



## *The Village of Biscayne Park*

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

**DATE:** February 23, 2018  
**TO:** Mayor and Commissioners  
**FROM:** Krishan Manners, Village Manager  
**RE:** Village Update

Mayor and Commissioners:

**Please make sure to join us on Saturday, March 3<sup>rd</sup> for the Biscayne Park Foundation's ST. PATRICK'S DAY CELEBRATION at 6:00PM at the Rec Center. There will be plenty of food, drink and music! Also, save the date: Saturday, March 31<sup>st</sup> from 10:00 AM – 2PM for the ANNUAL SPRING EGG HUNT!**

- **Hurricane Irma Recovery:**  
H2O has completed most of the questions and uploading files to the FEMA Portal. The Village has provided additional information requested this week. Next week, the FEMA Project Manager will review our submission and let us know if any additional information is required. We are putting together all of the DAC information up to this point and will include it as soon as we have it complete.
- **Comprehensive Annual Financial Report (CAFR):**  
GMS has completed the 2016 books and are reviewing late payables from Oct. and Nov. 2016 to include. GMS will send these to the Auditor to begin the audit next Tuesday. They are currently beginning on FY 2017 to prepare for that audit to begin as soon as 2016 is complete.
- **FINANCE:**  
In addition to the information above, all payroll and payables are current. GMS continues to assist with staff questions and providing information for H2O/FEMA.
- **CODE:**  
Code Officers have been entering new code cases, re-inspecting open cases for compliance, closing complied cases, filed and reviewed all open Administrative Citations, sent letters for unpaid citations. Reviewed old Board Cases to ascertain if fines have been paid. Provided Village Attorney with driveway ordinance info from various cities. Sent out Notices of Violation for cases not in compliance. Assisted Residents responding to notices they received. Performed lien searches, worked on minutes for last code board meeting. Worked on improving the data entries for BS&A to include quick entries and adding the code sections to the entries. We are diligently working on Admin Citations getting paid. Reviewed numerous "old cases" for compliance and filing the cases in the street files that have had rulings with fines



attached to them. Consulted with our Village Attorney re: the handling of old cases and the next action moving forward.

Also, we have been working together to get the department up to speed as this will be ongoing.

**Enforcements by Category for this week:**

Admin Citations Issued: 15  
New Violations Opened: 36  
Closed Cases: 13  
Total Cases: 36

- **POLICE:**

**Police Department's Statistics for the Period**

**Total Cases: 23**

Total Cases by Category

Alarms: 2

Assists to Police Agencies: 5

Sick/Injured Person: 1

Suspicious Person/Vehicle: 2

Information/Non-Criminal Investigation: 10

Dog Call (Loose/Barking/Lost/Found): 1

Aggravated Battery: 1 (Domestic Related)

Violation of Protection Order: 1 (Domestic Related)

**Significant Activity: 0**

No significant criminal activity reported during this time period.

- **PARKS & RECREATION:**

P&R Manager began the Spring cleaning process of all storage areas and equipment. Continued Spring Egg Hunt preparations and planning. Met with Loop Family Fit and Play to discuss new programming and a possible contract with the village to offer their services. Requested quotes for touch up paint and fixtures for both playgrounds. Began planning and details for the next steps of our first "Art Project in the Park" already underway. Weekly ground and building maintenance.



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- **PUBLIC WORKS:**

Public Works staff completed removing sod on 114<sup>th</sup> Street median to prepare for plantings. The sod removed was relocated to other areas of the Village. Changed two damaged sprinkler heads on zone 6 and one head on zone 8 (Rec. Center) field and mowed the ball field. Repaired a broken sprinkler head line, cracked pipe on water pump and primed the water pump at the Entrance sign at NE 113<sup>th</sup> Street and 6<sup>th</sup> Avenue. Installed two additional doggy litter cans, one on NE 8<sup>th</sup> Court at 115<sup>th</sup> Street and one at Griffing Park. THANK YOU TO THE BISCAYNE PARK FOUNDATION FOR DONATING THESE DOGGY BINS. Vacuumed leaves at the Rec. Center and log cabin and trimmed hedges in the medians.

Public Works Supervisor also assisted the Recreation Manager with pressure cleaning the tarp that goes over the tot lot area, in preparation for repair and re-installation. He also finished FEMA logs that H2O need for submission and worked with Code to identify garbage cans/trash piles that have been placed out for pickup on the wrong day.

- **ADMINISTRATION:**

Administration continues to work with H2O Partners, our Disaster Recovery Consultant, to maximize reimbursements from FEMA. RFP for Building Official remains open and we are awaiting replies next week. The Building Coordinator tendered her notice this week and a temporary Building Coordinator has been brought in to cross-train for a smooth transition. The full-time position will be advertised next week. Files from the Department of Revenue were updated and will be returned to them completed next week.

**Have a great weekend!**