



**VILLAGE OF BISCAYNE PARK**  
**Village Commission Agenda Report**

**#Item 15.a.7**

**REGULAR MEETING**

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**TO:** Honorable Mayor & Members of the  
Biscayne Park Village Commission

**FROM:** Sharon P. Ragoonan, Village Manager

**DATE:** February 8, 2017

**TITLE:** Village Manager's Report: Parks and Recreation Monthly Report

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**Recommendation**

The purpose of the memorandum is to provide the Mayor and Village Commission with a progress report of the accomplishments, activities and special programs occurring at the Recreation Center.

**Background**

Movie night was held on January 9<sup>th</sup>, 2017, and due to inclement weather, the team devised a contingency plan and hosted the activity inside the recreation center along with offering complementary popcorn to attendees.



The Park and Recreation Manager effectively resigned from her position on January 20<sup>th</sup>, 2017. As a result, the Village Manager met the employees to coordinate coverage for the modified business hours during the week - weekend hours remained the

unchanged, receive input with respect to operations, and establish standards for programming at the recreation center. The job announcement was posted on January 27, 2017.

### **Resource Impact**

Parks/Recreation Personnel, who are part-time employees named Rafael Gutierrez and Natacha Sagesse, are recognized for maintaining a positive attitude during the transition as the changes affected their normal work schedules and daily routines at the recreation center. Our Public Works employees also play an integral role in providing additional support to the recreation center staff when necessary – thanks to John Jenkins and Derrick Murray.

During the period, the resources that were used are budgeted line items and no over-expenditures were encountered.

The organization and planning for the upcoming events are either in-progress or will commence soon:

- Arts & Artisan Showcase – February 4<sup>th</sup>, 2017
- Safer Communities Gun Buy Back – February 18<sup>th</sup>, 2017
- Food and Tunes – March 4<sup>th</sup>, 2017
- Miami Shores Chamber Mixer – March 28<sup>th</sup>, 2017
- Spring Fest – April 8<sup>th</sup>, 2017
- Earth Day – April 22<sup>nd</sup>, 2017
- Smartphone/Computer Lessons – TBD
- AARP Smart Driver Course - TBD

### **Attachment**

None.

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Prepared by: Sharon P. Ragoonan, Village Manager