



The Village of Biscayne Park

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

DATE: August 11, 2017
TO: Mayor and Commissioners
FROM: Krishan Manners, Village Manager
RE: Village Update

Mayor and Commissioners:

Following is an update of items underway this week in the Village.

- **Comprehensive Annual Financial Report (CAFR):** A Request for Proposal (RFP) has been prepared and submitted for advertising/posting for a new audit firm to perform the 2016 CAFR. We are receiving additional questions from interested auditors which we will address. All RFP responses are due by August 31. The Finance Director and I will review the responses and bring our recommendation to the Commission for approval at the next Commission meeting. We continue to communicate with and have relayed projected timelines with the State.
- **FINANCE:** The first Budget Workshop was held on August 9th to review the initial proposed budget and receive Commission input. The next Budget Workshop is scheduled for August 23rd, at 6:30pm in the Log Cabin.
- **PUBLIC WORKS:** Public Works staff completed routine village maintenance this week, including mowing medians, Village Hall and the Rec Center. Getting quotes for installation of pervious pavers to be installed in the parking spaces on the West side of the Rec Center. Met with electrician regarding a minor lighting repair at Village Hall and the Log Cabin, along with two lights at the Rec Center above the racquet ball court.
- **PARKS & REC:** Parks & Rec Manager met with contracted instructors (Yoga, Zumba) to discuss scheduling and promotion of programs. Scheduled building deep cleaning and floor waxing for 8/17 and 8/18. Created flyer for contracted programming. Began preparation for possible end of summer event. Met with electrician to repair and replace lighting on both sides of the racquetball court. Awaiting quote. Requested quotes for shade structure repair. Created an inventory log and tracking system. Continued review of current procedures and policies. Event Calendar and individual program flyers will go out early next week. Playground inspection and rep visit requested for next week.



- **POLICE:** Traffic enforcement efforts continue (speeding, rolling stops, etc.). Significant activity:

Police Department's Statistics for the Period
Total Cases: 30

Total Cases by Category

Alarms: 3
Assists to Police Agencies: 3
Sick/Injured Person: 3
Suspicious Person/Vehicle: 3
Identity Theft: 1
Information/Non-Criminal Investigation: 11
Dog Complaint (Loose/Lost/Found/Barking): 1
Residential Burglary: 1
Repossession: 1
Parking Complaint: 3

Significant Activity: 1

A burglary to a detached garage occurred in the 700 block of NE 113th Street. Multiple small yard maintenance items taken and subject property left on scene.

- **CODE COMPLIANCE:** We continue to focus our efforts on: (1) cleaning up old code cases that have not been closed out or addressed, (2) organizing files, and (3) streamlining the administrative backend of the code processes. In addition to issuing courtesy notices and citations, Code Officer Pinero is preparing for the next code board meeting, to be held Monday evening.
- **BUILDING DEPT.:** We are continuing to work on the RFP for other service providers for a building official and inspectors. In addition, we are reaching out to other municipalities as well to evaluate the consolidation of our building official and inspectors. We anticipate the RFP being complete and sent out by Friday, August 18th.



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- **ADMINISTRATION:** Met with Commissioners this week individually to discuss the budget. Meeting with Commissioner Bilt on Saturday to review Comcast and phone bills to look for ways to save money. Met with Mayor Truppman regarding code, building, budget, etc. Met with Commissioner Tudor regarding Green Initiatives. Meeting with Commissioners Johnson-Sardella and Ross on Saturday if schedules permit.

Wishing you all a great weekend!