

HOMELAND DEFENSE/  
NEIGHBORHOOD IMPROVEMENT  
BOND OVERSIGHT BOARD  
AGENDA

2-26-08 – 6:00 P.M.  
CITY OF MIAMI  
CITY HALL CHAMBERS  
3500 Pan American Drive  
MIAMI, FLORIDA 33133

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I. **APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 22, 2008.**

II. **NEW BUSINESS:**

1. Commodore Plaza Street Furniture
2. Belle Meade Mini Park New Swings and Pour & Play Surface
3. Armbrister Park Boundless Playground
4. Discussion of Audit of Capital Projects Funded with Homeland Defense Neighborhood Improvements, Capital Projects and Infrastructure Improvements Bond Proceeds and other Funding Sources – Phase No. 3, Audit No. 08-010

III. **UPDATES:**

- College of Policing
- Museum Park Master Plan

IV. **CHAIRPERSON'S OPEN AGENDA:**

V. **ADDITIONAL ITEMS:**

# NEIGHBORHOOD IMPROVEMENT BOND OVERSIGHT BOARD MINUTES

1-22-08 -6:00 P.M.  
CITY OF MIAMI  
CITY HALL STAFF ROOM  
3500 Pan American Drive  
MIAMI, FLORIDA 33133

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The meeting was called to order at 6:06 p.m., with the following members found to be

**Present:** Hugo P. Arza  
Eileen Broton  
Mariano Cruz  
Robert A. Flanders (Chairman)  
Charisse L. Grant  
Kay Hancock-Apfel  
Ricardo Lambert  
Carmen Matos  
Jami Reyes  
Manolo Reyes (Vice Chairman)  
Jose Solares

**Absent:** Luis Cabrera  
Ramon De La Cabada  
Gary Reshefsky  
Hattie Willis

**ALSO PRESENT:** Marc D. Sarnoff, District 2 Commissioner  
Kirk Menendez, Assistant City Attorney  
Ola O. Aluko, Director, CIP Department  
David Mendez, Assistant Director, CIP  
Sandra Vega, Project Manager, CIP  
Jim Brittain, Program Manager, CIP  
Danette Perez, Board Liaison, CIP Department  
Marcia Lopez, Administrative Assistant I, CIP  
Reginald Duren, Assistant Fire Chief  
Ed Blanco, Project Supervisor, Parks & Recreation  
Teri-Elizabeth Thomas, City Clerk's Office

I. **APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 18, 2007.**

HD/NIB MOTION 08-01

A MOTION TO APPROVE THE MINUTES OF THE MEETING OF DECEMBER 18, 2007.

MOVED: M. Reyes  
SECONDED: C. Matos  
ABSENT: L. Cabrera, R. De La Cabada, G. Reshefsky, H. Willis

Note for the Record: Motion passed by unanimous vote of all Board Members present.

II. **NEW BUSINESS:**

1. Orange Bowl Demolition

<p>NAME OF PROJECT: <b><u>ORANGE BOWL DEMOLITION</u></b> TOTAL DOLLAR AMOUNT: <b><u>\$4,215,319 (\$11,811 is Homeland Defense)</u></b> SOURCE OF FUNDS: <u>Orange Bowl Stadium Ramps &amp; Improvements</u> DESCRIPTION OF PROJECT: <u>The scope encompasses full demolition of the Miami Orange Bowl Stadium and adjacent areas, including all ticket booths/turnstiles, within the limits of the inner compound (area within the interior perimeter fencing.) The extent of demolition takes in the entire structure, steel and concrete systems, down to all shallow foundations and pile caps. All other systems will be removed and underground utilities disconnected and capped in accordance with local state and federal regulations. At the end, the site will be rough graded to existing elevations.</u></p>
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HD/NIB MOTION 08-02

A MOTION TO FUND THE ORANGE BOWL DEMOLITION.

MOVED: M. Reyes  
SECONDED: M. Cruz  
ABSENT: L. Cabrera, R. De La Cabada, G. Reshefsky, H. Willis

Note for the Record: Motion passed by unanimous vote of all Board Members present.

2. Additional Services to the Museum Park Master Plan Scope of Work and Fees

**NAME OF PROJECT:** ADDITIONAL SERVICES TO THE MUSEUM PARK MASTER PLAN SCOPE OF WORK AND FEES  
**TOTAL DOLLAR AMOUNT:** \$1,585,000 (**Additional services totaling \$185,005 and from this amount \$100,000 is Homeland Defense**)  
**SOURCE OF FUNDS:** Bicentennial Park Improvements  
**DESCRIPTION OF PROJECT:** This is a professional services agreement with Cooper Robertson and Partners to provide a master plan for the Bicentennial Park “Museum Park Miami” master plan. The project consists of construction of a multi-use park with restaurant, underground parking, and museums sites (Funding for re-platting of site only).

HD/NIB MOTION 08-03

A MOTION TO FUND THE ADDITIONAL SERVICES TO THE MUSEUM PARK MASTER PLAN SCOPE OF WORK AND FEES.

MOVED: E. Broton  
SECONDED: R. Lambert  
ABSENT: L. Cabrera, R. De La Cabada, G. Reshefsky, H. Willis

Note for the Record: Motion passed by unanimous vote of all Board Members present, with the exception of Vice Chairman Manolo Reyes, who voted no.

3. Fire Station #11 – Design and Construction

**NAME OF PROJECT:** FIRE STATION #11  
**TOTAL DOLLAR AMOUNT:** \$5,208,047  
**SOURCE OF FUNDS:** Neighborhood Fire Stations & Training Facility  
**DESCRIPTION OF PROJECT:** The project consists of Design and Construction of approx. 11,200 SF. two bay apparatus fire rescue facility. The facility would include all typical fire station amenities for fire rescue personnel plus two lieutenants and a captain. The project includes allowance for demolition of an existing fire station and site development including parking spaces for 15-18 vehicles and landscaping. Also, the project includes a water main improvement and new signalization.

HD/NIB MOTION 08-04

A MOTION TO FUND THE FIRE STATION # 11 - DESIGN AND CONSTRUCTION.

MOVED: M. Reyes  
SECONDED: E. Broton  
ABSENT: L. Cabrera, R. De La Cabada, G. Reshefsky, H. Willis

Note for the Record: Motion passed by unanimous vote of all Board Members present.

### III. UPDATES:

- Tamiami Storm Sewer Improvements – Design Services

David Mendez, Assistant Director, CIP, reported that the project is completed in design, and this is another project that is going through the conventional bid process. Bids should be in by early next month, and construction should begin by mid-year.

- Roberto Clemente Park Building Renovation

David Mendez, Assistant Director, CIP, reported that the project scope of work includes a new approximately 10,000 square foot building. In addition to that, there's going to be an enclosed basketball gymnasium. Construction costs are estimated at approximately \$2.6 million. That may go up to about \$3.2 million. Schematic drawings will be presented to the community by the mid-February.

- Fairlawn Storm Water Pump Station – Phase IIA

David Mendez, Assistant Director, CIP, reported that the pump station is located in District 1, on 7th Street, at Antonio Maceo Park, but the majority of the drainage system that collects the water is actually across the street in District 4. It's a two-district project. This project is substantially complete. Punch list items are currently being addressed. The pump is fully functional and ready for the rainy season.

- Shenandoah Park Improvements Phase II

David Mendez, Assistant Director, CIP, reported that the project is just about complete. There were some issues with the electrical connection with FPL. Once that's resolved, the project will be 100 percent complete.

- Morningside Park Shoreline Stabilization

David Mendez, Assistant Director, CIP, reported that the project is almost complete. The only item remaining is a kiosk that will serve as an information type of booth. Once that's done next month, the project will be complete. There are also a couple of kayak launches there for people to utilize in the area.

- Jose Marti Gym

David Mendez, Assistant Director, CIP, reported that the project should be completed by June 2008. The facility is located right across the street from the Miami Riverside Center.

- Little Haiti Park Soccer Field

David Mendez, Assistant Director, CIP, reported that the project is 99 percent complete and has a TCO.

**IV. CHAIRPERSON'S OPEN AGENDA:**

- Letter Regarding Coral Way Uplighting Project

HD/NIB MOTION 08-05

A MOTION AUTHORIZING THE CHAIRMAN TO WRITE A LETTER TO THE CITY MANAGER ENCOURAGING HIM TO EXAMINE THE ISSUES REGARDING THE STREETLIGHTS ON THE CORAL WAY UPLIGHTING PROJECT.

MOVED: M. Reyes  
SECONDED: K. Apfel  
ABSENT: L. Cabrera, R. De La Cabada, G. Reshefsky, H. Willis

Note for the Record: Motion passed by unanimous vote of all Board Members present.

**V. ADDITIONAL ITEMS:**

- City Hall Basement Tour

David Mendez, Assistant Director, CIP, stated that he will be guiding the Board on a tour of the City Hall basement after tonight's BOB meeting.

- Audit Subcommittee

Chairman Flanders encouraged board members to attend the Audit Subcommittee meetings.

- College of Policing

Chairman Flanders requested that Mariano Cruz brief the Board regarding last Thursday's ceremony regarding the College of Policing.

Mariano Cruz stated that those who were not in attendance at the ceremony can watch the rebroadcast on Channel 77. He stated that CIP staff was in attendance at the ceremony. He stated that renderings of the proposed building were available at the ceremony.

Chairman Flanders stated that all of the speakers at the ceremony, with the exception of Dr. Rudy Crew, mentioned the Bond Oversight Board and the important work that it has done to turn this dream (College of Policing) into a reality. At \$37 million, it is the single largest project that the BOB will be overseeing thus far.

Ola O. Aluko, Director, CIP, stated that he will provide an update on the project at the next meeting so that the board members who were not in attendance at the ceremony can be brought up-to-speed.

HD/NIB MOTION 08-06

A MOTION TO ADJOURN TODAY'S MEETING.

MOVED: M. Cruz

SECONDED: M. Reyes

ABSENT: L. Cabrera, R. De La Cabada, G. Reshefsky, H. Willis

Note for the Record: Motion passed by unanimous vote of all Board Members present.



# DEPARTMENT OF CAPITAL IMPROVEMENTS

## PROJECT OVERVIEW FORM

1. DATE: 2/26/08 DISTRICT: 2

NAME OF PROJECT: Commodore Plaza Street Furniture Project

INITIATING DEPARTMENT/DIVISION: Public Works

INITIATING CONTACT PERSON/CONTACT NUMBER: Elyrosa Estevez (305) 416-1217

C.I.P. DEPARTMENT CONTACT: Ola O. Aluko (305) 416-1280

RESOLUTION NUMBER: \_\_\_\_\_ CIP/PROJECT NUMBER: B-50593A

2. BUDGETARY INFORMATION: Are funds budgeted?  YES  NO If yes,

TOTAL DOLLAR AMOUNT: \$4,832 (\$2,832 is Homeland Defense and \$2,000 is PW General Fund)

SOURCE OF FUNDS: Grand Avenue Improvements

If grant funded, is there a City match requirement?  YES  NO

AMOUNT: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

Are matching funds budgeted?  YES  NO Account Code(s): \_\_\_\_\_

Estimated Operations and Maintenance Budget \_\_\_\_\_

### 3. SCOPE OF PROJECT:

Individuals / Departments who provided input: \_\_\_\_\_

DESCRIPTION OF PROJECT: The project consists of furnishing and installing two (2) benches on Commodore Plaza. The benches are the same type as the ones installed in Blanche Park. The funding is divided into Homeland Defense Bond for the furnishing and installation and PW General Fund for the maintenance of the two (2) benches on a yearly basis.

ADA Compliant?  YES  NO  N/A

Approved by Audit Committee?  YES  NO  N/A DATE APPROVED: 2/19/08

Approved by Bond Oversight Board?  YES  NO  N/A DATE APPROVED: 2/26/08

Approved by Commission?  YES  NO  N/A DATE APPROVED: \_\_\_\_\_

Revisions to Original Scope?  YES  NO (If YES see Item 5 below)

Time Approval  6 months  12 months Date for next Oversight Board Update: \_\_\_\_\_

### 4. CONCEPTUAL COST ESTIMATE BREAKDOWN

Has a conceptual cost estimate been developed based upon the initial established scope?  YES  NO If yes,

DESIGN COST: \_\_\_\_\_

CONSTRUCTION COST: \_\_\_\_\_

Is conceptual estimate within project budget?  YES  NO

If not, have additional funds been identified?  YES  NO

Source(s) of additional funds: \_\_\_\_\_

Approved by Commission?  YES  NO  N/A DATE APPROVED: \_\_\_\_\_

Approved by Bond Oversight Board?  YES  NO  N/A DATE APPROVED: \_\_\_\_\_

### 5. REVISIONS TO ORIGINAL SCOPE

Individuals / Departments who provided input: \_\_\_\_\_

Justifications for change: \_\_\_\_\_

Description of change: \_\_\_\_\_

Fiscal Impact  YES  NO HOW MUCH? \_\_\_\_\_

Have additional funds been identified?  YES  NO

Source(s) of additional funds: \_\_\_\_\_

Time impact \_\_\_\_\_

Approved by Commission?  YES  NO  N/A DATE APPROVED: \_\_\_\_\_

Approved by Bond Oversight Board?  YES  NO  N/A DATE APPROVED: \_\_\_\_\_

6. COMMENTS: Revise PAF to reflect accurate dollars. Remove the word "yearly" from the scope of maintenance. Specification on type of bench material.

APPROVAL: \_\_\_\_\_

DATE: 2/26/08

BOND OVERSIGHT BOARD

Enclosures: Back-Up Materials  YES  NO





# PROJECT ANALYSIS FORM

Department of Public Works  
City of Miami

Date Prepared:	1/11/2008
Revised Date:	2/21/2008
Revised Date:	
Revised Date:	

<b>PROJECT NAME: Commodore Plaza Street Furniture Project</b>		
<b>ADDRESS / LOCATION:</b> See below	<b>PROJECT No.:</b>	B-50593A
<b>NET OFFICE:</b>	<b>DISTRICT:</b>	D2
<b>CLIENT DEPT:</b> Public Works	<b>EST. PROJECT COST:</b>	\$4,832
<b>CLIENT CONTACT:</b> Elyrosa Estevez TEL.: (305) 416-1217	<b>ALLOCATED FUNDS:</b>	\$4,832
<b>PROJECT MANAGER:</b> Elyrosa Estevez TEL.: (305) 416- 1217	<b>PROCUREMENT:</b>	
<b>CONSTR. MANAGER:</b>	<b>TEL.:</b>	<b>PROJECT TEAM:</b>
<b>INSPECTOR / CEO:</b>	<b>TEL.:</b>	
<b>EST. DESIGN START:</b> 2/1/2008	<b>EST. BID ADV.:</b> N/A	<b>EST. CONSTRUCTION START:</b>
<b>EST. DESIGN END:</b>	<b>EST. AWARD DATE:</b> N/A	<b>EST. CONSTRUCTION END:</b>

PRODUCTION PHASE		Percentage	
A.	Design Svcs. - Outside Consultant	Prime Consultant: N/A	
1	Basic Fees:	0.0%	\$0
2	Additional Services:	0.0%	\$0
			<b>SUB-TOTAL:</b> \$0
B.	Design Svcs. - CIP		
1	In-house Basic Design Fee:	0.0%	\$0
2	In-house Additional Design Services:	0.0%	\$0
			<b>SUB-TOTAL:</b> \$0
C.	Production Management Services		
1	Prod. Mgmt. of Outside Consultant by CIP:	0.0%	\$0
2	Prod. Mgmt. of Outside Consultant by Industry Partner:	0.0%	\$0
			<b>SUB-TOTAL:</b> \$0
D.	Miscellaneous Services		
1	Survey:	Vendor: N/A	
2	Re-plot:	Vendor:	
3	Geotechnical Testing:	Vendor:	
4	Utility Locations (Soft Digs):	Vendor:	
5	Asbestos Survey:	Vendor:	
6	Energy / HVAC Calculations:	Vendor:	
7	Phase I Environmental:	Vendor:	
8	Phase II Environmental:	Vendor:	
9	Structural Testing:	Vendor:	
10	Archeological Survey:	Vendor:	
11	Other:	Vendor:	
			<b>SUB-TOTAL:</b> \$0
E.	Special Fees / Assessments:		
1	DERM (Plans review, environmental permits, etc.):	Fee Waiver	
2	Miami-Dade County Water and Sewer Department (Plan review)		
3	Florida Department of Environmental Protection (Permits):		
4	FDOT (Plans review, inspections, etc.):		
5	South Florida Water Management District (Permits):		
6	U.S. Army Corps of Engineers (Plans review, permits):		
7	HRS (Plans review, inspections, etc.):		
8	Other:		
			<b>SUB-TOTAL:</b> \$0
			<b>PRODUCTION PHASE TOTAL:</b> \$0

CONSTRUCTION PHASE			
F.	Construction:	JOC Contractor: Play - It- Safe Enterprises	
1	Construction Estimate:	15896 Mellen Lane Jupiter Florida 33476	\$2,732
2	Contingency Allowance:	0.0%	\$0
3	Data & Telecommunication Systems (IT Dept.):		
4	Fixtures, Furniture and Equipment:		
5	WASA System Betterment:		
6	FPL Contribution-in-Aid-of Construction:		
7	Other: Manta Ray screw & bolts		\$100
			<b>SUB-TOTAL:</b> \$2,832

PROJECT COST ESTIMATE

PROJECT COST ESTIMATE	G City and other Gov't Agencies Permit Fees		
	1	City of Miami Permits: Bldg. Dept. _____ Public Works _____	
	2	Miami-Dade County Impact Fees:	
	3	Miami-Dade County Archeological Monitoring:	
	4	Other: ANNUAL MAINTENANCE BY PUBLIC WORKS	\$2,000
		SUB-TOTAL:	\$2,000
		<b>CONSTRUCTION PHASE TOTAL:</b>	<b>\$4,832</b>
	<b>CONSTRUCTION ADMINISTRATION</b>		
	H	Construction Inspection Services - CIP:	0.0% \$0
	I	Construction Mgmt. - Industry Partner:	0.0% \$0
	J	Construction Engineering Observer (CEO) - Industry Partner	0.0% \$0
	K	JOC Administration	0.0% \$0
		<b>CONSTRUCTION ADMINISTRATION TOTAL:</b>	<b>\$0</b>
	<b>ADMINISTRATIVE EXPENSES</b>		
	L	CIP Dept. (Mgmt./Budget/Procurement/Comm.):	3.0%
M	Industry Partner Program Mgmt. Support:	0.0% \$0	
	<b>ADMINISTRATIVE EXPENSES TOTAL:</b>	<b>\$0</b>	
<b>LAND ACQUISITION EXPENSES</b>			
N	Land Cost:		
O	Transaction Costs:	0.0% \$0	
	<b>LAND ACQUISITION TOTAL:</b>	<b>\$0</b>	
	<b>GRAND TOTAL - ESTIMATED PROJECT COST:</b>	<b>\$4,832</b>	

PROJECT SCOPE	<p>The project consist of furnishing and installing two (2) benches on Commodore Plaza. The benches are the same type as the ones installed in Blanche Park.</p> <p>The funding is divided into Homeland Defense Bond for the furnishing and installation (\$2,831.21) and PW General Fund for the maintenance of the two (2) benches on a yearly basis of \$2,000/ year.</p> <p>The cost of two benches is \$1,587.98. (\$793.99 per bench) The cost of installation is \$512. The cost of shipping is \$331.23 for both benches. And for reworking the brick pavers and building the concrete stand the cost is \$300 for both benches. We are still negotiating the Manta Ray mounting wich may be no more than \$100.</p> <p>The total estimated cost for the two benches is \$2,831.21.</p>
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NOTES	
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FUND SOURCES	Fund: Homeland Defense Series 1	CIP # 341208	Fiscal Year Available	Amount: \$2,832
	Fund: PW General Fund 00001.202000.534000.0.0	CIP #		Amount: \$2,000
	Fund:	CIP #		Amount:
	Fund:	CIP #		Amount:
	Fund:	CIP #		Amount:
	Fund:	CIP #		Amount:
	<b>TOTAL ALLOCATED AMOUNT:</b>			

VALIDATION	Project Manager: Elyrosa Estevez, PE III	<u>Elyrosa Estevez</u>	Date: 2/21/08
		Sign	
	Sr. Project Manager:	_____	Date: _____
		Sign	
	Reviewed by: Yvette Maragh	<u>Y Maragh</u>	Date: 2/21/08
		Sign	
	Accepted by: Stephanie N. Grindell, PE	<u>Stephanie N. Grindell</u>	Date: 2/21/08
		Sign	

Copies To: CLIENT DEPARTMENT, ALL CIP SECTION CHIEFS, CIP SENIOR ACCOUNTANT, HDR PROGRAM MANAGER

**Bench in Blanche Park – Coconut Grove – 2/06/08**



**Place for possible bench installation at 3138 Commodore PL in Coconut Grove – Visited on 2/08/08**





DEPARTMENT OF CAPITAL IMPROVEMENTS

PROJECT OVERVIEW FORM

1. DATE: 2/26/08 DISTRICT: 2

NAME OF PROJECT: Belle Meade Mini New Swings and Pour & Play Surface

INITIATING DEPARTMENT/DIVISION: Parks & Recreation

INITIATING CONTACT PERSON/CONTACT NUMBER: Ed Blanco (305) 416-1253

C.I.P. DEPARTMENT CONTACT: Ola O. Aluko (305) 416-1280

RESOLUTION NUMBER: CIP/PROJECT NUMBER: B-39910E

2. BUDGETARY INFORMATION: Are funds budgeted? [X] YES [ ] NO If yes,

TOTAL DOLLAR AMOUNT: \$ 35,000

SOURCE OF FUNDS: District 2 Neighborhood Quality of Life Improvements

If grant funded, is there a City match requirement? [ ] YES [ ] NO

AMOUNT: EXPIRATION DATE:

Are matching funds budgeted? [ ] YES [ ] NO Account Code(s):

Estimated Operations and Maintenance Budget

3. SCOPE OF PROJECT:

Individuals / Departments who provided input:

DESCRIPTION OF PROJECT: Purchase and installation of new swings and pour & play surface.

ADA Compliant? [ ] YES [ ] NO [ ] N/A

Approved by Audit Committee? [X] YES [ ] NO [ ] N/A DATE APPROVED: 2/19/08

Approved by Bond Oversight Board? [ ] YES [ ] NO [ ] N/A DATE APPROVED: 2/26/08

Approved by Commission? [ ] YES [ ] NO [ ] N/A DATE APPROVED:

Revisions to Original Scope? [ ] YES [ ] NO (If YES see Item 5 below)

Time Approval [ ] 6 months [ ] 12 months Date for next Oversight Board Update:

4. CONCEPTUAL COST ESTIMATE BREAKDOWN

Has a conceptual cost estimate been developed based upon the initial established scope? [ ] YES [ ] NO If yes,

DESIGN COST:

CONSTRUCTION COST:

Is conceptual estimate within project budget? [ ] YES [ ] NO

If not, have additional funds been identified? [ ] YES [ ] NO

Source(s) of additional funds:

Approved by Commission? [ ] YES [ ] NO [ ] N/A DATE APPROVED:

Approved by Bond Oversight Board? [ ] YES [ ] NO [ ] N/A DATE APPROVED:

5. REVISIONS TO ORIGINAL SCOPE

Individuals / Departments who provided input:

Justifications for change:

Description of change:

Fiscal Impact [ ] YES [ ] NO HOW MUCH?

Have additional funds been identified? [ ] YES [ ] NO

Source(s) of additional funds:

Time impact

Approved by Commission? [ ] YES [ ] NO [ ] N/A DATE APPROVED:

Approved by Bond Oversight Board? [ ] YES [ ] NO [ ] N/A DATE APPROVED:

6. COMMENTS:

APPROVAL:

DATE: 2/26/08

BOND OVERSIGHT BOARD

**HOMELAND DEFENSE / NEIGHBORHOOD IMPROVEMENT BOND FUNDS**

**February 2008 DEPARTMENT OF PARKS AND RECREATION PROPOSED PROJECT FUNDING**

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<b><u>PARK</u></b>	<b><u>PROJECT</u></b>	<b><u>B-No.</u></b>	<b><u>\$ REQ.</u></b>	<b><u>BUDGET</u></b>	<b><u>ORIG. SCOPE</u></b>	<b><u>INITIATED BY</u></b>
<b>Armbrister Park 236 Grand Ave</b>	<b>Boundless Playground</b>	<b>39910E</b>	<b>\$120,000</b>	<b>(Com. Sarnoff's Quality of Life Funds)</b>		<b>Marc Sarnoff</b>
<b>Belle Meade Mini 768 N.E. 77<sup>th</sup> St.</b>	<b>New Swings and P&amp;P Surface</b>	<b>39910E</b>	<b>\$35,000</b>	<b>(Com. Sarnoff's Quality of Life Funds)</b>		<b>Marc Sarnoff</b>

**Total Requested from Bond Funds: \$155,000**



Enriching Childhood Through Play.

c/o Dominica Recreation Products, Inc  
P.O. Box 520700  
Longwood, FL 32752  
800-432-0162 • 407-331-0101  
Fax: 407-331-4720

**QUOTE**  
**#46330**

1/15/2008

### 4 Place Swing Quote

City of Miami  
Attn: Jose Cerdan  
444 SW 2nd Avenue  
8th Floor  
Miami, FL 33130  
Phone: 305-416-1304  
Fax: 305-416-2154

Ship To Zip: 33138

Quantity	Part #	Description	Unit Price	Amount
1	12583	Game Time - Primetime Swing Frame, 3 1/2" Od	\$934.00	\$934.00
1	12584	Game Time - Primetime Swing Add-A-Bay, 3 1/2" Od	\$587.00	\$587.00
2	SS8910	Game Time - Belt Seat 3 1/2"OD S.S.	\$255.00	\$510.00
2	SS8696	Game Time - Encl Seat 3 1/2"(8696)S.S	\$323.00	\$646.00
1	INSTALL	Game Time - Installation of GT Equipment - by a Certified Installer	\$700.00	\$700.00
1	Poured	GT-Impax - GTImpax Poured Rubber Surfacing - 1,254 sq. ft. - 8' critical fall height - 50% Color (pricing shown above is already discounted)	\$18,872.00	\$18,872.00
1	INSTALL	GT-Impax - Concrete Sub-base & Digout - 1,254 sq. ft. 7-8" digout with 4" concrete slab	\$10,659.00	\$10,659.00
			<b>SubTotal:</b>	<b>\$32,908.00</b>
			<b>Discount:</b>	<b>\$267.70</b>
			<b>Freight:</b>	<b>\$305.81</b>
			<b>Total Amount:</b>	<b>\$32,946.11</b>

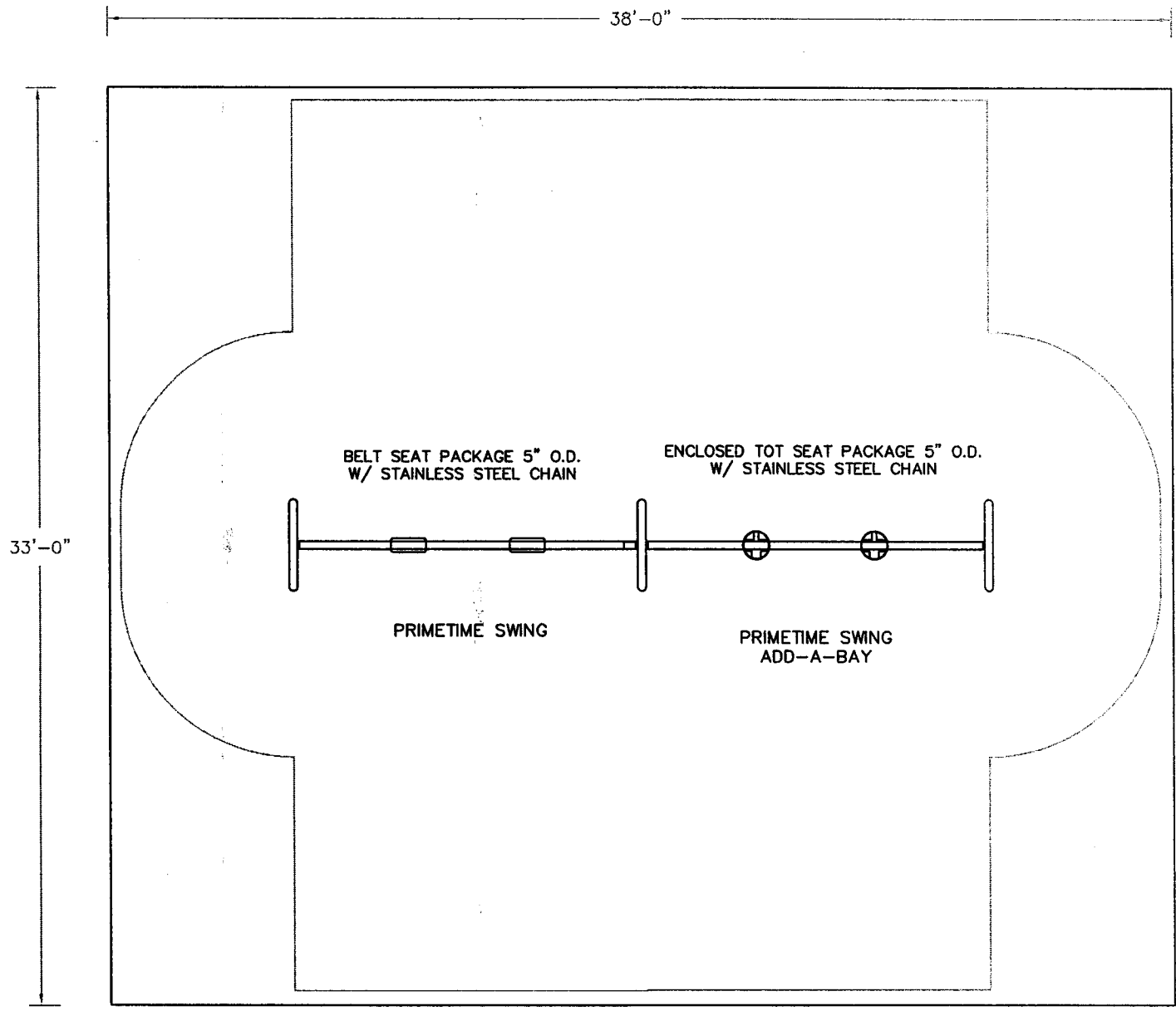
This quote was prepared by Rob Dominica, Vice President.  
For question or to order please call - 800-432-0162 ext. 113 robd@gametime.com

All pricing in accordance with Jacksonville City Contract #SC-0511-06.  
All terms in the Jacksonville Contract take precedence over terms shown below.









City of Miami  
4-Place Swing

No.	Revision	Date

This play equipment is recommended for children ages 2-5 & 5-12

Soft, resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614.



- In-Ground Installation -**
- Installer to Digout entire area and remove fill
  - Installer to pour 4" concrete slab (1,254 sq. ft.)
  - edge to be flush with earth

GImpax Poured Rubber Surfacing - 8' critical fall height  
50% Color - 1,254 sq. ft.

Drawn By: Rob	Scale: NTS
Date: 1/15/08	
Drawing Name: FMiami-Swing	



# Poured Rubber Surfacing Color & Information Sheet

**City of Miami – Project :** \_\_\_\_\_

**Color Choice :** Rubber will be combination of the following mix

50% will be Black

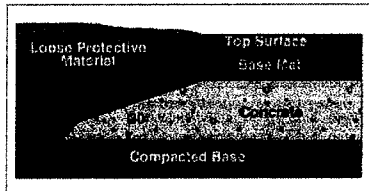
50% will be \_\_\_\_\_

- Teal, Green, Yellow, Orange, Pink, Terra Cotta, Brown, Gold, or Beige
  - Red (see note 1)
  - Blue, Light Blue, Gray, Egg Shell, or Purple (see note 2)
- Add Aliphatic Binder at \$2.25 per sq. ft.?(circle one)    Yes    No

**Special Notes :**

1. For all manufacturer's the color Red is more expensive in any combination of color. If red is desired an additional \$1.00 per sq. ft. will be added to the price of the rubber. In most cases, and especially in combinations with black, we use Terra Cotta as a replacement to Red without complaint.
2. Throughout the entire rubber industry, the urethane binder which glues the rubber granules together sometimes turns yellow with high contents (more than 50%) of Blue, Light Blue, Gray, Egg Shell, or Purple. This fades away over time, however may at first cause customer disappointment. If it will be a problem we recommend adding a non-yellowing agent for \$2.25 per sq. ft.

**Installation Type :** Per the attached quote, this is the installation method we will be using



Typical Edge Detail: Loose-Fill with Concrete

**Notes :** Edge to be into grade.

**Security to be provided by :** \_\_\_\_\_

Security is needed to protect surfacing at night or after installation. Normally it is not needed or a concern, however in some areas additional security is needed to prevent vandalism. This is not included in the attached pricing.

**Additional Notes :** The installer of the Poured Rubber Surfacing is not the same installer of the GameTime equipment. However, your GameTime equipment installer will coordinate the timing of your rubber installation, but more than likely they will not be on-site at the time. They will continue to be your contact should you have any questions. Waste disposal will need to be provided by the owner, if not possible please let us know as soon as possible.

Signature

Date



**DEPARTMENT OF CAPITAL IMPROVEMENTS**  
PROJECT OVERVIEW FORM

1. DATE: 2/26/08 DISTRICT: 2  
 NAME OF PROJECT: Armbrister Park Boundless Playground  
 INITIATING DEPARTMENT/DIVISION: Parks & Recreation  
 INITIATING CONTACT PERSON/CONTACT NUMBER: Ed Blanco (305) 416-1253  
 C.I.P. DEPARTMENT CONTACT: Ola O. Aluko (305) 416-1280  
 RESOLUTION NUMBER: \_\_\_\_\_ CIP/PROJECT NUMBER: B-39910E

2. BUDGETARY INFORMATION: Are funds budgeted?  YES  NO If yes,  
 TOTAL DOLLAR AMOUNT: \$ 250,000 (\$ 120,000 is Homeland Defense, \$65,000 is Miami-Dade Safe  
Neighborhood Park Bond Program & \$65,000 is Sunshine State Financing Commission)  
 SOURCE OF FUNDS: District 2 Neighborhood Quality of Life Improvements  
 If grant funded, is there a City match requirement?  YES  NO  
 AMOUNT: \$65,000 EXPIRATION DATE: \_\_\_\_\_  
 Are matching funds budgeted?  YES  NO Account Code(s): 888960  
 Estimated Operations and Maintenance Budget \_\_\_\_\_

3. SCOPE OF PROJECT:  
 Individuals / Departments who provided input: \_\_\_\_\_  
 DESCRIPTION OF PROJECT: Construction of a new boundless playground.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 ADA Compliant?  YES  NO  N/A

Approved by Audit Committee?  YES  NO  N/A DATE APPROVED: 2/19/08  
 Approved by Bond Oversight Board?  YES  NO  N/A DATE APPROVED: 2/26/08  
 Approved by Commission?  YES  NO  N/A DATE APPROVED: \_\_\_\_\_  
 Revisions to Original Scope?  YES  NO (If YES see Item 5 below)  
 Time Approval  6 months  12 months Date for next Oversight Board Update: \_\_\_\_\_

4. CONCEPTUAL COST ESTIMATE BREAKDOWN  
 Has a conceptual cost estimate been developed based upon the initial established scope?  YES  NO If yes,  
 DESIGN COST: \_\_\_\_\_  
 CONSTRUCTION COST: \_\_\_\_\_  
 Is conceptual estimate within project budget?  YES  NO  
 If not, have additional funds been identified?  YES  NO  
 Source(s) of additional funds: \_\_\_\_\_

Approved by Commission?  YES  NO  N/A DATE APPROVED: \_\_\_\_\_  
 Approved by Bond Oversight Board?  YES  NO  N/A DATE APPROVED: \_\_\_\_\_

5. REVISIONS TO ORIGINAL SCOPE  
 Individuals / Departments who provided input: \_\_\_\_\_  
 Justifications for change: \_\_\_\_\_  
 Description of change: \_\_\_\_\_

Fiscal Impact  YES  NO HOW MUCH? \_\_\_\_\_  
 Have additional funds been identified?  YES  NO  
 Source(s) of additional funds: \_\_\_\_\_

Time impact \_\_\_\_\_  
 Approved by Commission?  YES  NO  N/A DATE APPROVED: \_\_\_\_\_  
 Approved by Bond Oversight Board?  YES  NO  N/A DATE APPROVED: \_\_\_\_\_

6. COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

APPROVAL: \_\_\_\_\_ DATE: 2/26/08  
 BOND OVERSIGHT BOARD

**HOMELAND DEFENSE / NEIGHBORHOOD IMPROVEMENT BOND FUNDS**

**February 2008 DEPARTMENT OF PARKS AND RECREATION PROPOSED PROJECT FUNDING**

---

<b><u>PARK</u></b>	<b><u>PROJECT</u></b>	<b><u>B-No.</u></b>	<b><u>\$ REQ.</u></b>	<b><u>BUDGET</u></b>	<b><u>ORIG. SCOPE</u></b>	<b><u>INITIATED BY</u></b>
<b>Armbrister Park 236 Grand Ave</b>	<b>Boundless Playground</b>	<b>39910E</b>	<b>\$120,000</b>	<b>(Com. Sarnoff's Quality of Life Funds)</b>		<b>Marc Sarnoff</b>
<b>Belle Meade Mini 768 N.E. 77<sup>th</sup> St.</b>	<b>New Swings and P&amp;P Surface</b>	<b>39910E</b>	<b>\$35,000</b>	<b>(Com. Sarnoff's Quality of Life Funds)</b>		<b>Marc Sarnoff</b>

**Total Requested from Bond Funds: \$155,000**



FILE ID: \_\_\_\_\_

Date: / /

Requesting Department: Parks and Recreation

Commission Meeting Date: 2/11/2008

District Impacted: 2

2007 DEC 28 PM 9:40

Type:  Resolution  Ordinance  Emergency Ordinance  Discussion Item

Other \_\_\_\_\_

Subject: Resolution Accepting a Grant from the Miami-Dade Office of Safe Neighborhood Park Bond Program of \$65,000 for a Boundless Playground project at Armbrister Park

**Purpose of Item:**

Resolution Authorizing the City Manager to accept a grant from the Miami-Dade Office of Capital Improvements Safe Neighborhood Park Bond Program, 2007 Discretionary Fund, in the amount of \$65,000 for a boundless playground project at Armbrister Park; further authorizing the allocation of the required matching funds, in the amount of \$65,000, from the City's Capital Improvements Program project B-30541 and authorizing the allocation of \$120,000 from Homeland Defense Bond Funds project B-39910E (Commissioner Sarnoff's Quality of Life funds); further authorizing the City Manager to execute the necessary documents for the implementation of said grant.

**Background Information:**

The Department of Parks and Recreation had previously applied for and obtained a grant from the Miami-Dade County Office of Capital Improvements Safe Neighborhood Parks Bond Program, 2007 Discretionary Fund, in the amount of \$65,000 for the construction of a new boundless playground at Armbrister Park. This resolution is required to accept said grant, authorize the additional funding and authorizing the City Manager to execute all of the documents necessary to accept the award.

**Budget Impact Analysis**

YES Is this item related to revenue?

YES Is this item an expenditure? If so, please identify funding source below.

General Account No: \_\_\_\_\_

Special Revenue Account No: (Award # 1422) (Award # 1366)

CIP Project No: 40-330541 & 40-33910E

NO YES Is this item funded by Homeland Defense/Neighborhood Improvement Bonds?

Start Up Capital Cost: \_\_\_\_\_

Maintenance Cost: \_\_\_\_\_

Total Fiscal Impact: \_\_\_\_\_

C.I.P. APPROVAL:  
Signature: [Signature] Date: 12/28/07

**Final Approvals**  
(SIGN AND DATE)

CIP \_\_\_\_\_

Budget [Signature] + 1/9/08

Grants \_\_\_\_\_

Risk Management \_\_\_\_\_

Purchasing \_\_\_\_\_

Dept. Director [Signature]

Chief \_\_\_\_\_

City Manager \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**..TITLE**

A RESOLUTION OF THE MIAMI CITY COMMISSION, ACCEPTING FUNDS, IN AN AMOUNT NOT TO EXCEED \$65,000, CONSISTING OF A GRANT AWARD FROM THE MIAMI DADE COUNTY OFFICE OF CAPITAL IMPROVEMENTS SAFE NEIGHBORHOOD PARKS BOND PROGRAM, 2007 DISCRETIONARY FUNDS, FOR THE BOUNDLESS PLAYGROUND PROJECT AT ARMBRISTER PARK AND AUTHORIZING THE ALLOCATION OF FUNDS IN THE AMOUNT OF \$65,000, CONSISTING OF THE CITY OF MIAMI'S REQUIRED MATCHING FUNDS FROM THE CITY'S CAPITAL IMPROVEMENT PROGRAM, PROJECT NO. B-30541; FURTHER ALLOCATING \$120,000 FROM THE HOMELAND DEFENSE BOND FUNDS, PROJECT NO. B-39910E; FURTHER AUTHORIZING THE CITY MANAGER TO EXECUTE THE GRANT AGREEMENT, IN SUBSTANTIALLY THE ATTACHED FORM, AND ANY NECESSARY DOCUMENTS FOR THE ADMINISTRATION AND IMPLEMENTATION OF SAID GRANT AWARD.

**..Body**

WHEREAS, the City of Miami ("City") submitted a grant application to the Miami-Dade County Office of Capital Improvements Safe Neighborhood Parks Bond Program, 2007 Discretionary funds, for the Boundless Playground at Armbrister Park ("Project"); and

WHEREAS, the City was noticed that the grant was approved and awarded in an amount not to exceed \$65,000, for the Project; and

WHEREAS, the City will contribute the required cash match in the amount of \$65,000; and

WHEREAS, the match is available from the City's Capital Improvement Program along with another \$120,000 from Commissioner Marc Sarnoff's Homeland Defense Quality of Life Bond funds; and

WHEREAS, this item authorizes the City Manager to execute the necessary documents to accept and administer the grant; and

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF MIAMI, FLORIDA:**

**Section 1.** The recitals and findings contained in the Preamble to this Resolution are adopted by reference and incorporated as if fully set forth in this Section.

**Section 2.** Funds, in an amount not to exceed \$65,000, consisting of a grant award from the Miami-Dade County Office of Capital Improvements Safe Neighborhood Parks Bond Program, for the Project, are accepted.

**Section 3.** The allocation of funds, in the amount of \$65,000, consisting of the City's required matching funds from Capital Improvement Program project B-30541, for the Project, is hereby approved.

**Section 4.** The allocation of funds, in the amount of \$120,000, from Homeland Defense Bond Funds project B-39910E, is hereby approved.

Section 5. The City Manager is authorized{1} to execute the Grant Agreement, in substantially the attached form, and any necessary documents for the administration and implementation of said grant award.

Section 6. This grant will be appropriated by separate Resolution

Section 7. This Resolution shall become effective immediately upon its adoption and signature of the Mayor. {2}

APPROVED AS TO FORM AND CORRECTNESS:

---

JORGE L. FERNANDEZ  
CITY ATTORNEY

..Footnote

{1} The herein authorization is further subject to compliance with all requirements that may be imposed by the City Attorney, including but not limited to those prescribed by applicable City Charter and Code provisions.

{2} If the Mayor does not sign this Resolution, it shall become effective at the end of ten calendar days from the date it was passed and adopted. If the Mayor vetoes this Resolution, it shall become effective immediately upon override of the veto by the City Commission.



# Memorandum

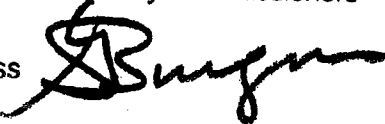
MIAMI-DADE  
COUNTY

**Date:** December 4, 2007

**To:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

Agenda Item No. 12(A)(2)

**From:** George M. Burgess  
County Manager



**Subject:** Resolution Awarding Safe Neighborhood Parks Discretionary and  
Pre-Agreement Land Acquisition Funds

## **RECOMMENDATION**

It is recommended that the Board of County Commissioners (Board) adopt the attached resolution, allocating \$1,400,000 in Safe Neighborhood Parks (SNP) Discretionary Funds and \$613,000 in SNP Pre-Agreement Land Acquisition Funds to specific public agencies and not-for-profit organizations, and authorizing the County Manager to negotiate and execute in an expedited manner grant agreements with the subject agencies.

## **SCOPE**

The scope of this agenda item is Countywide as Safe Neighborhood Parks Bond Program funds are recommended for award to municipal and not-for-profit grantees.

## **FISCAL IMPACT/FUNDING SOURCE**

Funding is provided by the Safe Neighborhood Parks Bond Program authorized under County Ordinance 96-115, including available interest earned.

## **TRACK/RECORD MONITOR**

The Office of Safe Neighborhood Parks, now merged with the Office of Capital Improvements, is responsible for monitoring and tracking the distribution and reimbursement of all Safe Neighborhood Parks Bond Program funds. The responsible party for monitoring the SNP Bond Program is Marcia Martin of the Office of Capital Improvements (OCI).

## **BACKGROUND**

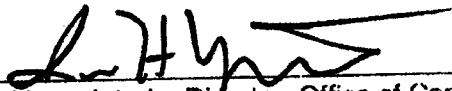
On July 16, 1996, the Board approved Ordinance No. 96-115 which authorizes issuance, subject to approval by special election, \$200 million in general obligation bonds for park projects; establishes a Citizens' Oversight Committee and empowers it to administer the bond program; and designates entities and projects eligible for bond funding. At the November 5, 1996 Special Election, 67% of those voting approved the bond program.

On May 6, 1997, the Board appointed the Citizens' Oversight Committee. In May 2007, consistent with SNP Oversight Committee Resolution R-1-99 (Attachment 1), the Committee solicited applications for land acquisitions and park capital improvements awards resulting in recommendations of \$1,400,000 in Discretionary funding and \$613,000 in Pre-Agreement Land Acquisition funding.

Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners  
Page No. 2

In accordance with Ordinance No. 96-115 and Master Bond Resolution No. R-1193-97, the Committee has submitted the attached Report (Attachment 2) recommending the allocation of \$2,013,000 in grant awards from SNP Discretionary and Pre-Agreement Land Acquisition Funds to specific entities for specific projects.

Attachments



\_\_\_\_\_  
Ian Yorty, Interim Director, Office of Capital Improvements &  
Special Assistant to the County Manager



**Safe Neighborhood Parks Bond Program  
Citizens' Oversight Committee**

July 25, 2007

Ms. Rachel Baum, Director  
Miami-Dade Finance Department  
111 N. W. First Street, Suite 2510  
Miami, Florida 33128

Dear Ms. Baum:

On behalf of the Safe Neighborhood Parks Citizens' Oversight Committee, pursuant to Ordinance #96-115 and the master Resolution R-1193-97 for Safe Neighborhood Parks bonds, I submit the following Report showing recommended allocations for Discretionary and Pre-Agreement Land Acquisition funding:

**2007 SNP Discretionary Funding Recommendations**

<b>Applicant/Grantee</b>	<b>Project Description</b>	<b>Rec. Award</b>
Village of Virginia Gardens	Virginia Gardens Park	\$ 45,000
Village of Biscayne Park	Recreation Center & Park	25,000
City of Homestead	Roscoe Warren Municipal Park	220,000
Miami-Dade County	Tamiami Park	135,000
City of Opa-locka	Sherbondy Park	163,000
City of North Miami	Kiwanis Park	112,000
Village of Palmetto Bay	Palmetto Bay Park	180,000
Village of Pinecrest	Pinecrest Gardens	215,000
Town of Cutler Bay	Cutler Ridge Park	75,000
City of Miami	Armbrister Park	65,000
Miami-Dade County	Amelia Earhart Park	65,000
City of North Miami	Besade Park	22,000
City of Sunny Isles Beach	Samson Oceanfront Park	30,000
YMCA of Greater Miami	Downrite Park	48,000
<b>Total Recommended Awards and SNP Funds Available</b>		<b>\$1,400,000</b>

**2007 SNP Pre-Agreement Land Acquisition Recommendations**

<b>Applicant/Grantee</b>	<b>Property Description</b>	<b>Rec. Award</b>
Town of Cutler Bay	Willard Property	\$200,000
Miami-Dade County	Summers Property	200,000
City of Sunny Isles Beach	Sunny Isles Blvd. Marina	113,000
City of South Miami	Dison Property	100,000
<b>Total Recommended Awards and SNP Funds Available</b>		<b>\$613,000</b>

If you have questions or require clarification, please contact Vernita G. Chandler, Director, Office of Safe Neighborhood Parks, at 305-971-5055. Thank you.

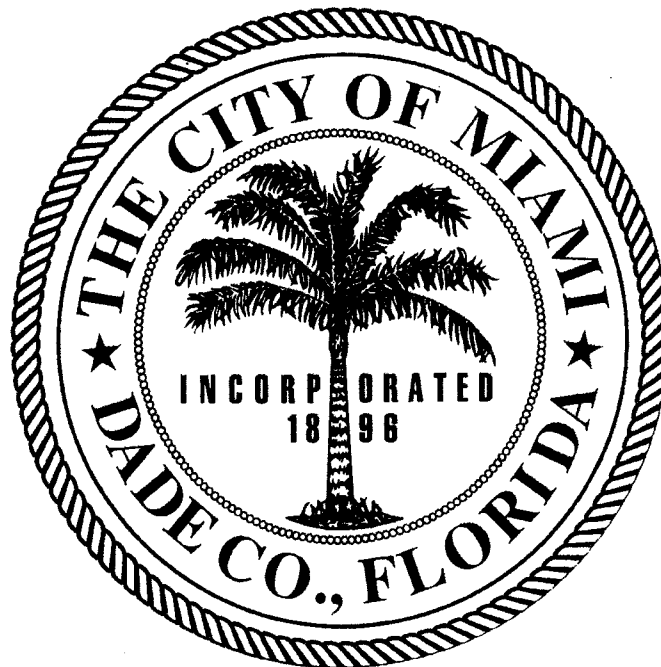
Sincerely,

Hank Adorno  
Chair

c: Vernita G. Chandler, Director, Office of Safe Neighborhood Parks  
Marcia Martin, Assistant Director, Office of Safe Neighborhood Parks  
Carmen Carlos, Fiscal Assistant, Office of Safe Neighborhood Parks

9

CITY OF MIAMI  
**OFFICE OF INDEPENDENT AUDITOR GENERAL**



**AUDIT OF CAPITAL PROJECTS FUNDED WITH  
HOMELAND DEFENSE, NEIGHBORHOOD  
IMPROVEMENTS, CAPITAL PROJECTS AND  
INFRASTRUCTURE IMPROVEMENTS BOND  
PROCEEDS AND OTHER FUNDING  
SOURCES – PHASE NO. 3**

**AUDIT NO. 08-010**

Prepared By

**Office of Independent Auditor General**

Victor I. Igwe, CPA, CIA  
*Auditor General*

**LEWIS BLAKE, CPA, SENIOR STAFF AUDITOR  
ELENA DOBREV, STAFF AUDITOR**

# City of Miami

VICTOR I. IGWE, CPA, CIA  
Independent Auditor General



Telephone: (305) 416-2040  
Telecopier: (305) 416-2046  
E-Mail: iag@ci.miami.fl.us

January 16, 2008

Honorable Members of the City Commission  
City of Miami  
3500 Pan American Drive  
Coconut Grove, FL 33133-5504

Re: Audit of Capital Projects Funded with Homeland Defense, Neighborhood Improvements, Capital Projects and Infrastructure Improvements Bond Proceeds and Other Funding Sources – Phase No. 3  
Audit No. 08-010

In accordance with the provisions of Section 48 of the City of Miami's (City) Charter, the Office of the Independent Auditor General performed the third phase of an audit of capital improvement/construction projects funded with Homeland Defense, Neighborhood Improvements, Capital Projects and Infrastructure Improvements (HD) bond proceeds, as well as with other funding sources. Throughout the life of the HD funded capital projects and other selected City capital improvement/construction projects; we plan on conducting additional audit phases and issuing additional reports.

The Phase No. 3 audit covered the period of April 1, 2005 through March 31, 2007, and selected transactions prior and subsequent to this period.

Sincerely,

A handwritten signature in black ink that reads "Victor Igwe".

Victor I. Igwe, CPA, CIA  
Independent Auditor General  
Office of Independent Auditor General

Cc: The Honorable Mayor Manuel A. Diaz  
Pedro G. Hernandez, City Manager  
Members of the Audit Advisory Committee  
Members of the Bond Oversight Board  
Roger Hernstadt, Assistant City Manager, Office of the City Manager  
Bill Anido, Assistant City Manager, Office of the City Manager  
Larry Spring, Assistant City Manager/Chief Financial Officer  
Peter W. Korinis, Chief Information Officer  
Jorge Fernandez, City Attorney  
Squire, Sanders and Dempsey, L.L.P., Bond Counsel  
Priscilla A. Thompson, City Clerk  
Ola Aluko, Director, Capital Improvements & Transportation Department (CIP)  
Diana Gomez, CPA, Director, Finance Department  
Michael J. Boudreaux, Director, Strategic Planning, Budgeting and Performance  
Pilar Saenz, CIP Assistant Director  
Gary Fabrikant, CIP Assistant Director  
Audit Documentation File

**AUDIT OF CAPITAL PROJECTS FUNDED WITH HOMELAND DEFENSE,  
NEIGHBORHOOD IMPROVEMENTS, CAPITAL PROJECTS AND  
INFRASTRUCTURE IMPROVEMENTS BONDS AND OTHER  
FUNDING SOURCES - PHASE NO. 3  
FOR THE PERIOD OF APRIL 1, 2005, THROUGH MARCH 31, 2007**

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## INTRODUCTION

This is the third report detailing the results of our ongoing audit of City of Miami's (City) capital improvement/construction projects (capital projects) funded with Homeland Defense, Neighborhood Improvements, Capital Projects and Infrastructure Improvements (HD) bond proceeds and other funding sources. On November 13, 2001 the City's voters approved the City's issuance of \$255 million of limited ad valorem tax bonds (the HD bonds). Proceeds from the sale of the bonds are authorized to be expended as follows:

Public Safety	\$ 31,000,000
Parks and Recreation	127,000,000
Streets and Drainage	54,000,000
Quality of Life	38,000,000
Historic Preservation	5,000,000
Total	<u>\$ 255,000,000</u>

As of September 30, 2006 (FYE 06), \$153,186,406 of the HD bonds were issued; and the total outstanding balance of the obligation was \$150,651,932 or 73.4% of the total \$205,306,932 general obligation bonds outstanding. As of FYE 06, construction-in-progress was \$130,405,130 or 14.11% of the City's total capital assets of \$923,954,326. The City's total assets were \$1.409 billion.



## **SCOPE AND OBJECTIVES**

This audit was performed pursuant to the authority set forth in Section 48, of the City of Miami's (City) Charter, entitled: "Office of the Independent Auditor General" (OIAG), and was conducted in accordance with the OIAG's Fiscal Year 2008 Audit Plan. This report is the third of multiple audit reports that we plan on conducting throughout the life of the HD funded capital projects and other selected City capital improvement/construction projects. The audit covered the period of April 1, 2005 through March 31, 2007, and selected transactions prior and subsequent to this period. In general, the audit focused on the following objectives:

- To determine whether procurements/expenditures of HD bond proceeds and other funding sources are in compliance with applicable statutes, ordinances, resolutions, and best practices.
- To ascertain the adequacy of City Management's controls and procedures in ensuring continued compliance with related laws, resolutions, bond indentures, bond covenants, and reporting requirements.

## **METHODOLOGY**

We conducted the audit in accordance with Generally Accepted *Government Auditing Standards*, issued by the Comptroller General of the United States and *Standards for the Professional Practice of Internal Auditing*, issued by the Institute of Internal Auditors. The methodology included the following:

- Interviewed and made inquiries of appropriate City personnel and independent consultants; reviewed applicable agreements, financial records, bond covenants, offering statements, tax compliance certificates, City policies and procedures, State statutes, Federal rules, resolutions, ordinances, and other legislative documents in order to gain an understanding of internal controls, assess control risk, and plan audit procedures.
- Performed substantive testing consistent with the audit objectives noted on page 5, including but not limited to examining, on a test basis, applicable transactions and records.
- Performed other audit procedures as deemed necessary.
- Drew conclusions based on the results of testing, made corresponding recommendations, and obtained the auditee's responses and corrective action plans.

## **SUMMARY OF AUDIT FINDINGS**

### **CAPITAL IMPROVEMENTS & TRANSPORTATION AND FINANCE DEPARTMENTS**

#### **NO EVIDENCE OF A METHODOLOGY TO SUPPORT THE REPORTING OF CONSTRUCTION-IN-PROGRESS IN THE CAFR**

There was no evidence of a methodology used to support the construction-in-progress amount of \$130,405,130 reported in the FY 06 CAFR.

#### **PROJECT COSTS PER TRACS DO NOT AGREE WITH PROJECT COSTS PER INVOICES IN THE PROJECT FILES**

For the seven (7) projects tested, our comparison of the construction cost invoices in the project files to the project costs (invoiced amounts) listed in TRACS disclosed that the invoices in the project files exceeded the project costs listed in TRACS by \$145,548.88 (or .76% of project file invoices which totaled \$19,054,024.58). TRACS captures only those invoices that have been paid and does not capture accruals or Purchase Orders (POs) issued by other City Departments. Therefore, TRACS is not a useful tool for accurately monitoring and tracking the progress of projects and there is an increased risk of time/budget overruns, as well as, opportunity for incurring unauthorized expenditures.

#### **OVERSTATED AMOUNTS ON PAYMENT APPLICATIONS**

Our test of thirty-eight (38) construction payment applications/invoices (PAs) relating to Gibson Park Improvements disclosed seven (7) invoices (or 18.4%) that included "Schedule of Values" (SOV) and "This Requisition" (Requisition) amounts that exceeded the correct contractual amounts. The total correct contractual amounts for the SOV and Requisition for the 7 invoices were \$547,789.72 and \$375,518.26 respectively. However, when the two columns were footed, the totals were \$1,095,579.44 and \$751,036.52

respectively. The apparent cause of the differences was due to the inclusion of extraneous line items in the SOV (“Contract Amount”) and Requisition columns of the construction invoices.

**OVERPAYMENT FOR ARCHITECTURAL SERVICES DUE TO IMPROPER PROCESSING**

Our examination of invoices related to the Shenandoah Park Improvements project disclosed that an invoice for \$16,714.58 for architectural services was processed and paid twice. The overpayment occurred because the current invoice included charges from a previous invoice and was not properly reviewed to determine that payment had already been made on the previous amount and therefore the correct current amount due and payable to the Architect was less. We noted that the Architect to whom the checks were remitted detected the overpayment, informed the City, and promptly reimbursed the City for the overpayment.

**PAYMENT APPLICATIONS NOT CERTIFIED BY THE PROJECT ARCHITECT/ENGINEER**

Our test of 120 construction invoices (PAs) disclosed that thirty-three (33) of the PAs (or 26.7%) did not indicate any evidence of an architect's/engineer's signature indicating his/her certification of the completion and/or receipt of all work/materials. The affected PAs totaled \$1,450,396.37 (or 3.14% of the total \$46,244,613.40 invoices/PAs tested).

**CHANGE ORDER NOT REVIEWED AND APPROVED BY APPROPRIATE STAFF**

Our review of the Grapeland Park project files disclosed no evidence that the Director of the Capital Improvements & Transportation Department (CITD) approved a change order in the amount of \$87,580.50 relating to an FPL conduit installation at the Park site. Upon audit inquiry, the CITD Director indicated that they are in the process of rescinding the change order and seeking a refund from the contractor.

**LIEN WAIVERS NOT SUBMITTED**

Our test of 120 construction invoices (PAs) to determine whether each had a “partial waiver and release of lien upon partial payment” (lien waiver), disclosed that 26 of the PAs totaling approximately \$12.5 million (or 21.67%) did not have lien waivers.

**INADEQUATE DUE DILIGENCE INSPECTIONS PERFORMED**

Our review of the Roberto Clemente Park Community Recreation Center project disclosed that adequate due diligence was not performed to detect extensive termite infestation and roof damage. The Bond Oversight Board (BOB) meeting minutes indicated that extensive termite damage was only discovered subsequent to the commencement of renovation activities performed at the Clemente Park facility. Consequently, the project had to be delayed while design services totaling \$57,813.45 (pertaining to the renovation of the structure) had already been performed. In addition, \$142,309.30 was spent on construction activities which had to be terminated as a result of the discovery of the termite infestation and extensive roof damage. Therefore, a total of \$200,122.75 (\$57,813.45 + \$142,309.30), which could have been used for other City projects, was needlessly expended.

## **AUDIT FINDINGS AND RECOMMENDATIONS**

### **FINANCE DEPARTMENT**

#### **NO EVIDENCE OF A METHODOLOGY TO SUPPORT THE REPORTING OF CONSTRUCTION-IN-PROGRESS IN THE CAFR**

Construction-in-Progress (CIP) involves construction (hard costs) and design/engineering (soft costs) and represents the total “life-to-date” costs of the City’s on-going construction projects. The City’s CAFR for fiscal year ended September 30, 2006 (FY 06), indicated that CIP was \$130,405,130 or 14.11% of the City’s total capital assets. We requested source documentation supporting the \$130,405,130 of CIP that was recorded in the FY 06 CAFR; however, as of the date of this report, no such supporting documentation was provided.

TRACS (Transportation Automated Control System) is a computer application that is used to monitor real-time progress of the City’s capital improvement projects. The City’s Capital Improvements & Transportation Department (CITD) staff used TRACS to generate a “Project Invoice History” report which was used, along with other records, to determine the total amount of the CIP that was reported on the City’s FY 06 CAFR. According to a FY 06 report generated from TRACS and showing FY 06 expenditures, there were a total of 268 capital projects totaling \$99,568,218. Of these projects, 111 were HD funded projects totaling \$34,134,588 (or 34.3%).

Reconciliation between TRACS and the General Ledger (GEMS/Oracle) would ensure that all of the capital project invoices kept in “physical file cabinets” are captured and booked in the general ledger (GL). However, our audit disclosed that TRACS is incapable of listing individual invoices relative to a specific project, which makes it impossible to ensure that all individual hard and soft cost invoices in the actual capital project file have been captured and recorded. As such, without ensuring, through periodic reconciliations, that all invoices were captured and entered into TRACS, Finance Department (FD) staff will not accurately ascertain:

- The true amount that should be reported as CIP.

- The true amounts that should be deleted from CIP and added to the City's fixed assets system.
- The true amounts in the fixed asset system that should be depreciated and reported in the City's CAFR.

In response to our audit inquiry regarding the reconciliation of TRACS to the General Ledger (GEMS/Oracle), the FD Director stated that construction expenditures (additions to CIP) are verified by FD staff and loaded into TRACS on a monthly basis; and, at fiscal year end (FYE) CITD provides FD with a list of completed projects that are deleted from the CIP account so that a true FYE CIP balance can be ascertained. In an e-mail the FD Director stated that, *"We have found other mechanisms to get comfortable with the amounts recorded in the CAFR as Construction in Progress and Capitalization of such costs. Those procedures included test work conducted by the external auditors used to validate the amount of CIP that is capitalized"*.

However, the April 2, 2007 "Management Letter" from the City's external auditors included a "reportable condition" relating to the inadequacy of how the FD reports CIP. The external auditor's report stated: *"The City does not have a system in place to properly account for and track the financial reporting of construction-in-progress. We noted that the schedules initially provided were incorrect and had to be revised on numerous occasions by City personnel."*

## Recommendation

Since TRACS is a tool used by the City and HDR to monitor capital projects and capture individual and total project amounts, in lieu of placing any amount of reliance on the work conducted by the external auditors (who are only charged with providing assurance that the CAFR, as a whole, is fairly stated in accordance with generally accepted accounting principles), TRACS should be reconciled to life-to-date (LTD) totals of the invoices/payment applications (PA) in the project files and to GEMS/Oracle. Therefore, reconciliation would ensure that all of the financial transactions processed and recorded in the General Ledger (GEMS/Oracle) agree with those recorded in TRACS and the individual project files.

In lieu of, or as a complement to TRACS, a spreadsheet, such as the one we used to conduct invoice testing (See page 25), could be used to list and thereby account for all hard and soft cost PAs/invoices kept in project file cabinets. Invoice totals for on-going capital projects could then be used to derive individual and aggregate CIP amounts. Lastly, a monthly capital project expenditures (capex) report should be prepared by FD which:

- Lists current month expenditures of individual capital projects.
- Provides respective LTD numbers for each project and a “roll forward” that would display completed projects as “additions” to the City’s fixed asset system and a resulting decrease to CIP.
- Provides budget-to-LTD cost comparisons.
- Sub-divides projects based on priorities stated in the FY 07 Capital Plan (i.e. Legal Requirements; Essential Improvements; Efficiency Improvements; Revenue Producing; Service Improvements; Service/Space Expansion).



Auditee's Response and Action Plan.

See auditee's response on page 32.

## CAPITAL IMPROVEMENTS & TRANSPORTATION

### **PROJECT COSTS PER TRACS DO NOT AGREE WITH PROJECT COSTS PER INVOICES IN THE PROJECT FILES**

Reliable software is needed in order to facilitate construction project monitoring. The City's Capital Improvements & Transportation Department (CITD) currently utilizes software originally developed for the City of Jacksonville called TRACS (Transportation Automated Control System) to monitor the progress of the City's construction projects. One of the reports (Project Invoice History) generated by TRACS lists project contractors/vendors invoices by phase. Our review of the TRACS Project Invoice History Report for seven (7) selected projects disclosed that as of FY 06, the individual invoices for the projects were not listed in TRACS so that a true life-to-date (LTD) project cost could be totaled and ascertained. For the seven (7) projects tested, our comparison of the construction cost invoices in the project files to the project costs (invoiced amounts) listed in TRACS disclosed that the invoices in the project files exceeded the project costs listed in TRACS by \$145,548.88 (or .76% of project file invoices which totaled \$19,054,024.58). Although the invoices were not accurately recorded in TRACS we were able to trace all of the FY 06 & FY 07 invoices tested to the General Ledger (GL) with out exception.

Also, the TRACS Project Invoice History Report only indicates months during which invoices were paid as opposed to the dates construction expenditures were actually incurred or accrued. As such, total invoices paid during a particular month are listed by "Invoice Period" as opposed to being individually listed by invoice date. In addition, TRACS primarily retrieves invoice payment data based on purchase order (PO) number information generated by the CITD. Invoices generated as a result of POs issued from other City departments (e.g. Parks & Public Works) will not be captured by TRACS unless the CITD is notified by those departments and the appropriate PO data is entered into TRACS. In addition, we were informed that an "Exception Report" is run by CITD in order to ascertain invoices/expenditures originating from other City departments.

However, we were also informed that during FY 06, the period for which the above described comparison was performed, accruals were not captured in TRACS which was not designed to provide detailed financial information. Therefore, TRACS is not an effective tool for accurately monitoring and tracking the progress of projects and there is an increased risk of time/budget overruns, as well as, opportunity for incurring unauthorized expenditures.

#### Recommendation

We recommend that the CITD implement software that is capable of capturing “true” construction expenditure amounts (including accruals and POs issued by other City departments) from the City’s accounting system and itemize them according to phases of the construction project (i.e. design and construction phases). This should be done so that each phase can be monitored and compared against estimates and budgets indicated in the Project Analysis Form. Also see the recommendation on page 12.

#### Auditee’s Response and Action Plan.

See auditee’s response on page 29.

### **OVERSTATED AMOUNTS ON PAYMENT APPLICATIONS**

Our test of thirty-eight (38) construction payment applications/invoices (PAs) relating to Gibson Park Improvements disclosed seven (7) invoices (or 18.4%) that included “Schedule of Values” (SOV) and “This Requisition” (Requisition) amounts that exceeded the correct contractual amounts. The SOV section lists individual items and amounts of construction work to be performed, while the Requisition section shows the total current amounts due. The total correct contractual amounts for the SOV and Requisition for the 7 invoices were \$547,789.72 and \$375,518.26 respectively. However, when the two columns were footed, the totals were \$1,095,579.44 and \$751,036.52 respectively. The apparent cause of the differences was due to the inclusion of extraneous line items in the SOV (“Contract Amount”) and Requisition columns of the construction invoices.

Upon audit inquiry, Capital Improvements & Transportation (CITD) staff stated that they “were unclear as to why the contractor submitted a SOV including line items that are not being paid by the city.” As of the last day of our field work, \$337,966.42 was paid to the contractor which indicates that payments have not exceeded the \$547,789.72 total contract amounts. However, in the absence of mitigating controls, such as ensuring that the SOV and Requisition item totals are clerically accurate, there is a risk that the contractor could be paid for extraneous items that should not have been included in either the SOV or Requisition columns of the PAs. In addition, with “padded” or extraneous items in the SOV column, a contractor could conceivably request payment for a portion of those items and then abandon the project.

#### **Recommendation**

A spreadsheet, such as the one we used to conduct invoice testing (See Page 25), could be used to list, verify the accuracy, and thereby account for all hard and soft cost PAs kept in project files. It could also be used to verify the footed totals of all contracted amounts including change orders.

Auditee's Response and Action Plan.

See auditee's response on Page 30.

**OVERPAYMENT FOR ARCHITECTURAL SERVICES DUE TO IMPROPER PROCESSING**

Our examination of invoices related to the Shenandoah Park Improvements project disclosed that an invoice for \$16,714.58 for architectural services was processed and paid twice. Invoices should be stamped or marked “PAID” to prevent duplicate payments. In addition, all invoices should be reviewed to ensure that charges for services on a current invoice have not been previously billed on a prior invoice and paid to the vendor. The overpayment occurred because the current invoice included charges from a previous invoice and was not properly reviewed to determine that payment had already been made and therefore the correct current amount due and payable to the Architect was less. We noted that the Architect to whom the checks were remitted detected the overpayment, informed the City, and promptly reimbursed the City for the overpayment.

**Recommendation**

A spreadsheet, such as the one we used to conduct invoice testing (See page 25), could be used to list, verify the accuracy, and thereby account for all hard and soft cost payment applications/invoices (PAs) kept in project files. It could also be used to verify the footed totals of all contracted amounts including change orders.

**Auditee’s Response and Action Plan.**

See letter from architect indicating notification to the City of overpayment and copy of reimbursement check on pages 26 and 28.

See auditee’s response on page 30.

**PAYMENT APPLICATIONS NOT CERTIFIED BY THE PROJECT ARCHITECT/ENGINEER**

With respect to certain City construction projects, an architect/engineer is contractually obligated to review and certify completion or receipt of all work/materials indicated on construction invoices (also known as Payment Applications (PA). The architect's/engineer's signature in the appropriate space on the PA indicates such certification. In addition, for those projects designed by "in-house" architects, the Capital Improvements & Transportation Department (CITD) requires in-house architects to review and sign PAs. However, our test of 120 construction invoices (PAs) disclosed that thirty-three (33) of the PAs (or 26.7%) did not indicate any evidence of an architect's/engineer's signature indicating his/her certification of completion and/or receipt of all work/materials. The affected PAs totaled \$1,450,396.37 (or 3.14% of the total \$46,244,613.40 invoices/PAs tested).

If project architects/engineers do not fulfill their contractual obligation of assisting CITD staff in verifying that construction work has been performed in accordance with the terms of construction contracts, then the City is paying the architects/engineers for services not rendered. Also, the City becomes exposed to the risk that:

- There will be payments for work or materials/equipment not actually performed/received, thereby causing actual project costs to exceed budgets.
- Sub-standard work could be performed.
- Projects will not be completed in a timely manner.

**Recommendation**

Emphasis should be made to all project architects/engineers engaged to design City construction projects of their respective contractual obligations (if applicable) to review and certify all PAs. Accordingly, project architects'/engineers' performance in this regard should be evaluated accordingly and considered when renewing existing contracts and/or

considering their proposals for providing future design services to the City. In addition, once PAs are sent to project managers (PM) for approval, the PM should ensure that the project engineer/architect receives a copy of the PA for review and certification before the PA is submitted to CIP accounting staff for processing. Lastly, so as to ensure design and construction professionalism and quality of City construction projects, CIP should ensure that language requiring project engineers/architects to review and certify all PAs should be inserted into contracts when applicable.

#### Auditee's Response and Action Plan

See auditee's response on page 30.



**CHANGE ORDER WAS NOT REVIEWED AND APPROVED BY THE APPROPRIATE STAFF**

Our review of the Grapeland Park project files disclosed no evidence indicating that the Director of the Capital Improvements & Transportation Department (CITD) approved a change order in the amount of \$87,580.50 relating to an FPL conduit installation at the Park site. When a change order relating to additional construction work is initiated by a project manager but is not reviewed and approved by the CITD Director or designee prior to performance of the work, there is an increased risk that the City will incur and pay for improper questionable work and/or materials/equipment. Such payments would cause construction budget overruns.

Upon audit inquiry, the CITD Director indicated that they are in the process of rescinding the change order and seeking a refund from the contractor.

**Recommendation**

It is understandable that emergency “field conditions” can arise that require immediate action and resulting change orders. However, for all change orders, the PM and appropriate CIP staff should ensure that the change orders are:

- Sufficiently documented and negotiated with the contractor.
- Approved in writing by the CITD Director.
- Submitted to the City Commission for review and approval and reflected in an amendment to the construction contract.

**Auditee’s Response and Action Plan**

See auditee’s response on page 30.

### **LIEN WAIVERS NOT SUBMITTED**

Our test of 120 construction invoices (PAs) to determine whether each had a “partial waiver and release of lien upon partial payment” (lien waiver), disclosed that 26 of the PAs totaling approximately \$12.5 million (or 21.67%) did not have lien waivers. A lien waiver either acknowledges previous amounts paid or current amounts to be paid by the Contractor to his/her Sub-contractor(s). The lien waivers provide confirmation/evidence that sub-contractors have received payments (which the sub-contractors can use to pay their laborers and suppliers) from the contractors. Accordingly, timely payments to sub-contractors, by the contractors, mitigate the risk that projects will not be completed on time due to non-payment.

### **Recommendation**

Emphasis should be made to all construction contractors, engaged to perform City construction projects, of the need to submit accurate and properly completed lien waivers. Such emphasis could be communicated to contractors’ accounts payable staff formally and/or informally. In addition, the Project Manager should ensure that correct and applicable lien waivers are attached to the PA before the PA is submitted to CIP accounting staff for processing.

### **Auditee’s Response and Action Plan**

See auditee’s response on pages 30 and 31.

### **INADEQUATE DUE DILIGENCE INSPECTIONS PERFORMED**

Our review of the Roberto Clemente Park Community Recreation Center project disclosed that adequate due diligence inspections were not performed to detect extensive termite infestation and roof damage. The Bond Oversight Board (BOB) meeting minutes dated September 26, 2006 indicated that extensive termite damage was only discovered subsequent to the commencement of renovation activities performed at the Clemente Park facility. Consequently, the project had to be delayed while design services totaling \$57,813.45 (pertaining to the renovation of the structure) had already been performed. In addition, \$142,309.30 was spent on construction activities which had to be terminated as a result of the discovery of the termite infestation and extensive roof damage. Therefore, a total of \$200,122.75 (\$57,813.45 + \$142,309.30), which could have been used for other City projects, was needlessly expended.

It appears that a thorough due diligence inspection, that could have detected termite infestation and extensive roof damage, was not performed. The need for due diligence inspections is even more acute if maintenance of City facilities has been deferred over a long period time.

### **Recommendation**

We recommend that, at a minimum, before any major renovation project is undertaken, the following inspections should be performed:

- Structural (including ascertaining termite damage, as well as existing foundation integrity)
- Roof
- Electrical
- Plumbing
- HVAC (heating, ventilation, and air conditioning system)

- Safety (which may include ascertaining the presence of asbestos (if applicable), as well as fire emergency hazards/exits)
- Environmental (if applicable)

The City's existing staff of building and fire/safety inspectors could possibly be used to facilitate such inspections.

Auditee Response and Action Plan

See auditee's response on page 31.



# CHISHOLM

June 7, 2007

**VIA: Courier**  
Mr. Andre Bryan  
City of Miami  
Capital Improvements & Transportation  
444 SW 2nd Ave, 8th Floor  
Miami, FL 33130

**Re: Chisholm Architects, Inc.**  
**Project: 3203 (Shenandoah Park)**

Dear Mr. Bryan:

On April 2, 2007, Chisholm Architects sent Invoice # 3203-08, to Mr. Andre Byran, for services rendered on Project 3203 (Shenandoah Park), in the amount of \$20,302.34 (Chisholm Architects Invoice # 3203-08 (a copy of which is enclosed). Subsequently, on 4/30/07 Chisholm Architects received check # 1014976, from the City of Miami, in the amount of \$37,016.92 ("City of Miami Check # 1014976") (a copy of which is enclosed), as payment of Chisholm Architects Invoice # 3203-07 and 3203-08.

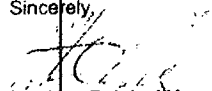
As you are aware from our conversations, upon receipt of City of Miami Check # 1014976, Chisholm Architects noticed that the check was \$37,016.92 in excess of Chisholm Architects Invoice # 3203-08, and immediately contacted you in order to rectify this matter. Pursuant to your instructions, Chisholm Architects deposited City of Miami Check # 1014976, and is now delivering check # 11782, in the amount of \$16,714.58, made payable to City of Miami, as payment in full of the excess amount previously remitted to Chisholm Architects for the payment of Chisholm Architects Invoice # 3203-08.

Accordingly, please make specific note in the Shenandoah Park project file and Chisholm Architects vendor file, that Chisholm Architects was inadvertently paid \$16,714.58 for 3203-Shenandoah Park project. Being noticed this error, Chisholm Architects returned \$16,714.58 to the City of Miami, and pursuant to the terms of the contract between Chisholm Architects and the City of Miami for 3203-Shenandoah Park project, Chisholm Architects received in total \$37,016.92, for 3203-Shenandoah Park project. Further, please send this office confirmation that the respective files have been clarified and properly reflect this matter.

RE Chisholm Architects, Inc. ■ 7254 Southwest 48th Street ■ Miami, FL 33155 ■ Architecture Planning Interiors  
305. 661. 2070 F. 305. 661. 6090 ■ rec@chisholmarchitects.com ■ AR0007442 ID0003684

Thank you very much for your attention to this matter. If you have any questions, please do not hesitate to contact me.

Sincerely,



Matthew Polak, AIA  
Senior Vice-President

Cc: Robert E. Chisholm, FAIA  
Robert M. Chisholm, Esq.

REChisholm Architects, Inc. ■ 7254 Southwest 48th Street Miami, Florida 33155 ■ Architecture Planning Interiors  
305. 681. 2070 F. 305. 661. 6090 ■ [rec@chisholmarchitects.com](mailto:rec@chisholmarchitects.com) ■ AR0007442 ID0003684





Victor I. Igwe, CPA, CIA  
Auditor General  
Office of Independent Auditor General

1/25/2008

Audit No. 08-010 of the Capital  
Projects Funded with Bond  
Proceeds

Ola O. Aluko, Director  
Capital Improvements Program (CIP)

Please find below CIP's response to your memo dated December 14, 2007 regarding the Audit of the Capital Projects Funded with Homeland Security, Neighborhood Improvements, Capital Projects and Infrastructure Improvements Bond Proceeds and Other Funding Sources. Pursuant to our exit meeting of December 19th, 2007 and a follow up meeting with your staff, Mr. Lewis Blake, we have provided responses to the "Draft" audit findings noted above.

**No evidence of a methodology to support the reporting of Construction-in-progress in the CAFR**

Pursuant to our exit meeting of December 19th, 2007, you advised that CIP need not respond to this finding. The Finance Department is to respond.

**Project costs per TRACS do not agree with project costs per invoices in the project files**

**WE AGREE WITH THIS FINDING.**

However, in light of the \$19 million of invoices tested, we do not consider the \$145,549 difference to be material. In addition, the TRACS being utilized in the City was not intended to provide detailed financial information that can be found in the City's GEMS or Oracle systems and was only implemented in order to expedite efforts to monitor HD bond related construction expenditures, as well as expenditures facilitated via other funding sources. TRACS was also implemented as a database tool in the development of the annual Capital Plan.

Since consultant and construction services utilized by CIP are issued on purchase orders based on specific contracted amounts, any opportunity that may exist for "incurring unauthorized expenditures" would be minimal. Project and construction managers monitor the progress of work and verify invoiced amounts. However, CIP recognizes that there are deficiencies in the TRACS database. This is why we started rewriting the modules within TRACS almost 1 year ago. Several modules have been rewritten and we are continuing the process of having other modules re-written or added. This includes the financial module.

Additional controls are being put in place as we continue to work with the Information Technology Department to implement a new tracking system which will be fully integrated into the City's Oracle system for the management of our financial, project and contractual data.

**Improvement of invoice processing controls  
Overstated SOV ("Contract Amount") & "This requisition" Columns  
Gibson Park (B-30305)**

**WE AGREE WITH THIS FINDING.**

"Clerically inaccurate invoices" – Capital Improvements Program Department agrees that contract payment requisitions (CPR) prepared and submitted by contractors should be checked for clerical accuracy. The item being referenced contained the correct contract amount of \$518,144.11 on the CPR, although the individual items did not sum to that total. There was no overpayment involved.

Overpayment of Invoice  
Shenandoah Park (B-30304)

**WE AGREE WITH THIS FINDING.**

"Shenandoah Park" - Capital Improvements Program Department agrees that the overpayment on a particular invoice was discovered by the architect. It is imperative to note, however, that the contracted (purchase order) amount was not overpaid. Capital Improvements staff would have discovered the single invoice error during processing of the last invoice. An overpayment on the total contracted amount would not have been possible because the purchase order amount would not have been exceeded.

**PA's not certified by the Project Architect/Engineer**

Gibson Park (B-30305)

**WE AGREE WITH THIS FINDING.**

This scope was removed from the Architect/Engineer's Professional Service Agreement (PSA) since the City's Project Manager was equally qualified to perform the same service; however, an amendment to the PSA was not initiated. This business practice will be improved upon.

Shenandoah Park (B-30304)

This scope was removed from the Architect/Engineer's Professional Service Agreement (PSA) since the City's Project Manager was equally qualified to perform the same service; however, an amendment to the PSA was not initiated. This business practice will be improved upon.

**Change Orders not reviewed and approved by appropriate CIP staff.**

Grapeland Heights Park (B-60496)

**WE AGREE WITH THIS FINDING.**

The Change Order Proposal was approved by the appropriate CIP staff; however, the actual Change Order was not signed as required. CIP is currently in the process of rescinding this Change Order for other reasons.

**Lien Waivers not submitted**  
Kinloch Park (B-35832)

**WE AGREE WITH THIS FINDING.**

A final release of Lien is part of the final Pay application process. The final release is a mandatory component for final payment which would apply upon such time; however, CIP has corrected this business practice.

Little Haiti Cultural Center (B-30295)

**WE AGREE WITH THIS FINDING.**

A final release of Lien is part of the final Pay application process. The final release is a mandatory component for final payment which would apply upon such time; however, CIP has corrected this business practice.

Gibson Park (B-30305)

**WE AGREE WITH THIS FINDING.**

A final release of Lien is part of the final Pay application process. The final release is a mandatory component for final payment which would apply upon such time; however, CIP has corrected this business practice.

Shenandoah Park (B-30304)

**WE AGREE WITH THIS FINDING.**

A final release of Lien is part of the final Pay application process. The final release is a mandatory component for final payment which would apply upon such time; however, CIP has corrected this business practice.

Inadequate due diligence inspections performed

**WE AGREE WITH THIS FINDING.**

The scope of work in the Architect's Professional Service Agreement did not cover this level of destructive testing; however, considering the age of the building and the time it was no longer in use, it would have been justified to have amended the agreement.

Please accept this response as requested. We await the final audit finding as noted by Mr. Lewis Blake. Should you have any questions, please advise.

cc: Pilar Saenz, Assistant Director  
Gary Fabrikant, Assistant Director  
David Mendez, Assistant Director

**Igwe, Victor**

**From:** Gomez, Diana  
**Sent:** Thursday, January 17, 2008 6:42 PM  
**To:** Blake, Lewis  
**Cc:** Igwe, Victor  
**Subject:** Memorandum of Understanding (MOU) 1-Capital Project Reporting & Monitoring  
**Importance:** High

In response to your recommendation and findings in the above reference audit, the Finance Department does agree that construction in progress must be monitored and reconciled on a regular basis, however, the method of reconciliation suggested by your report would required significant manual effort since the City does not have the proper system in place to manage and reconcile both the financial data (GEMS/Oracle) and the project data (TRACS). The FD does recognize the need to reconcile the balances and therefore performs detailed reconciliations of additions and year end procedures on deletions in order to provide a sufficient level of comfort that the balances in construction in progress are fairly stated.

Going forward, the FD will work together with the Department of CIP to analyze current systems and processes to obtain even further comfort with the balances.

Diana M. Gomez  
*Finance Director*  
City of Miami, FL  
dgomez@miamigov.com  
PH 305-416-1324  
FX 305-400-5254

1/18/2008