

Manager's Report

FINANCE

October

- The expenditures in October 2021 were \$328,841, 2.07% of the total budget, compared to budgeted expenditures of \$1,322,576, a savings of 75% 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.
- Compared to the first period average of the last five years of 6.54% the Village is off to a good start at 2.07%.
- Manager's Reportable Checks:

Check Transfer Date	Check Transfer #	Vendor Name	Description	Total Amount
10/1/2021	37948	ENVIROWASTE SERVICES GROUP	STORM DRAIN CLEANING FOR 2020-2021	\$32,546.50
10/8/2021	37997	E. RODRIGUEZ LANDSCAPING, INC.	VILLAGE WIDE LANDSCAPE	\$13,755.00
10/8/2021	37975	CENTRALSQUARE TECHNOLOGIES	MILESTONE 1	\$36,004.00
12/13/2177	38054	GELBER SCHACHTER & GREENBERG	LEGAL SERVICES	\$23,850.00
10/29/2021	38117	CORRADINO GROUP	PHASE PLANNING DIRECTOR	\$14,612.50
10/29/2021	38138	FLORIDA SIDEWALK SOLUTIONS	SIDEWALK REPAIRS	\$15,750.41
10/29/2021	38114	BEEFREE, LLC.	FREEBEE RIDES FOR SEPTEMBER 2021	\$29,680.76

IT DEPARTMENT

October

- Implemented a network security strategy for network-connected printers and scanners in Village Hall to prohibit unauthorized device access.
- Improved public Wi-Fi signal propagation and performance at Palmetto Bay Park.
- Repaired infrastructure at Coral Reef Park Parkview Café for public Wi-Fi internet access near the café.
- Help desk statistics: 138 tickets received, 146 closed.

December Upcoming Events

- Working towards having a vendor and platform selected for the Clerk's e-agenda digital workflow system.
- Working towards having a vendor selected for the Clerk's campaign finance reporting web tool.
- Back-ordered hardware has shipped; planning to complete public Wi-Fi project at Village Hall ASAP.

HUMAN RESOURCES

October

- 3 Recruitment Ads
 - Maintenance Worker
 - Permit Clerk
 - Park Reservation Specialist
- 26 Applications Review
- 24 Interviews scheduled
 - Park Maintenance Supervisor
 - Special Events Coordinator
 - Permit Clerk
 - Park Reservation Specialist
- 2 Pre-Employment Meetings
- 1 New Hire
 - Accounting and Alarm Clerk (PT)
- 9 Job vacancies
 - 1 – Public Information Officer (Communications)
 - 1 – Park Maintenance Supervisor (Parks & Rec.)
 - 1 – Special Events and Programs Coordinator (Parks & Rec.)

- 1 – Park Reservation Specialist (Parks & Rec.)
- 2 – Maintenance Worker (Parks & Rec.)
- 2 – Park Service Aides (Parks & Rec.)
- 1 – Tree Maintenance Worker (Public Service)
- 0 Training Sessions
- 1 Termination of Employment
- 3 Transfers/Updates/Evaluations (does not include COLA)

COMMUNICATIONS

October

- 97 FB/Twitter Postings (including event postings)
- 7140 FB Followers (likes)
- 1426 Instagram Followers
- 527 Following both social media accounts (FB & IG)
- 2,299 Constant Contact Contacts
- 5 Your Village @ Work Editions
 - 10/2
 - 10/9
 - 10/16
 - 10/23
 - 10/30
- 55 Promotional/Informational Campaigns
 - COVID-19
 - Vaccinations
 - Breast Cancer Awareness Month
 - Hispanic Heritage
 - Share Your Story (SOV 2021)
- Events
 - 10/7 PBBA Luncheon (Senator Ileana Garcia)
 - 10/10 Flower Force By Xavier Cortada Dedication
 - 10/20 Virtual Principal's Breakfast
 - 10/21 Business Lunch & Learn Session
 - 10/23 Ribbon Cutting Box-IQ Fitness
 - 10/30 Halloween Drive-Thru

GRANTS

October

- 4 New Applications:
 - FRDAP – Palmetto Bay Park (Basketball court, walking path& Playground renovations)
 - 2 x Resilient Florida (Sub-Basin 11 & Sub-Basin 43)
 - DOJ – JAGD (R.A.D. Women Program equipment)

- 5 Reports filed
 - 1-Department report
 - 1-Multi-Use Trail Feasibility Report & Reimbursement request
 - 1-Tree City USA 2021 Application submitted
 - 1-FDOT Triennial Review requirements continuing – System Safety Program Plan pending completion
 - Reimbursement for 1% Hazard Pay submitted from 2020 CARES Act

- 3 Pending Applications with future due date

December Upcoming Events

- Continue application for Florida Forever Burch Property purchase Due April 30, 2022
- Continuing to gather and request reimbursement for COVID-19 allowable expenditures
- Continuing work on active grants: Thalatta Pier Project, Feasibility Study, SRTS,
- Continue processing reimbursements for Village grant program (Bathroom grab bars)
- Continuing work on closing Direct Administrative Costs for FEMA (Hurricane Irma)
- Working on Recreational Trails Program (RTP) funding application for Palmetto Bay Park Phase 2 improvements

PARKS & RECREATION

October

- Scott Miller's Palmetto Bay Farmers Market- Saturdays
- Palmetto Bay Soccer –Games on Fridays and Saturdays
- Bay Lions Soccer Club – Games on Saturdays and Selected Sundays
- USTA Tennis League - Games on Saturdays
- Bring Your Game Skills Academy (Basketball) – Began User Agreement October 4
- Girls Recreational Softball League Registration Opened on October 4
- I9 Sports Fall Season Began on October 9
- Cross Country Races, Hosted by St. Louis Covenant School, - October 29
- Halloween Event on October 30
- **Monthly Programs/Activities:**
 - Yoga by the Bay at Thalatta – September 12 & 26, 2021
 - Street Dedication – Larry Barfield – September 18, 2021

Private Weddings/Rentals at Thalatta – October

- 5 Photoshoot
- 6 Weddings/Events

December Upcoming Events

- Coral Reef Park Scott Miller's Palmetto Bay Farmers Market- Saturdays
Palmetto Bay Park
- Cross Country Races, hosted by St. Louis Covenant School, Scheduled for December 3
- Ballet At the Park Fall Season Ends on December 16
- I9 Sports Fall Season Ends on December 19
- **Special Events**
- Light Up Your Holidays Celebration & Tree Lighting-December 4, 2021
- State of the Village Address-November 18, 2021
- Menorah Lighting & Celebration-November 28, 2021
- **Monthly Programs/Activities**
- Yoga by the Bay at Thalatta – December 5, 2021
- Senior Game Day Lunch & Learn Holiday Potluck-PCG-December 9, 2021
- Artsy Tuesday for Active Adults-Virtual-December 14, 2021
- Virtual Bingo – December 16, 2021
- Nature Postings-Stand Up Paddle-December 18, 2021
- **Other Outdoor Group Events**
- *Chabad of Palmetto Bay & Deering Bay Chanukah Celebration-December 5, 2021

Private Weddings/Rentals at Thalatta - August

- 1 Photoshoot
- 10 Weddings
- 1 Parties/Events

Up-Dates on Projects

- Palmetto Bay Park Pine Rockland Restoration Project
10/23/2021 Completed- installation of 520 pine Rockland plants.
- Parks Master Plan RFP- **Council Approved on October 4, 2021**- B & A Partners
- Holiday Décor RFP- **Council Approved on October 4, 2021**- Christmas Designers, LLC

PUBLIC SERVICES

October

- Freebee Ridership:
 - 1395 Completed Rides (C.R.)
 - 1734 Total Passengers

Ridership has increased by 191 C.R. since August & 353 C.R. since September
- IBus Ridership:
 - 488 A.M. Route

- 426 P.M. Route

Total: 914 Riders

Ridership has increased by 386 since August & decreased by 116 since September

- Facilities Maintenance Division:
 - 112 Open Work Orders – 41 more than Aug. & 35 more than Sep.
 - 101 Closed Work Orders – 29 more than Aug. & 34 more than Sep.
- Public Works:
 - 10 Signs Repaired/Installed - 5 more than Aug./ 10 more than Sept.
 - 0 Graffiti Removal – No Graffiti Removal since April
 - 3 Pothole/Shoulder Repairs – Same as Aug./ 2 less than Sept.
 - 35 Tree/Shrub Trimming, Removal, Install – 15 less than Aug./5 less than Sept.
 - 20.36 Tons of Debris/Trash Removal - .25 more than Aug./ 9.47 less than Sept.
 - 0 Drain Cleaning/Repairs (inlet tops) - Same as Aug./ 5 less than Sept.
 - 0 Linear feet of sidewalks installed – 300 less than Aug./ Same as Sept.
 - 17 Sidewalks inspected – 3 more than Aug./ 17 more than Sept.
 - 5 Drainage Inspection – 5 more than Aug./ Same as Sept.
 - 35 Trees & Landscaping inspections – 15 less than Aug./ 5 more than Sept.

October Projects Follow-up

- Work on Advertisement for Sub basin 61 Project Construction Contract
Update: Engineer had started Intent to Bid (ITB) Documents however needed to coordinate with Procurement (Litsy) on advertisement. The plan is to advertise ITB in January 2022.
- Determination of Areas for FY21-22 Annual Roadway resurfacing
Update: An area map has been prepared and the bid sheets are being prepared. This will need to be advertised (ITB), we can no longer use the piggy-back. Spoke with Litsy and the plan is to advertise ITB in January 2022.
- Work on Consulting Continuing Services Contracts for Stormwater Projects
Update: Contracts have been mailed out, Corradino & Mateo Architects have executed their contracts and sent back to us. Will reach out to Short listed firms for Sub-Basin Design Proposals this week, to get a head start while we are completing contracts.

December Upcoming Events

- Completion of Park Drive Connection to Palmetto Bay Park
- Franjo Road Overhead Utility Undergrounding
- Coordinating Street Lights with FPL for County Road

POLICE

October

- Attended the Neighborhood Crime Watch Meeting
- Attended the Citizen Crime Watch Meeting
- Attended the Florida Crime Prevention week long annual conference
- Conducted D.A.R.E. classes at Coral Reef Elementary school
- Conducted Officer Friendly classes at Perrine and Howard Drive Elementary schools
- Conducted Youth Crime Watch classes at Howard Drive and Coral Reef Elementary schools
- RAD Women's class with the Palmetto Bay Business Association
- RAD Women's class in partnership with the University of Miami at the University
- Crimes/Calls for Service:
 - 4 Auto Thefts
 - 0 Commercial Burglaries
 - 1 Residential Burglaries
 - 16 Vehicle Burglaries
 - 0 Robbery
 - 23 Domestic Dispute/Disturbance
 - 12 Baker Acts
 - 30 Crashes

December Upcoming Events

- D.A.R.E. class at Coral Reef Elementary
- Officer Friendly classes at Perrine, Howard Drive and Coral Reef Elementary schools
- Citizen Crime Watch meeting
- South Florida Crime Prevention Association meeting
- Preventing and Responding to Incidents of Suicide Bombings Training
- Waffle on the Walkway at Coral Reef Park (tentative)

PLANNING & ZONING

October

- Zoning Hearing Items (5 items in November, no zoning hearing in December)
- South Motors TDR resolution for Veteran's Park Draft Research. TDR has to be reviewed by Village Attorney John Dellagloria.
- Kendall Hyundai Meeting with Architect and Owner's rep
- Baptist Outpatient Submittal/ Administrative Review
- DMAIC Training
- NPC Meeting
- Business Lunch and Learn with FFCFC/ PB and Chamber South

- Land Purchase Feasibility Coordination
- Business Tax:
 - 21 New
 - 70 Renewals
 - 29 Closed

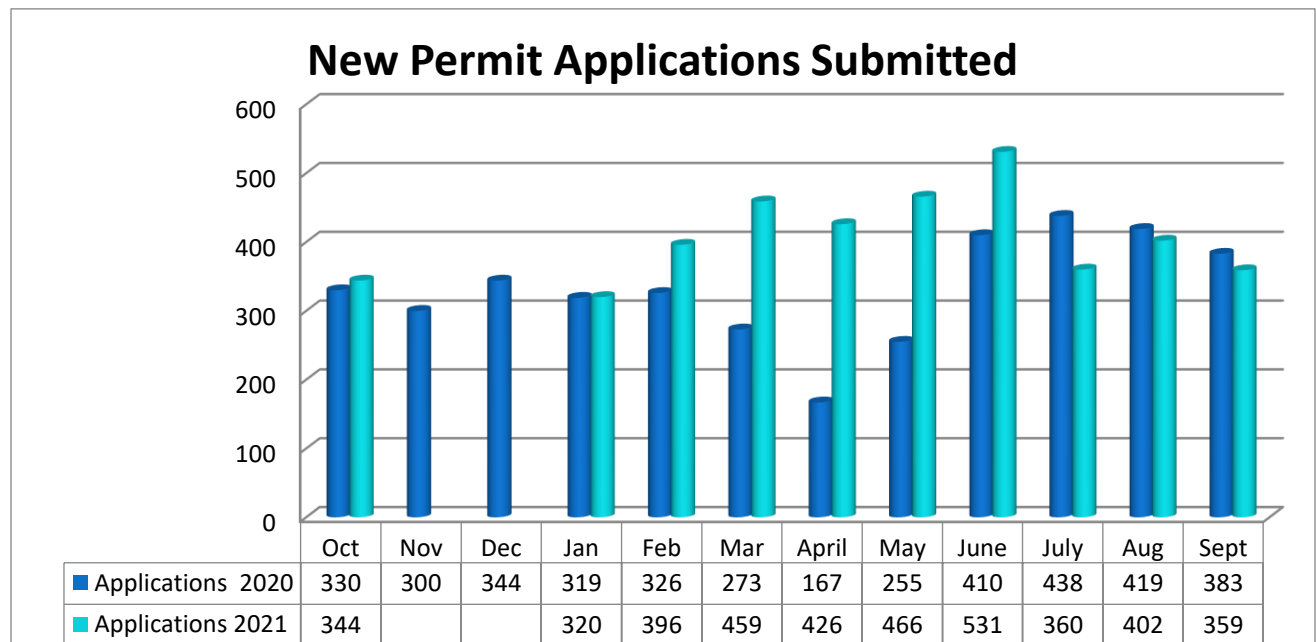
December Upcoming Events

- No Zoning Hearing in December
- Present CRS PPI item to Council meeting on December 6, 2021

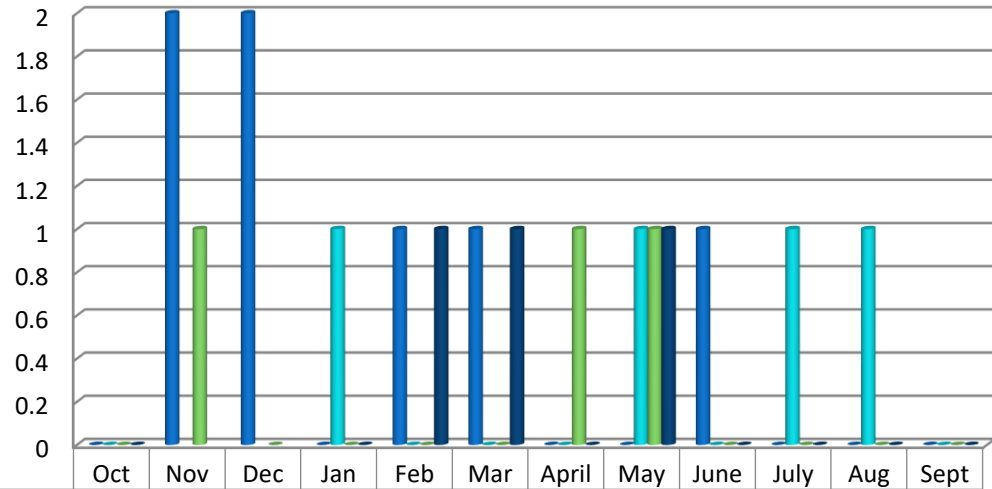
BUILDING & CODE COMPLIANCE

October

- Permits:
 - 344 Building Permits
 - 0 New Commercial
 - 0 New Residential
 - 999 Building & Roofing
- Code Compliance:
 - 114 New Cases
 - 14 Civil Violations
 - 24 Special Master Cases
 - 369 Active Cases



Residential/Commercial Building Permits



	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept
Residential 2020	0	2	2	0	1	1	0	0	1	0	0	0
Residential 2021	0			1	0	0	0	1	0	1	1	0
Commercial 2020	0	1	0	0	0	0	1	1	0	0	0	0
Commercial 2021	0			0	1	1	0	1	0	0	0	0