

# Town of Miami Lakes

## Special Call Meeting

February 28, 2011



# TOWN OF MIAMI LAKES, FLORIDA

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## Town Council

Mayor Michael Pizzi  
Vice Mayor Nick Perdomo  
Councilmember Mary Collins  
Councilmember Tim Daubert  
Councilmember Nelson Hernandez  
Councilmember Ceasar Mestre  
Councilmember Richard Pulido

## **AGENDA** **SPECIAL CALL COUNCIL MEETING**

**February 28, 2011**

**6:00 PM**

**Town Hall**

15150 NW 79<sup>th</sup> Court  
Miami Lakes, Florida 33016

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**
- 4. PUBLIC COMMENTS**
- 5. DISCUSSION AND/OR ACTION ITEM:**

### **TOWN HALL PROGRAM PLAN OVERVIEW**

### **6. FUTURE MEETINGS**

March 8, 2011 Regular Meeting, 16500 NW 87<sup>th</sup> Avenue, Miami Lakes 6:30 pm  
April 12, 2011 Regular Meeting, 16500 NW 87<sup>th</sup> Avenue, Miami Lakes 6:30 pm

### **7. ADJOURNMENT**

This meeting is open to the public. A copy of this Agenda and the backup therefore, has been posted on the Town of Miami Lakes Website at [www.miamilakes-fl.gov](http://www.miamilakes-fl.gov) and is available at Town Hall, 15150 NW 79<sup>th</sup> Court, Miami Lakes, FL. 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 Town Hall at 305-364-6100 two days prior to the meeting. Anyone wishing to appeal any decision made by the Miami Lakes Town Council with respect to any matter considered at this meeting or hearing will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based.

Any member of the public wishing to speak on a public hearing matter on this Agenda or under public comments for items not on this Agenda, should fill out a speaker card and provide it to the Town Clerk, prior to commencement of the meeting. Any person presenting documents to the Town Council should provide the Town Clerk with a minimum of 12 copies.

<b>1 Community Outreach Offices</b>			
Reception/Lobby	100	1	100
Mayor	250	1	250
Town Council	150	6	900
Assistant	80	2	160
Public Meeting Room	300	1	300
Unisex Restroom	65	1	65
Storage	60	1	60
Copy /File	120	1	120
<b>Community Outreach Offices</b>			<b>1,955</b>
<b>2 Public Safety Center</b>			
Public Area	600	1	600
Town Commander	180	1	180
Lt. Office	120	1	120
Sgt. Offices	80	3	240
Roll Call Area	400	1	400
Locker Area w/ Restrooms	500	2	1,000
Report Area / Conf. Rm.	300	1	300
Breakroom	350	1	350
Detective Area	500	1	500
Interview Room	125	1	125
Storage	60	1	60
Copy / File / Records	660	1	660
Sally Port		1	0
Future Holding Cells	100	2	200
Offices (future growth)	80	1	80
<b>Subtotal - Town Security Services Police</b>			<b>4,815</b>
<b>3 Council Chambers and related spaces</b>			
Reception/Lobby	300	1	300
Council Chambers/Community Meetings	2400	1	2,400
Ante Room / Kitchennette	100	1	100
AV Control Room	180	1	180
Public Restrooms	300	2	600
<b>Council Chambers and related spaces</b>			<b>3,580</b>
<b>4 Senior and Youth Services</b>			
Office/Meeting Room	500	1	500
<b>Subtotal - Senior and Youth Services</b>			<b>500</b>
<b>5 Town Administration/Public Services</b>			
Town Manager			
Reception/Lobby		1	100
Town Manager	250	1	250
Assistant Office	100	1	100
Office	120	1	120

Work Station	80	4	320
Copy / File / Records	100	1	100
Conference Room	180	1	180
Budget/IT/Procurement/Grants	180	4	720
<b>Subtotal - Town Manager</b>			<b>1,890</b>
<b>Director of Finance</b>			
Director's Office	180	1	180
Work Stations Finance Dept	80	3	240
Conference Room	120	1	120
Storage	60	1	60
Copy / File / Records	120	1	120
<b>Subtotal - Director of Finance</b>			<b>720</b>
<b>Town Attorney</b>			
Attorney's Offices	180	1	180
<b>Subtotal - Town Attorney</b>			<b>180</b>
<b>Town Clerk</b>			
Town Clerk	180	1	180
Work Stations	80	1	80
Copy / File / Records	200	1	200
<b>Subtotal - Town Clerk</b>			<b>460</b>
<b>Public Works</b>			
Director's Office	180	1	180
Manager's Office	120	1	120
Work Stations	80	2	160
Copy / File / Records	100	1	100
Storage	60	1	60
<b>Subtotal - Director of Public Works</b>			<b>620</b>
<b>Building Department</b>			
Bldg. Dept. Waiting	200	1	200
Reception Counter and Work Space	100	1	100
Building Official	180	1	180
Building Dept. Offices	120	2	240
Work Stations	80	3	240
Conference Room	180	1	180
Storage	60	1	60
Copy / File / Records	200	1	200
<b>Subtotal - Building + Zoning Department</b>			<b>1,400</b>
<b>Planning, Zoning and Code Compliance Department</b>			
Office	120	1	120
Work Stations	80	6	480

<b>Subtotal - Town Planner</b>			<b>600</b>
<b>Parks and Recreation Department</b>			
Director's Office	180	1	180
Park Managers	120	0	0
Work Stations / Parks. Dept.	80	2	160
Storage	60	0	0
Copy / File / Records	120	1	120
Medium Offices (future growth)	120	0	0
Work Stations (futrure growth)	80	0	0
<b>Subtotal - Director of Parks + Recreation</b>			<b>460</b>
<b>SUBTOTAL NET SQUARE FOOTAGE</b>			<b>17,180</b>
Net to Gross Allowances			
<b>Subtotal - Allowances</b>			<b>7,700</b>
Net/Gross Ratio:			1.45
Gross Square Footage Contingency Allowance			120
<b>TOTAL GROSS SQUARE FOOTAGE</b>			<b>25,000</b>