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JAYCEE PARK

CITY OF CORAL GABLES, FLORIDA

DEVELOPED WITH FINANCIAL ASSISTANCE PROVIDED

BY THE

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION,
THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE
PROGRAM,

THE PARKNERSHIP PROGRAM AND THE
CORAL GABLES COMMUNITY FOUNDATION
2004

CITY COMMISSION

DONALD D. SLESNICK II
RAFAEL "RALPH" CABRERA, JR.
WILLIAM H. KERDYK, JR.
MARIA ANDERSON
WAYNE "CHIP" WHITHERS

MAYOR
VICE-MAYOR
COMMISSIONER
COMMISSIONER
COMMISSIONER

ADMINISTRATION

DAVID L. BROWN, CITY MANAGER
ELIZABETH M. HERNANDEZ, CITY ATTORNEY
WALTER J. FOEMAN, CITY CLERK
R. ALBERTO DELGADO, P.E., PUBLIC WORKS DIRECTOR
JOSEPH R. ABEL, DIRECTOR OF PARKS AND RECREATION

MONTHLY REPORT

October 2003

Automotive Department

The Automotive Department continues to perform the usual maintenance and repairs to the City's fleet.

Rebuilding of Trash Crane #1194, Garbage Packer #1802 was restarted.

All five trolleys have now been received.

Automatic Mechanic Jesus Cordero, has passed the Emergency Vehicle Technician Certification for Fire Apparatus Electrical Systems.

NAPA has now taken over our parts stockroom and is supplying all automotive parts.

Building & Zoning Department

In the month of October, the Preliminary Review Committee received the following applications:

1. Application to build a sixteen-story Mediterranean mixed-used building with 111 dwelling units with an approximate cost of \$15,000,000.
2. Application to add a five story addition (26,280 Sq. Ft.) to the existing school of communication, housing classrooms, student activities spaces, staff offices, a lecture hall and support facilities with a cost of approximately \$5,000,000.
3. Application to build a two story commercial building with an approximately cost of \$480,000.

Also, in accordance with our Mission statement, this Department is continuing to emphasize, encourage and make it easier for our employees to continue with their training and continuing education classes: everything from customer-related seminars to computer-related courses organized by the *IT Department*. As the Building and Zoning Department has done in the past, all employees are being asked to renew their licenses or be recertified in their respective field of expertise. It is hoped that through all these endeavors, this Department will have a strong and solid continuous education program and a staff fully trained at all levels of our services.

CODE ENFORCEMENT BOARD

MONTH	NEW CASES	CONTINUED CASES	BOARD'S REVIEW	MITIGATION	STATUS REPORTS	TOTAL CASES
JANUARY	7 Guilty 6 Continued 4 Complied	1 Guilty 3 Continued 2 Complied	2 Abatement granted	None	1 Complied 1 Approved to lien	27
FEBRUARY	10 Guilty 6 Continued 3 Complied	3 Continued	None	6 Granted	4 Approved to lien	32
MARCH	11 Guilty 4 Continued 12 Complied	1 Entering stipulation 1 Continued 2 Complied	None	2 Grant	3 Approved to lien 1 continued	37
APRIL	8 Guilty 2 Continued 10 Complied	2 Guilty 1 Continued 1 Complied	1 Continued	1 Granted 2 Respondent not present	1 Approved to lien	29
MAY	MEETING CANCELLED					
JUNE	6 Guilty 8 Continued 2 Dismissed 16 Complied	1 Guilty 2 Complied	None	2 Continued	2 Approved to lien	39
JULY	1 Guilty 6 Continued 1 Dismissed 5 Complied	2 Guilty 4 Continued 2 Complied	None	3 Granted 1 Continued	None	25
AUGUST	6 Guilty 5 Continued 1 Closed 2 Complied	4 Guilty 4 Continued 2 Complied	None	1 Granted 2 Continued	1 Complied	28
SEPTEMBER	11 Guilty 13 Continued 13 Complied	2 Guilty 5 Continued 1 Complied 1 Closed	None	None	None	47
OCTOBER	5 Guilty 8 Continued 2 Complied 2 Closed	2 Guilty 6 Continued 4 Complied 1 Dismissed	1 Complied	1 Granted	1 Complied	34

BOARD OF ADJUSTMENT

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	TOTALS
# OF CASES IN FRONT OF BOARD	3	4	7	6	9	9	11	6	3	6	64
ITEMS APPROVED	2	2	6	6	4	4	9	4	0	15	52
ITEMS DENIED	1	0	0	2	0	0	0	2	0	1	6
ITEMS DEFERRED	1	2	1	0	5	5	2	0	9	3	22
TOTAL	4	4	7	8	9	9	11	6	9	19	86

ITEMS											
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BOARD OF ARCHITECTS

Months	# of Meetings	Approved	Deferred	Rejected	No action	TOTALS
January	5	238	39	3	0	280
February	4	131	26	1	0	158
March	4	217	37	0	0	254
April	3	166	21	1	0	188
May	5	278	45	5	0	328
June	4	224	44	3	0	271
July	5	276	62	6	0	279
August	4	204	48	4	0	256
September	4	203	52	2	0	337
October	1	61	18	1	0	80
TOTALS	37	1886	360	25	0	2431

Development Department

During the months of October and November, 2003, the Department efforts focused on cultural development, tourism marketing, business development, and lease management. In addition the Department provided secondary support to certain city-wide efforts.

In the area of cultural development, the Department facilitated four Cultural Development Board meetings culminating in the recommendation, and acceptance of the 2003/2004 Cultural Grant recommendations awarding \$165,000 to 35 cultural and community groups. In addition to serving the board and the grants process, the Department also assisted in the logistics for the first-ever Italian Film Festival at the Miracle Theater and met several times with organizers of a new event to be entitled the Greater Miami Open City Arts Festival.

The Department coordinated a cooperative marketing meeting with representatives of the BID, Village of Merrick Park and area hotels and participated in the 3 day National ASTA Conference at the Miami Beach Convention Center. The Department also conducted a tour for LA CUMBRE (the Latin American counterpart to ASTA) with the Village of Merrick Park, and drafted materials to promote Coral Gables as a leisure traveler destination.

From a business development standpoint, the Department sponsored a Miami Today Round Table at the Hyatt on the FTAA (including Mayor Slesnick as speaker), participated in weekly FTAA readiness meetings, forwarded the agenda of public school enhancements, and launched some exciting University/City programs. The University/City programs include a series, entitled Latin American Forum, with FIU Professor Jorge Salazar and a Country Specific Business Series with University of Miami

(focusing on the business practices of individual countries). Work was also done on a Tri University Forum as a follow-up to the FTAA Ministerial Meeting. These workshops and symposia help remind corporations that Coral Gables is not only a global city but it is also ripe with intellectual capital. The Department launched a cooperative marketing campaign, underwritten by local developments, targeting international insurance, international banks, and international law firms and worked with several prospects considering a Coral Gables location.

As for lease management, the Department entered in to discussions with Prudential for draft rewording of the Gables Grand lease, met 345 Andalusia RFP representatives, and identified a temporary parking lot (and drafted acceptable business terms) in the downtown area for use during Garage No. 2/Museum Garage construction.

In addition, the Director spoke at the Small Business Impact Breakfast, the NAIOP (National Association of Industrial and Office Properties) luncheon, the CREW (Commercial Real Estate Women) luncheon, and conducted a commercial development bus tour with the Urban Land Institute on City projects and revitalization efforts.

For city-wide projects, the Department assisted in the recruitment and selection of a first-ever Trolley Manager, continued with the trolley implementation efforts, including signage and collateral identity, readied the Sister City delegates for their trip to Pisa, met with certain city departments to facilitate wireless communication, and redrafted a trash letter for city residents.

Fire Department

The Coral Gables Fire Rescue Department participated in the 17th Annual Children's Fire Safety Festival conducted at the new Miami Children's Museum in conjunction with Miami Beach Fire, Key Biscayne Fire, Miami Fire, Miami-Dade County Fire, Hialeah Fire, and the UM/JM Burn Center. Coral Gables presentation of Stop, Drop, and Roll to over 3,000 children was the crowd favorite. By using the costumed characters of Sparky the Fire Dog, Dino, and the Firesaurus to emphasize the fire safety message with a familiar rock and hip-hop beat, and a lot of fun tail-wagging and dancing, the children not only thoroughly enjoy the show, but remember the important fire safety message.

Coral Gables Fire Department Paramedics took part in the 2nd Annual Disability Expo held at the Coral Gables Youth Center. A short informational fire safety presentation was provided to educate disabled citizens on fire and life safety. They also provided blood pressure monitoring and Diabetes testing to all attendees and vendors.

The Public Education Officer, along with the firefighters conducted 14 different demonstrations and safety presentations to local school children. These schools/churches include: St. Matthews School, St. Phillips School, University Baptist Pre-School, Riviera Day School, Pinecrest Presbyterian School, French-American School, St. Theresa School,

Gulliver Academy, and My First Place Pre School. In all over 800 children were presented with a message of fire and life safety in a fun and participative atmosphere.

On the Fire Prevention front, there were 78 New Construction inspections completed, 49 sets of plans reviewed for fire department permits, 66 plans reviewed for building permits, 32 construction/contractor meetings, 77 fire inspections, and 28 occupancy inspections completed by firefighters. A fire drill was also conducted by the fire department at the Village of Merrick Park along with the participation of village security and the Coral Gables Police Department.

The fire department completed the city wide annual training for the Automatic External Defibrillators (AED's). There are 10 AED's located throughout at city facilities and over 30 personnel trained in there use. The fire department also completed the annual CPR training for all Communication Operators located in the Public Safety Communications Center.

Last but not least, the fire department participated in the Annual Crime watch Block Parties held throughout the city. There were over 21 firefighters and 7 vehicles that attended every block party. They participated by handing out badges and fire helmets to the children and then allowing the children (and adults) to explore the trucks and equipment. This interaction between the citizens and the fire department was a great success.

Employee Relations Department

- Managed City's United Way Campaign (conducted meetings with employee reps, organized and participated in tour of agencies, collected and calculated donations)
- Processed nine Notice of Injuries
- Conducted five Workers Comp. managed care orientations
- Participated in Pre-mediation and mediation meetings with City Attorney
- Processed 240 employment applications
- Administered communication operator entrance examination
- Completed administrative requirements for Police Sergeant Exam (to include processing letters, calculation of seniority points, verification of results from testing consultant, publication of eligibility list)
- Processed 240 employment applications
- Conducted panel interviews for Trolley Manager – Selected employee
- Organized and monitored nine employment interviews:
 - Equipment Operator II - PublicWorks
 - Youth Center Supervisor- Parks & Rec
 - Recreation Superintendent – Parks & Rec
 - Maintenance Worker II - Public Service
 - Parking Enforcement Specialist - Parking
 - Procurement Supervisor - Purchasing
 - Police Officer - Police
 - Communications Operator - Police

Accounting Clerk – Finance

- Hired eleven new employees
 - Coordinated Police Chief Selection Committee meeting to select applicants for interviews
 - Attended Job Fair
 - Organized and gave presentations at Retirement Seminar attended by 60 employees
 - Organized, promoted, administered, and collected donations for Lee National Denim Day Event to raise money for cancer research
 - Conducted employee orientation session
 - Coordinated and attended meeting between Nationwide Retirement Solutions, City Attorney, FOP and E/R Meeting
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- Coordinated A.J. Gallagher training seminar for E/R staff
 - Scheduled Insurance Advisory Committee members for City Ethics Seminar
 - Provided benefit information to retiring employees
 - Conducted four driver orientations for city permits
 - Conducted three annual safety audits
 - Conducted six police respirator fit tests and training sessions required for FTAA – attended by 170 police officers
 - Coordinated sexual harassment training for Fire Department
 - Arranged post accident CDL drug test
 - Conducted reclassification studies and salary/benefit surveys
 - Participated in three employee disciplinary hearings and one grievance hearing
 - Participated in union negotiation meetings
 - Processed numerous personnel action forms, merit and longevity forms, tuition reimbursement applications, donation of leave calculations, health insurance records, workers' compensation and general liability documentation, and other required personnel forms
 - Coordinated Commission Presentations for employee service pin recognitions and Employee of the Month award

Historical Resources Department

Historical Resources Accomplishments/Future Items

Coral Gables Merrick House:

- The department is continuing to monitor the Merrick House flooring replacement. Staff is coordinating with the Public Works Department in selecting the plasterer for the entryway. There were five submittals.
- Plans for a holiday event on the 7th of December progressed.
- Updating of docent tours has progressed with review of training manual in progress. Meeting to evaluate tour components resulted in solid suggestions which are being considered.
- George Merrick Poetry book is now being printed in China with a current delivery date of November 8.

- Review of Merrick house collections records progressed.
- House restoration continues with final stages of hiring a plastering specialist for the entryway.
- Review of HVAC needs for the house has taken place.
- Redesign of the Merrick House Brochure has begun.

Coral Gables Museum:

- The Board revisited a time line for demolition, construction and opening of the CGM.
 - Records from the City to be a part of the Raul Valdez-Fauli Archive are being identified through the efforts of the Informal Records Management Advisory Group.
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- Museum staff is assembling a group of consultants to review exhibition content for the Coral Gables Exhibit.
 - Discussions leading to a hoped-for oral history student project program (ongoing) have begun with Miami-Dade County Public Schools.
 - Application for 501(c)3 is progressing.

Historic Preservation:

- Staff is monitoring the restoration of the Ponce de Leon Plaza – a project with the Parknership Program of the Coral Gables Community Foundation.
- Staff has attended weekly meetings concerning the renovation/restoration of the Coral Gables Country Club.
- Staff is working with Public Works in preparation for the cupola restoration/repainting of City Hall.
- The Director gave a talk about the TDR Program in Coral Gables at the Business Lunch of the American Planning Association Gold Coast Section.
- The City is featured in “Miami: A Sense of Place” a publication by The Greater Miami Convention and Visitors Bureau – the Coral Gables portion was written by the Director with the forward by Beth Dunlop.
- The Department is beginning the \$40,000 residential survey of the northern portion of the City. This is being funded in part by a \$20,000 Certified Local Government matching grant from the National Park Service, U. S Department of the Interior, administered through the Bureau of Historic Preservation, Division of Historical Resources, Florida Department of State, assisted by the Historic Preservation Advisory Council.
- Staff has met with representatives from the Miami-Dade Schools concerning the restoration of Ponce de Leon Middle School, a local historic landmark.
- Staff is monitoring the restoration and structural repairs of the tower of the Biltmore Hotel
- Staff is preparing for Pioneer Day at Pinewood Cemetery on November 15, 2003
- The application for a \$350,000 matching grant to the Florida Department of State Historic Preservation Advisory Council ranked first and is being recommended for full funding to the state legislation.

- The Director recently attended the National Trust Conference and participated in a workshop on “Monster Homes”
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Parking Department

Administrative Div.:

There were 1,789 monthly parking permit sales transactions and 605 parking meter Cashkey sales transactions including 103 new Cashkeys sold and placed into circulation.

Enforcement Div.:

There were 11,389 parking citations issued and those citations generated revenues of \$121,864.93 to the general fund.

Parking Meter Maint. & Collection Div.:

There were 395 service calls performed 66 meter posts that were painted stenciled and or straightened, and \$375,907.70 in parking meter coin revenue was collected and delivered to the money room.

Money Room Div.:

There was a total of \$2,575,346.01 in cash, coin, and check transactions accounted for and reconciled for transfer and transportation by armored truck for final deposit in the City's account at Doral.

Sign Shop Div.:

There were 55 meter post installations and or removals, 98 concrete street markers repainted or repaired, 180 parking signage installations or removals, and 500 sets of parking stall lines painted.

Parks & Recreation Department

Please find for your review a summary of the Coral Gables Parks and Recreation Department activities for the month of October 2003. Also included is a look at upcoming department activities.

Tennis Operations:

- Les Halles Restaurant sponsored a tournament on October 4th and 5th.
 - Ladies tennis clinics and matches have begun the fall schedule with five evening matches and four morning matches at the William Kerdyk Biltmore Tennis Center.
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- Salvadore is home to two Ladies Vets teams as well as one men's 4.5 singles team and one men's 4.0 team.
 - A Junior tournament was held on September 13-15th for boys and girls 16 to 18 singles with approximately 25 participants.
 - A calendar of activities at both tennis facilities is included for review.

Golf Course Operations:

- Biltmore revenues are reported at approximately \$119,000 for the month of October lower than October 2002 revenues by approximately \$18,000. These numbers continue to reflect industry numbers with decreases seen at most all area courses.
- Biltmore rounds of golf were at 3647 rounds played with 50% being Coral Gables residents, 37% Miami-Dade residents, and the remaining 13% from out of the area.
- Granada revenues are reported at approximately \$46,418 slightly lower than October 2002 by \$2,500.
- Granada rounds of golf were at 2632 rounds played with 74% being Coral Gables residents.
- October 1st saw the changing of the guard at the Biltmore Golf Course with The Biltmore Hotel Golf Management LLC taking over the management of all aspects of course operations.
- Attached are calendars of upcoming activities as well as statistical numbers on rounds of play and revenues at both courses.

War Memorial Youth Center:

- New class began – Music Together – a mommy and me type class for parents and their small children focusing on music.

- Other programs for the month were Senior trips to the Museum of Art in Ft. Lauderdale and Calder Race Track, Commissioner Kerdyk's Town Meeting, Parent's Night Out, the Disability Fair, Miami Children's Theater presentation of Treasure Island, and the Garden Club annual flower arranging workshop.
 - A highlight of the month was the "Halloween Carnival" and "Ship of Lost Souls Haunted House" with over 400 visitors to the haunted house and over 500 visitors to the carnival.
 - Upcoming activities and programs include Indiana University presentation, book review, Senior Trip to St. Augustine, Florida Recreation and Park Association District meeting, JOB Fun Day, Parent's Night Out, and the end of Youth Flag Football season-party.
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Golf Course Landscape Maintenance:

- The golf course landscape division began the downsizing and relocation to Granada Golf Course effective October 1. The remainder of the equipment and supplies were transferred from Biltmore to Granada during the month.
- Granada course is taking on a better manicured look with the additional attention of more staff and focus by City staff on the nine hole course.
- Public Service planted several new palms along the 8th hole of Granada.
- Granada experienced turf damage from a car vandalizing the course on the #6 and #7 greens. Staff has taken corrective measures to repair the damage but it will take several weeks for the damage to be cured.
- Athletic field maintenance has continued with attention given to irrigation repairs and regular field maintenance on a more regular scheduled basis.
- The staff has been downsized very rapidly over the last several weeks with transfers to other departments and several retirements. A decision will need to be made very soon as to the future direction of Granada's maintenance and the remainder of staff.

Park and Playground Update

- Jaycee Park renovations are drawing to a close with an anticipated completion at the end of November or first of December.
- Salvadore Park renovations are scheduled for completion in November as well with final items being addressed.
- Staff is working with Public Works and Public Service to place a bench, coral stone and plaque at the newly designated Kakouris Park with an anticipated dedication after the first of the year.

Senior Services Division:

- A presentation was made to the Commission on the data collected from the Elderly Needs Assessment conducted by the University of Miami. Further recommendation and prioritization and timelines will be conducted in the next several months with work groups made up of the Senior Advisory Board, U of M staff and City staff.
- Work continues on the "Just Checking" project with the Coral Gables Rotary Club and Barry University.

Administration:

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- Parks and Recreation Director Joe Abel attended the National Recreation and Park Congress in St. Louis where he was installed as a Board of Trustee member for the National Recreation and Park Association. The City of Coral Gables was also recognized and applauded for the outstanding hospitality shown to the Board for the Spring meeting held at the Biltmore.
 - Assistant Director Fred Couceyro begins his term as member of the Florida Recreation and Park Association State Board of Directors representing the City of Coral Gables.
 - Golf Course Superintendent Kelly Cragin continues to serve as board member on the South Florida Golf Course Superintendent's Association representing the City of Coral Gables.
 - Staff welcomed the newest team member to the department as Don Beck became the new War Memorial Youth Center Supervisor.
 - The search continues to fill the position of Recreation Program Superintendent anticipated before the end of the calendar year.

Planning Department

The Planning Department status of projects and assignments for September 2003 is as follows:

1. *Charrette Implementation.* Staff completed a presentation to the City Commission advising as to the status of the implementation of recommendations to date.
2. *University of Miami Development Agreement.* The City Manager and Planning Director are continuing negotiations with the University of Miami for finalization of the Agreement.
3. *Miami-Dade County School Board Interlocal Agreement.* Planning Staff continues to monitor the process for the development of administrative procedures

for implementation of the Agreement. Staff recently attended a public information forum to review the administration of the program.

4. *Planning Department Position vacancies.* The Department is in the process of filing the vacancy of the secretary position.
5. *Comprehensive Land Use Plan and Zoning Code Work Program.* Planning Staff will be conducting a scoping meeting with the Planning and Zoning Board in November/December. The Board deferred the discussion from the August 2003 meeting.
6. *Mediterranean Ordinance Review Committee.* Staff convened a Triboard meeting on October 29, 2003 to solicit input on the new regulations. Revised draft is being prepared based upon input received from Boards, public, and development community. Item will be scheduled for Planning and Zoning Board consideration on November 12, 2003.
7. *Intergovernmental Coordination.* Planning Staff continues to monitor other local government meetings on upcoming projects.
8. *CLUP Maps.* Planning Staff is printing the large CLUP maps for public distribution.
9. *Neighborhood meetings.* The Department continues to attend neighborhood meetings on upcoming development applications to assist in the dissemination of information to interested parties of projects being reviewed by the Department. Recently attended neighborhood meetings include: Junior Chamber of Commerce (JCI) - LeJeune Road; 1121 Madruga Avenue; The Plaza at Coral Gables (angel Buick site); and Temple Judea expansion;
10. *Junior Chamber of Commerce (JCI) City Sponsored Meeting.* Pursuant to City Commission direction, Planning Staff hosted an additional neighborhood meeting on October 29, 2003 to solicit additional input. This item is scheduled for City Commission consideration on November 19, 2003.
11. *Development Review projects.* The Department continues to review the 20 applications received. A listing of projects under review is available upon request from the Department.
12. *Mixed use overlay district (MXD3) - Industrial Section.* The Planning and Zoning Board approved the new mixed-use overlay district for the northern section of the Industrial Section. This included both a Comprehensive Plan and Zoning Code text amendment to provide for innovative provisions pursuant to the Charrette Recommendations and Mediterranean Ordinance Committee Recommendations. Staff completed a neighborhood meeting and mailed out notices to all parties within 1000 feet of the entire district boundary to solicit additional comments. Staff analysis included a 3 dimensional computer model and field survey of the entire area.
13. *Zoning Code update.* Staff has completed a comprehensive update of the Zoning Code to insure all amendments previously approved are contained within the document. This included researched back to 1990. The Code will be reinserted on the Web in December for public viewing and search capability. The Department reviewed and processed 156 Zoning Code text amendments since the year 1992 (average of 14 per year).

14. *Comprehensive Plan update.* Staff completed a comprehensive review of the Plan to insure an amendments co9mpelted since 1989 have been included. This task has been completed and the Plan is on the web for information.
15. *Street and Alley Vacation Procedures Amendment.* Planning Staff is working with eh City Attorney to finalize the amendment to the Street and alley vacation process.
16. *Miami Dade County School Transfer of Development Rights for Coral Gable Elementary School.* Planning Staff has had two meetings with the School Board representatives to ascertain the School Boards position. The School Board will be requesting a personal appearance before the City Commission in the future to provide an update and indicate the School Board's position.

Police Department

Support Services Bureau:

Technical Services Monthly Update (Oct. 2003):

1. The new 911 logging recorder is installed and operational.
2. Three of the four trainees have started their final phase of training.
3. Communications new supervisor, Monica Marchante continues her learning process as a supervisor.
4. Phase II of 911 wireless implementation is almost complete.
5. Communications and Radio Shop personnel are completing preparations for the FTAA.
6. Eight communication operators received in service dispatch training by Powerphone.
7. Radio Shop move was completed.
8. Supervisor Kathy Holmes received the employee excellence award.

Professional Standards Division - October 2003

- * All Field Force/Personal Protective Equipment (PPE) classes were conducted. UM Public Safety and South Miami PD were included in this training.

* The first shipment of Tasers arrived and have been assigned after completion of training classes. Approximately 67 Tasers have been distributed to the Uniform Patrol Division.

Field Operations Bureau:

UNIFORM PATROL DIVISION - SEPT./OCTOBER 2003

The Traffic Enforcement Unit wrote 1,774 moving citations for the month of September.

There were 173 traffic accidents, 82 Hit and Runs, and 1 fatality investigated for the month of September by the Accident Investigation Unit.

There were 12 DUI arrests during the month of September

UPD personnel continue to attend FTAA training seminars and briefings and preparation for the November 17 -21 Free Trade Area of the Americas Conference

Taser training of UPD personnel is on-going and the tasers have been distributed to those who have completed the training.

UPD successfully and professionally controlled the 300 plus demonstrators outside the Biltmore Hotel on Saturday, September 27th. The demonstration was in protest of Gorbachev's endorsing trade with Cuba.

UPD began providing police services to the newly annexed area of Kings Bay October 1st. A new patrol zone was added to create 3 patrol zones south of Sunset Road.

CRIMINAL INVESTIGATIONS DIVISION

CONFERENCE OF THE AMERICA'S, AND PRESIDENTIAL AND OTHER DIGNITARY VISITS- C.I.S. Detectives were very busy this month with visiting dignitaries, including the Miami Herald's Conference of the America's at the Biltmore Hotel. We handled 8 separate dignitary protection details for the President's of Uruguay, Spain, Nicaragua, El Salvador, Ecuador, the Vice President of Argentina, former U.S.S.R. President Mikhail Gorbachev, and another one for Mrs. Barbara Bush, wife of former U.S. President George H. Bush.

CRIMES AGAINST PERSONS UNIT- robberies increased dramatically in October (9). CID is operating a Robbery Intervention Detail which will be concentrating unmarked patrols along Lejeune Road north of Coral Way, in the 400 and 500 block. Seven robberies were purse snatches and two robberies were armed robberies with different modus operandi and different suspect and vehicle descriptions. One purse snatch suspect is a black male with dreadlocks driving an older model mini-van either yellow or beige in color. The armed robbery suspects are two young Hispanic males driving a mid-'80's 4 door sedan, faded light brown or khaki in color with a darker vinyl top in poor condition, possibly has front end damage, and a loud muffler which is hanging. In other news, on

October 17, 2003 Detectives arrested subject Ali Adili for stalking women on the University of Miami campus. Since early October subject Adili has stalked several women at random, groping the women and on one occasion attempted to force a victim into his car. He was arrested at his home in Tamarac and charged with Attempted Kidnapping, Stalking, and Assault and Battery.

PROPERTY CRIMES UNIT- on October 4, 2003 Miami-Dade Police arrested two subjects in an in-progress burglary of a home in unincorporated Dade County. In their possession was an automatic pistol which had been stolen in a Coral Gables house burglary. Investigation by Coral Gables Detectives led to the arrest of Chaffee Suarez and Joyce Camacho for a burglary at 1249 Messina Avenue. Further investigation led to two additional suspects, Alexander Quincoses and Yexet Hernandez who were involved in another burglary at 1403 Alhambra Circle. Police and the Prosecutors are attempting to work out an agreement with the defendants' defense attorney that could clear up to a dozen or more burglaries in our area, and possibly lead to the recovery of additional stolen property.

YOUTH RESOURCE UNIT- Sgt. Barta gave a presentation at the City-Wide Anti-Crime Committee meeting and addressed the Unit's role and responsibilities with youth in our community and various programs. Sgt. Barta and A/Chief Faidley met with Principal Cerra at Coral Gables Elementary and addressed parking and traffic problems near the school. Det. Flores and Sgt. Barta met with Asst. City Manager Jimenez regarding graffiti problems throughout the City. Det. Dieppa recently received her national certification in forensic composite art from the International Association for Identification. Officers and Supervisors remain very busy with the daily activities, including teaching DARE classes, the Police Athletic League program, the Police Explorer program, the Schools Community Relations Board, child abuse and neglect investigations, and school security and Patrols.

CRIME SCENE UNIT- all Crime Scene Technicians recently attended a training conference in St. Petersburg hosted by the Florida Chapter of the International Association for Identification. They attended many workshops and lectures on new forensic techniques and procedures. They also met with industry representatives and looked at new crime scene gear, materials, chemicals, and the latest in lab equipment and tools.

ECONOMIC CRIME UNIT- the Fraud Unit may be seeking the assistance of the City to remove a merchants occupational and business license. Mr. Martin Haber operates a business named Coins and Currency at 1550 Madruga Avenue. He has continuously issued worthless checks, insufficient funds and closed account, to dozens of customers and also withheld merchandise and trade items without payment. We recently received an additional 17 complaints of his business through the F.B.I. National Fraud Complaint Center. The victims are not only local but from throughout the United States. He has established a pattern of fraudulent business practices and we have arrested him in the past. In other news the Unit has also been asked to participate in a Regional Contractor Fraud Task Force.

Public Service Department

During October 2003, the Public Service Department continued to primarily concentrate on maintenance activities. The rain is delaying our work, but in general we have been able to keep on schedule. The City's landscape maintenance contractor has planted five additional replacement Royal Palms on US 1 some replacement ground cover and hedge material. Planting of trees and replacement landscaping is ongoing throughout the City. Flowers were replaced on Miracle Mile, Cartegena Circle and the large triangle across from City hall adjacent to Merrick Park. The Solid Waste Division Superintendent attended a Solid Waste Association of North America conference and training program in St. Louis. The Division held additional "Smith System" driver safety classes for supervisory level employees of the Public Service Department. Two employees of the Landscape Services Division attended pesticide application and safety classes. One employee of the Landscape Services Division attended an advanced irrigation technology seminar.

Public Works Department

The Public Works Department has been involved in the following major on-going projects during the month of October.

City Wide Street Improvement Project:

Isolated Drainage

1. 417 Alcazar – isolated drainage being addressed.
2. 400, 500, 600 blk. of Alhambra Circle, design completed; sent to construction.
3. North Greenway Drive from Sevilla to Coral Way, design completed, sent to construction.
4. San Domingo from Sevilla to Coral Way, design completed, sent to construction.
5. 1200 block of Andalusia, design completed, sent to construction.
6. Mariola Ct. Design completed sent to construction.
7. 5600 Blk. Granada Boulevard - drainage under design.
8. 200 Blk. Santillane - system to be reconstructed.
9. 400 Blk. Hardee Road - system to be designed.
10. Intersection of Sevilla Avenue and Cardena Street - system to be designed.
11. 4800 Blk. Granada Boulevard- system to be installed.
12. 217 and 241 Vistalmar: Raise pavement to allow rain water to flow freely.
200 Block of Vistalmar, swale to be lowered to allow water to drain to catch basin.

Ponce de Leon Boulevard Entrance at Tamiami Trail:

1. Demolition and civil work has started.
2. Additional parking incorporated on design. To be constructed as soon as possible.

City Wide Traffic Calming Project:

1. Traffic circle and re-alignment of the road on Sevilla Avenue between Segovia Street and Anderson Avenue – design is complete. Residents are in favor of the proposal. Temporary devices in place.
 2. Roundabout at Blue Road and San Amaro Drive and Blue Road and Alhambra Circle – Consultant to conduct traffic study for the Blue Rd. corridor from S.W. 57th Ave. to Granada Blvd.
 3. Road narrowing/neckdown at Old Cutler Bay Subdivision and Gables Estates – under design.
 4. Traffic Circle at South Alhambra Circle at Veronese Street – under design.
 5. Realignment of the road at Leonardo Street & Augusto Street- under design.
 6. Traffic Circle at Hernando Street & Navarre Avenue – Complete
 7. Traffic Circle at Salzedo Street & Aledo Avenue – Under construction.
 8. Traffic Circle at Hardee Road & Maggiore Street – Complete.
 9. Traffic Circle at Hardee Road & Maggiore Street – Complete.
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Trolley Circulator Project:

All five (5) trolleys have been delivered and are presently being stored at the ABC Building. The contract with Greylines Inc. (Operations) is still going through some revisions. The First Vehicle Services (Maintenance) contract has been executed by FVS and the documents are now being executed by the City. Bids for the fabrication and installation of the trolley stop signs were received on September 22nd and contract was awarded to The Baron Group, Inc. of Lake Park, Florida with a bid of \$139,210. They are proceeding with the installation of the 68 bus stop signs. Conversion of the ABC Building (4133 LeJeune Road) to a Trolley Depot is presently underway. Additional lighting has been installed inside the building and a service upgrade has been completed. Modifications to the roll-up doors are underway to accommodate trolley ingress and egress. New installations for battery charging and battery washing are being done, as well. The target date for Trolley Service is November 25, 2003.

Ponce de Leon Median Project:

At a meeting held on October 16th, 2003, the Transportation Planning Council (TPC) approved the utilization of impact fees monies for the above project. At another meeting held on October 23, 2003 at the Miami-Dade County Commission Chambers the project was presented to the Metropolitan Planning Organization (MPO) for ratification. Miami-Dade County is currently drafting a Joint Participation Agreement to be signed by the City in order to proceed with the construction of this project. Once the JPA is prepared it will be presented to the Coral Gables' City Commission, followed by Miami-Dade County's Commission for final approval and ratification. The plans for this project are still under design.

LeJeune Road Median Project:

Design complete 90%. Community meetings held September 30th and October 2nd, 2003. DOT will move forward with project.

Impact Fees Project:

Roundabout at Coral Way and Segovia Street and N. Greenway Drive – Consultant still working with Miami-Dade County on the design.

Fallen Police Officers Memorial:

Alhambra Plaza at Douglas Road – pavers installed, landscaping by Public Service. Bronze plaque ready and being shipped on 11/4/03.

King Bay Subdivision Guardhouse:

Meeting held October 13, 2003 to coordinate consultant and construction phases.

500 Block of Caligula Avenue:

Lighting Improvement District. Meeting held with Mr. Hofmann and Florida Power & Light to finalize estimated cost and design.

Citywide Asphalt Repair – Bid Opening:

Three bids received and opened 10-13-03. Bids awarded to T.J. Asphalt Corp. for the amount of \$469,445.00.

Bellavista Lift Station #2 Rehabilitation:

Two bids received and opened 10-13-03. Bids rejected. Will re-bid.

Biltmore Complex William H. Kerdyk, Sr. Tennis Courts:

Project completed.

Parking Garage No. 2:

The Bid Opening took place November 3rd, 2003 at 2:00 PM. Four of the pre-qualified General Contractors bid the project. The apparent lower bidder was J.A. Cummings with a Base Bid price of \$12,697,000 and a total of deductive alternates for the amount of \$1,329,087. A recommendation will be made before the Commission on November 18th, 2003. The OK to proceed is still planned to be given December 5, 2003 to start ordering material for construction to begin at the site: January, 2004. The Parking Garage to be finished: November 30th, 2004. Final CO for complete project (including retail area): February, 2005.

Merrick House Re-construction:

The stripping of the staircase is 40% complete. The plaster repair has been completed in the four bedrooms on the first floor; the painting will start as soon as the plaster has cured in 2 to 3 weeks. This does not include the special plaster for the hallway, which is being coordinated with Historic Preservation. As soon as all work has been completed we will proceed with the modification to the HVAC system and final coats to the new flooring. The final stage is moving all the furniture back into the house.

Coral Gables Country Club Remodeling:

Project is 70% complete. At this moment the Contractor and consultant are working with Structural Engineers (95% complete) in order to correct extensive details, not in

compliance with the code and plans. Mechanical, plumbing and rest of the remodeling is on-going.

Sidewalk Improvement Program

Addressing sidewalk complaints in the south side of Bird Road.

Canal Dredging:

A request for financial assistance was sent to Craig Fugate, Director, Division of Emergency Management, to dredge the Coral Gables Waterway over seven months ago. The only communication the City has received from that agency to date has been verbal. The process has not been encouraging. More recently, however, the City has been communicating with the South Florida Management District for assistance. These communications have been fruitful since word has been received that the District has granted the City \$500,000 to initiate a dredging program for the C-3 Canal. A second grant application for financial assistance was sent by the City to the Florida Department of Community Affairs September 29th. Answers to several supplemental requests by the DCA for additional information have also been sent to that agency.

Granada Bridge Forcemain:

Work is approximately 95% complete. Landscape restoration and guard rail repairs remain to be done. Landscape specification books sent to contractor.

Watermain on SW 98th Terrace:

Joint Participation Agreement has been executed. Design stage to start (by Miami-Dade Water & Sewer). WASAD has the City's to invoice for \$25,000.00 as per Article 4 on Agreement.

DeSoto Fountain:

All Restoration Assessment Reports and Construction Documents have been completed. Final Project Progress and Expenditure Report requesting grant funds disbursement was submitted to the State of Florida on July 30, 2003. Awaiting project review by the State; and receipt of \$40,000.00 grant funds.

Park Improvements:

1. Salvadore Park – Refurbishment of the Tennis Center building is complete, with some punch list items pending. Installation of hydraulic lift is complete. Project reimbursement request has been submitted to FRDAP on Nov. 30, 2003.
2. Jaycee Park – Demolition is complete. (a) construction of concrete curb around play area and walkway – complete; (b) drainage for drinking fountain – complete; (c) play equipment installation - complete; (d) resurfacing and re-striping of the tennis court and basketball court – complete; (e) removal of all but necessary fill from the field – complete; (f) installation of the chain link fence at lift station and tennis court – complete; (g) irrigation - 99% complete; (h) concrete slabs at the entrances and at the picnic shelter - 75% complete; (i) installation of benches, tables and trash receptacle – is underway (14 benches installed); (j) landscape installation - 50% complete; (k) installation of rubber surfacing, under the play equipment - is under way.

Maintenance and Storage Facility – Incinerator Demolition:

On Oct. 19, 2003 ABC Construction, Inc. was notified to stop all work related to change order # 4 (neighborhood's one mile radius soil collection & analysis report). The City hired an environmental attorney to examine DERM's requirements. Public Works is providing documentation to the newly hired environmental team related to any and all pertinent information dealing with the incinerator, and the 72nd Avenue Maintenance & Storage facility.

City Hall - Central Stair Tower Murals and Painting Restoration:

The project consists of the restoration of City Hall's murals and painting atop and on the walls of the central stair tower. At its September 23, 2003 meeting the City Commission passed a resolution instructing the City Manager to negotiate and execute a contract with Evergreen Painting Studios, Inc. in an amount not to exceed \$85,975.00. Talks with the vendor are currently in progress regarding scheduling and best project commencement date.

Maintenance of City Facilities:

1. Repairs of seven Historic Structures (pending Historic RFQ)
2. Renovations of fountains Granada and Coral Way (85% complete)
3. City Hall EDP – re-stucco (pending Historic RFQ) and re-roof (requisition in purchasing).
4. City Hall EDP carpet replacement (start date 10/13/03)
5. New IT Department Office remodeling – pending City Manager approval of space allotment.
6. Relocation of Radio Shop:
 - PHASE ONE - relocation of departmental files: Public Work's relocation (100% complete), Finance's relocation (100% complete), Building & Zoning's relocation (35% complete), Public Service relocation (100% complete)
 - PHASE TWO - construction of storage loft over maintenance shops (85% complete).
 - PHASE THREE - demolition of interior warehouse #1 (100% complete).
 - PHASE FOUR – new construction (100% complete)
 - PHASE FIVE – the move (100% complete)
 - PHASE SIX – prep old Radio Shop for temp. use for Trolley Station (70% complete)
7. Repair of Granada Golf Course (9) Rain Shelters (88% complete)
8. Re-Relocation of Print Shop
9. Moisture problem at Fire 3; roof repairs, drywall replacement (30%)
10. Roof Repairs @ Fire 3 (90% complete)
11. Prep Purchasing warehouse for NAPA; wall, tire racks, card access and locks (100% complete)
12. Maintenance Week @ Venetian Pool (100% complete)
13. ADA compliance at the Biltmore Tennis Center (100% complete)
14. ADA compliance at Biltmore Golf Course (100% complete)
15. ADA compliance at the Biltmore Tennis Center (75% complete)

Right-of-Way Enforcement & Maintenance Division:

1. Code Enforcement for parking on sidewalk being enforced.
2. Waterway inspections are moving forward. Waterway mailings have been sent to most of the Coral Gables Waterway for house number compliance.
3. Sunrise Waterway's and Gables by the Sea has been surveyed and in the process of sending out letters to the residents regarding the house numbers on the waterways. We have had a good response from the residents. – Notices have been sent. Only a few call backs from residents requesting information of where to get numbers
4. Cocoplum waterway letters will be sent out 9/10/03. Good response from residents on follow up inspections
5. Right-of-way code enforcement training is underway and being implemented. Three (3) homeowners have been put on notice for trees and bushes blocking the alleys. Per inspection two alleys have been trimmed back by homeowners. Home owners have responded by cutting back there bushes. – Inspection was made and areas were cleared by residents.
6. Warnings/Citations Issued this Period: (16) warnings issued, (2) citations issued, (1) fines paid, (1) appeal request. To date: (59) warnings issued, (29) citations issued, (17) fines paid, (5) appeal request. New information is to be provided by the Public Works Permit section.
7. City construction materials removed from police shooting range. (In Progress) Contractor is demolition building now. Building has been cleared as of 7/20/03. – Nova consultant inspection of soil was taken 9/3/03
8. Barricade removal from 72n Avenue smoke stack for demolition - pending demolition. Waiting for demolition and cleanup to be able to get back in our storage building.
9. Work order program being implemented – in progress.
10. Root cutting program for 2002 is completed – working on 2003 service requests.
11. Biltmore Golf Course cart bridges – inspected June 3, 2003 for any damages before the 4th of July fireworks display. Report and photos have been turned over to Gerardo Vasquez-de-Miguel, Assistant Public Works Director for an evaluation – pending evaluation. (No word at this time for replacement.)
12. Rain days catch basins Citywide cleared off by crew.
13. Waterways are being inspected for seaweed. – Waterwitch is down with water in the transmission 9/4/03. Running OK now
14. Waterway channel markers are being inspected for replacement for the 12 volt system now being used by the United States Coastguard.
15. All channel markers have been inspected and all stock replacement day boards have been inventoried. Replacement stock needed for some day boards and day beacons light replacement parts are need to be ordered when funds are available.
16. Alhambra Plaza and Douglas Road Police Memorial is underway.
17. New Radio shop at 72 Ave pavement area is waiting for the rain to stop to pave since July.
18. Night sweepers is running 7 days a week.
19. 0 block Miracle Mile south side sidewalks was pressured cleaned to the Post Office last Saturday night by the night crew.

20. Street drainage systems are being cleared by the Code Enforcement and Maintenance Division during rain storms.
21. Gables by the sea #1 lighted channel marker down as of 9/19/03 removed marker from waterway 9/23/03. Requisition request for replacement turned in and requested an update on specification for lighted channel marker's requested to George Ray to be sent in with the replacement requisition to purchasing. (no response as of yet) Bid awarded to Dock & Marine Construction 10/23/03 New Light and pedestal is on order
22. Coastal Cleanup for Gables by the Sea was held on 9/20/03 by Jorge Padron and Gary Peters on the Pontoon boat.
23. Equipment yard cleaned up for inspection on 10/6/03
24. Police Memorial is just about completed at Douglas Road & Alhambra Plaza by Private Contractor and City employees and equipment. Landscaping by Public Service.
25. Biltmore Golf Course waterways canal banks are being cleaned by Gary Peters and his crew using the Waterwitch Boat ¾ Completed. We will remove the fountain in the waterway for Maintenance to check out why it is not working.
26. Barricades set out for the following special events: Biltmore Hotel – McBride lot for protesters, First United Church Run, & Coral Gables Youth Center Halloween Party.

SANITARY SEWERS:

1. Laterals clogged (17)
2. Main line clogged (10)
3. Line repairs (8)
4. TV inspections (10)

Total footage of main line cleaned in September 2003: 8,680 ft.

Sanitary Sewer Main Station

1. Repairs to stations (15)
2. Stations cleaned (6)

Sanitary Sewer Subm. Stations

1. Electrical and pumps repairs (9)
2. VACUUM AND CLEAN WET WELLS (5)

Stormwater Line Repair (2)

Total footage of main line cleaned (SW): 4,200 ft.

1. Periodic top cleaning
2. Periodic cleaning of flood gate
3. Periodic cleaning of grate at stormwater stations

Preventive Maintenance

1. Vacuum and Clean Catch Basins (32)
2. Empty water traps (SW) (20)

Projects

INSTALL NEW HOUSE CONNECTION SERVICE AT THE GRANADA COUNTRY CLUB

Training

Stormwater maintenance program workshop and NPDES Annual Report Update.

Utilities Locations

ALL SANITARY SEWER AND STORMWATER LOCATIONS ARE MARKED DAILY.

Procurement Department

During the month of October the test offering of the on-line auction began. At this initial offering 5 vehicles were placed up for auction. We chose 2 police vehicles, 2 police motorcycles and 1 non-police vehicle for this test. After a 21 day bid period the auction generated earnings to the City of 54% above our previous live auction. The vehicles were awarded to the highest bidder. The test concluded without any problems and new vehicles will be posted monthly. Another group of vehicles has been posted. This group includes a motorcycle, police vehicles, sewer truck, non police vehicles and two totally wrecked vehicles. The process to post vehicles on the web include photos of all vehicles, research on the web for vehicles similar to the posting to make sure we are being fair when we ask for a starting price. This will eliminate having to repost any of these vehicles more than once.

A meeting with the City Attorney finalized negotiations and NAPA signed a contract in October to provide automotive parts and supplies. The feedback that we have from Motor Pool has been positive so far. They are pleased with the service provided. The order fill percentage rate will be calculated after a full 3 months of service. NAPA currently carries an inventory in the amount of \$93,140.07. NAPA has purchased all of the City's old stock. The City has received a check from NAPA in the amount of \$66,544.07.

The space occupied by the warehouse will be converted to office space for the Employee Relations Department.

The new Procurement Code is on-line. There have been 26 purchasing liaisons and 27 backup purchasing liaisons whom have been trained by purchasing staff. They have been trained on placing on-line orders through Office Depot, Wintergrate, receiving on line and ordering Hilcraft Business Cards on-line. Training will continue as needed.

The selection of a Parking Cashier and Custodial Service provider was made. The recommendation to award a contract to Standard Parking will go before the City Commissioners on December 2, 2003.

Award to purchase an artificial 100' tall holiday tree was made to Christmas Designers, Inc. The tree was ordered in October, received by the city, and now stands in front of City Hall.

A total of 117 purchase orders were issued during this month. There were 89 purchase orders issued under \$3,000.00. There were 16 purchase orders issued from \$3,000.00 up to \$7,499.00. Finally there were 12 issued from \$7,500.00 and greater.

PURCHASING DEPARTMENT

MONTHLY REPORT

NOVEMBER, 2003

During the month of November a total of twenty four (24) vehicles and equipment were posted for on-line auction. This group includes police and non police vehicles, a pick-up truck, a Cushman scooter, a van, athletic equipment, and assorted print shop equipment. After a 14 day bid period the city realized total sales at \$30,580.23. No city property will be posted for on-line auction during the month of December.

NAPA continues to provide automotive parts and supplies in a cost effective manner. During November the city set up three (3) new accounts numbers for issuing parts purchased through NAPA. This will insure an accurate reconciliation for all departments involved, ensuring allocation of funds properly.

The selection of a Parking Cashier and Custodial Service provider was made. The recommendation to award a contract to Standard Parking will go before the City Commissioners on December 2, 2003.

A pre-proposal meeting, for Drama Theater Professional services, was held. A total of three (3) Drama Theater Professionals attended. Receipt of proposals followed shortly after. The proposals have been distributed and are being reviewed by the selection committee. The selection committee will meet to recommend an award in December 2003.

A pre-proposal meeting, for Gymnastics Professional services, was held. A total of two (2) Gymnastics Professionals attended. Receipt of proposals is scheduled for December 2003.

Purchasing Staff attended the National Institute of Governmental Purchasing (NIGP) trade show. Vendors at the trade show displayed products and services purchased by the city as well as introducing new products and services that may be used in the future. Those who attended networked with other governmental entities and established new vendor accounts.

A pre-proposal meeting, for Janitorial Service and Products, was held. The meeting was attended by sixteen (16) janitorial service providers. After the procurement package was reviewed and questions taken a walk through of the facilities took place.

Purchasing staff conducted the bid opening for Construction of Museum Garage #2. The lowest responsive responsible bidder is James A. Cummings with a bid of

\$11,901,032.00. The resolution was adopted at the November 18, 2003 City Commissioners meeting.

Purchasing staff conducted the bid opening for City-Wide Roofing Services. The low responsive responsible bid was submitted by National Roofing South Florida Inc. The recommendation to award will be presented at the December 16, 2003 City Commission meeting.

The bid opening to Refurbish the City of Coral Gables Water Witch and Two Barges took place. The lowest responsive responsible bid was from Quality Sandblasting, Incorporated. They bid \$47,500.00 for all three vessels. Authorization to award will be signed by the City Manager.
