



VILLAGE OF PINECREST  
Village Council Meeting

Village Council  
Cindy Lerner, Mayor  
James E. McDonald, Vice Mayor  
Cheri Ball  
Doug Kraft  
Bob Ross

Yocelyn Galiano, ICMA-CM  
Village Manager

Guido H. Inguanzo, Jr., CMC  
Village Clerk

Mitchell Bierman  
Village Attorney

## REGULAR MEETING AGENDA

TUESDAY, JUNE 14, 2016, 6:00 P.M.

PINECREST MUNICIPAL CENTER/COUNCIL CHAMBER  
12645 PINECREST PARKWAY  
PINECREST, FLORIDA

- I. CALL TO ORDER/ROLL CALL OF MEMBERS
- II. PLEDGE OF ALLEGIANCE
- III. CONSENT AGENDA:

PURSUANT TO ORDINANCE 2014-6, ITEMS MAY BE REMOVED FROM THE CONSENT AGENDA BY A MEMBER OF THE VILLAGE COUNCIL. AN ITEM REMOVED FROM THE CONSENT AGENDA WILL THEN BE DISCUSSED AND ACTED ON SEPARATELY IMMEDIATELY FOLLOWING THE CONSIDERATION OF THE CONSENT AGENDA. MEMBERS OF THE PUBLIC MAY COMMENT ON CONSENT AGENDA ITEMS PRIOR TO THE VILLAGE COUNCIL'S CONSIDERATION OF THE CONSENT AGENDA.

A. MINUTES:

1. MAY 10, 2016 (REGULAR)
2. MAY 31, 2016 (WORKSHOP)

**TAB 1**

B. RESOLUTIONS:

1. A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH MIAMI-DADE COUNTY FOR THE VILLAGE'S PARTICIPATION IN THE PARKING FINES REIMBURSEMENT PROGRAM; PROVIDING FOR AN EFFECTIVE DATE.

**TAB 2**



12645 Pinecrest Parkway, Pinecrest, Florida 33156  
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2. A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO EXECUTE AN AGREEMENT, ON BEHALF OF THE VILLAGE, WITH THE TOWN OF MEDLEY, FLORIDA FOR POLICE MUTUAL AID; PROVIDING FOR AN EFFECTIVE DATE.

**TAB 3**

3. A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, RATIFYING THE RE-APPOINTMENT OF MARK BUCHBINDER AS SPECIAL MAGISTRATE/HEARING OFFICER PURSUANT TO SECTION 2-141 OF THE CODE OF ORDINANCES; PROVIDING FOR AN EFFECTIVE DATE.

**TAB 4**

4. A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO EXECUTE A GRANT AWARD AGREEMENT WITH THE FLORIDA DEPARTMENT OF STATE FOR A GENERAL PROGRAM SUPPORT GRANT FOR PINECREST GARDENS; PROVIDING FOR AN EFFECTIVE DATE.

**TAB 5**

5. A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO NEGOTIATE AN AGREEMENT WITH DAVID PLUMMER AND ASSOCIATES FOR PROFESSIONAL DESIGN SERVICES FOR THE SAFE ROUTES TO SCHOOLS PHASE 2 DESIGN; PROVIDING FOR AN EFFECTIVE DATE.

**TAB 6**

IV. AGENDA/ORDER OF BUSINESS

V. SPECIAL PRESENTATIONS:

A. PROTECTION OF WILD PARROTS (*BIRD LOVERS CLUB*)

VI. ORDINANCES:

A. FIRST READING: NONE

B. SECOND READING (PUBLIC HEARING): NONE

VII. REPORTS AND RECOMMENDATIONS:

A. VILLAGE COUNCIL:

1. ROCK 'N RUN SPONSORSHIP (MAYOR) **TAB 7**
2. PINECREST SPROUTS PROGRAM (COUNCILMEMBER BALL) **TAB 8**
3. COUNCIL POLICY CLARIFICATION (VICE MAYOR MCDONALD)

B. VILLAGE MANAGER:

1. COMMUNIQUÉ TO COUNCIL: **TAB 9**
  - a. JUNE 2016 FOLLOW-UP REPORT
  - b. MONTHLY DEPARTMENTAL REPORTS
  - c. PINECREST PEOPLE MOVER RIDERSHIP REPORT
  - d. 2016 PLAYFUL CITY USA DESIGNATION
  - e. MID-YEAR BUDGET REPORT
  - f. UTILITY POLES REMOVAL UPDATE
  - g. COMMUNICATIONS ADVISORY GROUP REPORT
  - h. PINECREST GARDENS GRANTS UPDATE
  - i. NEA GRANT NOTICE
2. COUNCIL CHAMBER AC UPGRADE
3. EMERGENCY PREPAREDNESS PLAN
4. PINECREST GARDENS TICKET BOOTH
5. COMMUNITY CENTER PROJECT UPDATE (PLAYGROUND/PARKING) **TAB 10**
6. PINECREST GARDENS PARKING LOT DRAINAGE

C. VILLAGE CLERK

D. VILLAGE ATTORNEY

E. COMMITTEES: **TAB 11**

1. TRANSPORTATION ADVISORY COMMITTEE (3/1/16)
2. PINECREST GARDENS ADVISORY COMMITTEE (4/11/16)

VII. RESOLUTIONS:

- A. A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, URGING THE MIAMI-DADE BOARD OF COUNTY COMMISSIONERS TO DESIGNATE THE NEW DOG PARK AT CHAPMAN FIELD AS THE "SENATOR DICK RENICK BARK PARK"; PROVIDING FOR AN EFFECTIVE DATE. (COUNCILMEMBER ROSS) **TAB 12**
- B. A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AWARDED A BID TO BEJAR CONSTRUCTION FOR THE CYPRESS HALL INTERIOR RENOVATIONS PROJECT; PROVIDING FOR AN EFFECTIVE DATE. **TAB 13**

IX. PLANNING (8:00 P.M. TIME CERTAIN): NONE

THESE PUBLIC HEARINGS ARE QUASI-JUDICIAL PROCEEDINGS AND SHALL BE CONDUCTED PURSUANT TO SECTIONS 2-201 - 2-204 OF THE CODE OF ORDINANCES. ALL PERSONS ADDRESSING THE VILLAGE COUNCIL SHALL BE SWORN-IN PRIOR TO GIVING TESTIMONY AND MAY BE SUBJECT TO CROSS EXAMINATION. ALL PERSONS ADDRESSING THE VILLAGE COUNCIL SHALL STATE THEIR NAME AND ADDRESS FOR THE RECORD.

X. SCHEDULE OF FUTURE MEETINGS:

MEETING DATES AND TIMES ARE SUBJECT TO CHANGE. PLEASE VISIT [WWW.PINECREST-FL.GOV](http://WWW.PINECREST-FL.GOV) FOR CURRENT SCHEDULE, [REGISTER](#) TO RECEIVE MEETING NOTICES VIA E-MAIL OR FOLLOW US ON TWITTER [@PINECRESTFL](#).

- A. VILLAGE COUNCIL  
TUESDAY, JULY 5, 2016, 6:00 P.M.
- B. VILLAGE COUNCIL (BUDGET WORKSHOP)  
WEDNESDAY, AUGUST 24, 2016, 9:00 A.M.

## XI. ADJOURNMENT

LIVE STREAMING VIDEO OF THIS MEETING IS AVAILABLE AT [WWW.PINECREST-FL.GOV/LIVE](http://WWW.PINECREST-FL.GOV/LIVE).

ANYONE WISHING TO OBTAIN A COPY OF AN AGENDA ITEM MAY CONTACT THE VILLAGE CLERK AT (305) 234-2121, DOWNLOAD THE COMPLETE AGENDA PACKET FROM [WWW.PINECREST-FL.GOV](http://WWW.PINECREST-FL.GOV) OR VIEW THE MATERIALS AT VILLAGE HALL DURING REGULAR BUSINESS HOURS.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS WHO ARE DISABLED AND WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE VILLAGE CLERK AT (305) 234-2121 NOT LATER THAN FOUR BUSINESS DAYS PRIOR TO SUCH PROCEEDING.

PURSUANT TO SEC. 2-11.1(S) OF THE CODE OF MIAMI-DADE COUNTY, ALL PERSONS, FIRMS OR CORPORATIONS EMPLOYED OR RETAINED BY A PRINCIPAL WHO SEEKS TO ENCOURAGE THE PASSAGE, DEFEAT, OR MODIFICATIONS OF (1) ORDINANCE, RESOLUTION, ACTION OR DECISION OF THE VILLAGE COUNCIL; (2) ANY ACTION, DECISION, RECOMMENDATION OF ANY VILLAGE BOARD OR COMMITTEE; OR (3) ANY ACTION, DECISION OR RECOMMENDATION OF VILLAGE PERSONNEL DURING THE TIME PERIOD OF THE ENTIRE DECISION-MAKING PROCESS ON SUCH ACTION, DECISION OR RECOMMENDATION WHICH WILL BE HEARD OR REVIEWED BY THE VILLAGE COUNCIL, OR A VILLAGE BOARD OR COMMITTEE SHALL REGISTER WITH THE VILLAGE BEFORE ENGAGING IN ANY LOBBYING ACTIVITIES ON FORMS PREPARED BY THE VILLAGE CLERK AND SHALL STATE UNDER OATH HIS OR HER NAME, BUSINESS ADDRESS, THE NAME AND BUSINESS ADDRESS OF EACH PERSON OR ENTITY WHICH HAS EMPLOYED SAID REGISTRANT TO LOBBY, AND THE SPECIFIC ISSUE ON WHICH HE OR SHE HAS BEEN EMPLOYED TO LOBBY. A COPY OF THE LOBBYIST REGISTRATION FORM IS AVAILABLE FROM THE OFFICE OF THE VILLAGE CLERK OR ONLINE AT [WWW.PINECREST-FL.GOV/CLERK](http://WWW.PINECREST-FL.GOV/CLERK).

PURSUANT TO FLORIDA STATUTE 286.0114, THE VILLAGE COUNCIL PROVIDES THE PUBLIC WITH A REASONABLE OPPORTUNITY TO BE HEARD ON ALL MATTERS ON THIS AGENDA.

PURSUANT TO FLORIDA STATUTE 286.0105, ANYONE WISHING TO APPEAL ANY DECISION MADE BY THE VILLAGE COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING SHALL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.



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**TAB I**

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VILLAGE OF PINECREST  
Village Council Meeting

REGULAR MEETING MINUTES

TUESDAY, MAY 10, 2016, 6:00 P.M.

PINECREST MUNICIPAL CENTER/COUNCIL CHAMBER  
12645 PINECREST PARKWAY  
PINECREST, FLORIDA

I. CALL TO ORDER/ROLL CALL OF MEMBERS: The meeting was called to order by the mayor at 6:05 p.m. Present were the following:

Councilmember Cheri Ball  
Councilmember Doug Kraft  
Councilmember Bob Ross  
Vice Mayor James E. McDonald  
Mayor Cindy Lerner

Village Manager Yocelyn Galiano  
Village Clerk Guido Inguanzo  
Village Attorney Mitchell Bierman

II. PLEDGE OF ALLEGIANCE: The vice mayor led the Pledge of Allegiance.

III. CONSENT AGENDA: The following items were presented per the Council's consent agenda policy pursuant to Ordinance 2014-6:

- A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, ACCEPTING THE AUDITOR'S COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR 2014-2015; PROVIDING FOR AN EFFECTIVE DATE. (2016-20)
- A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AWARDING A BID TO JVA ENGINEERING CONTRACTOR, INC. FOR THE SW 70 AVENUE ROADWAY AND DRAINAGE IMPROVEMENTS PROJECT; PROVIDING FOR AN EFFECTIVE DATE. (2016-21)



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Vice Mayor McDonald made a motion approving the consent agenda items. The motion was seconded by Councilmember Ross and adopted by a unanimous voice vote. The vote was as follows: Councilmembers Ball, Kraft, Ross, Vice Mayor McDonald, and Mayor Lerner voting Yes.

The following item was withdrawn from the consent agenda by Councilmember Ball and considered separately by the Council:

- Minutes of April 12, 2016

Councilmember Ball offered the following correction to Page 7 of the minutes on the item relating to automated license plate readers:

*Chief of Police Samuel Ceballos made a presentation regarding the proposed Automated License Plate Reader (ALPR) program. There was no consensus to proceed with implementation of the program at the current time. The Council concurred to evaluate the program at a future time subject to the availability of funding.*

There was no objection to the correction.

Vice Mayor McDonald made a motion adopting the corrected minutes. The motion was seconded by Councilmember Ross and adopted by unanimous consent.

- IV. AGENDA/ORDER OF BUSINESS: There were no changes to the agenda.
- V. SPECIAL PRESENTATIONS: There were no special presentations.
- VI. ORDINANCES: The clerk read the following ordinance, by title, on second reading:

AN ORDINANCE OF THE VILLAGE OF PINECREST, FLORIDA, AMENDING CHAPTER 30, LAND DEVELOPMENT REGULATIONS, ARTICLE 7, "SIGNS", TO AMEND THE LEGISLATIVE FINDINGS, REGULATIONS, PROCEDURES AND PROHIBITIONS APPLICABLE TO SIGNAGE; AND TO AMEND ARTICLE 9, "RULES OF CONSTRUCTION AND DEFINITIONS", DIV. 9.2, "DEFINITIONS"; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

The mayor opened the public hearing. There were no speakers present.

Councilmember Ross offered an amendment to strike the language on Page 10 in Division 7.2(a)(2) relating to the exemption for signs on property owned by the Village. The motion was seconded by Councilmember Kraft. After brief discussion, the amendment was withdrawn.

Councilmember Ross made a motion adopting the ordinance on second reading. The motion was seconded by Councilmember Kraft. Ordinance 2016-5 was adopted by a unanimous roll call vote. The vote was as follows: Councilmembers Ball, Kraft, Ross, Vice Mayor McDonald, and Mayor Lerner voting Yes.

Councilmember Ross made a motion directing the manager to enact a policy prohibiting banners at Veterans Wayside Park. The motion was seconded by Councilmember Kraft and adopted by a 3 – 2 voice vote. The vote was as follows: Councilmembers Kraft, Ross and Mayor Lerner voting Yes; Councilmember Ball and Vice Mayor McDonald voting No.

The clerk read the following ordinance, by title, on second reading:

AN ORDINANCE OF THE VILLAGE OF PINECREST, FLORIDA; AMENDING THE 2015-2016 OPERATING AND CAPITAL OUTLAY BUDGET (2nd QUARTER); PROVIDING FOR AN EFFECTIVE DATE.

The mayor opened the public hearing. There were no speakers present.

Councilmember Ross made a motion adopting the ordinance on second reading. The motion was seconded by Vice Mayor McDonald. Ordinance 2016-6 was adopted by a unanimous roll call vote. The vote was as follows: Councilmembers Ball, Kraft, Ross, Vice Mayor McDonald, and Mayor Lerner voting Yes.

VII. REPORTS AND RECOMMENDATIONS: The mayor submitted the draft of the *2016 Climate Action Plan* for the Village.

The manager submitted the following communiqués to the Council:

- May 2016 Follow-up Report
- Monthly Departmental Reports
- Pinecrest People Mover Ridership Report
- Palmetto Middle School's Grant Correspondence (April 13, 2016)
- 2016 Citizen Survey Report (May 2016)

The Council scheduled a workshop for May 31, 2016, 9:00 a.m., to discuss the 2016 Citizen Survey Report.

The manager and Assistant Village Manager Maria Menendez submitted a report regarding the expansion of the Red Light Camera safety program with installations at two additional intersections on Pinecrest Parkway (US 1) – 68<sup>th</sup> Court and 132<sup>nd</sup> Street. Vice Mayor McDonald made a motion directing the manager to proceed with the installation of cameras at the two additional intersections. The motion was seconded by Councilmember Ball and adopted by a unanimous voice vote. The vote was as follows: Councilmembers Ball, Kraft, Ross, Vice Mayor McDonald, and Mayor Lerner voting Yes.

The manager and Public Works Director Mark Spanioli provided an update regarding the Pinecrest Community Center expansion project and discussed options relating to the inclusion of an in-door playground.

The manager discussed funding sources from the state's Clean Water State Revolving Fund Loan Program and the EPA for possible completion of the potable water system.

The manager and Building Official Leo Llanos submitted a request by the property owner of 6755 Southwest 94 Street for the mitigation of fines, liens and interest relating to an expired permit in the amount of \$351,879. Matthew Ladd, 4649 Ponce de Leon Boulevard, Coral Gables, representing the property owner, addressed the Council. Councilmember Kraft made a motion proffering a settlement in the amount of \$10,000. The motion was seconded by Councilmember Ross. Vice Mayor McDonald made a motion to defer the matter to a future meeting. The motion was seconded by Councilmember Ball and adopted by a unanimous voice vote. The vote was as follows: Councilmembers Ball, Kraft, Ross, Vice Mayor McDonald, and Mayor Lerner voting Yes.

The clerk submitted a copy of the following Committee Action Form pursuant to Ordinance 2013-7:

- Community Center Advisory Committee (April 11, 2016)

The Council rescheduled the regular July meeting to July 5, 2016

VII. RESOLUTIONS: The Council discussed the following resolution:

A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, URGING THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION AND THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT TO FAST TRACK ALL PHASES OF THE BISCAYNE BAY COASTAL WETLANDS PROJECT; PROVIDING FOR AN EFFECTIVE DATE.

Councilmember Kraft made a motion adopting the resolution. The motion was seconded by Councilmember Ball. Resolution 2016-22 was adopted by a unanimous voice vote. The vote was as follows: Councilmembers Ball, Kraft, Ross, Vice Mayor McDonald, and Mayor Lerner voting Yes.

The Council discussed the following resolution:

A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, URGING MIAMI-DADE COUNTY TO EXPEDITE THE CLEAN-UP, RENOVATION AND REMEDIATION OF CHAPMAN FIELD PARK; PROVIDING FOR AN EFFECTIVE DATE.

Councilmember Kraft made a motion adopting the resolution. The motion was seconded by Vice Mayor McDonald. Resolution 2016-23 was adopted by a unanimous voice vote. The vote was as follows: Councilmembers Ball, Kraft, Ross, Vice Mayor McDonald, and Mayor Lerner voting Yes.

IX. PLANNING: There were no planning matters considered by the Council.

X. SCHEDULE OF FUTURE MEETINGS: The following schedule of future meetings was presented to the public:

- VILLAGE COUNCIL  
TUESDAY, JUNE 14, 2016, 6:00 P.M.

XI: ADJOURNMENT: The meeting was adjourned at 8:20 p.m.

*Respectfully submitted:*

---

*Guido H. Inguanzo, Jr., CMC  
Village Clerk*

*Approved by the Village Council  
this 14th day of June, 2016:*

---

*Cindy Lerner  
Mayor*

*IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE VILLAGE COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT A MEETING OR HEARING, THAT PERSON WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED (FLORIDA STATUTES).*



VILLAGE OF PINECREST  
Village Council Meeting

WORKSHOP MINUTES

TUESDAY, MAY 31, 2016, 9:45 A.M.

PINECREST MUNICIPAL CENTER/COUNCIL CHAMBER  
12645 PINECREST PARKWAY  
PINECREST, FLORIDA

The meeting was called to order by the mayor at 9:50 a.m. Present were the following:

Councilmember Cheri Ball  
Councilmember Doug Kraft  
Councilmember Bob Ross  
Vice Mayor James E. McDonald  
Mayor Cindy Lerner

Village Manager Yocelyn Galiano  
Village Clerk Guido Inguanzo  
Village Attorney Mitchell Bierman

The mayor led the Pledge of Allegiance.

The Council discussed the 2016 Municipal Services and Planning Survey (Citizen Survey) report dated May 2016. Chris Tatham, of ETC Institute, the Village's consultant, made a presentation regarding the report. The Council reviewed the following:

- Building and Planning Department/issuance of permits/expired permits
- Police Department/visibility/safety/traffic enforcement
- Parks and Recreation Department/programming/senior transportation
- Public Works Department/roadways, swales and sidewalks/lighting/traffic calming
- Sustainability/solar installations

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May 31, 2016

The following members of staff participated in discussions with the Council: Building Official Leo Llanos; Chief of Police Samuel Ceballos, Jr.; Planning Director Stephen Olmsted; and Public Works Director Mark Spanioli.

The Council commended the manager and staff for the high marks in the survey regarding levels of service.

The meeting was adjourned at 11:55 a.m.

*Respectfully submitted:*

---

Guido H. Inguanzo, Jr., CMC  
Village Clerk

*Approved by the Village Council  
this 14th day of June, 2016.*

---

Cindy Lerner  
Mayor

*IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE VILLAGE COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT A MEETING OR HEARING, THAT PERSON WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED (FLORIDA STATUTES).*

**TAB 2**

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**RESOLUTION NO. 2016-**

**A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH MIAMI-DADE COUNTY FOR THE VILLAGE'S PARTICIPATION IN THE PARKING FINES REIMBURSEMENT PROGRAM; PROVIDING FOR AN EFFECTIVE DATE.**

BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA, AS FOLLOWS:

Section 1. That the Village Manager is hereby authorized to enter into the attached Interlocal Agreement with Miami-Dade County for the Village's participation in the Parking Fines Reimbursement Program as outlined in the agreement.

Section 2. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 14th day of June, 2016.

\_\_\_\_\_  
Cindy Lerner, Mayor

Attest:

\_\_\_\_\_  
Guido H. Inguanzo, Jr., CMC  
Village Clerk

Approved as to Form and Legal Sufficiency:

\_\_\_\_\_  
Mitchell Bierman  
Village Attorney

Consent Agenda



Yocelyn Galiano, ICMA-CM  
Village Manager  
manager@pinecrest-fl.gov

MEMORANDUM  
Office of the Village Manager

DATE: June 6, 2016

TO: The Honorable Mayor and Members of the Village Council 

FROM: Yocelyn Galiano, ICMA-CM, Village Manager

RE: Interlocal Agreement for Parking Fines Reimbursement Program

---

I hereby respectfully recommend that the Council approve the attached Interlocal Agreement between the Village and Miami-Dade County in connection with the receipt of future parking fines. In order to participate in the program, the Village must enter into the Interlocal Agreement and submit an affidavit attesting that the funds (when received) are used towards accessibility improvements for disabled people and/or to conduct disability public awareness programs.



**Miami-Dade County  
Municipal Parking Fines Reimbursement Program  
Interlocal Agreement (Rev. 2016)**

This agreement is entered into this \_\_\_\_\_ (day) of \_\_\_\_\_ (month/year), by and between Miami-Dade County, Florida, a political subdivision of the State of Florida (the "County") and \_\_\_\_\_ (the "municipality"), a municipal corporation organized and existing under the laws of the State of Florida, (hereinafter referred to jointly as the Parties).

**WITNESSETH**

**WHEREAS**, Section 316.008 Florida Statutes, and Section 30-447 Code of Miami-Dade County, authorizes the charging of fines for misuse of specially marked parking spaces for people with disabilities, and

**WHEREAS**, Miami-Dade County proposes to distribute said fines under the provisions of Section 30-447 of the Code of Miami-Dade County, Florida.

**NOW THEREFORE** in consideration of the covenants contained herein, the Parties agree as follows

1. This agreement shall become effective upon its execution by the authorized officers of the Parties and will continue annually upon agreement by both Parties.
2. The allocation of the disabled parking fine monies shall be used to provide funds to improve accessibility and equal opportunity to qualified persons who

**Miami-Dade County  
Municipal Parking Fines Reimbursement Program  
Interlocal Agreement (Rev. 2016)**

have disabilities and to provide funds to conduct public awareness programs in the County or municipality concerning persons who have disabilities.

3. The municipality shall annually submit an affidavit sworn by the chief administrative official to the Miami-Dade County Internal Services Department ("ISD").
  
4. The affiant will affirm that expenditures meet the following criteria:
  - a. The funds reimbursed shall be used to improve accessibility and equal opportunity to qualified persons who have disabilities in the municipality and to conduct public awareness programs in the municipality concerning persons who have disabilities.
  
  - b. If only a portion of the project or program is being promoted to benefit people with disabilities, then only that portion of the project or program may be funded with these monies.
  
5. The Parties agree to follow the terms and conclusions regarding payment as follows:
  - a. The percentage for distribution shall be calculated by the County annually. Each year the County shall notify all municipalities of the distribution of the disabled permit parking fine money for the annual period.

**Miami-Dade County  
Municipal Parking Fines Reimbursement Program  
Interlocal Agreement (Rev. 2016)**

- b. The County agrees to pay the County and the municipality under this agreement based on a payment schedule agreed upon by ISD, accompanied by such documentation as requested.
- c. In no event shall County funds be advanced to any subcontractor hereunder.
- d. The Parties shall return funds to the County if the project is not successfully completed and allow ISD to audit projects and conduct site visits. Any such audits or inspections shall be conducted in such manner and at such times so as not to unreasonably interfere with the day-to-day operation of the Parties.
- e. The County may amend the terms of this agreement from time to time, as it may deem necessary.

**IN WITNESS WHEREOF**, the Parties have caused this agreement to be executed by their respective and duly authorized officers on the date hereinabove first mentioned.

**ATTEST:**

**MIAMI-DADE COUNTY, FLORIDA**

\_\_\_\_\_

Harvey Ruvin, Clerk

By: \_\_\_\_\_

Carlos A. Gimenez, Mayor

**Miami-Dade County  
Municipal Parking Fines Reimbursement Program  
Interlocal Agreement (Rev. 2016)**

**ATTEST:**

**MUNICIPALITY OF \_\_\_\_\_, FLORIDA**

\_\_\_\_\_

By: \_\_\_\_\_

City/Town/Village Clerk

City/Town/Village Manager

(Date)

(Official Seal)

Approved for form and legal sufficiency:

\_\_\_\_\_  
Shanika A. Graves  
Assistant County Attorney

MUNICIPAL PARKING FINES REIMBURSEMENT PROGRAM  
AFFIDAVIT

State of Florida, County of Miami-Dade

BEFORE ME, the undersigned Notary,  
\_\_\_\_\_, [name of Notary  
before whom affidavit is sworn], on this \_\_\_\_\_ [day of month] day of  
\_\_\_\_\_, [month], 20\_\_\_\_, personally appeared  
\_\_\_\_\_, [name of affiant],  
known to me to be a credible person and of lawful age, who being by me first duly  
sworn, on \_\_\_\_\_ [his or her] oath, deposes and says:

The municipal parking fines funds reimbursed shall be used to improve accessibility and equal opportunity to qualified persons who have disabilities in the municipality and to conduct public awareness programs in the municipality concerning persons who have disabilities.

If only a portion of the project or program is being promoted to benefit people with disabilities, then only that portion of the project or program will be funded with these monies.

The municipality shall return funds to the County if the project is not successfully completed and allow the Miami-Dade County Internal Services Department to audit projects and conduct site visits. Any such audits or inspections shall be conducted in such manner and at such times so as not to unreasonably interfere with the day-to-day operation of the parties.

\_\_\_\_\_  
[signature of affiant]

\_\_\_\_\_  
[typed name of affiant]

**Miami-Dade County  
Municipal Parking Fines Reimbursement Program  
Affidavit**

\_\_\_\_\_  
*[address of affiant, line 1]*

\_\_\_\_\_  
*[address of affiant, line 2]*

**State of Florida, County of Miami-Dade**

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of

\_\_\_\_\_ (month), \_\_\_\_\_ (year), by

\_\_\_\_\_ (name of person making statement)

\_\_\_\_\_ (title of person making statement)

\_\_\_\_\_  
*(Signature of Notary Public - State of Florida)*

\_\_\_\_\_  
*(Print, Type, or Stamp Commissioned Name of Notary Public)*

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_



miamidade.gov

May 16, 2016

Yocelyn Galiano, Village Manager  
Office of the Village Manager  
12645 Pinecrest Parkway  
Pinecrest, FL 33156

Internal Services Department ADA Office  
111 NW 1<sup>st</sup> Street, 24<sup>th</sup> Floor  
Miami, Florida 33128-1983  
305-375-3566 (voice); 711 (Fla. Relay)  
[adaoffice@miamidade.gov](mailto:adaoffice@miamidade.gov)

RECEIVED  
VILLAGE OF PINECREST

MAY 19 2016

OFFICE OF THE  
VILLAGE MANAGER

**Re: Parking Fines Reimbursement Program**

Dear Ms. Galiano:

Miami-Dade County is commencing the next cycle of reimbursements for the Municipal Parking Fines Program. In order to participate in the program, each municipality must submit an executed Interlocal Agreement and the annual Affidavit (both enclosed.) Even if your municipality has previously submitted an Interlocal Agreement, you will need to re-submit this year because of recent changes made to the format of the Interlocal Agreement. When completing the Interlocal Agreement, you must fill in the date and your municipality's name on the first page. Once executed, the Interlocal Agreement will remain on file until further notice.

The Affidavit states that the funds reimbursed shall be used to improve accessibility and equal opportunity to qualified persons who have disabilities in the municipality and to conduct disability public awareness programs.

**While you have no funds available for reimbursement this year, it is recommended that you submit the enclosed Interlocal Agreement within 60 days of the date of this letter. Thus, if reimbursement funds are available next year, you will only need to complete the Affidavit at that time.**

In accordance with Section 30-447 of the Code of Miami-Dade County, parking fine funds generated from the misuse of marked spaces for people with disabilities are used in the following manner:

- One-third of the funds are to be used to defray the Clerk of Courts' administrative expenses, and
- Two-thirds of the funds are to be used to improve accessibility and equal opportunity to qualified physically disabled persons and to provide funds to conduct public awareness programs concerning physically disabled persons. Of this amount, 30 percent is retained by the County for countywide purposes, in accordance with State law, and 70 percent is allocated to the governmental entity having jurisdiction over the violation.

Page 2

If you need additional information regarding the Parking Fines Reimbursement Program, please contact me at 305-375-2013 or [hjwrig@miamidade.gov](mailto:hjwrig@miamidade.gov). Please return the Interlocal Agreement and Affidavit to my attention at Miami-Dade County, Internal Services Department, ADA Office, 111 NW 1<sup>st</sup> Street, 24<sup>th</sup> Floor, Miami, FL 33128.

Sincerely,



Heidi Johnson-Wright,  
ADA Coordinator

Enclosures

c: Tara C. Smith, Director, Internal Services Department  
Theresa Therilus, Assistant Director, Internal Services Department

RESOLUTION NO. 2012-53

A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH MIAMI-DADE COUNTY FOR THE VILLAGE'S PARTICIPATION IN THE PARKING FINES REIMBURSEMENT PROGRAM; PROVIDING FOR AN EFFECTIVE DATE.

BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA, AS FOLLOWS:

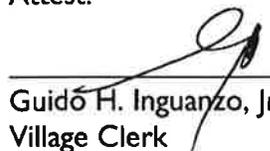
Section 1. That the Village Manager is hereby authorized to enter into the attached Interlocal Agreement with Miami-Dade County for the Village's participation in the Parking Fines Reimbursement Program as outlined in the agreement.

Section 2. This resolution shall take effect immediately upon adoption.

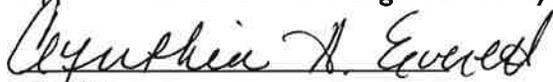
PASSED AND ADOPTED this 11th day of September, 2012.

  
Cindy Lerner, Mayor

Attest:

  
Guido H. Inguanzo, Jr., CMC  
Village Clerk

Approved as to Form and Legal Sufficiency:

  
Cynthia A. Everett  
Village Attorney

Consent Agenda



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**TAB 3**

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**RESOLUTION NO. 2016-**

**A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO EXECUTE AN AGREEMENT, ON BEHALF OF THE VILLAGE, WITH THE TOWN OF MEDLEY, FLORIDA FOR POLICE MUTUAL AID; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, it is the responsibility of Miami-Dade County municipalities to ensure the public safety of their citizens by providing adequate levels of police service; and

WHEREAS, because of the existing and continuing possibility of the occurrence of law enforcement problems and other natural and man-made conditions which are beyond the control of the services, personnel, equipment, or facilities of the Pinecrest Police Department; and

WHEREAS, the Florida Mutual Aid Act (Chapter 23, Florida Statutes) grants the Village of Pinecrest and other participating agencies the authority to enter into mutual aid agreements in order to ensure that law enforcement agencies will be prepared to adequately address any and all of these conditions, to protect the public peace and safety, and to preserve the lives and property of the public of the Village of Pinecrest and the participating Miami-Dade County municipalities;

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA, AS FOLLOWS:

Section 1. That the Village Manager is hereby authorized to execute the attached agreement, on behalf of the Village, with the Town of Medley, Florida for police mutual aid.

Section 2. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 14th day of June, 2016.

\_\_\_\_\_  
Cindy Lerner, Mayor

Attest:

\_\_\_\_\_  
Guido H. Inguanzo, Jr., CMC  
Village Clerk

Approved as to Form and Legal Sufficiency

\_\_\_\_\_  
Mitchell Bierman  
Village Attorney



Yocelyn Galiano Gomez, ICMA-CM  
Village Manager  
manager@pinecrest-fl.gov

MEMORANDUM  
Office of the Village Manager

DATE: June 6, 2016  
TO: The Honorable Mayor and Members of the Village Council  
FROM: Yocelyn Galiano, ICMA-CM, Village Manager  
RE: Medley Police Mutual Aid Contract



---

I hereby respectfully request approval of the attached resolution authorizing me to execute a mutual aid agreement between the Village and the Town of Medley.

As a general point of information, the Village has agreements with most of the other area agencies such as Coral Gables, Miami, Miami Beach, Miami Shores, South Miami, Miami-Dade County, and Miami-Dade County School Board. The Medley agreement contains all of the typical language specified in our other agreements.



**COMBINED VOLUNTARY COOPERATION AND  
OPERATIONAL ASSISTANCE  
MUTUAL AID AGREEMENT  
BETWEEN  
THE TOWN OF MEDLEY, FLORIDA AND  
VILLAGE OF PINECREST, FLORIDA**

This Voluntary Cooperation and Operational Assistance Mutual Aid Agreement is made as of this 2<sup>nd</sup> day of May, 2016, by and between the TOWN OF MEDLEY, FLORIDA, a Florida municipal corporation, having its principal office at 7777 NW 72 Avenue, Medley, Florida 33166, and the VILLAGE OF PINECREST, FLORIDA, a Florida municipal corporation having its principal office at 12645 Pinecrest Pkwy, Pinecrest, Florida 33156, and states as follows:

**WHEREAS**, it is the responsibility of the governments of the Town of Medley, Florida, and the Village of Pinecrest, Florida, to ensure the public safety of their citizens by providing adequate levels of police services to address any foreseeable routine or emergency situation; and

**WHEREAS**, there is an existing and continuing possibility of the occurrence of law enforcement problems and other natural and man-made conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, or facilities of the Town of Medley Police Department or the Village of Pinecrest Police Department; and

**WHEREAS**, the Town of Medley and the Village of Pinecrest are so located in relation to each other that it is in the best interest and advantage of each to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to:

- (1) Continuing, multi-jurisdictional criminal activity, so as to protect the public peace and safety, and preserve the lives and property of the people; and

- (2) Intensive situations including, but not limited to, natural or manmade disasters or emergencies as defined under Section 252.34, Florida Statutes; and
- (3) Joint provision of certain law enforcement services specified herein and allowed pursuant to Florida Statute 166.0495; and

**WHEREAS**, the Town of Medley and the Village of Pinecrest have the authority under The Mutual Aid Act, Chapter 23, Part I, Florida Statutes, to enter into a combined mutual aid agreement for law enforcement services which:

- (1) Permits voluntary cooperation and assistance of a routine law enforcement nature across jurisdictional lines; and
- (2) Provides for rendering of assistance in a law enforcement emergency.

**NOW, THEREFORE, BE IT KNOWN**, that the Town of Medley, a political subdivision of the State of Florida, and the Village of Pinecrest, a political subdivision of the State of Florida, in consideration for mutual promises to render valuable aid in times of necessity, do hereby agree to fully and faithfully abide by and be bound by the following terms and conditions.

**SECTION 1: PROVISIONS FOR VOLUNTARY COOPERATION**

Each of the aforesaid law enforcement agencies hereby approve and enter into this agreement whereby each of the agencies may provide voluntary cooperation and assistance of a routine law enforcement nature across jurisdictional lines. The nature of the law enforcement assistance to be rendered shall include but not be limited to:

- a. Concurrent law enforcement jurisdiction in and throughout the territorial limits of the Town of Medley and the Village of Pinecrest for arrests, made pursuant to the laws of arrest, for felonies and misdemeanors, including arrestable traffic offenses, which spontaneously take place in the presence of the arresting officer, at such times as the arresting officer is traveling from place to place on official business outside of his or her jurisdiction, for

example, to or from court, or at any time when the officer is within the territorial limits of his or her jurisdiction.

- b. Concurrent law enforcement jurisdiction in and throughout the territorial limits of the Town of Medley and the Village of Pinecrest for arrests, made pursuant to the laws of arrest, of persons identified as a result of investigations of any offense constituting a felony or any act of Domestic Violence as defined in Section 741.28, Florida Statutes, when such offense occurred in the municipality employing the arresting officer.
- c. Concurrent law enforcement jurisdiction in and upon the jurisdictional waters of the Town of Medley and the Village of Pinecrest for arrests, made pursuant to the laws of arrest, for felonies and misdemeanors and boating infractions.
- d. Participating in exigent situations, without the need for a formal request, including, but not limited to, area searches for wanted subjects, perimeters, crimes in progress, escaped prisoners, traffic stops near municipal boundaries, requests for assistance when no available local units are nearby, calls indicating a crime or incident has occurred in which a citizen may likely be injured and the assisting municipality is closer to the area than the officer receiving the call.
- e. Concurrent law enforcement jurisdiction in and throughout the territorial limits of the Town of Medley and the Village of Pinecrest for investigations of homicides, sex offenses, robberies, assaults, batteries, burglaries, larcenies, gambling, motor vehicle thefts, drug violations pursuant to Chapter 893, Florida Statutes, and inter-agency task forces and/or joint investigations.

Prior to any officer taking enforcement action pursuant to paragraphs (a) through (e) above, the officer shall notify the jurisdiction in which the action will be taken, unless exigent circumstances prevent such prior notification, in which case notification shall be made as soon after the action as practicable. If the agency having normal jurisdiction responds to the scene the assisting agency's officer may turn the situation over to them and offer any assistance requested including, but not limited to, a follow-up written report documenting the event and the actions taken.

These provisions are not intended to grant general authority to conduct investigations, serve warrants and/or subpoenas or to respond without request to emergencies already being addressed by the agency of normal jurisdiction, but is intended to address critical, life-threatening or public safety situations, prevent bodily injury to citizens, or secure apprehension of criminals whom the law enforcement officer may encounter.

## **SECTION II: PROVISIONS FOR OPERATIONAL ASSISTANCE**

The aforesaid law enforcement agencies hereby approve and enter into this agreement whereby each of the agencies may request and render law enforcement assistance to the other to include, but not necessarily be limited to dealing with, the following:

1. Joint multi-jurisdictional criminal investigations.
2. Civil affray or disobedience, disturbances, riots, large protest demonstrations and assemblies, controversial trials, political conventions, labor disputes, and strikes.
3. Any natural, technological or manmade disaster.
4. Incidents which require rescue operations and crowd and traffic control measures including, but not limited to, large-scale evacuations, aircraft and shipping disasters, fires, explosions, gas line leaks, radiological incidents, train wrecks and derailments, chemical or hazardous waste spills, and electrical power failures.
5. Terrorist activities including, but not limited to, acts of sabotage.
6. Escapes from, or disturbances within, prisoner processing facilities.
7. Hostage and barricaded subject situations, and aircraft piracy.
8. Control of major crime scenes, area searches, perimeter control, back-ups to emergency and in-progress calls, pursuits, and missing person calls.
9. Enemy attack.
10. Transportation of evidence requiring security.

11. Major events, e.g., sporting events, concerts, parades, fairs, festivals, and conventions.
12. Security and escort duties for dignitaries.
13. Incidents requiring utilization of specialized units; e.g., underwater recovery, marine patrol, aircraft, canine, motorcycle, bicycle, mounted, SWAT, bomb, crime scene and police information.
14. Emergency situations in which one agency cannot perform its functional objective.
15. Joint training in areas of mutual need.
16. Joint multi-jurisdictional marine interdiction operations.
17. Off-duty special events.
18. DUI Checkpoints.

### **SECTION III: PROCEDURE FOR REQUESTING OPERATIONAL ASSISTANCE**

1. Mutual aid requested or rendered will be approved by the Chief of Police, or designee. The Chief of Police, or designee, of the agency whose assistance is sought shall evaluate the situation and the agency's available resources, consult with his/her supervisors, if necessary, and will respond in a manner he/she deems appropriate.

2. The Chief of Police in whose jurisdiction assistance is being rendered may determine who is authorized to lend assistance in his/her jurisdiction, for how long such assistance is authorized, and for what purpose such authority is granted. This authority may be granted either verbally or in writing as the particular situation dictates.

3. Specific reporting instructions for personnel rendering mutual aid will be included in the request for mutual aid. In the absence of such reporting instructions, personnel will report to the ranking on-duty supervisor on the scene.

4. Communications instructions should be included in each request for mutual aid and each agency's communications centers will maintain radio contact with each other until the mutual aid situation has ended.

5. Incidents requiring mass processing of arrestees, transporting prisoners, and operating temporary detention facilities will be handled per established procedures of the requesting agency or Chief of Police involved.

**SECTION IV:           COMMAND AND SUPERVISORY RESPONSIBILITY**

**a.       COMMAND:**

The personnel and equipment that are assigned by the assisting Chief of Police shall be under the immediate command of a supervising officer designated by the assisting Chief of Police. Such supervising officer shall be under the direct supervision and command of the Chief of Police or his/her designee of the agency requesting assistance.

**b.       CONFLICTS:**

Whenever an officer is rendering assistance pursuant to this agreement, the officer shall abide by and be subject to the rules and regulations, personnel policies, general orders, and standard operating procedures of his/her own employer. If any such rule, regulation, personnel policy, general order or standing operating procedure is contradicted, contravened or otherwise in conflict with a direct order of a superior officer of the requesting agency, then such rule, regulation, policy, general order or procedure shall control and shall supersede the direct order.

**c.       HANDLING COMPLAINTS:**

Whenever there is cause to believe that a complaint has arisen as a result of a cooperative effort as it may pertain to this agreement, the Chief of Police or his/her designee of the agency employing the officer who is the subject of the complaint shall be responsible for the investigation of the complaint. The Chief of Police or designee of the requesting agency should ascertain at a minimum:

1. The identity of the complainant;
2. An address where the complaining party can be contacted;
3. The specific allegation; and
4. The identity of the employees accused without regard as to agency affiliation.

If it is determined during the investigation of a complaint that the accused is an employee of the assisting agency, the above information, with all pertinent documentation gathered during the receipt and processing of the complaint, shall be forwarded without delay to the agency for administrative review. The requesting agency may conduct a review of the complaint to determine if any factual basis for the complaint exists and/or whether any of the employees of the requesting agency violated any of their agency's policies or procedures.

#### **SECTION V: LIABILITY**

Each party engaging in any mutual cooperation and assistance, pursuant to this agreement, agrees to assume responsibility for the acts, omissions or conduct of such party's own employees while engaged in rendering such aid pursuant to this agreement, subject to the provisions of Section 768.28, Florida Statutes, where applicable.

#### **SECTION VI: POWERS, PRIVILEGES, IMMUNITIES AND COSTS**

a. Employees of the Town of Medley and the Village of Pinecrest when actually engaging in mutual cooperation and assistance outside of their normal jurisdictional limits but inside this State, under the terms of this agreement, shall, pursuant to the provisions of Section 23.127(1), Fla. Stat. (as amended), have the same powers, duties, rights, privileges and immunities as if the employee was performing duties inside the employee's political subdivision in which normally employed.

b. Each party agrees to furnish necessary personnel equipment, resources and facilities and to render services to each other party to this agreement as set forth above; provided, however, that no party shall be required to deplete unreasonably its own personnel, equipment, resources, facilities, and services in furnishing such mutual aid.

c. The political subdivision that furnishes equipment pursuant to this agreement must bear the cost of loss or damage to that equipment and must pay any expense incurred in the operation and maintenance of that equipment.

d. The political subdivision furnishing aid pursuant to this agreement shall compensate its employees during the time of the rendering of aid and shall defray (provide for the payment of) the actual travel and maintenance expenses of its employees while they are rendering aid, including any amounts paid or due for compensation for personal injury or death while its employees are rendering aid.

e. The privileges and immunities from liability, exemption from laws, ordinances and rules, and pension, insurance, relief, disability, workers' compensation, salary, death, and other benefits that apply to the activity of an employee of an agency when performing the employee's duties within the territorial limits of the employee's agency apply to the employee to the same degree, manner, and extent while engaged in the performance of the employee's duties extraterritorially under the provisions of this mutual aid agreement. This section applies to paid, volunteer, reserve and auxiliary employees.

f. Nothing herein shall prevent the requesting agency from requesting supplemental appropriations from the governing authority having budgeting jurisdiction to reimburse the assisting agency for any actual costs or expenses incurred by the assisting agency performing hereunder.

#### **SECTION VII: FORFEITURES**

It is recognized that during the course of the operation of this agreement, property subject to forfeiture under Sections 932.701- 932.707, Florida Statutes, known as the "Florida Contraband Forfeiture Act," may be seized. The property shall be seized, forfeited, and equitably distributed among the participating agencies in proportion to the amount of investigation and participation performed by each agency pursuant of the provisions of the "Florida Contraband Forfeiture Act."

#### **SECTION VIII: INSURANCE**

Each political subdivision shall provide, upon request, satisfactory proof of liability insurance by one or more of the means specified in Section 768.28, Florida Statutes, in an

amount which is, in the judgment of the governing body of that political subdivision, at least adequate to cover the risk to which that party may be exposed. Should the insurance coverage, however provided, of any party be canceled or undergo material change, that party shall notify all parties to this agreement of such change within ten (10) days of receipt of the notice or actual knowledge of such change.

**SECTION IX: EFFECTIVE DATE**

This agreement shall take effect upon execution and approval by the hereinafter named officials and shall continue in full force and effect until April 21, 2020. Under no circumstances may this agreement be renewed, amended or extended except in writing.

**SECTION X: CANCELLATION**

Either party may cancel its participation in this agreement upon delivery of written notice to the other political subdivision.

**IN WITNESS WHEREOF**, the parties hereto cause to these presents to be signed on the date first written above.

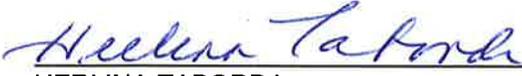
AGREED AND ACKNOWLEDGED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

  
\_\_\_\_\_  
ROBERTO MARTELL  
Town Mayor  
Town of Medley, Florida  
Date: 5-2-16

\_\_\_\_\_  
CINDY LERNER  
Village Mayor  
Village of Pinecrest, Florida  
Date: \_\_\_\_\_

ATTEST:

ATTEST:

  
\_\_\_\_\_  
HERLINA TABORDA  
Town Clerk  
Town of Medley, Florida

\_\_\_\_\_  
GUIDO INGUANZO, JR., CMC  
Village Clerk  
Village of Pinecrest, Florida

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

  
\_\_\_\_\_  
WEISS SEROTA HELFMAN COLE & BIERMAN, P.L.  
Town Attorney  
Town of Medley, Florida

  
\_\_\_\_\_  
WEISS SEROTA HELFMAN COLE & BIERMAN, P.L.  
Village Attorney  
Village of Pinecrest, Florida

  
\_\_\_\_\_  
JEANETTE SAID-JINETE  
Chief of Police  
Town of Medley, Florida

\_\_\_\_\_  
SAMUEL CEBALLOS, JR.  
Chief of Police  
Village of Pinecrest, Florida

\_\_\_\_\_  
YOCELYN GALIANO GOMEZ  
Village Manager  
Village of Pinecrest, Florida  
Date: \_\_\_\_\_

**TAB 4**

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**RESOLUTION NO. 2016-**

**A RESOLUTION OF THE VILLAGE OF PINECREST,  
FLORIDA, RATIFYING THE RE-APPOINTMENT OF  
MARK BUCHBINDER AS SPECIAL  
MAGISTRATE/HEARING OFFICER PURSUANT TO  
SECTION 2-141 OF THE CODE OF ORDINANCES;  
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Section 2-141(d) of the Village Code of Ordinances requires that the mayor appoint special magistrates to hear code compliance cases; and

WHEREAS, the mayor has re-appointed Mark Buchbinder; and

WHEREAS, the mayoral appointment is subject to Village Council ratification;

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA, AS FOLLOWS:

Section 1. That the Village Council hereby ratifies the mayor's re-appointment of Mark Buchbinder to serve a one-year term as a Special Magistrate pursuant to the provisions of Section 2-141 of the Village's Code of Ordinances.

Section 2. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 14th day of June, 2016.

\_\_\_\_\_  
Cindy Lerner, Mayor

Attest:

\_\_\_\_\_  
Guido H. Inguanzo, Jr., CMC  
Village Clerk

Approved as to Form and Legal Sufficiency:

\_\_\_\_\_  
Mitchell Bierman  
Village Attorney

Motion by:  
Second by:

Vote:



Guido H. Inguanzo, Jr., CMC  
Village Clerk  
clerk@pinecrest-fl.gov

MEMORANDUM  
Office of the Village Clerk

DATE: June 1, 2016  
TO: Honorable Mayor and Councilmembers  
FROM: Guido H. Inguanzo, Jr., CMC, Village Clerk  
RE: Appointment of Special Magistrate

---

Section 2-141(d) of the Code of Ordinances requires that the mayor appoint special magistrates to hear code compliance cases. Special magistrate appointments are subject to confirmation by the Village Council.

The mayor has submitted the re-appointment of Mark Buchbinder for another one-year term. Mr. Buchbinder has served as a special magistrate since March 2009.



**TAB 5**

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**RESOLUTION NO. 2016-**

**A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO EXECUTE A GRANT AWARD AGREEMENT WITH THE FLORIDA DEPARTMENT OF STATE FOR A GENERAL PROGRAM SUPPORT GRANT FOR PINECREST GARDENS; PROVIDING FOR AN EFFECTIVE DATE.**

BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA, AS FOLLOWS:

Section 1. That the Village Manager is hereby authorized to execute the attached Grant Award Agreement, on behalf of the Village, with the Florida Department of State, for a *General Program Support* grant for Pinecrest Gardens.

Section 2. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 14th day of June, 2016.

\_\_\_\_\_  
Cindy Lerner, Mayor

Attest:

\_\_\_\_\_  
Guido H. Inguanzo, Jr., CMC  
Village Clerk

Approved as to Form and Legal Sufficiency

\_\_\_\_\_  
Mitchell Bierman  
Village Attorney

Consent Agenda



Yocelyn Galiano, ICMA-CM  
Village Manager  
manager@pinecrest-fl.gov

MEMORANDUM  
Office of the Village Manager

DATE: June 6, 2016  
TO: The Honorable Mayor and Members of the Village Council  
FROM: Yocelyn Galiano, ICMA-CM, Village Manager  
RE: General Program Support Grant FY 2016-17



---

I hereby respectfully recommend that the Village Council adopt the resolution authorizing me to execute the attached grant award agreement in the amount of \$14,885 between the Village and the Florida Department of State, Division of Cultural Affairs. Funds for this grant have been appropriated specifically to offset the cost of a minimum of three (3) jazz performances at Pinecrest Gardens. The funds, which will be budgeted into the proposed FY 2016-17 Budget, must be spent by June 30, 2017.

# **Agreement Between The State of Florida, Department of State And Village of Pinecrest**

This Agreement is by and between the State of Florida, Department of State, Division of Cultural Affairs hereinafter referred to as the "Division," and Village of Pinecrest hereinafter referred to as the "Grantee."

The Grantee has been awarded a General Program Support Grant by the Division, grant number 17.6.114.343 in the amount of \$14,885. Funds for this grant have been appropriated in the FY 2016-2017 General Appropriations Act, Chapter No. 2016-66, Laws of Florida on line 3103. The Division has the authority to administer this grant in accordance with Section 265.286, *Florida Statutes*.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

## **1. Grant Purpose.**

This grant shall be used exclusively for General Program Support for Village of Pinecrest the public purpose for which these funds were appropriated.

a. The Grantee shall perform the following **Scope of Work**:

Execute a minimum of three (3) jazz performances. All tasks associated with the project, as outlined in the Project Description will be completed by June 30, 2017.

b. The Grantee agrees to provide the following **Deliverables and Performance Measures** related to the Scope of Work for payments to be awarded.

Payment 1:

- The first payment will be a fixed price advance in the amount of 25% of the grant award upon execution of the contract.

Payment 2, Deliverable/Task 1:

- Payment 2 will be fixed price in the amount of 25% of the grant award. Execute one (1) jazz performance.
- Documentation that deliverable has been completed: Copy of artist contracts.

Payment 3, Deliverable/Task 2:

- Payment 3 will be fixed price in the amount of 25% of the grant award.. Execute one (1) jazz performance.
- Documentation that deliverable has been completed: Copy of artist contracts.

Payment 4, Deliverable/Task 3:

- Payment 4 will be fixed price in the amount of 25% of the grant award. Execute one (1) jazz performance.
- Documentation that deliverable has been completed: Copy of artist contracts.

The Grantee has provided an Estimated Project Budget based upon reasonable expenditures projected to accomplish the Grantee's Scope of Work and Deliverables for fiscal year 2016-2017. The Budget provides details of how grant funds will be spent (which is incorporated as part of this Agreement and entitled Attachment B). All expenditures for this agreement shall be in accordance with this budget (Attachment B).

c. Should grant expenditures exceed the budgeted grant amount for any category by more than 20%, the Grantee shall be required to submit a proposal for revision of the Project Budget with a written explanation for the reason(s) for deviation(s) from the original Project Budget to the Division for review and written approval.

## **2. Length of Agreement.**

This Agreement shall begin on **July 1, 2016**, and shall end **June 30, 2017**, unless terminated in accordance with the provisions of Section 33 of this Agreement. Contract extensions will not be granted unless Grantee is able to provide substantial written justification and the Division approves such extension. The Grantee's written request for such

extension must be submitted to the Division no later than thirty (30) days prior to the termination date of this Agreement.

### **3. Contract Administration.**

The parties are legally bound by the requirements of this agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement, and will be the official contact for each party. Any notice(s) or other communications in regard to this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below should be submitted in writing to the contract manager within 10 days of the change.

#### **For the Division of Cultural Affairs:**

Program Manager: Hillary Crawford  
Florida Department of State  
R.A. Gray Building  
500 South Bronough Street  
Tallahassee, Florida 32399  
Phone: 850.245.6462  
Email: hillary.crawford@dos.myflorida.com

#### **For the Grantee:**

Contact: Alana Perez  
Address: 12645 Pinecrest Parkway, Pinecrest, FL, Florida 33156-5931  
Phone: 305-669-6990  
Email: asperez@pinecrest-fl.gov

### **4. Grant Payments.**

Grant payments 2, 3 and 4 are requested by submitting the following:

- Grant Funds Expenditure Log demonstrating appropriate use of state funds
- Documentation that the deliverable has been completed
- Invoice/Request Form

The total grant award shall not exceed \$14,885 which shall be paid by the Division in consideration for the Grantee's minimum performance as set forth by the terms and conditions of this Agreement. The grant payment schedule is outlined below:

- a. The first payment will be a 25% advance of the grant award upon execution of the contract.
- b. The second payment will be 25% of the grant award. Payment will be made in accordance with the completion of the Deliverables.
- c. The third payment will be 25% of the grant award. Payment will be made in accordance with the completion of the Deliverables.
- d. The fourth payment will be 25% of the grant award. Payment will be made in accordance with the completion of the the Deliverables.

### **5. Electronic Payments**

The Grantee may choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through electronic funds transfer must submit a Direct Deposit Authorization form to the **Florida Department of Financial Services**. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit <http://www.myfloridacfo.com/Division/AA/Forms/DFS-A1-26E.pdf>. This page also includes tools and information that allow you to check on payments.

### **6. Florida Substitute Form W-9**

A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit <https://flvendor.myfloridacfo.com/>. **A copy of the Grantee's Florida Substitute Form W-9 must be submitted with the executed Agreement.**

## **7. Grant Funds Expenditure Log.**

The Grantee must submit the Grant Funds Expenditure Log, Documentation that the deliverable has been completed, and the Invoice/Request Form prior to the release of any subsequent payments. Each log must list all grant expenditures, including check numbers or transaction numbers, payees, dates of payment, check amounts, and date of Deliverables that support the satisfactory completion of services for each payment. The Grant Funds Expenditure Log details how grant funds were spent to achieve the deliverable(s) during the previous payment period. The Grant Funds Expenditure Log and Invoice/Request forms are available on the Division's website at <http://dos.myflorida.com/cultural/grants/managing-your-grants/grant-forms-and-documents/>.

## **8. Amendment to Contract.**

Either party may request modification of the provisions of this Agreement by contacting the Division to request an Amendment to the Contract. Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement. If changes are implemented without the Division's written approval, the organization is subject to noncompliance, and the grant award is subject to reduction, partial, or complete refund to the State of Florida and termination of this agreement.

## **9. Financial Consequences.**

The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*.

- a. The full amount of the first payment (fixed price advance in the amount of 25% of the grant award) will be returned to the State of Florida if any Deliverable (Deliverable 1, 2, or 3) is not satisfactorily completed.
- b. Second payment will be withheld for failure to complete services as identified in the Scope of Work and Deliverables: submission of Grant Funds Expenditure Log demonstrating appropriate use of state funds, Documentation that the deliverable has been completed, and the Invoice/Request Form.
- c. Third payment will be withheld for failure to complete services as identified in the Scope of Work and Deliverables: submission of Grant Funds Expenditure Log demonstrating appropriate use of state funds, Documentation that the deliverable has been completed, and the Invoice/Request Form.
- d. Fourth payment will be withheld for failure to complete services as identified in the Scope of Work and Deliverables: submission of Grant Funds Expenditure Log demonstrating appropriate use of state funds, Documentation that the deliverable has been completed, and the Invoice/Request Form.

## **10. Grant Reporting Requirements.**

The Grantee must submit the following reports to the Division. The Project Progress Report shall document the completion of any deliverables/ tasks, expenses and activities that occurred during that reporting period. The Project Progress Report is available on the Division's website at <http://dos.myflorida.com/cultural/grants/managing-your-grants/grant-forms-and-documents/>.

- a. **Mid-Year Project Progress Report** for the grant period July 1 through December 31; first report is due no later than January 30.
- b. **Final Report** for the grant period; the final report is due no later than July 30. The Final Grant Report form is available on the Division's online grant system.

## **11. Matching Funds.**

Grantees must provide at least one dollar in cash or in-kind (donated goods or services) for every dollar requested

from the Division. Some expenses can only be included in the Estimated Project Budget as match. The Division of Cultural Affairs will provide exceptions to the financial matching requirements on grants for Rural Economic Development Initiative (REDI) communities that have been designated in accordance with Sections 288.0656 and 288.06561, *Florida Statutes*.

## **12. Grant Completion Deadline.**

The grant completion deadline is **June 30, 2017**. The Grant Completion Deadline is the date when the project is 100% complete and all grant and matching funds have been paid out in accordance with the work described in the Scope of Work, detailed in the Approved Project Budget. If the Grantee finds it necessary to request an extension of the Grant Completion Deadline, the extension may not exceed 30 days, unless the Grantee can demonstrate extenuating circumstances as described in Section 13 of this Agreement.

## **13. Extension of the Grant Completion Deadline.**

An extension of the completion date must be requested at least 30 days prior to the end of the grant period and may not exceed 30 days, unless the Grantee can clearly demonstrate extenuating circumstances. An extenuating circumstance is one that is beyond the control of the Grantee, and one that prevents timely completion of the project such as a natural disaster, death or serious illness of the individual responsible for the completion of the project, litigation related to the project, or failure of the contractor or architect to provide the services for which they were contracted to provide. An extenuating circumstance does not include failure to read or understand the administrative requirements of a grant or failure to raise sufficient matching funds. Prior written approval is required for extensions.

## **14. Credit Line(s) to Acknowledge Grant Funding.**

In publicizing, advertising, or describing the sponsorship of the program the Grantee shall include the following statement:

“This project is sponsored in part by the Department of State, Division of Cultural Affairs, the Florida Council on Arts and Culture and the State of Florida” (Section 286.25, Florida Statutes).

## **15. Non-allowable Grant Expenditures.**

The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services' Reference Guide for State Expenditures, which are incorporated by reference and are available online at [http://www.myfloridacfo.com/aadir/reference\\_guide/](http://www.myfloridacfo.com/aadir/reference_guide/). In addition, the following are not allowed as grant or \*matching expenditures:

- a. State funds from any source. This includes any income that comes from an appropriation of state funds or grants from the State of Florida.
- b. Funds used as match for other Department of State grants.
- c. Expenses incurred or obligated before July 1 or after the grant period.
- d. Lobbying or attempting to influence federal, state or local legislation, the judicial branch or any state agency.
- e. Building, renovation, or remodeling of facilities. Exception: capital expenditures that are directly related to the proposal such as exhibit construction or stage lighting.
- f. Costs associated with bad debts, contingencies, fines and penalties, interest, taxes, and other financial costs.
- g. Private entertainment
- h. Food, and beverages.
- i. Plaques, awards, and scholarships.
- j. Activities restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, disability, age, or marital status.

- k. Re-granting.
- l. Contributions and donations.
- m. Mortgage payments.
- n. Payments to current Department of State employees.
- o. Telephone, utilities, office supplies, property improvements, fixtures, building maintenance, space rental, equipment costing over \$1,000 and other overhead and indirect costs. These expenses can only be used as match.

## **16. Travel.**

The grantee must pay any travel expenses necessary for the completion of grant activities from local matching funds.

## **17. Unobligated and Unearned Funds and Allowable Costs.**

In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the *Reference Guide for State Expenditures*.

## **18. Repayment.**

All refunds or repayments to be made to the Department under this agreement are to be made payable to the order of the "Department of State" and mailed directly to the following address: Florida Department of State, Division of Cultural Affairs, 500 South Bronough Street Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.

## **19. Single Audit Act.**

Each grantee, other than a grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, *Florida Statutes*. See Attachment C for additional information regarding this requirement.

## **20. Retention of Accounting Records.**

Financial records, supporting documents, statistical records, and all other records including electronic storage media pertinent to the Project shall be retained for a period of five (5) years after the close out of the grant. If any litigation or audit is initiated, or claim made, before the expiration of the five-year period, the records shall be retained until the litigation, audit, or claim has been resolved.

## **21. Obligation to Provide State Access to Grant Records.**

The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts, and transcripts.

## **22. Obligation to Provide Public Access to Grant Records.**

The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.

## **23. Noncompliance with Grant Requirements.**

Any applicant that has not submitted required reports or satisfied other administrative requirements for other Division of

Cultural Affairs grants or grants from any other Office of Cultural, Historical, and Information Programs (OCHIP) Division will be in noncompliance status and subject to the OCHIP Grants Compliance Procedure. OCHIP Divisions include the Division of Cultural Affairs, the Division of Historical Resources, and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed, and before grant payments for any OCHIP grant may be released.

#### **24. Accounting Requirements.**

The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:

- a. The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance, and expenditure of state funds;
- b. Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division.
- c. An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget.
- d. The name of the account(s) must include the grant award number;
- e. The Grantee's accounting records must have effective control over and accountability for all funds, property, and other assets; and
- f. Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills, and canceled checks).

#### **25. Availability of State Funds.**

The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature. In the event that the state funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee, beyond those amounts already expended prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.

#### **26. Independent Contractor Status of Grantee.**

The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents, or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.

#### **27. Grantee's Subcontractors.**

The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be "independent contractors" and will not be considered or permitted to be an agents, servants, joint venturers, or partners of the Division.

#### **28. Copyright.**

If publications, films, or similar materials are developed, directly or indirectly, from a program, project, or activity

supported by the grant funds herein, any resulting copyright shall be held by the Grantee. As a condition of grant assistance, the Grantee agrees to and hereby awards to the Department and to its officers, agents, and employees acting within the scope of their official duties, a royalty-free, nonexclusive, and irrevocable license throughout the world for official purposes, to publish, translate, reproduce, and use all subject data or copyrightable material based on such data covered by the copyright.

## **29. Liability.**

The Division will not assume any liability for the acts, omissions to act, or negligence of, the Grantee, its agents, servants, or employees; nor may the Grantee exclude liability for its own acts, omissions to act, or negligence, to the Division.

- a. The Grantee shall be responsible for claims of any nature, including but not limited to injury, death, and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees, and subcontractors. The Grantee shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with this Section.
- b. Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity, or increases the limits of its liability, by entering into this Agreement.
- c. The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
- d. The Grantee shall be responsible for all work performed and all expenses incurred in connection with the project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities; provided that such subcontract has been approved in writing by the Department prior to its execution; and provided that it is understood by the Grantee that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

## **30. Strict Compliance with Laws.**

The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law.

## **31. No Discrimination.**

The Grantee may not discriminate against any employee employed under this Agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.

## **32. Breach of Agreement.**

The Division will demand the return of grant funds already received, will withhold subsequent payments, and/or will terminate this agreement if the Grantee improperly expends and manages grant funds, fails to prepare, preserve or surrender records required by this Agreement, or otherwise violates this Agreement.

## **33. Termination of Agreement.**

The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter, and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee will be compensated for any work completed in accordance with this Agreement, prior to the notification of termination, if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be

returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages, if grant funds are returned under this Section.

#### **34. Preservation of Remedies.**

No delay or omission to exercise any right, power, or remedy accruing to either party upon breach or violation by either party under this Agreement, shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default, or any similar breach or default.

#### **35. Non-Assignment of Agreement.**

The Grantee may not assign, sublicense nor otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which consent shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties, and obligations of the Division to another governmental entity pursuant to Section 20.06, *Florida Statutes*, or otherwise, the rights, duties, and obligations under this Agreement shall be transferred to the successor governmental agency as if it was the original party to this Agreement.

#### **36. Required Procurement Procedures for Obtaining Goods and Services.**

The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project in accordance with Section 287.057, *Florida Statutes*.

#### **37. Conflicts of Interest.**

The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes*, and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.

#### **38. Binding of Successors.**

This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Cultural Affairs.

#### **39. No Employment of Unauthorized Aliens.**

The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.

#### **40. Severability.**

If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.

#### **41. Americans with Disabilities Act.**

All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes*, and the Americans with Disabilities Act of 1990.

#### **42. Governing Law.**

This Agreement shall be construed, performed, and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.

#### **43. Entire Agreement.**

The entire Agreement of the parties consists of the following documents:

- a. This Agreement
- b. Project Description (Attachment A)

- c. Estimated Project Budget (Attachment B)
- d. Single Audit Act Requirements and Exhibit I (Attachment C)

**In acknowledgement of Grant Number 17.6.114.343 provided for from funds appropriated in the FY 2016-2017 General Appropriation Act, in the amount of \$14,885, I hereby certify that I have read this entire Agreement, and will comply with all its requirements.**

**Department of State:**

**Grantee:**

\_\_\_\_\_  
**Sandy Shaughnessy, Division Director**

\_\_\_\_\_  
**\* Authorizing Official for the Grantee**

\_\_\_\_\_  
**Print Name & Title**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**\* If the authorizing official signing above on behalf of the grantee organization is not the chief executive officer, then another authorized official must sign below.**

On behalf of the governing body of the Grantee organization, I hereby acknowledge awareness of, and agree to comply with all of the requirements of this Grant Agreement.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print name and title**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

# Attachment A

## Project Description

(The project description below was extracted from the original application. )

In 2002, the Village of Pinecrest purchased the former Parrot Jungle; a magnificent 14-acre botanical garden located 6 miles south of Downtown Miami. Today it is a thriving and creative public space that dramatically increased its regional significance in 2011 with the opening of the 530-seat Banyan Bowl. We are actively working to position Pinecrest Gardens to be South Florida's Cultural Arts Park, in much the same way that Wolf Trap is America's National Park for the Performing Arts.

Pinecrest Gardens houses multiple performing arts and cultural facilities, including:

- Banyan Bowl: fully-renovated 530-seat amphitheater (original parrot bowl, c. 1966)
- Gardens Gallery: 1,400 sq. ft. art gallery
- Hammock Pavilion: recently renovated 100-seat theater (original bird bowl, c. 1936)
- ADA Accessible Grounds: host over eight annual quality arts and culture festivals

### GOALS:

- 1) Improve the quality of life for citizens/visitors through high quality arts, at minimal prices;
- 2) Instill a sense of place and community pride as Gardens works to position itself as a major cultural institution; and
- 3) Bring audiences, especially youth, from neighboring communities during events.

### OBJECTIVES:

- 1) Produce a high-impact season of over 115 cultural events that attract over 180,000 individuals (a 15% increase over current visitorship).
- 2) Expand and enhance the artistic quality of programs, including recurring visits by international artists and a balanced mix of artistic genres; present/produce over 35 events and 60 individual performances.
- 3) Produce a high quality season of visual arts exhibitions in the Gardens Gallery.
- 4) Partner with community stakeholders to shape Gardens as a place for Autism-centric arts activities and inclusion.

### ACTIVITIES:

- 1) Arts in the Gardens (Sept 2016-May 2017; dates not yet set): 5 diverse performance series, including:

- Jazz Series (7 concerts monthly, Oct 2016-Apr 2017): Pinecrest Gardens will bring 3-4 headliners—noted Jazz masters—annually to play as part of the Jazz series. These same Jazz legends will stay on to participate in a new mentorship program, the “Gen-Next Jam Sessions: Jazz,” taking place the following afternoons. These unique mentorships allow 8-12 aspiring musicians from South Florida's exceptional Jazz magnet program at New World School of the Arts to learn directly from and play alongside Jazz greats.

The Jazz series is curated annually by internationally recognized Jazz expert Maurice Montoya of MM Music Agency, based in NYC and Miami. Performances are at 8 PM and tickets range in price from \$25 to \$30 depending on seating location. Discount tickets are offered for students. Gen-Next participants and a family member are invited to the concerts free of charge.

During the 2016-17 season, the series will feature a total of seven artists. Four of the artists will be series headliners and will include GRAMMY award winning Cuban saxophonist and clarinetist Paquito di Rivera; bass musician Kyle Eastwood (son of actor/director Clint Eastwood); 36 year old Japanese-born pianist Hiromi; and Paul Shaffer, musician, actor, comedian and composer who served as David Letterman's musical director for over 33 years. These four internationally recognized artists will also serve as mentors for the Gen-Next program.

Note: All selected artists have been contacted and have expressed availability and desire to participate in both the series and the Gen-Next program; final selection of artists pending confirmation in January 2016.

- Sunday Chamber Serenade (4 performances) Miami Music Project (El Sistema-modeled youth orchestra, chamber ensembles, and rhythm ensemble)

- Classical Sampler (4) Orchestra Miami (7 performances); Alhambra Orchestra (1 concert); Greater Miami Symphonic Band (2 concerts)
- Dance Sampler (3 performances, Feb-Apr 2017) Flamenco Puro; Omayra Amaya Dlamenco Dance Co. (based in NYC); and Live in Color Dance Collective (urban)
- Theater in the Bowl (3 companies, Nov 2016-May 2017) Miami Acting Co.; Shakespeare Miami; Miami Children's Theater (including 2 sensory-friendly children's performances)

2) The Gardens Gallery: Monthly exhibits feature the best in local contemporary art and international exhibitions, theme exhibitions and popular shows featuring new work by public school students/teachers. Our gallery is a wonderful hybrid offering the best of a commercial space, but also reserves time for non-profit and civic exhibitions.

3) Sensory Friendly Theater productions: Partner with theater and dance companies, as well as Autism service organizations (Autism Speaks!, University of Miami CARD Center; Miami-Dade County) to package the Gardens' numerous inclusive offerings, both artistic and recreational, in an effort brand Pinecrest Gardens as a place where universal design and sensory-friendly activities make it ideally inclusive for children on the Autism spectrum. A program being introduced in fall 2015 titled Sensory Saturdays will take place once monthly, year round, and feature a family day type mini-festival of inclusive arts and craft classes, special times for young children's Splash 'n Play area for those children who need a more controlled play session, sensory tours of the botanical gardens and the new sensory sound garden.

## Attachment B

### Estimated Project Budget

Expenses	Award	Cash Expenses	In-Kind	Total
<b>1. Personnel: Administrative</b>	<b>0</b>	<b>262,200</b>	<b>0</b>	<b>\$262,200</b>
1.1. Executive Staff Salary and Benefits	0	262,200	0	262,200
<b>2. Personnel: Programmatic</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
<b>3. Personnel: Technical/Production</b>	<b>7,500</b>	<b>98,750</b>	<b>0</b>	<b>\$106,250</b>
3.1. Arts Programming Staff Salary and Benefits	7,500	98,750	0	106,250
<b>4. Outside Fees and Services: Programmatic</b>	<b>7,385</b>	<b>870,000</b>	<b>0</b>	<b>\$877,385</b>
4.1. Artist Fees/Deposits	7,385	870,000	0	877,385
<b>5. Outside Fees and Services: Other</b>	<b>0</b>	<b>9,750</b>	<b>1,500</b>	<b>\$11,250</b>
5.1. Professional Fees	0	9,750	1,500	11,250
<b>6. Space Rental</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
<b>7. Travel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
<b>8. Marketing</b>	<b>0</b>	<b>136,800</b>	<b>4,000</b>	<b>\$140,800</b>
8.1. Advertising/Printing/PR/Distribution	0	136,800	4,000	140,800
<b>9. Remaining Proposal Expenses</b>	<b>0</b>	<b>43,000</b>	<b>0</b>	<b>\$43,000</b>
9.1. Supplies/Materials	0	8,000	0	8,000
9.2. Communicaitons	0	35,000	0	35,000
<b>Total Expenses</b>	<b>14,885</b>	<b>1,420,500</b>	<b>5,500</b>	<b>\$1,440,885</b>
Income	Award	Cash Income	In-Kind	Total
<b>10. Revenue: Admissions</b>		<b>210,000</b>		<b>\$210,000</b>
10.1 Admissions/Box Office		210,000		210,000
<b>11. Revenue: Contracted Services</b>		<b>101,000</b>		<b>\$101,000</b>
11.1 Space Rental Income		101,000		101,000
<b>12. Revenue: Other</b>		<b>10,000</b>		<b>\$10,000</b>
12.1 Concessions		10,000		10,000
<b>13. Private Support: Corporate</b>		<b>15,000</b>		<b>\$15,000</b>
13.1 Sponsorships		15,000		15,000
<b>14. Private Support: Foundation</b>		<b>0</b>		<b>\$0</b>
<b>15. Private Support: Other</b>		<b>13,500</b>		<b>\$13,500</b>
15.1 Memberships		13,500		13,500
<b>16. Government Support: Federal</b>		<b>0</b>		<b>\$0</b>
<b>17. Government Support: Regional</b>		<b>0</b>		<b>\$0</b>

<b>18. Government Support: Local/County</b>		<b>1,071,000</b>		<b>\$1,071,000</b>
18.1 Miami-Dade County Cultural Affairs		17,075		17,075
18.2 Village of Pinecrest		1,053,925		1,053,925
<b>19. Applicant Cash</b>		<b>0</b>		<b>\$0</b>
<b>Total Income</b>	<b>14,885</b>	<b>1,420,500</b>	<b>5,500</b>	<b>\$1,440,885</b>

## **Attachment C**

### **Florida Single Audit Act Requirements**

The administration of resources awarded by the Department of State to the Recipient may be subject to audits and/or monitoring by the Department of State as described in this section.

#### **Monitoring**

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, *F. S.*, as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, the Recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by the Department of State staff to the Recipient regarding such audit. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer(CFO) or Auditor General.

#### **Audits**

##### **PART I: FEDERALLY FUNDED**

This part is applicable if the Recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133 as revised.

1. In the event that the Recipient expends \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) or more in Federal awards in its fiscal year, the Recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this agreement indicates Federal resources awarded through the Department of State by this agreement. In determining the Federal awards expended in its fiscal year, the Recipient shall consider all sources of Federal awards, including Federal resources received from the Department of State. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Recipient conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the Recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the Recipient expends less than \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Recipient expends less than \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from Recipient resources obtained from other than Federal entities).

##### **PART II: STATE FUNDED**

This part is applicable if the Recipient is a nonstate entity as defined by Section 215.97(2), *Florida Statutes*

1. In the event that the Recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such Recipient (for fiscal years ending September 30, 2004 or thereafter), the Recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, *Florida Statutes*; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the Recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of

State, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

2. In connection with the audit requirements addressed in Part II, paragraph 1, the Recipient shall ensure that the audit complies with the requirements of Section 215.97(8), *Florida Statutes*. This includes submission of a financial reporting package as defined by Section 215.97(2), *Florida Statutes*, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the Recipient expends less than \$500,000 in state financial assistance in its fiscal year, (for fiscal years ending September 30, 2004 or thereafter), an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, is not required. In the event that the Recipient expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the Recipient's resources obtained from other than State entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

- State of Florida Department Financial Services (Chief Financial Officer)  
[www.fldfs.com/](http://www.fldfs.com/)
- State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)  
[www.leg.state.fl.us/](http://www.leg.state.fl.us/)

### **PART III: REPORT SUBMISSION**

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the Recipient directly to each of the following:
  - A. The Department of State at each of the following addresses:

Department of State  
Division of Elections  
R. A. Gray Building, Ste 316  
500 South Bronough St.  
Tallahassee, FL 32399-0250
  - B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10th Street  
Jeffersonville, IN 47132
  - C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
2. In the event that a copy of the reporting package for an audit required by PART I of this agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Department of State for the reasons pursuant to Section .320 (e)(2), OMB Circular A-133, as revised, the Recipient shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of the Recipient's audited schedule of expenditures of Federal awards directly to each of the following:

Department of State  
Division of Elections  
R.A. Gray Building, Ste 316

500 S. Bronough St.  
Tallahassee, FL 32399-0250

3. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the recipient directly to the following:

A. The Department of State at the following address:

Department of State  
Division of Elections  
R.A. Gray Building, Ste 316  
500 S. Bronough St.  
Tallahassee, FL 32399-0250

B. The Auditor General's Office at the following address:

Auditor General's Office  
Room 401, Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

4. Any reports, management letter, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, *Florida Statutes*, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*, as applicable.

5. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*, should indicate the date that the reporting package was delivered to the Recipient in correspondence accompanying the reporting package.

#### **PART IV: RECORD RETENTION**

1. The Recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of 5 years from the date the audit report is issued, and shall allow the Department of State, or its designee, CFO, or Auditor General access to such records upon request. The Recipient shall ensure that audit working papers are made available to the Department of State, or its designee, CFO, or Auditor General upon request for a period of 3 years from the date the audit report is issued, unless extended in writing by the Department of State. *NOTE: Records need to be retained for at least five years to comply with record retention requirements related to original vouchers prescribed by the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management.*

## Exhibit 1

**Federal resources awarded to the recipient pursuant to this agreement consist of the following:**

\$0

**Compliance requirements applicable to the federal resources awarded pursuant to this agreement are as follows:**

Not Applicable

**State resources awarded to the recipient pursuant to this agreement consist of the following:**

Florida Department of State Cultural and Museum Grants (General Program Support); CSFA Number 45.061. Award Amount: \$14,885

**Matching resources for federal programs:**

National Endowment for the Arts, Promotion of the Arts Partnership Grant #16-6100-2032, CFDA Number 45.025.

**Subject to section 215.97, Florida Statutes:**

State Project Cultural and Museum Grants (General Program Support); CSFA Number 45.061.

**Compliance requirements applicable to state resources awarded pursuant to this agreement are as follows:**

The compliance requirements of this state project may be found in Part Four (State Project Compliance Requirements) of the State Projects Compliance Supplement located at <https://apps.fldfs.com/fsaa/>.



## FLORIDA DEPARTMENT *of* STATE

**RICK SCOTT**  
Governor

**KEN DETZNER**  
Secretary of State

May 15, 2016

Mrs. Alana Perez  
Village of Pinecrest  
11000 SW 57th Ave.  
Pinecrest, Florida 33156-4102

Grant Number: 17.6.114.343

Dear Mrs. Perez:

This letter serves as notification that you have been awarded a General Program Support grant in the amount of \$14,885.00 in accordance with s. 265.286, F.S. This grant is to support the project entitled "General Program Support" as outlined in your application. This project must be executed within the grant period of July 1, 2016 through June 30, 2017, the limits of the budget, and in accordance with the project dates and description as submitted in your application or as affected by an approved grant amendment request.

Please sign the enclosed contract and return to the Division of Cultural Affairs at the address listed below no later than June 15, 2016. A copy of the executed contract will be returned to you for your files.

In the event of a State revenue shortfall, the amount of the grant award will be reduced accordingly. Your signature on the contract acknowledges that you have the authority to enter into the grant award agreement and that you are assuring compliance with the terms of the agreement, which identifies the special terms and administrative requirements applicable to your organization as grantee.

Congratulations on receiving this grant and for your continued commitment to the arts in Florida.

Sincerely,

A handwritten signature in black ink that reads "Ken Detzner".

KD/ss  
Enclosures

**R. A. Gray Building • 500 South Bronough Street • Tallahassee, Florida 32399-0250**  
**Telephone: (850) 245-6470 • Facsimile: (850) 245-6454**  
**[www.florida-arts.org](http://www.florida-arts.org)**

**TAB 6**

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**RESOLUTION NO. 2016-**

**A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AUTHORIZING THE VILLAGE MANAGER TO NEGOTIATE AN AGREEMENT WITH DAVID PLUMMER AND ASSOCIATES FOR PROFESSIONAL DESIGN SERVICES FOR THE SAFE ROUTES TO SCHOOLS PHASE 2 DESIGN; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Village issued a Request for Qualifications for firms interested in providing Professional Design Services for the Safe Routes to Schools Phase 2 Design project; and

WHEREAS, the Village Manager received proposals by the published deadline; and

WHEREAS, a staff evaluation committee has ranked the top firm as follows:

1. David Plummer and Associates
2. Kimley-Horn
3. Marlin Engineering

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF PINECREST, FLORIDA, AS FOLLOWS:

Section 1. That the Village Manager is hereby authorized negotiate with the firm of David Plummer and Associates, pursuant to the state's Competitive Negotiations Act, to provide Professional Design Services for the Safe Routes to Schools Phase 2 Design project.

Section 2. This resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this 14th day of June, 2016.

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Cindy Lerner, Mayor

Attest:

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Guido H. Inguanzo, Jr., CMC  
Village Clerk

Approved as to Form and Legal Sufficiency:

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Mitchell Bierman  
Village Attorney

Consent Agenda



Yocelyn Galiano Gomez, ICMA-CM  
Village Manager  
manager@pinecrest-fl.gov

MEMORANDUM  
Office of the Village Manager

DATE: June 7, 2016  
TO: The Honorable Mayor and Members of the Village Council  
FROM: Yocelyn Galiano, ICMA-CM, Village Manager  
RE: Safe Routes to Schools Phase 2 Design

A handwritten signature in blue ink, appearing to be "YG", located to the right of the "TO:" and "FROM:" lines.

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The Village published a Request for Qualifications (RFQ) for the Safe Routes to Schools Phase 2 Design which will provide the design and construction documents for improvements to Pinecrest and Palmetto elementary schools as detailed in the Safe Routes to School Study approved by the Village Council. As a result of the RFQ, three proposals were received by the May 2, 2016, 10:00 a.m. deadline.

A staff committee evaluated the proposals based on the firms' experience and capability, project team and staffing, work plan, references, and completeness of proposal. Based on these criteria, the committee selected David Plummer and Associates.

I hereby respectfully recommend that the Village Council adopt the attached resolution authorizing me to negotiate a professional services agreement with David Plummer and Associates for the Safe Routes to Schools Phase 2 Design.

YG/atg



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Yocelyn Galiano, ICMA-CM  
Village Manager  
manager@pinecrest-fl.gov

MEMORANDUM  
Office of the Village Manager

DATE: June 7, 2016

TO: The Honorable Mayor and Members of Village Council

FROM: Yocelyn Galiano, ICMA-CM, Village Manager 

RE: Safe Routes to School (SRTS) Program Phase 2  
Pinecrest and Palmetto Elementary Schools

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On April 14, 2015, Village Council authorized the Village Manager to proceed with the design of Phase 2 of the Safe Routes to School Program. As a result, a quote for design services was requested from David Plummer & Associates (designer of Phase 1). In November 2015, David Plummer & Associates submitted a quote for \$99,000, exceeding the original \$30,000 that was budgeted in FY 2015-16. Therefore, the Village issued a Request for Qualifications (RFQ) for the design and has received three (3) respondents. The SRTS Program Phase 2 consists of the following infrastructure improvements:

Pinecrest Elementary

- Install sidewalks along Red Road (west side), from Kendall Drive to SW 96<sup>th</sup> Street
- Install crosswalks at the following locations: Red Road, SW 100<sup>th</sup> Street to SW 96<sup>th</sup> Street; SW 60<sup>th</sup> Avenue, SW 104<sup>th</sup> Street to SW 116<sup>th</sup> Street; and SW 112<sup>th</sup> Street, from SW 62<sup>nd</sup> Avenue to SW 60<sup>th</sup> Avenue
- Install pedestrian countdown signals at Red Road, SW 112<sup>th</sup> Street and Old Cutler Road
- Install high emphasis crosswalks at SW 96<sup>th</sup> Street at SW 60<sup>th</sup> Court and SW 60<sup>th</sup> Avenue

Palmetto Elementary

- Install crosswalks at the following locations: SW 72<sup>nd</sup> Avenue. SW 112 Street to SW 132<sup>nd</sup> Street; SW 74<sup>th</sup> Avenue, SW 112<sup>th</sup> Street to SW 132<sup>nd</sup> Street; SW 77<sup>th</sup> Avenue, SW 124<sup>th</sup> Street to SW 132<sup>nd</sup> Street; SW 124<sup>th</sup> Street, US 1 to SW 64<sup>th</sup> Avenue; and SW 128<sup>th</sup> Street, SW 83<sup>rd</sup> Court to SW 71<sup>st</sup> Avenue.
- Install high emphasis crosswalk at SW 72<sup>nd</sup> Avenue at SW 128<sup>th</sup> Street



- Install pedestrian countdown signals at the following locations: SW 67<sup>th</sup> Avenue, SW 120<sup>th</sup> Street, SW 124<sup>th</sup> Street; SW 77<sup>th</sup> Avenue, SW 120<sup>th</sup> Street, SW 124<sup>th</sup> Street and SW 128<sup>th</sup> Street.

As part of the proposed budget for Fiscal Year 2016-17, Safe Routes to School Program has \$90,000 allocated for the design, and \$300,000 for the construction, both funded from Transportation Funds, as opposed to the design and construction of Phase I, which was funded by the Federal Highway Administration and Florida's Safe Routes to School Program grant.

YG/mam

**TAB 7**

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Taking a stand against **Breast** & **Ovarian** Cancer

PRESENTED BY



HOSTED BY



**SUNDAY, SEPTEMBER 25, 2016 @ 7:45AM**

**CHECK-IN BEGINS AT 6:30AM**

TEMPLE BETH AM YULMAN CAMPUS

5950 N. KENDALL DRIVE, PINECREST, FL 33156

With the help of your generous donations, over the last three years we have raised close to *\$150,000*.

This enables us to fund research and programs aimed at eradicating breast and ovarian cancer.

Thank you for your continuing support. Together we are making a difference. See you in September!

[DONATE](#)

FOR MORE INFORMATION, CONTACT AMY HOLLUB

305.305.0813 | [AMY@HOLLUBHOMES.COM](mailto:AMY@HOLLUBHOMES.COM)

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**\$25 EARLY REGISTRATION | \$30 STANDARD REGISTRATION**

**\$35 EVENT DAY REGISTRATION**

EARLY REGISTRATION ENDS AT 11:59 PM ON AUGUST 20, 2016.

STANDARD REGISTRATION WILL END AT 11:59 PM ON SEPTEMBER 23, 2016.

EVENT DAY REGISTRATION WILL BEGIN AT 6:30 AM ON SEPTEMBER 25, 2016.

**ROCK**

**RUN**

ROCK OUT TO A CARDIO-BLASTING DANCE CLASS

RUN OR WALK IN THE 5K AFTER A WARM-UP WITH ORANGE THEORY FITNESS



ROCK 'N RUN WAS CREATED TO UNITE OUR COMMUNITY IN THE FIGHT AGAINST BREAST AND OVARIAN CANCER AND PROMOTE AWARENESS TO ENHANCE PREVENTION AND EARLY DETECTION.

REGISTER

REGISTER NOW

DONATE

DONATE NOW

CONNECT

ALL PROCEEDS BENEFIT THE FOLLOWING OVARIAN & BREAST CANCER CHARITIES



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**TAB 8**

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# Pinecrest Sprouts

Budding Young Artists

2016 - 2017

South Region Office

## Pinecrest Sprouts Club Plan

Schools:

Howard Drive Elementary

Palmetto Elementary

Pinecrest Elementary

- Performances two times a year at Pinecrest Gardens
- Schools will apply for an afterschool strings program through MDCPS
- Students will engage in direct conversation or opportunities to meet with guest artists
- Direct articulation with the middle school music program

Proposed Dates:

- December 14<sup>th</sup> -Holiday Showcase
- March 22<sup>nd</sup> - No Place for Hate
- May 17<sup>th</sup> - End of Year Showcase

Proposed Themes:

- Patriotic
- Holiday
- Movie themes by composer John Williams
- Disney/Pixel (movie themes)

Pinecrest Sprouts  
Budding Young Artists



# Pinecrest Sprouts

Budding Young Artist



**TAB 9**

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Item No.	Action Initiation Date	Councilmember or Staff Member	Topic of Follow-up	Department Assigned
I	3/19/2013	Village Council	Implementation of Phase I of Safe Routes to School Project	Public Works Department
Status	<p>July 15, 2016: Anticipate completion of work adjacent to Hernies flower shop and completion of Phase I.</p> <p>June 14, 2016: Modifications to parking area adjacent to Hernies flower shop will commence.</p> <p>February 2016: County requested revised plans for the speed feedback signs. Consulting engineer in the process of designing the changes. Anticipate substantial completion of the project this month.</p> <p>January 2016: Anticipate substantial completion of project.</p> <p>November 30, 2015: Adjustment to the sidewalk in the vicinity of 97<sup>th</sup> Street will be made after removal of existing hedge.</p> <p>November 4, 2015: Sidewalk construction along SW 57<sup>th</sup> Avenue is in progress. The contractor has 70 days to complete the project</p> <p>September 23, 2015: Construction started along SW 57<sup>th</sup> Avenue, north of SW 100 St</p> <p>September 2, 2015: The Village issues notice to proceed.</p> <p>August 18, 2015: The Village anticipates issuance of the County permit for the sidewalks. County still has not provided an alternative for a solar powered speed feedback signs and rapid beacon flashers.</p> <p>June 22, 2015: The Village held a pre-construction meeting with contractor, state and county representatives. Issue regarding solar pedestrian crosswalk signage was discussed. County has banned the use of those types of signs. Village is currently seeking an alternative.</p> <p>May 15, 2015: State provided Notice to Proceed on construction of Phase I.</p> <p>April 14, 2015: Council decided to proceed with construction of Phase I and design of Phase 2.</p> <p>April 3, 2015: Letters were sent out to residents living adjacent to proposed sidewalks in Phase 2 advising them that the Village Council would be considering approval of those sidewalks at the April 14, 2015 Council meeting.</p> <p>March 30, 2015: State advised failure to build the sidewalks slated for Phase I would result in a forfeiture of the entire grant amount \$194,520 in addition to requirement to reimburse the \$40,000 that was awarded for the Safe Routes to School Study.</p> <p>March 17, 2015: Construction project was brought before Council for consideration. The Village Council asked the Village Manager to research the impact to any grants should the Village decide to do away with the construction of sidewalks as part of the project.</p> <p>February 20, 2015: Will receive responses for construction bid.</p> <p>February 10, 2015: The Village Council will hear a presentation regarding the Safe Routes to School Plan (all phases) during the regular meeting.</p> <p>February 4, 2015: Pre-bid conference.</p> <p>December 1, 2014: Bid was advertised.</p> <p>November 24, 2014: FDOT issued the Notice to Proceed after approving the bid documents.</p> <p>June 9, 2014: Completed design of the Phase I will be submitted for review to the State, County and Village.</p> <p>May 30, 2014: Village received a revised schedule for project completion. The design should be completed during the week of June 9<sup>th</sup>.</p> <p>March 10, 2014: The Village received approval from the Florida Department of Transportation of a \$4,000 LAP grant to cover the costs of surveying service in connection with the design of the project.</p> <p>December 23, 2013: The Village Manager executed the contract for design of Phase I improvements.</p> <p>December 10, 2013: The Village Council will consider a resolution awarding the contract for design of the Phase I improvements.</p> <p>November 12, 2013: Contract negotiations are underway with David Plummer and Associates.</p> <p>October 8, 2013: The Village Council awarded of the Phase I design contract to David Plummer and Associates.</p> <p>September 6, 2013: The Village will receive responses to the RFQ.</p>			

	<p>August 19, 2013: Request for Qualifications was sent out for design of Phase I of the Safe Routes to School Program.</p> <p>August 18, 2013: The Village is awaiting the final review by FDOT of the proposed RFQ document for compliance with LAP agreement parameters.</p> <p>July 2, 2013: Assistant Village Manager received comments from FDOT regarding the proposed RFQ document.</p> <p>June 2013: Village staff is working with FDOT representatives to develop a Request for Qualifications for the design of the Phase I improvements of Safe Routes to School program.</p> <p>April 16, 2013: Based on discussions with FDOT, certain requirements are necessary in order to award design contract. A new request for Qualification will need to be advertised. Subsequently, the Village Manager cancelled the contract with David Plummer &amp; Associates for design services.</p> <p>March 27, 2013: The Village Manager executed the LAP agreement with FDOT.</p> <p>March 19, 2013: Village Council authorized the Village Manager to enter into a Local Agency Program Agreement with FDOT for the Safe Routes to Schools Program funding and authorized the Village Manager to enter into an agreement with David Plummer &amp; Associates for professional design services relating to the safe routes to school program Phase I implementation.</p>			
Item No.	Action Initiation Date	Councilmember or Staff Member	Topic of Follow-up	Department Assigned
2	4/14/2015	Village Council	Implementation of Phase 2 of Safe Routes to School Project	Public Works Department
Status	<p>November 2016: Anticipate completion of design.</p> <p>July 12, 2016: Anticipate award of design contract by the Village Council.</p> <p>June 14, 2016: Anticipate bringing recommendation to the Village Council to authorize Village Manager to enter into negotiations with the number one ranked firm for design of Phase 2.</p> <p>May 2, 2016: Received three respondents to the RFQ. Staff will be reviewing and submitting recommendation to the Village Council in the June regular meeting.</p> <p>April 5, 2016: The RFQ for Engineers was re-issued.</p> <p>March 9, 2016: Received one response from Kimley Horn to RFQ for Engineers. The Village Manager requested that the RFQ be re-advertised.</p> <p>February 12, 2016: Anticipate issuance of RFQ for Engineers.</p> <p>November 3, 2015: Received a quote from David Plummer and Associate (designer for Phase 1) for the completion of design for Phase 2 of the project. The proposal was for \$99,000. Because of the cost, the Village Manager directed that a Request for Qualifications be issued to obtain a list of respondents.</p> <p>July – November 2015: Awaiting clarification from Miami-Dade County Public Works Department regarding design for speed feedback signage.</p> <p>October 1, 2015: A total of \$30,000 was budgeted in FY 2015-16 Budget for design of Phase 2.</p> <p>June 22, 2015: The Administrative Services Manager requested a proposal from David Plummer and Associates for Phase 2 of the Project.</p> <p>April 14, 2015: The Village Council authorized the Village Manager to proceed with design of Phase 2 of the Safe Routes to School Project.</p>			
Item No.	Action Initiation Date	Councilmember or Staff Member	Topic of Follow-up	Department Assigned
3	7/12/2011	Village Council	Old Cutler Road Bike Path	Office of the Village Manager
Status	<p>March 2017: Anticipated completion of construction.</p>			

[December 2016: Anticipate completion within the Village's limit.](#)

September 8, 2015: Construction started at SW 136<sup>th</sup> St (in Pinecrest), east of SW 67<sup>th</sup> Avenue, going north along Old Cutler Road.

February 3, 2015: Board of County Commissioner's awarded the project contract to Arce Engineering and Construction.

January 2015: Will appear before the CITT Board for funding allocation.

November 12, 2014: The Village Manager received notification that the Miami-Dade Public Works Department anticipates commencing the project in January 2015 as opposed to October 2014 (as originally scheduled).

October 7, 2014: The Village Manager corresponded with the Miami-Dade County Public Works department and requested an update on the status of this project.

July 16, 2014: Village Manager requested a status update on the project from Miami-Dade County.

January 28, 2014: Mr. Cotarelo advised that as the project will be funded in part with Federal monies the process of bidding out the project is more extensive. The Federal government requires FDOT's review of bid documents prior to the commencement of a competitive bid process, and again prior to the award to the lowest responsive and responsible bidder. Additionally, the balance of funds come from the Charter County Transportation Surtax (PTP), which require that the eventual award be approved by the Board of County Commissioners, the Citizen's Transportation Trust, and their respective committees. As such, these additional levels of review and approval create a procurement process appreciably longer than the typical.

January 27, 2014: The County offered additional clarification on project delays.

January 21, 2014: Received an update from Antonio Cotarelo, County Engineer, Public Works Department. County finished construction of Phase 1 of the Old Cutler Trail in January of 2012. That project was 7.10 miles long from SW 216 Street to SW 136 Street. Phase 2 of the Old Cutler Trail is from SW 136 Street to the Cartagena Circle; 4.79 miles long. Part of the funding for Phase 2 is from the FDOT (Transportation Enhancement Program -TEP funds); and those funds became available in December 2013. The County has completed the plans for Phase 2 and is in the process of putting the project out to bid in coordination and compliance with FDOT grant requirements. The project consists of reconstructing the bike path to a minimum 8' wide and relocate further away from the traffic lanes where possible; constructing curb and gutter, install remedial drainage as necessary, resurface segments that are to remain, prune tree roots and place root barriers to prevent future damage, and install regulatory signage for bicycles and pedestrians. Estimated Construction Cost: \$1,579,58.1

January 17, 2014: The Village Manager contacted Deputy Mayor Hudak to inquire as to the status of the project that would repair the bike path along Old Cutler Road from SW 136 Street north to Old Cartagena Road (Northern entrance to Coco Plum).

September 26, 2012: Village Manager met with Mr. Borrego to discuss several county related matters including this project.

April 20, 2012: Village Manager met with Eddie Borrego of Commissioner Bell's Office to update on the project.

April 6, 2012: Village Manager Galiano made a second request for copies of the final plans. Request was forwarded to Jeff Cohen, Assistant Chief of Traffic Engineering. Mr. Cohen forwarded the request to the Highway Division. Mr. Ona provided 30% completed set of construction plans for the project.

March 29, 2012: Village Manager Galiano requested copies of the plans for the Phase 2 Reconstruction of the Old Cutler Bike Path from Ms. Esther Calas, County Director of Public Works.

September 16, 2011: Village Manager met with Eddie Borrego of Commissioner Bell's Office to request assistance with expediting the Bike Path project.

September 8, 2011: Mr. Whittaker of Commissioner Suarez' Office advised the Village Manager that the project would not be able to be accelerated.

September 7, 2011: Mr. Leo Ona of the Highway Division advised Mr. Whittake from Commissioner Suarez' Office that as the funds for the

project was administered through the MPO, the project timeline would not be able to be accelerated.

September 2, 2011: Mr. Joel Trujillo wrote Mr. Rene Idarraga of the County's Public Works Department to advise if the project could be expedited. Mr. Idarraga wrote Leo Ona, in the Highway Division requesting a response whether the project timeline could be moved up.

August 31, 2011: Mr. Homer Whittaker of Commissioner Suarez' office wrote Mr. Joel Trujillo with the County requesting confirmation of the information provided by the Village in the August 22, 2011 and asking if the project could be completed sooner than planned.

August 22, 2011: Village Manager Galiano wrote a letter to Commissioner Suarez regarding the Bike Path project relaying the Village's interest in completing this project sooner than planned and requesting assistance from the Commissioner in expediting the project.

August 17, 2011: The Village Manager provided the information regarding the anticipated project timeline to the Village Council.

August 5, 2011: The Village Manager requested the timeline for completion of the Phase 2 project. Assistant Chief of the Highway Division, Mr. Marin advised that part of the funding necessary for the project would be available through the MPO Transportation Improvement Program as follows: \$321,000 during Fiscal Year 2012-2013 and \$998,000 during Fiscal Year 2013-2014. Mr. Marin indicated that construction of this phase would begin in late Fiscal Year 2012-2013.

July 26, 2011: Village Manager wrote Mr. Cohen to follow-up on the timing of the Phase 2 Old Cutler Bike Path Reconstruction Project. Assistant Chief of the Highway Division, Octavio Marin provided Village Manager Galiano with a copy of the preliminary plans.

July 20, 2011: Mr. Cohen advised the Village Manager that the County had a follow-up Old Cutler Bike Path project that would continue to Cocoplum Circle.

July 19, 2011: Village Manager Galiano contacted County's representative Jeff Cohen with the Public Works Department to investigate the possibility of extending the reconstruction of the bike path.

July 12, 2011: The Village Council directed the Village Manager to contact the County to inquire about the possibility of extending reconstruction of the bike path on Old Cutler Road, north of SW 136 Street.

May 9, 2011: Village Manager Lombardi was forwarded a copy of the preliminary project plans.

Item No.	Action Initiation Date	Councilmember or Staff Member	Topic of Follow-up	Department Assigned
4	9/23/2014	Village Council	Community Center Expansion	Office of the Village Manager and Parks and Recreation Department
Status	<p>September 2016: Commencement of construction of expansion will occur after summer camps are over. A ground breaking ceremony will be scheduled (date to be determined).</p> <p>August 2016: Award of the construction contract is anticipated.</p> <p>July 2016: Anticipate release of the Invitation to Bid for the construction of the project.</p> <p>June 14, 2016: Village Council will review options for the indoor playground location and instruct staff to finalize design of the expansion accordingly.</p> <p>May 10, 2016: Village Council discussed options for inclusion of the indoor playground concept to the final design of the expansion and instructed staff to develop one additional option that would repurpose the multipurpose room that is immediately adjacent to the existing music room.</p> <p>April 30, 2016: Plans (excluding indoor playground addition) are 100% completed. Plans are currently under review in the Building and Planning Department.</p> <p>April 22, 2016: Village Manager received a proposal from Mr. Heisenbottle for the design of the 2,000 sq. ft. indoor playground area.</p> <p>April 21, 2016: Village Manager, Public Works Director Spanioli and Parks and Recreation Director Matthews met with Heisenbottle staff to review indoor playground area concept.</p>			

April 12, 2016: Staff presented the final proposed floor plan for the Community Center Expansion to the Village Council.

March 22, 2016: Mr. Heisenbottle submitted the revised drawings with the indoor playground adjacent to the café area.

March 18, 2016: Staff worked with Architect Heisenbottle to re-draw the floor plan to include the enclosure of the proposed outdoor playground area will be presented to the Village Council at a future meeting.

March 8, 2016: Mr. Spanioli developed a memorandum for indoor playground relocation on the plans.

February 17, 2016: The Village Manager instructed the Public Works Director to halt completion of the construction plans for the Community Center and to ask the Architect to prepare a proposal and construction estimates for enclosing the outdoor playground.

February 16, 2016: Village Council instructed the Village Manager to develop construction plans that would enclose the outdoor playground planned for the Community Center expansion project.

February 9, 2016: Public Works Director and Parks and Recreation Director will meet with Consulting Architect Hiesenbottle to finalize the construction plans.

September 23, 2015: Schematic drawings and survey completed.

July 2015: Commencement of design of Phases 1 and 2 of the Community Center Expansion project. Anticipate the design phase will take approximately 9 months to complete.

July 7, 2015: Anticipate the Village Council will approve the negotiated contract.

April 22, 2015: Village Manager met with Mr. Heisenbottle to negotiate a proposal for the project. Anticipate receipt of a final proposal by May 2015.

April 14, 2015: Council authorized the Village Manager to negotiate an agreement with the top ranked firm as recommended by the Selection Committee.

March 2015: Presentations from respondents to the Request for Qualifications will be held by the Selection Committee.

February 10, 2015: The 2<sup>nd</sup> reading ordinance authorizing the issuance of the bond for the improvements is approved.

January 15, 2015: The Village received 11 responses to the Request for Qualifications that was published on December 1, 2014. The selection committee is in the process of reviewing the qualifications and scoring each company. Based on the scores, a ranked order will be presented to the Village Council and the top three companies will be invited to present before the Village Council in March.

January 13, 2015: The Village Council adopted the required ordinance for the required bond in the amount not to exceed \$6 Million on first reading.

September 23, 2014: The Village Council approved the FY 2014-2015 Budget which allocated \$5 Million towards the expansion of the Community Center.

Item No.	Action Initiation Date	Councilmember or Staff Member	Topic of Follow-up	Department Assigned
5	9/23/2014	Village Council	Coral Pine Park Improvements	Office of the Village Manager and Parks and Recreation Department
Status	<p>January 2017: <a href="#">Expect substantial completion of the construction.</a></p> <p>May 31, 2016: Village Council held the ground breaking ceremony.</p> <p>May 23, 2016: Construction commenced.</p> <p>May 16, 2016: Construction will commence on the drainage improvements and berm along west side of the park.</p> <p>April 12, 2016: Village Council will consider authorization of the contract for the drainage project on the west side of Coral Pine Park.</p> <p>March 30, 2016: Mr. Spanioli met with residents abutting the park to review the landscape plan.</p>			

	<p>March 15, 2016: Village Manager provided a communique to the Village Council regarding modifications to the finished floor of the new building.</p> <p>March 7, 2016: Parks and Recreation Director Matthews and Public Works Director Spanioli met with area residents to review the building, drainage and landscape plans for the project.</p> <p>February 26, 2016: Permit review in the Building and Planning Department commenced.</p> <p>February 12, 2016: Anticipate deliver of 90% completed plans.</p> <p>January/February 2016: Expect completion of the construction plans that will include sustainable/energy efficiency components to the new building.</p> <p>November 10, 2015: Award of the design/build contract is expected to come before the Village Council for approval.</p> <p>July 6, 2015: Advertise the design/build contract.</p> <p>June 24, 2015: Village met with design consultant and provided comments regarding the specifications for the design build project.</p> <p>February 13, 2015: Village Council approved the bond on 2<sup>nd</sup> reading.</p> <p>January 30, 2015: Met with AECOM regarding construction plans proposal.</p> <p>December 2015: Staff commenced the process of developing the bid documents with the assistance of AECOM (the Master Plan consultant), to move forward with a bid for design/build contract. The bid documents will include 30% design of the facilities, and allow for a design/build company to finalize the construction drawings (i.e. plumbing, electrical, mechanical, HVAC, structural, etc.)</p> <p>September 23, 2014: The Village Council approved the FY 2014-2015 Budget which allocated \$900 K towards the construction of a new tennis concession building, new playground and miscellaneous landscape improvements for Coral Pine Park.</p>			
Item No.	Action Initiation Date	Councilmember or Staff Member	Topic of Follow-up	Department Assigned
6	9/23/2014	Village Council	Pinecrest Gardens Parking Lot Drainage Improvements	Office of the Village Manager and Public Works Department
Status	<p>July 2016: Installation of the drainage improvements will commence. During the estimated three week period for construction, the Farmers Market will be relocated to another area within the Pinecrest Gardens parking lot.</p> <p>June 2016: Notice to Proceed will be issued.</p> <p>June 14, 2016: The Village Manager will advise Council on the status of the project. Based on construction estimates received, the Village Manager will recommend proceeding with the installation of underground drainage facilities for an amount not to exceed \$50,000 and abandoning the pave drain concept in order to save an estimated \$227,000. The \$227,000 savings will be utilized for new gates into the Public Works yard, new storage container for PW, repairs to the Splash and Play pumps, drainage improvements to swale at Royal Palms Tennis Court, drainage improvements to swale by Hernies Flower Shop, and Pinecrest Gardens parking lot resurfacing.</p> <p>February 2016: Public Works is finalizing the proposal for a design build contract.</p> <p>December 2015: Public Works Director Spanioli contacted Titan America to commence design and construction of the project.</p> <p>October 1, 2015: Balance of funding to cover the full cost of the project was included in the FY 2015-16 Budget.</p> <p>February 2, 2015: The Village Manager communicated with Titan America regarding the delay for the project.</p> <p>January 14, 2015: The Village Manager received bid totals from the Pompano Alley Project which could potentially be used as a piggy-back contract for the drainage improvements as well as a quote from RP Utility and Excavation Corp to complete the project in the amount of \$211,745.</p> <p>January 9, 2015: The Village Manager contacted Titan America to follow-up with regards to the receipt of a quote for the project.</p> <p>December 15, 2014: The Village Manager received an email from Titan America representatives indicating they would be contacting some of the</p>			

	<p>contractors that have current contracts with other governmental entities to provide a quote for the drainage project.</p> <p>November 14, 2014: Village Manager received notification from Titan America that they had visited Pinecrest Gardens to develop the parameters of the drainage project and would be contacting several project contractors to obtain quotes.</p> <p>November 4, 2014: Village Manager met with representatives from Titan America to review product samples and answer some questions regarding the scope of the project.</p> <p>October 30, 2014: Village Manager received an email from Titan America inquiring as to status of commencement of this project.</p> <p>October 5, 2014: Village Manager met with representatives from Titan America to review the project.</p> <p>September 23, 2014: Village Council adopted FY 2014-2015 which set aside funding in the amount of \$87,000 towards Parking Lot Improvements at Pinecrest Gardens to improve drainage on the last row of the parking lot directly behind the colonnade.</p>			
Item No.	Action Initiation Date	Councilmember or Staff Member	Topic of Follow-up	Department Assigned
7	9/23/2014	Village Council	Kendall Drive Median Beautification Project	Office of the Village Manager and Public Works Department
Status	<p>October 2016: Anticipate commencement of construction.</p> <p>September 2016: Anticipate Council award of the construction project.</p> <p>August 2016: The Village will issue an Invitation to Bid for construction of the project.</p> <p>June 2016: Anticipate substantial completion of the project design. Awaiting decision from Miami-Dade Public Works with regards to the crosswalk pavers.</p> <p>May 2016: Landscape Architect developed responses for the comments from Miami-Dade. Expect to resubmit the plans with revisions by early May pending approval of pavers for crosswalks by the County Public Works Department.</p> <p>March 18, 2016: Landscape Architect received first round of comments from Miami-Dade County Public Works Department.</p> <p>March 2016: Plans are still being reviewed by Miami-Dade County.</p> <p>January 2016: County review of plans</p> <p>December 2015: Completion of design</p> <p>October 13, 2015: O'leary Design and Associates provided options for lighting along the corridor and entrance signage concepts.</p> <p>July 7, 2015: O'leary Design and Associates will provide a presentation to the Village Council regarding the project concepts.</p> <p>March 17, 2015: Design contract was awarded to O'leary Design and Associates by the Village Council.</p> <p>February 10, 2015: Recommendation for ranked list was submitted to the Village Council. Village Council will authorize the Village Manager to negotiate a contract for the design of the Kendall Drive Median Beautification Project with O'Leary Design Associates.</p> <p>January 30, 2015: Scores from the members of the selection committee are due to the Administrative Services Manager. A ranked list will be developed based on the scores and submitted as a recommendation to the Council.</p> <p>January 14, 2015: The Selection Committee members received copies of the submittals and must review and score by January 30th.</p> <p>December 16, 2014: The Village received 9 proposals in response to the Request for Qualifications for landscape architects.</p> <p>September 23, 2014: The Village Council approved the FY 2014-15 Budget which allocated \$175,000 for design and construction of the improvements.</p>			
Item No.	Action Initiation Date	Councilmember or Staff Member	Topic of Follow-up	Department Assigned

8	9/23/2014	Village Council	US I Median Beautification Project	Office of the Village Manager and Public Works Department
Status	<p>January 2017: Develop funding plan for the completion of the project.</p> <p>October 2016: Commence preparation of construction documents.</p> <p>June 2016: Anticipate completion of conceptual design.</p> <p>May 25, 2016: Public Works Director Spanioli discussed funding options with the Florida Department of Transportation. FDOT advised that there are some beautification funds that might be available for the project.</p> <p>April 12, 2016: The Landscape Architect will present the latest conceptual plans to the Village Council for consideration.</p> <p>December 18, 2015: The Village Manager and Public Works Director met with representatives from O'Leary Design and Associates to discuss some project challenges and provide additional direction to the consultant.</p> <p>August 24, 2015: The Village Manager and Public Works Director met with representatives from O'Leary Design and Associates to review the project scope.</p> <p>June 19, 2015: The Village Manager executed the contract for the project design.</p> <p>June 9, 2015: Award of the design contract for the US I Median Beautification Project with O'Leary Design and Associates.</p> <p>March 17, 2015: Recommendation for ranked list was submitted to the Village Council. Village Council authorized the Village Manager to negotiate a contract for the design of the US I Median Beautification Project with the number one ranked firm, O'Leary Design and Associates.</p> <p>February 6, 2015: Scores from the members of the selection committee are due to the Administrative Services Manager. A ranked list will be developed based on the scores and submitted as a recommendation to the Council.</p> <p>January 15, 2015: The Selection Committee members received copies of the submittals and must review and score by February 6<sup>th</sup>.</p> <p>December 17, 2014: The Village received 9 proposals in response to the Request for Qualifications for landscape architects.</p> <p>November 23, 2014: The Village issued the Request for Qualifications for landscape architects to develop design plans for the beautification of US I Median.</p> <p>September 23, 2014: The Village Council approved the FY 2014-15 Budget which allocated \$300,000 for design and construction of the improvements.</p>			
Item No.	Action Initiation Date	Councilmember or Staff Member	Topic of Follow-up	Department Assigned
9	10/1/2015	Village Council	Cypress Hall Renovation	Office of the Village Manager and Building and Planning Department
Status	<p>November - December 2016: Anticipate completion of the construction.</p> <p>June 14, 2016: Anticipate Council award of construction contract and commencement of construction. A ground breaking ceremony will take place towards the end of June 2016 (date to be determined).</p> <p>June 2016: Staff will review the results of the Invitation to Bid and prepare a recommendation for award of building contract to number one ranked company.</p> <p>May 6, 2016: Invitation to bid will be issued.</p> <p>May 4, 2016: Received new plans with column moved, screen doors and warming ovens from project architect Buckler. New revised plans will be submitted to the Building and Planning Department for review.</p> <p>May 3, 2016: Village Manager instructed Building Official Llanos to obtain a third quote for the electrical demolition work prior to awarding the contract.</p>			

April 28, 2016: Village Manager met with Ms. Bravo, Ms. Jeffries and Director Perez to review the interior layout. Village Manager instructed architect to move a column that is in the middle of the room.

April 20, 2016: Building Official Llanos received two quotes for the electrical demolition work, third vendor declined.

April 15, 2016: Village Manager met with program content coordinator Carola Bravo and Pinecrest Gardens Director Alana Perez to review the interior plans for the Cypress Hall space. Suggestions were made to tweak the layout of furniture for anticipated space programming needs.

March 31, 2016: Village Manager instructed Building Official Llanos to obtain three quotes for demolition of the electrical in the Cypress Hall space to expedite ability of contractor to commence construction of the space as soon as possible after design is completed, permitted and ITB is awarded by the Village Council.

March 2016: Plans have been completed for the renovation of Cypress Hall and are currently in the plans review process. Once the plans have been permitted, the Village will issue an Invitation to Bid for the construction of the project.

October 30, 2015: Drawings for the renovation of Cypress Hall commenced.

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# Budget by Organization Report

Through 05/31/16  
 Prior Fiscal Year Activity Excluded  
 Summary Listing

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>									
<b>REVENUE</b>									
Department 000 -	21,644,720.00	41,513.00	21,686,233.00	1,069,247.63	.00	15,850,038.47	5,836,194.53	73	20,342,432.46
<b>REVENUE TOTALS</b>	<b>\$21,644,720.00</b>	<b>\$41,513.00</b>	<b>\$21,686,233.00</b>	<b>\$1,069,247.63</b>	<b>\$0.00</b>	<b>\$15,850,038.47</b>	<b>\$5,836,194.53</b>	<b>73%</b>	<b>\$20,342,432.46</b>
<b>EXPENSE</b>									
Department 000 -	2,857,490.00	.00	2,857,490.00	.00	.00	791,399.56	2,066,090.44	28	2,425,022.20
Department 511 - Village Council	230,630.00	.00	230,630.00	27,859.41	7,050.00	154,513.28	69,066.72	70	224,084.18
Department 512 - Administrative	930,960.00	.00	930,960.00	70,303.99	.00	591,698.77	339,261.23	64	933,957.78
Department 513 - Finance Department	369,350.00	.00	369,350.00	25,678.50	.00	240,849.71	128,500.29	65	338,900.83
Department 514 - Village Attorney	420,000.00	.00	420,000.00	38,473.10	.00	262,914.95	157,085.05	63	431,578.23
Department 519 - General Government	1,620,830.00	41,513.00	1,662,343.00	78,477.91	13,200.00	1,109,630.44	539,512.56	68	1,631,416.54
Department 521 - Police Department	9,487,400.00	100,830.00	9,588,230.00	614,396.64	25,015.00	5,512,073.59	4,051,141.41	58	7,907,429.97
Department 524 - Building, Planning & Zoning -BPZ	1,814,850.00	47,900.00	1,862,750.00	163,967.32	34,300.00	1,222,498.55	605,951.45	67	1,905,404.55
Department 539 - Public Works	724,520.00	.00	724,520.00	70,404.93	.00	512,158.04	212,361.96	71	668,244.91
Department 572 - Parks and Recreation	2,287,610.00	.00	2,287,610.00	150,929.62	.00	1,466,017.97	821,592.03	64	2,240,208.71
Department 575 - Pinecrest Gardens	2,110,160.00	.00	2,110,160.00	127,520.32	.00	1,340,398.69	769,761.31	64	1,924,853.24
<b>EXPENSE TOTALS</b>	<b>\$22,853,800.00</b>	<b>\$190,243.00</b>	<b>\$23,044,043.00</b>	<b>\$1,368,011.74</b>	<b>\$79,565.00</b>	<b>\$13,204,153.55</b>	<b>\$9,760,324.45</b>	<b>58%</b>	<b>\$20,631,101.14</b>
<b>Fund 001 - General Fund Totals</b>									
<b>REVENUE TOTALS</b>	21,644,720.00	41,513.00	21,686,233.00	1,069,247.63	.00	15,850,038.47	5,836,194.53	73	20,342,432.46
<b>EXPENSE TOTALS</b>	22,853,800.00	190,243.00	23,044,043.00	1,368,011.74	79,565.00	13,204,153.55	9,760,324.45	58	20,631,101.14
<b>Fund 001 - General Fund Totals</b>	<b>(\$1,209,080.00)</b>	<b>(\$148,730.00)</b>	<b>(\$1,357,810.00)</b>	<b>(\$298,764.11)</b>	<b>(\$79,565.00)</b>	<b>\$2,645,884.92</b>	<b>(\$3,924,129.92)</b>		<b>(\$288,668.68)</b>



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Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 101 - Stormwater Utility Fund</b>									
<b>REVENUE</b>									
Department 000 -	969,590.00	.00	969,590.00	22,206.88	.00	847,677.01	121,912.99	87	676,890.84
<b>REVENUE TOTALS</b>	<b>\$969,590.00</b>	<b>\$0.00</b>	<b>\$969,590.00</b>	<b>\$22,206.88</b>	<b>\$0.00</b>	<b>\$847,677.01</b>	<b>\$121,912.99</b>	<b>87%</b>	<b>\$676,890.84</b>
<b>EXPENSE</b>									
Department 538 - Stormwater	577,010.00	170,000.00	747,010.00	90,471.45	149,487.34	630,101.45	(32,578.79)	104	841,338.42
<b>EXPENSE TOTALS</b>	<b>\$577,010.00</b>	<b>\$170,000.00</b>	<b>\$747,010.00</b>	<b>\$90,471.45</b>	<b>\$149,487.34</b>	<b>\$630,101.45</b>	<b>(\$32,578.79)</b>	<b>104%</b>	<b>\$841,338.42</b>
<b>Fund 101 - Stormwater Utility Fund Totals</b>									
<b>REVENUE TOTALS</b>	<b>969,590.00</b>	<b>.00</b>	<b>969,590.00</b>	<b>22,206.88</b>	<b>.00</b>	<b>847,677.01</b>	<b>121,912.99</b>	<b>87</b>	<b>676,890.84</b>
<b>EXPENSE TOTALS</b>	<b>577,010.00</b>	<b>170,000.00</b>	<b>747,010.00</b>	<b>90,471.45</b>	<b>149,487.34</b>	<b>630,101.45</b>	<b>(32,578.79)</b>	<b>104</b>	<b>841,338.42</b>
<b>Fund 101 - Stormwater Utility Fund Totals</b>	<b>\$392,580.00</b>	<b>(\$170,000.00)</b>	<b>\$222,580.00</b>	<b>(\$68,264.57)</b>	<b>(\$149,487.34)</b>	<b>\$217,575.56</b>	<b>\$154,491.78</b>		<b>(\$164,447.58)</b>



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Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 102 - Transportation Fund</b>									
<b>REVENUE</b>									
Department 000 -	1,441,820.00	.00	1,441,820.00	42,244.46	.00	358,345.85	1,083,474.15	25	1,086,262.20
<b>REVENUE TOTALS</b>	<b>\$1,441,820.00</b>	<b>\$0.00</b>	<b>\$1,441,820.00</b>	<b>\$42,244.46</b>	<b>\$0.00</b>	<b>\$358,345.85</b>	<b>\$1,083,474.15</b>	<b>25%</b>	<b>\$1,086,262.20</b>
<b>EXPENSE</b>									
Department 000 -	.00	.00	.00	.00	.00	.00	.00	+++	983,294.00
Department 541 - Transportation	2,431,830.00	848,406.00	3,280,236.00	102,007.58	74,319.80	360,771.93	2,845,144.27	13	2,161,694.34
<b>EXPENSE TOTALS</b>	<b>\$2,431,830.00</b>	<b>\$848,406.00</b>	<b>\$3,280,236.00</b>	<b>\$102,007.58</b>	<b>\$74,319.80</b>	<b>\$360,771.93</b>	<b>\$2,845,144.27</b>	<b>13%</b>	<b>\$3,144,988.34</b>
<b>Fund 102 - Transportation Fund Totals</b>									
<b>REVENUE TOTALS</b>	<b>1,441,820.00</b>	<b>.00</b>	<b>1,441,820.00</b>	<b>42,244.46</b>	<b>.00</b>	<b>358,345.85</b>	<b>1,083,474.15</b>	<b>25</b>	<b>1,086,262.20</b>
<b>EXPENSE TOTALS</b>	<b>2,431,830.00</b>	<b>848,406.00</b>	<b>3,280,236.00</b>	<b>102,007.58</b>	<b>74,319.80</b>	<b>360,771.93</b>	<b>2,845,144.27</b>	<b>13</b>	<b>3,144,988.34</b>
<b>Fund 102 - Transportation Fund Totals</b>	<b>(\$990,010.00)</b>	<b>(\$848,406.00)</b>	<b>(\$1,838,416.00)</b>	<b>(\$59,763.12)</b>	<b>(\$74,319.80)</b>	<b>(\$2,426.08)</b>	<b>(\$1,761,670.12)</b>		<b>(\$2,058,726.14)</b>



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Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 103 - Police Education Fund</b>									
REVENUE									
Department 000 - .	5,140.00	.00	5,140.00	356.73	.00	1,804.43	3,335.57	35	11,140.17
<b>REVENUE TOTALS</b>	<b>\$5,140.00</b>	<b>\$0.00</b>	<b>\$5,140.00</b>	<b>\$356.73</b>	<b>\$0.00</b>	<b>\$1,804.43</b>	<b>\$3,335.57</b>	<b>35%</b>	<b>\$11,140.17</b>
EXPENSE									
Department 521 - Police Department	9,010.00	.00	9,010.00	544.34	.00	7,493.34	1,516.66	83	7,542.31
<b>EXPENSE TOTALS</b>	<b>\$9,010.00</b>	<b>\$0.00</b>	<b>\$9,010.00</b>	<b>\$544.34</b>	<b>\$0.00</b>	<b>\$7,493.34</b>	<b>\$1,516.66</b>	<b>83%</b>	<b>\$7,542.31</b>
<b>Fund 103 - Police Education Fund Totals</b>									
<b>REVENUE TOTALS</b>	<b>5,140.00</b>	<b>.00</b>	<b>5,140.00</b>	<b>356.73</b>	<b>.00</b>	<b>1,804.43</b>	<b>3,335.57</b>	<b>35</b>	<b>11,140.17</b>
<b>EXPENSE TOTALS</b>	<b>9,010.00</b>	<b>.00</b>	<b>9,010.00</b>	<b>544.34</b>	<b>.00</b>	<b>7,493.34</b>	<b>1,516.66</b>	<b>83</b>	<b>7,542.31</b>
<b>Fund 103 - Police Education Fund Totals</b>	<b>(\$3,870.00)</b>	<b>\$0.00</b>	<b>(\$3,870.00)</b>	<b>(\$187.61)</b>	<b>\$0.00</b>	<b>(\$5,688.91)</b>	<b>\$1,818.91</b>		<b>\$3,597.86</b>



# Budget by Organization Report

Through 05/31/16  
 Prior Fiscal Year Activity Excluded  
 Summary Listing

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 104 - Police Forfeiture Fund</b>									
<b>REVENUE</b>									
Department 000 - .	.00	.00	.00	.54	.00	51,672.56	(51,672.56)	+++	34,285.29
<b>REVENUE TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.54</b>	<b>\$0.00</b>	<b>\$51,672.56</b>	<b>(\$51,672.56)</b>	<b>+++</b>	<b>\$34,285.29</b>
<b>EXPENSE</b>									
Department 521 - Police Department	.00	51,090.00	51,090.00	.00	.00	51,037.94	52.06	100	.00
<b>EXPENSE TOTALS</b>	<b>\$0.00</b>	<b>\$51,090.00</b>	<b>\$51,090.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$51,037.94</b>	<b>\$52.06</b>	<b>100%</b>	<b>\$0.00</b>
<b>Fund 104 - Police Forfeiture Fund Totals</b>									
<b>REVENUE TOTALS</b>	.00	.00	.00	.54	.00	51,672.56	(51,672.56)	+++	34,285.29
<b>EXPENSE TOTALS</b>	.00	51,090.00	51,090.00	.00	.00	51,037.94	52.06	100	.00
<b>Fund 104 - Police Forfeiture Fund Totals</b>	<b>\$0.00</b>	<b>(\$51,090.00)</b>	<b>(\$51,090.00)</b>	<b>\$0.54</b>	<b>\$0.00</b>	<b>\$634.62</b>	<b>(\$51,724.62)</b>		<b>\$34,285.29</b>



## Budget by Organization Report

Through 05/31/16  
 Prior Fiscal Year Activity Excluded  
 Summary Listing

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 105 - Hardwire, 911 Fund</b>									
<b>REVENUE</b>									
Department 000 -	168,520.00	.00	168,520.00	3,347.78	.00	122,501.48	46,018.52	73	55,503.54
<b>REVENUE TOTALS</b>	<b>\$168,520.00</b>	<b>\$0.00</b>	<b>\$168,520.00</b>	<b>\$3,347.78</b>	<b>\$0.00</b>	<b>\$122,501.48</b>	<b>\$46,018.52</b>	<b>73%</b>	<b>\$55,503.54</b>
<b>EXPENSE</b>									
Department 521 - Police Department	176,900.00	.00	176,900.00	5,645.36	5,580.79	140,473.53	30,845.68	83	64,300.48
<b>EXPENSE TOTALS</b>	<b>\$176,900.00</b>	<b>\$0.00</b>	<b>\$176,900.00</b>	<b>\$5,645.36</b>	<b>\$5,580.79</b>	<b>\$140,473.53</b>	<b>\$30,845.68</b>	<b>83%</b>	<b>\$64,300.48</b>
<b>Fund 105 - Hardwire, 911 Fund Totals</b>									
<b>REVENUE TOTALS</b>	168,520.00	.00	168,520.00	3,347.78	.00	122,501.48	46,018.52	73	55,503.54
<b>EXPENSE TOTALS</b>	176,900.00	.00	176,900.00	5,645.36	5,580.79	140,473.53	30,845.68	83	64,300.48
<b>Fund 105 - Hardwire, 911 Fund Totals</b>	<b>(\$8,380.00)</b>	<b>\$0.00</b>	<b>(\$8,380.00)</b>	<b>(\$2,297.58)</b>	<b>(\$5,580.79)</b>	<b>(\$17,972.05)</b>	<b>\$15,172.84</b>		<b>(\$8,796.94)</b>



## Budget by Organization Report

Through 05/31/16  
 Prior Fiscal Year Activity Excluded  
 Summary Listing

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 106 - Wireless, 911 Fund</b>									
REVENUE									
Department 000 -	21,200.00	.00	21,200.00	1,142.68	.00	3,394.15	17,805.85	16	5,897.56
<b>REVENUE TOTALS</b>	<b>\$21,200.00</b>	<b>\$0.00</b>	<b>\$21,200.00</b>	<b>\$1,142.68</b>	<b>\$0.00</b>	<b>\$3,394.15</b>	<b>\$17,805.85</b>	<b>16%</b>	<b>\$5,897.56</b>
EXPENSE									
Department 521 - Police Department	34,040.00	.00	34,040.00	1,006.78	16,448.83	20,392.69	(2,801.52)	108	14,270.80
<b>EXPENSE TOTALS</b>	<b>\$34,040.00</b>	<b>\$0.00</b>	<b>\$34,040.00</b>	<b>\$1,006.78</b>	<b>\$16,448.83</b>	<b>\$20,392.69</b>	<b>(\$2,801.52)</b>	<b>108%</b>	<b>\$14,270.80</b>
<b>Fund 106 - Wireless, 911 Fund Totals</b>									
<b>REVENUE TOTALS</b>	21,200.00	.00	21,200.00	1,142.68	.00	3,394.15	17,805.85	16	5,897.56
<b>EXPENSE TOTALS</b>	34,040.00	.00	34,040.00	1,006.78	16,448.83	20,392.69	(2,801.52)	108	14,270.80
<b>Fund 106 - Wireless, 911 Fund Totals</b>	<b>(\$12,840.00)</b>	<b>\$0.00</b>	<b>(\$12,840.00)</b>	<b>\$135.90</b>	<b>(\$16,448.83)</b>	<b>(\$16,998.54)</b>	<b>\$20,607.37</b>		<b>(\$8,373.24)</b>



# Budget by Organization Report

Through 05/31/16  
 Prior Fiscal Year Activity Excluded  
 Summary Listing

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 107 - CITT Public Transit Fund</b>									
<b>REVENUE</b>									
Department 000 -	637,000.00	.00	637,000.00	54,741.43	.00	249,857.75	387,142.25	39	1,131,500.32
<b>REVENUE TOTALS</b>	<b>\$637,000.00</b>	<b>\$0.00</b>	<b>\$637,000.00</b>	<b>\$54,741.43</b>	<b>\$0.00</b>	<b>\$249,857.75</b>	<b>\$387,142.25</b>	<b>39%</b>	<b>\$1,131,500.32</b>
<b>EXPENSE</b>									
Department 541 - Transportation	1,550,950.00	140,153.00	1,691,103.00	158,333.67	211,177.68	983,034.85	496,890.47	71	235,355.69
<b>EXPENSE TOTALS</b>	<b>\$1,550,950.00</b>	<b>\$140,153.00</b>	<b>\$1,691,103.00</b>	<b>\$158,333.67</b>	<b>\$211,177.68</b>	<b>\$983,034.85</b>	<b>\$496,890.47</b>	<b>71%</b>	<b>\$235,355.69</b>
<b>Fund 107 - CITT Public Transit Fund Totals</b>									
<b>REVENUE TOTALS</b>	637,000.00	.00	637,000.00	54,741.43	.00	249,857.75	387,142.25	39	1,131,500.32
<b>EXPENSE TOTALS</b>	1,550,950.00	140,153.00	1,691,103.00	158,333.67	211,177.68	983,034.85	496,890.47	71	235,355.69
<b>Fund 107 - CITT Public Transit Fund Totals</b>	<b>(\$913,950.00)</b>	<b>(\$140,153.00)</b>	<b>(\$1,054,103.00)</b>	<b>(\$103,592.24)</b>	<b>(\$211,177.68)</b>	<b>(\$733,177.10)</b>	<b>(\$109,748.22)</b>		<b>\$896,144.63</b>



## Budget by Organization Report

Through 05/31/16  
 Prior Fiscal Year Activity Excluded  
 Summary Listing

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 108 - Prepaid Phone 911 Fund</b>									
<b>REVENUE</b>									
Department 000 -	.00	.00	.00	451.01	.00	1,352.87	(1,352.87)	+++	.00
<b>REVENUE TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$451.01</b>	<b>\$0.00</b>	<b>\$1,352.87</b>	<b>(\$1,352.87)</b>	<b>+++</b>	<b>\$0.00</b>
<b>EXPENSE</b>									
Department 521 - Police Department	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<b>Fund 108 - Prepaid Phone 911 Fund Totals</b>									
<b>REVENUE TOTALS</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>451.01</b>	<b>.00</b>	<b>1,352.87</b>	<b>(1,352.87)</b>	<b>+++</b>	<b>.00</b>
<b>EXPENSE TOTALS</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>+++</b>	<b>.00</b>
<b>Fund 108 - Prepaid Phone 911 Fund Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$451.01</b>	<b>\$0.00</b>	<b>\$1,352.87</b>	<b>(\$1,352.87)</b>		<b>\$0.00</b>



# Budget by Organization Report

Through 05/31/16  
 Prior Fiscal Year Activity Excluded  
 Summary Listing

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 201 - Debt Service Fund</b>									
<b>REVENUE</b>									
Department 000 - .	1,977,480.00	.00	1,977,480.00	.00	.00	702,389.56	1,275,090.44	36	1,916,182.20
<b>REVENUE TOTALS</b>	<b>\$1,977,480.00</b>	<b>\$0.00</b>	<b>\$1,977,480.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$702,389.56</b>	<b>\$1,275,090.44</b>	<b>36%</b>	<b>\$1,916,182.20</b>
<b>EXPENSE</b>									
Department 000 - .	1,977,480.00	.00	1,977,480.00	.00	.00	702,389.56	1,275,090.44	36	1,916,182.20
<b>EXPENSE TOTALS</b>	<b>\$1,977,480.00</b>	<b>\$0.00</b>	<b>\$1,977,480.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$702,389.56</b>	<b>\$1,275,090.44</b>	<b>36%</b>	<b>\$1,916,182.20</b>
<b>Fund 201 - Debt Service Fund Totals</b>	<b>1,977,480.00</b>	<b>.00</b>	<b>1,977,480.00</b>	<b>.00</b>	<b>.00</b>	<b>702,389.56</b>	<b>1,275,090.44</b>	<b>36</b>	<b>1,916,182.20</b>
<b>REVENUE TOTALS</b>	<b>1,977,480.00</b>	<b>.00</b>	<b>1,977,480.00</b>	<b>.00</b>	<b>.00</b>	<b>702,389.56</b>	<b>1,275,090.44</b>	<b>36</b>	<b>1,916,182.20</b>
<b>EXPENSE TOTALS</b>	<b>1,977,480.00</b>	<b>.00</b>	<b>1,977,480.00</b>	<b>.00</b>	<b>.00</b>	<b>702,389.56</b>	<b>1,275,090.44</b>	<b>36</b>	<b>1,916,182.20</b>
<b>Fund 201 - Debt Service Fund Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>



# Budget by Organization Report

Through 05/31/16  
 Prior Fiscal Year Activity Excluded  
 Summary Listing

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 301 - Capital Projects Fund</b>									
<b>REVENUE</b>									
Department 000 - .	1,318,000.00	.00	1,318,000.00	2,863.43	.00	44,396.85	1,273,603.15	3	6,506,027.89
<b>REVENUE TOTALS</b>	<b>\$1,318,000.00</b>	<b>\$0.00</b>	<b>\$1,318,000.00</b>	<b>\$2,863.43</b>	<b>\$0.00</b>	<b>\$44,396.85</b>	<b>\$1,273,603.15</b>	<b>3%</b>	<b>\$6,506,027.89</b>
<b>EXPENSE</b>									
Department 000 - .	.00	.00	.00	.00	.00	.00	.00	+++	39,439.44
Department 519 - General Government	100,000.00	225,000.00	325,000.00	.00	16,800.00	11,200.00	297,000.00	9	.00
Department 572 - Parks and Recreation	.00	5,811,099.00	5,811,099.00	53,847.38	877,006.56	478,589.34	4,455,503.10	23	179,417.91
Department 575 - Pinecrest Gardens	1,569,910.00	148,605.00	1,718,515.00	45,439.44	894,039.00	208,482.65	615,993.35	64	178,715.45
<b>EXPENSE TOTALS</b>	<b>\$1,669,910.00</b>	<b>\$6,184,704.00</b>	<b>\$7,854,614.00</b>	<b>\$99,286.82</b>	<b>\$1,787,845.56</b>	<b>\$698,271.99</b>	<b>\$5,368,496.45</b>	<b>32%</b>	<b>\$397,572.80</b>
<b>Fund 301 - Capital Projects Fund Totals</b>									
<b>REVENUE TOTALS</b>	1,318,000.00	.00	1,318,000.00	2,863.43	.00	44,396.85	1,273,603.15	3	6,506,027.89
<b>EXPENSE TOTALS</b>	1,669,910.00	6,184,704.00	7,854,614.00	99,286.82	1,787,845.56	698,271.99	5,368,496.45	32	397,572.80
<b>Fund 301 - Capital Projects Fund Totals</b>	<b>(\$351,910.00)</b>	<b>(\$6,184,704.00)</b>	<b>(\$6,536,614.00)</b>	<b>(\$96,423.39)</b>	<b>(\$1,787,845.56)</b>	<b>(\$653,875.14)</b>	<b>(\$4,094,893.30)</b>		<b>\$6,108,455.09</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	28,183,470.00	41,513.00	28,224,983.00	1,196,602.57	.00	18,233,430.98	9,991,552.02	65	31,766,122.47
<b>EXPENSE TOTALS</b>	31,280,930.00	7,584,596.00	38,865,526.00	1,825,307.74	2,324,425.00	16,798,120.83	19,742,980.17	49	27,252,652.18
<b>Grand Totals</b>	<b>(\$3,097,460.00)</b>	<b>(\$7,543,083.00)</b>	<b>(\$10,640,543.00)</b>	<b>(\$628,705.17)</b>	<b>(\$2,324,425.00)</b>	<b>\$1,435,310.15</b>	<b>(\$9,751,428.15)</b>		<b>\$4,513,470.29</b>

**VILLAGE OF PINECREST**  
**INVESTMENT RETURNS**  
**INTEREST RATES**

SOURCE	June 15	July 15	Aug, 15	Sept. 15	Oct. 15	Nov. 15	Dec. 15	Jan. 16	Feb. 16	Mar. 16	Apr. 16	May-15
STATE POOL	0.21%	0.22%	0.23%	0.23%	0.25%	0.26%	0.42%	0.51%	0.53%	0.58%	0.58%	0.61%
BB&T/BK SWEEP	0.01%	0.01%	0.01%	0.01%	0.01%	0.15%	0.15%	0.15%	0.15%	0.15%	0.15%	0.15%
T-BILLS												
6 Months	0.08%	0.15%	0.20%	0.12%	0.16%	0.35%	0.55%	0.42%	0.48%	0.48%	0.40%	4.75%
3 Months	0.01%	0.05%	0.05%	0.01%	0.02%	0.14%	0.26%	0.31%	0.33%	0.30%	0.25%	0.34%
BBB&T, CD's over \$1MM												
One Year	0.05%	0.10%	0.10%	0.05%	0.45%	NA	NA	NA	0.30%	0.01%	0.01%	0.20%
6 Months	0.03%	0.05%	0.05%	0.03%	0.22%	NA	NA	NA	0.17%	0.01%	0.01%	0.10%
National Rates												
One Year	1.01%	1.06%	1.06%	1.09%	1.10%	1.12%	1.12%	1.09%	1.13%	1.11%	1.12%	1.09%
PRIME RATE	3.25%	3.25%	3.25%	3.25%	3.25%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
CONSUMER PRICE INDE	238.6	238.6	238.32	237.9	237.9	244.1	243.8	244.5	245.7	246.4	247.0	
Plus/Minus Year Ago	1.8%	1.8%	1.8%	1.9%	1.9%	2.0%	2.1%	2.2%	2.3%	2.2%	2.1%	
MORTGAGE/SECURITIES *												
30 Years -												
Fannie Mae (FNMA)	3.67%	3.55%	3.46%	3.47%	3.43%	3.51%	3.58%	3.31%	3.32%	3.15%	3.16%	3.21%
NAPM ** / ISM	53.5	52.7	51.1	50.2	50.1	48.6	48.2	48.2	49.5	51.8	50.8	51.3

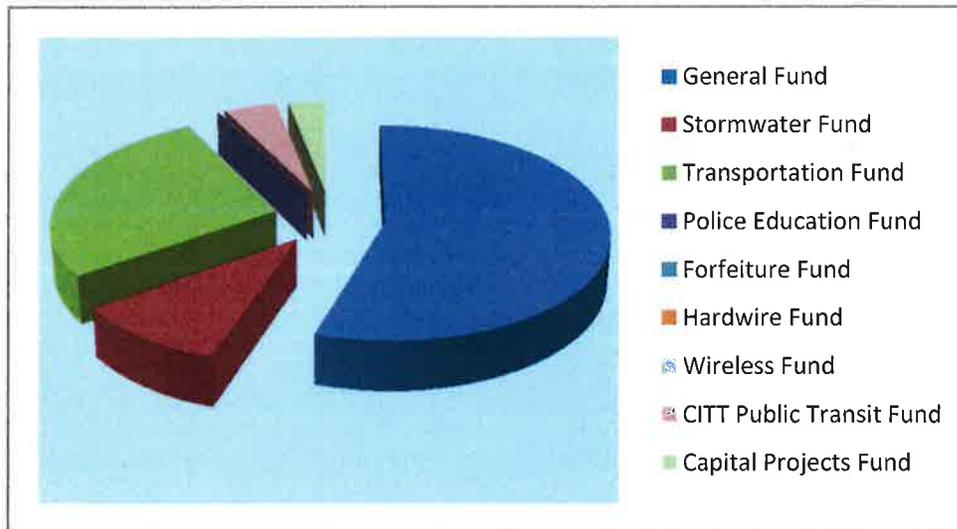
\* Mortgage/Securities Return Principal and Interest on a Monthly Basis

\*\* Institute for Supply Management, a reading of under 50 denotes contraction and a reading of above 50 denotes expansion in the manufacturing sector of the economy.

# Cash Summary

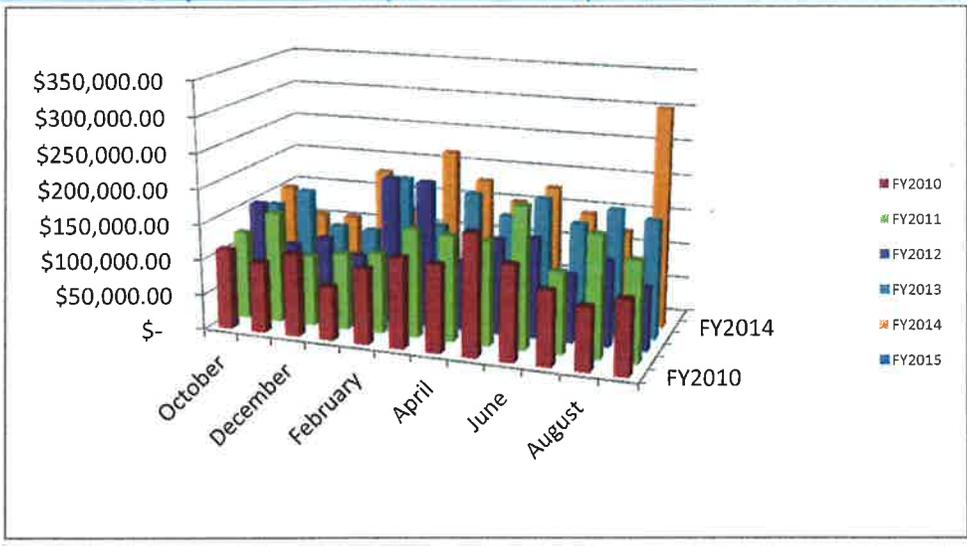
FY 2016  
May, 2016

Fund #		Total	BBandT	State Investment Pool
001	General Fund	\$11,228,587	\$ 958,590	\$ 10,269,997
101	Stormwater Fund	\$ 779,335	\$ 504,610	\$ 274,725
102	Transportation Fund	\$ 4,307,777	\$ 2,532,528	\$ 1,775,249
103	Police Education Fund	\$ 1,405	\$ 1,405	\$ -
104	Forfeiture Fund	\$ 678,307	\$ 678,307	
105	Hardwire Fund	\$ 26	\$ 26	
106	Wireless Fund	\$ 9,475	\$ 9,475	
107	CITT Public Transit Fund	\$ 434,103	\$ 64,683	\$ 369,420
108	Prepaid Wireless 911	\$ 1,353	\$ 1,353	
301	Capital Projects Fund	\$ 5,956,759	\$ 336,734	\$ 5,620,025
<b>Totals</b>		<b>\$23,397,127</b>	<b>\$ 5,087,711</b>	<b>\$ 18,309,416</b>



**Building, Planning & Zoning  
FY 2011-Present**

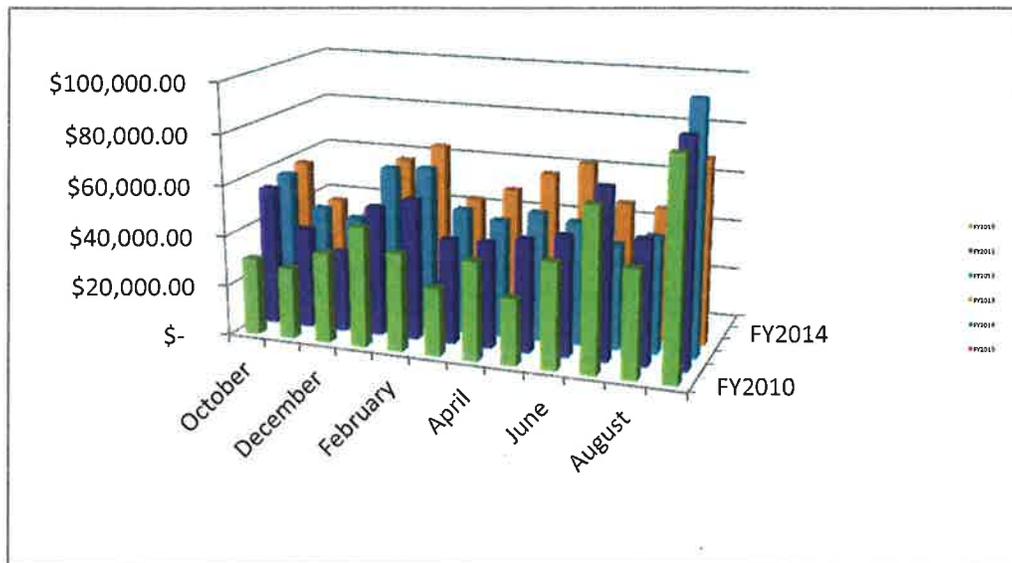
	322.000 FY2011	322.000 FY2012	322.000 FY2013	322.000 FY2014	322.000 FY2015	322.000 FY2016
<b>October</b>	\$ 124,372.72	\$ 153,151.16	\$ 139,836.17	\$ 154,221.74	\$ 208,891.46	\$ 187,635.00
<b>November</b>	\$ 156,274.48	\$ 97,634.95	\$ 164,116.86	\$ 117,371.73	\$ 168,584.76	\$ 131,920.81
<b>December</b>	\$ 99,397.63	\$ 111,113.29	\$ 116,232.17	\$ 116,826.14	\$ 150,381.66	\$ 169,368.22
<b>January</b>	\$ 108,105.11	\$ 90,161.72	\$ 114,054.80	\$ 189,594.75	\$ 173,820.94	\$ 164,873.36
<b>February</b>	\$ 113,181.14	\$ 206,746.95	\$ 194,576.33	\$ 136,664.18	\$ 143,674.08	\$ 219,359.32
<b>March</b>	\$ 152,109.22	\$ 204,799.10	\$ 130,675.26	\$ 225,909.66	\$ 203,023.50	\$ 190,316.25
<b>April</b>	\$ 148,677.70	\$ 96,539.87	\$ 181,100.21	\$ 188,486.79	\$ 165,932.19	\$ 160,383.54
<b>May</b>	\$ 145,284.67	\$ 133,604.20	\$ 154,103.18	\$ 161,354.35	\$ 339,185.71	
<b>June</b>	\$ 198,657.20	\$ 140,277.60	\$ 182,684.14	\$ 186,916.99	\$ 233,894.37	
<b>July</b>	\$ 114,144.13	\$ 94,231.13	\$ 152,110.96	\$ 153,450.16	\$ 245,369.43	
<b>August</b>	\$ 169,889.69	\$ 118,856.41	\$ 176,013.58	\$ 132,811.12	\$ 148,086.45	
<b>September</b>	\$ 140,014.68	\$ 87,754.30	\$ 165,860.78	\$ 308,928.65	\$ 195,070.39	
<b>Totals</b>	<b>\$ 1,670,108.37</b>	<b>\$ 1,534,870.68</b>	<b>\$ 1,871,364.44</b>	<b>\$ 2,072,536.26</b>	<b>\$ 2,375,914.94</b>	<b>\$ 1,223,856.50</b>



# Community Center

FY 2011-Present

	347.100	347.100	347.100	347.100	347.100	347.100
	FY2011	FY2012	FY2013	FY2014	FY2015	FY206
<b>October</b>	\$ 55,051.73	\$ 57,225.98	\$ 58,686.14	\$ 68,959.57	\$ 56,473.78	\$ 86,738.40
<b>November</b>	\$ 39,804.73	\$ 44,446.17	\$ 44,368.36	\$ 68,776.34	\$ 47,475.82	\$ 54,306.39
<b>December</b>	\$ 31,951.96	\$ 41,692.76	\$ 40,571.33	\$ 51,388.63	\$ 49,638.73	\$ 77,368.02
<b>January</b>	\$ 51,300.08	\$ 63,373.86	\$ 63,490.21	\$ 74,955.92	\$ 68,917.05	\$ 98,487.17
<b>February</b>	\$ 55,579.38	\$ 64,512.86	\$ 70,217.72	\$ 59,146.69	\$ 68,682.40	\$ 81,038.94
<b>March</b>	\$ 41,352.20	\$ 49,299.82	\$ 50,046.06	\$ 50,695.16	\$ 54,796.81	\$ 68,985.96
<b>April</b>	\$ 41,698.79	\$ 46,405.40	\$ 55,033.50	\$ 71,363.41	\$ 55,704.60	\$ 78,722.87
<b>May</b>	\$ 44,321.48	\$ 50,707.09	\$ 62,644.78	\$ 69,243.65	\$ 61,756.08	
<b>June</b>	\$ 47,204.06	\$ 48,466.45	\$ 67,919.22	\$ 60,962.11	\$ 72,711.90	
<b>July</b>	\$ 67,134.36	\$ 41,381.22	\$ 53,627.90	\$ 56,275.05	\$ 78,142.80	
<b>August</b>	\$ 48,701.35	\$ 45,806.14	\$ 52,576.77	\$ 49,459.73	\$ 75,567.21	
<b>September</b>	\$ 88,060.83	\$ 98,695.91	\$ 73,404.73	\$ 95,671.44	\$ 114,041.50	
<b>Totals</b>	\$ 612,160.95	\$ 652,013.66	\$ 692,586.72	\$ 776,897.70	\$ 803,908.68	\$ 545,647.75





# Budget Performance Report

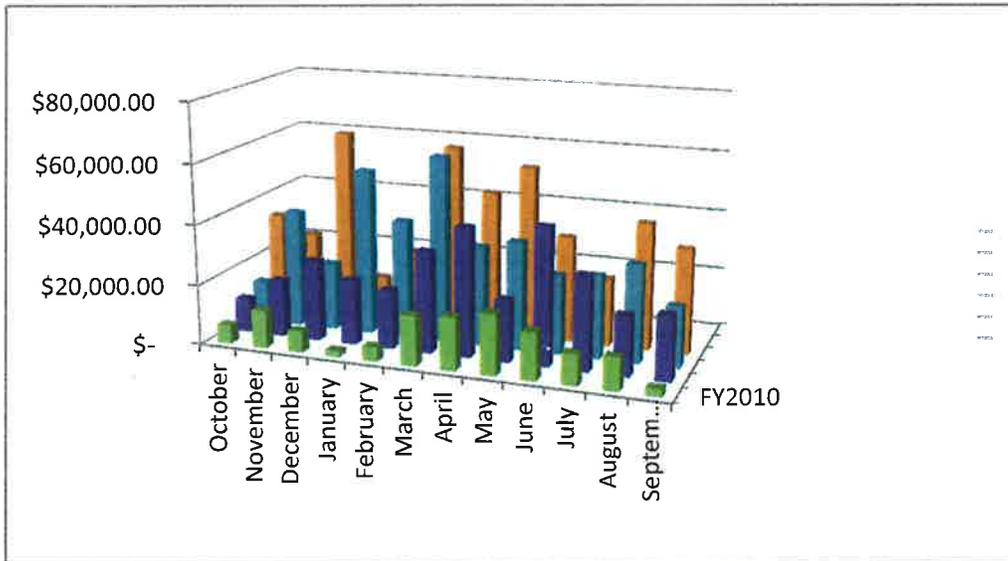
Fiscal Year to Date 04/30/16  
 Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
<b>REVENUE</b>										
Department 000 - .										
Division 00 - .										
<b>347</b>	<b>Cult &amp; Rec</b>									
347.100	Cult & Rec Community Center, Control	748,960.00	.00	748,960.00	.00	.00	.00	748,960.00	0	.00
347.101	Cult & Rec CC Building Rentals	.00	.00	.00	.00	.00	3,300.00	(3,300.00)	+++	4,698.90
347.104	Cult & Rec CC Camps	.00	.00	.00	.00	.00	5,704.00	(5,704.00)	+++	63,736.50
347.105	Cult & Rec CC Concession Sales	.00	.00	.00	1,956.13	.00	11,493.08	(11,493.08)	+++	20,383.00
347.106	Cult & Rec CC Donations	.00	.00	.00	.00	.00	75.00	(75.00)	+++	75.00
347.107	Cult & Rec CC Classes, Member	.00	.00	.00	10,589.00	.00	64,905.37	(64,905.37)	+++	106,653.11
347.108	Cult & Rec CC Trainer Fees	.00	.00	.00	3,000.00	.00	16,700.00	(16,700.00)	+++	22,000.00
347.109	Cult & Rec CC Day Passes	.00	.00	.00	435.88	.00	2,153.26	(2,153.26)	+++	2,043.63
347.110	Cult & Rec CC Memeberships, Annual, Residen	.00	.00	.00	11,902.61	.00	82,829.47	(82,829.47)	+++	158,258.64
347.111	Cult & Rec CC Memberships, 90 Days, Res.	.00	.00	.00	2,013.08	.00	12,046.38	(12,046.38)	+++	14,996.79
347.112	Cult & Rec CC Memberships, 30 Days, Residen	.00	.00	.00	4,097.29	.00	25,240.03	(25,240.03)	+++	35,137.69
347.113	Cult & Rec CC Memberships, One Week	.00	.00	.00	40.00	.00	640.00	(640.00)	+++	466.40
347.116	Cult & Rec CC, Special Events	.00	.00	.00	.00	.00	4,000.76	(4,000.76)	+++	3,773.33
347.117	Cult & Rec CC Classes, Nonmember	.00	.00	.00	41,286.25	.00	304,463.55	(304,463.55)	+++	356,522.07
347.120	Cult & Rec CC Memberships, Annual Non-res.	.00	.00	.00	2,410.00	.00	6,612.50	(6,612.50)	+++	8,829.37
347.121	Cult & Rec CC Memberships, 90 Day, Non res.	.00	.00	.00	240.00	.00	3,107.50	(3,107.50)	+++	3,885.98
347.122	Cult & Rec CC Memberships, 30 Day Non-Res	.00	.00	.00	1,720.00	.00	9,795.00	(9,795.00)	+++	13,116.81
347.123	Cult & Rec CC Senior Trips/Tours	.00	.00	.00	138.00	.00	490.00	(490.00)	+++	.00
347.199	Cult & Rec CC Credit Card Fees	.00	.00	.00	(1,105.37)	.00	(7,908.15)	7,908.15	+++	(10,462.56)
<b>347 - Cult &amp; Rec Totals</b>		<b>\$748,960.00</b>	<b>\$0.00</b>	<b>\$748,960.00</b>	<b>\$78,722.87</b>	<b>\$0.00</b>	<b>\$545,647.75</b>	<b>\$203,312.25</b>	<b>73%</b>	<b>\$804,114.66</b>
Division 00 - . Totals		\$748,960.00	\$0.00	\$748,960.00	\$78,722.87	\$0.00	\$545,647.75	\$203,312.25	73%	\$804,114.66
Department 000 - . Totals		\$748,960.00	\$0.00	\$748,960.00	\$78,722.87	\$0.00	\$545,647.75	\$203,312.25	73%	\$804,114.66
<b>REVENUE TOTALS</b>		<b>\$748,960.00</b>	<b>\$0.00</b>	<b>\$748,960.00</b>	<b>\$78,722.87</b>	<b>\$0.00</b>	<b>\$545,647.75</b>	<b>\$203,312.25</b>	<b>73%</b>	<b>\$804,114.66</b>
<b>Fund 001 - General Fund Totals</b>										
REVENUE TOTALS		748,960.00	.00	748,960.00	78,722.87	.00	545,647.75	203,312.25	73	804,114.66
EXPENSE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>Fund 001 - General Fund Totals</b>		<b>\$748,960.00</b>	<b>\$0.00</b>	<b>\$748,960.00</b>	<b>\$78,722.87</b>	<b>\$0.00</b>	<b>\$545,647.75</b>	<b>\$203,312.25</b>		<b>\$804,114.66</b>
<b>Grand Totals</b>										
REVENUE TOTALS		748,960.00	.00	748,960.00	78,722.87	.00	545,647.75	203,312.25	73	804,114.66
EXPENSE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>Grand Totals</b>		<b>\$748,960.00</b>	<b>\$0.00</b>	<b>\$748,960.00</b>	<b>\$78,722.87</b>	<b>\$0.00</b>	<b>\$545,647.75</b>	<b>\$203,312.25</b>		<b>\$804,114.66</b>

# Pincrest Gardens

FY 2011-Present

	347.300	347.300	347.300	347.300	347.300	347.300
	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
<b>October</b>	\$ 11,243.76	\$ 13,450.16	\$ 33,732.10	\$ 54,371.87	\$ 57,055.54	\$ 87,203.52
<b>November</b>	\$ 18,808.29	\$ 38,968.46	\$ 28,178.10	\$ 40,726.62	\$ 44,278.99	\$ 32,183.45
<b>December</b>	\$ 26,755.29	\$ 22,240.33	\$ 63,964.43	\$ 63,360.51	\$ 58,727.69	\$ 59,393.92
<b>January</b>	\$ 21,477.43	\$ 54,943.45	\$ 15,290.47	\$ 50,434.14	\$ 61,992.27	\$ 47,022.25
<b>February</b>	\$ 19,487.57	\$ 39,095.43	\$ 25,440.29	\$ 6,444.61	\$ 68,940.12	\$ 52,707.87
<b>March</b>	\$ 33,558.90	\$ 61,439.29	\$ 61,885.62	\$ 62,552.68	\$ 66,362.13	\$ 62,947.61
<b>April</b>	\$ 42,693.96	\$ 32,931.61	\$ 47,644.32	\$ 56,389.43	\$ 40,328.49	\$ 55,883.51
<b>May</b>	\$ 20,454.06	\$ 35,778.82	\$ 57,180.07	\$ 31,627.53	\$ 50,261.97	
<b>June</b>	\$ 45,174.14	\$ 26,152.56	\$ 35,194.79	\$ 54,588.70	\$ 42,159.26	
<b>July</b>	\$ 31,086.35	\$ 27,231.50	\$ 22,487.25	\$ 33,654.39	\$ 42,261.88	
<b>August</b>	\$ 19,646.32	\$ 32,070.29	\$ 42,008.65	\$ 24,941.25	\$ 32,834.04	
<b>September</b>	\$ 21,152.96	\$ 19,923.30	\$ 34,773.04	\$ 29,640.34	\$ 33,047.49	
<b>Totals</b>	\$ 311,539.03	\$ 404,225.20	\$ 467,779.13	\$ 508,732.07	\$ 598,249.87	\$ 397,342.13





# Budget Performance Report

Fiscal Year to Date 04/30/16  
 Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
REVENUE										
Department 000 -										
Division 00 -										
<b>347</b>	<b>Cult &amp; Rec</b>									
347.300	Cult & Rec Pinecrest Gardens, Control	593,300.00	.00	593,300.00	.00	.00	.00	593,300.00	0	.00
347.301	Cult & Rec PG Corporate Sponsorship	.00	.00	.00	5,000.00	.00	12,500.00	(12,500.00)	+++	45,520.00
347.302	Cult & Rec PG Farmers Market	.00	.00	.00	2,800.00	.00	27,000.00	(27,000.00)	+++	44,575.00
347.305	Cult & Rec PG Admissions, Adult	.00	.00	.00	.00	.00	.00	.00	+++	15.00
347.308	Cult & Rec PG Memberships, Annual Passes	.00	.00	.00	1,053.75	.00	4,784.75	(4,784.75)	+++	10,508.00
347.309	Cult & Rec PG Concessions, Iguana Bite	.00	.00	.00	732.45	.00	2,539.11	(2,539.11)	+++	10,602.80
347.310	Cult & Rec PG Concessions, Events	.00	.00	.00	424.00	.00	6,652.37	(6,652.37)	+++	5,033.05
347.311	Cult & Rec PG Children's Workshops	.00	.00	.00	69.30	.00	343.80	(343.80)	+++	1,434.90
347.312	Cult & Rec PG Banyan Bowl Ticket Sales	.00	.00	.00	14,165.10	.00	84,095.05	(84,095.05)	+++	72,884.55
347.313	Cult & Rec PG Fine Arts Festival, Booths	.00	.00	.00	.00	.00	20,300.00	(20,300.00)	+++	17,450.00
347.314	Cult & Rec PG Fine Arts Festival Posters	.00	.00	.00	.00	.00	.00	.00	+++	145.00
347.315	Cult & Rec PG Eggstravaganza, Tickets	.00	.00	.00	.00	.00	18,430.00	(18,430.00)	+++	11,955.00
347.316	Cult & Rec PG Eggstravaganza, Baskets	.00	.00	.00	.00	.00	489.00	(489.00)	+++	333.00
347.317	Cult & Rec PG Eggstravaganza Booths	.00	.00	.00	.00	.00	2,850.00	(2,850.00)	+++	2,986.60
347.318	Cult & Rec PG Howl-O-Ween Parade Tickets	.00	.00	.00	.00	.00	6,070.00	(6,070.00)	+++	.00
347.319	Cult & Rec PG General Admissions	.00	.00	.00	13,836.00	.00	71,058.88	(71,058.88)	+++	173,119.78
347.320	Cult & Rec PG Senior Admissions	.00	.00	.00	799.00	.00	5,047.00	(5,047.00)	+++	10,078.55
347.321	Cult & Rec Mom's Exhibit	.00	.00	.00	.00	.00	7.00	(7.00)	+++	.00
347.322	Cult & Rec PG Earth Day Booth Sales	.00	.00	.00	1,645.00	.00	1,645.00	(1,645.00)	+++	1,380.00
347.325	Cult & Rec PG Movie Tickets	.00	.00	.00	1,600.00	.00	6,160.00	(6,160.00)	+++	7,812.00
347.326	Cult & Rec PG Movie Concession	.00	.00	.00	470.00	.00	1,155.00	(1,155.00)	+++	2,832.00
347.327	Cult & Rec PG Vending Machine Sales	.00	.00	.00	231.00	.00	326.83	(326.83)	+++	537.00
347.328	Cult & Rec PG Venue, Patio Rental	.00	.00	.00	800.00	.00	4,700.00	(4,700.00)	+++	4,300.00
347.329	Cult & Rec PG, Pergola Rental	.00	.00	.00	400.00	.00	3,000.00	(3,000.00)	+++	1,700.00
347.330	Cult & Rec PG, Venue, Lakeview Rental	.00	.00	.00	1,695.00	.00	7,810.00	(7,810.00)	+++	8,280.00
347.331	Cult & Rec PG Venue, Meadows Rental	.00	.00	.00	1,395.00	.00	4,895.00	(4,895.00)	+++	4,150.00
347.332	Cult & Rec PG Venue Picnic Rentals	.00	.00	.00	3,300.00	.00	15,900.00	(15,900.00)	+++	28,805.00
347.333	Cult & Rec PG Venue Rental, Hibiscus Rental	.00	.00	.00	675.00	.00	7,855.00	(7,855.00)	+++	7,757.50
347.334	Cult & Rec PG Venue Rental, Plant Societie	.00	.00	.00	150.00	.00	4,200.00	(4,200.00)	+++	7,100.00
347.335	Cult & Rec PG Banyan Bowl Rental	.00	.00	.00	350.00	.00	11,050.00	(11,050.00)	+++	17,238.20
347.336	Cult & Rec PG Original Entrance Rental	.00	.00	.00	1,600.00	.00	9,125.00	(9,125.00)	+++	13,230.00
347.337	Cult & Rec PG Parking Lot Rental	.00	.00	.00	.00	.00	9,000.00	(9,000.00)	+++	4,000.00
347.338	Cult & Rec PG Commercial Video - Photo	.00	.00	.00	1,400.00	.00	2,700.00	(2,700.00)	+++	11,120.00
347.340	Cult & Rec PG Plant Sales	.00	.00	.00	121.00	.00	121.00	(121.00)	+++	.00
347.342	Cult & Rec PG Donations	.00	.00	.00	.00	.00	500.00	(500.00)	+++	4,700.00
347.343	Cult & Rec PG Fish Food	.00	.00	.00	266.00	.00	1,249.00	(1,249.00)	+++	2,433.50



# Budget Performance Report

Fiscal Year to Date 04/30/16  
 Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
<b>REVENUE</b>										
Department 000 - .										
Division 00 - .										
<b>347</b>	<b>Cult &amp; Rec</b>									
347.344	Cult & Rec PG Book Sales	.00	.00	.00	.00	.00	.00	.00	+++	8.00
347.345	Cult & Rec PG Field Trips	.00	.00	.00	1,230.00	.00	3,083.00	(3,083.00)	+++	17,608.00
347.346	Cult & Rec PG Event Photos	.00	.00	.00	.00	.00	2,225.00	(2,225.00)	+++	2,731.00
347.348	Cult & Rec PG Horticulture Class	.00	.00	.00	80.00	.00	1,020.00	(1,020.00)	+++	1,256.40
347.350	Cult & Rec PG Chili Cook-off Booths	.00	.00	.00	.00	.00	5,281.00	(5,281.00)	+++	1,835.00
347.351	Cult & Rec PG Chili Cook-off Admission	.00	.00	.00	.00	.00	1,045.00	(1,045.00)	+++	5,230.00
347.352	Cult & Rec PG Holiday Festival Booths	.00	.00	.00	.00	.00	2,375.00	(2,375.00)	+++	2,381.00
347.353	Cult & Rec PG Holiday Festival Admission	.00	.00	.00	.00	.00	3,705.00	(3,705.00)	+++	11,382.00
347.354	Cult & Rec PG Nights of Lights Admission	.00	.00	.00	.00	.00	17,920.00	(17,920.00)	+++	3,560.00
347.355	Cult & Rec PG Butterfly House	.00	.00	.00	1,075.00	.00	7,646.15	(7,646.15)	+++	11,300.00
347.356	Cult & Rec PG Hammock Pavilion	.00	.00	.00	.00	.00	6,500.00	(6,500.00)	+++	5,500.00
347.357	Cult & Rec PG Summer Camps	.00	.00	.00	.00	.00	210.00	(210.00)	+++	12,209.00
347.358	Cult & Rec Secret Garden	.00	.00	.00	150.00	.00	450.00	(450.00)	+++	300.00
347.399	Cult & Rec PG Credit card fees	.00	.00	.00	(1,629.09)	.00	(7,676.81)	7,676.81	+++	(11,066.96)
<b>347 - Cult &amp; Rec Totals</b>		<b>\$593,300.00</b>	<b>\$0.00</b>	<b>\$593,300.00</b>	<b>\$55,883.51</b>	<b>\$0.00</b>	<b>\$397,342.13</b>	<b>\$195,957.87</b>	<b>67%</b>	<b>\$598,249.87</b>
Division 00 - . Totals		\$593,300.00	\$0.00	\$593,300.00	\$55,883.51	\$0.00	\$397,342.13	\$195,957.87	67%	\$598,249.87
Department 000 - . Totals		\$593,300.00	\$0.00	\$593,300.00	\$55,883.51	\$0.00	\$397,342.13	\$195,957.87	67%	\$598,249.87
<b>REVENUE TOTALS</b>		<b>\$593,300.00</b>	<b>\$0.00</b>	<b>\$593,300.00</b>	<b>\$55,883.51</b>	<b>\$0.00</b>	<b>\$397,342.13</b>	<b>\$195,957.87</b>	<b>67%</b>	<b>\$598,249.87</b>
<b>Fund 001 - General Fund Totals</b>										
<b>REVENUE TOTALS</b>		<b>593,300.00</b>	<b>.00</b>	<b>593,300.00</b>	<b>55,883.51</b>	<b>.00</b>	<b>397,342.13</b>	<b>195,957.87</b>	<b>67</b>	<b>598,249.87</b>
<b>EXPENSE TOTALS</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>+++</b>	<b>.00</b>
Fund 001 - General Fund Totals		\$593,300.00	\$0.00	\$593,300.00	\$55,883.51	\$0.00	\$397,342.13	\$195,957.87		\$598,249.87
<b>Grand Totals</b>										
<b>REVENUE TOTALS</b>		<b>593,300.00</b>	<b>.00</b>	<b>593,300.00</b>	<b>55,883.51</b>	<b>.00</b>	<b>397,342.13</b>	<b>195,957.87</b>	<b>67</b>	<b>598,249.87</b>
<b>EXPENSE TOTALS</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>+++</b>	<b>.00</b>
Grand Totals		\$593,300.00	\$0.00	\$593,300.00	\$55,883.51	\$0.00	\$397,342.13	\$195,957.87		\$598,249.87

VILLAGE OF PINECREST  
BUDGET HIGHLIGHTS  
May, 2016

The Village of Pinecrest's overall financial health is strong in the midst of the current economic climate. The following items are areas worthy of comment:

General Fund:

- Community Center revenues through April are \$545,648, an increase of \$143,959 or 35.8% from the previous year.
- Pinecrest Garden revenues through April are \$397,342, a decrease of \$343 or 0.0% from the previous year.
- The BPZ revenues through April were \$1,223,857, an increase of \$9,548 or 0.8 from the previous year.
- The tree account has a balance of \$96,923 as of May, 2016.
- For the year ending 9/30/2015, GASB 68 will require that the Village carry an actuarial pension liability of \$4,848,902 on its government-wide financial statements. The State of Florida FRS plan actuaries will provide us with that figure at year end.
- The audited general fund balance for FY15 is \$7,869,405. The unassigned fund balance and prepaid expenses equal \$6,511,595. The breakdown is:
  - Carryovers and used to balance subsequent years budget \$ 1,357,810
  - Prepaid expenses 107,706
  - Unassigned 6,403,889
- The 3rd quarter budget amendment will be presented at the July, 2016 for the first quarter of FY2016. The following items will be considered:
  - \$10,000 for an enhanced microphone system in Council chambers.



Guido H. Inguanzo, Jr., CMC  
Village Clerk  
clerk@pinecrest-fl.gov

**MEMORANDUM**  
Office of the Village Clerk

DATE: June 7, 2016  
TO: Yocelyn Galiano, ICMA-CM, Village Manager  
FROM: Michelle Hammontree, Communications Manager   
RE: Communications Division May 2016 Monthly Report

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**General Social Media**

Facebook: 1689 Likes  
Twitter: 976 Followers  
Instagram: 362 Followers

**Parks and Recreation Department Social Media**

Facebook: 1043 Likes

**Pinecrest Gardens Social Media**

Facebook: 5598 Likes  
Twitter: 1197 Followers  
Instagram: 210 Followers

**Police Social Media**

Facebook: 947 Likes  
Twitter: 272 Followers  
Instagram: 105 Followers

**Broadcasting Clips via TVEyes**

Total Clips: 23  
Total Local Viewership: 558,990  
Total Local Market Publicity Value: \$59,996.43

**E-News Subscribers**

General 1,323  
Parks and Recreation 11,076  
Pinecrest Gardens 9,190

**Press Releases**

Total: 8

**Website**

18,004 Visits  
51,787 Page views



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Leo Llanos, P.E.  
 Building Official  
 building@pinecrest-fl.gov

**MEMORANDUM**  
 Department of Building and Planning

**DATE:** June 2, 2016  
**TO:** Yocelyn Galiano, ICMA-CM, Village Manager  
**FROM:** Leo Llanos, P.E., Building Official *Y. Galiano*  
**RE:** Building Division MAY 2016 Monthly Report

	<b>MAY 2015</b>	<b>MAY 2016</b>	<b>10/1/14 – 5/31/2015 YTD</b>	<b>10/1/15- 5/31/2016 YTD</b>
<b>PERMITS ISSUED:</b>				
Building	155	202	1,311	1,286
Electrical	54	44	353	382
Mechanical	24	29	196	207
Plumbing / LPGX	39	33	414	384
<b>TOTAL PERMITS ISSUED:</b>	<b>272</b>	<b>308</b>	<b>2,274</b>	<b>2,259</b>
<b>VALUE OF CONSTRUCTION</b>	<b>24,222,371</b>	<b>6,869,967</b>	<b>72,652,348</b>	<b>66,728,731</b>
<b>PERMITS FOR NEW HOUSES</b>	<b>2</b>	<b>2</b>	<b>19</b>	<b>28</b>
<b>CERTIFICATE OF OCCUPANCY &amp; CC'S</b>	<b>5</b>	<b>3</b>	<b>25</b>	<b>36</b>
<b>CERTIFICATE OF USE &amp; OCCUPANCY</b>	<b>1</b>	<b>4</b>	<b>5</b>	<b>13</b>
<b>BUILDING CODE CASES</b>	<b>17</b>	<b>11</b>	<b>173</b>	<b>77</b>
<b>INSPECTIONS:</b>				
Building & Roofing	911	995	7,389	8,336
Electrical	146	124	1,138	1,297
Mechanical	103	94	688	841
Plumbing / LPGX	173	116	1,525	1,493
Zoning Inspections by Building Dept.	1	0	5	0
<b>TOTAL INSPECTIONS:</b>	<b>1,334</b>	<b>1,329</b>	<b>10,745</b>	<b>11,967</b>



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Stephen R. Olmsted, AICP  
 Planning Director  
 planning@pinecrest-fl.gov

**MEMORANDUM**  
 Department of Building and Planning

**DATE:** June 6, 2016  
**TO:** Yocelyn Galiano, ICMA-CM, LEED-GA, Village Manager  
**FROM:** Stephen R. Olmsted, AICP, Planning Director *SRO*  
**RE:** Planning Division May 2016 Monthly Report

	<b>May 2015</b>	<b>May 2016</b>	<b>10/1/14 – 5/31/2015 YTD</b>	<b>10/1/15 - 5/31/2016 YTD</b>
<b>PLANNING</b>				
Comp Plan Amendments	0	0	0	1
Land Development Code Amendments/ Plat	0 / 0	0 / 1	0 / 1	2 / 5
Conditional Uses/ Road Vacation	0 / 0	1 / 0	0 / 0	2 / 0
Variances/ Modification to Resolution	0 / 0	0 / 0	3 / 3	5 / 2
Site Development Plans	0	0	0	2
Zoning Compliance –Plans Review	237	269	1,925	2,214
Zoning Letters/Code Interpretations	35	56	248	290
Zoning Permits	42	30	307	287
<b>CODE COMPLIANCE</b>				
Code Cases Opened	112	74	743	586
Code Compliance Reminders	60	32	312	308
Notices to Appear	24	15	155	135
Notice of Violation - Building	3	9	104	36
Zoning Inspections Completed / Code Compliance, Landscape and LBT	241	153 / 320	1,382	1,382 / 2,753
Civil Violations	0	0	11	16
Special Magistrate Cases	16	12	194	129
<b>Total Unclosed Cases (Active): 706</b>	N/A	N/A	N/A	N/A
<b>LICENSES</b>				
Business Tax – NEW	2	11	49	101
Business Tax - RENEWAL	6	1	124	287
<b>TOTAL LICENSES</b> (* reflects new & renewal licenses)	8	12	173	388



## **Commercial and Residential Development/Redevelopment**

Within the Village of Pinecrest, commercial and residential development and redevelopment have been approved and are occurring as follows:

1. Coconut Palm Estates Subdivision – A building permit for construction of a single-family residence on Lot 2 has been issued. Applications for construction of residences on 5 additional lots are under review.
2. St Louis Catholic Church and Covenant School – Gymnatorium – The gymnatorium is under construction.
3. Baptist Health – The medical office building is under construction.
4. Pinecrest Shops – The commercial building is under construction. “Shula Burger” restaurant has submitted an application for building permits. Plans are under review.
5. Christ the King Lutheran Church Pre-school and Kindergarten – A permit application for fencing of the playground has been submitted and approved. Plans for improvement of the landscaping and parking lot have been approved.
6. Lexus of Kendall and Kendall Toyota - Applications for permits to remodel the Lexus and Toyota dealerships have been submitted for review. Plans also include a proposed expansion of the Toyota repair garage building approximately 100 feet to the south on the Toyota property. An amendment to the Future Land Use Plan of the Village’s Comprehensive Development Master Plan and an accompanying amendment to the Village’s Zoning Map will be required to allow expansion of the Toyota repair garage. The garage expansion area is located on the property owned by Kendall Toyota, although it has historically been zoned for RU-1, Residential Single- Family and RU-2, Residential Duplex uses.

Proposed plans also include construction of a new pre-owned Lexus sales facility and independent insurance office on the former Drive-In Theater property, located on the north side of the canal. Applications for amendment to the Village’s Comprehensive Plan and zoning map and all required site development plans will be scheduled for consideration by the Village Council in required public hearings.



Loren C. Matthews  
Parks and Recreation Director  
parks@pinecrest-fl.gov

MEMORANDUM

Department of Parks and Recreation

DATE: June 6, 2016  
TO: Yocelyn Galiano Gomez, ICMA-CM, Village Manager  
FROM: Loren Matthews, Parks and Recreation Department  
RE: Parks and Recreation Department- May 2016 Monthly Report

ACTIVITY - COMMUNITY CENTER	Number of Participants May 2015	Number of Participants May 2016
<b>RECREATIONAL CLASSES</b>		
Ballet	41	85
Blood Pressure Screening	28	19
Bridge	48	12
Evening Watercolor	N/A	5
Everyone Can Draw	6	0
Evolve Training	N/A	4
Fencing	6	13
Game Day	36	70
Guitar	13	13
Genealogical Society	20	9
Greater Miami Youth Symphony	40	50
Gymnastics	25	25
Hip Hop Kids	0	3
Jump Rope	14	10
Kidokinetics	3	0
Kix 4 Kids	14	7
Line Dancing	74	77
Lectures	163	140
Mandarian	2	0
Music Together	52	35



Photography	0	0
Quilting	12	8
Salsa & Flamenco	30	14
Spanish	10	10
Sharpminds	69	109
Sports Performance	1	8
Total:	707	718
<b>FITNESS CLASSES</b>		
Baptist Yoga	N/A	87
Body Sculpting	212	178
Butts and Guts	16	36
Café con Leche	100	53
Cardio Box	N/A	114
Core Condition	N/A	18
Fitness Plus	81	89
Gentle Yoga	42	53
Matt Pilates	N/A	47
Spinning	356	1,199
Strength & Stretch with Hyla	56	55
Stretch, Breath, & Meditate with Jojo	8	11
Stretch, Walk, & Keep Young with Nora	154	235
The Workout	175	276
Total Body Burn	N/A	63
Zumba	24	47
<b>TOTAL CLASS PARTICIPANTS</b>	<b>1,224</b>	<b>2,561</b>

MEMBERSHIP TYPES	May 2015		May 2016	
Resident Adult	New: 4 Renewal: 3	7	New: 3 Renewal:0	3
Resident Senior	New: 3 Renewal:9	12	New: 3 Renewal: 4	7
Resident Family	New: 10 Renewal:15	25	New: 5 Renewal:11	16
Resident 90 Day	New: 12 Renewal: 4	16	New: 10 Renewal: 9	19
Resident Monthly	New: 25 Renewal:71	74	New: 20 Renewal:96	116
Non-Resident Adult	New: 0 Renewal: 0	0	New: 0 Renewal: 1	1
Non-Resident Senior	New: 0 Renewal: 2	2	New: 1 Renewal: 1	2
Non-Resident Family	New: 2 Renewal: 0	2	New: 1 Renewal: 2	3
Non-Resident 90 Day	New: 5 Renewal: 0	5	New: 1 Renewal: 1	2
Non-Resident Monthly	New: 5 Renewal: 19	24	New: 12 Renewal: 32	44
10 Class Punch Pass	New: 6 Renewal:63	69	New: 18 Renewal:72	90
Monthly Unlimited (Members)	New: 1 Renewal: 4	5	New: 3 Renewal:0	3
Core Crunch	New: 8 Renewal:1	9	New: 0 Renewal: 2	2
Weekly Membership	New: 8 Renewal: 1	9	New: 1	1
Free One Week Trials	New: 24	24	New: 58	58
<b>MONTHLY TOTAL</b>	<b>477</b>		<b>464</b>	
*TOTAL MEMBERS FOR CALENDAR YEAR (INCLUDING CURRENT MONTH)	2,120		3,533	

MISCELLANEOUS STATISTICS	May 2015	May 2016
Facebook Fans	754	1,043
Monthly Visitors to Community Center	20,996	20,758
Community Center Vending Revenue	\$2,418.00	\$1,818.00
TOTAL FOR FISCAL YEAR(No. of Months)	\$13,473.98 (8)	\$12,805.017 (8)

REVENUES	May 2015	May 2016
Coral Pine Park Vending	\$989.25	\$933.55
Coral Pine Tennis Court	\$7,562.00	\$7,736.50
TOTAL MONTH	\$8,551.25	\$8,670.05
TOTAL FOR FISCAL YEAR(#of Months)	\$78,059.80 (8)	\$74,133.18 (8)

ACTIVITY	Number of Participants-May 2015	Number of Participants-May 2016
CORAL PINE PARK		
Women's Tennis League	192	192
Men's Tennis League	128	128
Mixed Doubles Tennis League	48	48
Panther Middle School Lacrosse	35	35
SUNILAND PARK		
Howard Palmetto Baseball	600	600
Coffee with Councilmember Doug Kraft	N/A	10
EVELYN GREER PARK		
Fit Kids	500	500
Black Panther Karate	30	22
Kendall Camera Club	100	100
FLAGLER GROVE		
Pinecrest Premier	200	200
Miami Premier	200	200



# Budget Performance Report

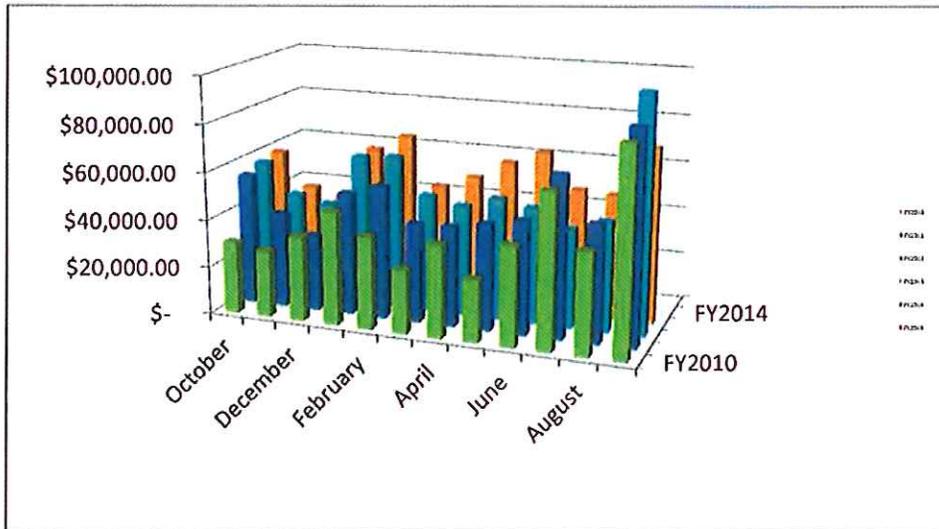
Fiscal Year to Date 05/31/16  
 Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 001 - General Fund</b>										
<b>REVENUE</b>										
Department 000 -										
Division 00 -										
<b>347</b>	<b>Cult &amp; Rec</b>									
347.101	Cult & Rec CC Building Rentals	.00	.00	.00	.00	.00	3,300.00	(3,300.00)	+++	4,698.90
347.104	Cult & Rec CC Camps	.00	.00	.00	430.00	.00	6,134.00	(6,134.00)	+++	63,736.50
347.105	Cult & Rec CC Concession Sales	.00	.00	.00	1,217.32	.00	12,710.40	(12,710.40)	+++	20,383.00
347.106	Cult & Rec CC Donations	.00	.00	.00	200.00	.00	275.00	(275.00)	+++	75.00
347.107	Cult & Rec CC Classes, Member	.00	.00	.00	5,373.00	.00	70,278.37	(70,278.37)	+++	106,653.11
347.108	Cult & Rec CC Trainer Fees	.00	.00	.00	1,200.00	.00	17,900.00	(17,900.00)	+++	22,000.00
347.109	Cult & Rec CC Day Passes	.00	.00	.00	440.64	.00	2,593.90	(2,593.90)	+++	2,043.63
347.110	Cult & Rec CC Memberships, Annual, Residen	.00	.00	.00	8,700.55	.00	91,530.02	(91,530.02)	+++	158,258.64
347.111	Cult & Rec CC Memberships, 90 Days, Res.	.00	.00	.00	1,500.00	.00	13,546.38	(13,546.38)	+++	14,996.79
347.112	Cult & Rec CC Memberships, 30 Days, Residen	.00	.00	.00	3,674.62	.00	28,914.65	(28,914.65)	+++	35,137.69
347.113	Cult & Rec CC Memberships, One Week	.00	.00	.00	180.00	.00	820.00	(820.00)	+++	466.40
347.116	Cult & Rec CC, Special Events	.00	.00	.00	.00	.00	4,000.76	(4,000.76)	+++	3,773.33
347.117	Cult & Rec CC Classes, Nonmember	.00	.00	.00	21,794.02	.00	326,257.57	(326,257.57)	+++	356,522.07
347.120	Cult & Rec CC Memberships, Annual Non-res.	.00	.00	.00	660.00	.00	7,272.50	(7,272.50)	+++	8,829.37
347.121	Cult & Rec CC Memberships, 90 Day, Non res.	.00	.00	.00	620.00	.00	3,727.50	(3,727.50)	+++	3,885.98
347.122	Cult & Rec CC Memberships, 30 Day Non-Res	.00	.00	.00	1,440.00	.00	11,235.00	(11,235.00)	+++	13,116.81
347.123	Cult & Rec CC Senior Trips/Tours	.00	.00	.00	8.00	.00	498.00	(498.00)	+++	.00
<b>347 - Cult &amp; Rec Totals</b>		\$0.00	\$0.00	\$0.00	\$47,438.15	\$0.00	\$600,994.05	(\$600,994.05)	+++	\$814,577.22
Division 00 - , Totals		\$0.00	\$0.00	\$0.00	\$47,438.15	\$0.00	\$600,994.05	(\$600,994.05)	+++	\$814,577.22
Department 000 - , Totals		\$0.00	\$0.00	\$0.00	\$47,438.15	\$0.00	\$600,994.05	(\$600,994.05)	+++	\$814,577.22
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$47,438.15	\$0.00	\$600,994.05	(\$600,994.05)	+++	\$814,577.22
<b>Fund 001 - General Fund Totals</b>										
REVENUE TOTALS		.00	.00	.00	47,438.15	.00	600,994.05	(600,994.05)	+++	814,577.22
EXPENSE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
Fund 001 - General Fund Totals		\$0.00	\$0.00	\$0.00	\$47,438.15	\$0.00	\$600,994.05	(\$600,994.05)	+++	\$814,577.22
<b>Grand Totals</b>										
REVENUE TOTALS		.00	.00	.00	47,438.15	.00	600,994.05	(600,994.05)	+++	814,577.22
EXPENSE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
Grand Totals		\$0.00	\$0.00	\$0.00	\$47,438.15	\$0.00	\$600,994.05	(\$600,994.05)	+++	\$814,577.22

# Community Center

FY 2011-Present

	347.100	347.100	347.100	347.100	347.100	347.100
	FY2011	FY2012	FY2013	FY2014	FY2015	FY206
October	\$ 55,051.73	\$ 57,225.98	\$ 58,686.14	\$ 68,959.57	\$ 56,473.78	\$ 86,738.40
November	\$ 39,804.73	\$ 44,446.17	\$ 44,368.36	\$ 68,776.34	\$ 47,475.82	\$ 54,306.39
December	\$ 31,951.96	\$ 41,692.76	\$ 40,571.33	\$ 51,388.63	\$ 49,638.73	\$ 77,368.02
January	\$ 51,300.08	\$ 63,373.86	\$ 63,490.21	\$ 74,955.92	\$ 68,917.05	\$ 98,487.17
February	\$ 55,579.38	\$ 64,512.86	\$ 70,217.72	\$ 59,146.69	\$ 68,682.40	\$ 81,038.94
March	\$ 41,352.20	\$ 49,299.82	\$ 50,046.06	\$ 50,695.16	\$ 54,796.81	\$ 68,985.96
April	\$ 41,698.79	\$ 46,405.40	\$ 55,033.50	\$ 71,363.41	\$ 55,704.60	\$ 78,722.87
May	\$ 44,321.48	\$ 50,707.09	\$ 62,644.78	\$ 69,243.65	\$ 61,756.08	
June	\$ 47,204.06	\$ 48,466.45	\$ 67,919.22	\$ 60,962.11	\$ 72,711.90	
July	\$ 67,134.36	\$ 41,381.22	\$ 53,627.90	\$ 56,275.05	\$ 78,142.80	
August	\$ 48,701.35	\$ 45,806.14	\$ 52,576.77	\$ 49,459.73	\$ 75,567.21	
September	\$ 88,060.83	\$ 98,695.91	\$ 73,404.73	\$ 95,671.44	\$ 114,041.50	
<b>Totals</b>	<b>\$ 612,160.95</b>	<b>\$ 652,013.66</b>	<b>\$ 692,586.72</b>	<b>\$ 776,897.70</b>	<b>\$ 803,908.68</b>	<b>\$ 545,647.75</b>





Alana S. Perez  
Pinecrest Gardens Director  
gardens@pinecrest-fl.gov

MEMORANDUM  
Pinecrest Gardens

DATE: June 7, 2016  
TO: Yocelyn Galiano, Village Manager  
FROM: Alana Perez, Pinecrest Gardens Director   
RE: Pinecrest Gardens May 2016 Monthly Report

Indicated below are number of paid facility permits issued for the rental of various locations throughout the Gardens for meetings, picnics, weddings, parties and special events.

	May 2015	May 2016	Oct. - May 2015 YTD	Oct. - May 2016 YTD
Picnic Tables	17	17	89	103
Butterfly House	9	9	47	46
Lakeview Terrace/Pergola	0	1	5	9
Patio	1	1	6	3
Meadow	0	0	1	1
Hammock Pavilion	0	0	2	7
Hibiscus Room	1	1	9	12
Historical Entrance Room	4	3	14	21
Hidden Garden	0	1	0	2
Banyan Bowl	0	1	7	8
Parking Lot	0	0	9	4
Photography/Filming	4	5	19	25
<b>Total Rentals</b>	<b>36</b>	<b>39</b>	<b>208</b>	<b>241</b>

**Park Attendance**

May 2015*	May 2016*	Oct. - May 2015 YTD*	Oct. - May 2016 YTD*
8,100	8,300	83,591	84,267

\*Includes paid and non-paid admissions (special events, festivals, birthdays, weddings, meetings, field trips, etc.).



### Admission Revenue Breakdown May 2016

General Admission	Senior Admission	Total Admission Revenues
\$16,985	\$846	\$17,831

### Memberships May 2016

Ind. Adult (18-64)	Ind. Senior (65+)	FT Student	Family	Patron	Cypress Society	Total New Memberships May 2016	Total New Oct. - May 2016 YTD
3	1	-	14	-	-	18	62

Total Active Memberships May 2015	Total Active Memberships May 2016	Total Resident	Total Non-Resident
141	223	116	107

### Total Revenues

	May 2016	May 2015
Rental	\$10,125	\$10,270
Admissions	\$17,831	\$19,060
Memberships	\$1,920	\$530
Field Trips	\$1,705	\$2,298
PG Banyan Bowl Events*	\$720	\$1,300
Gardens Gallery	-	-
Educational/Horticulture Programming	\$120	\$100
Family Movie/Nature Film Night	\$360	\$250
Farmers Market	\$2,500	\$2,000
Concessions**	\$1,050	\$984
<b>Total Revenues</b>	<b>\$36,331</b>	<b>\$36,792</b>

\*\* I-Guana Bite, Family Movie, Events, Etc.

\* Gardens Events (i.e. Jazz, Flamenco, Theater, etc.)

### Notable Details

- Received \$10,000 award from the National Endowment for the Art's, funds will be used towards the South Motors Jazz Series and the jazz educational outreach initiative, South Motors Gen-Next Jam Series.
- Admissions revenues slightly down from last year, could be the result of a few days of bad weather and a week-long closure of Splash 'N Play due to maintenance.

## **Banyan Bowl**

Performances, rehearsals, movies, etc., supported in the Banyan Bowl for May:

- Miami Children's Theater – four shows of Dr. Dolittle
- Miami Music Project's Chamber Series
- Nature Film Night – Turtle, the Incredible Journey
- Orchestra Miami Family Fun Series - Brundibar
- The Friendship Circle Concert with Special Needs Children
- Supported two Award Ceremony's
- Palmetto High School Poetry Night

## **Horticulture**

- Horticulturist position vacant at this time, interviews in process.

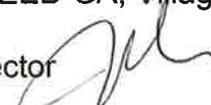
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Mark Spanioli, P.E.  
Public Works Director  
publicworks@pinecrest-fl.gov

MEMORANDUM  
Department of Public Works

DATE: June 3, 2016  
TO: Yocelyn Galiano Gomez, ICMA-CM, LEED GA, Village Manager  
FROM: Mark Spanioli, P.E., Public Works Director   
RE: Public Works Department May 2016 Monthly Report

<u>Concerns/Work Performed:</u>	May 2016	May 2015	YTD 2016	Prior YTD 2015
Sign Repair/Installation	35	52	205	192
Sidewalk Repair/Installation	84	20	268	152
Graffiti Removal	2	10	23	26
Street Clearing/Repair	172	87	643	295
Pothole/Shoulder Repair	3	6	29	56
Storm Drain Cleaning/Repair	121	244	439	1098
Tree/Shrub Trimming/Removal/Installation	84	192	571	626
Canal Cleaning/Clearing	0	6	5	20
Shopping Cart Removal	3	19	33	74
Flooding Investigation/Correction	0	3	4	12
Parking Area Maintenance	11	17	45	80
Debris Removal	64	104	380	347
Swale Repair	0	18	75	161
Downed Tree Erected	0	0	0	0
Total	493	778	2705	3068

<u>Inspections Only:</u>	May 2016	May 2015	YTD 2016	Prior YTD 2015
Sidewalk/Driveway	5	0	25	5
Paving/Drainage	2	8	20	42
Parking/Swale	3	0	21	0
Tree	0	0	3	0
Total	10	8	69	47



<b>Permits Review Only:</b>	<b>May 2016</b>	<b>May 2015</b>	<b>YTD 2016</b>	<b>Prior YTD 2015</b>
Commercial Property	0	0	1	9
Sidewalk/Driveway	2	3	0	4
WASA/Water Main	1	6	22	18
AT&T/Cable TV	0	0	11	6
FPL	2	2	15	9
Curb/Gutter	0	0	0	0
Paving/Drainage/Sewer	0	1	5	6
Tree	3	22	103	88
Fence/Column	0	0	0	0
Parking/Swale	0	0	1	0
Total	8	34	200	141

**Activities details:**

- W/O – Remove keyboard tray under the desk and install on the right side of the desk
- Replace 2-4 light bulbs outside of the storage on the third floor
- Patch walls and paint in the Community Center and Parks
- Clean up the gutters and Public Works office roof
- Pick up water pump in shop and help Gary drain
- W/O – Set up chambers for staff meeting an rearrange the following day
- W/O – Hang a grid map in Sergeant Carlos Villanueva's office
- Spray weed killer on 104 Street and 60 avenue
- Pull ferns off of the entrance of PW office
- Take pictures of vegetation within the right of way – 12625 SW 78 Avenue and 7650 SW 122 Street
- Clean up Village Hall and 2<sup>nd</sup> floor Police Dept.
- Prepare tools – chainsaw, caulking, etc.
- Pick up cordless drill from shop
- Work on time capsule slab
- W/O – Get in touch with Priscilla and move 7 boxes from 3<sup>rd</sup> floor to under ramp
- W/O – Set up chambers for staff meeting an rearrange the following day
- Clean up Village Hall and 2<sup>nd</sup> floor Police Dept
- Finish painting Village of Pinecrest markers at 136 Street and Old Cutler
- Attend armed person training
- Clean up Village Hall and 2<sup>nd</sup> floor Police Dept
- W/O – Set up chambers for staff meeting an rearrange the following day

- W/O – Replace light bulb in east elevator
- Remove illegal signs
- Pick up chainsaw, pole saw, and invoice
- Pick up and install sign for C.P.P's groundbreaking ceremony
- W/O – Fix loose overhead metal hutch

**Supervised activities by contractors/engineers:**

- A total of 30 street trees have been planted this fiscal year (since 10/1/15) by Mesis Landscape.
- Roadway resurfacing continued in May by H&J Asphalt Inc., and working in Phase II now. Project notification door tags being hand delivered as needed to affected properties.
- Safe Routes to School project is being inspected and finalized.
- Kendall Drive Beautification is in the permitting stage.
- Pinecrest Parkway Medians Beautification is in the design stage.
- EnviroWaste Services cleaned storm drains
- Plans are being prepared for a raised island at:
  - SW 90 Street & US1
  - SW 72 Avenue & US-1
- Drainage improvements have been completed at:
  - 61 Avenue & 108 Street
  - 72 Avenue & 120 Street
  - 72 Avenue & 99 Street
  - 71 Court north of 124 Street
  - 6730 SW 112 Street
- Coral Pine Park drainage improvements including berm are under construction.
- SW 70 Ave north of SW 104 St Drainage improvement will commence in June.
- From May 2015-date, Pinecrest PW has completed 15 drainage projects.
- Broken Sidewalks repaired at the locations by Florida Sidewalk Solutions:
  - SW 102 St from SW 58 Ct – 57 Ave
  - SW 110 St from US-1 – SW 77 Ave
  - SW 88 St from SW 61 Ct – 57 Ave
  - SW 78 Ave from SW 110 St N. to Cul De Sac

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Samuel Ceballos, Jr.  
Chief of Police  
police@pinecrest-fl.gov

MEMORANDUM  
Department of Police

DATE: May 24, 2016  
TO: Yocelyn Galiano, ICMA-CM, Village Manager  
FROM: Samuel Ceballos, Jr., Chief of Police *MSC*  
RE: **Police Department April 2016 Monthly Report**

Calls for Service	April 2015	April 2016	Jan - Apr 2015	Jan - Apr 2016
ARSON	0	0	0	0
AUTO THEFT	2	5	4	10
BAKER ACT-MENTAL	2	0	5	3
ASSAULT - SIMPLE	2	1	4	5
BURGLARY	7	10	38	20
CAR BREAK-VEHICLE BURGLARY	11	27	31	64
DECEASED PERSON	3	2	7	5
DISTURBANCE	33	46	140	150
DOMESTIC VIOLENCE	1	0	3	1
FALSE ALARMS	169	126	474	424
FRAUD/ECONOMIC CRIMES	25	19	63	53
FIELD INTERVIEWS	3	1	10	3
FOUND PROPERTY	3	6	9	12
GRAFFITI	1	1	1	1
HOMICIDE	0	0	0	0
MISSING PERSONS	0	1	0	5
NARCOTICS VIOLATIONS	3	2	9	4
ROBBERY	1	1	2	5
INDECENT EXPOSURES	0	0	0	1
LEWD & LASCIVIOUS ACT	0	0	0	0
SHOPLIFTING	2	4	6	6
SUSPICIOUS PERSON - VEHICLE	14	20	39	35
THEFT	13	23	25	52
THEFT FROM EXT. OF VEHICLE	4	3	13	8
VANDALISM	7	1	17	9
VEHICLE RECOVERY	3	1	6	1
WARRANT ARRESTS	2	5	9	7
WEAPONS VIOLATION	0	0	0	0



## UCR CRIME FOR PINECREST (Rolling 12 Months)

Types of Crimes	May 2015	Jun 2015	Jul 2015	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Rape/Sexual Off	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	1	0	0	0	0	0	0	2	2	1	1
Aggravated Assault	1	1	0	0	1	2	0	1	0	0	1	0
Burglary	6	8	8	11	10	6	5	11	6	4	7	10
Larceny	18	27	33	41	21	61	28	36	40	33	36	57
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Auto Theft	2	3	0	3	0	1	0	2	2	3	2	5
<b>Total Part 1</b>	<b>27</b>	<b>40</b>	<b>41</b>	<b>55</b>	<b>32</b>	<b>70</b>	<b>33</b>	<b>50</b>	<b>50</b>	<b>42</b>	<b>47</b>	<b>73</b>

**NOTE:** Totals are subject to revision as the result of follow up investigation or reclassification by the detective bureau, and therefore may not accurately reflect the final official figures subsequently submitted to FDLE.

### GENERAL CRIME TRENDS

During the month of April, the crime trends were related to theft of vehicles and vehicle break-ins.

### DETECTIVE BUREAU

The Criminal Investigation Section (CIS) received a total of 92 cases for the month of April 2016. All were assigned to a member of the Investigations Section for follow-up. Twenty-six cases were reclassified as inactive due to insufficient investigative leads, or no further police action required. Two case were exceptionally cleared and ten cases were cleared by arrest.

### TASK FORCE OFFICER (T.F.O)

- In April TFO Artola participated in a forfeiture of \$442,081.00. We anticipate a 5% equitable share of the seizure

### VICTIM SERVICES

During the month of April 2016, the Victim Services Coordinator contacted 35 victims. All victims were provided with contact information for assistance.

**REDLIGHT CAMERA SAFETY PROGRAM**  
**April 1- April 30, 2016**

<b>Location</b>	<b>#of Notice of Violations (NOV's)</b>	<b># of Uniform Traffic Citations (UTC's)</b>	<b># of Crashes</b>	<b>Type of Crashes</b>
U.S.1 & 104 Street	116	20	2	<p>1 – Improper change of lanes – Vehicles were travelling eastbound on SW 104 Street and U.S.1, when a vehicle improperly changed lanes causing a collision. Not related to light cycle.</p> <p>1 – Improper change of lanes –Vehicles were travelling westbound on SW 104 Street, when a vehicle improperly changed lanes, causing a collision. Not related to light cycle.</p>
U.S.1 & 112 Street	282	47	2	<p>1 – Rear end Collision – Carless Driving. Both drivers were travelling northbound on U.S.1 approaching SW 112 Street, when vehicle #2 slowed down for an approaching emergency vehicle, and was rear-ended by vehicle #1. Not related to light cycle.</p> <p>1 – Rear end Collision- Carless Driving. Vehicles were travelling northbound on U.S.1 approaching SW 112 Street. Vehicle #2 stopped for the red light and vehicle #1 failed to stop and rear-ended vehicle #2.</p>
U.S.1 & 124 Street	60	32	0	N/A
U.S.1 & 128 Street	51	22	0	N/A
<b>Total</b>	<b>509</b>	<b>121</b>	<b>4</b>	

**Note:** During the month of April 2016, 50 Notice of Violations were issued to Pinecrest residents

### TRAFFIC ENFORCEMENT

	May 2015	June 2015	July 2015	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	TOTALS
Traffic Details	42	45	42	90	103	107	97	96	66	60	103	47	898
Total Stops	491	287	192	318	392	451	370	281	260	266	488	339	4135
Moving Citations	344	210	129	200	264	356	284	275	209	205	305	239	3020
Non-Moving Citations	99	55	33	54	51	52	57	57	61	39	47	61	666
Written Warning	0	0	0	0	0	0	0	0	1	1	0	0	2
Verbal Warning	253	122	114	195	258	252	277	300	177	136	304	176	2564
Parking Citations	49	28	55	78	128	122	132	99	76	54	82	36	939
Driving Under the Influence	4	12	6	2	6	8	5	13	14	4	3	3	80

### TRAFFIC CRASHES

	May 2015	June 2015	July 2015	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	Totals
Crashes Interior	67	61	42	53	55	74	64	82	53	70	63	62	746
Crashes -US 1	36	25	28	37	26	35	39	43	37	27	23	36	392

### VEHICLE PATROL MILEAGE

February	March	April
24,870	25,169	28,963

## TRAINING

<b>February</b>	<b>March</b>	<b>April</b>
360 Hours	128 Hours	120 Hours

The Department attended a total of 120 hours of training in the month of April 2016. Detective Martin attended the Surveillance and Counter Surveillance training at Miami Dade College. The 75<sup>th</sup> Command Officers Development academy continues for Lieutenant Bowman.

### *MEETINGS WITH OTHER AGENCIES AND CITIZEN GROUPS:*

The following are the meetings attended during the month of April, 2016.

- April 6 – Chief Ceballos and Deputy Chief Skumanich attended the Dade Chiefs Executive meeting at Miami Shores.
- April 12 – VSC Vivancos attended the Human Trafficking Cyber Crimes & Domestic Violence Symposium in Miami.
- April 13 – Detective Brown attended the South Ops Intel meeting at MDPD Kendall station.
- April 13 – VSC Vivancos attended the Domestic Violence Fatality Review Team meeting at the Medical Examiner’s Office.
- April 21 – Detective Rivera attended the FISA Financial Fraud meeting at the Secret Service Headquarters in Miami.
- April 27 – Detective Rivera attended the Robbery Clearinghouse meeting at FDLE Headquarters, in Miami.
- April 27 – Detective Martin and VSC Vivancos attended the North Ops Intel meeting at Miami Beach PD.
- April 29 – Detective Brown attended the Gulliver Prep School Bullying meeting, in Pinecrest.

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**PINECREST PEOPLE MOVER RIDERSHIP  
2015-2016 SCHOOL YEAR**

**August 2015**

<b>(8/24 – 8/31)</b>	<b>AM Month Totals</b>	<b>AM Daily Average</b>	<b>PM Month Totals</b>	<b>PM Daily Average</b>	<b>TOTAL MONTH</b>	<b>TOTAL DAILY AVERAGE</b>
High School NORTH	78	13	268	44.7	346	57.7
High School SOUTH	64	10.7	211	35.1	275	45.8
Middle School NORTH	92	15.3	132	22	224	37.3
Middle School SOUTH	29	4.8	50	8.3	79	13.1

**September 2015**

	<b>AM Month Totals</b>	<b>AM Daily Average</b>	<b>PM Month Totals</b>	<b>PM Daily Average</b>	<b>TOTAL MONTH</b>	<b>TOTAL DAILY AVERAGE</b>
High School NORTH	267	12.7	834	39.7	1,101	52.4
High School SOUTH	150	7.1	745	35.5	895	42.6
Middle School NORTH	304	14.5	423	20.1	727	34.6
Middle School SOUTH	96	4.6	190	9	286	13.6

## October 2015

	AM Month Totals	AM Daily Average	PM Month Totals	PM Daily Average	TOTAL MONTH	TOTAL DAILY AVERAGE
High School NORTH	200	9.1	673	30.6	873	39.7
High School SOUTH	210	9.5	983	44.7	1193	54.2
Middle School NORTH	254	11.6	363	16.5	617	28.1
Middle School SOUTH	161	7.3	332	15.1	493	22.4

## November 2015

	AM Month Totals	AM Daily Average	PM Month Totals	PM Daily Average	TOTAL MONTH	TOTAL DAILY AVERAGE
High School NORTH	215	11.9	745	41.4	960	53.3
High School SOUTH	254	14.1	1431	79.5	1685	93.6
Middle School NORTH	251	13.9	361	20.1	612	34
Middle School SOUTH	101	5.6	172	9.6	273	15.2

## December 2015

	AM Month Totals	AM Daily Average	PM Month Totals	PM Daily Average	TOTAL MONTH	TOTAL DAILY AVERAGE
High School NORTH	130	6.5	470	23.5	600	30
High School SOUTH	151	7.6	525	26.2	676	33.8
Middle School NORTH	176	8.8	253	12.7	429	21.5
Middle School SOUTH	78	3.9	159	8	237	11.9

## January 2016

	AM Month Totals	AM Daily Average	PM Month Totals	PM Daily Average	TOTAL MONTH	TOTAL DAILY AVERAGE
High School NORTH	100	5.2	208	11	308	16.2
High School SOUTH	187	9.8	643	33.8	830	43.6
Middle School NORTH	189	10	255	13.4	444	23.4
Middle School SOUTH	98	5.2	201	10.5	299	15.7

## February 2016

	AM Month Totals	AM Daily Average	PM Month Totals	PM Daily Average	TOTAL MONTH	TOTAL DAILY AVERAGE
High School NORTH	111	0.6	176	8.8	287	14.4
High School SOUTH	99	5	352	17.6	451	22.6
Middle School NORTH	166	8.3	198	9.9	364	18.2
Middle School SOUTH	66	3.3	151	7.5	217	10.8

## March 2016

	AM Month Totals	AM Daily Average	PM Month Totals	PM Daily Average	TOTAL MONTH	TOTAL DAILY AVERAGE
High School NORTH	107	4.9	450	20.4	557	25.3
High School SOUTH	216	9.8	835	38	1,051	47.8
Middle School NORTH	201	9.1	331	15.1	532	24.2
Middle School SOUTH	138	6.3	281	12.8	419	19.1

### April 2016

	AM Month Totals	AM Daily Average	PM Month Totals	PM Daily Average	TOTAL MONTH	TOTAL DAILY AVERAGE
High School NORTH						
High School SOUTH						
Middle School NORTH						
Middle School SOUTH						

### May 2016

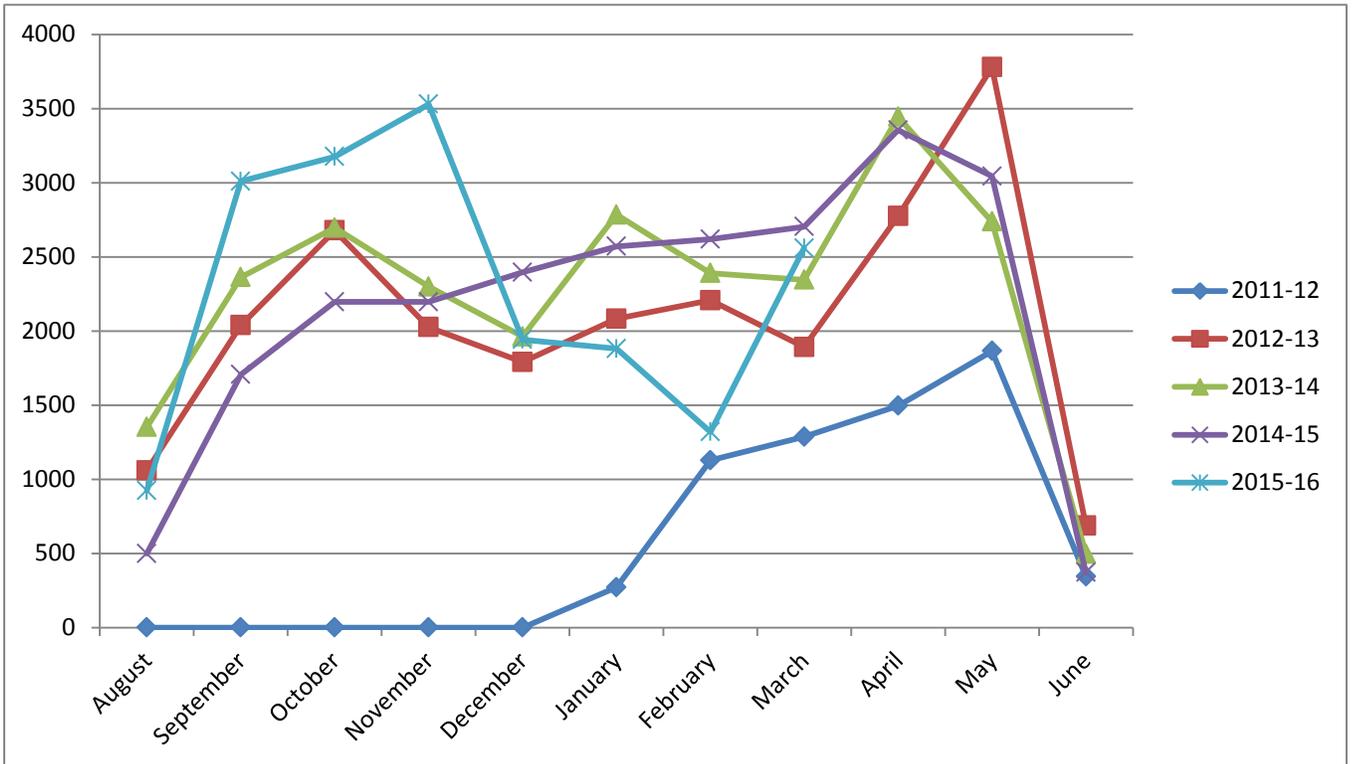
	AM Month Totals	AM Daily Average	PM Month Totals	PM Daily Average	TOTAL MONTH	TOTAL DAILY AVERAGE
High School NORTH						
High School SOUTH						
Middle School NORTH						
Middle School SOUTH						

### June 2016

	AM Month Totals	AM Daily Average	PM Month Totals	PM Daily Average	TOTAL MONTH	TOTAL DAILY AVERAGE
High School NORTH						
High School SOUTH						
Middle School NORTH						
Middle School SOUTH						

### Total Monthly Boardings

Year	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
2011-12	0	0	0	0	0	271	1,127	1,286	1,495	1,865	344	<b>6,388</b>
2012-13	1,059	2,038	2,678	2,026	1,791	2,082	2,207	1,891	2,774	3,778	688	<b>23,012</b>
2013-14	1,352	2,362	2,696	2,299	1,962	2,784	2,390	2,345	3,444	2,738	497	<b>24,869</b>
2014-15	499	1,706	2,180	2,196	2,396	2,570	2,619	2,703	3,355	3,044	371	<b>23,639</b>
2015-16	924	3,009	3,176	3,530	1,942	1,881	1,319	2,559				<b>15,781</b>



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**From:** Maggie Cooper <[MCcooper@kaboom.org](mailto:MCcooper@kaboom.org)>

**Date:** April 28, 2016 at 5:50:17 PM EDT

**To:** Guido H. Inguanzo, Jr.

**Subject: 2016 Playful City USA Recognition**

Dear Guido,

Congratulations! We're proud to honor Pinecrest, FL as a 2016 Playful City USA community!! Thank you for your efforts to focus on play and create kid-friendly, family-friendly communities! **IMPORTANT: Your recognition is embargoed and cannot be announced publicly until Wednesday, May 18th.**

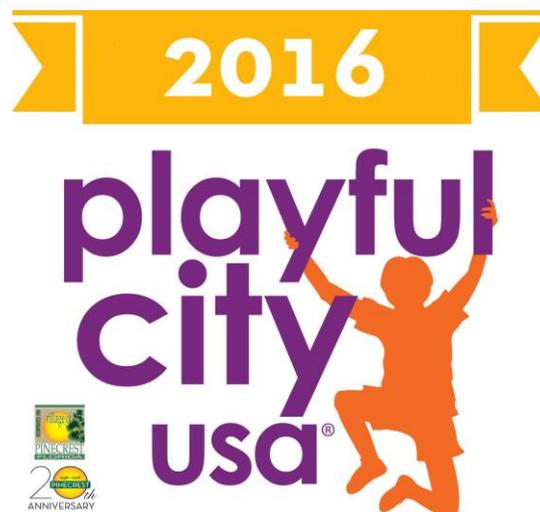
On May 4<sup>th</sup> at 2:00pm EST, we will host a webinar to review what it means to be a Playful City, share ways to celebrate your recognition and leverage the great news in your community! The national announcement will coincide with a week-long social media celebration of the impactful and exciting things some of our 2016 Playful City USA communities are doing around playability.

We look forward to working with you over the next year to improve the access all children have to play. If you have any questions regarding the announcement or the webinar, please contact me.

In play,

The Playful City USA team

Maggie, Myeta and Alex



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Yocelyn Galiano, ICMA-CM  
Village Manager  
manager@pinecrest-fl.gov

MEMORANDUM  
Office of the Village Manager

DATE: June 7, 2016  
TO: The Honorable Mayor and Members of the Village Council  
FROM: Yocelyn Galiano, ICMA-CM, Village Manager   
RE: Mid-Year FY 2015-16 Budget Report

The following report, provided to the Village Council for general information purposes, reflects the FY 2015-16 budgeted revenues and expenses, actual revenues and expenses for the period beginning October 1<sup>st</sup> through May 31<sup>st</sup>, and the most up-to-date 12 month estimate of anticipated revenues and expenses for the current fiscal year.

### Revenues

	2015-16 Budget	Actual 10/1/2015 thru 5/31/2016	12 Month Estimate (as of 6/7/16)
Taxes	\$ 12,326,670	\$ 10,670,228	\$ 12,281,473
Licenses and Permits	3,431,570	1,818,256	3,687,228
Intergovernmental	2,018,390	1,273,234	2,067,614
Charges for Services	2,000,990	1,434,200	2,268,879
Fines and Forfeits	1,551,100	507,593	1,135,170
Miscellaneous	316,000	152,013	167,774
<b>Total Revenues</b>	<b>\$ 21,644,720</b>	<b>\$ 15,855,524</b>	<b>\$ 21,477,445</b>

### Expenses

	2015-16 Budget	Actual 10/1/2015 thru 5/31/2016	12 Month Estimate (as of 6/7/16)
Village Council	\$ 230,630	\$ 154,513	\$ 226,133
Village Manager	669,420	416,017	663,742
Village Clerk	261,540	175,682	264,729
Finance	369,350	240,849	363,462
Village Attorney	420,000	262,915	435,442
General Government	1,300,800	853,921	1,259,918
Information Tech	334,030	255,710	357,810



Police	9,588,230	5,512,074	8,608,195
Building & Planning	1,862,750	1,222,499	1,884,201
Public Works	724,520	512,158	710,865
Parks & Recreation	1,310,330	778,376	1,260,222
Community Center	977,280	687,642	1,038,162
Pinecrest Gardens	2,110,160	1,340,399	2,015,728
<b>Total Expenses</b>	<b>\$ 20,159,040</b>	<b>\$ 12,412,755</b>	<b>\$ 19,088,609</b>
Transfers Out to Other Funds	2,857,490	791,400	2,857,490
<b>Total Expenses Plus Transfers</b>	<b>\$ 23,016,530</b>	<b>\$13,204,155</b>	<b>\$ 21,946,099</b>

### General Fund Balance

	2015-16 Budget	Actual 10/1/2015 thru 5/31/2016	12 Month Estimate (as of 6/7/16)
Beginning Balance	\$ 8,551,286	\$ 7,869,406	\$ 7,869,406
Revenues	21,644,720	15,855,524	21,477,445
Less Expenditures	20,159,040	12,412,755	19,088,609
Less Transfers Out	2,857,490	791,400	2,857,490
Ending Balance	\$ 7,179,476	\$ 10,520,775	\$ 7,400,752



Mark Spanioli, P.E.  
Public Works Director  
publicworks@pinecrest-fl.gov

MEMORANDUM  
Department of Public Works

DATE: June 7, 2016  
TO: Yocelyn Galiano, Village Manager  
FROM: Mark Spanioli, P.E., Public Works Director  
RE: Utility Pole Update

As you are aware, the Public Works Department has been working together with the utility companies (FPL, AT&T and Comcast) to have the identified double poles removed within the Village boundaries. Please accept this email as a brief re-cap of the progress made to date:

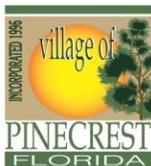
- In July of 2015, 154 double poles were identified, mapped and provided to the utility companies for removal.
- In December of 2015, additional poles were identified totaling 244 poles. These poles were also mapped and provided to the utility companies for removal.
- Village Council passed the Utility Pole Ordinance in February of 2016 providing the Village with a mechanism to enforce pole removal.
- On April 4<sup>th</sup>, 2016, the utility companies provided an update indicating that 145 of the 244 poles had been removed.
- On April 27, 2016, the Public Works Department served the utility companies with a 30-day written notice in accordance with the Village Ordinance indicating in writing that double poles exist within the right-of-way that require removal and requested in writing from them a schedule of removal of the remaining poles.
- During the 30-day notice period, Public Works again met with the utility companies and they provided Public Works with a schedule for completion and a list of 20 poles that due to engineering reasons would not be able to be pulled immediately.
- On May 27<sup>th</sup>, 2016, the utility companies provided an update indicating that 57 poles remain to be removed (some are pending inspection and verification by Public Works) of the 244 that were identified.
- On June 2<sup>nd</sup>, 2016, Public Works provided the utility companies with a written "Order of Removal" based on the Village Ordinance requiring the removal of 37 poles by June 30<sup>th</sup>, 2016 and the remaining 20 poles by October 31<sup>st</sup>, 2016 (due to engineering constraints).

In accordance with the Village Ordinance, after June 30<sup>th</sup>, 2016 and again after October 31<sup>st</sup>, 2016, the Village has the right to assess fines up to \$250/day per pole that has not been removed.



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Guido H. Inguanzo, Jr., CMC  
Village Clerk  
clerk@pinecrest-fl.gov

MEMORANDUM  
Office of the Village Clerk

DATE: May 20, 2016  
TO: Yocelyn Galiano, ICMA-CM, Village Manager  
FROM: Guido H. Inguanzo, Jr., CMC, Village Clerk  
RE: Communications Advisory Group

You requested that an ad hoc group of professionals from the public relations/communications field be convened to review the Village's communication efforts and make recommendations, if necessary, on improving outreach to the Village's residents.

Several sources, including staff and elected officials, provided my office with the names of those with experience in the field that could assist with this process. The following individuals, all residents, accepted an invitation to be part of the ad hoc group:

- Melisa Chantres
- John David
- Janet Hodur
- Marika Lynch
- Jorge Martinez
- Ann McMaster
- Isaac Mizrahi
- John Stanham

The ad hoc group held a total of five meetings on the following dates:

- February 26, 2016
- March 18, 2016
- April 7, 2016
- May 5, 2016
- May 20, 2016



Councilmember Cheri Ball and Communications Manager Michelle Hammontree participated in many of the ad hoc group's meetings. I chaired all of the meetings and provided staff support to the ad hoc group. Attached, as Exhibit A, is a summary of the meetings.

The group held their last meeting on May 20<sup>th</sup> and consented to the following recommendations for the Village Manager's consideration:

- Add pages to the Pinecrest Sun and/or consider publishing four times per year
  - Cease duplicative efforts such as publishing the Senior Focus
  - Readership effectiveness survey
- Update Community Information Guide
  - Translate to Spanish
  - Seek advertising/sponsor for printed copies
- Web site should be "Center of the Wheel" of Village's communication efforts
  - Create a "Portal" - "Pinecrest Anything/Everything Information"
  - Flat architecture (avoid drill-down) utilizing best practices for functionality
  - Improve electronic transactions
  - Drive social media users to web site with links
  - Mobile site
  - Dynamic content of most requested information applying A/B testing
- Boost e-mail subscribers
  - Database management, content creation and content deployment
- Campaign to inform residents of available information and resources
  - Postcard/magnet mailing
- Explore cross-platform options including schools and PTAs, religious institutions, and civic groups
- Test alternate means of civic engagement at meetings including online surveys
- Review staffing/resources as well as marketing vs. communications efforts

## **EXHIBIT A**

*February 26, 2016*

Ms. Chantres  
Mr. David  
Ms. Hodor  
Mr. Martinez  
Ms. McMaster  
Mr. Mizrahi  
Mr. Stanham

The organizational meeting provided a forum for the participants to introduce themselves and to develop a goal for the process. The group generally discussed demographics, stakeholders, the “new normal” in communications with ever changing technology, and “connecting the pieces” of the Village’s efforts.

The group, by consensus, agreed to the following goal:

Develop 3-point Communications Framework:

1. Inform key audiences of news
2. Build sense of community
3. Promote interchange between stakeholders

*March 18, 2016*

Ms. Chantres  
Mr. David  
Ms. Lynch  
Mr. Martinez  
Ms. McMaster  
Mr. Mizrahi  
Mr. Stanham

The participants discussed the ad hoc group’s goal and demographics. Mr. Stanham provided data indicating that the increasing populations in the Village were those with young families, affluent, 20-24, and <5. Generation Xers and senior citizens were flat and the 35-55 population was decreasing. The group also reviewed the inventory of *Communications Assets* prepared by staff. The inventory is attached as Exhibit B.

April 7, 2016

Ms. Chantres  
Mr. David  
Ms. Lynch  
Mr. Martinez  
Ms. McMaster  
Mr. Stanham

The ad hoc group reviewed and discussed the *Segment Needs by Message Type* report prepared by Mr. Stanham and Ms. Lynch. The report is attached as Exhibit C. The group discussed social media vs. web, advertising on social media, advertisements in community and religious publications, the framework of the redevelopment of the Village's web site, and the development of a campaign to inform residents of the Village's communication efforts.

May 5, 2016

Ms. Chantres  
Mr. David  
Mr. Martinez  
Mr. Stanham

The ad hoc group reviewed the analytics of the Village's web site and social media sites which are attached as Exhibit D. Based on their previous discussions, the group drafted the following recommendations for the Village Manager's consideration:

1. Add pages to the Pinecrest Sun and/or consider publishing four times per year
  - a. Cease duplicative efforts of publishing the Senior Focus
2. Update Community Information Guide
  - a. Translate to Spanish (possible project for H.S. students)
  - b. Seek advertising/sponsor for printed copies
3. Web site should be "Center of the Wheel" of Village's communication efforts
  - a. Create a "Portal" - "Pinecrest Anything/Everything Information"
  - b. Flat architecture (avoid drill-down) and utilize best practices
  - c. Improve electronic transactions
  - d. Drive social media users to web site with links
4. Boost e-mail subscribers
5. Campaign to inform residents of available information and resources
  - a. Postcard/magnet mailing
6. Explore cross-platform options (schools, religious institutions, civic)
7. Consider a branding campaign to solidify the Village's identity

May 20, 2016

Ms. Chantres  
Mr. David  
Ms. Lynch  
Mr. Martinez  
Mr. Mizrahi  
Ms. McMaster  
Mr. Stanham

The ad hoc group reviewed the draft of recommendations. The group also discussed the architecture of the Village's new web site and viewed examples of other municipalities.

The group, by consensus, agreed to forward the following recommendations to the Village Manager:

- Add pages to the Pinecrest Sun and/or consider publishing four times per year
  - Cease duplicative efforts such as publishing the Senior Focus
  - Readership effectiveness survey
- Update Community Information Guide
  - Translate to Spanish
  - Seek advertising/sponsor for printed copies
- Web site should be "Center of the Wheel" of Village's communication efforts
  - Create a "Portal" - "Pinecrest Anything/Everything Information"
  - Flat architecture (avoid drill-down) utilizing best practices for functionality
  - Improve electronic transactions
  - Drive social media users to web site with links
  - Mobile site
  - Dynamic content of most requested information applying A/B testing
- Boost e-mail subscribers
  - Database management, content creation and content deployment
- Campaign to inform residents of available information and resources
  - Postcard/magnet mailing
- Explore cross-platform options including schools and PTAs, religious institutions, and civic groups
- Test alternate means of civic engagement at meetings including online surveys
- Review staffing/resources as well as marketing vs. communications efforts

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**EXHIBIT B**



Guido H. Inguanzo, Jr., CMC  
Village Clerk  
clerk@pinecrest-fl.gov

MEMORANDUM  
Office of the Village Clerk

DATE: March 2, 2016  
TO: Communications Advisory Group  
FROM: Guido H. Inguanzo, Jr., CMC, Village Clerk  
RE: Communications Assets

A blue ink handwritten signature, likely of Guido H. Inguanzo, Jr., written over the "FROM:" line of the memorandum.

---

As per the group's request at the February 26<sup>th</sup> meeting, attached is an inventory of the Village's communications assets.

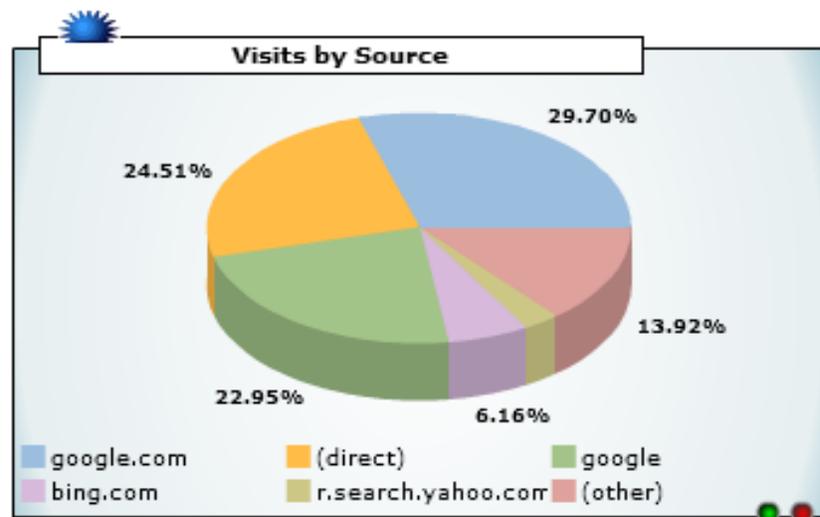
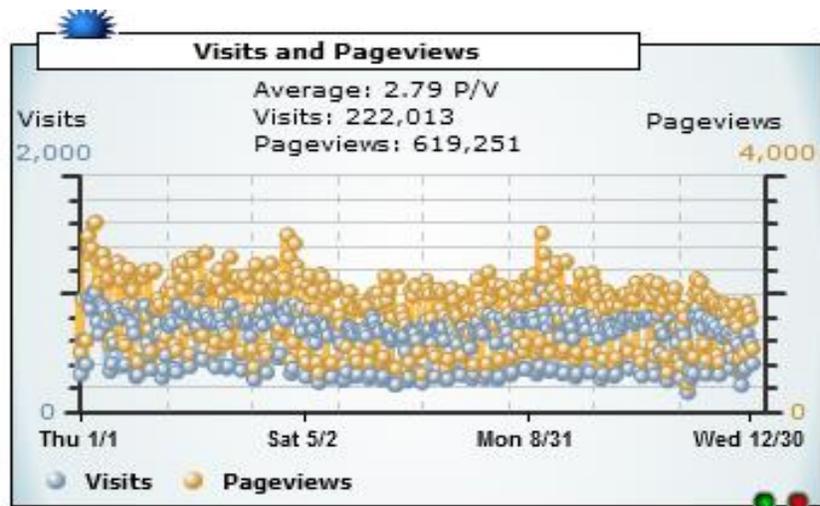
cc: Cheri Ball, Councilmember  
Yocelyn Galiano, ICMA-CM, Village Manager



## Online

The Village's web site at [www.pinecrest-fl.gov](http://www.pinecrest-fl.gov) provides instant access to important information and documents. The site includes electronic copies of all Village Council meeting agendas and minutes, the Village Charter, Code of Ordinances, and other important documents including resolutions, the annual budget, and the Land Development Regulations. The web site also includes live building inspection results, live and archived streaming video of Village Council meetings and a citizen service request tool.

In calendar year 2015, there were 222,013 unique visits and 619,251 page views.



The current site was developed in 2010. Based on staff's recommendation, the Village Council appropriated funds in the current fiscal year's budget for the redevelopment of the site. The Village is in the initial stages of the project with a roll-out of the new site anticipated by September 1st.

## E-mail Subscription Service

Persons interested in receiving information via e-mail, may sign-up for the E-mail Subscription Service at [www.pinecrest-fl.gov/signup](http://www.pinecrest-fl.gov/signup) and from a link on the Village's home page. Subscribers receive the monthly E-News, notice of all upcoming public meetings and important announcements from the Village government. In addition, the Parks and Recreation Department and Pinecrest Gardens also maintain an e-mail subscription list. A user may select any or all of the lists from the sign-up screen.

There are currently 1,279 subscribers for the general list, 9,057 for the Pinecrest Gardens list and 10,447 for the Parks and Recreation Department list.

## Pinecrest Sun

The Pinecrest Sun is the Village's official print newsletter. It is published three-times per year and is mailed to every household in Pinecrest – approximately 6,000 housing units. The newsletter includes updates on capital projects, information from the Police Department, program and activity schedules for the Pinecrest Community Center, and a calendar of events at Pinecrest Gardens. An electronic copy of the newsletter and archived issues are also posted at [www.pinecrestsun.com](http://www.pinecrestsun.com).



## Smartphone App

The [MyPinecrest](#) smartphone app is an easy-to-use tool for submission of service requests (potholes, noise complaints, dangerous conditions, tree topping, etc.) to the Village. The requests are instantly routed to the staff in the appropriate department. The user may check on the status of the request and is notified once the issue is addressed. The app also provides convenient access to important information and most of the materials and resources available on the Village's web site. The app was launched in January 2015 and has been downloaded by 388 users. [Pinecrest Gardens](#) has a separate app that was developed in collaboration with FIU.



## Press Releases

The Communications Division regularly issues press releases relating to events, activities and other general news of the Village government. In calendar year 2015, there were 71 releases. The releases are posted at [www.pinecrest-fl.gov/pressreleases](http://www.pinecrest-fl.gov/pressreleases) and distributed directly to the media.

## Collaboration Publications

The Communications Division regularly works with outside publications to provide materials and information. Currently, there are a mutually beneficial relationships with the [Florida Villager](#), [Pinecrest Magazine](#) and the [Pinecrest Tribune](#). Each respective publication has varying degrees of circulation in the community (i.e. news rack, mailing, etc.).



## Social Media

The Village has the following social media sites as not only an enhanced avenue for improving communication with residents and other interested parties, but also an opportunity for two-way dialogue:

- Facebook
  - General – [www.fb.me/pinecrestfl](http://www.fb.me/pinecrestfl)
    - Established in 2010 | Currently has 1,535 Likes
  - Police – [www.fb.me/pinecrestpolice](http://www.fb.me/pinecrestpolice)
    - Established in 2012 | Currently has 814 Likes
  - Parks and Recreation – [www.fb.me/pinecrestparks](http://www.fb.me/pinecrestparks)
    - Established in 2010 | Currently has 945 Likes
  - [Pinecrest Gardens](#)
    - Established in 2010 | Currently has 5,196 Likes
  
- Twitter
  - General – [@pinecrestfl](https://twitter.com/pinecrestfl)
    - Established in 2009 | Currently has 873 Followers
  - Police – [@pinecrestpolice](https://twitter.com/pinecrestpolice)
    - Established in 2014 | Currently has 195 Followers
  - Pinecrest Gardens – [@pinecrestgarden](https://twitter.com/pinecrestgarden)
    - Established in 2010 | Currently has 1,108 Followers
  
- Other
  - The Village also has a presence on [YouTube](#) and [Instagram](#)
  - Currently exploring the development of a [Nextdoor](#) site

The following analytics are for the Village's general Facebook page only:

**Your Fans** | **People Reached** | **People Engaged**

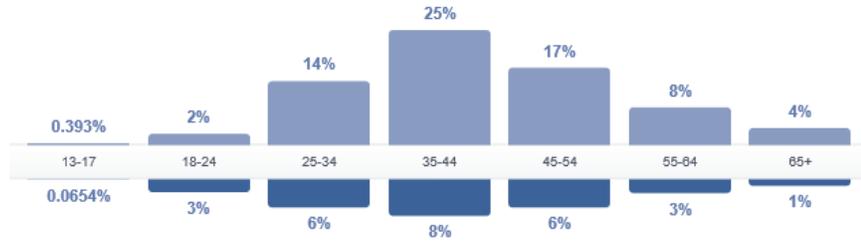
The people who like your Page

Women

71%  
Your Fans

Men

28%  
Your Fans



**Your Fans** | **People Reached** | **People Engaged**

The people who have liked, commented on, or shared your posts or engaged with your Page in the past 28 days.

Women

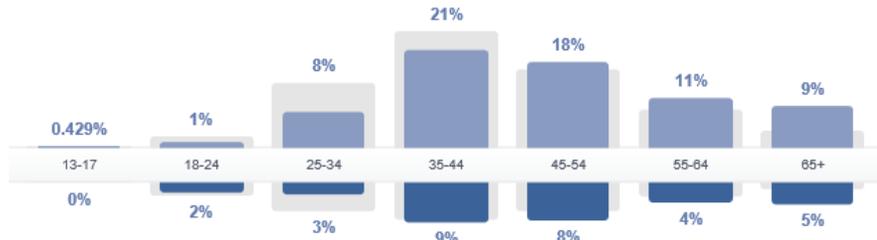
69%  
People Engaged

71%  
Your Fans

Men

30%  
People Engaged

28%  
Your Fans



**Total Reach**

The number of people who were served any activity from your Page including your posts, posts to your Page by other people, Page like ads, mentions and checkins.



**BENCHMARK**  
Compare your average performance over time.

Organic

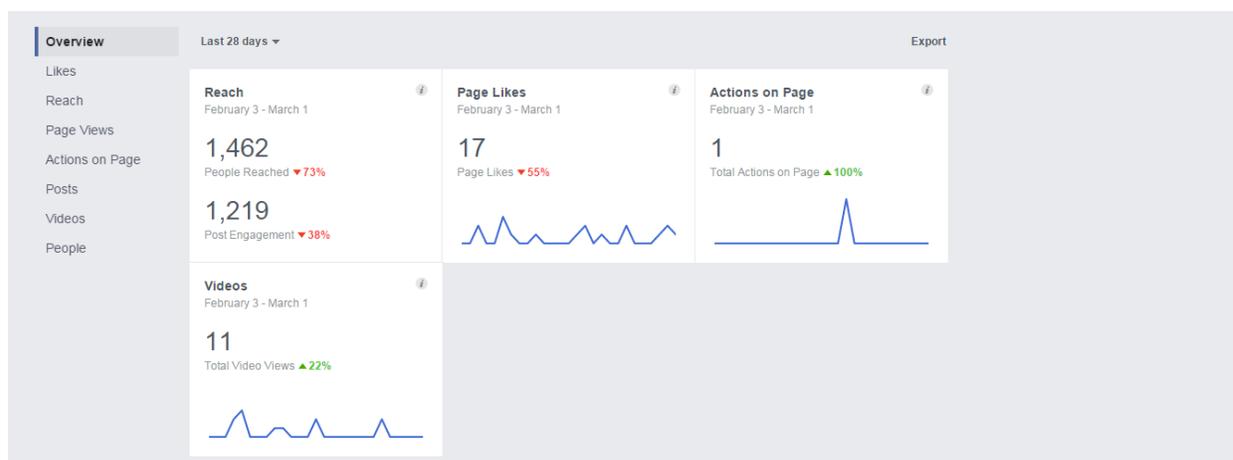
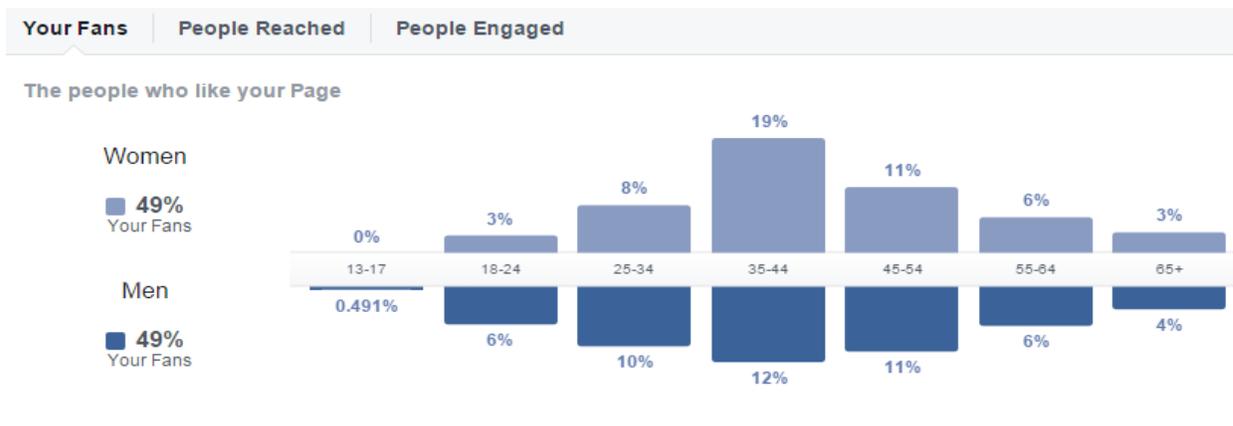
Paid

**Overview** | Last 28 days | Export

- Likes
- Reach
- Page Views
- Actions on Page
- Posts
- Videos
- People

<p><b>People</b> February 3 - March 1</p> <p><b>Women 35-44</b> Largest Audience (23%)</p> <p><b>Mobile Devices</b> Most Common Device (59%)</p>	<p><b>Reach</b> February 3 - March 1</p> <p><b>5,686</b> People Reached ▼11%</p> <p><b>1,645</b> Post Engagement ▼13%</p>	<p><b>Page Likes</b> February 3 - March 1</p> <p><b>38</b> Page Likes ▼5%</p>
<p><b>Actions on Page</b> February 3 - March 1</p> <p><b>8</b> Total Actions on Page ▲33%</p>	<p><b>Videos</b> February 3 - March 1</p> <p><b>301</b> Total Video Views ▲30,000%</p>	

The following analytics are for the Police's Facebook page only:



## Police

The Police Department uses two services to inform citizens of important information. The first is [Nixle](#) which subscriber based service providing the department with the ability to communicate quickly and effectively during emergencies using e-mail and SMS texting. The second is [CrimeMapping.com](#) which provides valuable information about recent crime activity in Pinecrest neighborhoods. Users may use either the web interface or download an app. The department also produces informational flyers that are distributed at the Police Station, in neighborhoods and in the commercial corridor.

## **Flyers/Rack Cards/Publications/Banners**

Each department also publishes a myriad of flyers, rack cards and publications.

- Village
  - [Community Information Guide](#)
- Building and Planning Department
  - Brochures (including Choosing the Right Contractor, Permits, etc.)
- Parks and Recreation
  - [Senior Focus](#), a newsletter for seniors citizens, is published quarterly
  - Event flyers distributed to schools
  - Banners promoting events at park venues
- Pinecrest Gardens
  - Rack cards
  - TV commercials

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DRAFT for DISCUSSION

EXHIBIT C

# Village of Pinecrest

## Segment Needs by Message Type

Prepared by

Marika Lynch and John Stanham

5 April 2016

# Objectives

- Serve as 'strawman' to facilitate discussion within the group
- Discuss selected segments x nature of communication
  - Families with school-age children
  - Seniors and retired
  - Households without children (eg. 'empty-nesters')
  - Established businesses serving the community
- Discuss alternative ways: "As is" vs "Alternatives" and potential ideas for improvement and testing
- Agree on next steps:
  - Expanding to additional segments
  - Need to discuss additional dimensions
  - Recommendations

# Segments by information need – **AS IS – (FOR DISCUSSION/completion/fine-tune)**

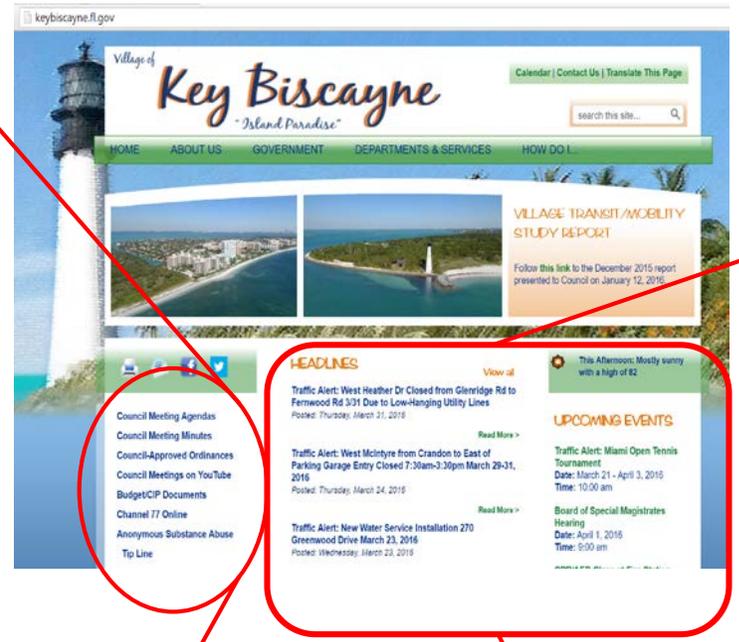
Selected Segments  Nature of Communication	Families with school age children	Seniors & Retired	Empty nesters and other households without children	Businesses
Public Safety	<ul style="list-style-type: none"> <li>• Neighborhood watch</li> <li>• Twitter</li> <li>• Nixel</li> </ul>	<ul style="list-style-type: none"> <li>• Neighborhood watch</li> <li>• Nixel</li> </ul>	<ul style="list-style-type: none"> <li>• Neighborhood watch</li> <li>• Twitter</li> <li>• Nixel</li> </ul>	
Public Works	<ul style="list-style-type: none"> <li>• Twitter</li> <li>• Press Releases, www, local media</li> <li>• Pinecrest Sun,</li> <li>• MyPinecrest and Pinecrest Gardens Apps</li> </ul>	Press Releases, www, local media	<ul style="list-style-type: none"> <li>• Twitter</li> <li>• Press Releases, local media</li> <li>• Pinecrest Sun,</li> <li>• MyPinecrest and Pinecrest Gardens Apps</li> </ul>	
Events	<ul style="list-style-type: none"> <li>• Lifestyle, Pinecrest Sun</li> <li>• Press Releases (?) and local media</li> <li>• Facebook</li> </ul>	<ul style="list-style-type: none"> <li>• Lifestyle, Pinecrest Sun</li> <li>• Press Releases and local media</li> </ul>	<ul style="list-style-type: none"> <li>• Lifestyle, Pinecrest Sun</li> <li>• Press Releases and local media</li> <li>• Facebook</li> </ul>	
Council Activities, Resolutions, current affairs and other announcements	<ul style="list-style-type: none"> <li>• www, Press Releases</li> <li>• Florida Villager, Pinecrest Magazine, Pinecrest Tribune</li> </ul>	<ul style="list-style-type: none"> <li>• www, Press Releases</li> <li>• Florida Villager, Pinecrest Magazine, Pinecrest Tribune</li> </ul>	<ul style="list-style-type: none"> <li>• www, Press Releases</li> <li>• Florida Villager, Pinecrest Magazine, Pinecrest Tribune</li> </ul>	
Community Programs	<ul style="list-style-type: none"> <li>• Email</li> <li>• Facebook</li> <li>• Community Information Guide, Pinecrest Sun</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Facebook</li> <li>• Community Information Guide, Pinecrest Sun</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Facebook</li> <li>• Community Information Guide, Pinecrest Sun</li> </ul>	
Greater Miami events, schools news, sports, other	ENEWS; Facebook	ENEWS	ENEWS	

# Other sources and a few phone calls

- Resources utilized by Public schools in Pinecrest:
  - eBlast (weekly)
  - Recorded calls (at least 1/week)
  - Printed materials sent back home
  - Twitter and App
- Private schools outside Pinecrest:
  - Carrollton: [www/portal](http://www.portal) is the key
    - ▶ Went paperless in all communication
    - ▶ Email with links to portal
    - ▶ Portal (bills, announcements, catalogues, eMagazine/bulletin, tc.)
    - ▶ Recorded phone messages rare
    - ▶ Twitter for messages (~1/week not very active) - FB not very active
  - Ransom Everglades: still relying on print/mail
    - ▶ Email
    - ▶ Regular mail
- St. Louis Catholic Church:
  - Weekly bulletin: printed for those attending, electronic version in website
  - Email (weekly)
  - Facebook page
- Text messages very effective if kept to a minimum
- Key Biscayne:
  - Website (<http://keybiscayne.fl.gov/>)
  - eMail (enrolled in email alerts)
  - Other printed materials similar to Pinecrest
  - Sign up for email alerts (Village, County, general information) (Committee/Board agendas, Council agendas, Emergency alerts, Village e-news, Parks & Recreation, Special Meetings and Workshops)
  - Channel 77 – live streaming through [www](http://www), xfinity or U-verse
  - Facebook page (all social)
- Islander News (<http://www.islandernews.com/>) online and print
- St. Agnes (Elementary school in Key Biscayne)
  - No printed material: all communication is electronic
  - Email is preferred option with links to [www](http://www)
  - Using Blackboard as portal
  - Txt messages as needed
  - No use of Twitter/FB or other social media



- [Council Meeting Agendas](#)
- [Council Meeting Minutes](#)
- [Council-Approved Ordinances](#)
- [Council Meetings on YouTube](#)
- [Budget/CIP Documents](#)
- [Channel 77 Online](#)
- [Anonymous Substance Abuse Tip Line](#)
- [Contact Us](#)
- [Departmental Monthly Reports Directory](#)
- [Document Center](#)
- [Email Information Sign Up](#)
- [Village Emergency Alert Sign Up](#)
- [County Emergency Alert Sign Up](#)
- [FAQs](#)
- [Forms & Applications](#)
- [Hours of Operation](#)
- [Inquiries/Service Requests](#)
- [Job Opportunities](#)
- [Listen to Radio 1640 AM](#)
- [2016 Municipal Election Info](#)
- [Online Permit/Inspection Search](#)
- [Public Records Disclosure](#)
- [RFPs/RFQs/Bids](#)
- [Search this Site](#)
- [Service Direct - Miami-Dade County 311 Portal](#)
- [Vendor Check Registers](#)
- [Village Welcome Video](#)



<http://keybiscayne.fl.gov/>

### HEADLINES

[View all](#)

**Traffic Alert: West Heather Dr Closed from Glenridge Rd to Fernwood Rd 3/31 Due to Low-Hanging Utility Lines**  
 Posted: Thursday, March 31, 2016

[Read More >](#)

**Traffic Alert: West McIntyre from Crandon to East of Parking Garage Entry Closed 7:30am-3:30pm March 29-31, 2016**  
 Posted: Thursday, March 24, 2016

[Read More >](#)

**Traffic Alert: New Water Service Installation 270 Greenwood Drive March 23, 2016**  
 Posted: Wednesday, March 23, 2016

[Read More >](#)

**Traffic Alert: Traffic Calming Work Along North and South Mashta Drives Begins March 23, 2016**  
 Posted: Tuesday, March 22, 2016

[Read More >](#)

**9th Annual Electronics Recycling Drive/3rd Annual Shredding Event**  
 Posted: Tuesday, March 22, 2016

[Read More >](#)

**Traffic /Water Outage Alert: WASD Water Main Abandonment 100 Block Buttonwood Dr March 22, 2016**  
 Posted: Monday, March 21, 2016

[Read More >](#)

**Traffic Alert: Asphalt Restoration by Miami-Dade County Crews on March 21, 2016**  
 Posted: Monday, March 21, 2016

[Read More >](#)

**This Afternoon: Mostly sunny with a high of 82**

### UPCOMING EVENTS

**Traffic Alert: Miami Open Tennis Tournament**  
 Date: March 21 - April 3, 2016  
 Time: 10:00 am

**Board of Special Magistrates Hearing**  
 Date: April 1, 2016  
 Time: 9:00 am

**CPR/AED Class at Fire Station - CLASS FULL**  
 Date: April 5, 2016  
 Time: 9:00 am - 1:00 pm

**April Bulky Waste Pickup: Monday Zone**  
 Date: April 11, 2016  
 Time: 7:00 am

**April Bulky Waste Pickup: Tuesday Zone**  
 Date: April 12, 2016  
 Time: 7:00 am

[View all](#)  
[Month at a Glance](#)

**Tide Tables and Marine Forecast**

## Selected segments by information type – **Alternatives for discussion**

Selected Segments Nature of Communication	Families with school age children	Seniors & Retired	Empty nesters and other households without children	Businesses
Public Safety	<ul style="list-style-type: none"> <li>• Neighborhood watch</li> <li>• Twitter</li> <li>• Nixel</li> <li>• Email</li> <li>• Text</li> <li>• Third party platforms (schools)</li> </ul>	<ul style="list-style-type: none"> <li>• Neighborhood watch</li> <li>• Nixel</li> <li>• Email</li> <li>• Text</li> <li>• Third party platforms (religious)</li> </ul>	<ul style="list-style-type: none"> <li>• Neighborhood watch</li> <li>• Twitter</li> <li>• Nixel</li> </ul>	
Public Works	<ul style="list-style-type: none"> <li>• Twitter</li> <li>• Local media, www,</li> <li>• Pinecrest Sun,</li> <li>• MyPinecrest and Pinecrest Gardens Apps</li> <li>• Email</li> </ul>	<ul style="list-style-type: none"> <li>• Press Releases, www</li> <li>• Email</li> </ul>	<ul style="list-style-type: none"> <li>• Twitter</li> <li>• Press Releases</li> <li>• Pinecrest Sun,</li> <li>• MyPinecrest and Pinecrest Gardens Apps</li> <li>• Email</li> </ul>	
Events	<ul style="list-style-type: none"> <li>• Lifestyle, Pinecrest Sun</li> <li>• Press Releases (www)</li> <li>• Facebook (Events)</li> <li>• Email</li> </ul>	<ul style="list-style-type: none"> <li>• Lifestyle, Pinecrest Sun</li> <li>• Press Releases (www)</li> <li>• Email</li> </ul>	<ul style="list-style-type: none"> <li>• Lifestyle, Pinecrest Sun</li> <li>• Press Releases (www)</li> <li>• Facebook</li> <li>• Email</li> </ul>	
Council Activities, Resolutions, current affairs and other announcements	<ul style="list-style-type: none"> <li>• www, Press Releases</li> <li>• Florida Villager, Pinecrest Magazine, Pinecrest Tribune</li> <li>• Email</li> </ul>	<ul style="list-style-type: none"> <li>• www, Press Releases</li> <li>• Florida Villager, Pinecrest Magazine, Pinecrest Tribune</li> <li>• Email</li> </ul>	<ul style="list-style-type: none"> <li>• www, Press Releases</li> <li>• Florida Villager, Pinecrest Magazine, Pinecrest Tribune</li> <li>• Email</li> </ul>	
Community Programs	<ul style="list-style-type: none"> <li>• Email</li> <li>• Facebook</li> <li>• Community Information Guide, Pinecrest Sun</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Facebook</li> <li>• Community Information Guide, Pinecrest Sun</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Facebook</li> <li>• Community Information Guide, Pinecrest Sun</li> </ul>	

## Selected segments by information type – **Alternatives for discussion – What to say?**

Selected Segments Nature of Communication	Types of Content	Comments
Public Safety	<ul style="list-style-type: none"> <li>• Recent break-ins and crime trends</li> <li>• Crime watch tips</li> <li>• Breaking news</li> </ul>	
Public Works	<ul style="list-style-type: none"> <li>• Road closures</li> <li>• Temporary/unexpected closures (eg. accidents)</li> <li>• Emergency info (hurricanes, etc.)</li> </ul>	
Events	<ul style="list-style-type: none"> <li>• Engagement: photos from events/ Albums online</li> <li>• Facebook events: make sure it is both ways</li> <li>• Micro videos and live video from events</li> <li>• School and Youth Sports events (photos/video)</li> </ul>	
Council Activities, Resolutions, current affairs and other announcements	<ul style="list-style-type: none"> <li>• Upcoming;</li> <li>• Engagement: How might we take a big issue and do an experiment in on and offline engagement to get consensus?</li> <li>• Would multi-channel improve participation and representativeness?</li> <li>• Decisions: Improve reporting on those</li> </ul>	
Community Programs	<ul style="list-style-type: none"> <li>• Photos and stories of success (team winners; competitions)</li> <li>• How to promote real community engagement rather than a one-way communication?</li> </ul>	

## Preliminary thoughts – **FOR DISCUSSION**

- Do we have the right set of publications? Are all really needed? Should others be considered?
- Given the importance of email and the website, what can be done to boost email subscription?
  - email continues to be preferred source – also key to drive traffic to the website
  - Website is essential. What can be done to improve user experience, ease of use
  - What can be done to improve traffic to the website from other platforms?
- Within social media, Twitter appears slightly preferred over Facebook (anecdotal evidence) - also engagement value
  - Facebook and social media are powerful provided they generate engagement: must be truly two-way communication
  - Text could play similar role as Twitter, at least as effective
- Leverage cross platform communication in the community (Schools, religious organizations, etc.) – generate traffic
- Diminishing (rapid) interest in regular mail
  - Would it make sense to make some be available electronically only, but with improved frequency?
- Can Public Works be used in Nixel?

# EXHIBIT D

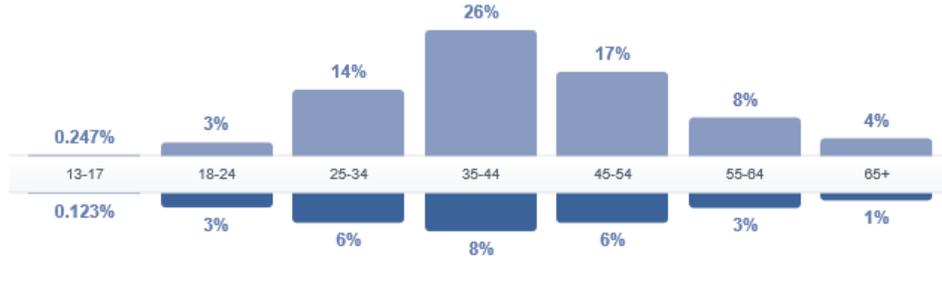
## The people who like your Page

### Women

71%  
Your Fans

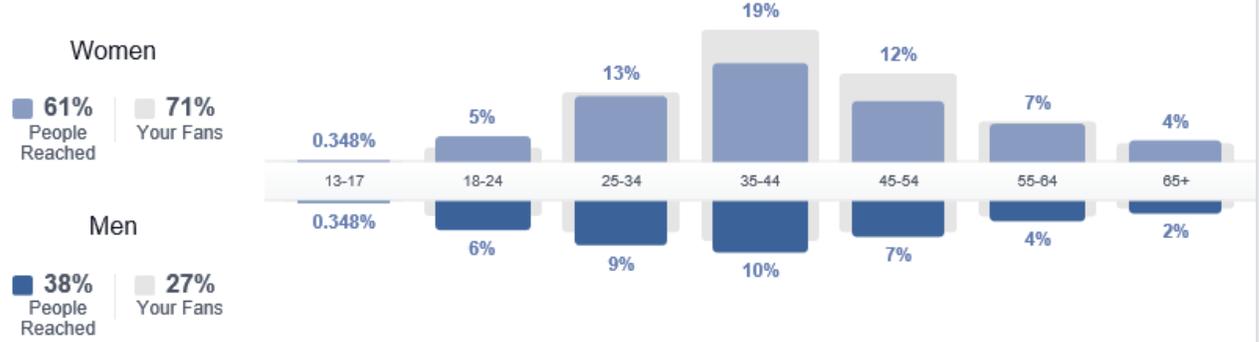
### Men

27%  
Your Fans



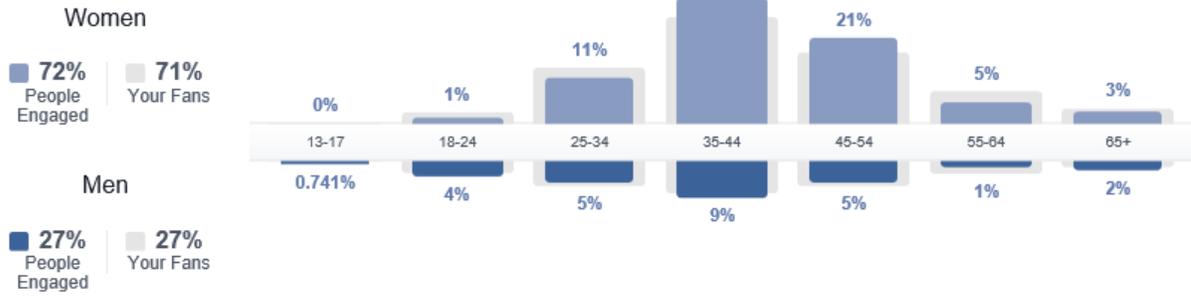
Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	1,532	Miami, FL	237	English (US)	1,480
Brazil	8	Pinecrest, FL	234	Spanish	66
Pakistan	6	Palmetto Bay, FL	80	English (UK)	25
Argentina	6	Cutler Bay, FL	79	Portuguese (Brazil)	13
France	4	Kendall, FL	78	Spanish (Spain)	11
Turkey	4	Coral Gables, FL	61	French (France)	9
Spain	4	Homestead, FL	56	Turkish	4
Mexico	4	Howard, FL	40	Italian	3
Puerto Rico	3	West Kendall, NY	30	Indonesian	2
Paraguay	3	Tamiami, FL	28	German	2
Ecuador	3	Kendale Lakes, FL	26	Greek	1
United Kingdom	3	Hialeah, FL	22	Hebrew	1
Indonesia	2	South Miami, FL	20	Arabic	1
Canada	2	Miami Beach, FL	20	Traditional Chinese (Ta...	1

The number of people your post was served to in the past 28 days.



Country	People Reached	City	People Reached	Language	People Reached
United States of America	3,360	Miami, FL	305	English (US)	3,368
United Kingdom	71	Pinecrest, FL	284	Spanish	163
Puerto Rico	51	Palmetto Bay, FL	111	English (UK)	113
Trinidad and Tobago	18	Coral Gables, FL	104	Spanish (Spain)	27
Canada	18	Cutler Bay, FL	100	French (France)	16
Chile	13	Homestead, FL	98	Portuguese (Brazil)	11
Dominican Republic	11	Kendall, FL	91	German	7
Peru	11	Howard, FL	61	Dutch	5
Ecuador	11	Tamiami, FL	47	Portuguese (Portugal)	4
Spain	10	Hialeah, FL	42	Swedish	3

The people who have liked, commented on, or shared your posts or engaged with your Page in the past 28 days.



Country	People Engag...	City	People Engag...	Language	People Engag...
United States of America	129	Miami, FL	21	English (US)	128
Puerto Rico	2	Pinecrest, FL	17	Spanish	6
Trinidad and Tobago	1	Coral Gables, FL	8	English (UK)	1
The Bahamas	1	Cutler Bay, FL	8		
Peru	1	Palmetto Bay, FL	6		
Dominican Republic	1	Kendall, FL	6		
		Homestead, FL	6		
		Howard, FL	5		
		Doral, FL	5		
		Coral Terrace, FL	4		

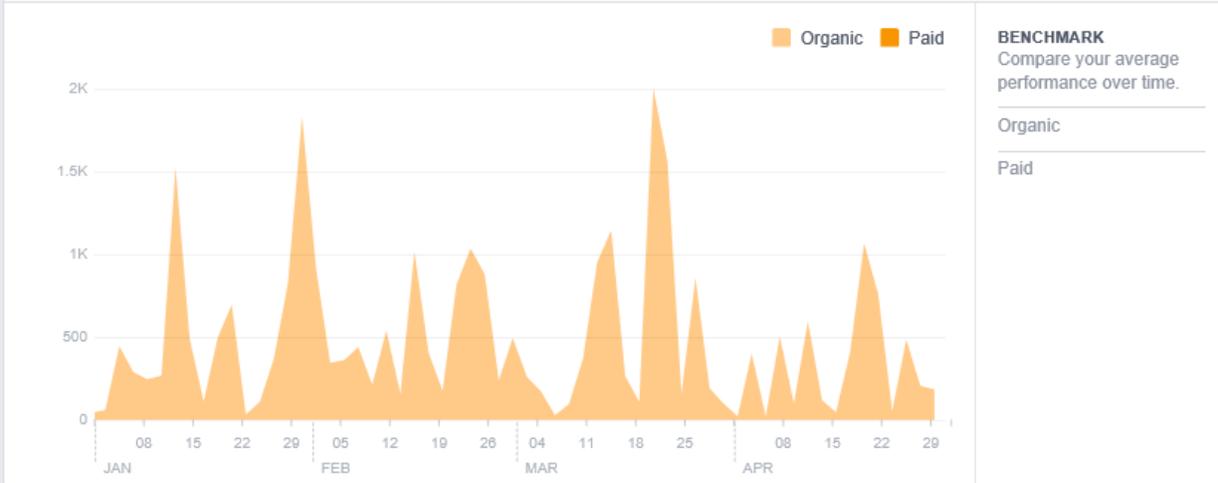
Daily data is recorded in the Pacific time zone.

1W 1M 1Q



## Post Reach

The number of people your posts were served to.



## Reactions, Comments, and Shares

These actions will help you reach more people.



<p><b>Actions on Page</b> <span>i</span> April 4 - May 1</p> <p><b>2</b> Total Actions on Page ▼75%</p> 	<p><b>People</b> <span>i</span> April 4 - May 1</p> <p><b>Women 25-34</b> Largest Audience (22%)</p> <p><b>Mobile Devices</b> Most Common Device (60%)</p>	<p><b>Page Views</b> <span>i</span> April 4 - May 1</p> <p><b>247</b> Total Page Views ▼47%</p> 
<p><b>Page Likes</b> <span>i</span> April 4 - May 1</p> <p><b>43</b> Page Likes ▼23%</p> 	<p><b>Reach</b> <span>i</span> April 4 - May 1</p> <p><b>3,434</b> People Reached ▼58%</p> <p><b>2,476</b> Post Engagement ▼76%</p>	<p><b>Videos</b> <span>i</span> April 4 - May 1</p> <p><b>119</b> Total Video Views ▼91%</p> 

Your 5 Most Recent Posts >

■ Reach: Organic / Paid 
 ■ Post Clicks 
 ■ Reactions, Comments & Shares

Published	Post	Type	Targeting	Reach	Engagement	Promote
05/02/2016 8:48 am	 Town Hall Meeting on Turkey Point Cooling Canals on May 12th...			49 	4 0 	<a href="#">Boost Post</a>
04/28/2016 10:02 am	 Come to the Pinecrest Municipal Center to learn how you can save			350 	9 5 	<a href="#">Boost Post</a>
04/25/2016 7:28 pm	 Great job Sgt. Badillo! And thank you WSVN-TV for sharing this go			1K 	117 63 	<a href="#">Boost Post</a>
04/22/2016 9:08 am	 Congrats to winners of Pinecrest Gardens' #EarthDay video contes			298 	8 3 	<a href="#">Boost Post</a>
04/22/2016 8:07 am	 Congrats to winners of Pinecrest Gardens' #EarthDay video contes			383 	4 4 	<a href="#">Boost Post</a>

# Tweet activity

Jan 1 – Mar 31, 2016

Export data

Your Tweets earned **19.1K impressions** over this **91 day** period

01.0K2.0K024Jan 1Feb 1Mar 1

Tweets Top Tweets **Tweets and replies** Promoted

Impressions Engagements Engagement rate

	<b>Village of Pinecrest</b> @pinecrestfl · Mar 26 Be a part of this year's Relay for Life next week at Greer Park. More info at <a href="http://relayforlife.org/pinecrestfl">relayforlife.org/pinecrestfl</a> . <a href="http://fb.me/7KmyjPKOa">fb.me/7KmyjPKOa</a> <a href="#">View Tweet activity</a>	169	0	0.0%
	<b>Village of Pinecrest</b> @pinecrestfl · Mar 23 <b>@FERKeyesRealtor</b> that portion of 104 St is scheduled to be re-paved in a few weeks. Checkout our MyPinecrest app for submitting issues. <a href="#">View Tweet activity</a>	56	2	3.6%
	<b>Village of Pinecrest</b> @pinecrestfl · Mar 22 <b>#SeeSomethingSaySomething</b> <a href="#">View Tweet activity</a>	161	1	0.6%
	<b>Village of Pinecrest</b> @pinecrestfl · Mar 21 Officer Maze in action...from CBS Miami. <b>#K9</b> <b>#PinecrestPolice</b> <a href="http://fb.me/4BkqjO0pK">fb.me/4BkqjO0pK</a> <a href="#">View Tweet activity</a>	188	4	2.1%
	<b>Village of Pinecrest</b> @pinecrestfl · Mar 21 Vice Mayor McDonald recently attended a gathering organized by the National League of Cities of about 100... <a href="http://fb.me/7cOckSILB">fb.me/7cOckSILB</a> <a href="#">View Tweet activity</a>	223	1	0.4%

## YOUR TWEETS

During this 91 day period, you earned **210 impressions** per day.

## Engagements

Showing 91 days with daily frequency

### ENGAGEMENT RATE

1.5%

Mar 31  
0.7% engagement rate

### LINK CLICKS

150

Mar 31  
0 link clicks

On average, you earned **2 link clicks** per day

### RETWEETS

25

Mar 31  
0 Retweets

On average, you earned **0 Retweets** per day

	<b>Village of Pinecrest</b> @pinecrestfl · Mar 20 Meet the Pinecrest PD's new K-9 team... <a href="https://fb.me/172oAO25E">fb.me/172oAO25E</a> <a href="#">View Tweet activity</a>	152	4	2.6%
	<b>Village of Pinecrest</b> @pinecrestfl · Mar 18 The Pinecrest Minute series is back...checkout the new episode. <a href="https://fb.me/85pCVxTpd">#pinecrest20</a> <a href="https://fb.me/85pCVxTpd">fb.me/85pCVxTpd</a> <a href="#">View Tweet activity</a>	178	2	1.1%
	<b>Village of Pinecrest</b> @pinecrestfl · Mar 15 I posted 31 photos on Facebook in the album "Photobooth at Pinecrest20" <a href="https://fb.me/51yHoy5Rb">fb.me/51yHoy5Rb</a> <a href="#">View Tweet activity</a>	162	4	2.5%
	<b>Village of Pinecrest</b> @pinecrestfl · Mar 14 I posted 70 photos on Facebook in the album "Green Carpet at Pinecrest20" <a href="https://fb.me/78xgbepsH">fb.me/78xgbepsH</a> <a href="#">View Tweet activity</a>	162	7	4.3%
	<b>Village of Pinecrest</b> @pinecrestfl · Mar 14 Memories Monday - what do you remember about 1996? <a href="https://fb.me/8XbHycab5">#pinecrest20</a> <a href="https://fb.me/8XbHycab5">fb.me/8XbHycab5</a> <a href="#">View Tweet activity</a>	159	3	1.9%
	<b>Village of Pinecrest</b> @pinecrestfl · Mar 13 Great weekend...thanks to all our guests, sponsors and staff. <a href="https://fb.me/4nR27Z5xs">#pinecrest20</a> <a href="https://fb.me/4nR27Z5xs">fb.me/4nR27Z5xs</a> <a href="#">View Tweet activity</a>	176	4	2.3%
	<b>Village of Pinecrest</b> @pinecrestfl · Mar 12 Our sponsors made it all possible... <a href="#">@KendallToyota</a> <a href="#">@lexusofkendall</a> <a href="#">@EWMRealty</a> <a href="#">@JoeCorradino</a> <a href="#">@communitypapers</a> <a href="#">#WSH</a> <a href="https://pic.twitter.com/iySYnWqQix">pic.twitter.com/iySYnWqQix</a> <a href="#">View Tweet activity</a>	1,219	17	1.4%
	<b>Village of Pinecrest</b> @pinecrestfl · Mar 12 Special thanks to everyone that joined us for the 20th anniversary celebration today. <a href="https://fb.me/8XbHycab5">#pinecrest20</a>	285	11	3.9%

LIKES

31

Mar 31

0 likes

On average, you earned **0 likes** per day

REPLIES

13

Mar 31

1 reply

On average, you earned **0 replies** per day

[pic.twitter.com/JGu91QkLxZ](https://pic.twitter.com/JGu91QkLxZ)

[View Tweet activity](#)



**Village of Pinecrest** @pinecrestfl · Mar 12

1,724

49

2.8%

Thanks [@iflymia](#) - our residents love your new app. [ow.ly/ZazU3](https://ow.ly/ZazU3). [#pinecrest20](#) [pic.twitter.com/eqhrr15JYy](https://pic.twitter.com/eqhrr15JYy)

[View Tweet activity](#)



**Village of Pinecrest** @pinecrestfl · Mar 12

97

3

3.1%

Parade is starting... [fb.me/7bNII8rCH](https://fb.me/7bNII8rCH)

[View Tweet activity](#)



**Village of Pinecrest** @pinecrestfl · Mar 12

363

12

3.3%

The weather will be perfect...parade and picnic starts at 10am. [#pinecrest20](#) [pinecrest20.com](https://pinecrest20.com) [fb.me/12N1oHKBy](https://fb.me/12N1oHKBy)

[View Tweet activity](#)



**Village of Pinecrest** @pinecrestfl · Mar 11

673

12

1.8%

Preparations are underway...join us tomorrow for our parade and picnic. [#pinecrest20](#) [pinecrest20.com](https://pinecrest20.com) [fb.me/WFCkY0AD](https://fb.me/WFCkY0AD)

[View Tweet activity](#)



**Village of Pinecrest** @pinecrestfl · Mar 9

81

6

7.4%

[@RosLehtinen](#) Your hometown of [@pinecrestfl](#) is #12 on the list (and one of only a few Miami-Dade cities on the list).

[View Tweet activity](#)



**Village of Pinecrest** @pinecrestfl · Mar 9

364

3

0.8%

20th anniversary celebration this Saturday...fun for all...join us for this important milestone! [#pinecrest20](#)... [fb.me/7VzPJpXIE](https://fb.me/7VzPJpXIE)

[View Tweet activity](#)



**Village of Pinecrest** @pinecrestfl · Mar 3

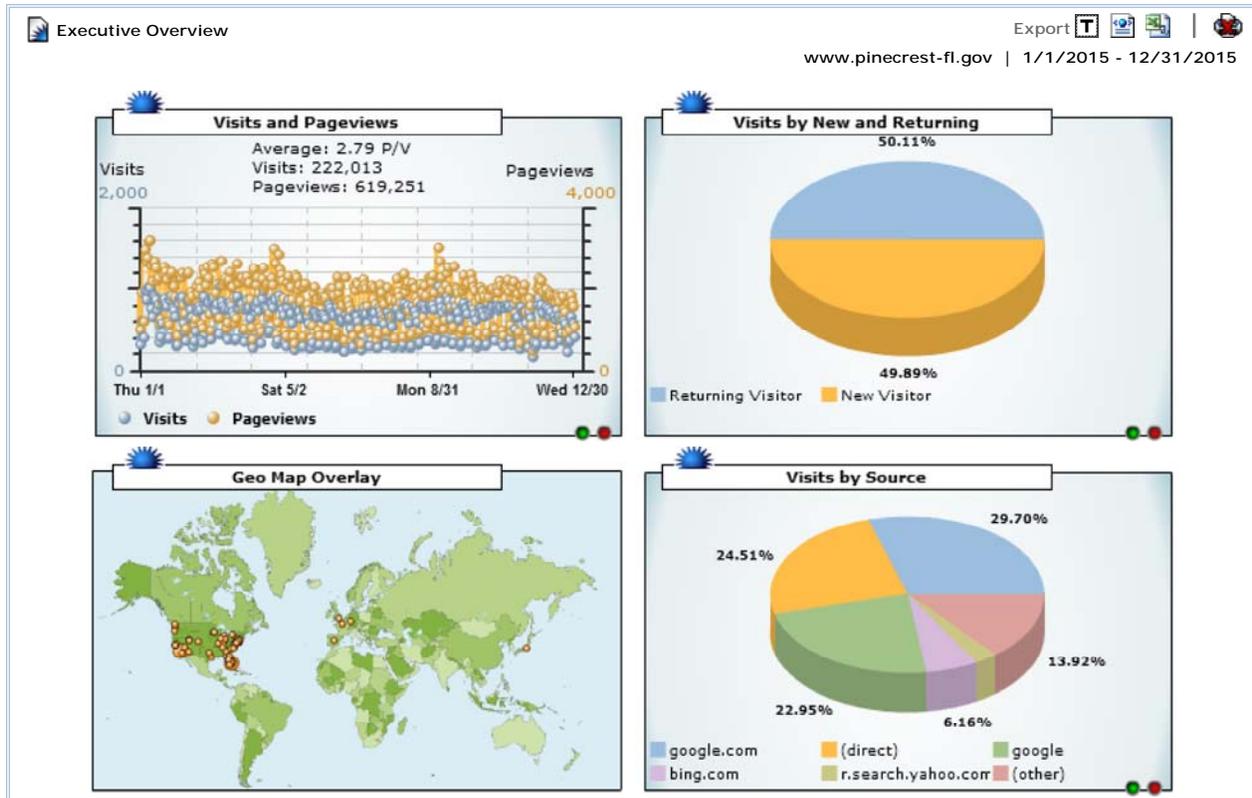
189

4

2.1%

We hear [@BillytheMarlin](#) will be a special guest at the picnic...along with many other surprises. [@UM\\_Sebastian](#) are you in? [#pinecrest20](#)

[View Tweet activity](#)

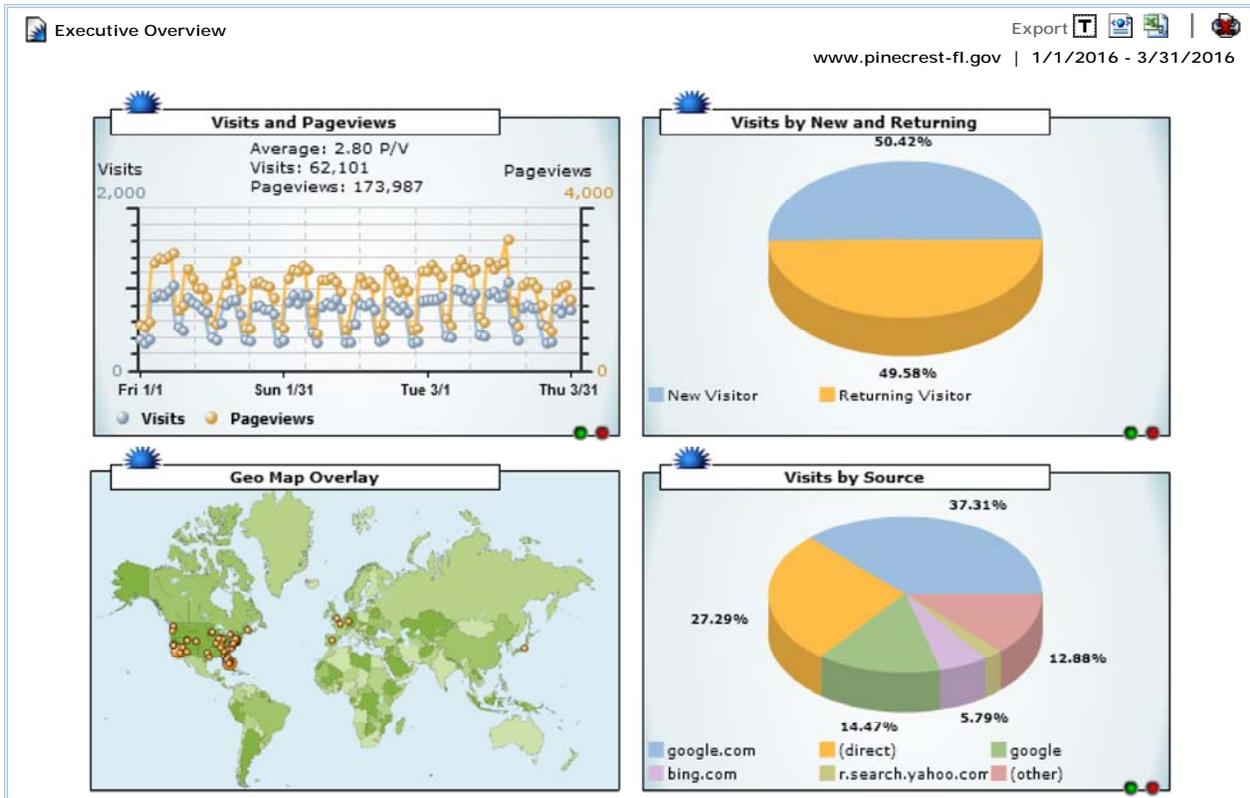


Help Information

Executive Overview

The four graphics in this report provide a quick snapshot of visits to your site. Shown are:

- the total number of visits and pageviews your site received, the average number of pageviews per visit (P/V), and the number of visits and pageviews over time
- the number of first-time visitors and returning visitors
- the cities from which the most visitors come to your site
- your top referral sources. Examples of referral sources include search engines, newsletters, and referring websites. (direct) indicates visitors who entered your website by typing your URL directly into their browser.

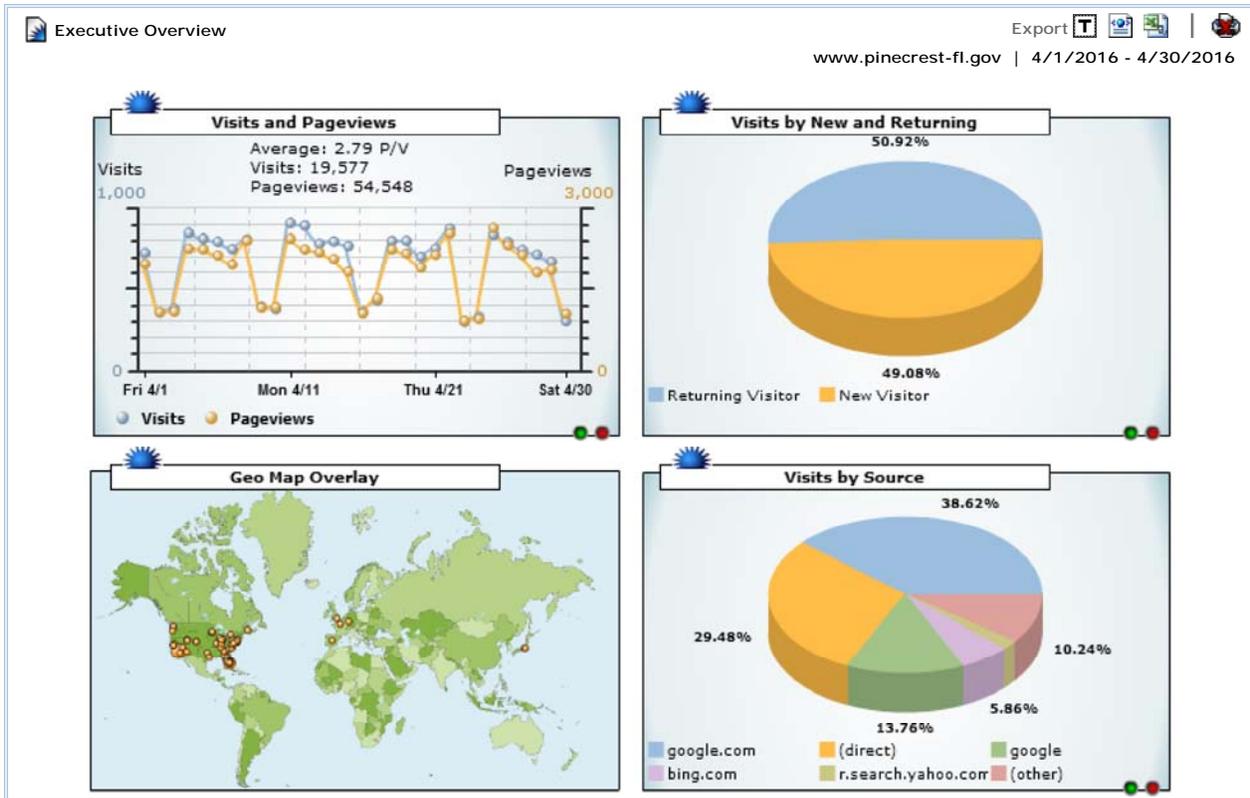


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Content Summary							
<b>Top 5 Entrances</b>							
		Entrances	% ±	Bounces	% ±	Bounce Rate	% ±
1.	/index.aspx	27,518	↑ 14%	15,403	↓ 12%	55.97%	↓ -2%
2.	/index.aspx?page=34 Pinecrest Gardens	6,760	↓ -14%	1,705	↓ -4%	25.22%	↑ 11%
3.	/index.aspx?page=83 Building & Planning	4,090	↓ -3%	2,580	↓ <1%	63.08%	↑ 4%
4.	/index.aspx?page=33 Pinecrest Community Center	1,453	↑ 53%	808	↑ 59%	55.61%	↑ 4%
5.	/index.aspx?page=254 Pinecrest Gardens   Events & Festivals	1,234	↑ 34%	151	↑ 14%	12.24%	↓ -15%
<b>Top 5 Exits</b>							
		Exits	% ±	Pageviews	% ±	% Exit	% ±
1.	/index.aspx	18,153	↑ 14%	34,555	↑ 17%	52.53%	↓ -3%
2.	/index.aspx?page=83	4,266	↑ 8%	7,417	↑ 8%	57.52%	↓ <1%
3.	/pinecrestfl/default.cfm	2,822	↑ 100%	9,371	↑ 100%	30.11%	↑ 100%
4.	/index.aspx?page=34	2,678	↓ -6%	11,438	↓ -11%	23.41%	↑ 5%
5.	/index.aspx?page=33	1,672	↑ 75%	3,336	↑ 58%	50.12%	↑ 10%
<b>Top 5 Content</b>							
		Visits	% ±	Pageviews	% ±	Avg Time	% ±
1.	/index.aspx	28,767	↑ 14%	34,555	↑ 17%	00:01:39	↑ 4%
2.	/index.aspx?page=34	9,103	↓ -10%	11,438	↓ -11%	00:01:05	↓ 8%
3.	/index.aspx?page=83	6,147	↑ 5%	7,417	↑ 8%	00:02:26	↑ 4%
4.	/pinecrestfl/default.cfm	3,205	↑ 100%	9,371	↑ 100%	00:01:03	↑ 100%
5.	/index.aspx?page=1	3,179	↑ 7%	4,107	↑ 3%	00:00:44	↓ -21%

Has my content become more or less effective at retaining visitors? This report shows whether site entrances, bounce rates, exits, and pageviews have increased or decreased from a previous date range to the current date range. Define your starting (earliest) date range on the lower calendar; define your current or ending date range on the upper calendar.

- The first column (Entrances/Exits/Visits) shows the total number of entrances, exits, and visits for your top five entrance pages, exit pages, and visited pages, respectively, during the current date range (upper calendar). The green or red arrows and % numbers indicate the percentage increase or decrease from the previous date range (lower calendar).
- The second column (Bounces/Pageviews/Pageviews) shows the number of immediate exits (bounces) from your top five entrance pages, and the number of times your top exit pages and most visited pages were viewed during the current date range (upper calendar). The green or red arrows and % numbers indicate the percentage increase or decrease from the previous date range.
- The third column (Bounce Rate/%Exit/Avg Time) shows the bounce rate, the exit rate, and the average visit time for your top five entrance pages, exit pages, and visited pages, respectively, during the current date range. The green or red arrows and % numbers indicate the percentage increase or decrease from the previous date range (lower calendar).

Bounces is the number of times visitors exited from the entrance page without visiting any other pages on your site. Bounce Rate is Bounces divided by Entrances.



Yocelyn Galiano, ICMA-CM  
Village Manager  
manager@pinecrest-fl.gov

MEMORANDUM  
Office of the Village Manager

DATE: June 7, 2016  
TO: The Honorable Mayor and Members of the Village Council  
FROM: Yocelyn Galiano, ICMA-CM, Village Manager  
RE: Pinecrest Gardens Grant Status Report – FY 2015-16

Below is a list of grants that have been awarded to Pinecrest Gardens for the current fiscal year:

State of Florida, Division of Cultural Affairs General Program Grant	\$ 14,885
State of Florida, Legislative Appropriation Covered Walkway Structures	\$500,000
Knight Foundation – Jazz Series grants	\$ 37,500
National Endowment of the Arts grant	\$ 10,000

The following grants are in progress and awaiting results:

Miami-Dade Cultural Affairs Capital Grant	\$ 30,000
Miami-Dade Cultural Affairs Community Grant – Arts Festival	Unknown
Miami-Dade Cultural Affairs Tourism Grant – Jazz Series	Unknown
Knight Foundation	Unknown
The Villager’s Grant – Cage Renovation Project	\$ 19,000
Stanley Smith Foundation – Ornamental Horticulture	Unknown

In addition, staff continues to look for funding sources for the following long-term project needs:

- ADA upgrades for paths
- New playground
- New playground restrooms
- New Petting Zoo structure
- New interpretive signage

A total of \$25,000 was awarded to the Village for Fiscal Year 2017-18 for the Stickworks Art Exhibit.



THIS PAGE INTENTIONALLY BLANK



**From:** NEA

**Sent:** Monday, April 04, 2016 11:29 AM

**To:** Alana S. Perez (PG)

**Subject:** ACTION REQUIRED: NEA Art Works Application #15-967052, Pinecrest, Florida

Dear Alana Perez,

Congratulations! We are happy to inform you that the following application to the National Endowment for the Arts is **recommended** for funding in the amount of **\$10,000**. This funding recommendation is not the official award notice.

Applicant: Village of Pinecrest, Florida  
Application #: 15-967052  
Period of Performance: June 1, 2016 to May 31, 2017  
Project: To support the Jazz at Pinecrest Gardens concert series and Gen-Next Jam Jazz educational outreach.

Please do not make any public announcements of this recommendation until Tuesday, May 10, 2016 when the NEA issues its press release. You will receive information from the NEA's Office of Public Affairs regarding the announcement in early May.

In order to proceed for final review, you must complete the following actions. **Your response is required no later than Friday, April 22, 2016.**

1. **REVISED PROJECT BUDGET:** Submit a Revised Project Budget reflecting the recommended funding amount of **\$10,000**. This is your opportunity to adjust activities, participants, costs, or timeline/period of performance based on the available funding.

If your total project costs are far greater than the amount of recommended NEA funding, you may consider streamlining your NEA project budget to help ease the administrative burden associated with managing a Federal award. **This will not affect the recommended funding amount.**

Remember, total project expenses in the budget must be at least twice the recommended funding amount. In other words, a recommendation of \$10,000 requires a budget of at least \$20,000 in allowable project costs.

**SYSTEM FOR AWARD MANAGEMENT (SAM):** In order for the NEA to make this award, your organization must have an active registration in SAM and must be clear of all Federal debt. To check your organization's status, go to [www.sam.gov](http://www.sam.gov). If you need assistance, visit the Federal Service Desk at [www.fsd.gov](http://www.fsd.gov).

2. FINAL NEA REVIEW: The NEA Grants & Contracts Office must still conduct a final review to ensure compliance with Federal regulations before issuing the award. Staff may contact you for additional information. This review can take time.

This tentative funding recommendation may be withdrawn if you fail to respond by Friday, April 22, 2016.

We look forward to working with you to complete this final stage of the NEA review process.

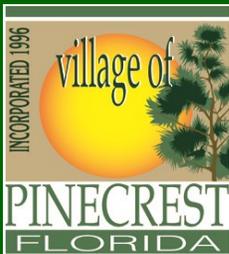
Sincerely,

Ann Meier Baker  
Director of Music & Opera  
National Endowment for the Arts

[www.arts.gov](http://www.arts.gov)

Celebrating the NEA's 50th Anniversary at [arts.gov/50th](http://arts.gov/50th).

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



Village of Pinecrest  
12645 Pinecrest Parkway  
Pinecrest, Florida 33156  
[www.pinecrest-fl.gov](http://www.pinecrest-fl.gov)

Revised June 2016

The following Comprehensive Emergency Plan (CEMP) summarizes the actions each department will take in case of an emergency. Although the CEMP attempts to address most of the probable situations during an emergency, every situation is unique and needs to be treated differently. Additionally, each department has an individual emergency plan which includes more details.

The Appendices referenced throughout this plan have been omitted to conserve space.

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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## Purpose

The Village of Pinecrest Comprehensive Emergency Management Plan (CEMP) is an all hazards approach to disaster preparedness and recovery. It provides details for the responsibilities of all Village departments and their personnel during an emergency, including assessment, response, and post-disaster recovery. The CEMP lists all emergency procedures to support an organized and efficient response by Village personnel to an emergency. **Although the CEMP attempts to address most of the probable situations during an emergency, every situation is unique and needs to be treated differently. It requires flexibility to be able to adjust to changes.**

## Authority and Responsibility

- A. Florida State Statutes, Miami-Dade County Ordinances and Village of Pinecrest Ordinances provide authority for disaster operations.
- B. Mobilization of the Police Department during an emergency will be affected by the EOC Commander or his designee such as the Police Chief or Operations Commander. In their absence, an on-duty Shift Commander or other supervisor as designated by the Chief can implement mobilization.

## Policy

The primary responsibility of the Village of Pinecrest during an emergency is to safeguard the lives and property of all Pinecrest residents. During an emergency, ALL PERSONNEL are to remain on duty at the EOC or on field assignments until relieved by the EOC Commander.

## Definitions

Emergency: A condition which threatens or adversely affects the public health, safety, general welfare or security and which is or threatens to be beyond the control of those public and private agencies normally responsible for the management of such a condition, resulting from an act of imminent threat, act of war, riot, terrorism, mob, or other acts of violence, from conflagration, explosion, hazardous materials (incident or release) from a weather event such as a flood, hurricane, or tornado, from a disruption in utility systems, or from any other cause.

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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## Natural Disasters

Flooding: Occurs when land, roadways and/or buildings are submerged under water. Flooding typically occurs during the rainy season (June-September) or in the event of a tropical storm or hurricane. In the event that flooding occurs because of a hurricane or tropical storm, follow the Hurricane Preparedness and Recovery Plan included in this manual.

Hurricane: Likely to be the most common disaster experienced by the VOP; a hurricane is a violent storm originating over tropical waters. Winds near its center reach 74 mph and higher. The storm may range in size from 50 to 1,000 miles in diameter. In the case of a hurricane, follow the Hurricane Preparedness and Recovery Plan included in this manual.

Tornado: A mobile, destructive vortex of violently rotating winds having the appearance of a funnel-shaped cloud and advancing beneath a large storm system. According to the Miami-Dade County CEMP, historically, Florida experiences stronger and more dangerous tornadoes in February, March, and April. In the event that a tornado (or tornadoes) occur(s) because of a hurricane or tropical storm, follow the procedures for hurricane preparedness and recovery.

Wildfire: A large, destructive fire that spreads quickly and presents a threat to life and/or property. Wildfires can be caused naturally or by humans (accidentally or intentionally).

## Manmade Disasters

Bomb Threat: A threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.

Civil Disturbance: Any incident that disrupts a community where intervention is required to maintain public safety is a civil disturbance. Examples are demonstrations, riots, strikes, public nuisances, and criminal activities.

Epidemic: When a disease affects a disproportionately large number of individuals within a population, community, or region at the same time.

Extended Power Outage: The loss of power to residential and commercial areas that lasts longer than 24 hours.

Hazardous Materials Incidents: The spill or release of substances capable of creating harm to people, the environment and property (i.e., radioactive material, corrosives, combustibles, explosive materials, flammables, etc.)

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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Mass Casualty: An incident in which emergency medical services resources, such as personnel and equipment, are overwhelmed by the number and severity of casualties.

National Security: An incident that presents a threat to the nation as a whole.

Nuclear Power Plant Emergency: An accident or situation involving Turkey Point Nuclear Power Plant in which radioactive materials are released.

Terrorism: Acts of violence with the intention of sparking fear and/or coercion.

\*It is important to note that this list is not comprehensive and does not include all possible scenarios, and effective emergency management requires flexibility and adaptability as each unique situation requires.

## Duties of the Director of Emergency Management

The Director of Emergency Management is the Village Manager, or Acting Village Manager as designated in accordance with section 3.3 of the Village Charter. Pursuant to the provisions of Article III, Section 12-54 of the Village Ordinance, the Director of Emergency Management shall have the following powers, duties and responsibilities:

- A. To declare a state of emergency pursuant to provisions of the Village of Pinecrest Emergency Management Ordinance and to inform the Mayor and Village Council of the reasons for and status of events requiring declaration.
- B. To direct the creation, revision and the exercise of emergency response plans consistent with state and county emergency plans for the mitigation of, preparation for, response to, and recovery from emergencies, and to exercise all powers permitted by F. S. ch. 252.
- C. To recommend a budget to the Village Council for the creation and maintenance of an emergency response capability as provided by Article III of the Village of Pinecrest Emergency Management Ordinance.
- D. To issue emergency regulations necessary for the protection of life and property, establishment of public order, and control of adverse conditions affecting public welfare resulting from an emergency.
- E. To plan for and develop an emergency operations control center to include equipment, manning and operational procedures necessary to the management and control of emergency conditions.

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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- F. To develop and manage the village's emergency awareness public information program.
- G. To apply for public assistance or other disaster relief funding.  
(Ord. No. 2000-3, § 1, 6-6-00)

## State of Emergency Declaration

Pursuant to Article III, § 12-55 of the Village Ordinance:

- A. The Director of Emergency Management (Village Manager) shall have the sole authority to declare a state of emergency.
- B. Any declaration of a state of emergency and all emergency regulations activated under the provisions of this article shall be confirmed by the Village Council by resolution no later than at the next regular meeting, unless the nature of the emergency renders a meeting of the Village Council impossible. Confirmation of the emergency declaration shall disclose the reasons for the actions proposed and taken to manage the emergency and other pertinent data relating to the emergency requiring the declaration.
- C. Emergency resolutions authorized by the ordinance may include, but are not limited to, the following subjects:
  - 1. Evacuation;
  - 2. Curfews, declaration of areas off limits;
  - 3. Suspension or regulation of the sale of, or offer to sell, with or without consideration, alcoholic beverages, ammunition, firearms, explosives, or combustibles;
  - 4. Prohibiting the sale of merchandise, goods or services at more than the average retail price;
  - 5. Water use restrictions;
  - 6. Suspension of local building regulations;
  - 7. Regulating the use of and rationing fuel, ice, and other essentials;
  - 8. Emergency procurement procedures.
- D. A declaration of a state emergency shall activate the emergency plans applicable to the village. A declaration of a state of emergency shall automatically invoke the emergency measures of F.S. § 870.044, if the emergency relates to overt acts of violence or the imminent threat of such violence.
- E. A state of emergency, when declared, shall continue in effect from day-to-day until declared to be terminated by the Village Manager or Village Council in accordance with this article.

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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- F. Upon declaration of a state of emergency, the Village Manager shall post a written notice of such declaration upon the main bulletin board of Village Hall, and shall, as promptly as practicable, file with the Village Clerk a notice of a declared State of Emergency, or emergency measure declared or ordered and promulgated by virtue of Florida Statutes. The Village Manager shall notify the local media if practicable.  
(Ord. No. 2000-3, § 1, 6-6-00)

## Duties of the EOC Commander

The EOC Commander is the Police Chief or their designee. Pursuant to the provisions of Article III, Section 12-54 of the Village Ordinance, the EOC Commander shall be responsible for the following duties:

- A. Develop strategy and procedures for evacuation of threatened areas, in coordination with Miami-Dade County Office of Emergency Management, Emergency Operations Center (EOC), if warranted by the scope of the disaster. This can include evacuating specific areas within the village as deemed necessary due to imminent threat of damage to persons or property.
- B. Develop strategy and procedures for public safety, including crowd control, shelter security, and the security of evacuated areas where and when possible.
- C. Designate a Village representative to be assigned to the Divisional Emergency Operations Center (Divisional EOC) at the City of Coral Gables Police Department.
- D. Preparing operations necessary to accomplish the mission and assigned tasks as outlined in the VOP Comprehensive Emergency Management Plan.
- E. Planning for the continuity of Village operations before (if possible), during, and after the occurrence of the emergency.
- F. Providing for the protection of Village assets including but not limited to personnel, facilities, information and records, and equipment.
- G. During occurrence of emergency, planning appropriate response to safeguard the lives of all Pinecrest personnel as well as the lives and property of others.
- H. Meeting with department staff throughout the emergency to compile updated information as to the capabilities and performance of each department during the emergency.

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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- I. Documenting all activities related to occurrence, including but not limited to personnel assigned, supplies and equipment used, and all outside assistance procured. Personnel costs include all regular and overtime hours and benefits paid during the entire disaster operation.
- J. Preparing after-action reports of emergency preparedness implementation and operation of the Village by utilizing data from the Disaster Log and other available data.

## Emergency Operations Center

The Emergency Operations Center (EOC) is the central facility for coordinating and controlling Village departmental response during an emergency. The Village Manager or his/her designee will act as EOC Commander and will be in charge of coordinating the government's efforts during the emergency.

Pinecrest's EOC is located in the Police Department in the Pinecrest Municipal Center. The following items shall be available in the EOC to ensure the most efficient coordination of emergency efforts by Village personnel:

- Call-out list for Alpha-Bravo Personnel (Appendix, TAB 25)
- Contact numbers for outside agencies (Appendix, TAB 17, and TAB 20-22)
- Contact numbers for mayor, councilmembers & administrative officers (Appendix, TAB 23)
- Contact numbers for all Village personnel (Appendix, TAB 24)
- List of area hospitals and telephone numbers (Appendix, TAB 19)
- Status Board for Operational Functions being monitored by the EOC Commander
- Television Monitors
- Hand held police radios with spare batteries and chargers
- Cellular phones, chargers and batteries

Personnel reporting to the EOC during disaster operations should prepare to bring appropriate personal supplies to enable them to effectively perform their duties for at least three days of operation. The following personal supplies should be assembled and brought to the EOC by personnel when reporting for duty: extra uniforms, t-shirts, socks underwear, shoes, toiletries (toothbrush, toothpaste, deodorant, soap, shampoo, etc.), rain gear, Village of Pinecrest identification card, prescribed medications, mosquito repellent, and bedding (sleeping bag, pillow, etc.). Due to space limitations, only one car per employee is allowed in the Municipal Center parking lot.

A staff member from the Police Department assigned to the Coral Gables Divisional EOC will act as a liaison between the Pinecrest EOC and Miami-Dade County.

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## Emergency Response Phases

Pinecrest personnel respond in four phases. These phases have been devised to facilitate the response efforts during an emergency. All assignments will be designated during Phase I by the EOC Commander or his designee.

### Phase 1:

Phase 1 is the initial emergency response and assessment phase. It takes place while the emergency is still occurring (if possible), and once the emergency situation has subsided. It is primarily carried out by the EOC Commander and others as he/she designates. This phase includes:

- Safeguarding the lives and property of residents and Village personnel.
- Assessing the nature of the emergency in order to minimize the affects of continuing damage, if possible.
- Assessing the damage done once the initial emergency situation has subsided to determine what is needed for recovery.
- A Disaster Log will be established by the EOC Commander or his designee to log all significant events and orders given during and after the emergency. The first entry shall be the date and time the EOC Commander became aware of the emergency and began taking emergency response action.
- Begin communications with the Miami-Dade County Emergency Management Office. Upon activation of the County EOC, the Pinecrest EOC Commander or designee must monitor E-Team, a web-based incident management tool which facilitates interagency coordination and communication by providing a centralized location to capture data regarding the response to a disaster, incident or event. Additionally, the County EOC will conduct conference calls twice a day with each municipality at specific times.
- At the discretion of the Director of Emergency Management and the EOC Commander, all essential employees are to be put on alert and ready to report to work upon communication from their supervisor or their designee. Personnel working during and after the emergency will be relieved only by order of the EOC Commander.

During a pending hurricane, Phase 1 occurs approximately 48 hours before the anticipated hurricane landfall (Hurricane Watch). This is the initial tracking phase of the hurricane. Once the Village Manager declares that the Village is entering Phase 1, the following tasks shall be undertaken by every Village employee:

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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- All department heads must commence the implementation of the departmental hurricane plan and procedures as detailed in the department section of this plan including notifying employees of their work assignments. This includes securing Village property (Public Works and Parks and Recreation Departments), and issuing notices to job sites (Building and Planning Department).
- Once the duties above are performed, employees must make arrangements for their family and personal property. It is critical that all employees make the necessary arrangements as soon as possible as the Village may enter into Phase 2 (Alpha-Bravo) status during which all essential employees are required to report to work if the storm is expected to make landfall at a Hurricane Category Two or higher.
- A Hurricane Log will be established by the EOC Commander or his designee to log all significant events and orders given during the emergency. The first entry shall be the date and time the EOC Commander ordered the EOC Operational.

## Phase 2:

Phase 2 is the initial recovery phase and it begins once the emergency has had its initial impact. Initial recovery involves insuring the continued safeguarding of lives and property, and meeting immediate needs for safety and/or emergency services.

During a hurricane event, Phase 2 occurs approximately 24 - 36 hours before anticipated landfall (Hurricane Warning). This phase commences once the National Hurricane Center has issued the Hurricane Warning. During this phase, the threat of a hurricane to the area has been confirmed. All essential employees are to be on alert and ready to report to work upon communication from their supervisor or their designee. Personnel working during the storm will be relieved only by order of the EOC Commander.

## Phase 3:

Phase 3 is the long-term recovery phase and is carried out by both the Director of Emergency Management and the EOC Commander, as well as other personnel as deemed necessary. The primary goal of this phase is to re-establish normal operations for the Village in an expedient manner. Non-essential personnel, and Essential Personnel if never called-in, must return to work at this time. Personnel will be assigned specific duties to expedite the recovery and clean-up of the Village. These duties may include further damage assessment, patrol, special needs coordination for residents, etc.

During a hurricane, Village essential employees will weather the storm at the EOC if the hurricane is a Category 2 or above. Emergency response is temporarily suspended to protect the lives of Pinecrest personnel and

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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equipment. During this time, the EOC Commander will begin planning the coordination of Phase 4 and assigning duties to recovery teams.

## Phase 4:

Immediately following a storm, Phase 4 is initiated as the recovery phase. During this phase, the primary goal is to re-establish normal operations for the Village in an expedient manner. Non-essential personnel, and Essential Personnel if never called-in, must return to work at this time. Personnel will be assigned specific duties to expedite the recovery and clean-up of the Village. These duties may include damage assessment, patrol, special needs coordination for residents, etc.

For all other emergencies, this phase includes evaluating and improving the Village's emergency response based on the recent emergency. It involves assessing the effectiveness of the emergency response in Phases 1, 2 and 3, and updating the CEMP as necessary to improve the village's overall emergency preparedness and response. The following shall take place in this phase:

- The Director of Emergency Management and the EOC Commander will work together to complete an overall SWOT analysis (SWOT form can be found in Appendix, Tab 4)
- If directed by the Village Manager, each department that participated in the emergency response can use the SWOT form to provide documentation of what actions their department took during and after the emergency situation. (SWOT form can be found in Appendix, Tab 4).
- A follow up report is to be written that considers the SWOT analysis and any recommendations for updates to the CEMP in order to improve the Village's response to future emergencies.

## Evacuation Order

1. During a hurricane event, Voluntary Evacuation Orders are issued by Miami-Dade County. This order will indicate which zones will be evacuated. The areas evacuated will be based upon the anticipated storm surge related to the storm's category and projected track. (Refer to Appendix, TAB 8)
2. Information will be provided to the Village of Pincrest at the Divisional EOC.
3. Evacuation is voluntary and cannot be legally enforced except when a disaster emergency is declared by the Governor. Evacuation is then mandatory and can be lawfully enforced pursuant to FSS 252.36, Emergency Management Powers of the Governor. (Refer to Appendix, TAB 1)

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4. Specific areas within the Village can be evacuated as deemed necessary because of imminent threat of harm to persons or property, as designated by the EOC Commander.
5. Evacuation Centers (formally called hurricane shelters) - The American Red Cross will direct Pinecrest residents to the Evacuation Centers nearest the Village via media. (Refer to Appendix, TAB 10 for a list of evacuation centers).
  - a. For Category 1 and 2 storms, the Red Cross will open thirty (30) primary evacuation centers.
  - b. For Category 3 and above, more centers will be opened to be later determined.
6. In the event that evacuation centers are overcrowded, the evacuation time frame is perilously short and the threat imminent, or there appears to be many stranded persons in danger, the Red Cross may announce the opening of evacuation centers designated "Shelters of Last Resort". These designated shelters will be facilities without provisions opened only for the duration of the storm.  
***NOTE: the Red Cross will not announce the existence of these facilities until there is no alternative and it is at their request that this eventuality not be made public to preclude citizens from delaying evacuation.***

## Departmental Duties

The EOC Commander is responsible for deciding which departments are necessary for responding to a particular disaster, depending on the needs and scope of that disaster. If deemed necessary by the EOC Commander, each department will be responsible for adhering to the following protocol. These phases apply mostly to hurricane events due to their ability to provide advance notice.

### OFFICE OF THE VILLAGE MANAGER

#### Phase 1: Initial Assessment & Response

- o Change telephone message to inform callers of the current situation (as deemed necessary).
- o Notify Mayor and Members of the Village Council of situation.
- o Issue all press releases and public information.
- o Maintain liaison with the Divisional EOC at the City of Coral Gables.
- o Establish the Disaster Log.
- o Obtain most current copy of the Village employee's telephone numbers and distribute (Appendix, Tab 24 & 25)
- o Inform all essential employees that they are on alert and need to be ready to report to work upon communication from their supervisor or designee.
- o If necessary, address payroll issues to avoid disruptions due to emergency.
- o Update radio station message as necessary.
- o Assist all other departments as directed by the EOC Commander or his designee.

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## Phase 2: Initial Recovery

- o If deemed necessary, set-up Municipal Center for employees on duty during management of emergency. Set-up shall include water cooler, food, sleeping rooms, and beds.
- o Continue to update radio station messages as needed.
- o In the event of loss of power and the Kronos time clocks are not operational, the Human Resources Assistant shall be responsible for gathering the payroll timesheets from the Departments and providing support in the timekeeping procedure in order to process the bi-weekly payroll.
- o In the event of loss of internet access, notify the County's OEM Government Affairs Coordinator and inform them of the best way to communicate with the Village (fax, phones, etc.)
- o Begin coordination of recovery efforts. Assist all other departments as directed by the EOC Commander or his/her designee.

## Phase 3: Long-term Recovery

- o Assist in resuming normal Village operations.

## Phase 4: Evaluation of Response and Recovery

- o Provide documentation of what actions were taken by the department during the emergency response
- o Perform a SWOT analysis (SWOT form can be found in Appendix, Tab 4)
- o Provide feedback on departmental needs and suggestions for future emergency management.

## OFFICE OF THE VILLAGE CLERK

### Phase 1: (48 hours or more before)

- o Recharge cellular phones and computer battery.
- o Safeguard all permanent records of the Village.
- o Update Village web site with current storm information.
- o Assist all other departments as directed by the EOC Commander or his designee.

### Phase 2: (24-36 hours before)

- o Continue to update the Village's website.
- o Assist all other departments as directed by the EOC Commander or his designee.

### Phase 3 & 4: (Landfall and Post-Hurricane)

- o Begin coordination of recovery efforts. Assist all other departments as directed by the EOC Commander or his designee.

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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## BUILDING AND PLANNING DEPARTMENT

### Phase 1: (48 hours or more before)

- o Recharge cellular phones, radios and lap top computer batteries.
- o Fuel all departmental vehicles.
- o Post Hurricane Season Notice detailing precautions to be taken by homeowners and contractors.
- o Post daily weather map in the event of a tropical disturbance being watched for possible future landfall at permit counter to notify contractors.
- o Visit all construction sites and post a Hurricane Watch/Warning notice. Said notice shall advise contractors to clean and secure the work site immediately. This work will be done during the hours of 8:00 a.m. – 7:00 p.m. as directed by the Building Official or the Planning Director. The department has divided the Village into the following four (4) zones to accomplish this task efficiently (Refer to map in Appendix, TAB 6).

#### ZONE 1

Leo Llanos, Building Official  
Ida Mesa, Code Compliance Officer

#### ZONE 2

Jorge Alvarez, Chief Building Inspector  
Esther Cabrera, Code Compliance Officer

#### ZONE 3

Steve Olmsted, Planning Director  
Aurelio Ramos, Building Inspector

#### ZONE 4

Tom Flingos, Chief Electrical Inspector  
Pat Janisse, Planner

Office Contact: Permit Clerks Luis Diaz and Ignacio Leon.

- o Contact dumpster and port-o-let contractors to remove facilities from construction sites.

### Phase 2: (24 - 36 hours before)

- o Revisit construction sites to ensure compliance with secure orders. Issue notice of violations for sites that do not comply.
- o Assist all other departments as directed by the EOC Commander or his designee.

### Phase 3 & 4: (Landfall and Post-Hurricane)

- o Distribute disaster assessment packets, any current information relative to the disturbance and safety information to all staff.
- o Begin coordination of recovery efforts. Assist all other departments as directed by the EOC Commander or his designee.
- o Perform damage assessments. The Department has created four (4) teams which will perform a Village-wide survey of the damages caused by the event, and appointed specific personnel to serve as a radio and office contact.

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## ZONE 1

Leo Llanos, Building Official  
Ida Mesa, Code Compliance Officer

## ZONE 2

Jorge Alvarez, Chief Building Inspector  
Esther Cabrera, Code Compliance Officer

## ZONE 3

Steve Olmsted, Planning Director  
Aurelio Ramos, Building Inspector

## ZONE 4

Tom Flingos, Chief Electrical Inspector  
Pat Janisse, Planner

Office Contact: Permit Clerks Luis Diaz and Ignacio Leon.

## FINANCE DEPARTMENT

### Phase 1: (48 hours or more before)

- o Ensure that sufficient cash (\$10,000) is on hand and available to meet emergency requirements prior and after the hurricane.
- o Assist all other departments as directed by the EOC Commander or his designee.

### Phase 2: (24 - 36 hours before)

- o Assist all other departments as directed by the EOC Commander or his designee.

### Phase 3 & 4: (Landfall and Post-Hurricane)

- o Begin coordination of recovery efforts. Assist all other departments as directed by the EOC Commander or his designee.
- o Coordinate, as appropriate, with the Federal Emergency Management Agency, County and Insurance companies after the hurricane.

## POLICE DEPARTMENT

### Phase 1: (48 hours or more before)

- o Back-up all files on the computer onto CD to be put in the bank vault.
- o Recharge cellular phones and radios. Test all communications systems.
- o All departmental vehicles will be fueled and maintained full as practical.
- o Change telephone message to inform callers of the current situation and alternate number to call.
- o Maintain law and order throughout the hurricane emergency.
- o Review emergency shift assignments and work schedules of all personnel.
- o Assign each entity supervisor to verify employee roster information for the expeditious recall of departmental members. Personnel who are off duty shall be notified and placed on standby.

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- o All pending leave such as vacation, holiday or conferences shall be canceled for the duration of the emergency. All employees who are on leave shall contact the department immediately after learning that a hurricane watch has been issued to receive further instructions.
- o Conduct inventory of all critical supplies, such as batteries, flares, rain gear, etc., and acquire same if supplies are inadequate.
- o Ensure that all equipment and supplies are ready for use under severe weather conditions.
- o Contact supply vendor for automotive equipment such as batteries, fuel, tires and other parts and place them on emergency standby.
- o Contact supply vendor for food. (Refer to Appendix, TAB 13)
- o Contact contract wrecker service for preplanned hurricane service.
- o Distribute information regarding hurricane home preparedness, shelters, and evacuation plans and schedules to departmental members for the member's families concerning the impending threat.
- o Shift Commanders should review all hurricane preparedness plans and mobilization guidelines with departmental staff.
- o Perform equipment inspection with all members and reissue damaged or missing equipment necessary for hurricane preparedness.
- o Assign a staff member to monitor the hurricane advisory notices that will be faxed to the Police department from the Miami-Dade County EOC. Notices should be forwarded to the EOC Commander.
- o Contact schools within Pinecrest to verify school closing timelines and procedures. Ascertain if Police personnel will be needed to facilitate orderly traffic conditions.
- o On-duty personnel will be relieved to secure homes and families as operating strength permits.
- o Off duty assignments shall be canceled for the duration of the emergency.
- o Assist all other departments as directed by the EOC Commander or his designee.

## Phase 2: (24 - 36 hours before)

- o Establish traffic control at critical intersections and provide traffic control during evacuations in coordination with contiguous municipalities, the Miami-Dade Police Department, the Florida Highway Patrol, and any other law enforcement agency involved in local hurricane preparedness or operations (if needed).
- o Execute any evacuation order issued by the County Manager, Mayor, Village Manager or other competent higher authority.
- o Provide warning for citizens in hazard prone areas. Procedures could include the use of Neighborhood Crime Watch volunteers.
- o Provide security and protection of property in evacuated areas.

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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- o Assist the Miami-Dade Fire Rescue Department with traffic control and security permitting the optimal effectiveness of fire department efforts.
- o Establish alternate communications methods, i.e. cellular telephones.
- o Establish rally locations for field units in the event of radio failure during storm event.
- o Prepare departmental personnel to remain at their post, unless relieved, for the duration of the storm.
- o Assist all other departments as directed by the EOC Commander or his designee.

## Phase 3 & 4: (Landfall and Post-Hurricane)

- o Order to Halt Field Operations will occur when the sustained winds in the immediate area have become hazardous. Field operations will cease and all field members are to immediately report to their predesignated take cover locations.
- o Roll call will be conducted once the order to halt field operations is issued.
- o When storm conditions have subsided, police operations will be resumed.
- o Roll call will be conducted, via radio, to account for all units.
- o A search team will be dispatched if there are unaccounting members of the department.
- o Coordinate the inspection of departmental facilities and equipment to assess damage. Reports and photographs should record all damaged property.
- o Report blocked or obstructed roadways to the EOC Commander.
- o Inventory usable facilities and equipment.
- o On-duty personnel shall be relieved as conditions permit to check on their residences and the safety of family members.
- o Control access and egress to designated disaster areas. Pursuant to emergency orders, a curfew and checkpoints may be established to control the return of evacuees and to prevent the entrance of residents and nonresidents into the Village of Pinecrest.
- o Respond to urgent calls for service and patrol for persons in need of immediate assistance.
- o Teams of officers may be detailed to respond to reports of looting.
- o Coordinate, as appropriate, with the Federal Emergency Management Agency, County and Insurance companies after the hurricane.
- o Return of evacuees and civil control pursuant to FS 252.36, Emergency Management Powers of the Governor, Miami-Dade County Manager, or Village Manager as conditions dictate. This may require the suspension or limiting the sale of alcoholic beverages, firearms, explosives, and combustibles and regulation of business sales practices.
- o Coordinate the relocation of evacuees as necessary.
- o Assist all other departments as directed by the EOC Commander or his designee.

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## PARKS AND RECREATION DEPARTMENT (Community Center)

Phase 1: (48 hours or more before)

### Director's Office (Community Center):

- o Advise staff to close all park facilities and offices.
- o Alert all instructors and fitness personnel that the facility will be closed.
- o Recharge cellular phones and radios.
- o Change telephone message to inform callers of the current situation and alternate number to call (Municipal Center – (305) 234-2121).
- o Coordinate the securing of all park facilities such as storing trash cans from parks, removing and storing tennis court screens, securing playground equipment and picnic tables, and all loose equipment.
- o Close all window louvers and secure outside bathroom roll-down doors.
- o Secure sandbags at exterior doors.
- o Coordinate with Public Works Department the removal or securing of soccer goals.
- o Supervise fueling all departmental vehicles and equipment such as chain saws.
- o Contact all park personnel.
- o OPTIONAL (depending on intensity of storm) – Remove the Brito sculpture and store at Pinecrest Gardens.
- o Lock all gates when exiting and notify Parks and Recreation Director upon completion of list.

### Evelyn Greer Park Duties

- o Alert all sports leagues that park will be closed.
- o Remove canopies over playground.
- o Put shutters up on office window.
- o Secure or remove all loose objects around buildings.
- o Unplug any office machinery and cover with protective plastic.
- o Store office equipment and documents that might be damaged by water in a high location.
- o Dispose of contents in all trash cans into dumpster, and collect and store receptacles in building.
- o Fill four (4) trashcans with water and store in restrooms.
- o Secure playground equipment, benches and bleachers.
- o Take down and store loose signs in main building.
- o Store all loose equipment, safety pads around light poles and exterior speakers inside building.

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- o Wrap and tie all swings.
- o Secure garage door
- o Remove flags from pole, including the Municipal Center.
- o Fuel all park vehicles and equipment. Leave extra set of keys with the Parks and Recreation Director.

## Suniland Park Duties:

- o Alert all sports leagues that park will be closed.
- o Secure or remove all loose objects around buildings.
- o Unplug any office machinery and cover with protective plastic.
- o Store office equipment and documents that might be damaged by water in a high location.
- o Dispose contents of all trash cans into dumpster and collect and store receptacles in building.
- o Fill four trash cans with water and store in restrooms.
- o Remove foul ball nets and store in secure place.
- o Secure playground equipment, benches and bleachers.
- o Take down and store loose signs in main building.
- o All loose equipment shall be stored inside building.
- o Remove flags from flag pole.
- o Fuel all park vehicles and equipment. Leave extra set of vehicle keys with the Parks and Recreation Director.

## Coral Pine Park Duties:

- o Alert tennis leagues and facility reservation holders that facility will be closed.
- o Secure or remove all loose objects around buildings and tennis courts.
- o Unplug any office machinery and cover with protective plastic.
- o Store office equipment and documents that might be damaged by water in a high location.
- o Dispose contents of all trash cans into dumpster and collect and store receptacles in building. Arrange for large trash bins to be emptied and secured.
- o Fill four trash cans with water and store in restrooms.
- o Remove tennis court wind screens and store in main building.
- o Move picnic tables to the northwest side of the main building, and secure under the overhang by flipping them over and chaining them to a column.
- o Secure playground equipment and place any loose objects in main building.
- o Remove flags from flag pole.

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- o Lock gates on tennis courts.
- o Take down and store signs in main building.
- o Go to Veteran's Wayside Park and pick up the trash cans to store in the main building at Coral Pine Park.

## Flagler Grove Park

- o Alert all sports leagues that park will be closed.
- o Change voice mail indicating the park is closed and refer calls to the Municipal Center (305) 234-2121.
- o Dispose of contents in all trash cans and dump trash at Coral Pine Park dumpster.
- o Secure or remove all loose objects around building and store in bathrooms.
- o Fill four trash cans with water and store in bathroom.
- o Store office equipment and documents that might be damaged by water in plastic bags and place in a high location.
- o Remove flags from pole and store inside building.
- o Remove canopies over playground and bleachers – store in building and bathrooms.
- o Lock all gates to park when exiting and notify Parks and Recreation Director upon completion of list.

## Phase 2: (24-36 hours before)

### Director's Office (Community Center):

- o Supervise the closing of the parks and ensure all leagues and reservation holders have been informed of the closure.
- o Ensure all hurricane shutters at the facilities have been put up and make a final inspection of all parks for last minute securing needs.
- o Change phone message to inform callers of the current situation and alternative number of call (Municipal Center (305) 234-2121.)

### Suniland Park Duties:

- o Close area to the public.
- o Secure all hurricane shutters on exterior walls and windows/lock all doors.
- o Secure park access gates.
- o Notify Parks and Recreation Director upon completion of checklist.

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## Coral Pine Park Duties:

- o Close area to the public.
- o Secure all hurricane shutters on exterior walls and windows/lock all doors.
- o Secure park access gates.
- o Notify Parks and Recreation Director upon completion of checklist.

## Flagler Grove Park

- o Secure park access gates.
- o Notify Parks and Recreation Director upon completion of checklist.

## Phase 3 & 4: (Landfall and Post-Hurricane)

- o Begin coordination of recovery efforts. Assist all other departments as directed by the EOC Commander or his designee.
- o Coordinate damage assessment of public facilities such as downed trees, damaged fencing or structures.
- o Contact park staff to check their condition and inform them when to report for work.

## **PINECREST GARDENS**

### Phase 1: (48 hours or more before)

- o Advise staff to close all facilities and the office.
- o Alert all instructors, event personnel and those with rental reservations that the facility will be closed.
- o Recharge cellular phones and radios.
- o Change telephone message to inform callers of the current situation and alternate number to call (Municipal Center – (305) 234-2121).
- o Coordinate the securing of facilities such as storing trash cans, securing petting zoo animals, playground equipment and all loose equipment, and remove all flags, banners, signs from Park and Killian/Red Road Perimeters.
- o Close and secure bathrooms.
- o Secure sandbags at exterior doors.
- o Supervise fueling all departmental vehicles and equipment such as chain saws.
- o Contact all park personnel.
- o Lock all gates when exiting.
- o Bag all computers and / or move to Bridal Room. Board up windows in offices if needed.
- o Remove all table umbrellas and store under Banyan Bowl.

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- o Remove Shade Cloth from Petting Zoo and 10 X 20 tent over Splash N Play controls.
- o Clean up Maintenance yard of all potential flying debris.
- o Pre-order one month supply feed for animals and water for break room.

### Phase 2: (24-36 hours before)

- o Supervise the closing of the park and ensure all class/event participants and reservation holders have been informed of the closure.
- o Ensure all hurricane shutters at the facilities have been put up and make a final inspection of the facility for last minute securing needs.
- o Change phone message to inform callers of the current situation and alternative number of call (Municipal Center (305) 234-2121.)
- o Drain front fountain, shut down waterfall fountain pump, and shut down, throw breaker and transfer pump of Swan Lake.
- o Secure Banyan Bowl.
- o Adjust gate valve to canal on Red Road.
- o Close doors and lock each end of collonade.
- o Bag all equipment not able to move in Tower.
- o Secure or crate Petting Zoo animals and move to Banyan Bowl (Category 3 or higher).

### Phase 3 & 4: (Landfall and Post-Hurricane)

- o Begin coordination of recovery efforts. Assist all other departments as directed by the EOC Commander or his designee.
- o Coordinate damage assessment of public facilities such as downed trees, damaged fencing or structures.
- o Contact park staff to check their condition and inform them when to report for work. All employees are required to come in to the Garden and help clean up after the storm.

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## PUBLIC WORKS DEPARTMENT

### Phase 1: (48 hours or more before)

- o Back-up all files on the computer onto CD to be put in the bank vault.
- o Recharge cellular phones and radios.
- o Cover computer equipment with plastic.
- o Change telephone message to inform callers of the current situation and alternate number to call.
- o Assist with the securing of all park facilities such as storing trash cans from parks, removing and storing tennis court screens, securing playground equipment and picnic tables, and all loose equipment.
- o Remove or secure soccer goals.
- o Fuel all departmental vehicles and equipment such as chain saws.
- o Contact Project Managers for any Village or County capital improvement/public works projects currently under construction to inform them that project site must be secured for the storm.
- o Contact private contractors to coordinate and confirm post-hurricane clean-up availability. (Refer to Appendix, TAB 1.5). Any equipment shall be delivered to the Public Works Office or site designated by the Public Works Director with operators immediately following the storm.
- o Sweep the Village for bulk waste piles and report them to the Miami-Dade Solid Waste Department for immediate pick-up.
- o Sweep the Village for loose objects in the public right-of-way such as detour signs, newspaper vending machines or barricades and coordinate their removal.
- o Sweep the Village for dangerous potholes which should be filed or noted for post hurricane safety.
- o Assist all other departments as directed by the EOC Commander or his designee.

### Phase 2: (24-36 hours before)

- o Assist all other departments as directed by the EOC Commander or his designee.

### Phase 3 & 4: (Landfall and Post-Hurricane)

- o Begin coordination of recovery efforts. Assist all other departments as directed by the EOC Commander or his designee.
- o Coordinate damage assessment of public facilities such as downed traffic signs, downed trees, debris in canal system and damaged park buildings.

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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## Essential Employees

The following employees are considered essential employees within their department. They are required, at the discretion of the EOC Commander, to be at the EOC during the disaster (if there is prior warning) in order to serve the public immediately after the disaster. If there is no warning of disaster, essential employees may secure their personal property and family and then report to work.

### Office of the Village Manager

Village Manager  
Administrative Services Manager  
Administrative Assistant to the Village Manager  
IT Administrator

Assistant Village Manager  
Human Resources Manager  
Receptionist

### Office of the Village Clerk

Village Clerk  
Assistant Village Clerk (depending on severity of disaster)

### Building and Planning Department

Building Official  
Planning Director  
Code Compliance Officers (2)  
Chief Building Inspector

Building Inspector  
Chief Electrical Inspector  
Permit Clerk (1)  
Planner

### Finance Department

Finance Director  
Account Clerk (1)

### Police Department

Police Chief  
Administrative Assistant  
Command Staff – Deputy Chief, Major, Lieutenants  
Records Clerk (2 depending on severity of disaster)  
Account/Payroll Clerk (depending on severity of disaster)

Police Dispatchers  
Police Officers  
Detectives  
Community Service Aides  
First Line Supervisors - Sergeants

### Parks and Recreation Department

Parks and Recreation Director  
Admin. Assistant to the Parks and Recreation Director

Park Manager

### Pinecrest Gardens

Pinecrest Gardens Director  
Assistant to the Pinecrest Gardens Director

Operations Manager  
Horticulturist

### Public Works Department

Public Works Director  
Administrative Assistant to the Public Works Director

Foreman  
Maintenance Workers I & II

# COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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**TAB 10**

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Mark Spanioli, P.E.  
Public Works Director  
publicworks@pinecrest-fl.gov

MEMORANDUM  
Department of Public Works

DATE: June 8, 2016

TO: Yocelyn Galiano, ICMA-CM, Village Manager

FROM: Mark Spanioli, P.E., Public Works Director  
Loren C. Matthews, Parks and Recreation Director

RE: Community Center Indoor Playground Options

---

As a follow up to the last Council meeting, staff was directed to review the possibility of converting the existing multi-purpose room that is adjacent to the proposed café into an indoor playground. The Community Center currently uses all of the rooms almost to capacity with the exception of early morning hours and mid-day hours. Based on a review of the existing use of the multi-purpose room, displacement of various activities to other Village facilities would be necessary, as well as some minor adjustments to the final plan, in order to accommodate the indoor playground in the newly proposed space. A detailed breakdown of the potential displaced activities with alternative solutions and potential outcomes is provided below:

- Fencing – Average class size is 12 people, (8 classes per month) could be moved to Evelyn Greer Park by moving Karate to Suniland Park (Monday, Wednesday and Friday from 3:00 – 8:00). Community Center revenue would be reduced by \$2,200 from Fencing with an equal increase to Evelyn Greer Park revenue. Evelyn Greer Park would experience a reduction of revenues in the amount of \$5,300 from Karate with an equal increase in revenue to Suniland Park.
- Guitar – Average class size is 12 people (4 classes per month), could be accommodated by relocating the program to the Hibiscus Room at Pinecrest Gardens. Community Center would experience a reduction of revenues in the amount of \$2,000 with an equal increase in revenue to Pinecrest Gardens.
- Gymnastics – Average class size is 12 people (6 classes per month/864 participants per year). This class would need to be cancelled as other parks do not have multi-purpose room availability or the necessary space to accommodate storage needs for the program. In order to retain the program in the Community Center, it would be recommended that the area known as the current Spin Room be retained as class room space as opposed to converting it into storage. The additional storage space for the gymnastics equipment would need to be carved out of the multi-purpose room being considered for the indoor playground. If the aforementioned changes to the final layout cannot be accommodated, the loss of the gymnastics program would result in a decrease to the Community Center's annual revenue of \$5,000.



- All other potentially displaced programs such as Hip Hop Kids, Flamenco, Salsa and Summer Camp Program could be accommodated in the proposed Senior Room which is part of the expansion project, but would require a minor change to the flooring of said room from carpet to VCT tile
- Spanish Class – Average class size is 5 people (4 classes per month) could be accommodated if the existing spin room is converted to a classroom and not used for storage.
- The Stretch, Walk and Keep Young class (Average class of 25 people, 8 classes per month) will continue to be displaced to Pinecrest Gardens during the Summer Camp program.
- Game Time Senior Program (average class of 8 people, 4 sessions per month) will continue to be displaced to the Library during the Summer Camp program.

### Options For Consideration:

As a re-cap to the various alternatives discussed at the last Council meeting, the most current proposed plans (Option 1) include play equipment to be placed in the existing spin room and with this option, the project is within budget.

Option 2 is to expand the existing spin room by pushing outward the eastern wall to match the position of the adjoining classroom, this would provide an additional 300 SF giving a total indoor playground area of approximately 850 SF. This option has a total added cost of approximately \$245,000 which includes the design and construction costs.

Option 3 is to create an entirely new space adjacent to and outside of the western side of the facility. This new space would provide a 1,444 SF indoor playground area and a new café alcove space consisting of 585 SF with a total new indoor area of approximately 2,039 SF. This option would require the redesign of the landscape areas and outdoor playground areas. This option has a total added cost of approximately \$644,000 which includes design and construction costs.

In consideration of expanding the building to create the larger indoor playground, if we were to eliminate the outdoor playground area including the shade structure, we would have a potential savings of approximately \$190,000 which could be used towards the costs of Option 2 or Option 3.

Option 4 can be considered the re-purposing of the existing multi-purpose room as an indoor playground. This option would have an additional project design cost of approximately \$50,000 for the re-design of the café and re-design of the existing multi-purpose room including playground equipment and storage to accommodate the gymnastics program. The re-purposing would have an impact to programming offered within the facility and annual revenue collection as aforementioned. The added construction costs for this option are negligible.

For reference, please find attached the floor plans for the various which are highlighted to help identify the proposed spaces (floor plans for Options 1 and 4 are essentially the same). In addition, please find indoor play equipment renderings that can provide visual reference for the indoor facility.



# PINECREST COMMUNITY & CENTER RENOVATION & ADDITION

5855 HILLIARY DRIVE,  
PINECREST, FL 33156

50% CONSTRUCTION DOCUMENTS

OWNER  
VILLAGE OF PINECREST

PROJECT TEAM  
**RJ HEISENBOTTE**

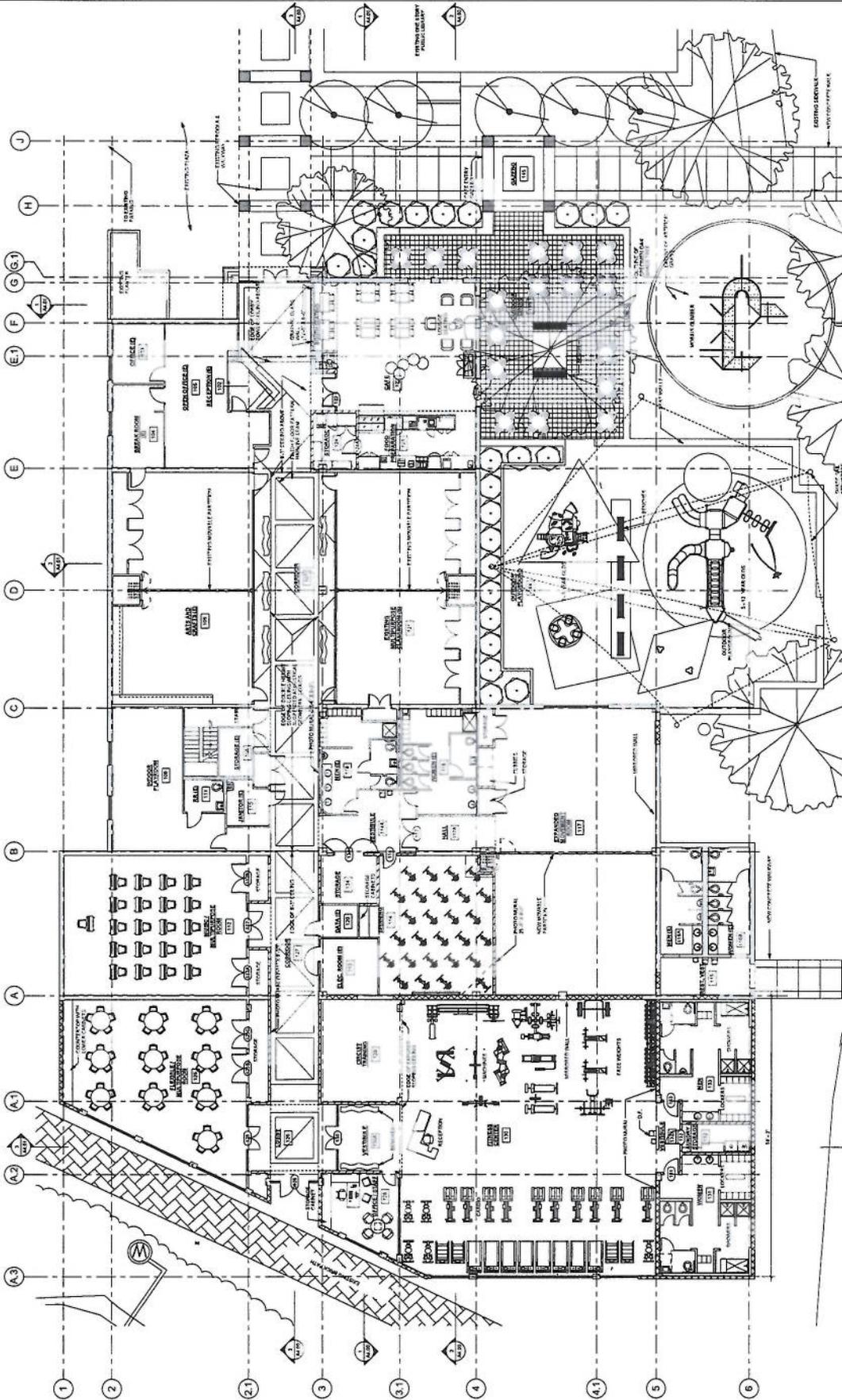
ARCHITECT  
10000 W. BIRCHWOOD DRIVE, SUITE 100  
PINECREST, FL 33156  
TEL: 305.438.1111  
WWW.RJHEISENBOTTE.COM

REGISTERED PROFESSIONAL ARCHITECT  
STATE OF FLORIDA  
NO. 12547

DATE: 08/14/2018

FLOOR PLAN

A2.00



OPTION #1

AREA CALCULATIONS

ROOM	AREA	PERCENT	TOTAL
RENOVATION	10,500	75.0%	10,500
ADDITION	3,500	25.0%	3,500
<b>TOTAL</b>	<b>14,000</b>	<b>100.0%</b>	<b>14,000</b>

LEGEND

SYMBOL	DESCRIPTION
(Symbol)	EXISTING DOOR TO EXISTING
(Symbol)	EXISTING DOOR TO NEW
(Symbol)	NEW DOOR
(Symbol)	EXISTING WINDOW
(Symbol)	NEW WINDOW
(Symbol)	EXISTING WALL
(Symbol)	NEW WALL
(Symbol)	EXISTING CEILING
(Symbol)	NEW CEILING
(Symbol)	EXISTING FLOOR
(Symbol)	NEW FLOOR

1.000 PLAN  
DATE: 08/14/2018



**PINECREST COMMUNITY CENTER**  
6855 VILLAGE BLVD.  
PINECREST, FL 33156

**RENOVATION & ADDITION**

**OWNER**  
VILLAGE OF PINECREST  
12641 PINECREST PARKWAY  
PINECREST, FL 33156

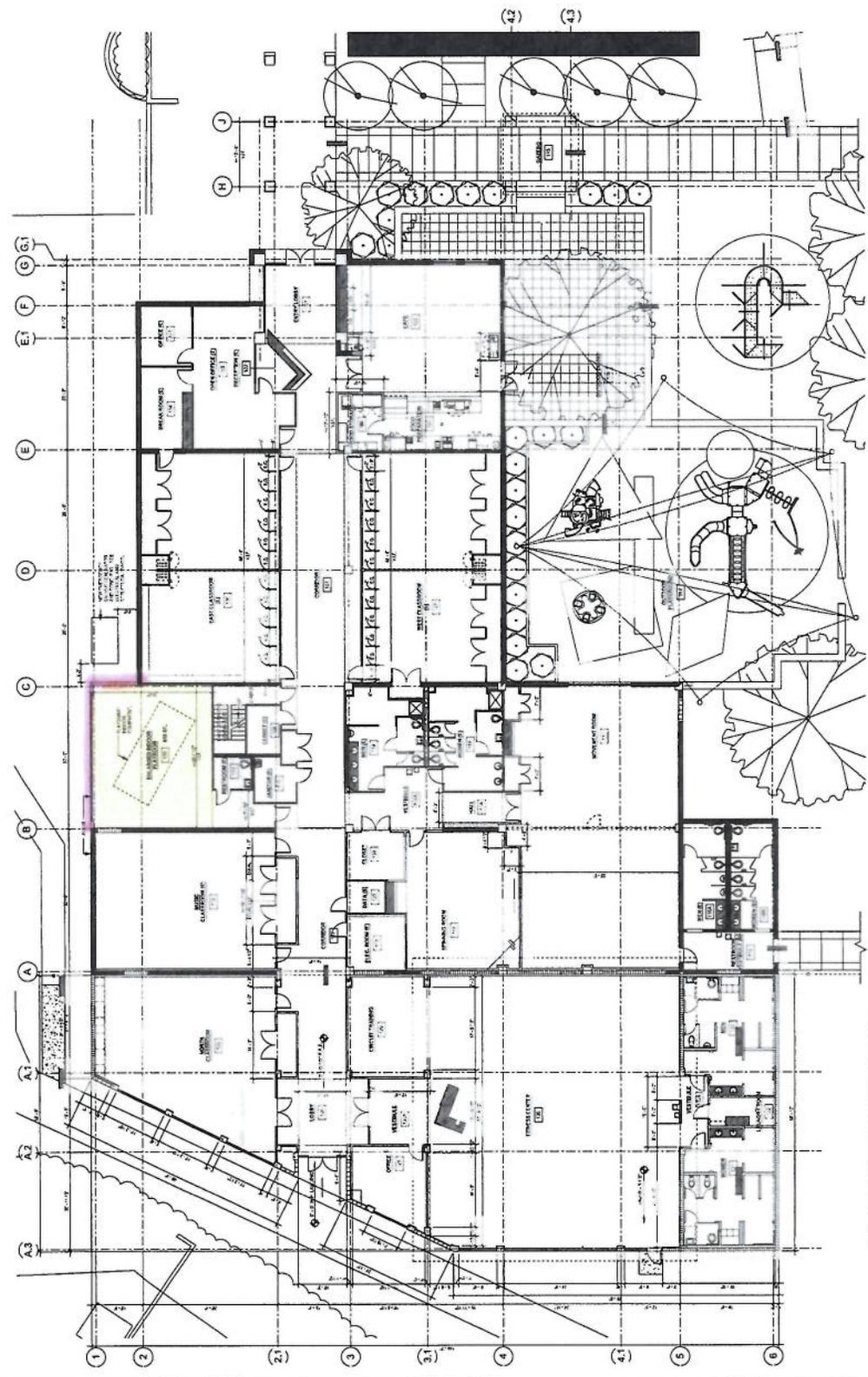
**NOT FOR CONSTRUCTION**  
FOR PINECREST COMMUNITY CENTER

**RJ HEISENBOTTEL**  
ARCHITECTS  
10000 W. BIRCHWOOD BLVD.  
SUITE 100  
PINECREST, FL 33156  
TEL: 305.486.1100  
WWW.RJHEISENBOTTEL.COM

**PROJECT TEAM**  
ARCHITECT: RJ HEISENBOTTEL ARCHITECTS  
GENERAL CONTRACTOR: [REDACTED]  
MECHANICAL/ELECTRICAL/PLUMBING: [REDACTED]  
STRUCTURAL: [REDACTED]  
LANDSCAPE ARCHITECT: [REDACTED]  
INTERIOR DESIGNER: [REDACTED]  
PAINT CONTRACTOR: [REDACTED]  
FLOORING CONTRACTOR: [REDACTED]  
CABINETRY CONTRACTOR: [REDACTED]  
GLASS CONTRACTOR: [REDACTED]  
SIGNAGE CONTRACTOR: [REDACTED]  
LIGHTING CONTRACTOR: [REDACTED]  
AV CONTRACTOR: [REDACTED]  
FURNITURE CONTRACTOR: [REDACTED]

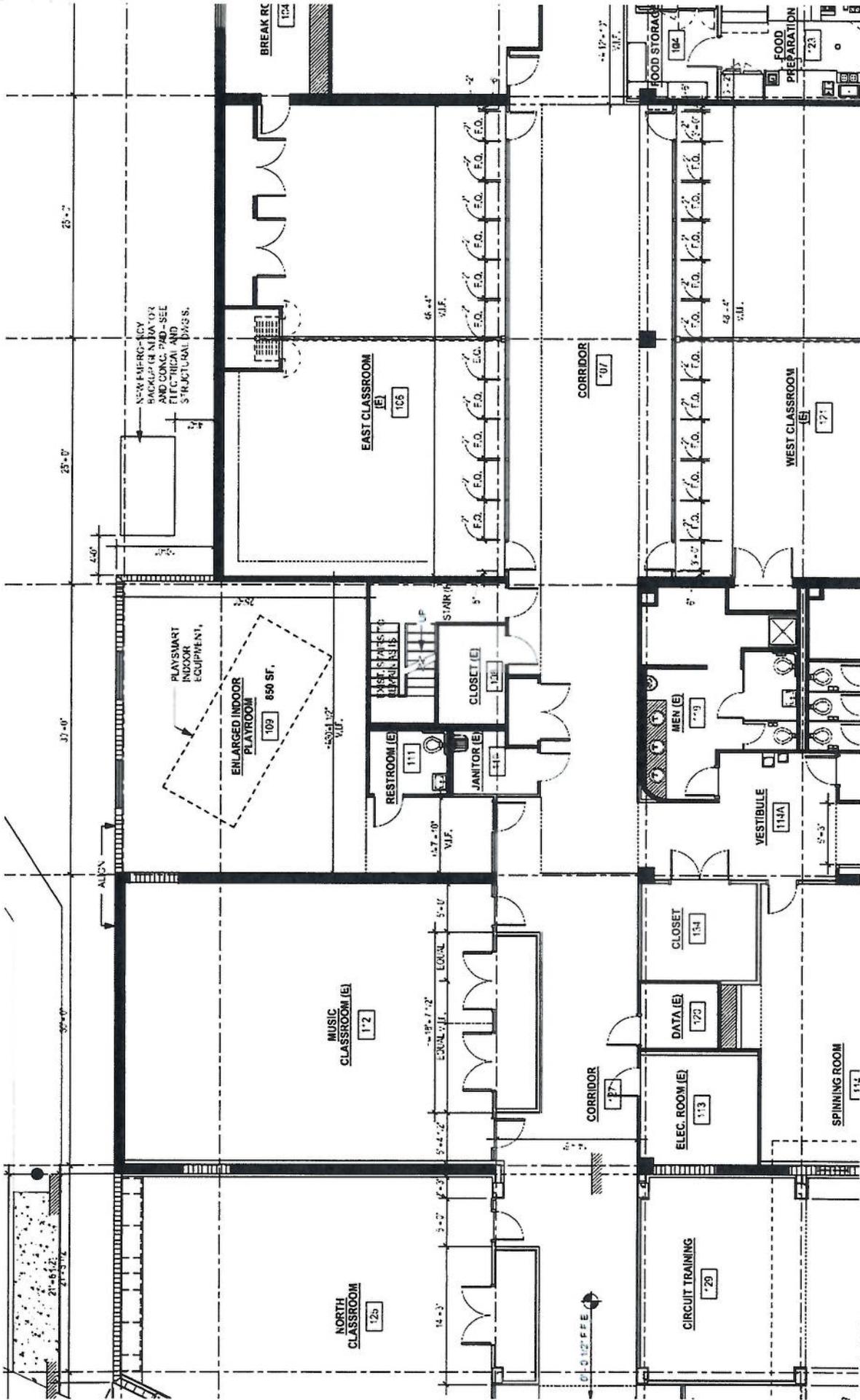
**FLOOR PLAN  
OPTION 2**

**A2.01B**



*Option #2*

SCALE: AS SHOWN IN VARIOUS AREAS OF THE FLOOR PLAN. UNLESS OTHERWISE NOTED, ALL DIMENSIONS ARE IN FEET AND INCHES.



OPTION #2  
ENLARGED



**PINECREST COMMUNITY CENTER**  
 5855 KILLIAN DRIVE,  
 PINECREST, FL 33156

**RENOVATION & ADDITION**

**OWNER**  
 VILLAGE OF PINECREST  
 1346 PINECREST PARKWAY  
 PINECREST, FL 33156

**PROGRESS SET**  
 NOT FOR CONSTRUCTION

**PROJECT TEAM**

**R HEISENBOTTE**  
 ARCHITECTS, LLC  
 10000 WOODLAND AVENUE, SUITE 100  
 WOODLAND PARK, CO 80554

**GENERAL CONTRACTOR**  
 JACOBS GROUP, INC.  
 10000 WOODLAND AVENUE, SUITE 100  
 WOODLAND PARK, CO 80554

**LANDSCAPE ARCHITECT**  
 JACOBS GROUP, INC.  
 10000 WOODLAND AVENUE, SUITE 100  
 WOODLAND PARK, CO 80554

**MECHANICAL/ELECTRICAL/PLUMBING ENGINEER**  
 JACOBS GROUP, INC.  
 10000 WOODLAND AVENUE, SUITE 100  
 WOODLAND PARK, CO 80554

**STRUCTURAL ENGINEER**  
 JACOBS GROUP, INC.  
 10000 WOODLAND AVENUE, SUITE 100  
 WOODLAND PARK, CO 80554

**INTERIOR DESIGNER**  
 JACOBS GROUP, INC.  
 10000 WOODLAND AVENUE, SUITE 100  
 WOODLAND PARK, CO 80554

**PHOTOGRAPHER**  
 JACOBS GROUP, INC.  
 10000 WOODLAND AVENUE, SUITE 100  
 WOODLAND PARK, CO 80554

**VIDEOGRAPHER**  
 JACOBS GROUP, INC.  
 10000 WOODLAND AVENUE, SUITE 100  
 WOODLAND PARK, CO 80554

**PROJECT MANAGER**  
 JACOBS GROUP, INC.  
 10000 WOODLAND AVENUE, SUITE 100  
 WOODLAND PARK, CO 80554

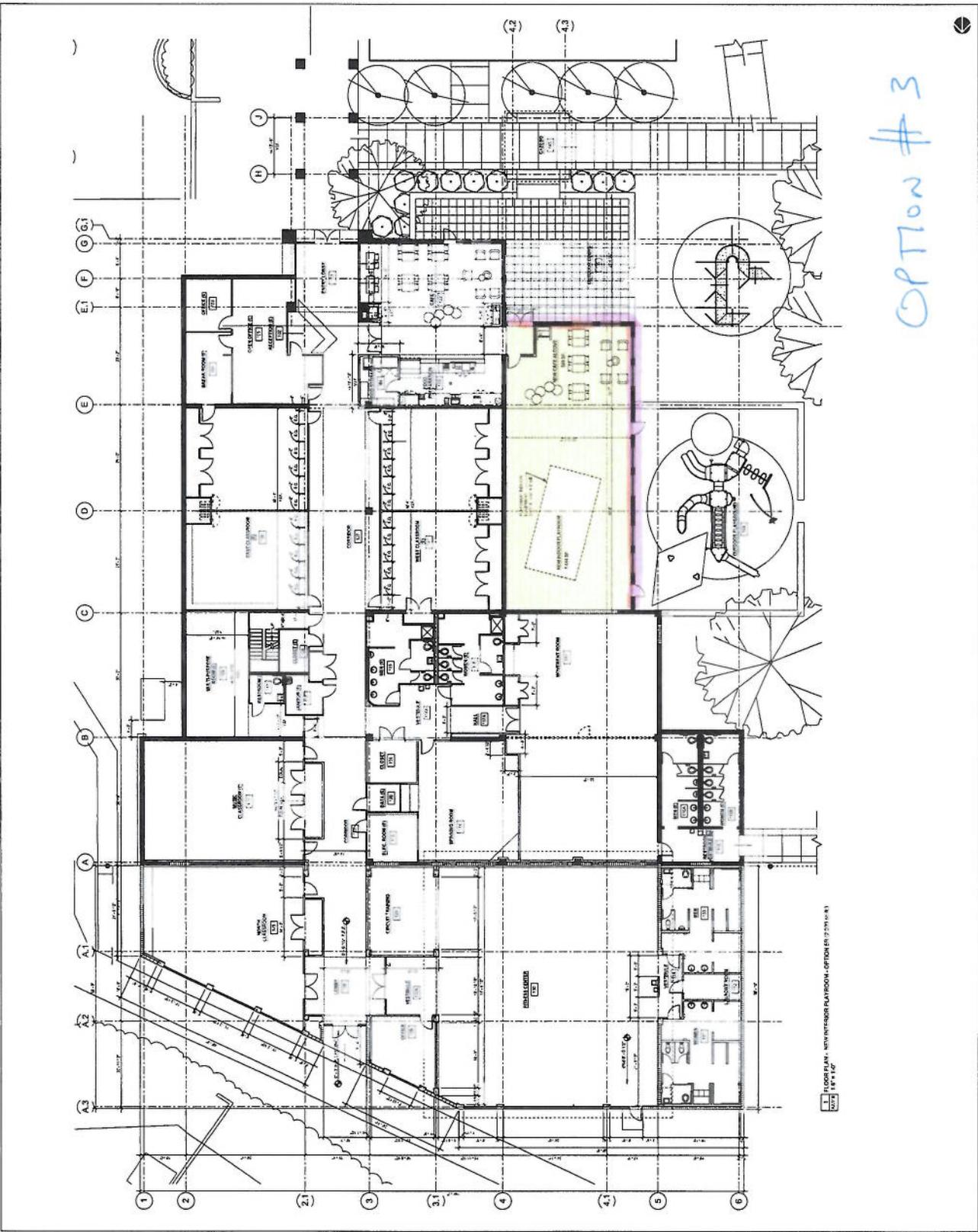
**PROJECT COORDINATOR**  
 JACOBS GROUP, INC.  
 10000 WOODLAND AVENUE, SUITE 100  
 WOODLAND PARK, CO 80554

**PROJECT ARCHITECT**  
 JACOBS GROUP, INC.  
 10000 WOODLAND AVENUE, SUITE 100  
 WOODLAND PARK, CO 80554

**PROJECT ENGINEER**  
 JACOBS GROUP, INC.  
 10000 WOODLAND AVENUE, SUITE 100  
 WOODLAND PARK, CO 80554

**PROJECT MANAGER**  
 JACOBS GROUP, INC.  
 10000 WOODLAND AVENUE, SUITE 100  
 WOODLAND PARK, CO 80554

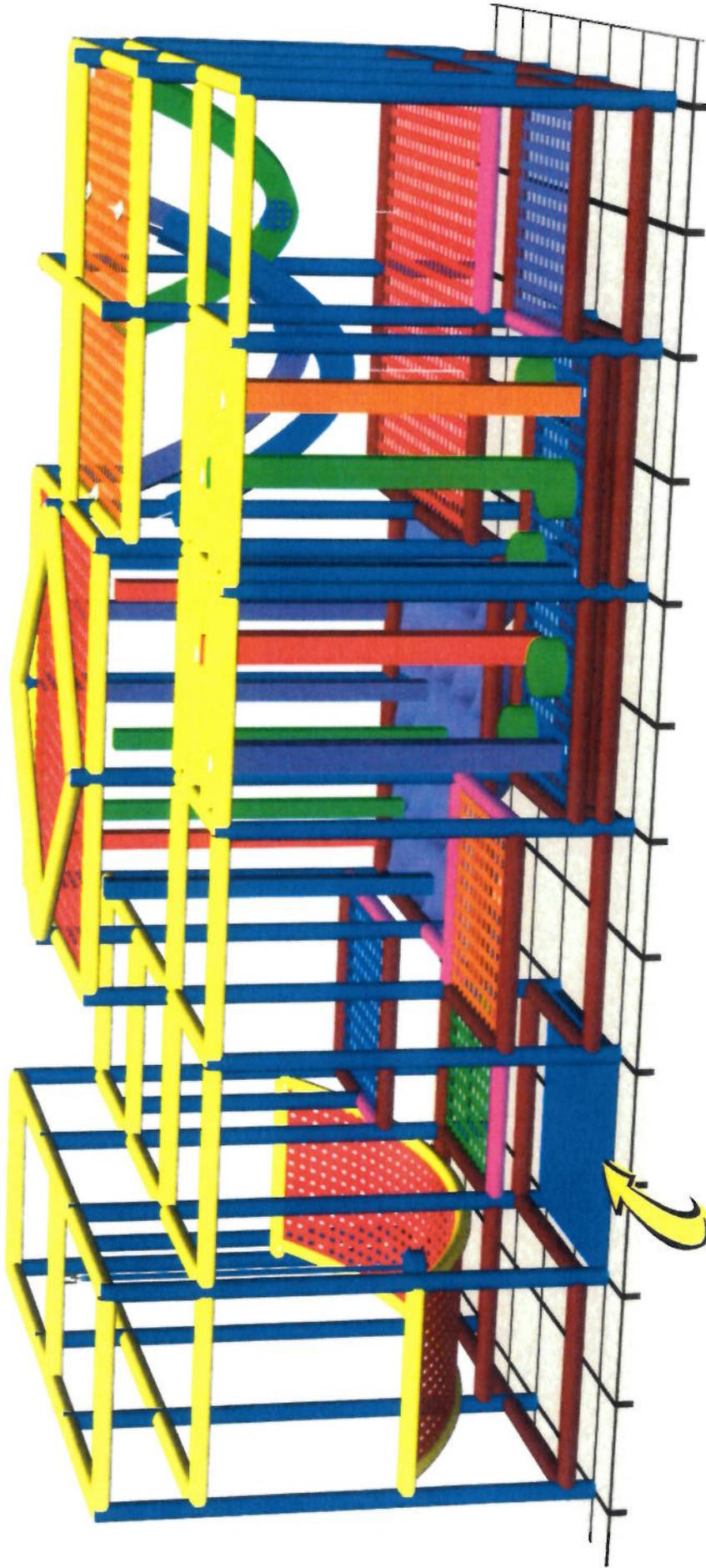
OPTION # 3



FLOOR PLAN - NEW INDOOR PLAYROOM - OPTION # 3  
 1/14/16

**A2.01B**



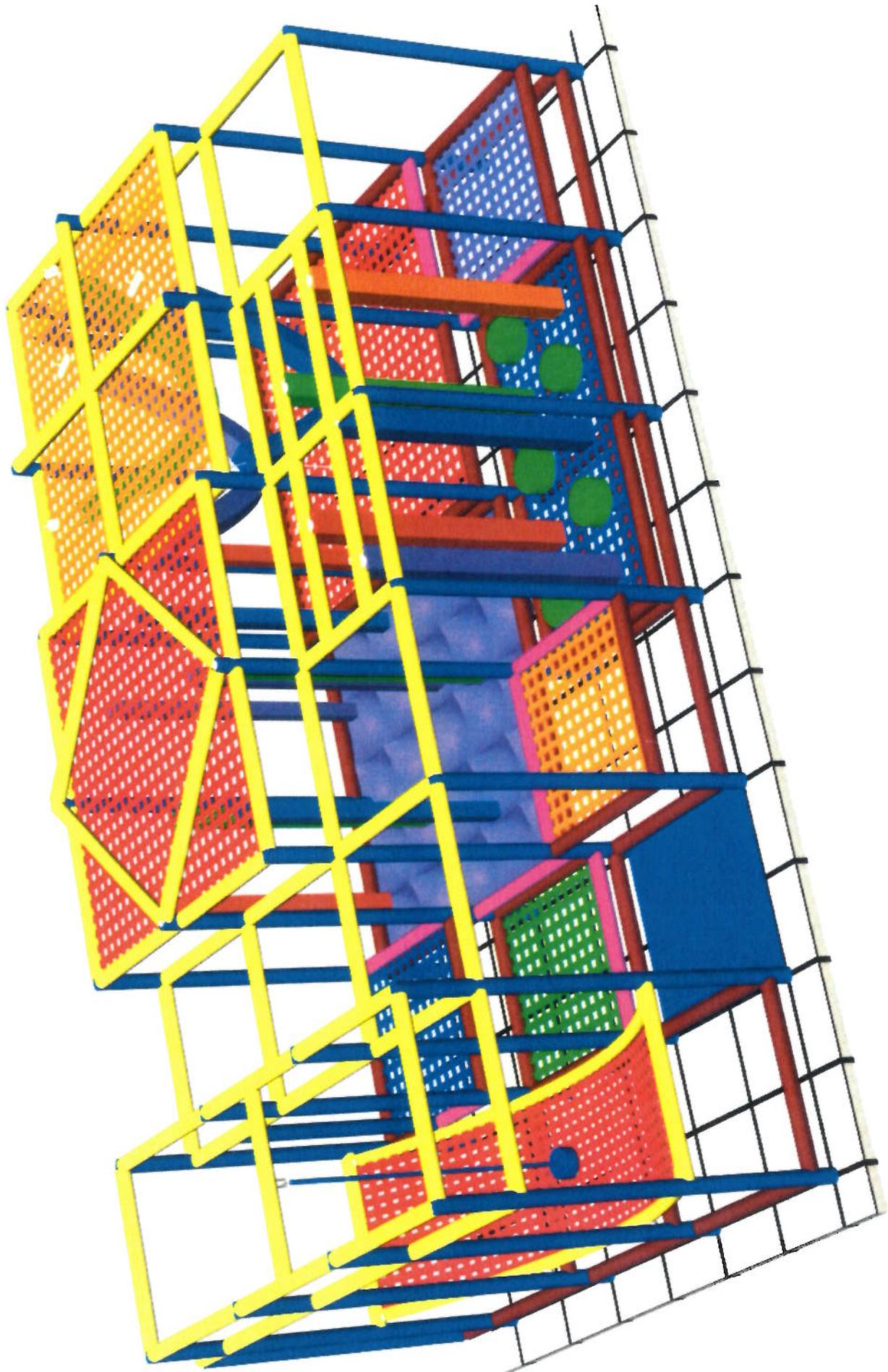


**Note:** variety of color selections available for platforms, post foam, mats and covers

Renderings are for illustration purposes only. Actual product may vary in appearance. Not Shown but included: No-Climb containment netting.

PLAYSMART™

Project: YMCA  
Size: 24'-5" x 12'-5" x 9' tall  
Date: 3/19/2015  
Dwg Type: Perspectives  
Drawn by: TB  
Dwg #: 150319  
Rev: 0

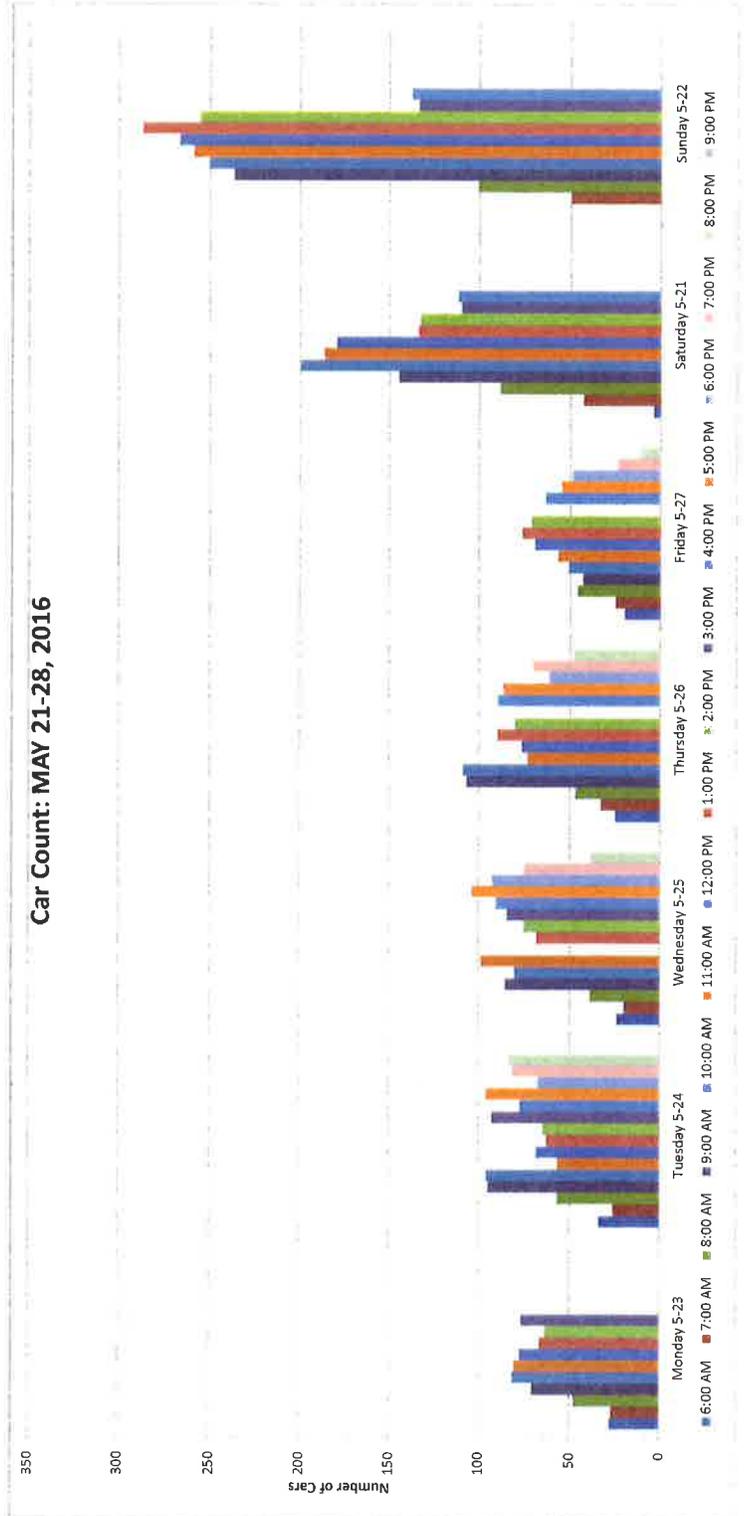


PLAYSMART™

## Car Count: May

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	Column13	Column14	Column15	Column16	Column17
Day	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM
Monday 5-23	28	27	48	71	82	81	78	67	64	77	0	0	0	0	0	0
<b>Tuesday 5-24</b>	<b>34</b>	<b>26</b>	<b>57</b>	<b>95</b>	<b>96</b>	<b>57</b>	<b>69</b>	<b>63</b>	<b>65</b>	<b>93</b>	<b>78</b>	<b>96</b>	<b>68</b>	<b>82</b>	<b>84</b>	<b>0</b>
Wednesday 5-25	24	20	39	86	81	99	0	69	76	85	91	104	93	76	39	0
<b>Thursday 5-26</b>	<b>25</b>	<b>33</b>	<b>47</b>	<b>107</b>	<b>109</b>	<b>74</b>	<b>77</b>	<b>90</b>	<b>81</b>	<b>0</b>	<b>90</b>	<b>87</b>	<b>62</b>	<b>71</b>	<b>48</b>	<b>0</b>
Friday 5-27	20	25	46	43	51	57	70	77	72	0	64	55	49	24	11	0
<b>Saturday 5-21</b>	<b>4</b>	<b>43</b>	<b>89</b>	<b>145</b>	<b>200</b>	<b>187</b>	<b>180</b>	<b>134</b>	<b>133</b>	<b>110</b>	<b>112</b>	Closed	Closed	0	0	0
Sunday 5-22	0	50	101	237	251	259	267	287	256	134	138	Closed	Closed	0	0	0
<b>Average Total</b>	<b>19</b>	<b>32</b>	<b>61</b>	<b>112</b>	<b>124</b>	<b>116</b>	<b>105</b>	<b>112</b>	<b>106</b>	<b>71</b>	<b>82</b>	<b>49</b>	<b>39</b>	<b>36</b>	<b>26</b>	<b>0</b>

Car Count: MAY 21-28, 2016



**TAB II**

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VILLAGE OF PINECREST  
Committee Action Form

<b>COMMITTEE:</b> Transportation Advisory
<b>MEETING DATE:</b> 03/01/2016
<b>MEMBERS PRESENT:</b>  Maureen Piero Gregory Borgognoni Jean Pollock Gary Simon  Mark Spanioli, Staff Liaison
<b>OFFICIAL ACTION (ATTACH DOCUMENTATION IF NECESSARY):</b>  - Minutes of November 23, 2015 approved.  -First order of business: SW 67th Avenue and Kendall Drive: Miami-Dade County is installing the sewer. The underground work is completed. The Village of Pinecrest is currently in the process of repaving the roadway, and the project is almost done. Staff Liaison (SL) Spanioli will notify the committee, via email, when the work taking place and when the underground work commences. -Second order of business: SW 112 St and SW 77 Ave: A left turn lane was requested to the county; there is enough right of way to do it. The Village of Pinecrest will put up traffic counts, when they become available in all four directions. The Village of Pinecrest will work with Miami-Dade County to get approval; however, it will take place after October. Staff Liaison (SL) Spanioli will work on getting the drawings. -Third order of business: Red Road sidewalk south of SW 128 St (Lugo Avenue): Coral Gables had a meeting with their residents and did not approve the circle on the west of Red Road. The Village of Pinecrest will have to examine the circle on the Pinecrest side, down to Bella Vista; part of the swale on the west side is inside of Coral Gables city limits. The Village of Pinecrest will need to have the approval of the neighbors because it might be on private property. An 8-foot wide share way path on Red Road was proposed. -Fourth order of business: Right-turn lane at SW 124 St, 120 St and US 1: The Chairman asked to look into adding a right turning lane on US 1; all of the members are in favor of the turning lane. Staff Liaison (SL) Mark will include the request on a future council agenda and draw it up. - Fifth order of business: Bike lanes on SW 77th Ave Staff Liaison (SL) Spanioli will advise the committee about the next steps. There is a citizen's survey that will be sent out in April. - Sixth order of business: Red light camera update: The majority (90 percent) of violators are not Pinecrest residents. Violations decreased between June and November. The members would like for the Village to tell legislators that violations are improving and to not remove it. Staff Liaison (SL) Spanioli will find out who is responsible for supervising the Red Light Camera program. -Seventh order of business: Update on Phase two of paving project: The contractor, H& J Asphalt, is backed up, but they anticipate finishing within the next several months. -Eighth order of business: Miscellaneous drainage projects update: The project will last about 10-12 months. There have been notes taken on the areas with flooding problems. The storm water master plan is also being reviewed. Staff Liaison (SL) Spanioli will email the locations of the projects and several more to come. Last order of business: Coral Pine Park Update: There is a meeting next Monday, March 28, 2016, at 6pm with the residents so they can see the new updates for Coral Pine Park  - Motioned to adjourn and seconded at 8:10 p.m.  <small>Official action by a committee shall be in the form of a motion, approved by the membership, making a recommendation to the Village Council.</small>
<b>OTHER COMMENTS/NEW BUSINESS:</b>  Member Piero inquired if the parking lots in US 1 strip centers should be looked at, and to find out more information on parking restrictions.
<b>NEXT MEETING DATE:</b>
<b>APPROVED MINUTES OF LAST MEETING OF</b> 11/23/2016 <b>ATTACHED</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>SUBMITTED BY:</b> Mark Spanioli

PLEASE SUBMIT THIS FORM TO THE CLERK'S OFFICE IMMEDIATELY FOLLOWING THE MEETING.

THIS FORM SHALL SERVE AS AN INTERIM RECORD OF THE MEETING UNTIL SUCH TIME AS THE MINUTES HAVE BEEN APPROVED.

12645 Pinecrest Parkway, Pinecrest, Florida 33156  
T: 305.234.2121 | F: 305.234.2131  
www.pinecrest-fl.gov

Rev. 2/26/2013



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VILLAGE OF PINECREST  
Committee Action Form

COMMITTEE: Pinecrest Gardens Advisory Committee
MEETING DATE: 04/11/2016
MEMBERS PRESENT: Ceil Fitts--Present Julianne Jeffries--Not Present Ken Kurtz--Present Suzanne Levitt--Present Sima Miska--Present Suzanne Roberts--Present Pat Vandenberg--Not Present
OFFICIAL ACTION (ATTACH DOCUMENTATION IF NECESSARY): 1. Minutes from the previous meeting were reviewed, and approved. 2. A proposed amendment to Resolution No. 2012-81 was distributed reflecting changes recommended by the Village Clerk. Additionally, Bench Dedication and Tree Donation opportunities were added, The Brick Program was eliminated and the Small Signs language was modified to eliminate Bronze Plaques. Suzanne Roberts moved to include the changes in the official resolution and Ken Kurtz seconded the motion. The vote to submit the new resolution to Council for consideration was approved unanimously.
<small>Official action by a committee shall be in the form of a motion, approved by the membership, making a recommendation to the Village Council.</small>
OTHER COMMENTS/NEW BUSINESS: Patsy Rodriguez presented her observations regarding ADA Code for paths, playground and the playground bathrooms, and expressed her concerns in building an ADA lift to transport wheelchairs to the terrace level. Recommendations were not forthcoming by the Committee and no official actions were taken.
NEXT MEETING DATE:
APPROVED MINUTES OF LAST MEETING OF _____ ATTACHED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SUBMITTED BY: Alana Perez

PLEASE SUBMIT THIS FORM TO THE CLERK'S OFFICE IMMEDIATELY FOLLOWING THE MEETING.

THIS FORM SHALL SERVE AS AN INTERIM RECORD OF THE MEETING UNTIL SUCH TIME AS THE MINUTES HAVE BEEN APPROVED.

12645 Pinecrest Parkway, Pinecrest, Florida 33156  
T: 305.234.2121 | F: 305.234.2131  
www.pinecrest-fl.gov

Rev. 2/26/2013



**PROPOSED AMENDMENT TO:**  
**Resolution No. 2012-81**  
**A RESOLUTION OF THE VILLAGE OF PINECREST,**  
**FLORIDA, ADOPTING A DONATION/MEMORIAL**  
**POLICY FOR PINECREST GARDENS; PROVIDING FOR**  
**AN EFFECTIVE DATE.**

Pinecrest Gardens (the "Gardens") was purchased by the Village of Pinecrest to promote enjoyment of nature, preserve the original function of the Garden as a botanical garden, and to provide a location for family fun, festivals and cultural and educational events. The Pinecrest Gardens Advisory Committee (the "Committee") is charged, among other tasks, with identifying grant opportunities and facilitating donations to support any proposed programs. The Gardens purpose is not to be a memorial park, and, therefore, the amount of space allocated to memorial purposes should be limited so as not to change the character of the Gardens or interfere with its purposes.

BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA, AS FOLLOWS:

Section 1. That the following Donation/Memorial Policy for Pinecrest Gardens is hereby adopted:

- Proposals involving gifts of \$1,500 or more, or that will involve costs of \$1,500 or more to implement, will be brought before the Committee for a recommendation. A favorable recommendation will be based upon the Master Plan and the purposes of the Gardens. Upon approval, the Committee will forward the recommendation to the Village Council for consideration.
- Section 2. That the following Donation/memorial Policy for Pinecrest Gardens is hereby adopted:

***Small Signs***

Areas that donors have renovated and restored would receive a small, tasteful stainless sign not to exceed 6" X 12" and chiseled into a coral rock conforming to the look and size of the other coral rocks where donation or memorial signs are posted.

Donation level at \$10,000 and \$25,000.

***Leaves***

The "Giving Tree" is located at the end of the north/west wall of the Hibiscuss Room. We can offer donors two different sized leaves with a 1" X 2" stainless steel plate that carries the engraved name and message as requested by the donor.

Donation level at \$250 and \$500

### ***Trees***

The tree program would be in place to procure special trees as recommended by staff selected to enhance the look and/or botanical plan of the Gardens. Tree pricing would depend on the maturity, size and variety. Prices are available upon request. A stainless steel tree tag approximately 1" X2" marking the dedication will be inscribed with the words of the donor's choice, and the tree will remain tagged for the life of the plant.

### ***Benches***

Dedicating a bench at the Gardens is only possible at locations indicated on our bench map. All but two benches are already in place and available for dedication. A plaque 1" X 2" A plaque inscribed with a personal dedication of the donor's choice will be placed on the lower right corner of the bench. Bench dedications are priced as follows:

Standard or curved plain benches: \$1,000

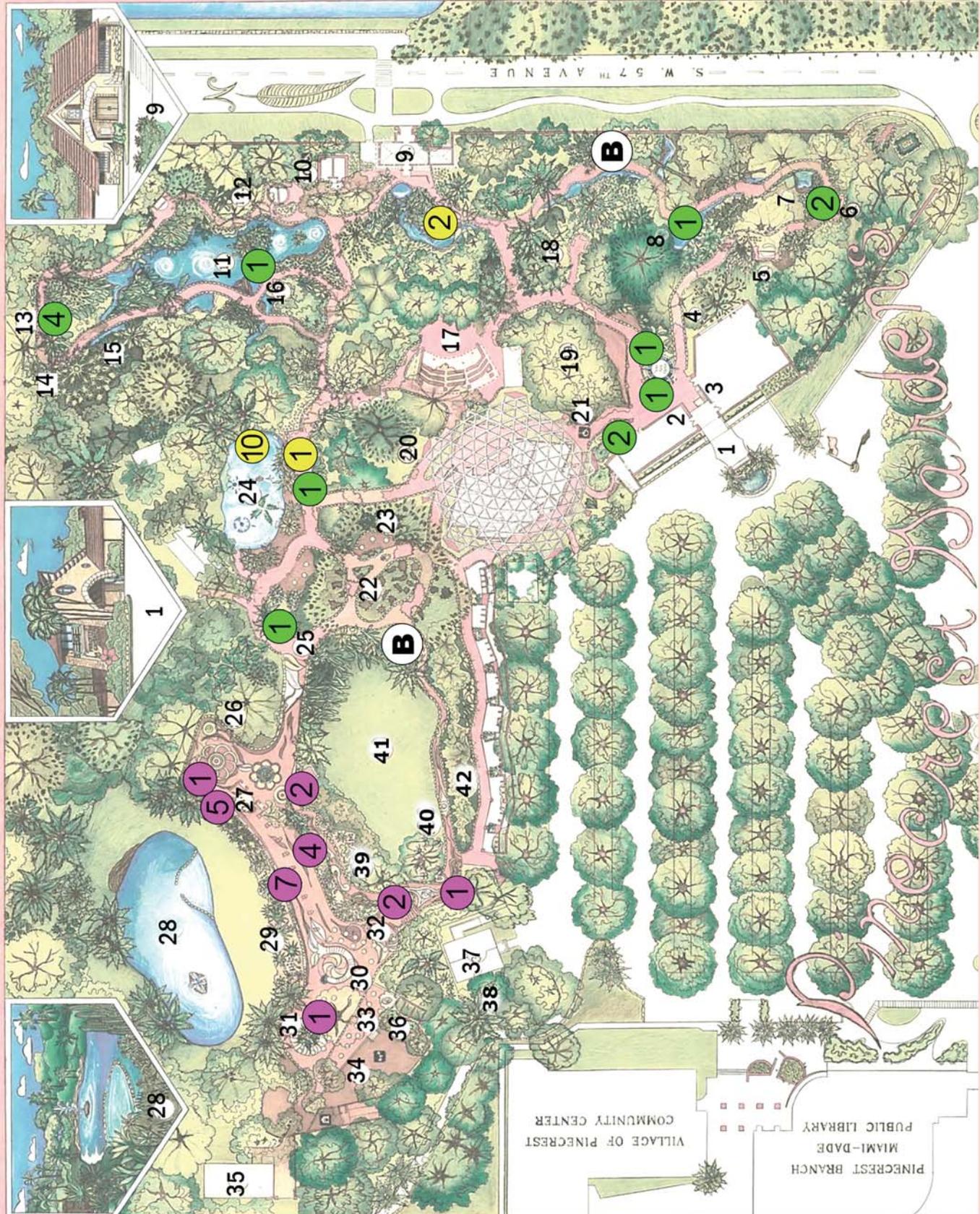
Built in mosaic benches: \$2500

Ceramic Art Bench: Existing concrete benches replaced by an artistic ceramic bench top: \$5000

- Section 3. This resolution shall take effect immediately upon adoption.

**MAP KEY**

- 1) Entrance
- 2) Hibiscus Room
- 3) Cypress Hall
- 4) Calabash Tree
- 5) Founders' Tree
- 6) Shady Rest Area
- 7) Solution Hole
- 8) Fish Feeding Waterfall
- 9) Historical Entrance
- 10) Restrooms
- 11) Turtle Island
- 12) Cypress Slough
- 13) Shady Rest Area
- 14) Talipot Palm
- 15) Rainforest Grotto
- 16) Scenic Overlook
- 17) Hammock Pavillion
- 18) Hidden Garden
- 19) Hardwood Hammock
- 20) Banyan Bowl
- 21) Restrooms
- 22) Banyan Tree
- 23) Banyan Picnic Area
- 24) Splash 'N Play
- 25) Lakeview Ramp
- 26) Patio
- 27) Pergola House & Lakeview Terrace
- 28) Swan Lake
- 29) Lakeside Desert Garden
- 30) Concession & Observation Tower
- 31) North Picnic Area
- 32) South Picnic Area
- 33) Lower Picnic Area
- 34) Playground & Petting Zoo
- 35) Butterfly Garden
- 36) Restrooms
- 37) Whilden-Carrier Cottage
- 38) Sensory Garden
- 39) Meadow Desert Garden
- 40) Sausage Tree
- 41) Meadow
- 42) Colonnade



**Bench Locations**

- Rectangular
- Curved
- Recessed in Wall
- Proposed New Bench

## Benches

Number	Type	Location
1	Standard	Across from Hibiscus Room North Wall
2	Standard	Giving Tree
2	Standard	South Rain Shed
1	Standard	Posing Area Middle Path
1	Standard	Fish Feeding Waterfall
2	Curved	Historic Entrance Reclining Woman Sculpture
1	Standard	Kodak Hill Lower Garden Fish Pond
4	Standard	North Rain Shed
10	Curved	Splash (Inside)
1	Standard	Splash Walkway
1	Curved	Splash Walkway
1	Standard	Bottom of terrace Ramp
1	Built in	Patio
5	Built in	Pergola
7	Built in	Lakeview Terrace
4	Built in	Lakeview Terrace Wall
1	Built in	Circle Planter Playground Ramp
2	Built in	East Stairs at Meadow Desert Garden
2	Built in	West Stairs at Meadow Desert Garden
1	Built in	Meadow across from Sausage Tree
2	Proposed Locations	Banyan Tree & North of Fish Feeding Waterfall

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**TAB 12**

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**RESOLUTION NO. 2016-**

**A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA,  
URGING THE MIAMI-DADE BOARD OF COUNTY  
COMMISSIONERS TO DESIGNATE THE NEW DOG PARK  
AT CHAPMAN FIELD AS THE "SENATOR DICK RENICK  
BARK PARK"; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Richard "Dick" Renick is a graduate of the University of Miami; and

WHEREAS, Richard "Dick" Renick, along with his brother Ralph, were pioneer television journalists for Miami's WTVJ, Florida's first television station; and

WHEREAS, Richard "Dick" Renick was elected to the Florida House of Representatives in 1966; and

WHEREAS, Richard "Dick" Renick was elected to the Florida Senate in 1981; and

WHEREAS, Richard "Dick" Renick has a long history of involvement in the community; and

WHEREAS, Richard "Dick" Renick has been the leading advocate for the development of a dog park at Chapman Field;

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA AS FOLLOWS:

Section 1. That the Village Council hereby urges the Miami-Dade Board of County Commissioners to designate the new dog park at Chapman Field as the "*Senator Dick Renick Bark Park*" and that the Village Clerk is hereby directed to transmit a copy of this resolution to the Clerk of the Board of County Commissioners.

Section 2. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 14th day of June, 2016.

---

Cindy Lerner, Mayor

Attest:

---

Guido H. Inguanzo, Jr., CMC  
Village Clerk

Approved as to Form and Legal Sufficiency

---

Mitchell Bierman  
Village Attorney

Motion by:  
Second by:

Vote:

**TAB 13**

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**RESOLUTION NO. 2016-**

**A RESOLUTION OF THE VILLAGE OF PINECREST,  
FLORIDA, AWARING A BID TO BEJAR  
CONSTRUCTION FOR THE CYPRESS HALL INTERIOR  
RENOVATIONS PROJECT; PROVIDING FOR AN  
EFFECTIVE DATE.**

WHEREAS, the Village issued an Invitation to Bid for "Cypress Hall Interior Renovations" project; and

WHEREAS, sealed proposals were received by the published deadline; and

WHEREAS, Bejar Construction submitted the most responsive proposal;

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA, AS FOLLOWS:

Section 1. That the Village Council hereby determines that Bejar Construction has submitted the most responsive bid and hereby authorizes the Village Manager to enter into an agreement with said firm for the furnishing of all labor, materials, tools, equipment, machinery, superintendence, and services necessary for the completion of the project as detailed in the "Cypress Hall Interior Renovations" Invitation to Bid packet in an amount not to exceed \$588,643.

Section 2. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 14th day of June, 2016.

\_\_\_\_\_  
Cindy Lerner, Mayor

Attest:

\_\_\_\_\_  
Guido H. Inguanzo, Jr., CMC  
Village Clerk

Approved as to Form and Legal Sufficiency:

\_\_\_\_\_  
Mitchell Bierman  
Village Attorney



Yocelyn Galiano, ICMA-CM  
Village Manager  
manager@pinecrest-fl.gov

MEMORANDUM  
Office of the Village Manager

DATE: June 7, 2016  
TO: The Honorable Mayor and Members of the Village Council  
FROM: Yocelyn Galiano, ICMA-CM, Village Manager  
RE: Resolution Awarding Cypress Hall Interior Renovations Project

The Village published an Invitation to Bid for the Cypress Hall Interior Renovations project. As a result, the following three bids were received by the June 3, 2016 deadline:

Bejar Construction	\$588,643.00
OAC Action Construction	\$597,174.00
H.A. Contracting Corp.	\$647,000.00

Based upon staff's evaluation, I hereby respectfully recommend that the Village Council adopt the attached resolution awarding the contract for the Cypress Hall Interior Renovations project to the lowest bidder, Bejar Construction, in the amount of \$588,643.

YG/atg

