

# Manager's Report

## FINANCE

### October

- The expenditures in October 2025 were \$ 549,504, 2.1% of the total budget, compared to budgeted expenditures of \$2,190,168, a surplus of 6.23% for the month. Please note that this analysis is based on a straight-line allocation of the budget for the year, which is \$ 2,190,168 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.
- YTD the Village has spent \$ 549,504 or 2.1 % compared to budgeted expenditures of \$ 2,190,168 or 8.33%. If the Police invoice for October in the amount of \$883,541 was included that would add 3.3% to the monthly expenditure.

Manager's Reportable Checks:

Check Transfer Date	Check Transfer #	Vendor Name	Description	Total Amount
10/08/2025	298	WAYPOINT CONTRACTING, INC.	DESIGN-BUILD - CRP REC ROOM AND INDOOR PB CENTER	\$374,908.93
10/15/2025	280	DEPARTMENT OF TREASURY	WITHHOLDING PAYMENT	\$47,141.76
10/15/2025	597	KELLY TRACTOR CO	FELLING 14FT TRAILER PS	\$14,402.00
10/15/2025	273	CORELAND CONSTRUCTION CORP.	SW 174TH STREET ROADWAY IMPROVEMENTS	\$51,750.87
10/20/2025	631	Tyler Technologies	TYLER SOFTWARE FROM 11/1/25-10/3126	\$90,327.30
10/23/2025	537	CALVIN GIORDANO & ASSOCIATES	Building & Roofing Inspections	\$12,925.00

# IT DEPARTMENT

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## October

1. Help Desk statistics:
  - a. 550 work orders created
    - i. 225 (50%) submitted by cybersecurity systems, servers, and network alerts.
    - ii. 225 (50%) submitted by staff, charter officer, and elected officials.
  - b. 534 work orders completed. (98% close-out rate)
2. Hosted the Miami-Dade Cyber Games event in honor of Cybersecurity Awareness Month.
3. Implemented new WiFi security strategy at all sites using WPA3 encryption technology which is more resilient to breach attempts.

## Upcoming Goals

1. Negotiating internet services for new Coral Reef Park facility go-live.
2. Completing network design for new Coral Reef Park facility including public WiFi services.

# HUMAN RESOURCES

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## October

- 2 Recruitment Ad
  - Maintenance Worker I – Grounds (Public Services)
  - Recreation Attendant (Parks & Recreation)
- 55 Applications Reviewed
- 0 Interviews scheduled
- 1 Pre-Employment Meetings
- 1 New Hire
  - Recreation Attendant (Parks & Recreation)
- 0 Training Sessions
- 2 Separations of Employment
  - Maintenance Worker I – Grounds
  - Village Attorney
- 23 Transfers/Updates/Evaluations
- Staffing Update as of 11/12/2025 (15 Vacancies)

<b>Active Recruitments</b>		
<b>2 Full-time positions and 5 Part-time positions</b>		
Public Services	Maintenance Worker I – Grounds (2)	Advertised 10/1 - 15/2025 Recommendations submitted by Dept. Director to HR on 11/7/2025
Parks & Recreation	Recreation Attendant (1)	Job advertisement closed on 11/5/2025. Applications under review with HR.
	Park Service Aide (4)	Advertised 11/12-26/2025
<b>Vacant Positions</b>		
<b>8 Full-time positions</b>		
<b>Department</b>	<b>Position</b>	<b>Status</b>
Village Clerk	Administrative Assistant (1)	On hold per Village Clerk
Planning & Zoning	Zoning Administrator (1)	On hold per Village Manager. Incumbent serving as Principal Planner (TSOR – Temporary Service Out of Rank).
Public Services	Tree Trimmer (1)	On hold per Director
	Maintenance Worker I – Facilities (2)	On hold per Village Manager
Parks & Recreation	Maintenance Worker I – Parks (1)	On hold per Village Manager
	Parks & Recreation Supervisor (2)	On hold per Director

## COMMUNICATIONS

### October

- 99 FB/Twitter Postings (including event and meeting postings)
- 11,067 FB Followers
  - 216 New FB followers
- 9,283 Instagram Followers
  - 294 New IG Followers
- 8,867 Email Subscribers
- 13 Videos Produced:
  - Adopt a Pet
  - Photography Contest Promo
  - Halloween Event Video Prom
  - CRS Savings Video
  - Sensory Garden Video
  - CRP Rec Mayor Video
  - Farmers Market Reel
  - Deering Point Cleaning Promo Reel
  - Fall Recycling Reel

- Halloween Event Reel
- Halloween Event Recap Reel
- Harvest Fest Promo Reel
- FL City Week Reel
- 2 Village Vibes Bi-Weekly E-Newsletters
  - 10/11 Village Vibes
  - 10/25 Village Vibes
- 21 Promotional/Informational Campaigns – **49 Posts**
  - Rosemary Fuller – 4
  - Monthly Awareness – 3
  - Sunset Eats Closure Promo – 4
  - Hiring – 2
  - Farmers Market – 2
  - Deering Point Cleaning – 3
  - Adopt a Pet – 1
  - Photography Contest – 3
  - Fall Recycling - 4
  - First Responders – 1
  - Halloween Event – 5
  - Art Exhibit - 1
  - Senior Arts and Craft - 2
  - Safe Streets – 4
  - Harvest Fest – 3
  - Veterans Day Event – 2
  - Senior Dance – 1
  - Skate Park – 2
  - Mammogram Event – 1
  - Sofia 5k – 1
  - Senior Arts and Craft - 2
- Meetings Broadcast: **3**
  - 10/7 Barnes & Noble's Opening
  - 10/14 Hybrid Public Workshop
  - 10/20 Hybrid Zoning
- Events Attended/Promoted: **8**
  - 10/15 Principal of the Year
  - 10/16 US Navy Birthday Event
  - 10/17 Safe Streets
  - 10/20 Deering Point Clean Up
  - 10/21 Deering Estate Foundation
  - 10/22 BRT Ribbon Cutting
  - 10/24 Real Estate Podcast
- Baybot User Interactions: **190**

## GRANTS

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### October

- New Grant Applications (0)
- Closed Grants (1)
  - FDLE Justice Assistance Grant – Stop the Bleed training supplies.
- Grants Approved (0)
- Active Grants (14)
  - FDEM Florida Recovery Obligation Calculation (F-ROC) – *2025 disaster season documents completed, closeout anticipated 12/31/2025*
  - FDEM Florida Recovery Obligation Calculation (F-ROC) – *2026 abatement activities due March 2026*
  - FDEP Resilient Florida – Assessment and Planning for a Resilient Palmetto Bay (comprehensive vulnerability assessment) – *pending request for reimbursement*
  - FRDAP Coral Reef Park Trail Renovations-Recreational Trails Program (RTP) – *closeout package in review by agency*
  - Safe Street 4 All (SS4A) – VOPB Street Safety Action Plan Development – *demonstration in planning phase*
  - Sub-Basin 43 (Hazard Mitigation Grant Program) – *reimbursement 2 in review by agency*
  - Sub-Basin 43 (State Appropriation)
  - Sub-Basin 44 (State Appropriation) – *reimbursement 1 received*
  - Sub-Basin 57/96 (State Appropriation) – *reimbursement request in progress*
  - Transportation Planning Organization – Multimodal Transportation Master Plan – *reimbursement request 3 approved*
  - Village Council’s Palmetto Bay “Adopt-A-Pet” Council Program – *program and resident participation in progress*
  - Village Council’s Senior Assistance for Veterinary Emergencies (SAVE) Council Program – *program launched*
  - *Pre-Award Process* – Veterans Park Phase 1 Appropriation – *pending grant application*
  - *Pre-Award Process* – Sub-basin 12 Stormwater Quality Improvement – *project area expanded to include sub-basin 42*

## PARKS & RECREATION

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### October

#### Palmetto

- 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
- Bay Lions Soccer Club: Tuesday, Thursdays & Friday 4pm-6pm
- Juventus Soccer Club: Mondays, Wednesday, Saturdays, Sundays
- Travel Softball: Stingrays: Monday/Friday 4pm, 6pm & 8pm
- Howard Palmetto Baseball/Softball Association- Youth Softball Leagues 8U, 10U 12U- practices Tuesdays, Wednesdays, Thursday 6-9:30p; Games Fridays 7pm and Saturdays 9am and 10:30am
- Baptist Health Senior Stretch Exercise Class: Mondays 10:30am & 11:30am
- Pickleball Reservations: 2
- Total Softball Games: 24
- Total Softball Practices: 184
- Total Pavilion/Rec Room Rentals: 8

#### Coral Reef Park

- Pickleball Reservations – (Courts under construction)
- Tennis Court Rentals: 648
- Picnic Areas/Pavilion/Gazebo Rentals: 14
- Baurball Soccer training, Weekdays 4pm-6pm
- Beast Volleyball Monday, Wednesday and Friday 5 – 6:30pm
- Orange Ball and Green Ball Tennis, Tuesday and Thursdays 4pm-6:30pm Total participants: 37
- Palmetto Bay Soccer participants: 132
- Bay Lions FC Soccer participants: 86
- Howard Palmetto Baseball (T-Ball) participants: 88

#### Perrine Community

- 1 Rental
- 1 Program

#### Ludovici Park

- 7 Programs
- 1 Rentals
- 1 Event
- 18 Waiver

#### Thalatta Estate

- 4 Programs
- 2 Rental
- 8 Photoshoot
- 1 Event

**Fee Waivers- Requested and Granted in October 2025**

Group Name	Date	Time	Location	Type of Event	Total Value Granted	Date of Request
Palmetto Branch Library	Wednesday, 10-11-25 & 12-6-25	10:30am – 12:30pm	Ludovici Park- Amphitheater	Yoga Classes	\$ 268.00	10/6/2025
Cantamar Homeowners Association	Thursday, 11-11-25	5pm-7pm	EAF COMMUNITY ROOM	Annual Budget Meeting	\$385.00	10/30/2025

**2025 Upcoming Events/Programs/Projects**

**Palmetto Bay Park**

- Ballet at the Park: Monday – Thursday 4-8p; Adult class/lessons: Fridays 12-6p
- I9 Sports: Saturdays 8am-2pm
- MJ Hoops: Tuesdays, Wednesdays, Thursdays 5:45pm-8:30pm
- Juventus Soccer Club: Mondays, Wednesdays, Saturday, Sundays
- Bay Lions Soccer Club: Tuesdays, Thursdays and Fridays
- Howard Palmetto Baseball Softball Association Fall League practices Tuesdays, Wednesdays, Thursdays/ Games Fridays and Saturdays
- Travel Softball: Stingrays, Rock Gold, Lady Canes, SF Contenders: Mon-Friday 6pm & 8pm
- Baptist Health Senior Stretch Exercise Class: 10:30am & 11:30am
- Village of Palmetto Bay State of the Village Address December 11, 2025; 6-8pm; Field #1
- First Responder’s Appreciation Day: December 2, 12-2pm

**Coral Reef Park**

- Palmetto Bay Soccer season starts: December 1<sup>st</sup> through December 19<sup>th</sup>, 4pm-5:30pm (Games Fridays and Saturdays)
- Bay Lions Soccer Club: 430p – 7pm (Games are Sundays)
- Orange Ball and Green Ball Tennis, Tuesdays and Thursdays, (4pm – 630pm) December 2<sup>nd</sup>
- Baurball Soccer Training, Weekdays 4pm - 6pm
- Beast Volleyball Tuesday, Thursday and Friday, 5-630pm
- TTT Fitness, Monday - Thursday, Saturday 9am-10am and 5pm-6pm:

**Perrine Community House**

- 1 Rental
- 1 Waiver
- Program: Ballet – December 8-11
- Event: 12/6 Woods Workshop

## Thalatta Estate

- 6 Rental
- 1 Rehearsal
- 10 Photoshoot
- Yoga by the Bay – Sundays, 9:30-10:30am
- Waiver – Chabad Women Education – Every Tuesday at 10am

## Ludovici Park

- Core and Stretch Class – every Wednesday at 10:30am
- Waiver - VPB Library Teen Advisory – every Wednesday at 4pm
- Waiver - Italian Classes for Kids – every Saturday at 9am
- Dance Workshop – every second and fourth Monday of the month at 10:30am
- Waiver - VPB Library Adult Book Club - Third Thursday of the month at 3pm
- Cutler Bay Community Theater – Mondays, 6/9- at 7pm
- WAIVER - Musicore – first and third Tuesdays of the month and second and fourth Thursdays of the month at 3:30-5:30pm
- Garden Club – every fourth Tuesday at 6pm
- WAIVER – VPB Library Yoga Class EAFCR at 11:30am
- PROGRAM – Yoga by the Bay EAFCR at 9:30am
- Program: N/A
- Rental: 12/28/25 at 12pm

## 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 one (1) Bid Received
- Evaluation of Project based on budget

### **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 following amendment to Coral Reef Park Pineland Management Agreement

### **The Woods**

- Currently Working on phase 1 Required Components
- Phase I FY 25-26 budget \$250,000
- Phase I Approved on 11-2-25 IRC to proceed at a cost of \$194,500, execution of contract in process.

- Purchase Order approved for purchasing of benches, trash receptacles, signs, and pet waste stations
- Community Workshop scheduled for December 6, 2025, 1:00pm at the Perrine Community House.

### **Veteran's Park**

- 100% Plans Received December 2024
- Kimley Horn Currently working on permits
- Plans submitted to DERM 9/4/2025 with the updated design. It takes about 30 days for them to review it.
- Miami-Dade Eater and Sewer plans – 9/2025 approved
- RFP for construction of Phase 1 to be Released 2025
- Woody Williams Foundation for the Gold Star families Memorial Monument – Under Contract
- Designed Approved via Resolution No.2025-66.

### **Palmetto Bay Park – New Mower**

- Delivered November 12, 2025.

### **Pickleball Center**

- Council approved Construction of Design Build Indoor Pickleball Center-
- Contract for Build-Out (Waypoint) executed 9-2025; site work began 10/2025
- Management/Operations (Diadem) approved by Council 9-17-25

### **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 Contract executed
- Installation scheduled to begin October 27, 2025, with completion date of December 19, 2025
- Confirmed equipment delivery and start date of October 29, 2025, project underway.

### **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
- Design 9/12/2025
- Community Meeting scheduled for November 6, 2025, 6pm at Palmetto Bay Park
- Input to be evaluated and revised design in process-to be shared at second public meeting- Date TBD
- Staging and mobilization February 2026 and estimated completion July 2026



0 - Canal Cleaning/ Clearing	<i>0 same as August</i>	<i>0 same as September</i>
3 - Flooding Investigations & Resolutions	<i>3 more than August</i>	<i>3 more than September</i>
1 - Complaints Reported to MDC	<i>1 more than August</i>	<i>1 more than September</i>
63 - Trees/Shrub Trimming/Removal	<i>63 more than August</i>	<i>63 more than September</i>
221 - Tree & Landscaping Inspections	<i>221 more than August</i>	<i>221 more than September</i>

## Capital Projects

- Received confirmation notification from Grant Agency that Sub Basin 43 is eligible for Phase II (Construction funding) and working with publishing notice requirements they are requesting to continue approval process.
- Confirmed with Grant agency that surplus Sub Basin 12 awarded funding can be used on adjacent Sub Basin 42. Taking items to Council for acceptance of grant and then will also submit Recommendation of Award to contractor for December Regular Council Meeting.
- Review & Implementation of FY24-25 Village wide Traffic Calming Improvements. Recommendation of acceptance of findings being presented by Marlin Engineering to Council for November meeting.
- Continue to work with FPL on securing & installing lights near the Intersection of Traffic Circle of SW 168<sup>TH</sup> Street and SW 82<sup>ND</sup> Avenue.
- Continue working on construction of Drainage Sub Basin 44. Drainage Installation, Swale Grading, and Trench Restoration are nearly complete on East Side (near Deering Estate).
- Continue working on SW 174<sup>TH</sup> Street complete Streets project installation of light poles and Punchlist/Final Inspection and Acceptance. Light poles delivered week of October 31<sup>st</sup>, and installation is nearing completion.
- SW 92<sup>ND</sup> Avenue Complete Streets Construction (on-going), medians are being constructed from North to South.
- Coordinate/Prepare ITB for Painting of Village Hall. Plan to start in 2026, after festivities have concluded at Village Hall this year.
- Revisit Transit, FDOT grant to cover additional Freebee Vehicles, was accepted by Council. IBUS pick up/drop off location at Dadeland Station has been revised since commencement of BRT by Miami Dade County on October 27th.
- SS4A Demonstration project installed at Coral Reef Elementary. Have received resident input and have been implementing modifications.
- Village wide Multi-Modal Transportation Master Plan (on-going). Consultant working on presentation to BPAC and Freight. Working on proposed project and cost estimates.
- Continue to coordinate with RER/DERM and consultants to obtain PS Parking Lot Improvement Project Approval.
- Continue working with SFMWD and consultant for CRP Boat Ramp Permit. Have item at the Council meeting for Resolution regarding maintenance of the R/W by the Village, to secure permit approval.

## Upcoming Projects

- Plan to advertise ITB for SW 82<sup>ND</sup> Avenue Bike Lanes Project.
- Plan to issue NTP for construction of Sidewalk Gaps along SW 184<sup>TH</sup> Street upon contractor obtaining MDTPW Permit.

- As part of FY25-26 Sidewalk Replacement contracts, we Plan to distribute door hangars to coordinate completion of sidewalk gaps along West Side of SW 87<sup>TH</sup> Avenue, between SW 144<sup>TH</sup> Street and SW 141<sup>ST</sup> Street. In addition, we will also distribute door hangars for proposed improvement at SW 160<sup>TH</sup> Street and SW 79<sup>TH</sup> Avenue (sidewalk connection, pavement markings for pedestrian crossing, etc.).
- We hope to complete hire process for ground maintenance opening.
- Working on requesting bids/pricing for Localized Drainage Projects for FY25-26.
- Working on Roadway improvements for SW 83<sup>RD</sup> Avenue & 170<sup>th</sup> Street and SB Lane along SW 83<sup>RD</sup> Avenue between SW 171<sup>st</sup> and SW 170<sup>TH</sup> Street.

## POLICE

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### October

- Southeast Florida Crime Prevention Association Meeting
- Citizen Crime Watch Meeting
- DARE classes at Howard Drive, Coral Reef, and Dr. Henry E. Perrine Elementary schools
- Youth Crime classes at Howard Drive, Coral Reef Elementary Schools
- Fall Festival at Coral Reef Elementary
- Trunk or Treat Perrine Elementary
- Officer Friendly classes at Howard Drive, Coral Reef and Dr. Henry E. Perrine Elementary schools
- Crimes/Calls for Service:
  - 3 Auto Thefts
  - 0 Commercial Burglaries
  - 1 Residential Burglaries
  - 6 Vehicle Burglaries
  - 0 Robbery
  - 16 Domestic Dispute/Disturbance
  - 7 Baker Acts
  - 23 Crashes

### December Upcoming Events

- DARE classes at Howard Drive, Coral Reef, and Dr. Henry E. Perrine Elementary Schools
- Youth Crime Watch classes at Howard Drive and Coral Reef Elementary Schools
- DARE graduation at Coral Reef Elementary School
- Officer Friendly class at Coral Reef Elementary School
- Citizens Crime Watch Meeting
- South Florida Crime Prevention Association Meeting
- Light Up Your Holidays Celebration & Tree Lighting at Village Hall

- Menorah Lighting Celebration at Village Hall
- State of the Village Address at Palmetto Bay Park

## PLANNING & ZONING

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### October

#### 2025 Budgeted Projects

- Building Division Software
  - Building Permit and Inspection software building is underway. Expected to launch 2026.
- Building Division
  - Received 255 permits applications.
  - 260 residents and contractors visited the Division.
  - Inspections completed:
    - Building: 500
    - Mechanical: 31
    - Electrical: 80
    - Plumbing: 67
    - Zoning: 85

**Total: 763**
- Administrative Variance Applications received:
  - AV-25-009 Judith Oriental-Pierre (16780 SW 83 Ct)
- Administrative Site Plan Review Applications Received:
  - SP-2025-005 Bravo Estates
- Zoning Verification Letter
  - ZVL-25-018 Publix
- Zoning Hearing Applications Received:
  - None
- Zoning Inspections and Reviews
  - Planning and zoning permits reviewed: 460
  - Planning and Zoning Inspections: 83
- Business Tax:
  - Renewals: 288
  - New Certificate of Use: 6
  - Business Tax: 11
- GOGov Permits:
  - Garage Sale: 17
  - Real Estate Banner: 0

- Solicitation: 0
- Special Event Banner: 0
- Business Improvements Grants: 0
  
- Code Compliance Division
  - Common violations: property maintenance, residential and commercial
  - New cases: 71
  - Close Cases: 72
  - Citations Issued: 17
  - Special Master cases: 16

## Upcoming Events

- December 8, 2025, Zoning Hearing
- December 18, 2025, Special Master Hearing

## Sustainability and Resiliency

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### October

- CRS
  - Working with WSP on reducing rank from #5 -> #4
  - Currently working on:
    - County LMS approval (November 3 Council Meeting)
    - Awaiting meeting with State officials on guidance for floodplain management ordinance changes based on recent State guidelines
    - Web access for residents to search up ECs
    - More web content
  
- Resilience Action Plan
  - Fully submitted all documentation to FLDEP for completion of grant
  - Applied for FLDEP Grant to apply for stormwater pocket parks acquisition on 8/29/2025
  - Objective from Resilience Action Plan was to acquire land for stormwater pocket parks for green and blue infrastructure including rain gardens or “swales,” trees, and permeable materials like gravel and shells.
  
- VPB Gold Star Family Memorial Monument Committee
  - Final design up for Council approval on November 3 Council meeting



○

- AIPP

- Last AIPP Meeting was held on October 8<sup>th</sup>, 2025; AIPP Board is actively reviewing the draft Call to Artist #2 for SW 152 Street & Old Cutler Road Traffic Circle
- Miami-Dade County AIPP Program Department of Cultural Affairs officially decommissioned CRP art piece “Family Games” as of September 2025.
- Next AIPP Board meeting will be held in November 2025.

- Village of Palmetto Bay Cleanup Day

- Cleanup was a success!
- Over 50 volunteers and 115lbs. of trash collected

- Resiliency Committee

- Next meeting: January 2026
- 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<sup>th</sup>, 2025, 10am-1pm
- New service added: Medical Waste



- Plastics Challenge

- Current count: 356 lbs.

- Lbs. Needed to Go to Reach Goal of Park Bench: 643