



Village of Palmetto Bay
MEMORANDUM

To: Honorable Mayor and Council Date: January 4, 2016
From: Edward Silva, Village Manager Re: Manager's Reporting Items- November 2015

For the purposes of keeping the Village Council abreast of Village operations on matters that, in the interest of time, are usually not reported during Village Council Meetings, please refer to the attached reporting items for the reporting period of November 2015. 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 also included.
2. Expenditure Overview: shows the percentages of expenditures incurred during the reporting period.
3. Monthly Calendar of Park Events for the month of January 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 month, and the aggregate information for the fiscal year, up to the reporting period.

I would also like to inform the Council that next week, we will be meeting with the contractor concerning the start-up of the US 1 landscape beautification project. Additionally, once the contract has been approved by the Council and signed for website design services, an implementation schedule will be provided to the Council. Lastly, pursuant to the Council's request, please note that the Village's FRDAP applications ranked 57/74 and 106/132 for Palmetto Bay Park and Perrine Wayside Park respectively.

If questions arise, please do not hesitate to contact me.

Thank you.

**MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1**

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

**MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1**

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

Organizational/ Budgetary Items

Tasks Completed

- Reviewed expenses/revenues for tennis programs
- Initiated and completed negotiations with CivicPlus for website redesign and implementation services
- Reviewed bid proposal from GPE Engineering for Coral Reef Park rubberized trails renovations
- Reviewed 501-3c usage and fee waivers at Coral Reef Park
- Executed Services Agreement with Howard Alan Events for Arts and Crafts Festival scheduled for May 2016 at Coral Reef Park
- Finished update on Zoning Code for the Downtown area
- Finished TDR ordinance for the Village
- Established joint operations with Deering Estate on programming
- Finalized metrics on all Departments in a monthly report
- Held two public workshops on Coral Reef Master Plan Update and Palmetto Bay
- Held two public workshops on Zoning Code for the Downtown Area
- Started in-house redesign of Franjo Road into downtown Main Street
- Installed safety rail on Snowden's Creek
- Provided coherent approach to lobbying efforts
- Hired part-time grant writer
- Reviewed staffing levels by Department and needs
- Began metrics on all Departments in a monthly report

Tasks In Progress

- Facilitate Strategic Plan development process
- Analyze employee benefits to other municipalities
- Initiate quarterly meetings with School Board
- Execute agreement with School board on use of facilities at Southwood Middle School
- Execute agreement with School board on use of facilities at Coral reef Elementary School
- Seek Green City designation and review associated costs
- Provide Wi-Fi at all Village facilities
- 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
- Augment communications functions with second PIO position
- Install Bike repair station near Deering

**MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1**

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

Organizational/ Budgetary Items Continued . . .
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Tasks In Progress

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| <ul style="list-style-type: none">• Establish communications with the EAC and schools in compact• Hold second installment of Customer Service training• Simplify payment options at facilities, eliminate cash policies• Finalize CRS rating for FEMA requirements |
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Community Focus/ Special Events
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Tasks Completed

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| <ul style="list-style-type: none">• Developed and launched sponsorship packages to fund special events• Launched Eden online permitting services• Implemented Saturday night drive-in movie nights – January 2016. |
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Tasks In Progress

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|---|
| <ul style="list-style-type: none">• Establish Farmer's Market at Coral Reef Park• Launch quarterly Palmetto Bay wrap publication on upcoming news on the village• Launch annual Palmetto Bay magazine• 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• Commence Orchid initiative |
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**MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1**

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

Traffic/ Transit/ Mobility
Tasks Completed
<ul style="list-style-type: none">• Identified future traffic circle locations• Developed and provided review of I-BUS service to Council (January 20 COW Meeting)• Established traffic enforcement initiatives• Installed temporary traffic tabled
Tasks In Progress
<ul style="list-style-type: none">• Finalize agreement for use of busway from County for I-Bus (pending second reading)• Update master plan for bicycle lanes• Coordinate a tri-city grant request for bicycle lanes• Establish an “uber” service model for I-bus• Begin app for I-bus

Capital Projects
Tasks Completed
<ul style="list-style-type: none">• Landscape beautification on US-1 corridor (project awarded at the December Council Meeting – preconstruction meeting to be held January 2016)
Tasks In-Progress
<ul style="list-style-type: none">• New baseball scoreboard at Coral Reef Park• Coral Reef Park asphalt trail repairs• Coral Reef Park new rubberized trail construction• Coral Reef Park new bathroom/storage facility

**MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1**

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

Summary of Email Requests	
Nature of Request	Requesting Party
• Traffic issue on Old Cutler & 176 th Street	M. Cuccaro
• Inquiry on speed bumps	B. Kestel
• Information on sidewalk damage on SW 77 th Avenue	S. McCrackine
• Feedback request on policing unit	W. Bannamon
• Meeting request – Deering Estate	M. Pettit
• Update on notification of service subpoena	E. Flinn
• PBBA update talking points	K. Cunningham
• Request on changing date of visioning session	K. Cunningham
• Request on update of Strategic Plan Survey results	K. Cunningham
• Information on Safer Compass Project Zero Project	K. Cunningham
• Traffic issue on Old Cutler & 173 rd Street	M. Adam
• Request for revenue numbers on rental items at parks	K. Cunningham
• Request on information for local funding initiatives on senate appropriations	E. Flinn
• Information on road improvement meeting on proposed bike lane on 136 th Street and 168 th Street	M. Levrant
• Meeting request – American Legion	C. Lastra
• Meeting request – Florida Gas	E. Moyer
• Complaint on Parks & Recreation Department	Resident
• Update on Real Time Crime Center Tour	Policing Unit
• Traffic issue on Old Cutler & 174 th Street	F. Burns
• Information on Village of Palmetto Bay Series 2015 Diligence	J. Catalano
• Information request on traffic calming meeting (83 rd Ave & 168 th ST)	Resident
• Meeting request – parking improvements/parking garage	G. Darden
• Meeting request with resident M. Chin	K. Cunningham
• Request for phone conference on downtown project	J. Lopez
• Code compliance concern related to parked vehicle located at SW 90 th Avenue	R. Pilla
• Update on Coral Reef Park Clean-Up	A. Sunshine
• Request for refund check error at Thalatta	E. Flinn
• Update on 77 th Avenue sewer repair	E. Flinn
• Public Records Request	D. Singer
• Traffic issue on 77 th Avenue	Resident
• Traffic issue on 86 th Avenue and 174 th Street	Resident
• Information on alarm registration letter on web	L. Siegel-Lara
• Request for phone conference on traffic concerns	C. Hart
• Notification on traffic enforcement initiatives	E. Flinn

**MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1**

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

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|---|---------------------|
| • No right turn signs (87 th) | K. Cunningham |
| • Traffic issue on 94 th Avenue and 176 th Street | Resident |
| • Update on Strategic Plan Survey | J. Novak |
| • Question on facility usage at village parks | A. Rodriguez |
| • Question on Total Bank Wayside Park construction | N. Soto |
| • Information on Palmetto Bay Food Truck & Rock Festival | Village Council |
| • Concern on potholes located on SW 77 th Avenue | Resident |
| • Update on Strategic Plan Work Schedule | J. Novak |
| • Information request on proposed zoning districts | D. Brongo |
| • Information on Color Run | Village Council |
| • Information on transportation plan | E. Flinn |
| • Question on lost and found policy | J. Gonzalez |
| • Update on special taxing districts | M. Levrant |
| • Meeting request for Special Council Meeting | E. Flinn |
| • Information request on speed hump application | K. Cunningham |
| • Information on Dade County Days | Village Council |
| • Information on community survey for strategic plan | K. Cunningham |
| • Meeting request – Florida International University | K. Meyer |
| • Information on Youth Advisory Council | K. Cunningham |
| • Inquiry on Coral Reef Tennis Courts | K. Cunningham |
| • Update on Pineland Rockland Cleanup and Color Run Events | Village Council |
| • Update on Emergency Management Tropics update | S. Israel |
| • Information request on baseball field clay restoration | T. Schaffer |
| • Update on work-plan for Strategic Plan | J. Novak |
| • Question on tennis court fee increase | E. Flinn |
| • Traffic concern on SW 77 th Avenue | M. Mejia |
| • Question on park fees | T. Schaffer |
| • Tennis court fee increase inquiry | J. DuBois |
| • Notification on Emergency Management Tropical Depression | C. Sommerhoff |
| • Concerns on tennis court fee increase | Resident |
| • Inquiry on tennis court fees | Resident |
| • Inquiry on building permit fees | K. Cunningham |
| • Question on tennis court fees | Resident |
| • Meeting request on commercial property | M. Sontag |
| • Meeting request on village parks | B. Adler |
| • Information on supporting America’s Veterans | E. Flinn |
| • Client survey request on Bermello | City of Miami Beach |
| • Information on Veteran’s Day dinner | Village Council |
| • Meeting request (Audi) | K. Gorin |

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SECTION 1**

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

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|---|-----------------|
| • Information on Amy’s Hallmark Fundraiser | Village Council |
| • Public Records Request | D. Singer |
| • Notification on valued engineer for plant professionals | Vendor |
| • Inquiry on Alzheimer’s Daycare Centers in Palmetto Bay | Resident |
| • Coral Reef Tennis inquiry | P. Kleinerman |
| • Information on ArtSouth event | B. Hermann |
| • Update on Nu Deco Concert at Deering Estate | J. Noordhoek |
| • Update on Strategic Plan | J. Novak |
| • Information on Chamber South Transportation Committee | J. Corradino |
| • Inquiry on traffic issues throughout the Village | E. Flinn |
| • Information on 5K Color Run for Miami Palmetto Senior High School | E. Flinn |
| • Information on Chanukah Celebration – December 15 | E. Flinn |
| • Concern on police crash report | B. Portugal |
| • Utility relocation information request from Senate Transportation Committee | K. Cunningham |
| • Public Records Request | D. Singer |
| • Request for site visit at Coral Reef Park on rubberized trails | Vendor |
| • Public Records Request | D. Singer |
| • Inquiry on Coral Reef Racquetball | Resident |
| • Request on municipal elections feedback | R. Brown |
| • Update on Special Council Meeting of November 18 | J. DuBois |
| • Concern on flooding for 84 th Avenue and 164 th | Resident |
| • Library parking at Palmetto Bay Library Branch | E. Flinn |
| • Request on update on public records law | E. Flinn |
| • Concern on Thalatta Estate calendar | D. Singer |
| • Response to concern on Thalatta Estate calendar | J. Taber |
| • Update on Town Hall Meeting scheduled for December 9 related to Parks Master Plan | H. Caplan |
| • Response to resident on library parking | L. Siegel-Lara |
| • Update on Safer Compass Meeting | K. Cunningham |
| • Meeting request – Palmer Trinity | S. Calleja |
| • Response to resident on library parking | K. Cunningham |
| • Code compliance complaint on street bollards located at 72 nd Street | Resident |
| • Update on correspondence for Palmer Trinity | K. Erickson |
| • Concern on crosswalk signal on Old Cutler & SW 176 th Street | L. Siegel-Lara |
| • Update on CivicPlus contract | Vendor |
| • Information on recognizing Coral Reef Elementary School | E. Flinn |
| • Boat parade holiday picture to post on Village’s Facebook page | K. Cunningham |
| • Public Records Request | D. Singer |

**MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 1**

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

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|---|------------------|
| • Information on boat parade | R. Schael |
| • Inquiry on crosswalk signal on Old Cutler & SW 176 th Street | K. Cunningham |
| • Traffic and speeding concerns | Resident |
| • Update on services agreement with Howard Alan Events | Village Attorney |
| • Information on Tallahassee trip schedule | R. Brown |
| • Do the Right Thing Donation Follow-up | J. Atkinson |
| • Inquiry on Get Fit Palmetto Bay | T. Schaffer |
| • Inquiry on Get Fit Palmetto Bay | K. Cunningham |
| • Concern on website extension date December 17 | K. Cunningham |
| • Florida PACE Program update request for resident | L. Siegel-Lara |
| • Information on Charter School Application | W. Rosen |
| • Update on work plan for Strategic Plan | J. Novak |
| • Inquiry on park fees | D. Singer |
| • Concern on strategic plan community meetings | L. Siegel-Lara |
| • Update on transit development infrastructure | G. Boffelli |
| • Inquiry on Thai Silk tree | Resident |
| • False alarm signal change request | Policing Unit |
| • Meeting request on parks | B. Hermann |
| • Website inquiry on traffic | Resident |

**MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 2**

**Expenditure Overview
Reporting Period: November 2015**

Department	Percentage of Funds Spent Oct-2015	Percentage of Funds Spent Nov-2015
Mayor & Council	7.23	6.85
Village Manager	4.44	5.40
Village Clerk	5.22	7.88
Finance	5.05	6.57
Human Resources/Comm.	3.58	4.94
Village Attorney	0.00	0.00
Planning & Zoning	5.39	5.70
General Government	5.78	2.94
Facilities Maintenance	3.84	5.09
Police	8.27	8.27
Park Administration	5.00	4.82
Coral Reef Park	2.74	3.14
Palmetto Bay Park	2.21	4.68
Perrine Wayside Park	0.00	1.21
Thalatta Estate	6.64	20.36
Ludovici Park	0.00	4.53
Tennis	13.07	11.75
Total Parks	5.17	6.77
Total Operating	6.60	6.57
Monthly Total	8.33	8.33

**MONTHLY REPORT TO VILLAGE COUNCIL
SECTION 3**

Monthly Calendar of Park Events- January 2016

The Village of Palmetto Bay

PARKS & RECREATION



January 2016



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
<p>TENNIS 305-253-8655</p>	 Park Facility Rental: 305-253-8655 www.palmettobay-fl.gov				<p>Yoga Fusion at Palmetto Bay Park 9:30am</p> <p>Soccer at Coral Reef Park 4-7pm</p> <p>MDI Basketball at Palmetto Bay Park 6:30-8:30pm</p>	<p>Soccer at Coral Reef Park 9am to 3 pm</p> <p>I-9 Sports Flag Football/Soccer/T-ball Palmetto Bay Park 9am</p>
3	4	5	6	7	8	9
	<p>Yoga at Coral Reef 9am</p> <p>MDI Basketball at Palmetto Bay Park 6-8pm</p> <p>Soccer at Coral Reef Park 3:30 – 6:30pm</p> <p>Ballet at Palmetto Bay Park 3-7pm</p> <p>Cutler Bay Community Theater at Ludovici Park 7-9pm</p>	<p>Cardio Pump at Coral Reef 11am</p> <p>Aerobics at Coral Reef at 12 pm</p> <p>MDI Basketball at Palmetto Bay Park 6-8pm</p> <p>Ballet at Palmetto Bay Park 4-7:30pm</p> <p>Softball- Palmetto Bay Park – Palmetto Middle vs South Dade</p>	<p>Yoga at Coral Reef 9am</p> <p>Stretch & Relaxation at Palmetto Bay Park 9:30am</p> <p>Zumba at Coral Reef 10am</p> <p>MDI Basketball at Palmetto Bay Park 6-8pm</p> <p>Soccer at Coral Reef Park 3:30 – 6:30pm</p> <p>Ballet at Palmetto Bay Park 4-7pm</p> <p>Softball- Palmetto Bay Park - Southwood Middle vs Palmetto Middle</p>	<p>Dance Aerobics at Coral Reef 11am</p> <p>Aerobics at 12pm</p> <p>MDI Basketball at Palmetto Bay Park 6-8pm</p> <p>Ballet at Palmetto Bay Park 4-7:30 pm</p>	<p>Stretch & Relaxation at Palmetto Bay Park 9:30am</p> <p>Soccer at Coral Reef Park 3:30 – 6:30pm</p> <p>MDI Basketball at Palmetto Bay Park 6:30-8:30pm</p>	<p>Soccer at Coral Reef Park 9am to 1 pm</p> <p>I-9 Sports Flag Football/Soccer/T-ball Palmetto Bay Park 9am</p>
10	11	12	13	14	15	16
 GET FIT KICKOFF Sunday, January 10th 9:00 am-12:00 pm Coral Reef Park 7895 SW 152 Street Yoga by the Bay 9:30am at Thalatta	<p>Yoga at Coral Reef 9am</p> <p>MDI Basketball at Palmetto Bay Park 6-8pm</p> <p>Soccer at Coral Reef Park 3:30 – 6:30pm</p> <p>Ballet - Palmetto Bay Park 3pm</p> <p>Cutler Bay Community Theater Ludovici Park 7-9pm</p>	<p>Cardio Pump at Coral Reef 11am</p> <p>Aerobics at Coral Reef at 12 pm</p> <p>MDI Basketball at Palmetto Bay Park 6-8pm</p> <p>Ballet at Palmetto Bay Park 4-7:30pm</p> <p>Dog Park Closed for Maintenance until noon</p>	<p>Yoga at Coral Reef 9am</p> <p>Stretch & Relaxation at Palmetto Bay Park 9:30am</p> <p>Zumba at Coral Reef 10am</p> <p>Soccer at Coral Reef Park 3:30 – 6:30pm</p> <p>MDI Basketball Palmetto Bay Park 6-8pm</p> <p>Ballet at Palmetto Bay Park 4-7pm</p>	<p>Dance Aerobics at Coral Reef 11am</p> <p>Aerobics at 12pm</p> <p>MDI Basketball at Palmetto Bay Park 6-8pm</p> <p>Palmetto Bay Book Club at Ludovici Park 6-7pm</p> <p>Softball- Palmetto Bay Park - Southwood Middle vs Richmond Hights</p>	<p>Stretch & Relaxation at Palmetto Bay Park 9:30am</p> <p>Soccer at Coral Reef Park 3:30 – 6:30pm</p> <p>MDI Basketball at Palmetto Bay Park 6:30-8:30pm</p> <p>Arbor Day Tree Planting Ceremony at Palmetto Bay Park</p>	<p>Soccer at Coral Reef Park 9am to 1 pm</p> <p>I-9 Sports Flag Football/Soccer/T-ball Palmetto Bay Park 9am</p> <p>Surf & Turf – Kayak Boot Camp at Coral Reef Park</p>
17	18	19	20	21	22	23
	<p>Yoga at Coral Reef 9am</p> <p>MDI Basketball at Palmetto Bay Park 6-8pm</p> <p>Ballet - Palmetto Bay Park 3pm</p> <p>Soccer at Coral Reef Park 3:30 – 6:30pm</p> <p>Cutler Bay Community Theater at Ludovici Park 7-9pm</p>	<p>Cardio Pump at Coral Reef 11am</p> <p>Aerobics at Coral Reef at 12 pm</p> <p>MDI Basketball at Palmetto Bay Park 6-8pm</p> <p>Ballet at Palmetto Bay Park 4-7:30pm</p>	<p>Yoga at Coral Reef 9am</p> <p>Stretch & Relaxation at Palmetto Bay Park 9:30am</p> <p>Zumba at Coral Reef 10am</p> <p>Soccer at Coral Reef Park 3:30 – 6:30pm</p> <p>MDI Basketball Palmetto Bay Park 6-8pm</p> <p>Ballet at Palmetto Bay Park 4-7pm</p>	<p>Dance Aerobics at Coral Reef 11am</p> <p>Aerobics at 12pm</p> <p>MDI Basketball at Palmetto Bay Park 6-8pm</p>	<p>Stretch & Relaxation at Palmetto Bay Park 9:30am</p> <p>Soccer at Coral Reef Park 3:30 – 6:30pm</p> <p>MDI Basketball at Palmetto Bay Park 6:30-8:30pm</p>	<p>Soccer at Coral Reef Park 9am to 1 pm</p> <p>I-9 Sports Flag Football/Soccer/T-ball Palmetto Bay Park 9am</p> <p>Youth Advisory Council Meeting at Ludovici Park 9am to 12 Noon</p>
24	25	26	27	28	29	30
<p>Yoga by the Bay 9:30am at Thalatta</p>	<p>Yoga at Coral Reef 9am</p> <p>MDI Basketball at Palmetto Bay Park 6-8pm</p> <p>Ballet - Palmetto Bay Park 3pm</p> <p>Soccer at Coral Reef Park 3:30 – 6:30pm</p> <p>Cutler Bay Community Theater at Ludovici Park 7-9pm</p> <p>iSEE Teacher Planning Day Camp at Ludovici Park 8:30 to 5pm</p>	<p>Palmetto Bay Garden Club 6-9pm at Ludovici Park</p> <p>Dog Park Closed for Maintenance until noon</p> <p>Cardio Pump at Coral Reef 11am</p> <p>Aerobics at Coral Reef at 12 pm</p> <p>MDI Basketball at Palmetto Bay Park 6-8pm</p> <p>Ballet at Palmetto Bay Park 4-7:30pm</p>	<p>Yoga at Coral Reef 9am</p> <p>Stretch & Relaxation at Palmetto Bay Park 9:30am</p> <p>Zumba at Coral Reef 10am</p> <p>Soccer at Coral Reef Park 3:30 – 6:30pm</p> <p>MDI Basketball Palmetto Bay Park 6-8pm</p> <p>Ballet at Palmetto Bay Park 4-7pm</p> <p>Softball- Palmetto Bay Park – Westminster Pre-Season Classic</p>	<p>Dance Aerobics at Coral Reef 11am</p> <p>Aerobics at 12pm</p> <p>MDI Basketball at Palmetto Bay Park 6-8pm</p> <p>Softball- Palmetto Bay Park – Westminster Pre-Season Classic</p>	<p>Stretch & Relaxation at Palmetto Bay Park 9:30am</p> <p>Soccer at Coral Reef Park 3:30 – 6:30pm</p> <p>MDI Basketball at Palmetto Bay Park 6:30-8:30pm</p>	<p>Soccer at Coral Reef Park 9am to 1 pm</p> <p>I-9 Sports Flag Football/Soccer/T-ball Palmetto Bay Park 9am</p>
31						
<p>Paddle Adventure 8am Thalatta Park 305-234-6395 (by registration only)</p>	<p>Coral Reef Park: 7895 SW 152 Street Palmetto Bay Open Daily: Sunrise to Sunset Tennis 8am to 10pm 305-235-1593</p>	<p>Palmetto Bay Park: 17535 SW 95 Ave Palmetto Bay Open: M-Sat 8am to 9pm Sun 8am to 8pm 305-251-2751</p>	<p>Thalatta Estate: 17301 Old Cutler Road Palmetto Bay Sun-Thurs. 8am -5pm Fri & Sat 9am to 2pm www.thalattaestate.com 305-234-6383</p>	<p>Perrine Wayside Park: 16425 So. Dixie Highway Palmetto Bay, Open Daily: 8am to Sunset 305-259-1234</p>	<p>Ludovici Park: 17641 Old Cutler Road Palmetto Bay Open Daily: Sunrise to Sunset 305-234-6383</p>	

*Times and dates subject to change