

**VILLAGE COUNCIL MEETING**

**MONDAY, FEBRUARY 6, 2017**



**MANAGER'S REPORT**

**DECEMBER 2016**



*Village of Palmetto Bay*  
**MEMORANDUM**

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To: Honorable Mayor and Village Council

Date: February 6, 2017

From: Edward Silva, Village Manager

Re: Monthly Status Report for  
Reporting Period December 2016

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Attached is the monthly status report for December 2016. The reporting items include:

1. Office of the Village Manager Operations: this section provides an overview of Village-wide 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 included.
2. Expenditure Overview: shows the percentages of expenditures incurred during the reporting period.
3. Monthly Calendar of Park Events for the month of February 2017.
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. These reports include comparisons between the current and prior months, and the aggregate information for the fiscal year, up to the reporting period.
6. Informational Data: this section is compiled for informational purposes for the effort of keeping the Village Council and Village residents with up-to-date Village business. All the information has been compiled for your review and consideration.

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 1**

**Office of the Village Manager Operations  
Reporting Period: December 2016**

**Organizational/Budgetary Items**

Tasks Completed

- Resolution for the purchase of two new buses
- Two new buses ordered
- Completed grant scope for RTP 2013
- Received sidewalk grant award of \$6,000
- Commenced in-house repair of PBP Ball Fields
- 2- New buses ordered
- Hosted Canal Workshop
- Hosted Fire station Workshop

Tasks In Progress

- Application submitted for Green City designation and review associated costs
- Update Coral Reef Park Master Plan
- Update Perrine Wayside Dog Park Master Plan
- Update Palmetto Bay Park Master Plan
- Secure a public university tenant for Downtown
- Coordinate and foster relationships on local/State and federal level
- Continue individual meetings with Council
- Continue individual meetings with Department Directors
- 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
- Continue meetings with sister cities – Village of Pinecrest and Town of Cutler Bay
- Prepare for overall traffic plan at a future Town Hall Meeting
- Continue involvement on transit issues
- Continue to work with SFWD regarding Canal Bank Restoration

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 1**

**Office of the Village Manager Operations  
Reporting Period: December 2016**

**Community Focus/ Special Events**

**Tasks Completed**

- Weekly Traffic Calming email distribution
- Your Village at work email distribution
- Production of Palmetto Bay today – Live on Facebook
- Arbor Tree Planting Ceremony
- Get Fit
- Camping and Movie Night

**Tasks In Progress**

- Launch Palmetto Bay quarterly newsletter
- Continue weekly Traffic Calming email distribution
- Continue Your Village at Work Email distribution
- Continue production of Palmetto Bay today – Live on Facebook
- Design of Parks and Rec. Play by Play Recreation Third Edition
- Valet Parking Services given to Council for approval
- Continue the series of community programs such as Yoga by the Bay, Paddle Adventures, Surf & Turf Zumba Kayak Workout and Responsible Gardening
- Continue with After School Programs
- Continue seeking sponsorship opportunities for Village-wide Special Events
- Redesign and launch new Village website
- Launch Palmetto Bay app for smartphone
- Continue launching Community Workshops for Healthy Living, Senior Adults and Special Needs
- Plan and Promote Run Walk and Stroll 2K
- Plan and Promote Annual Picnic
- Plan and Promote Relay for Life
- Plan and Promote Drive in Movie Night
- Plan and Promote Murder Mystery dinner and show
- Plan Bike to Work Day

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 1**

**Office of the Village Manager Operations  
Reporting Period: December 2016**

**Traffic/ Transit/ Mobility**

**Tasks Completed**

- Evaluation of sidewalk and ADA accessibility at bus stop
- Submitted CITT 4<sup>th</sup> Quarter Report
- 24 Permanent Speed tables installed including striping and signage

**Tasks In Progress**

- Update Master Plan for bicycle lanes
- Development of New Route along busway and SW 184<sup>th</sup> St
- Coordinate a tri-city grant request for bicycle lanes
- Establish an “Uber” service model for I-bus
- Begin software application for I-bus
- Continue Coral Reef Elementary Pick up/ Drop off Improvement Meetings
- Continued to host meetings for traffic calming initiatives.
- Continue to implement permanent traffic calming devices
- Sidewalk repair and new installation evaluation
- Roadway resurfacing evaluation
- Safe Route to School design for Coral Reef & Perrine Elementary
- Continued review of traffic calming data for future traffic calming projects
- Preparation of Bid Documents for the next phase of localized projects and 2<sup>nd</sup> phase of engineering for SRTS projects
- Finalizing design of new brochures for placement at key locations
- Amenities at bus stop under evaluation
- Development of New Route along busway and 184<sup>th</sup> Street
- Plan Safe Route to School Workshop

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 1**

**Office of the Village Manager Operations  
Reporting Period: December 2016**

**Capital Projects**

**Tasks Completed**

- Total Bank Plat
- South Motors new construction reviewed
- Alexander school expansion
- WASD commenced installation of nominal 6 inch Force Main project near Southwood Middle School

**Tasks In-Progress**

- Continue with SRTS Projects for Coral Reef Elementary and Perrine Elementary
- Continue with SRTS Projects for Coral Reef Elementary and Perrine Elementary
- Coral Reef Park new bathroom facility bid opening
- Roadway resurfacing
- Village-wide sidewalk improvements.
- Ongoing design and cost estimate review of drainage projects in process
- Continued work for Traffic Circle at SW 168th ST/ 82nd AV
- Continued in-house upgrades at Palmetto Bay Park Playground
- Downtown Urban Village
- Village Center Apartments
- Estes Company (church property)
- 174 New development
- Ordered New Playground Equipment for Coral Reef Park and Palmetto Bay Park

**MONTHLY REPORT TO VILLAGE COUNCIL  
SECTION 1**

**Office of the Village Manager Operations  
Reporting Period: December 2016**

Summary of Email Request	
Nature of Request	Requesting Party
<ul style="list-style-type: none"> <li>• Request for removal of speed tables due to flooding issues</li> <li>• Concern on lack of no right turn enforcement on 87 ave</li> <li>• Request to amend sign at the end of 72 ave</li> <li>• Request to remove "one way" traffic sign and add "Do not enter local residents only"</li> <li>• Praise for speed table installation on 90 ave between 170 st and 172 st</li> <li>• Complaint on removal of stop sign on 82 ave and 148 drive</li> <li>• Clarification on agenda item 13-A related Art. 1, sec. 32-2(a)</li> <li>• Proposal for purchase of Cutler Plantation site</li> <li>• Concern on membership appointing of the PB Partnership Committee</li> <li>• Concern on traffic situation on Old Cutler Rd</li> <li>• Follow up on request for boating courtesy signs</li> <li>• Concern with alarm registration penalties</li> <li>• Praise for PB Unique Abilities Fair</li> <li>• Complaint on trash pile on 16195 SW 78 Ave</li> <li>• Requesting booth at PB Farmer's Market</li> <li>• Concern on the planned development along Franjo and the closure of 94 ave</li> <li>• Concern on non profit organization's donations</li> <li>• Complaint on stop sign removal and traffic engineers</li> <li>• Praise for PB Unique Abilities Fair</li> <li>• Complaint on speeding and traffic on 152 st</li> <li>• Concern with traffic on SW 176 st</li> <li>• Requesting maintenance on median located on SW 173 st near Old Cutler Rd</li> <li>• Traffic issues surrounding Palmer Trinity</li> <li>• Praise for building department and customer service</li> <li>• Concern for speeding on 87 ave and 153 terr</li> <li>• Complaint on parking at Dollar Tree</li> <li>• Requesting information on Marlin Engineering</li> <li>• Complaint on aggressive towing at Dollar Tree</li> <li>• Praise for new pedestrian crossing at Old Cutler and SW 176 st</li> <li>• Requesting information on speed table on 157 st and 89 ave</li> <li>• Complaint on utility companies not restoring roads and damaged pavement</li> <li>• Complaint on aggressive towing at Dollar Tree</li> <li>• Complaint on aggressive towing at Dollar Tree</li> <li>• Complaint on aggressive towing at Dollar Tree</li> <li>• Traffic issues regarding lowering speed limit</li> <li>• Complaint on 3 week carnival</li> <li>• Requesting to change 2 way stop sign to 4 way stop at 79 pl and 170 st</li> <li>• Questions regarding Hildebrand Carnival</li> <li>• Complaint on aggressive towing at Dollar Tree</li> <li>• Complaint on lights and generator smells at ballfields</li> <li>• Concerned with parking issues at Dollar Tree</li> <li>• Complaint on no left turn signs near Southwood Middle School</li> </ul>	<p>M. Poirier S. Silverman G. Phelps G. Phelps J. Woodward K. Sheridan J. Woodward J. Gabay F. Minton F. Minton A. Chen M. Golob C. Reigadas Neighbors C. Fitts G. Williams M. Kesti B. Richards J. Prussing R. Andrews A. Newman Residents S. Bonner U. Royceman J. Neal P. Peralta B. Highbaugh J. Robbins P. Burns R. Herrera R. Herrera I. Rivera N. Molina R. Mantecon Jaquelyn P. L. Hunt E. Cardenas M. Matson R. Cardoso J. Cespedes D. Ivler Ludlin</p>

- Complaint on Hildebrand carnival and questioning relocation
- Question on when speed tables will be installed on 79 pl and 170 st
- Complaint on speed table installation on 162 st and 77 ave and Old Cutler Rd
- Concern on oak trees on 87 ave and 184 st
- Traffic issues on 83 ave and 165 terr
- Requesting speed table installation on 79 ave and 152 st south to 160 st
- Information on carnival and deceptive admissions advertisement
- Requesting more generic form of oath
- Questions regarding the intersection at 82 ave and 148 dr
- Questions regarding speed tables
- Against US1 holiday carnival sign and suggestion of an art walk at downtown development
- Complaint on speed tables placed on 162 st
- Praise for carnival meetings
- Complaint about towing at Dollar Tree
- Complaint against traffic wickets
- Questions on traffic
- Complaint on traffic
- Update on traffic coming down 182 terr
- Traffic issues concerning 168 st
- Complaint on carnival noise
- Requesting signage for temporary speed tables installed on 79 pl
- Praise for Holiday Carnival tickets
- Praise for building department and customer service
- Complaint on noise level at 13645 Old Cutler Rd

M. Stola  
 M. Pulles  
 D. Glassford  
 J. Bunton  
 B. Kestel  
 M. Alexander  
 M. Matson  
 J. Woodward  
 K. Sheridan  
 D. Grames  
  
 J. Prussing  
 D. Glassford  
 M. Matson  
 C. Sobel  
 J. Piersol  
 J. Allen  
 C. Person  
 J. Rubens  
 B. Christopher  
 Steve K.  
 A. Herrera  
 L. Hunt  
 A. Dishington  
 S. Stork

**MONTHLY REPORT TO VILLAGE COUNCIL**  
**SECTION 2 (Percentage of Funds Spent For Each Month)**  
**Expenditure Review Reporting Period:December 2016**

Department	Oct-16	Nov-16	Dec-16	Total of Funds Spent
Mayor & Council	5.55	7.91	6.74	20.2
Village Manager	3.82	6.44	9.61	19.87
Village Clerk	5.49	9.46	12.15	27.1
Finance	3.55	4.77	8.63	16.95
HR/Communications	5.47	5.7	7.91	5.47
Village Attorney	0	0	11.25	11.25
Planning & Zoning	6	-1.13	11.06	15.93
General Government	1.16	10.19	7.09	18.44
Facilities Maint.	3.89	6.81	8.23	18.93
Police	15.53	7.79	7.79	31.11
Park Administration	3.17	4.46	7.29	14.92
Coral Reef Park	6.35	9.37	9.34	6.35
Palmetto Bay Park	3.89	7.23	8.76	19.88
Perrine Wayside Park	0	0.5	19.83	20.33
Thalatta Estate	3.59	6.23	8.88	18.7
Ludovici Park	4.86	7.95	9.12	4.86
Tennis	5.69	10.77	10.96	27.42
<b>Total Parks</b>	<b>4.5</b>	<b>7.41</b>	<b>8.99</b>	<b>20.9</b>
<b>Total Operating</b>	<b>9.98</b>	<b>8.33</b>	<b>8.09</b>	<b>26.4</b>
<b>Monthly Total</b>	<b>8.33</b>	<b>8.33</b>	<b>8.33</b>	<b>24.99</b>

**Note:**

As of December 2016, the Village of Palmetto Bay is operating under budget .75% of expenditures which has resulted in a period expenditure budgetary overage of \$104,776 due to Police pre payment representing 4% of the budget.

## PARKS & RECREATION



Special Events & Programs	
Saturday, February 4 – Sunday, February 5	<p><b>Camping in the Park &amp; Movie Night</b> Coral Reef Park Sat. from 11:00am-Sun. 10:00am FREE \$5/per Tent (Overnight Campers) For more information visit <a href="http://www.palmettobay-fl.gov">www.palmettobay-fl.gov</a> or call 305-259-124</p> 
Sunday, February 5	<p><b>*Yoga by the Bay</b> Thalatta Estate 9:30am-11:00am FREE For registration and information visit <a href="http://www.palmettobay-fl.gov">www.palmettobay-fl.gov</a> or call 305-259-1234</p> 
Sunday, February 12	<p><b>BFF Birdwatching</b> Thalatta Estate 8:00am-10:00am \$5.00/person, ages 4 and up Space is limited. Register online at <a href="http://www.naturepostings.com">www.naturepostings.com</a>. For more information call 786-732-6719 or email <a href="mailto:naturepostings@gmail.com">naturepostings@gmail.com</a></p> 
	<p><b>*Yoga by the Bay</b> Thalatta Estate 9:30am-11:00am FREE For registration and information visit <a href="http://www.palmettobay-fl.gov">www.palmettobay-fl.gov</a> or call 305-259-1234</p> 
Saturday, February 25	<p><b>*Run, Walk &amp; Stroll 2K for Cerebral Palsy</b> Coral Reef Park \$15 pre-registration/\$20 onsite registration For registration and vendor information visit <a href="http://www.palmettobay-fl.gov">www.palmettobay-fl.gov</a> or call 305-259-1234</p> 
Sunday, February 26	<p><b>Family Kayak Adventures</b> Thalatta Estate 8:00am-11:00am \$5.00/person, ages 4 and up Space is limited. Register online at <a href="http://www.naturepostings.com">www.naturepostings.com</a>. For more information call 786-732-6719 or email <a href="mailto:naturepostings@gmail.com">naturepostings@gmail.com</a></p> 

**Save the Date**  
**Bike to Work Day**  
Village Hall  
March 3, 2017



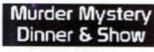
**Save the Date**  
**Annual Picnic Celebration**  
Coral Reef Park  
March 4, 2017



**Save the Date**  
**Yoga by the Bay**  
Thalatta Estate  
March 12 & March 19, 2017



**Save the Date**  
**Murder Mystery Dinner & Show**  
Thalatta Estate  
March 10, 2017



**Save the Date**  
**Drive-in Movie Night**  
Village Hall  
March 11, 2017



**Save the Date**  
**Relay for Life**  
Coral Reef Park  
March 18, 2017



**Save the Date**  
**Family Kayak Adventures**  
Thalatta Estate  
March 26, 2017



**REGISTER NOW**  
\*Denotes Online Registration/Purchase  
Now available at [www.palmettobay-fl.gov](http://www.palmettobay-fl.gov)



**Park Facility Rental:**  
305-253-8655  
[www.palmettobay-fl.gov](http://www.palmettobay-fl.gov)



**Tennis Lessons at**  
Coral Reef Park  
Monday-Friday  
8am-12pm & 3-9pm  
305-253-8655

Park Information				
<p><b>Coral Reef Park:</b> 7895 SW 152 Street Palmetto Bay, FL Open Daily: Sunrise to Sunset Tennis 8am to 10pm 305-235-1593</p>	<p><b>Palmetto Bay Park:</b> 17535 SW 95 Ave Palmetto Bay, FL Open: M-Sat 8am to 9pm Sun 8am to 8pm 305-251-2751</p>	<p><b>Thalatta Estate:</b> 17301 Old Cutler Road Palmetto Bay, FL Sun-Thurs. 8am -5pm Fri &amp; Sat 9am to 2pm <a href="http://www.thalattaestate.com">www.thalattaestate.com</a></p>	<p><b>Perrine Wayside Park:</b> 16425 So. Dixie Highway Palmetto Bay, FL Open Daily: 8am to Sunset 305-259-1234</p>	<p><b>Ludovici Park:</b> 17641 Old Cutler Road Palmetto Bay, FL Open Daily: Sunrise to Sunset</p>



# Palmetto Bay's Outdoor Family Adventures



### Photogenic Nature

Bring your digital camera or even your cellphone and turn your photos into stories. Learn how to use different photography techniques by capturing the beauty of nature in Palmetto Bay.

**SUNDAYS**  
**8:00AM-10:00AM**

Nov. 13, 2016  
Ludovici Park

April 9, 2017  
Thalatta Estate

Ludovici Park  
17641 Old Cutler Rd,  
Palmetto Bay, FL 33157

### Family Kayak Adventures

Learn the basic techniques of kayaking during our Family Mangrove Kayak Adventures! Enjoy a 3-hour mangrove kayak excursion with a guided tour around the Biscayne Bay .

**SUNDAYS 8:00AM-11:00AM**

### **THALATTA ESTATE**

Oct 30th, 2016	Apr 30th, 2017
Nov 27th, 2016	May 21st, 2017
Dec 18th, 2016	June 25th, 2017
Jan 29th, 2017	July 30th, 2017
Feb 26th, 2017	Aug 27th, 2017
Mar 19th, 2017	Sep 24th, 2017

**\$5 per person**

Ages 4yrs and up

REGISTER ONLINE AT

[www.naturepostings.com](http://www.naturepostings.com)

Space is Limited!!!

**For more information:**

Phone: (786) 732-6719

Email: [naturepostings@gmail.com](mailto:naturepostings@gmail.com)

### BFF Birdwatching Beaks • Feet • Feathers

Learn and discover the birds found in your backyard through an interactive workshop filled with discoveries, bird watching, bird encounter, owl pellet dissection and much more!

**SUNDAYS**  
**8:00AM-10:00AM**

### **THALATTA ESTATE**

Oct. 16, 2016  
Feb. 12, 2017

Thalatta Estate  
17301 Old Cutler Rd,  
Palmetto Bay, FL 33157

# Run, Walk & Stroll for Cerebral Palsy



**Saturday**  
**February 25, 2017**  
**Coral Reef Park**  
7895 SW 152nd St  
**4-8 pm**

Online Registration at  
[www.palmettobay-fl.gov](http://www.palmettobay-fl.gov)  
**Before Feb. 21 \$15 - On-site \$20**  
\*Includes T-shirt & Participation Medal

**\*2K**



**\*Resource Vendors**

**\*Food Trucks**

**\*Family-Friendly Movie**

*"The Secret Life of Pets"*

*A portion of proceeds from this event will be used to fund our sensory gardens and swings to benefit individuals with disabilities at Coral Reef Park.*

**For race registration & more info: [www.palmettobay-fl.gov](http://www.palmettobay-fl.gov) or call 305-259-1234**

# CAMPING IN THE PARK & MOVIE NIGHT

**Saturday, Feb. 4th • 11 am – Sunday, Feb. 5th • 10 am**

**Coral Reef Park 7895 SW 152nd Street**

**Online Registration Deadline: Thursday, February 2nd**

**Outdoor Family Adventures • Activities • Food & Refreshments for Sale**

*Space is Limited! Register Today.*

## Documentary



Live Narration  
from Film Director  
Richard Kern  
7:00 pm

**Overnight Campers  
must Register!  
\$5 per tent**

- Over Night Camping
  - (2) Featured Films
    - Camp Fire
    - Night Hike
  - Kayak Adventures
  - Animal Encounter
  - Telescope Stargazing
  - Team Building Activities
- & Much More!*

## Movie Night



Giant Movie Screen  
Movie starts at 8:30 pm

For more information on the Schedule of Activities, Rules, and Online Registration, visit our website at [www.palmettobay-fl.gov](http://www.palmettobay-fl.gov) or call 305-259-1234

# Yoga by the Bay

at Thalatta Estate Park-17301 Old Cutler Rd.  
with Maria Luisa Tovia - Yoga Teacher



Participants are required to sign a one-time waiver form.  
Bring your own yoga mat & water bottle.

Gentle Yoga will explore a variety of breathing, energizing, restorative, meditation and relaxation practices.

Ages 15+ and ALL levels welcome.

9:30-11:00AM Thalatta Estate Park  
17301 Old Cutler Road



Oct 9 & 23	Jan 8 & 22	Apr 2 & 9	Jul 9 & 23
Nov 6 & 20	Feb 5 & 19	May 7 & 21	Aug 6 & 20
Dec 4 & 18	Mar 5 & 19	Jun 4 & 11	Sept 3 & 17

\*\* Schedule is subject to change

RSVP & Sign Waiver online at

[www.palmettobay-fl.gov](http://www.palmettobay-fl.gov)

More Information

305-259-1234



Departmental Report for:  
Reporting Period  
December 2016

# **HUMAN RESOURCES / COMMUNICATIONS**

Village of Palmetto Bay  
Departmental Monthly Report

Department/ Division: Human Resources & Communications

Reporting Period: December 2016

Service Description	Prior Months 1st QTR. Oct 2016 - Dec 2016	Prior Month Oct-16	Prior Month Nov-16	Current Month Dec-16	Fiscal Year to Date FY 16-17
<b>HUMAN RESOURCES</b>					
<b>Recruitment</b>					
Recruitment Ads	16	13	1	2	16
Applications Reviewed	64	3	30	31	64
Interviews Scheduled	23	9	13	1	23
Background Checks Completed	7	0	3	4	7
<b>TOTAL ITEMS</b>	<b>110</b>	<b>25</b>	<b>47</b>	<b>38</b>	<b>110</b>
<b>New Hires</b>					
Orientation Sessions	5	1	0	4	5
Training Sessions	4	1	0	3	4
New Hires Processed	5	1	0	4	5
<b>TOTAL ITEMS</b>	<b>14</b>	<b>3</b>	<b>0</b>	<b>11</b>	<b>14</b>
<b>Employee Benefits</b>					
New	1	1	0	0	1
Issues Resolved	18	16	1	1	18
Educational Assistance Program	2	1	0	1	2
Incident/ Accident Cases (worker's comp)	1	0	0	1	1
Employee Training	0	0	0	0	0
<b>TOTAL ITEMS</b>	<b>22</b>	<b>18</b>	<b>1</b>	<b>3</b>	<b>22</b>
<b>Misc.</b>					
Transfers/ Updates/ Evaluations	13	4	6	3	13
Timesheets Reviewed	416	138	140	138	416
Job Desc. Review/ Updates	3	0	0	3	3
Surveys	0	0	0	0	0
Termination of Employment	4	2	0	2	4
<b>TOTAL ITEMS</b>	<b>436</b>	<b>144</b>	<b>146</b>	<b>146</b>	<b>436</b>

Village of Palmetto Bay  
Departmental Monthly Report

Service Description	Prior Months 1st QTR. Oct 2016 - Dec 2016	Prior Month Oct-16	Prior Month Nov-16	Current Month Dec-16	Fiscal Year to Date FY 16-17
<b>COMMUNICATIONS</b>					
Top 4 Webpages Visited		Line Search	Permits	Copy of police report	Vlg. Depts. HR (Jobs) Building & Perm. Public Meetings
		Permits	Bike to Work Day	Police Report	
		Yard Sale Permits	Code	Commissioner	
		Open Permits	HR (Jobs)		
FB Postings (inc. events postings)	582	215	196	171	582
FB Followers (likes)	12,179	3990	4054	4135	12,179
Constant Contact Subscribers (active)	5,980	1993	1995	1992	5,980
Your Village @ Work Editions	13	5	4	4	13
Press Releases	1	1	0	0	1
Promotional/ Informational Campaigns	20	5	8	7	20
Surveys	2	1	1	0	2
<b>TOTAL ITEMS</b>	<b>18,777</b>	<b>6210</b>	<b>6258</b>	<b>6309</b>	<b>18,777</b>
<b>GRANTS</b>					
New Applications Completed	3	2	0	1	3
Reports/ Amendments Filed	4	2	0	2	4
Grants Awarded	4	2	1	1	4
<b>TOTAL ITEMS</b>	<b>11</b>	<b>6</b>	<b>1</b>	<b>4</b>	<b>11</b>



Departmental Report for:  
Reporting Period  
December 2016

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

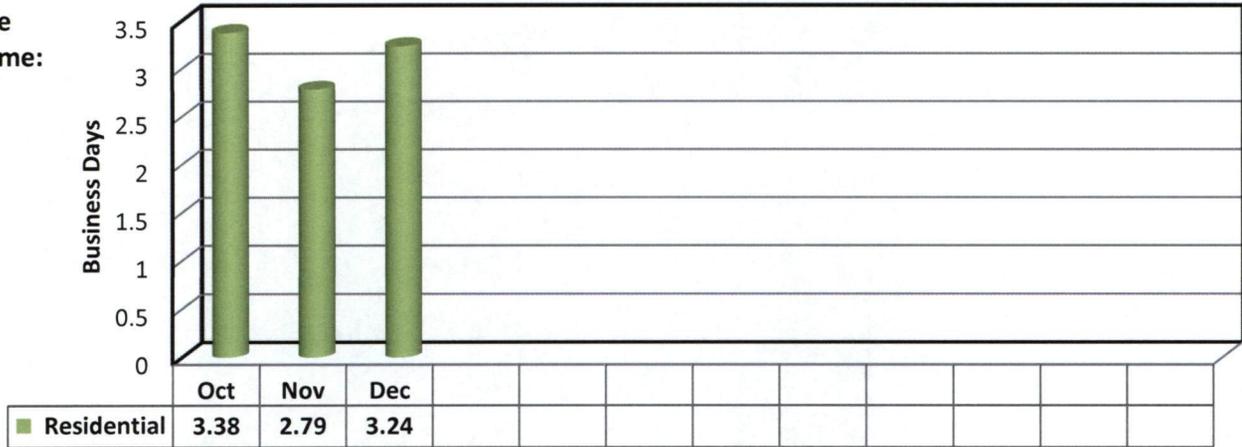




# Snapshot for Month of December (Fiscal Year 2016-2017)

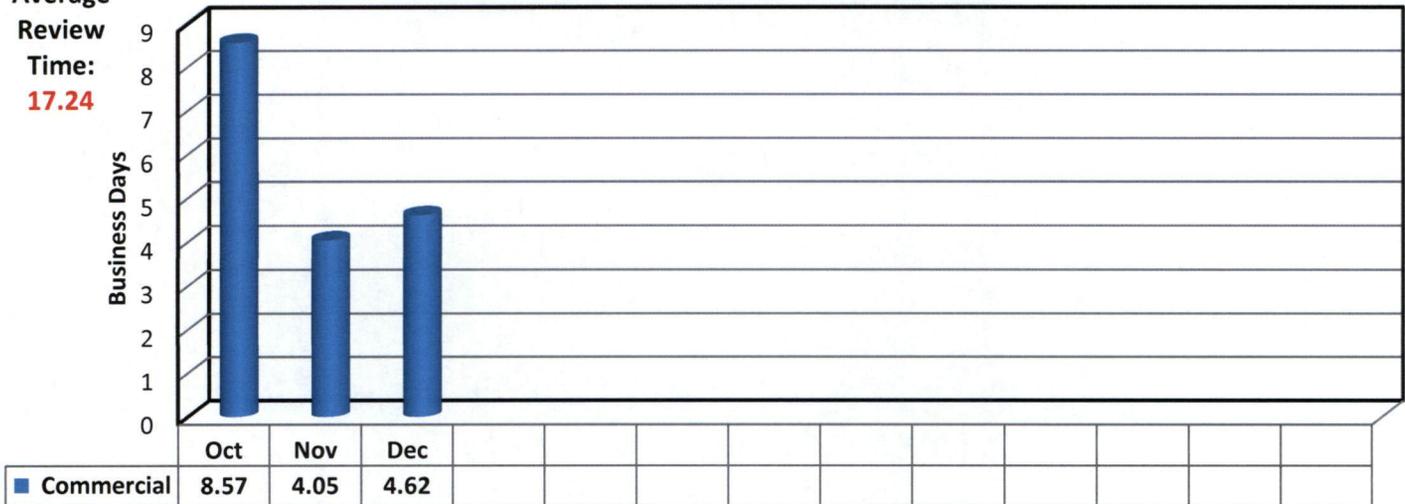
## Average Review Times (Residential)

Average Review Time:  
**9.41**



## Average Review Times (Commercial)

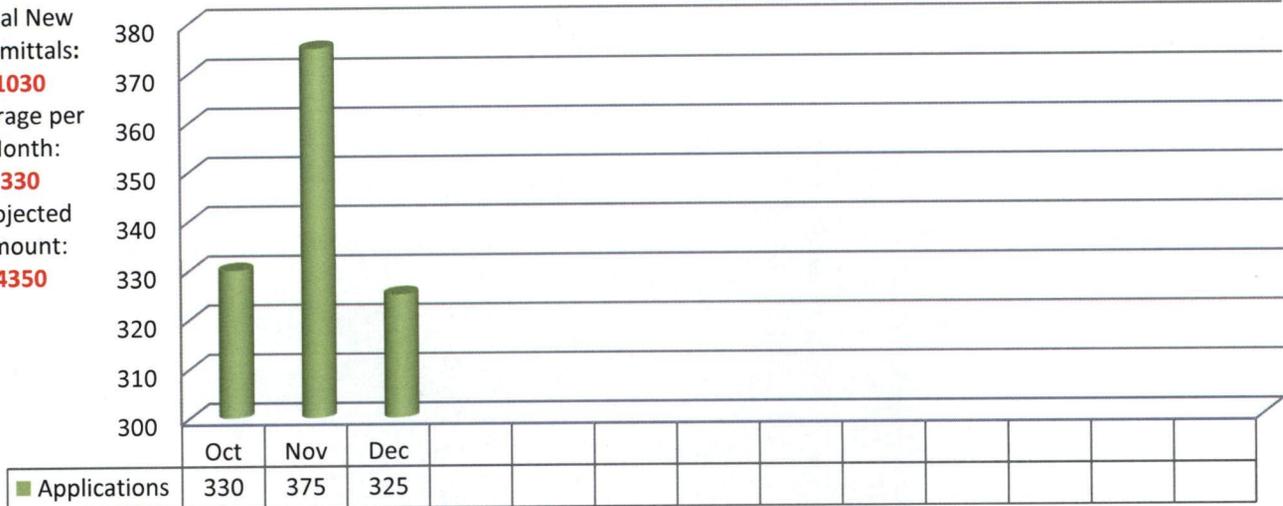
Average Review Time:  
**17.24**



Excessive Review Time	
Trades	No. of Permits Exceeding Five (5) days in the same Dept.
Building	<b>31</b>
Zoning	<b>1</b>
Structural	<b>1</b>
Mechanical	<b>0</b>
Electrical	<b>1</b>
Plumbing	<b>0</b>
Public Works	<b>2</b>
Building Official	<b>0</b>

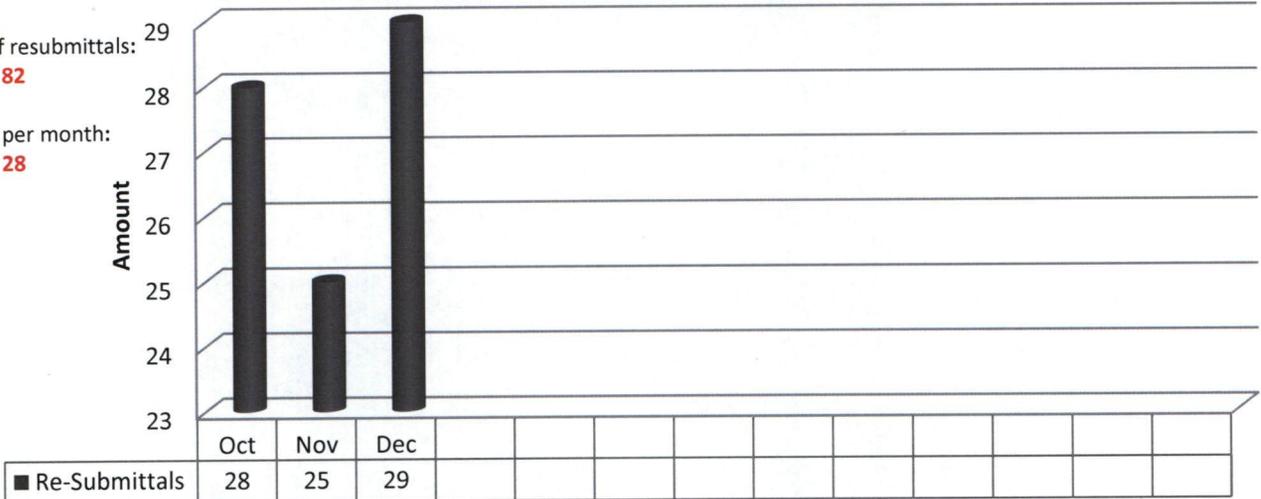
## New Permit Applications Submitted

Total New Submittals:  
**1030**  
Average per Month:  
**330**  
Projected Amount:  
**4350**



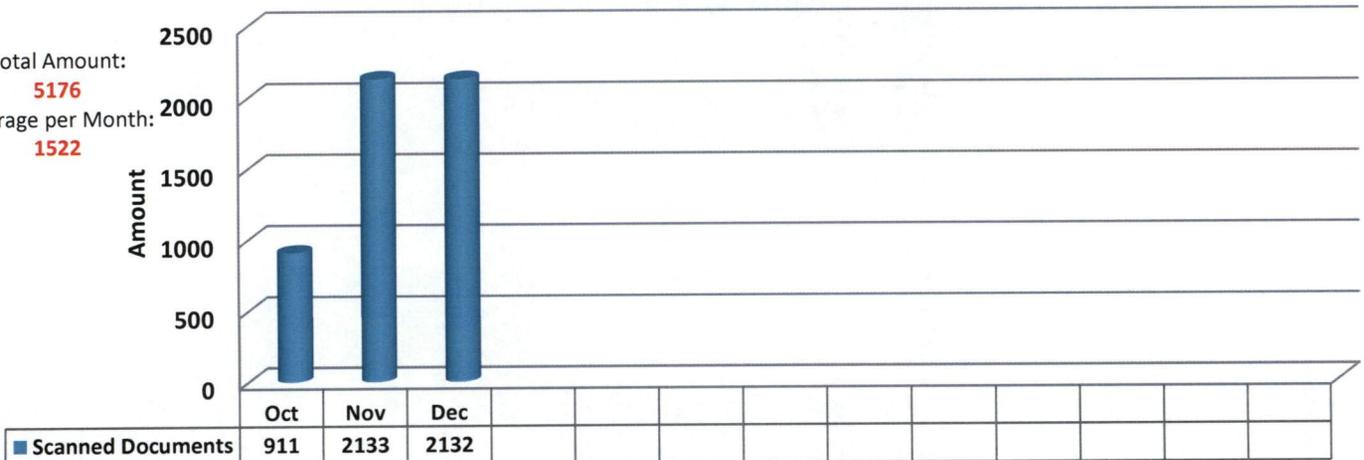
## Permit Applications Resubmitted for Review

Total No. of resubmittals:  
**82**  
Average per month:  
**28**

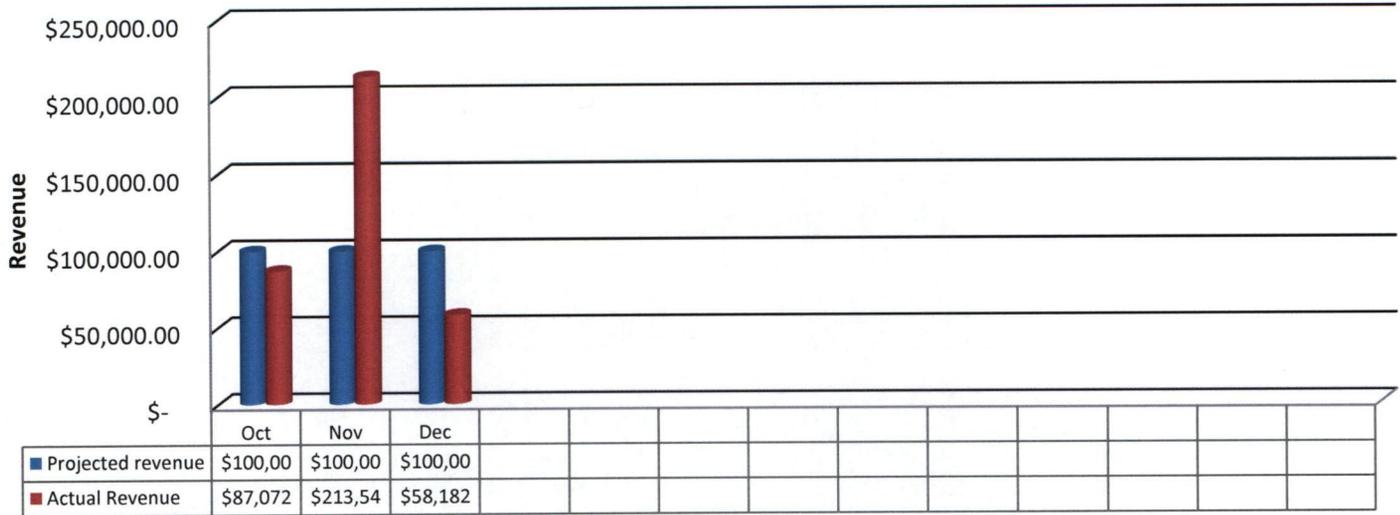


## Scanned Documents

Total Amount:  
**5176**  
Average per Month:  
**1522**



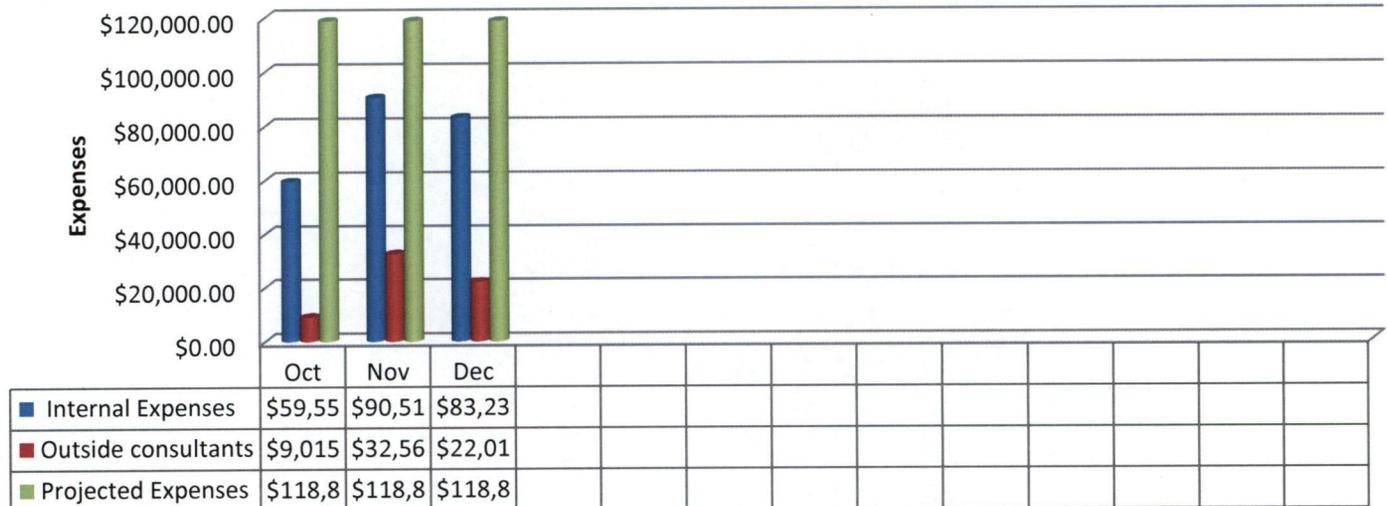
## Actual vs. Projected Revenue Stream



**Projected Revenue: 100,000.00 (\$ 1,200,000 Annual Projection)**

**Actual Revenue: \$ 358,797.07**

## Department Expenses



**Projected Expenses: \$ 231,427.38 (\$ 1,426,716 Annual Projection)**

**Actual Expenses: \$ 191,642.94 (Not inclusive of all charges)**

## Building Inspections 2016-2017

Total inspections :

**3134**

Average per

Month:

**1035**

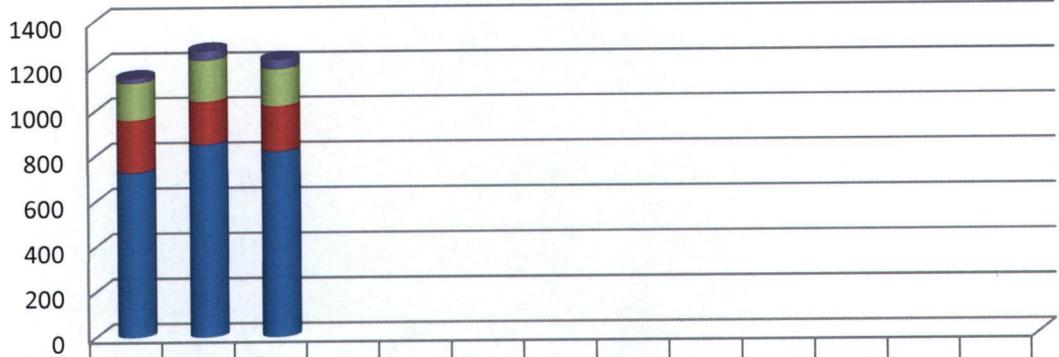
\*Cancelled inspections not included in total.

Projected

Inspections for FY

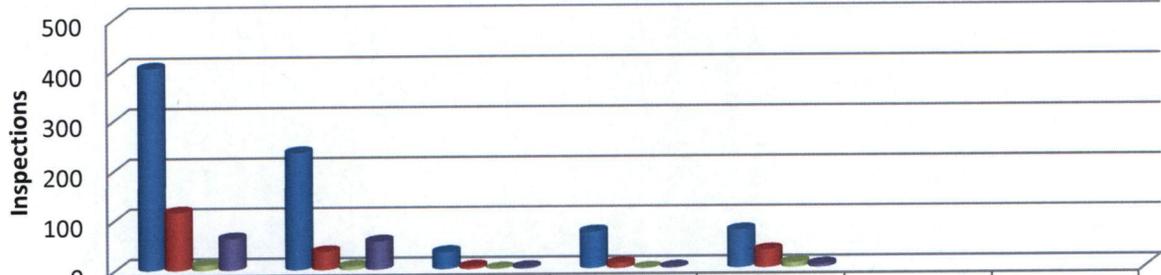
16-17:

**11025**



	Oct	Nov	Dec										
■ Partial	21	42	42										
■ Cancelled	163	182	163										
■ Rejected Inspections	234	192	202										
■ Approved Inspections	729	852	820										

## Building Inspections by Trade December 2016

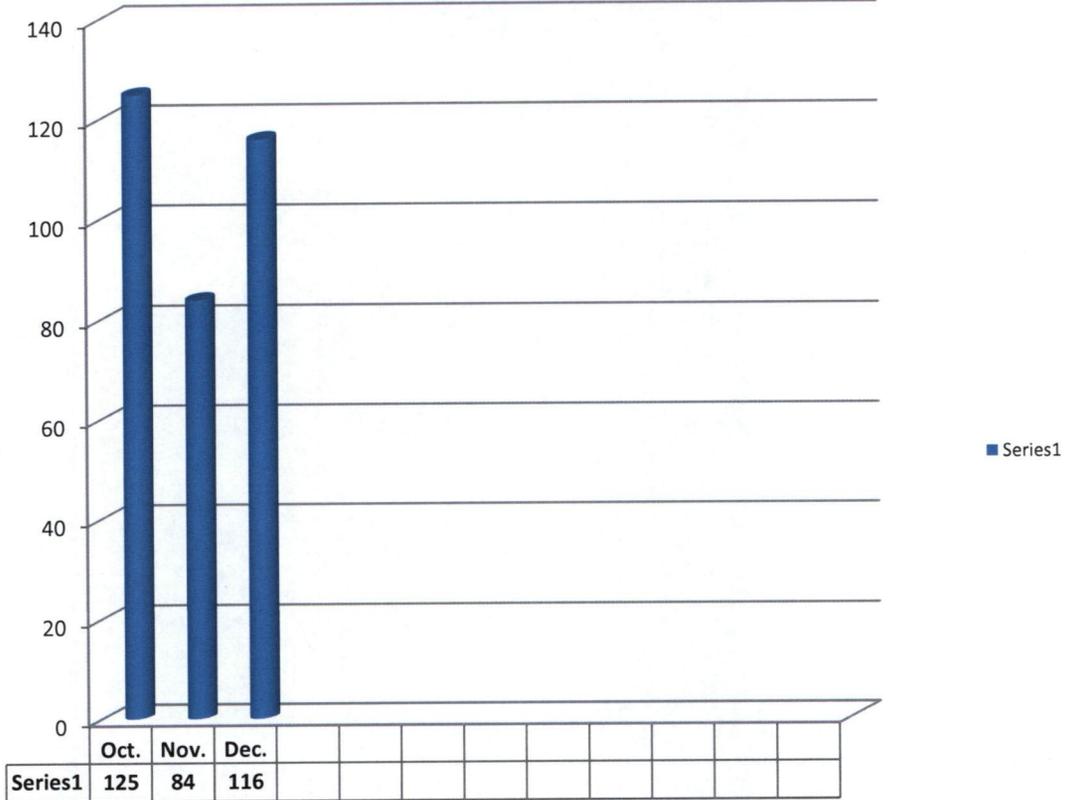


	Building	Roof	Mechanical	Electrical	Plumbing		
■ Approved	403	234	34	73	75		
■ Denied	116	36	5	10	35		
■ Partial	11	7	1	0	10		
■ Cancelled	63	56	3	2	6		





**Code Compliance  
Monthly Inspections 2016-2017**

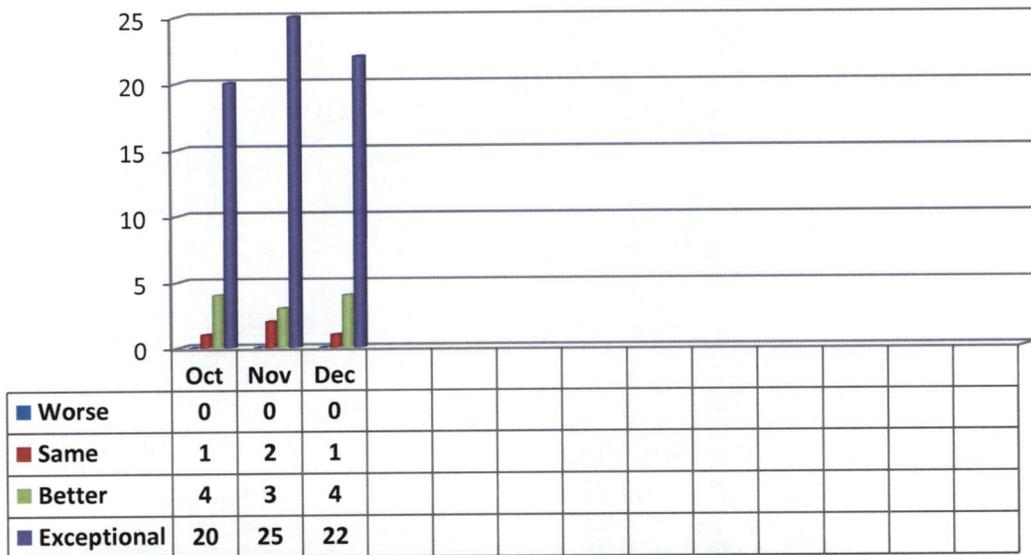


**Total Inspections : 254  
Average per Month: 150**

## Customer Service Evaluation 2016-2017



## Building Department Compared to Other Departments in the County

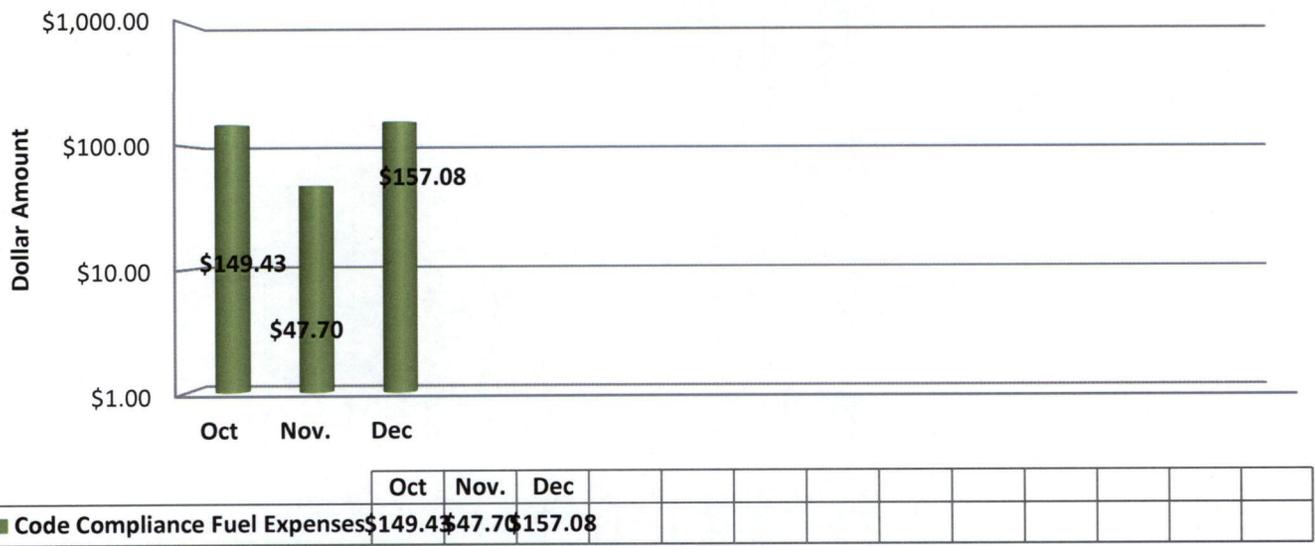


### Building Fuel Expenses 2016-2017



**Gas Total: \$ 123.28**

### Code Compliance Fuel Expenses 2016-2017



**Building Code Gas Expenses: \$157.08**



Village of Palmetto Bay  
Departmental Monthly Report

Department/ Division: Community & Economic Dev.- Building & Permitting Division  
Reporting Period: December 2016

Service Description	Prior Month Oct-16	Prior Month Nov-16	Current Month Dec-16	Fiscal Year to Date FY 2015-16
<b>Permits Issued</b>				
Building Permits	106	125	92	323
Electrical Permits	19	35	32	86
Mechanical Permits	20	14	19	53
<b>TOTAL PERMITS</b>	<b>145</b>	<b>174</b>	<b>143</b>	<b>462</b>
Value of Construction (New Houses)	\$ 255,000	\$ 1,416,464	\$ -	1,671,464
Permits for New Houses	1	5	0	6
Value of Construction (Commercial)	\$ -	\$1,000,000.00	\$ 150,000.00	1,150,000
Permits for New Commercial	0	1	1	2
<b>Inspections Completed</b>				
Building & Roofing	874	972	833	2,679
Electrical	85	86	85	256
Mechanical	39	33	49	121
Plumbing/ LPGX	78	105	172	355
Zoning (Building)	97	118	130	345
Zoning (Code Compliance)	0	0	0	0
<b>TOTAL INSPECTIONS</b>	<b>1,173</b>	<b>1,314</b>	<b>1,269</b>	<b>3,756</b>
<b>Code Compliance Cases</b>				
New Cases Open	60	32	72	164
Notices of Violations	0	1	0	1
Civil Violations	13	12	9	34
Special Master Cases	27	23	0	50
Active Cases	256	257	267	780
<b>TOTAL CASES</b>	<b>356</b>	<b>325</b>	<b>348</b>	<b>1,029</b>
<b>CERT. OF OCCUPANCY/ USE</b>				
Certificates of Occupancy	0	10	5	15
Certificates of Use	6	2	3	11
<b>TOTAL CERT. OF OCCUPANCY/ USE</b>	<b>6</b>	<b>12</b>	<b>8</b>	<b>26</b>



Departmental Report for:  
Reporting Period  
December 2016

# **PARKS AND RECREATION**

**Department/ Division: Parks & Recreation Department**  
**Reporting Period: December 2016**

Service Description	1ST QTR			Fiscal Year to Date FY 2016-17
	Previous Month Oct 2016	Previous Month Nov 2016	Current Month Dec 2016	
<b>CORAL REEF PARK</b>				
<b>Exercise/ Recreational Classes</b>				
Yoga Style	72	66	43	181
Yoga Fusion	15	6	6	27
Cardio Pump	52	44	52	148
Dance Aerobics	39	36	36	111
Aerobics	61	59	54	174
Zumba	23	10	9	42
<b>TOTAL PARTICIPANTS</b>	<b>262</b>	<b>221</b>	<b>200</b>	<b>683</b>
<b>Afterschool Programs</b>				
Soccer	28	0	0	28
Lacrosse	120	72	63	255
Discovery Lab	25	15	15	55
Tennis	54	90	36	180
WILD (Wonder, Inquire, Learn and Discover)	44	51	17	112
<b>TOTAL PARTICIPANTS</b>	<b>271</b>	<b>228</b>	<b>131</b>	<b>630</b>

Village of Palmetto Bay Departmental Monthly Report

Service Description	1ST QTR			Fiscal Year to Date Date FY 2016-17
	Previous Month Oct 2016	Previous Month Nov 2016	Current Month Dec 2016	
<b>CORAL REEF PARK</b>				
<b>Organized Sports</b>				
Soccer- Palmetto Knights	1,536	1,536	768	3,840
Soccer - Coral Estates	112	112	56	280
Soccer- Palmetto FC	0	0	0	0
Howard Palmetto Baseball	0	0	0	0
Football- Broncos	3,420	0	0	3,420
Palmetto Baseball- Varsity	308	308	0	616
Palmetto Baseball JV	336	336	0	672
Palmetto Baseball - Freshman	308	308	0	616
Cheerleading - Broncos	476	0	0	476
Tennis Camp	47	61	0	108
Tennis- Group Lessons/Clinics	198	211	233	642
Tennis- Private Lessons	90	60	97	247
Tennis Court Rentals	616	761	726	2,103
Racquetball Court Rentals	34	31	29	94
USTA Tennis (League Play)	173	206	126	505
<b>TOTAL PARTICIPANTS</b>	<b>7,654</b>	<b>3,930</b>	<b>2,035</b>	<b>13,619</b>
<b>Revenues Collected</b>				
Facility Rentals	\$ 3,435.00	\$ 3,666.23	\$ 3,078.27	\$ 10,179.50
Programming/Afterschool	\$ -	\$ -	\$ 900.00	\$ 900.00
Sports Leagues	\$ 1,660.00	\$ 385.00	\$ 560.00	\$ 2,605.00
Tennis Camp	\$ 1,321.00	\$ 1,865.00	\$ 225.00	\$ 3,411.00
Tennis Court Rentals	\$ 2,849.00	\$ 3,476.00	\$ 2,894.25	\$ 9,219.25
Racquetball Court Rental	\$ 96.00	\$ 84.50	\$ 79.50	\$ 260.00
Tennis Group Lessons	\$ 4,780.00	\$ 5,110.00	\$ 5,605.00	\$ 15,495.00
Tennis Private Lessons	\$ 5,025.00	\$ 5,750.00	\$ 5,445.00	\$ 16,220.00
Photography/ Filming	\$ -	\$ -	\$ -	\$ -
Concessions	\$ 2,372.36	\$ 739.26	\$ 324.30	\$ 3,435.92
Vending	\$ -	\$ -	\$ -	\$ -
CRP- Summer Camp	\$ -	\$ -	\$ -	\$ -
CRP-Tennis Social	\$ 677.44	\$ 467.20	\$ -	\$ 1,144.64
CRP - Miscellaneous	\$ 6,384.44	\$ 3,608.64	\$ 150.00	\$ 10,143.08
<b>TOTAL REVENUES</b>	<b>\$ 28,600.24</b>	<b>\$ 25,151.83</b>	<b>\$ 19,261.32</b>	<b>\$ 73,013.39</b>

Village of Palmetto Bay Departmental Monthly Report

Service Description	1ST QTR			Fiscal Year to Date FY 2016-17
	Previous Month Oct 2016	Previous Month Nov 2016	Current Month Dec 2016	
<b>PALMETTO BAY PARK</b>				
<b>Exercise/ Recreational Classes</b>				
Yoga Fusion	200	175	150	525
Ballet at the Park	320	320	160	800
<b>TOTAL PARTICIPANTS</b>	<b>520</b>	<b>495</b>	<b>310</b>	<b>1,325</b>
<b>Organized Sports- Participants</b>				
Soccer Golazo	168	168	168	504
i9 Sports	472	266	66	804
Basketball - MDI**	80	0	0	80
Softball Travel Ball	1,360	1,360	340	3,060
Howard Palmetto Softball **	0	0	0	0
High School Teams **	0	0	0	0
S FL Adult Sports Kickball **	0	0	0	0
Softball HS League	252	420	105	777
<b>TOTAL PARTICIPANTS</b>	<b>2332</b>	<b>2214</b>	<b>679</b>	<b>5,225</b>
<b>Revenues Collected</b>				
Facility Rentals	\$ 512.50	\$ 1,520.00	\$ 815.00	\$ 2,847.50
Tournament/Field Rentals	\$ -	\$ 2,207.00	\$ -	\$ 2,207.00
Sports Leagues	\$ 1,186.50	\$ 3,308.25	\$ 2,468.43	\$ 6,963.18
Photography/ Filming	\$ -	\$ -	\$ -	\$ -
Concessions	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 1,699.00</b>	<b>\$ 7,035.25</b>	<b>\$ 3,283.43</b>	<b>\$ 12,017.68</b>

Village of Palmetto Bay Departmental Monthly Report

Service Description	1ST QTR			Fiscal Year to Date FY 2016-17
	Previous Month Oct 2016	Previous Month Nov 2016	Current Month Dec 2016	
<b>LUDOVICI/ EAF COMMUNITY ROOM</b>				
<b>Exercise/ Recreational Classes</b>				
Old Cutler Run Club	175	113	90	378
Drum Circle		20	20	40
<b>TOTAL PARTICIPANTS</b>	<b>175</b>	<b>133</b>	<b>110</b>	<b>418</b>
<b>Revenues Collected</b>				
Facility Rentals	\$ 500.00	\$ 150.00	\$ -	\$ 650.00
Programming/League Fee	\$ -	\$ -	\$ 542.50	\$ 542.50
Photography/ Filming	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 500.00</b>	<b>\$ 150.00</b>	<b>\$ 542.50</b>	<b>\$ 1,192.50</b>
<b>THALATTA ESTATE</b>				
<b>Exercise/ Recreational Classes</b>				
Yoga by the Bay	22	54	31	107
Kayak Adventure	0	0	0	0
Gardening Workshop	0	0	0	0
Bird Watching Workshop**	0	0	0	0
<b>TOTAL PARTICIPANTS</b>	<b>22</b>	<b>54</b>	<b>31</b>	<b>107</b>
<b>Revenues Collected</b>				
Facility Rentals	\$ 25,771.11	\$ 22,245.96	\$ 24,233.95	\$ 72,251.02
Programming	\$ -	\$ -	\$ -	\$ -
Photography/ Filming	\$ 800.00	\$ 400.00	\$ 320.00	\$ 1,520.00
<b>TOTAL REVENUES</b>	<b>\$ 26,571.11</b>	<b>\$ 22,645.96</b>		<b>\$ 73,771.02</b>
<b>SPONSORSHIPS</b>				
<b>TOTAL SPONSORS</b>	\$ 750.00	\$ 1,250.00	\$ 500.00	\$ 2,500.00
<b>TOTAL SPONSORSHIP VALUE (\$)</b>	<b>\$ 750.00</b>	<b>\$ 1,250.00</b>	<b>\$ 500.00</b>	<b>\$ 2,500.00</b>

**NOTES:**

(\*) No registrations.

(\*\*) Program not offered.

**Special Events and Programs**

Holiday Bay the Bay 12/17/16

Unique Abilities Fair 12/3/16



Departmental Report for:  
Reporting Period  
December 2016

# **POLICING UNIT**

Village of Palmetto Bay  
 Departmental Monthly Report

Department/ Division: Policing Unit  
 Reporting Period: December 2016

Service Description	Prior Month	Last Month	Current Month	Calendar Year to Date
	Oct-16	Nov-16	Dec-16	2016
<b>CRIMES/ CALLS FOR SERVICE</b>				
Auto Theft	2	4	5	11
Burglary (Commercial)	1	0	2	3
Burglary ( Residential)	10	12	6	28
Burglary (Vehicle)	11	17	19	47
Larceny (Over)	10	14	11	35
Larceny (Under)	15	15	20	50
Vandalism	2	7	6	15
Robbery	1	5	4	10
Homicide	0	0	0	0
Assault	5	4	12	21
Aggravated Assault	1	0	0	1
Aggravated Battery	0	0	0	0
Domestic Assault/Battery	2	3	2	7
Sex Offense (Exposure)	0	0	0	0
Disturbance	17	14	29	60
Domestic Dispute/Disturbance	23	20	22	65
Missing Person	1	1	3	5
Suspicious Vehicle	9	10	18	37
Suspicious Person	10	11	12	33
Baker Act	11	7	10	28
DOA	5	3	7	15
Fire	0	1	0	1
Narcotics Investigation	1	1	2	4
Fraud	0	2	0	2
Fraud / Credit Card	5	8	9	22
Weapons violations	0	0	0	0
<b>TOTAL CRIMES/ CALLS FOR SERV.</b>	<b>142</b>	<b>159</b>	<b>156</b>	<b>500</b>
<b>TRAFFIC ENFORCEMENT</b>				
Crashes	85	77	70	232
<b>TOTAL TRAFFIC ENFORCEMENT</b>	<b>85</b>	<b>77</b>	<b>70</b>	<b>232</b>

Data Source : CAS Signal Summary Count - 109

**NOTES:**

For the month of **December 2016**, targeted crime rate is **-17.26%** less than same time period last year YTD.

# Memorandum



**Date:** February 1, 2017  
**To:** Ariel Artime, Chief  
South Operations Division  
**From:** Gadyaces S. Serralta, Major  
Village of Palmetto Bay Commander  
**Subject:** January 2017  
Neighborhood Resources Unit  
Monthly Report

A handwritten signature in blue ink, appearing to be "GSS", located to the right of the "From:" field.

---

The Miami-Dade Police Department, Village of Palmetto Bay Policing Unit, and Neighborhood Resources Unit (NRU) provide the community with a variety of police services. Attached for your review is the NRU's Monthly Report for January 2017.

In the month of January 2017, NRU coordinated and attended several community events to include:

- The Community Outreach Unit Continued the DARE program at Howard Drive Elementary School.
- The Community Outreach Unit held four Youth Crime Watch meetings at Coral Reef Elementary School.
- The Community Outreach Unit attended the Monthly Citizen's Crime Watch Meeting and the monthly Southeast Florida Crime Prevention Association meeting.
- Officer Wendy Yanes is currently attending the DARE Instructor certification course being held at the FDLE Miami Office.
- The Community Outreach Unit and General Investigation Unit updated the Emergency Commercial Identification Program. As a result, over 250-business contact were conducted.

GSS/cb  
Attachment

**VILLAGE OF PALMETTO BAY  
NEIGHBORHOOD RESOURCE UNIT  
PLATOON STATS  
January 2017**

<b>OPERATIONAL ACTIVITY</b>	<b>UNIT</b>
<b>CASES</b>	<b>TOTAL</b>
Cases Assigned	1
Cases No Reported	0
<b>ARRESTS</b>	
Felony	
Misdemeanor	
Traffic Arrests	
Warrants	
P.T.A.'s	
D.U.I.	
Civil Citations	
<b>TRAFFIC</b>	
H.M.V.	
N.H.M.V.	
Parking/N.H.V.	
School Zone Enforcement.	
Verbal Warning	
<b>PRESENTATIONS</b>	
Officer Friendly	
Other School	
Crime Prevention	
Drug Prevention	18
Other Presentations	4
<b>TOTAL PRESENTATIONS</b>	<b>22</b>
<b>MEETINGS</b>	
Citizen Crime Watch	1
Business Crime Watch	
Youth Crime Watch	4
Other Meetings	1
<b>TOTAL MEETINGS</b>	<b>6</b>
<b>NARCOTICS SEIZED</b>	
Marijuana/Hashish (grams)	
Cocaine (grams)	
Heroin (grams)	
Pills (#)	
Other	
<b>CONTACTS</b>	
Business	250
Citizen	4
Student	250
Faculty / Parent	6

School	3
<b>TOTAL CONTACTS</b>	<b>513</b>
<b>SECURITY SURVEYS</b>	
Residential	1
Business	
<b>TOTAL SURVEYS</b>	<b>1</b>
<b>REFERRALS</b>	
Juvenile Outreach	
Safe Streets (Domestic)	
H.R.S. / H.A.C.	
Citizen Dispute	
Other Referrals	
<b>TOTAL REFERRALS</b>	<b>0</b>
<b>SEIZURES</b>	
Property Seized (\$)	
U.S. Currency Seized (\$)	
<b>OTHER ACTIVITY</b>	
F.I. Cards	
Truants Returned	
Curfew Violations	
Apprehensions	
Areas of Concern	
Community Events/RENEW	
Operational Vehicles	2
Total Miles Driven	725



**Departmental Report for:  
Reporting Period  
December 2016**

# **FINANCE**

Village of Palmetto Bay  
Departmental Monthly Report

Department/ Division: Finance  
Reporting Period: December 2016

Service Description	Prior Month	Prior Month	Current Month	Prior Months	Fiscal Year to Date FY 2016-17
	Oct-16	Nov-16	Dec-16	1st QTR. Oct 2016 - Dec 2016	
<b>EXPENDITURES % BY DEPARTMENT/ FACILITY</b>					
Village Council	5.55%	8.04%	6.74%	20.33%	20.33%
Village Manager	3.82%	6.44%	9.61%	19.87%	19.87%
Village Clerk	5.49%	9.46%	12.15%	27.10%	27.10%
Finance Dept.	3.55%	4.77%	8.63%	16.95%	16.95%
Human Resources/ Comm.	5.47%	5.76%	7.91%	19.14%	19.14%
Village Attorney	0.00%	0.00%	11.25%	11.25%	11.25%
Planning & Zoning	6.01%	-1.13%	11.06%	15.94%	15.94%
General Government	1.43%	10.31%	7.09%	18.83%	18.83%
Facilities Maint.	3.89%	6.81%	8.23%	18.93%	18.93%
Policing Unit	15.53%	7.79%	7.79%	31.11%	31.11%
Park Administration	3.17%	4.46%	7.29%	14.92%	14.92%
Coral Reef Park	6.35%	9.53%	9.34%	25.22%	25.22%
Tennis Center	5.69%	10.78%	10.96%	27.43%	27.43%
Palmetto Bay Park	3.89%	7.23%	8.76%	19.88%	19.88%
Perrine Wayside Park	0.00%	0.50%	19.83%	20.33%	20.33%
Thalatta Estate	3.59%	6.23%	8.88%	18.70%	18.70%
Ludovici Park	4.86%	7.95%	9.12%	21.93%	21.93%
<b>Total Parks</b>	<b>4.50%</b>	<b>7.42%</b>	<b>8.99%</b>	<b>20.91%</b>	<b>20.91%</b>
<b>Total Operating</b>	<b>10.01%</b>	<b>7.65%</b>	<b>8.09%</b>	<b>25.75%</b>	<b>25.75%</b>
<b>Total for the Month</b>	<b>8.33%</b>	<b>8.33%</b>	<b>8.33%</b>	<b>25.00%</b>	<b>25.00%</b>
<b>ALARM REGISTRATIONS</b>					
Alarm Calls/ Inquiries	113	105	127	345	345
Cashier Transactions	2,254	2,561	2,173	6,988	6,988
<b>TOTAL ITEMS</b>	<b>2,367</b>	<b>2,666</b>	<b>2,300</b>	<b>7,333</b>	<b>7,333</b>
<b>INVOICES</b>					
Invoices Processed	359	354	427	1,140	1,140
Checks Processed/ Issued	200	197	228	625	625
<b>TOTAL ITEMS</b>	<b>559</b>	<b>551</b>	<b>655</b>	<b>1,765</b>	<b>1,765</b>

Notes:

- ◆ There was one of the two annual extra payrolls in December. It represents 1% to the total operating budget, which explains the slight overage for the quarter.
- ◆ Manager-There were some Temp Agency invoices paid for prior periods that represent 1.5%.
- ◆ Clerk-There was legal advertising (3%) and PTO payouts (1%).
- ◆ Attorney-One month billing 50% was litigation.
- ◆ Planning & Zoning-The extra payroll and PTO payout accounts for 4%
- ◆ Police-There were two payments made for Police in October making the YTD high. Each payment represents 4% of the total budget.
- ◆ Tennis-Busy time of year for Coaches camps add 1.2% and extra payroll 1.2%
- ◆ PWP-Installation of internet service and quarterly supplies.

As of December 2016, the Village of Palmetto Bay is operating over budget 0.75 % of expenditures which has resulted in a period Expenditure budgetary overage of \$104,776 due to Police pre payment representing 4% of budget. The 0.75 % is calculated based on the total difference between the proportional Total Operating and the year to date Monthly Total.



Departmental Report for:  
Reporting Period  
December 2016

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

Community & Economic Dev.  
 Department/ Division: Planning & Zoning Division  
 Reporting Period: December 2016

Service Description	Current Month October	November	December	Fiscal Year to Date FY 2016-17
<b>PLANNING &amp; ZONING ACTIVITY</b>				
Comp Plan Amendments Filed	0	0	0	0
Land Dev. Code Amendments/ Plats	0	0	0	0
Variances	0	0	0	0
Zoning Resolutions Adopted	3	0	2	5
Zoning Ordinances Adopted	1	0	1	2
Zoning Letters Issued	4	6	4	14
Public Workshops	0	0	0	0
Items to Zoning Hearing	0	0	2	2
Downtown Meeting	0	12	14	26
<b>TOTAL ITEMS</b>	<b>8</b>	<b>18</b>	<b>23</b>	<b>49</b>
<b>BUSINESS TAX LICENSES</b>				
Business Tax Licenses- New	9	30	3	42
Business Tax Licenses- Renewal	66	19	14	99
<b>TOTAL LICENSES ISSUED</b>	<b>75</b>	<b>49</b>	<b>17</b>	<b>141</b>

**NOTES:**

1. There were a total of fourteen meetings related to the Downtown Urban Village (DUV) area.
2. During the month of December, a total of 9 Special Event Permits were received which were :  
 Food Truck Friday's, Unique Abilities Fair, Holiday by the Bay, New Years Eve Fireworks Sale, Holiday Carnival,  
 Employee Holiday Celebration, Holiday Celebration for Patients, and Sparkler Sales



Departmental Report for:  
Reporting Period  
December 2016

**PUBLIC SERVICES /  
FACILITIES MAINTENANCE  
DIVISION**

Village of Palmetto Bay  
 Departmental Monthly Report

Department/ Division: Public Services/Facilities Maint. Division  
 Reporting Period: December, 2016

Service Description	Prior Month Oct-16	Prior Month Nov-16	Current Month Dec-16	Fiscal Year to Date FY 2016-17
<b>BUILDING AND FACILITIES MAINTENANCE</b>				
Open Work Orders	14	5	3	22
Closed Work Orders	13	22	20	55
Equipment failures	5	3	9	17
Equipment Repair and Maintenance	5	4	9	18
Meetings/Training Attended	2	1	0	3
<b>TOTAL BUILDING MAINT.</b>	<b>39</b>	<b>35</b>	<b>41</b>	<b>115</b>
<b>LANDSCAPE MAINTENANCE</b>				
Mowing Cycles- In-House	5	5	7	17
Mowing Cycles- Outsourced	4	4	4	12
Tree Trimming, Removal and Planting	2	2	2	6
Pesticide and Herbicide Spraying	4	4	4	12
Debris Removal	2	2	2	6
Equipment Repair and Maintenance	5	4	9	18
<b>TOTAL LANDSCAPE MAINT.</b>	<b>22</b>	<b>21</b>	<b>28</b>	<b>71</b>

- ◆ **Completed Projects (December 2016):**
- ◆ Hired Eduardo Sabina - PT Maint. Worker
- ◆ Implementation of Maintenance Contracts
- ◆ Commenced in-house repair of PBP Ball Fields
- ◆ Safeguard update of VH Control Panel as required for AT&T service
- ◆ Interviewed applicant for PT Maintenance Tech position



Departmental Report for:  
Reporting Period  
December 2016

# **TRANSPORTATION / TRANSIT DIVISION**

Village of Palmetto Bay  
 Departmental Monthly Report

Department/ Division: Public Services/Transportation and Transit Division  
 Reporting Period: December 2016

Service Description	Prior Month Oct-16	Prior Month Nov-16	Current Month Dec-16	Fiscal Year to Date FY 2016-17
<b>I-BUS RIDERSHIP</b>				
Route A- morning	6	9	8	23
Route B- morning	234	257	267	758
Route A- afternoon/evening	12	19	8	39
Route B- afternoon/evening	163	202	210	575
<b>TOTAL RIDERSHIP</b>	<b>415</b>	<b>487</b>	<b>493</b>	<b>1,395</b>
Customer Service Calls	2	0	3	5
Vehicle Maintenance	\$385.50	\$0.00	\$0.00	\$385.50
Vehicle Fueling	\$616.56	\$531.67	\$676.28	\$1,824.51

**Completed Projects (December 2016)**

- ◆ 2-New buses ordered
- ◆ Evaluation of sidewalks and ADA accessibility at Bus Stops ongoing
- ◆ Participate in the Veteran's Day Ground Breaking Ceremony
- ◆ Submitted CITT 4th Quarter Report
- ◆ Resolution authorizing negotiations to lease parking spaces at Palmetto Bay Village Center approved

**In Process**

- ◆ Development of New Route along busway and SW 184th ST
- ◆ Amentities at bus stops under evaluation



Departmental Report for:  
Reporting Period  
December 2016

# **PUBLIC SERVICES / PUBLIC WORKS DIVISION**

Village of Palmetto Bay  
Departmental Monthly Report

Department/ Division: Public Services  
Reporting Period: December, 2016

Service Description	Prior Month Oct-16	Prior Month Nov-16	Current Month Dec-16	Fiscal Year to Date FY 2016-17
<b>STREET AND ROW MAINTENANCE</b>				
Signs Repaired/ Installed	2	4	5	11
Graffiti Removal	2	0	0	2
Street Clearing/ Repairs	0	2	0	2
Pothole/ Shoulder Repairs	3	4	2	9
Tree/Shrub Trimming, Removal, Install.	7	11	5	23
Swale Repairs	0	0	0	0
Debris/ Trash Removal (Tons)	11.13	10.16	3.86	25.15
Complaints Reported to MDC	4	6	2	12
<b>TOTAL STREET &amp; ROW MAINT.</b>	<b>29.13</b>	<b>37.16</b>	<b>17.86</b>	<b>84.15</b>
<b>STREET AND ROW INSTALLATION</b>				
Sidewalks (linear ft.)	0	0	0	0
Paving (linear ft.)	0	0	0	0
<b>TOTAL STREET &amp; ROW INST.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>STORMWATER</b>				
Drain Cleaning/ Repairs (inlet tops)	2	2	1	5
Canal Cleaning/ Clearing	0	0	0	0
Flooding Investigations & Resolutions	1	0	0	1
Complaints Reported to MDC	0	0	0	0
<b>TOTAL STORMWATER ACTIVITIES</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>6</b>
<b>INSPECTIONS</b>				
Sidewalks/ Driveways	2	9	2	13
Paving/ Drainage	0	0	0	0
Parking/ Swales	0	0	0	0
Trees & Landscaping	7	11	5	23
<b>TOTAL INSPECTIONS</b>	<b>9</b>	<b>20</b>	<b>7</b>	<b>36</b>

Village of Palmetto Bay  
Departmental Monthly Report

Service Description	Prior Month Oct-16	Prior Month Nov-16	Current Month Dec-16	Fiscal Year to Date FY 2016-17
<b>PERMITS</b>				
Commercial Property	2	0	1	3
Sidewalk/ Driveway	8	8	12	28
WASA/ Water Main	0	5	1	6
Cable TV	0	0	2	2
FPL	4	3	0	7
Curb/ Gutter	0	0	0	0
Paving/ Drainage/ Sewer	0	0	0	0
Trees & Landscaping	0	0	0	0
Fences/ Columns	0	0	0	0
Parking/ Swales	0	0	0	0
Special Events	0	0	0	0
Temporary Road Closure	1	2	1	4
Zoning (Site Plan Review)	0	0	2	2
New Construction	0	2	1	3
<b>TOTAL PERMITS</b>	<b>15</b>	<b>20</b>	<b>20</b>	<b>55</b>

**Completed Projects December 2016:**

- ◆ 24 - Permanent Speed Tables installed including striping and signage
- ◆ Attended APWA Quarterly Meeting
- ◆ Meeting to discuss Sub Basin 59/60 Drainage Project
- ◆ Attended LMS Quarterly Meeting
- ◆ Accepted \$100,000 FDOT Beautification Grant
- ◆ Installed temporary tables in on SW 92nd Court between 170th and 174th St
- ◆ Council approved Resolution for redirection of traffic on SW 83rd AV and SW 165th Terrace
- ◆ Participated in and attended 3 Traffic Calming Workshops
- ◆ Three (3) new temporary speed hump applications received
- ◆ Scheduled meeting for SW 136th Street Improvements at Howard Dr Elementary

**In-Process**

- ◆ Continue to implement Permanent Traffic Calming Devices
- ◆ SRTS design for Coral Reef and Perrine Elementary Workshop pending scheduling
- ◆ Continued review of traffic calming data for future traffic calming projects