



The Village of Biscayne Park

640 NE 114th St., Biscayne Park, FL 33161
Telephone: 305-899-8000 Facsimile: 305 891 7241

DATE: December 22, 2017
TO: Mayor and Commissioners
FROM: Krishan Manners, Village Manager
RE: Village Update

Mayor and Commissioners:

Happy Holidays! Please note that Village Hall will be closed on December 25, 2017 and January 1, 2018. In observance of the Christmas holiday, Waste Pro will **NOT** collect bulk trash on **Monday, December 25, 2017**. Collection of both bulk trash and garbage will follow on **Tuesday, December 26, 2017**. Please do not place your bulk yard trash or garbage containers at the curb before Christmas Day. If at all possible, please wait until Christmas evening so the Village is nice for all residents and visitors on the holiday. Please note that trash collection will take place as normal on New Year's Day, **January 1, 2018**.

- **Hurricane Irma Recovery:**
Repairs to the staging areas have begun with grading and additional soil. Sod is scheduled to arrive on January 3, 2018.
- **Comprehensive Annual Financial Report (CAFR):**
Received confirmation from the Joint Legislative Auditing Committee that the requested extension for the 2016 audit was granted. We now have until May 2018, but anticipate delivery earlier. GMS is working on the 2016 books to prepare them for audit.
- **FINANCE:**
Monthly financial reports are being created so that as soon as the books are up to date we can begin receiving regular reports. All invoices and payroll are up to date. GMS, Florida Community Bank and the Manager met this week to set a plan to move all of the bank accounts to FCB early next year.
- **CODE:**
In-office administrative items being handled by Code Officer Caserta include:
Making a lot of progress in our computer program which has been a big downfall for the department as data entries and maintaining documentation have been some of our biggest issues. We now have the ability to print out comprehensive reports, improved procedural routines are in place, currently we are restructuring our filing system to ensure we have all proper documentation available for our hearings (this includes old cases are in their proper places). We have created a follow-up routine to allow for daily inspection follow-up.



Out in the Field, items being addressed by Code Officer Pinero include:
Issuing courtesy notices and admin citations and meeting with residents on violations. Administratively, she reviewed files for questions and reviewed open violations to ascertain abatement.

- **POLICE:**

Police Department's Statistics for the Period

Total Cases: 27

Total Cases by Category

Alarms: 6

Assists to Police Agencies: 4

Sick/Injured Person: 5

Suspicious Person/Vehicle: 3

Information/Non-Criminal Investigation: 7

Hit and run: 1

DUI/Arrest: 1

Significant Activity: 0

There was no significant criminal activity reported during this timeframe.

- **PARKS & RECREATION:**

The Parks and Recreation Department would like to thank everyone for helping make this year's Winter Fest event a great success. The weather was amazing and the turnout for Santa even better. All of the vendors who participated were more than pleased, and the compliments surrounding the event continued throughout the week.

The Winter Fest was preceded by the Farm Share- Food Distribution on Friday sponsored by Senator Daphne Campbell's office. As with the Turkey give away numbers were high and tons of people left with food ranging from chicken to cheesecake. In addition, Monday we were gifted with a delayed delivery of 26 crates of corn, which were distributed through-out the day to residents and visitors.

In addition to our regular weekly building and ground maintenance, staff spent the majority of the week cleaning up from the previous week events and preparing for winter break. We also assisted Public Works in mulch and sod installation in the front area affected by Irma damage. Flood light around the building were inspected and replaced or adjusted where needed.



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- **PUBLIC WORKS:**

This week, Public Works staff removed black mulch from around Village Hall, replacing it with gold mulch. Repaired the timer at the racquet ball court so the exterior lights work again. Checked and replaced any other lights that were out at the Rec Center. Put down sod at the rec center to repair hurricane damage. Mowing, trimming and cleaning as usual, village-wide.

- **ADMINISTRATION:**

Administration continues to work with H2O Partners, our Disaster Recovery Consultant, to maximize reimbursements from FEMA.

Wishing you all the happiest of holidays!