



## *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:** May 10, 2019  
**TO:** Mayor and Commissioners  
**FROM:** Krishan Manners, Village Manager  
**RE:** Village Update

Mayor and Commissioners:

Below are a few items to note:

- **Hurricane Preparedness Presentation, Saturday May 11<sup>th</sup>, 11:30 A.M. at the Ed Burke Recreation Center**
- **Waste Pro Special Pick Up – Saturday, May 18<sup>th</sup>**

- **FEMA:**

Appeals for all three projects have been submitted and we await response from FEMA for next steps.

- **FINANCE:**

Finance and Village Staff have been providing information to the auditors for the 2018 Audit. 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 uploading to case files. In addition, they researched property owners for contact information. Researched rental properties. Set appointments and performed landlord inspections. Issuing Notice to Appear before the Code Board. Prepared agenda



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for forthcoming board meeting. Attended P&Z meeting for Building Administrator. Met with Police Department to coordinate cases for two properties requiring assistance from Code. Assisted with the Building Department for 2 days as Administrator was absent. Worked on Re-Occupancy issue to assist resident in facilitating a closing.

### **Enforcement procedural totals:**

Closed cases:	5
Total new violations opened:	49
Landlord inspections:	3
Administrative Citations:	7

### **New violation cases:**

Address display:	1
Administrative Citations:	7
Fence:	1
Junk /Abandoned items:	1
Landlord permit required:	16
Objects on Swale:	1
Trash/Cans/Yard Waste Swale:	22

- **POLICE:**

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

**Total Cases: 21**

### **Total Cases by Category**

Alarms:	2
Assists to Police Agencies:	9
Sick/Injured/Vehicle:	0
Suspicious Person/Vehicle:	2
Investigation:	1
Information/Non-Criminal Investigations:	6
Repossession:	0
Residential Burglary:	0
Vehicle Burglary:	0
Domestic Battery:	0
Hit and Run:	0
Traffic Crash:	0
Grand Theft:	0



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Stolen Vehicle:	0
Petit Theft:	0
Missing Person:	1
Criminal Mischief:	0
Narcotics Arrest:	0
Fraud:	0
Identity Theft:	0
Traffic Arrest	0
Misdemeanor Arrest	0
Felony Arrest:	0

- **PARKS & RECREATION:**

The Parks and Recreation Manager performed a playground safety evaluation. Worked on Summer Schedule preparations. Created a Visitor spreadsheet to track the quantity of people using the park facilities. Worked on Hurricane Workshop preparations. 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. Cleaned by removing any trash piles and trimmed all hedges that were overgrown in the three alleys. All that is left is to mow and any fine tuning details. Unit #700-12 was taken in for maintenance and repair on the brakes. Two tires on the trailer were no longer useable, they were removed and taken to the tire shop. Both new tires are now on the trailer operating as they should be. Rec. Center has been mowed, edged and trimmed in preparation for Mother's Day weekend. Assisted Rec. Manager with the setup for Saturday's Hurricane Preparedness Meeting. Setup and recorded Tuesday night's Regular Commission Meeting

- **ADMINISTRATION:**

Manager continues to work with the Village Attorney and FEMA regarding debris reimbursement. Working on 2018 Audit. Attended P&Z Meeting, Commission Meeting and Public Art Advisory Board meeting. Worked on Public Record requests. Met with 305 Resilience staff for strategy update on their programs. Held weekly staff meeting. Worked on Hurricane Preparedness presentation. Assisted residents as needed.

**Wishing everyone a great weekend and a Happy Mother's Day!**