

# Manager's Report

## FINANCE

### February

- The expenditures in February 2022 were \$2,400,895, 15.18% of the total budget, compared to budgeted expenditures of \$1,322,576, an average of 6.85 % for the month, due to a payment for police for \$2,142,167. 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.
- YTD the Village has spent or 26.89% compared to budgeted expenditures of \$6,612,880 or 41.65%. Police fees for the 2<sup>nd</sup> quarter has not been paid which represents about 11% of the budget. With Police included we are 3.76% under budget.
- The FY2021 audit is complete with no findings. Marcum will present the audit at April Council meeting under Manager Report.
- Manager's Reportable Checks:

Check Transfer Date	Check Transfer #	Vendor Name	Description	Total Amount
2/4/2022	38787	BEEFREE, LLC.	FREEBEE RIDES FOR DECEMBER 2021	\$34,885.59
2/4/2022	38787	BEEFREE, LLC.	FREEBEE RIDES FOR JANUARY 2022	\$32,757.68
2/10/2022	38860	H & R PAVING, INC.	LOCATION #1 ROADWAY IMPROVEMENTS - RELEASE OF RETAINAGE	\$21,197.52
2/10/2022	38857	GELBER SCHACHTER & GREENBERG	LEGAL SERVICES FOR BRIDGE- 01/04/22 TO 01/31/22	\$14,910.00
2/18/2022	38887	CORRADINO GROUP	PHASE 1 PLANNING DIRECTOR	\$28,087.50
2/25/2022	38968	MIAMI-DADE POLICE DEPARTMENT	1ST QTR FY 2021-2022 LOCAL POLICE SERVICES	\$2,142,067.06
2/25/2022	38968	MIAMI-DADE POLICE DEPARTMENT	1ST QTR FY 2021 SCHOOL CROSSING GUARD	\$22,722.99

## IT DEPARTMENT

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### February

- Completed demonstrations of Applicant Tracking Systems for HR. Neogov was selected. Project kick-off in March.
- Completed final round of edits on IT policies. Pending Village Manager approval in March.
- Completed account review with GoGOv, discussed implementing workflows for special Events, Garage Sales, and Banner applications. Now under development. Expected release, April.
- Completed demonstrations of campaign finance recording and reporting systems for the Clerk's Office. EasyVote was selected. Project kick-off in April.

### April Upcoming Events

- NeoGov implementation begins (HR)
- EasyVote implementation begins (Clerk)
- Granicus Peak implementation begins (Clerk)
- Network infrastructure improvements at Village Hall, Public Services and Perrine Community House
- Continuation of CentralSquare project (ComDev)

## HUMAN RESOURCES

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### February

- 8 Recruitment Ads
  - Park Service Aide (ongoing)
  - Parks & Rec. Supervisor
  - Parks & Reservation Specialist
  - Site Supervisor (Summer Camp)
  - Program Coordinator (Summer Camp)
  - Camp Counselor (Summer Camp)
  - Jr. Camp Counselor (Summer Camp)
  - Sr. Tennis Camp Counselor (Summer Camp)
  - Jr. Tennis Camp Counselor (Summer Camp)
- 22 Applications Review

- 16 Interviews scheduled
  - Park Service Aide
  - Community & Economic Development Director
  - Public Information Officer
  - Parks Maintenance Supervisor
  - Facilities Maintenance Worker I
- 1 Pre-Employment Meetings
- 1 New Hire
  - Park Service Aide
- 14 Job vacancies
  - 1 – Administrative Assistant (Village Clerk)
  - 1 – Community & Economic Development Director
  - 1 – Public Information Officer (Communications)
  - 1 – AV Technician (Communications)
  - 1 – Administrative Aide (Communications)
  - 1 – Park Maintenance Supervisor (Parks & Rec.)
  - 1 – Parks & Rec. Supervisor (Parks & Rec.)
  - 2 – Park Service Aides (Parks & Rec.)
  - 1 – Parks & Reservation Specialist
  - 1 – Administrative Assistant (Public Services)
  - 2 – Tree Maintenance Worker I and II (Public Services)
  - 1 – Facilities Maintenance Worker (Public Services)
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- 0 Training Sessions
- 1 Separations of Employment
- 7 Transfers/Updates/Evaluations

## COMMUNICATIONS

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### February

- 72 FB/Twitter Postings (including event postings)
- 7968 FB Followers (likes)
- 2,596 Instagram Followers
- 2,383 Constant Contact Contacts
- 5 Videos (3 Live)
- 2 Village Vibes Bi-Weekly E-Newsletter
  - 2/5 Village Vibes E-Newsletter Launch
  - 2/19 Village Vibes
- 63 Promotional/Informational Campaigns:
  - BIG 20
  - We Love PB!
  - Black History Month
  - Groundhog Day
  - World Cancer Day
  - Send-A-Card-To-A- Friend- Day
  - Student Services Recognition Month

- Valentine's Day
- Random Acts of Kindness Day
- Twos Day 2-22-22 (22 things to do in Palmetto Bay)
- Meetings:
  - 2/2 Hybrid Workshop "Sandpiper"
  - 2/7 Regular Council Meeting
  - 2/2 COW
  - 2/28/ Visioning Session
  - 2/28 Zoning Hearing
- Events:
  - 2/5/ Camping In the Park
  - 2/10 Park Drive's Farmer's Market

## GRANTS

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### February

- 1 New Grant Application Submitted
  - Recreational Trails Program Grant application submitted early on Feb. 28, 2022 for Coral Reef Park Trail Renovations - \$400,000.00 request with \$400,000.00 Village cost share.
- 2 Active Grant Update:
  - Safe Routes to School (SRTS) projects 431503 & 431507 contracts for construction and CEI services executed, preconstruction meeting to be held in March.
- 3 Reports filed
  - 1- Department report
  - 2- Reimbursement requests and Progress reports for On-Demand and Park-and-Ride Projects
- 3 Pending Applications with future due date
  - Urban & Community Forestry Grant Program – Palmetto Bay Tree Inventory – Phase 1 of Village-wide tree inventory (scope and map attached) *selection made to mimic council seats* due March 25<sup>th</sup> - \$25,000 request with \$25,000 Village cost share.
  - Low-No Emissions and Buses and Bus Facilities Grant Program (purchase of electric vehicles and maybe expansion of public services building to house vehicles) Due May 25<sup>th</sup> – no max.

- Florida Forever Grant for land acquisition – pending land use study & appraisal due October 31<sup>st</sup> – no max.
- ARPA Grants
  - Re-opened the Fall Prevention Program – extended for greater participation (current count 5 applications received)
  - Developing Well Abandonment Grant Program

## April Upcoming Events

- Continue work on active grants [*SRTS, Thalatta Pier, On-Demand, Park-and-Ride, Sub-Basin 61, Police JAG grants (JAG-Community & JAG-Direct)*].
- Work with communications to develop campaign to promote receipt of Street Tree planting applications from interested residents to use for upcoming Neat Streets tree planting grant cycle.
- Preparing to submit 1<sup>st</sup> ARPA Quarterly Progress Report due April 30<sup>th</sup>.

## **PARKS & RECREATION**

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### February

#### Palmetto Bay Park

- Girls Softball Rec Ball evaluations took place on February 1<sup>st</sup>. Teams began practicing the week of February 21<sup>st</sup>
- I9 Sports began their Winter Season on February 5<sup>th</sup>
- Park Drive Farmer's Market Began on February 10<sup>th</sup>. (Every Thursday)
- Cystic Fibrosis Kickball Tournament was on February 26<sup>th</sup>.
- High School Softball Practices and Games Weekly (Westminster, Palmetto, Lourdes, La Salle and Gulliver)
- Travel Softball Teams Practice Weekly
- MJ Hoops (Basketball User Agreement) Wednesdays and Thursdays
- Ballet At The Park Winter/Spring Season Mondays-Thursday

#### 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
- Howard Palmetto Baseball T-Ball games on selected Saturdays

#### Perrine Community

- Artsy Tuesdays for Active Adults (Virtual)-Tuesday, February 8, 2022
- Senior Game Day Lunch & Learn: Thursday, February 10, 2022  
Residential Safety & Crimes Against Elderly
- Virtual Bingo-Thursday, February 17, 2022

- Art Gallery with Juan Miranda by ArtSouth-Saturday, February 19, 2022
- Senior Trip & Tours: Military Museum & Memorial at Zoo Miami-Thursday, February 24, 2022
- South Miami Dade Cultural Arts Center-Collision of Rhythm-Sunday, February 27, 2022
- Nature Postings Super Senior STEAM Workshop-WILD Designs (Cancelled)-Monday, February 28, 2022

### Thalatta Estate

- Yoga by the Bay – Sunday, February 6 & 27, 2022
- Family Kayak Adventures - February 26, 2022
- Art by the Bay February 11, 2022
- Sponsor's Luncheon February 23, 2022

### Ludovici Park

- Volunteer Miami February 5, 2022
- Palmetto Bay Visioning Session February 28, 2022

### Private Weddings/Rentals – February 2022

- 4 Photoshoots
- 10 Weddings/Rehearsal/Events/Parties
- 5 Programs

## April 2022 Upcoming Events/Programs/Projects

### Special Events

- Kids Town Hall at Coral Reef Elementary-Wednesday, April 20, 2022
- Earth Day Movie Night at Coral Reef Park-Friday, April 22, 2022
- Shade Palmetto Bay Tree Give-Away at Ludovici Park-April 23, 2022
- EcoFest at Coral Reef Park=Saturday, April 23, 2022
- National Arbor Day at Coral reef Park-Friday, April 22, 022
- 1<sup>st</sup> annual Recycling Drive Thru at Village Hall-Saturday, April 30, 2022

### Palmetto Bay Park

- Girls Softball Rec Ball weekly games and practices
- I9 Sports begins their Spring Season on April 16
- Park Drive Farmer's Market (Every Thursday)
- Orange Bowl Florida Fastpitch Invitational April 7-9
- High School Softball Practices and Games Weekly (Westminster, Palmetto, Lourdes, La Salle and Gulliver)
- Travel Softball Teams Practice Weekly
- MJ Hoops (Basketball User Agreement) Wednesdays and Thursdays
- Ballet At The Park Winter/Spring Season Mondays-Thursdays

## 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
- Palmetto High School Baseball
  - Varsity games during selected weekdays
  - JV games on selected Saturdays
  - Freshman games on selected Sundays
- Howard Palmetto Baseball T-Ball games on selected Saturdays
- Stand Up Paddle (SUP) by Nature Postings-April 30, 2022
- 2022 Miami Kidney Walk at Coral Reef Park-April 24, 2022

## Ludovici Park

- Yoga By the Bay-Sundays, April 3 & April 24, 2022
- Nature Posting Photography Workshop & Tour-April 16, 2022
- Nature Postings State Park Escapade Trip & Tour: John Pennekamp -April 23, 2022

## Perrine Community House

- Senior Trip & Tours: Grow2Heal Baptist Community Garden-Thursday, April 7, 2022
- Artsy Tuesdays for Active Adults (Virtual)-Tuesday, April 19, 2022
- Virtual Bingo-Thursday, April 21, 2022
- Art Gallery by ArtSouth-Saturday, April 16, 2022
- South Miami-Dade Cultural Arts Center- Postmodern Jukebox The Grand Reopening Tour-Saturday, April 9, 2022

# PUBLIC SERVICES

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## February

- **Freebee Ridership:**
  - 798 Completed Rides (C.R.)
  - 974 Total Passengers

*Ridership has decreased by 559 C.R. since December & decreased by 707 C.R. since January*
- **IBus Ridership:**
  - 498 A.M. Route
  - 322 P.M. Route

**Total: 820 Riders**  
*Ridership has decreased by 371 since December & decreased by 87 since January*
- **Facilities Maintenance Division**
  - 92 Open Work Orders – 13 less than December/ 6 less than January.
  - 95 Closed Work Orders – 21 less than December/ 12 less than January.

- **Public Works**
  - 27-Signs Repaired/Installed – *17 more than December/19 more than January.*
  - 0 -Graffiti Removal – *same as December/3 less than January.*
  - 9 -Pothole/Shoulder Repairs – *8 less than December/ 7 less than January.*
  - 24 -Tree/Shrub Trimming, Removal, Install –*36 less than December/3 less than January.*
  - 14.78-Tons of Debris/Trash Removal – *12.13 less than December/18.22 less than January.*
  - 120-Drain Cleaning/Repairs (inlet tops) – *116 more than December/120 more than January.*
  - 741-Linear feet of sidewalks installed – *741 more than December/741 more than January.*
  - 0-Sidewalks inspected – *5 less than December/10 less than January.*
  - 0-Drainage Inspection – *same as December/1 less than January.*
  - 24-Trees & Landscaping inspections –*36 less than December/3 less than January.*

## **February Projects Follow-up**

- Work on ITB for Drainage Sub-Basin 61.  
**Update:** Council approved our recommendation of Hartec Group, Inc for award of contract.
- Work on Identification/Selection of this FY's Village-wide Resurfacing Sites.  
**Update:** Council approved our recommendation of General Asphalt Company, LLC, for award of contract.
- Work on Identification/Selection of this FY's Storm Drain Maintenance Maps.  
**Update:** Envirowaste Started Storm Drain Cleaning February 14, 2022
- Work on Identification/Selection of this FY's Sidewalk Repairs & Construction Location.  
**Update:** Metro Express Inc Started Sidewalk Replacements on February 15, 2022
- SW 174<sup>th</sup> Street Complete Street Design.  
**Update:** Received Proposal and approved for Consultant to commence on design work

## **April Upcoming Projects**

- Continue Village Wide Storm Drain Maintenance
- Continue Village Wide Sidewalk Repairs & Construction
- Proposals for remaining Drainage Sub Basins and SW 148<sup>th</sup> received and under review.  
**Update:** Take item to April Regular Council Meeting for Council deliberation/consideration



- Commence work on the following projects: Traffic Calming Study (Marlin Engineering), Bicycle Pedestrian Master Plan (Corradino), Sub-Basin 43 (Kimley Horn), Sub-Basin 44 (Chen Moore), Sub-Basin 41(Civil Works), and Sub-Basin 11 (Stantec)

## POLICE

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### February

- Attended the South Florida Crime Prevention Association Meeting
- Attended the Citizen Crime Watch of Miami-Dade Meeting
- radKIDS instructor certification course
- Conducted D.A.R.E. classes at Perrine Elementary, Howard Drive Elementary School and Christ Fellowship Academy
- Conducted Youth Crime Watch classes at Howard Drive and Coral Reef Elementary Schools
- Conducted Officer Friendly classes at Perrine Elementary, Howard Drive and Coral Reef Elementary Schools
- Camping in the Park at Coral reef Park
- Senior presentation
- Crimes/Calls for Service:
  - 0 Auto Thefts
  - 0 Commercial Burglaries
  - 2 Residential Burglaries
  - 5 Vehicle Burglaries
  - 0 Robbery
  - 13 Domestic Dispute/Disturbance
  - 6 Baker Acts
  - 19 Crashes

### April Upcoming Events

- D.A.R.E. classes at Perrine and Howard Drive Elementary schools, and Christ Fellowship Academy
- Officer Friendly classes at Perrine, Howard, and Coral Reef Elementary schools
- Youth Crime Watch Club meeting at Howard and Coral Reef Elementaries
- Citizens Crime Watch of Miami-Dade County monthly meeting
- South Florida Crime Prevention Association monthly meeting
- 2 Crime Watch meetings with residential groups in Palmetto Bay
- Youth Crime Watch Awards Ceremony and Field Day at Coral Reef Park
- Howard Drive Elementary School Fun Fair
- Deering Estate Seafood Festival
- Bayanza bay clean up event at Deering Estate

## PLANNING & ZONING

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### February

- South Motors / Veterans Park Turnover Agreement (TA) analysis is complete, awaiting comments from South Motors legal representative.
- Burch property feasibility study is ongoing, awaiting access to the property
- Coordination for fire safety access for T-turn on SW 95<sup>th</sup> Avenue Street stub.
- Regular Council Meeting Items – none.
- Committee of the Whole Meeting:
  - Mobile Food Dispensing Vehicle regulation
  - Prohibition of residential properties for recreational.
- Planning and Zoning Council Meeting
  - Continue item: application by 17777 Old Cutler Road, LLC to request acceptance of a special warranty deed, acceptance of a declaration of restrictions covenants and reservation; and a site plan for a multi-family development, was disapproved by resolution.
  - 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”), was disapproved with prejudice, and cannot be reheard for 1 year until January 24, 2023.
  - Ordinance on 1<sup>st</sup> Reading: regarding development applications, establishing time frames for completed applications was passed and will be reheard on 2<sup>nd</sup> reading on February 28, 2022.
  - 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 was approved.
  - Resolution: 17800 SW 97<sup>th</sup> Avenue (Franjo Road) authorizing the plat, was continued without time certain. It is tentatively scheduled for March 21, 2022.
- Business Tax:
  - 9 New
  - 13 Renewals
  - 6 Closed

### March Upcoming Events

- Burch property feasibility study is still ongoing.
- Coordination for fire safety access at Park View: based on February 22<sup>nd</sup> COW meeting, expected to receive site plan modification to the SW 95<sup>th</sup> Avenue stub.
- Continue work on B-2 Special Neighborhood Business District on Old Cutler Road and SW 168<sup>th</sup> Street – Aim to present on March 9<sup>th</sup> Neighbor Protection Committee.
- Work on getting sign for the Town of Peters. Location at southeast corner of South Dixie Highway an SW 183<sup>rd</sup> Street is approved by property owner and

manager via e-mail. After identifying funding, need to draft and execute agreement and other required documentation as needed.

- Regular Council Meeting Items
  - Ordinance on 1<sup>st</sup> Reading: Residential Variance Fee Reduction
  - Art-In-Public Places developer's art was approved by AIPP Advisory Board and to be brought to on March 7<sup>th</sup> for approval by resolution.
  - Art-In-Public Places developer's art was approved by AIPP Advisory Board and to be brought to on March 7<sup>th</sup> for the approval by resolution.
  
- Planning and Zoning Council Meeting
  - Ordinance on 1<sup>st</sup> Reading: proposed regulations for food trucks.
  - Resolution: Bendheim plat and frontage variance application as 8540 SW 174<sup>th</sup> Street (tentative).

## BUILDING & CODE COMPLIANCE

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### February

- Permits:
  - 306 Building Permits
  - 0 New Commercial
  - 0 New Residential
  - 1,166 Building & Roofing
  
- Code Compliance:
  - 92 New Cases
  - 12 Civil Violations
  - 19 Special Master Cases
  - 373 Active Cases

