

# Manager's Report

## FINANCE

### May

- The expenditures in May 2022 were \$555,254, 3.5 % of the total budget, compared to budgeted expenditures of \$1,322,576, a saving of 4.83 % 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 49.68% compared to budgeted expenditures of \$10,580,608 or 66.67%.
- The preliminary Ad-valorem figures released by the Property Appraiser for the Village is \$3,650,000,000, that is approximately an 8.4% increase from the FY2022 assessment of \$3,366,980,359.
- Manager's Reportable Checks:

Check Transfer Date	Check Transfer #	Vendor Name	Description	Total Amount
5/6/2022	39483	BEEFREE, LLC.	FREEBEE RIDES FOR APRIL 2022	\$33,116.81
5/6/2022	39505	ENVIROWASTE SERVICES GROUP	ANNUAL DRAIN CLEANING SERVICES 2021-2022	\$50,941.50
5/13/2022	39559	MARCUM LLP	PROFESSIONAL SERVICES RENDERED - AUDIT SERVICES	\$21,475.00
5/13/2022	39560	MARLIN ENGINEERING, INC.	TRAFFIC CALMING STUDY TO INSTALL CALMING DEVICES	\$23,307.45
5/13/2022	39543	TRAFFIC LOGIX CORP	24 SPEED HUMPS	\$24,260.01
5/27/2022	39621	CORRADINO GROUP	PHASE 1 PLANNING DIRECTOR	\$34,172.50
5/27/2022	39621	CORRADINO GROUP	PHASE 1 PLANNING DIRECTOR	\$27,630.00

## IT DEPARTMENT

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### May

- Help desk statistics: 97 tickets created, 98 closed.
- RFP released – public building data interconnect, two proposals received.
- Clerk’s Office – Granicus Peak basic training modules completed, project postponed until EasyVote is finished.
- Clerk’s Office – EasyVote virtual training sessions held, project has 1 training left until go live. Village website needs to be updated w/ the EasyVote portal.
- HR – NeoGov project on schedule
- Special events permit GoGov – backend system works, frontend forms are ugly and need major work.

### July Upcoming Events

- Completion of special events permit process
- Completion of EasyVote campaign finance project
- Completion of Granicus Peak agenda project
- Completion of NeoGov project

## HUMAN RESOURCES

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### May

- 3 Recruitment Ads
  - Tree Maintenance Worker (Public Services)
  - Arborist (Public Services)
  - Public Information Officer – Reposted (Communications)
- 9 Applications Review
- 21 Interviews scheduled
  - Public Information Officer
  - Maintenance Worker
  - Summer Camp (various positions)
- 11 Pre-Employment Meetings
- 6 New Hire
  - Parks & Recreation Supervisor
  - Park Service Aide
  - Sr. Tennis Camp Counselor (2)
  - Jr. Tennis Camp Counselor (2)

- 9 Job vacancies
  - 1 – Admin. Assistant (Village Clerk)
  - 1 – Public Information Officer (Communications)
  - 1 – AV Technician (Communications)
  - 1 – Admin. Aide (Communications)
  - 1 – Maintenance Worker (Parks & Recreation)
  - 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
- 2 Separations of Employment
- 0 Transfers/Updates/Evaluations

## COMMUNICATIONS

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### May

- 143 FB/Twitter Postings (including event and meeting postings)
- 8,028 FB Followers (likes)
- 2,520 Instagram Followers
- 2,362 Constant Contact Contacts
- 8 Videos (including meetings/town halls)
- 2 Village Vibes Bi-Weekly E-Newsletter
  - 5/14 Village Vibes
  - 5/28 Village Vibes
- Promotional/Informational Campaigns:
  - Hurricane Readiness
  - National Mental Health Awareness Month
  - Motivational Monday
  - Palmetto Bay Proud (ongoing)
- Meetings:
  - 5/2 Regular Council Meeting
  - 5/6 RTZ Sunshine Meeting (hosted by ChamberSouth)
  - 5/17 COW
  - 5/23 Budget Workshop
- Events:
  - Summer Camps
  - 5/5- ArtSouth Mother's Day Wine Glass Painting Party
  - 5/13- Open Mic Night
  - 5/20- H3 Hurricane Happy Hour
  - 5/22 – YCITF Chinese Bridge Clean Up

## GRANTS

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### May

- 2 New Grant Application Submitted
  - Federal Transit Administration's (FTA) FY2022 Low-No Emission Grant Program Application Submitted – MAY 9 – Amount Requested \$\$942,480 & Village Match of \$235,620 = TOTAL \$ 1,178,100
  - Resilient Florida – Planning Projects – Titled: Assessment & Planning for a Resilient Palmetto Bay – MAY 25 – Amount Requested \$200,000 with no Village Match
  
- 1 Project Withdrawal
  - Formal withdrawal of FDOT Project 441637-1-58 for SW 82<sup>nd</sup> AVE Commuter Access (Bike lanes)
  
- 5 - Active Grant Update:
  - Thalatta Shoreline stabilization project has been approved for a scope reduction to only complete shoreline stabilization (to be brought before Council in July)
  - SRTS Projects 431503 & 431507 Pre-construction meeting held and pending permit approval by MDC to issue Notice to Proceed and begin project
  - Safe Routes to School (SRTS) 438160 Request for Proposal (RFP) approved for advertisement from FDOT - Advertised on May 10 – Mandatory Pre-Bid Meeting on June 1.
  - Closed out Multi-Use Feasibility Project
  
- 2 - Reports filed
  - 1-Department report
  - 1 Coronavirus Emergency Residual Funding (CERF) submission of expenditure reimbursement for April 2021 to June 2021 covid expenses (due to new DOJ system reimbursements delayed)
  
- 4 - Pending Applications with future due date
  - Florida Forever Grant for land acquisition – pending land use study & appraisal DUE OCTOBER 31
  - Beautification Grant for US1 Median work – Pending Notice Of Funding Opportunity release
  - Land and Water Conservation Funds (LWCF) – Pending new cycle
  - Safe Streets 4 All (SS4A) – DUE SEPTEMBER 9

- ARPA Grants
  - Fall Prevention Program – (5 applications received – 1 reimbursement processed – 1 withdrawal)
- Meetings/Webinars Attended
  - Florida Cities 100<sup>th</sup> Anniversary Webinar – MAY 9
  - Resilience Grants Discussion – MAY 10

## July 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)*]
- Research funding opportunities
- Prepare to submit quarterly reports

## **PARKS & RECREATION**

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### May

#### Palmetto Bay Park

- Girls Softball Rec Ball Practices and Games Weekly
- I9 Sports on Saturdays and Sundays
- Travel Softball Teams Practice Weekly
- MJ Hoops (Basketball User Agreement) Wednesdays and Thursdays
- Ballet At the Park Summer Season Mondays-Thursdays

#### Coral Reef Park

- Palmetto Bay Soccer games on Fridays and Saturdays
- Bay Lions Soccer Club games on some Saturdays and Sundays
- Saturdays 9am-3pm – Farmers Market on Saturdays 9am
- May 7, 2022 – Nature Postings Family Kayak Adventures-cancelled
- May 15, 2022 – 2nd annual Kimberly Latshaw Ortiz Volleyball Sand & Grass Tournament

#### Perrine Community

- May 19, 2022 – Virtual Bingo

#### Thalatta Estate

- May 5, 2022 – Art South Mother's Day Paint Party
- May 8, 2022 – Yoga by the Bay
- May 15, 2022 – Yoga by the Bay
- May 21, 2022 – Responsible Gardening Workshop (Gardening for Pollinators)

### Private Weddings/Program/Rentals – May 2022

- 2 Weddings/Rehearsal/Events/Parties
- 4 Programs

### Other Events: Village Hall & Online

- May 13, 2022 – Open Mic Night at South Miami-Dade Cultural Art Center
- May 20, 2022 – H3 Hurricane Happy Hour Preparedness Workshop
- May 22, 2022 – Chinese Bridge Clean Up at Deering Estate
- May 31, 2022 – 20 Year Anniversary Student Photography Contest Deadline

## July 2022 Upcoming Events/Programs/Projects

### Palmetto Bay Park

- I9 Sports on Saturdays and Sundays
- Travel Softball Teams Practice Weekly
- Ballet At the Park Summer Camp (July 18 -22)
- MJ Hoops (Basketball User Agreement) Wednesdays and Thursdays

### Coral Reef Park

- Saturdays 9am-3pm – Farmers Market
- June 13 -July 29, 2022 – Summer Camp
- June 13 - August 5, 2022 – Tennis Summer Camp
- July 23, 2022 – Nature Postings Family Kayak Adventures

### Ludovici Park

- Birthday Party- July 3, 2022
- Cutler Bay Community Theater- July 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup>
- Rotary Club- July 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup>
- PB Book Club- July 14, 2022

### Thalatta Estate

- July 9, 2022 – Responsible Gardening Workshop (Composting)
- July 10, 2022 – Yoga by the Bay
- July 24, 2022 – Yoga by the Bay

### Other Events: Village Hall

- July 4, 2022 – Independence Day Celebration

### Park Projects

- Veterans Park Design and Construction Drawings – Kimley-Horn & Associates, Inc.- In Progress- Townhall Workshop June 23, 2022, at 6pm
- Parks Master Plan – Bermello Ajamil & Partners – In Progress

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## Private Weddings/Programs/Rentals at Thalatta for July 2022

- 1 Weddings
- 3 Programs

# PUBLIC SERVICES

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## May

- **Freebee Ridership:**

- 1709 Completed Rides (C.R.)
- 2194 Total Passengers

*Ridership has decreased by 76 C.R. since March & increased by 38 C.R. since April*

- **IBus Ridership:**

- 624 A.M. Route
- 465 P.M. Route

**Total: 1,089 Riders**

*Ridership has decreased by 44 since March & increased by 50 since March*

- **Facilities Maintenance Division**

- 111 Open Work Orders – 49 less than March /35 more than April.
- 122 Closed Work Orders – 35 less than March /52 more than April.

- **Public Works**

- 20 - Signs Repaired/Installed – 9 less than March/2 more than April.
- 12 - Graffiti Removal – 9 more than March/9more than April.
- 0 - Pothole/Shoulder Repairs – same as March/same as in April.
- 17 -Tree/Shrub Trimming, Removal, Install – 3 less than March/3 more than April.
- 10.32 -Tons of Debris/Trash Removal – 5.78 less than March /.34 less than April.
- 7 - Drain Cleaning/Repairs (inlet tops) – 319 less than March /236 less than April.
- 3556 - Linear feet of sidewalks installed – 2521 more than March/2528 more than April.
- 3 - Sidewalks inspected – 6 less than March/7 less than April.
- 7 - Drainage Inspection – 6 more than March/2 more than April.
- 0 - Trees & Landscaping inspections – 23 less than March/6 less than April.

## May 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>. NTP scheduled for Monday June 06, 2022. Project Construction is to start week of June 21<sup>st</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>. Milling Operations started 05/05 and paving is scheduled to Commence 05/11/2022. Project is on-going, 5 Locations have been completed thus far.
- Work on Identification/Selection of this FY's Storm Drain Maintenance Maps.  
**Update:** Envirowaste Started Storm Drain Cleaning February 14, 2022. On-going. Due to Tropical Storm and significant recent rain events, we will issue PO to perform additional storm drain cleaning in areas reporting and verified to have the most significant flooding/standing water during these storms.
- 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. On-going, please refer to quantities completed
- 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. Sent comments to EOR on concept and design will continue. Have reached out to consultant to coordinate next design submittal, obtain schedule update.
- Sub-Basin 11 and SW 148<sup>TH</sup> Street Complete Streets Projects  
**Update:** Both Projects were approved by Council. Purchase Orders are being prepared and executed. Consultants have been given NTP to proceed.

## July Upcoming Projects

- Continue Village Wide Storm Drain Maintenance Tropical Storm Emergency Cleaning
- Continue Village Wide Sidewalk Repairs & Construction
- Commence work on the following projects: Traffic Calming Study (Marlin Engineering), Sub-Basin 43 (Kimley Horn), Sub-Basin 44 (Chen Moore), Sub-Basin 41(Civil Works), Sub-Basin 11 (Stantec) and SW 148<sup>th</sup> and SW 174<sup>th</sup> Street complete streets project.
- Will take Drainage Sub-Basin 57/96 Agenda Item to July Council Meeting for Council consideration.

## **POLICE**

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### May

- 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
- Crime Watch meetings with residential groups in Palmetto Bay
- radKIDS class at Perrine Elementary School
- Rad Women's Class
- Conducted Officer Friendly classes at Howard Drive and Coral Reef Elementary Schools
- Coffee with a Cop at Panera
- Career Day Howard Drive Elementary School
- Emergency Commercial Identification Program update
- Crimes/Calls for Service:
  - 0 Auto Thefts
  - 4 Commercial Burglaries
  - 2 Residential Burglaries
  - 5 Vehicle Burglaries
  - 2 Robbery
  - 9 Domestic Dispute/Disturbance
  - 6 Baker Acts
  - 26 Crashes

## July Upcoming Events

- radKIDS Classes at Coral Reef Elementary, Palmetto Bay Summer Camp
- July 4<sup>th</sup> Independence Day Celebration

## **PLANNING & ZONING**

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### May

- Met with County Planning staff to review the proposed Rapid Transit Zone (RTZ) ordinance.
- Met with representatives of South Motors regarding the turnover of the future Veteran's Park property.
- Met with outside legal counsel regarding litigation regarding 17777 Old Cutler Road (Palmetto Bay Village Center)
- Met with representatives from 17777 Old Cutler Road (Palmetto Bay Village Center) regarding the administrative site plan application. The representatives were informed that the submittal does not meet the requirements of the Comprehensive Plan and Zoning Code.
- Met with concerned citizens regarding a building permit issued for a group home of six or fewer residents in the E-1 Zoning District.
- Attended Commissioner Cohen Higgins (District 8) Community Conversation.
- Met with resident Sophia Bonanno and Councilman Fiore regarding Ms. Bonanno's Fellowship with the CLEO Institute and her study of Air Quality in Palmetto Bay.
- Director Siegel attended DMAIC leadership training.
- Director Siegel met with various business owners regarding site design, parking and new business interests.

- Met with Councilperson Matson and Chair Bier to review Neighborhood Protection Committee agenda items.
- Attended Hurricane Preparedness meeting.
- Director Siegel has worked with staff to identify improvements to internal procedures and development review processes.

### Reviews, Applications, and Public Meetings

- Zoning Hearing Applications Received:
  - **Applicant Name:** Liliam Norda-Gomez (Bright Adventures Academy)
  - **Address:** 17925 Franjo Road
  - **Request:** An expansion of a daycare facility to the existing adjacent suite
  - **Status:** Hearing scheduled for June 21<sup>st</sup>, 2022
- Administrative Variances Received:
  - **ADJ-22-004**
    - **Applicant Name:** Susan Martinez Sandoval
    - **Address:** 15600 SW 76 Avenue
    - **Request:** Variance for an addition of a house to be built on the side existing residence to have the setbacks of 13-5" where 15" is required
    - **Status:** Under Review
- Art in Public Places
  - Opus Hospice fountain (public art) – Approved unanimously by AIPP Committee on May 3, 2022. Approved by Village Council at the June 6<sup>th</sup> Council Meeting.
  - Next AIPP Meeting scheduled for July 14<sup>th</sup> at Village Hall (in person).
- 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 (Approved on Second Reading).
- Business Tax:
  - Renewal: 6
  - New: 21
  - Closed: 8
- Sustainability & Resiliency
  - Coordinated with Village Grants Specialist to submit grant application to the State of Florida “Resilient Florida Program Planning Grant Awards” for a Complete Vulnerability Assessments.

### July Upcoming Events

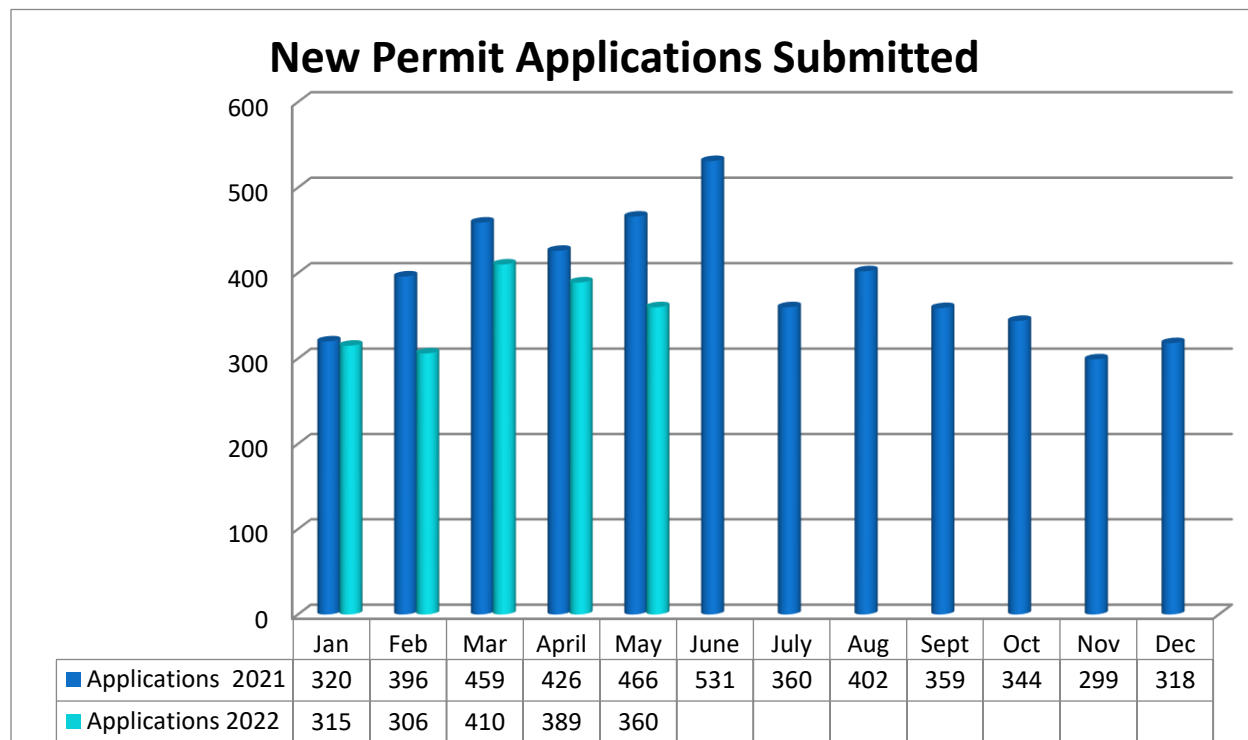
- Continue to identify improvements to internal procedures and development review processes.
- Finalize turnover of Veteran’s Park
- AIPP Advisory Board Meeting July 14, 2022 at Village Hall (in-person)
- Implement a technical development review process with Village Departments and applicable outside agencies consistent with Code Section 30-30.2(d).

- Begin drafting on-street parking ordinance.
- July 11, 2022 Village Council Meeting
  - Appeal of Permit BLD-2021-8059 for Interior/Exterior Remodeling at 7201 SW 174th Street for a Residential Group Home for Six (6) or Fewer Residents.
  - Resolution establishing the Floodplain Management Planning process and designating membership of the Floodplain Management Planning Committee.

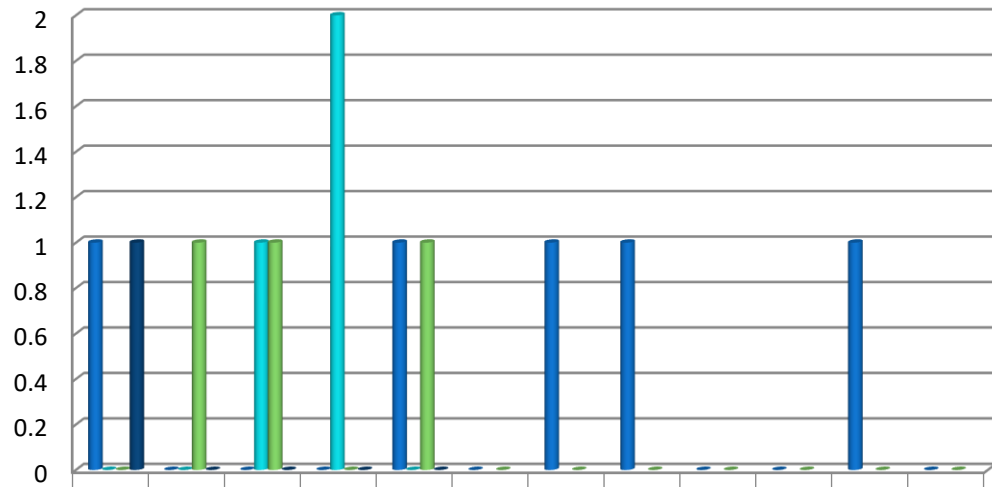
## BUILDING & CODE COMPLIANCE

### May

- Permits:
  - 360 Building Permits
  - 0 New Commercial
  - 0 New Residential
  - 1,115 Building & Roofing
- Code Compliance:
  - 69 New Cases
  - 8 Civil Violations
  - 23 Special Master Cases
  - 304 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	0							
■ Commercial 2021	0	1	1	0	1	0	0	0	0	0	0	0
■ Commercial 2022	1	0	0	0	0							