

Task Name	Start Date	Description	Commission Update	Director	Assigned To	Collaborate Director	Department List	Task Status
Tree Succession/ Sidewalk Restoration Plans	3/10/2015		3/14/18 - Sidewalk repairs ongoing	Santamaria, Eduardo	Keller, Jessica		4;#Public Works	In Progress
Valet Management Plan	3/10/2015	Short-term solution and presentation by staff and traffic consultant completed. Implementation of new Centralized Valet started January 2018.	3/29/18 RFP is currently in Procurement expect that the RFP will be advertised soon. 4/17/18 Prebid meeting was held with vendors interested in bidding on the contract.	Kinney, Kevin			3;#Parking Department	In Progress
General condition and cleanliness of Youth Center facility, including roof, steps, carpet etc.	5/12/2015		4/12/18: Procurement has selected bidder for gymnastics project. Bidding has closed for playground projects, awaiting selection of winning bidder. In-house projects including the replacement of landscaping on the perimter has begun with new hedge planted along Anastasia and plant materials in the rotunda.	Couceyro, Fred	Vester, Carolina		5;#Community Recreation	In Progress
US 1 Corridor improvements	6/16/2015	3/20/18 Commission Meeting Update Request: Staff to advise the Riviera Neighborhood Association that we will begin working north of 8th Street to Flagler since they are not ready yet.	Project is on hold and may be cancelled.	Cabrera, Suramy	Wu, Charles		10;#Development Services	Deferred
Algardi, Cantoria & Garcia traffic calming and neighborhood issues	9/22/2015		The City submitted area wide traffic calming design package to the County for expedited review on 3/21/18. Staff followed up on 4/2/18.	Santamaria, Eduardo	Keller, Jessica		4;#Public Works	In Progress

Automatic surveys to customers re: permitting experience	11/10/2015		Surveys for Board of Architects are being processed by consultant	Cabrera, Suramy			10;#Development Services	In Progress
Discussion regarding "No parking" and "No Dumping" signs, buttons and street markers	2/9/2016	Removal of Unnecessary "No Parking" and "No Dumping" signs.	Sign Shop continues to evaluate and remove superfluous signage. (4/16/18)Work orders continue to be processed to remove signage as the Sign Shop is in the process of moving into Public Works.	Kinney, Kevin			3;#Parking Department	In Progress
Code amendment/ discussion about allowing only yard waste in parkway trash piles	2/9/2016			Santamaria, Eduardo	Keller, Jessica		4;#Public Works	In Progress
Review legislation for maintenance of street closures on Monegro, Sarto, Camillo, Romano and Cadima	2/23/2016			Santamaria, Eduardo	Keller, Jessica		4;#Public Works	In Progress
Follow up with Cuban Cultural Ballet; must produce documentation for grant-funded event	5/24/2016			Ramos, Miriam				In Progress
When will we see the RFP for garages	7/26/2016		Refer to Notes above for previous updates 3-30-18: Staff met with the CGCC on 3/26/18 which their proposal is consistent with their original proposal of a office tower and condo units. Staff and the Proposer swapped information and staff is reviewing their proposal. 4-17-18: expiration of the negotiation period end on May 5th and the has not agreed to business terms as of yet.	Roberts, Leonard			6;#Economic Development	In Progress
Need to look at the proliferation of signs, campaign, lawn, pest, contractors and on utility poles	7/26/2016		Enforcement is ongoing. Please see attached reports on removal of signs for: - January 2018 - February 2018 - March 2018 (Updated on 4/2/18)	Ortiz, William			12;#Code Enforcement Division	In Progress
Look at inspections on condos where owners are finding structural issues, the ability of having more quality assurance inspections.	8/23/2016			Cabrera, Suramy	Wu, Charles		10;#Development Services	In Progress

Removal of Signs/Sign Pollution throughout City	9/2/2016	Follow up on the removal of signs where the sign does not serve a public purpose. No parking & no dumping signs. Update on the sign pollution throughout the City was requested again during the February 13, 2018 Commission Meeting.	(4/16/18) Work orders continue to be processed to remove signage as the Sign Shop is in the process of moving into Public Works.	Kinney, Kevin		Santamaria, Eduardo	3;#Parking Department	In Progress
Look into allowing curbs in high demand residential areas near schools	9/2/2016		Curb installed on 1/24/18.	Santamaria, Eduardo	Keller, Jessica		4;#Public Works	In Progress
Update on rescue vehicles which were being phased out to see if it can be donated to Southwest Ranches Volunteer Fire Department	9/13/2016		The Fire Department and Fleet Services continues to work with Southwest Ranches Volunteer Fire Department to identify the appropriate equipment and agreement.	Fernandez, Frank	de la Rosa, Marcos		14;#Fire	In Progress
Request for water quality study	12/6/2016			Santamaria, Eduardo	Keller, Jessica		4;#Public Works	In Progress
Notices weeds, non-native plants, litter and overflowing dumpsters in alleys used by people going to and from Giralda and downtown	1/10/2017			Santamaria, Eduardo	Keller, Jessica		4;#Public Works	In Progress
Requested update on plan/pilot program for trash pits-eliminating or changing bulk pick up	1/10/2017			Santamaria, Eduardo	Keller, Jessica		4;#Public Works	In Progress
Keep the commission informed of coco plum bridge project and potential closure Commission emphasized need to increase height of bridge and pedestrian bridge	1/24/2017		3/14/18 - Meeting with county still pending.	Santamaria, Eduardo			4;#Public Works	In Progress
A crosswalk is needed in front of KLA preschool	1/24/2017		County requested site specific MOT for the construction of the crosswalk and the City submitted on 4/2/18	Santamaria, Eduardo	Keller, Jessica		4;#Public Works	In Progress
Staff/consultant needs to conduct sign survey for speed limit reduction	5/9/2017			Santamaria, Eduardo			4;#Public Works	In Progress
Staff recommendations on neighborhood protection zones	5/9/2017			Santamaria, Eduardo	Keller, Jessica		4;#Public Works	In Progress
Requested update on 25 MPH implementation	5/30/2017			Santamaria, Eduardo	Keller, Jessica		4;#Public Works	In Progress
Requested citywide study on signage using GIS	5/30/2017			Kinney, Kevin			3;#Parking Department	In Progress
Building evaluation on the Biltmore Hotel	7/11/2017	Building evaluation performed on the Biltmore Hotel to assess conditions, especially of historical elements (Valdes-Fauli)	The City is met with the Biltmore on 4-4-18 to discuss the results	Roberts, Leonard			6;#Economic Development	In Progress
Street parking along Edgewater Drive	7/11/2017	Formulate recommendations to address the Commission's concern regarding the availability of street parking along Edgewater Drive.	(4/16/18) Staff is coordinating meeting to be scheduled within next 2 weeks.	Kinney, Kevin			3;#Parking Department	In Progress
Evaluate the queue at Sunset Elementary	7/11/2017	Have a traffic engineer evaluate the queue at Sunset Elementary with the goal of reducing stacking on the street, putting school property to better use, and facilitating a safer drop-off procedure.		Santamaria, Eduardo			4;#Public Works	In Progress
Review data re nutrient levels in CG Waterway	8/29/2017			Santamaria, Eduardo	Keller, Jessica		4;#Public Works	In Progress

Replenish list of abandoned properties	8/29/2017	Provide an updated list of abandoned properties.	Updated list dated 4-2-18 attached lists status of abandoned real properties. (4/2/18) Updated list dated 4-15-18 attached lists status of abandoned real properties. (4/16/18)	Wu, Charles	Miner, William	Ortiz, William	10;#Development Services	In Progress
Vulnerable population registry	9/26/2017	Proactively update vulnerable population registry and improve outreach process and response to individuals on the list. ☐ A public education campaign informing residents on how to register for the Miami Dade County Emergency Management Special Needs program was developed and disseminated through the City's social media. The operating policies for the City's "Check on the Welfare" program are being reviewed and will be updated/enhanced as appropriate.		Fernandez, Frank	de la Rosa, Marcos		14;#Fire	In Progress
Underground utility feasibility study	9/26/2017			Santamaria, Eduardo	Keller, Jessica		4;#Public Works	In Progress
Assess feasibility of placing CCTV camera at Phillips Park and providing commission with quarterly updates about park through Anti-crime committee	10/10/2017	An assessment of parks facilities was performed and a comprehensive plan for cameras has been developed.		Fernandez, Frank			9;#Police	In Progress
Research representations made to Commission regarding stone pavers on Miracle Mile	10/10/2017			Levi, Naomi				In Progress
Lease Lot 24 with Doctor's Hospital	10/10/2017	Renegotiate disposition of Lot 24 with Doctor's Hospital, seek 99 year lease instead of sale		Roberts, Leonard			6;#Economic Development	Deferred
Review recommendation from Insurance Advisory Committee re protective bollards	10/24/2017			Santamaria, Eduardo	Keller, Jessica		4;#Public Works	In Progress
Draft conceptual plan for dog park at Nat Winokur park	10/24/2017		4/16/18: Contractor procurement completed and the scheduling process has begun. Tentative date has been scheduled for community meeting for May 17. Location and details of meeting will be finalized by the end of the week and publicity for meeting will ensue. Director has been in contact with Underline officials and there have been meetings schedukekd with officials to further discuss the project.	Couceyro, Fred	Vester, Carolina		5;#Community Recreation	In Progress

Limit residential parking permit to evening hours on 800 block of Ponce until further notice	10/24/2017	Withhold enforcement of RPZ pending resolution of Commercial Parking issues.	Lot 5 is now open to the Public. 60 spaces at Calabria and Ponce. Lot is sufficient to meet the parking needs of the businesses on 800 and 900 Ponce. 4/16/18 -Residents are requesting the reinstatement or installation of residential zones on Antiquera and Calabria.	Kinney, Kevin			3;#Parking Department	In Progress
Commissioner Lago requested the City "market" the joint enforcement task force on SW 8th St to raise awareness and deter crime.	11/14/2017			Fernandez, Frank			9;#Police	In Progress
Code Enforcement asked to aggressively enforce proper use of trash pits.	11/14/2017	During the November 14, 2017 Commission Meeting, Code Enforcement was asked to aggressively enforce proper use of the trash pits. February 13, 2018: Code Enforcement to develop program for compliance with trash pits. MR Furniture and Medical Furnishings (Healthcare)	List of day violations between 3/11/18 to 3/17/18 attached; and 131 violations for the month of Feb. Enforcement is vigorously ongoing. (3/19/18) List of day violations from 3-18-18 to 3-24-18 attached (3/30/18) List from 3-25-18 to 4-1-18 attached (4/2/18) List for week of 4-8-18 attached (4/16/18)	Cabrera, Suramy		Wu, Charles	10;#Development Services	In Progress
Phase 3 Ponce Median project	11/14/2017	Vice Mayor Keon requested an update on Phase 3 Ponce Median project		Santamaria, Eduardo	Keller, Jessica		4;#Public Works	In Progress
Giralda Overlay Discussion	12/5/2017		Zoning consultant will review this task	Trias, Ramon			10;#Development Services	Not Started
Repair sidewalks on Antiquera and Salzedo	12/5/2017			Santamaria, Eduardo	Keller, Jessica		4;#Public Works	In Progress
Public Meeting Re: Bike Master Plan	1/9/2018	Plan and host an evening Public Meeting regarding the Bike Infrastructure Master Plan. Item 2: Verify that websites to verify that the information presented to residents is current and none controversial. Requested 1/23/18.		Santamaria, Eduardo	Keller, Jessica		4;#Public Works	Deferred
Merchant Employee Parking	1/9/2018	1/16/18 - Parking Enforcement has been asked to create a plan for targetting over-time parking in areas where employee parking is reported at short-term meters.	4/16/18 Parking Enforcement continues to assign an officer to patrol and enforce short-term parking spaces.	Kinney, Kevin			3;#Parking Department	In Progress
Valet Parking Code Change	1/9/2018	Draft Code to bring Parking Enforcement In House.	Presented to Commission on first reading 3/27/18	Kinney, Kevin		Ramos, Miriam	3;#Parking Department	In Progress
City Entrance Gates	1/9/2018	Test that all gates located on City entrances open properly.		Santamaria, Eduardo			4;#Public Works	Not Started

Colonnade Hotel Valet Parking	1/9/2018	Evaluate the Colonnade Hotel valet parking (pick-up, drop-off).	Police and Parking Enforcement are aware of violations at this valet location and will monitor. 3/29/18 meeting scheduled for April 6 with Parking Enforcement Lead to discuss observations at Hotel Valet stand.	Kinney, Kevin			3;#Parking Department	In Progress
Leon Medical Center Van Solution	1/9/2018	Evaluate a solution option for the Leon Medical Center vans that wait to pick-up and drop-off patients, blocking ally ways and traffic.	Special assignment officer is patrolling alley and will report findings. Signage is being improved. 3/29/18	Kinney, Kevin			3;#Parking Department	In Progress
Concurrency Requirements	1/23/2018	Look into the concurrency requirements as it pertains to the percentage needed in favor for different traffic calming devices such as traffic circles like the one proposed on Alhambra where the circle was rejected because of one resident who rents the home and does not live there.		Iglesias, Peter			4;#Public Works	Not Started
Traffic Calming Neighborhood Meetings	1/23/2018	Plan and host Neighborhood Meetings after we receive the County's response on the diverter study for the residents residing between Bird Rd to Blue Rd, such as those on Sarria Ave, Dorado Ave, and Palancia Ave.		Santamaria, Eduardo	Keller, Jessica		15;#Transportation, Sustainability and Sanitation	Not Started
Andalusia Garages	1/23/2018	Present the Commission with an update on the Andalusia Garages in Memorandum format. 2/27/18 Commission in connection to item H-2: -Formulate staff recommendations over the next 2 months & come back to the Commission via a Workshop or during Commission Meeting. 3/15/18 Staff has a meeting set with developer on March 26 to review their proposal in order to update the Commission 3-30-18: Staff met with the CGCC on 3/26/18 which their proposal is consistent with their original proposal of a office tower and condo units. Staff and the Proposer swapped information and staff is reviewing their proposal. Proposer is waiting on updated parking study 4-17-18: Last week Tim Haas completed the testing needed to revise the parking study and should be providing a report in the coming week.	Commission presentation expected after review of the Parking update expected to be completed mid April	Roberts, Leonard		Kinney, Kevin	6;#Economic Development	Not Started

Betsy Adams Park	1/23/2018	Item 1: Reach out to the neighborhood again to explain the difference in scope. Item 2: Provide Commission with simple design for a stone wall or other options such as fences around the park, along with price estimates. *4/10/18: Change the turf at Betsy Adams Park to non-static.	4/16/18 - Ribbon cutting completed. Fencing proceeding - the plan is to have block and picket fence design. Change in playground turf approved at Board of Architect meeting on April 5.	Couceyro, Fred	Vester, Carolina	Santamaria, Eduardo	5;#Community Recreation	In Progress
Online Vendor List	1/23/2018	Create a vendor list online for alternative eco-friendly products.		Iglesias, Peter	Santamaria, Eduardo		15;#Transportation, Sustainability and Sanitation	Not Started
Status of City Website	1/23/2018	Presentation to be made by staff during the February 27, 2018 Commission Meeting on the City's new website and Financial Transparency page.		Rodulfo, Raimundo	Apolinar, Ayanes		2;#Information Technology	In Progress
Trash Pit Plan	1/23/2018	Item 1: Training programs for drivers so that they don't create pits. Item 2: Plan to fill and sod all existing pits throughout the City. Item 3: Update on new Software. Request from 3/20/18 Commission Meeting: - In relation to agenda item H-1: Discussion regarding Pilot Program to be presented during the May 22nd Commission Meeting in 2 months. This presentation should include an answer to Commissioner Lago's Memo regarding cardboard recycling as well as Commissioner Quesada's request for trash pits.		Santamaria, Eduardo	Dannemiller, Brook		15;#Transportation, Sustainability and Sanitation	Not Started
Traffic Calming Options for affected Streets	1/23/2018	Look at possible traffic calming solutions on the streets affected by the temporary diverters, such as Sarria Ave.		Santamaria, Eduardo	Keller, Jessica		15;#Transportation, Sustainability and Sanitation	Not Started
Carnival on the Mile	2/13/2018	The Commission requested during the February 13th meeting if a bond was required for Carnival on the Mile.		Couceyro, Fred			5;#Community Recreation	Not Started
Traffic Monitoring Studies	2/13/2018	In relation to items F-2 & F-3 of the February 13th Commission Agenda. Provide data for 10 to 20 years in the past of traffic study reports and any follow up studies that were conducted. Look at what was anticipated and what monitoring was requested.		Iglesias, Peter	Santamaria, Eduardo		4;#Public Works	Not Started
Venera Reduction	2/13/2018	In relation to items F-2 & F-3 of the February 13th Commission Agenda. Staff is to meet with applicant to discuss a reduction in density.	Discussions with applicant have taken place and project includes 165 units. Project scheduled for Commission Meeting on April 24, 2018. 4/17/18.	Cabrera, Suramy	Trias, Ramon		11;#Planning & Zoning Division	In Progress
Waterway Signs	2/13/2018	In relation to item H-2 of the February 13th Commission Agenda. Look into signs as you come into the Coral Gables waterways.		Iglesias, Peter			4;#Public Works	Not Started

White Way Lights	2/13/2018	In relation to item E-1 of the February 13th Commission Agenda. Provide the Commission with a comprehensive plan for the white way lights including cost estimates, available grants, etc.		Spain, Dona		Santamaria, Eduardo	13;#Historical Resources	Not Started
Cardboard Boxes	2/13/2018	In relation to item H-3 of the February 13th Commission Agenda. Cardboard boxes in Trash pits vs. recycling. *4/10/18: Update must be presented during May 8th Commission Meeting. This must also include an update in the large recycling bins with lids and pilot program area.		Santamaria, Eduardo	Keller, Jessica		15;#Transportation, Sustainability and Sanitation	Not Started
Riviera Day School Traffic	2/13/2018	Solution to reduce traffic issues.		Santamaria, Eduardo	Keller, Jessica		15;#Transportation, Sustainability and Sanitation	Not Started
Cartagena Circle	2/13/2018	Is the waterway area under the bridge at Cartagena Circle a state park?		Iglesias, Peter			4;#Public Works	Not Started
School Safety	2/27/2018	In relation to item E-1: Consider connecting school cameras to our CCTV system. Draft a Memorandum regarding everything the City currently does in terms of school safety and provide it to the anti-crime and SCRC. To be presented during next Commission Meeting. 3/20/18 Commission Meeting In relation to item F-4: - Look into the feasibility of connecting CCTV school cameras to the City's system. - To be included in above referenced Memo: School specific safety plan. - Fire, Police, & Legal to visit each school, both public & private, to determine all points of safety.		Fernandez, Frank	Rodriguez, Paula		17;#Public Safety	Not Started
Music in Downtown	3/20/2018	In relation to agenda item H-2: - 60 Days to make changes to the resolution regarding outdoor music in the Downtown area of Miracle Mile & Giralda. This includes both amplified and live music. A motion was made by the Commission and code enforcement/economic development continues to observe the use of music in order to update the Overlay Ordinance.	4-17-18: Economic Development & Code Enforcement met to discuss revised terms to the Overlay related to music. The decision was made to provide three options to allow amplified music. The three options will then be presented to the BID for discussion then a recommendation will be made to the Commission to amend the Overlay.	Roberts, Leonard		Couceyro, Fred	6;#Economic Development	In Progress

910 Capri Street	3/20/2018	In relation to agenda item F-6: * Provide the Commission with a Memo containing the following. - What is the average lot size on Capri Street - What is the current lot splitting protocol that is in place and would this property qualify (complete with assistance from Development Services) - Show similar lot sizes as they are right now - Deep dive on the tree that is to be removed (Complete with assistance from Public Works) * Insure that neighbors have sufficient notice of next meeting. * Present an option where the garage is demolished.	04-17-18 The owners of the property are not going to pursue a lot separation. They are working with the Historical Resources Department on an addition to the residence.	Spain, Dona		Cabrera, Suramy	13;#Historical Resources	Not Started
Park Impact Fees	3/20/2018	In relation to agenda item H-5: Prepare a plan regarding the use of a percentage of the moneys over the next 10 years for park upgrades. Plan to meet with City Manager & ACM Iglesias prior to finalizing plan.	4/16/18: Staff meetings have taken place on planning. Additional meetings scheduled prior to presentation for completion of planned initiative.	Couceyro, Fred	Vester, Carolina		1;#Parks & Recreation	Not Started
Bike Sharing Program	3/20/2018	Update has been requested for the March 27th Commission Meeting. - Docked vs. Stationless bike sharing program. Public Works & Parks to look into a map of location options for dock stations and a possible app that shows those locations. *4/10/18 Commission Meeting Additional Requests: In relation to agenda item J-5: (In collaboration with the City Attorney's Office & Procurement) - Look into County contract and come back to the Commission with recommendation. Make sure that the contract does not prevent us from going with another dock-less vendor in the future. - Move forward with the Dock-less pilot while looking into the County's docked contract but insure that the dock-less bike contract states it is a pilot and that we can cancel or reverse at any time without penalty. - Advise if Golden Pass will apply to the County's bike program. Update due during May 8th Commission Meeting	Staff presented at April 10 Commission	Santamaria, Eduardo	Keller, Jessica	Couceyro, Fred	4;#Public Works	Not Started
State Wide Petition	3/20/2018	In relation to agenda item F-4: Staff to look into the requirements/procedures of organizing a state wide petition to revise or replace Florida statue in order to ban public and private sale of automatic weapons.		Ramos, Miriam				Not Started

Challenge State Statue	3/20/2018	In relation to agenda item F-4: Look into challenging the State statue on the ban of firearms.	4/16/2018 - Complaint filed 4/2/2018.	Ramos, Miriam	Ramos, Miriam			In Progress
Traffic Study Standard Operations Procedure	3/20/2018	In relation to agenda item F-2: Create a standard operations procedure that is made available to both residents and developers.		Iglesias, Peter	Santamaria, Eduardo		4;#Public Works	Not Started
Art & Culture in the City	3/27/2018	In relation to item C-1 in March 27th Commission Agenda: - Have cultural events go through both Special Events & Cultural Affairs. - Look into the Mayor's Bloomberg Art Challenge - Contact different galleries in South Florida to showcase some of their stored art throughout Coral Gables. (Identify where to place the art and the cost.) - Activate different parks throughout the City for use as musical event locations. Possibly organize school children to perform music in the City. * Provide the Commission with the following: - Game plan to identify how the mission, priorities and process of cultural art is set forth. - List of projects that have been approved and the art that has been chosen. - The projected amount for Art in Public Places component of the City budget.		Spain, Dona		Couceyro, Fred	13;#Historical Resources	Not Started
Blue Ribbon Committee	3/27/2018	*Provide a report of the Committees findings once complete to the Commission in Memorandum format. *Have the Blue Ribbon Committee look into and discuss the following items in their meetings: - How was the City impacted by Irma & what we could do differently. - Discuss the amount of qualified subcontractors and how do we address the issue of the competition of payment regarding drivers & trucks. - Discuss the 2 RFQs that are currently out. - Look at what other cities did with their contractors & subcontractors. - Availability of dumping space. - Look at the City's FEMA reimbursement compared to other cities and the County.	Updated on 4/17/18: *Last meeting took place on April 11, 2018 *Next meeting will take place on May 8, 2018 *Committee is continuing to learn and gather information in order to make an informed recommendation for the Commission *Minutes from the Commission discussion on Item D 1-2 from the March 27, 2018 were shared with the committee *Meetings are being recorded and will be available through Legistar	Walker, Celeste			16;#Procurement	In Progress

Single Family Zoning Code Change	3/27/2018	In relation to agenda item F-3: - Host a Public Meeting in Hammock Lakes & Snapper Creek so that the residents are aware of the change that might be taking place in the Zoning Code for Single-Family homes. - Bring up Snapper Creek on 2nd Reading as well as change the language referencing artificial turf.	Meetings with HOA's have been requested to discuss lot coverage and height issues related to site specific regulations Hammock Lakes and Snapper Creek residents have been noticed of the proposed zoning amendment and agenda items have been prepared. 4/17/18.	Cabrera, Suramy	Trias, Ramon		11;#Planning & Zoning Division	In Progress
Art in Public Places Ordinance	4/10/2018	Add an option to the Art in Public Places Ordinance to support an artist-in residence program and street-level art galleries. Draft of change to be brought back to the Commission during the May 8th Meeting.	04-17-18 A meeting was scheduled on Thursday, April 19, 2018 with the City Attorney and outside counsel to discuss the best way to accomplish this.	Spain, Dona			13;#Historical Resources	Not Started
TDR	4/10/2018	Provide update on the expansion of boundries for TDR and TDR for open spaces. (This item should be going to P&Z Meeting in May and and update presented to the Commission during the May 8th Meeting.)	04-17-18 This task is being handled by the Planning and Zoning Department. Item will be presented to Planning and Zoning board during May meeting. 4/17/18	Cabrera, Suramy	Trias, Ramon	Spain, Dona	11;#Planning & Zoning Division	In Progress
Garage 2 Elevator	4/10/2018	Start the procurement process for pricing out the elevator contractors to repair Garage 2's elevator.		Santamaria, Eduardo	Keller, Jessica	Walker, Celeste	4;#Public Works	Not Started
City Owned Properties	4/10/2018	In relation to agenda item 1.-3: - Provide the Commission with a summary page of City owned properties that are leased out and their insurance requirements. An annual compliance report is to be presented to the Insurance & Risk Management Advisory Board first and then to the City Commission.	4-18-17- Economic Development has been working with Risk Management to obtain a list of all the insurance requirements into a centralized spreadsheet.	Elejabarrieta, Raquel		Roberts, Leonard	18;#Labor Relations/Risk Management	In Progress
City Workforce	4/10/2018	In relation to agenda item J-1: Provide the Commission with a presentation on the City's workforce including a breakdown of full-time, part-time and contract employees for the last 10 years.	Working along with the Finance Department to create a memorandum with full details as requested by the commission. Updated: 4/17/18	Green, Karla	Milian, Maria	Gomez, Diana	8;#Human Resources	In Progress
Artificial Turf Citations	4/10/2018	In relation to agenda item F-2: Pull anyone that was cited recently on artificial turf and rectify given new changes to the code.		Ortiz, William		Cabrera, Suramy	12;#Code Enforcement Division	Not Started
Inclusion Ad	4/10/2018	In relation to agenda item F-1: Create a Miami Herald Ad on Inclusion. Should contain the following: - Update for Summer Camps & Programs - Different themes		Higgins-Fallon, Maria		Couceyro, Fred	19;#Coral Gables TV	Not Started

Waterway Maintenance in Gables Estates	4/10/2018	In relation to agenda item H-3: -Give a 5 minute presentation during the April 24th Commission Meeting on the plan of attack on the cleaning and maintenance of the waterways in the City, particularly in Gables Estates. Work with the Waterway Advisory Board to establish this plan and present after the boards appearance during the Commission Meeting. - Must have update on when the new boat will be purchased. - Work on determining a time certain for the Water Advisory Board appearance.		Santamaria, Eduardo	Keller, Jessica		4;#Public Works	Not Started
Code Enforcement on Weekends	4/10/2018	- Provide Memo regarding when immediate ticketing is issued and when warning or citation is provided. - Look into the need for additional weekend staff. - Commission has requested a report on the house that closed up their garage on 5111 Alhambra Circle during the April 24th Commission Meeting. A Memo should be provided in advance of the presentation at Commission.		Ortiz, William		Cabrera, Suramy	12;#Code Enforcement Division	Not Started
IACP Recommendation	4/10/2018	Cerculate the IACP recommendation passed by the City Commission in February to all cities and the County in hopes they also endorse.		Ramos, Miriam				Not Started
Thank You to Legislators	4/10/2018	Come up with ideas on how to thank legislators that have helped the City during this legislative session.	Presenting them with Certificates of Appreciation during the Presentation and Protocol Documents of the City Commission Meeting. Drafting a letter of appreciation on behalf of the City Commission to each member of the State Legislation.		Billy Urquia			In Progress
Grant for Parks	4/10/2018	Look into and apply to the available \$4 million sub grant for parks tot lots. Extra points when fully lite.	4/16/18 - Grants have been approved legislatively. FRDAP office has not released details of grant of deadline dates and selection criteria.	Couceyro, Fred	Vester, Carolina		1;#Parks & Recreation	In Progress