



## *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:**

- The Manager continues to work on the FEMA Hurricane Irma appeals. The Village has received \$ 107,923.39 so far. We are still at the appeal pending review of the remaining \$ 234,056.47.
- The Manager is monitoring COVID-19 pandemic in conjunction with the Police Chief and Incident Emergency Commander.
- The Manager has been approved by the Director of CITT to extend deadline from May 31, 2020 to another 60 days and continues to work with Finance Division and our Auditors (ongoing) .
- The Manager has been working with FDOT to Clean Out Drains along NE 6<sup>th</sup> Ave as well as to clean city own drainage in preparation for Hurricane season.
- The Manager met with FDOT and Village lobbyist in reference to NE 6<sup>th</sup> Ave proposed improvements for presentation for the June 2<sup>nd</sup> Regular Commission Meeting.
- The Manager is reviewing the permits plans for FPL overhead to underground conversion.
- 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.



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- 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 Village continues to provide essential services as trash and bulk trash pickup, public works and police.
- 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.
- 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.

### **VILLAGE CLERK:**

- Village Clerk worked on last updates on the Special Commission agenda. Provided all the materials for the Chief of Police seating at the meeting on behalf of Interim Village Manager.
- Set up and attend Special Virtual Commission Meeting.
- Worked with FRS and other personnel issues.
- Prepared the open enrollment of the Village's employees for next Tuesday.
- Village Clerk worked with anticipation of payroll due to holiday of Memorial Day.
- Village Clerk worked on payroll and human resources issues.
- Worked on public records request.
- Continue working with the Interim Village Manager, David Hernandez 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 open enrollment at the renewal employees' benefit plan.
- Prepared and processed accounts payable for finance.
- Continuously answering emails and phone calls to the Village Clerk's office.



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- 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:**

We remain following safe distancing recommendations, and will work according to the CDC guidelines to ensure your safety as well as ours.

#### Key Updates:

- Cats within the Village issue: Contact with Animal Control has been made and response from Miami-Dade Animal Control is as follows: ***“There is no leash law in Miami-Dade County pertaining to cats. Cats are permitted to roam freely. ASD does not respond to complaints of stray or feral cats.”***

Our code addresses open feeding and the keeping of more than four (4) dogs or four (4) cats or any combination thereof totaling four (4). As such, properties will continue to be monitored for excessive cats/dogs and open feeding.

With respect to Dogs not on a leash, please **call 311** to report these occurrences. Miami-Dade Animal Control is the proper entity who addresses this on our behalf.

- Continuing to revisit open cases to ascertain compliance as we prepare for forthcoming board hearings.
- Cross-checking Landlord List to ensure permits have been obtained.
- Collaborated efforts with building official on issuing an Unsafe Structure Notice on a property with a collapsed porch overhang, contact with owner achieved.
- Processing public records requests.
- 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)



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- 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 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)
- Code Enforcement was working on Saturday to address issues on the weekend.

### **Enforcement procedural totals:**

Closed cases:	18
New Cases opened:	13
Admin Citation:	1

### **New violation cases:**

Address #'s:	2
Admin Citation:	1
Clear Visibility:	1
Commercial Vehicles:	1
Fences:	1
Overgrown Property:	1
Painting Req'd:	1
Permit Required (Double Fee):	1
Property Maintenance:	2
Request for Relief:	1
R/V – Trailers:	1

### **BUILDING DEPARTMENT:**

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

Building: 1  
Mechanical: 0



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Electrical: 2  
Plumbing: 4

- Prepared documents for Special Virtual Planning and Zoning Meeting on May 27, 2020 at 6:30 via Zoom.
- As the Building Coordinator I am the first point of contact for the public to provide basic permit information. Examine plans, blueprints, and other documents to verify accuracy according to the building code. Answering phone calls to explain requirements and provide information to permit applicants and process permit applications. Assisting building, mechanical, electrical and plumbing inspectors in their day-to-day duties and perform basic data entry.
- As the Floodplain Administrator I am the principal community administrator in the daily implementation flood loss reduction activities including enforcing the community's flood damage prevention ordinance, updating flood maps, plans, and policies of the community, and any of the activities related to administration of the National Flood Insurance Program (NFIP). Review permits for structures within floodplains and inspect development to determine compliance with the community development standards and NFIP requirements. Duties include establishing base flood elevations (BFE's) in Zone A areas, prohibiting development within floodways; assisting in adoption, maintenance and enforcement of the community's Flood Damage Prevention Ordinance. Duties include maintenance of records regarding development; building permit applications, receipt of fees paid, site plans, surveys, permits and approvals from other agencies, elevation certificates, LOMC's, appeals, appellant board actions, variances, correspondence, Certificate of Occupancy, and other related floodplain management actions.

## **POLICE DEPARTMENT:**

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

**Total Cases: 16**

### **Total Cases by Category**

Alarms:	1
Assists other Police Agencies:	2
Sick/Injured/Person:	2
Suspicious Person/Vehicle:	0
Information/Non-Criminal Investigations:	5
Repossession:	0
Residential Burglary:	0
Vehicle Burglary:	0
Domestic Dispute / Battery / Arrest:	2
Hit and Run:	1



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Traffic Crash:	0
Grand Theft:	1
Stolen Vehicle:	0
Petit Theft:	0
Missing Person:	1
Criminal Mischief: Vehicle	0
Narcotics Arrest:	0
Fraud:	0
Identity Theft:	0
Traffic Arrest:	1
Traffic Citation Issued	108
Traffic Warning	5

### **Significant Activities:**

- Elderly male who suffers from Dementia was reported missing. He was entered in missing persons automated systems. Officers canvassed the area, checked a John Doe in North Shore Hospital, Bolo given via radio communications to all law enforcement agencies and made inquiries to other law enforcement agencies with no success.
- Police Chief urges residents to be vigilant for the elderly man. If found please contact the police department.
- One hit and run to a motor vehicle open investigation.
- The police department made one traffic arrest and a theft report regarding to a couple of garden stones taken.
- Hurricane Season commences on June 1<sup>st</sup>. The Chief is starting to make preparations for this hurricane season. Residents are urged to prepare their hurricane kits and supplies.
- Police Officers' Memorial Day scheduled for May 15, 2020 at 11:00 a.m. was postponed due to inclement weather. Future date to be announced.
- 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.
- 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.



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- 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 victimized.
- Crime Watch Meeting was held via Zoom on Thursday, May 21, 2020. Next month we will host another Crime Watch Meeting. Date to be announced.
- Police responded to a death investigation; the cause of the death is undetermined and is awaiting toxicology from the medical examiner’s office. (Currently Pending)
- Officers are actively patrolling and monitoring Griffing Boulevard and Northeast 6<sup>th</sup> Avenue for traffic concerns.
- 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.
- 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.
- YouTube 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.
- Officers are actively advising that the park has not reopened.
- Acquiring additional PPE equipment for law enforcement personnel.



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- 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:**

- Manger continued coordination with SFM Services to schedule certified disinfection for multiple village locations ( Per Village Manager).
- Manager began prep of building and playgrounds for service.
- Manager completed painting of equipment and benches.
- 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.
- Mowed grass at Village hall, NE 6th avenue, Griffing park, Ed Burke Rec.Center and the medians throughout the Village.
- Trim the hedges in the medians throughout the Village.
- Sprayed the weeds around the oak trees on NE 114th street big median (butterfly Park).



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- Note - finished mulching the landscape adjacent Village hall.
- Note - that Early is on vacation this week (5/18/20 thru 5/23/20)

**Wishing everyone a great weekend!**