



Village of Palmetto Bay
MEMORANDUM

To: Honorable Mayor and Village Council

Date: April 4, 2016

From: Edward Silva, Village Manager

Re: Monthly Status Report for
Reporting Period February 2016

Attached is the monthly status report for February 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 April 2016.
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. Recap of Accomplishments: this section contains a recap of Village accomplishments from April 1, 2015 through April 1, 2016. This has been a very productive year due to the ongoing increased services, grants obtained, and goals accomplished including the expansion of parks and the downtown project. These accomplishments were not possible without the leadership of the Village Council.
7. 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.

**MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1**

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

Organizational/Budgetary Items

Tasks Completed

- Implementation of the Petition for Light Rail Transit
- Met with Miami-Dade County Transit on the matter of Light Rail Transit
- Secured green space at Palmetto Bay Village Center
- Attended Dade Days 2016 – Tallahassee, FL
- Initiated trenching job for Coral Reef Park Trails
- Executed Agreement with RICOH USA, Inc., for two multifunction photocopiers
- Implemented the repeal of mosquito infestation
- Entered into Agreement to establish a public educational facility at 7350 SW 162nd Street
- Entered into Agreement with R.J. Behar for infrastructure improvements for design services for safe routes to school near Coral Reef Elementary and Perrine Elementary School
- Removed all dead trees from Village’s dog park
- Repaired leaking sink at Thalatta Estate kitchen
- Lights at the Coral Reef Park concessions were repaired
- Lights at the entrance of Thalatta Estate were repaired

Tasks In Progress

- Facilitating Strategic Plan development process
- Initiate quarterly meetings with School Board
- Seek Green City designation and review associated costs
- Facilitate the site acquisition for county fire station in the Village’s south area
- Update Coral Reef Park Master Plan
- Update Perrine Wayside Dog Park Master Plan
- Update Palmetto Bay Park Master Plan
- Revise parking code for commercial entities
- 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
- Audit underway
- Request for proposal of Geographic Information System
- Request for proposal for lawn maintenance services for mow and go program

**MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1**

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

Community Focus/ Special Events

Tasks Completed

- Launched and completed Camping in the Park and Movie Night at Coral Reef Park
- Launched and completed Open Mic Night at Ludovici Park
- Launched and completed the Tandem Theater Project at Ludovici Park
- Finalized the logistics for the Annual Picnic Celebration and Bike Ride with the Mayor
- Finalized the logistics of the St. Patrick's Day Festival
- Finalized the logistics of the Much Ado About Nothing Shakespeare Event
- Finalized the logistics of the Bike to Work Day, Responsible Gardening Workshop, Tennis Date Night, Tennis Spring Break Camp, Everglades Adventure Tour, and Yoga by the Bay sessions
- Finalized the logistics of the Florida Rock Stars Food and Music Festival at Ludovici Park

Tasks In Progress

- Establish Farmer's Market at Coral Reef Park
- Initiate implementation of Earth Week Series
- Initiate implementation of Palmetto Bay Comedy Festival
- Initiate implementation of Bike-B-Que Rodeo
- Continue launching Community Workshops for Healthy Living and Senior Adults
- Launch quarterly Palmetto Bay wrap publication on upcoming news on the village
- Redesign and launch new Village website
- Launch web based citizens engagement module
- Launch a Palmetto Bay app for smartphones
- Provide benchmarks on resolutions and ordinances on web page
- Add educational literature component to traffic/pedestrian/bike safety programs



MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1

Office of the Village Manager Operations
Reporting Period: February 2016

February 2016 Special Events



**MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1**

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

Traffic/ Transit/ Mobility

Tasks Completed

- Completed and continued the installation of temporary speed humps
- Completed and continued inspections for compliance with ADA bus stops/sidewalks

Tasks In Progress

- Update master plan for bicycle lanes
- Coordinate a tri-city grant request for bicycle lanes
- Establish an “uber” service model for I-bus
- Begin software application for Ibus

Capital Projects

Tasks Completed

- Began design services for infrastructure improvements safe routes to school at Coral Reel Elementary and Perrine Elementary School
- Completed and performed in-house repair work for septic tank located at Thalatta Estate
- Completed and performed in-house repair work for irrigation system located at Coral Reef Park
- Completed trenching for installation of paved walking trail at Coral Reef Park
- Installation of solar lights located on 162nd Street and 82nd Avenue
- Installation of No Right Turn signs located on SW 87th Avenue
- Commenced the US-1 landscaping project
- Commenced design of two drainage projects
- Ordered new public services truck
- Cleaned and planted landscape at Coral Reef Park

Tasks In-Progress

- Coral Reef Park new rubberized trail construction
- Coral Reef Park new bathroom/storage facility
- Unsolicited proposal for parking improvements in palmetto bay
- Invitation to Bid for two 21-passenger shuttle buses
- Discussion for playground equipment at Palmetto Bay Park

**MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1**

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

Summary of Email Requests	
Nature of Request	Requesting Party
• Inquiry on temporary speed humps	Resident
• Palmetto Bay transit inquiry	R. Jackson
• Phone conference request	S. Kowlessar
• Information on signs in public right of way	A. White
• Veteran's Park Committee inquiry	P. Amato
• Question on Palmetto Senior High Special Olympics	O. Cadaval
• Question on LED lighting for fields at Palmetto Bay Park	F. Carmona
• Question on Blue Starlite movie experience	J. Frank
• Inquiry on community meetings for strategic plan	O. Cadaval
• Question on sign for meditation garden	F. Carmona
• Information on Voices for Cerebral Palsy flyer	K. Cunningham
• Veteran's Park Committee inquiry	E. Flinn
• Information on legislative budget update	R. Brown
• Question on Howard Drive Elementary traffic	K. Cunningham
• Inquiry on restroom building at Coral Reef Park	Resident
• Information on ISD properties	M. Levrant
• Information on ISD properties	S. McCrackine
• Inquiry on Howard Drive Elementary	K. Cunningham
• Phone conference request	R. Morgan
• Inquiry on strategic plan framework	T. Schaffer
• Inquiry on traffic meeting on 174 ST & Old Cutler Road	L. Siegel Lara
• Committee appointments update	L. Siegel Lara
• Committee appointments update	C. Patterson
• Phone conference request	R. Snyder
• Village picnic inquiry	T. Schaffer
• Village baseball games inquiry	K. Cunningham
• Pour in place rubberized trails inquiry	T. Reyes
• Pour in place rubberized trails inquiry	E. Flinn
• Dental Cobra Administrator inquiry	K. Cunningham
• Blue Starlite movie experience question	J. Frank
• Inquiry on bike lanes located on SW 136 ST	Y. Galano
• Complaint on traffic located on SW 176 ST	Resident
• Inquiry on potholes located on 168 ST & 79 AVE	K. Cunningham
• Inquiry on resident complaint regarding Comcast	K. Cunningham
• Complaint on traffic located on SW 176 ST	Resident

MONTHLY REPORT TO VILLAGE COUNCIL

SECTION 1

Office of the Village Manager Operations

Reporting Period: February 2016

- | | |
|---|----------------|
| • Question on summer camp | F. Carmona |
| • Phone conference request | S. Kowlessar |
| • Update on open investigative case | G. Serralta |
| • Meeting request | L. Siegel Lara |
| • Communications inquiry | L. Siegel Lara |
| • Update on FPL rates | C. Patterson |
| • Miami Dade Solid Waste update | V. Bencomo |
| • Veteran's Park Committee inquiry | P. Amato |
| • Trustee Committee Meeting | E. Flinn |
| • Complaint on speeding on SW 176 ST | Resident |
| • Meeting request | N. Hernandez |
| • Update on ibus report | O. Cadaval |
| • Inquiry on light rail transit | J. DuBois |
| • Inquiry on polystyrene products | K. Cunningham |
| • Inquiry on ballpark maintenance | T. Schaffer |
| • Update on camping in the park | S. Paez |
| • Information on Cutler Bay Lease Agreement | C. Patterson |
| • Inquiry on posted citations | J. DuBois |
| • Information on FIU and Deering Estate Partnership | P. Ortiz |
| • Update on service rate observations from Service Committee | L. Siegel Lara |
| • Tennis court fees inquiry | L. Siegel Lara |
| • Fitness initiative inquiry | E. Flinn |
| • Question on audit questionnaire | D. Chin |
| • Parks and Recreation inquiry | F. Carmona |
| • Inquiry on FIU and Deering Estate Partnership | K. Cunningham |
| • Information on FIU and Deering Estate Partnership | P. Ortiz |
| • Lighting on Old Cutler Road Path update | C. Patterson |
| • Transportation Committee update | J. Corradino |
| • Quarterly report update | O. Cadaval |
| • Village picnic question | T. Schaffer |
| • Inquiry on tree barriers for Coral Reef Park | L. Pittser |
| • Strategic plan community meeting inquiry | O. Cadaval |
| • Update on Zika Virus | Y. Alvarez |
| • Phone conference request | W. Rosen |
| • Question on So. FL Water Management District boat regulations | L. Siegel Lara |
| • Update on FIU development of programs | J. Jacques |

**MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1**

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

- | | |
|--|----------------|
| • Park expense inquiry | E. Flinn |
| • Building department update | W. Maltby |
| • Permit fees update | L. Pittser |
| • Florida pavement systems update | L. Dominguez |
| • Inquiry on installation of no right turn signs | Resident |
| • MDCLC 62 nd Annual Gala inquiry | K. Cunningham |
| • Meeting request | K. Cunningham |
| • Light rail transit question | O. Cadaval |
| • No right turn signs question | L. Siegel Lara |
| • Phone conference request | C. Pizarro |
| • Coral Reef Park walking track root barrier installation update | D. Casals |
| • Coral Gables Emergency Mosquito Ordinance update | R. Casals |
| • School Assessment Threat update | G. Serralta |
| • FPL site inquiry | C. Knight |
| • Coral Gables Emergency Mosquito Ordinance update | C. Swanson |
| • Transportation infrastructure system inquiry | E. Flinn |
| • Phone conference request | K. Cunningham |
| • Question on strategic plan | K. Cunningham |
| • Inquiry on no right turn signs | E. Flinn |
| • Public records request inquiry | D. Singer |
| • Legislative report update | R. Brown |
| • FPL site inquiry | C. Knight |
| • Burma Reed at Coral Reef Park inquiry | K. Cunningham |
| • Blue Starlite mini urban drive-in inquiry | L. Siegel Lara |
| • Blue Starlite mini urban drive-in inquiry | K. Cunningham |
| • Blue Starlite mini urban drive-in inquiry | E. Flinn |
| • FPL site question | C. Knight |
| • Coral Reef Park inquiry | K. Cunningham |
| • Inquiry on Zika Virus and illegal dumping | K. Cunningham |
| • Meeting request | K. Cunningham |
| • Phone conference request | B. Andrews |
| • Emergency mosquito Ordinance update | C. Swanson |
| • Phone conference request | K. Cunningham |
| • Update on crosswalk signal | C. Patterson |
| • Strategic plan update | J. Novak |

**MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 3**

Monthly Calendar of Park Events- April 2016



PARKS & RECREATION

Special Events & Programs		
Saturday, April 2	Relay for Life Evelyn Greer Park – 8200 SW 124 Street 12:00pm For more information visit http://www.RelayForLife.org/PIncrestFL	
Sunday, April 3 & April 10	*Yoga by the Bay Thalatta Estate 9:30am-11:00am Visit www.palmettobay-fl.gov for Registration Information	
Friday, April 15	Palmetto Bay Comedy Festival Ludovici Park 8:00pm-10:30pm For tickets and more information visit www.palmettobaycomedyfest.com	
Sunday, April 17 Earth Week Series of Events Begins	*Bird Walk Workshop Thalatta Estate 8:00am – 10:00am FREE – Visit www.palmettobay-fl.gov for Registration Information	
Monday, April 18 – Wednesday, April 20	Lady Bug Releases at 9 Area Schools Various Locations and Times For more information visit www.palmettobay-fl.gov	
Wednesday, April 20	Tree Planting and Earth Week Poster Contest Location and Time TBD Deadline is Friday, April 8 th at 12:00pm Visit www.palmettobay-fl.gov for contest rules and more information	
Thursday, April 21	*Going Green @ Your Library Palmetto Bay Branch Library 12:30pm – 1:30pm Space is limited Register online before April 15 th at www.palmettobay-fl.gov	
Friday, April 22	Earth Week Movie Night: The Good Dinosaur Coral Reef Park 8:00pm – 10:30pm Visit www.palmettobay-fl.gov for more information	
Saturday, April 23	Tree Giveaway – Shade Palmetto Bay Ludovici Park 8:00am – 11:00am Visit www.palmettobay-fl.gov for more information	
	*Bike-B-Que and Bike Rodeo Ludovici Park 11:00am – 3:00pm Register online before April 21 st at www.palmettobay-fl.gov	
Sunday, April 24 Earth Week Series of Events Ends	Floating for Flotsam Coral Reef Park & Thalatta Estate 8:00am – 11:30am FREE - Visit www.naturepostings.com or email naturepostings@gmail.com for Registration Information and Reservations	
	*Paddle Adventure Thalatta Estate 9:00am FREE – Visit www.palmettobay-fl.gov for Registration Information	
Thursday, April 28	*Community Workshops for Healthy Living: Art of Aging Edward and Arlene Feller Community Room at Ludovici Park 11:00am – 1:00pm FREE - Visit www.palmettobay-fl.gov for Registration Information	
Friday, April 29	*Scavenger Hunt: The Plundering of Palmetto Bay! Thalatta Estate 7:00pm – 10:00pm \$35.00 – Visit www.palmettobay-fl.gov for more information and to purchase tickets	
Saturday, April 30	Drive-In Movie Night (Movie TBA) Village Hall 8:00pm-10:30pm Purchase tickets at www.miamiurbandrivelin.com	

Save the Date

Painting with a Twist
 Mother's Day Theme
 Thalatta Estate
 May 6, 2016

Save the Date

Responsible Gardening
 Workshop
 Thalatta Estate
 May 11, 2016

Save the Date

Village of Palmetto Bay
 Ghost Tour
 Thalatta Estate
 May 13, 2016

Save the Date

Community Garage Sale
 Coral Reef Park
 May 14, 2016

START NOW

***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

Palmetto Bay Park Recreational Programs	
MDI Basketball	Mondays – Fridays 6:00pm-9:00pm
South Florida Club Sport Co-Ed Kickball	Fridays 7:00pm-9:00pm
Howard Palmetto Softball	Mondays – Fridays 6:00pm-9:30pm, Saturdays 9:00am-3:00pm
Ballet at the Park	Mondays 3:00pm-7:00pm Tuesdays & Thursdays 4:00pm-7:30pm Wednesdays 4:00pm-7:00pm
I9 Sports – Flag Football/Soccer/T-Ball	Saturdays (Beginning April 9) 9:00am-1:00pm
Friday, April 1	Softball – LaSalle vs Hollywood Christian 6:00pm
Sunday, April 3	Softball – StingRay Tournament: Games Begin at 8:30am
Tuesday, April 5	Softball – GMAC Tournament 4:00pm-9:00pm
Wednesday, April 6	Softball – GMAC Tournament 7:00pm
Tuesday, April 12	Softball – Westminster Christian vs Gulliver 7:00pm
	Softball – District Playoffs TBD

Coral Reef Park Recreational Programs	
Mondays – Fridays	Tennis Lessons – 8:00am-12:00pm & 3:00pm-9:00pm
Mondays, Wednesdays, Fridays	Palmetto Bay Soccer – Practice 3:30pm-6:30pm
Mondays – Thursdays	Palmetto FC Soccer – 4:00pm-5:30pm
Mondays & Wednesdays	Coral Estates Soccer – 5:00pm-6:30pm
Fridays	Palmetto Bay Soccer – Games 4:00pm-7:00pm (Beginning April 8)
Saturdays	Palmetto Bay Soccer – Games 8:00am-2:00pm (Beginning April 9)
Saturday, April 2	Football – Palmetto Bay Broncos Registration 12:00pm-3:00pm JV Baseball – Palmetto High School vs South Dade 10:00am & 12:00pm
Thursday, April 7	Varsity Baseball – Palmetto High School vs. Somerset 3:30pm
Saturday, April 9	JV Baseball – Palmetto High School vs. Miami High 10:00am & 12:00pm
Saturday, April 16	JV Baseball – Palmetto High School vs. Ferguson 10:00am & 12:00pm

After School Programs at Coral Reef Park	
Mondays	Soccer 2:30pm-3:30pm
Wednesdays	Tennis 2:30pm-3:30pm
Thursdays	Lacrosse 4:15pm-5:15pm
Fridays	Nature Postings 3:30pm-5:30pm

Community Exercise Programs	
Baptist Health	
Mondays	Stretch & Relaxation at Coral Reef Park 9:30am-10:30am
Tuesdays	Cardio Pump at Coral Reef Park 11:00am-12:00pm Trim & Fit at Coral Reef Park 12:00pm-1:00pm
Wednesdays	Yoga Pilates Fusion at Coral Reef Park 9:00am-10:00am Stretch & Relaxation at Palmetto Bay Park 9:30am-11:00am Zumba Gold at Coral Reef Park 10:00am-11:00am
Thursdays	Dance Aerobics at Coral Reef Park 11:00am-12:00pm Trim & Fit at Coral Reef Park 12:00pm-1:00pm
Fridays	Stretch & Relaxation at Palmetto Bay Park 9:30am-11:00am

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