



CITY OF NORTH MIAMI BEACH

City Council Meeting
Council Chambers, 2nd Floor
City Hall, 17011 NE 19 Avenue
North Miami Beach, FL 33162
Tuesday, December 17, 2013
7:30 PM

Mayor George Vallejo
Vice Mayor Phyllis S. Smith
Councilman Anthony F. DeFillipo
Councilwoman Barbara Kramer
Councilwoman Marlen Martell
Councilman Frantz Pierre
Councilwoman Beth E. Spiegel

City Manager Ana M. Garcia
City Attorney Darcee S. Siegel
City Clerk Pamela L. Latimore, CMC

Notice to All Lobbyists

Any person who receives compensation, remuneration or expenses for conducting lobbying activities is required to register as a Lobbyist with the City Clerk prior to engaging in lobbying activities before City Boards, Committees, or the City Council.

AGENDA

1. **ROLL CALL OF CITY OFFICIALS**
2. **INVOCATION** - Pastor Kyle Gibson, Greater Gibbs Chapel AME
3. **PLEDGE OF ALLEGIANCE**
4. **REQUESTS FOR WITHDRAWALS, DEFERMENTS AND ADDITIONS TO AGENDA**
5. **PRESENTATIONS /DISCUSSIONS**
 - 5.1 **Police Retirement Presentations**

Chief Dennis to honor recent police retirees with presentation.
 - 5.2 **Donation from Dr. Sylvester Braithwaite, Founder of the Women's and Teens Health Center**

Dr. Sylvester Braithwaite, founder of the Women's and Teens Health Center, is donating \$1,500.00 to the Leisure Services Teen Groups. The funds will be used to enhance the activities of the groups with additional trips and community service outings.
6. **PUBLIC COMMENT**

To All Citizens Appearing Under Public Comment

The Council has a rule which does not allow discussion on any matter which is brought up under Public Comment. We are, however, very happy to listen to you. The reason for this is that the Council must have Staff input and prior knowledge as to the facts and figures, so that they can intelligently discuss a matter. The Council may wish to ask questions regarding this matter, but will not be required to do so. At the next or subsequent Council meeting you may have one of the Councilpersons introduce your matter as his or her recommendation. We wish to thank you for taking the time to bring this matter to our attention. Under no circumstances will personal attacks, either from the public or from the dais, be

tolerated.

Speaking Before the City Council

There is a three (3) minute time limit for each speaker during public comment and a three (3) minute time limit for each speaker during all public hearings. Your cooperation is appreciated in observing the three (3) minute time limit policy. If you have a matter you would like to discuss which requires more than three (3) minutes, please feel free to arrange a meeting with the appropriate administrative or elected official. In the Council Chambers, citizen participants are asked to come forward to the podium, give your name and address, and the name and address of the organization you are representing, if any. If you are speaking on a public hearing item, please speak only on the subject for discussion. Thank you very much, in advance, for your cooperation.

Pledge of Civility

A resolution was adopted by the Mayor and City Council of the City of North Miami Beach recognizing the importance of civility, decency, and respectful behavior in promoting citizen participation in a democratic government. The City of North Miami Beach calls upon all residents, employees, and elected officials to exercise civility toward each other. (Resolution Nos. R2007-57, 11/06/07 and R2011-22, 4/26/11)

7. APPOINTMENTS - None

8. CONSENT AGENDA

8.1 Resolution No. R2013-74 (Chief Procurement Officer Brian K. O'Connor)

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO NEGOTIATE WITH TYLER TECHNOLOGIES INC., TO PROVIDE ENTERPRISE RESOURCE PLANNING SOFTWARE AND IMPLEMENTATION SERVICES TO THE CITY.

9. CITY MANAGER'S REPORT

9.1 Miami Dade County Sports Grant - Corrective Actions / Recommendations

Attached is the FY 2012 and FY 2013 Contract Monitoring Report from the Miami-Dade County Office of Management and Budget - Grants Coordination. The OMB-GC conducted its annual monitoring review and one of the findings requires that the report be shared with the Board (Mayor & Council) and documented in the Board (Council) meeting minutes. A corrective action plan has been submitted to Miami-Dade County.

9.2 Departmental Monthly Reports

9.3 Approval for Greater NMB Chamber to use City Seal

9.4 FPL - Outdoor Lights

Discussion on FPL outdoor lights that are shining on private property but being billed to the City.

10. CITY ATTORNEY'S REPORT

10.1 Litigation List

As of December 17, 2013.

11. MAYOR'S DISCUSSION

12. MISCELLANEOUS ITEMS

12.1 2014 City Council Meeting Dates (City Clerk Pamela L. Latimore)

13. BUSINESS TAX RECEIPTS

13.1 SMG Entertainment, Inc. DBA Black Diamonds (Director of Public Services Shari Kamali)

17450 Biscayne Boulevard, North Miami Beach, FL

14. DISCUSSION ITEMS - *None*

15. LEGISLATION - *None*

16. CITY COUNCIL REPORTS

17. NEXT REGULAR CITY COUNCIL MEETING - Tuesday, January 7, 2014

18. ADJOURNMENT



City of North Miami Beach
17011 NE 19 Avenue
North Miami Beach, FL 33162
305-947-7581
www.citynmb.com

MEMORANDUM

Print

TO: Mayor and City Council
FROM: Ana M. Garcia, City Manager
VIA: Major Katerman
Chief Scott
DATE: Tuesday, December 17, 2013

RE: Police Retirement Presentations

**BACKGROUND
ANALYSIS:**

Sgt Donnie Reynolds of the NMBPD was employed from June 1, 1990 –September 17, 2013. Retired in good standing after 23 years of service. For this he will be presented with a retirement clock by the Chief of Police.

Det Greg Tamburo of the NMBPD was employed from December 6, 1993 – September 16, 2013. Retired in good standing after 20 years of service. For this he will be presented with a retirement clock by Chief of Police.

RECOMMENDATION: N/A
**FISCAL/BUDGETARY
IMPACT:** N/A

ATTACHMENTS:

None



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MEMORANDUM

Print

TO: Mayor and City Council
FROM: Ana M. Garcia, City Manager
VIA: Paulette Murphy, Leisure Services Department.
DATE: Tuesday, December 17, 2013

RE: Donation from Dr. Sylvester Braithwaite, Founder of the Women's and Teens Health Center

BACKGROUND ANALYSIS:

The Leisure Services Department currently has (4) teen groups that operate at each of the community centers. The teen groups were designed to address the needs of youth 13-18 years old, by giving them access to mentors, positive peers and exposing them to both community service projects and trips.

RECOMMENDATION:

FISCAL/BUDGETARY IMPACT:

By accepting the donated funds, the Leisure Services Teen Groups will have an additional \$1,500 to be used towards activities, outings or teen trips.

ATTACHMENTS:

None



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MEMORANDUM

Print

TO: Mayor and City Council

FROM: Ana M. Garcia, City Manager

VIA: Patrick Rosiak, Information Technologies Manager
Janette Smith, Director of Finance
Brian K. O'Connor, Chief Procurement Officer

DATE: Tuesday, December 17, 2013

RE: Resolution No. R2013-74 (Chief Procurement Officer Brian K. O'Connor)

BACKGROUND ANALYSIS:

As noted in the prior year's Comprehensive Financial Audit Report (CAFR), a Significant Deficiency was noted regarding the age of the City's current financial system, formally referred as an Enterprise Resource Planning (ERP) system. By approving this Resolution, the City Manager will be given the authority to negotiate contract terms for a new ERP system to handle the transactions for many of the City's core business functions. This contract will be brought back to Council for approval and will allow for the City to accept all or any part of the bid, therefore giving the City the needed flexibility to add or delete different modules as it seems appropriate.

The City began this process by issuing RFP No. 2012-23 to solicit proposals from firms to provide enterprise resource planning software and implementation services to the City.

The City took receipt of 4 responses on November 26, 2012, from Advanced Utility Systems, Avaap, Inc., Tyler Technologies, Inc. and Unit 4 Business Software.

The City used the consulting services of Plante and Moran to assist in the analysis of the City's needs in preparation of the scope of services, comparative analysis of the proposals and services offered, and formulation of the plan and methodology to review and evaluate the solutions offered by each of the

proposers.

The City's Review Committee held initial meetings, with the input of Plante and Moran, to determine a consistent, fair and equitable approach to holding oral presentations as part of the proposal evaluation process. The City scheduled and held oral presentations (some of which lasted for an entire work week), with each of the four proposers, from May 2013 through July 2013, having to make adjustments because of scheduling and availability issues.

The Review Committee held meetings in August 2013 and September 2013, and with the input of Plante Moran, eliminated 2 of the 4 proposers, leaving Tyler Technologies, Inc. and Advanced Utility Systems. From October 2013 through the first week of December 2013, the Review Committee continued the evaluation process, obtaining additional information through additional scheduled telephone, web and on-site presentations. With the assistance of Plante Moran, the City also conducted site visits to comparable regional and local governmental and quasi-governmental entities which were using or implementing products/solutions of the 2 proposers remaining in consideration.

The Procurement Management Division scheduled, coordinated and conducted a total of 21 review committee meetings from January to December of 2013 to accommodate the analysis, review and evaluation of the proposals received for this solicitation.

At its meeting of December 9, 2013 the Review Committee evaluated and scored the two remaining proposers and made a final decision, specifying the recommended proposer's (Tyler Technologies) ERP software modules that were evaluated to be best suited to the City's needs. The following modules were recommended: accounts payable, bank reconciliation, budgeting, business licensing, capital assets, cash receipting, contract management, general and technical requirements, general ledger, grants and project management, human resources, inspection and code enforcement, inventory management, miscellaneous billing and account receivables, payroll, permits and inspections, purchasing, time and attendance and utility billing. Some modules were not selected as they were found to be insufficient or unnecessary. These modules were: cash management, debt management, investment management, fleet and equipment and work order software modules. The current process will continue for these unselected modules.

RECOMMENDATION:

It is the Evaluation Committee's recommendation that the City Council authorize the City Manager or his designee, to enter into negotiations with the firm, Tyler Technologies, Inc. with regards to the above-mentioned RFP. If this firm is unable to meet the City's needs and requirements, it is the Evaluation Committee's recommendation to re-solicit the Request for Proposals. Upon successful negotiations with Tyler Technologies, Inc., the City Manager or his designee will then submit the agreement to the City Attorney's office for approval and placement on the next available City Council agenda for final approval

FISCAL/BUDGETARY

FISCAL IMPACT FY'14

IMPACT:

Estimated Budget amount: \$2,700,000.00
Account: 010105-511845

ATTACHMENTS:

- ▣ [Resolution No. R2013-74](#)

RESOLUTION NO. R2013-74

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO NEGOTIATE WITH TYLER TECHNOLOGIES INC., TO PROVIDE ENTERPRISE RESOURCE PLANNING SOFTWARE AND IMPLEMENTATION SERVICES TO THE CITY.

WHEREAS, the City of North Miami Beach ("City") issued Request for Proposals No. 2012-23 for the purpose of selecting a qualified firm to provide Enterprise Resource Planning ("ERP") software and implementation services to the City of North Miami Beach; and

WHEREAS, by implementing this financial and administrative software system designed for many of the core departmental functions of the City, it will provide greater ability for data analysis, system reliability and information flow between departments; and

WHEREAS, the new ERP software will enable more transparency of city data and operations; and

WHEREAS, Request for Proposals Notices were electronically mailed to 671 potential, local and national vendors, as well as advertised in the Daily Business Review and posted on DemandStar by Onvia, the City's website, on October 12, 2012; and

WHEREAS, a total of four firms responded to the City's Request for Proposals No. 2012-23 by the published deadline; and

WHEREAS, the Evaluation Committee, composed of employee representatives, reviewed submittals, attended presentations, conducted site visits, and evaluated the proposals, and ranked Tyler Technologies, Inc. as the most responsive and responsible proposer to provide ERP software and implementation services to the City; and

WHEREAS, Tyler Technologies, Inc. will provide ERP software, hardware, peripherals, implementation, training, and on and off-site support during and after implementation; and

RESOLUTION NO. R2013-74

WHEREAS, based on the responses from the Request for Proposals No. 2012-23, the Mayor and Council of the City of North Miami Beach authorize the City Manager to negotiate an agreement for ERP software and implementation services, between the City and Tyler Technologies, Inc.

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of North Miami Beach, Florida.

Section 1. The foregoing recitals are true and correct.

Section 2. The Mayor and City Council of the City of North Miami Beach hereby authorize the City Manager to negotiate an agreement with Tyler Technologies, Inc. for ERP software and implementation services.

APPROVED AND ADOPTED by the City of North Miami Beach City Council at the regular meeting assembled this ___ day of **December, 2013**.

ATTEST:

PAMELA L. LATIMORE
CITY CLERK

(CITY SEAL)

GEORGE VALLEJO
MAYOR

APPROVED AS TO FORM:

DARCEE S. SIEGEL
CITY ATTORNEY

Sponsored by: Mayor and Council



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www.citynmb.com

MEMORANDUM

Print

TO: Mayor and City Council
FROM: Ana M. Garcia, City Manager
VIA: Paulette Murphy, Director of Leisure Services
DATE: Tuesday, December 17, 2013

RE: Miami Dade County Sports Grant - Corrective Actions / Recommendations

BACKGROUND ANALYSIS:

In FY 2012 and FY 2013 the Parks and Recreation Department received a Sports Program grant in the amount of \$11,200 (each year) from Miami-Dade County Office of Management and Budget Grants Coordination. The grant was used to purchase team sports equipment & uniforms for practice, conditioning and games for youth ages 8-18 years old. After the grant is administered, Miami-Dade County conducts an administrative, fiscal, personnel, quality assurance and best practice review / audit.

RECOMMENDATION: Review the corrective actions and recommendations.

FISCAL/BUDGETARY IMPACT: None.

ATTACHMENTS:

- ❑ [Miami-Dade County FY 12 & 13 Monitoring Report](#)
- ❑ [Miami-Dade County FY 11 & FY 12 Monitoring Report](#)



Carlos A. Giménez, Mayor

Office of Management and Budget
Grants Coordination
111 NW 1st Street 19th Floor
Miami, FL 33128
T 305-375-4742, F 305-375-4049
miamidade.gov

2012-2013 CONTRACT MONITORING REPORT

July 24, 2013

Mr. George Vallejo
Mayor
City of North Miami Beach
17051 NE 19th Avenue
North Miami Beach, FL 33162

RE: Contract # 13-NMBE-CB

Dear Mayor Vallejo:

The Office of Management and Budget - Grants Coordination (OMB - GC) conducted its FY 2012-2013 monitoring review of your organization on July 15, 2013. We want to thank you and your staff for your cooperation and assistance during our visit.

Attached is a copy of your 2012-2013 Contract Monitoring Report. Please review this document and note any **Corrective Actions** that must be addressed within 30 calendar days of receipt of the report. You are also highly encouraged to implement identified **Recommendations** (if noted) as promptly as possible. Your Contracts Officer will be happy to discuss any corrective actions or other aspects of this report with you.

Should you have any questions, please contact your Contracts Officer, *Sondra Jones* at (305) 375-1486 or by email at SJONES@miamidade.gov.

Sincerely,

A handwritten signature in black ink that reads "Felipe M. Rivero, III".

Felipe M. Rivero, III
Contracts and Grants Administrator
Office of Management and Budget - Grants Coordination



**Community-Based Organization
Contract Performance Monitoring Form
Fiscal Year 2012 - 2013**

PROVIDER INFORMATION

Provider Name: City of North Miami Beach Phone: 305-948-2957
Address: 17051 NE 19th Avenue, North Miami Beach, FL 33162 Fax: 305-957-3617
Executive Director Name: Mayor George Vallejo Phone: 305-948-2972
Contact Person Name: Ms. Naomi Legagneur Title: Recreation Supervisor II

A. Monitor(s):

Name(s):	Title(s):
Ms. Sondra Jones	Contracts Officer

B. Entrance Interview Date: 7/15/2013 **Address:** 17051 NE 19th Avenue, North Miami Beach, FL 33162

Persons In Attendance

Name(s):	Title(s):
Ms. Naomi Legagnuer	Recreation Supervisor II

C. Exit Conference Date: 7/15/2013 **Address:** 17051 NE 19th Avenue, North Miami Beach, FL 33162

Persons In Attendance

Name(s):	Title(s):
Ms. Naomi Legagnuer	Recreation Supervisor II

PROGRAM(S) NAME, ADDRESS, CONTACT & ALLOCATION(S)	
Date(s) of Visit, if applicable: <u>7/15/2013</u>	Contract Amt: \$11,200
Program Name: <u>City of North Miami Beach Sport Program</u>	Contract Term: 10/1/2012 – 9/30/2013
Address: <u>17051 N.E. 19th Avenue, North Miami Beach, FL 33162</u>	
Contact Person: <u>Ms. Naomi Legagneur</u>	
Title: <u>Recreation Supervisor II</u>	
Phone: <u>305-948-2972</u>	

ENTRANCE INTERVIEW OVERVIEW

This section is to include a brief description of each program; any factors affecting provider's ability to meet its performance objectives; any new program initiatives, successes or highlights, and progress on previous corrective actions.

A. Overview of Provider/Program(s):

The City of North Miami Beach (City) received \$11,200 in County General Funds to operate its City of North Miami Beach Sport Program, an activity that gives youths ages 8-18 the opportunity to participate in team sports. With this grant, the Sport Program will be able to furnish each team with the proper equipment for practice, conditioning, and games. Funding will also allow the City to purchase uniforms for the program's participants. The program proposes to serve approximately 500 clients during the FY 2012-2013 grant period.

B. External Factors Affecting Provider/Program Operations:

- N/A

C. Provider Innovations/Initiatives

- N/A

D. Prior Assessments & Corrective Action

- This program was last monitored on July 5, 2012 for the FY 2011-2012 contract period. That review identified two findings: 1) the City was behind in spending its grant allocation and 2) the City had not

submitted its May 2012 reimbursement request. Those issues were cleared through the City's corrective action plan as described in Question #3.

Yes= Compliant
 No= Non-Compliant
 N/A= Not Applicable

1. Was the last monitoring report shared with the Board of Directors (BOD) and documented in the BOD meeting minutes? Yes No N/A
 - This program was last monitored on July 7, 2012. No evidence was provided that the results of that review were shared with its Board.
2. If cited in the organization's previous monitoring report, were findings or other issues (complaints, investigations) that required further review or corrective actions adequately addressed? If "no", list findings or areas needing review. Yes No N/A
3. If the report cited findings or issues, were they resolved? If so, describe below how they were resolved. Yes No N/A
 - The City's corrective action Plan was accompanied by all past due reimbursement requests and by a plan of action to spend its general fund allocation prior to 9/30/12. The City's close-out confirmed that its grant award had been properly spent by the end of the FY 2021-2012 grant period.

Standard AR1: ADMINISTRATIVE REVIEW

AR1.01 Policy and Procedure Manuals

<i>This section should contain information on Policy and Procedure Manuals to ensure that proper operating procedures are in place.</i>	Yes=Compliant, No =Non-Compliant N/A= Not Applicable
1. Does the Provider have a written Personnel Policy?	Yes
2. Does the Provider have a written Drug-Free Workplace Policy?	Yes
3. Does the Provider have a written Equal Employment Opportunity Policy?	Yes
4. Does the Provider have a written Sexual & Unlawful Harassment Policy?	Yes
5. Does the Provider have written procedures to protect client confidentiality?	Yes
6. Does the Provider have written HIPAA policies and procedures?	N/A*
7. Did the Provider submit a copy of their COOP Plan?	Yes
8. Does the Provider have a written Grievance Policy/Procedure?	Yes

- *The program does not maintain any medical information on its clients.

AR1.02 Licensure/Certification/Building Maintenance/Accessibility

CBO Monitoring Form

1. Are all required licenses (e.g., certificate of occupancy/certificate of use, health and facility, etc.) current and appropriate? Yes No N/A
 - The City's fire and safety permit was unavailable for review.
2. Were the facilities visited clean, well maintained and accessible? Yes No N/A
 - Personal observation of project site.
3. Are Provider facilities accessible to the disabled? Yes No N/A
 - The project site is a one-floor structure with restroom facilities for persons with special needs.

AR1.03 Board of Directors Activities

1. Does the Provider have a current list of its Board of Directors? Is it comprised of the required number of members per the provider's By-laws? Yes No N/A
 - The City maintains one (1) elected mayor and six (6) Councils, as required by its Charter.
2. Does the Board of Directors/Trustees hold scheduled meetings as per the provider's By-laws? Yes No N/A
 - Meetings are normally held on the first (1st) and third (3rd) Tuesday of each month.
 - Last meetings occurred on 6/4/2013, 6/18/2013 and 7/2/2013.

Standard FO2 FISCAL OPERATIONS REVIEW

This section captures information on fiscal compliance and the internal controls in the program. Each question must detail the supporting documentation reviewed.

FO2.01 Payroll Documents

1. Do payroll registers properly reflect the employee's name, gross and net pay amount, payroll deductions, and documents the date and check number (or direct deposit reference number)? (Trace the pay periods chosen for review from the payroll register, to the timesheets and bank statements.) Yes No N/A
 - There are no employees covered by the County's grant award.
 - Naomi Legagneur, Recreation Supervisor II, administers the County supported program for the City.
2. Are the time sheets signed by both the employee and the supervisor? Describe how the Provider documents staff work hours. Yes No N/A

FO2.02 IRS Documents/Taxes

3. Are withholding, social security, and Medicare taxes deposited in a timely manner and in accordance with data from the payroll registers and the quarterly IRS Form 941 (must be documented in bank statements)? Yes No N/A
 - There are no employees covered by the County's grant award.

4. Is the **quarterly** IRS Form 941 (Employer's QUARTERLY Federal Tax Return) properly completed, filed and paid on time (i.e., form is to be filed no later than the last day of the month following the end of each calendar quarter)? Yes No N/A

- There are no employees covered by the County's grant award.

5. Is the **yearly** IRS Form 990 (Return of Provider Exempt from Income Tax) and required schedules filed by the 15th day after the 5th month after the provider's calendar or fiscal year end? Yes No N/A

- Municipalities and local governments are not required to submit an IRS 990 to the Federal Government.

6. Is the **quarterly** UCT-6 for State unemployment filed by the due date and was the tax liability paid timely? (*Note: must be documented in bank statements, also the Quarterly Form UCT-6 for State unemployment and tax liability is due no later than the last day of the month following the end of each calendar quarter*). Yes No N/A

- There are no employees covered by the County's grant award.

7. Has the Provider been filing its taxes and payments to the IRS on time; therefore, avoiding penalties or interest payments charged for failing to do so? Yes No N/A

- There are no employees covered by the County's grant award.

FO2.03 IRS Employee Forms

8. Does the Provider have copies of the filed IRS Form W-2 for each of their budgeted employees? Yes No N/A

- There are no employees covered by the County's grant award.

9. Does the Provider have copies of the filed IRS Form 1099-MISC (i.e., Copy C is the payer's copy) for each independent contractor associated with this agreement (for the prior calendar year)? Yes No N/A

- The program does not have any independent contractors.

FO2.04 Bank Statements

10. Are bank statements reconciled monthly? Yes No N/A

- Reviewed Bank of America (#4304) bank statements for March 2013 through May 2013.

11. Are the Provider's bank statements clear of any returned checks for insufficient funds? If "no", provide details (i.e., list date(s) of check(s), check number(s), payee and amount(s)). Yes No N/A

12. Do bank statements reflect a positive balance at the end of each month? Yes No N/A

FO2.05 Program Expenditures

13. Were disbursements selected for review properly authorized, recorded and adequately supported by documentation? Yes No N/A

- Reviewed program invoices for March 2013 through May 2013.

14. Is the Provider on track for spending the awarded allocation under each funded program? What are the total expenditures to date for this provider under each funded program? Yes No N/A

Program Name	Amount	Date (as of)	Projected % Rate of Expenditures	Actual % Rate of Expenditures
City of North Miami Beach Sport Programs	\$11,200	6/30/2013	75%	79.7%

- The program expended only \$8,928 (79.7%) of its total allocation of \$11,200 (15% variation rate allowed by the County).

15. Does the Provider have written Accounting Policies and Procedures that address their internal controls process and fiscal management procedures for the program? Are the Accounting Policies and Procedures being followed? Yes No N/A

16. Is there adequate segregation of duties among staff that perform accounting tasks (i.e., no one employee should have the sole control over the custody of assets, authorization of transactions affecting those assets and reporting of related transactions)? Yes No N/A

17. Did the checks reviewed contain two (2) authorized signatures as required by Miami-Dade County Ordinance 3-15? Yes No N/A

- Checks are signed by Roslyn Weisblum, City Manager and Janette Smith, Finance Director.

18. Are checks marked "Void after 90 days"? (Up to 180 days is allowable). Yes No N/A

19. Does the Provider have a written cost allocation plan? Yes No N/A

- The agency has a written cost allocation plan.

20. Are purchasing invoices itemized to reflect the quantity, price, and description of goods purchased or services rendered? Were the invoices reviewed paid in a timely manner (i.e., health insurance, utilities, equipment purchases, leases, subcontractors, etc.)? Yes No N/A

Reviewed Invoices:

- S&S Worldwide (equipment invoice) 3/2013
- S&S Worldwide (equipment invoice) 4/2013
- BSN Sports (equipment invoices) 5/2013

21. Are there authorized approval signatures on all purchasing invoices? Yes No N/A

- Invoices approved by Jackie Shakespeare, Administrative Manager.

22. Does the Provider have an effective system for avoiding duplicate payments (i.e., marked "Paid")? Yes No N/A

- Invoices are filed with paid checks attached.

- Invoices are filed by vendor

FO2.06 Petty Cash

This section applies only if the Provider uses a petty cash fund for program expenses. A copy of its chart of accounts will indicate if there is a petty cash fund for the provider. If not, then proceed to question #27.

23. *Is the petty cash fund reconciled regularly and was it reconciled at the time of this monitoring visit?* Yes No N/A

- The agency does not have a petty cash fund for program expenses.

24. *Is petty cash used only for small purchases (less than \$50)? If other than \$50, state the amount per the provider's fiscal policies.* Yes No N/A

25. *Has the Provider ensured that only the custodian of the petty cash fund authorizes expenditures and that only the person receiving the money signs for the funds?* Yes No N/A

26. *Are petty cash funds securely stored?* Yes No N/A

FO2.07 Verification of Insurance

Does the program have the following insurance coverage? N/A < \$25K

	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Expiration Date
◆ Public Liability				_____
◆ Workmen's Compensation				_____
◆ Automobile Liability				_____
◆ Other (specify): _____				_____

FO2.08 Financial Statement/Audit

The questions in this section only apply if the Provider was required- as a result of its available revenues- to undergo an audit from an independent Certified Public Accountant (CPA).

27. *Was the Provider's audit from the independent Certified Public Accountant (CPA) free of any noted deficiencies?* Yes No N/A

- Audited by Sharpton, Brunson & Company, P.A. for the year ending 9/30/2012.
- There were several material weaknesses identified in Section III, Items 8-2 and 10-2 of the audit.

Standard PA 3: PERSONNEL ADMINISTRATIVE REVIEW

This section of the report contains information regarding the following staff areas: employee job descriptions, program reporting mechanisms, staff personnel files, and staff training.

PA3.01 Salaried Employees

1. Does the provider have the following for all employees funded by this agreement?

- ◆ Job Descriptions Yes No N/A
- ◆ Current Performance Evaluation Yes No N/A
- ◆ Background Screening Yes No N/A

No employees are funded by this grant.

PA3.02 Subcontracted Employees

2. Were all subcontracts/lease agreements associated with this contract award approved by OMB-GC prior to execution? List any subcontracts/lease agreements associated with this contract award below.

Yes No N/A

- The agency does not have any subcontracted employees.

a) Did authorized individuals from the provider and the subcontractor sign the subcontract(s)?

Yes No N/A

b) Does the subcontract include specific details regarding the scope of work and the method of payment?

Yes No N/A

3. Are employees funded through this sub-contract performing tasks as stated?

Yes No N/A

4. Have all employees funded through this sub-contract undergone the required background screenings?

Yes No N/A

Standard QA4: QUALITY ASSURANCE REVIEW

This section contains the following information: quality of program services; identifies mechanisms for soliciting feedback from program participants regarding service satisfaction; determines if the program is on target for meeting its performance/outcome measures; and reviews system utilized to ensure the confidentiality of each client record.

QA4.01 Client Feedback

1. Does the provider have a system in place to secure and procedures for securing client feedback?

Yes No N/A

- Satisfaction questionnaire administered annually to its clients during the program year.

QA4.02 Records Maintenance

2. Is access to records restricted only to appropriate staff?

Yes No N/A

- Locked in a file room and restricted to program staff and supervisors.

QA4.03 Computer Documents

3. Is the Provider protecting computer-based documents and records (i.e., backup server, storage in a fire-resistant safe, etc.)? If "yes", describe method below.

Yes No N/A

- The agency uses an external hard drive which it backs up every day (last updated on 7/14/2013).

QA4.04 Programmatic

4. Do the Provider's records indicate that its program has been providing its services to clients from the specific geographic area cited in its funding application?

Yes No N/A

Client Records Examined (by initials and birthdate):

- RD061498
- CD091598
- DD100398
- WG081198
- LP031398

5. Has the program been accomplishing its action steps within the time frames described in its scope of services?

Yes No N/A

6. Has the program been maintaining records that confirm the delivery of services to the target population and the tracking of expenditures?

Yes No N/A

7. Has the program been maintaining documentation that confirms that its staff members have the required education and work experience to provide services to the proposed target population? Yes No N/A

8. Do the program's service records indicate that the agency has been following the strategies mentioned in its scope of services to meet its service objectives and goals?

Yes No N/A

9. Does the program have a process to evaluate and monitor the quality of the services provided?

Yes No N/A

10. Has the program been collecting data that indicates the impact of its services on the service population?

Yes No N/A

11. Are the agency's actual accomplishments for its program(s) as of the date of the site visit equivalent to the expected accomplishments cited in its scope of services (15% variation allowed)?

Yes No N/A

12. Has the agency been spending the allocation for its program(s) at the expected rate cited in its contract budget (15% variation allowed)?

Yes No N/A

13. Is the agency current with its monthly submission of progress reports and reimbursement requests for its program(s)? If late in submitting those documents, explain below:

Yes No N/A

Program Name: City of North Miami Beach Sport Programs

	EXPECTED	ACTUAL
Expenditure Level	\$8,400 (75%)	\$8,928 (79.7%)
Service Level (People, Percentage)	375 clients (75%)	464 clients (92.8%)

14. Do client records contain documentation as to the client's progress? Yes No N/A
15. Are follow-up services to clients provided? If "yes" describe. Yes No N/A
- Program is a youth afterschool/summer program only.
16. Is the program meeting its contractual performance measures/objectives? Yes No N/A

Standard BP5: BEST PRACTICES REVIEW

This section contains the following information on Best Practices for non-profit community-based organizations. The Office of Management and Budget - Grants Coordination strongly encourages all organizations to make their best effort to comply with these practices in order to strengthen their organizational infrastructures and enhance their organizations' ability to leverage and diversify their funding.

Yes= Compliant
 Obs= Observation
 N/A= Not Applicable

BP5.01 Conflict of Interest

1. Does the Provider have a written conflict of interest policy that applies to hiring, providing services to clients, and procuring supplies or equipment? Yes Obs N/A
 - Described in the agency's Policies and Procedures Manual.
2. Does the Provider prohibit its Board members and employees who exercise any function or responsibility in connection with the County's general revenue contract award from deriving financial gain from such an award? Yes Obs N/A
3. Does the Provider prohibit its Board members and its executive staff members from hiring into the agency their immediate family members (spouses, parents, and children)? Yes Obs N/A
4. Does the Provider's Board prohibit its members from voting on matters which may result in a profit for them? Yes Obs N/A
5. Does the Provider's Board prohibit its members from voting on any matters in which they are related to the person or entity seeking a benefit as 1) an officer, director, partner, of counsel, consultant, employee, fiduciary, beneficiary, or 2) a stockholder, bondholder, debtor, or creditor? Yes Obs N/A
6. Does the Provider prohibit its Board members and staff members from entering into any business transactions with shareholders, partners, officers, director, or employees of any entity that is doing business with the agency? Yes Obs N/A

BP5.02 Nepotism

Nepotism is defined as displaying favoritism in hiring and promotion practices towards relatives, based on that relationship instead of an objective evaluation of ability or suitability. Relatives affected by this definition are identified in the State's anti-nepotism statute (F.S. 112.3135).

- 7. Does the Provider have a written policy that prohibits appointment, employment, or promotion of specified relatives of its Board members or administrative staff members? Yes Obs N/A
 - Described in the agency's Policies and Procedures Manual.
- 8. Does the Provider prohibit its employees from serving on interview panels that involve a specified relative? Yes Obs N/A
- 9. Does the Provider prohibit its administrative staff members from temporarily delegating to others their authority to appoint, employ, or promote to avoid the anti-nepotism provisions? Yes Obs N/A
- 10. Do the Provider's records indicate that its hiring, appointment, and promotion decisions have been made solely on merit and fitness? Yes Obs N/A

BP5.03 Continuity of Operations

- 11. Does the Provider maintain an agency disaster plan or Continuity of Operations Plan? Yes Obs N/A
 - The agency has developed a COOP for the current fiscal year.
- 12. Does the Plan describe the Provider's procedures to effectively respond to community-wide emergencies and disasters? Yes Obs N/A
- 13. Does the Plan indicate that it has been updated for the current fiscal year? Yes Obs N/A
- 14. Has the Provider's Plan been submitted to Miami-Dade County? Yes Obs N/A

FINDING(S)

Standard # **Entrance Interview Overview** Question # 1

FINDING: This program was last monitored on July 7, 2012. No evidence was provided that the results of that review were shared with its Board.

Standard # **AR1.02 Licensure/Certification/Building Maintenance/Accessibility** Question # 1

FINDING: The City's fire and safety permit was unavailable for review.

FINDING: There were several material weaknesses identified in Section III, Items 8-2 and 10-2 of the City's audit.

CORRECTIVE ACTION(S) REQUIRED

Standard # **Entrance Interview Overview** Question # 1

CORRECTIVE ACTION: The agency must ensure that future monitoring reports are shared with its Board and documented in the Board meeting minutes.

Standard # **AR1.02** **Licensure/Certification/Building Maintenance/Accessibility** Question # 1

CORRECTIVE ACTION: The City must submit a copy of the City's fire and safety permit.

Standard # **FO2.08** **Financial Statement/Audit** Question # 27

CORRECTIVE ACTION: The City must submit a copy of its corrective actions that it will implement to address those items identified in the audit.

RECOMMENDATION(S)

- N/A



Carlos A. Gimenez, Mayor

Office of Management and Budget
Grants Coordination
111 NW 1st Street 19th Floor
Miami, FL 33128
T 305-375-4742, F 305-375-4049
miamidade.gov

2011-2012 CONTRACT MONITORING REPORT

August 16, 2012

Ms. Naomi Legagneur
Program Administrator
City of North Miami Beach
17011 NE 19th Avenue
North Miami Beach, Florida 33162

Re: Contract # 12-NMBE-CB

Dear Ms. Legagneur:

The Office of Management and Budget - Grants Coordination (OMB) conducted its FY 2011-2012 monitoring review of your organization on July 5, 2012. We want to thank you and your staff for your cooperation and assistance during our visit.

Attached is a copy of your 2011-2012 Contract Monitoring Report. Please review this document and note any **Corrective Actions** that must be addressed within 30 calendar days of receipt of the report. You are also highly encouraged to implement identified **Recommendations** (if noted) as promptly as possible. Your Contracts Officer will be happy to discuss any corrective actions or other aspects of this Report with you.

Should you have any questions, please contact your Contracts Officer, Sondra Jones at (305) 375-1486 or email at sjones@miamidade.gov.

Sincerely,

A handwritten signature in black ink that reads "Felipe M. Rivero, III".

Felipe M. Rivero, III
Contracts and Grants Administrator
Office of Management and Budget - Grants Coordination



**Community-Based Organization
Contract Performance Monitoring Form**

PROVIDER INFORMATION

Provider Name: City of North Miami Beach Phone: 305-948-2957
Address: 17051 N.E. 19th Avenue, North Miami Beach, FL 33162 Fax: 305-957-3617
Executive Director Name: Mayor George Vallejo Phone: 305-948-2972
Contact Person Name: Ms. Naomi Legagneur, C.P.R.P. Title: Recreation Supervisor II

A. Monitor(s):

Name(s):	Title(s):
Ms. Sondra Jones	Contracts Officer

B. Entrance Interview Date:

Address:

Persons In Attendance

Name(s):	Title(s):
Ms. Naomi Legagnuer	Recreation Supervisor II

C. Exit Conference Date:

Address:

Persons In Attendance

Name(s):	Title(s):
Ms. Naomi Legagnuer	Recreation Supervisor II

PROGRAM(S) NAME, ADDRESS, CONTACT & ALLOCATION(S)	
Date(s) of Visit, if applicable: <u>7/5/12</u>	Contract Amt: \$11,200
Program Name: <u>City of North Miami Beach Sport Programs</u>	Contract Term: 10/1/11 – 9/30/12
Address: <u>17051 N.E. 19th Avenue, North Miami Beach, FL 33162</u>	
Contact Person: <u>Ms. Naomi Legagneur, C.P.R.P.</u>	
Title: <u>Recreation Supervisor II</u>	
Phone: <u>305-948-2972</u>	

ENTRANCE INTERVIEW OVERVIEW

This section is to include a brief description of each program; any factors affecting provider's ability to meet its performance objectives; any new program initiatives, successes or highlights, and progress on previous corrective actions.

A. Overview of Provider/Program(s):

- City of North Miami Beach received \$11,200 in County General Revenue funds to operate its City of North Miami Beach Sport Programs. This program gives youth ages 8-18 the opportunity to participate in a team sports. With the grant, the City of North Miami Beach Sport Programs will be able to furnish each team with the proper equipment for practice, conditioning, and games. Funding will also allow the city to purchase game uniforms for the children. The program which proposes to serve approximately 500 clients during the FY 2011-2012 grant period.

B. External Factors Affecting Provider/Program Operations:

- N/A

C. Provider Innovations/Initiatives

- N/A

D. Prior Assessments & Corrective Action

- N/A

Yes= Compliant
 No= Non-Compliant
 N/A= Not Applicable

1. Was the last monitoring report shared with the Board of Directors (BOD) and documented in the BOD meeting minutes? Yes No N/A

2. If cited in the organization's previous monitoring report, were findings or other issues (complaints, investigations) that required further review or corrective actions adequately addressed? If "no", list findings or areas needing review. Yes No N/A

3. If the report cited findings or issues, were they resolved? If so, describe below how they were resolved. Yes No N/A

Standard AR1: ADMINISTRATIVE REVIEW

AR1.01 Policy and Procedure Manuals

<i>This section should contain information on Policy and Procedure Manuals to ensure that proper operating procedures are in place.</i>	Yes=Compliant, No =Non-Compliant N/A= Not Applicable
1. Does the Provider have a written Personnel Policy?	Yes
2. Does the Provider have a written Drug-Free Workplace Policy?	Yes
3. Does the Provider have a written Equal Employment Opportunity Policy?	Yes
4. Does the Provider have a written Sexual & Unlawful Harassment Policy?	Yes
5. Does the Provider have written procedures to protect client confidentiality?	Yes
6. Does the Provider have written HIPAA policies and procedures?	N/A
7. Did the Provider submit a copy of their COOP Plan?	Yes
8. Does the Provider have a written Grievance Policy/Procedure?	Yes

AR1.02 Licensure/Certification/Building Maintenance/Accessibility

1. Are all required licenses (e.g., certificate of occupancy/certificate of use, health and facility, etc.) current and appropriate? Yes No N/A
 - Agency has a certificate of occupancy.

2. Were the facilities visited clean, well maintained and accessible? Yes No N/A
 - Personal observation of project site.

3. Are Provider facilities accessible to the disabled? Yes No N/A
 - The project site is a one-floor structure with bathroom facilities for persons with special needs.

AR1.03 Board of Directors Activities

1. Does the Provider have a current list of its Board of Directors? Is it comprised of the required number of members per the provider's By-laws? Yes No N/A
 - The City maintains one (1) elected mayor and six (6) members, as required by its City's Charter.

2. Does the Board of Directors/Trustees hold scheduled meetings as per the provider's By-laws? Yes No N/A
 - Meetings are normally held on the first (1st) and third (3rd) Tuesday of each month.
 - Last meetings occurred on 6/19/12 and 7/3/12.

Standard FO2 FISCAL OPERATIONS REVIEW

This section captures information on fiscal compliance and the internal controls in the program. Each question must detail the supporting documentation reviewed.

FO2.01 Payroll Documents

1. Do payroll registers properly reflect the employee's name, gross and net pay amount, payroll deductions, and documents the date and check number (or direct deposit reference number)? (Trace the pay periods chosen for review from the payroll register, to the timesheets and bank statements.) Yes No N/A
 - No employees under this grant.

2. Are the time sheets signed by both the employee and the supervisor? Describe how the Provider documents staff work hours. Yes No N/A

FO2.02 IRS Documents/Taxes

3. Are withholding, social security, and Medicare taxes deposited in a timely manner and in accordance with data from the payroll registers and the quarterly IRS Form 941 (must be documented in bank statements)? Yes No N/A

4. Is the **quarterly** IRS Form 941 (Employer's QUARTERLY Federal Tax Return) properly completed, filed and paid on time (i.e., form is to be filed no later than the last day of the month following the end of each calendar quarter)? Yes No N/A

5. Is the **yearly** IRS Form 990 (Return of Provider Exempt from Income Tax) and required schedules filed by the 15th day after the 5th month after the provider's calendar or fiscal year end? Yes No N/A

6. Is the **quarterly** UCT-6 for State unemployment filed by the due date and was the tax liability paid timely? (**Note:** must be documented in bank statements, also the Quarterly Form UCT-6 for State unemployment and tax liability is due no later than the last day of the month following the end of each calendar quarter). Yes No N/A

7. Has the Provider been filing its taxes and payments to the IRS on time; therefore, avoiding penalties or interest payments charged for failing to do so? Yes No N/A

FO2.03 IRS Employee Forms

8. Does the Provider have copies of the filed IRS Form W-2 for each of their budgeted employees? Yes No N/A
9. Does the Provider have copies of the filed IRS Form 1099-MISC (i.e., Copy C is the payer's copy) for each independent contractor associated with this agreement (for the prior calendar year)? Yes No N/A
- The program does not have any independent contractors.

FO2.04 Bank Statements

10. Are bank statements reconciled monthly? Yes No N/A
- Bank of America bank statements Mar-April 2012.
11. Are the Provider's bank statements clear of any returned checks for insufficient funds? If "no", provide details (i.e., list date(s) of check(s), check number(s), payee and amount(s). Yes No N/A
12. Do bank statements reflect a positive balance at the end of each month? Yes No N/A

FO2.05 Program Expenditures

13. Were disbursements selected for review properly authorized, recorded and adequately supported by documentation? Yes No N/A
- Reviewed requisitions, purchase orders, and invoices May through June 2012.
14. Is the Provider on track for spending the awarded allocation under each funded program? What are the total expenditures to date for this provider under each funded program? Yes No N/A

Program Name	Amount	Date (as of)	Projected % Rate of Expenditures	Actual % Rate of Expenditures
City of North Miami Beach Sport Programs	\$11,200	6/30/12	75%	42.8%

- The program expended \$4,788 (42.8%) of its total allocation (15% variation rate allowed by the County).
15. Does the Provider have written Accounting Policies and Procedures that address their internal controls process and fiscal management procedures for the program? Are the Accounting Policies and Procedures being followed? Yes No N/A
16. Is there adequate segregation of duties among staff that perform accounting tasks (i.e., no one employee should have the sole control over the custody of assets, authorization of transactions affecting those assets and reporting of related transactions)? Yes No N/A

17. Did the checks reviewed contain two (2) authorized signatures as required by Miami-Dade County Ordinance 3-15? Yes No N/A

- Checks are signed by City Manager and Finance Director.

18. Are checks marked "Void after 90 days"? (Up to 180 days is allowable). Yes No N/A

- Reviewed checks issued from May through June 2012.

19. Does the Provider have a written cost allocation plan? Yes No N/A

- The cost allocation plan is required according to the policies of the agency's accounting manual.

20. Are purchasing invoices itemized to reflect the quantity, price, and description of goods purchased or services rendered? Were the invoices reviewed paid in a timely manner (i.e., health insurance, utilities, equipment purchases, leases, subcontractors, etc.)? Yes No N/A

Reviewed Invoices:

- S&S Worldwide (equipment) (3 invoices) 5/12
- BSN Sports (equipment) (2 invoices) 6/12

21. Are there authorized approval signatures on all purchasing invoices? Yes No N/A

- Invoices approved by Director of Leisure Services and Finance Director.

22. Does the Provider have an effective system for avoiding duplicate payments (i.e., marked "Paid")? Yes No N/A

- Invoices filed with paid checks attached.
- Filed by vendor

FO2.06 Petty Cash

This section applies only if the Provider uses a petty cash fund for program expenses. A copy of its chart of accounts will indicate if there is a petty cash fund for the provider. If not, then proceed to question #27.

23. Is the petty cash fund reconciled regularly and was it reconciled at the time of this monitoring visit? Yes No N/A

- The agency does not have a petty cash fund for program expenses.

24. Is petty cash used only for small purchases (less than \$50)? If other than \$50, state the amount per the provider's fiscal policies. Yes No N/A

25. Has the Provider ensured that only the custodian of the petty cash fund authorizes expenditures and that only the person receiving the money signs for the funds? Yes No N/A

26. Are petty cash funds securely stored? Yes No N/A

FO2.07 Verification of Insurance

Does the program have the following insurance coverage? N/A < \$25K

	Yes	No	N/A	Expiration Date
◆ Public Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
◆ Workmen's Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
◆ Automobile Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
◆ Other (specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____

FO2.08 Financial Statement/Audit

The questions in this section only apply if the Provider was required- as a result of its available revenues- to undergo an audit from an independent Certified Public Accountant (CPA).

27. Was the Provider's audit from the independent Certified Public Accountant (CPA) free of any noted deficiencies?

Yes No N/A

- Audited by Sharpton, Brunson & Company, P.A. for the year ending 9/30/2011.

Standard PA 3: PERSONNEL ADMINISTRATIVE REVIEW

This section of the report contains information regarding the following staff areas: employee job descriptions, program reporting mechanisms, staff personnel files, and staff training.

PA3.01 Salaried Employees No employees under grant.

1. Does the provider have the following for all employees funded by this agreement?

- ◆ Job Descriptions Yes No N/A
- ◆ Current Performance Evaluation Yes No N/A
- ◆ Background Screening Yes No N/A

PA3.02 Subcontracted Employees

2. Were all subcontracts/lease agreements associated with this contract award approved by OMB-GC prior to execution? List any subcontracts/lease agreements associated with this contract award below.

Yes No N/A

- The agency does not have any subcontracted employees.

a) Did authorized individuals from the provider and the subcontractor sign the subcontract(s)?
Yes No N/A

b) Does the subcontract include specific details regarding the scope of work and the method of payment?
Yes No N/A

3. Are employees funded through this sub-contract performing tasks as stated? Yes No N/A

4. Have all employees funded through this sub-contract undergone the required background screenings? Yes No N/A

Standard QA4: QUALITY ASSURANCE REVIEW

This section contains the following information: quality of program services; identifies mechanisms for soliciting feedback from program participants regarding service satisfaction; determines if the program is on target for meeting its performance/outcome measures; and reviews system utilized to ensure the confidentiality of each client record.

QA4.01 Client Feedback

1. Does the provider have a system in place to secure and procedures for securing client feedback? Yes No N/A
• Satisfaction letters received from its clients during the program year.

QA4.02 Records Maintenance

2. Is access to records restricted only to appropriate staff? Yes No N/A
• Restricted to program staff and supervisors.

QA4.03 Computer Documents

3. Is the Provider protecting computer based documents and records (i.e., backup server, storage in a fire-resistant safe, etc.)? If "yes", describe method below. Yes No N/A
• Agency uses external hard drive in which it backs up every day (last updated on 7/4/12).

QA4.04 Programmatic

4. Do the Provider's records indicate that its program has been providing its services to clients from the specific geographic area cited in its funding application? Yes No N/A

Client Records Examined (by last 4 client number):

- rdon
- aman
- mler
- iley
- omez

5. Has the program been accomplishing its action steps within the time frames described in its scope of services? Yes No N/A

6. Has the program been maintaining records that confirm the delivery of services to the target population and the tracking of expenditures? Yes No N/A

- 7. Has the program been maintaining documentation that confirms that its staff members have the required education and work experience to provide services to the proposed target population? Yes No N/A
- 8. Do the program's service records indicate that the agency has been following the strategies mentioned in its scope of services to meet its service objectives and goals? Yes No N/A
- 9. Does the program have a process to evaluate and monitor the quality of the services provided? Yes No N/A
- 10. Has the program been collecting data that indicates the impact of its services on the service population? Yes No N/A
- 11. Are the agency's actual accomplishments for its program(s) as of the date of the site visit are equivalent to the expected accomplishments cited in its scope of services (10% variation allowed)? Yes No N/A
- 12. Has the agency been spending the allocation for its program(s) at the expected rate cited in its contract budget (10% variation allowed)? Yes No N/A
- 13. Is the agency current with its monthly submission of progress reports and reimbursement requests for its program(s)? If late in submitting those documents, explain below: Yes No N/A

Program Name: City of North Miami Beach Sport Programs

	EXPECTED	ACTUAL
Expenditure Level	\$8,400 (75%)	\$4,788 (42.8%)
Service Level (People, Percentage)	375 clients (75%)	447 clients (89%)

- 14. Do client records contain documentation as to the client's progress? Yes No N/A
- 15. Are follow-up services to clients provided? If "yes" describe. Yes No N/A
- 16. Is the program meeting its contractual performance measures/objectives? Yes No N/A

Standard BP5: BEST PRACTICES REVIEW

This section contains the following information on Best Practices for non-profit community-based organizations. The Office of Management and Budget - Grants Coordination strongly encourages all organizations to make their best effort to comply with these practices in order to strengthen their organizational infrastructures and enhance their organizations' ability to leverage and diversify their funding.

Yes= Compliant
Obs= Observation
N/A= Not Applicable

BP5.01 Conflict of Interest

1. Does the Provider have a written conflict of interest policy that applies to hiring, providing services to clients, and procuring supplies or equipment? Yes Obs N/A
 - Described in the agency's Policies and Procedures Manual.
2. Does the Provider prohibit its Board members and employees who exercise any function or responsibility in connection with the County's general revenue contract award from deriving financial gain from such an award? Yes Obs N/A
3. Does the Provider prohibit its Board members and its executive staff members from hiring into the agency their immediate family members (spouses, parents, and children)? Yes Obs N/A
4. Does the Provider's Board prohibit its members from voting on matters which may result in a profit for them? Yes Obs N/A
5. Does the Provider's Board prohibit its members from voting on any matters in which they are related to the person or entity seeking a benefit as 1) an officer, director, partner, of counsel, consultant, employee, fiduciary, beneficiary, or 2) a stockholder, bondholder, debtor, or creditor? Yes Obs N/A
6. Does the Provider prohibit its Board members and staff members from entering into any business transactions with shareholders, partners, officers, director, or employees of any entity that is doing business with the agency? Yes Obs N/A

BP5.02 Nepotism

Nepotism is defined as displaying favoritism in hiring and promotion practices towards relatives, based on that relationship instead of an objective evaluation of ability or suitability. Relatives affected by this definition are identified in the State's anti-nepotism statute (F.S. 112.3135).

7. Does the Provider have a written policy that prohibits appointment, employment, or promotion of specified relatives of its Board members or administrative staff members? Yes Obs N/A
 - Described in the agency's Policies and Procedures Manual.
8. Does the Provider prohibit its employees from serving on interview panels that involve a specified relative? Yes Obs N/A

9. Does the Provider prohibit its administrative staff members from temporarily delegating to others their authority to appoint, employ, or promote to avoid the anti-nepotism provisions? Yes Obs N/A
10. Do the Provider's records indicate that its hiring, appointment, and promotion decisions have been made solely on merit and fitness? Yes Obs N/A

BP5.03 Continuity of Operations

11. Does the Provider maintain an agency disaster plan or Continuity of Operations Plan? Yes Obs N/A
- The agency has developed a COOP for the current fiscal year.
12. Does the Plan describe the Provider's procedures to effectively respond to community-wide emergencies and disasters? Yes Obs N/A
13. Does the Plan indicate that it has been updated for the current fiscal year? Yes Obs N/A
14. Has the Provider's Plan been submitted to Miami-Dade County? Yes Obs N/A

FINDING(S)

Standard # **QA4.04 Programmatic** Question # 12
FINDING: The agency is behind in spending its grant allocation.

Standard # **QA4.04 Programmatic** Question # 13
FINDING: The agency has yet to submit its May 2012 reimbursement request.

CORRECTIVE ACTION(S) REQUIRED

Standard # **QA4.04 Programmatic** Question # 12
CORRECTIVE ACTION:

- The agency must a plan of action regarding the spending of its grant allocation prior to the end of the current grant period.

Standards # **QA4.04 Programmatic** Questions # 13
CORRECTIVE ACTION:

- The agency must submit its May 2012 reimbursement request.

RECOMMENDATION(S)

- N/A



City of North Miami Beach, Florida

Community Development Department

Date: 12.05.2013

To: Ana M. Garcia, City Manager

From: Eric Riel, Jr., Community Development Director

Subject: November 2013 - Community Development Department Monthly Report – Accomplishments and Work Programs

The Community Development Department during the month of November 2013 completed the following:

Application and Review Procedures

- Updated the below listed Department Application and/or Forms:
 - Portable Unit Applications.
 - Banner Permits.
- Met with the Building Division and amended the permit application process for A/C change outs, greatly increasing productivity during daily walk-through permit submittals.
- Amended the Planning and Zoning Agenda format, public notice format, advertising format, property posting sign format to be more user friendly and efficient.
- Updated the format of the Community Development Staff Reports to be more user friendly. Have include detailed information regarding the City review process, copies of application, aerials, mapping within the text/body of the staff report to allow decisions makers and public to be better informed of the application type, review processes, notice provided, etc. Previously, this information was only available via a visit to the Department.

Community Development Web Page

- Updated the Community Development Department City web page to provide more accessibility to Departmental information (i.e., applications, staff reports, hearing notices, forms, mapping, etc). Increase transparency in the process. Specific telephone number and

November 2013 Community Development Department Monthly Report Accomplishments and Work Programs

email contact information of all staff is now on web page. Consolidated web page, previously two web pages existed (Community Development and Planning and Zoning) in two locations and information was spread out over these pages. All information is now on one page for easy access.

- Planning and Zoning Board Agendas and Community Development Department Staff Reports on development applications under review and associated attachments shall be inserted on the web page for retrieval by interested parties. The December 9th Agenda Items are located on the web page. In the future all development applications will be provided on the web page for all interested parties.

Customer Service

- Beginning in October, the Department began evaluating how we serve our customers (i.e. City Departments, public, developers, property owners, business owners, etc). We have initiated changes to the front counter to be more user friendly and orderly. We will continue to make changes to improve the process.
- Since October, we have monitored routine daily activities and shall provide customer service information on a monthly basis. As an example, we have implemented a customer sign-in system so that all walk-ins are recorded. These statistics are as follows:
 - Walk-in requests for zoning information, application submittal, permit questions/reviews (average customer assistance time frame 12 - 15 minutes per customer)
 - October - 86 patrons.
 - November - 44 patrons.
 - Reviewed 75 permit applications for zoning and landscape compliance.
 - Performed 51 field inspections for zoning and landscape compliance.
 - Reviewed 67 Business Tax Receipts application forms for compliance with applicable Zoning Code requirements.

Presentations – “City of North Miami Beach Development Opportunities”

- Prepared and presented the “City of North Miami Beach Development Opportunities” PowerPoint (PP) Presentation to City Council on November 19, 2013. Staff is in the process of preparing Resolution for City Council ratification identifying timeline for implementation. Currently meeting with outside local, regional and state agencies to ascertain timelines for review. Expect to present timeline for implementation in January 2014.
- Presented the same Presentation to Economic Development Board on November 20, 2013.

**City of North Miami Beach
Interoffice Memorandum**



Community Redevelopment Agency

TO: Ana M. Garcia, City Manager
FROM: Rasha Cameau, CRA Coordinator
DATE: December 5, 2013

RE: Monthly Report

1. We are still in discussion with our lender, Bank of America, on finding the best way to restructure the CRA loan. We are reviewing the options given before presenting to the CRA Board for discussion.
2. A Façade application was received and processed. The property owner located at 16870 NE 19th Avenue has applied to resurface their parking lot. The application is being reviewed and prepared for review at the next RAB meeting then to the CRA.
3. Attended a seminar in Pompano Beach on “ABC’s of CRA’s – How to Amend the Plan”. Focusing on how to keep it updated, relevant and working within financial, legal and political implications.
4. Met with representatives of several development projects interested in applying for Infrastructure Grants. Received initial application from Hyatt Hotel and have requested additional information in order to process and present to the RAB and CRA Boards.
5. Preparing for another community event focusing on 1st Time Home Buying. It is tentatively, scheduled for February 1st. Have met with financial counselors and recruiting other partners to make it a successful event.
6. Revamping the HAMR program to make it more accessible to residents who would like to beautify their homes but are financial incapable. The Home Improvement Program (HIP) is expected to be launched in December.

7. Hosted the Economic Development Commission's first luncheon meeting. We were fortunate to have new attendees and hear the City Planner's presentation on Mixed Used Development Overlay.
8. Working with Kevin Crowder and RMA colleagues to update and enhance the CRA Implementation Work Plan for RAB & CRA Board review and approval.
9. Working with CIP to update CRA Infrastructure priorities.
10. Research and develop articles for publication in monthly e-newsletter. Identify and interview a local business to showcase.



GSA – Customer Service November 2013

For the month of November 2013, the Customer Service Division, which is responsible for reading meters for the billing of water and sewer for all residential and commercial accounts, billing for sanitation and stormwater throughout the City as well as stormwater for other municipalities, has accomplished the following duties, assignments and responsibilities:

➤ Residential Billing	8,683 Bills (\$1,883,282.60)
➤ Commercial Billing	4,674 Bills (\$4,791,064.21)
➤ Meters Read Residential	8,985 (8,586 Actual – 399 Estimates (4.44%))
➤ Meters Read Commercial	4,873 (4,643 Actual – 230 Estimates (4.72%))
➤ Phone Calls	5,068 (estimated due to phone software failure)
➤ Switchboard	778
➤ Front Window	1,473
➤ Collection Activity	1,171 (\$29,075.00)
➤ Work Orders	1,134 (711) Service Work Orders (391) TRF & FNL (87) INFOR
➤ Adjustments	295
➤ Refunds	113 (\$19,0573.81)
➤ New Accounts	243
➤ Terminated Accounts	201
➤ Estoppels	247 (\$12,600.00)
➤ Liens	35 Noticed 19 Recorded \$51,906.28 \$34,844.84
➤ Public Record Requests	3

City of North Miami Beach

Interoffice Memorandum



Finance Department

TO: Ana M. Garcia, City Manager

FROM: Janette Smith, Finance Director, x 2081

DATE: December 4, 2013

RE: Accomplishment Report

Finance Department - November, 2013

The Finance Department is responsible for the proper accounting of all City funds and compliance with all applicable regulations and laws. The department provides financial management and policy support, analytical services and financial information to the City Manager, departments, the public and other agencies. This department monitors spending and ensures the most efficient and effective use of city funds. Finance provides management oversight of key financial services involving budget preparation, accounting, payroll, accounts payable and accounts receivable. The Department provides public transparency to promote trust through the implementation and control of the approved budget and the preparation, and disclosure of the financial statements, including responses to the external auditors.

FINANCE DIRECTOR ACTIVITIES

- Met with City Manager, Assistant City Manager, Public Services Director, City Planner, Assistant Public Services Director, CIP & Urban Projects Coordinator and Public Services Financial Manager to discuss financial and authoritative impacts of reorganization of the Public Services, Public Works and Community Development Departments.
- Attended 2 Enterprise Resource Planning (ERP) Review Committee Meetings and one vendor presentation, site visits to Miramar, Seacoast Utilities and Jupiter to discuss implementation, support services and general impressions of each organization's software selections.
- Reviewed the market results of the City's portfolio for October with the City's Investment Manager
- Attended Leadership Training
- Attended the Miami-Dade City and County Managers (MDCCMA) monthly meeting for a seminar on ethics, retirement planning and succession planning.

FINANCE DIRECTOR ACTIVITIES (Continued)

- Conference call with the Mayor, City Manager, Assistant City Manager and City Attorney to the actuary for the Police and Firefighters' Retirement Plan and the actuary that prepared the estimated savings from possible reforms to determine the disparity between the two reports.
- Continued discussions with Bank of America concerning possible options for restructuring the Community Redevelopment Agency's (CRA) \$5 million Taxable Note, Series 2007B
- Continued the task of preparing the City's Comprehensive Annual Financial Report

ASSISTANT FINANCE DIRECTOR ACTIVITIES

- Completed and submitted the yearly Public Depository Report to the State of Florida
- Attended 2 Enterprise Resource Planning (ERP) Review Committee Meetings and one vendor presentation, site visits to Miramar, Seacoast Utilities and Jupiter to discuss implementation, support services and general impressions of each organization's software selections.
- Assisted Human Resources and Legal with Summit Claim invoices
- Maintained chart of accounts. Opened, closed and updated accounts
- Attended leadership institute training
- Attended the CRA monthly board meeting
- Interacted and provided assistant and guidance to Staff in other departments.
- Meeting with Bank of America client manager team to discuss updates and new services being offered.
- Completed the 2013 Annual Survey of Public Pension Plans for the Management Pension Plan.
- Assisted Staff with daily approvals of budget revisions, direct payments, fixed asset inventory updates and requisition approvals due to vacancy of one Finance Coordinator position.
- Reconcile the weekly Accounts receivable Business Tax Receipt account
- Reconcile and submit the Monthly Sales Tax report to the State of Florida
- Prepared and provided Public Services with monthly Water & Sewer Consumption reports
- Monitored bank balances and daily transactions.
- Recorded and maintained Debt Service obligations.
- Begin the process of Bank of America remote deposit service online setup for Cashier's office.
- Reviewed weekly payroll transactions
- Reviewed the market results of the City's portfolio for October with the City's Investment Manager, Finance Director and Chief Accountant
- Attended Munipay software demonstration for online payments for Police department off duty vendors

FINANCE DEPARTMENT STAFF ACTIVITIES

Payroll (1)

- Processed 1,920 Payroll direct deposits and 211 Payroll checks
- Training payroll replacement employee
- Processed 4 weekly payrolls

Accounts Payable (2)

- Processed and delivered 649 Accounts Payable checks in November
- Vouchers processed – PO's and DP's 1,485
- Boxed and recorded 23 Individual boxes for payroll
- Filed 4 individual Budget Transfers
- Processed 113 Customer Service water refunds
- Voided 8 stale-dated checks to be reported to the state

Cashiers (2) and Supervisor

- Received 4,246 utility customers in lobby and processed
- 10,422 online, phone, satellite and mail utility payment transactions
- Processed 325 Bank of America credits
- 18 bank deposits totaling \$4,754,418.82

Chief Accountant and Finance Coordinators (3)

- Attended Leadership Training (Chief Accountant and 2 Finance Coordinators)
- Maintained Management Pension Plan and OPEB Trust Accounts (Chief Accountant)
- Citywide Fixed Assets Inventory updated
- Entered, updated, issued and distributed 140 Fixed Assets
- Performed detailed billing of 215 customer accounts for the Highland Village sewer connection loans and recorded payments received
- Performed monthly reconciliation of eleven bank accounts
- Updated spreadsheet and processed payment of 370 (185 each month) water bills for all City facilities.
- Prepared, reviewed, approved and posted approximately 264 journal entries relating to payments, expenses reclassification and funds transfers.
- Approved 285 requisitions in the City's Financial Management System.
- Approved and posted 4 budget revisions
- Calculated and completed 10 Sales Tax recap sheets
- Prepared 3 LETF cash proofs for the Police Department for use to request the use of Law Enforcement Trust Funds appropriation through the City Council
- Entered budgets into the City's Financial Management System for one new grant – VOCA
- Sorted and verified time sheets to process billing of invoices to Miami-Dade County for 2 guard gates for Eastern Shores.
- 18 days of opening, balancing, preparing and posting Cash Receipts
- 18 nightly closings, two of which are extended hours.
- 118 return payments processed.

FINANCE DEPARTMENT STAFF ACTIVITIES (Continued)

Chief Accountant and Finance Coordinators (3) (continued)

- Reviewed the market results of the City's portfolio for October with the City's Investment Manager (Chief Accountant).
- Attended Munipay software demo for online payments for Police department off duty vendors (Chief Accountant)
- Assisted with decorating of the Thanksgiving basket donations (Chief Accountant)



CITY OF NORTH MIAMI BEACH

*From the Desk of Rose Amberson, MSW, GPHR, Director of Human Resources
305.787.6035*

MEMORANDUM

To: Ana Garcia, City Manager
CC: Mac Serda, Assistant City Manager
From: Rose Amberson, MSW, GPHR
Date: December 5, 2013
Subject: Monthly Report – Human Resources and Organizational Development

1) Benefits and Risk Management:

- Worker's Compensation
 - A Quarterly Review of all active claims was conducted November 15. The review incorporated a collaborative approach with HR, City Attorney, and CM office working with workers compensation experts to ensure rapid the return-to-work and effective case management for employees, and minimize the financial exposure for the City. A litigated claim was settled; six new claims (3 are now closed & 3 remain open).
 - An RFP to review Third Party Administrator services will be issued in December, to ensure the best services w/highest value are in place for the City.
- Benefits
 - A mini Benefits Open Enrollment was conducted in November for IUPA members only, given the new financial contribution requirements of employees.
 - All new rates take effect January 1, 2014.

2) Health and Wellness:

- Nutrition Education workshops were held in November at the Police Department, Water Treatment Plant, Operations Center, and City Hall.
- A quarterly calendar of comprehensive wellness education topics for 2014 will be published in December, and the Wellness Team will organize other health promotion activities for the year.

3) Training and Organizational Development

- The North Miami Beach *Leadership Institute* focused this month upon “Stress Management for Leaders” and a final examination. November was the final session prior to graduation in December. Final papers are being accepted through December 16th.
- “*Team NMB Gives Back!*” was formed to provide employees with opportunities to give back to the community. In November, Team NMB Gives Back engaged employees through the creation of Thanksgiving gift baskets for needy families in NMB. Employees were encouraged to donate, decorate, or deliver baskets.....the event was a great success in the community, and the employee feedback about working together was very positive! In December, Team NMB Gives Back will provide employees with the opportunity to participate in a clothing drive.

4) Employee Relations:

- **AFSCME** Labor / Management Meetings – Concerns arise every month which are addressed on an ongoing basis. We continue to build an effective working relationship to address issues as they arise through strong and open communication. Two employees were placed on strict, Last Chance Agreements on November 12. A request for a wage re-opener was received; arrangements for a January meeting are being made.
- **IUPA** – Changes were implemented in keeping with new requirements associated with the imposed articles. Bargaining session scheduled for December 5, 2013.

5) Staffing:

- Total Employees: 578 (Full-time: 424; Part-time and temporary: 154)
- Six new hires, six promotions, seven separations from service. Staffing report available upon request.

6) HR Department:

- Actively recruiting for vacancy created due to resignation (Miriam Guevara resigned for personal health reasons). This position focuses upon supporting the benefits and prevention area, as well as new organizational development initiatives. Specialized experience required; selection criteria are strict.



City of North Miami Beach, Florida

INFORMATION TECHNOLOGIES DIVISION

TO: MAC SERDA, ASSISTANT CITY MANAGER
FROM: PATRICK ROSIAK, INFORMATION TECHNOLOGIES MANAGER
DATE: DECEMBER 3, 2013

SUBJECT: **Information Technologies Division Accomplishments (November '13)**

As requested, here are some of the recent accomplishments of the I.T. Division:

#1

For the period of November 1, 2013 thru November 30, 2013, the I.T. Division spent 96 man hours responding to calls for service for hardware and software support, email operations support, copy center support, web site support, and telecom support.

#2

IT staff installed 17 new systems as part of the ongoing upgrades to Windows 7 for the end user community. IT staff also installed 11 new PCs at the Library. We will also be upgrading many of the existing systems to support Windows 7 to better accommodate the needs of the community.

#3

The ERP selection committee along with subject matter experts, reviewed CIS' Advanced Utility Billing system at Seacoast Utilities in Palm Beach County as well as the City of Miramar and the City of Jupiter's implementation of Tyler's Munis solution. The group is working toward a recommendation decision in December 2013.

#4

Acceptance testing for the new Online Bill Pay/IVR/Electronic Bill presentment system is underway. It is going slower than hoped due to vendor modifications.

#5

Windstream, the installer of the new phone system has ordered the equipment and should have a project manager assigned to use in early December. We hope to have a project kick off meeting in the first two of December.

#6

Lori Helton was recognized by the Miami Herald for her work in identifying \$438,000 in potential homestead exemption tax fraud cases. We hope to have a presentation for her at the second Council meeting in December.

#7

Lori is cross-checking NMB addresses from State with Property Appraiser to identify any missing or miscoded addresses used for Communications Service Tax Revenues and Police/Fire Insurance Premium Revenues. Corrections to be completed and submitted to State by end of December.

#8

Patrick Rosiak demonstrated FixItNMB to a small gathering at the November Beautification Committee meeting and has been asked to provide the same demo to the Commission on Aging meeting in January.

Memo

To: Ana M. Garcia, City Manager
From: Paulette Murphy, Director of Leisure Services
Date: December 5, 2013
Re: Monthly Report – November 2013

Listed below is an overview of the Leisure Services Department's accomplishments, projects, programming and on-going operations during the month of November 2013.

Special Programs, Activities and Training:

- (3) Staff from Parks and Recreation attended a four-hour hands on sports field building and maintenance clinic at the Marlins Ball Park. The clinic was sponsored by Pro's Choice and topics included: field renovation techniques, maintenance tips that simplify the job, turf tips for new and established fields etc.
- Took a third group of (20) at-risk youth ages 13-17 to the Miami-Dade County Pretrial Detention Center for a tour and educational session.
- Assisted with the City's Thanksgiving Basket Give Away (purchased food, stuffed boxes, delivered baskets & turkeys, etc.)
- Hosted the North Miami Beach High School Varsity (boys & girls) Swim Team for their end of the year swim meet party, the team celebrated a successful swim season.
- Each afterschool program organized a Thanksgiving Party for the participants in the afterschool program. The children were treated to a thanksgiving meal, music and stories of the true meaning of being thankful.
- Hosted Allison Academy at the Uleta Park Gym for (4) of their school basketball games.
- Served over 800 patrons during private rentals at the McDonald Center.

Programming:

- Continue to serve over 200 children in the afterschool programs, ages 4-14 years old.
- Continue partnership with Isproof Tutoring Inc. to provide free tutoring to the children in the YES Center afterschool program.
- Continue NMB Teen Programs at each community center for NMB youth ages 13-18 years old. Teen programs meet once a week; however the youth have access to a mentor (6) days a week. Youth participate in community service projects once a month and are rewarded with a field trip once a month. Over 100 youth currently enrolled in the four programs.
- Hosted (2) teen town meetings for all of the Teen Program participants.
- Continue to serve over 150 youth ages 10-18 years old for the Intramural Flag Football program.
- Continue to host Soccer Paradise (contract program) for games and practices at Mishcon Field.
- Continue to conduct swim practice for the NMB Barracuda Swim Team; the program serves 20 youth ages 6 to 18 years old.
- Continue to host Allison Academy at the Allen Park / DeLeonardis Youth Center (athletic field) for daily PE classes. Usage is Monday-Friday for approximately 40 youth. (revenue generating program)
- Continue to host K&D Total Body & Fitness at Uleta Park Community Center to run a fitness boot camp for teens and adults. Usage is Monday-Thursday for approximately 50 patrons daily (revenue generating program).
- NMB Disability program continues to serve over 50 adults per week. The disability gym program runs (4) days per week with wheelchair tennis being offered once a week.
- Continue the NMB Challenger Program, program for mentally & physically challenged adults. The program features monthly board meetings and social outings, holiday parties and other special events. The program has taken (2) trips between August & September (over 35 adults registered in the program).
- Continue to host contract programs: Fencing, Jazzercise, Jewelry Making, Israeli Folk Dancing and Centro Cristiano Ebenezer Church. All of the contract programs are held at the YES / McDonald Center Monday – Sunday, serving over 240 patrons weekly.
- Continue to host community groups: Chess Club, NMB Women’s Club, North Dade Orchid Club, NMB Homeowners Association.
- Continue to host the suspension program (Communities in Schools) at the YES Center. The program provides youth that have been suspended from school an alternative program during the course of their suspension. The program operates Monday-Friday from 7:30 am – 2:00 pm and is funded through the North Miami Beach Police Department.
- Continue to host the United Cerebral Palsy once a month at the Uleta Park gym.
- Continue to host weekly Bingo Night at Uleta & Highland Village Community Centers.
- Continue to provide ceramic classes twice a week at Washington Park.
- Continue to host weekly kickball & volleyball games at Washington Park.

- Continue to host adult soccer at Washington Park, Highland Village and Allen Park.
- The outdoor basketball courts throughout the city continue to be fully utilized serving over 1,500 patrons during the month.

Fields, Playgrounds & Parks:

- Continuing on-going maintenance / grooming of (4) baseball fields to include: tilling, nail drag, gate drag, repair of pitcher’s mound & home plate, painting and aligning bases. Three of the fields are groomed (3) times per week, the other is groomed as needed.
- Continue to line athletic fields for soccer before home games.
- Continue to conduct inspections and complete checklists at playgrounds & facilities daily.
- Continue to complete park checklists at passive parks bi-weekly instead of monthly.

Marketing / Special Events:

- Planned & conducted the City’s Veterans’ Day Ceremony, over 70 people attended the event.
- Continue to plan (by committee) for City’s Annual Snow Fest Event. .

Julius Littman Performing Arts Theater:

- Continue to record all city meetings held in the council chambers to include: Council Meetings, PUC, Code, Union, Pension, etc.
- Rented the theater to various groups throughout the month.

Library:

- Continue to host the FIU Mobile Health Clinic every Wednesday.
- Continue to host local groups for community groups to include: Yoga, creative writing, AARP driving and Financial group, etc.
- Hosted Chanukah Traditions, a children’s program.
- Hosted a thanksgiving movie program.
- Continue to host monthly 5th Grade Science Camp.
- Continue to host weekly preschool story time.
- Hosted “Ivy Rosettes” for a girl’s leadership planning session.
- Hosted “Beautiful Beauties” for a girls mentoring group session.
- Continue to host monthly book club.
- Hosted Shaari Bina school for historical and safety lectures.

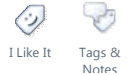
Library Programs & Service Statistics:

	<u>October</u>
Patron Visits	22,652
Circulation Count	19,294

Computer Use - Passes	1,898
Patron Research/Inquiries	7,969
Technology Assistance	2,881
New Library Cards	233
Days Open	26 of 30

Meetings – Conference Room / Study Rooms:

Rooms – Reservations	171
Public Meetings Attendance	498
Library Programs	10
Attendance Library Programs	189



Print this page



Monthly Police Department Highlights Report due on 12/7/2013

Offense	11/25/13- 12/1/13	11/18/13- 11/24/13	11/11/13- 11/17/13	11/04/13- 11/10/13	Totals
Auto Theft	1	0	1	2	4
Apartment Burglary	2	1	1	0	4
Business Burglary	2	1	2	0	5
Residential Burglary	6	5	2	5	18
Vehicle Burglary	10	12	13	6	41
Homicide / Homicide (Att)	0	0	0	0	0
Robbery Armed	1	1	0	0	2
Robbery Carjacking	0	1	0	0	1
Robbery Home Invasion	0	0	0	1	1
Robbery Strong Arm	2	0	1	1	4
Sexual Battery	0	0	0	0	0
Total	24	21	20	15	80

Zone Distribution of part 1 crimes for the most recent above week

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Total
3	7	4	1	5	4	24
12%	29%	17%	4%	21%	17%	100%

See attached zone map

Trends

- 1) Since August there have been 9 robberies (6 were armed robberies) along Snake Creek Canal between 11-15 Ave and 172 - 183 St. Items targeted are cell phones, electronics, and cash. In one instance the victims car was taken. Sometimes subjects arrive on foot other times in a vehicle.
- 2) Drive by shootings or shots fired calls are occurring after dark and over night on a pretty regular basis and are higher than usual. We have been fortunate to have just one person struck in the foot recently. Mostly cars, trucks, exterior of the home are shot, or shots are fired into the air.

Significant Calls

- 1) Nov 30 at 1 am at a residence at NE 11 Ave and 155 St a car and truck were shot up. As many as 20-30 shots were fired. No one was struck.
- 2) Dec 1 at 1:20 am 2 victims were outside the home when a vehicle drove by and fired shots at them. One victim was shot in the foot. This occurred at NE 12 and 156 St.
- 3) Dec 3 at about 10 pm two 19 yr old friends were inside the home, when one was playing around with a handgun. He racked the handgun and put it the friends/victims head with 2 other friends witnessing. The victim died of a guns shot wound to the head. Detectives arrested the shooter for 2nd degree Murder. This occurred at a residence in the 1900 block of NE 173 St.

Proactive Patrol

Arrests 88	Watch Order 1737	Park Checks 1253	Calls for Service 1591
Tickets 365	Night Eyes & Foot Prints 1770	Community Contacts 1230	

Community Involvement

11/7 - Crime Prev. Unit Deployed a new Prescription Pill Drop Box into lobby of PD, donated by Dade County Pharmacy Association for residents to deposit unwanted expired medicines from thier homes 24/7/365.

11/8 - Crime Prev. Unit Corodinated Smart Water training for various units.

11/12 - PACT meeting was held in grid 135.

11/12 - Coordinated Advisory Committee for Disabled Individuals meeting.

11-25 - Police Dept Participated in Thanksgiving Basket giveaway detail. Organizing, decorating, donating, and delivering.

11/26 - PACT meeting was held in grid 194.

11/26 - Crime Prev. Unit Established a brand new PD Twitter page for the public to stay abreast of happenings in the PD.

11/27 - Explorers assisted with pedestrian traffic at the city Menorah lighting.

11/29 - Beginning 11/29 and continuing through Dec 27, the PD deployed the Holiday Task Force mainly in the shopping areas every day till 10 pm with about 6-9 extra officers and about 15 Explorers. Explorers give out fliers with holiday crime prev tips and send letters to people who left valuables in plain view in their cars.

Police Dept assisted at the Big Mama turkey giveaway in Washington Park.

Officers are participating in each Eyes On NMB walk event in which they walk the neighborhoods and report quality of life issue with PS.

Special Operations

Holiday Task Force began on November 29, 2013. Task Force will run through Friday, December 27, 2013.

Other News

Projects in Progress

Snow Fest operational plan and preparations have been completed.

Received final quotes on Tennis Center CCTV project.

Conducting crime analysis on Uleta to facilitate Smart Water deployment. Over 1,000 residences in Uleta, only 500 SW Kits.

Door Security System RFP currently at procurement still waiting to be processed.

Video Security around the PD. Quotes for the Servers, Storage, Software, and Encoders are in currently being reviewed before moving foward with purchase.

New firewall from SonicWall delivered this is going to improve the Department's internet security significantly.

Phone System project has been approved and PO has been issued. Currently waiting on Avaya to have a project manager assigned to us.

Due to the Wifi, Video Security, and new phone System the police network is currently being redesigned to accomodate all the new load. Current load at 1GB moving 10GB fiber optic.

The Red Light Camera Project currently has two approaches up and active. The third approach (NE 167 Street and NE 6th Avenue) is expected to be active within 3 weeks.

Derelict Vessel removal meeting held with Legal, Police, and FWC. Proceeding to move towards removal.

Personnel

Sworn 90	Civilian 35
Part-Time 17	Volunteers 54 (30 are Explrs)
Unfilled Positions 7	In Hiring Process 13
In FTO Program 1 Ofc and 2 CSO	

#1 Problem

Drive by shootings and other violent crimes by young men of our community and the surrounding communities who have little regard for human life.

1 Success

Acquisition of a new leader for the Police Dept. Chief Dennis started on Dec 3. We believe his leadership and vision for the agency will set a new tone in the PD and establish the needed stability.



POLICE DEPARTMENT CITY OF NORTH MIAMI BEACH



TOWNSHIP 22 SOUTH, RANGES 41 AND 42 EAST



MAP SOUTH ENGINEERING COMPANY
1000 N.W. 107th AVE., SUITE 100, MIAMI, FL 33186

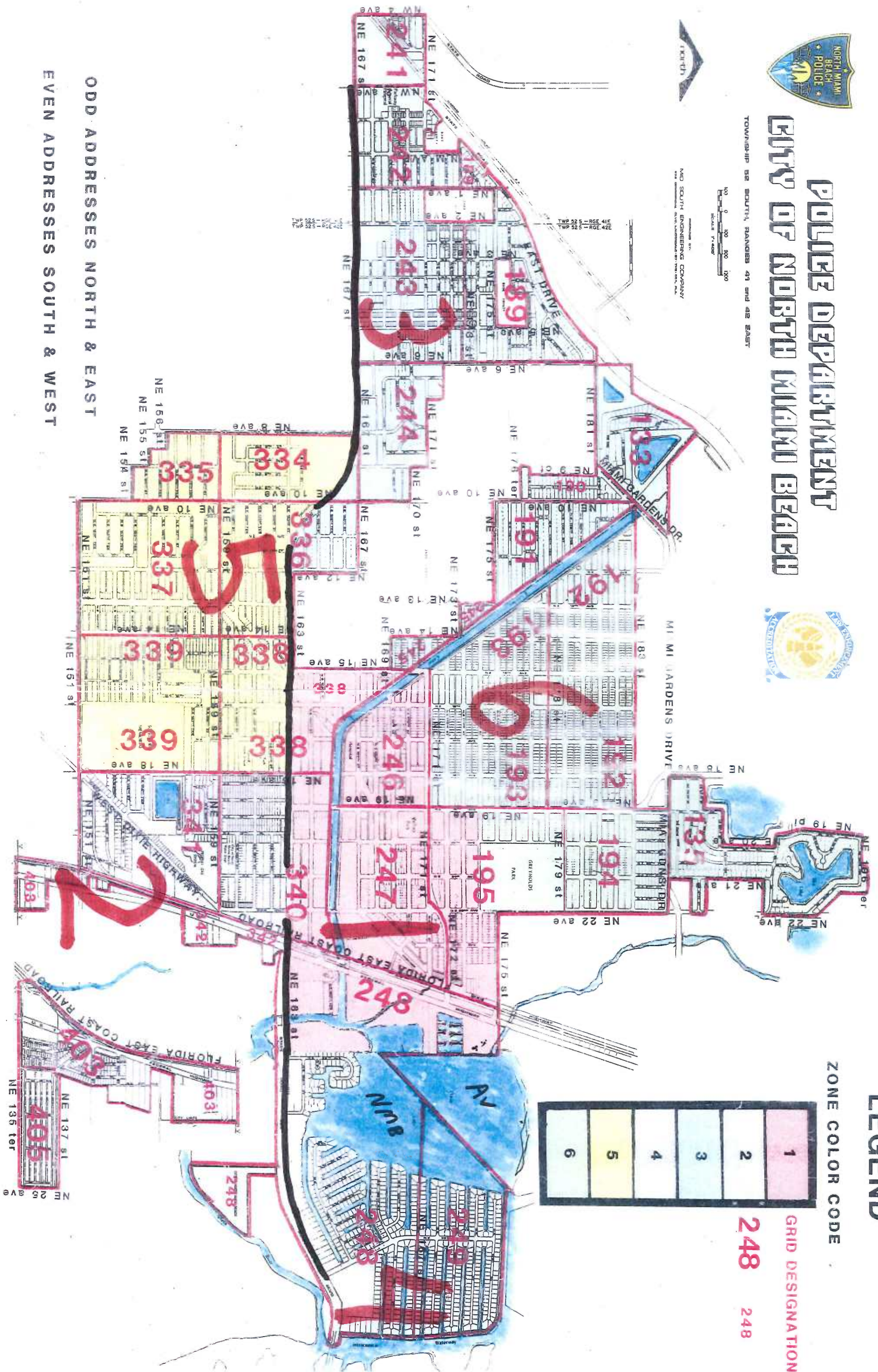
MI MI GARDENS DRIVE

LEGEND

ZONE COLOR CODE

1
2
3
4
5
6

GRID DESIGNATIONS
248 248



ODD ADDRESSES NORTH & EAST

EVEN ADDRESSES SOUTH & WEST

**CITY OF NORTH MIAMI BEACH
MEMORANDUM**



PROCUREMENT MANAGEMENT DIVISION

TO: Ana M. Garcia, City Manager

FROM: Brian K. O'Connor, Chief Procurement Officer

DATE: Tuesday, December 10, 2013

RE: Monthly Update

Bids & RFP's:

For the month of November the below list solicitation awarded were either opened and under review, awarded or place under contract.

[ITB 2013-04 POTABLE WATER AUTOMATED METER READING SYSTEM](#)

Opened on 12/4/13 – Three responses received.

ERP UPDATE:

[RFP 2012-23 ENTERPRISE RESOURCE PLANNING \(ERP\) SOFTWARE AND IMPLEMENTATION SERVICES](#) –

Staff conducted three sites visits this month to the Town of Jupiter, Seacoast Utility Authority and Miami Shores were the review committee was able to see the proposed systems in a live environment and be able to ask questions to the staff that is currently working with these systems.

VENDOR REGISTRATION:

For the month of November the Procurement Division process 13 new vendor registration forms.

DIRECT PAYMENT & PURCHASE ORDER PROCESSING:

For the month of October the division processed 90 Purchase Orders and 819 Direct Payments.

OTHER ACTIVITES

During the month of November the Procurement Division processed;

- (2) Non-competitive agreements
- (3) Contract Extensions
- (5) Sole Source request(s)
- (5)Emergency Purchase Order(s)
- (5) Waivers of Bid.

STAFF TRAINING & EDUCATION

The Procurement staff attended the Southeast Florida Chapter of NIGP Reverse Trade Show and Southeast Florida Cooperative Purchasing Group Meeting held at the City of Coral Springs.

INTERDEPARTMENTAL ACTIVITIES

The Procurement Division staff participated in the NMB Gives Back Event held on and Eye's on NMB program held on 12/6/13.



**CITY OF NORTH MIAMI BEACH
PUBLIC SERVICES DEPARTMENT
INTEROFFICE MEMORANDUM**

TO: Ana M. Garcia, City Manager
FROM: Shari Kamali, Director of Public Services
DATE: December 6, 2013

RE: Public Services Department's Accomplishments

Below please find the Public Services Department's accomplishments and highlights for the month of November.

Building Division

Activity Section	Quantity
Inspection	537
Filed Permit	160
Open permit filed	102
BTR's	37
40 Year recertification (BRCT)	6
Microfilm	20
Certificate of occupancy (CO)	20
Temporary CO (TCO)	1
Certificate of Completion (CC)	1

- Marina Palms:
 - Temporary construction trailers drawings are currently been reviewed by DERM
 - New Boat Marina application was submitted to the Building Department
 - On 12/5/13 a meeting was held on-site with Coastal Construction, the owner, design consultants, threshold and special inspectors, building department inspectors and officials, to discuss inspection process, permitting process, reports, scheduling, logistics, etc.
- New Starbucks Drive-thru final inspections were scheduled, some have been approved

Code Compliance Division

Total cases opened	264
Total cases closed	230
Total inspections performed	1395
New Cases sent to hearing	181
Cases complied before hearing	142

Total "Public Stuff" complaints	49
Public Stuff complaints closed	47

Total cases mitigated before Code Board or Special Magistrate	25
Total mitigation cases resolved (paid and complied)	22
Total revenue as a result of mitigation (included fines and administrative costs)	\$20,465

Revenue	Amount
Lot Clearing	\$1,670.71
Rental inspect	\$660.00
Code Fines	\$20,465.00
Total	\$22,795.71

Streets and Stormwater Division

- Inspected and reported 12 damaged & leaning signs to the County & FDOT



Before



After

- Repaired asphalt pavement at Martin Luther King Park



Before



After

- Replaced damaged hydrant slab at Schenkenberger Park



Before



After (forms removed)

- Repaired damaged sidewalks at multiple locations



Before



After

- Tennis Center North Parking drainage improvement 100% complete & restored



Before



After

- NE 18 Ct bet NE 157 Terr-158 Street Drainage Improvement project design completed
- NE 10 Ct bet NE 153-154 Terr drainage improvement project (in progress, 80% complete)



Capital Improvement Projects Division

Allen Park rooftop HVAC replacement project (90% completed)



Before



After

NE 172 ST. Drainage Improvement Project (95% complete)



Before



After

Allen Park fire rated glass installed (upstairs)



Before



After

Distribution Division

- Norwood Force Main Relocation project (35% complete)
- FDOT NE 6 Ave adjustments (50% complete)
- Completed annual distribution system free chlorine flushing
- Responded to 11 after hours emergency calls for water main leaks, turn on/off, etc.
- 10 new meter installation or replacements
- 22 water main repairs
- 24 leaks checked and repaired
- 25 service line repairs
- 18 meters tested
- 23 fire hydrant repaired/relocated
- 11 turn on/off
- 9 low pressure issue checked, repaired
- 44 other repairs, including valve repair, meter box cover replacement, curb replacement etc.

Wastewater Division

- Performed regular schedule maintenance
- Responded to 15 service line backups as per customer request.
- Responded to one main line stoppage at Scott Lake # 4, MH #: 302 to MH # 303
- Two emergency responses to service calls ad one lift station light wet well alarm
- Infiltration & Inflow Reduction and Sewer Rehabilitation Project is ongoing as follows:
 - Performed 5 excavated point repairs to replace collapsed gravity piping and blocked pressure piping, plus 3 emergency manhole repairs
 - Completed punch list items on prior repairs to deteriorated or collapsed sewer manholes. Completed epoxy lining installation to 1 additional pump station receiving manhole
 - Completed 49 repairs to deteriorated or collapsed sewer manholes
- Major Sewer Project (10 lift stations) construction started
- Smoke Test report of several suspected Storm drain catch basin cross connection is ongoing
- Sanitary Sewer GPS Survey of Manholes in LS # 20, LS # 21, and LS # 22 is ongoing

Norwood Water Treatment Plant Division



- Successfully renewed Miami Dade Fire Rescue Department Annual Operating Permit
- Completed all regulatory and other reports

- Total water produced November 2013 – 620 million gallons
- Conducted more than thirty-one thousand water tests
- Continue with equipment calibration
- No safety incidents

Utilities Control Management

- Continued the installation of the Valve Actuators for the Lime Plant Gravity Filters.



- Electrical services performed for 9 lift stations
- Wastewater warehouse 40 year building recertification; engineering inspection completed, final repairs ongoing
- Repairs for the Lime Plant Stand-by Generator temporary power cables deterioration due to continued weather exposure.
- Installed Valve Actuators on Filters #9, 10 and 11
- Repaired the CL17 Analyzer water leak at the Golden Beach SCADA Pressure Station
- Adjusted the No.6 Transfer Pump Check Valve
- Rebuilt, tested and reinstalled two Ammonia Regulators and returned them to service
- Repaired the water line to the No.1 RDP Lime Slaker
- Repaired the feed valve on the No.3 R/O Skid
- Repaired and calibrated the Bermad Valve located on Well No. 21



- Repaired Process Building SW roll-up overhead garage door for repairs by city vendor
- Replaced hoses on Bleach Pumps No. 8751 and 8752
- Replaced hoses on the Antiscalant Transfer Pump

- Cleaned all four Save-Alls and the West Retention Pond
- Repaired leaks, cleaned and lubricated equipment, picked up parts, supplies and read meters

Water Quality Control Lab Division

- 138 Bacteriological and Turbidity sampling points
- Finished Water Split sample collection with Miami-Dade County Department of Regulatory and Economic Resources (RER)
- Deep Injection well system monitoring and sample collection
- Fluoride Split Sampling
- Water Quality Parameters- 4 Points of Entry (bi-weekly)
- Salt water intrusion monitoring for 14 wells
- VOC sample collection to monitor for 16 production wells
- Fourth Quarter-Stage 2 Disinfection/Disinfectant By Product monitoring sample collection completed
- Fourth Quarter-Pre/Post Volatile Organic Contaminants monitoring ample collection completed
- Annual Free chlorination flushing (manual chlorine kit use demonstration, participation and monitoring chlorine residual in the distribution system Nov 04- Nov 17)
- Responded to 15 customer complaints

Norwood WTP Plant Systems Engineer

- Upgrade from Infor EAM version 8.3 to Infor10 EAM. Several reports were modified or redesigned to conform to the new version
- Installation and configuration of historian and report writer continues on new wastewater SCADA system

Engineering Division

- New meters installed: 2
- Locations tickets responded to: 370
- water and sewer certificates issued: 17
- BTR's reviewed: 39
- Plans reviewed (inplant): 17
- Plans reviewed (Donation): 4
- Plan review fees collected: \$1,721.25
- W & S impact fees collected: \$588,066.99
- Active Projects:
 - Golden Shores Pipe Bursting ph 1: Restoration and closing out
 - Norwood Force main re-routing: under construction- in house
 - Hawco Force main re-routing: permitting MDC
 - Fire Hydrant Installation Phase 8: permitting done
 - West Dixie Hwy & Oleta River 12" Water main crossing replacement: In Permits at DERM
 - NW 32 Ave at Biscayne Canal 8" water main crossing replacement: Working on specs
 - Ne 19 Ave Business District Sewering: Design in house
 - NE 163 St Business Corridor Sewering (aka Corona Del Mar): Design Consultant
 - Dead End Elimination Phase 1: Design in house
 - Miami Lane force main replacement: Design Consultant
 - Sierra Mirada force main replacement: Design Consultant
 - NE 161 St low pressure sewer main extension: Design in house
 - 10 pump stations rehabilitation project: bid awarded, pre-construction meeting held.
 - Automated Meter Reading (AMR) project: Re-bid
 - Norwood Water Plant VOC ph 2 : Permitting

- Norwood Water Plant Gravity Filter Improvements: Design Consultant
- Floridan Well Rehabilitation project: Design Consultant
- Water and Sewer Atlas Updating: Active in house
- Utility Record drawings scanning: Completed
- Various Roadway Agencies Utility Coordination:
 - State Roads: A1A,5, 7,9,9A,91, 817,826,856, 860, 909,915- on going
 - Miami Gardens : various resurfacing
 - Sunny Isles Beach: Undergrounding of overhead utilities
- Grinder pump replacement program: design
- Donation projects under construction:
 - Navona Avenue Bridge water main replacement: 210 l.f. 8" w.m. completed
 - Mansions at Acqualina: Pre-Construction mtg
 - Jade Signature: 590 l.f. 12" w.m. completed
 - Sunny Isles Beach Marina: Pre-construction mtg
 - RMS Stadium: Pre-construction mtg
 - Hillel Community Day school: Closing out
 - Bellini Condo: Closing out
 - Monsignor Edward Pace H.S.: Closing out
 - Toras Emes Academy: Under Construction

Safety

- Safety training to divisions – Flushing Project, Waste/Trash, Heavy Equipment, Waste/Recycle vehicle safety audits
- Accident/legal investigation – 5
- Safety observations – 6
- Standard procedures development – HR/Loss control: 100% completed
- City employee safety manual – 70% completed
- Bucket truck operator practical exam – 5
- Safety equipment meeting - 2



TO: Ana Garcia, City Manager
FROM: Esmond K Scott, Director of Public Works
DATE: December 6, 2013

RE: Public Works Department's November Accomplishments

Below please find the Public Works Divisions accomplishments.

Administration

Launched Eyes on NMB – a new initiative designed to address neighborhood needs with a targeted inspection approach.

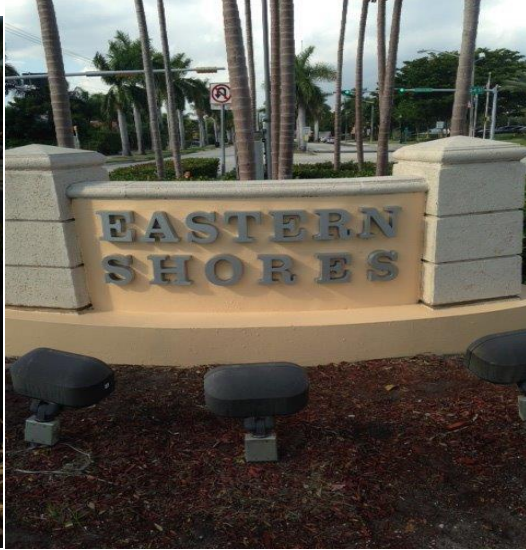


Toured the Sunray East Neighborhood

- 179 Work orders created

Facilities Management Division

- Refinished Eastern Shores entry sign



- Citywide Graffiti Removal

Before



After



Facilities Management Division (cont'd)

- Refinish and remove additional Edna Moffat sign
- Tennis Center repair of significant damage to tennis court lights
- Completed fourth floor abatement project
- Provided electrical circuits for Christmas tree lights
- Completed the exterior waterproofing and painting of PSA facility

Solid Waste

1. Changed out 10 street containers to enhance, beautify and create a more uniform appearance along the city's corridors



2. Removed 132 shopping carts from the public rights-of-way



3. Replaced 26 damaged residential garbage cans with new containers



4. Assisted the Beautification Division in the railway cleanup along NE 23rd Avenue from 163rd to 164th streets by removing more than two pickup truckloads of garbage, trash and a shopping cart



5. Removed 10 dead animals from the city's rights-of-way

6. 110.33 tons of residential recyclables collected

Beautification Division

- Beautify government center before Christmas tree lighting ceremony.
- Rehabbed SR826 Median and installed trees and palms
- Trimmed Palms on 19th Avenue between 163 and 183rd Street.



- Prepared Challenger Park for Snow Fest Event



- Mulched 171st 15th to 19th Avenue



- Removed overgrowth at 207th Street pumping Station



- Cleared FEC right-of-way

Fleet Management Division

- Work Orders Complete Per Class, Repairs & PM - 113
- New units for City Fleet
 - 2- JD Mini-Excavators for Div. 908 & 940
 - 1- Cat Wheel loader for Div. 908
 - 1- Cat Backhoe for Div. 908
 - 1- Wheel Chair van for Div. 716
 - 1- Cargo Van for Div. 909



City of North Miami Beach
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305-947-7581
www.citynmb.com

MEMORANDUM

Print

TO: Mayor and City Council
FROM: Ana M. Garcia, City Manager
VIA: Brian O'Connor, Chief Procurement Officer
Mac Serda, Assistant City Manager
DATE: Tuesday, December 17, 2013

RE: FPL - Outdoor Lights

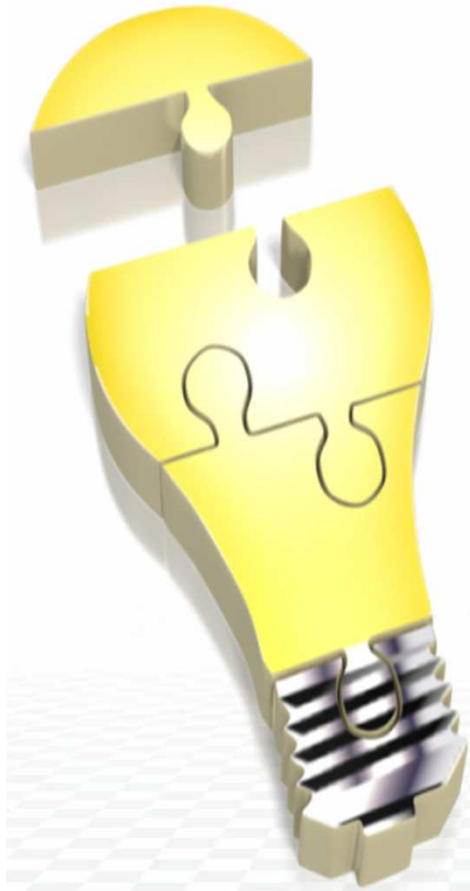
BACKGROUND ANALYSIS: The City conducted an analysis of all streetlights and determined that 513 lights were shining on private property but were billed to the City.

RECOMMENDATION: Staff recommends contacting the residents or business owners where the lights are shining on the private property and provide the information to have the service billed to the individual account. If the resident or business owner does not choose to pay for the light, FPL may remove the light.

FISCAL/BUDGETARY IMPACT: The City will realize savings of \$27,000 annually by not paying for lights that are shining on private property.

ATTACHMENTS:

[FPL Powerpoint](#)



FPL Streetlight Project

In 2012 the City entered into an agreement with American Utility Billing Auditors (AUBA) to perform an audit on the City's streetlights. This project was to insure that FPL was billing the City at the correct rate and for lights that belonged to the City.

Audit Objectives



1

Determine which lights the City owned/leased or rented?

2

Determine what rate is being billed for each of the lights?



Audit Findings

The City was paying for 935 lights at a cost of \$50K per year that neither FPL or the City could identify by the billing records.

Chain of Events



1

FPL Conducted a field audit to determine the locations of the 935 lights.

2

The City performed a combination of desktop and field inspections of the 935 lights and determined that 513 were lighting private property and 422 were shining on public ROW.

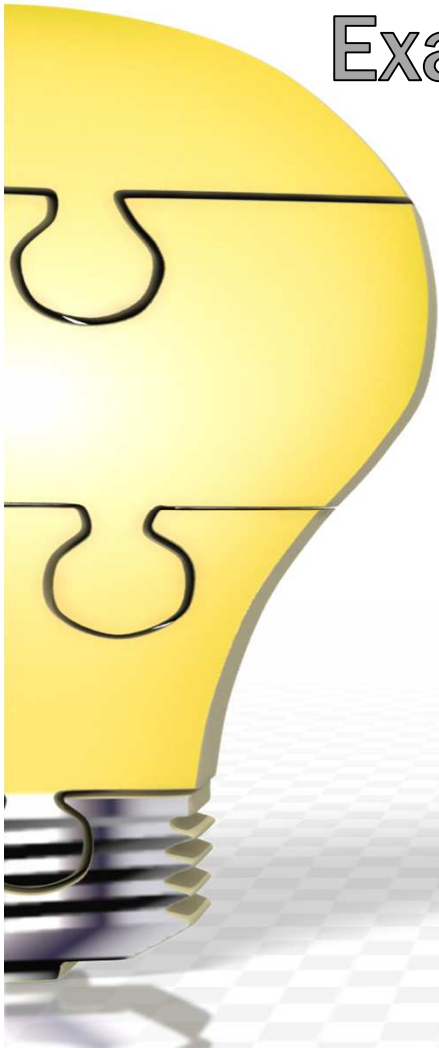
3

Staff is recommending that all 513 lights shining on private property be removed or turned over to the resident/business that is benefiting from the light.

4

Savings from this action is \$27,000 per year.

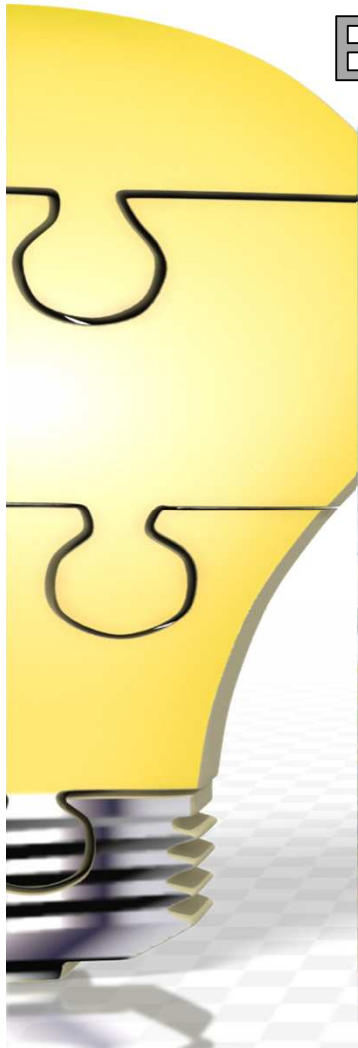
Example of Right of Way lights?



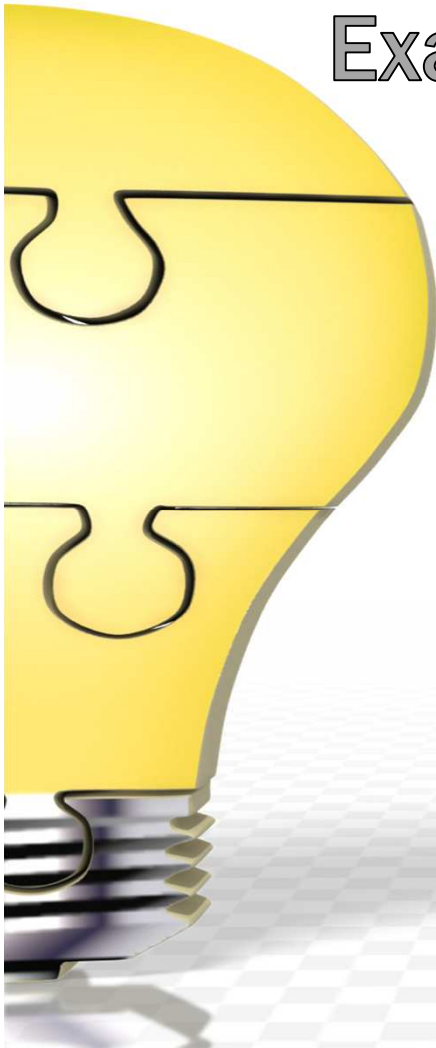
Example of Private Property?



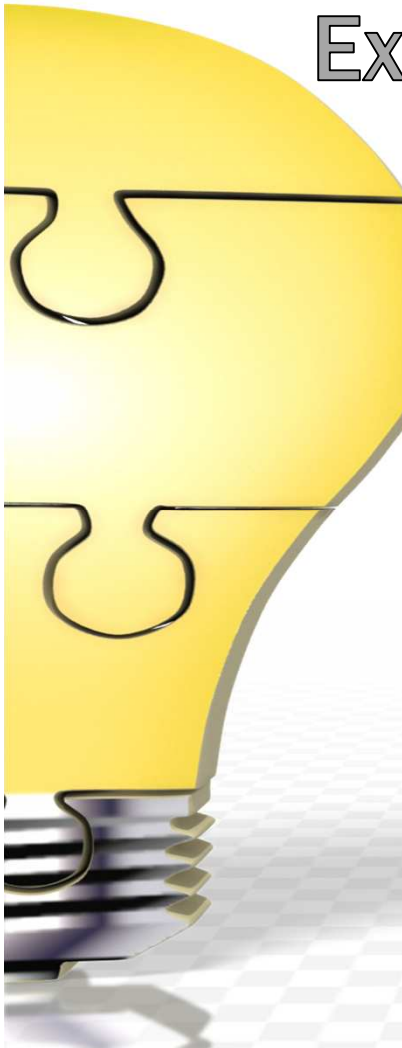
Example of Private Property?



Example of Private Property?



Example of Private Property?





Next Steps

1

City will send out a post card notice and post an advisory on the website to all residents whose lights are identified for removal.

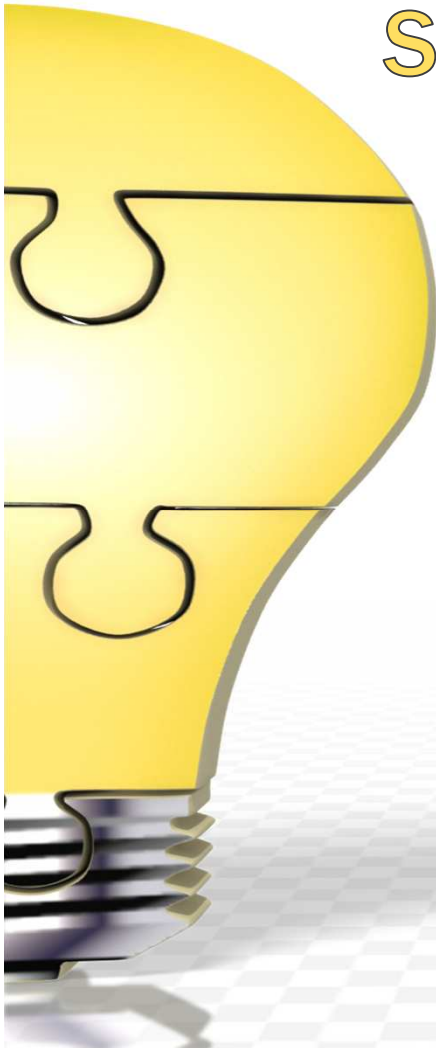
2

Residents will be directed to the City website or to FPL for instructions on how to assume ownership of the light if they desire.

3

30 Days after the notification has been sent, FPL will begin to remove all lights that have not been converted to private customers.

Sample of Post Card



Please be advised that North Miami Beach has conducted a survey of lighting throughout the City. The results of this survey identified specific outdoor lights that shine on private property.

The reason you are receiving this post card is that your household has been identified as having one of these outdoor lights.

If you would like to keep this lighting service on your property, you will need to contact FPL at (305) 626-3027 to have the bill transferred into your name. If you do not contact FPL within 30 days the light will be removed.

More information can be found about this at www.citynmb.com or www.fpl.com . If you have any question regarding this mailing please feel free to contact Linnon Green at (305) 948-3912



Questions? Comments?





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www.citynmb.com

MEMORANDUM

Print

TO: Mayor and City Council
FROM: Darcee S. Siegel, City Attorney
VIA: Darcee S. Siegel, City Attorney
DATE: Tuesday, December 17, 2013

RE: Litigation List

**BACKGROUND
ANALYSIS:
RECOMMENDATION:
FISCAL/BUDGETARY
IMPACT:**

ATTACHMENTS:

[Litigation List](#)

TO: Mayor and City Council
FROM: Darcee S. Siegel, City Attorney
DATE: December 17, 2013

LITIGATION LIST

I. Civil Rights:

II. Personal Injury:

III. Other Litigation:

IV. Forfeitures:

* **CNMB v. Christian/Pierre Louis/Francois/Meide**

V. Mortgage Foreclosures:

* **Bank of America v CNMB (Goldshmid)**

Bank of America v CNMB (Sanchez)

PROPERTY SOLD

Deutsche Bank v CNMB (Saint-Jean)

PROPERTY SOLD

* **JPMorgan v CNMB (Iglesias)**

* **Wells Fargo v CNMB (Masters)**

VI. Bankruptcies:

* **Blandon, Raul and Juana**

* **Kontur, Larisa**



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MEMORANDUM

Print

TO: Mayor and City Council
FROM: Pamela L. Latimore, City Clerk
VIA: Pamela L. Latimore, City Clerk
DATE: Tuesday, December 17, 2013

RE: 2014 City Council Meeting Dates (City Clerk Pamela L. Latimore)

**BACKGROUND
ANALYSIS:**

RECOMMENDATION:

**FISCAL/BUDGETARY
IMPACT:**

ATTACHMENTS:

[2014 City Council Meeting Dates](#)



City of North Miami Beach Interoffice Memorandum

Office of the City Clerk

TO: Mayor and City Council
FROM: Pamela L. Latimore, CMC, City Clerk
DATE: December 17, 2013

RE: YEAR 2013 - CITY COUNCIL MEETING SCHEDULE

Below are the 2013 City Council Meeting dates for your information and convenience:

CITY COUNCIL MEETINGS - 2014

JANUARY	7th & 21st	JULY	1st & 15th
FEBRUARY	4th & 18th	AUGUST	5th & 19th
MARCH	4th & 18th	SEPTEMBER	2nd & 16th
APRIL	1st & 15th	OCTOBER	7th & 21st
MAY	6th & 20th	NOVEMBER	4th & 18th
JUNE	3rd & 17th	DECEMBER	2nd & 16th

Any decision to cancel, reschedule, or recess will be made by the Council, as needed, during the course of the year.



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MEMORANDUM

Print

TO: Mayor and City Council
FROM: Ana M. Garcia, City Manager
VIA: Shari Kamali, Director of Public Services
DATE: Tuesday, December 17, 2013

RE: SMG Entertainment, Inc. DBA Black Diamonds (Director of Public Services Shari Kamali)

BACKGROUND ANALYSIS:

On November 12, 2013, SMG Entertainment, Inc. DBA Black Diamonds applied for a Business Tax Receipt (BTR) for a 4 AM to 6 AM Extension of Hours an Adult Entertainment Establishment.

Per the City's Code of Ordinances, this initial application for the six month approval is to be made by the City Council.

RECOMMENDATION:

FISCAL/BUDGETARY IMPACT: None.

ATTACHMENTS:

- [Business Tax Receipt Application & Police Background Check](#)



Business Tax Receipt Application

Please make sure to fill out the application completely and legibly, and that you submit all required documentation to prevent any delays or denial of your application. If a question does not apply, please write N/A for that item. Payment of fees due upon application does not constitute approval. If you open your business prior to receiving your Business Tax Receipt, the City may charge additional penalty fees, place a lien on this property, or shutdown your business.

PENDING APPROVAL

[X] New Business

[] Transfer of Location From:

R. SMG Entertainment, Inc.

[] Transfer of Ownership From:

Form with fields: Date Applied (11/12/13), Date Opening (11/20/13), Hours & Days of Operation, Trade/DBA Name (Black Diamonds SMG Entertainment, Inc.), Corporate Name (SMG Entertainment, Inc.), Business Address (17450 Biscayne Blvd, NMB, FL 33160), Mailing Address (Same), Business Phone (954-415-4164), Alternate Phone (786-279-1600), Business Fax, Plaza/Building Name, E-mail, Website.

Name, Title and Home Address of All Persons Associated With the Business: (If additional space is needed, please attach.)
1. Michael A Goldfarb, President
2. 10902 NW. 70th Court, Parkland, Florida 33076

Complete Information Below, if applicable:

Fictitious Name Registration (Please submit a copy of your registration with the application.) OR check the appropriate box below: This certifies that the above-named business is exempt from registering for a fictitious name for the following reason: (check one)

- [X] It is a registered legal entity with the State of Florida.
[] I am licensed by the Department of Business & Professional Regulation or the Department of Health.
[] It is operated under the legal name(s) of the owner(s).

Federal Tax Id #: 20 074 6615 Incorporation Reg #: 704 0000 33830
State Certificate #: (Please submit a copy with the application.) Square Footage of Space: 6,071 sq. ft.

- 1. Is this business location run on Septic Service? [X] Yes [] No
2. Previous Business Use of Property: Previous Business's Name:
3. Is this a minority-owned business? (optional) [] Yes [X] No
4. Are you interested in receiving information from the City regarding economic development opportunities, programs or grants? [X] Yes [] No
5. Total number of employees: 30

Property Owner/Landlord Name: X DSG HOLDING, CO. Trade/DBA Name:
Mailing Address: PO Box 500399 Business Phone:
Marathon FL 33050 305 743-0072

OFFICE USE ONLY:
CRA [] YES [] NO

DETERMINATION OF BUSINESS TAX FEES

Nature of Business: Please provide a detailed description of what products will be sold and what services will be rendered.

Adult Entertainment / Female Nude Dancing
X EXTENSION OF HOURS 4-6 AM

1. Are you sharing space with another business? Yes No - If YES, Business Name: _____
 (Please submit a letter from this Business verifying same.)
2. Will you be serving alcohol on the premises? Yes No - If YES, do you have a 2COP 4COPSRX 4COP
3. Are you requesting an extension of hours? Yes No - If YES, select: 2:00 am - 4:00 am 4:00 am - 6:00 am
4. Is this business going to have retail or wholesale? Yes No - If YES, provide the Cost of Inventory: \$ 5,000
5. Is this a home-based business? Yes No - If YES, indicate your vehicle: Make: _____ Model: _____ Year: _____
6. Are you designated by the IRS as a 501(c)3? Yes No - If YES, please submit documentation of status.
7. Are you claiming any exemptions per F.S. Chapter 205? Yes No - If YES, please submit documentation of status.

I, Michael A. Goldfarb, as authorized agent for the above-referenced business do hereby certify that:

1. I have read, understand and will comply with all applicable ordinances of the City of North Miami Beach as it may relate directly to the nature of this business.
2. I will not open a business prior to paying for and receiving my City Business Tax Receipt and my Miami-Dade County Business Tax Receipt (if applicable).
3. I understand that any false or misleading information or failure to comply with the Code of Ordinances of the City of North Miami Beach at anytime could result in the shutdown of my business, a lien being placed on the property, revocation of my City Business Tax Receipt, and additional fines, penalties, and cost collection fees.
4. I acknowledge that my Business Tax Receipt expires on September 30th of each year and that I am responsible for annually submitting all required documents and applicable fees prior to that date or I will be responsible for ALL additional fines, penalties, and cost collection fees provided for by the Code of the City of North Miami Beach and ALL applicable Florida Statutes.
5. I will immediately notify the City, in writing, if this business has any change(s) of ownership, location, contact information, nature of business and/or when this business ceases operations.
6. I understand that the following fees are non-refundable, as per Chapter XII of the City's Code of Ordinances: Application Fee, Building Inspection Fee, and Certification of Zoning Fee.

X [Signature] Date: 11/12/13
8-15-2013
 Signature of Authorized Agent
Michael Goldfarb Title: President
 Print Name

Fees & Payment Information (For Office Use Only)					
Class Code:	4182	3150 ⁰⁰	Application Fee	35 ⁰⁰	Total Due: \$3235 ⁰⁰
Class Code:			Certificate of Zoning Use Fee		PAID
Class Code:			Building Inspection Fee	50 ⁰⁰	
Class Code:			Penalties	Late Fee	
Class Code:			Transfer Fee		Received By: <u>[Signature]</u> Date Routed: <u>11/12/13</u>

Administrative Approvals (For Review Departments Use Only)				
Department	Approved	Denied	Date	Conditions
	<input type="checkbox"/>	<input type="checkbox"/>		

City of North Miami Beach Police Department

Inter-Office Memorandum

To: Shari Kamali
Public Services Director

Date: 11/13/13

From: Kathy Katerman
A/ Chief of Police



Subject: SMG Entertainment
D/b/a "Black Diamond"

Per your Memorandum dated 11/12/2013, requesting an investigation into the listed business of SMG Entertainment Inc. d/b/a "Black Diamond" 17450 Biscayne Blvd. The following was learned:

Using the SUNBIZ Florida Documents Program, corporate listings revealed that SMG Entertainment Inc. is listed as an "Active" Corporation(P0400003380). The registered agent is Michael Goldfarb.

A request for background history was made with Florida Department of Law Enforcement for those person's listed on the occupational license application addendum. Those person's listed have no current criminal history in the State of Florida.

As per your request a call for service history was conducted for the time frame of 08/22/2013 through 11/13/2013; there were two (2) calls for service during this time frame, related to the actual business. (1) Domestic Disturbances @ 0500 hrs. (1) Sick or Injured Person @ 0341 hrs.

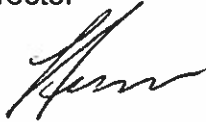
City of North Miami Beach Police Department

Inter-Office Memorandum

To: Shari Kamali
Public Services Director

Date: 8/21/13

From: Larry Gomer
Chief of Police



Subject: SMG Entertainment
D/b/a Swinging Richard

Per your Memorandum dated 08/14/2013, requesting an investigation into the listed business of SMG Entertainment Inc. d/b/a Swinging Richard's 17450 Biscayne Blvd. The following was learned:

Using the SUNBIZ Florida Documents Program, corporate listings revealed that SMG Entertainment Inc. is listed as an "Active" Corporation (FEIN 20-0746615).

A request for background history was made with Florida Department of Law Enforcement for those person's listed on the occupational license application addendum. Those person's listed have no current criminal history in the State of Florida.

As per your request, a call for service history was conducted for the time frame of 09/06/2012 through 08/21/2013; there were nineteen (19) calls for service during this time frame, related to the actual business. (10) Investigations, (4) disturbances, (2) battery investigations, (3) accidents.

Calls for Service for Swinging Richards

From 09/06/2012 through 08/21/2013

Investigations:

- 1) 09/15/2012 @ 0329 hrs. Stolen Wallet
- 2) 11/20/2012 @ 0943 hrs. theft of \$2,000.00 2012-1120-04
- 3) 11/26/2012 @ 1520 hrs. fraud investigation
- 4) 12/29/2012 @ 1423 hrs. fraud investigation
- 5) 01/01/2013 @ 1331 hrs. burglary to a vehicle
- 6) 02/03/2013 @ 0437 hrs. lost or stolen tag
- 7) 03/15/2013 @ 1944 hrs. found property (cell phone)
- 8) 05/11/2013 @ 0222 hrs. theft of a gold chain 2013-0511-02
- 9) 05/18/2013 @ 0249 hrs. fraud investigation
- 10) 07/22/2013 @ 0233 hrs. burglary in progress arrest 2013-0722-01

Disturbance:

- 1) 09/16/2012 @ 0118 hrs. Disturbance between patrons.
- 2) 04/06/2013 @ 2233 hrs. disturbance caused by intoxicated patron
- 3) 07/26/2013 @ 0008 hrs. combative violent patron arrest 2013-0726-01
- 4) 08/01/2013 @ 0210 hrs. disturbance between employee and patron

Battery/Assault:

- 1) 03/02/2013 @ 0250 hrs. Assault 2013-0302-03
- 2) 04/26/2013 @ 0253 hrs. Assault 2013-0426-02

Accidents:

- 1) 02/02/2013 @ 2235 hrs. parking lot accident
- 2) 03/07/2013 @ 1711 hrs. hit and run
- 3) 04/17/2013 @ 0335 hrs. hit and run