balancing sales representatives daily deposits, accounts receivable report, and client time charge payments.

1991-1992

AT&T Wireless, Sales Service Assistant

Provided support to field sales force on customer service issues, scheduling service calls, ordering new and replacement equipment, settling airtime billing problems, etc. Direct contact problem resolution for customers bringing service issues directly to office.

EDUCATION

2012-Present

Currently enrolled in IIMC/FACC Certified Municipal Clerk program

2002-2005

Legal Secretary, Thompson Education Direct

1983-1984

Miami Dade Community College

2012-*Present*

PROFESSIONAL MEMBERSHIPS

Miami-Dade Municipal Clerks Association, Member
Florida Association of City Clerks, Member
International Institute Municipal Clerks, Member

2006 – Present

Professional Certifications/Licenses

Notary Public

Computer Skills: MS Word, Excel, Access, Power Point, Knowledgeable with office equipment

Languages : English and Spanish

References: Upon Request

September 21, 2013

Ms. Rose Tydus
1101 Dunad Avenue
Opa-locka, Florida 33054

Ms. Loretta M. Boucher, HR Director
City of Miami Springs
201 Westward Drive
Miami Springs, Florida 33166

Re: Employment Application: City Clerk

Dear Ms. Boucher:

I am proud of the opportunity to submit the attached Resume for the position of City Clerk of the City of Miami Springs.

As noted, I have experience as City Clerk and twelve (12) years experience as an elected official. Therefore, I am confident my skills, knowledge, experience and impeccable reputation will be an asset to the City of Miami Springs.

I look forward to a personal interview at your convenience.

Sincerely



Rose Tydus
Telephone: 786-277-8148
rosetydus@bellsouth.net

RESUME

Rose Tydus
1101 Dunad Avenue
Opa-locka, Florida 33054

Telephone: 786-277-8148
Email: rosetydus@bellsouth.net

RESUME CAPSULE

Experience as Public Administrator and Elected Official (City Commissioner), with exceptional management and leadership skills.

OBJECTIVE:

A position offering an opportunity to utilize knowledge and skills in public administration and management.

EXPERIENCE:

- 2011- Present **Managing Partner**, The Deal Group Realty, LLC, a real estate company.
- 2005 - 2011 **Director, First Choice Women's Center (North Dade) Miami, Florida and Caring For Miami Women's Center (North Miami Center)**
Responsible for the proper administration of all daily operations at the women's pregnancy resource centers; Prepare & administer budget; Coordinate and supervise all service programs; Supervise and train volunteers.
- 2003 – 2005 **Church Administrator & Youth Director**, Stanton Memorial Baptist Church, North Miami, Florida.
Oversaw the daily operations of church support staff; wrote monthly articles that were featured in church newsletter; disseminated church media press releases; coordinated usage and maintenance of church rental properties; promoted extended ministry programs (social services) within church and surrounding community; initiated ministries and/or programs relative to community needs.
- 2002 – 2012 **City Commissioner**, City of Opa-locka
- 2000 – 2002 **Vice Mayor** , City of Opa-locka, Florida
- 1984 – 2003 **Executive Director**, Opa-locka Rescue Mission, Opa-locka, Florida.
Responsible to Board of Directors for proper administration of all organization affairs, including evangelism programming, homeless services. Prepared and managed annual budgets; coordinated, planned and supervised all programs. Prepared and edited publications interpreting organizational programs and annual reports, including a monthly bulletin to contributors, newsletters and fund raising campaign literature.
- 1976 – 1984 **City Clerk and Supervisor of Elections, City of Opa-locka, Florida:**
Responsible for the administration of all city elections. Certified and maintained all official records and City archives. Responsible for preparation of official City Commission agenda and Minutes. Provided clerical assistance to Mayor and Commission. Performed public relations duties for the City and coordinated all special events. Responsible for supervision of support staff.

EDUCATION:

Year	School	Studies	Completion
1968 – 1970	South Milwaukee Vocational South Milwaukee, Wisconsin	Business Practice, Accounting Office Practice	Completed 18 month Course
1961 – 1965	North Division High School Milwaukee, Wisconsin	General Education	High Sch. Diploma

QUALIFICATIONS:

I feel I qualify for this position because of my many years of responsible administrative and management experience as City Clerk and an elected official. I possess excellent communication skills; (written and oral) and, I am a self starter, team player and have extraordinary conflict resolution skills. My people skills are exceptional. I have proven to be an asset to all of my former employees.

I possess proficient computer skills (Word, Publisher, Excel).

Letters of Recommendation/References Provided Upon Request

Krystle J. Ortega

1250 Sw 28 Way Ft. Lauderdale, FL 33312 | 954-829-2277 | Qbanaxx@att.net

September 20, 2013

Loretta M. Boucher
HR Director
City of Miami Springs, HR Dept.
201 Westward Dr
Miami Springs, FL 33166

Dear Ms. Boucher:

I have enclosed a copy of my resume as I am interested in the open position of City Clerk. I believe I am a great candidate for this position as I have the necessary educational and work history to allow me to excel at this position.

I hope to hear from you soon.

Sincerely,



Krystle J. Ortega

**Krystle J.
Ortega, B.A.,
B.S., M.S**

1250 SW 28 Way
Ft. Lauderdale, FL 33312
(954) 829-2277
qbanaxx@att.net

Objective

Service-focused criminal justice professional and program coordinator with a strong commitment to serving the needs of all populations.

Determined and committed to serve the public and help better the criminal justice system and the community.

Work Experience

Administrative Support Specialist

11/2001- Present Broward County Comm. on Alcoholism, Inc., Ft. Lauderdale, FL
Helped develop the first misdemeanor Drug Court Program in Broward County, FL.
Maintain strong community alliances with county and state agencies, attorneys and youth-service programs.

Work Contributions:

- Demonstrated outstanding case management and dedication to clients (caseload of up to 50) in the misdemeanor Drug Court and SCRAM program.
- Preparation of quarterly treatment provider meetings and bi-monthly board and advisory committee meetings.
- Provided highly visible, professional and caring client services to all clients.
- Prepare daily reconciliation of office financials.
- Supervised, managed, and coached co-workers to attain the highest level of training.
- Assisting in problematic cases and using authoritative discretion to resolve issues.
- Requesting and reviewing FDLE criminal reports and DHSMV driving records.
- Maintain record of client's completion or non-completion and execute appropriate paperwork to requesting agency.
- Maintain track of progress in required treatment and report completions.

Office Financial Manager

8/2011- Present Advocate Counseling Services, Inc. Ft. Lauderdale, FL
Helped develop a strategic financial plan for ChildNet funding. Prepared a business proposal that led to the award of a yearly federal funding contract.

Work Contributions:

- Designed and implemented a new billing system for the ChildNet account.
- Chaired weekly substance abuse and relapse prevention meetings.
- Supervised and managed office staff to new policies and procedures.
- Resolving client complaints and issues.

Customer Service Representative

11/2009 – 8/2011 Best Buy Stores, Inc. Ft. Lauderdale, FL

Introduced the customer service team with a new approach to customer service, providing more professional and friendlier service.

Work Contributions:

- Providing excellent customer service at all times.
- Helping the store attain the daily goals for service plans and credit card applications.

Cashier

8/1/2004-9/1/2004 Pollo Tropical, Ft. Lauderdale, FL

Work Contributions:

- Assist customers as they came to place their food orders.

Cashier

12/01/2003-02/01/2004 Mobil Gas Station, Ft. Lauderdale, FL

Work Contributions:

- Assist customers with their transactions.
- Stock merchandise and keep area clean.

Secretary

7/2001 – 11/2001 Michael Usan, Esq. Ft. Lauderdale, FL

Assisted the attorney in daily office routines such as planning, attending client's needs, filing and organizing meetings.

Work Contributions:

- Help potential clients as they came in to see the attorney or through the phone when they called in.
- Prepared daily advertisement.
- Helped with office functions such as filing, copying and faxing.

Education

8/2010 – 12/2011 Florida International University Miami, FL
Master of Science in Criminal Justice (M.S.)

9/2008 – 4/2010 Florida International University Miami, FL
Bachelors of Arts in Psychology (B.A.)

4/2004 – 1/2007 Florida Metropolitan University Pompano Beach, FL
Bachelors of Science in Business Administration (B.S.)

2/2002 – 4/2004 Florida Metropolitan University Pompano Beach, FL
Associate's in Science in Legal Assistant (A.S.)

Skills

<u>Skill Name</u>	<u>Skill Level</u>	<u>Last Used/Experience</u>
Fluent in Spanish	Expert	Currently used
Microsoft Word	Expert	Currently used
Microsoft Excel	Expert	Currently used
Microsoft Power Point	Expert	Currently used

References

References are available upon request.

Amanda Sewell

(786)296-1644

465 S. Royal Poinciana Blvd.
Miami Springs, FL
amandasewell0725@gmail.com

Objective

I'm a hard working professional with office experience and great ability to connect with people.

Work Experience

Laced with Charm (Sales Associate) (December 2010 - present)

- * Answer phone
- * Greet customers and ascertain what each customer wants or needs.
- * Open and close cash registers, performing tasks such as counting money and making deposits.
- * Compute sales prices, total purchases and receive and process cash or credit payment.
- * Maintain records related to sales.
- * Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
- * Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- * Answer questions regarding the store and its merchandise.
- * Clean shelves, counters, and tables.
- * Exchange merchandise for customers and accept returns.
- * Bag or package purchases, and wrap gifts.
- * Help customers try on or fit merchandise.
- * Inventory stock and requisition new stock.
- * Prepare merchandise for purchase

SKI Investigations / Grout Doctor (Administrative Assistant) (July 2007 - January 2010)

- * Answering multi-line phone
- * Filing, scanning, copying and handling all mail
- * Schedule deliveries and pickups using FedEx and UPS
- * Sufficient in Microsoft Office, Internet Explorer, Outlook, Excel
- * Scheduling appointments for estimates
- * Answering all questions in regards to what services we offer
- * Handling cash, credit cards & checks
- * Opening, closing and entering insurance fraud claims
- * Editing and uploading surveillance videos to claims
- * Using programs and social media websites for investigating such as: IRB search, TrackOps, Facebook, Twitter

Holiday Inn Express (Night Auditor) (January 2007 - May 2007)

- * Handle front desk operations and switchboard.
- * Resolve problems arising from guest complaints, reservation and rooms
- * Greet guests warmly and provide guests with appropriate room assignments, room keys, directions to the rooms
- * Verify payment for stay including incidental costs by obtaining credit information.
- * Assist guests with issues and complaints
- * Answer incoming calls with appropriate greeting.

Francois Zayas D.D.S (Front Desk) (August 2005 - December 2006)

- *Answering multi-line phone
- *Filing, scanning, copying and handling all mail
- *Greet and welcome patients and visitors to the practice
- *Check in patients according to office protocol, verifying and updating patient information
- *Help explain office policy to patients
- *Schedule and confirm the next day's appointments
- *Collect payment from patients at the time of treatment
- *Make follow-up appointments as needed
- *Prepare financial treatment plans and present plan options to patient at end of their appointment
- *Verify and update insurance information on all patients at all times
- *Submit treatment plans for predetermination of benefits
- *Prepare claim forms for patients with dental insurance
- *Sufficient in Microsoft Office, Internet Explorer

Michigan Drill (Receptionist) (April 2002 - September 2004)

- *Answering multi-line phone
- *Filing, scanning, copying and handling all mail
- *Assist with accounts receivable
- *Receive, direct and relay telephone messages and fax messages
- *Order and maintain an adequate inventory of office supplies
- *Answers questions about business and provides callers with address, directions, and other information.
- *Welcomes visitors, determine nature of business, and announces visitors to appropriate personnel.
- *Sufficient in Microsoft Office, Internet Explorer

Education

Paul Mitchell School of Cosmetology (2010 - 2010)

- Graduated

Miami Springs Senior High School (2000 - 2004)

- Completed high school.

Emmanuel Rweyemamu
2342 NW 73rd Terr - 202
Miami FL 33147

October 9, 2013.

City of Miami Springs
201 Westward Drive
Miami springs FL 33166

Attn: Human Resources

Re: City Clerk Position

In reference to the above subject, I am interested in your job posting because I feel that my experiences and knowledge mirrors your requirement and I would like to apply.

I feel my education and my extensive experiences/skills and problem solving would add value to your team. On September 2008 I graduated from ASA Institute - College of Excellence in Brooklyn and earned my Degree in Occupational Studies in Information Technology. While studying at ASA, I also worked at Ben Hur Moving & Storage, Inc., where I gained valuable experience and knowledge in Human Resources, Customer Service, Accounting and all Administrative responsibilities that involved the office.

Upon relocating to Miami, I was fortunate to work for the City of South Miami's Planning & Zoning Department as an Office Assistant PT, where I also learned a lot about Government sector and its responsibilities as stated in my resume. I also acquired great deal of knowledge and experience in procedures involved in a City's Building/Planning and Zoning Department. The rules and regulations involved and various Permits requirement. Presently, I am working at CEVA Logistics utilizing my experiences and knowledge with the same duties and tasks.

I also have excellent Accounting/Bookkeeping experience (GAAP), Administrative and Communication skills, Phone Support, Calendaring, Travel arrangements, Expense reporting and other duties as assigned. I am familiar with varieties of business contracts, Worker's Compensation and its procedures, filing 940, 941 and 944. I am also very knowledgeable of ACH system, Direct deposit, spending accounts, timekeeping, monitoring OT, vacations, sick leave/time off, retirement plans etc. Currently, I am enrolled at FIT, majoring in Management Information Systems for Bachelor of Arts.

Attached, please find my supporting documents.

Thank you in advance for your time and consideration. I hope to have the opportunity to discuss the job opening with you in person.

Sincerely,

Emmanuel Rweyemamu



ASSA INSTITUTA

Of Business and Computer Technology, Inc.

On the recommendation of the Faculty has conferred upon

Emmanuel Rweyemamu

the degree of

Associate of Occupational Studies

in

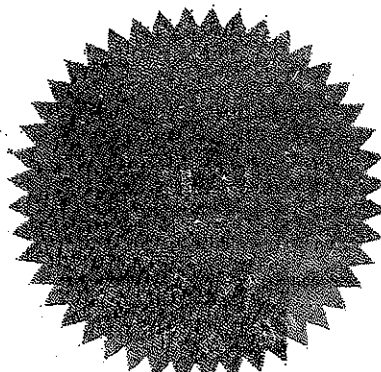
Computer Programming and Inf. Tech

and has granted this diploma as evidence thereof with all the rights, privileges and honors thereto pertaining here or elsewhere. In witness whereof, the seal of the College and the signatures of its officers are hereunto affixed.

Given on the Twenty Eighth Day of September, Two Thousand and Eight

A. Nwokedi

President



Alexander Agafunor

Senior Vice President, Academic Affairs

EMMANUEL RWEYEMAMU
2342 NW 73rd Terrace - 202
Miami FL 33147
Emmanuel.Rwey@yahoo.com
Tel: (646) 234-2418

MS Office(Excel, Word, PowerPoint, Outlook), Accounting (Payable & Receivable), Administration, Clerical, Customer Service and Secretarial Duties, Human Resources and Payroll, Proficient in QuickBooks/Kronos/Oracle.

Excellent Customer Service Skills - Prompt Attention to Detail, Team player, Resilient, Initiative, Fast Learner.
Excellent Organizing and Prioritizing skills, Confidentiality, Good Judgment and problem solving skills, less Supervision.

**ASA COLLEGE,
BROOKLYN, NY**

Major in Computer Information & Networking
October 2008 – Degree in Occupational Studies

EXPERIENCE:

CEVA Logistics
Miami, FL

05/11 - Present

- Employee data entry to HRIS
- Maintain, review Airway Bills, Invoices, Bill of lading.
- Create Memos and distribute emails, Spreadsheets when needed.
- Scan documents, correspondence, Prepare conference calls and meetings/minutes.
- Prepare Department payroll, timekeeping, maintain records of meetings
- Enter P/O, Procurement, Check requests.
- Check proof A/R with outside vendor.

CITY OF SOUTH MIAMI
Planning & Zoning Dept.
SOUTH MIAMI, FL

02/11-05/11

Office Support - PT

- Prepare packages for public hearing, support staff in meeting and Minutes preparation.
- Posting important information (Public Hearing Minutes) on City Website.
- Correspondence, Administrative, Secretarial, Clerical duties and assist in projects.
- Sort and match Invoices, Incoming mail and payments.
- Review invoices, purchase orders and check disbursement.
- Accounts Receivable and overseeing permits requests.
- Furnish Weekly Accounting reports and record keeping.

BEN HUR MOVING & STORAGE,
BRONX, NY

6/97- 05/10

Administrative Assistant/Human Resources:

- Assist the Company President and Director on Daily tasks.
- Plans, manages, and coordinates risk and insurance programs to control risks and losses.
- Prepares financial and regulatory reports required by law, rules or regulations.
- Compliance to Government rules and regulations and periodical filings.
- Track time logs, information on leave and vacations Filing 940, 941 and 944.
- File for payroll reports, quarterly and annual tax returns, W-2 forms, and any and all other tax related requirements.
- Correspondence with Government agencies
- Coordinates and manages financial planning, budgeting, and investment activities.
- Prepared and managed Daily and Weekly financial reports.
- Accounts Receivable and Payable, correspond to charge backs, bank deposits and reconciliation.
- Coordinates and supervises with payroll, tax exemptions and adjustments, verify W4, I9 forms.
- IT assistance to remote installation/update/database backup maintenance/Emergency data recovery.
- Massive customer service and legal correspondence and filing.



327 WALNUT AVENUE BRONX, N.Y. 10454 TEL. (718) 742-4444 (718) 401-8009

November 1, 2010

To Whom it May Concern:

I highly recommend Emmanuel Rweyemamu as a candidate for the advertised position. Mr. Emmanuel was employed by Benhur Moving & Storage, Inc; as Human Resources/Administrative Assistant from 1997 - 2010. He was responsible for office support including word processing, scheduling appointments and creating brochures, newsletters, and other office literature.

Emmanuel has excellent communication skills. In addition, he is extremely organized, reliable and computer literate. He can work independently and is able to follow through to ensure that the job gets done. He is flexible and willing to work on any project that is assigned to her. Emmanuel was quick to volunteer to assist in other areas of company operations, as well.

Emmanuel would be a tremendous asset for your company and has my highest recommendation. If you have any further questions with regard to her background or qualifications, please do not hesitate to call me.

Sincerely,

Maria Slosmanis

Operations Manager

Benhur Moving & Storage, Inc.

327 Walnut Avenue, Bronx NY

718-483-5499

Tanya Fuentes

Objective To enrich my career in a community environment where my experience paired with my talents and skills can be an asset to the City of Miami Springs. Able to provide long term stability. Able to wear many hats while exceeding expectations at all levels.

Experience 2007- 2013 Islands of Doral N.E. – Community
Chairperson Development District

- Held public position and complied with all areas of The “Sunshine” Law, filing Form 1 with the Florida Ethics Board annually
- Attended legally advertised public Supervisor Board meetings
- Established budgets and reviewed financial standings of CDD
- Heard motions during public meetings while maintaining Roberts Rules of Order on all CDD business

2008- Present Hecht Investments Ltd
Controller **(Confidential)**

- Hold state license after rigorous background check in this heavily regulated industry (Pari-mutuel wagering)
- Liaison for the company and Department of Business and Professional Regulations for monthly compliance reporting and reconciliation
- Manage all accounting functions of the company including general ledger and subsidiary journals
- Oversee and maintain all proper documentation for all transactions and serve as Custodian of Records
- Established and maintain records retention policy for the Company
- Oversee all fixed assets of the company and ensure all registrations and insurance are properly maintained and centrally filed and organized
- Perform monthly closings of the company
- Work with external auditors for annual state compliance reports and audited financial statements
- Interact with customers as needed for problem resolution
- File monthly sales tax return as well as communication services tax to the State of Florida

2004-2008 Avisena, Inc. (Healthcare Technology) Miami, FL

Director of Accounting

- Dealt directly with physician’s, physician’s staff, hospital personnel on a day to day basis for questions about invoices, definition of qualified self pays, insurance

collections, etc.

- Increased gross margin 16% from 2005-2006 and 10% from 2004-2005.
- Directed month end close, including invoicing, inventory sales, accounts payable, general ledger and banking transactions. Provided financial reports to private equity investors and CEO on a monthly basis including forecasts and plan analysis.
- Reviewed and directed HR coordinator and worked with outside payroll company for compliance with labor laws and company policy for over 125 employees. Reviewed semi monthly payroll submission while monitoring employee compliance PTO, etc.
- Created presentation for Finance for Board of Directors meetings held bi monthly.
- Dealt directly with physicians and practices for problem resolution with disputes, service issues, etc in order to ensure client satisfaction.
- Work directly with all department heads for month end close and identified weaknesses in processes and internal control in order to remedy and strengthen controls.
- Stepped in as CFO temporarily from Feb 06 – October 06.
- Multitasked in many other areas as well, able to wear many hats.

2000-2004

Lopez, Levi and Assoc, CPA firm Coral Gables, FL

Audit Manager

- Managerial role in a public CPA firm
- Managed over 50 audits, reviews and compilations.
- Consulting work for MAS90, Great Plains, etc.
- Assist clients with closings and on site training of personnel
- Supervision of staff and review of staff assignments. Inventory control, development of policies and procedures for various clients in various industries.
- Non profit experience with Borinquen Healthcare Clinic both in assisting CFO in transition into the position and yearly audit. Vasacor developer of medical equipment in South Carolina, performed yearly audit.

1997-2000

Grau & Company CPA

Miami, FL

Senior Auditor

- Senior project personnel for Village of Biscayne Park.
- Stepped in when Clerk left for over three months to conduct all daily business of the clerk for Village of Biscayne Park including mayor assistance, fund accounting posting, bank reconciliations etc.
- Senior Auditor on various industries including sales, service organizations, mortgage companies, and non-profit organizations.
- Auditor and support on daily operations for non profits and governmental agencies which include Village of Biscayne Park, Southwest Ranches, City of Miami Downtown Development Authority as well as allocation and grant contract support.
- Tax preparation of all types of companies and organizations.
- Supervision of staff and support.
- Management services for private sector companies including restaurant industry.
- Agreed upon procedures, due diligence, projections and forecasts.

Education Florida International University – Master's Program
Taken classes to reach 150 credit hours for CPA in Florida

1996 St. Thomas University

- Bachelor's Degree in Accounting.

Skills Proficient in MAS90/200, Great Plains, ACCPAC, QuickBooks, Creative Solutions, Word, Excel

Fluent in both English and Spanish. Excellent verbal and written skills in both languages.

Cherie Palmer
438 Wren Ave.
Miami Springs, FL 33166
305-498-3568

October 10, 2013

Ms. Loretta M. Boucher
HR Director
City of Miami Springs
Human Resources Department
201 Westward Dr.
Miami Springs, FL 33166

Dear Ms. Boucher:

I would like to be considered for the position of City Clerk for the City of Miami Springs. I have been a resident of Miami Springs since 2009, and I love our fair city. With over 20 years of administrative experience, I am certain that I meet and exceed your qualification criteria and that my skill set and experience will be an asset to the City Council. I have worked in small, medium and global business environments, most notably for Citigroup, Latin American Region where I collaborated in the LATAM Legal Department and supported seven attorneys directly.

I am articulate, professional and take an incredible amount of pride in the quality of my work. I am self-directed and have the ability to work successfully both in a team as well as in leadership positions. I know how to prioritize, multitask and I ascertain deadlines are met. I am fully bilingual in English and Spanish. I am ever an optimistic creative problem solver and I can handle fast-paced, high stress office environments comfortably. I also have extensive experience handling Board Meetings, Budgets, Reports, Meeting Minutes and Agendas as well as have extensive experience in Customer Service and working alongside Senior Global-Level Executives.

I have enclosed my resume for your review. I hope to gain an interview with you and I look forward to the opportunity meet with you to discuss my skills and abilities as well as your needs personally.

Best Regards,

A handwritten signature in black ink, appearing to be the initials 'CP' followed by a stylized 'P'.

Cherie Palmer

CHERIE PALMER

438 Wren Ave.
Miami Springs, FL
33166

305.498.3568
palmer.cherie@yahoo.com

EDUCATION

FLORIDA INTERNATIONAL UNIVERSITY
Bachelor of Arts in Humanities

Miami, FL
2010

MIAMI DADE COMMUNITY COLLEGE
Associate in Arts in Liberal Arts

Miami, FL
2000

CERTIFICATIONS

PROJECT MANAGEMENT INSTITUTE
Certified Associate Project Manager

Miami, FL
Current

EXPERIENCE

MARY OLIVA, WEALTH PROTECTION ADVISERY
Sr. Executive Administrator, Office Manager, Marketing Assistant

Miami, FL
2012-Current

- ❖ Responsible for global travel arrangements, agendas, calls, conferences, presentations, calendars, ordering of office supplies, technology and equipment maintenance.
- ❖ Managed, designed and executed marketing promotional materials, vendor relations, brochures, informational pamphlets and monthly newsletters in English and Spanish as part of the Sales and Marketing team.
- ❖ Worked directly with High-Net-Worth Clients, top level Executives, liaison to top producing business associates in Private Banking.
- ❖ Managed HNW Client meetings, Advisor meetings and trainings, catering and events as well as video conferences.
- ❖ Interviewed, trained and supervised new administrative staff as part of the Management team.

CITIGROUP (Latin America Region)
Sr. Executive Administrator

Miami, FL
2005-2011

- ❖ Responsible for global travel arrangements, agendas, calls, conferences, presentations, calendars, vendor relations, call logs, ordering of office supplies, technology and equipment maintenance, legal filing, processing legal invoices.
- ❖ Responsible for expense reports, compliance reports, budget reports, and all Legal Regional Reports for 23 countries including: Monthly staff reports, Bi-Weekly Litigations and Settlements Reports, Bi-Yearly Approved Outside Counsels Report.
- ❖ Managed senior management meetings, managed and organized off-site meetings, video conferences and special events.
- ❖ Managed the Senior Board of Directors Monthly Meetings including creating the presentation of materials from the countries in slide and print, logistics, technology equipment and conferencing.
- ❖ Managed the internal hiring and allocation process of legal interns and new staff, responsible for training interns, temps and admin employees.
- ❖ Office Manager to the LATAM CEO. Worked directly and reported to top tier Regional and Global Senior Executives.

CHERIE PALMER

438 Wren Ave.
Miami Springs, FL
33166

305.498.3568
palmer.cherie@yahoo.com

EXPERIENCE, CONTINUED

ALTMAN MANAGEMENT COMPANY (Porto Bellagio Luxury Apartment Homes) Sunny Isles,
Leasing Consultant / Property Management FL
2002-2004

- ❖ Maintained a high leasing ratio in a high paced, highly competitive lease-up environment to consistently receive 103% quality sales ratings on company "shops".
- ❖ Extensive sales, customer service, and resident care experience.
- ❖ Conducted marketing and outreach projects, weekly competitor surveys to maintain an aggressive edge against our competitors.
- ❖ Trained newly hired leasing consultants, created in-office training forms.
- ❖ Published monthly property newsletters, organized resident functions to increase resident loyalty.

SAILING ANGLES, INC. (Design, manufacture and sales of sailing gear) Miami, FL
Manager 1998-2001

- ❖ Managed entire boat show sales, exhibits, vendors, inventory, and travel.
- ❖ Extensive sales, customer service, and customer care experience.
- ❖ Oversaw product design, layout and production, updated and maintained catalogue as well as website.
- ❖ Inventory, shipping and receiving, accounts payable and accounts receivable.
- ❖ Restructured company to reduce costs, improve sales, and maximize company profit.
- ❖ Trained new employees and kept high morale within the company.

LANGUAGES

Fluent in English and Spanish.

COMPUTER SKILLS

- ❖ Proficient in Microsoft Office 2013 and all earlier versions, Microsoft Outlook, Word, Excel, Power Point.
- ❖ Proficient in Adobe Professional.
- ❖ Proficient in Citi proprietary software; Travel, Expense Reporting, Virtual Requests, Marketplace, Invoice Processing, Law Manager and LMPro.
- ❖ Willing and able to quickly learn proprietary software.

REFERENCES

Available upon request

Francisco J. Fajardo

To Members of the Selection Committee:

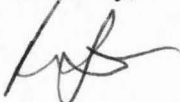
I understand there is a potential opportunity within your department. With that said, the purpose of this communication is to introduce myself and then to meet with you about joining your team.

My qualifications include a wide range of functions involving public officials, student and faculty populations. I have over (7) seven years combined of government and education experience. As you will see (from my resume) I hold three Masters Degrees; my first in Political Science (with a public policy background), the second in Public Administration, with a third in Library and Information Science. However, these credentials only provide part of what I am capable of.

I am a proven researcher and thrive in a problem-solving environment. Additionally, I am efficient, organized, and detail-oriented, believing in a thorough follow-up.

I welcome the opportunity to meet with you and elaborate on how I can make a substantial contribution to the City of Miami Springs. Thank you.

Sincerely,



Francisco J. Fajardo

FRANCISCO FAJARDO
7705 Camino Real, B-417
MIAMI, FL 33143
(305) 606-5978
frankfajardo@atlanticbb.net

PROFESSIONAL SUMMARY

Results-oriented education professional with strong organization and communication skills to complete multiple projects that contributes to meeting organizational goals and objectives.

PROFESSIONAL EXPERIENCE

Florida International University

May 2009-present

Medical Library Access Services Librarian

June 2012-present

- Manage circulation services, course reserves, and interlibrary loan services along with supervision of all support and paraprofessional staff.
- Provide research services to faculty, staff, and the public.
- Conduct library and information management instruction.
- Review and evaluate service and user data for library and department administration.

Access Services Supervisor

May 2009-June 2012

- Supervision of support and paraprofessional staff.
- Managing circulation services, course reserves, interlibrary loan service, and maintaining the library automation system.
- Provide basic reference assistance to patrons; provide library orientation sessions, and citation verification.

Miami Dade College

January 2005-present

Academic Advisor (Part-time)

- Assist and counsel students towards graduation.
- Student academic planning (including admissions research, identifying factors that enhance or prevent academic progress, and interpreting non-cognitive assessment results to guide students).
- Monitors academic progress of students by analyzing progress reports from instructors, determining eligibility and satisfactory progress toward degree.

Miami Dade County

May 2004 – April 2008

Legislative Analyst

February 2007 – April 2008

- Researched and evaluated public policy including ordinances, resolutions, and department budgets. Provided public relations support to include briefing of public officials.

Risk Management Specialist

January 2006 – February 2007

- Provided risk assessments on all Miami-Dade County contracts, awards, requests for proposals and insured contractor compliance.
- Reviewed payment requisitions and provided insurance as well as liability requirements for County Contracts.

Risk Management Claims Representative

May 2004 – January 2006

- Audited and adjusted Worker's Compensation claims.
- Completed reviews and analysis of fee schedules and contracts.

EDUCATION

2017	Ph.D. in Education, Teaching and Curriculum	Florida International University <i>Miami, FL</i>
2011	Master's in Library and Information Science	Florida State University <i>Tallahassee, FL</i>

2005	Master's in Public Administration	Florida Atlantic University <i>Boca Raton, FL</i>
2002	Masters in Political Science	Florida International University <i>Miami, FL</i>
2000	Bachelor of Arts in Political Science	Florida International University <i>Miami, FL</i>

SKILLS

Proficient in Microsoft Office	Bilingual English/Spanish
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LICENSES

Florida Notary Public

PUBLICATIONS

Fajardo, F. J., & Petersen, D. (2013). New Horizons: A Partnership Between a New Medical Library and a Specialized Hospital Library-Unpublished manuscript. *Journal of Hospital Librarianship*.

Fajardo, F., Melssen, M., & Dominguez, G. (2010). Medical Library Springs into Health. *Southern Expressions*, 26(5).

Melssen, M. C., & Fajardo, F. J. (2011). On Our Own: Starting an Interlibrary Loan Service from Scratch. *Journal of Interlibrary Loan, Document Delivery & Electronic Reserve* , 185-192.

PRESENTATIONS

Fajardo, Francisco J. & Kim, Bohyun (2013, July). *TechSpace: Kindles with Medical E-Books*. Poster session presented at the meeting of the 2013 SEFLIN (Southeast Florida Library Information Network) Regional Conference: *Evolving Library Technologies*, Miami, Florida.

COMMITTEES

Florida Health Sciences Library Association, Strategic Planning Committee Member

Florida Health Sciences Library Association, Membership Committee Member

PROFESSIONAL ORGANIZATIONS

Medical Library Association

Florida Health Sciences Library Association

Dade County Library Association

***PROFESSIONAL REFERENCES AVAILABLE UPON REQUEST**