



The Village of Biscayne Park

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

DATE: March 2, 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 3rd 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 31st from 10:00 AM – Noon for the ANNUAL SPRING EGG HUNT!

- **Hurricane Irma Recovery:**
H2O has completed uploading files to the FEMA Portal. The FEMA Project Manager is reviewing our submission and will let us know if any additional information is required.
- **Comprehensive Annual Financial Report (CAFR):**
GMS has completed the 2016 books and have delivered them to the auditor. The auditors are doing their initial field work and will begin requesting information from the Village soon.
- **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. Banking accounts are in the process of being changed to new bank (FCB) with higher interest rates. GMS is putting together a full package of unaudited financials for FCB to evaluate for the purpose of refinancing the loan taken out to restore the Log Cabin in 2015 at a lower interest rate. Monthly unaudited financial reports through January 31, 2018 were delivered.
- **CODE:**
Code Officers have been entering new code cases, re-inspecting open cases for compliance, closing complied cases, filing and reviewing all open Administrative Citations, sending letters to residents for unpaid citations. Reviewing old board cases to ascertain if fines have been paid, if they've come into compliance, and ensuring they are filed in their designated locations. Sending out notices of violation for cases not in compliance. Assisting residents in person and on the phone with respect to the notices they receive or questions they have. Performing lien searches, working on minutes for last code board meeting. Working on improving the data entries for BS&A to include new entry fields and



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being able to add fine amounts to our system (this is a tedious task requiring additional communications). Consulting with our Village Attorney re: the handling of old cases and the next action moving forward. Preparing the code board agenda which includes sending out Notices to Appear for the forthcoming meeting. Also, cross training in the Building Department is being done.

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: 14
Closed Cases: 3
Notices to Appear Issued: 14
Total New Cases Opened: 18

- **POLICE:**

Police Department's Statistics for the Period

Total Cases: 35

Total Cases by Category

Alarms: 2
Assists to Police Agencies: 11
Sick/Injured Person: 4
Suspicious Person/Vehicle: 2
Information/Non-Criminal Investigation: 10
Loud Music: 2
Vehicle Crash: 2
Petit Theft: 1
Residential Burglary: 1

Significant Activity: 2

A package was taken from the front porch of a residence in the 11600 block of NE 10th Ave. Video footage was available and detectives are actively pursuing leads.

A residential burglary occurred in the 700 block of NE 117th St. in which multiple items were taken. No forced entry immediately noticeable. Detective Bureau is currently investigating this incident.



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- **PARKS & RECREATION:**

P&R Manager met with reps from HOWL Community to discuss a possible partnership for future events. Worked on budget review and planning. Completing final St. Patrick's Day event preparations. Worked on preparations for Spring Egg Hunt (3/31/18)- DJ, supplies, prizes ,eggs, etc. Weekly grounds and building maintenance.

- **PUBLIC WORKS:**

Public Works staff vacuumed leaves at the Rec. Center, log cabin and medians. Trimmed the Alexander Palms trees (cut seeds), edged and removed weeds on NE 6th avenue. Checked the sprinkler valve solenoids on NE 6th Ave. irrigation system. Mowed all Village medians. Replaced damaged sprinkler heads at the Rec. Center, zone #1 and zone #4 and removed a stump at the butterfly garden.

In addition, Public Works Supervisor installed new posts along NE 118th Street between 5th & 6th Ave. to temporarily deter motorists from cutting across the median. Followed up with FDOT regarding, "Don't even think about speeding" signs on NE 6th Ave. FDOT denied our request but we will continue to follow up. Still testing the new timer that was recently installed along NE 6th Ave. for the irrigation and addressing additional issues with the irrigation lines. Posts for the new chain link fence between the racquetball court and the sidewalk at the Rec. Center are being installed this week, with the chain link portion being installed next week.

- **ADMINISTRATION:**

Administration continues to work with H2O Partners, our Disaster Recovery Consultant, to maximize reimbursements from FEMA. RFP for Building Official is complete. We had two companies respond and they will be evaluated by committee with recommendations to the Commission at the April meeting. A temporary Building Coordinator has been brought in to cross-train for a smooth transition for the open Building Coordinator position. We have interviewed two candidates to date. Files from the Department of Revenue were updated and filed completed this week. Commissioner Ross and I met with Freebee, a free and green on-demand shuttle to discuss the possibility of providing service to our residents. Mayor Truppman and I met with Waste Pro to discuss ongoing service issues. Chief Wollschlager and I met with Enterprise Fleet Management to discuss the possibility and savings involved in having them provide and maintain the Village fleet of vehicles. Attended Parks & Parkways meeting.

Have a great weekend!