# TOWN OF MIAMI LAKES, FL

# 3rd Quarter Performance Metrics April — June FY2018-19

The Town of Miami Lakes strives to be accessible and accountable to the public we serve. As part of this ongoing effort, this report provides a narrative for each performance area and shares information on departmental goals and successes. All graphs are demonstrated on a fiscal year basis and most data is shown cumulatively.





6601 Main Street, Miami Lakes, FL 33014 <u>MiamiLakes-FL.Gov | IHeartMiamiLakes.com</u>

Tel: 305.364.6100





### Letter From the Town Manager

Dear Mayor, Council and Residents,

I am pleased to present the Town of Miami Lakes Third (3rd) Quarter Performance Report for Fiscal Year 2018-2019. This report provides a narrative for each performance measure from April—June 2019.

The Town continually works to improve how we deliver services and measure and evaluate our performance. Performance measures are effective and reliable ways to assess the efficiency and effectiveness of our service delivery, as well as our responsibility to be good stewards of your tax dollars.

#### Our goals for this fiscal year include:

- 1) Implement data integrity worksheets to ensure our measures are tracked and recorded accurately
- 2) Have departments set realistic goals and targets which they can work toward achieving
- 3) Analyze data to assess performance and adjust service levels as needed

Edward Pidermann, Town Manager

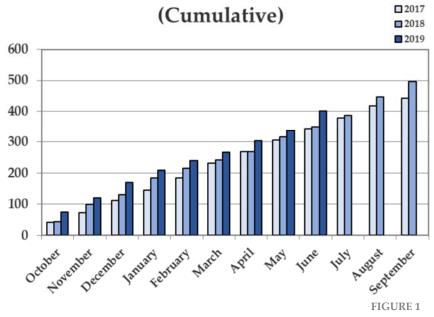
#### **Police**

<u>Cumulative Number of Police</u>

<u>Targeted Crimes</u> — Targeted crimes are crimes singled out to be tracked and 600 targeted with police manpower.

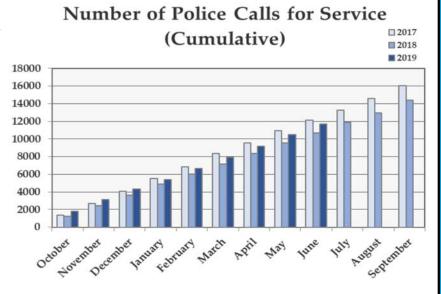
From April to June the number of police targeted crimes was 98 (37 in April '19, 33 in May '19, and 65 in June '19).

The spike seen in June was due to an increase in reported vehicle thefts and burglaries. Although there was an increase in these particular crimes, there were no identifiable trends in terms of the method of operation or subjects. Direct patrols have been assigned to targeted areas to help decrease reported targeted crimes.



**Number Police Targeted Crimes** 

<u>Cumulative</u> <u>Number</u> of <u>Police</u> <u>Calls for Service</u>— The number of police calls for service has ranged from a monthly low of 1,208 in June, to a high of 1,307 in May; an average of 1,261 calls per month and a total of 3,785 police calls for service from April through June. Our police department strives to attend to every phone call received to ensure that each resident is assisted.

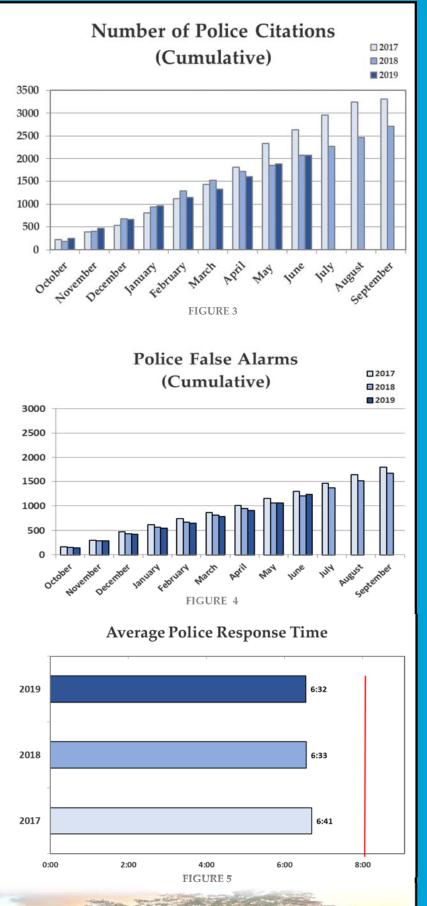


#### Cumulative Number of Police Citations—

The police department issued a total of 756 citations in the third quarter of FY2019. The declining trend seen in the graph is the in result of an increase driver January FY2017, the compliance. In Neighborhood Traffic Unit (NTU) was implemented conducting traffic initiatives and campaigns at designated intersections. In addition, in October FY2019, the Town deployed a Variable Message Sign and a Speed Radar Trailer, both equipped with License Plate Recognition (LPR) cameras. The trailers are utilized to promote awareness of Town events, promote compliance with traffic laws and enhance crime investigations and prevention.

<u>Alarms</u>—Since the implementation of the false alarm monitoring system, there has been a consistent decline in the number of police false alarms reported. At the end of the third quarter, a total of 456 false alarms had been reported. By reducing the number of false alarms reported, the Police Department is able to effectively place their focus on other emergency situations.

Average Police Response Time— The average police response time for the third quarter of FY2019 is 6:32 minutes. The average Response Time has remained consistent with previous fiscal years which is well under our contractual goal, which states that the average response time must remain under 8 minutes.



### Building

#### **Cumulative Number of Building Permits**

<u>Issued</u>— The number of building permits issued throughout this fiscal year FY2019 has reached 3,231.

Throughout the third quarter, 1,337 permits were issued, in comparison to 1,128 in FY2018's third quarter and 1,305 in FY2017's third quarter.

#### Cumulative Number of Building Fees

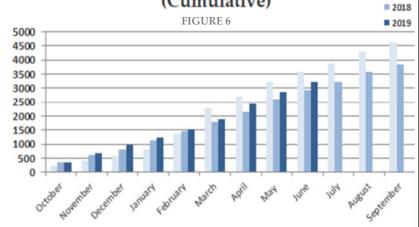
<u>Collected</u>— Throughout this fiscal year FY2019, \$1,662,166 were collected in building fees. Compared to the previous fiscal years' third quarters, this amount is lower than FY2018 and FY 2017 (in FY2018 a large wave of Graham's new development permits were issued).

#### <u>Cumulative</u> Number of Building <u>Inspections</u> — There have been a total of 8,174 inspections conducted this fiscal

year. The Building Department is working harder to continue to provide excellent service, while keeping up with the number of

requests from residents.

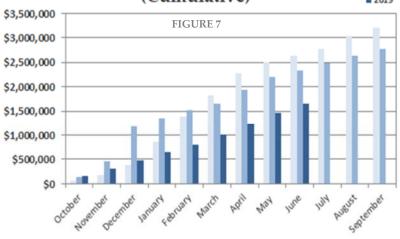
# Number of Building Permits Issued (Cumulative)



# Number of Building Fees Collected (Cumulative)

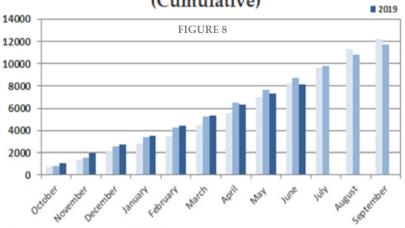


2017



#### Number of Building Inspections (Cumulative)





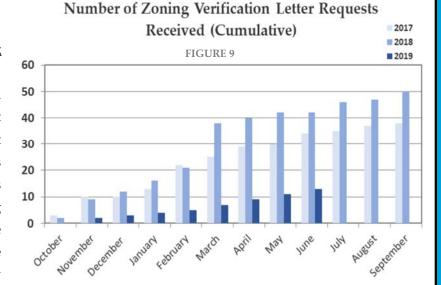
# Planning & Zoning

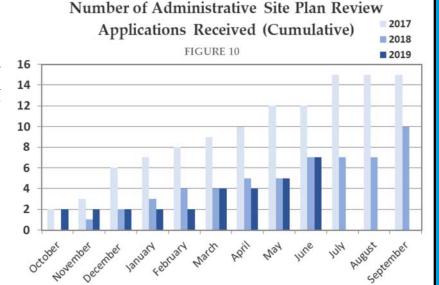
#### <u>Cumulative Number of Zoning</u> <u>Verification Letter Requests Received</u>—

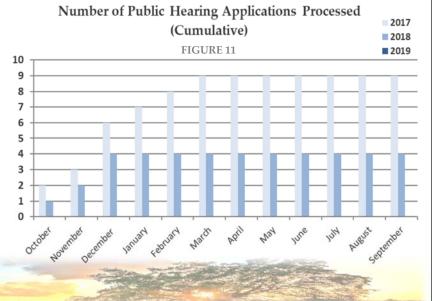
A Zoning Verification Letter is a written confirmation by the Town of the current zoning designation of the subject property and/or whether a specific use is permitted on the subject property. This third quarter there have been 6 zoning verification letter requests received. The spike seen in FY2018 and FY2017 were primarily driven by inquires from new developments.

# <u>Cumulative Number of Administrative</u> <u>Site Plan Review Applications</u> <u>Received</u>— This third quarter, a total of 3 Administrative Site Plan review applications were received. Site plan applications are required for all new developments or changes to existing developments.

# <u>Applications Processed</u>— Public hearing applications are required for zoning requests of a substantial nature. For the third quarter there were no applications processed.





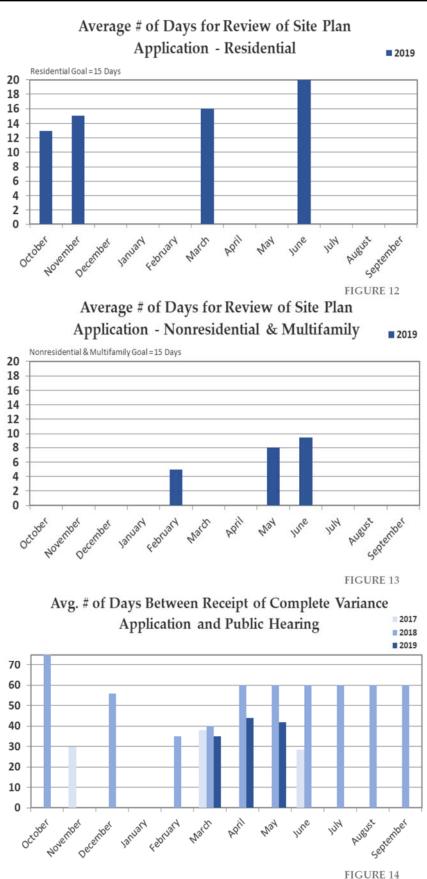


# Planning & Zoning

Average Number of Days for Review of Site Plan Application— To provide residents an idea on how many days it takes for the Planning and Zoning Department to review a site plan application, the department tracks their efficiency.

For better tracking, starting this second quarter FY2019, this metric has been divided into two parts: Residential and Nonresidential applications. On average, this fiscal year, Residential and Nonresidential (Multifamily) site plan applications have been reviewed within 16 and 8 business days respectively (measuring turnaround time from the date the application was received to the date of the first revision was made).

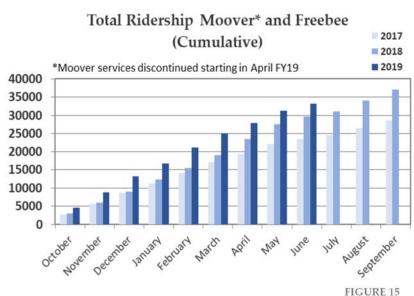
Average Number of Days Between of Complete Receipt Variance **Application and Public Hearing**— The average number of days between the receipt complete variance application and public hearing takes into account the turnaround time from 50 the date the application was received to the date of the public hearing. This third quarter of FY2019, the average number of days between the receipt of the complete variance application and the public hearing date was 43 calendar days.



#### **Transit**

The Town of Miami Lakes continues to embody its motto: "Growing Beautifully." In a concerted effort to improve quality of life in the Town and nurturing its commitment to green living, as of April 1st, 2019 the Town of Miami Lakes operates the Freebee in the Lakes on-demand transportation service throughout town. The Freebee in the Lakes service provides point to point rides through out Miami Lakes Monday-Friday from 6:00 AM to 6:30 PM and on Sundays from 10:00 AM to 2:00 PM. The service can take you anywhere you would like to go in Miami Lakes and will also connect riders to existing Metrobus stops and Metrorail, via the Ludlam Limited Route, with a terminal point at Main Street. The Freebee in the Lakes operates a fully electric vehicle fleet with two 5 passenger vehicles and one 10 passenger van with ADA accessibility.

Ridership—The Town tracks ridership for the Freebee in the Lakes based on number of passengers per month. In April of FY 2019, the Town switched transportation services from the Moover Circulator Service to Freebee in the Lakes On-demand Transportation in an effort to provide more direct and reliable service transportation services. This fiscal year, there have been 16,195 riders on the Moover route and 16,966 from Freebee service for a total of 33,161 rides.

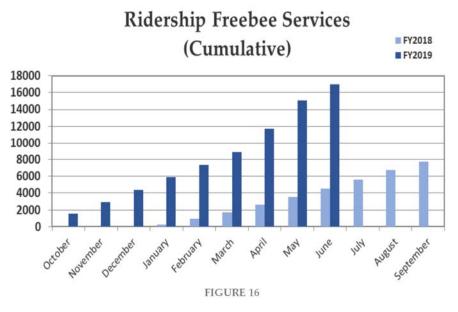


Fiscal Year 2017-2018 Ridership by Month						
Month	Miami Lakes Moover Route	Demand Route	Freebee OnDemand	Total		
October	2409	574		2983		
November	2605	487		3092		
December	2502	483		2985		
January	2574	483	269	3326		
February	2501	rep.by freebee	639	3140		
March	2734	rep.by freebee	802	3536		
April	3,608	rep.by freebee	880	4,488		
May	3175	rep.by freebee	925	4100		
June	945	rep.by freebee	1044	1989		
July	416	rep.by freebee	1039	1455		
August	1864	rep.by freebee	1170	3034		
September	1950	rep.by freebee	954	2904		
			Total Year:	37,032		

Fiscal	Year 2018-2019	Ridership by N	/lonth	
Month	Miami Lakes Moover	Freebee OnDemand (FreeBee)	Total	
October	2949	1564	4513	
November	2902	1357	4259	
December	2906	1458	4364	
January	2072	1549	3621	
February	2935	1456	4391	
March	2431	1512	3943	
April		2818	2818	
May	pen	3344	3344	
June	vice	1908	1908	
July	Sen		0	
August	Service		0	
September	******		0	
		Total Year:	33,161	

# **Transit**

<u>Freebee</u>\* The Town Ridership via Freebee is a new measure that is being added to the quarterly performance reports as of January of 2018. This third quarter, the Ridership Freebee Services logged was 8,070.



\*Note: Starting in FY2019, the number of passengers will be plotted instead of the number of rides to better reflect ridership projections.

#### **Public Works**

#### **Percentage of Street Lights Working**

There are currently 2,047 street lights in Miami Lakes of which 915 belong to the Town. Over the third quarter, the Town maintained the percentage of streetlights working at an average of 99.7%. The Town continues to work with Florida Power and Light to enhance the quality of service being provided to our residents.

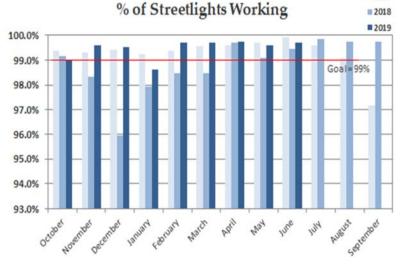


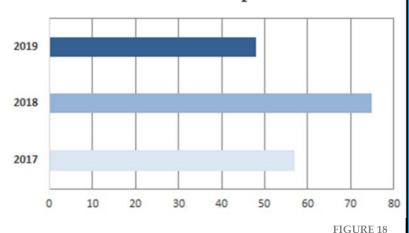
FIGURE 17

2017

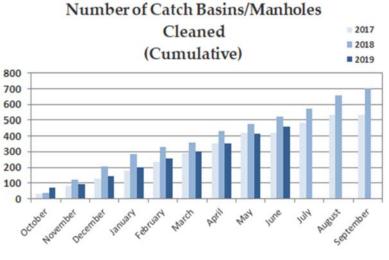
#### Cumulative Number of Pothole/ Sinkholes Repaired

#### <u>Cumulative Number of Pothole/Sinkholes</u> <u>Repaired</u>

The number of pothole/sinkholes repaired as of the third quarter was 23.



<u>Manholes Cleaned</u>— The number of catch basins/manholes cleaned as of this third quarter was 158. In addition, 8,774 linear feet of pipes were desilted to improve stormwater flow. The Town's drainage system consists of catch basins, pipes and outfalls. The drainage system is cleaned in accordance with the Town's proactive drainage cleaning cycle or per request as reported through our Citizens Request Management mobile App and website.



#### **Public Works**

<u>Cumulative</u> <u>Number</u> of <u>Sidewalk</u>

<u>Square Footage Pressure Cleaned</u>— The square footage number of sidewalks pressure cleaned as of the third quarter was 916,930 sq. ft., which include the Town's main corridors, mini parks, schools and bus shelters. Sidewalks are routinely inspected and scheduled for pressure cleaning services on an as-needed basis.



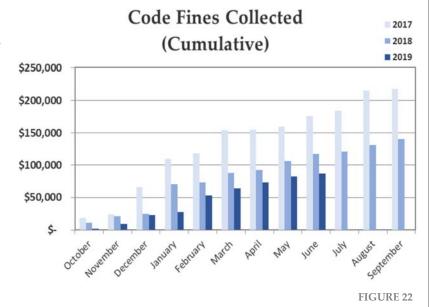
<u>Repaired</u>—The graph depicts the number of street signs that have been repaired in the Town over the fiscal year. A total of 24 street signs have been repaired as of the third quarter. Street Signs are repaired when damaged or fading (increase seen in FY2018 due to the effects of Hurricane Irma).



# **Code Compliance**

<u>Total Code Fines Collected</u>—A total of \$87,019 in fines has been collected this fiscal year. Revenue is primarily driven by requests to satisfy liens and comply with citations.

Compared to the previous fiscal years, the code fines has lowered as the Town experiences more voluntary code compliance from residents and bushiness.



# CumulativeNumberofCodeCasesOpened — TheCodeComplianceDepartment has maintained its level of1800proactive monitoring and notification. The1400number of code cases opened over the1200

third quarter was 709. Code cases are opened on an as-needed basis and are not opened to meet a quota, therefore no goal

can be set with this measure.

Number of Code Cases Opened
(Cumulative)

1800
1600
1400
1200
1000
800
600
400
200
0

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#### **Grants**

#### **Grant Awards:**

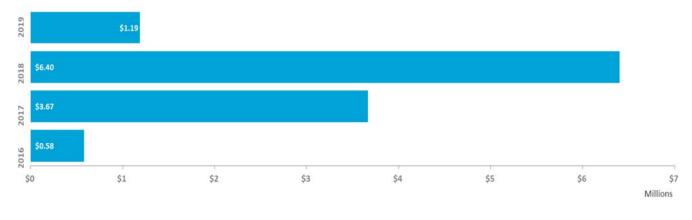
- Miami Dade County Neat Streets Tree Matching Grant for the Miami Lakes West Lake Reforestation Phase 3 Project \$37,422.
- FDOT Transportation Alternatives (TA) Grant for the Miami Lakes Fairway Drive Bike Lanes and Crosswalks Improvements Project - \$900,000

In addition, the Grants Office has submitted six (6) grant applications in this third quarter as detailed below:

#### **Grant Applications:**

- Florida Department of Transportation (FDOT) Public Transit Service Development Program Grant for the Miami Lakes Freebee Public Transit Service Expansion Project – \$172,000
- ◆ Florida Department of Economic Opportunity (DEO) Community Planning Technical Assistance Grant for the NW 151st Street/NW 153rd Street Overlay Economic Development Plan -\$40,000
- Florida Department of Economic Opportunity (DEO) Competitive Florida Partnership Grant for the Economic Development Master Plan (Economic Development Strategy) - \$40,000
- ♦ The Miami Foundation's Public Space Challenge: MiGio Trail Idea; GoGloRide Idea
- The Jorge M. Pérez Family Foundation Grant for MiArt Space for Artists to Create Works -\$100,000
- Miami-Dade Age-Friendly Initiative's Mini-Grant Program for Mary Collins Community Center ADA Access Door - \$2,500

#### Cummulative Grants Award

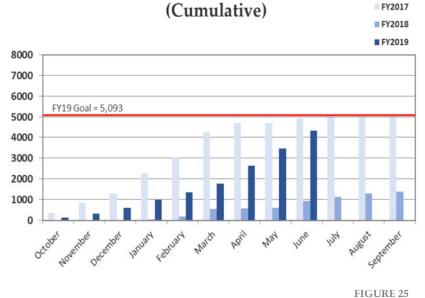


#### Parks & Open Spaces

#### Cumulative Number of Trees Trimmed-

The Parks & Open Spaces Department set a goal of 5,093 trees to be trimmed this fiscal year. The Town has a total of 17,832 trees, and all trees are trimmed following a tree trimming maintenance schedule which specifies designated areas to be trimmed and when they will be trimmed.

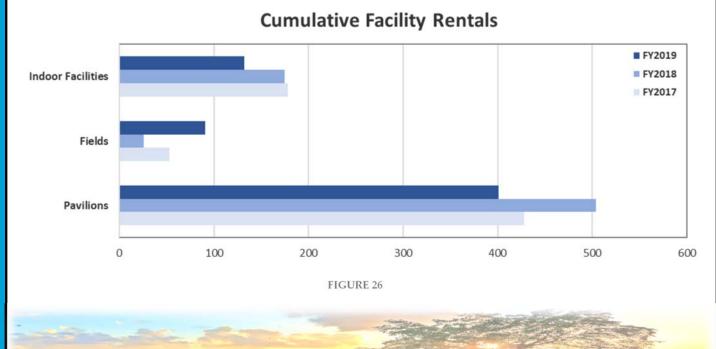
Over the third quarter, the Parks & Open 1000 Spaces Department has trimmed 2,554 trees in total. The department is on track to meet or exceed the goal of 5,093 trees for this fiscal year (Work Orders scheduled from April thru September are on target with monthly and end of fiscal year goal.)



**Number of Trees Trimmed** 

Number of Facility Rentals per Month— The number of facility rentals for the third quarter of FY2019 has

#### been consistent with previous fiscal years' third quarters. With the opening of the Park East Youth Center, the Town now offers two indoor facilities to rent on weekends. During the third quarter of FY2019 there were a total of 182 rentals consisting of 140 pavilion rentals and 42 indoor facility rentals.



# **Business Tax Receipts (BTR's)**

Cumulative Number of BTR's

Renewed— All Miami Lakes businesses

are required to renew their business tax 1600
receipt on an annual basis. This third 1400
quarter there were a total of 191 BTRs
renewals. Renewals are due by September 30th each year.

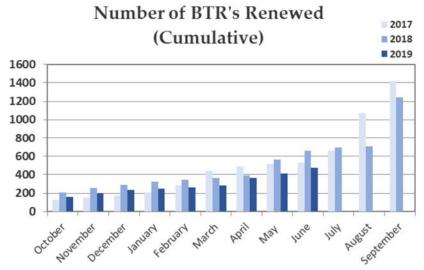
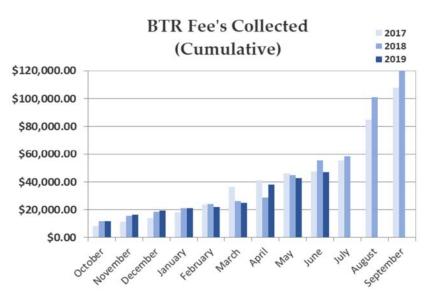


FIGURE 27

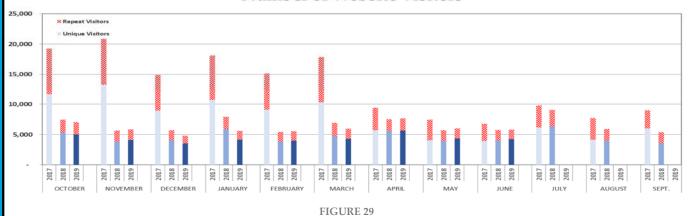
<u>Cumulative</u> <u>Number</u> of <u>BTR's</u> <u>Fee's</u> <u>Collected</u> — Over the third quarter there were \$21,962 received in BTR fees.

The total BTR's fees collected at the end of FY2019 is expected to remain comparable with previous fiscal years.

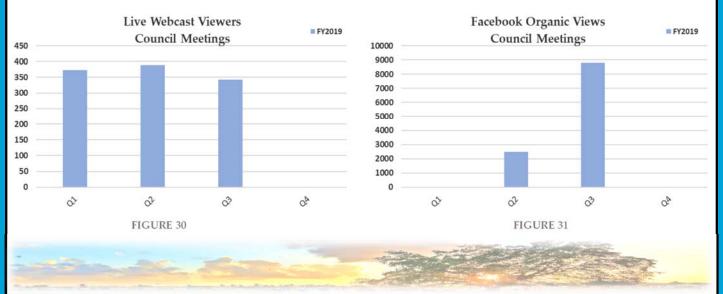


Number of Website Visitors — The Town tracks the number of visitors to the website to help determine how impactful we are in our communications with the public. During the third quarter of FY2019, website views reached 18,564 users on the Town's main page (www.miamilakes-fl.gov) and 2,346 users on the Town's I Heart Miami Lakes page (www.iheartmiamilakes.com). The decrease in visitors on the Town's main page is likely due to the unresponsive nature of the website to mobile devices and the vast increase in social media followers. In order to address the decline in web traffic, we are leveraging our social media reach and integrating widgets from our reservations system (Eventbrite) to provide the resident the opportunity to register for events and activities directly from the Town's website calendar. The new web integration tool would allow residents to remain on the Town's website throughout the transaction. This tool will be incorporated into future digital and traditional marketing campaigns to drive and maintain visitors on the Town's webpages.

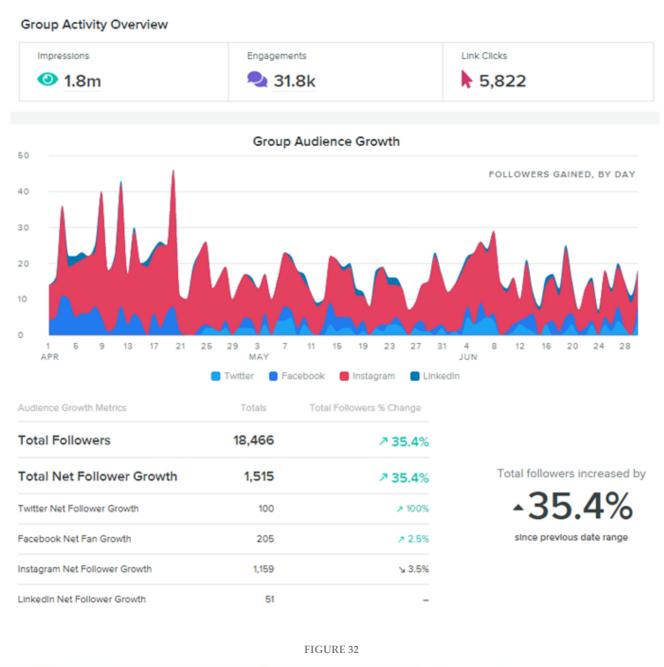
#### **Number of Website Visitors**



<u>Live Webcast Viewers and Facebook Organic Views During Town Council Meetings</u> — In an effort to achieve better communication, transparency, and public participation, in FY2018 the Town introduced live streaming of the Town Council meetings on the Town's Facebook page. This third quarter, the number of individuals who viewed the Council Meetings via *Webcast* between the hours of 5:00 PM to 10:00 PM on the day of the Council meeting was 342 and, *Facebook Organic Views* of 8,800.



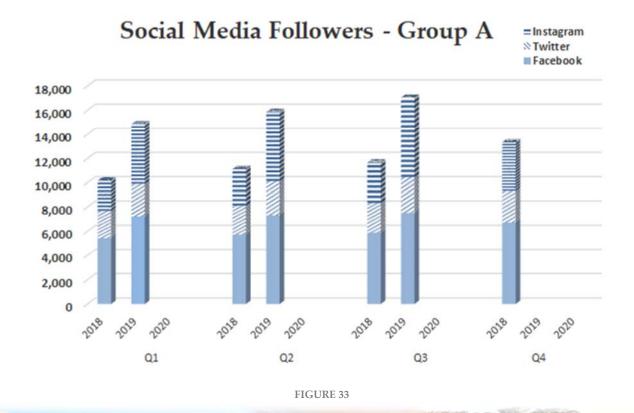
<u>Digital Marketing Presence:</u> The Town has vastly increased its social media/digital presence and continues to do so. A detailed social media strategy was presented by the Communication and Economic Development team in March 2018 at the council meeting as a Manager's report that discusses the social media plans in depth. The Data Metrix from third quarter shows a 35.4% total follower increase from Town Social media platforms including Facebook, Instagram, LinkedIn, and Twitter provided by our new digital marketing tool Sprout social. Our Digital marketing efforts has reached 1.8 Million impressions, achieving 31,800 engagements, and resulting in 5,822 link clicks to drive traffic to our Town's website.



<u>Facebook</u>: As of the third quarter FY2019, the Town has reached 7,522 likes Facebook and incorporated a new and innovative feature know as *Facebook Stories* reaching over 17,000 residents to better cover/promote Town events, workshops or meetings. Our Facebook account reached an astounding 1.1 million impressions, achieving 15,000 engagements, and resulting in 4,700 link clicks to drive traffic to our Town's website.

<u>Instagram</u>: As of the third quarter FY2019, the Town has reached 6,580 followers on Instagram while aggressively monitoring metrics such as engagement, reach, impressions and follower growth while incorporating a new and innovative feature know as Instagram stories reaching over 15,018 residents to better cover/promote Town events, workshops and meetings. Our Instagram account reached 549,918 impressions, achieving 12,200 engagements, and resulting in 204 link clicks to drive traffic to our Town's website.

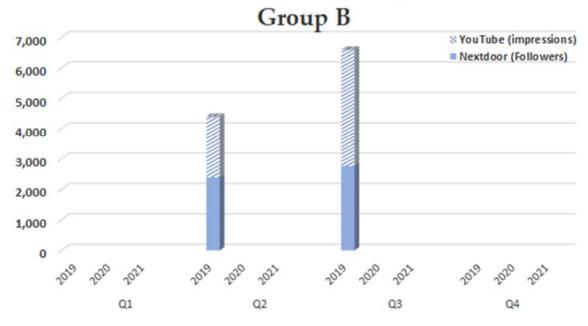
<u>Twitter</u>: As of the third quarter FY2019, the Town has reached 2,935 followers on Twitter while aggressively monitoring metrics such as engagement, reach, impressions and follower growth while incorporating an innovative feature such as featured post of Town public works projects, parks/recreation, Planning/Zoning, and building department updates in an effort to keep all Town residents as updated as possible with all day to day activities. Our Twitter account reached 129,900 impressions, achieving 2,300 engagements, and resulting in 152 link clicks to drive traffic to our Town's website.



<u>Nextdoor:</u> As of the third quarter FY2019, the Town has continued the incorporated use of a neighborhood based social media site called Nextdoor which is the world's largest social network for the neighborhood. Nextdoor enables truly local conversations that empower neighbors to build stronger and safer communities. The Town has accumulated 2,768 members and reached 5,700 impressions in an effort to raise awareness for resident about Town events, workshops and meetings.

<u>YouTube</u>: As of the third quarter FY2019, the Town has reached 3,826 unique account impressions on YouTube while aggressively monitoring metrics such as engagement, reach, impressions and user growth to better promote Town events, workshops or meetings in an effort to keep all town residents as updated as possible with all day to day activities. Our YouTube account reached 3,826 impressions, achieving 512 views, and resulting in 3.5% click through rate. Our YouTube account grew compared to second quarter data by 25% in total subscribers (28), by 75% in total impressions (3,826), by 75% in total views (512) and 89% in click through rate (3.5%).

#### Social Media Followers/Impressions



<u>LinkedIn</u>: As of the third quarter FY2019, the Town has amplified the use of LinkedIn which is the world's largest professional social network site mainly used for professional networking, including employers posting jobs and job seekers posting their CVs. The Town has been able to recruit members from all over the United States in an effort to raise awareness to Town sponsorship opportunities, potential partnerships, employment opportunities and new hires. Our LinkedIn account reached 17,900 impressions, achieving 1,400 engagements, and resulting in 921 link clicks to drive traffic to our Town's website. Our LinkedIn account grew compared to second quarter data by 100% in total followers (530), by 839.3% in total impressions (17,904), by 602.4% in total engagements (1,447) and 100% in engagement rate (22.2%).

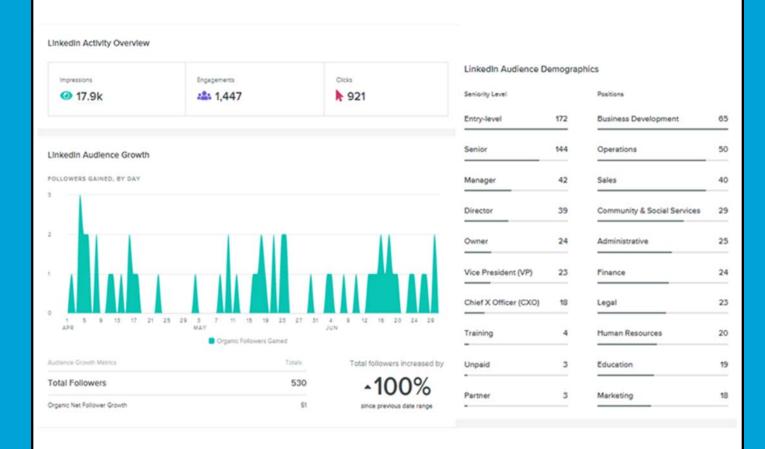
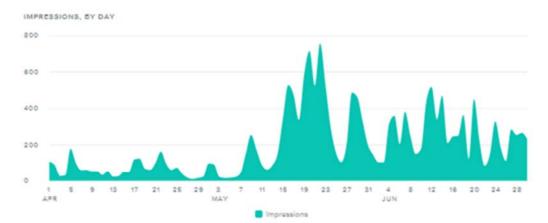


FIGURE 35

#### LinkedIn:

#### LinkedIn Impressions



 Impressions Metrics
 Totals

 Average Impressions per Day
 198.7

 Organic Impressions
 17,904

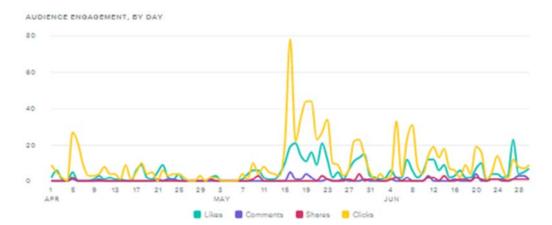
 Users Reached
 7,552

Total Impressions increased by

-839.3%

since previous date range

#### LinkedIn Engagement



Engagement Metrics	Totals		
Likes	444		
Comments	42		
Sheres	40		
Cleks	921		
Total Engagements	1,447		

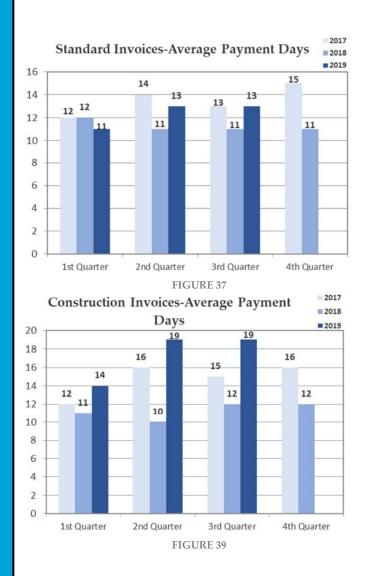
Total Engagements increased by

-602.4%

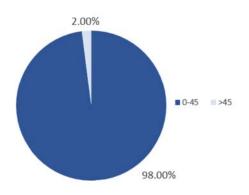
since previous date range

#### <u>Finance</u>

<u>Prompt Payment Act:</u> In an effort to comply with The Florida Prompt Payment Act, the Town monitors the average number of days between invoice receipt and subsequent payment and the percentage of invoices paid within the mandated timeframe. The State Statute states that all non-construction invoices must be paid within 45 days after receipt and all construction invoices must be paid within 25 business days after receipt. On average, the Town has kept the number of days until payment below statutory requirements and has processed over 90% and 98% of construction and standard invoices respectively within that timeframe.



# Standard Invoices-Percentage of Invoices Paid Within Alotted Time



Construction Invoices-Percentage of Invoices Paid Within Alotted Time

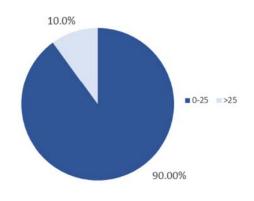


FIGURE 40

#### Clerk

Turnaround Time for Regular Lien Letters: The turnaround time for lien letters is a new measure that was added to the performance reporting as of July of 2017. This measures tracks the average number of days it takes from the receipt of lien letter request to the day the request is fulfilled and sent to the requester. This third quarter, lien letters requests were completed in an average of 4.6 days, with monthly averages reaching 7 in April, 4 in May, and 3 in June.

Turnaround Time for Expedited Lien Letters: This third quarter, the average turnaround time for expedited lien letters was 2.6 days. This measures tracks the average number of days it takes to complete expedited lien letter requests.

<u>**Turnaround Time for Pubic Records Requests:**</u> This third quarter, the average turnaround time for public records request was 12 days. This measure tracks the time it takes to complete a public records request, starting on the day the request was made and ending with the date the request has been closed.

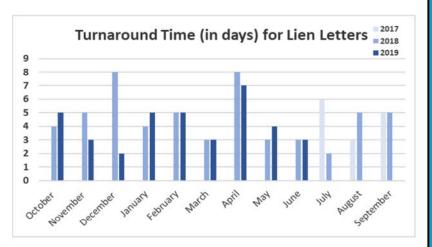


FIGURE 41

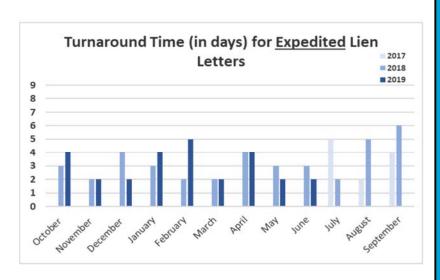


FIGURE 42

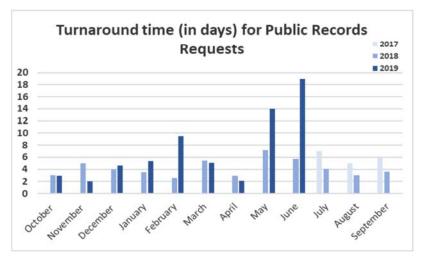


FIGURE 43

# Imagine Miami Lakes 2025 - Strategic Plan

In an effort to achieve better communication, transparency, and public participation in regard to the Town's 2015-2025 Strategic Plan, in February 2019 the Town released the *Imagine Miami Lakes 2025 web-portal* (www.ImagineMiamiLakes2025.com). The portal was developed in-house using an innovative tool called *Story Maps* from Esri/ArcGIS (Geographical Information System). Throughout the portal, the Town has included fundamental information about its strategic projects and initiatives such as: concepts, renderings, interactive maps, photos, progress reports, estimated start/end dates, costs, and other helpful information about the efforts and progress the Town is making to make Miami Lakes a model of a friendly, open, and innovative Town.

In March 2019, the Town added a powerful feature into the portal that allows resident, businesses, and visitors to submit questions and feedback directly into the site while projects are being browsed.

As of the end of the third quarter of FY2019, the Imagine Miami Lakes 2025 portal reached over 5,924 views. In addition, citizens and business have submitted over 20 direct inquires through the portal (all inquires have been promptly responded).

magine Miami Lakes						Overview	Usage	Settings
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		Trust Center	Contact Esri   Report Abuse					
							FIGUR	F 44

