



The Village of Biscayne Park

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

DATE: March 9, 2018
TO: Mayor and Commissioners
FROM: Krishan Manners, Village Manager
RE: Village Update

Mayor and Commissioners:

Thursday, March 15th, the Miami Shores Chamber of Commerce will present their Citizen of the Year Award to the PW staffs from Biscayne Park, Miami Shores and North Bay Village. Biscayne Park's Public Works staff – Cesar Hernandez, John Jenkins, Derrick Murray, Early McWilliams and Tony Thomas – are receiving the award for their exceptional work during Hurricane Irma. The dinner and awards will be held at the Miami Shores Country Club. For more information or to attend, visit <http://miamishores.com/wp-content/uploads/2017/09/DinnerInvite.pdf>. CONGRATS AND WELL DONE TO OUR PUBLIC WORKS TEAM!

Please make sure to join us on 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 2016 audit is underway.
- **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 has put 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. Work has begun on preparing the 2017 books so we can begin the 2017 Audit as soon as 2016 is complete.
- **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



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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. Preparing the code board case files & cover sheets for the forthcoming meeting. Also, assisting with the Building Department temp clerk. Created a new Notice of Violation document to use in lieu of Courtesy Notices out in the field for Permit Violations. Also, we continue to work together to get the department up to speed and this will be ongoing.

Enforcements by Category for this week:

Admin Citations Issued: 12

Closed Cases: 1

Notices to Appear Issued: Already Issued last week

Total New Cases Opened: 26

Report Totals for this week:

Address display - 2

Admin citation - 12

Commercial vehicles - 1

Construction materials removal - 1

Fences / walls - 2

High grass/weeds/shrubbery - 1

Inoperable/abandoned vehicle(s) - 1

Objects in swale/r-o-w - 2

Property maintenance 1

Roof cleaning - 2

Unused/unsightly objects -1

- **POLICE:**

Police Department's Statistics for the Period

Total Cases: 30

Total Cases by Category

Alarms: 4

Assists to Police Agencies: 9

Sick/Injured Person: 4

Suspicious Person/Vehicle: 1

Information/Non-Criminal Investigation: 9

Loud Music: 2

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

Significant Activity: 0

There was no criminal activity reported during this time period.

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- **PARKS & RECREATION:**

Parks and Rec. Manager met with rep from “Music with Mar” to discuss possible contracted programming. (Mommy and Me Music with Movement Classes, Group music with movement classes). Completed cleaning and organizing of storage areas. Pricing for new athletic equipment and chairs to replace the ones which are either broken or worn. Preparations for Spring Egg Hunt (3/31/18) - DJ, supplies, prizes, eggs, etc. Weekly grounds and building maintenance.

- **PUBLIC WORKS:**

Public Works staff completed their routine daily and weekly tasks. Vacuumed leaves at the Rec. Center, Public Works and log cabin. Mowed grass at the Rec. Center and Public Works. Took out a palm tree that was growing at the butterfly garden and a Florida Holly tree that was growing at NE 6th Avenue & 114th Street. Repaired broken sprinkler line at NE 113th Street & 6th Avenue.

The new chain link fence for the Rec. Center has been installed, however the installers still need to return to finish painting the poles to match the chain link. New flag pole for the Rec. Center has been installed. The repair of the chain link fence at Public Works is scheduled for next week. A broken utility sink at public Works was repaired. A/C units have been repaired at Public Works. The posts for the trash can enclosure at the Rec. Center have been installed. Next week we should start work on installing the panels.

- **ADMINISTRATION:**

RFP for Building Official 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 Building Coordinator position. The new Building Coordinator has been found and is going through the background screening process. Commissioner Bilt and I met with an Engineer from the MDC Traffic Engineering Division. We discussed various ideas for traffic calming, speed reductions and pedestrian safety. We took her on a site visit to many trouble spots through the Village and she will get back to us soon with some options.

Have a great weekend!