



## *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:** June 12, 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 Tomorrow, Saturday, 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 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, peaceful 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.
- 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.



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- The Manager met with auditor Enrique Llerena in reference to the ongoing CITT audit and shall give update on June 16<sup>th</sup> Commission Meeting.
- Worked with Finance Director and the Village Clerk in preparation of TRIM and Sanitation Budget with Village Attorney.

### **VILLAGE CLERK:**

- Village Clerk worked on the agenda for Special Virtual Commission meeting of Tuesday, June 16, 2020.
- Agenda is ready, has been posted and distributed to Commission and the residents
- Village Clerk worked on different issues related to personnel.
- Worked with FMIT on an issue of claim of damaged property.
- Village Clerk worked to have mutual aid agreements executed from outside agencies.
- Village Clerk had Resolutions, minutes from previous Commission meeting signed and filed.
- Continue to have accounts payables organized in preparation for checks issued and payments released.
- Worked with Bank representative updating signature cards.
- 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.
- 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.
- Continue communications with Miami-Dade Department of Elections regarding November 2020 general.



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### **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.

Please be advised that all dogs off private property must be on a leash in accordance with the Village of Biscayne Park Code of Ordinance Chapter 3, Article 2, Section 3-24.

**\*\*\*[Category "3" Commercial Vehicles are Prohibited in the Village](#)\*\*\***

### **Key Updates:**

- Code continues to follow up on cases for compliance and opening new cases.
- We have experiencing numerous high-level complaints in reference to trash pickup. Please use EZ Track in order to maintain our staff aware. 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)
- Lien searches are typically done weekly. We are required to flag pending violations, work without permits, and outstanding fines/liens. This is a detailed and rushed process as we work with facilitating a home sale where deadlines play a role. (Ongoing)



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- We request that homeowners resolve any outstanding violations on their properties and call our department to request a re-inspection 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)

### **Enforcement procedural totals:**

Closed cases:	10
New Cases opened:	5

### **New violation cases:**

Admin Citation:	1
Fences/Walls:	2
Overgrown Properties:	6
Roof Cleaning:	1

### **BUILDING DEPARTMENT:**

#### **Permits Issued:**

Building Permits: 5  
Mechanical Permits: 1  
Electrical Permits: 1  
Plumbing Permits: 1

#### **Inspections Conducted:**

Building Inspection: 13  
Electrical Inspection: 2  
Plumbing Inspection: 2

- 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.



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Assisting building, mechanical, electrical and plumbing inspectors in their day to day activities and perform basic data entry.

- The Building Department has 13 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. In accordance with the International Building Code 105.5, permits have 180 days before the permits are void and removed us of department records. June 29 2020 is the deadline as per the IBC and we will remove those approved processes from our records. If the resident would like to still do the project proposed after this date, a new set of plans and permit application will have to be submitted for reviewed.
- Reviewed 22 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 in AE Zones; assisting in adoption, maintenance and enforcement of the community's Floodplain Ordinance. Maintained records regarding development; building permit applications, receipt of fees paid, site plans, surveys, elevation certificates, permits and approvals from other agencies such as the Department of Environment Resource Management, and other matters related to floodplain management.

### **POLICE DEPARTMENT:**

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

**Total Cases: 20**

#### **Total Cases by Category**

Alarms:	1
Assists other Police Agencies:	0
Sick/Injured/Person/Baker Act:	1
Suspicious Person/Vehicle:	0
Information/Non-Criminal Investigations:	11
Repossession:	1
Residential Burglary:	1
Vehicle Burglary:	0



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Domestic Dispute / Battery / Arrest:	1
Hit and Run:	0
Traffic Crash:	2
Grand Theft:	1
Stolen Vehicle:	0
Petit Theft:	0
Missing Person:	0
Criminal Mischief: Vehicle	0
Narcotics Arrest:	0
Fraud:	0
Identity Theft:	1
Traffic Arrest:	0
Traffic Citation Issued	51
Traffic Warning	0

### **PARKS & RECREATION:**

- 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.
- Manager prepped grounds for safe surface delivery.
- 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.
- Manager and staff assisted in street file organization.
- Manager met with staff to discuss safety procedures.
- 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.
- The leak at the Rec. Center that was cause the sink hole has been repaired. Currently we have refilled the hole with the pavers being placed back.
- Repaired the locking mechanism for both of the bathroom doors at the Log Cabin.
- Picked up some donated furniture and other office related items from Commissioner Sally Heyman's office
- Continue worked with Waste Pro to resolve all trash that was not collected on time.

**Wishing everyone a great weekend!**