



## *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:** April 17, 2020

**TO:** Mayor and Commissioners

**FROM:** David Hernandez, Interim Village Manager

**RE:** Weekly Manager's Report

**IMPORTANT NOTE:** The Manager is urging all of 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 shield when is outside.

### **VILLAGE MANAGER:**

- Village Mayor attended teleconference meeting with other municipalities' Mayors to discuss ongoing COVID-19 issues..
- The Chief of Police / Emergency Incident Commander, Luis Cabrera, recorded a statement, eblasted and posted at Village's website and Next Door, regarding COVID-19 on Friday, April 17, 2020.
- The Village continues to provide essential services as trash and bulk trash pickup, public works and police.
- The Manager established Zoom video conference and is in place for future Commission meeting.
- Manager met with Public Works staff to assign the task as directed.
- All public meetings remain cancelled due to the COVID-19 until further notice.
- The Manager is working on CITT Audit.
- The Manager continues to communicate with Miami-Dade County Commissioner Sally Heyman's office to provide assistance if needed.
- 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.



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- The Manager continues to hold numerous telephone conference meetings with the Florida Department of Emergency Management and the Miami Dade County Emergency Management as to manage the COVID-19 pandemic within our Village.
- The Manager has been working diligently with the Police Chief, Emergency Incident Commander during this COVID-19 pandemic.
- The Manager worked with Building Official to sign Temporary Certificate of Re-Occupancy to facilitate realtors for potential closings.
- The Manager worked with the Clerk to prepare a draft agenda to be ready to have a virtual meeting via Zoom when called upon by Village Commission.
- The Manager is constantly briefing Commissioners in providing information over the phone and via e-mail to elected officials on the COVID-19 virus pandemic.
- The Manager working with Finance Director to start on reviewing documents for future Budget.

### **VILLAGE CLERK:**

- COVID-19
  - Declaration of State of Emergency COVID-19 Extension to April 30, 2020
  - Joint Information Center for the State of Florida daily updates
- Working with Interim Village Manager to prepare a new draft agenda for a Special Virtual Commission Meeting.
- Continue working with the Interim Village Manager, David Hernandez on all communications going out to the residents of the Village of Biscayne Park.
- Continue working with Interim Village Manager and Cesar Hernandez to implement Zoom tools for future Commission meeting.
- Working with Health, Dental, Life Insurance advisors, preparing for employees' annual renewal of insurances.
- Payroll completion with Finance, reports and distribution of documentation to employees.



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- Answered FRS request.
- Responded to emails and phone calls from home and at the office.
- Prepared and processed bills to be paid.
  - Assist the Phone Doctor phone services provider to install new phones at Village Hall.
  - Continuously updating Village's website and sending e-mail blasts for residents of Village of Biscayne Park.

### **FINANCE:**

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

### **CODE ENFORCEMENT:**

**Due to COVID-19 pandemic the Code Enforcement activities has been suspended until further notice.**

- Answered numerous e-mails and flagged emails to be reviewed and looking into properties doing work without a permit.
- Sent out 62 hand typed certified mailings.
- Responded to lien searches as requested by residents.

### **BUILDING DEPARTMENT:**

**Due to COVID-19 pandemic the Building Permits activities has been suspended until further notice.**

- The Building Departments operations are still suspended. In the mean time we are working with residents in regards to emergency job that may need to take place. One such permit was issued for a roof on 119 St which will go before the planning and zoning board once meetings are scheduled.
- The Floodplain Administrator appointed the CRS Coordinator of the Village of Biscayne Park is making progress in regards to submitting the full application to the CRS Program to meet the Deadline of April 30<sup>th</sup> 2020 which we at the Village will be submitting on April 20 2020 to allow the Regions CRS Coordinator to quickly check the documents submitted to insure a successful



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submittal. We are currently evaluating the open spaces within the Village to maximize the points when entering the CRS Program. We also are working on updating The Village website to comply with CRS guidelines. Also working with Public Works Director / Village Manager in regards to Storm Water Management, as required by the CRS. We will be reaching out to the community and local lenders in regards to providing information about the Special Flood Hazard Area and flood insurance requirements. We are still waiting for the Repetitive Loss list from FEMA as they have expressed there will be a delay with obtaining that as well as the new Flood Maps that are to be issued. For anyone who would like to verify flood zone they can refer to Miami Dade County Link: (<https://mdc.maps.arcgis.com/apps/webappviewer/index.html?id=685a1c5e03c947d9a786df7b4ddb79d3>) to verify their flood zone and base floor elevation. Finally we are working on a pamphlet for the Village's Floodplain Management to provide the residents with information that would be beneficial for all property owners.

- Worked with the Village Manager to process TCRO – Temporary Certificate Re-Occupancy.

## **POLICE DEPARTMENT:**

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

**Total Cases: 21**

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

Alarms:	0
Assists other Police Agencies:	3
Sick/Injured/Person:	1
Suspicious Person/Vehicle:	1
Information/Non-Criminal Investigations:	15
Repossession:	0
Residential Burglary:	0
Vehicle Burglary:	0
Domestic Dispute / Battery / Arrest:	1
Hit and Run:	0
Traffic Crash:	0
Grand Theft:	0



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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	5
Traffic Warning	0

### **Significant Activities:**

- No crimes occurred last week
- One incident Child Custody Dispute.
- Continual phone contact with Senior Residents.
- Directives were distributed to all village officers to assist with pedestrian curfew and educating the community over the COVID-19 (coronavirus).
- Police Department continues to monitor 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.
- Continued directed patrol initiative for all our officers to proactively prevent vehicle crimes throughout our village. "No reported incidents"
- Updating and distributing new media releases via email to all residents and officers.
- 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 is working constantly with the Interim City Manager.
- Ongoing working on public information You Tube Video reference COVID-19 for social media.



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- Officers continue to monitor every thirty (30) minutes an active watch order at the Ed Burke Recreational Center and Park.
- Acquiring additional PPE equipment for law enforcement personnel.
- Worked with residents who volunteered to make mask for the elderly and special needs residents.
- Advised all police personnel to monitor NE 113 ST & 8<sup>th</sup> AVE and the U-Turn by the Log Cabin for speeders. (Chief addressed the complainant via email)
- Acquiring mini hand sanitizers and mask for the elderly and special needs residents.
- Increased traffic monitoring in all areas of concern to curtail individuals committing traffic violations.
- Police continues to educate the public reference COVID-19 curfew, social distancing and CDC procedures.
- Police are addressing verbally visitors and residents to go home on a case to case encounter during curfew hours.
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- Worked with residents who volunteered to make mask for the elderly and special needs residents.
- Mailed out donated mask to the Senior Residents and Special Need Residents who reside within the Village of Biscayne Park.
- Acquired face shields for law enforcement personnel.

### **PARKS & RECREATION:**

- Manager attended the South Florida Parks Coalition Covid-19 Zoom Meeting.
- Manager prepped playground and grounds for quarterly pressure cleaning.
- Manager and staff monitored Recreation Center and Park closing.
- Manager continued formatting filing system for archiving.
- Staff continued internal projects focused on cleaning and organizing the recreation center.
- Weekly grounds and building maintenance.

### **PUBLIC WORKS:**

- Daily and weekly median maintenance.
- Placed delineators at the intersection of NE 6 Ave and Griffing Boulevard to deter vehicle traffic from crossing (3) three lane changes.
- Mowed all Village medians, NE 6th avenue, Griffing park, Rec Center and ball field.
- Resumed trimming the green island ficus hedges on NE 6th avenue.
- Maintenance lawn mowers change the gas filter on both lawn mowers (turf tiger scag and tiger cat scag).
- Worked on youtube videos for the Chief of Police and the Village Manager on public addresses.
- Worked with Waste Pro to identify oversized piles and assisting removing certain locations to clear the swale areas.



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Note: because of the Covid-19 Public Works Department is working on a scale down workforce rotation.

**Wishing everyone a great weekend!**