



## *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 15, 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 May 31, 2020.

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 Manager has invited Waste Pro management team to join our Commission meeting on May 19 to discuss performance and future issues and contract extension.
- The Manager is working on FEMA Hurricane Irma appeal.
- The Manager has been working diligently with the Police Chief, Emergency Incident Commander during this COVID-19 pandemic.
- The Manager is working on CITT Audit in conjunction with the Director of CITT Mr. Betancourt.
- The Manager implemented the opening of the Building Department on May 4<sup>th</sup>. The inspections and building services restarted as well as Code Enforcement. All services are fulling operational.
- 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 shall begin to clean catch basins city wide in preparation for hurricane season.



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- The Village continues to provide essential services as trash and bulk trash pickup, public works and police.
- The Manager attended Zoom Commission meeting on May 5, 2020.
- 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.
- Received 60% of plans from FDOT Consultant regarding NE 6<sup>th</sup> Avenue improvements. Invited FDOT representatives for June 2<sup>nd</sup> Commission Meeting to make presentation.
- 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 received permit plans from FPL on the project from overhead to underground conversion.

### **VILLAGE CLERK:**

- Village Clerk worked preparing for Mayor signature, collecting signatures and posting Declaration of Local State of Emergency – Second Extension thru May 31, 2020.
- Village Clerk worked on the agenda for the Special Virtual Commission Meeting, on Tuesday, May 19, 2020 .
- Worked with Planning & Zoning Board and Code Compliance Board to establish the platform for the boards starting hold meetings via Zoom.
- Village Clerk worked collecting signatures on interlocal agreement.
- Village Clerk worked on payroll and human resources issues.
- Worked on public records request.
- Village Clerk worked on issues with the system of administration receivable and payable, building and code to unlock the program.



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- Continue working with the Interim Village Manager, David Hernandez and Emergency Incident Commander / Chief of Police, Luis Cabrera on all communications going out to the residents of the Village of Biscayne Park regarding COVID-19.
- Continue working with EBS administrators with the VOBP renewal employees' benefit plan.
- Prepared and processed accounts payable for finance.
- Continuously answering emails and phone calls to the Village Clerk's office.
- 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:**

Since our return to a "normal work schedule" our department has been addressing complaints received by residents. We will remain following safe distancing recommendations, and will work according to the CDC guidelines to ensure your safety as well as ours.

#### Key Updates:

- Excessive cats have returned to the area of 11<sup>th</sup> Place. Contact with Animal Control has been made to ascertain if we can coordinate efforts to eradicate this issue.
- Reduction of Fine Applications have been updated & will be posted to the village website.
- Preparations for virtual code board hearings are underway.
- Revisiting open cases to ascertain compliance as we prepare for forthcoming board hearings.
- Researching a cumbersome old case file re: fine reduction request.



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- Composing documents as requested by the Village Manager and resolving issues on a daily basis in coordination with the Village Manager.
- FPL commercial truck: FPL Main Office Response: “Due to the Covid-19 virus we have allowed crews to take FPL vehicles home. This has allowed us to maintain social distancing and minimizing the risk of contaminating a service center. In addition, we are only using one vehicle per employee to avoid transmitting the virus. This is a state wide effort that has been very successful and has allowed our crews to be available to keep the power on. We have had tremendous cooperation from all our cities and municipalities understanding this is only a temporary request.” Currently, Village Manager is working with FPL as this is a temporary covid-19 related issue.
- Composed letter to the church on behalf of the interim village manager advising Village will no longer maintain (mowing-grubbing-cutting the lawn) of the property abutting Village Hall.
- Working on an estate file to bring into compliance.
- Cross-checking Landlord List to ensure permits have been obtained.
- Code continues to perform lien searches by flagging 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).
- Construction Fences: There is no provision in the Village’s Ordinances requiring construction fences of any kind. We have addressed placing fences around a construction site via courtesy requests to the contractor, however, we cannot “enforce” this issue. \* A draft of a driveway ordinance (which also addresses construction & landscaping items) has been presented at workshops comprised of commissioners, staff, and residents. The ordinance revisions remain outstanding and until enacted into our code we cannot enforce construction fences. However, the Building Official, the Authority Having Jurisdiction (AHJ) may enforce citation per FBC Residential Code 3306.
- Re-Occupancy Certificates are coordinated efforts with the Building Official and Code to ensure Village requirements are met prior to closing. (Ongoing)
- Solid waste issues will continue to be addressed in conjunction with Public Works. You will occasionally notice a pile(s) that remain on the swale. Most scenarios



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have been addressed by Public Works (i.e.: oversized or missed pile) and a delay period occurs while public works communicates with Waste Pro. With respect to early placement, the code department addresses those violations accordingly. (Ongoing)

### **Enforcement procedural totals:**

Closed cases:	14
New Cases opened:	7
Admin Citation:	1

### **New violation cases:**

Admin Citation:	1
Landlord/Tenant:	1
Commercial Vehicles:	1
Permit Required (Double Fee):	3
Trash on Swale:	1

### **BUILDING DEPARTMENT:**

#### **Total permits issued:**

Building: 12  
Mechanical: 2  
Electrical: 5  
Plumbing: 5

- In accordance with the National Flood Insurance Program "All flood insurance premiums will increase effective April 1<sup>st</sup> 2020 comply with all the requirements of both Biggert-Waters Flood Insurance Reform Act of 2012 and the Homeowners Flood Insurance Affordability Act of 2014."
- The Federal Emergency Management Agency has "updated Primary Residence Determination Guidance. If the Mailing address and property address are the same on a policy or application, and the policy or application indicates that coverage is for a primary residence, insurers can issue the policy with the primary residence indicator without requiring additional documentation. If the address does not match, and the policy indicates coverage is for primary residence, supporting documentation is still required."



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- The Building Department received a draft verification report which shows a Community Rating System Class improvement to a Class 9. The new CRS Class 9 will go into effect on October 1, 2020 which would result in a 5% flood insurance premiums discount for all primary residence. Starting October 1, 2020 The Village of Biscayne Park will officially be a CRS Community.

### **POLICE DEPARTMENT:**

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

**Total Cases: 26**

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

Alarms:	3
Assists other Police Agencies:	6
Sick/Injured/Person:	2
Suspicious Person/Vehicle:	1
Information/Non-Criminal Investigations:	13
Repossession:	0
Residential Burglary:	0
Vehicle Burglary:	0
Domestic Dispute / Battery / Arrest:	0
Hit and Run:	0
Traffic Crash:	0
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	99
Traffic Warning	2

#### **Significant Activities:**

- Police Officers' Memorial Day scheduled for May 15, 2020 at 11:00 a.m. has been postponed due to inclement weather. Future date to be announced.



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- Biscayne Park Police Department is proud to announce to the village residents that our department was selected for a Traffic Safety Award by the Florida Enforcement Liaison and Florida Department of Transportation.
- Acquired mini hand sanitizers and mask for the elderly, special needs and any other residents that may request items packets are complete. Kits will be given to each commissioner for distribution.
- The Uniform Crime Report (UCR) indicated the Village of Biscayne Park lowered its crime rate.
- The Chief created a newsletter called “The Beat” to provide information to all residence and to keep them up to date on police matters.
- 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.
- It is scheduled for next Thursday, May 21, 2020 at 3:00 p.m. we will be hosting a Crime Watch Meeting will be held via Zoom.
- Police responded to a death investigation; the cause of the death is undetermined and is awaiting toxicology from the medical examiner’s office.
- Officers are actively patrolling and monitoring Griffing Boulevard and Northeast 6<sup>th</sup> Avenue for traffic concerns.
- The police department made one traffic arrest.
- Phone contact with Senior Residents.
- The police department is monitoring and enforcing the pedestrian curfew (10 pm to 5 am).
- 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.



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- Directed patrol initiative to proactively prevent vehicle crimes throughout our village.
- The department continues to update and distribute 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 and continue to enforce the park closure.
- A few residents with their family members were observed having a picnic in the park. Officers advised the individuals the park was still closed. Officers are actively advising that the park has not reopened.
- 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.
- Increased traffic monitoring in all areas of concern to curtail individuals from committing traffic violations.
- 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.

### **PARKS & RECREATION:**



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- Manager scheduled seasonal maintenance for ball field.
- Manager ordered replacement parts for main playground and tot-lot.
- Manger coordinated with SFM Services to schedule certified disinfection for multiple village locations ( Per Village Manager).
- Manager prepped playground and building locations for touch up paint.
- 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:**

- Daily and weekly medain maintenance.
- Resumed straightening the (Stop signs) throughout the Village.
- Trimmed low tree limbs, branches and palm fronds that blocked the view of street signs and road signs, located on (NE 121st street Griffing), (NE 8th court), (NE 119th street 6ave)
- Started grubbing and mulching the landscape around Village hall, landscaping adjacent Village hall. (Incomplete, not finish)
- Note - that Early is on vacation this week (5/11/20 thru 5/15/20)
- Worked with Waste Pro on getting back on track with missed pick ups of both garbage and bulk trash.
- Assisted the Recreation Manager with the preparation of some needed cosmetic update of the playground equipment.
- Trained both the Code & Building Department on how to utilize and schedule a Zoom Meeting.



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**Wishing everyone a great weekend!**