



The Village of Biscayne Park

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

DATE: March 20, 2020

TO: Mayor and Commissioners

FROM: David Hernandez, Acting Village Manager

RE: Village Weekly Manager's Report

VILLAGE MANAGER:

- The Manager has been working diligently with the Police Chief, he has assigned Chief Cabrera to become the incident Commander during this COVID-19 virus.
- The Manager met with the Park Manager and the Police Chief in preparation in closing down the Ed Burke Recreational Center Park.
- Held staff meeting with different department heads.
- The manager has had numerous telephone conference meetings with the Florida Department of Emergency Management and the Miami Dade County Emergency Management as to manage the COVID19 pandemic within our Village.
- The manager has been in contact with various agencies in reference to the COVID-19 and continues to monitor with our Police Department and other outside agencies.
- The manager has cancelled all public meetings due to the COVID-19 until further notice.
- The Manager continues to update all Commissioners and the Mayor as to the COVID-19 through emails, email blasts, and posting on the Village website and all other issues pertaining to the Village.
- The Manager in conjunction with the mayor worked to initiate a local State of Emergency.
- The Manager continues to work with the Village Attorney in numerous Village issues.



VILLAGE CLERK:

- COVID-19

Continue working with the Interim Village Manager, David Hernandez and Chief of Police / Emergency Incident Commander, Luis Cabrera on all communications going out to the residents, as follows:

- Coronavirus Disease Alert
- Coronavirus Disease Alert Level II
- Official Manager Statement – COVID-19
- Coronavirus Disease Alert – Known Cases
- Official Manager Statement COVID-19 (2)
- Village of Biscayne Park – Declaration of Emergency
- COVID-19 Pandemic with Changes of Operating Procedures
- Delegation of Authority – COVID-19
- COVID-19 Recommended Prevention Practices
- MD County Commissioner Sally Heyman News Alert
- Building Official Notice
- Joint Information Center on COVID-19 for the State of Florida
- 2019-2020 Coronavirus Disease (COVID-19) Preparedness and Response Plan
- COVID-19 Communications (*):
 - Bulletin – Ed Burke Recreation Center park closed
 - Bulletin – Biscayne Park Police – News Release
 - Bulletin – Interim Village Manager & Chief of Police/Emergency Incident Commander
 - Message from Interim Village Manager & Chief of Police/Emergency Incident Commander
 - Coronavirus Disease Alert

(*) Five (5) documents mailed to all addresses at the Village.

A huge task accomplished in a very short period of time with a team effort from: Capt. Roman, Commander Wollschlager, Issa Thornel and Liz Cajas from Recreation Center; Mailan Nguyen, Claudia Castro, Jean Paul Elie from Village Hall and Roland Castro from Public Works. My heartfelt Thank You to every one.

- Diligently and continuously updating Village's website and sending e-mail blasts for the Village of Biscayne Park residents.
- Personnel - Payroll processing, adjustments, timesheets and other documents provided to finance on time.
- Presidential Primary Election Tuesday, March 17, 2020 – arrived at election day before polls opened. Provided food and coffee to election workers. Election went well and calmly despite COVID-19 pandemic alert.
- Answered few public records requests on queue.
To date: 2020-046



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FINANCE:

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

CODE ENFORCEMENT:

Enforcement procedural totals:

Closed cases:	8
New Cases opened:	5

New violation cases:

Junk/Dilapidated:	1
Permit Required:	2
Property Maintenance:	1
RV/Trailers:	1

BUILDING DEPARTMENT:

Total permits issued:

Building:	3
Plumbing:	1
Electrical:	1

- In light of the Village ordering a local state of emergency the Building Official effectively suspended all building inspections until further notice. In consideration to permits that were issued which the scope **effect the structural integrity of the home** can provide an engineer's report testifying that the job abided by the Florida Building Code.



Police Department's Statistics for the Period

Total Cases:22

Total Cases by Category:

Alarms:	1
Assists other Police Agencies:	6
Sick/Injured/Vehicle:	2
Suspicious Person/Vehicle:	2
Information/Non-Criminal Investigations:	6
Repossession:	1
Residential Burglary:	0
Vehicle Burglary:	0
Domestic Battery:	0
Hit and Run:	0
Traffic Crash:	2
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:	1
Traffic Citation Issued	66
Traffic Warning	5

Significant Activities:

- No major incident or significant calls for service within this week.
- Police Department is monitoring the Coronavirus via Miami - Dade County Mayors Office, in conjunction with Miami - Dade Health Department and their E.O.C staff. We are in constant communication and being updated on the issue.
- Weekly traffic enforcement: Police officers continue to conduct "Traffic Enforcement / Speed Measuring traffic details" on NE 6 Avenue between NE 121-113 Street, between 940-942 on NE 108 Street (blind curve), and on NE



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10 Avenue between NE 119-121 Street, to detour speeders within our village. The village has three motormen and several officers RADAR (speed measuring device) certified.

- Continued directed patrol initiative for all our officers to proactively prevent vehicle larceny throughout our village. “No reported incidents”
- Currently working on renewing a few mutual aid agreements with different police departments.
- Currently in the process of acquiring Taser’s for full and part time law enforcement personnel.
- Currently in the process of acquiring equipment for the police department (N95 mask, PPE equipment, digital thermometers, gloves, etc.)
- Currently preparing bulletins, media releases, 2019-2020 Preparedness Plan relating to the Coronavirus (COVID-19) and Coronavirus (COVID-19) Alerts and Updates.
- The Emergency Incident Commander Chief Luis Cabrera implemented a pedestrian curfew that was established during the hours of 10:00 p.m. to 5:00 a.m.
- The Emergency Incident Commander Luis Cabrera in conjunction with Interim City Manager closed the Ed Burke Recreational Center and Park.
- Commander Nicolas Wollschlager established a relationship with the web EOC with Miami Dade Emergency Management.
- The Emergency Incident Commander Chief Luis Cabrera continues to work in conjunction with State, County and other local municipalities for COVID-19.
- The Emergency Incident Commander Chief Luis Cabrera has reached out to the Office of Congresswoman Frederica S. Wilson to request federal assistance.
- The Emergency Incident Commander is working constantly with the Interim City Manager.
- Currently working on a You-Tube Video reference COVID-19 for social media.



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- Implemented a mandatory every thirty (30) minute watch order at the Ed Burke Recreational Center and Park.

PARKS & RECREATION:

- The manager met with Village Manger and essential staff to discuss precautionary measures for Village.
- The manager coordinated Recreation Center and Park Grounds closing.
- The manager prepped building for the Presidential Primary Voting process and coordinated equipment pick up.
- Staff assisted in executing notice mail out.
- The manager completed a wipe down of both playgrounds.
- Weekly grounds and building maintenance.

PUBLIC WORKS:

- Daily and weekly median maintenance
- Mowed all the medians and Village lots throughout the (Village of Biscayne Park).
- Trimmed the hedges throughout the (Village of Biscayne Park).
- Started grubbing work location NE 6th avenue. (Trimming the Penta on NE 6th avenue)
- Coordinate with Rec Manager and post signs around the Rec Center.
- Watered landscaping throughout the (Village of Biscayne Park).
Oak tree in the swale location 9ave 108st was hit by a truck and the police department assisted in the placement of cones and routing traffic. Public Works Department cut and removed (Complete).
- Repaired the door of the Men's Bathroom at the Log Cabin.
- Assisted with the closure of the whole Recreation Center.
- Assisted with the stuffing of the Village Update Mailer.

Wishing everyone a great weekend!