

# Manager's Report

## FINANCE

### February

- The expenditures in March 2022 were \$792,190, 4.99% of the total budget, compared to budgeted expenditures of \$1,322,576, a savings of 3.34% 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.
- YTD the Village has spent or 31.92% compared to budgeted expenditures of \$7,935,456 or 50%. 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 7.08% under budget.
- Nothing to report from the Finance Department for May.
- Manager's Reportable Checks:

Check Transfer Date	Check Transfer #	Vendor Name	Description	Total Amount
3/4/2022	39014	APPLIED CONCEPTS, INC.	REPLACEMENT OF RADARS, CHARGERS & BATTERIES	\$13,588.25
3/4/2022	38985	BEEFREE, LLC.	FREEBEE RIDES FOR FEBRUARY 2022	\$31,334.60
3/4/2022	39033	DEERE & COMPANY	PURCHASE OF JOHN DEERE 1200A BUNKER AND FIELDRAKE FOR PBP	\$15,140.35
3/14/2022	39110	THE BANK OF NEW YORK MELLON	FLORIDA MUNICIPAL LOAN COUNCIL, SERIES 2021A - DEBT SERVICE INTEREST	\$209,919.81
3/18/2022	39130	AQUATIC CONTROL GROUP, INC.	CANAL CLEANING	\$15,000.00
3/18/2022	39114	CENTRALSQUARE TECHNOLOGIES	MILESTONE 2	\$27,002.99
3/18/2022	39117	FLORIDA MUNICIPAL INSURANCE	FMIT1028 2 INSTALLMENT FY 21/22	\$85,044.50
3/25/2022	39177	BERMELLO, AJAMIL & PARTNERS, I	PROFESSIONAL SERVICES RENDERED AS OF FEBRUARY 2022 FOR PARKS MASTER PLAN	\$16,000.00

## IT DEPARTMENT

---

### March

- Help desk statistics: 132 tickets created, 126 closed.
- Clerk's Office: EasyVote campaign finance reporting project underway. Kickoff meeting and first session held.
- IT Policy Development project complete. Policies will be presented to Desmond, Nick, and Olga for approval and integration.
- Clerk's Office: Granicus Peak e-agenda project underway. Kickoff meeting and initial training sessions held.
- HR: NeoGov online applicant tracking project proceeding as planned.

### May Upcoming Events

- Completion of the EasyVote campaign finance project
- Implementation plan for the delivery of the new servers ready and parts ordered
- Completion of the Village Manager's Special Events Application electronic system

## HUMAN RESOURCES

---

### March

- 9 Recruitment Ads
  - Park Service Aide (ongoing)
  - Maintenance Worker (Parks & Recreation)
  - Tree Maintenance Worker (Public Services)
  - 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)
- 40 Applications Review
- 19 Interviews scheduled
  - Park Reservation Specialist
  - Parks & Recreation Supervisor
- 3 Pre-Employment Meetings
- 1 New Hire
  - Community & Economic Development Director
- 11 Job vacancies

- 1 – Administrative Assistant (Village Clerk)
  - 1 – Public Information Officer (Communications)
  - 1 – AV Technician (Communications)
  - 1 – Administrative Aide (Communications)
  - 1 – Parks & Rec. Supervisor (Parks & Rec.)
  - 1 – 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)
- 4 Training Sessions
  - 0 Separations of Employment
  - 5 Transfers/Updates/Evaluations

## COMMUNICATIONS

---

### February

- 94 FB/Twitter Postings (including event and meeting postings)
- 7973 FB Followers (likes)
- 2,627 Instagram Followers
- 2,378 Constant Contact Contacts
- 4 Videos (4 Live)
- 2 Village Vibes Bi-Weekly E-Newsletter
  - 3/5 Village Vibes
  - 3/19 Village Vibes
- 78 Promotional/Informational Campaigns:
  - BIG 20
  - We Love PB!
  - Aid for Ukraine
  - International Women's Month - Women of Palmetto Bay
  - Florida Birthday
  - 305 Day
  - St. Patrick's Day
  - Spring Begins
  - Vietnam Veterans' Day
- Meetings:
  - 3/7 Regular Council Meeting
  - 3/14 Sunshine Meeting Mayor Cunningham and Councilman Cody
  - 3/21 Zoning Hearing
- Events:
  - 3/5 20<sup>th</sup> Year Anniversary Picnic
  - 3/9 Bike to Work Day
  - 3/19 El Cafecito Culture Exhibit by Joe Rodriguez
  - 3/31 Superintendent's Meet & Greet Breakfast

## GRANTS

---

### March

- 1 New Grant Application Submitted
  - Urban & Community Forestry Grant Program – Palmetto Bay Tree Inventory – Phase 1 of Village-wide tree inventory submitted March 25<sup>th</sup> - \$25,000 request with \$25,000 Village cost share.
- 3 Active Grant Update:
  - Thalatta Shoreline stabilization project is pending new agreement to reduce the scope to remove the pier (SFWMD land use for staging not approved and cost over budget by \$1M+)
  - SRTS Projects 431503 & 431507 Pre-construction meeting held and pending permit approval by MDC to issue NTP and begin project
  - Presented Multi-Use Trail project before the Transportation Planning Council (TPC) – March 28<sup>th</sup>
- 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
  - Florida Forever Grant for land acquisition – pending land use study & appraisal due October 31<sup>st</sup> – no max
  - Beautification Grant for US1 Median work – Pending NOFO release
  - Land and Water Conservation Funds (LWCF) – Pending new cycle
- ARPA Grants
  - Preparing to submit 1<sup>st</sup> Quarterly Report
  - Re-opened the Fall Prevention Program – extended for greater participation (5 applications received – 1 reimbursement processed)
  - Developing Well Abandonment Grant Program continuing
- Meetings/Webinars Attended
  - Meeting about upcoming project for 82<sup>nd</sup> Avenue bike lane – March 15<sup>th</sup>
  - Pre-construction meeting for SRTS Priority 2 projects – March 16<sup>th</sup>
  - Webinar on LOW-NO Emission & Buses Grant submission – March 17<sup>th</sup>
  - HMGP Nature based solutions Webinar – March 17<sup>th</sup>
  - ARPA funds NEU reporting Webinar – March 21<sup>st</sup>
  - New DOJ reporting system overview (Session 1) – March 23<sup>rd</sup>
  - SAM – UEI Transition Webinar – March 23<sup>rd</sup>
  - New DOJ reporting system training (Session 2) – March 24<sup>th</sup>
  - Presentation Downtown before TPC – March 28<sup>th</sup>

- Complete Streets webinar – March 29<sup>th</sup>
- Florida Forever Program Webinar – March 30<sup>th</sup>

## May 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.
- Low-No Emissions and Buses and Bus Facilities Grant Program (purchase of electric vehicles and maybe expansion of public services building to house vehicles with charging stations) due May 25<sup>th</sup> – no max.

## **PARKS & RECREATION**

---

### March

#### Palmetto Bay Park

- Girls Softball Rec Ball Practices and Games Weekly (Games Began on March 11<sup>th</sup>)
- I9 Sports on Saturdays and Sundays
- Park Drive Farmer's Market (Every Thursday)
- High School Softball Practices and Games Weekly (Westminster, Palmetto, Lourdes, La Salle, Gulliver and Somerset)
- Travel Softball Teams Practice Weekly
- MJ Hoops (Basketball User Agreement) Wednesdays and Thursdays
- Ballet At The Park Winter/Spring Season Mondays-Thursdays
- CTP Workday took place in the Preserve Area on March 23<sup>rd</sup>

#### 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

- Virtual Bingo -Thursday, March 17, 2022
- Art Gallery - Joe Rodriguez – Saturday, March 19, 2022

#### Thalatta Estate

- Yoga by the Bay – March 20 & 27, 2022
- 1<sup>st</sup> Annual Culinary Crawl – Thursday, March 31, 2022
- Superintendent Dotres Meet & Greet Breakfast – Thursday, March 31, 2022

### Private Weddings/Rentals – March 2022

- 6 Photoshoots
- 10 Weddings/Rehearsal/Events/Parties
- 9 Programs

## May 2022 Upcoming Events/Programs/Projects

### Palmetto Bay Park

- Girls Softball Rec Ball weekly games and practices (Championship Games on May 21)
- I9 Sports on Saturdays and Sundays
- Park Drive Farmer's Market (Every Thursday)
- 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

### 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

### Perrine Community House

- Virtual Bingo -Thursday, May 19, 2022
- Art Gallery by ArtSouth - Saturday, May 21, 2022

## **PUBLIC SERVICES**

---

### March

- **Freebee Ridership:**
  - 1785 Completed Rides (C.R.)
  - 2140 Total Passengers

*Ridership has increased by 280 C.R. since January & increased by 987 C.R. since February*

- **IBus Ridership:**
  - 638 A.M. Route
  - 495 P.M. Route

**Total: 1133 Riders**

*Ridership has increased by 226 since January & increased by 313 since February*
  
- **Facilities Maintenance Division**
  - 160 Open Work Orders – *74 more than January/ 68 more than February.*
  - 157 Closed Work Orders – *274 more than January/ 662 more than February.*
  
- **Public Works**
  - 29-Signs Repaired/Installed – *21 more than January/2 more than February.*
  - 3 -Graffiti Removal – *same as January/3 more than February.*
  - 3 -Pothole/Shoulder Repairs – *6 less than January/ 13 less than February.*
  - 23 -Tree/Shrub Trimming, Removal, Install – *4 less than January/1 less than February.*
  - 16.1-Tons of Debris/Trash Removal – *16.9 less than January /1.32 more than February.*
  - 326-Drain Cleaning/Repairs (inlet tops) – *326 more than January /206 more than February.*
  - 1035-Linear feet of sidewalks installed – *1035 more than January /206 more than February.*
  - 9-Sidewalks inspected – *1 less than January/9 more than February.*
  - 1-Drainage Inspection – *same as December/1 more than February.*
  - 23-Trees & Landscaping inspections – *4 less than January/1 less than February.*

## 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. Pre-Construction Meeting is scheduled for April 20<sup>th</sup>.
  
- 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. NTP has been set for May 2<sup>nd</sup>.
  
- Work on Identification/Selection of this FY's Storm Drain Maintenance Maps.  
**Update:** Envirowaste Started Storm Drain Cleaning February 14, 2022. On-going.
  
- Work on Identification/Selection of this FY's Sidewalk Repairs & Construction Location.  
**Update:** Metro Express Inc Started Sidewalk Replacements on February 15, 2022. On-going.
  
- SW 174<sup>th</sup> Street Complete Street Design.  
**Update:** Received Proposal and approved for Consultant to commence on design work. Concept has been received and currently under review.

## May Upcoming Projects

- Continue Village Wide Storm Drain Maintenance
- Continue Village Wide Sidewalk Repairs & Construction
- 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)
- Proposals for SW 82<sup>nd</sup> Avenue Bike Lanes and/or Shared Use Path Project  
**Update:** Take Item to May Regular Council Meeting for Council Deliberation/Consideration.

## POLICE

---

### March

- Attended the South Florida Crime Prevention Association Meeting
- Attended the Citizen Crime Watch of Miami-Dade Meeting
- Attended the Youth Crime Watch Club meeting at Howard and Coral Reef Elementary Schools
- radKIDS Phase II Instructor Training
- Conducted DARE classes at Perrine Elementary, Howard Drive Elementary School and Christ Fellowship Academy
- Conducted D.A.R.E. classes at Perrine Elementary, Howard Drive Elementary School and Christ Fellowship Academy
- Conducted Officer Friendly classes at Perrine Elementary, Howard Drive and Coral Reef Elementary Schools
- Village of Palmetto Bay Annual Picnic at Coral Reef Park
- radKIDS class held at Howard Drive Elementary Schools as part of the after school program
- Crimes/Calls for Service:
  - 2 Auto Thefts
  - 1 Commercial Burglaries
  - 0 Residential Burglaries
  - 8 Vehicle Burglaries
  - 0 Robbery
  - 15 Domestic Dispute/Disturbance
  - 2 Baker Acts
  - 47 Crashes

### May Upcoming Events

- Officer Friendly classes at Howard Drive and Coral Reef Elementary schools
- Youth Crime Watch Club meeting at Howard Drive and Coral Reef Elementary schools
- Citizens Crime Watch of Miami-Dade County monthly meeting



- South Florida Crime Prevention Association monthly meeting
- Rad Women's class
- radKids class at Perrine Elementary school
- Coffee with a Cop at Panera Bread
- Career Day at Howard Drive Elementary school

## PLANNING & ZONING

---

### March

- 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, coordinated with AIPP committee approval of Park View art – to bring to Committee of the Whole.
- Worked with Gallahers and owners of Maxwell to address site plan, landscape, lighting, parking and final CO issues.
- Preparing for 1st Annual Recycling Drive-Thru Event on April 30<sup>th</sup>. Palmetto Bay residents will be able to recycle household hazardous waste such as paint, batteries, and light bulbs, shred sensitive documents, and donate gently used clothing to benefit Kristi House, a Palmetto Bay nonprofit.
- Preparing for AIPP meeting on April 14<sup>th</sup>. Will receive a presentation proposal of artwork from OpusCare.
- Review of Palmetto Bay Village Center administrative site plan application for commercial uses, received March 4, 2022. Staff response for sufficiency was issued to the applicant on March 17<sup>th</sup> awaiting the required resubmittal.
- Administrative Variances Received:
  - None
- Administrative Variances Issued:
  - None
- Administrative Site Plans Received:
  - **Application No.: ASPR-22-002**
    - Date received: March 4<sup>th</sup>, 2022
    - Address: 17777, 17901, 18001, 18101 Old Cutler Road
    - Request: Commercial Development for Office Park
  - **Application No.: ASPR-22-003**
    - Date received: March 25<sup>th</sup>, 2022
    - Address: 18185 SW 98 Avenue Road

- Request: 13 Townhome buildings, 83 units, leasing office & park within community
- Administrative Site Approvals/Denials Plans Issued:
  - None
- Neighborhood Protection Committee
  - Presented updated memo to On the Old Cutler Neighborhood Zoning District at SW 168th Street and Old Cutler Road for the Neighborhood Protection Committee presentation on March 9<sup>th</sup>.
- Art in Public Places
  - The meeting was scheduled for March 17<sup>th</sup> but was later cancelled due to lack of quorum. The meeting has been rescheduled for April 14, 2022 at 6pm.
- Regular Council Meeting Items
  - Parkview AIPP Proposal: APPROVED via Resolution 2022-21
    - As part of the Village of Palmetto Bay's Code Section 30-160, Art in Public Places (AIPP), Palmetto Venture Partners, LLC has presented to the Village's Art in Public Place Board on January 20<sup>th</sup>, 2022. The proposed art in public place component is located at 9500 SW 174<sup>th</sup> Street in Palmetto Bay, and it is composed of a wall sculpture and sculpture walk located on the main building and the fencing surrounding the perimeter of the development. The artist selected is Seth Palmiter, a Florida-born artist who believes that the proposed art will be a bridge to the community because of its accessibility to all. Pursuant to 30-160, the AIPP associated cost of \$38,350,683 exceeds the AIPP program requirement of \$400,000 and, therefore meets the AIPP contribution.
  - Franjo Road AIPP Call to Artist Proposal: APPROVED via Resolution 2022-24
    - As part of the Village of Palmetto Bay's Code Section 30-160, Art in Public Places (AIPP) Advisory Board, the Franjo Road Traffic Circle Call to Artist was advertised in the Spring of 2021 on Café.com and received over ninety (90) proposals. The AIPP Advisory Board then summoned a shortlist of four (4) final artists to produce a maquette sample for their proposed art piece and were each paid a \$1,500 stipend. On January 20, 2022, the AIPP Advisory Board conducted Call to Artist Presentations via virtual GotoWebinar. As a result, the AIPP Advisory Board selected Michael Szabo as the artist to install a sixteen-foot (16') art piece named "*Bloom*", which is intended to inspire residents and visitors to the community to communicate. Pursuant to 30-160, the associated cost of the art piece on Franjo Road Circle is \$125,000, which meets the budgeted amount of the Call to Artist.
- Planning and Zoning Council Meeting
  - Continued item to April 18th: application by Shores at Palmetto Bay, LLC for Tentative Plat.
  - Approved Ordinance on 3rd reading: Regarding development applications, establishing time frames for completed applications.

- Business Tax:
  - 9 New
  - 13 Renewals
  - 6 Closed

## May Upcoming Events

- Identify improvements to internal procedures and development review processes.
- Implement a technical development review process with Village Departments and applicable outside agencies consistent with Code Section 30-30.2(d).
- Roll-out Façade Improvement Grant program.
- Begin drafting on-street parking ordinance.
- Burch property feasibility study is still ongoing, awaiting access to property.
- Continue work on Old Cutler Neighborhood Zoning District on Old Cutler Road and SW 168th Street – target to meet with the Economic Task Force or next Neighborhood Protection Committee per their request for May.
- Work on getting funding sign for Town of Peters. Location at southeast corner of South Dixie Highway and SW 183rd 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 – May 2<sup>nd</sup>
  - Text amendment to change administrative variances to permit front yard setback variances to be determined administratively and delete language that provides a fixed distance limit, so that the administrative variance limit is simply 25%.
  - Art in Public Places for OpusCare Development\* (tentative)
- Committee of the Whole Meeting – May 17<sup>th</sup>
  - Old Cutler Neighborhood Business District
- Local Planning Agency – May 16<sup>th</sup>
  - Comprehensive Plan Evaluation and Appraisal Report
- Planning and Zoning Council Meeting – May 16<sup>th</sup>
  - Century Final Plat

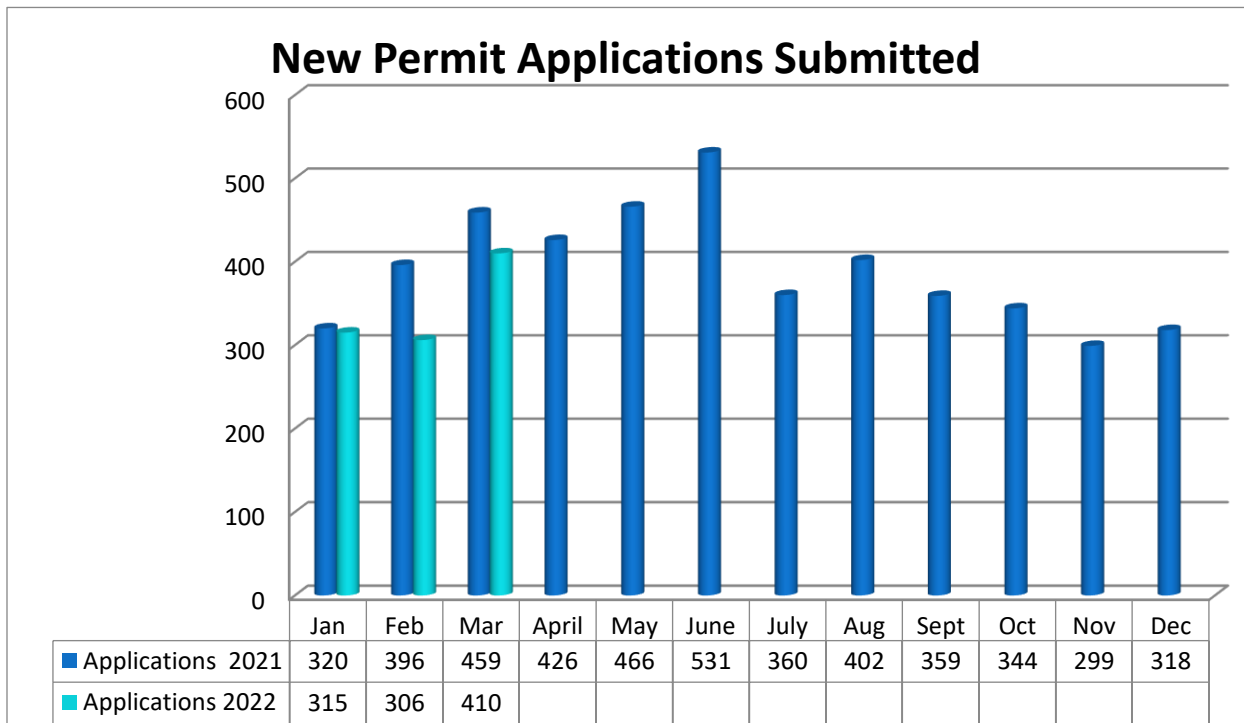
## **BUILDING & CODE COMPLIANCE**

---

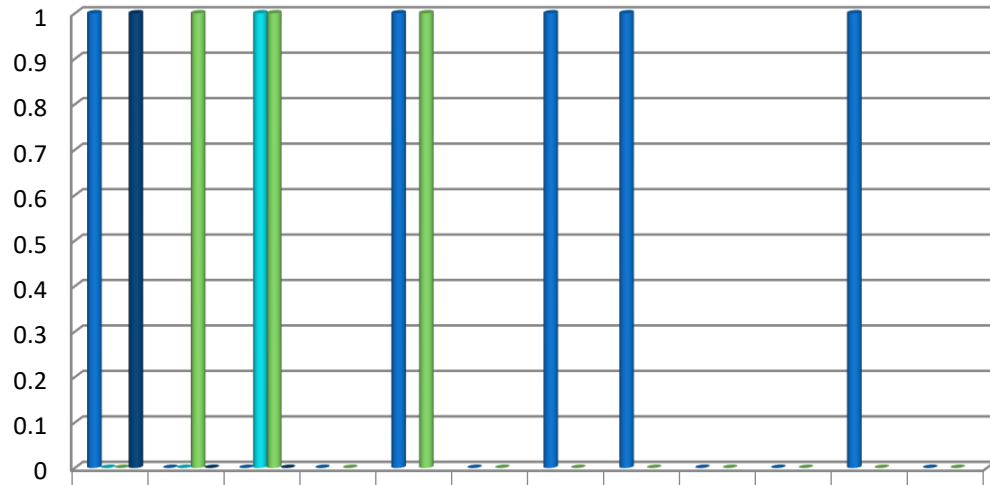
### February

- Permits:
  - 410 Building Permits
  - 0 New Commercial

- 1 New Residential
- 1,327 Building & Roofing
- Code Compliance:
  - 77 New Cases
  - 9 Civil Violations
  - 18 Special Master Cases
  - 340 Active Cases



## Residential/Commercial Building Permits



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
■ Residential 2021	1	0	0	0	1	0	1	1	0	0	1	0
■ Residential 2022	0	0	1									
■ Commercial 2021	0	1	1	0	1	0	0	0	0	0	0	0
■ Commercial 2022	1	0	0									