

# Manager's Report

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## FINANCE

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### November

- The expenditures in November 2021 were \$398,022, 2.52% of the total budget, compared to budgeted expenditures of \$1,322,576, a savings of 75% for the month. Please note that this analysis is based on a straight-line allocation of the budget for the year, which is \$1,322,576 or 8.33% per month. This does not consider the timing of expenditures such as Police or seasonal events such as Summer Camp or Village events. Compared to the first period average of the last five years of 6.54% the Village is off to a good start at 2.52%.
- YTD the Village has sent \$400,990 or 4.61% compared to budgeted expenditures of \$2,645,152 or 16.66%.
- The Village annual financial audit is schedule to begin in the last week of January.
- Manager's Reportable Checks:

Check Transfer Date	Check Transfer #	Vendor Name	Description	Total Amount
11/19/2021	38281	CORRADINO GROUP	PHASE 1 PLANNING DIRECTOR	\$13,650.00
11/19/2021	38336	CORRADINO GROUP	PHASE 1 PLANNING DIRECTOR	\$13,650.00

## IT DEPARTMENT

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### November

- Installation of the public Wi-fi access point on the Coral Reef Park trailer facing the soccer field.
- Reconfiguration of the Coral Reef Park network to accommodate more public Wi-Fi traffic due to item #1.
- Help desk statistics: 97 tickets received, 90 closed.

## January Upcoming Events

- CentralSquare subject matter expert training begins (Building project).
- CentralSquare systems testing begins.
- Completion of the IT Policies project.
- Initiation of the Clerk's eAgenda project.

## HUMAN RESOURCES

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### November

- 2 Recruitment Ads
  - Senior Accountant
  - Resilience Coordinator
- 9 Applications Review
- 5 Interviews scheduled
  - Senior Accountant
  - Resilience Coordinator
  - Tree Maintenance Worker (Public Services)
  - Maintenance Worker (Parks & Recreation)
- 4 Pre-Employment Meetings
- 3 New Hire
  - Senior Accountant
  - Special Events & Programs Coordinator
  - Permit Clerk
- 10 Job vacancies
  - 1 – Public Information Officer (Communications)
  - 1 – Park Maintenance Supervisor (Parks & Rec.)
  - 1 – Maintenance Worker (Parks & Rec.)
  - 5 – Park Service Aides (Parks & Rec.)
  - 1 – Tree Maintenance Worker (Public Services)
  - 1 - Resilience Coordinator
- 0 Training Sessions
- 4 Separations of Employment
- 0 Transfers/Updates/Evaluations (does not include COLA)

## COMMUNICATIONS

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### November

- 73 FB/Twitter Postings (including event postings)

- 7239 FB Followers (likes)
- 1693 Instagram Followers
- 7239 Facebook Followers
- 643 Following on Facebook and Instagram
- 2,295 Constant Contact Contacts
- 4 Your Village @ Work Editions
  - 11/6
  - 11/13
  - 11/20
  - 11/27
- 32 Promotional/Informational Campaigns
  - COVID-19
  - Vaccinations
  - Share your Story (SOV 2021)
- Events
  - 11/10 First Responders Drive-thru Luncheon
  - 10/11 Veterans Day Assembly & Breakfast
  - 11/18 State of the Village
  - 11/28 Menorah Lighting
- Video
  - State of the Village 2021

## GRANTS

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### November

- Notifications:
  - Notified by Local Mitigation Strategy (LMS) Group that 3 of our LMS projects have been selected for us to submit applications to the HMGP (see pending applications list)
  - Notified by Florida Recreation Development Assistance Program that our Palmetto Bay Park – Phase 1 project has been selected for funding by staff and will move forward to legislatures for funding approval.
- 1 New Application / 6 Appropriation Applications:
  - Miami-Dade TPO – Municipal Grant Program Application for *Palmetto Bay ADA & Sidewalk Safety Improvements – Phase 1* from SW 136<sup>th</sup> to SW 152<sup>nd</sup> between US. 1 and Old Cutler Road.
  - APPROPRIATION APPLICATIONS to House & Senate:
    - Sub-Basin Projects:
      - Sub-Basin 11 Improvements
      - Sub-Basin 43 Improvements
      - Sub-Basin 57/96 Improvements
    - Parks Projects:
      - Coral Reef Park (CRP) Construction of Recreation Centre

- Palmetto Bay Park (PBP) Phase 1 – Basketball court & lights, East park walking path repair & resurfacing, playground renovations
- Veterans Park (VP) Phase 1 – on-street parking, landscaping, walking path on perimeter, Veteran’s Monument and ADA restroom
  
- 7 Reports filed
  - 1-Department report
  - 1-Multi-Use Trail Feasibility Report & Reimbursement request & an extension request to February 4, 2022 (granted) A presentation to the Council is slated to be added to the February Council meeting.
  - 1-FDOT Triennial Review requirements completed – pending adoption by Manager
  - Participated in presentation to the Bicycle Pedestrian Advisory Committee (BPAC) of Miami-Dade County (Will provide us a Resolution of support for the current Multi-Use Trail Feasibility Study)
  - Submitted 3 quarterly reports for DOJ Police program grants
  - Submitted quarterly report for DOJ COVID funds program
  
- 6 Pending Applications with future due date
  - Recreational Trails Program (RTP) potential project for Veterans’ Park Development – Phase 1
  - Community Grants for July 4<sup>th</sup> funding assistance
  - Florida Forever Grant for land acquisition – pending land use study & appraisal
  - Hazard Mitigation Grant Program (HMGP):
    - Sub-Basin 43 Improvements
    - Sub-Basin 44 Improvements
    - Coral Reef Park Community Room Construction

## January Upcoming Events

- Continuing to gather and request reimbursement for COVID-19 allowable expenditures using DOJ funding
- Continuing work on active grants: Thalatta Pier Project, Feasibility Study, SRTS,
- Open 2<sup>nd</sup> cycle of Safety Grab Bar program
- Continuing work on closing Direct Administrative Costs for FEMA (Hurricane Irma)

## **PARKS & RECREATION**

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### **November**

#### **Palmetto Bay Park**

- New water fountains installed in Playground, next to Basketball Courts and next to Field 5
- Hosted Cross-Country Races on November 12
- Rec League Clinic took place on November 13
- I9 Sports Fall Season on Saturdays and Sundays
- Ballet At The Park in the Recreation Room Mondays – Thursdays
- Bring Your game Skills Academy and MJ Hoops (Basketball User Agreements) Mondays - Fridays
- Travel Softball Teams Practice Daily

#### **Coral Reef Park**

- Scott Miller's palmetto Bay Farmers Market – Saturdays
- Palmetto Bay Soccer – Games on Fridays and Saturdays
- Bay Lions Soccer Club – Games on Saturdays and selected Sundays
- USTA Tennis League – Games on Saturdays
- \*\*Miggys' Gift – Walk for Melanoma – Sunday, November 7, 2021
- Nature Postings Kast Away Kids – November 27, 2021

#### **Perrine Community**

- Senior Trip & Tour – Everglades Alligator Farm & Robert is Here – November 3, 2021
- Virtual Bingo – November 18, 2021

#### **Village Hall/Other**

- First Responders Appreciation Luncheon Drive Thru- November 10, 2021
- Palmer Trinity Veterans Day Assembly & Breakfast – November 11, 2021
- State of the Village Address at Westminster Christian School – November 18, 2021
- Menorah Lighting & Celebration – November 28, 2021

#### **Thalatta Estate**

- Yoga by the Bay – November 7 & 14, 2021

#### **Private Weddings/Rentals at Thalatta – October**

- 5 Photoshoot
- 6 Weddings/Events

### **January Upcoming Events**

#### **Special Events**

- Arbor Day Tree Planting Ceremony – January 14, 2022
- Art Gallery at Perrine Community House – January 15, 2022

- Earth Day Art Contest – Open January 17 – February 25, 2021
- Ballet At the Park Fall Season Ends on December 16
- I9 Sports Fall Season Ends on December 19
- **Monthly Programs/Activities**
- Yoga by the Bay at Thalatta – January 9 & 23, 2022
- Artsy Tuesday for Active Adults – Virtual – January 25, 2022
- Virtual Bingo – January 20, 2022
- Art by the Bay at Thalatta – January 28, 2022
- Nature Postings – Family Kayak Adventures – January 29, 2022
- **Other Outdoor Group Events**
- Holiday of Trees Celebration – January 16, 2022
- I9 Sports Clinics on January 8, 15, 22 at Palmetto Bay Park

### Private Weddings/Rentals at Thalatta

- 3 Photoshoot
- 7 Weddings

## PUBLIC SERVICES

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### November

- Freebee Ridership:
  - 1315 Completed Rides (C.R.)
  - 1665 Total Passengers

*Ridership has increased by 187 C.R. since September & decreased by 80 C.R. since October*
- IBus Ridership:
  - 485 A.M. Route
  - 393 P.M. Route

**Total: 878 Riders**

*Ridership has decreased by 152 since September & decreased by 36 since October*
- Facilities Maintenance Division:
  - 97 Open Work Orders – 17 more than Sept./15 less than Oct.
  - 108 Closed Work Orders – 36 more than Sept./ 7 more than Oct.
- Public Works:
  - 20 Signs Repaired/Installed - 20 more than Sept./10 more than Oct.
  - 0 Graffiti Removal – No Graffiti Removal since April
  - 5 Pothole/Shoulder Repairs – Same as Sept./ 2 more than Oct.
  - 35 Tree/Shrub Trimming, Removal, Install – 5 less than Sept./Same as Oct.
  - 14.36 Tons of Debris/Trash Removal – 15.47 less than Sept./6 less than Oct.
  - 0 Drain Cleaning/Repairs (inlet tops) – 5 less than Sept./Same as Oct Sept.
  - 0 Linear feet of sidewalks installed – Same as Sept. & Oct.

- 5 Sidewalks inspected – 5 more than Sept./ 12 less than Oct.
- 0 Drainage Inspection – 5 less than Sept./ 5 less than Oct.
- 35 Trees & Landscaping inspections – 5 less than Sept./ Same as Oct.

## November Projects Follow-up

- ITB for Drainage Sub-basin 61  
**Update:** To be advertised in January 2022.
- Identification/Selection of the FY's Village wide Resurfacing Sites  
**Update:** Finalized, ITB to be advertised in January 2022.
- Identification/Selection of this FY's Storm Drain Maintenance Maps  
**Update:** Has been finalized, plan to start January/February 2022
- Identification/Selection of this FY's Sidewalk Repairs & Construction Location  
**Update:** Pending, to finalize in January 2022
- Consultant Continuing Services Award (this will be used for Design of Proposed Drainage Sub-basins, Bicycle & Pedestrian Master Plan Update, Survey of SW 82<sup>nd</sup> Avenue, and Design for US-1/SW 148<sup>th</sup> Street to complete street)  
**Update:** Have reached out to Civil Engineering firms to request Fee Proposal for Next 5 Drainage Sub-Basins to be designed. Have received back 2 fee proposals thus far. Will take to Council for approval.

## January Upcoming Projects

- ITB for Drainage Sub-Basin 61 to be advertised in January 2022
- Advertise Identification/selection of this FY's Village Wide Resurfacing Sites
- Start Village Wide Storm Drain Maintenance
- Finalize locations of Village Wide Sidewalk Repairs & Construction

## POLICE

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### November

- Attended the Neighborhood Crime Watch Meeting
- Attended the Citizen Crime Watch Meeting
- Attended the Florida Crime Prevention week long annual conference
- Conducted D.A.R.E. classes at Coral Reef Elementary School
- Conducted Officer Friendly classes at Perrine, Coral Reef and Howard Drive Elementary schools
- Attended the State of the Village Address
- Attended the Veterans Breakfast at Palmer Trinity School
- Crimes/Calls for Service:

- 1 Auto Thefts
- 1 Commercial Burglaries
- 2 Residential Burglaries
- 5 Vehicle Burglaries
- 2 Robbery
- 15 Domestic Dispute/Disturbance
- 13 Baker Acts
- 26 Crashes

## January Upcoming Events

- D.A.R.E. class at Coral Reef Elementary
- Officer Friendly classes at Perrine, Howard Drive and Coral Reef Elementary schools
- Citizen Crime Watch meeting
- South Florida Crime Prevention Association meeting
- Preventing and Responding to Incidents of Suicide Bombings Training
- Waffle on the Walkway at Coral Reef Park (tentative)

## PLANNING & ZONING

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### November

- Council Ordinances, November 1, 2021
  - Mobile Food Dispensing Vehicle regulation was passed on the first reading for consideration for adoption on second reading on December 6, 2021
  - New schedule for park impact fees approved on the first reading for consideration for adoption on second reading on December 6, 2021
  - Amendment to ordinance requiring neighborhood meetings for new applications such that all meetings shall take place at Village Hall approved on the first reading for consideration for adoption on second reading on December 6, 2021
  - Ordinance pertaining to Outdoor Lighting, implementing recommendations by the Neighborhood Protection Committee, approved on second reading with amendments requiring third reading.
- Planning and Zoning Council Meeting, November 15, 2021
  - An application by Fairchild Bay Subdivision, LLC to change the zoning map at 9000 SW 174<sup>th</sup> Street from AG to E-M failed.
  - Amendment to the Downtown zoning district text to reduce the 11-foot sidewalk width requirement to 6 feet was adopted on second reading.
  - An ordinance to change the calculation of residential density from gross land area to net lot area was withdrawn.
  - An application by Carlos Catayud and Pamela Clark to change the zoning map at 7900 SW 157<sup>th</sup> Street from E-1 to E-M failed.



- An application by Indigo at Palmetto Bay, LLC to modify the approved site plan known as “Sandpiper” at 9701 Wayne Avenue was continued at the applicant’s request.
- An application by 17777 Old Cutler Road, LLC to request: acceptance of a special warranty deed; acceptance of a declaration of restrictions covenants and reservations; and a site plan for a multi-family development was continued.
- November 2021 Administrative Adjustment Applications (Variances): None
- November 2021 Administrative Site Plan Review Applications (ASPR): None
- November 2021 Zoning Hearing Applications (Public Hearing): None
- Business Tax:
  - 9 New
  - 14 Renewals
  - 3 Closed

## January Upcoming Events

- South Motors / Veterans Park Turnover Agreement (TA) coordination.
- Burch property feasibility study to begin
- Coordination for fire safety access for T-turn on SW 95th Avenue Street stub.
- Regular Council Meeting Items -none
- Committee of the Whole Meeting
  - Mobile Food Truck regulation
- Planning and Zonign Council Meeting
  - Continued item: 17777 Old Cutler Road request for approval for a multifamily development, to accept a special warranty deed and to accept a restrictive covenant;
  - Ordinance on 1<sup>st</sup> reading: 9000 SW 174<sup>th</sup> Street to change the zoning designation from “Agricultural” (“AG”), to “Estate Modified Single-Family” (“E-M”);
  - Ordinance on 1<sup>st</sup> reading: regarding development applications, establishing time frames for completed applications;
  - Ordinance on 1st reading: B-1 Zoning District text amendment to permit and regulate walk-up windows;
  - Resolution: 8201 SW 165<sup>th</sup> Terrace request for a non-use variance for relief of a front setback requirement for the expansion of a single-family home;
  - Resolution: 17800 SW 97<sup>th</sup> Avenue (Franjo Road) authorizing the plat.

## **BUILDING & CODE COMPLIANCE**

### November

- Permits:
  - 299 Building Permits

- 0 New Commercial
- 1 New Residential
- 1144 Building & Roofing
- Code Compliance:
  - 67 New Cases
  - 10 Civil Violations
  - 22 Special Master Cases
  - 353 Active Cases

