



The Village of Biscayne Park

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

DATE: June 05, 2020

TO: Mayor and Commissioners

FROM: David Hernandez, Interim Village Manager

RE: Weekly Manager's Report

IMPORTANT NOTE: The Mayor has extended the Declaration of Local State of Emergency thru **JULY 07, 2020**.

The Manager is urging all Village residents to **"STAY HOME"**, only go out if it is **ABSOLUTELY NECESSARY**, keep practicing social distancing, remember to wash your hands often, observe proper cleaning and disinfecting measures and **WEAR MASKS/ FACE COVERING** when outdoors and in public places.

VILLAGE MANAGER:

- Waste Pro will have a special bulk pick-up on June 13, 2020.
- The Manager met with Chief Cabrera and Issa Thornell, Recreation Department Manager to bring a plan of action as to when the Park will be opening.
- The Manager is still coordinating with Public Works and Contractor in cleaning drains as needed.
- The Manager met with FDOT in preparation to June 2nd Commission meeting.
- The Village, under the administration of Interim Village Manager, continues to provide essential services to the residents such as trash and bulk pickup, public works maintenance, building inspections and permits, code enforcement and police.
- The Manager continues to have meetings with other city managers to stay informed as to what other cities are doing (Examples: COVID-19, peacefull demonstrators, hurricane preparedness, as well as commercial openings in general).
- The Manager works closely with the Clerk in numerous daily operations and functions related to city business.



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- The Manager continues to inform the elected officials thru conversation and or emails on issues as: Waste Pro and recent floodings.
- The Manager works with the Department heads on a daily basis.
- The Manager had a meeting with County EOC in reference to recent ongoing demonstrators and curfew.
- The Manager met with auditor Enrique Llerena in reference to the ongoing CITT audit.
- The Manager has begun to work on other solutions to our current waste pick up as directed by the Village Commission on June 2nd.
- The pavers at the entrance to the Rec Center has collapsed. Manager directed Public Works to begin repairs.
- Worked with Finance Director and the Village Clerk in preparation of TRIM and Sanitation Budget.

VILLAGE CLERK:

- Village Clerk worked on the Regular Commission meeting held on Tuesday, June 02, 2020.
- Worked on open enrollment changes to apply to payroll of the Village's employees health, dental, vision and life insurance.
- Worked with volunteer Linda Dillon in closing several simple cases of public records requests.
- Continue working with the Interim Village Manager, David Hernandez on all communications going out to the residents of the Village of Biscayne Park regarding COVID-19.
- Worked on several Resolutions, Ordinance and Agreements from past and recent Commission approval to execute, collect signatures and code.
- Prepared and processed accounts payable for finance.
- Continuously answering emails and phone calls to the Village Clerk's office.
- Continuously updating Village's website and sending e-mail blasts for residents of Village of Biscayne Park.



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- Working on preparing 2020 General Elections early plans.
- Working on early issues of Budget FY 2020-2021.

FINANCE:

- Working with auditors on preliminary requests for information for the 2019 audit.
- Payroll and regular bills.

CODE ENFORCEMENT:

We remain following safe distancing recommendations, and will work according to the CDC guidelines to ensure your safety as well as ours.

With any issues concerning mosquitos please reach out Mosquito Control:

MOSQUITO CONTROL
DIAL: 311 OR 305-592-1186

Pools without visibility to the bottom are hazardous within the Village or the County. If you have a concern regarding a hazardous pool please call our office.

[Category “3” Commercial Vehicles are Prohibited in the Village](#)

Key Updates:

- Worked with property appraiser’s department resolving property record issues.
- Assisted building department with issuing permits, invoicing, and registering contractors.
- Investigating complaints with the Police Dept. of trucks parked on 120 street.
- Code continues to follow up on cases for compliance and opening new cases.
- Lien searches are typically done weekly. We are required to flag pending violations, work without permits, and outstanding fines/liens.



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This is a detailed and rushed process as we work with facilitating a home sale where deadlines play a role. (Ongoing)

We request that homeowners resolve any outstanding violations on their properties and call our department to request a reinspection so we may ascertain compliance. This in turn will allow us to stop a daily fine from continuing to be accrued. Also, this will assure your case is resolved prior to us bringing it a hearing where fines are levied against the property.

- Re-Occupancy Certificates are coordinated efforts with the Building Official and Code to ensure Village requirements are met prior to closing. (Ongoing)
- Solid waste issues will continue to be addressed in conjunction with Public Works. You will occasionally notice a pile(s) that remain on the swale. Most scenarios have been addressed by Public Works (i.e.: oversized or missed pile) and a delay period occurs while public works communicates with Waste Pro. With respect to early placement, the code department addresses those violations accordingly. (Ongoing)

Enforcement procedural totals:

Closed cases:	25
New Cases opened:	63

New violation cases:

Address:	1
Cans storage:	9
Commercial Vehicles:	2
Fences/Walls:	1
Minimum Housing:	1
Overgrown Properties:	21
Painting:	4
Parking on unapproved surface:	1
Portable Storage (POD's):	1
Property Maintenance:	2
Roof Cleaning:	1
R/V – Trailers:	2
Trash/Cans on Swale:	17



BUILDING DEPARTMENT:

Total permits issued:

Total Permits Issued: 9

Inspections Conducted: 12

Permits submitted: 9

- The Building Department has 12 permits sitting within the department pending to be picked up. All parties have been notified that the permits are approved, feed and ready for pick up. We also have an additional 14 permits approved since 2019 that have yet to be issued. In accordance with the International Building Code 105.5 they have 180 days before these permits are void and removed our of department records. On June 29 2020 that date will satisfy the requirements of the IBC and we will remove those approved permits from our records. If the resident would like to still do the project proposed after this date, new set of plans will have to be submitted in accordance with the IBC and the FBC.
- Process payroll for the Village's private provider MTCl Causley.
- Sent in property appraisals monthly report of permits issued.
- Provided the monthly report to the United States Census Bureau.
- Provide basic permit information. Examine plans, blueprints, and other documents to verify accuracy according to the building code. Answering phone calls and emails to explain requirements and provide information to permit applicants and process permit applications. Assisting building, mechanical, electrical and plumbing inspectors in their day-to-day duties and perform basic data entry.
- Review permits for structures within floodplains and inspect development to determine compliance with the community development standards and NFIP requirements and the CRS. Duties include establishing base flood elevations (BFE's) in Zone A areas, prohibiting development within floodways; assisting in adoption, maintenance and enforcement of the community's Flood Damage Prevention Ordinance. Maintained records regarding development; building permit applications, receipt of fees paid, site plans, surveys, permits and approvals from other agencies (D.E.R.M. and WASA),



elevation certificates, LOMC's, and other related floodplain management actions.

POLICE DEPARTMENT:

Police Department's Statistics for the Period

Total Cases: 18

Total Cases by Category

Alarms:	2
Assists other Police Agencies:	2
Sick/Injured/Person/Baker Act:	1
Suspicious Person/Vehicle:	0
Information/Non-Criminal Investigations:	10
Repossession:	0
Residential Burglary:	0
Vehicle Burglary:	0
Domestic Dispute / Battery / Arrest:	1
Hit and Run:	0
Traffic Crash:	0
Grand Theft:	1
Stolen Vehicle:	0
Petit Theft:	0
Missing Person:	0
Criminal Mischief: Vehicle	0
Narcotics Arrest:	0
Fraud:	0
Identity Theft:	0
Traffic Arrest:	1
Traffic Citation Issued	119
Traffic Warning	6

PARKS & RECREATION:

- The Manager received notification that the Ed Burke Recreation Center was rated one of the Top Three Recreation Centers in Miami by



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Three Best Rated .com. <https://threebestrated.com/recreation-centers-in-miami-fl>

The sites review team “ *either approved or updated your business listing using our rigorous 50-Point Inspection which includes everything from checking reputation, history, complaints, ratings, satisfaction, nearness, trust, cost and general excellence.*” There are a few details about our recreation center that need to be updated/corrected, and the Manager is working on them, but the recognition is something to be proud of nonetheless. There is always room for improvement, and the Parks and Recreation Department will continue to strive to provide our residents and visitors with a recreation center and park that the community can be proud of. As Manager, I am honored to be apart of such a wonderful team from the Mayor and Commission through to our contracted vendors. We look forward to the coming months as things hopefully begin to normalize, and we continue our efforts of broadening our programming and upgrading our building, grounds and equipment.

- In joint efforts with the Village Manager and Police Chief, the Manger continued working on the Plans and Procedures for a phased reopening of the Recreation Center and Park Grounds. These Plans and Procedures will be specific to our needs and the continued safety of staff, residents and visitors. Incorporating CDC Guidelines and State and County recommendations.
- Manger received quotes for equipment repairs.
- Manager coordinated with Public Works the repair of paver issues at recreation center.
- Manager participated in COVID-19 Weekly Zoom Meeting - South Florida Parks Coalition. The purpose of this weekly meeting is for Parks Directors to report on issues and exchange information related to COVID-19.
- Manager and staff monitored Recreation Center and Park closing.
- Staff continued internal projects focused on cleaning and organizing the recreation center.
- Weekly grounds and building maintenance.



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PUBLIC WORKS:

- Daily and weekly median maintenance.
- Mowed, weedeat and edged the medians throughout the Village (not finish, Incomplete) Rainy days.
- Note - PW was coordinating the cleaning of the drains in needed areas throughout the Village, because of the rainy weather and saturated ground this was canceled. (Rescheduling)
- A Vac truck was brought in to clean the drains, however due to the heavy rain this week and last week, only 7 drain have been officially cleaned. We are waiting for the weather to clear up in order to proceed.
- Worked with Waste Pro to resolve all trash that was not collected on Monday.
- Set up and assisted the recording of the Regular Commission Meeting.
- Identified a sinkhole that is occurring in from of the main entrance at the Rec. Center. A plan has been put into motion to rectify this as quickly as possible.

Wishing everyone a great weekend!