



## *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:** May 1, 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** when outdoors.

### **VILLAGE MANAGER:**

- Village Mayor attended teleconference meeting with other municipalities' Mayors to discuss ongoing COVID-19 issues.
- The Village continues to provide essential services as trash and bulk trash pickup, public works and police.
- The Manager has been working diligently with the Police Chief, Emergency Incident Commander during this COVID-19 pandemic.
- 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 is working on CITT Audit in conjunction with County and Finance Director.
- The Manager continues to communicate with Miami-Dade County Commissioner Sally Heyman's office to provide assistance if needed.
- All public meetings remain cancelled due to the COVID-19 until further notice.
- 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 COVID19 pandemic within our Village.



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- 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 is working with the Clerk and the Village Attorney to prepare agenda for the next Commission Meeting of May 5, 2020.
- Manager met with Public Works staff to assign the task as directed.
- The Manager continues to work with Finance Director to start on reviewing documents for future Budget.
- Manager met with Building Inspector and Building Official and shall have a soft opening to begin reopening the Building Department on reviewing permit processes and specific inspections priority to those in emergency permit status.

### **VILLAGE CLERK:**

- Village Clerk worked preparing the agenda for the next Regular Virtual Commission Meeting, scheduled for Tuesday, May 05, 2020 .
- Worked on setting up the meeting on Zoom with Cesar Hernandez.
- Village Clerk worked with Interim Village Manager and Interim Village Attorney on the agenda for next Commission meeting on May 5, 2020.
- One (1) new police officer sworn in and documentation for hire.
- Village Clerk worked on several human resources issues.
- Payroll follow up and distribution of documentation.
- Worked with Finance on several personnel measures.
- 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 EBS administrators to the open enrollment for the employees' annual renewal of insurances.



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- Responded to emails and phone calls.
- Prepared and processed bills to be paid.
- 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.**

- Answering daily calls and emails as they come in.
- Assisted Village Manager with issues as requested.
- Attended staff meeting for update requirements.

### **BUILDING DEPARTMENT:**

- The Floodplain Administrator completed the required task for the Community Rating Service guidelines, now waiting on the region coordination to inform the next process, which has been delayed to May 11.
- Updated the Village's website to provide the community with information in regards to flooding and Floodplain Management.
- Building Department is getting in contact with its inspectors and reviewers to commence the **soft reopening of building operations on May 4<sup>th</sup> 2020.**
- Also informing via email the status of the Village.

### **POLICE DEPARTMENT:**



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

**Total Cases: 15**

**Total Cases by Category**

Alarms:	2
Assists other Police Agencies:	4
Sick/Injured/Person:	1
Suspicious Person/Vehicle:	0
Information/Non-Criminal Investigations:	6
Repossession:	0
Residential Burglary:	0
Vehicle Burglary:	0
Domestic Dispute / Battery / Arrest:	0
Hit and Run:	0
Traffic Crash:	0
Grand Theft:	1
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	1
Traffic Warning	1

**Significant Activities:**

- The Police Chief is urging all residents to be vigilant in the prevention of scams, unattended deliveries, and not locking vehicles. Now that we are still at the "Safer-at-Home" mandate it is imperative that you secure your personal property to avoid being victimize.
- The village had no major incidents during this week.
- Continual phone contact with Senior Residents.



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- The police department is monitoring and enforcing the pedestrian curfew.
- Police Department continues to monitor the Coronavirus via Miami - Dade County Mayors Office, in conjunction with Miami - Dade Health Department and the Miami-Dade E.O.C. We are in constant communication with local, State and Federal Partners.
- Directed patrol initiative to proactively prevent vehicle crimes throughout our village. "No reported incidents for the week."
- Updating and distributing new informational releases via email, next door and mailers to residents.
- The Emergency Incident Commander Chief Luis Cabrera continues to coordinate with Local, County and State for COVID-19 equipment, resources and informational updates.
- The Emergency Incident Commander provides daily briefing to the Interim Village manager.
- You Tube Video social media, e-blast and posting information on next door to heighten public information on COVID -19.
- Officers continue to monitor the Ed Burke Recreational Center and Park every (30) minutes.
- Acquiring additional PPE equipment for law enforcement personnel.
- The police department coordinated 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)
- Acquired 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 continues.



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- Police continues to educate the public reference COVID-19 curfew, social distancing and CDC procedures.
- Police Officers are advising visitors and residents to go home on the curfew restrictions.
- Created a newsletter for the Biscayne Park community.
- Newsletter was mailed to the elderly and special needs residents. The news letter was also placed on Next Door, e-blast and the village website.
- Peace Officers Memorial Day and Police Week is an observance in the United States that pays tribute to the local, state, and federal peace officers who have died, or who have been disabled, in the line of duty. It is celebrated May 15th of each year and The Biscayne Park Police Department will be honoring the fallen officers at 11 am at the Ed Burke Recreational Center.
- On Sunday, April 26, 2020, our officers apprehended a black/male, during a burglary to a motor vehicle in progress.

### **PARKS & RECREATION:**

- Manager attended weekly South Florida Parks Coalition Covid-19 Zoom meeting.
- Manager discussed updates and plans with contracted program vendors.
- Manager continued quarterly pressure cleaning.
- Manager and staff monitored Recreation Center and Park closing.
- Staff continued internal projects focused on cleaning and organizing the recreation center.
- Weekly grounds and building maintenance.

### **PUBLIC WORKS:**



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- Daily and weekly median maintenance.
- Removed broken (black olive) tree limb in the median located at (120<sup>th</sup> 9 Ave) big median.
- Removed broke hanging (black olive) tree limb over the road located at (11 Ave 121<sup>st</sup> Street).
- Sprayed the weeds at the bridge east side only.
- Vacuum leaves at the Rec Center and some needed areas throughout the Village.
- Pulling weeds from the penta on NE 6<sup>th</sup> Avenue.
- Cesar Hernandez worked with the Village Clerk to set up Zoom meeting for Commission on May 5, 2020.
- Cesar Hernandez continues working to provide all Village facilities with necessary supplies.
- Cesar Hernandez continues to transport files and documentation from storage to building and administration to work with residents requests.

Note: because of the Covid-19 Public Works Department is working on a rotating schedule.

**Wishing everyone a great weekend!**