



The Village of Biscayne Park

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

DATE: April 13, 2018
TO: Mayor and Commissioners
FROM: Krishan Manners, Village Manager
RE: Village Update

Mayor and Commissioners:

Join us on April 22, 2018 from 4pm to 8pm at the Ed Burke Recreation Center to celebrate Earth Day! The Biscayne Park Foundation is delighted to host the Urban Oasis Project Farmer's Market, Free Electronics Recycling & Paper Shredding. Also, Zumba and Yoga classes will be held during the event!

- **Comprehensive Annual Financial Report (CAFR):**
The 2016 audit is underway and the auditor is requesting information from various departments in the Village. Several auditors performed field work in Village Hall this week to locate documents and continue the process.
- **FINANCE:**
In addition to the information above, all payroll and payables are current. Banking accounts are in the process of being changed to new bank (FCB) with higher interest rates. Continuing to work with Auditors on the 2016 Audit. Work continues 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 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. Christina Caserta has performed Village Clerk duties at the Commission meeting and performing email blasts. 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: 10
Closed Cases: 8
Notices to Appear: 0



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Orders of Enforcement: 8
Total New Cases Opened: 58

Report Totals for this week:

Address display - 1
Admin citation – 10
Driveway / apron /swale paving - 6
Fences / walls - 5
Inoperable/abandoned vehicle(s) - 1
Junk/dilapidated materials – 3
Nuisance/life safety - 1
Objects in swale/r-o-w - 1
Painting exterior – 7
Parking on grass – 4
Permit required – 6
Pool water maintenance: 1
Property maintenance – 1
Roof cleaning - 6
Storm/hurricane shutters – 2
Swimming pool - 1
Unsafe structures - 1

- **POLICE:**
Police Departments Statistics for the period of 4/6 – 4/13
Total Cases: 44
Total Cases by Category
Alarms: 4
Assist another Agency: 9
Sick/ Injured Person: 3
Suspicious Person/Vehicle: 2
Information/ Non-Criminal Investigation: 15
Traffic crash: 3
Vehicle Burglary: 5
Identity Theft: 1
Stolen Vehicle: 0
Arrest: 1 (narcotics arrest)
Domestic: 1

Significant Activity: 1
5 Vehicle burglary (unlocked vehicle doors)



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- **PARKS & RECREATION:**

The Parks and Recreation Department performed weekly grounds and building maintenance. The sun shade for the Tot Lot has been repaired and was reinstalled yesterday. Met with possible vendor for youth soccer program. Renewed membership to the Florida Parks and Recreation Association.

- **PUBLIC WORKS:**

Public Works staff completed their routine daily and weekly tasks. Public Works Supervisor attended a Debris Staging Areas Meeting in Doral. J&P Security has begun installing the new security cameras. Repaired the chain for a service entrance at the Rec. Center.

Watered all community signs, trees on NE 6th avenue bridge, newly planted palms on NE 118th Street, newly planted trees and plants on NE 114th Street. Mowed Rec. Center ball field, all alleyways, Village lot at NE 110th Street, Butterfly Garden and NE 6th Avenue. Added a sprinkler head to an area that wasn't getting enough water at the Rec. Center, south of the basketball court. Touched up painted swing set at the Rec. Center. Vacuumed leaves at Village Hall and log cabin. Removed trash pile on Village lot at NE 6th avenue West side of the bridge.

- **ADMINISTRATION:**

Roseann Prado is joining the Village team as our new Village Clerk. Her first day will be Monday. Manager attended Code Board, Biscayne Park Foundation and Parks & Parkways meetings this week, as well as the Arbor Day event last Saturday. Continuing to work with H2O and FEMA regarding our FEMA reimbursement. Met with our consultant for employee insurance renewals. Attended Area Manager's Luncheon. Worked with the Auditors this week to provide information on the 2016 finances.

Have a great weekend!