



## *The Village of Biscayne Park*

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

**DATE:** April 19, 2019  
**TO:** Mayor and Commissioners  
**FROM:** Krishan Manners, Village Manager  
**RE:** Village Update

Mayor and Commissioners:

Below are a few items to note:

- **Spring Egg Hunt is scheduled for Saturday, April 20th, from 10 A.M.- 12:30 P.M. at the Ed Burke Recreation Center**
- **Regular Commission Meeting, Tuesday, May 7<sup>th</sup> at 7pm at the Log Cabin**
- **Hurricane Preparedness Presentation, Saturday May 11<sup>th</sup>, 12:00 A.M. at the Ed Burke Recreation Center**
- **Waste Pro Special Pick Up – Saturday, May 18<sup>th</sup>**

- **FEMA:**

We are continuing to work with the Village Attorney to prepare our appeal to FEMA. We have submitted two appeals this week. The third appeal is underway.

- **FINANCE:**

Finance and Village Staff have been providing information to the auditors for the 2018 Audit. Work is beginning on the FY 2020 sanitation budget. Discussions and preparations for the FY 2020 budget have begun.

- **CODE:**

Code Officer inspected cases to ascertain compliance. Worked with residents in the field. Answered emails and responded to calls. Posted various notices at properties. Scanned documents, sent out certified mailings. Sent out reminder notices for pending fines. Assisted residents who came in to the Village office with and without appointments. Entered new cases in the system for Officer's citing and complaints from residents. Daily organization of files to assure case files are up to date. Processed Lien searches. Continued to build a relationship with the community to educate them about violations and how to resolve them accordingly.

Public works continues to assist with trash being placed out too early. Creating and updating forms as needed. Taking photographs and upload into case files.



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In addition, they researched property owners for contact information. Researched rental properties. Set appointments and performed landlord inspections. Attended Code Board meeting.

### **Enforcement procedural totals:**

Closed cases:	38
Total new violations opened:	39
Administrative citations:	4
Landlord inspections:	6
Order of enforcements:	3

### **New violation cases:**

Address display:	1
Administrative citations:	4
Commercial vehicles:	1
Fences/walls:	1
Hurricane shutters:	2
Junk / abandoned items:	3
Minimum housing:	1
Overgrown grass:	7
Painting exterior req'd:	2
Parking on unapproved surface:	1
Permit required:	3
Property structure maintenance:	3
Roof cleaning:	2
RV/watercraft/trailers:	1
Signs:	3
Trash/garbage cans/yard waste:	2
Unsafe structures:	1
Watercraft/trailers:	1

- **POLICE:**

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

**Total Cases: 33**

### **Total Cases by Category**

Alarms:	3
Assists other Police Agencies:	11
Sick/Injured:	2



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Suspicious Person/Vehicle:	0
Investigation:	2
Information/Non-Criminal Investigations:	14
Repossession:	0
Residential Burglary:	0
Vehicle Burglary:	0
Domestic Battery:	0
Hit and Run:	0
Traffic Crash:	0
Grand Theft:	0
Stolen Vehicle:	0
Petit Theft:	0
Missing Person:	0
Criminal Mischief:	0
Narcotics Arrest:	0
Fraud:	0
Identity Theft:	0
Misdemeanor Arrest	0
Felony Arrest:	0
Traffic Arrest:	0
Natural Deaths:	1

- **PARKS & RECREATION:**

The Parks and Recreation Manager worked on Spring Egg Hunt preparations. Performed irrigation system maintenance, picnic area cleaning and beautifying. Met with advertiser/promotional advisor to discuss possible project. Met regarding youth baseball program. Worked on scheduling a new event and researching sponsor. Manager requested multiple quotes for recreation center maintenance. Weekly grounds and building maintenance.

- **PUBLIC WORKS:**

Public Works mowed, weed eat and edged as part of the weekly maintenance in the right-of-way city wide. Mowed the Rec Center and ball field, Village Hall, church lot, Griffing Park and NE 6<sup>th</sup> Ave.

Road Repair, filled potholes located at 11048 NE 10 AVE. Began Pre-Storm Season maintenance for city wide tree trimming in the area bounded by NE 121 St. and NE 117 St. between 10<sup>th</sup> Ave and NE 11th PL (approximately 20 locations where trees were lifted and trimmed as needed). This task also included the intersections where road and stop signs affected the drivers' vision to see signs. (14 locations).



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\*\*\*Please note that this Pre Storm Maintenance Program on tree trimming shall continue city wide.\*\*\*

Installed two new delineators along NE 117<sup>th</sup> St and NE 11<sup>th</sup> Place. Assisted with the preparation for Saturday's Easter Egg Hunt event and with Rec Center (NOTE: Public Works Staff shall be working the event).

Placed cones as requested by the Church for Sunday Mass Service for Easter Sunday to facilitate traffic and parking for the event. Pulled and worked on street files as requested by administration. Assisted with the setup for the Communication Workshop, and recorded the workshop.

### **ADMINISTRATION:**

Manager continues to work with the Village Attorney and FEMA regarding debris reimbursement. Working on 2018 Audit, to be completed this month. Attended Planning & Zoning Meeting, Commission Workshop, Code Board and Park & Parkways Board. Attended Pelican Harbor event Saturday evening. Working with our consultant to price employee health insurance for next year, and meeting with them next week. Held weekly Staff Meeting. Assisted residents as needed.

**Wishing everyone a great weekend!**