

# Manager's Report

## For the Month of January 2021

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### FINANCE

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#### January

- As of January 31, 2021, the Village should have spent \$5,280,990 on a straight-line basis. Actual expenditures were only \$3,886,581 (which includes \$2,100,000 for Police Services paid in February), resulting in under expenditures of \$1,394,409.
- Reportable Checks:

| <i>Check Transfer Date</i> | <i>Check Transfer #</i> | <i>Vendor Name</i>       | <i>Description</i>  | <i>Total Amount</i> |
|----------------------------|-------------------------|--------------------------|---|---------------------|
| 1/15/2021                  | 36280                   | BEEFREE, LLC.            | FREEBEE RIDES DECEMBER 2020   | \$31,402.83         |
| 1/15/2021                  | 36282                   | CORRADINO GROUP          | ASSIST PLANNING DEPARTMENT WITH DEVELOPMENT REVIEW AND SPECIAL PROJECTS | \$27,850.00         |
| 1/15/2021                  | 36304                   | MAGGOLC, INC             | 13840 SW 82ND COURT DRAINAGE IMPROVEMENT                                | \$12,896.00         |
| 1/22/2021                  | 36346                   | H & R PAVING, INC.       | ROADWAY RESURFACING PROJECT   | \$23,708.00         |
| 1/29/2021                  | 36387                   | KIMLEY-HORN & ASSOCIATES | PROFF. SERVICES - US1 MEDIAN BEAUTIIFICA                                | \$21,525.00         |

#### March Upcoming Events

- Currently the Finance department is conducting the annual financial audit for fiscal year 2020 with Marcum. The audit should be finalized in March and presented at the April meeting.

### IT DEPARTMENT

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- VoIP Status – Will be deployed by end of March.
- Service Request App – Currently working with Engineer
- Acuity Scheduling – Completed, official start date will be sometime in March.

### HUMAN RESOURCES

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- 1 Recruitment Ads

- 3 Applications Review
- 10 Interviews scheduled
- 8 Job vacancies
- 2 Training Sessions

## COMMUNICATIONS

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- 90 FB/Twitter Postings (including event postings)
- 6923 FB Followers (likes)
- 2316 Constant Contact Contacts
- 5 Your Village @ Work Editions
- 25 Promotional/Informational Campaigns

## GRANTS

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### January

- 3 Reports/Amendments filed
- 2 Pending Applications

### March Upcoming Events

- Quarterly FMIT Safety Matching Grant application
- Coronavirus Emergency Supplemental Fund (CESF) residual funding from DOJ Application
- Applying to Florida League of Cities (FLC) 2021 Florida Municipal Achievement Awards Program
- Applying to ICMA's Local Government Excellence Awards
- Continuing work on Comprehensive Emergency Management Plan (CEMP)
- Continuing work on Historic Preservation grant

## PARKS & RECREATION

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### January

- Scott Miller's Palmetto Bay Farmers Market
- Arbor Day Tree Planning Ceremony
- Coral Reef Park Bridge Ribbons Cutting Ceremony
- 5 Business Ribbon Cuttings
- Monthly Activities:
  - Earth Day Online Art Contested Opened
  - Yoga by the Bay at Thalatta

- Senior Game Day Virtual Bingo
- Art Gallery (Virtual)
- Gardening Workshop-Landscape Gardening (Virtual)
- Artsy Tuesdays with Seniors (Virtual)
- Stand Up Paddle (SUP)-Nature Postings
- \* 8 meetings/groups were cancelled at Ludovici Due to COVID-19

## March Upcoming Events

- Scott Miller's Palmetto Bay Farmers Market
- Monthly Activities:
  - Yoga by the Bay at Thalatta
  - Art Gallery (Virtual)
  - Earth Day Art Contest-Voting
  - Stand Up Paddle
  - Senior Game Day Virtual Bingo
  - Date Night Virtual Cooking Class
  - Art by the Bay
  - Artsy Tuesday for Seniors
  - Virtual Gardening Workshops-Butterfly Gardening
  - Drones 101 Workshop

## Private Weddings/Rentals at Thalatta

- 3 Photoshoots scheduled
- 2 Weddings

## Capital Projects and Park Improvements

### **Thalatta Estate**

- Root pruning and relocation of oak tree
- Relocation of outdoor terrace SW corner light post; both for clearance of SFWMD right-of-way
- Roof Replacement Project

### **Palmetto Bay Park**

- Repairs to existing trail/path (east perimeter of park)
- Reconnecting of trail/path to walkway on new Park Drive Road
- Pending Playground Repairs

### **Coral Reef Park**

- Grant Projects LW 646 & 672 Sport Fields renovations and improvement (Bermuda re-sod and irrigation system)
- Grant Project LW 646 – Installation of Picnic Pavilion and Re-surfacing of Playground area (Rubberized surface)
- Grant Project LW 646 – Installation of 3 new playground shade canopies

### **Veterans Park**

- The Village will request professional design services to develop a schematic design and construction drawings for Veterans Park.

# PUBLIC SERVICES

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## January

- Freebee Ridership:
  - 798 Completed Rides
  - 1012 Total Passengers
- Facilities Maintenance Division
  - 12 Open Work Orders
  - 6 Closed Work Orders
- Public Works
  - 8 Signs Repaired/Installed
  - 2 Graffiti Removal
  - 12 Pothole/Shoulder Repairs
  - 30 Tree/Shrub Trimming, Removal, Install
  - 14.61 Tons of Debris/Trash Removal
  - 828 Linear feet of sidewalks installed
  - 3 Drain Cleaning/Repairs
  - 23 Sidewalks inspected
  - 30 Trees & Landscaping inspections
  - 8 Sidewalk/Driveway permits

## March Upcoming Events

- Street Repairs (Work commenced last week of February):
  - SW 84<sup>TH</sup> Avenue from SW 160<sup>TH</sup> Street to SW 158<sup>TH</sup> Street
  - SW 89<sup>TH</sup> Avenue from SW 160<sup>TH</sup> Street to SW 156<sup>TH</sup> Street
  - SW 156<sup>TH</sup> Street from SW 90<sup>TH</sup> Avenue to SW 89<sup>TH</sup> Avenue
  - SW 154<sup>TH</sup> Terrace from Cul De Sac to SW 79<sup>TH</sup> Avenue
  - SW 145<sup>TH</sup> Terrace from SW 74<sup>TH</sup> Court to SW 73<sup>RD</sup> Avenue
  - SW 158<sup>TH</sup> Terrace from SW 79<sup>TH</sup> Avenue to Cul de Sac
  - SW 142<sup>ND</sup> Terrace from SW 74<sup>TH</sup> CT to SW 74<sup>th</sup> Avenue
  - SW 84<sup>TH</sup> CT from SW 160<sup>TH</sup> Street to SW 158<sup>TH</sup> Street
  - SW 140<sup>TH</sup> Terrace from Cul de Sac to Cul de Sac
  - SW 171<sup>ST</sup> Terrace from 94<sup>th</sup> Avenue to Cul de Sac
  - SW 83<sup>RD</sup> Place from SW 183<sup>RD</sup> To SW 182<sup>ND</sup> Terrace and to SW 182<sup>ND</sup> Terrace (83<sup>rd</sup> PI – 83<sup>rd</sup> Avenue)
- Sidewalk Repairs (On-going):
  - SW 144<sup>th</sup> Street between US-1 and Old Cutler Road, sections of 87<sup>th</sup> Avenue, 82<sup>nd</sup> Avenue and Village wide
- Pre-construction meeting on 136<sup>th</sup> Street Project will be held.
- Status on Old Cutler Road Circles:
  - County has 90% plans for SW 152<sup>nd</sup> Street & SW 184<sup>th</sup> Street.
  - 90% Plans for circles on SW 136<sup>th</sup> Street/67<sup>th</sup> Avenue/Old Cutler will be submitted to the County.

# POLICE

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## January

- Attended the South Florida Crime Prevention Association
- DARE classes at Howard Drive Elementary, Coral Reef Elementary, Perrine Elementary & Christ Fellowship Academy
- Crimes/Calls for Service:
  - 2 Auto Thefts
  - 2 Commercial Burglaries
  - 2 Residential Burglaries
  - 11 Vehicle Burglaries
  - 2 Robberies
  - 25 Domestic Dispute/Disturbance
  - 8 Baker Acts
  - 51 Crashes

## March Upcoming Events

- 54 DARE classes
- 40 Officer Friendly classes
- Participation in all Parks & Recreation's scheduled events

# PLANNING & ZONING

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## January

- AIPP Roundabout for SW 168<sup>th</sup> and 82<sup>nd</sup> Ave Construction Permit and Construction logistics
- Coordination with Park Drive Development.
- Coordination for SW 174<sup>th</sup> Ave street improvement.
- CRS Contract Coordination for PPI Task Force.
- Septic Tank Studies and Discussion with consultant and WASD
- Business Tax:
  - 11 New
  - 7 Renewals
  - 8 Closed
- Discussion on Design Review Committee. Item to be heard at February meeting.

## March Upcoming Events

- 3 Development Community Meetings:
  - Shores at Palmetto Bay
  - Nama Development
  - Palmetto Bay Development

- Businesses:
  - Inauguration of Maxwell Brother's Brewery
  - Dairy Queen Admirative Approval
  - New interest from major chain restaurant
- Building Software kickoff
- CRS PPI program kickoff