Village of Palmetto Bay
MEMORANDUM

To:	Honorable Mayor and Village Council	Date:	March 7, 2016
From:	Edward Silva, Village Manager	Re:	Monthly Status Report for Reporting Period January 2016

Attached is the monthly status report for January 2016. In addition, below is a summary of the items that staff is currently pursuing. We will continue to report on the status of each item as new information becomes available, until such time when the item has been resolved and/or closed. The attached report and below summary is to provide the Village Council updated on operational matters to the extent allowed by law and time. Recognizing the fact that unexpected items are always a possibility, we will nevertheless make our greatest effort to ensure the timely distribution of information to the Village Council.

Potential Partnerships/ Joint Use:

1. Joint venture with Old Cutler Presbyterian Church to establish a teen center within available indoor space at the OCPC campus.
2. Discussion with Palmetto Bay Village Center to use the free-standing building, known as Building "C", for senior programming.
3. Potential join venture with Pinecrest, Cutler Bay and Miami-Dade County to add bicycle lanes on SW 136 Street from Old Cutler Road to US 1 and SW 184th Street from Old Cutler Road to Franjo Rd.

Potential Acquisitions:

1. Discussion with the Trust for Public Land for the possible acquisition of "Birch" property (immediately North of Ludovici Park) to expand Ludovici Park; monitoring funding for Florida Communities Trust program at the state level.
2. Possible acquisition of 10-acre open area from Miami-Dade County to convert to a passive park.
3. Downtown.
4. First 2 projects are in the planning process and may come before the Council in May; many more will be forthcoming in the coming months.

General:

1. Coral Gables has agreed to rescind the portion of the mosquito control ordinance that impacted Village residents.
2. Enclosed document concerning FPL site shows a very preliminary plan from Miami-Dade County Parks & Recreation for a trailer marina. One Coral Gables commissioner has indicated that the City wants to discuss converting the site to a regional park.

3. Miami-Dade County has indicated that Chapman Field will not be rebuilt to its former state.
4. As of today, we are in a Cone of Silence with regard to an unsolicited proposal for the Downtown Project Multimodal Center and on the Bathroom Facility at Coral Reef Park.
5. Village Administration is exploring the possibility of establishing an Ordinance that provides specific guidelines for the location of charter schools with the goal to lessen traffic issues in the Village.

Department Highlights:

Village Manager

The Village Manager's office has given personnel to the Parks and Recreation Department and Public Services Department. Personnel have assisted these departments with creating documents, posters, and advertising material which in turn has reduced the costs of several functions for the Village. The Manager's Office has also assisted in the planning of special events and the preliminary visioning sessions for park enhancements and public service infrastructure improvements. A transfer of 45 acres to the park system has been requested while actively seeking 10 acres for a passive park on SW 168th Street. The Village is in the transition of acquiring the Burch property while maintaining engagement with the Fire Department on a South Station site and working with the schoolboard on a joint use of facilities. In addition, we are actively looking at joint use of facilities with Old Cutler Presbyterian Church and Christ Fellowship. Along with the Village Council, we are leading and building a coalition to begin the discussion of light rail and bike lanes for the Village of Palmetto Bay. The Village Manager's office continues to ensure that all residents have a voice and that they are heard.

Finance

The Finance Department completed its audit and is currently awaiting the results from the audit. In an effort to promote transparency, the Department created a system to track expenses. The Department also recently completed the refinance of the library bond saving the Village a substantial amount of money.

Policing

A reduction of crime occurred during the beginning of 2016. The Policing Department has proposed a crime prevention unit and has asked for one additional Police Officer to alleviate many police related functions. Traffic enforcement procedures continue to be implemented throughout the Village and the Department continues to be a valuable resource for all of our special events.

Planning and Zoning

The Planning and Zoning Department continues to gather developer inquires on the Downtown project. The U-Gas station located on SW 144th Street and US-1 has been demolished to be replaced by a TD Bank site. Planning and Zoning staff is implementing methods to relieve traffic from schools based on distance separation.

Public Services

The Public Services Department performed the trenching for the electrical circuit for the scoreboard installed at Coral Reef Park resulting in an overall cost saving of over $12,000. Other in-house work performed by Department resulting in cost savings include: installation of speed humps in new locations throughout the Village; installation of trees on walkway at Coral Reef Park; maintenance and cleanup functions at Coral Reef Park for the execution of the annual picnic at Coral Reef Park.

Parks & Recreation

Throughout the month of January, the Parks and Recreation Department prepared for major Village events such as the 14th Annual Village Picnic. The Department also held the Shakespeare in the park series while implementing and preparing for the Village's 1st Annual St. Patrick's Day Festival. During the upcoming month, the Department will shift towards Earth week and the 4th of July celebration event. The Village's parks programming is growing rapidly and staff are beginning to work during Sunday leagues. Preliminary discussions have been held for senior and teen programming. The Department is eager to acquire the Palmetto Bay Village Center tract and start the design of the Veteran's Park site.

Building and Permitting

Revenues and work load are continuing to increase but staff has handled the increased work load. The community rating score is fourth coming. FEMA has reviewed all the technical information and has cleared all potential issues favorably.

Human Resources and Communications

The Human Resources Department diligently continues to find qualified personnel in an effort to fill some of the numerous job openings. Grants, which are also a function of this Department, include the administration of two existing grants and several others that are pending notification. Communications continue to expand its Press Releases in an effort to create bridges with the media, add quarterly publications, and revamp the Village's - Week in Review progress. Communications is always eagerly seeking ideas on how our residents get the information about what we do as a local government.

MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1

Office of the Village Manager Operations
Reporting Period: January 2016

Organizational/ Budgetary Items

Tasks Completed

- Revised Parking Code Ordinance
- Started the implementation of the Petition for Light Rail Transit
- Reached potential agreement for Teen Center
- Met with Miami-Dade County Schoolboard officials on the matter of school traffic at Perrine Elementary
- Finalized the Arts & Craft Festival
- Finalized the St. Patrick's Day Festival
- Executed Agreement with CivicPlus for web-page project
- Installed scoreboard at Coral Reef Park

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
- Secure additional green space by obtaining sensitive lands at Palmetto Bay Village Center
- Update Coral Reef Park Master Plan
- Update Perrine Wayside Dog Park Master Plan
- Update Palmetto Bay Park Master Plan
- 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

MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1

Office of the Village Manager Operations
Reporting Period: January 2016

Community Focus/ Special Events
Tasks Completed
• Launched and completed the Get Fit Palmetto Bay Kick-Off Event at Coral Reef Park
• Launched and completed the Arbor Day Tree Planting Ceremony at Palmetto Bay Park
• Launched and completed the Drive-in Movie Night at Village Hall
• Launched the Palmetto Bay Quarterly Magazine
• Baseball season begun at Village parks
• Begun Orchid initiative
Tasks In Progress
• Establish Farmer's Market at Coral Reef Park • 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: January 2016

Traffic/ Transit/ Mobility

Tasks Completed

- Completed/continued Phase II of temporary speed humps
- Began US-1 beautification initiative
- Held neighborhood traffic workshop for Palmer Trinity area
- Began commercial sidewalk installations
- Began talks for Teen Center at Old Cutler Presbyterian Church
- Finalized agreement for use of busway from County for I-Bus (pending second reading)

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

- Scoreboard at Coral Reef Park
- Coral Reef Park asphalt trail repairs

Tasks In-Progress

- Coral Reef Park new rubberized trail construction
- Coral Reef Park new bathroom/storage facility
- Cleaned/mulched/planted landscape at Coral Reef Park

MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1

Office of the Village Manager Operations
Reporting Period: January 2016

Summary of Email Requests	
Nature of Request	**Requesting Party**
• Inquiry on temporary speed humps	Resident
• Inquiry on temporary speed humps	Resident
• Inquiry on temporary speed humps	J. DuBois
• Information on light rail support letter	E. Flinn
• Inquiry on park user fees	K. Cunningham
• Inquiry on high school park clean up partnership	K. Cunningham
• Inquiry on Jan/Feb 2016 newsletter	K. Cunningham
• Information on USDA Community Day	E. Flinn
• Question on Palmetto Bay transit	C. Olsen
• Information on Palmetto Bay transit	H. Feder
• Meeting request regarding PTP funds	C. Scurr
• Inquiry on Thalatta rental	B. Hermann
• Information on traffic calming workshop	C. Patterson
• Information on Tuscany Estates HOA meeting	G. Serralta
• Information on PTP funds strategy	R. Casals
• Inquiry on landscaping on 176th ST	Resident
• Information on South Dade Mayors Transportation meeting	E. Flinn
• Information on Palmetto Bay Economic Development	O. Cadaval
• Information on Perrine Elementary safe routes to school	C. Patterson
• Information on Board of County Commissioners Proclamation	G. Serralta
• Inquiry on Howard Palmetto Softball	B. Barlow
• Inquiry on employee survey	J. Novak
• Inquiry on crime watch break-ins (146th ST)	K. Cunningham
• Inquiry on crime watch break-ins (146th ST)	E. Flinn
• Information on active shooter response training	S. Israel
• Update on FL Green Building Coalition Certificate	L. Dominguez
• Information on CivicPlus Application samples	O. Cadaval
• Update on MLK Celebration schedule of events	C. Patterson
• Update regarding rubberized trails at Coral Reef Park	E. Flinn
• Information on European bike transportation efforts	E. Flinn
• Information regarding logo for wellness challenge	O. Cadaval
• Complaint regarding filming on Old Cutler Road	Resident
• Update on CRS ratings	C. Patterson

MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1

Office of the Village Manager Operations
Reporting Period: January 2016

• Information on tree management plan	C. Patterson
• Inquiry on sidewalk improvements	C. Patterson
• Update on special events	F. Carmona
• Update on proposed park fees	F. Carmona
• Inquiry on senior workshops	K. Cunningham
• Question related to Miami Dade County League of Cities	K. Cunningham
• Question related to Coral Reef Park concerns	K. Cunningham
• Update on Coral Reef Elementary administration	E. Watts
• Inquiry on Palmetto Bay Partnership	P. England
• Flood Mitigation Plan information	E. Flinn
• Coral stone wall located at SW 152nd ST complaint	Resident
• Update on resolution allowing municipal circulators on busway	S. McCrackine
• Chandelier lighting questions	W. Maltby
• Coral Reef Park question	B. Adler
• Meeting request inquiry	K. Cunningham
• Palmetto Bay earns Tree City USA designation information	L. Dominguez
• MPO meeting inquiry	R. Ruano
• State of the Village speech question	B. Kress
• Meeting request	E. Flinn
• Inquiry on broken links on website	E. Flinn
• Inquiry on scoreboard at Coral Reef Park	F. Carmona
• Advertisement of crime results inquiry	Resident
• Sample MPO grant application update	R. Ruano
• Cost comparisons park rental fees	F. Carmona
• Meeting request	R. Ruano
• ArtSouth V-day glass painting inquiry	B. Hermann
• South Dade Mayor's MPO scope of service update	E. Flinn
• Meeting request	G. Darden
• Meeting request	P. Amato
• Human traffic article information	E. Flinn
• Meeting request	Resident
• Meeting request	K. Cunningham
• Update on finalizing job descriptions	O. Cadaval
• Scoreboard poles update	F. Carmona
• Inquiry on agenda items	E. Flinn
• Scoreboard at Coral Reef Park inquiry	B. Adler

MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1

Office of the Village Manager Operations
Reporting Period: January 2016

• Palmetto girls win GMAC soccer title information	E. Flinn
• Inquiry on Get Fit Palmetto Bay kick-off event	E. Flinn
• Information on idea for afterschool program at Coral Reef Park	E. Watts
• Meeting request	H. Feldman
• Information on speeding on SW 84th AVE	K. Cunningham
• MLK events question	K. Cunningham
• Transportation needs information	F. Gomez
• Question related to voices for Cerebral Palsy	K. Cunningham
• United Teachers of Dade question	K. Cunningham
• Comedy Festival for Palmetto Bay information	H. Feldman
• Update on Legislative Agenda on web	O. Cadaval
• Information on Shakespeare at the park	H. Feldman
• No right turn signs complaint	Resident
• Meeting request	J. Frank
• Cooperative purchasing update	L. Pittser
• Inquiry on Palmetto Bay environmental scan	T. Schaffer
• CERT training information update	S. Israel
• Florida League of Mayors information	E. Flinn
• Pinecrest Anniversary advertisement update	O. Cadaval
• Question on Miami Dade County water summit	D. Shirreffs
• Question related to Pinecrest advertisement	G. Miller
• Legislative call-in summary update	K. Cunningham
• Bridget Allison Pier playground sign information	K. Cunningham
• Speeding on SW 84th Avenue question	K. Cunningham
• Melissa Institute for Violence Prevention question	K. Cunningham
• Miami Palmetto Senior boys baseball team	K. Cunningham
• Inquiry on utility round table meeting	W. Maltby
• Information on resident complaint – fence inspection	W. Maltby
• Question on New York Life Child ID Program	K. Cunningham
• Question on sponsorship information	K. Cunningham
• Inquiry on no right turn signs	K. Cunningham
• FPL maintenance of turkey point information	M. Levrant
• Question on SW 174th ST	J. Stubins
• Question on transit study	K. Cunningham
• Question on advertising on community newspaper	K. Cunningham
• Question on crosswalk at 168th ST and Old Cutler Road	K. Cunningham

MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1

Office of the Village Manager Operations
Reporting Period: January 2016

• Speaking engagement inquiry	J. DuBois
• Question on cooperative purchasing	B. De La Fuente
• Question on tennis court fees	J. Stearn
• Ethics training information	T. Cordova
• Palmetto Bay work plan information	T. Schaffer
• Get Fit Challenge information	O. Cadaval
• Coral Reef Park rubberized surface information	B. Adler
• Inquiry on resident complaint – fence inspection	W. Maltby
• Cuban nationals briefing information	N. Serrano
• Teacher of the year information	M. Alex
• Get Fit on site visit body composition analysis information	J. Lee
• Palmetto Bay girls softball park information	M. Levrant
• MPO guidelines information	O. Cadaval
• Palmetto Bay work plan question	K. Cunningham
• CERT training question	K. Cunningham
• Question related to Thalatta Estate	C. Garcia
• Legislative update information	R. Brown
• Interlocal Agreement question	E. Flinn
• South Dade success plan question	E. Flinn
• Challenge for District 8 question	E. Flinn
• Liquor license request	B. Bassant
• HBC grant information	K. Hoosac
• Staff at Coral Reef Park inquiry	B. Adler
• MDC Legislative priorities information	E. Chanti
• Strategic plan workshops inquiry	J. Novak
• MLK parade question	E. Flinn
• Community noise and health concerns inquiry	L. Siegel Lara
• Community noise and health concerns inquiry	A. White
• Village goals information	O. Cadaval
• Question on traffic on 84th AVE	Resident
• Question on traffic on 84th AVE	E. Flinn
• Inquiry on traffic on 84th AVE	K. Cunningham
• Inquiry on Arbor Day	K. Cunningham
• Tandem article information	J. Sensale
• Traffic study question	K. Cunningham
• Complaint on traffic on 84th AVE	Resident

MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1

Office of the Village Manager Operations
Reporting Period: January 2016

• Question on traffic mitigation update	T. Schaffer
• MDCLC Legislative Agenda item information	E. Flinn
• Legislative update information	R. Brown
• Update of claim of lien	C. Riedi
• Inquiry of Miami Children's Hospital	J. Stubins
• Information on fleet leasing	R. Casals
• Inquiry on traffic meeting	N. Westman

MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 2

Expenditure Overview
Reporting Period: January 2016

Department	Percentage of Funds Spent Oct-2015	Percentage of Funds Spent Nov-2015	Percentage of Funds Spent Dec-2015	Percentage of Funds Spent Jan-2016	Total of Funds Spent
Mayor & Council	7.23	6.85	8.28	10.78	33.14
Village Manager	4.44	5.40	5.26	8.18	23.28
Village Clerk	5.22	7.88	8.33	10.27	31.70
Finance	5.05	6.57	7.87	10.71	30.20
HR/Communications	3.58	4.94	5.49	8.27	22.28
Village Attorney	0.00	0.00	0.00	16.84	16.84
Planning & Zoning	5.39	5.70	6.72	8.42	26.23
General Government	5.78	2.94	10.92	3.07	22.71
Facilities Maint.	3.84	5.09	6.67	7.18	22.78
Police	8.27	8.27	8.23	8.26	33.03
Park Administration	6.13	5.91	6.43	9.01	27.48
Coral Reef Park	2.74	3.14	22.21	6.77	34.86
Palmetto Bay Park	2.21	4.68	17.91	5.33	30.13
Perrine Wayside Park	0.00	1.21	1.45	0.61	3.27
Thalatta Estate	3.01	9.25	9.19	7.63	29.08
Ludovici Park	0.00	4.53	5.92	6.12	16.57
Tennis	13.07	11.75	14.65	19.38	58.85
Total Parks	5.17	6.77	8.84	8.81	29.59
Total Operating	6.60	6.57	8.29	7.64	29.10
Monthly Total	**8.33**	**8.33**	**8.33**	**8.33**	**33.32**

The Village of Palmetto Bay March 2016

PARKS & RECREATION

Special Events & Programs	
Friday, March 4	*Bike to Work Day All participants meet at Village Hall at 6:30am. RSVP by Wednesday, March 2nd to www.eventbrite.com For more information visit www.palmettobay-fl.gov
Friday, March 4- Sunday, March 6	*Much Ado About Nothing – Shakespeare in the Park Ludovici Park March 4 – 7:00pm March 5 – 7:00pm March 6 – 5:00pm To purchase tickets visit www.palmettobay-fl.gov
Saturday, March 5	*Annual Picnic Celebration & Bike Ride with Mayor Flinn Coral Reef Park 11:00am-2:00pm For more information and to register for the Bike Ride visit www.palmettobay-fl.gov
Wednesday, March 9	Responsible Gardening Workshop: Gardening in Zone 10-Its Different Here Thalatta Estate 7:00pm-8:30pm For more information visit www.palmettobay-fl.gov
Thursday, March 10 – Saturday, March 12	Slamfest Softball Tournament Palmetto Bay Park All Day on March 10, 11 & 12 For more information visit www.palmettobay-fl.gov
Friday, March 11	Tennis Date Night Coral Reef Park 5:00pm-8:00pm For more information call 305-253-8655 or visit www.palmettobay-fl.gov
Sunday, March 13	*Yoga by the Bay Thalatta Estate 9:30am-11:00am Visit www.palmettobay-fl.gov for Registration Information
Thursday, March 17	*St. Patrick's Day Festival Ludovici Park 6:00pm - 11:00pm RSVP at www.eventbrite.com For more information visit www.palmettobay-fl.gov
Sunday, March 20	*Yoga by the Bay Thalatta Estate 9:30am-11:00am Visit www.palmettobay-fl.gov for Registration Information
Monday, March 21 – Friday, March 25	*Tennis Spring Break Camp Coral Reef Park 9:00am – 4:00pm Visit www.palmettobay-fl.gov for Registration Information
Saturday, March 26	*Everglades Adventure Tour Departs from Village Hall – 10:00am-3:00pm $25.00 - Visit www.palmettobay-fl.gov for Registration Information
	Florida Rock Stars Food and Music Festival Ludovici Park 3:00pm-11:00pm Visit http://floridarockstars.com to purchase tickets
	Drive-In Movie Night: Back to the Future Village Hall 8:00pm-10:30pm Purchase tickets at www.miamiurbandrivein.com
Thursday, March 31	*Community Workshops for Healthy Living: Medicare 101 Edward and Arlene Feller Community Room at Ludovici Park 11:00am – 1:00pm FREE - Visit www.palmettobay-fl.gov for Registration Information

Save the Date

Relay for Life
Evelyn Greer Park in Pinecrest
April 2, 2016

Save the Date

Breakfast by the Bay
Thalatta Estate
April 3, 2016

Save the Date

Earth Week Series of Events
Various Locations
April 16 – 23, 2016

*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

*Times and dates subject to change

Parks & Recreation Department
Fanny Carmona, Director
fcarmona@palmettobay-fl.gov
305-259-1234

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 **(Off March 11)**
Howard Palmetto Softball	Mondays – Fridays 6:00pm-9:30pm, Saturdays 10:00am-2:00pm **Off March 21 – March 27**
Ballet at the Park	Mondays 3:00pm-7:00pm Tuesdays & Thursdays 4:00pm-7:30pm Wednesdays 4:00pm-7:00pm **Off March 28 – March 31**
Tuesday, March 1	Softball – Palmetto High School vs South Dade 4:00pm Softball – LaSalle vs Palmer Trinity 6:00pm Softball – Westminster vs. Doral Academy 7:00pm
Thursday, March 3	Softball – Southwest vs. Lourdes 7:00pm Softball – Palmetto High School vs. Coral Reef 7:00pm
Friday, March 4	Softball – LaSalle vs. Coal Shores 6:00pm
Saturday, March 5	I9 Sports – Flag Football/Soccer/T-Ball 9:00am-1:00pm
Tuesday, March 8	Softball – Lourdes vs. Braddock 4:00pm
Thursday, March 10	Softball – Slamfest Softball Tournament ALL DAY
Friday March 11	Softball – Slamfest Softball Tournament ALL DAY
Saturday, March 12	Softball – Slamfest Softball Tournament ALL DAY
Tuesday, March 15	Softball – Palmetto High School vs. Homestead 4:00pm Softball – LaSalle vs. Miami Country Day 6:00pm Softball – Southwest vs. Ferguson 7:00pm
Wednesday, March 16	Softball – Lourdes vs. Terra 4:00pm
Thursday, March 17	Softball – Westminster vs. Wellington 5:00pm Softball – Palmetto High School vs. Wellington 7:00pm

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 **(Off March 21-25)**
Mondays – Thursdays	Palmetto FC Soccer – 4:00pm-5:30pm
Mondays & Wednesdays	Coral Estates Soccer – 5:00pm-6:30pm
Saturdays	Palmetto Bay Soccer – Games 9:00am-2:00pm **(Off March 26)**
Saturday, March 5	Baseball – Palmetto High School vs. Coral Reef High School 12:30pm
Tuesday, March 8	Baseball – Palmetto High School vs. Killian 3:30pm
Tuesday, March 15	Baseball – Palmetto High School vs. Southridge 3:30pm
Wednesday, March 16	Baseball – Palmetto High School vs. Miami Beach 3:30pm
Sunday, March 20	Baseball – Palmetto High School Freshman Team vs. Mater 10:00am & 12:30pm
Tuesday, March 29	Baseball – Palmetto High School vs. South Dade 3:30pm

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

*Times and dates subject to change

Parks & Recreation Department
Fanny Carmona, Director
fcarmona@palmettobay-fl.gov
305-259-1234

Village of Palmetto Bay
Departmental Monthly Report

Department/ Division: Finance

Reporting Period: January 2016

Service Description	Prior Month Oct-15	Prior Month Nov-15	Prior Month Dec-15	Current Month Jan-16	Fiscal Year to Date FY 2015-16
EXPENDITURES % BY DEPARTMENT/ FACILITY					
Village Council	7.23%	6.85%	8.28%	10.78%	33.14%
Village Manager	4.44%	5.40%	5.26%	8.18%	23.28%
Village Clerk	5.22%	7.88%	8.33%	10.27%	31.70%
Finance Dept.	5.05%	6.57%	7.87%	10.71%	30.20%
Human Resources/ Comm.	3.58%	4.94%	5.49%	8.27%	22.28%
Village Attorney	0.00%	0.00%	0.00%	16.84%	16.84%
Planning & Zoning	5.39%	5.70%	6.72%	8.42%	26.23%
General Government	5.78%	2.94%	10.92%	3.07%	22.71%
Facilities Maint.	3.84%	5.09%	6.67%	7.18%	22.78%
Policing Unit	8.27%	8.27%	8.23%	8.26%	33.03%
Park Administration	6.13%	5.91%	6.43%	9.01%	27.48%
Coral Reef Park	2.74%	3.14%	22.21%	6.77%	34.86%
Tennis Center (6 MONTH BUDGE	13.07%	11.75%	14.65%	19.38%	58.85%
Palmetto Bay Park	2.21%	4.68%	17.91%	5.33%	30.13%
Perrine Wayside Park	0.00%	1.21%	1.45%	0.61%	3.27%
Thalatta Estate	3.01%	9.25%	9.19%	7.63%	29.08%
Ludovici Park	0.00%	4.53%	5.92%	6.12%	16.57%
Total Parks	**5.17%**	**6.77%**	**8.84%**	**8.81%**	29.59%
Total Operating	**6.60%**	**6.57%**	**8.29%**	**7.64%**	29.10%
Total for the Month	**8.33%**	**8.33%**	**8.33%**	**8.33%**	33.32%
ALARM REGISTRATIONS					
Alarm Calls/ Inquiries	133	130	127	120	263
Cashier Transactions	3,203	2,203	2,060	2,158	5,406
TOTAL ITEMS	**3,336**	**2,333**	**2,187**	**2,278**	**5,669**
INVOICES					
Invoices Processed	519	329	527	360	848
Checks Processed/ Issued	283	177	276	201	460
TOTAL ITEMS	**802**	**506**	**803**	**561**	**1,308**

NOTE:

1. There were 3 payroll functions in January causing Department to be over the monthly norm.
2. There were 2 Village Attorney bills paid in January.
3. TENNIS-6 month budget
4. To date, running expenditures are 4.2% below projected.

Village of Palmetto Bay
Departmental Monthly Report

Department/ Division: Policing Unit
Reporting Period: January 2016

Service Description	Prior Month Oct-15	Prior Month Nov-15	Prior Month Dec-15	Current Month Jan-16	Fiscal Year to Date FY 2015-16
CRIMES/ CALLS FOR SERVICE					
Auto Theft	4	2	5	2	13
Burglary (Commercial)	1	2	0	1	4
Burglary (Residential)	15	4	25	10	54
Burglary (Vehicle)	15	10	49	25	99
Larceny (Over)	19	3	6	11	39
Larceny (Under)	15	10	26	24	75
Vandalism	2	8	7	3	20
Robbery	1	4	1	1	7
Homicide	0	0	0	0	0
Assault	6	10	8	4	28
Aggravated Assault	2	0	0	0	2
Aggravated Battery	0	0	0	0	0
Domestic Assault/Battery	2	3	1	0	6
Sex Offense (Exposure)	0	0	0	0	0
Disturbance	11	13	12	6	42
Domestic Dispute/Disturbance	16	15	22	15	68
Missing Person	3	2	3	1	9
Suspicious Vehicle	10	8	14	6	38
Suspicious person	9	11	12	16	48
Baker Act	7	9	9	6	31
DOA	8	1	3	5	17
Fire	1	1	0	1	3
Narcotics Investigation	1	1	3	1	6
Fraud	18	19	10	20	67
Fraud / Credit Card	2	0	0	0	2
Weapons violations	1	0	0	0	1
TOTAL CRIMES/ CALLS FOR SERV.	**169**	**136**	**216**	**158**	679
TRAFFIC ENFORCEMENT					
Crashes	86	71	75	67	299
TOTAL TRAFFIC ENFORCEMENT	**86**	**71**	**75**	**67**	299

NOTE:

1. For the month of January, targeted crime rate is -46.88% less than same time period than the previous year.

Village of Palmetto Bay
Departmental Monthly Report

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

Service Description	Prior Month Oct-15	Prior Month Nov-15	Prior Month Dec-15	Current Month Jan-16	Fiscal Year to Date FY 2015-16
BUILDING AND FACILITIES MAINTENANCE					
Open Work Orders	22	22	13	25	82
Closed Work Orders	15	7	11	21	54
Equipment failures	1	1	2	3	7
Equipment Repair and Maintenance	0	1	5	7	13
Meetings/Training Attended	1	0	0	1	2
TOTAL BUILDING MAINT.	**39**	**31**	**31**	**57**	**158**
LANDSCAPE MAINTENANCE					
Mowing Cycles- In-House	13	12	12	12	49
Mowing Cyles- Outsourced	4	5	4	4	17
Tree Trimming, Removal and Planting	0	3	3	3	9
Pesticide and Herbicide Spraying	4	4	4	4	16
Debris Removal	0	2	2	2	6
Equipment Repair and Maintenance	0	1	3	2	6
TOTAL LANDSCAPE MAINT.	**21**	**27**	**28**	**27**	**103**

Completed Projects (January 2016):

- In-house maintenance of Thalatta, Ludovici, and the Dog Park has resulted in a cost savings of $4,100.
- Repair of restroom fixtures, golf carts, roof leaks, garage doors, fencing and water fountains are on-going resulting in in cost savings for the Village.
- Trenching for In-house installation of electricial to Coral Reef Park Scoreboard resulting in cost savings of over $12,000.
- Chandelier was installed in the front lobby of Village Hall.
- In-house installation of landscaping beds resulting in a cost savings of $2,000.

Village of Palmetto Bay
Departmental Monthly Report

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

Service Description	Prior Month Oct-15	Prior Month Nov-15	Prior Month Dec-15	Current Month Jan-16	Fiscal Year to Date FY 2015-16
I-BUS RIDERSHIP					
Route A- morning	12	14	12	18	**56**
Route B- morning	417	359	407	284	**1,467**
Route A- afternoon/evening	27	37	28	16	**108**
Route B- afternoon/evening	226	189	187	172	**774**
TOTAL RIDERSHIP	**682**	**599**	**634**	**490**	**2,405**
Customer Service Calls	6	4	4	5	**19**
Vehicle Maintenance	$ 2,569.77	$ 98.00	$ 463.10	$ 7,195.30	**$ 10,326.17**
Vehicle Fueling	$ 631.33	$ 765.13	$ 687.40	$ 554.55	**$ 2,638.41**

Completed Projects (January 2016)

- Purchase of new shuttle buses to be Bidded - Scope of Work for purchase of new buses submitted to Procurement Division.
- On-going Inspections for complaince with ADA bus stop/sidewalks.
- There was no bus downtime during this reporting period.
- COA Report presented before Council at the COW Meeting that occurred on January 25, 2016.
- A total of 13 applications were received for temporary speed humps.
- The temporary speed humps located on SW 83 AVE and SW 165 TERR were scheduled to be removed on March 1, 2016. The areas where traffic calming is requested the most are in close proximity to public schools within the Village.

Village of Palmetto Bay
Departmental Monthly Report

Department/ Division: Public Services/ Public Works Division
Reporting Period: January 2016

Service Description	Prior Month Oct-15	Prior Month Nov-15	Prior Month Dec-15	Current Month Jan-16	Fiscal Year to Date FY 2015-16
STREET AND ROW MAINTENANCE					
Signs Repaired/ Installed	1	0	7	3	11
Graffitti Removal	0	1	1	0	2
Street Clearing/ Repairs	1	0	8	4	13
Pothole/ Shoulder Repairs	1	3	4	7	15
Tree/ Shrub Trimming, Removal, Install.	2	3	4	4	13
Swale Repairs	0	0	0	0	0
Debris/ Trash Removal (Tons)	9.75	3.45	7.32	8.04	28.56
Complaints Reported to MDC	3	2	7	6	18
TOTAL STREET & ROW MAINT.	**17.75**	**12.45**	**38.32**	**32.04**	**100.56**
STREET AND ROW INSTALLATION					
Sidewalks (linear ft.)	0	0	0	0	0
Paving (linear ft.)	0	0	0	0	0
TOTAL STREET & ROW INST.	**0**	**0**	**0**	**0**	**0**
STORMWATER					
Drain Cleaning/ Repairs (inlet tops)	0	4	42	11	57
Canal Cleaning/ Clearing	0	0	0	0	0
Flooding Investigations & Resolutions	2	0	2	3	7
Complaints Reported to MDC	0	0	0	0	0
TOTAL STORMWATER ACTIVITIES	**2**	**4**	**44**	**14**	**64**
INSPECTIONS					
Sidewalks/ Driveways	2	11	40	5	58
Paving/ Drainage	18	7	0	0	25
Parking/ Swales	0	0	0	0	0
Trees & Landscaping	1	1	3	6	11
TOTAL INSPECTIONS	**21**	**19**	**43**	**11**	**94**

Village of Palmetto Bay
Departmental Monthly Report

Service Description	Prior Month Oct-15	Prior Month Nov-15	Prior Month Dec-15	Current Month Jan-16	Fiscal Year to Date FY 2015-16
PERMITS					
Commercial Property	1	0	0	1	2
Sidewalk/ Driveway	9	5	6	13	33
WASA/ Water Main	1	2	1	1	5
Cable TV	0	2	14	1	17
FPL	4	5	4	2	15
Curb/ Gutter	0	0	0	0	0
Paving/ Drainage/ Sewer	1	1	1	0	3
Trees & Landscaping	0	0	0	0	0
Fences/ Columns	0	0	0	0	0
Parking/ Swales	0	1	3	0	4
Special Events	8	12	8	9	37
Temporary Road Closure	1	5	1	1	8
Zoning (Site Plan Review)	2	1	1	0	4
New Construction	3	1	1	2	7
TOTAL PERMITS	**30**	**35**	**40**	**30**	**135**

Completed Projects (January 2016):

- Department participated in the MLK Parade Celebration that occurred on January 16, 2016.
- The Village together with the Tree Advisory Board Members participated in the Arbor Day festivities on Janauary 15,
- Assisted with the trenching for installation of scoreboard data and electrical connectivity.
- Supported all Special Event Activities during the month of January (set-up and disassembly).
- Awarded Proclamation for Arbor Day.
- Neighborhood Traffic Calming Meeting conducted for residents that live near Palmer Trinity.
- No right turn signs installed on SW 87th AVE.
- Village Council approved Resolution No. 2016-07 relating to localized drainage improvements.
- 5th CAV response submitted to FEMA .

Village of Palmetto Bay
Departmental Monthly Report

Department/ Division: Parks & Recreation Department

Reporting Period: January 2016

Service Description	Prior Month Oct-15	Prior Month Nov-15	Prior Month Dec-15	Current Month Jan-16	Fiscal Year to Date FY 2015-16
CORAL REEF PARK					
Exercise/ Recreational Classes					
Yoga	14	14	11	46	85
Yoga Fussion	16	16	19	37	88
Cardio Pump	20	20	31	81	152
Dance Aerobics	16	16	46	66	144
Aerobics	20	20	57	104	201
Zumba	12	12	18	58	100
TOTAL PARTICIPANTS	**98**	**98**	**182**	**392**	**770**
Afterschool Programs					
Soccer	0	0	0	52	52
Lacrosse	52	52	26	21	151
Tennis	20	20	10	17	67
WILD (Wonder, Inquire, Learn and Discover)	52	52	26	47	177
TOTAL PARTICIPANTS	**124**	**124**	**62**	**137**	**447**

Village of Palmetto Bay
Departmental Monthly Report

Service Description	Prior Month Oct-15	Prior Month Nov-15	Prior Month Dec-15	Current Month Jan-16	Fiscal Year to Date FY 2015-16
CORAL REEF PARK					
Organized Sports					
Soccer- Palmetto Knights	1,692	1,692	846	2227	6,457
Soccer - Coral Estates	96	96	48	96	336
Soccer- Palmetto FC	0	0	0	0	0
Howard Palmetto Baseball	0	0	1	44	45
Football- Broncos	3,536	0	0	0	3,536
Palmetto Baseball- Varsity	420	0	0	528	948
Palmetto Baseball JV	400	0	0	528	928
Palmetto Baseball - Freshman	0	0	0	576	576
Cheerleading - Broncos	752	0	0	0	752
Tennis Winter Camp	0	0	34	0	34
Tennis- Group Lessons/Clinics	289	214	71	150	724
Tennis- Private Lessons	193	100	65	77	435
Tennis Court Rentals	905	923	516	729	3,073
Racquetball Court Rentals	40	36	47	47	170
USTA Tennis (League Play)	131	107	93	80	411
TOTAL PARTICIPANTS	**8,454**	**3,168**	**1,721**	**5,082**	**18,425**
Revenues Collected					
Facility Rentals	$ 4,275	$ 3,495	$ 2,975	$ 4,842.50	$ 15,588
Programming/Afterschool	$ 300	$ 150	$ 600	$ 600.00	$ 1,650
Sports Leagues	$ 3,405	$ 3,350	$ 2,665	$ (1,737.00)	$ 7,683
Tennis Camp			$ 2,785	$ 1,184.00	$ 3,969
Tennis Court Rentals	$ 3,405	$ 3,195	$ 3,192	$ 2,826.27	$ 12,617
Racquetball Court Rental	$ 100	$ 102	$ 227	$ 141.50	$ 571
Tennis Group Lessons	$ 5,154	$ 1,280	$ 3,689	$ 5,458.91	$ 15,582
Tennis Private Lessons	$ 5,412	$ 1,374	$ 5,114	$ 6,907.96	$ 18,808
Photography/ Filming	$ -	$ -	$ -	$ -	$ -
Concessions	$ 1,180	$ 800	$ 787	$ 462.24	$ 3,230
Vending	$ 50	$ 32	$ 37	$ 39.23	$ 159
TOTAL REVENUES	**$ 23,281**	**$ 13,778**	**$ 22,071**	**$ 20,725.61**	**$ 79,856**

Service Description	Prior Month Oct-15	Prior Month Nov-15	Prior Month Dec-15	Current Month Jan-16	Fiscal Year to Date FY 2015-16
PALMETTO BAY PARK					
Exercise/ Recreational Classes					
Yoga Fussion	50	50	25	200	325
Ballet at the Park	152	152	76	608	988
TOTAL PARTICIPANTS	**202**	**202**	**101**	**808**	**1,313**
Organized Sports- Participants					
i9 Sports	652	652	326	428	2,058
Basketball - MDI	348	348	174	540	1,410
Softball Travel Ball	1,256	1,256	628	496	3,636
Howard Palmetto Softball	0	0	0	1344	1,344
High School Teams	0	0	0	1,200	1,200
Softball HS League	1,800	1,800	900	0	4,500
TOTAL PARTICIPANTS	**4,056**	**4,056**	**2,028**	**4,008**	**14,148**
Revenues Collected					
Facility Rentals	$ 10,201	$ 1,865	$ 1,101	$ 1,155.00	$ 13,167
Tournament/Field Rentals	$ 4,019	$ 1,215	$ -	$ 510.00	$ 5,234
Sports Leagues	$ 225	$ 2,985	$ 990	$ (705.00)	$ 4,200
Photography/ Filming	$ -	$ 280	$ -	$ -	$ 280
Concessions	$ -	$ -	$ -	$ -	$ -
Vending - *No Vending Machines at PBP*	$ -	$ -	$ -	$ -	$ -
TOTAL REVENUES	**$ 14,444**	**$ 6,345**	**$ 2,091**	**$ 960.00**	**$ 22,881**

Village of Palmetto Bay
Departmental Monthly Report

Service Description	Prior Month Oct-15	Prior Month Nov-15	Prior Month Dec-15	Current Month Jan-16	Fiscal Year to Date FY 2015-16
LUDOVICI/ EAF COMMUNITY ROOM					
Exercise/ Recreational Classes					
Vinyasa Yoga*	0	0	0	0	0
Meditation Yoga*	0	2	0	0	2
Silver Fit Chair Yoga*	0	0	0	0	0
Mommy & Me Art*	0	0	0	0	0
Mommy and Me Yoga*	0	0	0	0	0
Nature Afloat **	26	26	0	0	52
Musicall **	3	3	0	0	6
TOTAL PARTICIPANTS	**29**	**31**	**0**	**0**	**60**
Revenues Collected					
Facility Rentals	$ 450	$ 1,741	$ -	$ 375.00	$ 2,191
Programming/League Fee	$ 45	$ -	$ -	$ -	$ 45
Photography/ Filming	$ -	$ 420	$ -	$ -	$ 420
TOTAL REVENUES	**$ 495**	**$ 2,161**	**$ -**	**$ 375.00**	**$ 2,656**
THALATTA ESTATE					
Exercise/ Recreational Classes					
Yoga by the Bay	27	17	6	12	72
Kayak/Paddle	22	26	25	0	69
Bird Watching Workshop - 10/18 *	33	0	0	0	66
TOTAL PARTICIPANTS	**82**	**43**	**31**	**12**	**207**
Revenues Collected					
Facility Rentals	$ 30,874	$ 36,126	$ 31,764	$ 28,928.90	$ 127,692
Programming	$ -	$ -	$ -	$ -	$ -
Photography/ Filming	$ 375	$ 230	$ 1,825	$ 320.00	$ 2,750
TOTAL REVENUES	**$ 31,249**	**$ 36,356**	**$ 33,589**	**$ 29,248.90**	**$ 130,442**
SPONSORSHIPS					
TOTAL SPONSORS	**0**	**0**	**0**	**0**	**0**
TOTAL SPONSORSHIP VALUE ($)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

NOTES:

1. Revenues collected do not refect monthly activity/rentals.
2. Leagues/Rentals are collected throughout the year at time of booking and/orwhen leagues turn roster together with payment at the end of the season.
3. Revenues collected during the month of January resulting in negative are due to refunds.
4. Held a total of three events during the month of January: Get Fit PB Kick-Off Event, Arbor Day Tree Planting Ceremony, and Drive-in Movie Night.

(*) No registrations.
(**) Program not offered.

Village of Palmetto Bay
Departmental Monthly Report

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

Service Description	Prior Month Oct-15	Prior Month Nov-15	Prior Month Dec-15	Current Month Jan-16	Fiscal Year to Date FY 2015-16
PLANNING & ZONING ACTIVITY					
Comp Plan Amendments Filed	0	0	0	0	**0**
Land Dev. Code Amendments/ Plats	1	0	1	0	**2**
Variances	0	0	0	1	**1**
Zoning Resolutions Adopted	2	1	2	3	**8**
Zoning Ordinances Adopted	3	1	2	3	**9**
Zoning Letters Issued	3	2	1	0	**6**
Public Workshops	1	2	0	0	**3**
Items to Zoning Hearing	1	0	4	1	**6**
Downtown Meeting	0	0	0	6	**6**
TOTAL ITEMS	**11**	**6**	**10**	**14**	**41**
BUSINESS TAX LICENSES					
Business Tax Licenses- New	31	4	7	9	51
Business Tax Licenses- Renewal	923	19	11	8	961
TOTAL LICENSES ISSUED	**954**	**23**	**18**	**17**	**1012**

NOTE:
1. Meetings held with development interest: Quality Inn, Total Bank, Robert Ruano, and Charter School.

Village of Palmetto Bay
Departmental Monthly Report

Department/ Division: Human Resources & Communications
Reporting Period: January 2016

Service Description	Prior Month Oct-15	Prior Month Nov-15	Prior Month Dec-15	Current Month Jan-16	Fiscal Year to Date FY 2015-16
HUMAN RESOURCES					
Recruitment					
Recruitment Ads	2	3	3	1	9
Applications Reviewed	39	91	91	62	283
Interviews Scheduled	9	11	11	11	42
Background Checks Completed	1	3	5	0	9
TOTAL ITEMS	**51**	**108**	**110**	**74**	**343**
New Hires					
Orientation Sessions	2	1	2	6	11
Training Sessions	2	0	0	0	2
New Hires Processed	2	1	2	5	10
TOTAL ITEMS	**6**	**2**	**4**	**11**	**23**
Employee Benefits					
New Enrollments/ Updates/ Terminat	13	2	2	3	20
Issues Resolved	2	4	3	4	13
Educational Assistance Program	0	0	0	1	1
Incident/ Accident Cases (worker's co	1	0	0	0	1
Employee Training	0	0	0	0	0
TOTAL ITEMS	**16**	**6**	**5**	**8**	**35**
Misc.					
Transfers/ Updates/ Evaluations	6	4	10	4	24
Timesheets Reviewed	136	136	137	140	549
Job Desc. Review/ Updates	2	4	0	0	6
Surveys	0	0	0	0	0
Termination of Employment	3	2	3	1	9
TOTAL ITEMS	**147**	**146**	**150**	**145**	**588**

Village of Palmetto Bay
Departmental Monthly Report

Service Description	Prior Month Oct-15	Prior Month Nov-15	Prior Month Dec-15	Current Month Jan-16	Fiscal Year to Date FY 2015-16
COMMUNICATIONS					
Top 4 Webpages Visited	HR (jobs) Bldg Dept Forms Policing Unit Parks & Rec.	Holiday Events Burglar Alarm Holiday Hours HR (Jobs)	HR (jobs) Bldg Dept Forms Policing Unit Parks & Rec.	Bldg Dept Forms HR (jobs) Parks & Rec. Policing Unit	
FB Postings (inc. events postings)	89	99	101	92	381
FB Followers (likes)	2,837	2,928	3,186	3,185	12,136
Constant Contact Subscribers (active)	1,888	1,894	1,895	1,893	7,570
Your Village @ Work Editions	2	5	4	4	15
E-News (General)	0	0	0	0	0
E-News (Parks)	0	0	0	0	0
Press Releases	0	0	1	1	2
Promotional/ Informational Campaigns	2	0	4	3	9
Surveys	0	1	0	0	1
TOTAL ITEMS	**4,818**	**4,927**	**5,191**	**5,178**	**20,114**
GRANTS					
New Applications Completed	1	0	1	1	3
Reports/ Amendments Filed	1	0	0	0	1
Grants Awarded	1	0	0	0	1
TOTAL ITEMS	**3**	**0**	**1**	**1**	**5**

Village of Palmetto Bay
Departmental Monthly Report

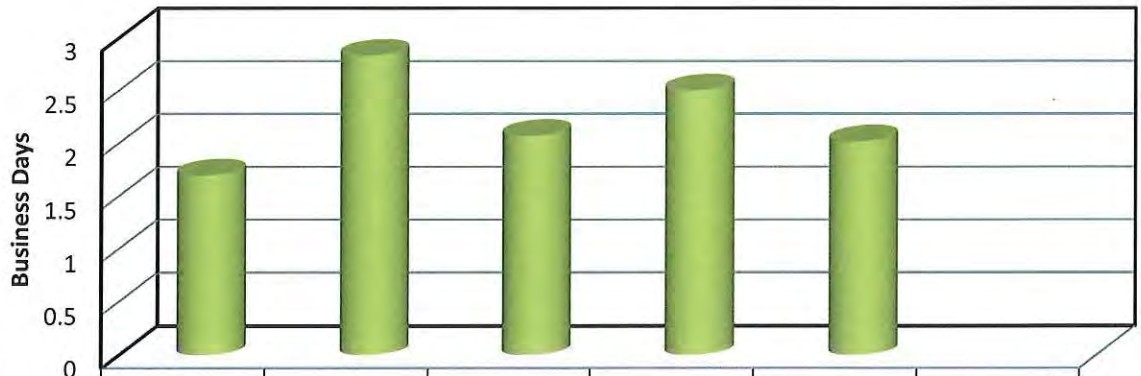
Department/ Division: Community & Economic Dev.- Building & Permitting Division
Reporting Period: January 2016

Service Description	Prior Month Oct-15	Prior Month Nov-15	Prior Month Dec-15	Current Month Jan-16	Fiscal Year to Date FY 2015-16
Permits Issued					
Building Permits	130	88	91	46	355
Electrical Permits	37	25	20	13	95
Mechanical Permits	26	21	16	11	74
TOTAL PERMITS	**193**	**134**	**127**	**70**	524
Value of Construction	$ -	$ 726,000	$ -	$ -	726,000
Permits for New Houses	0	4	0	0	4
Inspections Completed					
Building & Roofing	833	976	865	710	3,384
Electrical	94	65	73	65	297
Mechanical	34	35	40	31	140
Plumbing/ LPGX	60	64	76	59	259
Zoning (Building)	92	73	69	80	314
Zoning (Code Compliance)	125	84	27	21	257
TOTAL INSPECTIONS	**1,238**	**1,297**	**1,150**	**966**	**4,651**
Code Compliance Cases					
New Cases Open	55	40	65	30	190
Notices of Violations	55	40	65	30	190
Civil Violations	21	6	7	13	47
Special Master Cases	21	16	0	18	55
Active Cases	55	40	65	45	205
TOTAL CASES	**207**	**142**	**202**	**136**	**687**
CERT. OF OCCUPANCY/ USE					
Certificates of Occupancy	77	83	8	2	170
Certificates of Use	19	9	6	5	39
TOTAL CERT. OF OCCUPANCY/ USE	**96**	**92**	**14**	**7**	**209**

Snapshot for Month of February (Fiscal Year 2015-2016)

Average Review Times (Residential)

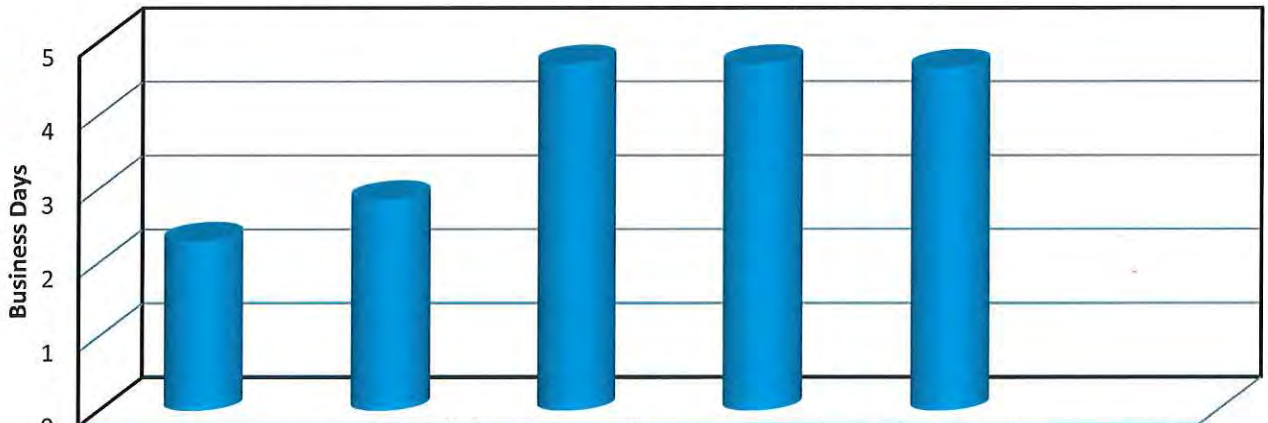
Average Review Time: 2.275



	Oct	Nov	Dec	Jan	Feb	
Residential	1.7	2.83	2.073	2.5	2.02	

Average Review Times (Commercial)

Average Review Time: 3.64

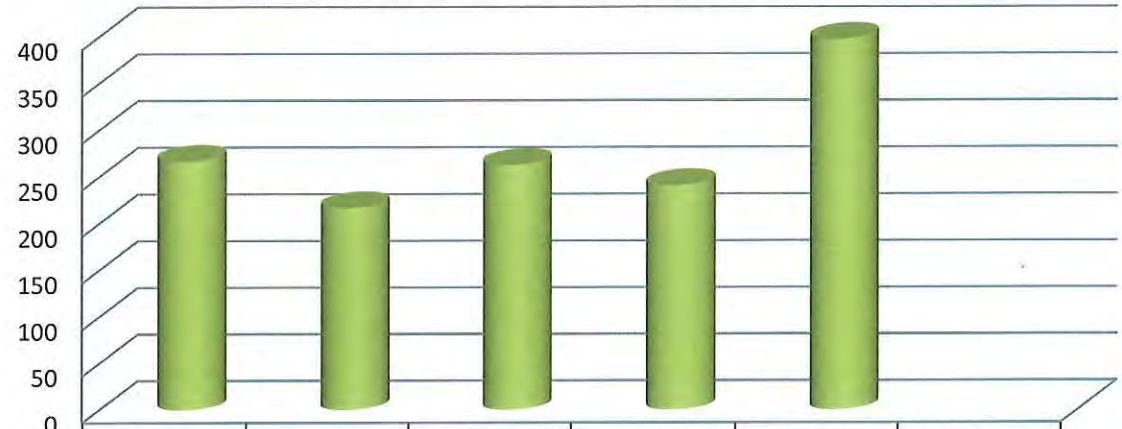


	Oct	Nov	Dec	Jan	Feb	
Commercial	2.3	2.86	4.7	4.7	4.64	

Excessive Review Time	
Trades	**No. of Permits Exceeding Five (5) days in the same Dept.**
Building	17
Zoning	0
Structural	0
Mechanical	0
Electrical	0
Plumbing	0
Public Works	3
Building Official	0

New Permit Applications Submitted

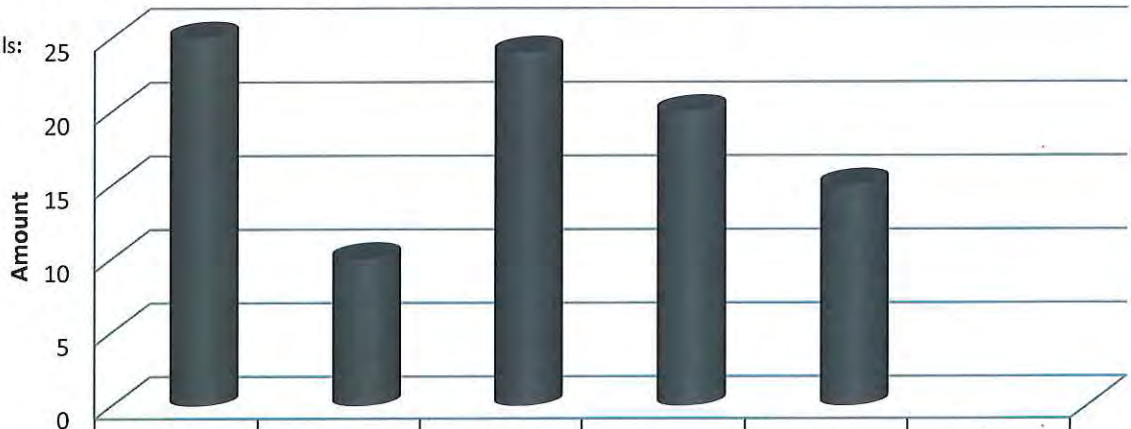
Total New Submittals: **988**
Average per Month: **247**
Projected Amount: **4350**



	Oct	Nov	Dec	Jan	Feb	
Applications	267	217	263	241	397	

Permit Applications Resubmitted for Review

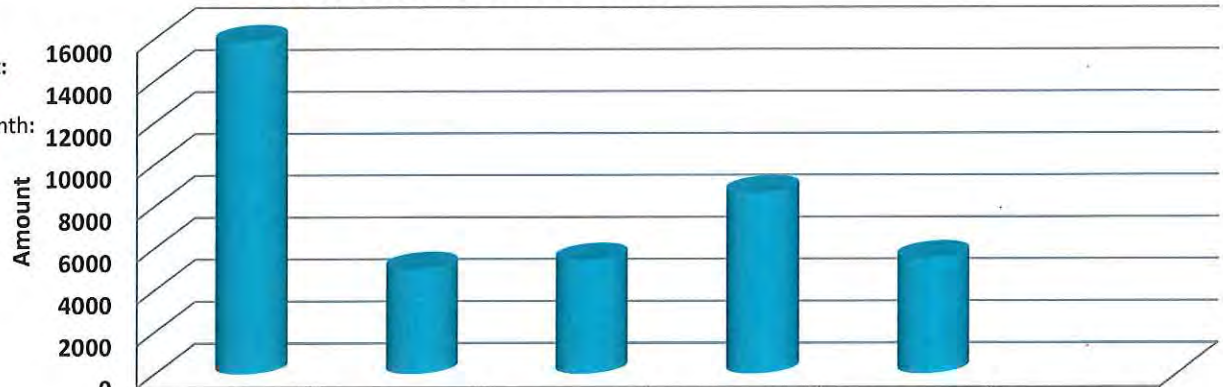
Total No. of resubmittals: **79**
Average per month: **19.75**



	Oct	Nov	Dec	Jan	Feb	Mar
Re-Submittals	25	10	24	20	15	

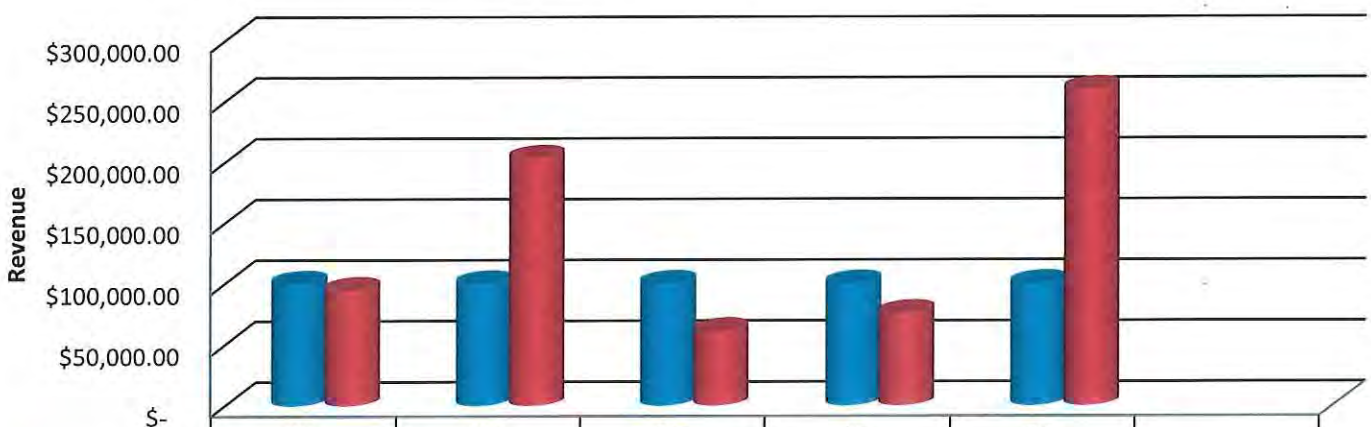
Scanned Documents

Total Amount: **34,857.00**
Average per Month: **8,714.25**



	Oct	Nov	Dec	Jan	Feb	
Scanned Documents	15831	5000	5412	8614	5504	

Actual vs. Projected Revenue Stream

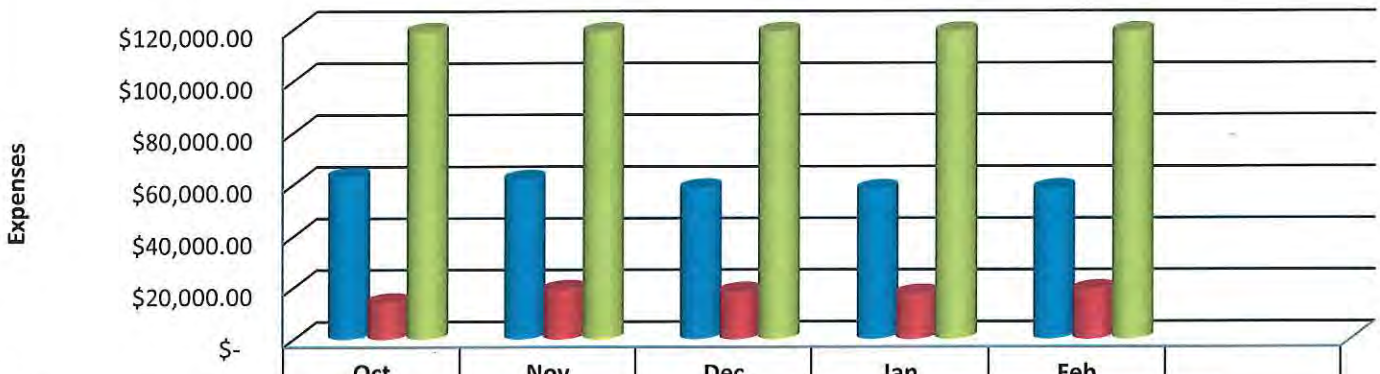


	Oct	Nov	Dec	Jan	Feb	
Projected revenue	$100,000.00	$100,000.00	$100,000.00	$100,000.00	$100,000.00	
Actual Revenue	$94,718.32	$203,273.22	$60,911.82	$75,498.70	259,983.97	

Projected Revenue: **$ 500,000.00 ($ 1,200,000 Annual Projection)**

Actual Revenue: **$ 694,386.03**

Department Expenses



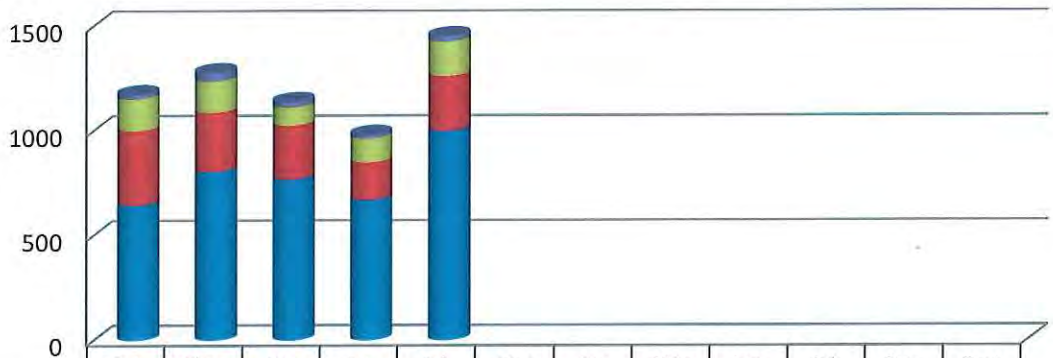
	Oct	Nov	Dec	Jan	Feb	
Internal Expenses	$62,873.68	$61,808.73	$58,329.85	$57,950.20	58,161	
Outside consultants	$14,167.50	$19,107.50	$18,302.50	$17,435.00	19,005.00	
Projected Expenses	$118,893.00	$118,893.00	$118,893.00	$118,893.00	$118,893.00	

Projected Expenses: **$ 594,465 ($ 1,426,716 Annual Projection)**

Actual Expenses: **$ 387,140.50 (Not inclusive of all charges)**

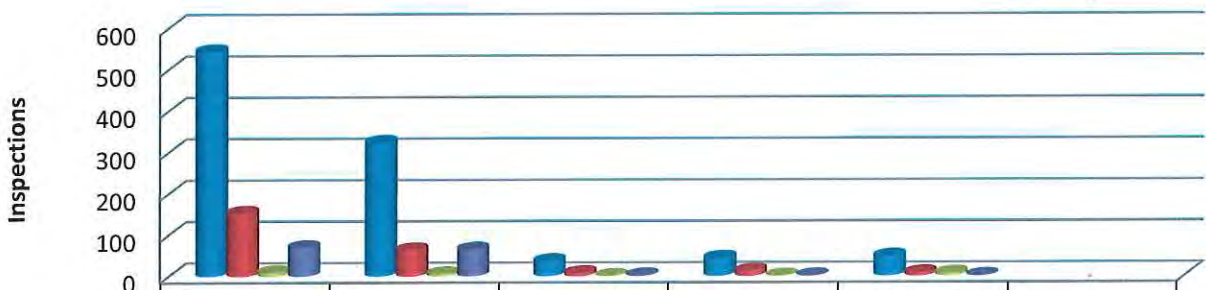
Building Inspections 2015-2016

Total inspections : **5348**
Average per Month: **1069.60**
*Cancelled inspections not included in total.
Projected Inspections for FY 15-16: **11025**



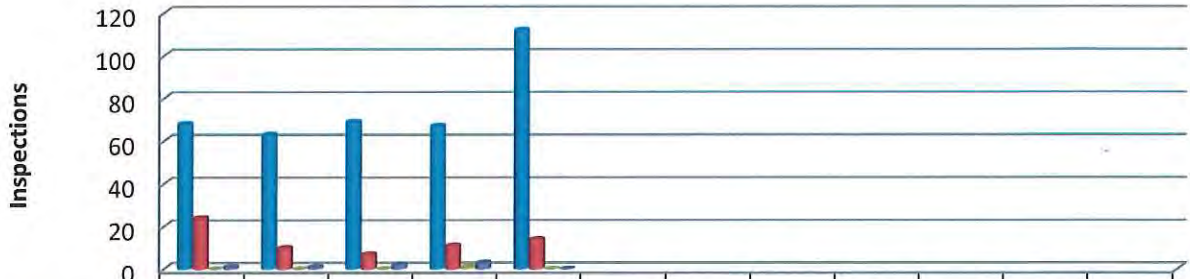
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun.	Jul.	Aug.	Sept
Partial	21	40	25	17	25							
Cancelled	152	150	88	115	165							
Rejected Inspections	357	283	259	179	263							
Approved Inspections	643	804	766	669	997							

Building Inspections by Trade
February 2016



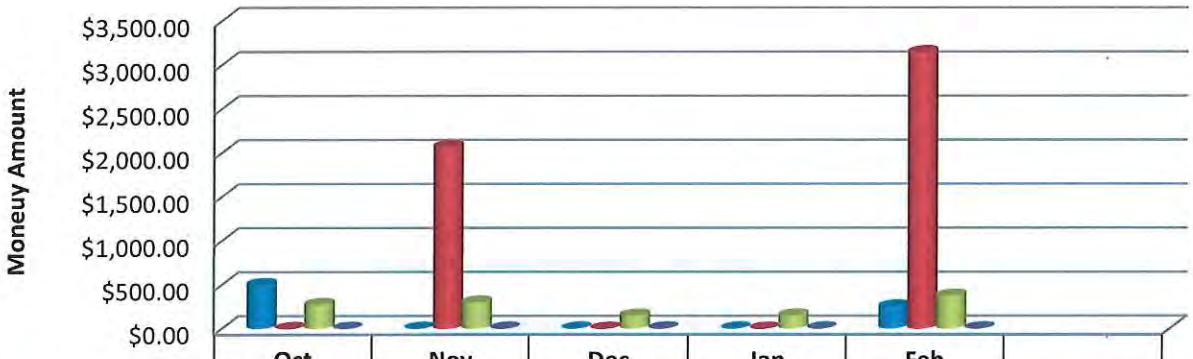
	Building	Roof	Mechanical	Electrical	Plumbing	
Approved	544	324	37	44	48	
Denied	154	64	8	13	8	
Partial	10	6	1	1	7	
Cancelled	70	65	2	1	1	

Zoning Inspections 2015-2016



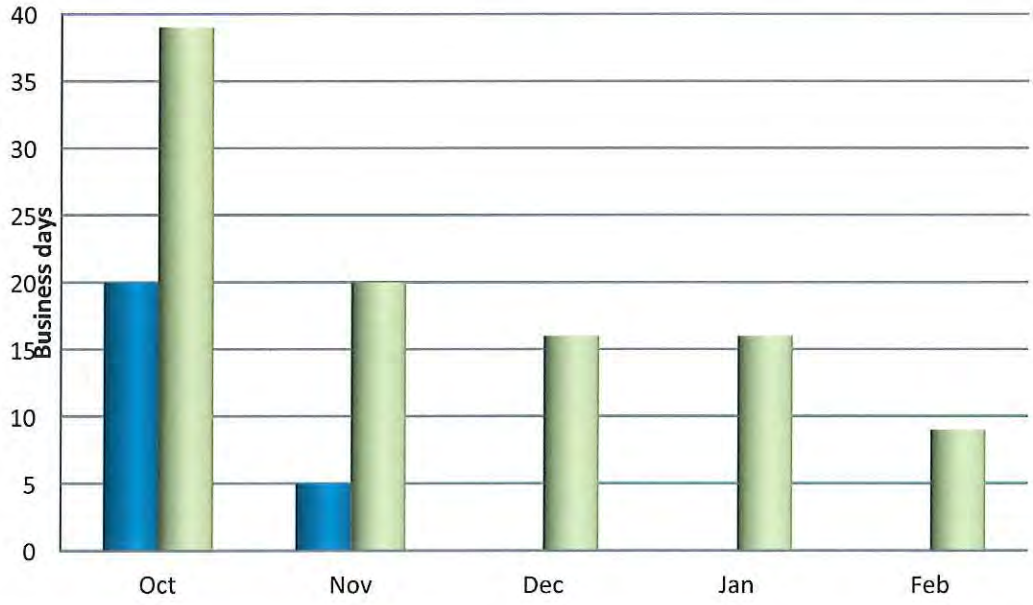
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept
Approved	68	63	69	67	112							
Denied	24	10	7	11	14							
Partial	0	0	0	1	0							
Cancelled	1	1	2	3	0							

Building Code Revenue 2015-2016

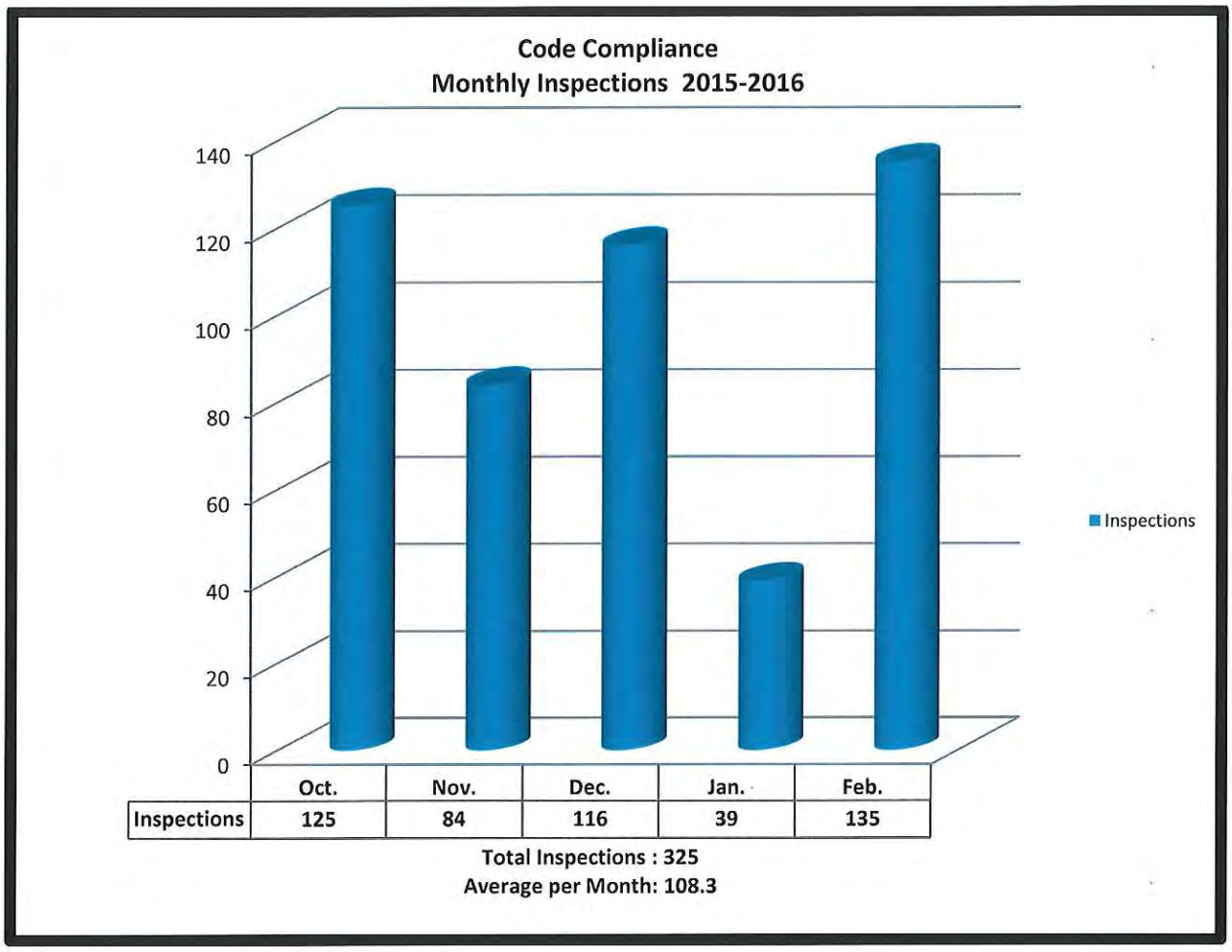


	Oct	Nov	Dec	Jan	Feb	
Citations	$500.00	$0.00	$0.00	0	$250.00	
Liens	$0.00	$2,068.25	$0.00	0	$3,139.63	
Special Master	$275.00	$300.00	$150.00	$150.00	$375.00	
Mitigation Fee	$0.00	$0.00	$0.00	0	0	

Building Code Compliance Monthly Cases and Closed Cases

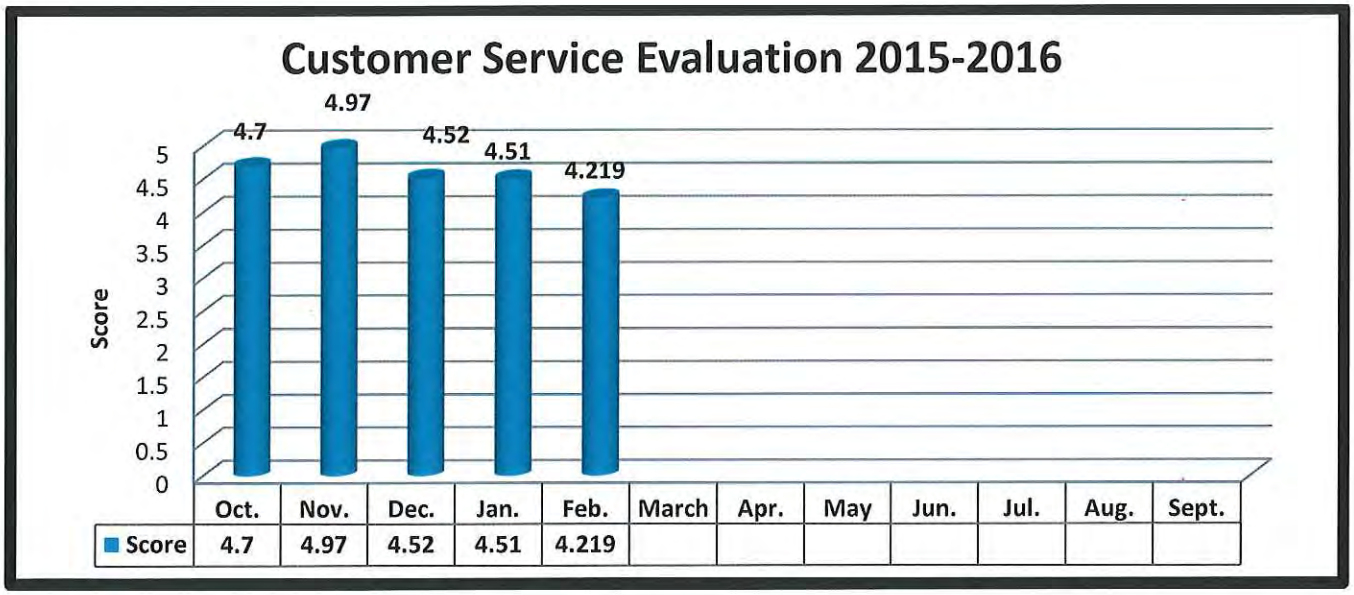


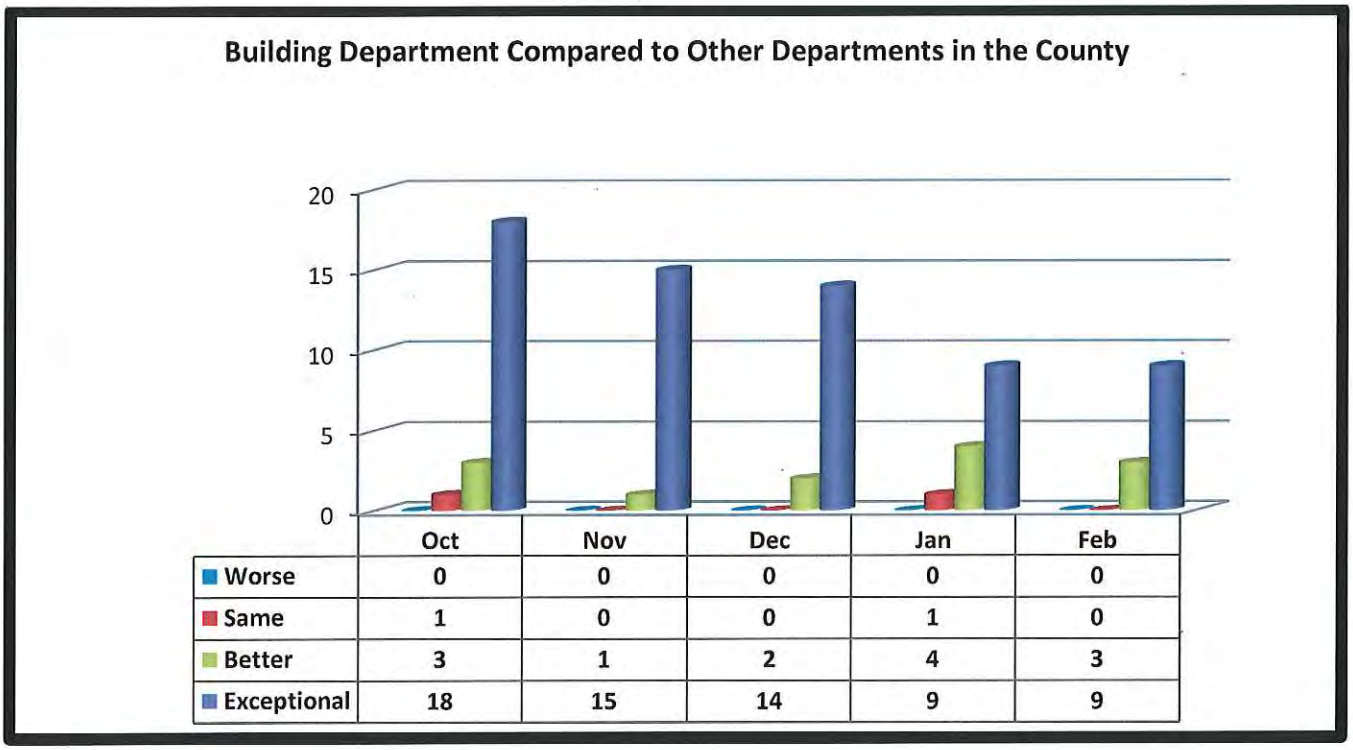
	Oct	Nov	Dec	Jan	Feb
No. of open cases	20	5	0	0	0
Closed Cases	39	20	16	16	9

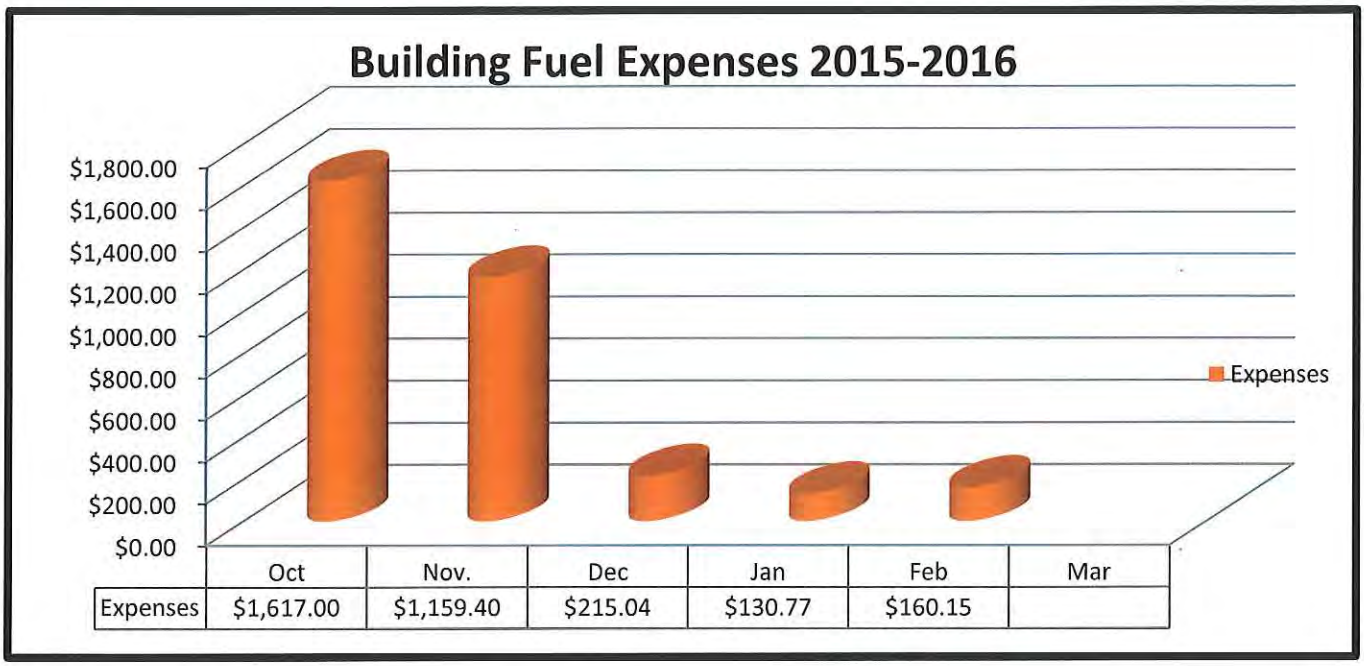


	Oct.	Nov.	Dec.	Jan.	Feb.
Inspections	125	84	116	39	135

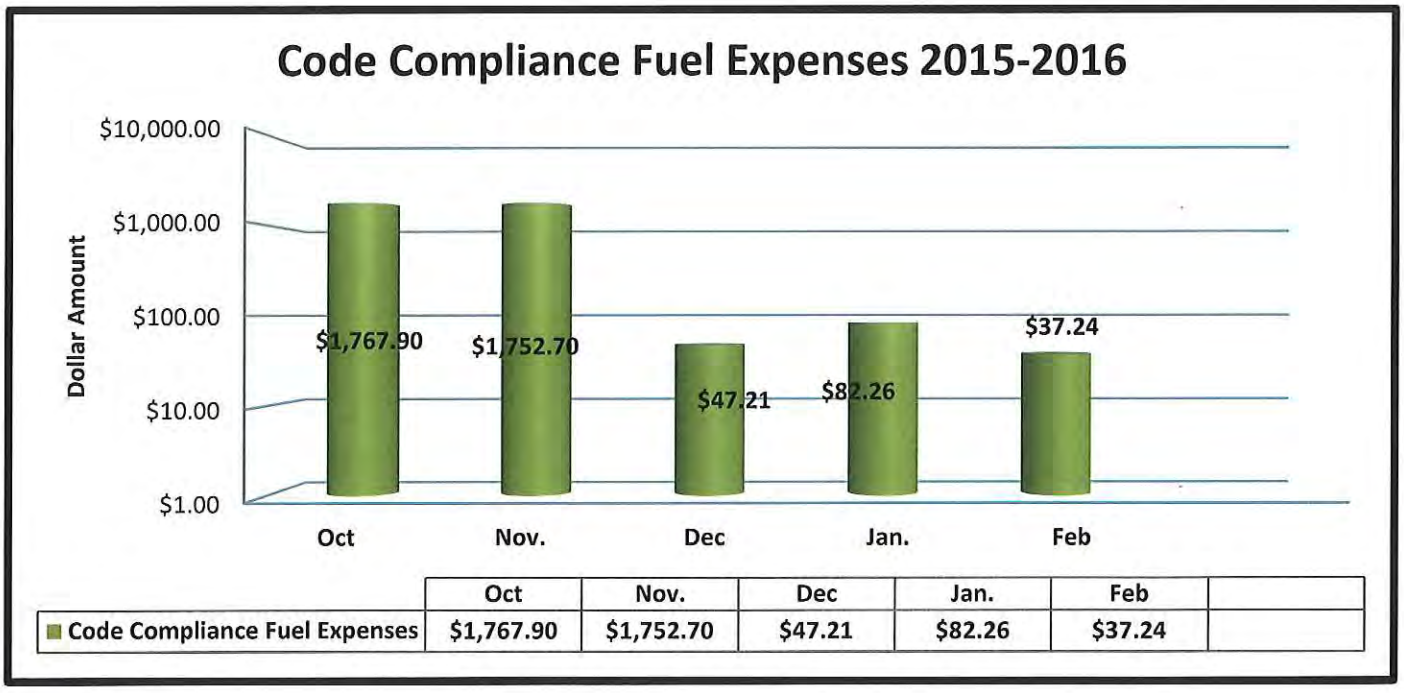
Total Inspections : 325
Average per Month: 108.3


Customer Service Evaluation 2015-2016
Score
5
4.5
4
3.5
3
2.5
2
1.5
1
0.5
0
4.7
4.97
4.52
4.51
4.219
Oct. Nov. Dec. Jan. Feb. March Apr. May Jun. Jul. Aug. Sept.
Score 4.7 4.97 4.52 4.51 4.219

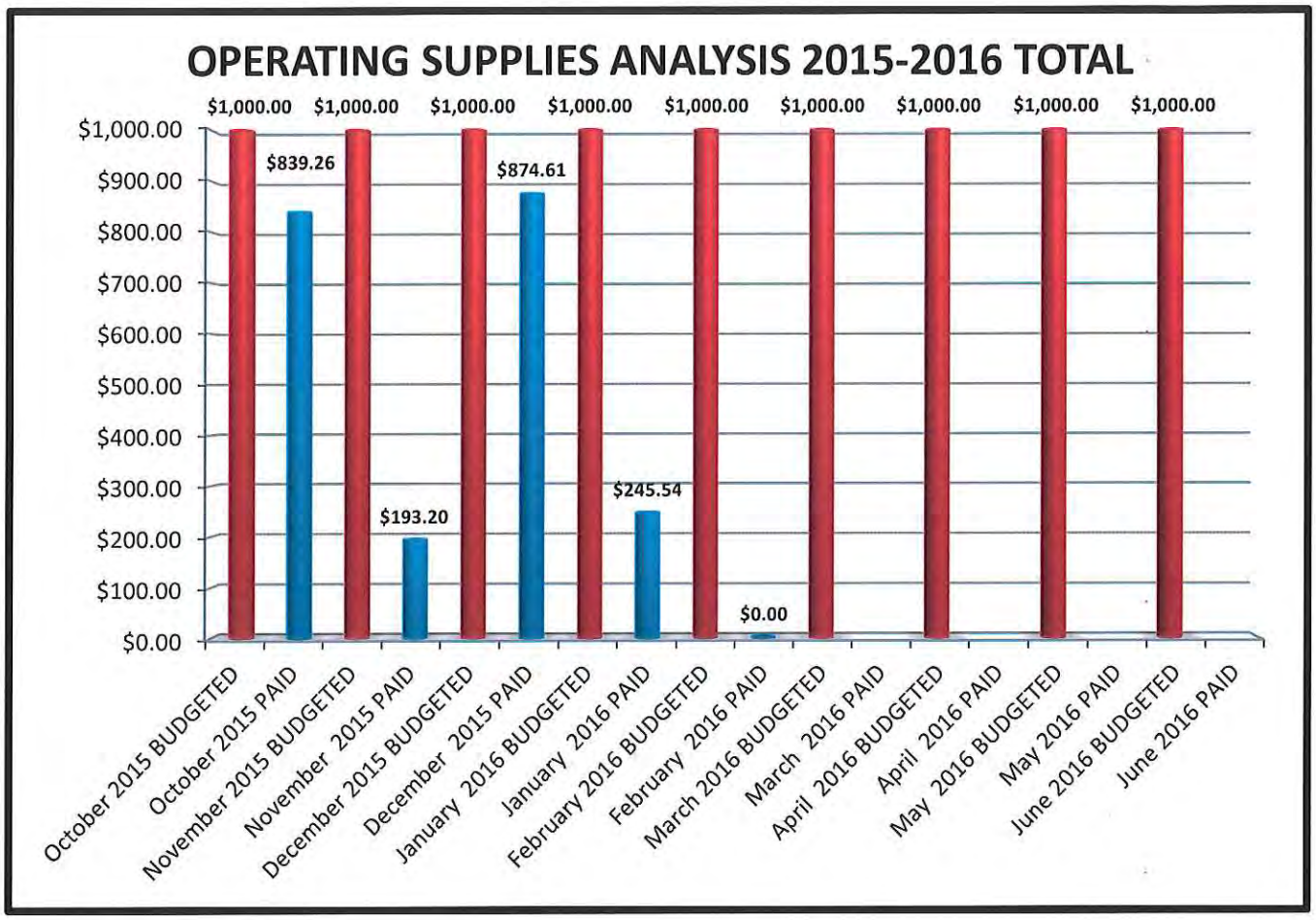

Building Department Compared to Other Departments in the County
20
15
10
5
0
Oct Nov Dec Jan Feb
Worse 0 0 0 0 0
Same 1 0 0 1 0
Better 3 1 2 4 3
Exceptional 18 15 14 9 9



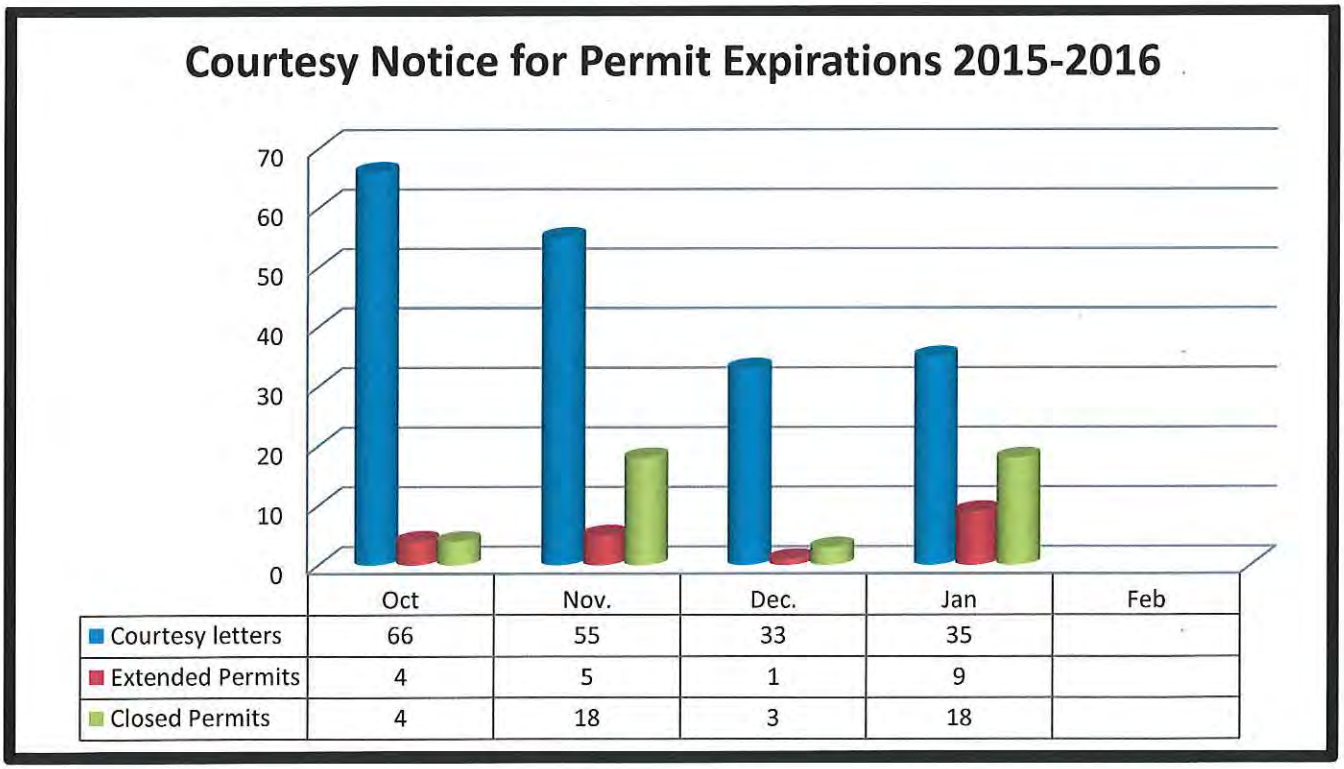
Gas Total: Pending



Building Code Gas Expenses: Pending

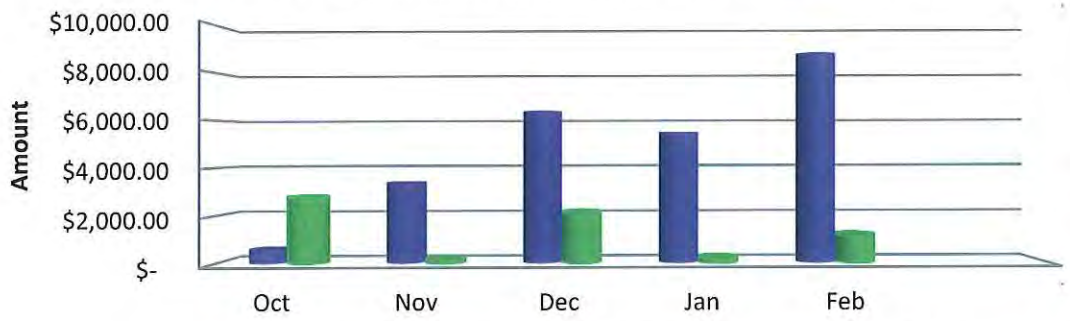


❖ *Operating Supplies Adopted Budget for FY 2015-2016: **$ 12, 000.00**



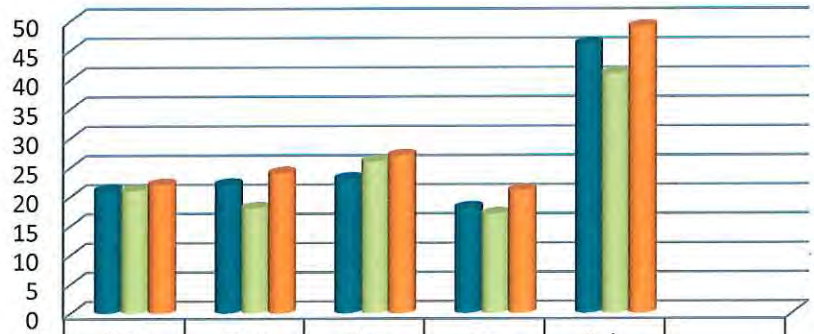
Code Compliance Snapshot for Month of February (Fiscal Year 2015-2016)

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



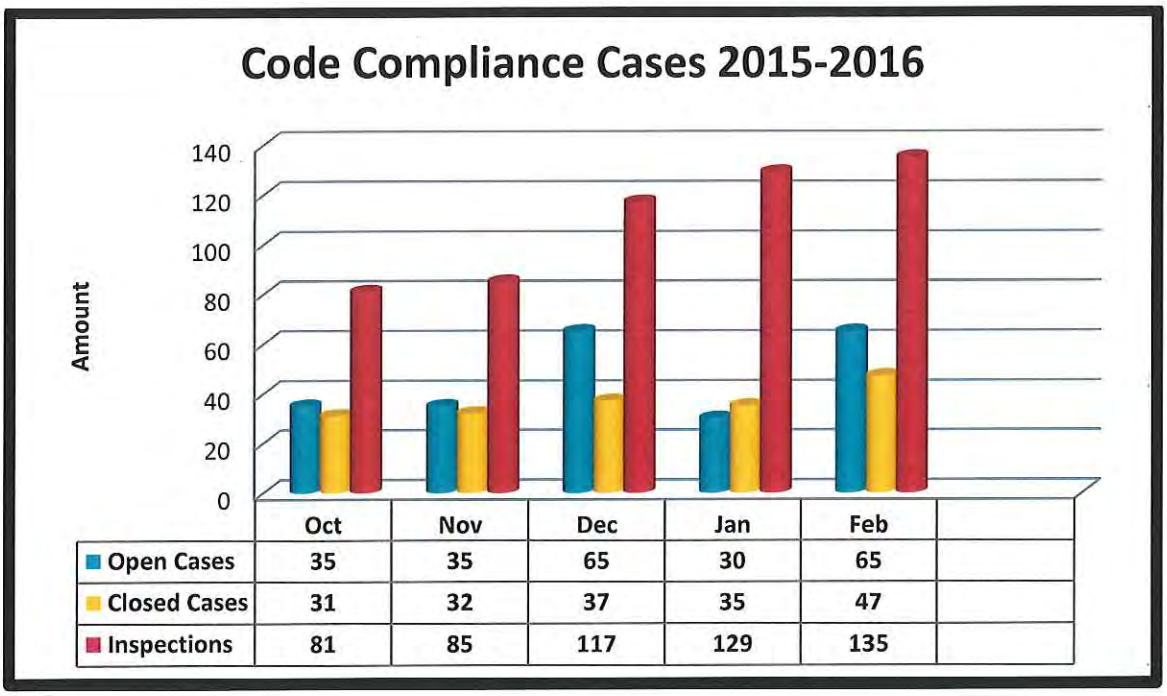
	Oct	Nov	Dec	Jan	Feb	
Code Violations (Including Citations and Special Master)	$575.00	$3,369.65	$6,362.13	$5,457.00	$8,774.06	
Lot Clearing	$2,772.32	$150.00	$2,121.53	$190.00	$1,148.25	

Submitted Complaints (Open, Closed, and Inspections)



	Oct	Nov	Dec	Jan	Feb	
Open Complaints	21	22	23	18	46	
Closed Complaints	21	18	26	17	41	
Scheduled Inspections	22	24	27	21	49	

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



	Oct	Nov	Dec	Jan	Feb	
Open Cases	35	35	65	30	65	
Closed Cases	31	32	37	35	47	
Inspections	81	85	117	129	135	

MIAMI-DADE COUNTY EMERGENCY MANAGEMENT	**Miami-Dade County** **EMERGENCY OPERATIONS CENTER** **FLASH REPORT # 2** **Zika Virus**	PHONE: 305-468-5800 FAX: 305-468-5401 eoc@miamidade.gov
REPORT DATE February 3, 2016	EOC ACTIVATION LEVEL Level 3 - Monitoring	REPORT TIME 9:00

SUMMARY OF CURRENT SITUATION AND ACTIONS

- The World Health Organization (WHO) announced that the recent cluster of neurological disorders and neonatal malformations reported in the Americas region constitutes a Public Health Emergency of International Concern due to the suspected link between this cluster and Zika virus and the rapid rate in which the virus has been spreading.
- Zika virus is a mosquito-borne viral disease transmitted primarily by *Aedes aegypti.*
- Transmission occurs through the bite of an infected mosquito, including the same mosquitoes that can transmit Dengue and Chikungunya. Perinatal (in utero), possible sexual & transfusion transmission has also been reported.

ASSESSMENT & ANALYSIS DATA

Symptoms

One in five (20%) people infected with Zika virus becomes symptomatic but, usually with mild symptoms which may occur 2-7 days after the mosquito vector bite and last no more than one week. Symptoms include:

- mild fever;
- skin rash or redness (*covered by elevated bumps*);
- headaches;
- arthralgia (*joint stiffness*);
- myalgia (*episode or zones of muscular pain*);
- asthenia (*lack of energy or loss of strength*); and
- conjunctivitis (*pink eye – inflammation of the eye & inner surface of the eyelids, redness and discharge*).

Treatment

Researchers at Genekam have developed a test that reveals whether there are Zika pathogens in a blood sample, and how many pathogens exist. The test works in real-time, examines DNA and works with chemicals that react to the Zika virus only. Until now, patients could not be diagnosed unless they developed symptoms. Test kits are being supplied to laboratories and institutes with sufficient know-how and the appropriate equipment to conduct the testing.
Link to complete news article: http://www.dw.com/en/first-zika-test-developed-in-germany/a-19013319

WHO Response

WHO is supporting countries to control Zika virus disease through:

- Defining and prioritizing research into Zika virus disease by convening experts and partners;
- Enhancing surveillance of Zika virus and potential complications;
- Strengthening capacity of laboratories to detect the virus;
- Strengthening capacity in risk communication to help countries meet their commitments under the International Health Regulations;
- Providing training on clinical management, diagnosis and vector control including through a number of WHO Collaborating Centers;
- Supporting health authorities to implement vector control strategies aimed at reducing *Aedes* mosquito populations such as providing larvicide to treat standing water sites that cannot be treated in other ways, such as cleaning, emptying, and covering them; and
- Preparing recommendations for clinical care and follow-up of people with Zika virus, in collaboration with experts and other health agencies.

ASSESSMENT & ANALYSIS DATA CONT.

Recommended Prevention

- Eliminate mosquito breeding sites in and around households where water can collect.
- Apply insect repellent and wear clothes that protect and cover the body.
- Use physical barriers against mosquitoes (*screens, doors, mosquito nets when sleeping*) especially during the day when mosquitoes are most active.
- See attached press release from Miami-Dade County Department of Solid Waste Management (DSWM) for further details.

Zika in the United States and its territories

- There are presently no locally transmitted Zika cases that have been reported in the continental United States, but cases have been reported in returning travelers.
- Imported cases could result in the local spread of the virus in some areas of the United States.
- Locally transmitted Zika virus has been reported in the Commonwealth of Puerto Rico.

Florida Confirmed Cases of Zika Virus Infection
As of February 2nd, 2016

County	Imported Cases	Locally Transmitted Cases
Hillsborough	2	-
Lee	2	-
Miami-Dade	4	-
Santa Rosa	1	-
	9	0

Countries/territories with active Zika virus outbreaks

AMERICAS		
Barbados Bolivia Brazil Colombia Commonwealth of Puerto Rico (U.S. territory) Costa Rica Curacao Dominican Republic Ecuador	El Salvador French Guiana Guadeloupe Guatemala Guyana Haiti Honduras Martinique	Mexico Nicaragua Panama Paraguay Saint Martin Suriname U.S. Virgin Islands Venezuela
OCEANIA/PACIFIC ISLANDS Samoa and American Samoa		**AFRICA** Cape Verde

For additional information on the Zika virus, please visit:

- http://www.who.int/topics/zika/en/
- http://www.cdc.gov/Zika/
- http://www.floridahealth.gov/diseases-and-conditions/zika-virus

ATTACHMENTS

X PRESS RELEASE(S)

PREPARED BY	Title	Signature
N. Batista	Planning Section Chief	

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loveg@miamidade.gov
305-375-3508
305-297-1857

Frank Calderon
fcald@miamidade.gov
305-375-4815
786-516-1001

James Richards
james.richards@miamidade.gov
305-375-2741

"You" are the first line of defense against mosquitoes and mosquito-borne illnesses, says the Miami-Dade County Department of Solid Waste Management

MIAMI (January 29, 2016) — When it comes to protecting against annoying mosquito bites—and potentially serious mosquito-borne illnesses—*you* are the first line of defense, according to the Miami-Dade County Department of Solid Waste Management (DSWM).

"While we certainly have a proactive mosquito control program in Miami-Dade County, we can't possibly be everywhere at once," said Deputy County Mayor and DSWM Director Alina T. Hudak. "That's why it's important for residents to check their properties and ensure there is no standing water, where mosquitoes can breed."

Of particular concern is the *Aedes aegypti* mosquito. Known by the white-striped pattern on its legs, this mosquito species is a vector for various tropical diseases including dengue, chikungunya and, more recently in the news, Zika.

Aedes aegypti mosquitoes like to breed in containers filled with stagnant water and plants that hold water, such as bromeliads. Unfortunately, with all the rainfall that comes down in Miami-Dade County, that means the mosquito can breed anywhere people are: lawns, vacant lots, common areas and more.

The good news is you can do your part to help reduce the mosquito nuisance, by remembering to drain and cover.

Drain

- Drain all standing water around the yard. Mosquitoes need only a surprisingly small amount of water to breed. Empty cans, buckets, garbage cans, house gutters, flower pots,

bromeliads and other plants that hold water, bottles, toys, plastic "kiddie" pools, lids, old tires, pool covers, barrels and any other container or item that holds or can hold water.

- If you have a boat, turn it upside down if it's small enough, or cover it if it's too large to turn. Just make sure the boat cover doesn't also hold water.
- If you have a swimming pool, make sure to maintain it properly and run the pump every so often as mosquitoes do not like to breed in moving water.
- Twice a week, make sure to empty or rinse out bromeliads and other plants that hold water, pets' water bowls and birdbaths.

Cover

- Make sure your doors and windows are covered with screens to keep mosquitoes out of your house. Protect infants with mosquito netting.
- Avoid going outside when mosquitoes are most active, at dawn and dusk. If you do have to be outside, cover yourself up by wearing loose, light-colored clothing (preferably long pants and long sleeves), shoes and socks.
- Use a repellent when you go outside. Follow the directions on the label. The best repellents use DEET or picaridin as the active ingredient.

Miami-Dade County's Mosquito Control Unit conducts numerous mosquito inspections and spraying operations throughout the County to help keep down the volume of mosquitoes. To request a mosquito inspection or to report a mosquito nuisance, please call 3-1-1. For more information on mosquito control in Miami-Dade County, visit www.miamidade.gov/solidwaste.

###

To request materials in accessible format, sign language interpreters, and/or any accommodation to participate in any County-sponsored program or meeting, please call Julio Martinez, 305-375-4662 or email, Jm0452@miamidade.gov, five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

Public Works and Waste Management

Feb. 2, 2016

DEPARTMENT REPORTS SIX NEW TRAVEL-ASSOCIATED ZIKA CASES TO THE CDC

Contact:
Communications Office
NewsMedia@flhealth.gov
850-245-4111

Tallahassee, Fla. – This week, the Florida Department of Health reported six new travel-associated cases of Zika in Florida to the Center for Disease Control and Prevention (CDC). Travel-related cases are defined as disease believed to be contracted outside of the state. Florida has reported a total of nine travel-related cases to the federal government.

While the CDC has not identified Florida as an area of local Zika risk, the Florida Department of Health is closely monitoring imported disease. None of the confirmed cases involve pregnant women. Yesterday, Governor Rick Scott and State Surgeon General and Secretary of Health Dr. John Armstrong were briefed by the CDC on the status of Zika virus.

The CDC has issued travel notices for Zika virus for several countries. More information about the CDC's notices can be found here: http://wwwnc.cdc.gov/travel/notices.

"Florida has many years of success in containing other mosquito-borne diseases and emerging health threats," said State Surgeon General and Secretary of Health Dr. John Armstrong. "Through these experiences, the department remains ready to protect residents and visitors from the Zika virus."

More Information on CDC precautions and DOH monitoring of Zika:

- According to the CDC, Zika fever illness is generally mild with a rash, fever and joint pain. CDC researchers are examining a possible link between the virus and unborn babies exposed during pregnancy.
- Florida's public health laboratory has a developed capacity to test for infections. The department works closely with health care providers in the state to offer testing to individuals that meet CDC testing criteria.
- DOH has a robust mosquito-borne illness surveillance system and is working with the CDC, the Florida Department of Agriculture and Consumer Services and local county mosquito control boards to ensure that the proper precautions are being taken to protect Florida residents and visitors.
- DOH encourages Florida residents and visitors to protect themselves from all mosquito-borne illnesses by draining standing water; covering their skin with

repellent and clothing; covering windows with screens; and other basic precautions.

- To date, Florida has confirmed nine travel-associated cases, which involve residents from the following counties:
    - Miami-Dade – 4 cases
    - Hillsborough – 2 cases
    - Lee – 2 cases
    - Santa Rosa – 1 case
- The department has a PSA video that media partners are welcome to share regarding "Drain and Cover" and preventing mosquito bites. The video can be accessed here: https://www.youtube.com/watch?v=AE6tkoWanXk

For more information on Zika virus, click here.

About the Florida Department of Health

The department works to protect, promote and improve the health of all people in Florida through integrated state, county and community efforts.

Follow us on Twitter at @HealthyFla and on Facebook. For more information about the Florida Department of Health please visit www.FloridaHealth.gov.

To: Edward Silva, Village Manager Date: January 30, 2016

From: Fanny Carmona Re: Park Expenditures
Parks & Recreation Director

Regarding park expenditures please see the summary including total salaries breakdown by park as well as total operating expenses by park.

The operating amount represents waste haulers, landscape maintenance, facilities maintenance, pest control, equipment maintenance, alarm monitoring, telephone services, electrical, water, and general operating. Kindly advise should you require further information regarding this topic.

Park	Park Operations	Salaries
Coral Reef Park	$ 177,000.00	$ 266,523.00
Palmetto Bay Park	$ 173,450.00	$ 278,361.00
Perrine Wayside	$ 20,600.00	*
Thalatta Estate	$ 196,350.00	$ 207,086.00
Ludovici Park	$ 70,100.00	$ 85,310.00
Su-Totals	$ 637,500.00	$ 837,280.00
Total	**$ 1,474,780.00**	
** - Staffed from Palmetto Bay Park*		

Park Operations includes the following:	
Waste Haulers	Water
Landscape Maintenance	General Operating
Facilities Maintenance General	Electrical
Facilities Maintenance Pest Control	Telephone Services
Equipment Maintenance	Alarm Monitoring

- Please note that salaries have never been tracked by park; these numbers are estimates.
- Tennis Operations is not part of this report - $191,384.
- This report excludes Uniforms, Travel, Professional Services 25% of My Salary and 20% of Saylin Paez and Nick Cubas-Perez's Salaries.