



## *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:** September 7, 2018  
**TO:** Mayor and Commissioners  
**FROM:** Krishan Manners, Village Manager  
**RE:** Village Update

Mayor and Commissioners:

Below is the weekly update for the Village. Some of it is more visible, other parts internal, so an update is helpful.

- **FINANCE:**

All payroll and payables are current. GMS and Caballero are working on the 2017 Audit. GMS and staff continue to provide information for all of the requests from the Auditors. Continuing to work on the 2018/19 Budget in preparation for the First Budget Hearing.

- **CODE:**

Code Officer Caserta has been in the field 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 and notices to appear for cases not in compliance. She assists residents in person, out in the field, and on the phone with respect to the notices they receive or questions they have and also performing lien searches.

Since the former Code Officer tendered her resignation, Caserta has been going through extensive paperwork lingering to continue proper case status and follow-up. She has also been setting up a streamlined system rather than follow the one used by the former Code Officer. Have had an extensive lien file trying to resolve as it is dealing with hefty fines. She has found that the former Code Officer's case files have been stacked up and lacking the information needed to bring them to the board. As such, will need to cancel this forthcoming meeting for September. Also, Cesar Hernandez has been distributing the Admin Citations for garbage/trash violations.



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### **Enforcements by Category for this week:**

Admin Citations Issued: 1  
Closed Cases: 3  
Notices to Appear: 0  
Orders of Enforcement: 0  
Total New Cases Opened: 52

### **Report Totals for this week:**

Address Display: 2  
Admin citation: 1  
Can Storage Out of Public View: 7  
Clear Visibility Triangle: 1  
Construction Material Removal Req'd: 1  
Fences/walls: 2  
Inoperable Vehicles: 5  
Junk/Dilapidated Materials: 3  
Minimum Housing: 3  
Objects in right-of-way: 2  
Occupational License: 1  
Overgrown grass / weeds: 4  
Painting Exterior: 7  
Parking on Unapproved Surface: 3  
Permit Required: 2  
Property Structure Maintenance: 1  
Roof Cleaning: 1  
RV/Trailer: 1  
Shutters/Awnings: 2  
Trash/Garbage out Early: 2  
Tree Removal: 1

- **POLICE:**  
**Police Department's Statistics for the Period**  
**Total Cases: 40**

#### Total Cases by Category

Alarms: 4  
Assists to Police Agencies: 13  
Sick/Injured Person: 6  
Suspicious Person/Vehicle: 1  
Information/Non-Criminal Investigation: 13  
Repossession: 1  
Residential Burglary: 1  
Vehicle Burglary: 0  
Hit and Run: 1



**Significant Activities:**

- On Friday, August 31, 2018, a lawn care service company, which was working at a residence, reported a rotten and damaged rear wooden door to police. Upon police arrival, it was discovered that the house at 1103 NE 116 Street had been burglarized. Residence was ransacked and the reporting person stated that she did not know what items, if any, were taken from her home. House has been, and continues to be unoccupied. A Police Watch Order is currently in effect.

- On Tuesday, September 4, 2018, a report was written in reference to a hit & run located at 11110 NE 11 Place. A "Right Turn Sign" was damaged and hit by possibly an unknown vehicle.

- We continue to assist the FBI with public records requests and the review of police files.

- **PARKS & RECREATION:**

Parks and Rec. Manager received and processed quotes for Recreation Center upgrades. Fun Run and Fitness expo preparations. Repair and Maintenance equipment review. Finalized contracts for new programming. Tot Lot and playground inspection. Weekly grounds and building maintenance.

- **PUBLIC WORKS:**

Public Works performed their daily and weekly tasks. Worked with Waste Pro to try and catch up on trash piles that were left behind due to the storm. Cesar spoke with Storm Drainage professional in regards to the drainage issue at 11520 NE 9th Ave. They have sent over their proposal, now the manager and Cesar need to review it. Two chain link openings at the Rec. Center needed to be replaced/ repaired. Working with both Police and the Rec. Center on making sure that we have everything that is needed for the Fun Run Day.

Restored STOP sign knocked down at 9<sup>th</sup> Court & 111<sup>th</sup> Street and a 10 mile per hour curve sign at 11<sup>th</sup> Place and 112<sup>th</sup> Street. Mowed the Village hall, Church lot, Rec Center, Griffing Park and NE 6th Avenue. Trimmed Lantana bushes at the Community signs.

- **ADMINISTRATION:**

Manager worked on the 2018/19 budget. Worked with Chief and Clerk on numerous Public Information Requests. Worked with auditors on 2017 Audit. Addressed Resident issues for assistance.

**Wishing everyone a great weekend!**