



The Village of Biscayne Park

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

DATE: February 14, 2020
TO: Mayor and Commissioners
FROM: David Hernandez, Acting Village Manager
RE: Village Update

Mayor and Commissioners:

Below are a few dates to note:

- **Commissioner Kennedy is happy to meet with residents at the Rec Center every Saturday from noon to 1:00PM. Additionally, on Wednesdays at 7:00 AM he invites all to join him for a morning "Walk & Talk."**
- **The special commission meeting was held at the log cabin on Tuesday, February 11 at 6:00 PM**

VILLAGE MANAGER:

- The manager continues to work with the Village Attorney with items that were presented in the special commission meeting of February 11, 2020. Attended meetings with the Public Arts Board and also attended the Biscayne Park Foundation continues to oversee the department of Public Works on time to time.
- Met with a contractor at the Recreational Center on the lighting project.
- Met individually with Commissioners and Mayor updating them on Village issues and daily operations.
- Met with Enrique Llerena our CPA Firm to discuss City audit issues
- Met with government management services (GMS) Paul Winkeljohn referencing financial issues.
- Held staff meeting with different department heads.
- Assisted numerous residents on Village issues.
- Discussed NE 6 Avenue improvements with FDOT (ongoing)



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NOTE: The acting manager shall be out Tuesday, February 18, 2020. Chief Cabrera shall be overseeing during the absence.

VILLAGE CLERK:

- Regular personnel issues – FMLA, health insurance new employees, anticipate payroll due to holiday and check timesheets employees.
- Preparing for Special Commission meeting of February 11, 2020.
 - Before and after meeting procedures.
- Distributing Resolutions, Agreements to all parties and collecting signatures.
- Answer several public records requests.
- Work with FMIT insurance re: police vehicle, workers compensation, claims.
- Working with Synovus Bank to update signature cards. Collecting signatures from Commissioners and Administrative staff. Provide signed cards to the bank.
- Working with Miami-Dade SOE preparing for Special Election scheduled for April 14, 2020.
- Special Election:
 - advertisements publications (newspaper and throughout the Village of Biscayne Park),
 - preparing qualification packets for candidates with qualification dates starting 9:00 am Tuesday, February 18, 2020, and ending at 5:00 pm on Friday, February 28, 2020.
 - preparing detailed information for the website.

FINANCE:

Working with auditors on preliminary requests for information for the 2019 audit.

CODE:



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Enforcement procedural totals:

Closed cases:	13
New Cases opened:	28
Landlord-Tenant Inspections:	4

New violation cases:

Admin Citation:	2
Fences/Walls:	1
Hurricane Shutters/Awnings:	1
Inoperable/Abandoned Vehicle	1
Landlord-Tenant Permit:	7
Minimum Housing:	1
Overgrown Property:	5
Parking on Grass:	1
Permit Required:	3
Property Maintenance:	1
Roof Cleaning:	4
Signs Prohibited:	1

Police Department's Statistics for the Period

Total Cases: 24

Total Cases by Category

Alarms:	4
Assists in Police Agencies:	2
Sick/Injured/Vehicle:	3
Suspicious Person/Vehicle:	2
Information/Non-Criminal Investigations:	11
Repossession:	0
Residential Burglary:	0
Vehicle Burglary:	0
Domestic Battery/Dispute:	0
Hit and Run:	0
Traffic Crash:	0
Grand Theft:	0
Stolen Vehicle:	0
Petit Theft:	0



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Missing Person:	1 (Recovery – Missing from the
County)	
Criminal Mischief:	0
Narcotics Arrest:	0
Fraud:	0
Identity Theft:	0
Traffic Arrest	1

Note: Information/Non-Criminal Investigation calls consisted of loud noises, disturbances, subject check, lost dog, loose dogs, and welfare check.

There were no significant incidents that occurred in the last week.

PARKS & RECREATION:

- The manager met with Golden Gates to discuss Summer Programming.
- The manger reached out to local vendors for possible special event sponsorship.
- Manager met with Kevin Furman(Project Manager) from Playmore Recreational Products and Services to do a playground walkthrough and receive pricing for maintenance and upgrades.
- Movie Night In the Park coordination, scheduled for Saturday, February 22nd.
- Weekly grounds and building maintenance.

PUBLIC WORKS:

- Set up for a Special Commission Meeting
- Installed new speed hump at NE 116th Street & 11th Place
- Installation of new Ballor Lights at the Recreation Center has begun
- Repaired a leaning fence at an empty lot located at 11140 Griffing Blvd
- Daily and weekly median maintenance
- «Watered» 114th street butterfly park and log cabin landscaping, landscaping adjacent Village hall, and landscaping around Village hall, 121st street between Griffing and 5ave, the tree located at [8ct and 113th st] <N> side big median, the trees located at the Rec Center.
- Trimmed the hedges and resume (removing) cutting off the tree shooters from the trees in the medians throughout the Village.
- Install speed humps, reflectors and signs located at [11pl <between> 116st and 117st].



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- Repaired broken sprinkler pipe zone #2 (caused by a tree root). Also repaired damaged sprinkler lines, due to the installation of the new lights in front of the Rec
- Center (zone #2 and zone #5).

Wishing everyone a great weekend!