

Manager's Report

FINANCE

February

- The expenditures in February 2024 were \$ 3,556,820, 16.32% of the total budget, compared to budgeted expenditures of \$1,816,316, an average of 7.99% for the month. Please note that this analysis is based on a straight-line allocation of the budget for the year, which is \$1,816,316 or 8.33% per month. This does not consider the timing of expenditures such as Police, which is billed quarterly, annual bond payment or seasonal events such as Summer Camp or Village events.
- The overage is due to the first quarter payment for Police in the amount of \$2,877,637.49.
- YTD the Village has spent \$ 7,082,262 or 32.49% compared to budgeted expenditures of \$ 9,081,580 or 41.65%.

Manager's Reportable Checks:

Check Transfer Date	Check Transfer #	Vendor Name	Description	Total Amount
2/9/2024	43779	BEEFREE, LLC.	JANUARY FREEBEE RIDERSHIP	\$20,677.80
2/9/2024	43784	Miami-Dade Police Department	1 ST QTR FY 2023-2024 LOCAL POLICE SERVICES	\$2,877,637.49

IT DEPARTMENT

February

- Help desk statistics: 90 tickets created, 104 completed, 170 still pending as of
- Conducted virtual demonstrations of potential finance systems:
 - A. Multiview
 - B. OpenGov
- Completed Village Hall internet circuit migration and site-to-site VPN changes for the Parks and Public Services locations.

Upcoming Events

- Welcoming our new IT Technician to the team. Onboarding & training.
- Wrap-up and presentation of executive report re: financial systems.
- Progressing on the SharePoint migration project.

HUMAN RESOURCES

February

- 3 Recruitment Ads
 - 1 – Information Technology (2/13/2024 – 2/20/2024)
 - 1 – Tree Trimmer (1/8/2024 – 2/29/2024)
 - 1 – Park Service Aide (2/27/2024 – 3/27/2024)
- 52 Applications Reviewed
- 13 Interview scheduled.
 - Parks & Recreation Supervisor (Parks & Recreation)
 - Accounting Technician (Finance)
- 1 Pre-Employment Meetings
- 2 New Hire
 - Media Specialist (HR & Communications)
 - Inspection & Public Records Coordinator (Community & Economic Development)
- 11 Job vacancies
 - 1 – Administrative Assistant (Village Clerk): Currently on hold
 - 1 – Accounting & Alarm Technician (Finance): Start date scheduled for 4/1/2024
 - 1 – Code Compliance Officer (Comm. & Economic Development): Interviews completed; pending hiring recommendation from Dept Director.
 - 1 – Parks & Recreation Supervisor (Parks & Recreation): Pre-employment meeting held on 3/4/2024
 - 1 – IT Technician (Information Technology); Second-round interviews being held on 3/20/2024
 - 4 - Park Service Aides (Parks & Recreation); Advertised through 3/27/2024; pending scheduling interviews
 - 1 – Tree Trimmer (Public Services); Pending re-advertisement
 - 1 – Maintenance Worker I (Public Services); Interviews scheduled between 3/5 14/2024; pending recommendation of potential applicant from Director.
- 2 Vacant Part-time Positions
 - Park Service Aide (Park & Recreations 2 positions); job description updated; pending approval for posting.
- 1 Training Session
- 1 Separations of Employment
- 0 Transfers/Updates/Evaluations

COMMUNICATIONS

February

- 72 FB/Twitter Postings (including event and meeting postings)
- 8,800 FB Followers
- 29 New FB followers
- 5,167 Instagram Followers
- 178 New IG Followers
- 2,548 Email Subscribers
- 9 Videos Produced
- 2 Village Vibes Bi-Weekly E-Newsletter
 - 2/3 Village Vibes
 - 2/17 Village Vibes
- 2 Promotional/Informational Campaigns:
 - Black History Month
 - Tree of the Year
- Meetings Broadcast:
 - 2/5 Regular Council Meeting
 - 2/26 Zoning Hearing
- Events Attended/Promoted:
 - 2/3 Camping in the Park
 - 2/10 Florida Esports Invitational
 - 2/10 Howard Palmetto T-Ball Opening Day
 - 2/10 Palmetto Senior High Blue & White Game
 - 2/10 Teen Pickleball Tournament
 - 2/22 Culinary Crawl
 - 2/29 State of the South Dade

GRANTS

February

- 0 New grant application(s) Prepared.
- 0 Grants Approved.
- 1 Grant Closed – Thalatta Shoreline Project (Florida Inland Navigation District)
- 15 Active grants list with updates:
 - Safe Routes to School (SRTS) – Perrine Elementary School – Closing Stage, **Closeout package Submitted.**
 - Safe Routes to School (SRTS) – Coral Reef Elementary School – Closing Stage, **Closeout package Submitted.**
 - Park and Ride Services (Transportation Planning Organization) – **Grant fully closed.**

- Sub-Basin 61(Hazard Mitigation Grant Program) – Agreement #4337-370 – **Preparing closeout package.**
- Sub-Basin 61 (State Appropriation) – Agreement # LPA0202 – **Submitted reimbursement request, preparing Final closing package.**
- Palmetto Bay Park Improvements, Phase 1-Florida Recreation Development Assistance Program (FRDAP)
- Sub-Basin 43 (State Appropriation)
- Sub-Basin 43 (Hazard Mitigation Grant Program)
- Sub-basin 44 (State Appropriation)
- Tree Inventory, Phase 1 (Urban & Community Forestry Program)
- Coral Reef Park Trail Renovations-Recreational Trails Program (RTP) – **The SWEPT process is complete and approved. Staff must send a Commencement Documentation package to the grant agency, which is currently only pending the signed contract with the contractor. Alessia & Fanny forwarded the document to the contractor for their review and signature. Once signed, the full commencement package will be sent to the state for the issuance of the Notice to Proceed to the village. All are aware of how important it is to get that last document finalized.**
- JAG (Justice Assistance Grant)-Community – Project # 8C088 – D.A.R.E. Program Workbook Purchase – **Executed Agreement pending.**
- Safe Street 4 All (SS4A) – VOPB Street Safety Action Plan Development – **Contractor has been selected.**
- Assessment and Planning for a Resilient Palmetto Bay (comprehensive vulnerability assessment) **Submitted Attachment H for reimbursement process next quarter.**
- Sub-Basin 57/96 (State Appropriation) – Agreement #LPA0359 – Contract has been fully signed.

March Goals

- Submit FEMA Hazard Mitigation Sub basin 11 & 41.
- Apply for VIA connect Grant.
- BEAM Grant application (EV charging stations) if Director Torres wants to move forward.
- Start Application process for Forestry Grant 2024.
- Working on the closeout for Coral Reff, Perrine, and Sub-Basin 61.

PARKS & RECREATION

February

Palmetto Bay Park

- Ballet At the Park: Mondays -Thursdays 3:30pm-8pm
- I9 Sports: on Saturdays and Sundays 8am-2pm
- MJ Hoops: Tuesdays, Wednesdays, and Thursdays 5:45pm & 8:30pm
- Juventus Soccer Club: Mondays & Wednesdays 4pm-6pm
- Bay Lions Soccer Club: Tuesday & Thursdays 4pm-6pm

- Weekend PE: Pickleball Lessons: Tuesday/Thursday and Saturdays 4:30pm - 5:30pm, 8am, 9am.
- High School Softball Practices: Westminster, Lourdes, Mater Bay Academy, Gulliver, LaSalle, Palmetto High School.
- Travel Softball: Stingrays, Rock Gold, Contenders, Lady Canes, Miami Waves: Monday/Friday 6pm & 8pm
- Pickleball Reservations: 2
- Baptist Health Senior Stretch Exercise Class: Mondays 10:30am & 11:30am
- Teen Pickleball Tournament: Saturday, February 10, 10am-3pm

Coral Reef Park

- Palmetto Bay Soccer games on Fridays and Saturdays
- Bay Lions Soccer Club games on Saturdays and Sundays
- Farmers Market on Saturdays 9:00am – 3:00pm
- Junior Team Tennis – Saturdays 8am – 1pm
- Phoenix Volleyball: –Tuesdays and Thursdays 4:30pm – 6pm
- Howard Palmetto Baseball (T-Ball)- Saturdays 8am to 2pm- 154
- Total Rentals for Pickleball – 350
- Tennis Orange Ball and Green Ball 4pm - 6:30pm: Participants 50
- Miami Palmetto Baseball – 68
- Pickleball Reservations – 380
- Orange Ball and Green Ball Tennis: 37
- Camping in the Park: February 3 & 4 10am-10am

Perrine Community

- 10 Programs
- 1 Event

Ludovici Park

- 5 Programs

Thalatta Estate

- 9 – Rentals
- 4 – Rehearsals
- 5 – Photoshoot
- 4 – Programs

Fee Waivers- Requested in December 2023

Group Name	Date	Time	Park/ Request	Description/ Purpose	Total Value	Date of Memo
Community Connexion Inc	Every Sunday until June 30th	11am-2pm	EAF Community Room	Meetings	\$385 per meeting	2/1/2024
Coral Reef Elementary	Saturday, February 24, 2024	N/A	2024 Summer Camp Voucher	Summer Camp Voucher for their Silent Auction	\$195.00	2/2/2024
Palmetto Bay Academy	Thursday, February 8th, 2024	12pm - 2pm	Palmetto Bay Park- Picnic Pavillion	School Field Trip	\$185.00	2/2/2024
Kick CF Celebrity Tournament	Saturday, March 9, 2024	9am-5pm	Palmetto Bay Park	Team Registration	\$650.00	2/2/2024
Jude Petit Family	Saturday, February 10, 2024	2-5pm	EAF Community Room	Celebration of Life	\$500.00	2/7/2024
MDCPS Conservatory of the Arts	Friday, May 17, 2024	7-11pm	Perrine Community House	End of Year Promenade	\$502.00	2/8/2024
Girl Scouts Troop 2411	Sunday, February 25, 2024	9:30am - 12:30pm	EAF Community Room	Meeting	\$385.00	2/12/2024
Be Strong International	Friday, March 9, 2024	9am-5pm	EAF Community Room	Staff Training & Retreat	\$650.00	2/14/2024
BSA of SFC/Andrea Marron	Sunday, April 28, 2024	6pm-9pm	Thalatta Estate	Leadership Training	\$535.00	2/22/2024
HDE Cheer Banquet	Sunday, April 28, 2024	1pm-4pm	EAF Community Room	Banquet	\$385.00	2/26/2024

April 2024 Upcoming Events/Programs/Projects

Palmetto Bay Park

- Ballet At the Park Mondays-Fridays Mondays -Thursdays 3:30pm-8pm

- I9 Sports: Saturdays & Sundays 8am-2pm
- MJ Hoops: Tuesdays, Wednesdays, Thursdays 5:45pm-8:30pm
- Juventus Soccer Club: Mondays & Wednesdays 4pm-6pm
- Bay Lions Soccer Club: Tuesday & Thursdays 4pm-6pm
- Weekend PE: Pickle Classes: Tuesdays, Wednesdays, Saturdays 4:30-5:30pm, 8am & 9am
- Travel Softball: Stingrays, Rock Gold, Contenders Lady Canes, Miami Waves: Monday-Friday 6pm & 8pm
- High School Softball Practices: Westminster, Lourdes, Mater Bay Academy, Gulliver, LaSalle, Palmetto High School.
- Baptist Health Senior Stretch Exercise Class: Mondays 10:30am & 11:30am

Coral Reef Park

- Farmers Market on Saturdays 9:00am – 3:00pm
- Orange Ball and Green Ball Tennis –Tuesday and Thursday - 4pm - 6:30pm
- Palmetto Bay Soccer - Games on Fridays and Saturdays
- Bay Lions Soccer Club – Games on Saturdays and Sundays
- Phoenix Volleyball: Tuesday and Thursday - 4pm - 5:30pm
- Junior Team Tennis – Saturdays 8am – 1pm
- Howard Palmetto T-Ball – Saturdays 8am – 1pm
- Miami Kidney Wal: March 24th 8:30am – 11:30am
- Earth Day Bike Ride & Wellness Fair – 10am

Perrine Community House

- Ballet at the Park – Mondays, April 1, 8, 15, 22 and 29 at 3:30pm
- Ballet at the Park – Wednesdays, April and 27 at 2:30pm
- Art Exhibit – Saturday, April 13 at 6:30pm

Thalatta Estate

- 5 – Rental
- 1 – Rehearsals
- 0 – Photoshoot
- 4 – Programs

Ludovici Park

- HOLD – PB Library Tuesday, April 2nd.
- Rotary Club - Tuesdays, April 2 at 11:30am
- Core and stretch Class – Wednesdays, March 6, 13 and 27 at 10am
- PBBA _ Luncheon Meeting – Thursday, April 4 @ 11am
- Nature Postings – Saturday, April 6 at 9am
- Invasive Species Presentation – Sunday, April 7 at 2pm
- Cutler Bay Community Theater – Monday, April 8 and 22 at 7pm
- Core and stretch Class – Wednesdays, March 6, 13 and 27 at 10am
- HOLD – We Coach Foundation – Saturday, April 13

- Shade Palmetto Bay – Saturday, April 20 at 9am
- Homeschools Graduation – Saturday, April 20 at 6pm
- Garden Club – Tuesday, April 23 at 6pm.
- HD Elementary Cheer Team – Sunday, April 28

Park Projects

- **Repair/Replacement of Rubberized Trail at Coral Reef Park**
- **Repair Asphalt Trails at Coral Reef Park**
 - SFWMD- ERP (Environmental Resource Permit) Exemption – Approved
 - Submitted our documentation to the department of environmental protection. They have sent it to Florida highway administration.
 - NEPA review has been completed and approved.
 - Working on execution of contract with Beato
 - Once executed the commencement packages will be submitted to the agency, which is the final prerequisite for the agency to issue the NTP.
 - Project tentatively scheduled to start late May.
- **Palmetto Bay Park Irrigation Redesign** – Calvin Giordano
 - 3/24 submittal package for building department review
 - 4/24 Release RFP
 - 5/24 Bid evaluation and recommendation
 - 7/24 Village Council for approval
 - 8/24 Installation
- **Palmetto Bay Park Playground Refurbishing**
 - All identified refurbishing project items have with exception of playground perimeter fencing for the west side. Currently working with Kimley-Horn regarding design and specifications. Awaiting revision to Palmetto Bay Park survey to include topography.
 - Subsequent disrepair of play step and playhouse ridge caps prompted the ordering of replacement parts, Received March 7, 2024, installation in scheduling.
- **Coral Reef Park – Design-Build Multi-Purpose Facility**
 - Execution of Design-Build Contract with WayPoint Construction January 2024. Company to initial plans, permits, etc.
 - Field work for survey via drone, utility locating, and geotechnical boring in progress.
 - Anticipated to begin construction by summer/fall of this year.
- **Coral Reef Park Pineland and The Woods**
 - **Institute for Regional Conservation - Completed Scope of Work for Restoration and Management Plan- RFP**
 - Approved by Village Council September 11, 2023
 - Execution and Notice to Proceed December 2023
 - Task 1: Oak Hammock removal – IRC began January 8, 2024
 - Task 2: Invasives/Quarterly return intervals February (5 days). April-May 2024 (3 days); August 2024 (2 days) June-July (3 days); August-September (2 days)
 - Task 3: Year One- Bi-annual treatment (January-April-reduce palm cover by 30%; May-September another 30%.
 - Task 4: Continue management of rock pineland.
 - Prescribed burn: earliest anticipated time period is after task 3.

- **The Woods**
 - **IRC – Working on plan as approved.**
 - IRC presented a plan to Tree Board; approved Phase/Year 1 for issuance of ITB.
 - Working on possible grant opportunity.

2023-2024 Capital Projects:

Veteran's Park

- Veteran's Park Phase 1 Plan approved and funded.
- Kimley Horn on 50% construction drawings received 12/21.
- Plans are in the Building Dept. for a progress set (50%) dry run.
- Final Plat Approval – March 11, 2024.

Thalatta Estate Parking Lot (resealing/restriping)

- Scope of work developed for bidding process February 2024
- Solicitation of Bids March 2024
- Pre-Bid Meeting – April 3, 2024
- Bid Evaluation /Recommendation to Village Council May/June 2024
- Commencement of work July 2024 (following end of wedding season/pavers and after completion of paver replacement)

Thalatta Estate Paver Replacements

- Scope of work developed for bidding process February 2024
- Solicitation of bids March 19, 2024
- Pre-Bid Meeting April 3, 2024
- Bids Due April 22, 2024
- Bid evaluation / Recommendation to Village Council May/June 2024
- Commencement of work – June 2024 (following end of wedding season)

Palmetto Bay Park Scoreboards

- Meetings with Scoreboards Company reps to develop specifications / selection November 2023
- Investigate any changes in code that would require modifications to existing structures December 2023 / January 2024. Under review of Village Building Official
- Development of RFP March 2024 (Cooperative Purchasing a possibility)
- Release RFP April
- Bid Review and Evaluations May 2024
- Recommendation to Village Council June 2024
- Issuance of PO June 2024
- 8-9 weeks window for delivery/installation August 2024

Palmetto Bay Park – New Mower

- Solicitation of quotes from Toro, John Deere, and Jacobsen mowers (in process)
- Possible 18-month timeframe for manufacturing/delivery
- Evaluation / Recommendation to Village Council April 2024

Palmetto Bay Park Golf Cart Access

- Develop Design / location options for Manager review/approval.
- Consultant to develop specifications, if necessary, March 2024
- Release Invitation to Bid April 2024
- Review and Award to Council June 2024
- Issuance of Purchase Order July 2024

Coral Reef Park Dumpster Enclosure

- Site selection (accessibility, code, etc.) February 2024
- Investigate possible piggy-back work February 2024
- Design / specifications / bid process if needed February/March 2024
- RFP if needed March 2024
- Recommendation to Village Council April 2024
- Issuance of PO / NTP May 2024
- Commencement/completion June 2024

Pickleball Center

- Scope of work developed for bidding process March 2024
- Solicitation of Bids April 2024
- Bid review and evaluations May/June 2024
- Presentation if needed June/July 2024
- Recommendation to Village Council June/August 2024.

PUBLIC SERVICES

February

● **Freebee Ridership:**

1216 Completed Rides (C.R.)
1367 Total Passengers

Ridership has increased by 56 C.R since December & decreased by -27 C.R. since January

● **IBus Ridership:**

1025 A.M. Route
843 P.M. Route
Total: 1868 Riders

Ridership has increased by 666 since December & increased by 328 since January.

● **Facilities Maintenance Division**

143 Open Work Orders – 5 more than December -7 less than January
135 Closed Work Orders – -1 less than December -12 less than January

● **Public Works**

4 - Signs Repaired/Installed	-3 less than December	-6 less than January
2 - Graffiti Removal	2 more than December	2 same as January
3 - Pothole/Shoulder Repairs	-3 less than December	3 more than January
20.72 - Tons of Debris/Trash Removal	2.96 more than December	-5.69 less than January
91 - Drain Cleaning/Repairs (inlet tops)	20 more than December	1 more than January
1,210 - Linear feet of sidewalks installed	1,210 more than December	-175 less than January
0 - Paving Linear ft	0 same as December	0 same as January
3 - Sidewalks inspected	-9 less than December	-10 less than January
0 - Drainage Inspection	0 same as December	0 Same as January
40 - Catch Basin	29 more than December	11 more than January
8 - Outfalls	8 more than December	7 more than January
3675 - Linear Feet Pipe	3182 more than December	1733 more than January
0 - Canal Cleaning/ Clearing	0 same as December	0 same as January
0 - Flooding Investigations & Resolutions	0 same as December	0 same as January

4 - Complaints Reported to MDC	<i>0 same as December</i>	<i>3 more than January</i>
130 - Trees/Shrub Trimming/Removal	<i>95 more than December</i>	<i>54 more than January</i>
256 - Tree & Landscaping Inspections	<i>187 more than December</i>	<i>100 more than January</i>

2023-2024 Capital Projects

N. Cartee Road Water Main Project

- 100% Plans expected March 2024 to submit to MDWASD.

SW 92 Avenue Complete Streets (Design)

- Plans have been approved by MDTPWD. Consultant to work on bid support documents. Will coordinate with Alessia Bencomo to put out Invitation to Bid late March or April.

SW 148th Street Complete Street Project (CONSTRUCTION)

- Notice to Proceed 3/18/2024. Mobilization to begin 03/19/2024. Pre-Construction Meeting scheduled for Thursday 03/21/2024 at 9:30 am.

Sub-Basin 57/96 (CONSTRUCTION)

- Received all documents from Contractor. Contractor to start VPB Permit process and we intend to issue NTP for early April 2024.

Annual Village Wide Sidewalk Replacement Project (CONSTRUCTION)

- Completed 1,210 lf of sidewalk replacement for the month of February.

SW 143 Street Water Main Project (CONSTRUCTION)

- Construction started week of 02-12. Water Main & Services have been installed. Pressure test for tapping sleeve scheduled for 03/19/2024 at 9am

Canal Maintenance Services (CONSTRUCTION)

- Bids received on March 8th, 2024. Taking recommendation for Council Approval for April Regular Council Meeting.

Drainage Sub Basin 44 (CONSTRUCTION)

- Due to Sub-Basin 57/96 not starting in April, will advertise Sub-Basin 44 in May 2024.

Public Services Lot Improvements (DESIGN)

- Received conceptual Design 03/06/24. Meet with Consultant 03/14/24 to discuss our comments, they will incorporate and work on 60% plans submittal, scheduled for 06/19/2024.

HVAC Replacement Village Hall

- Received insurance, bonds, and permit application VPB. Equipment delivery scheduled for mid-April. Construction to start late April/early May.

Drainage Sub Basin 12 (DESIGN) Kimley Horn

- 30% of the plans were received and we have provided our comments. 60% Plans expected 04/30/24. Permit Applications/Submittal expected 5/28/24.

Drainage Sub Basin 39 (DESING) Civil Works

- Project is delayed. Anticipate 30% Plans in March/April 2024

Drainage Sub Basin 42 (DESING) Calvin Giordano

- Project Started, Survey started (expected in March). Geotech released, working on existing utility data collection. Conceptual design expected April 2024.

Drainage Sub Basin 11 (DESIGN)

- Working on permitting with USACE and SFWMD. An additional survey is being requested for the proposed outfall.

Drainage Sub Basin 43 (CONSTRUCTION)

- Expect to Advertise ITB September/October 2024.

Drainage Sub Basin 11& 41 (CONSTRUCTION)

- Pursuing State Appropriation and Possible Grant Funding for Future Construction.

POLICE

February

- Southeast Florida Crime Prevention Association monthly meeting
- Citizens Crime Watch monthly meeting
- Officer Friendly presentation at Howard Drive, Coral Reef, and Henry E. Perrine Elementary Schools
- Camping at the Park at Coral Reef Park
- DARE class at Christ Fellowship Academy
- One Blood Drive
- Crimes/Calls for Service:
 - 4 Auto Thefts
 - 0 Commercial Burglaries
 - 0 Residential Burglaries
 - 4 Vehicle Burglaries
 - 1 Robbery
 - 16 Domestic Dispute/Disturbance
 - 4 Baker Acts
 - 35 Crashes

Upcoming Events

- Security Assessment at Saint Andrews Church
- Southeast Florida Crime Prevention Association Monthly meeting
- Palmer Trinity School Safety class for seniors going off to college.
- Miami-Dade County School Community Partner Awards Luncheon
- Miami-Dade County Baynanza 2024 bay clean-up with Youth Crime Watch students from Howard Drive and Coral Reef Elementary Schools

- 18th Annual Deering Estate Seafood Festival
- Science Night at Vineland K-8 Center
- Dispatcher Appreciation week breakfast
- DARE Graduation at Christ Fellowship Academy
- RAD classes are being taught at The US Attorney's Office
- radKIDS classes are being conducted at Perrine Elementary School
- Village of Palmetto Bay bike ride, helmet fitting, and wellness event at Coral Reef Park.

PLANNING & ZONING

February

- Met with various property owners and applicants.
- Director Siegel attended the Palmetto Bay Business Association monthly luncheon and shared updates regarding the Village.
- Planning Division Manager, Alex Adams, and Sustainability and Resiliency Planner, Andrea Candelaria, attended the 3rd Annual Infraday Conference in Brickell on Thursday, February 8, 2024
- Conducted interviews for the Building Division Inspection and Public Records Coordinator position. Palmetto Bay resident Cheryl Chang started on February 12th.

FY2024 Budgeted Projects

- Coral Reef Park Multipurpose Building
 - Kick-off Design of building is underway. The exterior family bathroom has been added to the design. Owner/Rep services were retained to assist Village staff in this expedited project.
- Business Improvement Grants
 - Staff continue to promote this program through social media posts and Code Compliance information flyers.
- Historic Markers
 - Staff met with Councilwoman Matson to identify sites for new historic markers.
- Geographic Information Systems (GIS) Mapping Support
 - Additional GIS mapping needs identified. Finalizing scope to achieve needs.
- CRS
 - Finalizing documents to submit to ISO for double modification ranking.
 - Preliminary review looks in great shape. Awaiting timelines details to submit.
- Resiliency Plan
 - Finalizing Asset inventory needed for Vulnerability Assessment.
 - Public survey closes Friday, April 26, 2024. 36 surveys submitted online and 26 surveys submitted by paper.
- Recycling Drive

- Spring Recycling Drive is April 27, 2024. Planning and coordination underway.
- Legislative Consultant
 - Director Siegel coordinated legislative requests with Village's lobbyist and to monitor new legislation impacts to the local government and zoning.
- Impact Fee Study
 - Director Siegel is reviewing contracts that may be suitable for piggybacking.
- Building Division Software
 - Business Tax Receipt software was launched October 30.
 - Building Permit and Inspection software building is underway.

Reviews, Applications, and Public Meetings

- Administrative Review Applications received:
 - None
 - Zoning Hearing Applications Received:
 - PL-24-001 / South Motors of Dade County / 16165 S. Dixie Hwy (Jakarel Plat AKA Veterans Park) / Approval of Final Plat.
 - February 8, 2024 - Regular Council Meeting Items
 - Natural Floodplain Functions Plan- Passed 5-0
 - Application to Collaborate with MDC NOAA Grants for Removing Invasive Trees along FPL Easements: Passed 5-0
 - PO for Kimley Horn for Owners Rep Services: Passed 5-0
 - February 28, 2024, Zoning Hearing
 - No Zoning Hearing
 - January Committee of the Whole Meeting
 - Signage Discussion and Presentation
 - Business Tax:
 - Renewal: 94
 - New: 3
 - Building Division
 - Received 256 permits applications.
 - 345 residents and contractors visited the Division.
 - Inspections completed:
 - Building: 453
 - Mechanical: 30
 - Electrical: 118
 - Plumbing: 72
 - Zoning: 56
- Total: 727**

- Code Compliance Division
 - Common violations: property maintenance residential and commercial signage
 - New cases: 39
 - Special Master cases: 19

Upcoming Events

- Spring Recycling Drive-Thru: Saturday, April 27, 2024
- Director Siegel provided a presentation to the Palmetto Bay Business Association.