



*Village of Palmetto Bay*  
**MEMORANDUM**

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To: Mayor & Council

Date: December 7, 2015

From: Edward Silva, Village Manager

Re: Manager's Reporting Items- October 2015

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Starting immediately and continuing through the end of the fiscal year, the Office of the Village Manager will provide a monthly status report to the Village Council for the purpose of keeping the Mayor & Council abreast of Village operations and to inform the Council on matters that, in the interest of time, are usually not reported during Village Council meetings. The monthly status reports will include the following sections:

1. Office of the Village Manager Operations: this section will provide an overview of Villagewide tasks that are completed and in-progress, which fall under the supervision and direction of the Village Manager. Additionally, a snapshot of emails and requests received from the community and the Village Council is also included.
2. Expenditure Overview: shows the percentages of expenditures incurred during the reporting period.
3. Monthly Calendar of Park Events: a list of all events for the current month.
4. Legislative Updates: includes any updates and relevant information related to the Village's state and/or federal legislative priorities.
5. Departmental Reports: individual reports from each department and each division showing measurable data. Moving forward, these reports will include comparisons between the current and prior month, and the aggregate information for the fiscal year, up to the reporting period.

The information contained under each section will be updated and provided to the Village Council on a monthly basis. If questions arise, please do not hesitate to contact me.

Thank you.

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 1**

**Office of the Village Manager Operations  
Reporting Period: October 2015**

**Organizational/ Budgetary Items**

**Tasks Completed**

- Reorganized Planning & Zoning and Building & Permitting into a single department (Community & Economic Development)
- Reassigned Code Compliance under Building & Permitting
- Consolidated maintenance functions into one division
- Organized a minor repair team for emergency repairs
- Started quarterly meetings with other city managers
- Reviewed expenses/revenues for Thalatta operations
- Reviewed expenses/revenues for tennis operations
- Reviewed/compared recapture rate for Village park facilities and neighboring municipalities
- Updated user fee schedule for Village parks
- Expanded public budget meetings for greater transparency
- Proposed a policy on surplus funding, later adopted by Council
- Organized a Council visioning session to establish immediate priorities
- Finalized zoning process for the new fire station on the north area
- Revamped vendor outreach process and increased vendor reach for procurement notices
- Finalized Palmer Trinity Settlement
- Developed a concise legislative agenda for lobbying firm to promote
- Hired a new Police Commander
- Finished TDR ordinance
- Assigned staff liaison to new advisory committees
- Secured future land use map approval from State
- Developed and proposed impact fee schedule for Downtown area
- Updated and restructured budget book
- Hired a new Building Official
- Responded to allegations of duck killings at Coral Reef Park
- Reported on PACE program activity in Palmetto Bay
- Initiated monthly meetings with Commissioner Levine-Cava

**Tasks In Progress**

- Facilitate Strategic Plan development process
- Review expenses/revenues for tennis programs
- Analyze employee benefits to other municipalities
- Review 501-3c usage and fee waivers at parks
- Review unsolicited bid for tennis program at Coral Reef park
- Initiate quarterly meetings with School Board
- Execute agreement with School board on use of facilities at Southwood Middle School
- Execute agreement with School board on use of facilities at Coral reef Elementary School
- Seek Green City designation and review associated costs
- Provide Wi-Fi at all Village facilities

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 1**

**Office of the Village Manager Operations  
Reporting Period: October 2015**

- Facilitate the site acquisition for county fire station in the Village's south area
- Secure additional green space by obtaining sensitive lands at Palmetto Bay Village Center
- Update Coral Reef Park Master Plan
- Update Perrine Wayside Dog Park Master Plan
- Update Palmetto Bay Park Master Plan
- Finish update on Zoning Code for the Downtown area
- Finish TDR ordinance for the Village
- Revise parking code for commercial entities
- Start in-house redesign of Franjo Road into downtown Main Street
- Secure a public university tenant for Downtown
- Install safety rail on Snowden's Creek
- Provide coherent approach to lobbying efforts
- Coordinate and foster relationships on local/State and federal level
- Hire part time grant writer
- Continue individual meetings with Council
- Augment communications functions with second PIO position
- Establish joint operations with Deering on programming
- Install Bike repair station near Deering
- Finalize GOB grant agreement with County
- Revise sign ordinance
- Review staffing levels by Department and needs
- Establish communications with the EAC and schools in compact
- Hold second installment of Customer Service training
- Begin Metrics on all Departments in a monthly report
- Simplify payment options at facilities, eliminate cash policies
- Finalize CRS rating for FEMA requirements

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 1**

**Office of the Village Manager Operations  
Reporting Period: October 2015**

<b>Community Focus/ Special Events</b>
<b>Tasks Completed</b>
<ul style="list-style-type: none"><li>• Launched Dinner Theatre Series at Thalatta Park</li><li>• Initiated process to introduce a new arts &amp; crafts fair at Coral Reef Park</li><li>• Initiated an art catalogue inventory for artwork throughout Village facilities</li><li>• Implemented an animal removal policy, following Council action.</li><li>• Started an afterschool care program at Coral Reef Park</li><li>• Launched the first “Get Fit Palmetto Bay” program</li><li>• Re-established concession operations at Coral Reef Park</li><li>• Expanded special &amp; community events calendar by more than 100%</li><li>• Launched bike share program at Village Parks</li><li>• Negotiated the opening of a drop off lane at Perrine Elementary</li><li>• Held successful first 5k Color Run event in Downtown</li><li>• Held an Art by the Bay exhibit for Perrine Elementary</li></ul>
<b>Tasks In Progress</b>
<ul style="list-style-type: none"><li>• Launch Eden online permitting services</li><li>• Establish Farmer’s Market at Coral Reef Park</li><li>• Launch quarterly Palmetto Bay wrap publication on upcoming news on the village</li><li>• Launch annual Palmetto Bay magazine</li><li>• Redesign and launch new Village website</li><li>• Launch web based citizens engagement module</li><li>• Launch a Palmetto Bay app for smartphones</li><li>• Provide benchmarks on resolutions and ordinances on web page</li><li>• Consider Friday night drive-in movie nights</li><li>• Add educational literature component to traffic/pedestrian/bike safety programs</li><li>• Commence Orchid initiative</li><li>• Develop and promote sponsorship packages to fund special events</li></ul>

<b>Safety</b>
<b>Tasks Completed</b>
<ul style="list-style-type: none"><li>• Started random bicycle patrols at parks</li></ul>

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 1**

**Office of the Village Manager Operations  
Reporting Period: October 2015**

<b>Traffic/ Transit/ Mobility</b>
<b>Tasks Completed</b>
<ul style="list-style-type: none"><li>• Identified future traffic circle locations</li><li>• Held traffic town hall meeting to address SW 87 Ave. and SW 168 St.</li><li>• Held town hall meeting to address SW 82 Ave. and SW 168 St.</li><li>• Established traffic calming process for new temporary speed tables</li><li>• Extended traffic study to include SW 87 Ave. on SW 152 St. (county)</li><li>• Developed and provided review of I-BUS service to Council</li><li>• Established a traffic enforcement initiative</li></ul>
<b>Tasks In Progress</b>
<ul style="list-style-type: none"><li>• Finalize agreement for use of busway from County for I-Bus</li><li>• Identify future locations for traffic circles</li><li>• Continue installation of temporary traffic tables</li><li>• Update master plan for bicycle lanes</li><li>• Coordinate a tri-city grant request for bicycle lanes</li><li>• Establish an “uber” service model for I-bus</li><li>• Begin app for I-bus</li></ul>

<b>Capital Projects</b>
<b>Tasks Completed</b>
<ul style="list-style-type: none"><li>• New batting cages at Coral Reef Park</li><li>• New Constructed batting cages at Palmetto Bay Park</li><li>• New bike boulevard on SW 72 Ave.</li><li>• New led lights installed at traffic circle on 87 Ave. &amp; 168 St.</li></ul>
<b>Tasks In-Progress</b>
<ul style="list-style-type: none"><li>• New baseball scoreboard at Coral Reef Park</li><li>• Landscape beautification on US 1 corridor</li><li>• Coral Reef Park asphalt trail repairs</li><li>• Coral Reef Park new rubberized trail construction</li><li>• Coral Reef Park new bathroom/storage facility</li></ul>

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 1**

**Office of the Village Manager Operations  
Reporting Period: October 2015**

<b>Summary of Email Requests</b>	
<b>Nature of Request</b>	<b>Requesting Party</b>
• Traffic issue 88 & 164 St.	K. Cunningham
• Clean up of rock pinelands	K. Cunningham
• Fill out form for speaking at Dade delegation hearing	K. Cunningham
• Notification of reduced FPL franchise fees	D. Chin
• Update on Bill Sadowski park new extended hours	S. McCrackine
• Information request for Downtown zoning	Resident
• Florida Rock Star Meeting	Vendor
• Public records request	D. Singer
• Complaint on yard sale 173& 85 Ave.	Code
• Public records request	D. Singer
• Question on Fire Station	T. Schaffer
• Question on Walk to School event	K. Cunningham
• Question on drainage on 82 and 152	K. Cunningham
• Complaint on code procedures for overgrown lots	L. Siegel Lara
• County notification on fruitfly	County
• Request for extension of City gas lines	T. Schaffer
• Request for landscape maintenance on 151 and 87	K. Cunningham
• Complaint of illegal dumping on SW 178 Terr.	J. Campus
• Code complaint on abandoned car on 94 and 174 St.	A. White
• Pothole complaint on 148 Drive and 87 Ave.	K. Cunningham
• City Guide map photo complaint	Council
• Recreational vehicle parking situation 93 & 181 tr.	Resident
• Bollard location and install on 72 ave.	Deering Estates
• Coordination on reduction of outside vendor cuts at parks	Public Services
• Park suggestions for CRP	B. Adler
• Canal bank spraying issues	R. Schael
• Bike ride for October 17 confirmation from Dr. Feldman	L. Feldman
• Approval from County for no turn signs on 87 ave.	M. Levrant
• Issue with notification on alarm registration form	Larissa Siegel Lara
• DBPR notice on accepting new Building Official	W. Maly
• Information on Utility relocation bill	K. Cunningham
• Information on election date legislation bill	Eugene Flinn
• First weekly meeting with Manager notification	Communications
• Help to clean up Village Hall from resident	S. Kreisher
• Traffic issue on SW 174	F. Burns
• Strategic plan consultant advising that they would reach out to Council for input on survey	J. Novak

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 1**

**Office of the Village Manager Operations  
Reporting Period: October 2015**

- |   |                |
|---|----------------|
| • Follow up on SFWMD presentation and posting                   | K. Cunningham  |
| • Letter copy sent to state complaining of Thalatta             | D. Singer      |
| • Thanks for traffic resolution                                 | B. Christopher |
| • Complaint on Thalatta   | D. Singer      |
| • Tress blocking signage on 88 and 161 st                       | PS Staff       |
| • Public records request  | D. Singer      |
| • Public records request  | D. Singer      |
| • Underline email from vendor                                   | R. Terrone     |
| • Forwarding of Dade School Legislative platform                | E. Flinn       |
| • Meeting request for Crime Watch meeting in Mango wood         | K. Cunningham  |
| • Request to attend YAc event by Village police                 | K. Cunningham  |
| • Forwarded budget of Underline for Village info                | K. Cunningham  |
| • Request to add Iraida Mendez- Cartaya to Dec. 7 meeting of VC | K. Cunningham  |
| • Notice to begin negotiations on GOB funding with County       | D. Levine-Cava |
| • Letter from Sen. Margolis requesting funding priorities       | D. Bruno       |
| • Zoning meeting from Collection Audi                           | K. Gorin       |
| • Formal notification of retirement of E. Winhold               | E. Winhold     |
| • Coordination of crosswalk signal on US 1 and 144              | B. Adler       |
| • Letter to Editor on State of the Village                      | E. Flinn       |
| • Unsolicited text disclosure                                   | E. Flinn       |
| • Complaint on Dare arts festival marketing                     | S. Kreisher    |
| • Notification of award on RTP grant \$ 200,000                 | O. Cadaval     |
| • Parking issue/break ins at Coral Reef Park                    | K. Cunningham  |
| • Information on refinancing bond for library                   | D. Chin        |
| • Complaint on County Bulk services pick up                     | M. Kesti       |
| • Requested for patrols in Mango wood during detour traffic     | K. Cunningham  |
| • Request for meeting on Caregiver network @ UM                 | K. Cunningham  |
| • Noise complaint on 84 and 164 st.                             | A. Levy        |
| • Grant possibility for coastal areas                           | J. DuBois      |
| • Status of Green City application request                      | E. Flinn       |
| • Thalatta complaint  | D. Singer      |
| • Request for formal response to Resident Singer                | L. Siegel Lara |
| • Zoning meeting on Downtown                                    | B. Arthur      |
| • Strategic plan update ( no feedback given as of date)         | J. Novak       |
| • Dangerous tree limb on 154 and 77                             | C. Patterson   |
| • Chandelier installation update                                | D. Delsalle    |
| • Request to replace sign at 144 ans 82 ave.                    | County         |
| • Request of State of the Village speech from VM                | J. DuBois      |
| • Overgrown tree on 92 and 174 st                               | T. Schaffer    |

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 1**

**Office of the Village Manager Operations  
Reporting Period: October 2015**

- |   |                |
|---|----------------|
| • Zoning complaint  | W. Rosen       |
| • Complaint on drainage 87 and 152 street closures                | Resident       |
| • Follow up on Zoning issue Collection Audi                       | K. Gorin       |
| • Constituent concern on Muscovy ducks                            | S. McCrakine   |
| • Inquiry on sensitive land at PBVC                               | S. Silver      |
| • Email on update on no turn signs                                | Resident       |
| • Requesting resolution to allow no turn signs from County staff  | M. Levrant     |
| • Request to County to hold on re paving project on Sw 168        | C. Patterson   |
| • Request to call Al Sunshine for meeting at the EAF              | E. Flinn       |
| • Email on agreement proposal for art show in May                 | F. Carmona     |
| • Notification survey went live 10-15                             | J. Novak       |
| • Request for demographic on residents                            | K. Cunningham  |
| • Second request on zoning information for downtown               | B. Arthur      |
| • Forwarded info on Jill Ellis biography for Commissioners office | K. Cunningham  |
| • Grant application notification for police                       | O. Cadaval     |
| • Letter from school board allowing use of Southwood fields       | Mendez-Cartaya |
| • Request for zoning information at Miami children's hospital     | B. Adler       |
| • Website malfunction on police reports                           | K. Cunningham  |
| • Canal restoration issues  | A. Chen        |
| • Swing suggestions for parks                                     | B. Adler       |
| • Pace report to share with Council                               | T. Schaffer    |
| • Martin Luther King parade support request                       | E. Flinn       |
| • Report on reducing school districts proposal from state         | E. Flinn       |
| • Report on partnership on Bike program from deering              | J. Tisthammer  |
| • Request to help set up garage sale                              | J. Woodard     |
| • Posting of Budget on web page                                   | Communications |
| • Complaint on Building Inspector                                 | P. Espinel     |
| • Notification of sewage spill on 77 ave.                         | Communications |
| • Public record request   | D. Singer      |
| • Information on transit funding                                  | T. Schaffer    |
| • Update request on Snowdens Creek railing                        | L. Siegel Lara |
| • Public records request  | D. Singer      |
| • Complaint on maintenance on 77 ave,                             | B. Brown       |
| • Possible funding for purchase of Birch property from State      | F. Carmona     |
| • Canal restoration problems                                      | J. Boden       |
| • Public records request  | D. Singer      |
| • Complaint on Zoning department                                  | Resident       |
| • Request on tdr language   | S. Silver      |
| • Public records request  | D. Singer      |

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 1**

**Office of the Village Manager Operations  
Reporting Period: October 2015**

- |  |                |
|--|----------------|
| • Missing street sign 164 and 82                                   | J. Pherson     |
| • Bollard request for painting                                     | E. Tullberg    |
| • Application date for water projects to State                     | R. Brown       |
| • Request for police escort for Palmetto Bay Broncos               | K. Cunningham  |
| • Request for status on veterans committee                         | C. Lastra      |
| • Request to expand the village @ work to include community events | L. Siegel Lara |
| • Report on annexation from County                                 | D. Chin        |
| • Public records request   | D. Singer      |
| • Information on internship programming                            | R. Casals      |
| • Public records request   | D. Singer      |
| • Information on Do the Right Thing budgeting                      | E. Flinn       |
| • Complaint on Zoning  | E. Ludovici    |
| • Information on Safer Compass plan                                | F. Carmona     |
| • Request to put on green light for Veterans                       | Council        |

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 2**

**Expenditure Overview  
Reporting Period: October 2015**

<b>Department</b>	<b>Percentage of Funds Spent</b>
Mayor & Council	7.23
Village Manager	4.44
Village Clerk	4.74
Finance	5.03
Human Resources	3.56
Village Attorney	0.00
Planning & Zoning	5.38
General Government	5.76
Facilities Maintenance	3.73
Police	8.26
Park Administration	5.00
Coral Reef Park	2.74
Palmetto Bay Park	2.21
Perrine Wayside Park	0.00
Thalatta Estate	6.64
Ludovici Park	0.00
Tennis	13.07
Total Parks	5.17
Total Operating	6.59
<b>Monthly Total</b>	<b>8.33</b>

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 3**

**Monthly Calendar of Park Events- December 2015**

# The Village of Palmetto Bay

## PARKS & RECREATION



# December 2015



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Cardio Pump at Coral Reef 11am Aerobics at Coral Reef at 12 pm MDI Basketball at Palmetto Bay Park 6-8pm Mommy & Me Art at Ludovici Park 9am Meditation at Ludovici Park 7pm	Yoga at Coral Reef 9am Yoga Fusion at Palmetto Bay Park 9:30am Zumba at Coral Reef 10am MDI Basketball at Palmetto Bay Park 6-8pm Soccer at Coral Reef Park 4-7pm	Dance Aerobics at Coral Reef 11am Aerobics at 12pm MDI Basketball at Palmetto Bay Park 6-8pm Silver Fit Chair Yoga at Ludovici Park 11am	Yoga Fusion at Palmetto Bay Park 9:30am Soccer at Coral Reef Park 4-7pm MDI Basketball at Palmetto Bay Park 6:30-8:30pm	Downtown Palmetto Bay Holiday Celebration 5-9pm at Palmetto Bay Municipal Center  I-9 Sports Flag Football/Soccer/T-ball Palmetto Bay Park 9am
6	7	8	9	10	11	12
Yoga by the Bay 9:30am at Thalatta 	Yoga at Coral Reef 9am MDI Basketball at Palmetto Bay Park 6-8pm Soccer at Coral Reef Park 4-7pm Ballet at Palmetto Bay Park 3-7pm Mommy & Me at Ludovici Park 9am Cutler Bay Community Theater at Ludovici Park 7-9pm Storytime Yoga at Ludovici Park 2:15pm	Cardio Pump at Coral Reef 11am Aerobics at Coral Reef at 12 pm MDI Basketball at Palmetto Bay Park 6-8pm Ballet at Palmetto Bay Park 4-7:30pm Mommy & Me Art at Ludovici Park 9am Vinyasa Yoga at Ludovici Park 7pm Dog Park Closed for Maintenance until noon	Yoga at Coral Reef 9am Yoga Fusion at Palmetto Bay Park 9:30am Zumba at Coral Reef 10am MDI Basketball at Palmetto Bay Park 6-8pm Soccer at Coral Reef Park 4-7pm Ballet at Palmetto Bay Park 4-7pm Planning Workshop at Village Municipal Center 5pm	Dance Aerobics at Coral Reef 11am Aerobics at 12pm MDI Basketball at Palmetto Bay Park 6-8pm Ballet at Palmetto Bay Park 4-7:30 pm Silver Fit Chair Yoga at Ludovici Park 11am	Yoga Fusion at Palmetto Bay Park 9:30am Soccer at Coral Reef Park 4-7pm MDI Basketball at Palmetto Bay Park 6:30-8:30pm	Soccer at Coral Reef Park 9am to 3 pm I-9 Sports Flag Football/Soccer/T-ball Palmetto Bay Park 9am Holiday by the Bay at Ludovici Park 3-7pm 
13	14	15	16	17	18	19
Chabad of Palmetto Bay Event at Coral Reef Park 1-5pm 	Yoga at Coral Reef 9am MDI Basketball at Palmetto Bay Park 6-8pm Soccer at Coral Reef Park 4-7pm Mommy & Me at Ludovici Park 9am Ballet - Palmetto Bay Park 3pm Cutler Bay Community Theater Ludovici Park 7-9pm Storytime Yoga at Ludovici Park 2:15pm	Cardio Pump at Coral Reef 11am Aerobics at Coral Reef at 12 pm MDI Basketball at Palmetto Bay Park 6-8pm Ballet at Palmetto Bay Park 4-7:30pm Mommy & Me Art at Ludovici Park 9am Meditation at Ludovici Park 7pm	Yoga at Coral Reef 9am Yoga Fusion at Palmetto Bay Park 9:30am Zumba at Coral Reef 10am Soccer at Coral Reef Park 4-7pm MDI Basketball Palmetto Bay Park 6-8pm Ballet at Palmetto Bay Park 4-7pm	Dance Aerobics at Coral Reef 11am Aerobics at 12pm MDI Basketball at Palmetto Bay Park 6-8pm Silver Fit Chair Yoga at Ludovici Park 11am Palmetto Bay Book Club at Ludovici Park 6-7pm	Yoga Fusion at Palmetto Bay Park 9:30am Soccer at Coral Reef Park 4-7pm	Soccer at Coral Reef Park 9am to 2pm I-9 Sports Flag Football/Soccer/T-ball Palmetto Bay Park 9am
20	21	22	23	24	25	26
Yoga by the Bay 9:30am at Thalatta	Soccer at Coral Reef Park 4-7pm Mommy & Me at Ludovici Park 9am Cutler Bay Community Theater at Ludovici Park 7-9pm Storytime Yoga at Ludovici Park 2:15pm	Palmetto Bay Garden Club 6-9pm at Ludovici Park Mommy & Me Art at Ludovici Park 9am Vinyasa Yoga at Ludovici Park 7pm Dog Park Closed for Maintenance until noon	Soccer at Coral Reef Park 4-7pm	Parks Close at 4pm	 Christmas Day Parks Closed	
27	28	29	30	31		
Kayak Adventure 8am Thalatta Park 305-234-6395 (by registration only) 	Soccer at Coral Reef Park 4-7pm Cutler Bay Community Theater at Ludovici Park 7-9pm	Mommy & Me Art at Ludovici Park 9am		 Parks Closed At 4pm	TENNIS 305-253-8655 	 Park Facility Rental: 305-253-8655 <a href="http://www.palmettobay-fl.gov">www.palmettobay-fl.gov</a>

**Coral Reef Park:**  
7895 SW 152 Street  
Palmetto Bay  
Open Daily:  
Sunrise to Sunset  
Tennis 8am to 9pm  
305-253-8655

**Palmetto Bay Park:**  
17535 SW 95 Ave  
Palmetto Bay  
Open:  
M-Sat 8am to 9pm  
Sun 8am to 8pm  
305-251-2751

**Thalatta Estate:**  
17301 Old Cutler Road  
Palmetto Bay  
Sun-Thurs. 8am - 5pm  
Fri & Sat 9am to 2pm  
[www.thalattaestate.com](http://www.thalattaestate.com)  
305-234-6383

**Ludovici Park:**  
17641 Old Cutler Road  
Palmetto Bay  
Open Daily:  
Sunrise to Sunset  
305-234-6383

**Perrine Wayside Park:**  
16425 So. Dixie Highway  
Palmetto Bay,  
Open Daily:  
8am to Sunset

**PARK RENTALS :** 305-253-8655  
FANNY CARMONA, DIRECTOR  
[fcarmona@palmettobay-fl.gov](mailto:fcarmona@palmettobay-fl.gov)  
305-259-1234

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 4**

**Legislative Updates  
State Legislative Agenda**

## Olga Cadaval

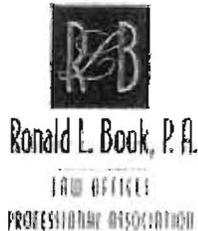
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**From:** Rana Brown <Rana@rlbookpa.com>  
**Sent:** Wednesday, November 11, 2015 3:22 PM  
**To:** Edward Silva; Missy Arocha; Olga Cadaval  
**Cc:** Levywolf@aol.com; Jdiazj@aol.com  
**Subject:** Committee Week Report – November 2 - 5

Hello Mr. Manager,

On behalf of Robert M. Levy and Associates, Ronald L. Book, Kelly Mallette and myself, please find below our report for the November 2 - 5 legislative committee week. Should you have any questions on issues in our reports, or any other issue, please do not hesitate to call or email us. Thank you.

Rana Brown



**Ronald L. Book**  
**Ronald L. Book, P.A.**  
Harbour Centre  
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1010  
Aventura, FL 33180  
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TLH Office: 850.224.3427  
Email: [ron@rlbookpa.com](mailto:ron@rlbookpa.com)

**Kelly C. Mallette**  
**Ronald L. Book, P.A.**  
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**Rana G. Brown**  
**Ronald L. Book, P.A.**  
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TLH Office: 850.224.3427  
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### Committee Week Report – November 2 - 5

As the Senate Redistricting Special Session C continued, committees met, though not all, and little was accomplished regarding legislation this past week. Below are a list of bills we are watching that affect local governments. Also below, we discuss the redistricting, the Senate Presidency contest and the Governor's proposed tax cut plan for the 2016 regular Legislative Session.

**Senate Redistricting Session C:** Late in the day Thursday, November 5<sup>th</sup>, the Senate brought a final senate district map to a vote, which failed 13 – 23. Friday, as of 3:00 pm, the House and Senate adjourned Sine Die, without completing the task of redrawing the Senate districts. It will likely be the courts who now will draw the Senate districts.

**Senate Presidency Decision:** Last week, in the middle of the redistricting swirl, the long running contest for the office of the Senate Presidency came to an end. It was announced that Senator Latvala and Senator Negrón had come to an agreement that ended the 3 and a half year battle to lead the Florida Senate. At the end of the week, Senator Latvala conceded to Senator Negrón. As part of the compromise, during his tenure as Senate President, Senator Negrón has agreed that he will appoint Senator Latvala to hold the position of Senate Appropriations Chairman. Senator Negrón will be voted in as the incoming Senate President on December 2, and will serve through the 2018 Session.

**Governor's Tax Cut Proposal:** Late in the week, Governor Scott put forth a tax cut plan, with the goal of cutting \$1 billion. This plan includes cuts in the corporate income taxes on manufacturing, manufacturing machinery, and retail, commercial lease taxes, and a one year extension of an existing exemption sales tax on college textbooks. Additionally, the Governor's plan includes two sales tax holidays for back to school sales and for hurricane preparedness. There are several tax cut bills filed, and we expect a tax cut package will take shape, and encompass many of the measures being discussed.

**Important Dates:** The remaining committee week and Session dates are below for your review.

- Interim Committee Week Meetings: November 30 through December 4
- 2016 Regular Legislative Session Dates: January 12, 2016 through March 11, 2016

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**BILLS AFFECTING LOCAL GOVERNMENTS:** Below are a number of bills that have been filed to date, that affect local governments. We will continually add to this list as the legislative committee meetings progress and bills are filed. As always, should you have questions on these issues or any others, do not hesitate to reach out to us.

- **Election of Officers:** HJR 165 (Artiles) proposes to amend the State Constitution to require that the offices of sheriff, property appraiser, supervisor of elections, tax collector, and clerk of the circuit court, would be elected offices, and would carry four year terms of office. The joint resolution was amended in committee to include tax collector, and to specifically clarify that the proposed constitutional amendment is applicable to all counties, including Miami-Dade County. Lastly, the HJR was amended to delay implementation until January 8, 2019, so that the affected counties would have time to amend their charters and hold elections.

Being that this legislation amends the state constitution, each house of the Legislature must pass this joint resolution by a three-fifths vote in order for the proposal to be placed on the ballot. CS/HJR 165 provides for the proposed constitutional amendment to be submitted to the electors of Florida for approval or rejection at the next general election or at an earlier special election specifically authorized for this measure. Any proposed constitutional amendment in Florida must pass statewide, by a vote of 60 percent or more.

CS/HJR

165:

[http://www.myfloridahouse.gov/Sections/Documents/loaddoc.aspx?FileName=\\_h0165c1.docx&DocumentType=Bill&BillNumber=0165&Session=2016](http://www.myfloridahouse.gov/Sections/Documents/loaddoc.aspx?FileName=_h0165c1.docx&DocumentType=Bill&BillNumber=0165&Session=2016)

- **Government Meetings / Licenses to Carry Concealed Weapons or Firearms:** HB 4031 (Steube) is among several bills addressing guns this session. This specific bill though, would delete the prohibition on concealed carry licensees from openly carrying handgun or carrying a concealed weapon or firearm into any meeting of the governing body of a county, public school district, municipality, or special district, any meeting or committee meeting of the Legislature, and in any career center. Effective Date: July 1, 2016 This bill has not been heard to date.

HB 4031: <http://www.flsenate.gov/Session/Bill/2016/4031/BillText/Filed/PDF>

- **Public Works Projects:** HB 181 (VanZant and Tobia) This bill addresses both state and local government contracting. Specifically, state contracts for construction projects that are projected to cost in excess of \$200,000 must be competitively bid. Counties, municipalities, and special districts seeking to construct or improve a public building, must competitively bid the project if the estimated cost is in excess of \$300,000. This bill has passed two of its three committees of reference.

HB 181:

[http://www.myfloridahouse.gov/Sections/Documents/loaddoc.aspx?FileName=\\_h0181c1.docx&DocumentType=Bill&BillNumber=0181&Session=2016](http://www.myfloridahouse.gov/Sections/Documents/loaddoc.aspx?FileName=_h0181c1.docx&DocumentType=Bill&BillNumber=0181&Session=2016)

- **Public Works Projects:** SB 598 (Brandes) in its original form, would prohibit the state and political subdivisions that contract for the construction, maintenance, repair, or improvement of public works from imposing restrictive conditions on contractors, subcontractors, or material suppliers or carriers; prohibits the state and political subdivisions from restricting qualified bidders from submitting bids.

In this bill, a Political subdivision is defined to mean a separate agency or unit of local government created or established by law or ordinance and the officers thereof. The term includes, but is not limited to, a county; a municipality; or an authority, board, commission, department, institution of higher education, public corporation, school district, taxing district, water management district, or other public agency or body authorized to expend public funds for construction, maintenance, repair, or improvement of public works. This bill has not been heard to date.

SB 598: <http://www.flsenate.gov/Session/Bill/2016/0598/BillText/Filed/PDF>

- **Body Cameras/Law Enforcement Officers:** HB 93 (Jones) and SB 418 (Smith) Requires law enforcement agencies that permit law enforcement officers to wear body cameras, to develop policies and procedures governing the proper use, maintenance, and storage of body cameras and recorded data. The policies would be required to include the following:
- Guidelines for the proper use, maintenance, and storage of body cameras;
  - Any limitations on which law enforcement officers are permitted to wear body cameras;
  - Any limitations on law enforcement-related encounters in which law enforcement officers are permitted to wear body cameras; and
  - Guidelines for the proper storage, retention, and release of audio and video data recorded by body cameras.
  - Training for use and storage of camera, and use and maintenance of data.

HB 93 passed its first committee hearing, 13 – 0. SB 418 has not yet been heard.

HB 93:

[http://www.myfloridahouse.gov/Sections/Documents/loaddoc.aspx?FileName=\\_h0093\\_.docx&DocumentType=Bill&BillNumber=0093&Session=2016](http://www.myfloridahouse.gov/Sections/Documents/loaddoc.aspx?FileName=_h0093_.docx&DocumentType=Bill&BillNumber=0093&Session=2016)

SB 418: <http://www.flsenate.gov/Session/Bill/2016/0418/BillText/Filed/PDF>

- **Traffic Infraction Detectors (Red Light Cameras):** SB 168 (Brandes) and HB 4027 (Artiles) would repeal the use of red light cameras. Neither bill has been heard to date.

SB 168: <http://www.flsenate.gov/Session/Bill/2016/0168/BillText/Filed/PDF>

HB 4027: <http://www.flsenate.gov/Session/Bill/2016/4027/BillText/Filed/PDF>

- **Sales Tax on Commercial Real Property:** HB 215 (Ahern) would phase out taxes on the rental of commercial property over the next decade. This bill would gradually increase tax exemptions and completely repeal the tax by January 2025. This bill has not been heard to date.

HB 215: <http://www.flsenate.gov/Session/Bill/2016/0215/BillText/Filed/PDF>

- **Tax on Sales, Use, and Other Transactions/Commercial and Sales and Use Tax Reduction:** SB 116 (Hukill) would also reduce the commercial property tax, by trimming the tax rate from 6 percent to 5 percent, effective Jan. 1, 2017. Additionally, the bill reduces sales and use tax revenue by \$119.6 m in FY 2016-2017 and \$287m on a recurring basis. It decreases General Revenue and local revenue by \$254.1m and \$32.9m, respectively, on a recurring basis. In FY 2016-2017, the bill reduces General Revenue by \$105m and local revenue by \$137m. The bill would take effect January 1, 2017. The bill has passed two of its three committees of reference unanimously.

SB 116: <http://www.flsenate.gov/Session/Bill/2016/0116/BillText/Filed/PDF>

- **Tax on Communications Services:** SB 256 (Hukill) would reduce the tax rates applied to the sales of communications services and retail sales of direct-to-home satellite services, revise the allocation of revenue received from the tax on retail sales of direct-to-home satellite services. This bill has not been heard to date.

SB 256: <http://www.flsenate.gov/Session/Bill/2016/0256/BillText/Filed/PDF>

- **Public Procurement Practices:** SB 124 (Evers) and HB 95 (Steube) would require a private entity that submits an unsolicited proposal to pay an initial application fee and additional amounts if the fee does not cover certain costs. It deletes provisions relating to notice to affected local jurisdictions by which the responsible public entity would no longer be required to notify each affected local jurisdiction when considering a proposal for a qualifying project. Also, this bill would increase the dollar threshold for a contract amount of a project for which a person, the state, or a political subdivision is prohibited from refusing a surety bond issued by a surety company, and deletes provisions creating the Partnership for Public Facilities and Infrastructure Act Guidelines Task Force. This bill has not been heard to date.

SB 124: <http://www.flsenate.gov/Session/Bill/2016/0124/BillText/Filed/PDF>

HB 95: <http://www.flsenate.gov/Session/Bill/2016/0095/BillText/Filed/PDF>

- **Texting while driving:** SB 328 (Altman) and HB 537 (Perry) would authorize law enforcement officers to stop motor vehicles and issue citations as a primary offense to people who are texting and driving. Currently texting while driving is a secondary offense. This bill has not been heard to date.  
SB 328: <http://www.flsenate.gov/Session/Bill/2016/0328/BillText/Filed/PDF>  
HB 537: [http://www.myfloridahouse.gov/Sections/Documents/loaddoc.aspx?FileName=\\_h0537\\_.docx&DocumentType=Bill&BillNumber=0537&Session=2016](http://www.myfloridahouse.gov/Sections/Documents/loaddoc.aspx?FileName=_h0537_.docx&DocumentType=Bill&BillNumber=0537&Session=2016)
  
  - **Texting while driving in a school zone:** HB 25 (Stark) and SB 246 (Sachs) is a different approach, which would only make texting while driving a primary offense while in a school zone or in a school crossing. This bill has not been heard to date.  
HB 25: <http://www.flsenate.gov/Session/Bill/2016/0025/BillText/Filed/PDF>  
SB 246: <http://www.flsenate.gov/Session/Bill/2016/0246/BillText/Filed/PDF>
  
  - **Community Investment Program:** HB 33 (Rodgers) and SB 240 (Soto) would establish an investment program within the Department Of Economic Opportunity. The program will focus investment to reduce poverty in economically disadvantaged communities. This bill has not been heard to date.  
HB 33: <http://www.flsenate.gov/Session/Bill/2016/0033/BillText/Filed/PDF>
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**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 4**

**Legislative Updates  
Federal Legislative Information**

DRIVE Act Legislation Update: the Transportation Committee released the proposed text of the House's version of the bill earlier this month. The updated version now includes the provision that the Village lobbied for while in Washington DC to reduce the project cost threshold for transit-oriented-developments from \$50 million to \$10 million. This opens the competitive process to municipal governments. The provision was already part of the Senate's bill, but until now, the House had not yet included the same language in the House's bill. The bill is expected to be heard by the Senate at the beginning of December.

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 5**

**Departmental Monthly Status Reports  
October 2015**



Departmental Report for:  
Reporting Period  
October 2015

# **POLICING UNIT**

Village of Palmetto Bay  
Departmental Monthly Report

**Department/ Division: Policing Unit**  
**Reporting Period: October 2015**

Service Description	Current Month Oct-15	Fiscal Year to Date FY 2015-16
<b>Crimes/ Calls for Service</b>		
Auto Theft	4	4
Burglary (Commercial)	1	1
Burglary ( Residential)	15	15
Burglary (Vehicle)	15	15
Larceny (Over)	19	19
Larceny (Under)	15	15
Vandalism	2	2
Robbery	1	1
Homicide	0	0
Assault	6	6
Aggravated Assault	2	2
Aggravated Battery	0	0
Domestic Assault/Battery	2	2
Sex Offense (Exposure)	0	0
Disturbance	11	11
Domestic Dispute/Disturbance	16	16
Missing Person	3	3
Suspicious Vehicle	10	10
Suspicious person	9	9
Baker Act	7	7
DOA	8	8
Fire	1	1
Narcotics Investigation	1	1
Fraud	18	18
Fraud / Credit Card	2	2
Weapons violations	1	1
<b>TOTAL CRIMES/ CALLS FOR SERV.</b>	<b>169</b>	<b>169</b>
<b>Traffic Enforcement</b>		
<b>TOTAL CRASHES</b>	<b>86</b>	<b>86</b>

Additional Notes:

- ◆ November's report will include comparison data between October and November



Departmental Report for:  
Reporting Period  
October 2015

**PUBLIC SERVICES /  
FACILITIES MAINTENANCE  
DIVISION**

Village of Palmetto Bay  
 Departmental Monthly Report

Department/ Division: Public Services/ Facilities Maint. Division  
 Reporting Period: October 2015

Service Description	Current Month Oct-15	Fiscal Year to Date FY 2015-16
<b>Buildings &amp; Facilities Maintenance</b>		
Open Work Orders	0	0
Closed Work Orders	0	0
Equipment failures	1	1
Equipment Repair and Maintenance	0	0
Meetings/Training Attended	1	1
<b>TOTAL BUILDING MAINT.</b>	<b>2</b>	<b>2</b>
<b>Landscape Maintenance</b>		
Mowing Cycles- In-House	13	13
Mowing Cycles- Outsourced	4	4
Tree Trimming, Removal and Planting	0	0
Pesticide and Herbicide Spraying	4	4
Debris Removal	0	0
Equipment Repair and Maintenance	0	0
<b>TOTAL LANDSCAPE MAINT.</b>	<b>8</b>	<b>8</b>

Additional Notes:

- ◆ November's report will include comparison data between October and November
- ◆ Village Hall Build Out - Completed October 2015



Departmental Report for:  
Reporting Period  
October 2015

# **TRANSPORTATION / TRANSIT DIVISION**

Village of Palmetto Bay  
 Departmental Monthly Report

Department/ Division: **Transportation and Transit Division**  
 Reporting Period: **October 2015**

<b>Service Description</b>	<b>Current Month Oct-15</b>	<b>Fiscal Year to Date FY 2015-16</b>
<b>I-Bus Ridership</b>		
Route A- morning	12	<b>12</b>
Route B- morning	417	<b>417</b>
Route A- afternoon/evening	27	<b>27</b>
Route B- afternoon/evening	226	<b>226</b>
<b>TOTAL RIDERSHIP</b>	<b>682</b>	<b>682</b>
Customer Service Calls	6	<b>6</b>
Vehicle Maintenance	\$2,569.77	<b>\$2,569.77</b>
Vehicle Fueling	\$631.33	<b>\$631.33</b>

**Additional Notes:**

- ◆ November's report will include comparison data between October and November



Departmental Report for:  
Reporting Period  
October 2015

# **PUBLIC SERVICES / PUBLIC WORKS DIVISION**

Village of Palmetto Bay  
 Departmental Monthly Report

Department/ Division: Public Services/ Public Works Division  
 Reporting Period: October 2015

Service Description	Current Month Oct-15	Fiscal Year to Date FY 2015-16
<b>Street &amp; ROW Maintenance</b>		
Signs Repaired/ Installed	1	1
Graffiti Removal	0	0
Street Clearing/ Repairs	1	1
Pothole/ Shoulder Repairs	1	1
Tree/ Shrub Trimming, Removal, Installation	2	2
Swale Repairs	0	0
Debris/ Trash Removal (Tons)	9.75	9.75
Complaints Reported to MDC	3	3
<b>TOTAL STREET &amp; ROW MAINT.</b>	<b>17.75</b>	<b>17.75</b>
<b>Street &amp; ROW Installation</b>		
Sidewalks (linear ft.)	0	0
Paving (linear ft.)	0	0
<b>TOTAL STREET &amp; ROW INST.</b>	<b>0</b>	<b>0</b>
<b>Stormwater</b>		
Drain Cleaning/ Repairs (inlet tops)	0	0
Canal Cleaning/ Clearing	0	0
Flooding Investigations & Resolutions	2	2
Complaints Reported to MDC	0	0
<b>TOTAL STORMWATER ACTIVITIES</b>	<b>2</b>	<b>2</b>
<b>Inspections</b>		
Sidewalks/ Driveways	2	2
Paving/ Drainage	18	18
Parking/ Swales	0	0
Trees & Landscaping	1	1
<b>TOTAL INSPECTIONS</b>	<b>21</b>	<b>21</b>
<b>Permits Reviewed</b>		
Commercial Property	1	1
Sidewalk/ Driveway	9	9
WASA/ Water Main	1	1
Cable TV	0	0
FPL	4	4
Curb/ Gutter	0	0
Paving/ Drainage/ Sewer	1	1
Trees & Landscaping	0	0
Fences/ Columns	0	0
Parking/ Swales	0	0
Special Events	8	8
Temporary Road Closure	1	1
Zoning (Site Plan Review)	2	2

Village of Palmetto Bay  
Departmental Monthly Report

New Construction	3	3
<b>TOTAL PERMITS</b>	<b>30</b>	<b>30</b>

**Additional Notes:**

- ◆ November's report will include comparison data between October and November



Departmental Report for:  
Reporting Period  
October 2015

# **PARKS AND RECREATION**

Village of Palmetto Bay  
 Departmental Monthly Report

Department/ Division: Parks & Recreation Department  
 Reporting Period: October 2015

Service Description	Current Month Oct-15	Fiscal Year to Date FY 2015-16
<b>CORAL REEF PARK</b>		
<b>Exercise/ Recreational Classes</b>		
Yoga	14	14
Yoga Fussion	16	16
Cardio Pump	20	20
Dance Aerobics	16	16
Aerobics	20	20
Zumba	12	12
<b>TOTAL PARTICIPANTS</b>	<b>98</b>	<b>98</b>
<b>Afterschool Programs</b>		
Soccer	0	0
Golf	0	0
Karate	0	0
Flag Footbal	0	0
Beach Volleyball	0	0
Lacrosse	13	13
Tennis	5	5
WILD (Wonder, Inquire, Learn and Discover)	13	13
ISEE (Investigating Science through Explorations & Experiments)	0	0
<b>TOTAL PARTICIPANTS</b>	<b>31</b>	<b>31</b>

Village of Palmetto Bay  
Departmental Monthly Report

Service Description	Current Month Oct-15	Fiscal Year to Date FY 2015-16
<b>CORAL REEF PARK</b>		
<b>Organized Sports</b>		
Soccer- Palmetto Knights	141	141
Soccer - Coral Estates	12	12
Football- Broncos	221	221
Palmetto Baseball- Fall Varsity	21	21
Palmetto Baseball Fall JV	20	20
Cheerleading - Broncos	47	47
Tennis- Group Lessons/Clinics	289	289
Tennis- Private Lessons	193	193
Tennis Court Rentals	905	905
Racquetball Court Rentals	40	40
USTA Tennis (League Play)	131	131
<b>TOTAL PARTICIPANTS</b>	<b>2020</b>	<b>2020</b>
<b>Revenues Collected</b>		
Facility Rentals	\$ 4,275.00	\$ 4,275.00
Programming/Afterschool	\$ 300.00	\$ 300.00
Sports Leagues	\$ 3,405.00	\$ 3,405.00
Tennis Court Rentals	\$ 3,405.00	\$ 3,405.00
Racquetball Court Rental	\$ 100.05	\$ 100.05
Tennis Group Lessons	\$ 5,153.90	\$ 5,153.90
Tennis Private Lessons	\$ 5,411.72	\$ 5,411.72
Photography/ Filming	\$ -	\$ -
Concessions	\$ 1,179.86	\$ 1,179.86
Vending		
<b>TOTAL REVENUES</b>	<b>\$ 23,230.53</b>	<b>\$ 23,230.53</b>

Village of Palmetto Bay  
Departmental Monthly Report

Service Description	Current Month Oct-15	Fiscal Year to Date FY 2015-16
<b>PALMETTO BAY PARK</b>		
<b>Exercise/ Recreational Classes</b>		
Yoga Fussion	25	25
Ballet at the Park	38	38
<b>TOTAL PARTICIPANTS</b>	<b>63</b>	<b>63</b>
<b>Organized Sports- Participants</b>		
i9 Sports	163	163
Basketball - MDI	87	87
Softball Travel Ball	157	157
Softball HS League	90	90
<b>TOTAL PARTICIPANTS</b>	<b>497</b>	<b>497</b>
<b>Revenues Collected</b>		
Facility Rentals	\$ 10,200.65	\$ 10,200.65
Tournament/Field Rentals	\$ 4,018.69	\$ 4,018.69
Sports Leagues	\$ 225.00	\$ 225.00
Photography/ Filming	\$ -	\$ -
Concessions	\$ -	\$ -
Vending	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 14,444.34</b>	<b>\$ 14,444.34</b>
<b>LUDOVICI/ EAF COMMUNITY ROOM</b>		
<b>Exercise/ Recreational Classes</b>		
Vinyasa Yoga*	0	0
Meditation Yoga*	0	0
Silver Fit Chair Yoga*	0	0
Mommy & Me Art*	0	0
Mommy and Me Yoga*	0	0
Nature Afloat	26	26
Musical	3	3
<b>TOTAL PARTICIPANTS</b>	<b>29</b>	<b>29</b>
<b>Revenues Collected</b>		
Facility Rentals	\$ 450.00	\$ 450.00
Programming/League Fee	\$ 45.00	\$ 45.00
Photography/ Filming	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 495.00</b>	<b>\$ 495.00</b>
<b>THALATTA ESTATE</b>		
<b>Exercise/ Recreational Classes</b>		
Yoga by the Bay	27	27
Kayak	22	22
Bird Watching Workshop - 10/18	33	33
<b>TOTAL PARTICIPANTS</b>	<b>82</b>	<b>82</b>
<b>Revenues Collected</b>		
Facility Rentals	\$ 30,874.07	\$ 30,874.07
Programming	\$ -	\$ -

Village of Palmetto Bay  
Departmental Monthly Report

Photography/ Filming	\$ 375.00	\$ 375.00
<b>TOTAL REVENUES</b>	<b>\$ 31,249.07</b>	<b>\$ 31,249.07</b>
<b>SPONSORSHIPS</b>		
<b>TOTAL SPONSORS</b>	<b>0</b>	<b>0</b>
<b>TOTAL SPONSORSHIP VALUE (\$)</b>	<b>\$ -</b>	<b>\$ -</b>

**Additional Notes:**

- ◆ November's report will include comparison data between October and November
- \* Programs are offered for the first time in October



Departmental Report for:  
Reporting Period  
October 2015

**COMMUNITY & ECONOMIC  
DEVELOPMENT /  
PLANNING & ZONING**

Village of Palmetto Bay  
Departmental Monthly Report

Department/ Division: **Community & Economic Dev.- Planning & Zoning  
Division**

Reporting Period: **October 2015**

<b>Service Description</b>	<b>Current Month Oct-15</b>	<b>Fiscal Year to Date FY 2015-16</b>
<b>Planning &amp; Zoning Activities</b>		
Comp Plan Amendments Filed	0	0
Land Dev. Code Amendments/ Plats	1	1
Variances	0	0
Zoning Resolutions Adopted	2	2
Zoning Ordinances Adopted	3	3
Zoning Letters Issued	3	3
Items to Zoning Hearing	1	1
Public Workshop	1	1
<b>TOTAL ITEMS</b>	<b>11</b>	<b>11</b>

**Additional Notes:**

- ◆ November's report will include comparison data between October and November



Departmental Report for:  
Reporting Period  
October 2015

# **COMMUNITY & ECONOMIC DEVELOPMENT / BUILDING & PERMITTING**

Village of Palmetto Bay  
 Departmental Monthly Report

Department/ Division: Community & Economic Dev.- Building & Permitting  
 Division

Reporting Period: October 2015

Service Description	Prior Month Oct-15	Fiscal Year to Date FY 2015-16
<b>Permits Issued</b>		
Building Permits	130	130
Electrical Permits	37	37
Mechanical Permits	26	26
<b>TOTAL PERMITS</b>	<b>193</b>	<b>193</b>
<b>Inspections Completed</b>		
Building & Roofing	833	833
Electrical	94	94
Mechanical	34	34
Plumbing/ LPGX	60	60
Zoning (Building)	92	92
Zoning (Code Compliance)	125	125
<b>TOTAL INSPECTIONS</b>	<b>1113</b>	<b>1113</b>
<b>Code Compliance Cases</b>		
New Cases Open	55	55
Code Compliance Reminders	0	0
Notices to Appear	0	0
Notices of Violations	55	55
Civil Violations	21	21
Special Master Cases	21	21
Active Cases	55	55
<b>TOTAL CASES</b>	<b>207</b>	<b>207</b>
<b>CERT. OF OCCUPANCY/ USE</b>		
Value of Construction	0	
Permits for New Houses	0	
Certificates of Occupancy	77	77
Certificates of Use	19	19
<b>TOTAL CERT. OF OCCUPANCY/ USE</b>	<b>96</b>	<b>96</b>

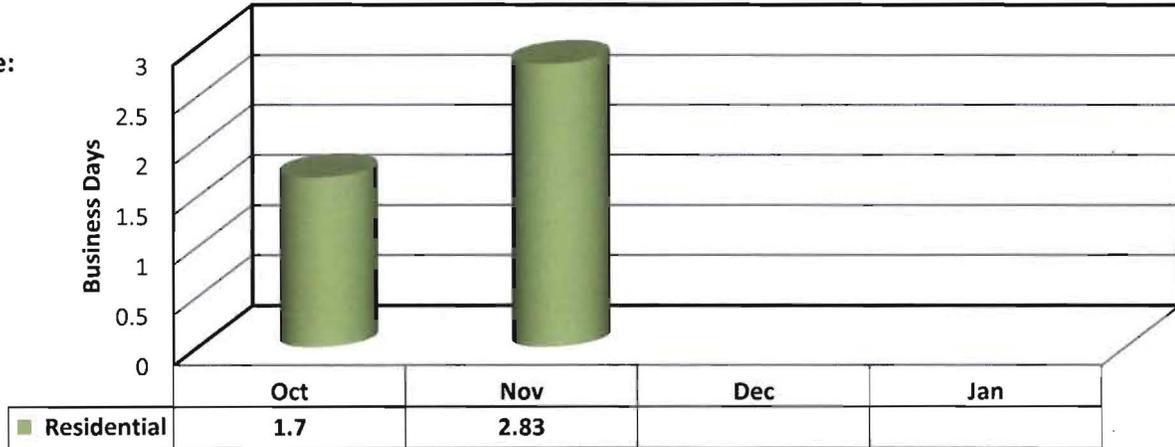
**Additional Notes:**

- ◆ November's report will include comparison data between October and November

# Snapshot for Month of November (Fiscal Year 2015-2016)

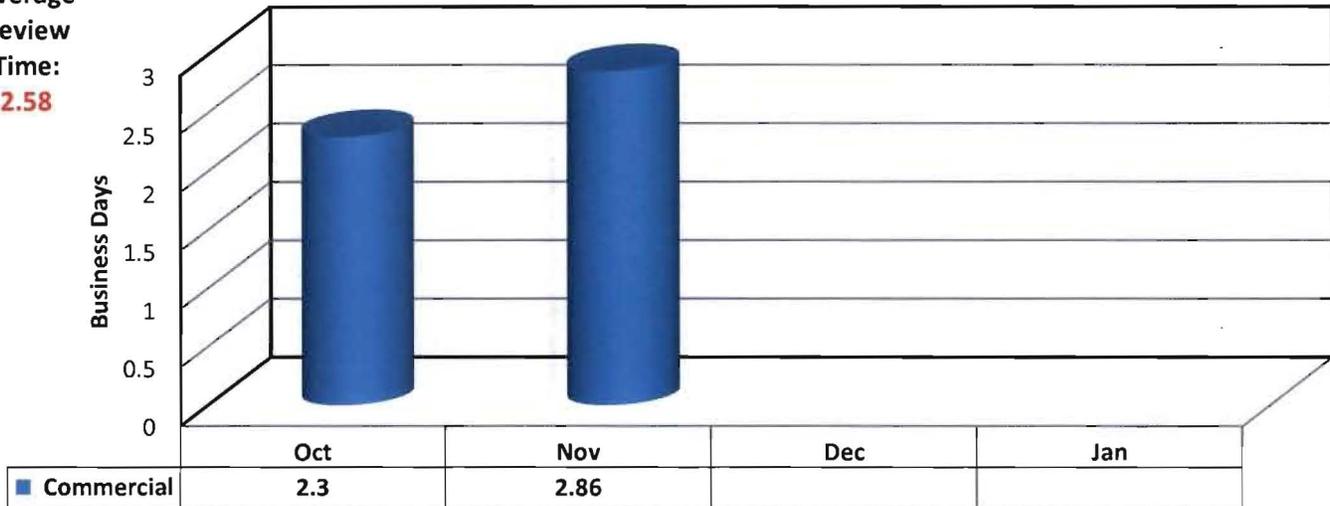
## Average Review Times (Residential)

Average Review Time:  
**2.26**



## Average Review Times (Commercial)

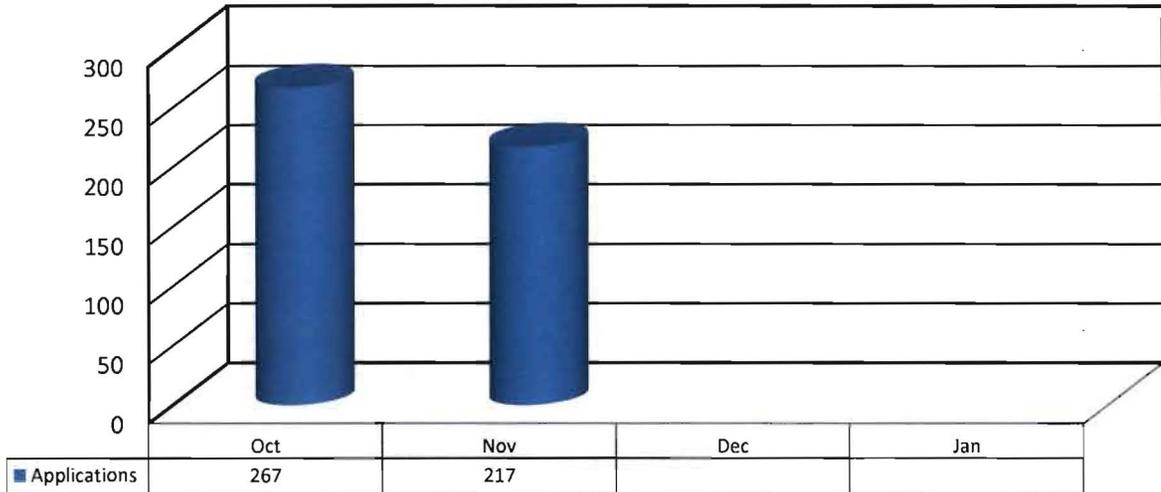
Average Review Time:  
**2.58**



Excessive Review Time	
Trades	No. of Permits Exceeding Five (5) days in the same Dept.
Building	9
Zoning	0
Structural	0
Mechanical	0
Electrical	0
Plumbing	0
Public Works	4
Building Official	0

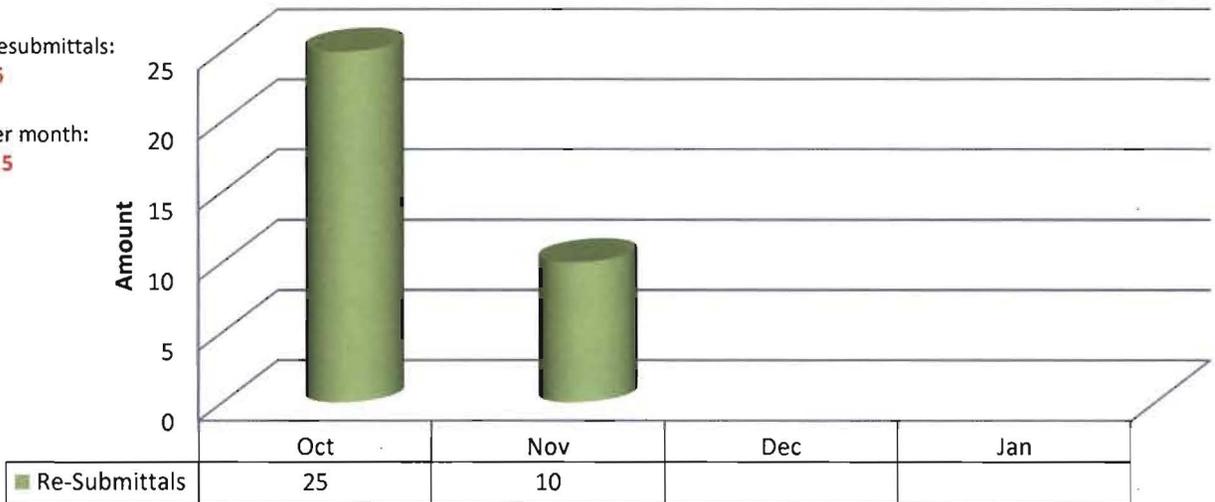
## New Permit Applications Submitted

Total New Submittals:  
**484**  
Average per Month:  
**242**  
Projected Amount:  
**4350**



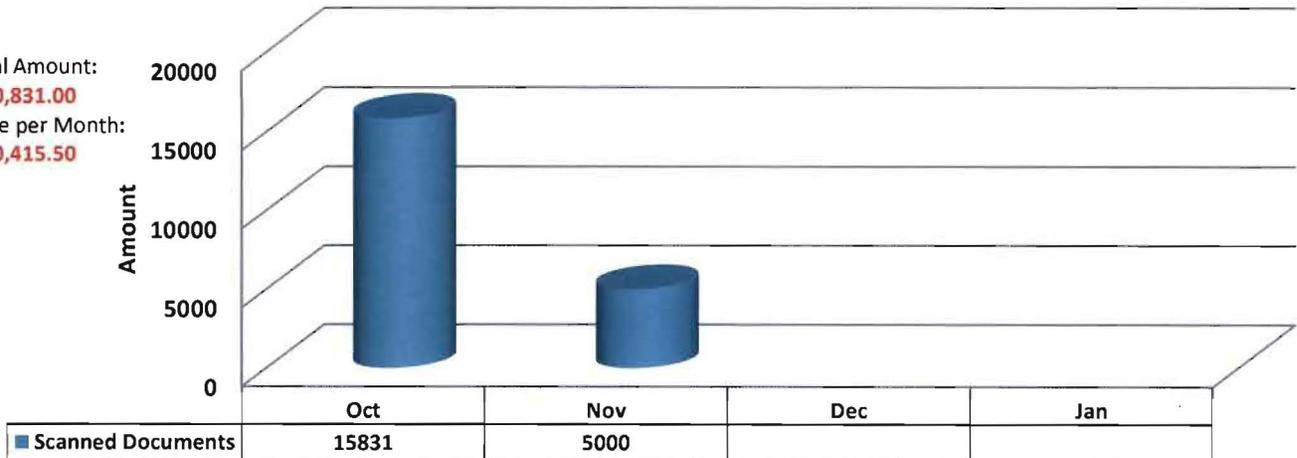
## Permit Applications Resubmitted for Review

Total No. of resubmittals:  
**35**  
Average per month:  
**17.5**



## Scanned Documents

Total Amount:  
**20,831.00**  
Average per Month:  
**10,415.50**



## Actual vs. Projected Revenue Stream



**Projected Revenue: \$ 200,000.00 (\$ 1,200,000 Annual Projection)**

**Actual Revenue: \$297,991.54**

## Department Expenses

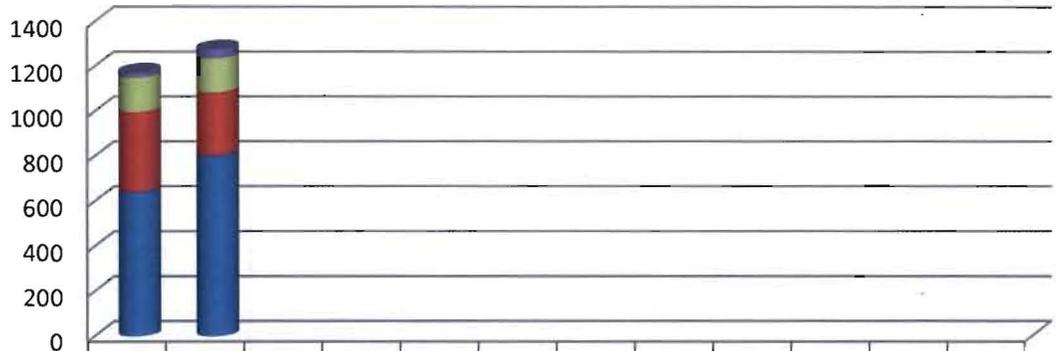


**Projected Expenses: \$ 237,786.00 (\$ 1,426,716 Annual Projection)**

**Actual Expenses: \$ 146,160.41 (Not inclusive of all charges)**

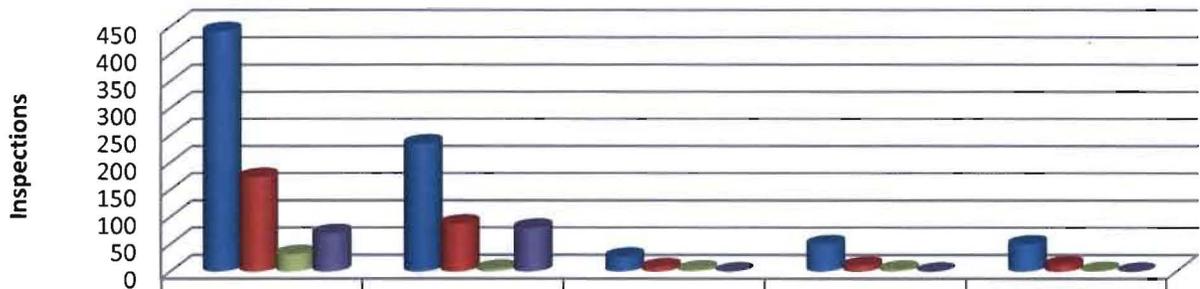
## Building Inspections 2015-2016

Total inspections :  
**2148**  
 Average per  
 Month:  
**1074**  
 \*Cancelled  
 inspections not  
 included in total.  
 Projected  
 Inspections for FY  
 15-16:  
**11025**



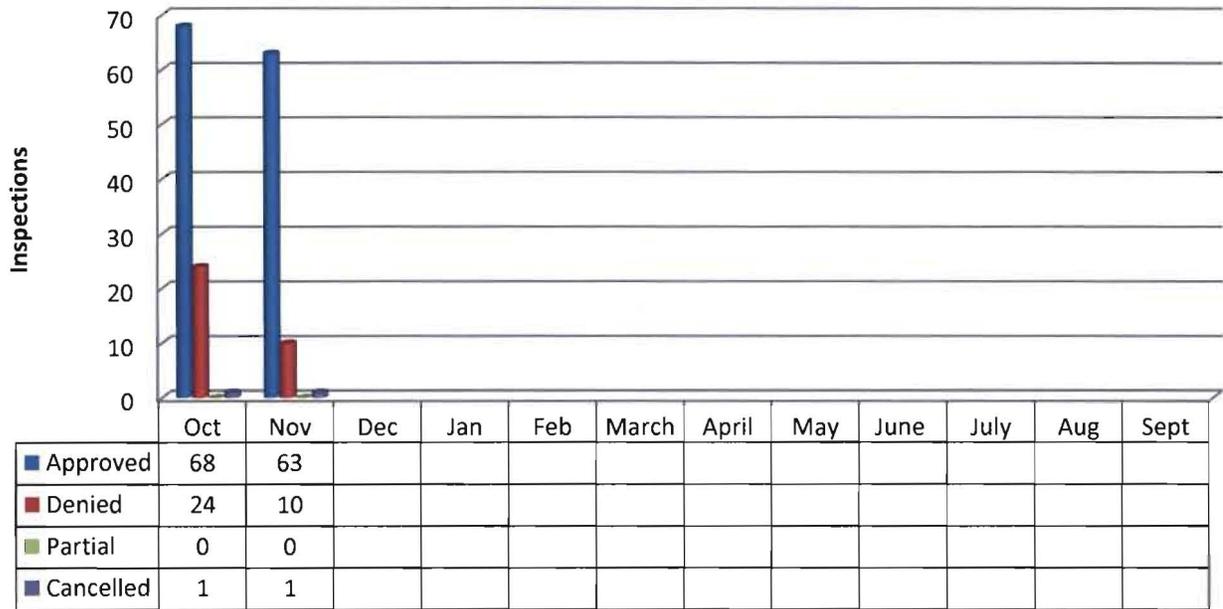
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun.	Jul.	Aug.	Sept
■ Partial	21	40										
■ Cancelled	152	150										
■ Rejected Inspections	357	283										
■ Approved Inspections	643	804										

## Building Inspections by Trade November 2015

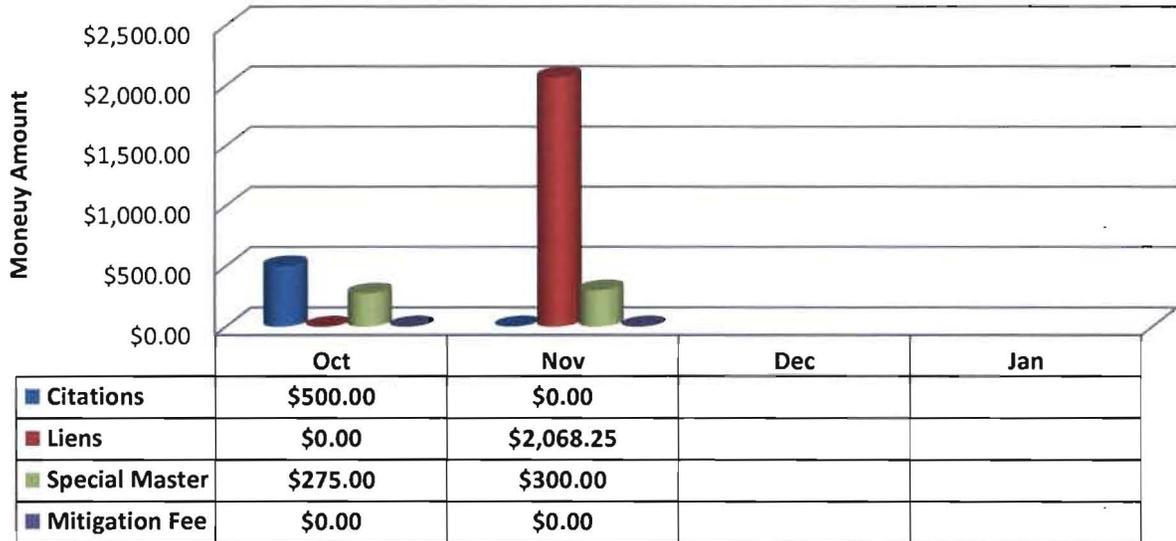


	Building	Roof	Mechanical	Electrical	Plumbing
■ Approved	442	235	27	50	50
■ Denied	174	88	8	11	12
■ Partial	32	5	4	4	2
■ Cancelled	70	80	0	0	0

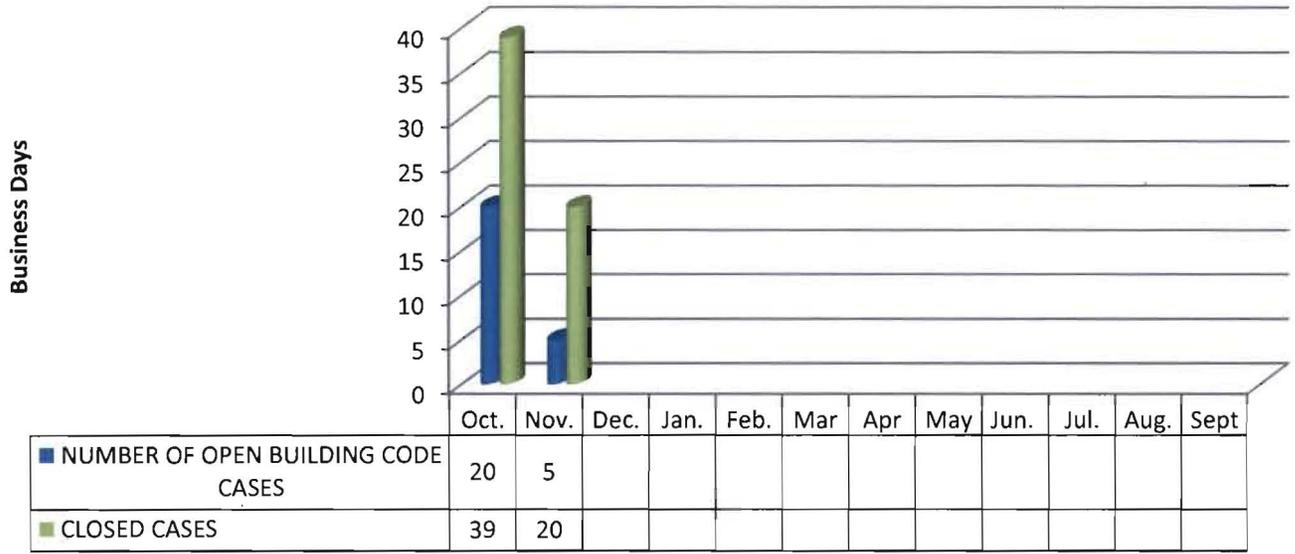
## Zoning Inspections 2015-2016



## Building Code Revenue 2015-2016

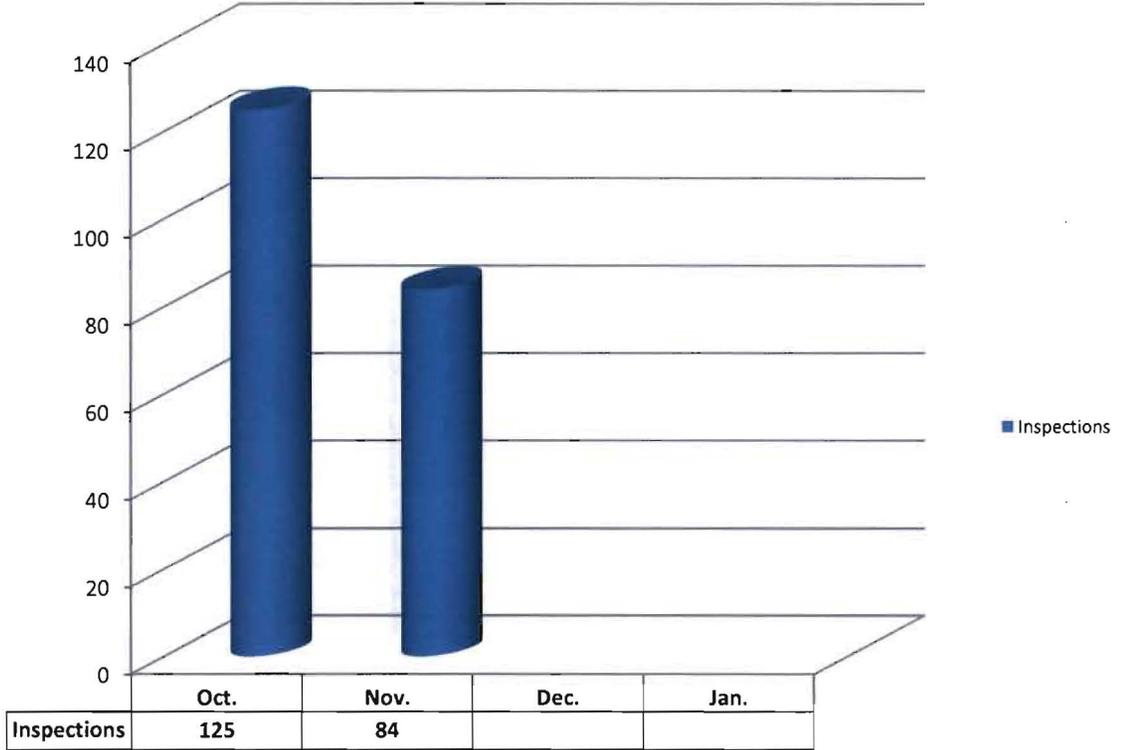


## Building Code Compliance Monthly Cases, and Closed Cases



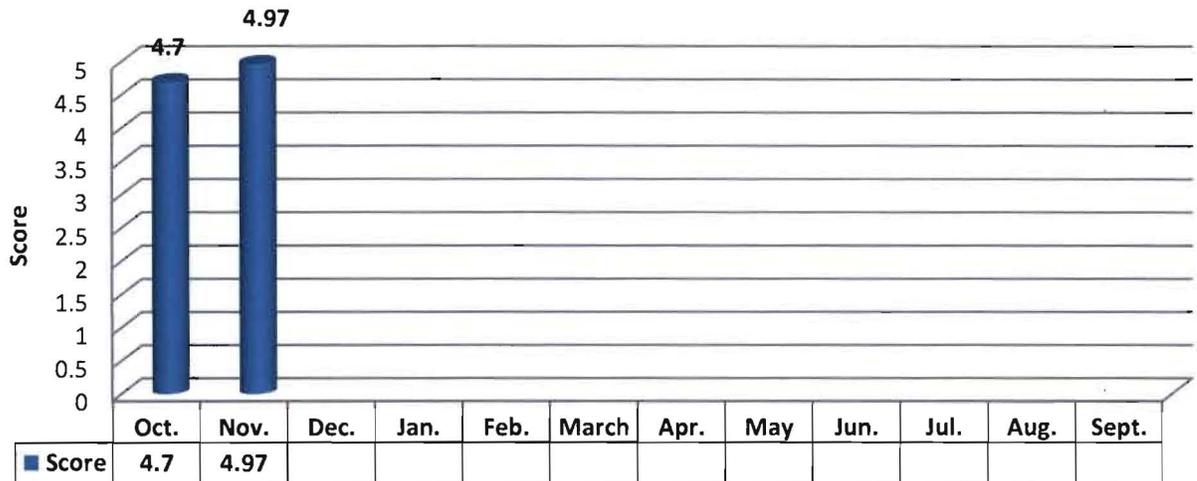
**Total No. of Building cases: 15**  
**Average per month: 12.5**  
**Total No. of Closed Cases: 59**  
**Average Closed per month: 29.5**

**Code Compliance  
Monthly Inspections 2015-2016**

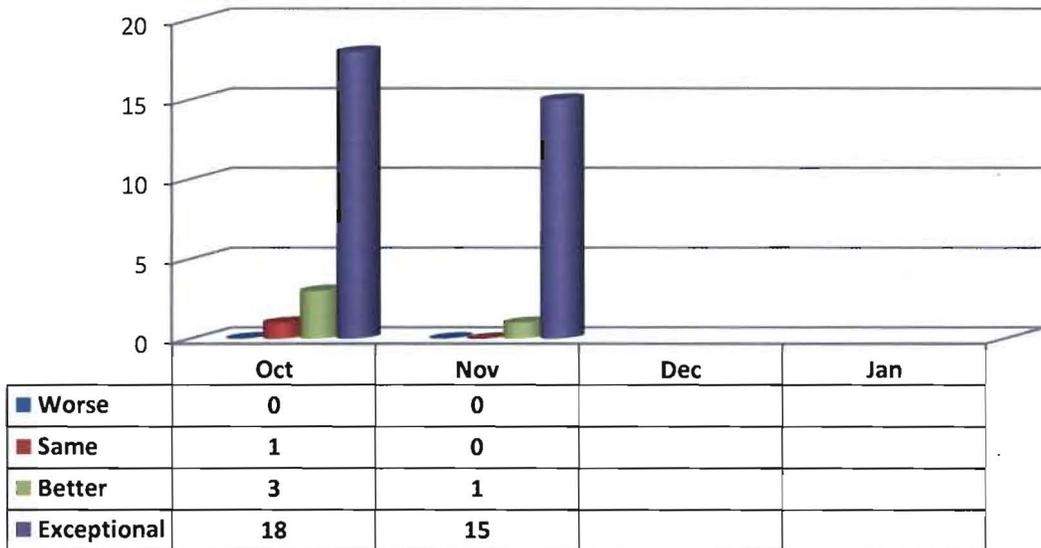


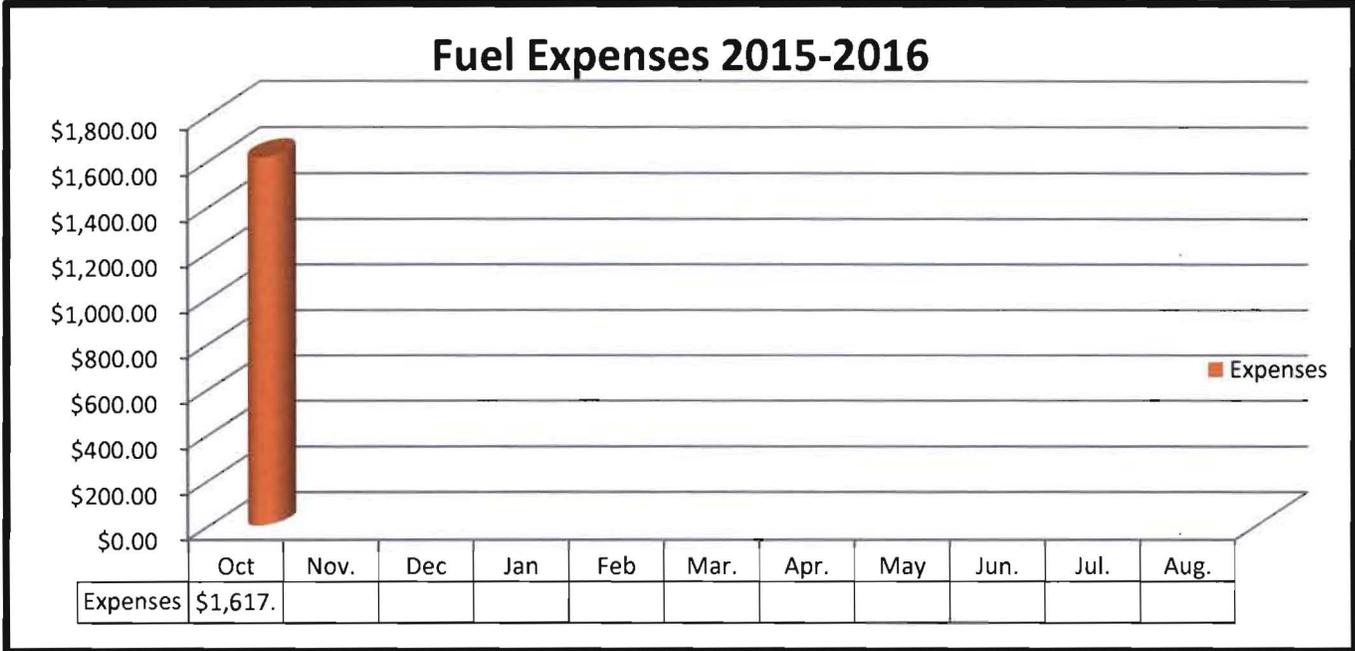
Total Inspections : 209  
Average per Month: 104.5

## Customer Service Evaluation 2015-2016

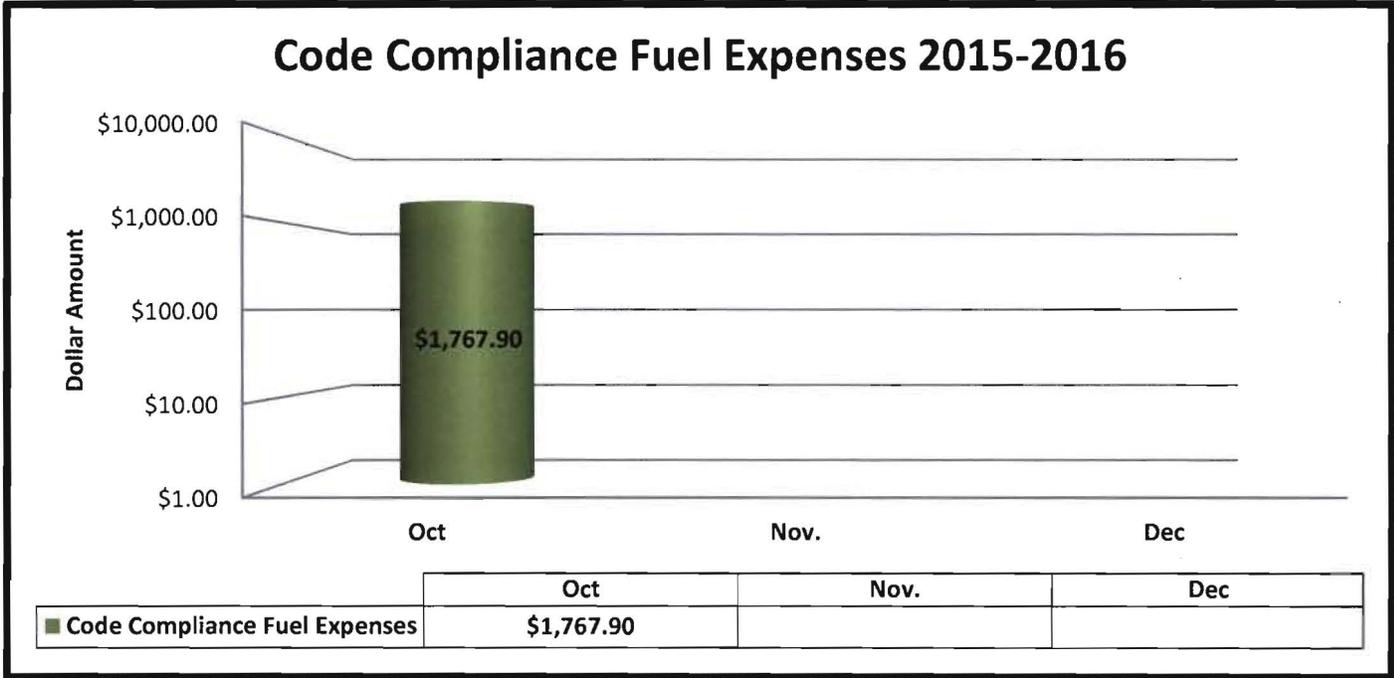


## Building Department Compared to Other Departments in the County



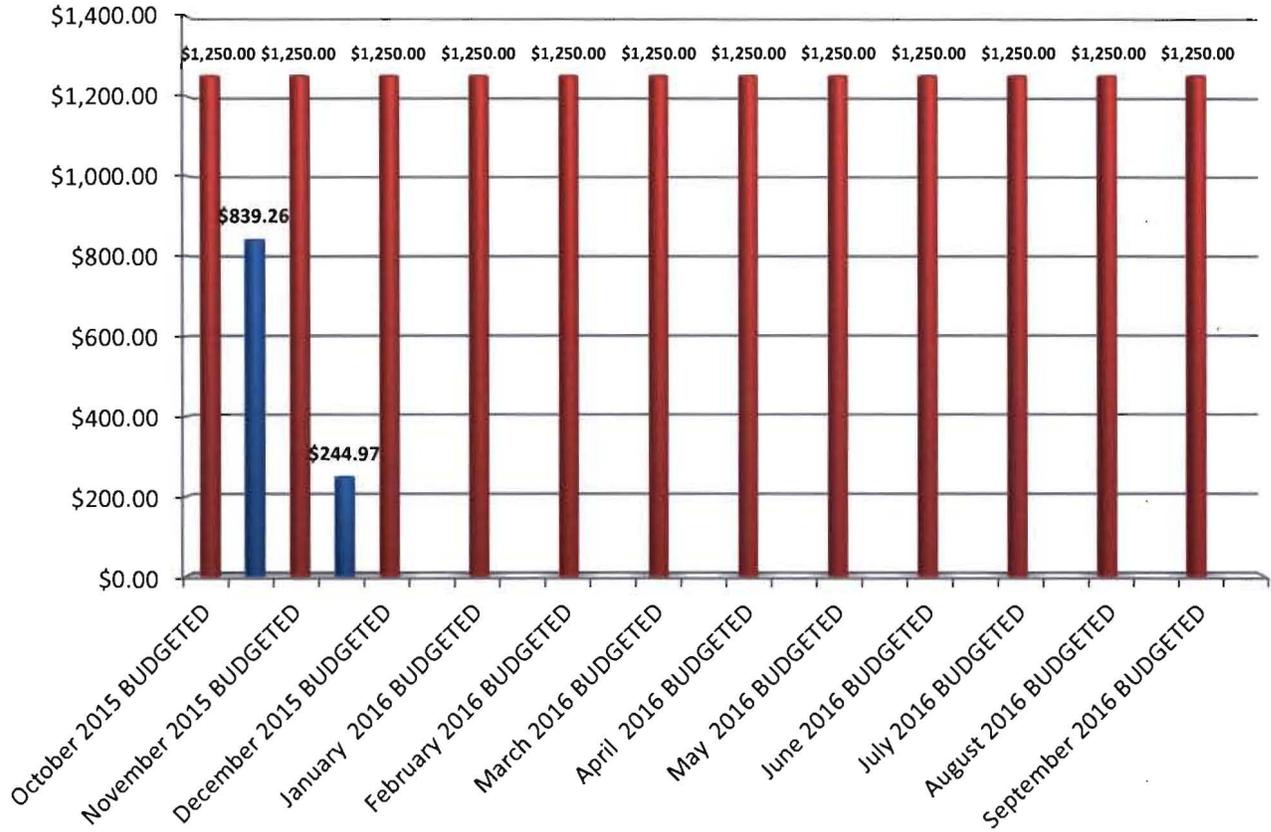


**Gas Total: Pending**

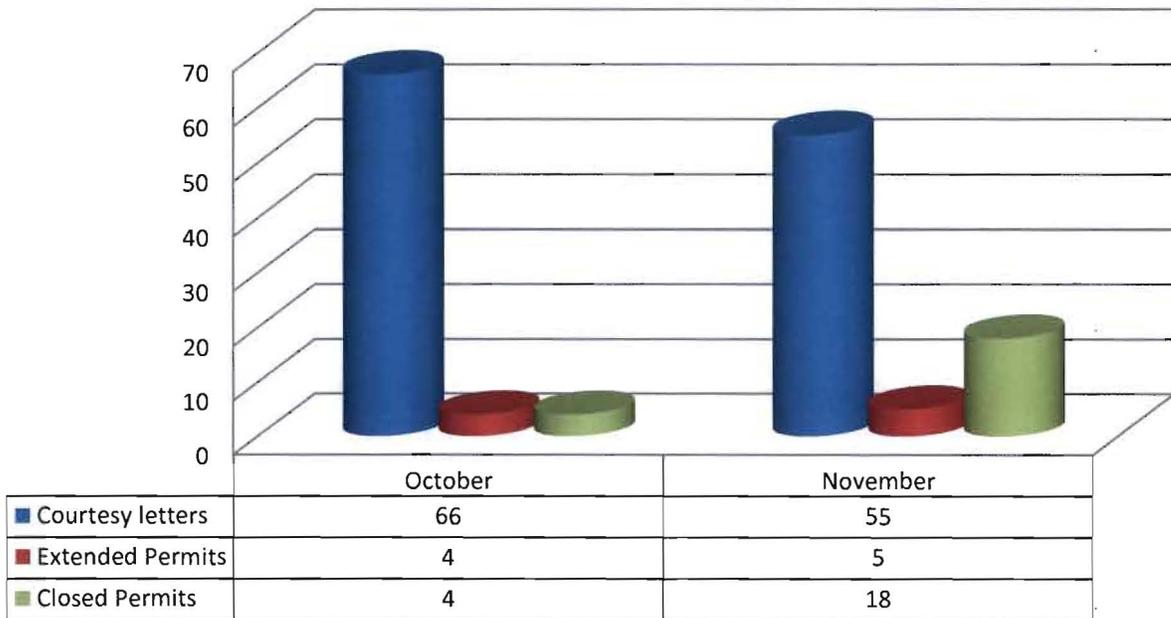


**Building Code Gas Expenses: Pending**

## OPERATING SUPPLIES ANALYSIS 2015-2016

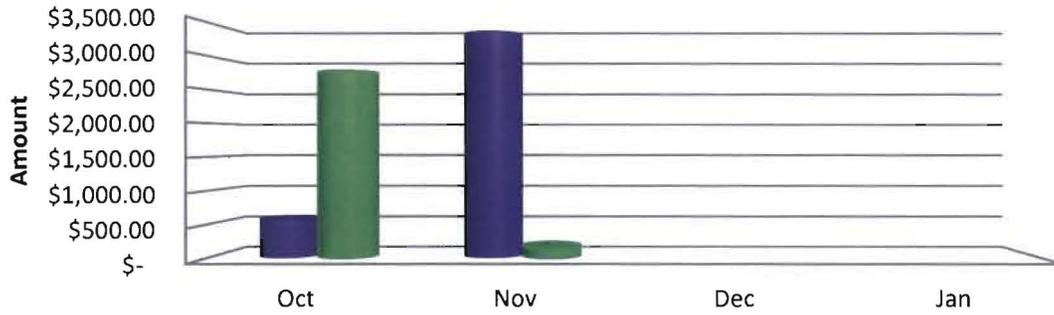


## Courtesy Notice for Permit Expirations 2015-2016



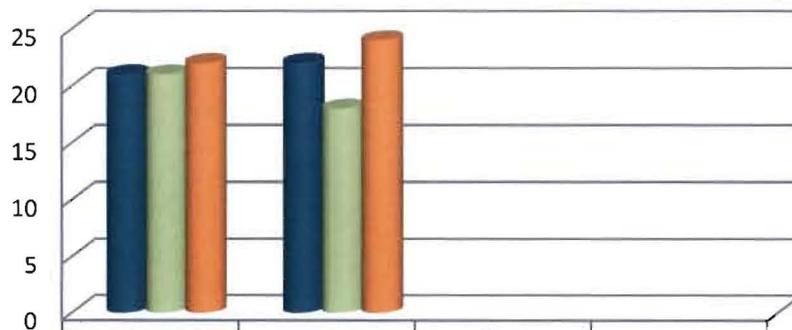
# Code Compliance Snapshot for Month of November (Fiscal Year 2015-2016)

## Code Compliance Revenue 2015-2016 (Lot Clearing, Citation, and Special Master)



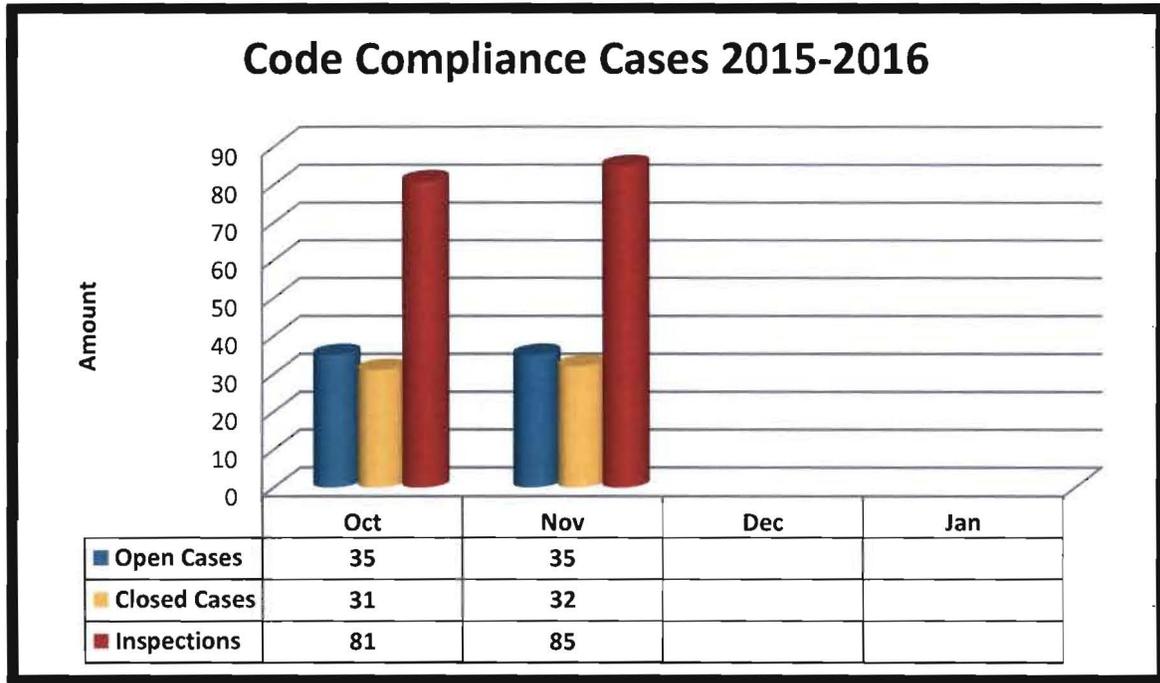
	Oct	Nov	Dec	Jan
■ Code Violations (Including Citations and Special Master)	\$575.00	\$3,369.65		
■ Lot Clearing	\$2,772.32	\$150.00		

## Submitted Complaints (Open, Closed, and Inspections)



	Oct	Nov	Dec	Jan
■ Open Complaints	21	22		
■ Closed Complaints	21	18		
■ Scheduled Inspections	22	24		

# Code Compliance Snapshot for Month of November (Fiscal Year 2015-2016)





Departmental Report for:  
Reporting Period  
October 2015

# **HUMAN RESOURCES / COMMUNICATIONS**

Village of Palmetto Bay  
 Departmental Monthly Report

Department/ Division: Human Resources & Communications

Reporting Period: October 2015

Service Description	Current Month Oct-15	Fiscal Year to Date FY 2015-16
<b>HUMAN RESOURCES</b>		
<b>Recruitment</b>		
Recruitment Ads	2	2
Applications Reviewed	39	39
Interviews Scheduled	9	9
Background Checks Completed	1	1
<b>TOTAL ITEMS</b>	<b>51</b>	<b>51</b>
<b>New Hires</b>		
Orientation Sessions	2	2
Training Sessions	2	2
New Hires Processed	2	2
<b>TOTAL ITEMS</b>	<b>6</b>	<b>6</b>
<b>Employee Benefits</b>		
New Enrollments/ Updates/ Terminations	13	13
Issues Resolved	2	2
Educational Assistance Program	0	0
Incident/ Accident Cases (worker's comp)	1	1
Employee Training	0	0
<b>TOTAL ITEMS</b>	<b>16</b>	<b>16</b>
<b>Misc.</b>		
Transfers/ Updates/ Evaluations	6	6
Timesheets Reviewed	136	136
Job Desc. Review/ Updates	2	2
Surveys	0	0
Termination of Employment	3	3
<b>TOTAL ITEMS</b>	<b>147</b>	<b>147</b>

Village of Palmetto Bay  
Departmental Monthly Report

Service Description	Current Month Oct-15	Fiscal Year to Date FY 2015-16
<b>COMMUNICATIONS</b>		
Top 4 Webpages Visited	HR (jobs) Bldg Dept Forms Policing Unit Parks & Recreation	HR (jobs) Bldg Dept Forms Policing Unit Parks & Recreation
FB Postings	89	89
FB Followers (likes)	2837	2837
Constant Contact Subscribers (active)	1888	1888
Your Village @ Work Editions	2	2
E-Currents (General)	1	1
E-Currents (Parks)	1	1
<b>TOTAL ITEMS</b>	<b>4818</b>	<b>4818</b>
<b>GRANTS</b>		
New Applications Completed	1	1
Reports Filed	1	1
Grants Awarded	1	1
<b>TOTAL ITEMS</b>	<b>3</b>	<b>3</b>

**Additional Notes:**

- ◆ November's report will include comparison data between October and November