



2018

STATE OF THE TOWN ADDRESS

Departmental Accomplishments



HONORABLE MAYOR & TOWN COUNCIL



MAYOR PEGGY R. BELL

pbell@cutlerbay-fl.gov



**VICE MAYOR
SUE ELLEN LOYZELLE**

slozelle@cutlerbay-fl.gov



**COUNCIL MEMBER
MARY ANN MIXON**

mamixon@cutlerbay-fl.gov



**COUNCIL MEMBER
MICHAEL CALLAHAN**

mcallahan@cutlerbay-fl.gov



**COUNCIL MEMBER
ROGER CORIAT**

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MISSION STATEMENT

The Town Council will work to make Cutler Bay an excellent place to live, work and play. Cutler Bay's government will be creative, responsive and respectful in providing innovative and cost effective services to the community.

CORE VALUES

The Town of Cutler Bay is a customer focused government. Cutler Bay's Customers are our residents of all ages, tax payers, and everyone who does business, or visits our Town.

- We measure our success based on customer satisfaction.
- We value and seek customer feedback at every opportunity.
- We empower our employees to achieve customer satisfaction.
- We value, recognize and reward friendly, courteous customer service.
- We believe in leading by example.
- We strive to establish and maintain an inspiring vision.
- We focus on guidelines rather than rules.
- We believe in and value continuous improvement.
- We encourage our customers to define quality service.
- We believe that our plan for quality is a never ending effort.
- We focus on process improvement.
- We let customer feedback define quality improvements.
- We have no substitute for honesty and ethical conduct.

MEET YOUR CHARTER OFFICIALS

CHARTER OFFICIALS



RAFAEL G. CASALS, ICMA-CM, CFM – TOWN MANAGER

As created by Town Charter Section 3.1, there shall be a Town Manager who shall be the chief administrative officer of the Town. The Town Manager shall be responsible to the council for the administration of all Town affairs and for carrying out policies adopted by the council. The term, conditions and method of evaluation and compensation of the Town Manager shall be established by the council.

Email: rcasals@cutlerbay-fl.gov



MITCHELL A. BIERMAN, ESQ. – TOWN ATTORNEY

WEISS, SEROTA, HELFMAN, COLE & BIERMAN, P.A.

As created by Town Charter Section 3.7, the council shall hire an individual attorney or law firm to act as the Town Attorney under such terms, conditions, and compensation as may be established by the council. The Town Attorney shall report to the council and may be removed by majority vote of the council.

Email: mbierman@wsh-law.com



DEBRA E. EASTMAN, MMC – TOWN CLERK

As created by Town Charter Section 3.6, the Town council shall appoint the Town Clerk. The Town Clerk shall give notice of all council meetings and all other Town meetings required to be publicly noticed to council members and the public, and shall keep minutes of the council's proceedings. The Town Clerk shall report to the Town council. The Town Clerk shall maintain the seal of the Town and attest the mayor's or manager's signature, as the case may be, on all documents if needed.

Email: deastman@cutlerbay-fl.gov

MEET YOUR TOWN STAFF

■ DEPARTMENT DIRECTORS ■



JAZMIN GONZALEZ

Administrative
Services Director

(305) 234-4262 Ext. 5504
jgonzalez@cutlerbay-fl.gov



KATHRYN LYON

Planning & Zoning
Division Director

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SANDRA ARONOFF

Building & Code
Compliance
Division Director

(305) 234-4262 Ext. 5534
saronoff@cutlerbay-fl.gov



LEONARD A. RICELLI

Police Department Major

(305) 234-4237
Emergency: 911
Non-emergency:
(305) 476-5423
laricelli@mdpd.com



ROBERT DADDARIO

Finance Director

(305) 234-4262 Ext. 5510
rdaddario@cutlerbay-fl.gov



ALFREDO QUINTERO

Public Works Director

(305) 234-4262 Ext. 5520
aquintero@cutlerbay-fl.gov



ETIENNE BEJARANO

Parks & Recreation
Director

(305) 234-4262 Ext. 5573
ebejarano@cutlerbay-fl.gov



PATRICIA VALLEJO

Town Center Building
Property Manager

(305) 234-4262 Ext. 5541
pvallejo@cutlerbay-fl.gov

2018 ACCOMPLISHMENTS

■ PER DEPARTMENT ■

COMMUNITY DEVELOPMENT DEPARTMENT

Planning & Zoning Division Director: Kathryn Lyon | klyon@cutlerbay-fl.gov

Building & Code Compliance Division Director: Sandra Aronoff | saronoff@cutlerbay-fl.gov

PLANNING AND ZONING DIVISION

- Reviewed 958 building permits for Zoning.
- Performed 727 Zoning inspections.
- Evaluated and processed 50 development zoning applications of which approximately 68% require Town Council review and approval.
- Approved the Site Plan administratively for Panera Bread.
- Approved the Site Plan administratively for the renovation of Point Royal Shopping Center, which included Burlington, interior build-outs for Tuesday Morning, Planet Fitness, parking, facade and landscaping improvements.
- Approved the Site Plan administratively for approximately 16 single family homes throughout the Town. Average sales price approximately \$400k.
- Approved the Site Plan administratively for the renovation of the Publix Shopping Center (South Dade Shopping Center) located at the corner of SW 184 Street and South Dixie Highway.
- Approved the Site Plan administratively for the Sandbar Restaurant located on Old Cutler Road.
- Approved building permit for the renovation of the IHOP, Ross, and Five Below.
- Green Certified Developments:
 - City Furniture – LEED Certified Gold
 - Three Palms East Ridge – LEED Certified Platinum
 - El Dorado Plaza – One Green Globe
 - Chase Bank – LEED Certified
 - Point Royal (Starbucks, Chipotle, Credit Union) – LEED Certified
- Amended the Town's Land Development Regulations.
- Continued the implementation of the Town's Growth Management Plan and Land Development Regulations.
- Adopted the Town's first Green Master Plan and was Awarded the 2018 Sustainability Award by the Florida Planning and Zoning Association.
- Continued to provide information and assist the public through the development process to ensure the safety and well-being of our residents and neighborhoods.



COMMUNITY DEVELOPMENT DEPARTMENT *(CONTINUED)*

BUILDING DIVISION

- Processed and issued over 3,350 Building Permits.
- Implemented process that provides permit holders courtesy notices both prior to permit expiration and post permit expiration. Since implementing this process 195 permits have been renewed.
- Continued offering electronic document recording services on Notices of Commencement to customers applying for building permits in the Town. 178 Notice of Commencements were sent to the County electronically this fiscal year.

- Continued process of scanning finalized permits and plans.

CODE COMPLIANCE DIVISION

- Continuous Professional development – All officers are FACE (Florida Association of Code Enforcement) Level 1 and Level 4 certified. The Code Compliance Coordinator is Level 1 and Level 2 certified.
- Processed approximately 1,272 Code Compliance cases/matters.
- Processed 21 Property Abatements.
- Held 12 Special Magistrate Hearings.
- Presented 196 cases in front of the Special Magistrate.

FINANCE DEPARTMENT

Director: Robert Daddario | rdaddario@cutlerbay-fl.gov

- The Town launched its first Citizen Transparency Portal in an effort to increase public trust by promoting an accountable government. The Transparency Portal allows the Town to provide the public with easy access to real-time government financial information for the current fiscal year, as well as a historical view of previous years.
- Guided the Town through its first 11 annual audits, the most recent of which was for the year ended September 30, 2017. In each of those years, the Town received an unqualified audit opinion from the auditors, which is the highest level of assurance an auditor provides. Further, the auditors had no adjustments to the Town's financial statements in

any of the annual audits. Town Staff is currently preparing for the annual audit for the fiscal year ended September 30, 2017.

- Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting (11 consecutive years, starting with first submission for FY 2007).
- GFOA Distinguished Budget Presentation Award (four consecutive years, starting with first submission).
- The Finance Department continues to achieve increased efficiencies processing disbursements and receipts in the accounting system as a result of implementing procedural changes in early 2015.

PARKS & RECREATION DEPARTMENT

Director: Etienne Bejarano | ebejarano@cutlerbay-fl.gov

AFTER SCHOOL PROGRAM

- The After School Program received \$185,636 grant for the next five years from The Children's Trust. The program serves 72 children.
- The program received a \$61,500 grant from the Department of Juvenile Justice.
- Summer camp served, on average, 64 children per day for eight weeks.
- Over 100 attended the end of year program held at Cutler Ridge Elementary.



AQUATICS PROGRAM

- Listed as one of the Red Cross' top 50 aquatic facilities for the month of February.
- Provided swimming lessons and water safety classes to nearly 700 participants.
- Provided American Red Cross certification courses to 46 participants.
- Provided aquatic facilities to five Miami-Dade County public schools.
- Implemented a new lifeguarding certification program for the public.

SPECIAL EVENTS

- 10th Annual Cutler Bay Open Charity Golf Tournament raised \$7,115, benefiting the Cutler Bay Community Fund.
- 3rd Annual Wings over the Bay Event generated \$181.08 towards the Cutler Bay Community Fund.
- Worked in conjunction with the Administrative Services Department & Executive Interns Group Project/Relay for Life to Support the Relay for Life of South Dade, and raised \$1,200 benefiting the American Cancer Society.
- Worked in conjunction with the Youth Council Committee to plan and execute a Wellness Fair for teens at Cutler Bay Senior High School. The Wellness Fair not only focused on physical health, but also mental health in teens.
- Continued to work with local businesses and organizations to successfully host Town-wide Special Events for residents and neighbors throughout the year.



PARKS & RECREATION DEPARTMENT *(CONTINUED)*

FACILITY MAINTENANCE AND CAPITAL IMPROVEMENTS

- Renovated infields of all three fields at Lakes by the Bay Park as well as made field number three a 60/90 capable baseball field.
- Updated Saga Bay Park playground to improve safety features.
- Upgraded solar lighting at Whispering Pines Park.
- Installed new informational bulletin board at Saga Bay Park.
- Installed new irrigation system at Bel Aire Park.
- Replaced water fountain at Lakes by the Bay Park.
- Installed new wooden perimeter fence at Bel Aire Park.



- Successfully held the Town's 5th Annual Sanctioned Senior Games.
- Hosted the First Annual Active Adult Resource Fair.
- Active Adult fitness classes continued to be offered at Cutler Bay Town Center.
- Partnered with Miami-Dade County Public Schools (Miami Springs Adult) to offer adult education courses at Cutler Bay High.
- Partnered with the Alliance for Aging to offer a six week Living Healthy Workshop, which was held at Marilyn Hope's Place.
- Continued to provide programs and field trips for Active Adults throughout the year.
- Received the "Healthy Weight Champion" Award from the State of Florida Department of Health.



ACTIVE ADULTS ACTIVITIES

- Cutler Ridge Park received a new Fitness Circuit on behalf of the \$15,000 AARP Community Challenge Grant.
- Partnered with South Miami Dade Cultural Arts Center and offered free performances for seniors throughout the year.



ADMINISTRATIVE SERVICES DEPARTMENT

Director: Jazmin Gonzalez | jgonzalez@cutlerbay-fl.gov

EMPLOYEE TRAININGS AND WORKSHOPS

- The Administrative Services Department planned, hosted and successfully documented a total of 16 employee trainings for Fiscal Year 2017-18.
- Of the 16 employee trainings documented, three were part of the Wellness Workshop Series. This series was implemented in 2017 in an effort to boost the overall health and wellness of the Town's employees in the workplace.
- The department continued to perform market research and work with the Town's legal counsel to identify trainings and workshops for upcoming fiscal years.

A complete list of all trainings provided in Fiscal Year 2017-18 is shown below:

DATE	EMPLOYEE TRAINING
11/20/2017	Customer Service Excellence Training
12/01/2017	Coaching Employee Performance Training
12/01/2017	Inspiring Connectedness, Unity and Trust Workshop
02/15/2018	Self-Defense Class
02/22/2018	Social Media Training
02/23/2018	Designing a Productive Workflow
02/28/2018	Diversity and Sexual Harassment Prevention
04/09/2018	Sexual Harassment, Claim Investigations, and Resolution Training
05/07/2018	Full Circle Wellness Seminar
06/07/2018 & 06/08/2018	Certificate in Public Records Management
06/27/2018	Business Writing with a Performance Evaluation Emphasis
08/13/2018 & 08/14/2018	CISCO VoIP Phone System Trainings
08/21/2018	Employee Risk & Safety Trainings
09/06/2018	Cell Phone Policy & Public Records Training
10/04/2018	Equal Employment Opportunity Compliance Training for Leadership
10/10/2018 & 10/11/2018	Employee CPR/AED & First Aid Certification and Recertification

ADMINISTRATIVE SERVICES DEPARTMENT *(CONTINUED)*

iPREP EXECUTIVE INTERNSHIP PROGRAM

- Facilitated the 4th Annual iPrep Executive Internship Program wherein a total of 20 Juniors from Cutler Bay Senior High School participated in the 2017-18 internship program and successfully completed all program requirements prior to becoming high school Seniors.
- The interns Group Project/Relay for Life Team raised a total of \$1,200.00 to support the Relay for Life of South Dade.
- A total of 200 community service hours were completed amongst this group of student interns for this fiscal year.

HUMAN RESOURCES/BENEFITS ADMINISTRATION

- Finalization, release and implementation of the Town's 2018 Classification and Compensation Study and Analysis Update; consistently works with the Town Manager to ensure that all employees are accurately and adequately compensated and classified according to this pay plan.
- Continued the Employee Milestone Anniversary Recognition Program with a ceremony and celebration for employees completing milestone anniversaries with the Town.
- Facilitated the recruitment and onboarding of all summer seasonal/part-time staff utilizing the new NeoGov online employment application system.
- Further developed innovative programs to demonstrate employee appreciation in an effort to boost general morale (i.e., holiday goody bags, employee appreciation catered luncheons, improve on general communications of employee benefits and information, etc.)



- Continued the 2018-19 Open Enrollment process with the use of Colonial Life online enrollment services in order to continue the efficiency and affordability of employee benefits enrollment and administration.
- Continued to periodically distribute an Employee Satisfaction Survey, following major events like Open Enrollment, training sessions and workshops.
- Worked directly with Videographer and film crew to facilitate and assist in the direction and production of the Annual State of the Town Address video.
- Hired a new Public Information Officer (PIO), Executive Assistant to Town Manager and reclassified a part-time Events Specialist position to a full-time Events & Programs Specialist position following the resignation of former Programs Coordinator.
- Celebrated all 64 employee (combined full-time and part-time) birthdays on a quarterly basis.
- Continued to work with Town's legal counsel to update the Town's Employee Policies & Procedures; Official Manual release is expected for the Winter of 2018.
- Continued to work closely with the Town Manager to improve the overall structure

ADMINISTRATIVE SERVICES DEPARTMENT *(CONTINUED)*

and efficiencies of all Town Departments and staff needs.

INFORMATION TECHNOLOGY SERVICES

- Renewed the Interlocal Agreement with Miami-Dade Information Technology Department (ITD) for basic IT support and maintenance services for an additional five years.
- Continued to work with Troy & Banks for utility invoice auditing services, generating a total of \$1,516.02 in credits issued since March of 2018.
- Modernized the Cutler Bay Town Center network: the new network design has improved management and security of the network switches, virtual environment and transitioned Wi-Fi service back to an in-house managed environment.



- Re-Designed Town internet connectivity at the Cutler Bay Town Center: this project established connectivity to the secure Miami-Dade County Data Center and provides internet service that leverages the secure Miami-Dade County Information Technology infrastructure. Miami-Dade County can upgrade and provide higher bandwidth to improve performance as Town of Cutler Bay

business requirements grow to meet the needs of the community.

- Cybersecurity and Firewall Redesigned; Town Firewall was redesigned to provide a fully redundant and automatic failover solution.
- Re-Designed, installed and configured Town-hosted VMware: the Town's virtual server and data backup environment has been migrated to the Miami-Dade County Data Center. The new server virtualization services provide improve high availability, redundancy, eliminate the second floor data room cooling and power costs at Cutler Bay Town Center and provide a Continuity of Operations Plan (COOP) for the Town in the event Town Hall is affected by natural disaster or other emergency events. The Town's critical data and servers will be hosted by Miami-Dade County, in a facility categorized as a Main Data Cat5 Center.
- Procured and migrated to Microsoft Office 365 Subscription Services: this project allows for all 32 Town employees to work on the same platform and version for word processing, email, reports, etc. The implementation of this subscription service greatly reduces the annual cost of license renewals for IT software, support and maintenance, while ensuring that the Town follows industry best practices.
- Migrated onto Desktop Virtualization (VDI) Services: the migration of all 32 Town employees onto a virtual environment optimizes efficiencies by reconfiguring all workstations to thin-client solution, making it possible for users to connect to their desktops and applications from anywhere, anytime and from any internet capable device.

PUBLIC WORKS DEPARTMENT

Director: Alfredo Quintero | aquintero@cutlerbay-fl.gov

- Completed the Manta Drive Roadway Improvement Project ahead of schedule and under budget. Project limits included Manta Drive between Old Cutler Road and Marlin Road. The project consisted of new sidewalks, Americans with Disabilities Act (ADA) crosswalks, driveway approaches, continuous valley gutter, improved drainage, asphalt milling and resurfacing, back of sidewalk harmonization, and street tree planting.
- Completed the Cutler Bay Middle School Sidewalk Connectivity Project, increasing pedestrian capacity and improving pedestrian safety around the perimeter of Cutler Bay Middle School (new sidewalks were installed along the following streets: SW 191 Street, SW 99 Avenue, SW 193 Street, SW 98 Avenue, and a portion of SW 194 Terrace). The project consisted of approximately half a mile of new sidewalks, tree relocations and new tree plantings, ADA ramps with truncated domes at all intersections along sidewalk paths, curb and gutters, minor drainage improvements, temporary signing and pavement markings, trash receptacles, and rest areas with benches.
- The Annual Earth and Arbor Day event was held at Bel-Aire Elementary. The students were presented with information on the effects of pollution and prevention. The Town donated 285 plants to enhance the schools existing Butterfly Garden. Before the students engaged in the activity, three stations were presented which included a *What is Stormwater?* presentation, an EnviroScape stormwater management model and a video presentation, which provided a fun and learning experience.
- Participated in career/truck day events at two local elementary schools (Cutler Ridge Elementary and Whispering Pines Elementary).
- A total of 8.8 miles of the Town's roadways were milled and repaved.
- A total of 510 Bulky trash piles were reported to Miami-Dade County.
- Received and responded to 1,243 concerned resident calls within 24 hours.
- Erected 276 trees as a result of Hurricane Irma in Town right of ways.
- Removed 352 tree stumps as a result of Hurricane Irma in Town right of ways.
- Removed 49 dangerous trees as a result of Hurricane Irma in Town right of ways.
- Uplifted 545 trees and trimmed those requiring corrective pruning as a result of Hurricane Irma in Town right of ways.



PUBLIC WORKS DEPARTMENT *(CONTINUED)*

- Installed ten new bus shelters as a part of the Townwide Bus Shelters Phase I Project.
- Awarded the 2017 Tree City USA Award (for the 9th year in a row) and Tree City USA Growth Award (for the 6th year in a row) from the Arbor Day Foundation.
- Planted over 127 Florida native trees in Town's swale areas and right of ways.
- Continued removal of dead, damaged, and invasive tree species within the public right of way.
- Replaced damaged and potential trip hazard sidewalk flags: 4,983 Linear Feet (L.F.), which amounted to 997 Sidewalk Flags.



- Completed replacement of 36 damaged storm-drain aprons.
- Town's contractor "VisualScape" removed over 420 cubic yards of debris.
- Town's contractor SFM swept over 700 miles which removed approximately 80 tons of debris from roadways.
- Received results for Community Rating System (CRS) Cycle Verification. The

Town received 3,054 credit points which is enough for a class 5 certification. The class improvement from 6 to 5 provides the Town's residents and additional \$179,224.00 in flood insurance savings annually.

- The Public Works Department worked closely with Town consultants at Wood Group formerly Amec Foster Wheeler to develop the Town's first Watershed Master Plan.
- Neighborhood Enhancement Action Team (N.E.A.T.) removed over 29 tons of debris from Town swales and roadways.
- Post Hurricane Irma all Town owned and maintained roads were cleared within the first two weeks and cleanup by Miami Dade Solid Waste had begun.
- Continued Townwide Storm-drain cleaning, including all of Bel-Aire Sec 11, Bel-Aire Sec 14, Bel-Aire Sec 15, Bel-Aire Sec 23, Cantamar, Old Cutler Common Unit One, residential neighborhoods. Total cleaned; 1,185 drainage structures, 77,006 LF of stormwater drainage pipe.
- The Public Works staff has continued their initial and refresher training by recertifying two staff members in Stormwater Level I & II, 2 staff members in Local Agency Program (LAP) Sub-Recipient Compliance Assessment Tool (SCAT) and 1 staff member in Public Records Management.
- Renegotiated the Town's open-ended vehicle equity lease with Enterprise Fleet Management and replaced the fleet with new vehicles (the old fleet generated a reimbursement of \$69,683.92).

TOWN MANAGER'S OFFICE

Town Manager: Rafael G. Casals | rcasals@cutlerbay-fl.gov

- Town Staff published 58 press releases and distributed to local media outlets (Miami Herald, Community Newspaper, South Dade News Leader, and the Florida Villager).
- Coordinated the publication of ten center page stories published in the Community Newspaper.
- Developed, launched and maintained the Town's Facebook page and other social media outlets.
- Facilitated and coordinated the Town's monthly newsletter sent to residents.
- Encouraged and promoted partner organizations to submit community events for Town happenings.
- Prepared 14 proclamations to honor, celebrate or create awareness of an event, special occasion, cause or significant issue.
- Facilitated and coordinated Town Manager reports for the Town Council Meetings.
- Facilitated and coordinated elected official reports for the Town Council meetings.
- Coordinated with Town Clerk and Town Attorneys to develop agendas for 29 Town Council meetings and workshops.
- Represented the Town at Miami-Dade County Commissioner Hearings, Town Hall meetings for neighboring municipalities, and Legislative Session meetings with the Town Council.
- Represented the Town as a panelist at the 2018 American Planning Association Florida Annual Conference.
- Represented the Town at Annual Best Practices Conferences, Traffic Solutions Summits, ICMA Regional Summit, Department of Elder Affairs Symposium, Greater Miami Chamber of Commerce Sessions, FCCMA Annual Conference, South Dade Solutions Summit, and Miami-Dade Transportation Planning Organization (TPO) Governing Board Meetings.
- Facilitated the G.O. Bond Campaign; hosted two G.O. Bond public information sessions and promoted the Miami-Dade Canvassing Board Conveners for the election.
- Facilitated and coordinated the New Sunday Municipal Circulator Bus Service Discussions with Miami-Dade Transit and the Office of County Commissioner Daniella Levine Cava to begin November 18, 2018.
- Town Staff sent over 230 emails to 1,600 residents through the Town's eNotifications (RFP, RFQ, ITB announcements, Job Postings, Calendar Events, Special Announcements, etc.).



- Established a formal process for accepting and awarding grants to local non-profit organizations through the Cutler Bay Community Fund.
- Awarded \$7,500 in grant awards to local non-profit organizations through the Cutler Bay Community Fund.
- Coordinated with the Communities for a Lifetime Committee to develop the Town's Age Friendly Action Plan.

TOWN ATTORNEY'S OFFICE

Town Attorney: Mitchell A. Bierman | mbierman@wsh-law.com

Town Attorney: Chad Friedman | cfriedman@wsh-law.com

- Continued to provide legal advice to Town Administration and individual Council Members.
- Continued legal support of the Green Corridor District – Property Assessed Clean Energy (PACE).
- Successfully Defended the Town against potential lawsuits.
- Assisted in the development of over 95 Resolutions and four Ordinances.
- Assisted in the evaluation of 50 development zoning applications of which approximately 68% required Town Council review and approval.
- Facilitated Town Council Social Media & Public Records, The Sunshine Law and Ethics Workshop.
- Facilitated Town Staff Conflict Resolution & Proper Employee Documentation Workshop.
- Facilitated five Charter Revision Committee Meetings.

TOWN CLERK'S OFFICE

Town Clerk: Debra E. Eastman | deastman@cutlerbay-fl.gov

- Provided agenda documents, legal postings, attended meetings, time stamped audio, uploaded audio and provided minutes for 29 Total meetings of the Town Council (includes regular meetings, Town council workshops, budget meetings and sunshine meetings from Oct. 2017-Sept. 2018).
- Facilitated, scheduled, rescheduled, provided legal postings, informational postings, provided reminders to committee members, copies of records, signage and sign in sheets for 60 committee meetings and five committees.
- Scheduled, proofread and published 31 legal ads.
- Resolutions and Ordinances-95 (executed, filed, posted to website and added to required register).
- Received, researched and responded to 135 public records requests.
- Procurement accomplished - RFP, RFQ, ITB (bids placed on file, advertised, facilitated pre-bid meetings, provided Cone of Silence, performed bid openings and acted as point of contact) for seven bids.
- Lien Searches performed and responses provided for 1,378 requests, collecting \$79,650 in revenue to the Town.
- Drafted and coordinated legal advertising and contracted with Miami-Dade County to provide June 5, 2018 GOB referendum election and canvassing board activities and results as Supervisor of Elections.

TOWN CLERK'S OFFICE *(CONTINUED)*

- Acted as staff assistant to Charter Revision Commission, coordinating appointments, facilitating meetings, preparing agendas and minutes and providing access to audio live streaming of meetings, coordinating with Town Attorney and Town Council to facilitate moving four charter amendment referendum questions to the November 6, 2018 General Election ballot
- Contracted and implemented electronic campaign treasurer's finance reporting for all 2018 General Election Candidates
- Held qualifying of candidates in July/ August for the November 6, 2018 Municipal Election in conjunction with the November 6, 2018 General Election
- Coordinated election functions with Miami Dade Elections Department and provided advertisements for upcoming November 6, 2018 candidate election and four charter amendment referendum questions
- Began preparation and coordination with Miami-Dade County Election and Town Attorney for possible runoff election in November
- Town Clerk's Office assists elected officials with setting of appointments, reservations for events, phone messages, conference and meetings and agenda items and research.
- Assisted Town Manager's Office with front desk coverage as needed.
- Facilitated the reporting of Form 1 Financial Reports for Council, staff, and committees
- Registered 48 Lobbyists providing revenue of nearly \$12,000
- Coordinated and provided information to Town Council regarding gift disclosure, required ethics training opportunities and available links to training
- Worked with two student interns providing working projects and review of performance
- Attend trainings, Town Clerk related meetings and Clerk Association events



TOWN CENTER BUILDING

Property Manager: Patricia Vallejo | pvallejo@cutlerbay-fl.gov

- Negotiated an additional three year lease term of 2,282 Sq. Ft. to RGIS, LLC on the second floor generating \$142,469.64 of income.
- Executed a five year Lease Agreement for 3,301 Sq. Ft. to Robert Cooke, P.A. on the fifth floor generating \$383,270.45 of income.
- Leased 8,014 Sq. Ft. to Curaleaf Florida on the fifth floor generating \$869,438.86 of income through a five year lease.
- Resealing of all exterior windows in the Town Center by using high performance glazing material.
- Hosted the summer 2018 "Careers in Stem Camp" in the Penthouse Suite and the Lego Robotics Exhibition.
- Re-paved and restriped the southeast area of the parking lot.
- Improve energy usage of the building systems by installing a new electrical panel in the roof top mechanical room.
- Replaced roof top mechanical room entrance with a hurricane rated impact door.
- Refreshed Penthouse suite by painting all interior office spaces.
- Through an RFP process, selected Kelly Janitorial Systems, Inc. for a three year contract to provide full janitorial services to the Town Center building as well as the Parks' facilities.
- Coordinated and facilitated logistics for over 100 Community, Public Involvement events and Committee meetings hosted at the Town Center Building.
- Increased building occupancy from 65% to 77%.



POLICE DEPARTMENT

Director: Major Leonard A. Ricelli | laricelli@mdpd.com

EMERGENCY CALLS* AVERAGE RESPONSE TIMES

(Goal Response Time of Eight Minutes or Less)

YEAR TO DATE (JANUARY 1-DECEMBER 31)	EMERGENCY/PRIORITY RESPONSE TIMES (MINUTES/SECONDS)	TOTAL CALLS FOR SERVICES (EMERGENCY/PRIORITY)
2018	6:58	1,959
2017	7:17	2,063

*Definition of an Emergency Call: A call that is considered life threatening, requiring an emergency response with lights and siren.

NON-EMERGENCY CALLS* AVERAGE RESPONSE TIMES

(Goal Response Time of 30 Minutes or Less)

YEAR TO DATE (JANUARY 1-DECEMBER 31)	ROUTINE RESPONSE TIMES (MINUTES/SECONDS)	TOTAL CALLS FOR SERVICES (ROUTINE)
2018	13:36	12,984
2017	16:27	13,806

*Definition of a Non-Emergency Call: A call that is not life threatening, or the report of a crime where a subject is no longer on scene.

NEIGHBORHOOD RESOURCE UNIT

The Neighborhood Resource Unit (NRU) utilizes a Community Oriented Policing approach to service the Cutler Bay community. The Cutler Bay community has become familiar with NRU officers who attended over 80 community gatherings, such as Home Owners Association and Neighborhood Crime Watch meetings, Business Watch groups, Church Organization and other community assemblies. For further information about the NRU and their services, please contact Sergeant Chris Reed via email at cmreed@mdpd.com or by calling (786) 573-5559.



POLICE DEPARTMENT (CONTINUED)**POLICE ENGAGEMENT IN THE FOLLOWING COMMUNITY MEETINGS AND EVENTS****JANUARY**

- 1-8 Grinch Crime Prevention Initiative
- 12 POAT Kick Ball (fundraiser)
- 17 Town Council Meeting
- 18 Mall/Business Watch Meeting
- 19 Making Strides Against Breast Cancer
- 24 Cutler Ridge Elementary Career Day
- 25 Crisis Intervention Training Liaison Meeting
- 26 Cutler Ridge Christian Academy Career Day
- 27 9th Annual Chili Cook-Off Day

FEBRUARY

- 10 Tour de Parks Bike Ride
- 13 FDOT Drive Safe Campaign Kick Off
- 15 Health South Safety Committee Meeting
- 12 Town Council Meeting
- 23 Movie Night
- 23 Police Memorial Meeting

MARCH

- 1 Town of Cutler Bay League of Cities
- 2 POAT Fun Ride Meeting
- 6 Homeless Outreach Detail
- 7 Whispering Pines Boy Scout Meeting
- 8 Business/Mall Watch Meeting
- 14 Gun Safety Meeting Cutler Bay High School
- 19 POAT Fun Ride Meeting
- 21 Town Council Meeting
- 22 Whispering Pines Walk a Thon
- 24 Easter Egg Hunt
- 27 Active Shooter Training Presentation
- 29 Special Town Council Meeting
- 26-30 Spring Break Crime Prevention Initiative

APRIL

- 2 Special Town Council Meeting
- 5 Cutler Bay Alliance for Aging "Dementia"
- 5 Black Creek Canal Clean up w/DOT
- 7 Wings Over the Bay
- 8 Bike 305 Black Point Marina
- 10 Dispatchers Appreciation Lunch
- 10 Golf Cart/POAT Fun Ride
- 10 Business/Mall Watch Meeting
- 18 Town Council Meeting
- 19 Cantamar HOA Meeting
- 20 Motel 6 Meeting
- 21 Earth & Arbor Day
- 23 Health South Safety Committee Meeting

MAY

- 2 Citizens Crime Watch
- 3 Police Memorial
- 4 CIT Meeting
- 9 Whispering Pines Elementary Bike to School
- 9 Homeless Outreach Initiative
- 10 Monterey Lakes Crime Watch Meeting
- 16 Town Council Meeting
- 17 Uninsured Motorist Traffic Initiative
- 17 Business/Mall Watch Meeting
- 18 Mater Academy Career Day
- 18 Bike 305 Safety Meeting
- 19 POAT Golf Cart Event Dadeland Mall
- 22 Senior Citizen Resource Fair
- 23 Gulfstream Elementary Career Day
- 23 Zoning Workshop
- 31 Cutler Ridge Park Aftercare Presentation

JUNE

- 2 Cutler Bay Fun Ride Golf Cart Parade
- 6 Citizens Crime Watch Meeting
- 7 Homeless Outreach Initiative
- 11 Town Council Workshop
- 12 Cutler Bay Code Enforcement Meeting
- 14 Business/Mall Watch Meeting
- 20 Town Council Meeting
- 21 Cantamar HOA Meeting
- 27 Town Council Workshop
- 11-30 Summer Burglary Detail Town Wide

JULY

- 2 Community Outreach Initiative
- 3 Town Council Workshop
- 4 4th of July Whispering Pines Parade
- 4 Blackpoint 4th of July Celebration
- 9 Cutler Ridge Park Bully Presentation
- 10 Cutler Bay Code Enforcement
- 12 Business/Mall Crime Watch Meeting
- 13 Community Outreach Initiative
- 17 Community Outreach Initiative
- 18 Town Council Meeting
- 19 Santa Barbara HOA Meeting
- 23 Cutler Ridge Park Bully Presentation
- 23 Town Council Workshop
- 25 Community Outreach
- 28 Careers in STEM: Robotics Exhibition

POLICE DEPARTMENT (CONTINUED)

POLICE PRESENCE IN THE FOLLOWING EVENTS (CONTINUED)

AUGUST

- 1 Citizens Crime Watch Meeting
- 2 Community Outreach Initiative
- 4 Back to School Bash
- 7 Active Adult Luncheon
- 7 National Night Out
- 9 FDOT Put It Down Campaign
- 14 Town of Cutler Bay Code Enforcement
- 16 Cantamar HOA Meeting
- 23 Business/Mall Crime Watch Meeting
- 20-31 Back to School Initiative



SEPTEMBER

- 4 Town Council Budget Meeting #1
- 5 Citizens Crime Watch Meeting
- 11 Code Enforcement
- 12 Cutler Ridge Christian Academy Safety Patrol
- 13 Business/Mall Watch Meeting
- 17 Town Council Budget Meeting #2
- 21 Movie Night
- 26 Town Council Meeting

OCTOBER

- 3 Coffee with a Cop at Starbucks
- 3 Citizens Crime Watch Meeting
- 11 Business/Mall Watch Meeting
- 17 Town Council Meeting
- 20 Amscot Bike Helmet Give a Way
- 26 Halloween Trunk or Treat & Golf Cart Parade
- 31 Southland Mall Halloween Event
- 31 Halloween High Visibility Patrol

GENERAL INVESTIGATION UNIT

- An overall clearance rate of 20.63% for all Major Crimes reported from October 1 – September 30.
- A reduction in Robberies by 39.53%, when compared to 2017.
- A reduction in Thefts by 3.43%, when compared to 2017.
- A reduction of Auto Thefts by 6.41%, when compared to 2017.



2018 SPECIAL EVENTS

DATE	SPECIAL EVENT
January 21	STREB Extreme Action at the South Miami-Dade Cultural Arts Center (SMDCAC)
January 27	9th Annual Chili Cook-Off Day
January 27	Decades Rewind at SMDCAC
February 10	12th Annual "Tour De Parks" Bike Ride
February 23	Movie Night – Spiderman
February 24	Shred-A-Thon Event
March 2	Disaster! the Musical at SMDCAC
March 10	Dance Theater of Harlem at SMDCAC
March 13	Zoo Miami Active Adults Trip
March 17	Relay for Life of South Dade
March 20	Miami Lighthouse for the Blind Presentation
March 24	Easter Egg Hunt
March 21	Beer and Music Backyard Festival
April 5	Dementia Awareness
April 7	Wings Over the Bay
April 12	Wellness Class
April 21	Earth & Arbor Day
April 28	Black Jacket Symphony at SMDCAC
May 3	National Day of Prayer
May 22	Active Adult Resource Fair
May 30	After School Program End of Year Performance
June 2	Cutler Bay Fun Ride Golf Cart Parade
June 5	Active Adult Lunch at Olive Garden
June 15	Spinal Care Information Session
June 23	Dogs of Summer
July 4	51st Annual Cutler Bay-Whispering Pines 4th of July Celebration
July 13	The Lion King Jr. at SMDCAC
July 20	Dimensions Dance Theater of Miami at SMDCAC
July 24	Active Adults Night of Baseball
July 28	Careers in STEM: Robotics Exhibition
August 4	Back to School Splash and Education Summit
August 4	Classic Albums Live - Fleetwood Mac at SMDCAC
August 7	Active Adults Luncheon at Sandbar Sports Grill
August 18	10th Annual Cutler Bay Open Charity Golf Tournament
August 19	Ms. Senior Florida Pageant
September 14	Classic Albums Live - Led Zeppelin at SMDCAC
September 21	Movie Night - Sherlock Gnomes
October 15-19	Cutler Bay Senior Games
October 26	Halloween Trunk or Treat and Golf Cart Parade
November 10	Veteran's Day Breakfast
December 15	8th Annual Holiday Golf Cart Parade, Toy Drive & Winter Celebration

DEPARTMENTAL AWARDS AND EMPLOYEE PROFESSIONAL DEVELOPMENT

PLANNING AND ZONING ASSOCIATION AWARD

- Awarded the Florida Planning and Zoning Association 2018 Sustainability Award for the Town's Green Master Plan

PUBLIC WORKS AWARDS

- The Town has received the prestigious designation from the Arbor Foundation every year since 2009 and as of 2018.

FINANCE AWARDS

- Government Finance Officers Association (GFOA) Fiscal Year 2015-16 "Distinguished Budget Presentation" Award
- Government Finance Officers Association (GFOA) Fiscal Year 2016-17 "Distinguished Budget Presentation" Award

PARKS & RECREATION AWARDS

- 2018 Healthy Weight Community Champion.
- Town was named an AARP Age Friendly Community.

EMPLOYEE PROFESSIONAL DEVELOPMENT

- Alfredo Quintero – Became a member of the Florida Chapter of the International Society of Arboriculture
- Lakeesha Morris-Moreau – Became a Certified Grant Professional, Grant Professionals Association



- Elizabeth Deveaux – Obtained a National Administrator's Credential (NAC), National Institute of Child Care Management and Obtained the Director Credentials & National Child Development Associate Certification, Department of Children & Families
- Alfredo Quintero – Became a Stormwater Operator (Level I & II), Florida Stormwater Association
- Jazmin Gonzalez – Became a member of the Florida City & County Management Association
- Alan Hughes – Obtained the Certified Pool Inspector & Spa Operator License, Aquatic Facility Training & Consultants
- Anthony Beltranena – Obtained the Natural Areas Weed Management License, Florida Department of Agriculture & Consumer Services and obtained the following licenses:
 - Ornamental & Turf License Renewed
 - Playground Maintenance Technician
 - Aquatics Pesticide License
 - Commercial Fertilization License
 - Certified Playground Safety Inspector



AWARDED GRANTS

Grants Coordinator: LaKeesha Morris-Moreau | lmorris@cutlerbay-fl.gov
 Fiscal Year 2017-18 to Present

FUNDING SOURCE	PROGRAM	AMOUNT AWARDED	REQUIRED MATCH	PURPOSE
Florida DEP Land and Water Grant	Lakes By the Bay Canoe Launch	\$200,000	\$200,000	Funding to install a canoe/kayak launch, floating dock, pavilion and parking at the "Passive" parcel of Lakes by the Bay Park.
Florida Department of Environmental Protection	SW 100 Avenue Drainage Improvement	\$374,000	\$374,000	Funding to improve drainage and roadway conditions along SW 100 Avenue.
Florida Department of Environmental Protection	Saga Bay 1.2 Drainage Improvement	\$165,000	Not Required	Funding to improve drainage in parts of the Saga Bay Community.
Florida Department of Juvenile Justice	Out-of-School Program	\$61,500	Not Required	Funding is used to support the Afterschool and Summer Program at Cutler Ridge Park for 75 youth ages 6-11.
Florida Department of Transportation	Manta Drive Roadway Improvement Project	\$344,260	Not Required	Funding to improve Manta Drive with new sidewalks, landscaping, repaved roadway, and drainage.
Florida Department of Transportation	Gulfstream Elementary Complete Streets	\$476,141	Not Required	Roadway improvements leading to Gulfstream Elementary School.
Miami-Dade County Transportation Planning Organization	TPO Smart Mobility Hubs Plan-Cutler Bay	\$50,000	\$20,000	Funding to develop a mobility plan to identify first and last mile transit options throughout the Town.
Florida Department of Law Enforcement	Edward Byrne-JAG Program	\$14,939	Not Required	Funding to support Community Crime Prevention & Safety Education Program.
Miami-Dade County	Neat Streets Tree Matching Grant	\$14,500	\$14,500	Funding used to replant 35 Live Oak trees throughout the Town following Hurricane Irma.
The Children's Trust	Out-of-School Program 2018-2022	\$185,636	Not Required	Funding awarded to support the Parks and Rec Afterschool Program at Cutler Ridge Park.
Florida Department of Agriculture	Small City Energy Efficiency	\$86,000	\$10,000	LED field lighting at Cutler Rige Park
The Children's Trust	Careers in STEM Summer Camp	\$135,700	Not Required	Funding awarded for Summer 2018 to support the Town's Summer Camp for Middle School Youth.
Florida Department of Transportation	SMART Demonstration Grant	\$192,500	\$192,500	Fund a first/last mile demonstration project to improve access to public transportation.

TOTAL AWARDED \$2,300,176

TOWN COUNCIL MEETINGS, WORKSHOPS & PUBLIC INVOLVEMENT MEETINGS

DATE	PUBLIC MEETING(S)
January 11	Charter Revision Commission Meeting
January 17	Town Council Meeting
January 20	Public Involvement Meeting - Town Center Plaza
January 24	Public Involvement Meeting - Town Center Plaza
January 31	Charter Revision Commission Meeting
February 7	Charter Revision Commission Meeting
February 21	Town of Cutler Bay Council Meeting
February 28	Charter Revision Commission Meeting
March 6	Special Town Council Meeting
March 20	Charter Revision Commission Meeting
March 21	Town Council Meeting
March 29	Town Council Workshop - Discussion of General Obligation (G.O.) Bond
March 31	The 9 Principles of Florida-Friendly Landscaping
April 2	Special Town Council Meeting
April 11	Tri-City Solar United Neighbors Miami-Dade Solar Co-Op Information Session
April 18	Town Council Meeting
May 3	G.O. Bond Public Information Session
May 16	Town Council Meeting
May 22	G.O. Bond Public Information Session
May 24	South Corridor Rapid Transit Project Workshop
June 11	Town Council Workshop - First Budget Workshop
June 20	Town Council Meeting
June 27	Town Council Workshop - Zoning Workshop
July 3	Town Council Workshop - Miami-Dade County Public Schools Discussion
July 9	Town Council Workshop - Second Budget Workshop
July 18	Town Council Meeting
July 23	Town Council Workshop - Third Budget Workshop
August 4	Seal and Expungement Redemption Workshop
August 9	More to Explore Working Group
September 4	Town Council Meeting - First Budget Hearing
September 17	Town Council Meeting - Second Budget Hearing
September 26	Town Council Meeting
October 4	Scholarship Informational Sessions
October 17	Town Council Meeting
December 12	Town Council Meeting

SPECIAL EVENTS PHOTOS



KEEPING OUR TOWN RESIDENTS INFORMED



SIGN UP FOR E-NOTIFICATIONS

Over 250 emails and e-Notification alerts have been sent to residents regarding upcoming meetings, events, latest news and career opportunities. Residents are encouraged to subscribe to e-Notification alerts through the Town's website at www.cutlerbay-fl.gov.



SOCIAL MEDIA PLATFORMS

The Town launched its Facebook, Instagram and Twitter pages in order to better serve residents in keeping them informed on Town happenings and other useful information. Find and follow the Town on Facebook (search for "Town of Cutler Bay"), Instagram (@townofcutlerbay) and Twitter (@townofcutlerbay)!



CUTLER BAY MOBILE APP

The Town is proud to offer the Cutler Bay FL Mobile App. This user friendly mobile app gives residents access to the latest news and events happening in the Town. Residents can also use the app to report any issues or concern via their phone. Residents can download the app for free in the iTunes Store or Google Play by searching "Cutler Bay FL."



CRIME MAPPING

The Town and Miami-Dade Police Department utilize CrimeMapping to help law enforcement provide the public with valuable information about recent crime activity in their neighborhoods. Crime data is uploaded on a daily basis so that the information being viewed by residents is only a few days old. To view crime trends in your neighborhood, please visit www.crimemapping.com.



COMMUNITY NEWSPAPER

The Town has collaborated with Community Newspapers to provide residents information on upcoming meetings, events and latest news. Once a month, the Community Newspaper is distributed at over 100 locations along with an electronic newsletter that is sent to Town residents. For more information, visit the Town's website at www.cutlerbay-fl.gov.



COMMUNITY ON PATROL (COP) APP

The Town and Miami-Dade Police Department offer the Community on Patrol (COP) App to allow the residents of Miami-Dade to be on patrol in their neighborhoods and report any suspicious activity to the Town's Policing Unit. The COP App can be downloaded for free in the iTunes Store or Google Play by searching "Community on Patrol"



NEXTDOR

Nextdoor is a website that makes it easy to communicate with your neighbors about the issues that matter most in your community. The website allows neighbors to share recommendations about local services, organize neighborhood events and connect with parents and other groups in the neighborhood. The Town's Policing Unit staff uploads neighborhood alerts through Nextdoor. Nextdoor protects you, your information, and your neighborhood. To join your Nextdoor neighborhood, please visit www.nextdoor.com.



MIAMI-DADE TRANSIT TRACKER

Miami-Dade County Transit, which updates the Town's Circulator Bus Service, encourages you to utilize the Miami-Dade Transit Tracker App to help track your ride and plan your trip. The program allows riders to attain real-time tracking of the Town's Municipal Circulator, Metrobus and Metrorail. The App also provides fare information, Miami-Dade Transit contacts, bus schedules, and connecting buses. For more information, please visit the Miami-Dade County Transit website at www.miamidade.gov/transit.



MUNICODE

The Town utilizes Municode to promote transparency and efficiency. Municode offers online legislative search tools for residents and Town staff to stay informed on Town Ordinances. To search the Town of Cutler Bay Codes Library, please visit www.municode.com and visit the Library page, search by state then municipality (Cutler Bay).



CUTLER BAY CITY GUIDE

Every resident in Cutler Bay will receive a new Town Map in the mail. The Map will include information about our Town Center, schools and special events.



www.cutlerbay-fl.gov



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