

Manager's Report

FINANCE

October

- The expenditures in October 2022 were \$361,824, 1.93% of the total budget, compared to budgeted expenditures of \$1,560,130, a surplus of 6.40% for the month. Please note that this analysis is based on a straight-line allocation of the budget for the year, which is \$1,560,130 or 8.33% per month. This does not consider the timing of expenditures such as Police or seasonal events such as Summer Camp or Village events.
- YTD the Village has spent \$361,824 or 1.93 % compared to budgeted expenditures of \$1,560,130 or 8.33%.
- An update on fiscal year 2022, as of this date the surplus from operations is \$4,220,014 with two months of utility taxes and one month of sales taxes to post, which could be \$500,000 more or less. The surplus is before transfers to other funds of \$1,219,655, so the net gain to fund balance is currently \$3,000,359.
- Manager's Reportable Checks:

Check Transfer Date	Check Transfer #	Vendor Name	Description	Total Amount
10/7/2022	40545	BEEFREE, LLC.	FREE BEE RIDES - SEPTEMBER 2022	\$34,180.76
10/7/2022	40561	CIVIL WORKS, INC.	SW 143RD MAIN EXTENSION	\$22,702.30
10/7/2022	40549	MIAMI-DADE POLICE DEPARTMENT	4TH QTR FY 2021-2022 SCHOOL CROSSING GUARD	\$14,570.15
10/14/2022	40605	HARTEC GROUP, INC.	PAVING & DRAINAGE IMPROVEMENT -SUB-BASIN 61	\$96,930.00
10/14/2022	40637	MAGGOLC, INC	SW 163RD. ST BETWEEN 77TH & 74TH AVE. DRAINAGE IMPROVEMENTS	\$24,990.00
10/21/2022	40657	MIAMI-DADE POLICE DEPARTMENT	4TH QTR FY 2021-2022 LOCAL POLICE SERVICES	\$1,864,142.06
10/24/2022	40691	MITCHELL MARINE, INC.	PURCHASE OF 2022 LOWE BAY BOAT - POLICE DEPARTMENT	\$38,600.00

10/28/2022	40731	VAC-CON, INC.	VAC-CON TRUCK PURCHASE	\$449,560.00
10/28/2022	40694	BENECON GROUP INC.	BENECON HEALTH INSURANCE NOVEMBER 2022	\$71,379.04
10/28/2022	40710	CALVIN GIORDANO & ASSOCIATES	DESIGN DRAINAGE IMPROVEMENTS - SUB-BASIN 57 & 96	\$14,713.00
10/28/2022	40717	KIMLEY-HORN AND ASSOCIATES, INC.	DRAINAGE IMPROVEMENTS - SUB-BASIN 43	\$27,623.75

IT DEPARTMENT

October

- Help desk statistics: 150 tickets created, 150 closed.
- Network infrastructure: Installation of additional telecom switch on 1st floor, Village Hall.
- Telecom: Migration (aka, porting-out) of phone numbers from our eFax account in an attempt to eliminate this service and reduce our telecom expenses. 8x8 already provides e-faxing services.

December Upcoming Events

- State of the Village event web broadcast
- Swearing-in Ceremony event web broadcast
- Continuation of NeoGov Onboard module setup with HR

HUMAN RESOURCES

October

- 2 Recruitment Ads
 - Park Service Aide (Parks & Recreation)
 - Recreation Attendant (Parks & Recreation)
- 27 Applications Review
- 1 Interview scheduled
 - Parks Service Aide (Parks & Recreation)
- 0 Pre-Employment Meetings
- 3 New Hire
 - Park Reservation Specialist (Parks & Recreation)
 - Arborist (Public Services)
 - Tree Maintenance Worker (Public Services)

- 14 Job vacancies
 - 3 - Park Service Aide (Parks & Recreation)
 - 1 - Recreation Attendant (Parks & Recreation)
 - 1 – Admin. Assistant (Village Clerk)
 - 1 – AV Technician (Communications)
 - 2 – Code Compliance Officer (Comm. & Economic Development)
 - 1 – Village Planner (Comm. & Economic Development)
 - 1 - Permit Clerk (Comm. & Economic Development)
 - 1 – Admin. Assistant (Public Services)
 - 1 – Facilities Maintenance Worker (Public Services)
 - 1 – Parks & Recreation Supervisor (Parks & Recreation)
 - 1 – Special Events Supervisor (Parks & Recreation)
- 0 Training Sessions
- 4 Separations of Employment
 - Recreation Attendant (Parks & Recreation)
 - Tree Maintenance Worker (Public Services)
 - Village Planner (Comm. & Economic Development)
 - Code Compliance Officer (Comm. & Economic Development)
- 23 Transfers/Updates/Evaluations

COMMUNICATIONS

October

- 103 FB/Twitter Postings (including event and meeting postings)
- 8288 FB Followers (likes)
- 3,363 Instagram Followers
- 2,339 Constant Contact Contacts
- 7 Videos
 - Tik Tok Launch Promotion
 - Regular Council Meeting
 - Parks Master Plan Workshop
 - Pick Your Flick Promotion
 - Zoning Hearing
 - Tik Tok Halloween Promotions (2)
 - Halloween Trick or Treat Live Promo
- 3 Village Vibes Bi-Weekly E-Newsletter
 - 10/1 Village Vibes
 - 10/15 Village Vibes
 - 10/29 Village Vibes
- 7 Promotional/Informational Campaigns:
 - Motivational Mondays
 - Regular Council Meeting Highlights
 - Principal of the Year
 - Hispanic Heritage
 - OCR Traffic Circle Project Updates

- Hurricane Nicole Update
- Halloween Safety Tips
- 15 Hashtag Campaigns:
 - #PBturns20
 - #WeLovePB
 - #PalmettoBayProud
 - #TeamPB
 - #PBAlwaysWorkingForYou
 - #HispanicHeritageMonth
- Meetings:
 - Regular Council Meeting
 - Zoning Hearing
- Events:
 - 10/12 – Coffee with a Cop
 - 10/13 – Principal’s Breakfast
 - 10/31 – Halloween Trick or Treat and Movie Night

GRANTS

October

- 1 New Grant Application Prepared in the month of October
 - Justice Assistance Grant – Community (JAG-C) – Submitted October 3, 2022.
- 1 Recognition Application in the month of October
 - 2022 Tree City USA recognition certification application – Submitted October 4, 2022 (Pending Resolution affirming Arbor Day to complete application).
- Active Grants Update:
 - Palmetto Bay Park Improvements, Phase 1 submitted commencement documentation (Grant agency requested an updated Title of Opinion; now pending)
 - Thalatta Shoreline Stabilization construction was started
 - Pending agreement for Phase 1 Tree Inventory (advised by grant agency they are behind)
 - Park & Ride project – submitted request for a 12-month extension request siting the year hiatus due to COVID
- 6 Quarterly Reports Submitted
 - Sub-Basin 61 Hazard Mitigation Grant Program (HMGP)
 - Sub-Basin 61 Department of Environmental Protection (DEP)
 - Thalatta Shoreline Stabilization

- Park & Ride program at St. Richards
- Justice Assistance Grant – Direct (JAG-D)
- American Rescue Plan Act (ARPA)

- 1 Grant closed in October
 - Justice Assistance Grant – Direct (JAG-D)

- 4 Reimbursement Requests Submitted
 - Sub-Basin 61 Department of Environmental Protection (DEP)
 - Sub-Basin 61 Hazard Mitigation Grant Program (HMGP)
 - Park & Ride program at St. Richards
 - Justice Assistance Grant – Direct (JAG-D)

- Meetings/Webinars Attended
 - HMGP Reimbursement Request Training – OCTOBER 25

December Upcoming Events

- Continue work on 12 active grants Safe Routes to School (SRTS) x 3, *Thalatta Shoreline*, *Park-and-Ride*, *Sub-Basin 61* x 2, *Police JAG grants (JAG-Community)*, *Florida Recreation Development Assistance Program (FRDAP)*, *Community Forestry*, *Sub-Basin 43*, *Recreational Trails Program (RTP)*
- Continue to research funding opportunities to fund Capital Improvement Projects from the Village budget
- Update the Village's Local Mitigation Strategies (LMS) Projects List for County project and funding considerations

PARKS & RECREATION

October

Palmetto Bay Park

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

Coral Reef Park

- Palmetto Bay Soccer games on Fridays and Saturdays
- Bay Lions Soccer Club games on some Saturdays and Sundays
- Saturdays 9am-3pm – Farmers Market on Saturdays 9am
- October 29, 2022 – Halloween Trick-or-Treat & Movie Night

Perrine Community

- October 15, 2022 – Art Exhibit
- October 20, 2022 – Senior Art Class

Private Weddings/Rentals – March 2022

- 3 Photoshoot

November 2022 Upcoming Events/Programs/Projects

Palmetto Bay Park

- I9 Sports on Saturdays and Sundays
- Travel Softball Teams Practice Weekly
- MJ Hoops (Basketball User Agreement) Wednesdays and Thursdays
- Ballet At the Park Summer Season Mondays-Thursdays
- HS Softball Fall League

Coral Reef Park

- Palmetto Bay Soccer games on Fridays and Saturdays
- Bay Lions Soccer Club games on Saturdays and Sundays
- Saturdays 9am-3pm – Farmers Market on Saturdays 9am
- Junior Team Tennis- Saturdays 8am-1pm
- State of the Village Address, December 1, 2022
- Chanukah Celebration, December 18, 2022

Perrine Community House

- Programming- Ballet at the Park- Mondays & Wednesdays (3pm & 4pm)
- Senior Art Classes | December 15, 2022
- Senior Stretch & Relax Class | December, 12, 19 & 26, 2022

Thalatta Estate

- Photo Shoot December 19th and 26th 2022
- Weddings December 3, 4, 10, 11, 16, 18, 29, 2022
- Yoga-by-the-Bay December 4, 11, & 18, 2022
- Village Holiday Party December 9, 2022

Ludovici Park

- Core & Stretch Class December 7,14, & 21, 2022

Park Projects

- Veterans Park Design and Construction Drawings – Kimley-Horn & Associates, Inc.- In Progress-

- Parks Master Plan – in progress- Next Scheduled Community Workshop is tentatively scheduled for December 8, 2022
- Repair/Replacement of Rubber way Trail at CRP and Asphalt walkways at PBP in progress
- Palmetto Bay Park Irrigation Redesign in progress
- Palmetto Bay Park Playground Refurbishing in progress
- Palmetto Bay Park Basketball Court Refurbishing in progress

Private Weddings/Programs/Rentals at Thalatta for November 2022

- 7 Weddings
- 3 Photoshoot
- 2 Events

Special Events

- December 1, 2022 – State of the Village Address at Coral Reef Park
- December 3, 2022 – Light Up Your Holidays at Village Hall
- December 5, 2022 – Swearing in Ceremony at Village Hall
- December 8, 2022 – Parks Masterplan Workshop at Palmer Trinity
- December 18, 2022 – Chanukah Celebration at Coral Reef Park
- December 22, 2022 – Menorah Lighting Celebration at Village Hall

PUBLIC SERVICES

October

- **Freebee Ridership:**

- 1718 Completed Rides (C.R.)
- 2048 Total Passengers

Ridership has decreased by 107 C.R. since August & increased by 85 C.R. since September

- **IBus Ridership:**

- 563 A.M. Route
- 497 P.M. Route

Total: 1,060 Riders

Ridership has increased by 29 since August & increased by 46 since September

- **Facilities Maintenance Division**

- 106 Open Work Orders – 42 less than August/43 more than September.
- 129 Closed Work Orders – 13 less than August/9 more than September.

- **Public Works**

- 8 - Signs Repaired/Installed – 0 same as August/6 more than September.
- 0 - Graffiti Removal – 0 same as August/0 Same as September.
- 9 - Pothole/Shoulder Repairs – 6 more than August/9 more than September.

- 17.9- Tons of Debris/Trash Removal – *1.29 more than August/1.31 less than September.*
- 0-Drain Cleaning/Repairs (inlet tops) – *3 less than August/10 less than September.*
- 0-Linear feet of sidewalks installed – *0 same as August/0 same as September.*
- 1893 Paving Linear ft- *1893 more than August/1893 more than September.*
- 5-Sidewalks inspected – *4 less than August /0 same as September.*
- 9 -Drainage Inspection – *0 same as August/0 same as September*
- 11-Trees/Shrub Trimming/Removal – *11 more than July/11 more than August.*
- 11 Tree & Landscaping Inspections – *9 less than August/4 less than September.*

October Projects Follow-up

- Received delivery of our Vac-Con truck
- Completed Paving for Annual FY21-22 Resurfacing, Pending Final Thermoplastic Markings
- Sub-Basin 61 trench restoration complete, started regrading of swales, and extend drainage limits. Pipelining of outfalls, and final restoration pending.
- Water Main Extension Plans for SW 143rd Street under concurrent agency review by MDWASD – Miami Dade Water and Sewer Department (e-Builder).
- Complete Streets design for SW 148th & 174th Streets (On-going).
- Drainage Sub-Basins 11, 41, 43, 44 & 57/96 (On-going).

December Upcoming Projects

- Council Items for Traffic Calming (Permanent Speed Tables).
- Start on Annual Village Wide Sidewalk Replacement (approved by Council at November Meeting).
- Prepare Annual Village Wide Resurfacing Locations for FY22-23. Put out ITB (Intention to Bid) for January 2023.
- Hire/Fill Tree Trimmer I and Vac-Con Operator positions.

POLICE

October

- Attended the South Florida Crime Prevention Association Monthly meeting
- Block Party crime watch meeting
- DARE classes began at Howard Drive, Coral Reef and Dr. Henry E. Perrine Elementary Schools
- Officer Friendly classes at Coral Reef and Howard Drive Elementary Schools
- Youth Crime Watch at Howard Drive and Coral Reef Elementary

- Block Party Kids' safety event
- Active Shooter presentation at St. Richard Catholic Church
- Florida Crime Prevention Association Annual Conference in Hutchinson Island, Florida
- Cancer Free Kids 5k at Deering Estate
- Crimes/Calls for Service:
 - 2 Auto Thefts
 - 0 Commercial Burglaries
 - 1 Residential Burglaries
 - 10 Vehicle Burglaries
 - 0 Robbery
 - 16 Domestic Dispute/Disturbance
 - 7 Baker Acts
 - 21 Crashes

November Upcoming Events

- DARE classes at Henry E. Perrine Elementary School
- State of the Village
- Officer Friendly classes at Howard Drive, Coral Reef, and Henry E. Perrine Elementary Schools
- Southeast Florida Crime Prevention Association monthly meeting
- Youth Crime Watch at Howard Drive and Coral Reef Elementary Schools
- RAD Woman class in Palmetto Bay
- radKIDS class at Howard Drive Elementary School
- Citizens' Crime Watch monthly meeting

PLANNING & ZONING

October

- Met with various property owners on Code Compliance issues.
- Met with property representatives for various downtown properties.
- Reviewed CRS Code requirements with Floodplain Management Consultants.
- Met with County staff regarding historic preservation efforts in Miami Dade County.
- CED Director attended the Miami Dade County League of Cities Best Practices Conference.
- Began restructuring of CED divisions and improving process flow and internal communications.
- Community Rating System (CRS)
- Staff is currently drafting amendments to the Code of Ordinances that will provide higher standards for floodplain management for early 2023 consideration by the Village Council.
- New homeowner flood insurance discount should be reflected on residents' insurance by April 2023. The Floodplain Management Plan will be submitted to Village Council in early 2023. This plan will help with the next discount evaluation.

- Director Siegel continues to work with department staff to identify improvements to internal procedures and development review processes.

Reviews, Applications, and Public Meetings

- Zoning Hearing Applications Received:
 - VPB-22-006- Appeal of communication regarding insufficiency of an application for a hotel at 7523 & 7271 SW 168 Street (ASPR-21-009)
- Received October 18, 2022
 - Under legal and administration review for next steps.
- Resiliency Committee
 - First meeting of the committee was held on October 26th.
 - Current Village wide resiliency initiatives were presented by CED staff.
- Art in Public Places Advisory Board (AIPP)
- Art Inventory draft underway intended to publish on public GIS.
- Pinecrest Bakery Mural approved by AIPP Board at October 19 Meeting.
- October 3, 2022 -- Regular Council Meeting Items
 - Request Village Council to hold a December Zoning Hearing.
- October 17, 2022 -- Zoning Hearing Items
 - (Continued) Ordinance creating "OC, Old Cutler Neighborhood Commercial District".
 - (Continued) Ordinance amending Zoning Map to create "OC, Old Cutler Neighborhood Commercial District".
 - (Continued) Ordinance amending Code SECTION 30-50.1 for the inclusion of Old Cutler Neighborhood Commercial District.
 - (Passed on First Reading) Ordinance amending Development Approval Procedures.
 - (Passed) Resolution establishing a afterschool facility and nonprofit office (Lil Abner Foundation) located At 16810 South Dixie Highway.
- Business Tax:
 - Renewal: 95
 - New: 28
 - Closed: 27

December Upcoming Events

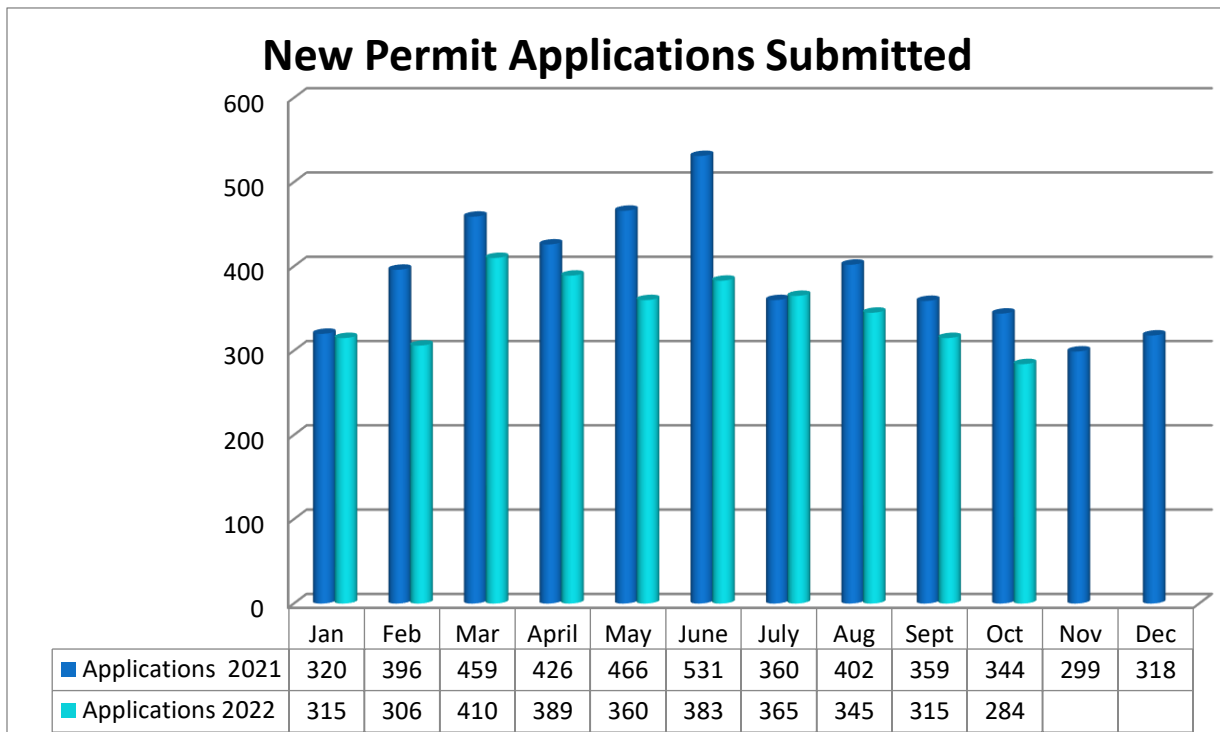
- Conduct operational and budget assessments of Code Compliance Division and Building Division.
- Finalize Old Cutler Road Neighborhood Commercial District ordinance.
- Finalize Amendments to Section 30-30 (Site Plan Review Requirements) ordinance.
- Zoning Hearing December 12, 2022
- Neighborhood Protection Committee December 14, 2022
- Resiliency Committee Meeting December 15, 2022

BUILDING & CODE COMPLIANCE

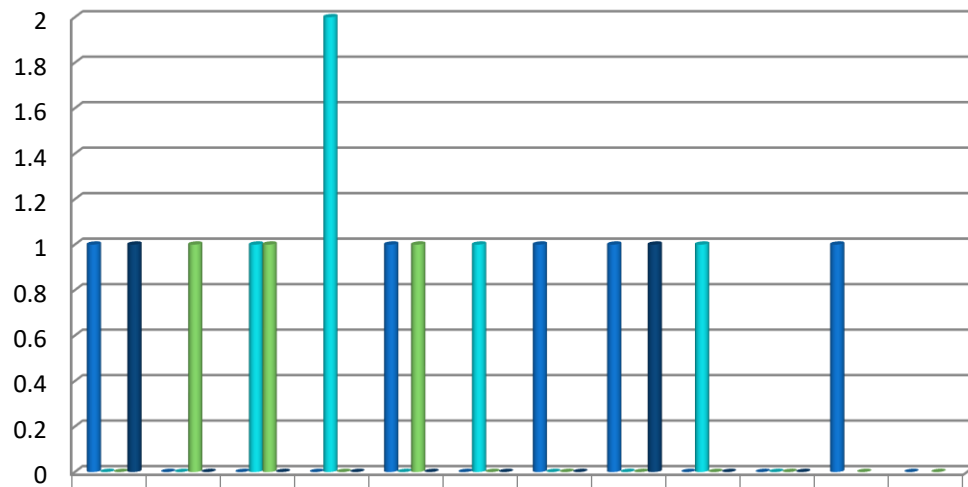
October

- Permits:
 - 284 Building Permits
 - 0 New Commercial
 - 0 New Residential
 - 1026 Building & Roofing

- Code Compliance:
 - 55 New Cases
 - 12 Civil Violations
 - 12 Special Master Cases
 - 303 Active Cases



Residential/Commercial Building Permits



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
■ Residential 2021	1	0	0	0	1	0	1	1	0	0	1	0
■ Residential 2022	0	0	1	2	0	1	0	0	1	0		
■ Commercial 2021	0	1	1	0	1	0	0	0	0	0	0	0
■ Commercial 2022	1	0	0	0	0	0	0	1	0	0		