



The Village of Biscayne Park

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

DATE: June 19, 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:

- 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 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.
- The Manager attended Special Commission Meeting.
- The Manager invited auditor Enrique Llerena to provide explanation in reference to the ongoing CITT audit during June 16th Commission Meeting.
- Worked with Finance Director and the Village Clerk in preparation of TRIM and Sanitation Budget with Village Attorney.



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VILLAGE CLERK:

- Village Clerk worked on Special Virtual Commission meeting of Tuesday, June 16, 2020 and all subsequent developments.
- Village Clerk worked on several issues related to personnel, termination, employment opening, FRS, and in preparation of next payroll.
- Worked with FMIT on issues of claims of damaged property.
- Village Clerk continue working to have mutual aid agreements executed from outside agencies.
- Village Clerk worked to have Resolutions, minutes from previous Commission meeting signed and filed.
- Accounts payable stamped, signed and delivered to Finance. Checks received, signed and mailed.
- Submitted updated signature cards to Bank representative.
- 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 updating Village's website and sending e-mail blasts for residents of Village of Biscayne Park.
- Village Clerk attended webinars from the Clerks Association and TRIM.
- Village Clerk compiled and distributed with Commission applications for the position of Village Attorney.
- Village Clerk posted job opening for Code Officer position at Village's website, FL League of Cities and FL Association of Code Enforcement – FACE as per Village Manager directive.

FINANCE:

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



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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.
- 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)
- 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.
- Code Officer is working to establish first Code Compliance Board meeting for this year.
Note: Date and time still to be determined.



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:	9
Mechanical Permits:	1
Electrical Permits:	1
Plumbing Permits:	1

Inspections Conducted:

Building Inspection:	10
Electrical Inspection:	3
Plumbing Inspection:	4

- 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 activities and perform basic data entry.
- The planning and zoning board had it Virtual meeting via Zoom on Monday June 15th. Due to the state entering hurricane season all roof permits that were submitted to the department were put in as an add on within the agenda. During that meeting the board agreed to have a special meeting to catch up on permits submitted to avoid any delays due to the June 1st meeting not occurring. All preparations have been made for the zoom meeting which will be a total of 11 permits. Which moving forward the next



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planing and zoning meeting is set for its regular date of Monday July 6th either via Zoom or in person.

- 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 our 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 16 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 a 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:	2
Assists other Police Agencies:	0
Sick/Injured/Person/Baker Act:	0
Suspicious Person/Vehicle:	2
Information/Non-Criminal Investigations:	14
Repossession:	0
Residential Burglary:	0
Vehicle Burglary:	0
Domestic Dispute / Battery / Arrest:	0
Hit and Run:	0



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Traffic Crash:	3
Grand Theft:	0
Stolen Vehicle:	0
Petit Theft:	0
Missing Person:	0
Criminal Mischief: Vehicle	0
Narcotics Arrest:	0
Fraud:	0
Identity Theft:	0
Traffic Arrest:	0
Traffic Citation Issued	42
Traffic Warning	10

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 worked with Public Works to spread surfacing material to recommended safety levels in main playground area.
- Manager removed exposed roots from walkways and play areas (trip hazards).
- 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 met with staff to discuss safety procedures.
- Weekly grounds and building maintenance.

PUBLIC WORKS:



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- All of the drains within the Village have been checked to ensure that they were clean of dirt and other items that could prevent them from properly draining. To date majority of the drains still have standing water within them from the last rain storm, however 13 drains needed to be cleaned, two of which were done twice since they were filled with debris after the first cleaning.
- Started trimming any low hanging limbs from any of the smaller trees throughout the Village.
- Started cleaning out the alleys with the removal of any bulk piles that have been placed there along with trimming any overgrown hedges that might need them.
- Trimmed all of the hedges throughout the Village.
- Worked with Waste Pro to collect any of the bulk piles that was not collected during this past weekend Saturday Sweep. To ensure they were caught up after being so far behind.
- Setup and attended providing technical assistance for the entire time of the June 16th Special Commission Meeting.
- Assisted with the spreading of the mulch at the Rec Center. Also trimmed a limb from a Poinciana as a result of the mulch being delivered.
- The channel drains that are being installed at the rear entrance of the Rec Center was put on a temporary hold due to the weather not permitting the pouring of the cement that is needed. As soon as the weather clears up, we will finish that project up.

Wishing everyone a great weekend!