

Manager's Report

FINANCE

May

- The expenditures in May 2025 were \$ 1,494,048.92, 6.72% of the total budget, compared to budgeted expenditures of \$1,852,763, a surplus of 1.61% for the month. Please note that this analysis is based on a straight-line allocation of the budget for the year, which is \$1,852,763 or 8.33% per month. This does not consider the timing of expenditures such as annual bond payment or seasonal events such as Summer Camp or Village events.
- Police have gone to a monthly billing and \$753,187 for April is included in the May expenditures.
YTD the Village has spent \$12,197,061 or 57.09% compared to budgeted expenditures of \$ 14,822,104 or 66.66%.

Manager's Reportable Checks:

Check Transfer Date	Check Transfer #	Vendor Name	Description	Total Amount
5/2/2025	47005	HAHN CONSTRUCTION ENGINEERING	CARTEE RD. NEIGHBORHOOD WATER MAIN EXTENSION	\$131,682.23
5/2/2025	46995	WEISS SEROTA HELFMAN	006-1 YATCH CLUB AT LUXCOM -BERT HARRIS CLAIM	\$27,892.25
5/2/2025	46984	CORELAND CONSTRUCTION CORP.	SW 174TH STREET ROADWAY IMPROVEMENTS	\$273,339.85
5/8/2025	47028	BEEFREE, LLC.	FREEBEE RIDE APRIL	\$20,677.80
5/16/2025	47131	THE STREET PLANS COLLABORATIVE	SAFE STREETS AND ROADS FOR ALL (SS4A)	\$32,262.86
5/16/2025	47116	Marlin Engineering, Inc.	TRAFFIC STUDY FOR TRAFFIC CALMING - FY 24/25	\$18,877.13
5/16/2025	47085	COBRA LEGAL SOLUTIONS, LLC.	LUXCOM V. VILLAGE OF PALMETTO BAY	\$139,930.40
5/16/2025	47083	CALVIN GIORDANO & ASSOCIATES	PUBLIC SERVICE PERMITTING AND INSPECTIONS FY 24/25	\$15,096.40
5/23/2025	47148	OFFICE OF THE SHERIFF OF MDC	VOPB LOCAL PATROL APRIL 2025	\$753,187.60

5/30/2025	47206	FLORIDA SIDEWALK SOLUTIONS	REPAIR OF SIDEWALK TRIP HAZARDS	\$39,629.53
5/30/2025	47185	HARTEC GROUP, INC.	PAVING AND DRAINAGE IMPROVEMENTS - SUB- BASIN 44	\$305,192.25

IT DEPARTMENT

May

1. Help Desk statistics:
 - a. 546 work orders received
 - I. 284 (53%) submitted by system monitors and cybersecurity notifications.
 - II. 262 (47%) submitted by staff.
 - III. Just under 25 new work orders **received per workday.**
 - b. 526 (96%) completed.
2. Replaced all payroll timeclocks at all Village facilities.
3. Kicked off and completed a three-week internship experience with five students from FIU's Break Through Tech: <https://webs.cs.fiu.edu/breakthroughtechmia/>

Upcoming Goals

1. System Assisting the Parks Department with onboarding tasks related to their new management system MyRec.com.
2. Completion of fiber internet installs at Palmetto Bay Park, Thalatta Estate, and Public Services.

HUMAN RESOURCES

May

- 1 Recruitment Ad
 - Jr. Cam Counselor (seasonal)
- 30 Applications Reviewed
- 10 Interviews scheduled
 - Seasonal
 - Recreation Attendant
- 20 Pre-Employment Meetings
- 0 New Hires
- 10 Vacancies
- 0 Training Sessions
- 1 Separation of Employment
 - Recreation Attendant

➤ 1 Transfers/Updates/Evaluations

Active Recruitments Positions in Pre-Employment		
5 Full-time positions		
Department	Position	Status
Planning & Zoning	Zoning Administrator (1) <i>(in budget as Zoning & Licensing Specialist)</i>	Hired on 6/2/2025
Parks & Recreation	Maintenance Worker I (2) and II (2)	Hired effective 6/7/2025
5 Part-time positions		
Parks & Recreation	Recreation Attendant (2)	1 – Pre-Employment underway 1 – Pending advertisement
Parks & Recreation	Park Service Aide (3)	2- Pre-employment underway 1-Pending acceptance
19 Seasonal positions		
Parks & Recreation (Summer Camp Program)	Site Supervisor (Seasonal) - 1	Hired effective 6/6/2025
	Camp Counselor (Seasonal) - 6	
	Jr. Camp Counselor (Seasonal) - 8	
	Tennis Camp Counselor (Seasonal) - 1	
	Jr. Tennis Camp Counselor (Seasonal) - 3	
Positions on Hold		
9 Full-time positions		
Department	Position	Status
Village Clerk	Admin. Assistant (1)	On hold per VC
Public Services	Administrative Aide (1)	Pending further direction from Director
	Maintenance Worker II (1)	On hold per VM
	Tree Trimmer (1)	On hold per Director
	Maintenance Worker I – Facilities (2)	On hold per VM
Parks & Recreation	Maintenance Worker I – Parks (1)	Pending further direction from Director
	Parks & Recreation Supervisor (2)	On hold per Director
1 Part-time position		
Parks & Recreation	Park Service Aide (1)	On hold per VM

COMMUNICATIONS

May

- 85 FB/Twitter Postings (including event and meeting postings)
- 10,114 FB Followers
 - 103 New FB followers
- 7,761 Instagram Followers
 - 251 New IG Followers
- 5,261 Email Subscribers
- 10 Videos Produced
 - PB Promo Video
 - New Street by Street Reel
 - Public Service Recognition Week Reel
 - Weekend PE Camp Reel
 - STEM Summer Camp Reel
 - Inside Palmetto Bay Full Episode
 - 3 Inside Palmetto Bay Reel
 - New Stream Announcement Reel
- 2 Village Vibes Bi-Weekly E-Newsletters
 - 5/10 Village Vibes
 - 5/24 Village Vibes
- 18 Promotional/Informational Campaigns – **41 Posts**
 - Spring Recycling Survey – 3
 - Dig Like Kim – 2
 - Safe Streets – 4
 - Recreational Center – 2
 - Blood Drive – 2
 - Council Meeting Stream – 2
 - Summer Camp – 3
 - Farmer's Market – 3
 - Art South exhibit - 2
 - Hurricane Preparedness – 2
 - Street by Street – 2
 - DMV on Wheels – 2
 - Resilience Plan Survey – 2
 - HELP Event – 4
 - Law Enforcement Day – 3
 - American Legion Memorial Event – 2
 - Battery Recycling – 1
 - CRS Property Ins – 1
- Meetings Broadcast: **4**
 - 5/13 Virtual Meeting
 - 5/16 Hybrid Zone Hearing
 - 5/19 Virtual Public Meeting
 - 5/21 Hybrid Special Council Meeting

- Events Attended/Promoted: **11**
 - 5/1 PBBA
 - 5/5 Dig Like Kim
 - 5/11 HELP Training
 - 5/12 League of Cities Event
 - 5/13 Chamber South Business Award
 - 5/21 Coral Reef Elementary Ribbon Cutting
 - 5/23 Deputy Cub Scout Presentation
 - 5/26 American Legion Memorial Day Event
- Baybot User Interactions: **164**

GRANTS

May

- New Grant Applications (0)
- Closed Grants (0)
- Grants Approved (0)
- Active Grants (14)
 - Palmetto Bay Park Improvements, Phase 1-Florida Recreation Development Assistance Program (FRDAP) – closeout package in review by agency, self-certification option in progress
 - Coral Reef Park Trail Renovations-Recreational Trails Program (RTP) – closeout package in review by agency
 - Florida Recovery Obligation Calculation (F-ROC) – 2025 disaster season documents completed, 2026 season opt-in scheduled for June 2025
 - Sub-Basin 43 (Hazard Mitigation Grant Program) – reimbursement 2 in review by agency
 - Sub-Basin 43 (State Appropriation)
 - Sub-Basin 44 (State Appropriation)
 - Sub-Basin 57/96 (State Appropriation) -reimbursement 4 in review by agency
 - Assessment and Planning for a Resilient Palmetto Bay (comprehensive vulnerability assessment) – pending request for reimbursement
 - Safe Street 4 All (SS4A) – VOPB Street Safety Action Plan Development – village received reimbursement 2 on May 6
 - Transportation Planning Organization – Multimodal Transportation Master Plan – reimbursement pending
 - Justice Assistance Grant – Stop the Bleed training supplies – all items received, closeout anticipated next month
 - Senior Assistance for Veterinary Emergencies (SAVE) Council Program – collaborating with Communications and Finance in preparation for launch and resident participation
 - Pre-Award Process – Veterans Park Phase 1 Appropriation – pre-award application submitted
 - Pre-Award Process – Sub-basin 12 Stormwater Quality Improvement - pre-award application submitted

PARKS & RECREATION

May

Palmetto Bay Park

- Ballet At the Park: Mondays - Thursday 4pm - 8pm
- Ballet At the Park: Friday Adult and Private Lessons 12pm – 6pm
- 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. Saturdays 2pm - 6pm
- Bay Lions Soccer Club: Tuesday & Thursdays 4pm-6pm
- Travel Softball: Stingrays. Rock Gold, Contenders, Lady Canes: Monday/Friday 4pm, 6pm & 8pm
- Baptist Health Senior Stretch Exercise Class: Mondays 10:30am & 11:30am
- Howard-Palmetto Baseball Softball Association Rec Ball - Monday through Sunday
- Pickleball Reservations: 4
- Total Softball Games: 24
- Total Softball Practices: 93
- Total Pavilion/Rec Room Rentals: 8

Coral Reef Park

- Palmetto Bay Soccer games on Fridays and Saturdays: 126
- Bay Lions Soccer Club games on Saturdays and Sundays: 86
- Junior Team Tennis- Saturdays 8am-2pm
- Howard Palmetto Baseball (T-Ball) - Saturdays 8:30am to 10am: 156
- Miami Palmetto Baseball – 56
- Orange Ball and Green Ball Tennis, Tuesdays and Thursday 4pm–6:30p: 56
- Pickleball Reservations – 0
- Tennis Court Rentals: 583
- Picnic Areas/Pavilion/Gazebo Rentals: 11
- Baurball Soccer Training, Weekdays 4 - 6pm
- Beast Volleyball Monday, Wednesday and Friday 5 - 6pm: 18
- 5th Annual Dig Like Kim Volleyball Tournament, May 4th 8am-5pm

Perrine Community

- 3 Programs
- 2 Waiver

Ludovici Park

- 6 Programs
- 3 Rentals
- 19 Waiver

Thalatta Estate

- 2 Programs
- 5 Rentals
- 5 Photoshoot
- 1 Event

Fee Waivers- Requested and Granted in May 2025

Group Name	Date	Time	Location	Type of Event	Total Value Granted	Date of Request
Girl Scouts Troop 2411	Saturday, 5-31-25	10am-2pm	Coral Reef Park	Bridging Ceremony	\$ 185.00	4/2/2025
Perrine Seventh-Day Adventist Church	Sunday, 05-18-25	6:30-10pm	Perrine Community House	Dinner	\$ 443.50	4/4/2025
Be Strong International	Friday, 07-18-25	9am-3pm	Perrine Community House	Company Summer Retreat	\$ 736.00	4/21/2025
Palmetto Bay Branch Library	Tuesdays, 6/10, 7/28, 8/12, 9/9 2025	6pm-7pm	Ludovici Park- Amphitheater	Tai Chi Classes	\$ 536.00	4/23/2025

2025 Upcoming Events/Programs/Projects

Palmetto Bay Park

- Ballet At the Park: Summer Camp July 21-15, 2025
- I9 Sports: Saturdays 8am-2pm
- MJ Hoops: Tuesdays, Wednesdays, Thursdays 5:45pm-8:30pm
- Juventus Soccer Club: Mondays & Wednesdays 4pm-6pm; Sundays 10am-5pm
- Bay Lions Soccer Club: Mondays & Wednesdays 4pm-6pm
- Howard Palmetto Baseball Softball Association taking registrations for Fall League
- Travel Softball: Stingrays, Rock Gold, Lady Canes, SF Contenders: Monday-Friday 6pm & 8pm
- Senior Trip & Tour to Movie Theater (meet up at PBP), Thursday, July 17, 2025

Coral Reef Park

- Baurball Soccer Camp, July 14 – 17; 9am-1pm
- Beast Volleyball –Tuesday, Thursday and Friday; 5-6:30pm
- TTT Fitness, Monday - Thursday, Saturday 9am-10am and 5pm-6pm: 8

- Summer and Tennis Summer Camps – June 9th – August 9th

Perrine Community House

- Waiver – Be Strong International – Friday, July 18 at 9am
- Core and Stretch Class – every Wednesday at 10:30am
- Stretch and relax – every Monday at 10:30am & 11:30am

Thalatta Estate

- 0 Rental
- 0 Rehearsal
- 5 Photoshoot
- Yoga by the Bay – Sundays, 9:30-10:30am
- Cutler Bay Community Theater – Mondays, 6/9 at 7pm
- Garden Club – every fourth Tuesday at 6pm

Ludovici Park

- VPB Library Teen Advisory – every Wednesday at 4pm
- VPB Library Yoga – Saturday, July 16 at 11am
- Discovery Lab Summer Camp – Monday to Friday at 8am
- 1 Rental

Park Projects

- **Palmetto Bay Park Irrigation Redesign** – Calvin Giordano
 - 12/13/2024 submittal package for Building Department review
 - 4/25 Release Invitation to Bid
 - 6/9 Bid(s) Received
 - 6/25 Bid evaluation and recommendation
 - 7/25 Village Council for approval
 - 9/25 Installation
- **Coral Reef Park – Design-Build Recreation Center**
 - Execution of design-Build Contract with Waypoint Construction January 2024
 - Currently under construction
 - Expected Date of Completion - December 2025
- **Coral Reef Park Pineland and The Woods**
 - Task 4-continue management of rock pineland.
 - Prescribed burn: In consultation with Miami Dade’s Division of Natural Areas Management regarding readiness and timeline for prescribed burn
- **The Woods**
 - Working on possible grant opportunity
 - Currently developing RFP

Veteran's Park

- 100% Plans Received December 2024
- Kimley Horn Currently working on permits
- RFP for construction of Phase 1 to be Released 2025
- Woody Williams Foundation for the Gold Star families Memorial Monument – Under Contract and ordered

Palmetto Bay Park Scoreboards

- Approval by Village Council – i2 Visual, Inc
- Execute Contract 2/27/2025
- Scoreboards installed 6/2 thru 6/11/2025 – pending inspections and sod replacement
- Posts on Fields 1-5 to be repainted

Palmetto Bay Park – New Mower

- Recently confirmed delivery November 2025

Pickleball Center

- Currently evaluation for possible indoor facility
- April 7, 2025, Council consideration of unsolicited proposal
- Approved to follow the State Statue 255.065 for the UP process
- Pending Village Council action

Parks Tractor

- Village Council approved February 3, 2025
- Purchase Order issued; New tractor Delivered to Coral reef Park

Coral Reef Park Playground Improvements

- 12/9/24 approved by Village Council
- 1/25 processing contract and purchase order
- Awaiting manufacturing/delivery/installation dates

Skate Park – Palmetto Bay Park

- Release RFP February 2025
- Pre-submission Meeting 2/18/2025
- Received 2 Proposals on 3/7/2025
- Proposal approved by Village Council 6/2/2025

Thalatta Enclosed Pavilion Design

- 2/25 Procure a professional consultant for design of enclosed pavilion
- 3/4/2025 On-site meeting with Chisholm Architects
- 3/12/2025 Received Proposal from Chisholm Architects
- Purchase Order and NTP pending with Chisholm Architects

Coral Reef and Palmetto Bay Parks Asphalt Trail Rehab

- Invitation to bid issued and five (5) bids received
- Recommended vendor approved by Village Council 6/2/2025
- Purchase Order of Contract in Progress

PUBLIC SERVICES

May

- **Freebee Ridership:**

1531 Completed Rides (C.R.)

1732 Total Passengers

Ridership has decreased by -805 C.R. since March and decreased by -14 C.R. since April

- **IBus Ridership:**

816 A.M. Route

717 P.M. Route

Total: 1,533 Riders

Ridership has increased by 147 since March and increased by 100 since April

- **Facilities Maintenance Division**

163 Open Work Orders – 39 More than March

71 More than April

123 Closed Work Orders – -6 Less than March

52 More than April

- **Public Works**

5 - Signs Repaired/Installed	-3 less than March	-1 less than April
2 - Graffiti Removal	0 same as March	-2 less than April
4 - Pothole/Shoulder Repairs	1 more than March	-1 less than April
13.91 - Tons of Debris/Trash Removal	1.62 more than March	0.4 more than April
256 - Drain Cleaning/Repairs (inlet tops)	168 more than March	155 more than April
0 - Linear feet of sidewalks installed	-267 less than March	0 same as April
0.00 - Paving Linear ft	0.00 same as March	0.00 same than April
0 - Sidewalks inspected	-9 less than March	0 same as April
22 - Drainage Inspection	2 more than March	22 more than April
51 - Catch Basin	-23 less than March	0 same as April
5 - Outfalls	4 more than March	5 more than April
1229 - Linear Feet Pipe	-2826 less than March	-5096 less than April
2 - Canal Cleaning/ Clearing	2 more than March	2 more than April
13 - Flooding Investigations & Resolutions	13 more than March	13 more than April
10 - Complaints Reported to MDC	5 more than March	5 more than April
149 - Trees/Shrub Trimming/Removal	-155 less than March	-3 less than April
250 - Tree & Landscaping Inspections	-215 less than March	-87 less than April

Capital Projects

- Advertised ITB for Drainage Sub Basin 12. Bids are due on Monday June 16th, 2025.
- Need to complete Lighting Upgrades at Thalatta for 40-year inspection recertification. Working with suppliers to purchase Lights and then hire a contractor just for installation.
- Coordinate/Prepare ITB for Public Services Parking Lot Improvements. Permit with Miami Dade has been paid, working with the consultant to prepare ITB Documents. I would like to advertise in July.
- Sent HR Draft Storm Water Engineer Position job description for their review and consideration.

- Coral Reef Park Boat Ramp Improvements Survey modifications accepted via email. Waiting on SFMWD for Permit Approval. Plan to advertise ITB in July and will coordinate, with Parks & Procurement.
- Completed Sidewalk Grinding with Florida Sidewalk Solutions.
- Completed Additional MH Installation, Swale Grading and Sodding along Sub Basin 57/96. Roadway Paving scheduled for Mid-June.
- Working on 40-yr recertifications for PS Office and Palmetto Bay Park.
- Continue working on SS4A and Multi-Modal Transportation Master Plan Update.
- FY24-25 Traffic Calming data collection complete. Should have Draft results/report this month.

Upcoming Projects - July

- Continue working with grant agencies to secure construction funding for Sub Basin 's 43, 41, & 11.
- Continue FY24-25 Sidewalk Replacements.
- We have requested a price proposal from our Sidewalk Contractor for SW 184TH Street Sidewalk Gaps Completion. If approved, start the construction permitting process with Miami Dade County.
- Continue to work with FPL on securing & installing lights near the Intersection of Traffic Circle of SW 168TH Street and SW 82ND Avenue.
- Continue working on construction of Drainage Sub Basin 44.
- Continue working on SW 174TH Street complete Streets project. Concrete work almost complete. We can complete Milling & Resurfacing, but light poles will not be delivered until August.
- Expect to have confirmation of SW 92ND Avenue Complete Streets funding from the State. If so, start the permitting process, shop drawings review, and then issue NTP for construction.
- Coordinate/Prepare ITB for Painting of Village Hall.
- Landscape Project for installation in SW 174TH Street planters.
- Revisit Transit, FDOT grant to cover additional Freebee Vehicles commences.

POLICE

May

- Citizen's Crime Watch of Miami-Dade County Meeting
- Southeast Florida Crime Prevention Association Meeting
- Resident Crime Watch Meeting
- DARE class at Christ Fellowship
- Officer Friendly classes at Howard Drive, Coral Reef and Perrine Elementary Schools
- Youth Crime Watch at Howard Drive and Coral Reef Elementary Schools
- Cub Scout Show and Tell at the Policing Unit
- Howard drive 5th grade field trip
- Crimes/Calls for Service:

- 3 Auto Thefts
- 1 Commercial Burglaries
- 1 Residential Burglaries
- 10 Vehicle Burglaries
- 1 Robbery
- 17 Domestic Dispute/Disturbance
- 7 Baker Acts
- 70 Crashes

July Upcoming Events

- Citizen's Crime Watch Meeting
- Palmetto Bay Summer Camp field trips
- Hot Dog Day at the Summer Camp
- Radkids at Summer Camp
- Rad Women Class
- First Aid Training Classes
- Summer camp Officer Friendly class

PLANNING & ZONING

May

FY2024 – 2025 Budgeted Projects

- Building Division Software
 - Building Permit and Inspection software building is underway. Expected to launch 2025.

Reviews, Applications, and Public Meetings

- Comprehensive Plan Update
 - Comprehensive Plan update approved by Mayor and Council on May 19. Transmitted to the state and other reviewing agencies on June 2, 2025 (under review).
- Administrative Variance Applications received:
 - None
- Administrative Site Plan Review Applications Received:
 - SP-25-002 Vistas (12-unit addition)
- Zoning Verification Letter
 - 3 Completed

- Zoning Hearing Applications Received:
 - None
 - Zoning Inspections and Reviews
 - Planning and zoning permits reviewed: 45
 - Planning and Zoning Inspections: 82
 - GOGov Permits:
 - Garage Sale: 19
 - Real Estate Banner: 1
 - Solicitation: 3
 - Special Event Banner: 2
 - Business Improvements Grants: 0
 - Business Tax:
 - Renewals: 15
 - New: 3
 - Code Compliance Division
 - Common violations: property maintenance, residential and commercial
 - New cases: 45
 - Close Cases: 65
 - Citations Issued: 18
 - Special Master cases: 0
 - Building Division
 - Received 294 permits applications.
 - 254 residents and contractors visited the Division.
 - Inspections completed:
 - Building: 950
 - Mechanical: 35
 - Electrical: 122
 - Plumbing: 81
 - Zoning: 82
- Total: 1270**

Upcoming Events

- June 16, 2025, Zoning Hearing
- June 17, 2025, Special Master Hearing

Sustainability and Resiliency

May

- CRS
 - Progress Report meeting held on June 10, 2025
 - Working with WSP on reducing rank from #5 -> #4
- Resilience Action Plan
 - Final Vulnerability Assessment to be completed and presented to Council for approval in July 2025, Regular Council Meeting
 - Pending Council presentation and approval
- AIPP
 - Drafting Call to Artist #2 for SW 152 Street & Old Cutler Road Traffic Circle
 - The call will include feedback from Village Council from May 2025 COW and June 2nd Regular Council Meeting in addition to AIPP suggestions
 - SW 152 Street & Old Cutler Road Call to Artist COW Agenda May 13th, 2025
- Village Hall Solar Panels
 - Working with IT to create a public viewing portal at the front desk area
- Resiliency Committee
 - Next meeting: Thursday, June 26, 2025
 - Working with Committee to create educational videos on social media with help from Communications
- Recycling Drive
 - Fall recycling drive-Thru date scheduled: Saturday, November 8, 2025, at 10am-1pm.
- Plastics Challenge
 - Current count: 55lbs.
 - Lbs. Needed to Go to Reach Goal of Park Bench: 944
- Village Hall Butterfly Garden
 - Phase #1 nearly complete
 - Pump station at VH 100% up & running
 - Phase #2 (entire Village Hall irrigation system repair and replacement) takes place FY25