

Manager's Report

FINANCE

April

- The expenditures in April 2022 were \$2,261,341, 14.24% of the total budget, compared to budgeted expenditures of \$1,322,576, an overage of 71% for the month, due to the payment of Police second quarter in April. 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 46.18% compared to budgeted expenditures of \$9,258,032 or 58.31%.
- Preliminary Ad-valorem figures will be released the first week of June, and the official figure July 1.
- Manager's Reportable Checks:

Check Transfer Date	Check Transfer #	Vendor Name	Description	Total Amount
4/1/2022	39210	CENTRALSQUARE TECHNOLOGIES	COMMUNITY DEVELOPMENT - ANNUAL SUBSCRIPTION FEE 03/31/22 TO 03/30/23	\$64,050.00
4/1/2022	39241	ENVIROWASTE SERVICES GROUP	DRAIN CLEANING SERVICES FOR 2021-2022	\$27,747.00
4/15/2022	39349	ENVIROWASTE SERVICES GROUP	CATCH BASIN CLEANING & PIPES 2021-2022	\$66,748.50
4/22/2022	39386	MIAMI-DADE POLICE DEPARTMENT	2ND QTR FY 2021-2022 LOCAL POLICE SERVICES	\$2,020,184.24
4/22/2022	39386	MIAMI-DADE POLICE DEPARTMENT	2ND QTR FY 2021-2022 SCHOOL CROSSING GUARD	\$19,999.04
4/29/2022	39424	BEEFREE, LLC.	FREEBEE RIDES FOR MARCH 2022	\$35,603.84
4/29/2022	39470	SZABOWORKS	ART PIECE AT ROUNDABOUT SW 181ST TERR. & FRANJO ROAD	\$31,250.00

IT DEPARTMENT

April

- Help desk statistics: 156 tickets created, 143 closed.
- Clerk's Office: EasyVote campaign finance reporting project kicked off. First two project sessions held.
- Completion of IT's portion of the Marcum Cybersecurity assessment including external network penetration testing.
- Building Division – Expanded Acuity Scheduling to encompass building inspections eliminating their antiquated voicemail-related workflow.

June Upcoming Events

- Completion of the Clerk's EasyVote campaign finance project
- IT Server Project kickoff and hardware delivery

HUMAN RESOURCES

April

- 8 Recruitment Ads
 - Park Service Aide (ongoing)
 - Recreation Attendant (Parks & Recreation)
 - Maintenance Worker (Parks & Recreation)
 - Tree Maintenance Worker (Public Services)
 - Site Supervisor (Summer Camp cont. from March)
 - Program Coordinator (Summer Camp cont. from March)
 - Camp Counselor (Summer Camp cont. from March)
 - Jr. Camp Counselor (Summer Camp cont. from March)
- 49 Applications Review
- 18 Interviews scheduled
 - Park Reservation Specialist
 - Summer Camp (various positions)
- 20 Pre-Employment Meetings
- 2 New Hire
 - Park Service Aides
- 11 Job vacancies
 - 1 – Recreation Attendant (Parks & Recreation)
 - 1 – Admin. Assistant (Village Clerk)

- 1 – Public Information Officer (Communications)
 - 1 – AV Technician (Communications)
 - 1 – Admin. Aide (Communications)
 - 1 – Parks & Rec. Supervisor (Parks & Rec.)
 - 1 – Park Service Aide (Parks & Rec.)
 - 1 – Admin. Assistant (Public Services)
 - 2 – Tree Maintenance Worker I and II (Public Services)
 - Tree Maintenance II (ARBORIST)
 - 1 – Facilities Maintenance Worker (Public Services)
- 0 Training Sessions
 - 0 Separations of Employment
 - 7 Transfers/Updates/Evaluations

COMMUNICATIONS

April

- 102 FB/Twitter Postings (including event and meeting postings)
- 8003 FB Followers (likes)
- 2,734 Instagram Followers
- 2,363 Constant Contact Contacts
- 5 Videos (including meetings/town halls)
- 3 Village Vibes Bi-Weekly E-Newsletter
 - 4/2 Village Vibes
 - 4/16 Village Vibes
 - 4/30 Village Vibes
- 73 Promotional/Informational Campaigns:
 - BIG 20
 - We Love PB!
 - National Child Abuse Prevention Month
 - National Sexual Assault Awareness
 - Assistant Principal Recognition Week
 - Autism Awareness
- Meetings:
 - 4/4 Attorney Client Session - Luxcom
 - 4/4 Regular Council Meeting
 - 4/18 Zoning Hearing
 - 4/19 COW
 - 4/20 Kids Town Hall
 - 4/27 Resiliency Town Hall
- Events:
 - 4/7 Orange Bowl Florida Fast Pitch at Palmetto Bay Park (Mayor threw first pitch)
 - 4/16 Coral Reef Park Canal Clean UP at Eco Fest
 - 4/16 Eco Fest
 - 4/18 Earth Day Contest Winner Ice Cream Party & Tree Planting

- 4/20 Lady Bug Releases at Perrine Elementary
- 4/23 Tree Giveaway Drive-Thru Ludovici Park
- 4/27 Lady Bug Releases at Coral Reef Elementary
- 4/28 Lady Bug Releases at Howard Drive Elementary
- 4/28 Bring Your Sons/Daughters to workday
- 4/28 Resiliency Town Hall
- 4/29 National Arbor Day at Coral Reef Park
- 4/30 Recycling Drive-Thru at Village Hall

GRANTS

April

- 1- New Grant Application Submitted
 - Federal Transit Administration's (FTA) FY2022 Buses and Bus Facilities Grant Program Application Submitted to the State and they will submit to the FTA – April 31, 2022 – Amount Requested \$942,480.00 and Village Match of \$235,620.00 = TOTAL \$ 1,178,100.00.

- 3 - 2022 Chamber SOUTH Business Excellence Award Nominations Submitted
 - Corporate Social Responsibility Application
 - Innovation and Technology Application
 - Multi-Cultural Workforce Application

- 6 - Active Grant Update:
 - Thalatta Shoreline stabilization project is pending new agreement to reduce the scope to remove the pier (South Florida Water Management District (SFWMD) land use for staging not approved and cost over budget by \$1M+)
 - Safe Routes to School (SRTS) Projects 431503 & 431507 Pre-construction meeting held and pending permit approval by Miami-Dade County to issue Notice to Proceed and begin project.
 - Safe Routes to School (SRTS) 438160 preparation of Request for Proposal (RFP) with review from Florida Department of Transportation (FDOT)
 - Preparing to closeout Multi-Use Feasibility
 - Sub-Basin 61 project – Meet and Greet for Council approved contractor

- 6 - Reports filed
 - 1 Department report
 - 1 Reimbursement request for Park-and-Ride Project
 - 1 Final Progress Report submitted for Multi-Use Feasibility Study
 - 2 Department of Justice (DOJ) Justice Assistance Grant (JAG) quarterly reports submitted

- 1 Coronavirus Emergency Residual Funding (CERF) submission of quarterly reports and expenditures requesting reimbursement

- 3 - Pending Applications with future due date
 - Florida Forever Grant for land acquisition – pending land use study & appraisal due October 31, 2022 – no max
 - Beautification Grant for US1 Median work – Pending Notice of Funding Opportunity (NOFO) release
 - Land and Water Conservation Funds (LWCF) – Pending new cycle
 - Resilient Florida Grant - Planning Project – due June 22, 2022

- ARPA Grants
 - Completed online form to submit Q1 American Rescue Plan Act (ARPA)
 - Re-opened the Fall Prevention Program – extended for greater participation (5 applications received – 1 reimbursement processed)

- Meetings/Webinars Attended
 - Meeting for Safe Routes to School (SRTS) project 438160 Professional Services negotiations – April 4, 2022
 - Historic Preservation Small Matching Grant Webinar – April 6, 2022
 - Quarterly Local Mitigation Strategy (LMS) Webinar Meeting – April 7, 2022
 - Florida Department of Transportation (FDOT) Rail and Transit Listening Session for Broward County – April 13, 2022
 - American Rescue Plan Act (ARPA) funds Non Entitlement Unit (NEU) reporting Webinar – April 14, 2022
 - Meet & Greet for Sub-Basin 61 Project – April 20, 2022
 - State and Local Fiscal Recovery Funds (SLFRF) Report Portal Demonstration (Part 1) – April 21, 2022
 - State and Local Fiscal Recovery Funds (SLFRF) Report Portal Demonstration (Part 2) – April 25, 2022
 - Resilient Florida Grant Program Upcoming Grant Webinar – April 26, 2022

June Upcoming Events

- Continue work on active grants [Safe Routes to School (SRTS), *Thalatta Pier*, *On-Demand*, *Park-and-Ride*, *Sub-Basin 61*, *Police Justice Assistance Grants (Community and Direct)*]
- Low-No Emissions Grant Program (purchase of electric vehicles and expansion of public services building to house vehicles with charging stations) due May 25, 2022
- Research and apply for other funding opportunities

PARKS & RECREATION

April

Palmetto Bay Park

- Girls Softball Rec Ball Practices and Games Weekly
- Orange Bowl Florida Fastpitch Invitational (April 7-9)
- Hosted GMAC Tournament Softball Games (April 18, 19, 21)
- I9 Sports on Saturdays and Sundays
- Park Drive Farmer's Market (Every Thursday, was canceled on April 28th)
- 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

Coral Reef Park

- Palmetto Bay Soccer games on Fridays and Saturdays
- Bay Lions Soccer Club games on some Saturdays and Sundays
- Palmetto High Baseball Varsity games on (April 7, 11, 24, 25 and 26)
- Palmetto High Baseball JV games on Saturdays (April 9, 16 and 24)
- USTA Youth matches on Saturdays
- Hosted Eco-fest Event on April 16th
- Earth Day Movie Night event cancelled on April 29th
- Farmers Market on Saturdays 9am – 3pm

Perrine Community

- April 7, 2022 Senior Trip & Tour: Grow2Heal Baptist Community Garden
- April 7, 2022 Ballet at the Park
- April 9, 2022 SMDCAC- Postmodern Jukebox- The Grand Reopening Tour
- April 21, 2022 Virtual Bongo
- April 23, 2022 Ballet at the Park
- April 30, 2022 Party Rental

Thalatta Estate

- April 3, 2022 Yoga by the Bay
- April 24, 2022 Yoga by the Bay

Private Weddings/Rentals – March 2022

- 3 Photoshoots
- 10 Weddings/Rehearsal/Events/Parties
- 2 Programs

Other Events: Village Hall & Area Schools

- Earth Day Art Contest Ice Cream Party & Tree Planting Ceremony at Southwood Middle School - April 18, 2022
- Lady Bus Releases at Coral Reef Elementary, Howard Drive, & Perrine- Week of April 18-29, 2022
- Resiliency Town Hall at Village Hall - April 28, 2022
- 1st annual Recycling Drive -Thru-April 30, 2022

June 2022 Upcoming Events/Programs/Projects

Palmetto Bay Park

- 19 Sports on Saturdays and Sundays
- Park Drive Farmer's Market (Every Thursday)
- Travel Softball Teams Practice Weekly
- Ballet At the Park Summer Camp (June 20-24)
- MJ Hoops (Basketball User Agreement) Wednesdays and Thursdays

Coral Reef Park

- Scott Miller's Palmetto Bay Farmers Market- Saturdays
- Summer Camp June 13 – July 29, 2022
- Tennis Summer Camp June 13 – August 5, 2022

Ludovici Park

- Graduation Party- June 5, 2022
- Discovery Lab Summer Camp (June 13 – July 29, 2022)
- Cutler Bay Community Theater- June 6, 13, 20 and 27
- Rotary Club- June 7, 14 and 21
- PB Book Club- June 9, 2022
- Cantamar- June 22, 2022

Perrine Community House

- Senior Gameday- June 2, 2022
- Wedding Rental- June 3, 2022
- Rotary Club- June 7, 14 and 21

Park Projects

- Veterans Park Design and Construction Drawings – Kimley-Horn & Associates, Inc.- In Progress
- Parks Master Plan – Bermello Ajamil & Partners – In Progress

Private Weddings/Programs/Rentals at Thalatta for June 2022

- Yoga by the Bay June 5 & 19, 2022
- 1 Photoshoot
- 2 Weddings
- 3 Rentals/Events

PUBLIC SERVICES

April

- **Freebee Ridership:**

- 1671 Completed Rides (C.R.)
- 2073 Total Passengers

Ridership has increased by 873 C.R. since February & decreased by 114 C.R. since March

- **IBus Ridership:**

- 609 A.M. Route
- 430 P.M. Route

Total: 1,039 Riders

Ridership has increased by 226 since February & decreased by 213 since March

- **Facilities Maintenance Division**

- 76 Open Work Orders – 16 less than February/84 less than March.
- 70 Closed Work Orders – 74 more than February/62 more than March.

- **Public Works**

- 18 - Signs Repaired/Installed – 9 less than February/11 less than March.
- 3 - Graffiti Removal – 3 more than February/3 less than March.
- 0 - Pothole/Shoulder Repairs – 9 less than February/3 less than March.
- 17 -Tree/Shrub Trimming, Removal, Install – 7 less than February/6 less than March.
- 10.6 -Tons of Debris/Trash Removal – 14.2 less than February /5.44 less than March.
- 243 - Drain Cleaning/Repairs (inlet tops) – 123 more than February /83 less than March.
- 1028 - Linear feet of sidewalks installed – 287 more than February/7 more than March.
- 10 - Sidewalks inspected – 10 more than February/1 more than March.
- 1 - Drainage Inspection – 1 more than February/4 more than March.
- 17 - Trees & Landscaping inspections – 7 less than February/6 less than March.

April 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 20th. NTP scheduled for Monday June 06, 2022
- 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 2nd. Milling Operations started 05/05 and paving is scheduled to Commence 05/11/2022

- 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 174th Street Complete Street Design.
Update: Received Proposal and approved for Consultant to commence on design work. Concept has been received and currently under review. Sent comments to EOR on concept and design will continue.
- Sub-Basin 11 and SW 148TH Street Complete Streets Projects
Update: Both Projects were approved by Council. Purchase Orders are being prepared and executed.

June 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), Sub-Basin 11 (Stantec) and SW 148th and SW 174th Street complete streets project.
- Proposals for SW 82nd Avenue Bike Lanes and/or Shared Use Path Project
Update: Take Item to May Regular Council Meeting for Council Deliberation/Consideration. Item Failed/was not approved by Council. Will coordinate with TPO and FDOT that Village will no longer pursue this grant.

POLICE

April

- Attended the South Florida Crime Prevention Association Meeting
- Attended the Citizen Crime Watch of Miami-Dade Monthly Meeting
- Attended the Youth Crime Watch Club meeting at Howard and Coral Reef Elementary Schools
- Crim Watch meetings with residential groups in Palmetto Bay
- radKIDS Phase II Instructor Training
- Conducted DARE 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
- Youth Crime Watch Awards Ceremony and Field Day at Coral Reef Park
- Howard Drive Elementary School Fun Fair
- Deering Estate Seafood Festival
- Baynanza Bay clean up event at Deering Estate

- Crimes/Calls for Service:
 - 1 Auto Thefts
 - 2 Commercial Burglaries
 - 1 Residential Burglaries
 - 4 Vehicle Burglaries
 - 1 Robbery
 - 10 Domestic Dispute/Disturbance
 - 6 Baker Acts
 - 75 Crashes

June Upcoming Events

- 5th Grade Graduations at Howard Drive, Coral Reef and Perrine elementary schools
- DARE Graduation at Howard Drive Elementary
- Citizens Crime Watch of Miami-Dade County monthly meeting
- South Florida Crime Prevention Association monthly meeting
- Career Day at Coral Reef Elementary school
- Emergency Commercial Identification Program update with all local businesses

PLANNING & ZONING

April

- Established Business Improvement Grant program for launch on May 3rd.
- Finalized and executed the Franjo Road Circle Public Art contract with the artist.
- Confirmed that the Burch property owner has been non-responsive in granting access to the site. No further action has been taken.
- Responded to inquiries regarding a group home of six or fewer residents in the E-1 Zoning District.
- Reviewed Palmetto Bay Village Center litigation.
- Review Comprehensive Plan and Evaluation and Appraisal Report.
- Coordinated and participated in Resiliency Town Hall on April 28th.

- Coordinated and Staffed 1st Annual Recycling Drive-Thru Event on April 30th.
 - **6,000 lbs. (about the weight of an elephant) of paper that was recycled**
 - **20 garbage bags of clothes donated to Club Fellowship**
 - **Paints**
 - (2) Cubic Yard Boxes/500 pounds each, 1,000 pounds total
 - (1) 55 Gallon Drum/150 pounds
 - **Aerosols**
 - (1) 55 Gallon Drum = 150 pounds
 - **E-Waste**
 - (1) Cubic Yard Box = 400 pounds
 - **Universal Waste**
 - Fluorescent Bulbs = 89 Bulbs
 - Batteries =150 pounds
- Met with representatives of South Motors regarding Veterans Park parcel.

- Director Siegel met with various business owners regarding site design, parking and new business interest.
- Met with Councilperson Matson to review Neighborhood Protection Committee tasks. Tasks include Construction Manual, Design Guidelines, and Old Cutler Neighborhood District.
- Director Siegel has worked with staff to identify improvements to internal procedures and development review processes.

Reviews, Applications, and Public Meetings

- Administrative Variances Received:
 - **ADJ-22-003**
 - **Applicant Name:** Amilcar Castaneda
 - **Address:** 16780 SW 81 Avenue
 - **Request:** Administrative variance for a roof to be 30 feet from the work side
 - **Status:** Under Review
- Art in Public Places
 - Opus Hospice fountain (public art) – continued by Committee to May 3rd in order to receive more information.
 - Presentation of Veteran’s Park
- Regular Council Meeting Items
 - 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 10% or 7.5 feet whichever is less (First Reading).
- Planning and Zoning Council Meeting
 - April 18th: Approval of application by Shores at Palmetto Bay, LLC for Tentative Plat.
- Business Tax:
 - 17 New
 - 7 Renewals
 - 10 Closed

June Upcoming Events

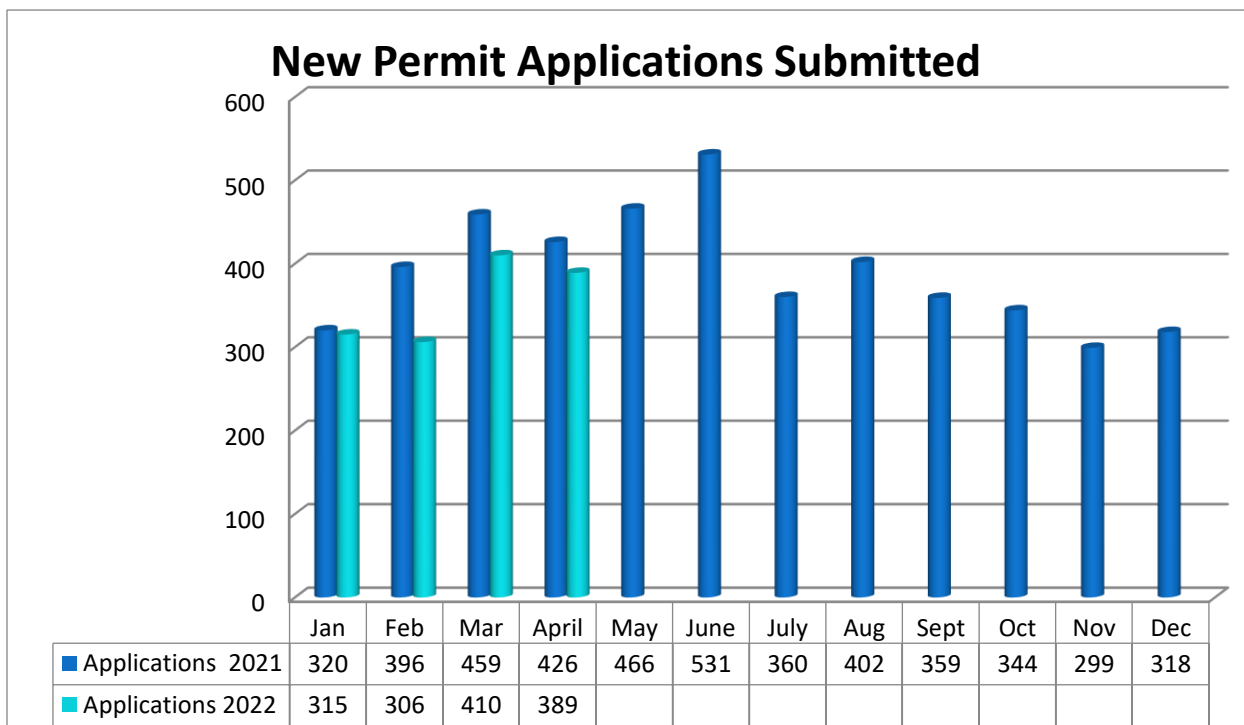
- Continue to identify improvements to internal procedures and development review processes.
- Implement a technical development review process with Village Departments and applicable outside agencies consistent with Code Section 30-30.2(d).
- Begin drafting on-street parking ordinance.
- Present Old Cutler Neighborhood Business District and Construction Manual to Neighborhood Protection Committee.

- Work on getting funding sign for Town of Peters.
- Local Planning Agency – June 6th
 - Comprehensive Plan Evaluation and Appraisal Report

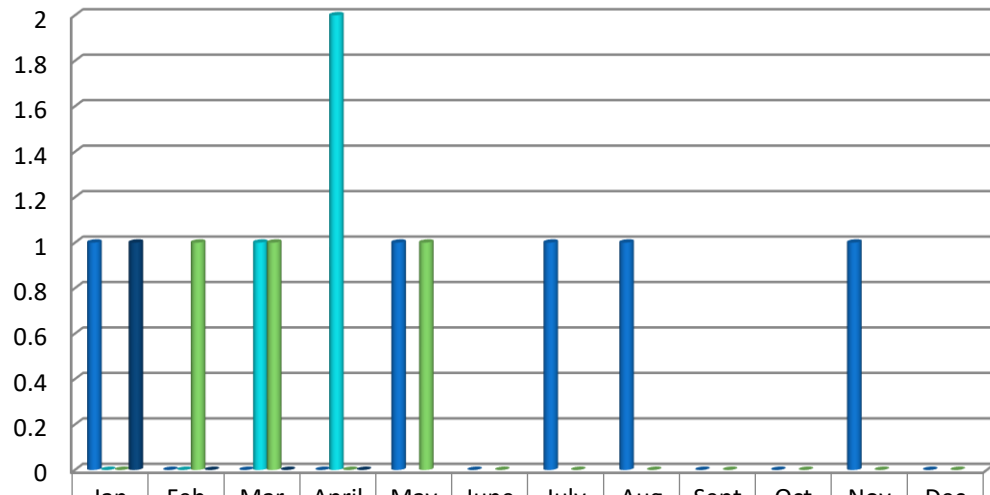
BUILDING & CODE COMPLIANCE

April

- Permits:
 - 389 Building Permits
 - 0 New Commercial
 - 2 New Residential
 - 1,075 Building & Roofing
- Code Compliance:
 - 64 New Cases
 - 7 Civil Violations
 - 0 Special Master Cases
 - 317 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	2								
■ Commercial 2021	0	1	1	0	1	0	0	0	0	0	0	0
■ Commercial 2022	1	0	0	0								