

**Staff Monthly Report  
June - July 2010**

**CITY MANAGER**

- Finished preparing the proposed FY-11 budget document.
- Met in negotiation session with the City's consultant and URS to work on the architectural contract for City Hall.
- Met with ATS regarding new red light camera locations.
- Worked on closing the 2010 budget gap. Like other cities, we have been facing a significant reduction in revenues this year and are working to reduce expenditures to match.
- Met with Area City Managers and the County Manager for our quarterly meeting in North Miami Beach.
- Reviewed Branding campaign with staff to determine the next step.
- Attended pre-bid meeting on City Hall developer Proposal.
- Began work on the briefing document for Moody's and Fitch rating agency visits in late July and early August.
- Attended pre-deposition hearing on a traffic death case.
- Met with Jay Fiedler & others of concerning the future of Jazz in the Gardens.

**FINANCE DEPARTMENT (Patty Varney)**

1. Assisted City Manager in balancing the FY 2011 proposed budget.
2. Assisted City Manager in preparing the FY 2011 proposed budget documents to the Council.
3. Worked with Police Department in establishing dynamics and set up for their new software "Telestaff" to be able to import to the City's payroll system. When this software is fully implemented it will provide better accountability and control in police payroll processing.
4. Worked with Code Enforcement division to try to establish a tracking mechanism by Eden system on Code Enforcement daily fines.
5. Reported all ARRA required financial reports at the beginning of July.

Attached is the financial report and analysis for the month of June. Revenue and expenditures should reflect a 75%. Any important variances are explained in the attached analysis. The attached report is compiled on category basis and by Fund and also includes a comparison of last year's revenue and expenses for the same period.

On July 1, 2010, the City received the final certification of taxable value for calculation of 2011 ad valorem tax revenue. This certification also reflects the final taxable value of the City for FY 2010 after any adjustments due to error and appeals made to the Valuation Adjustment. The final value for FY 2010 is \$324,039,060 a reduction of close to \$180 million reflecting a loss of approximately \$930,000 in ad valorem tax. The proposed budget submitted by the City Manager for FY 2011 reflects that the City General Fund may recognize a deficit of \$1.3 million. Finance will continue to close monitors the revenues received and the expenditures of the departments for the remaining of the fiscal year.

As of June 30, 2010, the City has total investments in the amount of \$9,404,291. Of this amount, \$3,804,291 is with Wachovia which is available cash to fund for the operating expenses. The City holds a CD with the Bank of America in the amount of \$2.6 million earning 0.16%. This is a requirement from our bond requirement and that is the highest and safest rate of return the City can obtain. The other investment is with Community Bank of Florida, a \$3 million certificate of deposit earning 1.18%. The City still has approximately \$44,942.25 in market value with the State Board of Administration and \$142,313 in tax certificates with Dade County.

## GENERAL FUND

### Revenues as of June 30, 2010

		FY 2010 Budget	FY 2010 YTD Revenues	%		FY 2009 Budget	FY 2009 YTD Revenues	%
				of Budget				of Budget
<i>Property Tax</i>	1	23,089,178	20,599,261	89.22%		23,608,249	21,326,527	90.34%
<i>Utility Tax</i>	2	11,276,242	6,241,236	55.35%		9,890,000	6,271,482	63.41%
<i>Franchise Fees</i>	3	5,809,802	793,604	13.66%		5,476,428	796,896	14.55%
<i>Permits/License Tax/Other Fees</i>	4	1,925,000	1,510,715	78.48%		1,830,000	1,418,954	77.54%
<i>Intergovernmental Revenue</i>	5	11,624,716	6,277,805	54.00%		10,739,309	6,224,081	57.96%
<i>Charges for Services</i>	6	3,231,509	3,444,204	106.58%		2,955,046	2,212,480	74.87%
<i>Fines &amp; Forfeitures</i>	7	2,537,000	2,902,079	114.39%		1,251,000	1,459,825	116.69%
<i>Miscellaneous Revenues</i>	7	1,535,000	1,412,892	92.05%		1,010,000	836,494	82.82%
<i>Non-Operating Revenues</i>		11,150,450	1,171,709	10.51%		18,442,948	7,602,878	41.22%
<b>TOTAL</b>		<b>72,178,897</b>	<b>44,353,506</b>	<b>61.45%</b>		<b>75,202,980</b>	<b>48,149,617</b>	<b>64.03%</b>

- 1 July 1 certification from Property Appraiser office reflects the final taxable value for FY 2010 drops by \$179 million, reducing revenue by \$940K.
- 2 Telecommunication and Electricity utility tax are coming in lower than budgeted as well as lower than the same period of time in the last fiscal year. May recognize a shortfall of \$740,000 for this fiscal year.
- 3 Electric franchise fees which consists of 71.5% of the budget in this category is received once a year in around August. Due to shortfall in electric utility tax, the City may also experience a shortfall in Electric franchise fee by approximately \$400,000
- 4 Increase in Permits/License revenues when compared to FY 2009 is mainly attributed to increase in revenue generated under Certificate of Use, and the new fee established for Certificate for Re-occupancy.
- 5 Revenue derived from State Revenue Sharing and half cents sales still lagging compared to budget. Recent state projection for State Revenue Sharing effective July 1, 2010 reflects an increase of approximately \$29,000 per month. Revenue received in FY 2010 is higher than FY 2009 which is mainly attributed to the reimbursement of police overtime by the Byrne Grant.
- 6 This category reaches over 100% which is mainly attributed to Jazz in the Gardens. This revenue received exceeds the budget by approximately \$598,000
- 7 Increase in this category is mainly attributed to the fines collected for the "Red Light Camera".
- 8 Miscellaneous revenues is much higher in FY 2009 due to the loan proceeds of \$7,300,000 for the purchase of the Warren Henry property.

## GENERAL FUND

### Expenditures as of June 30, 2010

		<i>FY 2010</i>	<i>FY 2010</i>	<i>%</i>	<i>FY 2009</i>	<i>FY 2009</i>	<i>%</i>
		<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>	<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>
<i>Personnel Expenses</i>	<sup>1</sup>	39,685,639	30,912,880	77.89%	37,437,696	28,465,750	76.03%
<i>Operating Expenses</i>	<sup>2</sup>	6,581,205	5,177,524	78.67%	8,012,926	5,460,962	68.15%
<i>Capital Outlay</i>	<sup>3</sup>	225,817	148,536	65.78%	8,536,294	8,034,449	94.12%
<i>Grants and Aids</i>		93,730	39,051	41.66%	0	0	0.00%
<i>Other Uses</i>		16,378,120	11,904,195	72.68%	11,337,147	8,052,485	71.03%
<i>Emergency Reserve Build Up</i>		9,214,386	0	0.00%	9,879,517	0	0.00%
<b>TOTAL</b>		<b>72,178,897</b>	<b>48,182,185</b>	<b>66.75%</b>	<b>75,203,581</b>	<b>50,013,646</b>	<b>66.50%</b>

- <sup>1</sup> There is 7 remaining pay period for FY 2010. The percentage expensed should be 73%. The higher percentage being expensed is attributed to under estimate of police salaries and overtime, and two full time positions in the Recreation department.
- <sup>2</sup> Expenditures are higher than than 50% is attributed to the expenditures spent for Jazz in the Gardens. When compared to FY 2009, the expenditure for the same period of time is actually is little bit lower in FY 2010
- <sup>3</sup> Expenditures was higher for FY 2009 than FY 2010 is mainly attributed to the purchase of the Warren Henry property.

## TRANSPORTATION FUND

### Revenues as of May 30, 2010

		<i>FY 2010</i>	<i>FY 2010</i>	<i>%</i>	<i>FY 2009</i>	<i>FY 2009</i>	<i>%</i>
		<i>Budget</i>	<i>YTD Revenues</i>	<i>of Budget</i>	<i>Budget</i>	<i>YTD Revenues</i>	<i>of Budget</i>
<i>Local Option Gas Tax</i>	<sup>1</sup>	2,335,000	1,471,233	63.01%	2,295,000	1,440,890	62.78%
<i>Permits/License Tax/Other Fees</i>		95,000	46,158	48.59%	5,000	3,510	70.20%
<i>Intergovernmental Revenue</i>	<sup>2</sup>	1,008,514	529,543	52.51%	754,750	541,031	71.68%
<i>Charges for Services</i>		5,200	1,346	25.89%	282,082	208,056	73.76%
<i>Miscellaneous Revenues</i>	<sup>3</sup>	29,969	4,909	16.38%	26,000	9,497	36.53%
<i>Non-Operating Revenues</i>		986,166	377,606	38.29%	970,814	33,834	3.49%
<b>TOTAL</b>		<b>4,459,849</b>	<b>2,430,794</b>	<b>54.50%</b>	<b>4,333,646</b>	<b>2,236,817</b>	<b>51.62%</b>

- <sup>1</sup> Local Option Gas Tax distribution is lagging by one month. The revenue is slightly lower than projected as it should reflect 66.66% of budget. May experience a shortfall of \$95,000 for year-end.
- <sup>2</sup> State fiscal year ends June 30. The State will have to performed a true up for State Revenue sharing, which means a reconciliation of what the State received and the actual amount the City should receive. Usually, City will be receiving the June distribution and any true up in late July or early August, therefore, reflecting a lower percentage of collection in this category. Currently, staff is projecting a shortfall of approximately \$50K in State Revenue Sharing
- <sup>3</sup> Miscellaneous revenues is lower than FY 2009 due to lower cash flow and interest rate of return.

## TRANSPORTATION FUND

### Expenditures as of June 30, 2010

		<i>FY 2010</i>	<i>FY 2010</i>	<i>%</i>	<i>FY 2009</i>	<i>FY 2009</i>	<i>%</i>
		<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>	<i>Budget</i>	<i>YTD Expenses</i>	<i>of Budget</i>
<i>Personnel Expenses</i>		\$1,992,146	1,464,826	73.53%	1,764,107	1,306,714	74.07%
<i>Operating Expenses</i>	<sup>1</sup>	\$604,626	482,308	79.77%	892,096	564,483	63.28%
<i>Capital Outlay</i>		\$119,804	15,418	12.87%	46,346	15,599	33.66%
<i>Debt Service</i>	<sup>2</sup>	\$0	0	0.00%	298,878	298,878	100.00%
<i>Other Uses</i>		\$1,743,273	1,078,922	61.89%	1,332,220	778,538	58.44%
<b>TOTAL</b>		<b>\$4,459,849</b>	<b>3,041,474</b>	<b>68.20%</b>	<b>4,333,647</b>	<b>2,964,212</b>	<b>68.40%</b>

- <sup>1</sup> Higher expenditure percentage is mainly due to purchase of road and landscape materials.
- <sup>2</sup> QNIP debt payment is budgeted in the Debt Service Fund for FY 2010, therefore, no debt payment is being reflected.

**DEVELOPMENT SERVICES FUND**

Revenues as of May 30, 2010

	<i>FY 2010 Budget</i>	<i>FY 2010 YTD Revenues</i>	<i>% of Budget</i>	<i>FY 2009 Budget</i>	<i>FY 2009 YTD Revenues</i>	<i>% of Budget</i>
<i>Permits/License Tax/Other Fees</i> <sup>1</sup>	2,429,000	2,322,093	95.60%	1,724,000	1,758,175	101.98%
<i>Charges for Services</i> <sup>2</sup>	0	2,109	100.00%	222,000	60,680	27.33%
<i>Miscellaneous Revenues</i>	6,100	1,268	20.78%	38,626	9,322	24.13%
<i>Non-Operating Revenues</i>	1,813,211	1,181,213	65.14%	1,890,496	1,123,909	59.45%
<b>TOTAL</b>	<b>4,248,311</b>	<b>3,506,682</b>	<b>82.54%</b>	<b>3,875,122</b>	<b>2,952,086</b>	<b>76.18%</b>

<sup>1</sup> More permit activities in FY 2010 reflecting in higher revenues, especially permits issued for Calder's construction and over \$200,000 permit fees received from the City of North Miami Beach for their water treatment plant.

<sup>2</sup> Charges for services in FY 2009 is for the surcharge by the State and the County. This is not a revenue source for the City as the amount collected has to be remitted to the County or State. In FY 2010, fees collected are recognized at the balance sheet and not as a revenue.

**DEVELOPMENT SERVICES FUND**

Expenditures as of June 30, 2010

	<i>FY 2010 Budget</i>	<i>FY 2010 YTD Expenses</i>	<i>% of Budget</i>	<i>FY 2009 Budget</i>	<i>FY 2009 YTD Expenses</i>	<i>% of Budget</i>
<i>Personnel Expenses</i> <sup>1</sup>	2,345,034	1,707,998	72.83%	2,613,919	2,016,232	77.13%
<i>Operating Expenses</i>	247,949	140,581	56.70%	236,449	165,794	70.12%
<i>Capital Outlay</i>	13,189	1,478	11.21%	19,377	2,594	13.39%
<i>Other Uses</i>	1,642,139	835,240	50.86%	1,005,477	749,012	74.49%
<b>TOTAL</b>	<b>4,248,311</b>	<b>2,685,296</b>	<b>63.21%</b>	<b>3,875,222</b>	<b>2,933,631</b>	<b>75.70%</b>

<sup>1</sup> Expenditures in this category is lower than FY 2009 is mainly attributed to the re-organization of the department in the FY 2010 budget with staff reduction.

**GENERAL SERVICES FUND**

Expenditures as of June 30, 2010

	<i>FY 2010 Budget</i>	<i>FY 2010 YTD Expenses</i>	<i>% of Budget</i>	<i>FY 2009 Budget</i>	<i>FY 2009 YTD Expenses</i>	<i>% of Budget</i>
<i>Personnel Expenses</i>	1,416,245	1,017,162	71.82%	1,329,131	955,473	71.89%
<i>Operating Expenses</i>	4,641,778	3,041,673	65.53%	3,307,137	2,384,562	72.10%
<i>Capital Outlay</i>	1,468,339	1,256,103	85.55%	1,828,554	1,033,423	56.52%
<i>Other Uses</i>	1,664,741	1,119,930	67.27%	1,989,344	879,668	44.22%
<b>TOTAL</b>	<b>9,191,103</b>	<b>6,434,868</b>	<b>70.01%</b>	<b>8,454,166</b>	<b>5,253,126</b>	<b>62.14%</b>

All categories of expenditures are within budget allocation

**CAPITAL PROJECTS FUND**

Expenditures as of June 30 2010

	<i>FY 2010 Budget</i>	<i>FY 2010 YTD Expenses</i>	<i>% of Budget</i>	<i>FY 2009 Budget</i>	<i>FY 2009 YTD Expenses</i>	<i>% of Budget</i>
<i>Personnel Expenses</i>	471,551	341,661	72.45%	347,719	218,578	62.86%
<i>Operating Expenses</i> <sup>1</sup>	335,858	189,306	56.36%	190,001	59,288	31.20%
<i>Capital Outlay</i>	25,150,722	5,169,319	20.55%	67,696,191	14,764,319	21.81%
<i>Other Uses</i>	818,606	140,721	17.19%	666,106	490,956	73.71%
<b>TOTAL</b>	<b>26,776,737</b>	<b>5,841,007</b>	<b>21.81%</b>	<b>68,900,017</b>	<b>15,533,141</b>	<b>22.54%</b>

All expenditures are within budget allocation

**STORMWATER FUND**

Revenues as of May 30, 2010

	<i>FY 2010 Budget</i>	<i>FY 2010 YTD Revenues</i>	<i>% of Budget</i>	<i>FY 2009 Budget</i>	<i>FY 2009 YTD Revenues</i>	<i>% of Budget</i>
<i>Permits/License Tax/Other Fees</i> <sup>1</sup>	40,000	46,160	115.40%	300	16,075	5358.33%
<i>Grant</i>	163,275	0	0.00%	100,000	0	0.00%
<i>Charges for Services</i> <sup>2</sup>	3,395,000	1,812,739	53.39%	3,395,000	1,887,359	55.59%
<i>Miscellaneous Revenues</i>	74,643	35,112	47.04%	25,000	32,793	131.17%
<i>Non-Operating Revenues</i> <sup>3</sup>	1,399,331	76,290	5.45%	0	0	0.00%
<b>TOTAL</b>	<b>5,072,249</b>	<b>1,970,301</b>	<b>38.84%</b>	<b>3,520,300</b>	<b>1,936,227</b>	<b>55.00%</b>

<sup>1</sup> More permitting fees were issued in FY 2010

<sup>2</sup> Due to current economy collection of stormwater fees is lagging.

<sup>3</sup> This category includes the drawdown of bond proceeds for the purchase of a front-end loader.

**STORMWATER FUND**

Expenditures as of June 30, 2010

	<i>FY 2010 Budget</i>	<i>FY 2010 YTD Expenses</i>	<i>% of Budget</i>	<i>FY 2009 Budget</i>	<i>FY 2009 YTD Expenses</i>	<i>% of Budget</i>
<i>Personnel Expenses</i>	862,495	617,720	71.62%	639,738	439,862	68.76%
<i>Operating Expenses</i>	1,015,617	661,100	65.09%	1,352,503	495,284	36.62%
<i>Capital Outlay</i>	617,263	189,172	30.65%	308,485	398,852	129.29%
<i>Debt Service</i>	665,889	250,358	0.00%	657,474	209,064	31.80%
<i>Other Uses</i>	1,910,985	490,583	25.67%	562,100	241,273	42.92%
<b>TOTAL</b>	<b>5,072,249</b>	<b>2,208,933</b>	<b>43.55%</b>	<b>3,520,300</b>	<b>1,784,336</b>	<b>50.69%</b>

**HUMAN RESOURCES (Taren Kinglee)**

- Completed re-orientation of Policies and Procedures for employees.
- Staff assisted Parks & Recreation with fitting of Personal Protection Equipment.
- Consultation with outside council through Florida League of City regarding pending litigations including deposition for cases.
- Responded to several public records request.
- Held several meetings with department supervisors regarding recruitment, discipline and performance management. Developed job descriptions, administered benefits, responded to salary/benefit surveys, etc.

Monthly Statistics	Sep-Oct	Oct-Nov	Nov-Dec	Dec-Jan	Jan-Feb	Feb-Mar	Mar-Apr	Apr-May	May-Jun	Jun-Jul	Jul-Aug	Aug-Sep
Applications/resumes received	704	366	371	250	139	67	209	279	968	443		
Positions Advertised	7	5	5	2	2	3	1	5	9	4		
Interviews Conducted	60	54	37	68	61	15	29	16	18	90		
Pre-employ Physicals	27	8	18	9	18	6	10	7	53	15		
Background/Reference Checks	10	9	4	167	103	13	13	46	5	8		
New Hires	13	8	2	2	7	6	1	1	48	4		
Workers Comp Claims	22	18	7	15	16	14	23	21	17	18		
Exit Interviews	1	2	1	1	1	1	2	1	1	0		
Promotions	4	1	0	0	0	0	0	1	2	0		

**DEPUTY CITY MANAGER FOR PUBLIC SERVICES (Renee Crichton)**

**MAJOR INITIATIVES MANAGED**

**FY 11 Budget Prep:**

- Revised Departmental Budgets for Police Department, School Crossing Guard, Information Technology, Building and Code Compliance.

- Met with Commissioner Jordan to provide status on the City's negotiations for the CITT funds in FY 11.

## **Urban Area Security Initiative Administration:**

- Completed 2006 -2009 UASI project status review and prepared revised status worksheet for lead agency.
- Attended Urban Area Security Initiative National Conference in New Orleans.

## **Red Light Camera Program Transition**

- Meet with County Clerk of Courts staff to address the transition to Uniform Traffic Citation System of processing.
- Work with ATS to negotiate new contract for City Council consideration
- Prepared agenda item for New Dangerous intersections Ordinance
- Prepared agenda item for Addendum to ATS contract

## **Education Compact/Miami Gardens Excellence in Education 501C3**

- Completed timeline and scope of services for consultant to the Miami Gardens Excellence in Education Council 501-c-3.
- Held preliminary conversations with consultant, city attorney and finance director re: the startup structure and administration for the 501 c-3

## **Capital Projects**

- Worked with Commissioner Jordan's Office to secure the transfer of funds for the Betty T. Ferguson Recreational Complex
- Researched the feasibility of obtaining Historic preservation general obligation bond funds to support the renovation of the proposed Miami Gardens Historical Society Building.

## **Code Compliance**

- Established budgets and scope and timeline for the job creation through lot clearing and board program.

## **LEGISLATION PREPARED (NON LEGAL)**

- AvMed Medical Insurance Renewal
- 2006 UASI Grant Extension

- 2007 UASI Grant Extension
- Lien Amnesty Program Caps
- Vacant Property Registry program –Revised

**MISCELLANEOUS PROJECTS ASSIGNED**

- Jazz in the Gardens Negotiations
- Community Garden Research
- Online Credit Card Payment Web Extension
- Business Improvement District Research
- Staff Communications Forum
- Branding Campaign
- Conducted 6 Our Promise Orientations

**EXTERNAL MEETINGS**

- SFWMD Tour of City
- UASI Work Group Meeting
- ATS re: Red Light Camera Contract
- Real Estate Investor Meeting
- Commissioner Jordan re: CITT
- Saunders Entertainment Group and JBF Entertainment

**POLICE DEPARTMENT** (Chief Matt Boyd)

TOTAL BUDGETED POSITIONS: 258  
TOTAL HIRED TO DATE: 254

- 1 Chief
- 1 Deputy Chief
- 3 Majors
- 9 Captains
- 28 Sergeants
- 158 Police Officers (1 vacant position)
- 10 Community Service Aides (1 vacant position)
- 16 Telecommunications Operators
- 2 Telecommunications Supervisors
- 1 Telecommunications Manager
- 1 Records Supervisor
- 3 Records Clerks (1 vacant position)
- 1 Executive Secretary
- 6 Administrative Assistants
- 2 Property Control Officers
- 1 Facilities Manager
- 1 Custodian
- 1 Court Liaison/Off Duty
- 1 Crime Analyst (1 vacant position)
- 1 Administrative Analyst

- 1 Investigative Assistant
- 1 Crime Scene Supervisor
- 5 Crime Scene Technicians

Dr. Danny O. Crew  
 July 15, 2010  
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The monthly activity for the Operations Division for the month of June 2010 is as follows:

**ARRESTS:**

- FELONY 74
- MISDEMEANOR 212
- TRAFFIC 354
- DUI 07
- WARRANT 39

**TOTAL ARREST 686**

**CITATIONS:**

- MOVING 530
- NON-MOVING 1093
- PARKING 117

**TOTAL 1740**

**FIELD INTERVIEW CARDS 1977**

**TOTAL CALLS RESPONDED TO 7664**

**REPORTS WRITTEN 1941**

**TRAFFIC CRASHES 361**

The monthly activity for the Support Services Division for the month of June 2010 is as follows:

Property and Evidence, Number of property items processed:

<u>378</u>	- Property Receipts Processed
<u>18</u>	- Property Receipts Rejected
<u>14</u>	- Property Released
<u>71</u>	- Property out to Lab
<u>0</u>	- Property to be Disposed

6 - Lab Runs to MDPD  
\$2,168.00 - Cash Impounded  
26 - Firearms Impounded \*not counting CSI direct delivered to lab.

**Number of reports processed and number of requests made at window for records:**

Reports Processed 2,251 / Walkup Requests at Window 972 / Mail Logged In 544 / Fingerprints 29 / Background Checks 100 / Amount Collected At the Window \$110,055.82.

**Number of calls received by dispatch:**

CAD Calls = 10,616 / Phone Calls = 3,058 (possible issue with reporting software/reported to Chaz in IT)/ FCIC Entries = 245 /

Training hours = 70 hours.

Overtime Hours = 354 Temp Hours = 0

**Court Liaison and Off-Duty**

738 subpoenas stamped and placed in the officers' mailboxes.  
 306 off duty personnel processed and entered into Eden for payroll processing.  
 2 off duty vendor requests processed.  
 78 dispositions stamped and placed in the officers' mailboxes.

**The monthly activity for the Investigations Division for the month of June 2010 is as follows:**

**Arrests – Total: 428**

Felonies –	132
Misdemeanor –	168
Truants Returned-	0
U.S. Currency Seized –	\$0
Vehicles Recovered –	19
Vehicles Recovered Value-	\$454,000.00
Vehicles Processed-	5
Property Recovered Value-	\$2,400.00
Firearms Seized –	11
Search Warrants	1

<b>Total Cases Assigned</b>	425	<b>Closed</b>	198 (+43 UNF)	<b>Rate</b>
	51.8%			

**Scenes Processed by Crime Scene Investigations Unit- 129**

**Capital Improvement Projects (Brandon DeCaro)**

## Administration Items:

- V. Nelson and B. DeCaro submitted all required information to the County Staff for transfer of GOB Grant Funds into appropriate active project. Letter requesting GOB transfer was sent from the City Manager. County requested additional information and a revised letter was issued. **New GOB contracts are pending.**
- V Nelson and B. DeCaro submitted all required information to the County Staff for transfer of GOB Grant Funds for the FF&E for the MG Community Center. Additional information was submitted to the County on 4/13/10. County distributed proposed contract to City with some unacceptable terms. Meeting with Commissioner Jordan was held on 5/25/10 to resolve contract issues. **New GOB contract were approved by the City Council during the June 23<sup>rd</sup> meeting.**

## Public Meetings:

- **Brandan DeCaro attended the Miami-Dade Board of County Commissioner's meeting on 7/08/10 to answer questions regarding the new GOB contracts.**

## Art in Public Places (AIPP): Planning Phase – Christina Goetzman

- Miami-Dade County Art in Public Places Staff has submitted letter designating funds to be released to the City for Scott Park (\$3,900.00), Brentwood Park (11,494.36) & A. J. King Park (11,997.40). Meeting will be held with Vernita Nelson and staff to discuss options for allocation of funds.
- Miami-Dade County AIPP Staff has submitted proposal for assisting the City in the implementation of AIPP at Miami Gardens Community Center. Meeting with staff to discuss terms of proposal took place on 11/23/09. Revised proposal submitted by County on 11/30/09. An agenda item was approved by the City Council at the meeting on 01/13/10.
- Item was approved by the City Council during the 01/13/10 Council Meeting. Acceptance Letter mailed to Miami-Dade County AIPP on 05/03/10.
- Kick-off meeting with Miami-Dade County AIPP staff for AIPP implementation at Betty T. Ferguson Community Center took place on 05/27/10. CMG AIPP schedule was created and submitted to MDC AIPP for review on 06/04/10. **Site visit with artists conducted on 7/07/10.**
- **AIPP meeting for CMG staff to discuss Miami Gardens Community Center Phase II – Amphitheatre was held on 06/16/10.**
- **AIPP meeting for CMG staff to discuss the Miami Carol City Park Recreation building was held on 7/13/10.**
- **Agenda item for Miami Gardens AIPP Program is scheduled for 7/28/10 City Council Meeting.**

## CAPITAL IMPROVEMENT PROJECTS:

### New City Hall: Planning Phase – Jimmie Allen & Brandan DeCaro

- Preliminary Program and cost estimate reviewed by CIP Director and City Manager.
- Review of Space Allocation & Building Program occurred 09/14/09, 09/15/09 & 9/16/09.

- Miami Garden's staff met with the Developer, Contractor and Architect on 8/13/09 to discuss the program for the proposed Town Center Project. The project will include the new City Hall, Police Department Building and Parking Garage.
- All staff comments received and incorporated into building programs. The revised program was provided to the developer on 09/24/09. Coordination Meetings with Developers Team on 10/09/09 & 10/15/09.
- The program for the buildings was review, and revised with the City Manager, Deputy Manager & Assistant Managers.
- City Council Workshop held on 11/18/09 for proposed City Hall and new Police Building.
- Workshop held on 3/02/10 to study the city planning for the project.
- City Planning Concept presentation was given during the 4/14/10 City Council Meeting.
- City Council approved preparation of RFQ for construction of City Hall and development of City Center during 4/28/10 meeting.
- Staff working on the assemblage of documentation to establish a desk top draft of the RFQ based on discussions with City Staff. Staff scheduled to deliver Criteria Documents to City Manager on 5/24/10.
- The final Criteria Documents have been assembled. Several City Departments have been consulted to provide standards criteria into the document. Staff scheduled to deliver Criteria Documents to City Manager on 6/18/10.
- **The Criteria was completed and delivered to the City Manager on 6/18/10 by J. Allen**

### **Demolition of Wachovia Building Site: Bid Phase – Brandan DeCaro**

- Bid advertised on 9/8/31/09; Pre-bid meeting on 09/09/09; Bids were opened on 09/26/09.
- Award of Demolition is on hold pending decision by City Council regarding the options for the proposed City Hall & Police Building.
- **Demolition will be included in City Hall construction to coordinate LEED qualifications.**

### **Police Building Major Interiors Construction: Close-out Phase – Jimmie Allen**

- The Building Department has not issued the Final Certificate of Occupancy for all of the work under Miami Skylines Contract.
- Staff met with the contractor and submitted requests for pricing to perform required electrical changes to A/C Units at the roof and services to label and tag all building panels on 3/26/10.
- The contractor is pricing the work requested as of 4/16/10.
- Direction was been provided to the contractor to make adjustments to an accessible window in the facility on 4/1/10.
- On 4/1/10, the contractor prepared permit applications to renew open permits for project close out. Meeting between Building Department, Police Department and CIP staff occurred 4/15/10.
- The Building, Electrical and Plumbing building permits were renewed on 5/07/10.
- Staff met with the Contractor 5/12/2010 regarding electrical repairs and upgrades to the Police Building rooftop units. Also met on 5/12/2010 regarding lowering the

- window at the lobby access to the Records Unit. The window work is required to be performed between Friday evening & Monday mornings to avoid public access impact and disruption. The electrical repairs and upgrades to the rooftop units can be independently scheduled concurrent with the window work.
- **A proposal for the work has been negotiated and approved by staff the week of 6/14/10.**
  - **During the Holiday weekend of July 4<sup>th</sup>, the accessible window at the records unit was lowered and completed prior to start of business on 7/05/10. The Building Department inspected the installation and approved the work in place 7/06/10.**
  - **The electrical work to install 20 amp service receptacles at the roof top A/C units began 7/12/10 and was completed by 7/16/10. Receptacles, supports and fastenings have been completed along with service up grades at the roof. Electrical Panel labeling is expected to begin the week of 7/19/10 and should be completed on or before 7/23/10. At the completion of the work final inspections of the electrical system can be scheduled.**
  - **Plumbing and Electrical “As Built” drawings are pending the completion of the work.**
  - **Miami Skyline Construction is still pending final negotiations for the final payment along with the settlement of the current issues being performed by the contractors.**

**Fueling Facility & Storm Drainage: Construction Document Phase 85% – Jimmie Allen**

- WASD and DERM review for original scope completed June 2009.
- A/E responded to the three environmental concerns from DERM. Portion of new storm drainage system will have to be re-designed as a result of DERM review.
- A/E has provided fee proposals for revising the scope of the work for storm drainage.
- The Report of the testing submitted to DERM was responded to 1/20/10. Two letters were forwarded reflecting the status of the review with conditions. The City will be required to issue to DERM within 60 days a mitigation plan along with additional testing specified in their letters dated June 19, 2009 and January 11, 2010. DERM has briefly indicated that the drainage portion of the project can run concurrently with the required clean up of the contaminated soil on site.
- City Staff prepared a letter for the City Manager, which was sent to DERM on 3/05/10. The City would prefer to conduct the additional testing required by DERM before proceeding with the removal of the contaminated soil. DERM accepted the response from the City on 3/09/10.
- Purchase Order was issued and the sampling conducted the week of 4/15/10.
- On 4/16/10, URS the consultant provided preliminary findings for staff review resulting from the recent testing performed. Additional sampling will be taken due to the negative test results and this will require a time extension from DERM.
- **CIP is awaiting a formal response from DERM regarding the recent submittals related to the environmental testing conducted in May, 2010.**
- **Drums containing excavated material from the testing was removed from the site on 7/09/10.**

- The Environmental Assessment Report Addendum has been prepared regarding the additional contaminant assessment required by DERM. The Addendum was submitted to DERM on 5/11/10.
- URS submitted spreadsheet with all costs associated for the project so the City can decide how to move forward with the various aspects of the project. **The City will defer the redesign for the Fueling Facility until the issues with the contaminated soil removal have been resolved.**
- A Fuel Management System has been proposed and the CIP office has reviewed the system. CIP staff has requested URS to provide cost impact to incorporate an equivalent system into the project that will provide the City with a method of managing fuel use and consumption.
- Staff will shortly engage URS to begin the project re-design to incorporate all new programmatic issues associated with the proposed Fuel Management system and the DERM environmental issues.

**Miami Gardens Community Center (MGCC): Construction 99.99% complete – Jimmie Allen**

- **The week of 7/12/10 the final fire inspection was conducted by Miami Dade County Fire department and was approved. Final Electrical Inspection by the CMG Building Department was approved. The Final WASD Conveyance documentation was submitted to MDWASD and all required fees paid by the CMG to MDWASD. Permanent water Meters were scheduled for installation the week of 7/12/10. Currently awaiting final meter taps to secure permanent water. Once the water meters are in place the Final Plumbing Inspection can be secured, which will release the CMG Building Department to process the "Certificate of Occupancy".**
  - **CMG Final Plumbing Inspections - Pending**
- **The final Department of Health inspected for the Pool regarding the self locking fence gate at the slide. The issue has been resolved pending securing the pad lock to the post with a chain.**
- **NFL Grant for \$250,000 was requested now that the sports surface and lighting installation is complete. The City received a check for \$200,000 from the NFL Grant. The remaining \$50,000 will be reimbursed once the bleachers are completed.**
- **Bleachers and Press Box Contractor received the Notice to Proceed on 10/26/09 and the firm has begun the design and preparation of the Construction Documents for permitting and installation. The Firm has 135 days to complete the work from the NTP date. Staff met with Bleacher contractor on 11/06/09 and the construction documents were submitted for Internal Departmental review during the week of 11/16/09.**
- **Building Permit for the bleachers was issued. Contractor submitted a revised schedule and began construction on 5/24/10.**
- **East Bleacher slab was installed on 6/16/10. The east bleachers have been completed.**
- **The West Bleacher slab was constructed and concrete cast on 7/15/10. Gibbons Fence Inc. has been contacted to reinstall the fencing and that work should commence the week of 7/19/10. The West Bleachers are scheduled for installation beginning the week of 7/19/10. The press box is**

- expected to be on site 8/02/10 and will be assembled and installed thereafter.**
- The FF&E List was developed and the 3,000,000 for the FF&E funding was submitted to the County in December 2010. **The contract with the County GOB Office for the FF&E funding was executed by the City in July, 2010 and will be completed by the County shortly.**
  - Data Center installation: Electrical and Mechanical was completed and final inspections approved on 3/16/10. The Miami Dade Fire Department approved the fire suppression system for the data system on 4/9/10. The installer submitted the approved plans for CMG installation permits on 4/14/10. The building permit was issued on 5/13/10. **The data system fire suppression is awaiting final Fire Department review & approval of the main building before the final interface can be achieved.**
  - Sound System: The system is 100% complete and has been reviewed by the sound consultant and a final Punch List has been issued. The installation was completed and training of the staff was performed on 5/11/10. On 6/14/10 the sound system and paging interface was installed and tested for operation by the City staff and the Installer NDR Corp. **The sound system is complete.**
  - Access control, intrusion and cameras systems: The work is 99% completed. All hardware is installed and functioning. The hardware was programmed at the site and is currently being monitored by the City's PD systems. Several attempted intrusions have occurred over the past weeks and recorded images have been obtained. **This work is completed and has received CMG Building final approval.**

**Miami Gardens Community Center Amphitheatre: Design 95% completed –**  
**Brandan DeCaro**

- Proposal for MGCC Amphitheatre project submitted for Safe Neighborhood Parks (SNP) Grant in July. Project recommended for grant funding by SNP Oversight Committee on 8/18/09.
- City Council approved required project matching funds at meeting on 10/14/09.
- Negotiation with MGCC A/E for design of Amphitheatre was completed 11/10/09.
- The A/E contract for the Amphitheatre was approved during the 12/09/09 City Council Meeting.
- The Notice to Proceed for the A/E was issued on 2/08/10.
- The Schematic Design Review Meeting was held on 2/22/10.
- The A/E's Design Development documents were submitted 4/9/10.
- The A/E 100% Construction Document submittal was made 5/7/10. Staff review was performed and comments forwarded back to the A/E.
- The Construction Doc's were submitted to the County agencies for review on 5/10/10. The Construction Doc's were submitted to the Miami Gardens Building Department on 5/12/10.
- The Construction Doc's were reviewed by CIP Staff. Comments were sent to the A/E 6/11/10.
- **The bid advertisement was distributed on 6/22/10. Bids scheduled to be opened on 7/30/10.**

- Staff met with Miami Dade County Fire Department 7/15/10 on final approval issues with the plans and received tentative approval. Awaiting final Fire Dept signatures on the drawings.
- Staff met with DERM 7/15/10 regarding review comments. Will have to secure one final clarification document from MDWASD so DERM can provide approval for the project.
- Expect outside agency and CMG Building Department approvals during the week of 7/19/10.

### **Rolling Oaks Park: Design Phase 60% completed – Brandan DeCaro**

- Phase I Improvements include: Installation of 2 athletic fields, new entrance and turn-around, new parking and overflow parking lots, fencing, and concession/restroom facility.
- Met with A/E 3/12/09 & 6/08/09 to coordinate the completion of the Construction Doc's.
- Revised CDs submitted to CIP staff for review 4/15/09.
- DERM - Tree removal permit approved.
- Miami-Dade County Fire - Plans approved for permitting.
- Department of Health - Plans approved for permitting.
- MDWASD & North Miami Beach sewer connection pending final approval.
- Sewer pipe up-grade requested by DERM. Survey information & pipe as-built's provided to DERM so that pipe up-grade will not be required. DERM approval received in June, 2009.
- Miami Gardens Building Department submittal pending.
- Negotiating Additional Service with A/E for completion of Construction Documents.
- Terminated A/E during 11/10/09 Council Meeting.
- Negotiated conducted with new A/E to assume design and construction admin for project.
- **Agreement with new A/E will be presented to the City Council for approval.**
- **Purchase of additional land for new main entrance from Miami Gardens Drive is in progress.**

### **Bunche Park & Pool: Design Phase 80% completed – Brandan DeCaro**

- Phase I Improvements include: Construction of entire pool parcel including pool house, parking paving/stripping/drainage, lighting, fencing, landscaping, and signage.
- Met with A/E 3/12/09 & 6/08/09 to coordinate the completion of the Construction Doc's.
- Revised Construction Doc's submitted to CIP staff for review 4/15/09.
- County Fire - Plans approved for permitting.
- WASD – Water & Sewer connection reviewed and approved.
- DERM - Review for Water & Sewer completed. Surface water permit approved. Payment for all DERM Permit Fees completed 7/14/09.
- Construction Doc's were submitted to Miami Gardens Building Department on 7/30/09. Building Department and Public Works comments received. A/E response to the comments is pending.
- A/E terminated during 11/10/09 Council Meeting.

- Negotiations conducted with new A/E to assume design and construction admin for project.
- **Agreement with new A/E will be presented to the City Council for approval.**

**North Dade Optimist Park: Design 100% completed, Bid Phase started – Anthony Smith**

- Phase I Improvements include: Construction of new 3,000 sq. ft. building including six restrooms, small concession/kitchenette, and storage rooms; paved parking lot with 114 spaces including drainage, irrigation and landscaping, football field & sports lighting relocation and minor landscaping; and construction of a sewer lift station.
- Parks plans approved by Miami-Dade Fire. Reviewed by DERM and MDWASD. Additional information requested and accepted 5/08/09. Final approval pending.
- Lift Station - Received approval by MDWASD and DERM.
- Construction Doc's for the Recreation Building & Lift Station submitted to the CMG Building Department for review on 5/27/09.
- A/E has addressed comments from MG Building Department and DERM.
- Plans resubmitted to the MG Building Department for 2<sup>nd</sup> review on 9/01/09.
- A/E started work for additional services to add a new fence around the property, gates at entrances, irrigation system and building elevations.
- Construction Doc's re-submitted to the MG Building Department for 3<sup>rd</sup> Review on 11/03/09. Re-submittal included all additional service work.
- The Construction Documents for the Recreation Building and site was approved by the MG Building Department on 11/10/09.
- The Construction Documents for Lift Station approved by the MG Building Dept on 12/29/09.
- The Construction Documents for the Recreation Building were denied approval by the MG Public Works on 1/06/10. AE currently addressing comments.
- The Construction Documents were re-submitted to the MG Building Department to address MG Public Works Department comments on 02/10/10.
- The Construction Documents for the Recreation Building were approved by the MG Public Works on 2/23/10.
- The A/E submitted final additional services proposal to revise the construction documents to include security system and phasing of construction on 6/30/10.
- **The new ordinance letter, for water connection, was approved by Miami-Dade WASD on 6/29/10. (The original letter expired on 5/7/10.)**
- **The bid advertisement will be scheduled for August 2010.**
- **The construction commencement date will be coordinated to start immediately after the Youth Sports Program football regular season ends.**

**Norwood Park & Pool - Pool Building Renovation: Close-out 100% — Anthony Smith**

- Repair work for Pool Building was temporarily on hold until scope for pool piping replacement could be determined.
- Change request and proposal for additional work was approved 5/4/09. Repair work for the Pool Building commenced 5/14/09. Painting completed 6/05/09.

- Punch List Inspection on 09/15/09; re-inspected on 10/15/09. Punch List complete 12/10/09.
- Building Department approved final inspection for door replacement on 12/10/09.
- All Pool House work has been completed.
- **The reimbursement from the Grant Agency (SNP) is pending.**

**Norwood Park & Pool- Pipe Replacement Project: Construction 99% complete - Anthony Smith**

- Design Kick-off Meeting for Piping Replacement Project on 6/18/09.
- Final Construction Doc's completed and submitted to CIP staff on 7/31/09.
- Construction Doc's submitted to MDWASD, MD Fire, DERM & Miami Gardens Building Department for review on 7/31/09. MD Fire and DERM approval received in August.
- Construction Doc's submitted to Health Department on 8/13/09.
- Resubmitted to MG Building Department on 09/10/09, 9/24/09 & 10/08/09.
- Plans were approved by the Health Department on 11/09/09.
- The revised plans with Health Department approval were re-submitted to the MG Building Department on 11/12/09. Plans were approved by the MG Building Department on 11/17/09.
- Project advertised for Bidding on 11/9/09. Bids were opened on 12/10/09.
- City Council approved and awarded construction contract on 1/13/10.
- Pre-Construction/Kick-off meeting was held on 1/21/10.
- The Construction renovation and pool piping replacement construction commenced on 1/28/10.
- The installation of the domestic plumbing & pool piping is completed. Punch List work is underway.
- The revised construction documents for the pool grounding system have been approved by MG Building Department and the work has been completed.
- The existing main drain for the pool was found to be leaking when the pressure test was conducted. The Health Department approval for the new drain detail & pipe replacement was received 4/19/10.
- Revised drawings for the new main drain were approval by the MG Building Department on 4/27/10.
- City staff will look at potential areas of concern for electrical deficiencies in the Pool House that will prevent occupancy of the facility. This work shall be done under a separate contract in order for the MG Building Department to finalize all associated permits and issue a Certificate of Completion for the piping replacement. **(See Norwood Poolhouse Electrical Modification project below)**
- The change order for the new work for the main drain was approved by City Council at the Meeting on 6/09/10.
- City staff performed inspections of the construction for the new main drain to determine if project has achieved substantial completion. **The project was declared substantially complete on 7/1/10.**
- **The contractor had a final inspection and partial approval for the main drain with the CMG Building Department Department on 7/1/10. Final CMG Building Department approval pending final Health Department approval.**

- The contractor will schedule a final inspection with the Health Department after the City has the pool painted, which will start on 7/15/10.

**Norwood Park Poolhouse – Electrical Modifications Project: Design 95% complete – A. Smith**

- Negotiated scope & fee with URS for electrical modifications required by CMG Building Dept.
- Construction Documents started 7/05/10 and completed 7/16/10.
- Construction Documents submitted to CMG Building Department for dry-run review 7/19/10.

**Miami Carol City Park: Construction 73% completed – Anthony Smith**

- Contractor for new Recreation Building and Site Improvements on hold pending final approval of site utility plans from WASD and DERM.
- WASD Water & Sewer Agreement to 4/08/09 City Council Meeting. County Attorneys denied minor revision requested by City Attorney. Submittal of Water & Sewer Agreement pending up-dated “Opinion of Title”. Revised Water & Sewer Agreement accepted by WASD on 6/04/09.
- MDWASD, DERM and Miami-Dade Public Works approval received week of 9/07/09.
- Final submittal to MG Building Department on 9/18/09. Construction Documents approved by Miami Gardens Building Department. Miami Gardens Public Works approval pending.
- Kick-off meeting held with contractor, Portland Construction. Miami Gardens Building Permit issued 10/15/09 and construction began on 11/02/09.
- The underground plumbing and electrical were underway December 2009.
- The property address of the new Recreation Building has been changed by the MG Planning & Zoning and Miami-Dade County’s Property Appraisal Departments to reflect accurate location.

Certified copy of sheets submitted to Miami-Dade as a revision for review on 1/8/10 because the County permit number had expired. Miami Dade-Fire Dept. approved the drawings on 1/12/10.

- A Preconstruction meeting with Miami Dade County Water and Sewer (MDWASD) and MG Public Works Department for the sewer line installation was held on 2/09/10. Miami Dade Public Works has postponed planned county roadway improvements to the right-of-way until after the MG General Contractor completes all off-site work associated with this project.
- Sewer line and manhole installation is completed and the roads have been repaved.
- Shell of the Recreation Building was completed March, 2010.
- **The installation of the exterior doors is complete.**
- **The installation of the Security Gate & Grille is complete.**
- **The installation of the building insulation is underway.**
- **The application of stucco finishes to the exterior of the building underway.**
- **The priming and painting of the exterior of the building underway.**
- **The installation of the conduit for the security system underway.**

## **Miami Carol City Park Sports Lighting: Bid Phase 100%, Construction phase started - Anthony Smith**

- Replacement of existing Sports Lighting for baseball and football fields identified in Federal Energy Block Grant. CIP developed cost estimate and schedule for light fixture replacement.
- Miami Garden's staff met with Musco Sports Lighting at the park to review scope and schedule on 2/02/10. Cost proposal received from Musco on 2/05/10.
- Light replacement cost proposal approved during the City Council Meeting on 2/24/10.
- The Musco contract was signed and returned to the City.
- The Construction Drawings (CD's) have been approved by CMG staff.
- The Construction Drawings (CD's) were approved by the MG Building Department on 4/12/10.
- The project was advertised for bid on 5/11/10. The bid opening took place 6/10/10. The low bid is below the budget. Staff has reviewed the bid for compliance with the bid requirements. The Purchase Order for the lighting fixture installation contractor has been initiated.
- **The contractor commenced construction work on 7/6/10.**
- **The installation of the new fixtures for the baseball and football fields is scheduled to begin during the week of 7/19/10.**

## **Generator Installation at various Parks: Construction Phase started – Anthony Smith**

- Developing scope for the installation of transfer switch for emergency generators at several Parks.
- Projects advertised for bid on 1/20/10. Pre-bid and site visit with contractors held on 1/27/10.
- Bid opening for electrical work for transfer switches for portable generators held on 2/11/10.
- The Purchase Order has been issued. Construction Kick-off Meeting was held on 3/30/10.
- Construction Doc's submitted to the MG Building Department for review on 4/27/10. The revised plans were re-submitted to the MG Building Department on 5/26/10.
- The Construction documents for AJ King and Scott Parks were approved by the MG Building Department on 6/3/10.
- The permits for AJ King and Scott Parks were issued on 6/9/10.
- **The contractor was notified by the CMG Purchasing Department on 6/15/10 that they were in default of the City Contract. Revised schedule to cure default is pending from the contractor. The City declared the contractor to be in default of the contract on 6/17/10.**
- **The city staff picked up the three transfer switches and cables from the contractor on 7/2/10.**
- **Purchase Order was issued to the new contractor to install the transfer switches on 7/7/10.**
- **The new contractor commenced working on Building Department submittal 7/12/10.**

**A.J. King Park Playground Replacement: Planning Phase 100% – B. DeCaro / A. Smith**

- New playground proposal received for SNP Grant application.
- V. Nelson and B. DeCaro attended the Safe Neighborhood Parks (SNP) Oversight Committee Meeting on 1/29/10 and received approval for funding for the new playground installation.
- SNP Grant Contract for matching funds was approved by City Council during 5/12/10 Meeting.
- Project planning and scheduled has been coordinated with Parks Department. Schedule developed by CIP Department. Playground design has been finalized. Cost proposal was presented to City Council for approval at the 6/23/10 meeting.
- **Purchase Order was issued to contractor.**
- **City staff conducted the kick-off meeting with the contractor on 7/19/10.**
- **The contractor submitted the application for the CMG building permit on 7/19/10.**
- **Contractor will commence construction after Parks Dept’s summer camp ends on 8/13/10.**

**Brentwood Park Sports Lighting Football Field: Planning Phase 90% - B. DeCaro / Jimmie Allen**

- CIP & Parks Staff met with Electrical Engineer & representatives from Musco Lighting at Park on 4/14/10 to discuss the proposed project. Engineer determined there is enough existing electrical power for Musco light fixtures for football field & future basketball courts.
- CIP staff has developed Master Site Plan to coordinate location of football field, new light poles, future basketball courts and all future components for the Park. Master Site Plan completed on 5/01/10 for staff review.
- Musco Lighting has developed design for sports fixtures. Musco provide cost proposal for fabrication of fixtures and electrical design on 5/28/10.
- **The Musco cost proposal for the electrical design drawings & the fabrication of the fixtures will be presented to the City Council for approval at the 9/22/10 Council Meeting. The project will be funded by a Community Development Block Grant (CDBG).**

**BUILDING AND CODE ENFORCEMENT (Sharon Ragoonan)**

**REVENUES:**

Building Permits	\$ 98,270.53
Certificate of Occupancies (CO)	274.29
40 Year Recertification	<u>2,700.00</u>
<b>TOTAL</b>	<b>\$ 101,244.82</b>

**EXPENDITURES:**

Salaries & Wages	\$ 102,867.20
Personnel Benefits	26,770.95

Contract Services	390.00
<i>(Professional Services)</i>	
Operating Expenditures/Expenses	1,253.03
<i>(Travel &amp; Per Diem; Postage &amp; Freight Utilities; Rentals &amp; Leases, etc.)</i>	
Operating Expenditures/Expenses	482.46
<i>(Supplies; Other Operating Expenses; Uniforms; Books; Education &amp; Training, etc.)</i>	
Capital Outlay	0.00
Internal City Expenditures	<u>346,496.80</u>
<b>TOTAL</b>	<b>\$ 478,260.44</b>

**PERMIT APPLICATIONS SUBMITTED:**

Building	240
Certificate of Occupancies	13
Demolition	12
Electrical	90
MDC Permit Closures	2
Mechanical	50
Plumbing	35
Zoning	<u>14</u>
<b>TOTAL</b>	<b>456</b>

**INSPECTIONS PERFORMED:**

**CITY STAFF**

Building	564
Electrical	125
Mechanical	53
Plumbing	210

**PROFESSIONAL SERVICES**

Electrical	13
Plumbing	<u>0</u>
<b>TOTAL</b>	<b>965</b>

**UNSAFE STRUCTURES CASES:**

Issued	5
Board Hearing	<u>0</u>
<b>TOTAL</b>	<b>5</b>

**MONTHLY REPORT TO CENSUS BUREAU FOR NEW CONSTRUCTION:**

Commercial Permits	0
<b>Total – Construction Value</b>	<b>\$ 0.00</b>

**Residential Permits**

**0**

**Total – Construction Value**

**\$ 0.00**

**MAJOR PROJECTS:**

1. Taurus Project: inspections performed on a timely basis
2. D R Horton Coconut Cay: plans, permits and inspections performed on a timely basis.
3. EDEN Overhaul in progress
4. Homeowners – Bill of Rights concierge procedures established and added to website
5. Permitting Guide
6. Mercedes Benz: inspections performed on a timely basis
7. Jesus People Ministries Development – Phase 1 plans submitted for review
8. FMU Dormitory – Foundation only permit plans submitted.

**CODE ENFORCEMENT (Roderick Potter)**

- Participated in Code Enforcement appreciation week and received a proclamation from the Mayor and council.
- Conducted the monthly management field zone review.
- Conducted special operation night details from 10pm – 2am targeting illegal activities in the City.
- Attended Nuisance Abatement Board Hearing.
- Code management staff met with Vista Verde & Miramar Gardens HOA Presidents and Property manager to discuss issues in the area.
- Code Compliance power users attended Eden training for system rebuild and permits module.
- Conducted periodic vehicle inspections of Code vehicles.
- Held a meeting to stream-line the board-up / lot clearing procedures and bid requirements.
- Held a meeting to resolve issues with the lien amnesty program procedures.
- Met with lot clearing vendors concerning the City's Job Creations Project.
- Participated in the Talk & Tour with South Florida Water Management District.

- Completed phase II of outreach for the Law Beat 34 project.
- Initiated the first sweep of Law Beat 34 for vacant / abandoned properties.
- Code Compliance area Supervisor or Officer attended a total of 3 Community Association and Neighborhood Crime Watch meetings for the month.
- Code Compliance Guest Satisfaction Committee held its monthly customer service improvement meeting.
- Code Compliance continued co-op meetings with Miami Dade County Solid Waste representatives to resolve issues and expedite bulky waste pick-up.
- Conducted the monthly Housing Division meeting.
- Conducted monthly general staff meeting and weekly management staff meeting.
- Code Division Director and Licensing Manager attended the KAPOW end of the year celebration for the kids.
  
- All CEO's attended the Gold Coast Association of Code Enforcement (GCACE) network and training.
- Code Supervisor Vidal Garcia attended the Underground Facility Damage Prevention and Safety training.
- All staff attended re-orientation training from the Human Resources Department.

<b><u>CODE Stats:</u></b>	<b><u>Mar 10</u></b>	<b><u>Apr 10</u></b>	<b><u>May 10</u></b>	<b><u>June 10</u></b>
Business Tax Receipt	79	45	45	55
Inspections				
Certificate of Use Inspections	79	45	44	55
Landlord Permit Inspections	464	31	14	41
Warning Notices Issued	364	189	334	355
Civil Violation Notices Issued	188	468	99	102
Re-Inspections	598	288	360	404
Special Master Hearings	17	19	28	26
Massey Hearings	73	45	42	62
Lien Reduction Amnesty	9	12	13	24
Request Hearings				
Extension Requests	50	33	27	20
Complaints Received	193	153	158	198
Proactive Cases	387	162	217	204
Cases Closed Within 30 Days	170	124	167	136
Cases Closed Within 60 Days	14	1	4	0
Cases Closed Within 90 Days	14	5	12	3
Special Operations-Code	4	18	11	0
Special Events	2	2	1	1
Illegal Signs Removed	839	793	642	657
Phone Calls Received by CEOs	359	212	245	271
Parking Tickets Issued	25	12	7	4
Lien Searches	144	152	186	131
Joint Operations-MGPD	0	0	4	0
PD Requests for CE	18	26	8	2
Storm water Postings	0	0	0	0
Abandoned Vehicles - Tagged	35	15	25	2
Abandoned Vehicles - Towed	7	0	0	0

<u>Licensing Stats</u>	<u>Mar 10</u>	<u>Apr 10</u>	<u>May 10</u>	<u>June 10</u>
New Business Tax Receipts	100	42	50	47
New Certificates of Use	49	30	33	36
New Alarm Permit Accounts	52	53	63	46
New Landlord Permit Accounts	7	12	6	3
Business Tax Receipts Issued	188	135	58	31
Certificates of Use Issued	169	121	37	24
Alarm Permits Issued	21	18	39	14
Landlord Permits Issued	307	94	37	0

<u>Housing Stats</u>	<u>Mar 10</u>	<u>Apr 10</u>	<u>May 10</u>	<u>June 10</u>
Re-occupancy Inspections	47	58	37	60
Re-occupancy Certificates issued	55	57	56	67
Administrative Foreclosure Inspections	15	0	10	28

**Note: All totals are from beginning to end of month.**

**SCHOOL CROSSING GUARDS (SGC) (Cherise Alicia)**

**Tasks Completed:**

- Uniform Collection- June 16, 2010
- Summer School- Begin- June 22, 2010 Ended- July 20, 2010
- Inventory- Uniform/Equipment

**Meetings Attended:**

- **Departmental Mtg. w/DCM Renee Farmer –**
- **Director’s Mtg.-**
- **SCG Employee Staff Mtg.-**
- **Agenda Review/ Staff Meeting –**
- **CTST Meeting- Cancelled**

**Meetings scheduled:**

- CTST Coalition Meeting – Cancelled
- School Crossing Guard Supervisor Training- August 2<sup>nd</sup> & 3<sup>rd</sup> 2010

**Misc:**

**Employee Incident Reports:**

- **Total: 0**

**Terminations: 0 Resignations: 0 New Hires: 0**

**ASSISTANT CITY MANAGER (Vernita Nelson)**

- Media & Events Division – Assisted with preparing Miss Miami Gardens for the 2010 Miss Florida Pageant; Embarked on Stage Three of branding initiative.
- Capital Improvement Projects Department – Continue to assist with capital improvement projects; assisted in preparation of agenda items; leading efforts, with the Assistance of Commissioner Barbara Jordan, to navigate through the county’s Safe Neighborhood Parks and Building Better Communities Bond processes to secure funding contracts.
- Miami Gardens / Opa Locka Youth Violence Initiative –
  - Working with program staff to instill “best practice” case management procedures using developed Daily Outreach Log and Weekly Contact Reports;
  - Worked with Coalition members to develop a Truancy Service Partnership application and a Youth Violence Prevention application in response to The Children’s Trust recent RFP;
  - Attended Ounce of Prevention –Developed a collaborative application to the Department of Education Promise Neighborhood RFP with the Ounce of Prevention and other communities throughout Florida.
- Public Works Department – Assisted in preparation of agenda items
- Weekly Department/Division Meetings
- City Manager’s Office – Oversight of the Employee of the Month Program; Assisting with FY 2011 budget preparation; Assisted with Staff re-orientation of the revised CMG Employee Policies and Procedures Manual; Conducted Tour with Representative Braynon and the South Florida Water Management District.

**Additional Meetings:**

- 6/16 – Youth Violence Prevention Coalition Strategic meeting
- 6/23 – CMG Council Meeting
- 6/29 – Jazz in the Gardens Site Visit at Sun Life Stadium
- 6/30 – South Florida Water Management District Tour of MG

**COMMUNITY OUTREACH (Lillie Q. Odom)**

- Continuing to collect and organize articles, artifacts and stories in reference to the history of the city.

- Coordinating an event for Council members that are terming out; considering the fact that historically they are the first council members to term out in the city.
- Assisting with the summer event for employees.

## **Community and Committee Meetings attended**

- June 24, 2010- Participated in the AARP Webinars on New Health Care Laws.
- June 24, 2010 - Attended the Elderly Community Meeting held at Grater New Bethel Life Center
- June 25, 2010 – Participated in the Communities for a lifetime Teleconference, held at 9:00am. Updates on the health initiatives as it relates to the elderly population in the state of Florida.
- June 28, 2010 – Assisted Bunche Park residents with completion of applications and information on some of the services that are available through the city.
- June 29, 2010 – Attended the Kiwanis meeting; held at the Calder’s Buffet.
- June 30, 2010 – Met with Marome Agency to coordinate interviews with council members for a Bon Voyage event.
- July 01, 2010 - Attended bi-weekly meeting for the outreach division with Assisted Manager.
- July 10, 2010 – attended the Up-Pac community meeting, held at Greater New Bethel.
- July 13, 2010 – Attended the Family Fall Festival Committee meeting held at Sun Life Stadium.
- July 14, 2010 – Attended the Sickle Cell 5K Walk Committee Meeting, held at Sun Life Stadium.
- July 21, 2010 – Attended the Family Fall Festival Committee meeting; held at Sun Life Stadium
- July 22, 2010 – Attended Staff Meeting/ Agenda Review, held in the City Council Chambers.

## **MEDIA AND SPECIAL EVENTS Coordinator (Ula Zucker)**

- Completed the July issue of the Community Newspaper. The June issue is available online at [www.communitynewspapers.com](http://www.communitynewspapers.com). At present we are still awaiting the

arrival of the June paper. Due to delays in printing press services, our paper is running behind. We are however working on the August issue.

- Events and Media hosted a “Learn to Play Chess” event and invited young Jabari Capers, a member of the John F. Kennedy Middle School chess team and first place winner in his division in the Florida Super State Championship in 2009. Also Felix Gonzalez, a master level chess player and member of the Florida Chess Association attended the event along with other young and old Chess fanatics and newbies.

- We are currently in the preliminary planning mode for Jazz in the Gardens 2011. We are developing the infrastructure that will support the 2011 event. This includes logistics, sponsorship, talent booking and travel and tourism.

- The Miss Florida Pageant was held from July 7-10, 2010 in St. Petersburg, Florida. Miss Miami Gardens 2010, Abigail Williams participated in this pageant and represented the City well. Unfortunately Miss Williams did not place, however she did win the Miss Congeniality award. For more information about Miss Miami Gardens, visit [www.missmiamigardens.com](http://www.missmiamigardens.com).

- Staff has been attending the Employee Communications Forum.

- The Online newsletter has been consistently delivered to the subscribers for the past several months. Subscribers have increased and we now have over 11,000. Subscribers vary from City residents to out-of-state interested parties. Please take a look at the July 2010 Newsletter by visiting:

<http://www.mynewsletterbuilder.com/email/newsletter/1410392355>

- The Events and Media department was invited to Participate in the Building and Code Enforcement Department’s Customer Service/Appreciation Week. Events and Media made a presentation on “Internal Customer Service,” how to effectively provide great customer service to co-workers, other departments.

- The Events and Media Department, along with the Mayor, participated in a presentation to African American Journalist from around the country visiting South Florida and Miami Gardens to learn and receive information about the great achievements of the City of Miami Gardens, the history behind the City’s Incorporation and the vision for the City’s future.

- Our public relations efforts are ongoing. Please see the Community Outreach Department for press clippings, pictures or items of the sort. We are also placing advertisement and purchasing media for other departments.

## **PURCHASING (Pam Thompson)**

1. Prepared and issued eleven bid/RFP:  
Home Rehabilitation 4191 NW 199<sup>th</sup> Street  
Annual Contract – Sidewalk Replacements  
Annual Contract – HVAC Maintenance

MGCC phase II – Amphitheatre  
 Virtualization Project  
 Annual Contract Trailer Repairs  
 Home Rehabilitation 3351 NW 174<sup>th</sup> Street  
 Home Rehabilitation 1111 NW 200<sup>th</sup> Terrace  
 Home Rehabilitation 3391 NW 211<sup>th</sup> Street  
 Home Rehabilitation 1620 NW 28<sup>th</sup> Court  
 Energy Grant Consulting Services

2. No quotations were issued
3. Preparing specifications for the following: Annual Contract Auto Body Repairs  
 Demolition Services – Mt. Hermon Church, 2245 West Bunche Park Dr.
4. Issued 145 Purchase Orders
5. Continue to maintain Fixed Assets (ongoing)
6. Continue to order and assist with auditing fuel card program
7. Continue to train and assist City staff on Eden software
8. Continue entering contracts into Contract Management (ongoing)
9. Continue assisting vendors with on-line vendor registration Bids & Quotes – bid vendors (ongoing)
10. Continue to add current contracts to Procurement Web Page
11. Attended Miami-Dade Economic Advocacy Trust Procurement Fair 6/26/10

Purchases \$25,000-\$50,000			
Date	Vendor	Service/Project	Amount
7/13/10	Dell Marketing	Laptop computers BTF complex	\$29,309.59
7/13/10	Tyler Tech	Eden training	\$30,000.00
7/13/10	A.G.E. Construction	Construction services - Lulus' Carwash	\$32,922.00
6/23/10	Imperial Electric	Install Musco Lights - Miami Carol City Park	\$38,428.00
6/17/10	John's Contracting	NSP 2835 NW 168 <sup>th</sup> Terrace	\$62,600.00
6/23/10	GC Construction	NSP 1421 NW 202 <sup>nd</sup> Street	\$63,103.00
7/2/10	Saunders Entertainment	JIG	\$80,500.00
6/23/10	Gentile LLC	NSP 18801 & 18811 NW 43 <sup>rd</sup> Avenue	\$125,010.00

**FLEET SERVICES (David Motola)**

FLEET DIVISION –June 15, 2010 through July 15, 2010

- **Fleet Management Software Utilization (Ongoing)**
  - Repairs are being entered in the data base, and vehicles are being tracked based upon the established preventative maintenance schedule
  - New vehicles being placed in service are being entered into the data base and units taken out of service are inactivated.
  - Fuel usage is being entered into the data base reflecting both economy and total operating cost
  - Reports are now available to reflect expenditures by repair category or department
  - Units with low utilization are brought to respective management's attention to make sure they are rotated into service.
  
- **Fuel Usage (Ongoing)**
  - Monthly reports of fuel usage with concern identification provided to all Department Managers for concurrence.
  - Fuel invoices are being maintained electronically, master bill.
  - Fuel invoices are reviewed and billing errors are reported to Procurement for investigation and resolution.
  
- **Weekly Check Sheets (Ongoing)**
  - Weekly check sheets are still being received and reviewed from Building & Code, CIP, Parks & Recreation, School Crossing Guard and Public Works.
  
- **Hurricane Preparedness**
  - A contract drafted by the city attorney's office was provided to Sun-Life Stadium for their review / approval.
  - Fleet Department provided Procurement with fuel usage data so they can contract for a mobile provider to fuel emergency response vehicles in the event of an emergency.
  - The Fleet Department requested that the procurement department contract with a fuel vendor to provide onsite diesel fueling for power generators
  
- **Surplus Vehicles** - The Fleet Department provided a list of surplus units to the Procurement Department for them to prepare a Council Agenda Item.
  
- **Decals** – Departmental and City decals placed on School Crossing Guard, IT, PD CSI Van & PW Heavy Equipment.

- **New Vehicles** – 6 F150s have been received. We are coordinating with the Code Enforcement Division to place 5 of the units in service and 1 for Public Works.
- **Vehicle Inspections** - Fleet Staff and Risk inspected Parks and Recreation and Maintenance vehicles on 6/24/10. Public Works on 7/9/10.
- **Collision Repair** – Continue to work closely with vendors, Risk management, and user department to provide prompt collision repairs within departmental policy and procedures. One unit was damaged to the extent that it may have to be declared a total loss.
- **Warranty Repairs** – Check service repair invoices against vehicle warranty to insure proper billing for services. A repair just over the base warranty for \$400 was adjusted by the manufacturer to provide full credit.
  - Fleet Manager performed weekly lot checks, identifying vehicles that were left unlocked and notifying department heads.
  - Fleet Administrator routinely contacts vendors for monthly accounting statements to research and reduce invoices from becoming past due. A minor overcharge was identified and the vendor promptly provided a credit.
  - Maintain hubcap inventory for Police vehicles. Provided an alternative hub cap for purchasing to research whether we can procure from them
  - Regular visits to mechanical and body shop vendors for visual vehicle repair status and updates and drop off and pick up vehicles at various locations.
  - Fleet Admin. attended monthly Forum meeting
  - Fleet Admin. Scheduled car wash detail appointments and window tinting services for various departments.
  - Fleet Service Representative met regularly with Police Department vehicles liaison, Sgt. Brown to discuss and address repair issues and concerns.
  - Replaced spot light bulbs and missing hubcaps on Patrol cars.
  - Responded to multiple service calls for Police, Public Works, Parks Maintenance, Building and Code Enforcement departments, addressing their concerns.
  - Monthly start up and check City Hall and Parks standby generators.
  - Fleet Admin. Processed invoices received from vendors regarding parts, service, and maintenance on vehicles and equipment.
  - Fleet Admin. Prepared requisitions necessary to purchase parts, accessories, maintenance and services.

## INFORMATION TECHNOLOGY (Ronald McKenzie)

## IT Dept Overview

This Status report covers the activities of the Information Technology Department for the period from 05/20/2010 through 06/17/2010. It is organized into the following areas:

- Significant Accomplishments
- Significant Issues
- Schedule Status
- Travel Activity

### Accomplishments from Month:

- Significant Accomplishments
  - Ron graduating from CCIO Program this week and will be a certified Chief Information Officer.
  - Wrote article for Senior Literacy Program. It was published in the CMG bulletin and the Miami Gardens newspaper. Additional seniors are requesting information and want to sign up. Sign up list nearing 100 residents.
  - Began working with recent IT College Grad who is volunteering to work in our department. He is learning basic IT support. We plan to use his skills to aid in the senior literacy program and have asked him to recommend others from his college classes that would help. He has identified another classmate. Our goal is to have the younger “high school and college aged” children in Miami Gardens teach the senior of Miami Gardens, in an effort to reduce the generational divide and encourage an “each one teach one” environment.
  - Presented a session on customer service at the Building and Code Compliance Customer Service Week. This event was an excellent and much needed event sponsored by the Building and Code Compliance Department to teach Customer Services skills to everyone at the city that attended. They have said that this will be an annual event and I think it will be a positive event for years to come.

- Continuing to meet with PD and Dispatch staff to discuss and create a plan for improving the Police Command Vehicle. As it stands now, the command vehicle is not ready for deployment. Communications was not considered when the van was purchased so we are now in the process of making the vehicle functional. We have created a Command Vehicle Renovation Team to devise a plan to make the van functional. We have performed site visits to Opa Locka and Homestead to see their command vehicles. It has been helpful as we look to produce the best operational Command vehicle for our PD.
- Continued deployment of new replacement laptops for Police Department Officers. We rolled out the last 20 with Windows 7 on them. We are working through any issues and will deploy the next batch with Windows 7 and Office 2010 on them. We now have 75 laptops with AT&T cards and an equal amount of Verizon cards. This helps us to be redundant and more safe in case one of the services goes down.
- Continuing our efforts, working diligently to improve our EDEN software in the city. Tyler came on site twice to conduct training. We also had an introductory class on Crystal reports that was very well attended. The various departments have created numerous reports and are working very hard to stabilize and renovate EDEN. Kudos to the departments. We still have two more weeks of sessions to go.
- I have scheduled an introductory class of Crystal Reports for myself, Sharon Ragoonan, Shellie Ransom and Jay Marder, so that we can be better acquainted with the work our staff is performing and help us to realize what can be done.
- Continued work in support of Miami Gardens Community Center project. Completed working with Access Limited to connect the security system from

MGCC to PD. The cameras are all set up and can be monitored from PD. We completed working on the access card readers and intrusion detection devices.

- Completed working to connect the monitoring systems from Public Works so that it can be monitored at PD. We will be working to connect all of the Parks for monitoring next.
- Still working to establish Unified Communications. This in effect is combining phone services with email and video services. The IT Department will be Piloting this new technology in June. We expect to begin a pilot with select other users in July
- Performed many website updates. Changed pictures for command staff at PD and many other updates to the CH website.
- Established contract vehicle for tape storage and started storing our tapes at U and Me Moving and Storage. This is a company that Palm Beach County uses to store their backup tapes. Pick-ups are every Friday morning.
- Finished working on the RFP for virtualization. It is now on demand star and we are in the question and answer period. We are expecting to find a vendor and present the item for their services at the first council meeting in September.
- IT Team continuing their testing of Windows 7, MS Server 2008 and some virtualization products, in preparation of capacity planning and creating a more efficient environment.
- We found a candidate for the Web Master Position. He is going through background checks now.

- Continued working with the Parks Department and CIP on security and low voltage wiring for Carol City Community Center.
- Significant Issues
  - Security system at CH is old and beginning to malfunction more frequently. We will continue calling on repairs until we have the money to buy a replacement system. Segutronics no longer provides maintenance, so repairs and maintenance are on an each occurrence basis.
  - There were problems with tapings in one of the video rooms at PD. Some of the settings were changed on the monitoring PC. User error. IT corrected the problems so that videos could record properly again.
  - There were issues with one of the locks on the doors to the interview rooms. Glanz had to replace the lock. This has been corrected.
  - There were some issues with L3 and some of the cars. Might be caused by overheating in the trunk. Issues were resolved. IT is keeping an eye out on re-occurrences.
  - Lightning storms during the week of 6/30 caused power to go out at the CH complex 3 times. IT had to come in to restart systems. We must get a notification system so that we do not burn up any servers. We do not find out that the servers are down until the internet server goes out and PD cannot access the internet.
  - Performed successful test of Generator power switch at CH.
  - Having issues with Exchange server at PD, resulting in email going down the last 3 weekends for about 2 hours each weekend. We performed some updates and will be monitoring the server closely. Server is coming up on 5

years, which is the life cycle of a server. New server will cost over \$10K.

Looking into email in the cloud for PD to allow constant and consistent email at all times for PD.

- Had issues with backup exec at PD. The backup kept stalling. NO data was lost and system is working now. Looking into a tapeless/Agentless solution to increase efficiency.
- Due to various meetings being held in the evening, my overtime budget is being taxed at a quicker rate than originally planned. May have to address different hours for IT staff in order to continue the service levels needed for support.
- Schedule Status
  - Working with Procurement to find PRI pricing for voice circuits for MGCC and possibly other sites.
- Travel Activity
  - Ron and Ricardo attending FLGISA annual conference in July.

## **PUBLIC WORKS DEPARTMENT (TOM RUIZ, DIRECTOR)**

1. Staff continues to clean and maintain bus bench areas throughout the City. This month we were checking throughout the city for areas which need improvement, for example, bus stops without benches and trash cans. Once a location is found we document and schedule for installation.
2. Staff continues to mow public right-of-ways to ensure that the roadways are aesthetically pleasing. We are also spraying curbing and paved medians for weed control. This month even more trees have been planted in regard to our city wide canopy program.
3. Two streets crews continue to repair sidewalks throughout the City. This is a great task and the guys are doing an exceptional job. We are not only repairing

sidewalks but also roadways, edge of roads, potholes and sinkholes to insure the safety of our residents, and those who visit.

4. Staff continues to trim and prune trees citywide, especially now that hurricane season is upon us. This also gives residents an added security.
5. We continue cleaning drains around the City. We have both combination vacuum trucks on the road battling debris and sedimentation within our storm systems. Flooding has decreased due to the means of our maintenance program.
6. The City of Miami Gardens Council approved a budget of \$371,207 in America and Reinvestment Act of 2009 (Recovery Act) Community Development Block Grant funds in May 27, 2009. Staff held a community meeting on June 23, 2010 informing the residents of the project. On June 25, 2010 the City of Miami Gardens sent Notice to Proceed to Florida Engineering. The project is scheduled to start July 19, 2010 with a Substantial completion date of September 19, 2010 and Final completion date of October 4, 2010.
7. General Asphalt has completed the paving on NW 191 Street from NW 27 Avenue and NW 37 Ave for Project C (LAP Roadway Improvements ARRA - Stimulus). The temporary paint stripping has been completed and after the 30 days required waiting period the thermo-plastic markings will be placed. The project will be completed before August 16, 2010.
8. The City of Miami Gardens received \$100,000 from the Florida Department of Environmental Protection for drainage improvements. The project consists of drainage improvements and will cover the north and west side of Scott Lake Elementary School located at the intersection of NW 175 Street & NW 12 Avenue. Staff held a pre-construction meeting on June 30, 2010. The project is scheduled to start July 19, 2010 with a Final completion date of September 13, 2010.
9. On January 27, 2010 the City of Miami Gardens Council approved a budget of \$350,000 for drainage improvements in the residential area which covers the area from NW 19 Avenue to NW 21 Avenue and NW 191 Terrace to NW 195 Street. For this project the amount \$131,096 was received from SFWMD (South Florida Water Management District) and the City is matching with \$218,904. Staff approved Chen and Associates' proposal for design services and Council approved the consultant on July 14, 2010 Council Meeting.
10. On January 27, 2010 the City of Miami Gardens Council approved a budget of \$150,977 for drainage improvements in the residential area which covers the area from NW 38 Avenue and NW 38 Place and NW 208 Street and NW 209 Street. For this project the amount \$30,977 was received from SFWDM and the City will match it with \$120,000. Staff approved Chen and Associates' proposal for design services and Council approved the consultant on July 14, 2010 Council Meeting.
11. Public Works issued 20 permits of which 8 for driveways and sidewalk, 10 for utilities, one for paving and drainage and 1 for banners.

12. Update on the Miami Gardens Drive Landscaping Project - 2nd phase (Project is between NW 27 Avenue and NW 47 Avenue on NW 183 Street): DERM, SFWMD, and FDOT has approved plans . A pre-bid meeting was held on June 22, 2010 and the bids were open on July 8, 2010. The award of the construction is in this agenda (July 28, 2010). Project is anticipated to start in late August.
13. On June 24, 2010, the Canal Maintenance bid was opened and publicly read. The procurement department is reviewing the bid packages and verifying the references prior to issuing a final recommendation to award.
14. On June 28 and 29, 2010, staff attended the Erosion and Sedimentation Control training.
15. The NW 7 Avenue Road Improvement Project Plans are at FDOT for permits, DERM for their Drainage Permit and Miami Dade County Public Works Department for a final review.
16. On June 16, 2010, staff attended the Local Mitigation Strategy Meeting.
17. All staff attended the HR orientation meeting for the new City Policy.
18. The Director and Assistant Director attended the Debris Management 2010 meeting with FEMA, Beck Monitoring Co., FHWA (Federal Highway Administration) and others on June 23, 2010.
19. On June 25, 2010, staff attended the Fourth Annual Tree Summit. This summit was to discuss needed legislation and advocacy for urban forestry issues, and develop creative funding strategies that promote the preservation, management, and expansion of a healthy and attractive urban forest throughout South Florida.
20. On June 29, 2010, staff attended the Miami Gardens Kiwanis Meeting.
21. On June 30, 2010, the Director gave a PowerPoint presentation to the South Florida Water Management District on the City's drainage and issues of concerns requiring funding assistance. A City tour was also done to show the problem areas.
22. On July 14, 2010, staff attended the District 6 Local Agency Program (LAP) Conference. Presentations were given by the District, Central Office and FHWA who presented LAP related topics to include the stimulus projects and some of the documentation requirements.

Keep Miami Gardens Beautiful

**Keep America Beautiful Annual report**

- Finishing report
- Submitting several application for national award program

**In Class Environmental Education Program Completed**

- Preparing for 2010-2011 school year

**Urban Forest Day**

- Planning
- Approximately 50 volunteers coming out to plant over 200 trees in residential neighborhoods.

**Summer Beautification Award**

- Staff is contacting winners

**Landscape Maintenance**

- This month 260 trees were installed along residential neighborhoods. Cassias, Dahoon Holly, Yellow Poinciana, Pink Tabs, Paradise and mahogany trees.
- Crews working to replace died plant materials along landscaped areas. Approximately 2,500 plant materials to be planted

**KAB 2010 Grants**

- Submitting

**FDOT 441 Phase III Landscape (NW 183 ST – NW 215 ST)**

- Starting JPA process

**Community Beautification projects**

- Ongoing
- 2 major community projects completed this month

**Annual Litter Index study**

- In progress

**City's Community Beautification Grant**

- The new application for the Fall is now available

**Green Meetings**

- Attended the FLORIDA GOLD COAST CLEAN CITIES COALITION MEETING
- Attended the Fourth Annual Tree Summit

**ASSISTANT CITY MANAGER (Daniel Rosemond)**

- **Mount Herman Property-AMC Youth Center-Parks** Staff has been working with the AMC staff in regard to the execution of an amendment to the existing Memorandum of Understanding. The amendment document calls for a \$16,000 funding commitment from AMC that will go toward the demolition of the existing building. The demolition is in anticipation of the redevelopment of the site. To date, the amendment has not been executed nor has AMC provided the funding. Parks Staff is preparing a memo to the City Manager

recommending that the City proceed with the demolition of the building nevertheless and use it as overflow parking for Bunche Park.

- **Senior Programming restructure-** In response to a bleak budget year, as well as a deliberate effort to restructure the Senior Clubs programming, Parks Staff has been working on a revised structure that will centralize the Senior Club meetings/weekly breakfast, and the various field trips taken by Club participants. Staff will be introducing a new Club membership format (and fees) to the Senior Club presidents which will then be communicated to the various participants.
- **Parcel Refresh (EDEN)** - For several months, P & Z staff along with IT staff have been exploring ways to address the issue of incorrect addresses in City's EDEN system. At issue is the fact that many parcels that have been issued permits in the past have addresses that reflect locations other than Miami Gardens (i.e. Carol City, Opa Locka, Miami, etc.). This is problematic from a data management standpoint. After months of attempting to work with the software manufacturer (Tyler Technologies) to identify a way to "refresh" our nearly 30,000 records, it has been determined that the only viable option that will not compromise the integrity of the data is to make the edits manually. I will be working with IT and coordinating staff to undertake this effort over the next several months.
- **Lot Clearing/Board Up (abandoned properties)** – Recently, City Council approved the allocation of CDBG-R Funds to be used toward an initiative sponsored by Councilman Williams that would seek to hire unemployed City residents as laborers to perform the work. Staff sought to work with landscape and property management vendors to achieve the desired objective; an ITB was issued and at the pre-bid meeting, the initiative was explained. Most vendors were unwilling to hire new staff, and those that were, would only commit to hiring a very small number. Additionally, because of the funding source being used, the reporting requirements made this initiative impractical. To that end, Staff sought a different approach-one that would fund Code Enforcement Activities with CDBG funds (which is eligible under CDBG Regulations), and then the General Fund dollars used to fund Code Activities would be freed up to fund a Pilot Program whereby vendors would be contracted to perform the needed lot clearing/board up services with the condition that they seek to interview, hire, and train unemployed City residents for a period of approximately 3 months. The City will host a job fair where these vendors will be present.
- **Hurricane Preparations (Fleet)** – As Hurricane season gets in full swing, the Fleet Department has been working to ensure the protection of one of the most expensive capital assets the City owns. Efforts are being made to enter into agreements with property owners to move vehicles off-site in order to protect them from flooding and flying debris, so that they would be available to City staff immediately following a storm and to assist with clean up efforts.

- **Community Garden/Farmers Market** – For some time, the City has been desirous of developing a community garden or farmers market where residents can learn to grow their own fruits and vegetables and where they access the benefits of eating healthier. The issue has been a location and an entity that would provide the needed expertise. The Mayor and I met with Sister Lucia of the Marian Center to discuss the possibility of collaborating with the Archdiocese for this effort. The Center has a large amount of property which is underutilized and could serve as a great community building effort. Another option for the City would be to look at the property recently purchased by the City to be developed as the Senior Center. I have reached out to *roots in the city*, which is the group that currently runs the farmers market in Overtown in the City of Miami.

## **Community Development Director Tasks**

- **Neighborhood Stabilization Program (NSP)** - The City is nearing the September 2<sup>nd</sup> deadline of having the \$6.8M fully allocated. I am happy to report that we are at just over 90% and expect to meet HUD's contractual requirements. Moreover, the City has closed on the sale of the first 4 properties to first time homebuyers. The remaining 32+/- properties are in the process of being rehabbed and will be made available for resale as they come on-line.
- **Toilet Bowl Replacement Program (Superbowl)**- In conjunction with the Miami Dade Water and Sewer Department (WASA), the City is replacing inefficient toilets with low-flow toilets in the homes of approximately 100 Seniors in the City. WASA is providing the toilets and the City is paying a local plumbing contractor to perform the work. This program is part of WASA's effort to improve water conservation, of which the City is also supportive.
- **Energy Efficiency Initiative (phase 2)** - The City has launched phase 2 of this program which includes the replacement of central a/c units in homes. This program is funded with Department of Energy dollars and the objective is to improve energy efficiency by lowering the City's carbon footprint. The first phase of this initiative included the replacement of home insulation. Combined, these two components may reduce residents' energy bill by as much as 40%

Participated in the following meetings:

- Meeting/City Tour with Shyam Reddy, GSA Director
- Councilman Gilbert's "Tea with Residents"
- CMGYS-Park Representatives meeting
- Meeting with Mayor and Sr. Lucia of the Marian Center
- Meeting with vendors re: Lot Clearing Pilot Project
- Housing Finance Authority Board Meeting
- City Tour with Board Chair of SFWMD

- Meeting with Councilman Gilbert to discuss bringing youth baseball to CMG
- Meeting with FIU Medical School Program Director

## **REREATION DEPARTMENT (Kara Petty, Director)**

### **Recreation Division**

**Summer Days in the Gardens:** The children are engaged in various activities such as field trips, arts & crafts, creative indoor and outdoor activities, chess, swimming, etc. In addition, certified teachers improve their reading, math and science skills.

- Bennett M. Lifter Park: forty (40) participants
- Brentwood Park: forty (40) participants
- Myrtle Grove Park: sixty (60) participants
- Rolling Oaks Park: eighty (80) participants
- A.J. King Park: forty-five (45) participants
- Buccaneer Park: fifty-two (52) participants
- Miami Carol City Park: sixty-eight (68) participants
- Vista Verde Park: twenty-five (25) participants
- Norwood Park: sixty (60) participants
- Scott Park: sixty (60) participants

### **Teens Summer Program**

- Expanding Horizons summer camp is located at Scott Park with lunch included. Camp includes weekly field trips, swimming, special guest and arts & crafts, creative indoor and outdoor activities, chess, etc. In addition certified teachers improve their reading, math, and science skills. During the first two weeks of camp there were 50-55 participants in attendance.
- The community service days are currently scheduled for June 24<sup>th</sup>, July 1<sup>st</sup>, and July 8<sup>th</sup>. Expanding Horizons gives teens a chance to perform community service duties every Thursday. The teens are transported to one of the local City of Miami Gardens garden areas or another service site to do clean ups and learn the importance of giving back to the community. Expanding Horizons participants have logged a total of almost one hundred hours

### **A.J. King Park**

- There is line dancing taking place on Wednesday, Thursday and Friday nights from 6:30pm until 8:00pm.

### **Buccaneer Park**

- On Monday evenings adult tennis lessons are offered to the residents.
- Youth tennis lessons are given on Saturday's from 9:00am-10:30am.
- There is line dancing offered on Saturdays from 8:30a.m.-12:00noon for adults of various ages.

### **Bunche Park**

- The Parks & Recreation Department is offering free lunch and snacks to the public during the times of 11:30am – 1:00pm for lunch and 3:30pm – 4:30pm for snacks.

**Cloverleaf Park**

- Line dance class is being held on Monday, Thursday, and Fridays.

**Miami Carol City Park**

- Walkers exercise around the park starting at 6:00a.m.
- Recurring church rentals on Sundays in addition to Cricket being played on the field.

**Scott Park**

- Scott Park has daily walkers in the morning and evenings Monday thru Friday.

**Vista Verde Park**

- Summer Meals are offered to the public from 11:30-1:00pm

### Recreation Highlights

- During the basketball camp held at St. Thomas University there were three campers of the day awards earned by CMG participants during both days of attendance.

**Athletics**

- City of Miami Gardens Youth Sports: The inaugural football and cheerleading season began on June 28th at five (5) parks:
- **Tennis:** We currently have 16 participants attending the youth tennis program on Saturdays. In addition, there are currently 8 participants enrolled in our adult tennis program. The program runs Monday and Thursday evenings from 6:30pm-7:30pm at Buccaneer Park.
- **Walking Club:** The Walking Club currently has 46 members registered and we are meeting monthly. The group is split between AM and PM walkers.

<i>Park</i>	<i>Team</i>	<i>Football Registrations</i>	<i>Cheer Registrations</i>
Brentwood	Miami Gardens Rams	160	27
Bunche	Miami Gardens Cowboys	178	49
Miami Carol City	Miami Gardens Ravens	304	135
N. Dade Optimist	Miami Gardens Bulldogs	185	94
Scott	Miami Gardens Vikings	265	84
	Total (as of 7/20/10)	1092	389

JANITORIAL AND LANDSCAPING

**A J King Park**

- 7 Janitorial visits to clean up park site
- 7 Trash removal

**Andover Park**

- 22 Janitorial visits to clean up park site
- 2x Grass cut & detailed grounds
- 2x Herbicide
- 1x Premises blown
- 22 Trash removal

**Bennett M. Lifter Park**

- 22 Janitorial visits to clean up park site
- 22 Trash removal

**Betty T. Ferguson Recreational Complex**

- 21 Janitorial visit to clean up site
- 2x Grass cut & detailed grounds
- 21 Trash removal

**Brentwood Park & Pool**

- 22 (park) & 22 (pool) Janitorial visits to clean up park site
- 2x Grass cut & 1x detailed grounds (pool)
- 1x Herbicide (pool)
- 22 (park) & 22 (pool) Trash removal

**Buccaneer Park**

- 22 Janitorial visits to clean up park site
- 22 Trash removal

**Bunche House**

- 7 Janitorial visits to clean up park site
- 1x Herbicide
- 7 Trash removal

**Bunche Park & Pool**

- 7 (park) & 7 (pool) janitorial visits to clean up sites
- 2x Grass cut & detailed grounds (park)
- 1x Herbicide (park) 1x Herbicide (pool)
- 7 (park) & 7 (pool) trash removal

**Cloverleaf Park**

- 22 Janitorial visits to clean up park site
- 2x Grass cut & detailed grounds
- 1x Premises blown

- 22 Trash removal

**Maintenance Compound**

- 1x Grass cut & detailed grounds

**Miami Carol City Park**

- 22 Janitorial visits to clean up park site
- 1x Grass cut & detailed grounds
- 1x Herbicide
- 22 Trash removal

**Mt. Herman Church**

- 7 Janitorial visits to clean up park site
- 7 Trash removal

**Myrtle Grove Park & Pool**

- 7 Janitorial visits to clean up park site
- 2x Grass cut & detailed grounds (park) 1x (pool)
- 7 Trash removal

**North Dade Optimist Park**

- 23 Janitorial visits to clean up park site
- 1x Herbicide
- 23 Trash removal

**Norwood Park and Pool**

- 22 (park) & 22 (pool) Janitorial visits to clean up sites
- 1x Grass cut & detailed grounds (park)
- 22 (park) & 22 (pool) Trash removal

**Rolling Oaks Park**

- 22 Janitorial visits to clean up park site
- 1x Grass cut & detailed grounds
- 1x Premises blown
- 22 Trash removal

**Scott Park**

- 7 Janitorial visits to clean up park site
- 1x Grass cut & detailed grounds
- 1x Herbicide
- 7 Trash removal

**183<sup>rd</sup> Street & 12<sup>th</sup> Avenue**

- 1x Grass cut & detailed grounds
- 1x Herbicide

**Vista Verde Park**

- 22 Janitorial visits to clean up park site

- 22 Trash removal
  
- **All park irrigation systems checked and repaired**
- **Removed debris from all parks**

**TRADES**

**A.J. King Park**

- 6/21 Repaired the chain linked fence at the park
- 7/7 Repaired the overflowing urinal in the boys restroom

**Andover Park**

- 6/21 Changed two broken valves and a few broken sprinkler heads

**Bennett M. Lifter**

- 6/25 Repaired the lock on the back door
- 6/25 Changed the light bulb in the restroom
- 6/25 Cleaning supplies requested
- 7/2 Replaced the cover to the birds nest on the back porch
- 7/2 Repaired the front door

**Brentwood Park and Pool**

- 6/21 Cleaned the graffiti off the pool wall
- 6/25 Repaired the lock on the front door (park)
- 7/1 Replaced the door frame on the chlorine room (pool)
- 7/7 Replaced the soap dispenser in the boys restroom
- 7/7 Playground replacement parts installed

**Buccaneer Park**

- 6/25 Repaired the fence

**Bunche Park**

- 6/25 Irrigation assisted the tradesmen with installing football goals

**Myrtle Grove Park & Pool**

- 6/15 Replaced the closer spring on the door
- 6/24 Irrigation assisted trades with building water leak repairs

**North Dade Park**

- 6/22 Changed broken sprinkler heads and repaired a lateral line

**Norwood Park & Pool**

- 6/18 Repaired the cracking pavement on the basketball court
- 6/20 Paint the new areas of the sidewalk yellow (park)
- 6/30 Remove the picnic table from the park

**Rolling Oaks**

- o 7/8 Repaired the soccer goal

**Scott Park**

- o 6/18 Repaired the side door (teen bldg)
- o 6/25 Repaired the water fountain
- o 6/25 Replaced the light bulb in the girls restroom (teen bldg)
- o 7/2 Replaced two light bulbs in the girls restroom
- o 7/6 Repaired the broken swing

**Meetings**

- 6/16: Art in Public Places
- 6/16: Management Team Meeting
- 6/17: Parks and Recreation Advisory Committee
- 6/22: Miami Carol City Park sports lighting
- 6/23: Management Team Meeting
- 7/7: Management Team Meeting
- 7/8: Council Agenda Review
- 7/8: Director's Meeting
- 7/13: Art in Public Places

Current Projects

- Park Audits: Director has continued park audits to determine efficiency and areas of improvement.
- Betty T. Ferguson Recreational Complex: The Community Center Manager continues to work on gathering all FF&E items, develop the Policy & Procedures Manual for the center as well as the Standard Operating Procedures and programming that will be set at the center.
- Norwood Pool renovation: The Aquatic Facilities Manager has worked closely with Capital Improvements to insure the project is completed.
- Miami Carol City Park Sports Lighting: The project is currently underway with completion anticipated at the end of August.

**PLANNING & ZONING (Jay Marder, Director)**

**PLANNING – Jay Marder, Bhairvi Pandya**

- **School Inter-local Agreement (ILA) Amendment** – Presented Agenda information item to City Council at July 7, 2010 Zoning meeting. Mayor's directed the City Attorney to send a letter to Miami-Dade Public Schools to express City Council's concerns regarding ILA amendments and invite the School Board representative of Miami Gardens and School Board staff for further clarification at the next meeting.

## **LAND DEVELOPMENT REGULATIONS** - Cyril Saiphoo, Jay Marder, Bhairvi Pandya, Nixon Lebrun, Marilu Gunness

- Prepared LDR amendments and presented to Council at July 7, 2010 meeting. Following up with interested parties on a workshop to be held, tentatively, in October relative concerns raised at meeting such as knee-walls.
- Prepare EDEN routing for new Implementation of new LDR applications and new procedures.
- Prepare new fees for new LDR applications and procedures. Update existing fees and coordinate with Building Services and Code Compliance Divisions. All fee changes will be presented to Council together as an update to the Fee Manual.
- Continued work on City's Landscape Manual. Interim Manual to be placed on city's website.
- Instructed to amend sign regulation to address additional billboard-related regulations per City Attorney directions.
- Applications Book and Status Table – Compiled all P&Z applications into a binder with a status table depicting progress on new applications in Eden and hard-copy applications.
- Preparing Policy SOP's for Commercial Vehicle Parking, Landscape, Signs and Alcoholic Beverages for use with Planning and Zoning and Building and Code Enforcement Department. Met with all interested staff and finalizing documents. These SOP's will provide strategies and standard approaches for implementing and enforcing the LDRs. They will be adopted by Building and Code Compliance as well as the Planning and Zoning Department.
  - Two meeting with Building and Code Compliance for coordination and drafting of SOP for policy decisions on enforcement activities and implementation of LDRs.
- Preparing internal SOPs for new LDR approval procedures, for Substantial Compliance, Vested Rights Determination, Commercial Vehicle Parking Permits, Administrative Modifications, Certificate of Non-Conformity Landscape Plan Approval, and Tree Removal Permits.
- Completed internal flowcharts on the following:
  1. Zoning Verification Letter (VL)
  2. Address Assignment (AA)
  3. Group Home Verification Letter (GH)
  4. Tree Removal/Relocation Permit – ongoing
  5. Once outlines for all departmental application processes are finalized, the remaining SOPs will be completed.
- Customer Information flowcharts completed on the following:
  1. Zoning Verification Letter (VL)
  2. Address Assignment (AA)
  3. Group Home Verification Letter (GH)
  4. Tree Removal/Relocation Permit- ongoing
- Color-coded customer informational brochures completed on all 13 Zoning Districts and their general requirements and a special brochure for Townhomes also included.

## **ZONING** – Jay Marder, Cyril Saiphoo, Nixon Lebrun, Marilu Gunness, Jacquelyn Gardner

- **Public Hearings**
  - Prepare final Florida Memorial University rezoning application for the July 7, 2010 meeting. Present to Council for first reading.
  - Pre-application meeting for Mishkan T'Hillah Worship Center submittal for rezoning for place of assembly.
  - Review PH submittal for Mishkan T'Hillah Worship Center for rezoning of property located generally at NW 167 Street and NW 28 Avenue for sufficiency.
  - Meeting with Mishkan T'Hillah Worship Center on concerns on proposed rezoning request and option for withdrawal.
  - Commence drafting and noticing for PH for September meeting.
- **Plats**
  - Follow up on ROW vacation and time extension for Miami Gardens Community Center Plat. Extension filed with County for approval on July 10, 2010.
  - Review Tentative Plat submittal for Florida Memorial University for replatting of property for development of new dormitories as a requirement of the rezoning PH application.
  - Review submittal of ROW vacation for Florida Memorial University required for Plat approval for sufficiency to process application.
  - Coordinate with Florida Memorial University surveyor for submittal compliance for ROW vacation.
  - Coordinate with City surveyor or review of Tentative Plat for Florida Memorial University.
- **Vested Rights Determination**
  - Review submittal for Vested Rights Determination for Kimco Shopping Center.
  - Review submittal for Vested Rights Determination for Emerald Lakes Residential.
- **Building/Code Compliance**
  - Reviewed 60 Building Permits
  - Reviewed 30 Certificates of Use
  - Conducted 12 Zoning (Building) Inspections
- **Sign Code Permits**
  - 1 sign plans processed.
  - 9 Temporary sign permit processed.
- **Zoning Verification Letters**
  - 2 processed.
- **Group Homes**
  - 3 Group Homes (Community Residential Home) 1,000' radius verification letters.
- **Address Assignment**
  - 1 address assignment
- **Commercial Vehicle Parking**
  - 2 permits
- **Meetings**
  - **Mishkan T'Hillah Worship Center:** submittal for rezoning for place of assembly.
  - **FMU:** pre-submittal meeting for rezoning, Tentative Plat, and ROW vacation.
  - **Antioch Baptist Church:** Reviewed processes necessary to proceed with revised construction/expansion plans.
  - **Moravian Church:** Reviewed processes necessary to proceed with expansion of a banquet hall.

- **LuLu's Car Wash Signage:** Met on site with owner after reviewing Sign Plan to discuss possible additional signage.
- **Project Management**
- Coconut Cay: Prepared Bond Updates and coordinated release of bond for 204<sup>th</sup> guardhouse
- Coconut Cay: Coordinated with DR Horton regarding 207<sup>th</sup> guardhouse address issues with county.

## **EDEN – Marilu Gunness, Bhairvi Pandya, Jacqueline Gardner**

- Attended Eden Permit Types and Permit Fees Training from June 21 through June 24, 2010. Created permit types, permit fees/formulas (for new permits) and routing queues for all existing and new P&Z permits. Finalizing permit types and routing queues ongoing.
- Attend one week training on EDEN reports.
- Parcel Refresh - Meeting on July 7, 2010 with ACM, Director and IT to consider further steps on completion of Parcel Refresh. Proposal by IT to edit one folio address at a time in Parcel Module in order to update and clean existing database. Time estimated to complete edit process - approximately 6 months. IT to find out tracking method (if possible) for all edited folio addresses to facilitate a status report for reach group update. IT has determined that the process can be tracked to insure quality control. ACM to follow-up on staff and funding resources to edit 28,327 parcels in current database.

## **GIS – Bhairvi Pandya**

- **Community Development Department Map** – Created and updated Bunche Park Paint Program Map and table. Updated all 37 properties with each folio number for the database (Jackie Gardner). Cleaned database and formatted same for GIS analysis and to create a map.
- **City Parcels Map** - Created a new Citywide Parcels map. Track-It sent for map to be placed on City website.
- **Group Home Maps** - Completed 3 group home maps with a 1,000 ft. radius.
- **Mishkan T'Hillah Worship Center - 3 maps:** Created Mailed Notice Radius map and corresponding property owners listing, zoning map and aerial map for public hearing.
- **Code Compliance** – Created a 34 x 22 poster for Customer Week.
- **Building Division** – Created a 34 x 22 poster for Customer Week.
- **Website updates** – Ongoing- Continuous communication and meetings with IT to address departmental updates on website.

## **SUNSHINE STATE INTERNATIONAL PARK**

- **Entertainment District Zoning Overlay:** Drafted 13<sup>th</sup> Avenue Corridor aerial/parcel map and a permitted use table to provide for entertainment uses.
- **Contacts List:** Developed two databases for the SSIP. (1) A database of all property owners in the SSIP including contact names and contact phone numbers. Applicable information from Sign Code contacts was updated into this database. Total owners in SSIP =142. (2) A database of all active businesses in the City including contact names and contact phone numbers was derived from EDEN

license module. GIS analysis was conducted to extract SSIP businesses. Total active businesses in SSIP = 110. Additional research was conducted by contacting and visiting the Webb Realtor Office and Marc Napolitano's office in SSIP. Visited Marc Napolitano's office for more information. An SSIP business list will be provided by him in the near future. All tables will be updated with missing information in the near future.

## **COMPLETE COUNT CENSUS CAMPAIGN – Jay Marder**

- **Holy Family Episcopal Church** – Working with Pastor Ward and the local census office on a potential census worker appreciation event.

## **OTHER**

- Jay – As requested by ACM, met with Sister Lucia at Marian Center regarding zoning of property on NW 37<sup>th</sup> Avenue and the possibility of an agricultural use for clients at the facility. Notified ACM Nelson and Violence Prevention director.
- Jay and Nixon – Attended American Institute of Certified Planner continuing education programs:
  - Dania Beach Redevelopment Program
  - Recent Legal Issues and Development Related to Zoning
- Jay – Participated as a speaker at the Building and Code Enforcement Department's Customer Service program on July 15.
- Bhairvi- Attended monthly Miami-Dade Planners Technical Committee (PTC) Meeting.
- Bhairvi - Attended monthly MPO Transportation Planning Council Meeting.
- All – HR Orientation on new Manual.