# VILLAGE COUNCIL MEETING

# MONDAY, MARCH 6, 2017

# MANAGER'S REPORT

# JANUARY 2017

*Village of Palmetto Bay*
**MEMORANDUM**

To: Honorable Mayor and Village Council

Date: March 6, 2017

From: Edward Silva, Village Manager

Re: Monthly Status Report for Reporting Period January 2017

Attached is the monthly status report January 2017. 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 March 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: January 2017**

## 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
- Prepare for overall traffic plan at a future Town Hall Meeting

**Ongoing**

- Continue to work with SFWD regarding Canal Bank Restoration
- 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
- Continue meetings with sister cities – Village of Pinecrest and Town of Cutler Bay
- Continue involvement on transit issues
- 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

**MONTHLY REPORT TO VILLAGE COUNCIL**
**SECTION 1**

**Office of the Village Manager Operations**
**Reporting Period: January 2017**

## Community Focus/ Special Events

Tasks Completed

- Weekly Traffic Calming email distribution
- Your Village at work email distribution
- Hosted Bike to Work Day
- Valet Parking Services given to Council for approval
- Plan and Promote Run Walk and Stroll 2K
- Plan and Promote Annual Picnic

Tasks In Progress

- Launch Palmetto Bay quarterly newsletter
- Continue production of Inside Palmetto Bay – Facebook & WBAY
- Design of Parks and Rec. Play by Play Recreation Third Edition
- Continue the series of community programs such as Yoga by the Bay, Paddle Adventures, Surf & Turf Zumba Kayak Workout and Responsible Gardening
- 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 Relay for Life
- Plan and Promote Drive in Movie Night
- Plan Murder Mystery dinner and show (Sold Out)
- Plan Earth Week
- Plan 4th of July

**Ongoing**

- Continue weekly Traffic Calming email distribution
- Continue Your Village at Work Email distribution
- Continue with After School Programs
- Continue seeking sponsorship opportunities for Village-wide Special Events

**MONTHLY REPORT TO VILLAGE COUNCIL**
**SECTION 1**

**Office of the Village Manager Operations**
**Reporting Period: January 2017**

## Traffic/ Transit/ Mobility

### Tasks Completed

- Evaluation of sidewalk and ADA accessibility at bus stop
- Submitted CITT 4th Quarter Report
- 6 Permanent Speed tables installed including striping and signage
- Installed replacement landscape at monuments and chicanes
- Commenced installation of replacement solar lights near traffic calming devices
- Removed pilot project at the intersection of SW 180 ST and SW 94th Avenue

### Tasks In Progress

- Update Master Plan for bicycle lanes
- Development of New Route along busway and SW 184th 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-pending scheduling
- Continued review of traffic calming data for future traffic calming projects
- Preparation of Bid Documents for the next phase of localized projects and 2nd phase of engineering for SRTS projects
- Finalizing design of new brochures for placement at key locations
- Amenities at bus stop under evaluation
- Plan Safe Route to School Workshop

**MONTHLY REPORT TO VILLAGE COUNCIL**
**SECTION 1**

**Office of the Village Manager Operations**
**Reporting Period: January 2017**

| Capital Projects |
|---|
| Tasks Completed |
| • Total Bank Plat<br>• South Motors new construction reviewed<br>• Alexander school expansion<br>• 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<br>• Continue with SRTS Projects for Coral Reef Elementary and Perrine Elementary<br>• Coral Reef Park new bathroom facility bid opening<br>• Roadway resurfacing<br>• Village-wide sidewalk improvements.<br>• Ongoing design and cost estimate review of drainage projects in process<br>• Continued work for Traffic Circle at SW 168th ST/ 82nd AV<br>• Continued in-house upgrades at Palmetto Bay Park Playground<br>• Downtown Urban Village<br>• 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: January 2017**

| Summary of Email Request | |
|---|---|
| **Nature of Request** | **Requesting Party** |
| • Complaint on noise level (Brown's party) | S. Stark |
| • Praise for carnival tickets | L. Hunt |
| • Complaint on exposed wires on telephone pole on 79 Ave. | B. Pariser |
| • Concern on traffic issues by Palmer Trinity | S. Bonner |
| • Complaint on A/C not working at the community room at Feller Library | M. Kesti |
| • Concern on FB post with misleading traffic information about Palmer Trinity | P. Zamek |
| • Praise for Play by Play Park & Rec guide | S. Fraizer |
| • Requesting new sign for Meditation Garden | L. Robinson |
| • Complaint on delivery car parked in handicapped parking | I. Mander |
| • Requesting temporary sensory garden display at the run | K. Cunningham |
| • Traffic suggestions for 176 st and Old Cutler and request for traffic circle to be expedited at 176 st and 77 ave | J. Haas |
| • Concerns with chicanes proposal on 176 st | B. Herman |
| • Complaint on meeting lengths and suggestions | H. Clifford |
| • Information on Florida law to stop at crosswalks with signs | K. Sheridan |
| • Complaint on driveway repaved by the village (driving is coming up in little chunks with asphalt | K. Cunningham |
| • Complaint on live streaming of council meeting | J. Woodward |
| • Complaint on dangerous intersection 79 pl and 170 st, request for stop sign | E. Gonzalez |
| • Information on traffic counts on 94 ave and 180 st after removal of barrier and addition of speed tables on 94 ave | M. Matson |
| • Concern for pedestrian safety at 82 ave and 148 dr | B. Richards |
| • Follow up on request for boat courtesy signs | M. Schwartz |
| • Complaint on speed tables | J. Bunten |
| • Suggestion for livestreaming of council meetings | Steve. K |
| • Complaint on traffic at 156 st and 78 pl | R. Snyder |
| • Request for parks master plan | M. Matson |
| • Requesting speed tables along 157 st | C. Saen |
| • Complaint on proposal of addition of softball fields to Palmetto Bay Park | J. Prussing |
| • Concern for proposition to add amenities to Palmetto Bay Park | M. Matson |
| • Request for transparency, limitation of solicitation provision to the legislative resolution | E. Flinn |
| • Request to have both the grant and unsolicited bid process clearly presented and codified. | H. Clifford |
| • Request for no additional permanent installations at Coral Reef Park | R. Slazas |
| • Request to correct traffic sign at 148 st and 82 ave to "stop here for pedestrians" | K. Sheridan |
| • Complaint on speed tables, downtown development, Councilwoman Cunningham's reimburse of legal fees and carnival | C. Vega |
| • Request for baseball fields and tournaments | D. McDonald |
| • Complaint on proposal of additional baseball fields | L. Hunt |
| • Complaint on improper policing activity | F. Minton |
| • Concern on low water pressure | R. Herrera |
| • Concern on dangerous pothole on S. Dixie and 141 st | B. Sallato |

| | |
|---|---|
| • Complaint on speed tables installed, suggestions for 20 mph traffic sign | H. Clifford |
| • Requesting additional information on false alarm registration | M. Shay |
| • Concern on traffic circle | K. Harding |
| • Requesting a stop sign on 170 st and 79 pl | M. Martinez |
| • Information on possible traffic solutions for 165 terr and 84 ave | B. Kestel |
| • Requested phone call to discuss the latest on the crosswalk | K. Sheridan |
| • Follow up on canal signage | A. Chen |
| • Requesting canal sign | M. Schwartz |
| • Requesting status of the negotiations regarding the woods | J. Woodward |
| • Complaint on traffic and no sidewalk on 83 ave and 178 and 176 st | M. Olson |
| • Complaint on litter on the corner of US1 and 144 st | I. Mander |
| • Concern on island removal from original plan, requesting traffic island to be placed on 83 ave | B. Kestel |
| • Complaint on pothole on 152 st east of Ludlum | S. Studley |
| • Concern with unprotected bike lanes | T. Garcia |
| • Traffic concern on 142 st and 72 ave | G. Phelps |
| • Complaint on trash pile on 72 ave | P. Gorman |
| • Request for traffic speed tables installation on 137 st and 80 ct | N. Behar |
| • Praise for installation of additional oak trees at Palmetto Bay Park and concerns with traffic at 94 ave. | J. Prussing |
| • Complaint on safe-sight-distance triangle being blocked by shrubs | A. Herrera |
| • Complaint on speed trailer at 155 st and 80 ave | R. Verna |
| • Complaint on softball fields maintenance | S. Stoia |
| • Requesting boating signs for canal | A. Chen |
| • Praise for building department customer service | S. Roszel |
| • Concern on female feeding and trespassing property to feed cats at 168 st and 94 ave | M. Oliva |
| • Concern with car break ins | E. Bertran |
| • Request for meeting concerning traffic on 80 ave along 152 and 156 st | J. Adler |

**MONTHLY REPORT TO VILLAGE COUNCIL**
**SECTION 2 (Percentage of Funds Spent For Each Month)**
**Expenditure Review Reporting Period:January 2017**

| Department | Oct-16 | Nov-16 | Dec-16 | Jan-17 | Total of Funds Spent |
|---|---|---|---|---|---|
| Mayor & Council | 5.55 | 7.91 | 6.74 | 11.15 | 31.35 |
| Village Manager | 3.82 | 6.44 | 9.61 | 9.64 | 29.51 |
| Village Clerk | 5.49 | 9.46 | 12.15 | 7.3 | 34.4 |
| Finance | 3.55 | 4.77 | 8.63 | 6.94 | 23.89 |
| HR/Communications | 5.47 | 5.7 | 7.91 | 5.21 | 24.29 |
| Village Attorney | 0 | 0 | 11.25 | 0 | 11.25 |
| Planning & Zoning | 6 | -1.13 | 11.06 | 7.74 | 23.67 |
| General Government | 1.16 | 10.19 | 7.09 | 3.16 | 21.6 |
| Facilities Maint. | 3.89 | 6.81 | 8.23 | 5.74 | 24.67 |
| Police | 15.53 | 7.79 | 7.79 | 7.77 | 38.88 |
| Park Administration | 3.17 | 4.46 | 7.29 | 4.92 | 19.84 |
| Coral Reef Park | 6.35 | 9.37 | 9.34 | 6.25 | 6.35 |
| Palmetto Bay Park | 3.89 | 7.23 | 8.76 | 3 | 22.88 |
| Perrine Wayside Park | 0 | 0.5 | 19.83 | 2.81 | 23.14 |
| Thalatta Estate | 3.59 | 6.23 | 8.88 | 7.12 | 25.82 |
| Ludovici Park | 4.86 | 7.95 | 9.12 | 9.54 | 4.86 |
| Tennis | 5.69 | 10.77 | 10.96 | 5.08 | 32.5 |
| **Total Parks** | **4.5** | **7.41** | **8.99** | **6.97** | **27.87** |
| **Total Operating** | **9.98** | **8.33** | **8.09** | **6.76** | **33.16** |
| **Monthly Total** | **8.33** | **8.33** | **8.33** | **8.33** | **33.32** |

**Note**:

As of January 2017, the Village of Palmetto Bay is operating under budget .82% of expenditures which has resulted in a period expenditure budgetary overage of $104,776 due to Police pre payment representing 4% of the budget.

# The Village of Palmetto Bay
# PARKS & RECREATION

## March 2017

| Special Events & Programs | |
|---|---|
| Friday, March 3 | ***Bike to Work Day**<br>Village Hall<br>6:30am<br>FREE<br>For registration and information visit<br>www.palmettobay-fl.gov or call 305-259-124 |
| Saturday, March 4 | **15th Annual Picnic Celebration**<br>Coral Reef Park<br>11:00am-3:00pm<br>FREE<br>For more information visit<br>www.palmettobay-fl.gov or call 305-259-1234 |
| Friday, March 10 | ***Totally 80's Murder Mystery Dinner and Show**<br>Thalatta Estate<br>7:00pm-11:00pm<br>$55.00/person, ages 21 and up<br>Space is limited. Register online at<br>www.palmettobay-fl.gov or for more information call<br>305-259-1234 |
| Saturday, March 11 | ***Drive-In Movie Night**<br>Village Hall<br>5:30pm-Lot Opens 7:00pm-Movie Begins<br>$10/car - $5/golf cart<br>(Pre-registration Only)<br>Space is limited. Register online at www.palmettobay-fl.gov or<br>for more information call 305-259-1234 |
| Sunday, March 12 | ***Yoga by the Bay**<br>Thalatta Estate<br>9:30am-11:00am<br>FREE<br>For registration and information visit<br>www.palmettobay-fl.gov or call 305-259-1234 |
| Saturday, March 18 | **American Cancer Society Relay for Life**<br>Coral Reef Park<br>12:00pm-11:00pm<br>FREE<br>For more information visit<br>www.RelayForLife.org/PinecrestFL |
| Sunday, March 19 | ***Yoga by the Bay**<br>Thalatta Estate<br>9:30am-11:00am<br>FREE<br>For registration and information visit<br>www.palmettobay-fl.gov or call 305-259-1234 |
| | **Family Kayak Adventures**<br>Thalatta Estate<br>8:00am-11:00am<br>$5.00/person, ages 4 and up<br>Space is limited. Register online at www.naturepostings.com.<br>For more information call 786-732-6719 or email<br>naturepostings@gmail.com |

Save the Date
Yoga by the Bay
Thalatta Estate
April 2, 2017
April 9, 2017

Save the Date
Nature Photography
Thalatta Estate
April 9, 2017

Save the Date
Earth Day
Ludovici Park
April 22, 2017

Save the Date
Family Kayak Adventures
Thalatta Estate
April 30, 2017

*Denotes Online Registration/Purchase
Now available at
www.palmettobay-fl.gov

Park Facility Rental:
305-253-8655
www.palmettobay-fl.gov

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

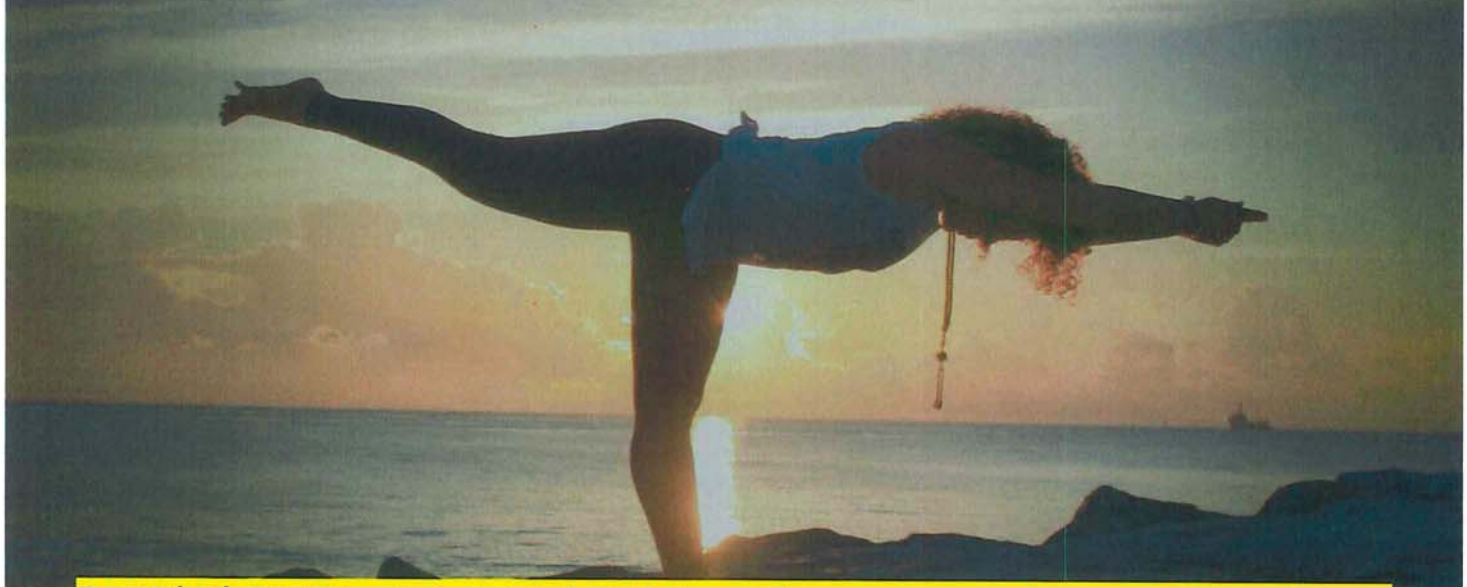
## Park Information

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

# Yoga by the Bay

## at Thalatta Estate Park-17301 Old Cutler Rd.

## *with* Maria Luisa Tovio - 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.**

**FREE**

**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

More Information
305-259-1234

# Palmetto Bay's Outdoor Family Adventures

Nature Postings

## 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
Space is Limited!!!

## 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**

**For more Information:**
Phone: (786) 732-6719
Email: naturepostings@gmail.com

*www.naturepostings.com*

*www.palmettobay-fl.gov*

VILLAGE OF
Palmetto Bay
Est. 2002
FLORIDA
2002
15 YEARS
2017
Picnic Celebration
Saturday, March 4th, 2017 • 11am-3pm
Coral Reef Park-7895 SW 152 St.
FREE!
Car Show
Line Dancing
Cutler Stew
Miami Palmetto vs. Coral Reef High
12:30pm
Mayor's Cup Baseball Game
Delicious Foods & Beverages
Rides, Inflatables & Face Painting
Come dressed in your best Country Western outfit!
Thank You to our Fine Sponsors & Partners
DUARTE ORTHODONTICS
South
THE CORRADINO GROUP
DORAL LINCOLN
OLD CUTLER PRESBYTERIAN CHURCH
Minuteman Press of Miami
Kimley»Horn
Progressive Waste Solutions
AMORES ad DENTAL
BENITO REALTY GROUP
SportClips HAIRCUTS
IT'S GOOD TO BE A GUY
For more info: www.palmettobay-fl.gov or 305-259-1234
Additional Parking available at Holy Rosary St. Richard's Catholic Church

Village of Palmetto Bay Florida

# Safety Initiative Town Hall

## Wednesday, March 8th, 2017
## 6:00-7:00 PM

**Join us at our**

3rd Annual Safety Initiative Town Hall

**for a Village public safety update and important safety initiatives!**

Dr. Henry E. Perrine
Academy of the Arts

**8851 SW 168 Street**

(Cafeteria)

*Pizza, Juice and Kid-friendly activities will be provided by Officer Judge while parents participate in the Town Hall

For more info: www.palmettobay-fl.gov or call (305)259-1234

Totally 80s Murder Mystery 2.pdf 1 1/26/17 12:38 AM

The Village of Palmetto Bay
Parks and Recreation Department
presents

# Totally 80's,

## Murder Mystery Dinner & Show

### What to wear for this 80's Show

Jean jackets, spandex leggings, big hair, bangles, leg warmers, and ripped jeans will be all the rage at this rockin' night of mystery.

***Dressing up and Participation is highly encouraged!***

**Friday, March 10, 2017**
**7:00 PM**

**Thalatta Estate Park**
17301 Old Cutler Road

*Ticket includes:*
**Open Bar**
**Three Course Dinner**
**and an Evening of**
**Hilarious Entertainment**

$55 per person

Online Ticket Sales:
**www.palmettobay-fl.gov**

21 & older only. Space is limited!
For more information: 305-259-1234

Village of Palmetto Bay Parks & Recreation Department presents...

# DRIVE IN Movie NIGHT

## Saturday, March 11

**Palmetto Bay Village Hall**
**9705 East Hibiscus Street**

**5:30pm** Lot Opens, Music, Trivia on Giant Screen, and Food Vendors

**7:00pm** Movie Begins- Tune into your FM radio

**No car entry after 6:50pm*

**$10/car- $5/golf cart**

Register early, Spots are limited!
Register online at www.palmettobay-fl.gov
**Must pre-register. No on-site ticket sales.

**For more Info: www.palmettobay-fl.gov or call 305-259-1234**

# AMERICAN CANCER SOCIETY RELAY FOR LIFE

# 2017 RELAY FOR LIFE OF PALMETTO BAY, PINECREST, CUTLER BAY

## SATURDAY, MARCH 18TH, 2017
## 12:00 PM - 11:00 PM

**Coral Reef Park**
**7895 SW 152nd Street**
**Palmetto Bay, FL 33157**

**THANK YOU TO OUR SPONSORS**

Relay For Life, the American Cancer Society's signature event, is a celebration of hope, progress and answers. Relay For Life raises awareness of prevention and detection of cancer and of services for those currently battling the disease, while raising much-needed funds in the fight for the cure.

**VISIT WWW.RELAYFORLIFE.ORG/PINECRESTFL**

FOR MORE INFO: CEIL FITTS, EVENT LEAD AT 786-200-6447 OR CEILFITTS@GMAIL.COM OR DAMIEN MORGAN, COMMUNITY MANAGER AT 305-779-2875 OR DAMIEN.MORGAN@CANCER.ORG

1.800.ACS.2345
www.cancer.org
Hope.Progress.Answers.

# KIDS Town Hall

*Hosted by Councilwoman Karyn Cunningham*

## Monday, March 20th, 2017
## 4:00-5:00 pm

Southwood Middle School
16301 SW 80th Avenue
(Media Center)

**Calling all Kids (Grades 5-12)**
**(parents welcome too!)**
**to join Village officials in a Town Hall Meeting to discuss...**

***How Village parks can be used to promote the Arts?***

*Please RSVP to ypicado@palmettobay-fl.gov*

**Pizza, Juice and snacks will be provided*

Village of Palmetto Bay Florida

The Village will have a presentation on parks followed by a creative brainstorming session.
*All materials will be provided

**For more info: www.palmettobay-fl.gov or call (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: January 2017**

| Service Description | Prior Quarter<br>1st QTR.<br>Oct 2016 - Dec 2016 | Prior Month<br>Jan-17 | Fiscal Year to Date FY 16-17 |
|---|---|---|---|
| **HUMAN RESOURCES** | | | |
| **Recruitment** | | | |
| Recruitment Ads | 16 | 1 | 17 |
| Applications Reviewed | 64 | 8 | 72 |
| Interviews Scheduled | 23 | 15 | 38 |
| Background Checks Completed | 7 | 0 | 7 |
| **TOTAL ITEMS** | **110** | **24** | **134** |
| **New Hires** | | | |
| Orientation Sessions | 5 | 3 | 8 |
| Training Sessions | 4 | 3 | 7 |
| New Hires Processed | 5 | 3 | 8 |
| **TOTAL ITEMS** | **14** | **9** | **23** |
| **Employee Benefits** | | | |
| New | 1 | 0 | 2 |
| Issues Resolved | 18 | 1 | 19 |
| Educational Assistance Program | 2 | 0 | 2 |
| Incident/ Accident Cases (worker's comp) | 1 | 0 | 1 |
| Employee Training | 0 | 0 | 0 |
| **TOTAL ITEMS** | **22** | **1** | **24** |
| **Misc.** | | | |
| Transfers/ Updates/ Evaluations | 17 | 12 | 29 |
| Timesheets Reviewed | 416 | 142 | 558 |
| Job Desc. Review/ Updates | 3 | 2 | 5 |
| Surveys | 0 | 0 | 0 |
| Termination of Employment | 4 | 3 | 7 |
| **TOTAL ITEMS** | **440** | **159** | **599** |

Village of Palmetto Bay
Departmental Monthly Report

| Service Description | Prior Quarter 1st QTR. Oct 2016 - Dec 2016 | Prior Month Jan-17 | Fiscal Year to Date FY 16-17 |
|---|---|---|---|
| **COMMUNICATIONS** | | | |
| Top 4 Webpages Visited | | Home<br>HR<br>Building<br>Parks | |
| FB Postings (inc. events postings) | 582 | 137 | 719 |
| FB Followers (likes) | 4,060 | 4211 | #DIV/0! |
| Constant Contact Subscribers (active) | 1,993 | 1999 | 3,992 |
| Your Village @ Work Editions | 13 | 5 | 18 |
| Press Releases | 1 | 0 | 1 |
| Weekley Traffic Calming Update | | 4 | |
| Promotional/ Informational Campaigns | 20 | 1 | 21 |
| Surveys | 2 | 0 | 2 |
| **TOTAL ITEMS** | **18,777** | **6357** | **#DIV/0!** |
| **GRANTS** | | | |
| New Applications Completed | 3 | 2 | 5 |
| Reports/ Amendments Filed | 4 | 7 | 11 |
| Grants Awarded | 4 | 0 | 4 |
| **TOTAL ITEMS** | **11** | **9** | **20** |

Departmental Report for:
Reporting Period
December 2016

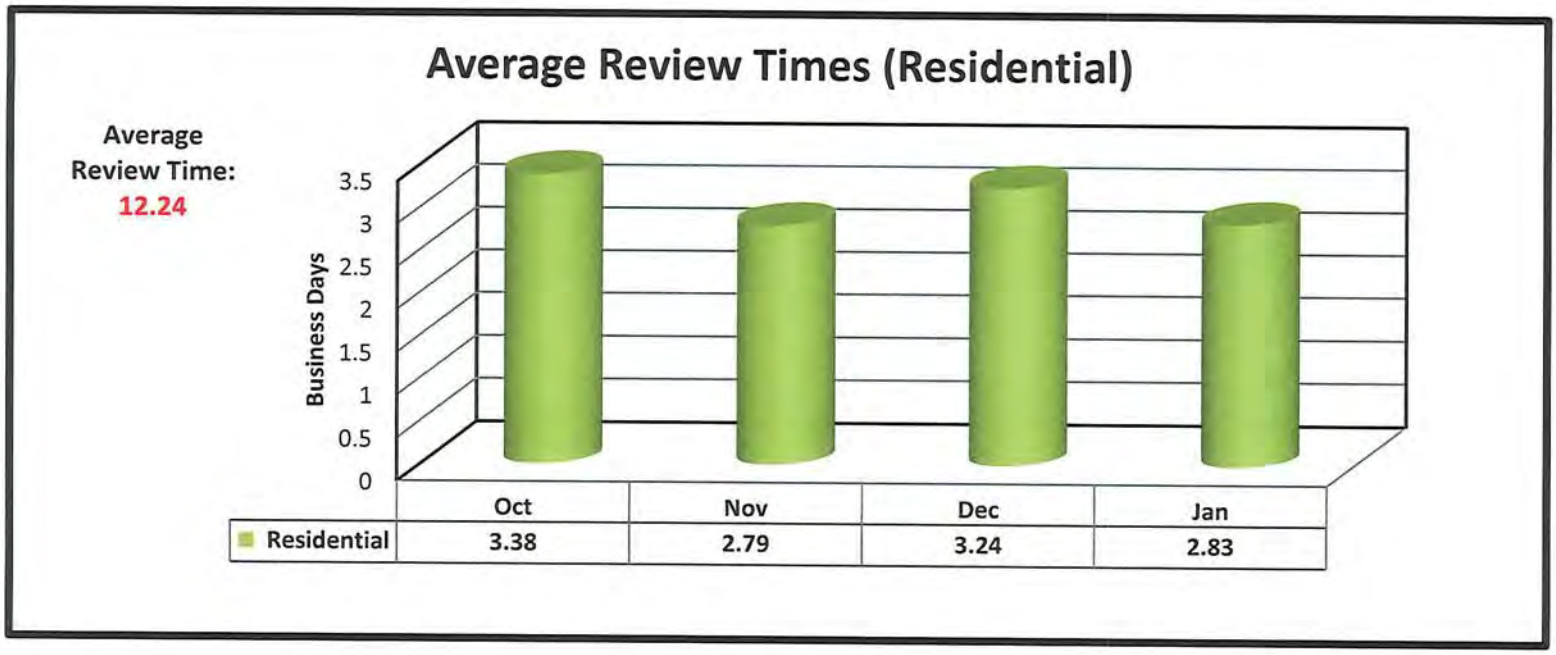
# COMMUNITY & ECONOMIC DEVELOPMENT / BUILDING & PERMITTING

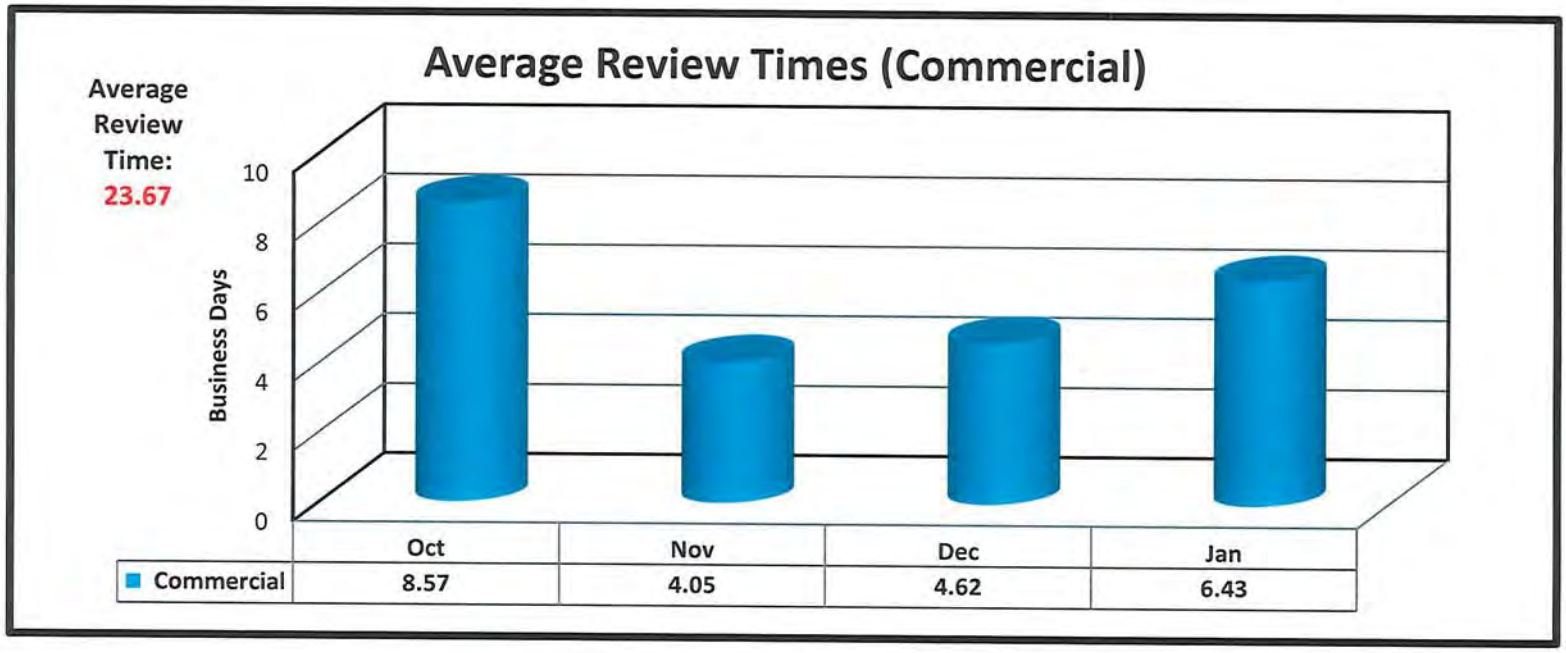
Village of Palmetto Bay
Departmental Monthly Report

**Department/ Division:** **Community & Economic Dev.- Building & Permitting Division**
**Reporting Period:** **January 2017**

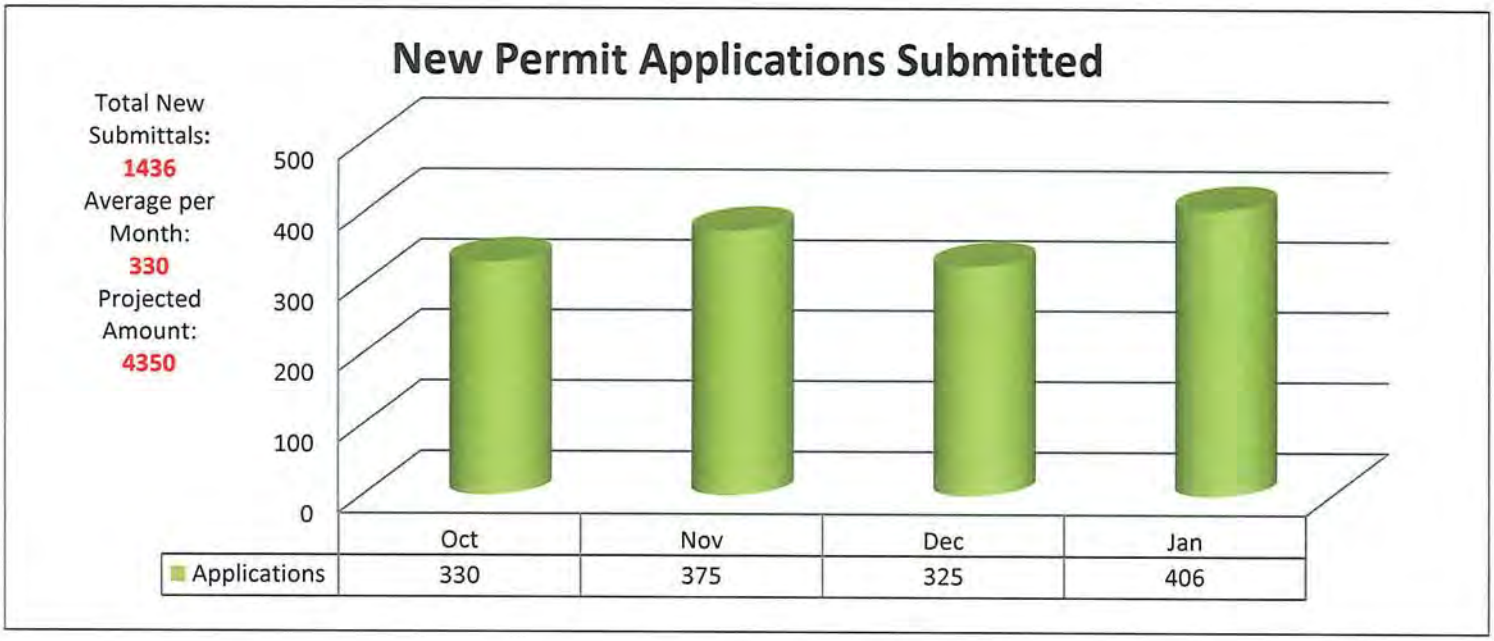
| Service Description | Quarter 1<br>Oct-Dec 2016 | Current Month<br>Jan-17 | Fiscal Year to Date FY 2016-17 |
|---|---|---|---|
| **Permits Issued** | | | |
| Building Permits | 323 | 104 | 427 |
| Electrical Permits | 86 | 42 | 128 |
| Mechanical Permits | 53 | 22 | 75 |
| **TOTAL PERMITS** | **462** | **168** | **630** |
| Value of Construction (New Houses) | 1,671,464 | $ 631,937 | 2,303,401 |
| Permits for New Houses | 6 | 3 | 9 |
| Value of Construction (Commercial) | 1,150,000 | $ - | 1,150,000 |
| Permits for New Commercial | 2 | 0 | 2 |
| **Inspections Completed** | | | |
| Building & Roofing | 2,679 | 1009 | 3,688 |
| Electrical | 256 | 86 | 342 |
| Mechanical | 121 | 46 | 167 |
| Plumbing/ LPGX | 355 | 106 | 461 |
| Zoning (Building) | 345 | 110 | 455 |
| Zoning (Code Compliance) | 0 | 0 | 0 |
| **TOTAL INSPECTIONS** | **3,756** | **1,357** | **5,113** |
| **Code Compliance Cases** | | | |
| New Cases Open | 164 | 61 | 225 |
| Notices of Violations | 1 | 0 | 1 |
| Civil Violations | 34 | 12 | 46 |
| Special Master Cases | 50 | 17 | 67 |
| Active Cases | 780 | 272 | 1,052 |
| **TOTAL CASES** | **1,029** | **362** | **1,391** |
| **CERT. OF OCCUPANCY/ USE** | | | |
| Certificates of Occupancy | 15 | 13 | 28 |
| Certificates of Use | 11 | 9 | 20 |
| **TOTAL CERT. OF OCCUPANCY/ USE** | **26** | **22** | **48** |

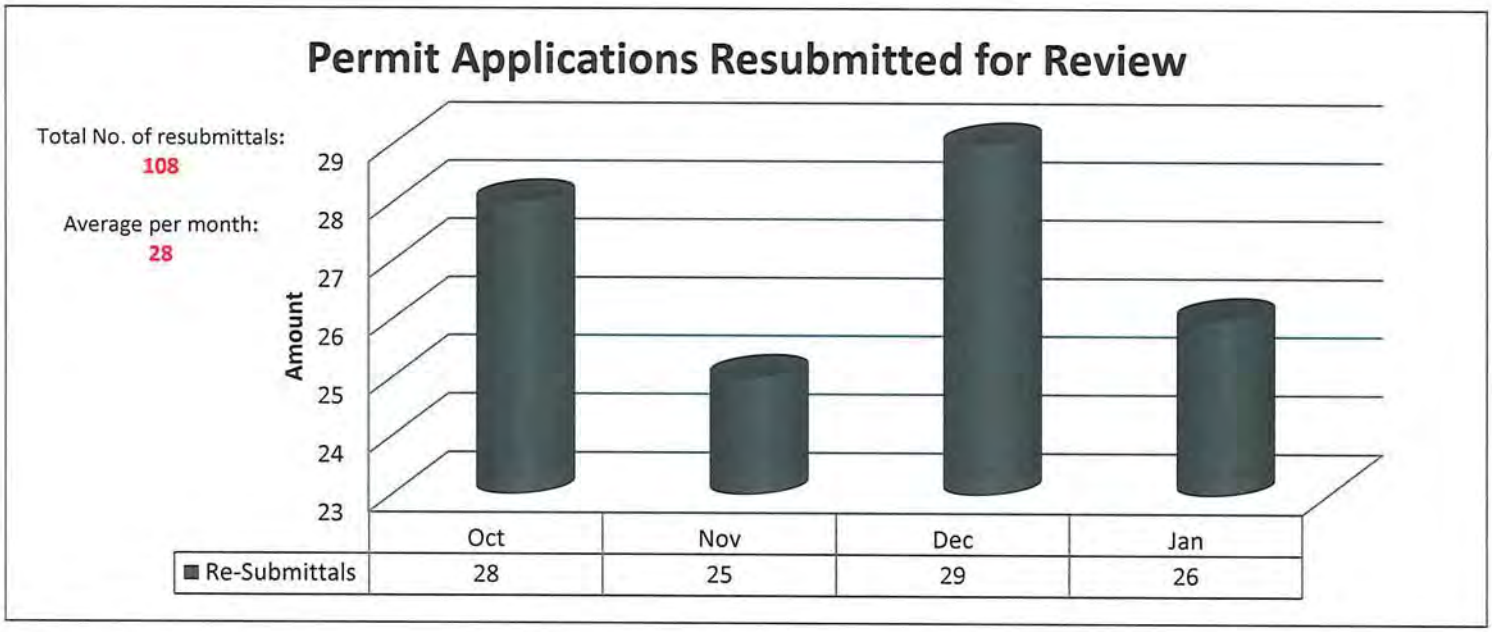
# Snapshot for Month of January (Fiscal Year 2017-2018)

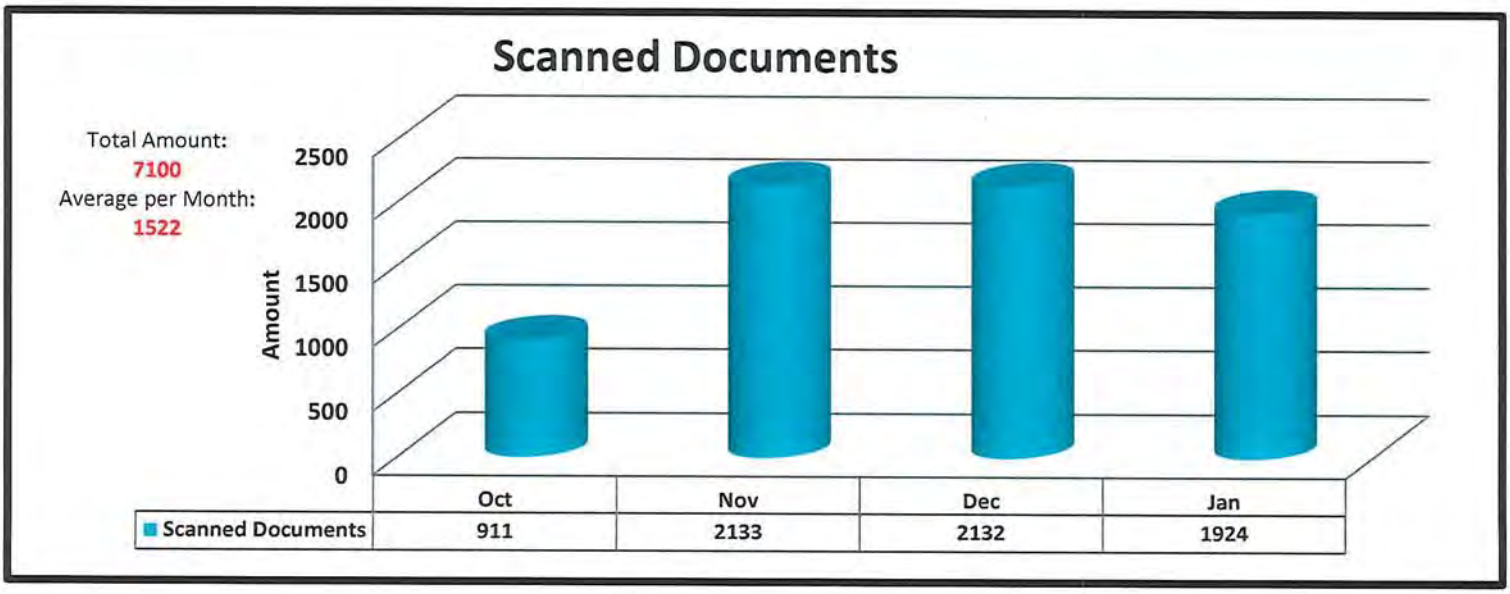


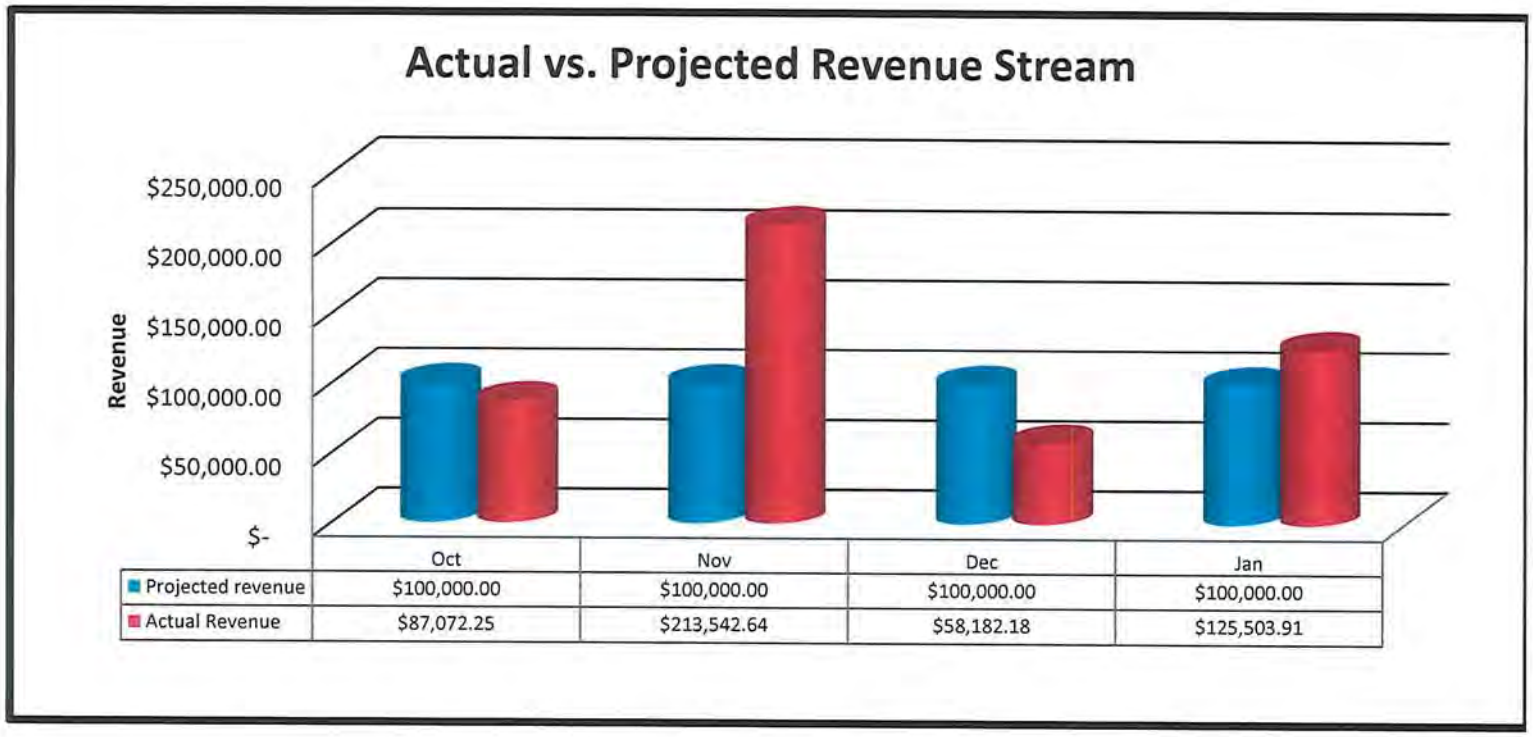




| Excessive Review Time | |
|---|---|
| **Trades** | **No. of Permits Exceeding Five (5) days in the same Dept.** |
| Building | 13 |
| Zoning | 1 |
| Structural | 0 |
| Mechanical | 0 |
| Electrical | 1 |
| Plumbing | 0 |
| Public Works | 1 |
| Building Official | 0 |


New Permit Applications Submitted
Total New Submittals:
1436
Average per Month:
330
Projected Amount:
4350
500
400
300
200
100
0
Oct
Nov
Dec
Jan
Applications
330
375
325
406

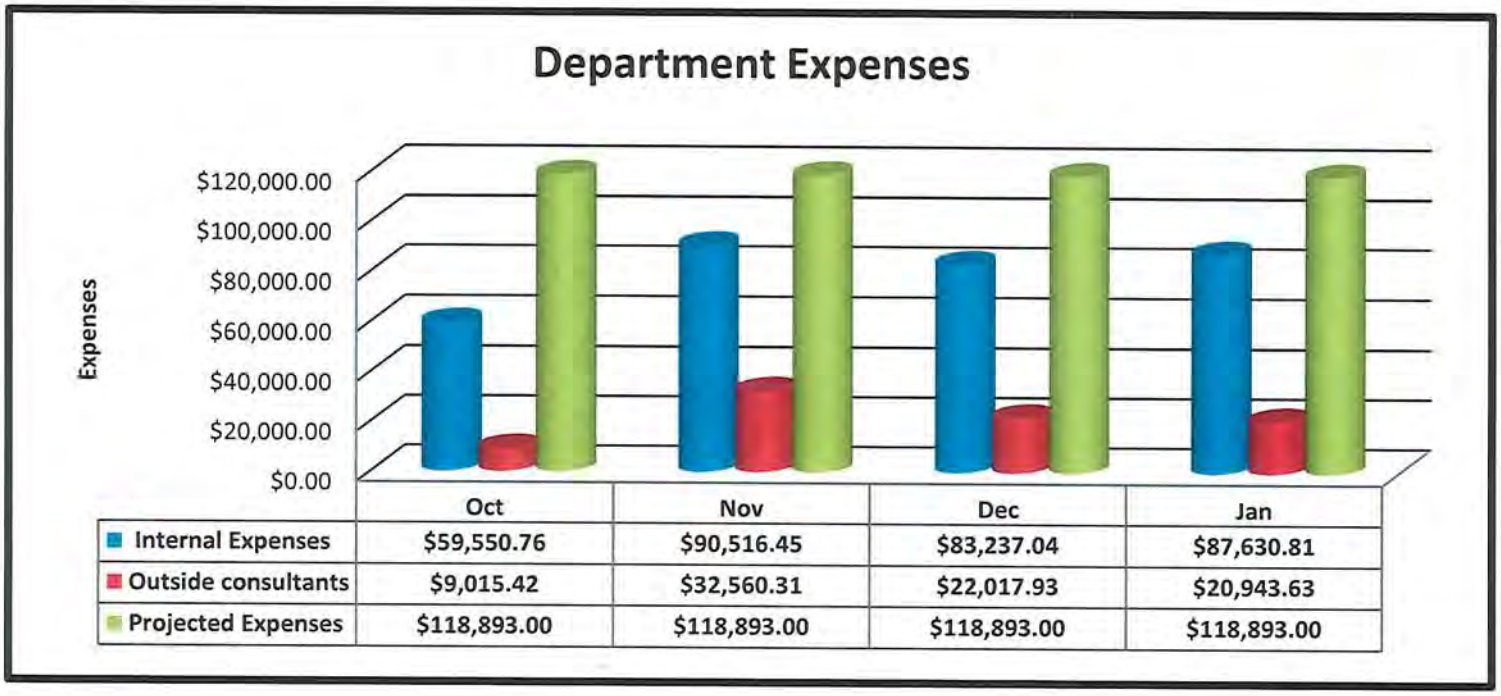

Permit Applications Resubmitted for Review
Total No. of resubmittals:
108
Average per month:
28
Amount
29
28
27
26
25
24
23
Oct
Nov
Dec
Jan
Re-Submittals
28
25
29
26


Scanned Documents
Total Amount:
7100
Average per Month:
1522
Amount
2500
2000
1500
1000
500
0
Oct
Nov
Dec
Jan
Scanned Documents
911
2133
2132
1924




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

**Actual Revenue:** $ 484,300.98

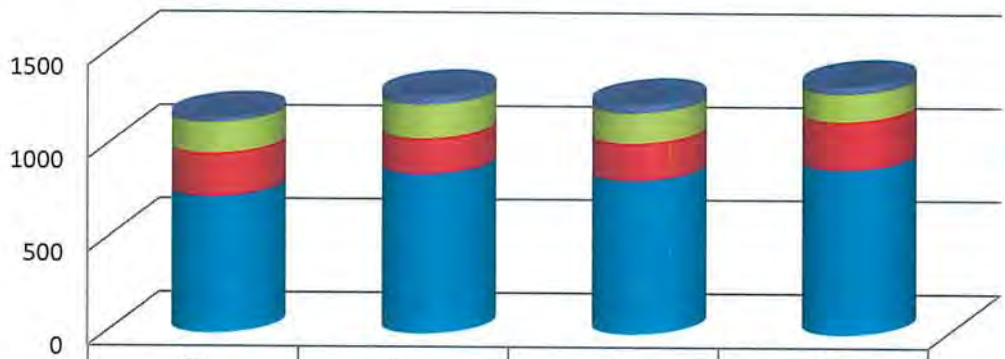



**Projected Expenses:** $ 231,427.38 ($ 1,426,716 Annual Projection)

**Actual Expenses:** $ 300,217.38 (Not inclusive of all charges)

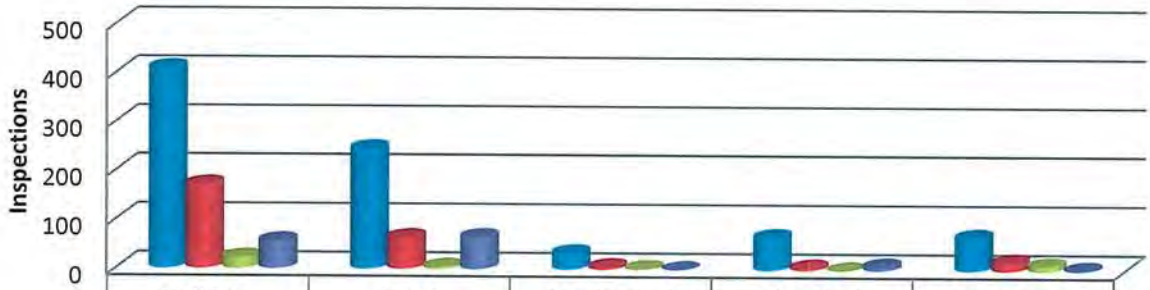
# Building Inspections 2017-2018

Total inspections :
**4317**
Average per Month:
**1035**
*Cancelled inspections not included in total.
Projected Inspections for FY 16-17:
**11025**



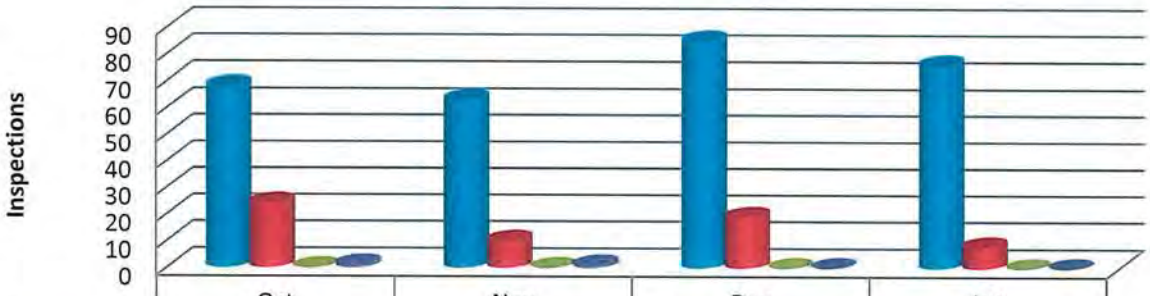

| | Oct | Nov | Dec | Jan |
|---|---|---|---|---|
| Partial | 21 | 42 | 42 | 39 |
| Cancelled | 163 | 182 | 163 | 149 |
| Rejected Inspections | 234 | 192 | 202 | 262 |
| Approved Inspections | 729 | 852 | 820 | 882 |

# Building Inspections by Trade
## January 2017



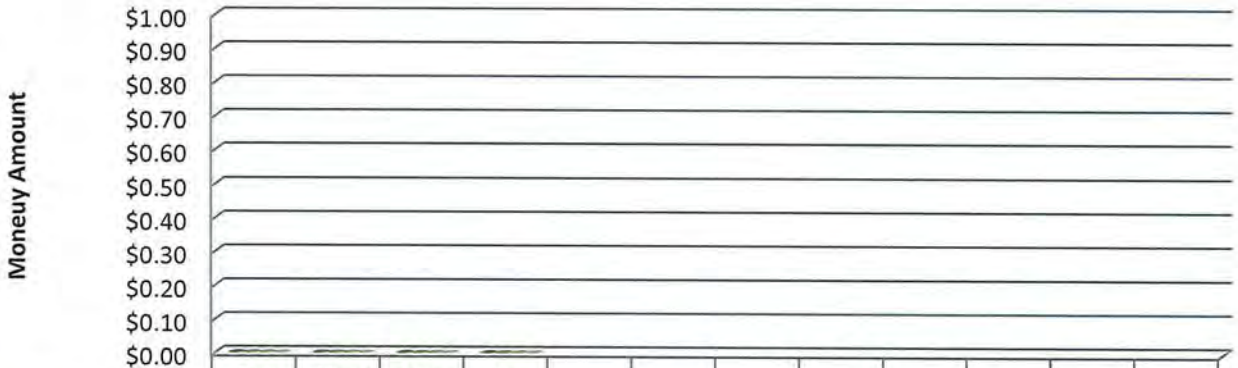

| | Building | Roof | Mechanical | Electrical | Plumbing |
|---|---|---|---|---|---|
| Approved | 409 | 245 | 33 | 67 | 68 |
| Denied | 171 | 64 | 5 | 5 | 17 |
| Partial | 22 | 4 | 2 | 0 | 11 |
| Cancelled | 56 | 65 | 0 | 8 | 2 |

## Zoning Inspections 2017-2018



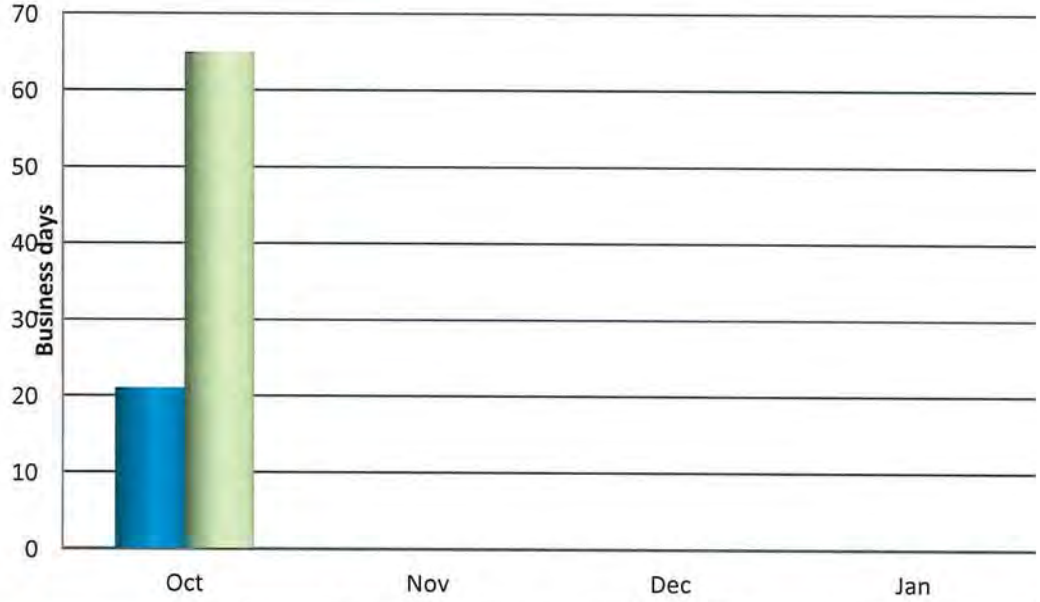

| | Oct | Nov | Dec | Jan |
|---|---|---|---|---|
| Approved | 68 | 63 | 85 | 76 |
| Denied | 24 | 10 | 19 | 8 |
| Partial | 0 | 0 | 0 | 0 |
| Cancelled | 1 | 1 | 0 | 0 |

## Building Code Revenue 2017-2018

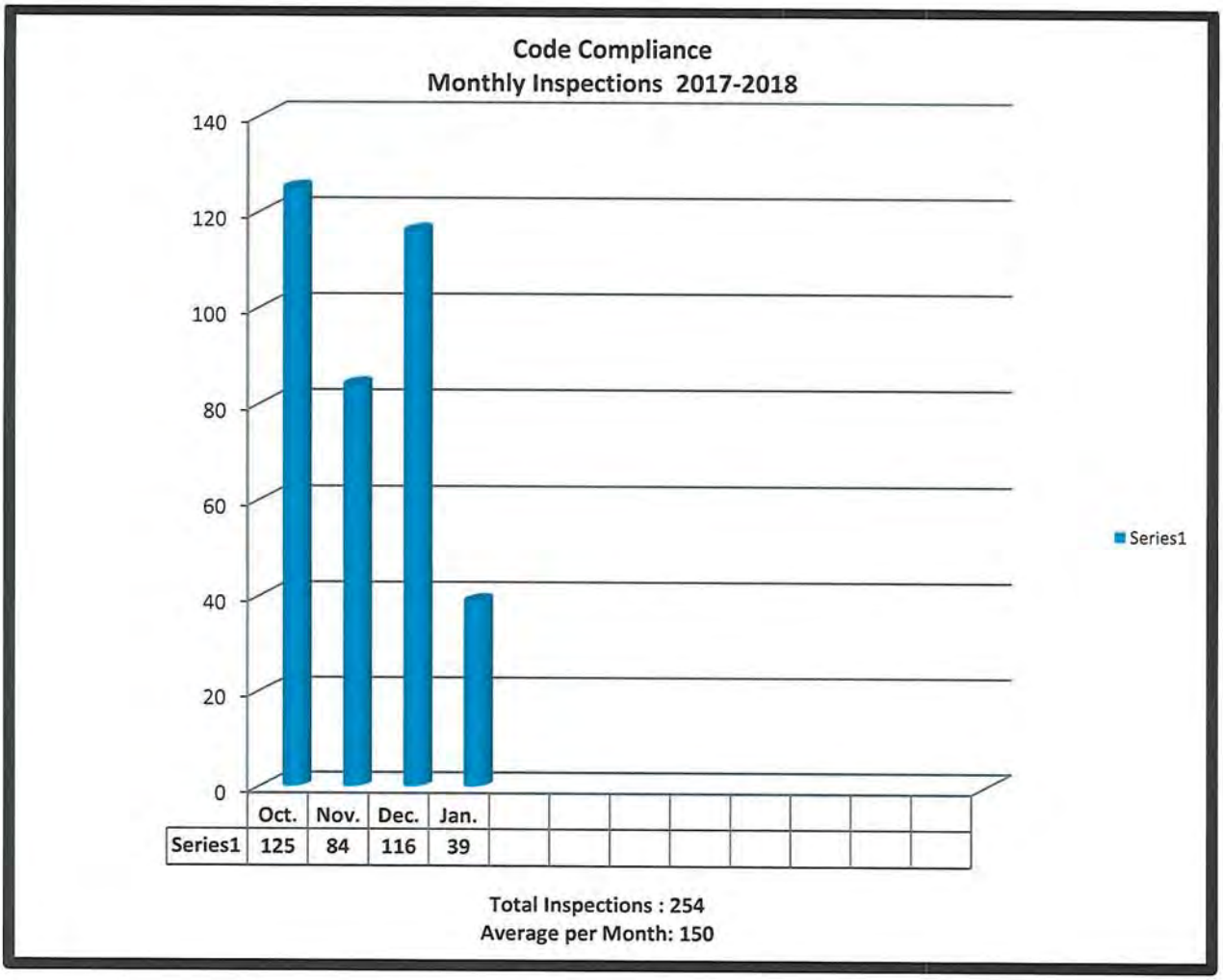


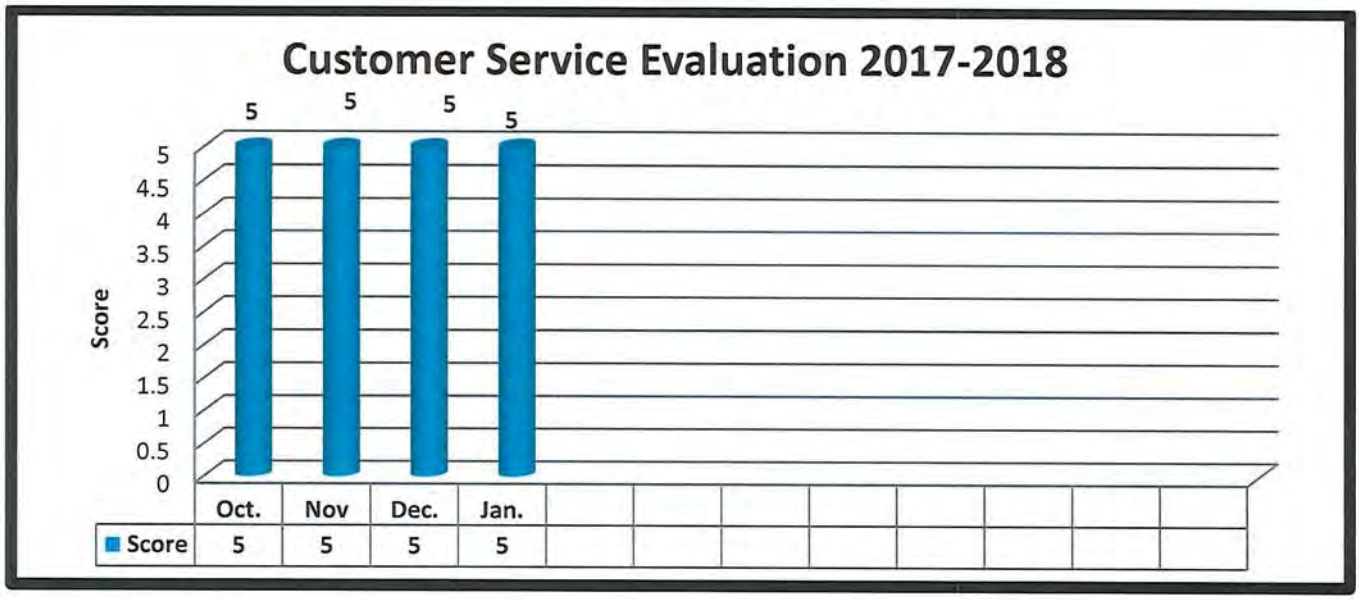

| | Oct | Nov | Dec | Jan | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Citations | $0.00 | $0.00 | $0.00 | $0.00 | | | | | | | | |
| Liens | $0.00 | $0.00 | $0.00 | $0.00 | | | | | | | | |
| Special Master | $0.00 | $0.00 | $0.00 | $0.00 | | | | | | | | |
| Mitigation Fee | $0.00 | $0.00 | $0.00 | $0.00 | | | | | | | | |

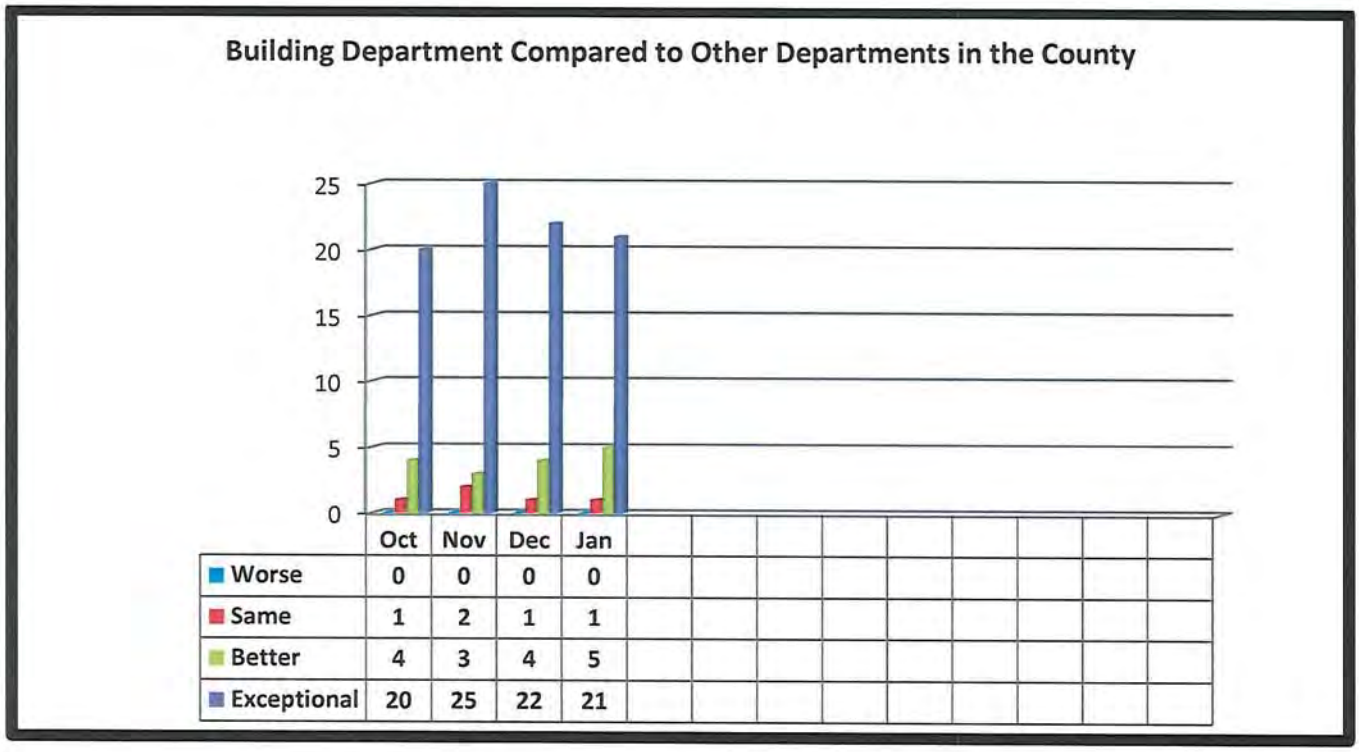
# Building Code Compliance Monthly Cases and Closed Cases

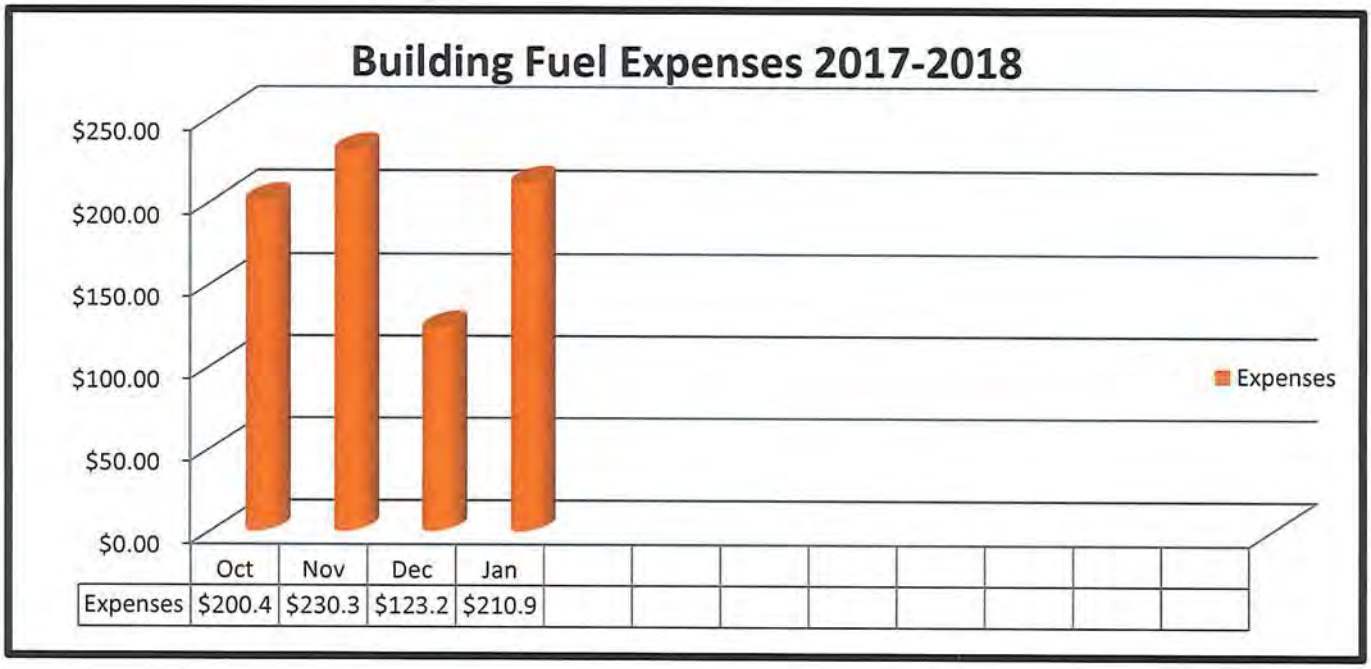



| | Oct | Nov | Dec | Jan |
|---|---|---|---|---|
| No. of open cases | 21 | 0 | 0 | 0 |
| Closed Cases | 65 | 0 | 0 | 0 |

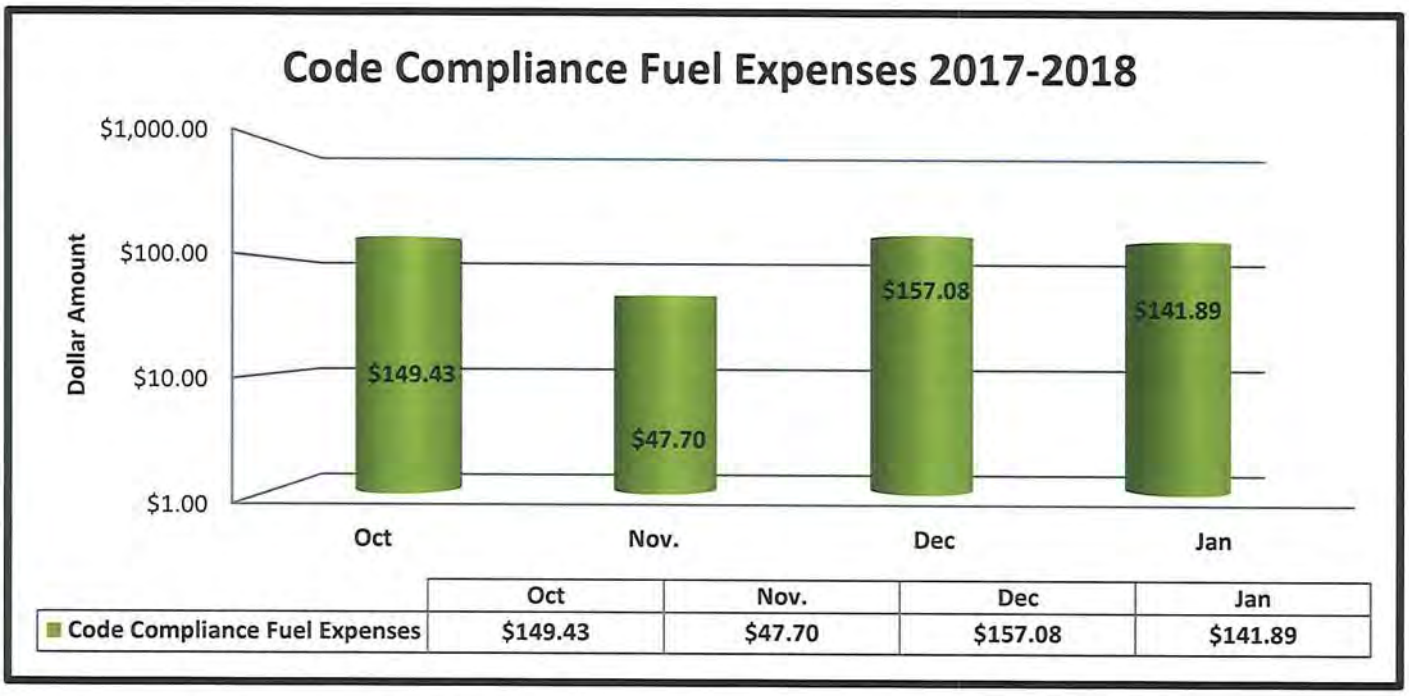

Code Compliance
Monthly Inspections 2017-2018
140
120
100
80
60
40
20
0
Series1
Oct.
Nov.
Dec.
Jan.
Series1
125
84
116
39
Total Inspections : 254
Average per Month: 150


Customer Service Evaluation 2017-2018
Score
5
4.5
4
3.5
3
2.5
2
1.5
1
0.5
0
5
5
5
5
Oct.
Nov
Dec.
Jan.
Score
5
5
5
5

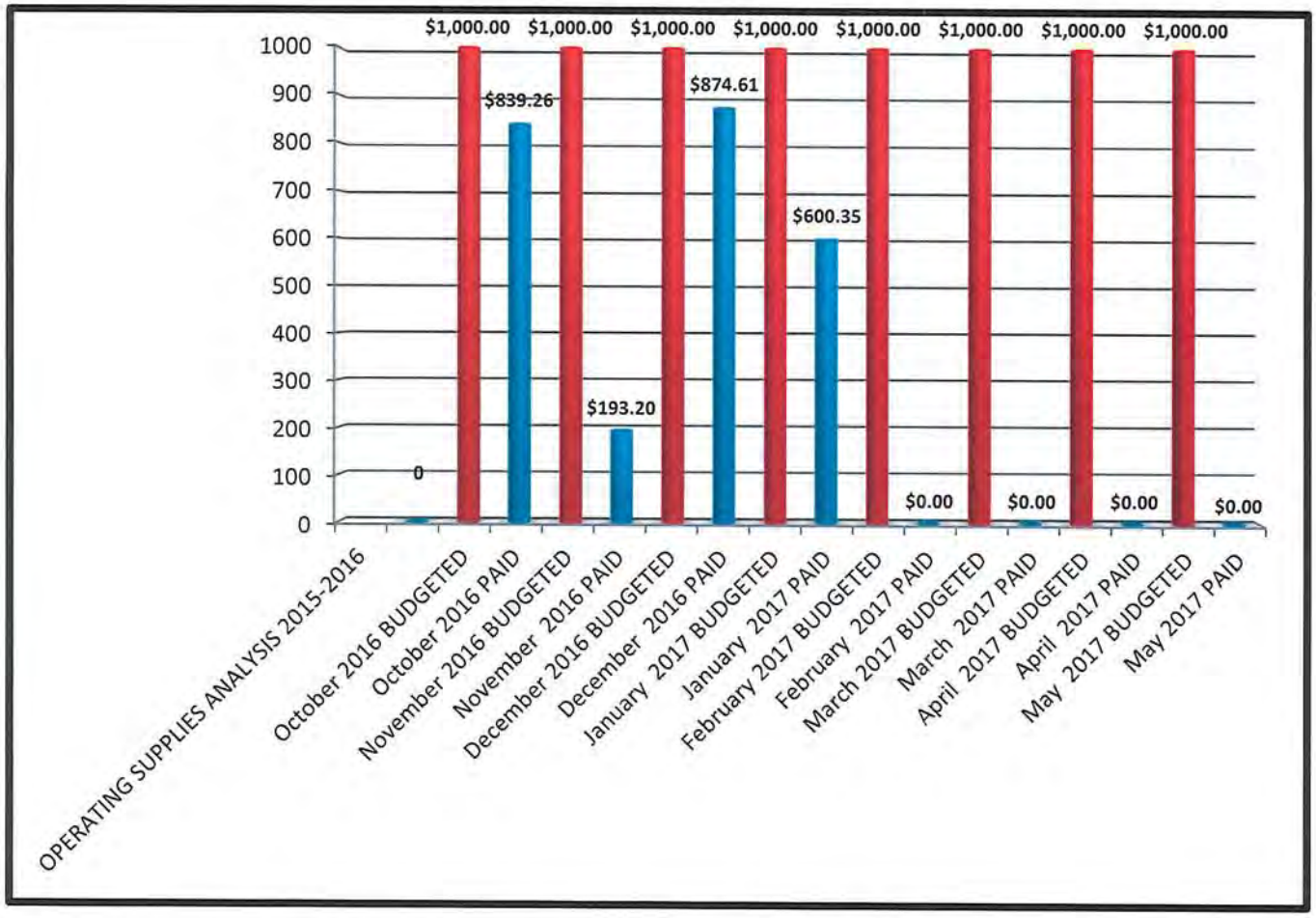

Building Department Compared to Other Departments in the County
25
20
15
10
5
0
Oct
Nov
Dec
Jan
Worse
0
0
0
0
Same
1
2
1
1
Better
4
3
4
5
Exceptional
20
25
22
21



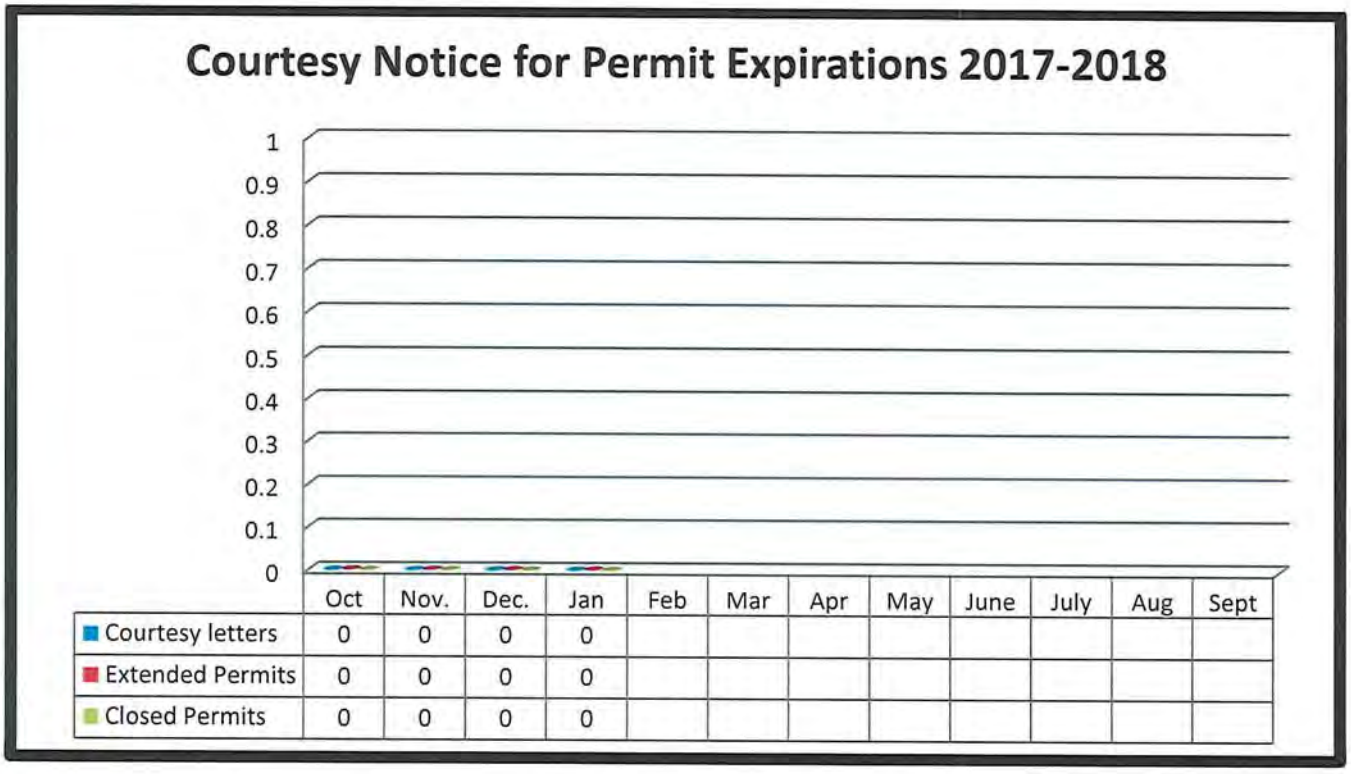

**Gas Total: $ 210.91**




**Building Code Gas Expenses: $141.89**

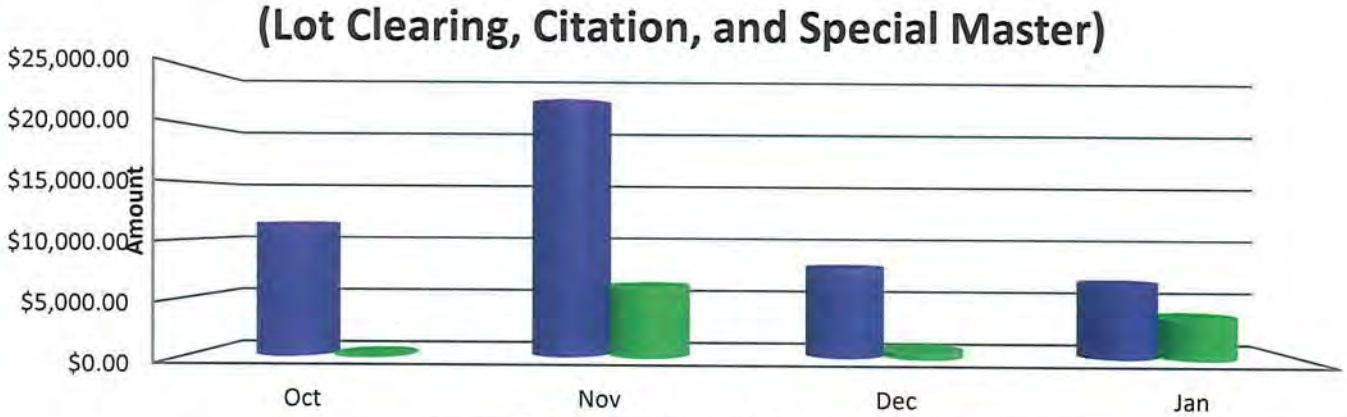



- *Operating Supplies Adopted Budget for FY 2017-2018: **$ 12, 000.00**

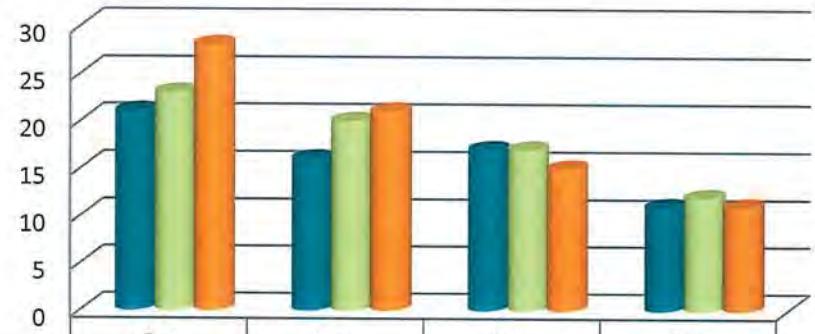



| | Oct | Nov. | Dec. | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Courtesy letters | 0 | 0 | 0 | 0 | | | | | | | | |
| Extended Permits | 0 | 0 | 0 | 0 | | | | | | | | |
| Closed Permits | 0 | 0 | 0 | 0 | | | | | | | | |

# Code Compliance Snapshot for Month of January (Fiscal Year 2017-2018)

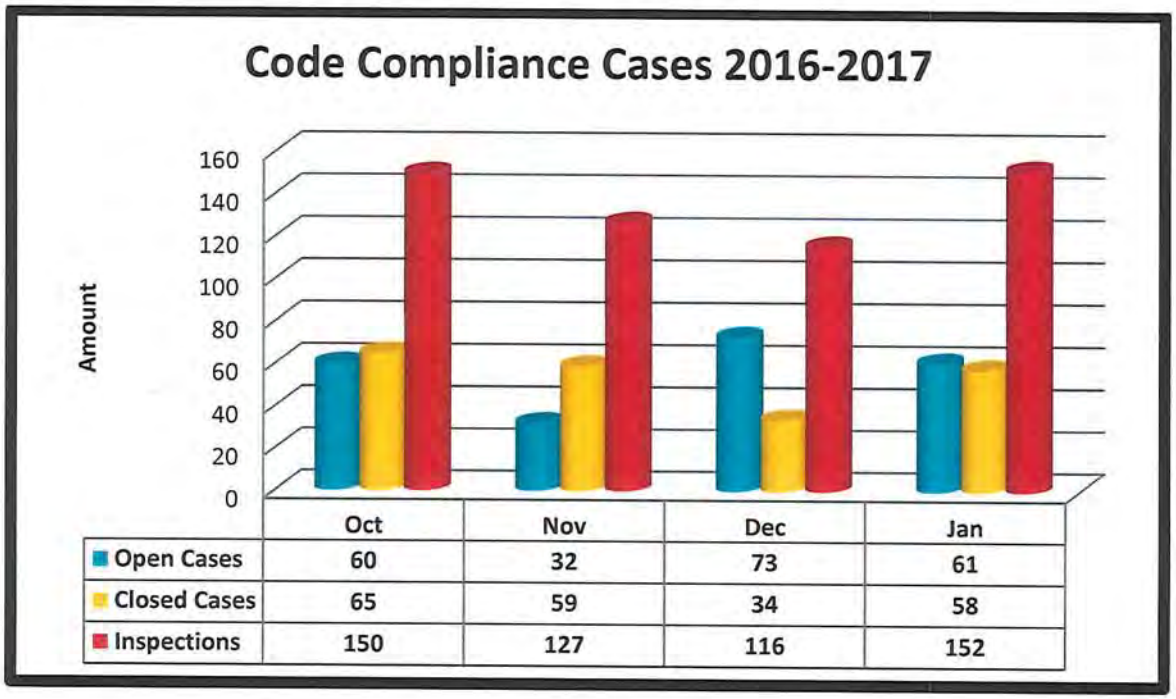



| | Oct | Nov | Dec | Jan |
|---|---|---|---|---|
| Code Violations (Including Citations and Special Master) | $11,493.88 | $22,227.13 | $7,828.13 | $6,540.00 |
| Lot Clearing | $0.00 | $5,998.02 | $500.00 | $3,501.98 |




| | Oct | Nov | Dec | Jan |
|---|---|---|---|---|
| Open Complaints | 21 | 16 | 17 | 11 |
| Closed Complaints | 23 | 20 | 17 | 12 |
| Scheduled Inspections | 28 | 21 | 15 | 11 |

# Code Compliance Snapshot for Month of January (Fiscal Year 2017-2018)




| | Oct | Nov | Dec | Jan |
|---|---|---|---|---|
| Open Cases | 60 | 32 | 73 | 61 |
| Closed Cases | 65 | 59 | 34 | 58 |
| Inspections | 150 | 127 | 116 | 152 |

Departmental Report for:
Reporting Period
December 2016

# PARKS AND RECREATION

**Department/ Division: Parks & Recreation Department**
**Reporting Period:** Jan-17

| Service Description | 1ST QTR<br>Oct 2016<br>Nov 2016<br>Dec 2016 | 2ND QTR<br>Current Month<br>Jan 2017 | Fiscal Year to Date<br>FY 2016-17 |
|---|---|---|---|
| **CORAL REEF PARK** | | | |
| **Exercise/ Recreational Classes** | | | |
| Yoga Style | 181 | 90 | 452 |
| Yoga Fusion | 27 | 33 | 87 |
| Cardio Pump | 148 | 76 | 372 |
| Dance Aerobics | 111 | 49 | 271 |
| Aerobics | 174 | 79 | 427 |
| Zumba | 42 | 38 | 122 |
| **TOTAL PARTICIPANTS** | **683** | **365** | **1,731** |
| **Afterschool Programs** | | | |
| Soccer | 28 | 14 | 70 |
| Lacrosse * | 255 | 0 | 510 |
| Discovery Lab | 55 | 6 | 116 |
| Tennis | 180 | 39 | 399 |
| I'mPossible Run Club | | 8 | 8 |
| ZANIAC | | 20 | 20 |
| WILD (Wonder, Inquire, Learn and Discover) | 112 | 66 | 290 |
| **TOTAL PARTICIPANTS** | **630** | **153** | **1,413** |

| Service Description | 1ST QTR<br>Oct 2016<br>Nov 2016<br>Dec 2016 | 2ND QTR<br>Current Month<br>Jan 2017 | Fiscal Year to Date<br>FY 2016-17 |
|---|---|---|---|
| **CORAL REEF PARK** | | | |
| **Organized Sports** | | | |
| Soccer- Palmetto Knights | 3,840 | 1,350 | 9,030 |
| Soccer - Coral Estates** | 280 | 0 | 560 |
| Soccer-Bay Lions FC | 0 | 91 | 91 |
| Soccer Golazo | 504 | 147 | 1,155 |
| Howard Palmetto Baseball | 0 | 99 | 99 |
| Football- Broncos** | 3,420 | 0 | 6,840 |
| Palmetto Baseball- Varsity | 616 | 220 | 1,452 |
| Palmetto Baseball JV | 672 | 240 | 1,584 |
| Palmetto Baseball - Freshman | 616 | 240 | 1,472 |
| Cheerleading - Broncos** | 476 | 0 | 952 |
| Tennis Camp | 108 | 101 | 317 |
| Tennis- Group Lessons/Clinics | 642 | 313 | 1,597 |
| Tennis- Private Lessons | 247 | 127 | 621 |
| Tennis Court Rentals | 2,103 | 1,005 | 5,211 |
| Racquetball Court Rentals | 94 | 50 | 238 |
| USTA Tennis (League Play) | 505 | 206 | 1,216 |
| **TOTAL PARTICIPANTS** | **14,123** | **4,189** | **32,435** |
| **Revenues Collected** | | | |
| Facility Rentals | $ 10,179.50 | $ 4,536.73 | $ 24,895.73 |
| Programming/Afterschool | $ 900.00 | $ 1,050.00 | $ 2,850.00 |
| Sports Leagues | $ 2,605.00 | $ 3,192.50 | $ 8,402.50 |
| Tennis Camp | $ 3,411.00 | $ 2,874.00 | $ 9,696.00 |
| Tennis Court Rentals | $ 9,219.25 | $ 4,275.00 | $ 22,713.50 |
| Racquetball Court Rental | $ 260.00 | $ 138.00 | $ 658.00 |
| Tennis Group Lessons | $ 15,495.00 | $ 6,795.00 | $ 37,785.00 |
| Tennis Private Lessons | $ 16,220.00 | $ 6,810.00 | $ 39,250.00 |
| Photography/ Filming | $ - | $ - | $ - |
| Concessions | $ 3,435.92 | $ 743.94 | $ 7,615.78 |
| Vending | $ - | $ - | $ - |
| CRP- Summer Camp | $ - | $ - | $ - |
| CRP-Tennis Social | $ 1,144.64 | $ - | $ 2,289.28 |
| CRP - Miscellaneous | $ 10,143.08 | $ - | $ 20,286.16 |
| **TOTAL REVENUES** | **$ 73,013.39** | **$ 30,415.17** | **$ 176,441.95** |

| Service Description | 1ST QTR<br>Oct 2016<br>Nov 2016<br>Dec 2016 | 2ND QTR<br>Current Month<br>Jan 2017 | Fiscal Year to Date<br>FY 2016-17 |
|---|---|---|---|
| **PALMETTO BAY PARK** | | | |
| **Exercise/ Recreational Classes** | | | |
| Yoga Fusion | 525 | 200 | 525 |
| Ballet at the Park | 800 | 216 | 800 |
| **TOTAL PARTICIPANTS** | **1,325** | **416** | **1,325** |
| **Organized Sports- Participants** | | | |
| i9 Sports | 804 | 210 | 804 |
| Basketball - MDI** | 80 | 0 | 80 |
| Softball Travel Ball | 3,060 | 72 | 3,060 |
| Howard Palmetto Softball | 0 | 150 | 0 |
| High School Teams | 0 | 315 | 0 |
| Softball HS League ** | 777 | 0 | 777 |
| IMG Basketball Academy | | 75 | 75 |
| **TOTAL PARTICIPANTS** | **4,721** | **822** | **4,796** |
| **Revenues Collected** | | | |
| Facility Rentals | $ 2,847.50 | $ 1,590.00 | $ 7,285.00 |
| Tournament/Field Rentals | $ 2,207.00 | $ - | $ 4,414.00 |
| Sports Leagues | $ 6,963.18 | $ 560.00 | $ 14,486.36 |
| Photography/ Filming | | $ - | $ - |
| Concessions | | $ - | $ - |
| **TOTAL REVENUES** | **$ 12,017.68** | **$ 2,150.00** | **$ 26,185.36** |

| Service Description | 1ST QTR<br>Oct 2016<br>Nov 2016<br>Dec 2016 | 2ND QTR<br>Current Month<br>Jan 2017 | Fiscal Year to Date<br>FY 2016-17 |
|---|---|---|---|
| **LUDOVICI/ EAF COMMUNITY ROOM** | | | |
| **Exercise/ Recreational Classes** | | | |
| Old Cutler Run Club | 378 | 218 | 378 |
| Drum Circle** | 40 | 0 | 40 |
| **TOTAL PARTICIPANTS** | **418** | **218** | **418** |
| **Revenues Collected** | | | |
| Facility Rentals | $ 650.00 | $ - | $ 1,300.00 |
| Programming/League Fee | $ 542.50 | $ - | $ 1,085.00 |
| Photography/ Filming | $ - | $ - | $ - |
| **TOTAL REVENUES** | **$ 1,192.50** | **$ -** | **$ 2,385.00** |
| **THALATTA ESTATE** | | | |
| **Exercise/ Recreational Classes** | | | |
| Yoga by the Bay | 107 | 51 | 107 |
| Kayak Adventure ** | 0 | 0 | 0 |
| Gardening Workshop** | 0 | 0 | 0 |
| Bird Watching Workshop** | 0 | 0 | 0 |
| **TOTAL PARTICIPANTS** | **107** | **51** | **107** |
| **Revenues Collected** | | | |
| Facility Rentals | $ 72,251.02 | $ 27,499.13 | $ 172,001.17 |
| Programming | $ - | $ - | $ - |
| Photography/ Filming | $ 1,520.00 | $ 160.00 | $ 3,200.00 |
| **TOTAL REVENUES** | **$ 73,771.02** | **$ 27,659.13** | **$ 175,201.17** |
| **SPONSORSHIPS** | | | |
| **TOTAL SPONSORS** | $ 2,500.00 | $ 2,700.00 | **$ 7,700.00** |
| **TOTAL SPONSORSHIP VALUE ($)** | **$ 2,500.00** | **$ 2,700.00** | **$ 7,700.00** |

**NOTES:**

(*) No registrations.

(**) Program not offered.

**Special Events and Programs**

Get Fit Palmetto Bay 1/8/17

Arbor Day Tree Planting Ceremony 1/20/17

Saturday Living Classroom 1/28/17

Departmental Report for:
Reporting Period
December 2016

# POLICING UNIT

Village of Palmetto Bay
Departmental Monthly Report

**Department/ Division: Policing Unit**
**Reporting Period: January 2017**

| Service Description | Prior Months 1st QTR. Oct 2016-Dec 2016 | Current Month Jan-17 | Calendar Year to Date 2016-2017 |
|---|---|---|---|
| **CRIMES/ CALLS FOR SERVICE** | | | |
| Auto Theft | 11 | 3 | 3 |
| Burglary (Commercial) | 3 | 1 | 1 |
| Burglary ( Residential) | 28 | 6 | 6 |
| Burglary (Vehicle) | 47 | 20 | 20 |
| Larceny (Over) | 35 | 11 | 11 |
| Larceny (Under) | 50 | 29 | 29 |
| Vandalism | 15 | 6 | 6 |
| Robbery | 10 | 1 | 1 |
| Homicide | 0 | 0 | 0 |
| Assault | 21 | 6 | 6 |
| Aggravated Assault | 1 | 1 | 1 |
| Aggravated Battery | 0 | 2 | 2 |
| Domestic Assault/Battery | 7 | 2 | 2 |
| Sex Offense (Exposure) | 0 | 1 | 1 |
| Disturbance | 60 | 21 | 21 |
| Domestic Dispute/Disturbance | 65 | 15 | 15 |
| Missing Person | 5 | 1 | 1 |
| Suspicious Vehicle | 37 | 11 | 11 |
| Suspicious Person | 33 | 11 | 11 |
| Baker Act | 28 | 24 | 24 |
| DOA | 15 | 4 | 4 |
| Fire | 1 | 0 | 0 |
| Narcotics Investigation | 4 | 1 | 1 |
| Fraud | 2 | 0 | 0 |
| Fraud / Credit Card | 22 | 4 | 4 |
| Weapons violations | 0 | 0 | 0 |
| **TOTAL CRIMES/ CALLS FOR SERV.** | **500** | **181** | **181** |
| **TRAFFIC ENFORCEMENT** | | | |
| **Crashes** | 234 | 84 | 84 |
| **TOTAL TRAFFIC ENFORCEMENT** | **234** | **84** | **84** |

*Data Source : CAS Signal Summary Count - 109*

**NOTES:**

For the month of **January 2017**, targeted crime rate is **25%** more than same time period last year YTD.

Departmental Report for:
Reporting Period
January 2017

# FINANCE

Village of Palmetto Bay
Departmental Monthly Report

**Department/ Division: Finance**
**Reporting Period: January 2017**

| Service Description | Prior Months 1st QTR. Oct 2016 - Dec 2016 | Current Month Jan-17 | Fiscal Year to Date FY 2016-17 |
|---|---|---|---|
| **EXPENDITURES % BY DEPARTMENT/ FACILITY** | | | |
| Village Council | 20.33% | 11.15% | 31.48% |
| Village Manager | 19.87% | 9.64% | 29.51% |
| Village Clerk | 27.10% | 7.30% | 34.40% |
| Finance Dept. | 16.95% | 6.94% | 23.89% |
| Human Resources/ Comm. | 19.14% | 5.21% | 24.35% |
| Village Attorney | 11.25% | 0.00% | 11.25% |
| Planning & Zoning | 15.94% | 7.74% | 23.68% |
| General Government | 18.83% | 3.16% | 21.99% |
| Facilities Maintenance. | 18.93% | 5.74% | 24.67% |
| Policing Unit | 31.11% | 7.77% | 38.88% |
| Park Administration | 14.92% | 4.92% | 19.84% |
| Coral Reef Park | 25.22% | 6.25% | 31.47% |
| Tennis Center | 27.43% | 5.08% | 32.51% |
| Palmetto Bay Park | 19.88% | 3.00% | 22.88% |
| Perrine Wayside Park | 20.33% | 2.81% | 23.14% |
| Thalatta Estate | 18.70% | 7.12% | 25.82% |
| Ludovici Park | 21.93% | 9.54% | 31.47% |
| **Total Parks** | **20.91%** | **6.97%** | 27.88% |
| **Total Operating** | **25.75%** | **6.76%** | 32.51% |
| **Total for the Month** | **25.00%** | **8.33%** | 33.33% |
| **ALARM REGISTRATIONS** | | | |
| Alarm Calls/ Inquiries | 345 | 123 | 468 |
| Cashier Transactions | 6,988 | 2,866 | 9,854 |
| **TOTAL ITEMS** | **7,333** | **2,989** | **10,322** |
| **INVOICES** | | | |
| Invoices Processed | 1,140 | 333 | 1,473 |
| Checks Processed/ Issued | 625 | 178 | 803 |
| **TOTAL ITEMS** | **1,765** | **511** | **2,276** |

**Notes:**

- The expected norm is 8.33% per month and a total thru January of 33.3%
- Manager-There were some Temp Agency invoices paid for prior periods that represent 1.5%.
- Police-There have been five payments for Police Services, one month paid in advance. Each payment represents 4% of the total budget.

As of January 2017, the Village of Palmetto Bay is operating under budget 0.82 % of expenditures which has resulted in a period Expenditure budgetary overage of $104,776 due to Police pre payment representing 4% of budget.
The 0.82 % is calculated based on the total difference between the proportional Total Operating and the year to date Monthly Total.

Departmental Report for:
Reporting Period
January 2017

# COMMUNITY & ECONOMIC DEVELOPMENT / PLANNING & ZONING

Village of Palmetto Bay
Departmental Monthly Report

**Community & Economic Dev.-**
**Planning & Zoning Division**

**Department/ Division:**
**Reporting Period:** **January 2017**

| Service Description | 1st Qtr Oct - Dec 2016 | Current Month January | Fiscal Year to Date FY 2016-17 |
|---|---|---|---|
| PLANNING & ZONING ACTIVITY | | | |
| Comp Plan Amendments Filed | 0 | 0 | **0** |
| Land Dev. Code Amendments/ Plats | 0 | 0 | **0** |
| Variances | 0 | 0 | **0** |
| Zoning Resolutions Adopted | 5 | 2 | **7** |
| Zoning Ordinances Adopted | 2 | 1 | **3** |
| Zoning Letters Issued | 14 | 4 | **18** |
| Public Workshops/Townhall | 0 | 2 | **2** |
| Items to Zoning Hearing | 2 | 1 | **3** |
| Downtown Meeting | 26 | 10 | **36** |
| **TOTAL ITEMS** | **49** | **20** | **20** |
| BUSINESS TAX LICENSES | | | |
| Business Tax Licenses- New | 42 | 12 | 54 |
| Business Tax Licenses- Renewal | 99 | 18 | 117 |
| **TOTAL LICENSES ISSUED** | **141** | 30 | 171 |

**NOTES:**

**1.** There were a total of ten meetings related to the Downtown Urban Village (DUV) area.

**2.** During the month of January, a total of 5 Special Event Permits were received which were: Food Truck Fridays, Holiday Carnival, Sparkler Sale, Palmetto Bay Get Fit Event, and Fund Raiser for Missions Trip.

Departmental Report for:
Reporting Period
January 2017

# PUBLIC SERVICES / FACILITIES MAINTENANCE DIVISION

Village of Palmetto Bay
Departmental Monthly Report

**Department/ Division: Public Services/Facilities Maint. Division**
**Reporting Period: January, 2017**

| Service Description | 1 QTR. Oct 2016 - Dec 2016 | Current Month Jan-17 | Fiscal Year to Date FY 2016-17 |
|---|---|---|---|
| **BUILDING AND FACILITIES MAINTENANCE** | | | |
| Open Work Orders | 22 | 0 | 22 |
| Closed Work Orders | 55 | 27 | 82 |
| Equipment failures | 17 | 5 | 22 |
| Equipment Repair and Maintenance | 18 | 5 | 23 |
| Meetings/Training Attended | 3 | 3 | 6 |
| **TOTAL BUILDING MAINT.** | **115** | **40** | **155** |
| **LANDSCAPE MAINTENANCE** | | | |
| Mowing Cycles- In-House | 12 | 6 | 18 |
| Mowing Cyles- Outsourced | 8 | 4 | 12 |
| Tree Trimming, Removal and Planting | 4 | 3 | 7 |
| Pesticide and Herbicide Spraying | 8 | 4 | 12 |
| Debris Removal | 4 | 1 | 5 |
| Equipment Repair and Maintenance | 14 | 6 | 20 |
| **TOTAL LANDSCAPE MAINT.** | **50** | **24** | **74** |

- **Completed Projects (January 2017):**
- Installed bike rake at CRP
- Upgraded the A/C at Ludovici
- Continued in-house repair of PBP Ball Fields
- Continued Implementing Playground Upgrades at PBP
- Hired a PT Maintenance Tech position

Departmental Report for:
Reporting Period
January 2017

# TRANSPORTATION / TRANSIT DIVISION

Village of Palmetto Bay
Departmental Monthly Report

**Department/ Division: Public Services/Transportation and Transit Division**
**Reporting Period: January 2017**

| Service Description | Prior Months 1st QTR. Oct 2016 - Dec 2016 | Current Month Jan-17 | Fiscal Year to Date FY 2016-17 |
|---|---|---|---|
| **I-BUS RIDERSHIP** | | | |
| Route A- morning | 23 | 7 | **30** |
| Route B- morning | 758 | 239 | **997** |
| Route A- afternoon/evening | 39 | 5 | **44** |
| Route B- afternoon/evening | 575 | 227 | **802** |
| **TOTAL RIDERSHIP** | **1395** | **478** | **1,873** |
| Customer Service Calls | 8 | 8 | **16** |
| Vehicle Maintenance | $385.50 | $905.46 | **$1,290.96** |
| Vehicle Fueling | $1,824.51 | $603.57 | **$2,428.08** |

Received 2- new buses

Evaluation of sidewalks and ADA accessibility at Bus Stops ongoing

Attended Transit Summit

Development of New Route along busway and SW 184th ST

Amentities at bus stops under evaluation

Departmental Report for:
Reporting Period
January 2017

# PUBLIC SERVICES / PUBLIC WORKS DIVISION

Village of Palmetto Bay
Departmental Monthly Report

**Department/ Division: Public Services**
**Reporting Period: January, 2017**

| Service Description | Prior Months 1st QTR. Oct 2016 - Dec 2016 | Current Month Jan-17 | Fiscal Year to Date FY 2016-17 |
|---|---|---|---|
| **STREET AND ROW MAINTENANCE** | | | |
| Signs Repaired/ Installed | 11 | 3 | 14 |
| Graffitti Removal | 2 | 0 | 2 |
| Street Clearing/ Repairs | 2 | 1 | 3 |
| Pothole/ Shoulder Repairs | 9 | 0 | 9 |
| Tree/Shrub Trimming, Removal, Install. | 23 | 13 | 36 |
| Swale Repairs | 0 | 0 | 0 |
| Debris/ Trash Removal (Tons) | 25.15 | 5.68 | 30.83 |
| Complaints Reported to MDC | 12 | 9 | 21 |
| **TOTAL STREET & ROW MAINT.** | **84.15** | **31.68** | 115.83 |
| **STREET AND ROW INSTALLATION** | | | |
| Sidewalks (linear ft.) | 0 | 0 | 0 |
| Paving (linear ft.) | 0 | 0 | 0 |
| **TOTAL STREET & ROW INST.** | **0** | **0** | 0 |
| **STORMWATER** | | | |
| Drain Cleaning/ Repairs (inlet tops) | 5 | 0 | 5 |
| Canal Cleaning/ Clearing | 0 | 0 | 0 |
| Flooding Investigations & Resolutions | 1 | 0 | 1 |
| Complaints Reported to MDC | 0 | 0 | 0 |
| **TOTAL STORMWATER ACTIVITIES** | **6** | **0** | 6 |
| **INSPECTIONS** | | | |
| Sidewalks/ Driveways | 13 | 28 | 41 |
| Paving/ Drainage | 0 | 0 | 0 |
| Parking/ Swales | 0 | 0 | 0 |
| Trees & Landscaping | 23 | 13 | 36 |
| **TOTAL INSPECTIONS** | **36** | **41** | 77 |

| Service Description | Village of Palmetto Bay Departmental Monthly Report<br>Prior Month<br>1st QTR.<br>Oct 2016 - Dec 2016 | Current Month<br>Jan-17 | Fiscal Year to Date FY 2016-17 |
|---|---|---|---|
| **PERMITS** | | | |
| Commercial Property | 3 | 0 | 3 |
| Sidewalk/ Driveway | 28 | 16 | 44 |
| WASA/ Water Main | 6 | 3 | 9 |
| Cable TV | 2 | 0 | 2 |
| FPL | 7 | 0 | 7 |
| Curb/ Gutter | 0 | 0 | 0 |
| Paving/ Drainage/ Sewer | 0 | 0 | 0 |
| Trees & Landscaping | 0 | 0 | 0 |
| Fences/ Columns | 0 | 0 | 0 |
| Parking/ Swales | 0 | 0 | 0 |
| Special Events | 0 | 0 | 0 |
| Temporary Road Closure | 4 | 0 | 4 |
| Zoning (Site Plan Review) | 2 | 2 | 4 |
| New Construction | 3 | 2 | 5 |
| **TOTAL PERMITS** | **55** | **23** | 78 |

**Completed Projects January, 2017:**

- 6 - Permanent Speed Tables installed including striping and signage
- Attended pre-bid meeting for Franjo Road Project
- Attended LAP Certification Workshop
- Installed 3 temporary tables in on Farner Road
- Council approved Resolution for redirection of traffic on SW 83rd AV and SW 165th Terrace
- Three (3) new temporary speed hump applications received
- County commenced pilot project on Old Cutler and SW 136th ST
- Installed replacement landscape at monuments and chicanes
- Commenced installation of replacement solar lights near traffic calming devices
- Attended a Bike Lane meeting at Howard Drive
- Received 2- new buses
- Participated in Arbor Day Event with planting of tree at PBP
- Staff attended MLK Breakfast
- Removed pilot project at the intersection of SW 180th ST and SW 94th AV
- SRTS design for Coral Reef and Perrine Elementary Workshop pending scheduling

**In-Process**

- Continue to implement Permanent Traffic Calming Devices
- Continued review of traffic calming data for future traffic calming projects