



The Village of Biscayne Park

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

DATE: May 29, 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 **JULY 07, 2020**.

The Manager is urging all 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 and in public places.

VILLAGE MANAGER:

- Waste Pro will have a special bulk pick-up on June 13, 2020.
- The Manager is monitoring COVID-19 pandemic in conjunction with the Police Chief, the Incident Emergency Commander and other agencies.
- The Manager has been approved by the Director of CITT to extend deadline from May 31, 2020 another 60 days and continues to work with Finance Division and our Auditors (ongoing) .
- The Manager has coordinated with Public Works to begin cleaning of drains throughout the Village.
- The Manager met with FDOT and Village lobbyist in reference to proposed improvements on NE 6th Ave. There will be a full presentation at the June 2nd Regular Virtual Commission Meeting.
- The Manager has invited Waste Pro management team to join our Commission meeting on June 2nd to discuss performance, future issues and contract extension.
- The Manager worked in conjunction with other agencies to address flooding issues.



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- The Manager met with FDOT in preparation of June 2nd Commission Meeting.
- The Village continues to provide essential services such as trash, 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 in order to manage the COVID19 pandemic within our Village.
- The Manager is constantly providing information to Commissioners via phone and e-mail regarding the COVID-19 virus pandemic.

VILLAGE CLERK:

- Village Clerk worked on the Regular Commission agenda for Tuesday, June 02, 2020. Agenda is completed, distributed and posted.
- Worked on open enrollment of the Village's employees health, dental, vision and life insurance.
- Continue working with EBS administrators with the VOBP open enrollment at the renewal employees' benefit plan.
- Village Clerk worked with Finance with payroll .
- 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.
- Prepared a third extension of Declaration of Local State of Emergency.
- 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.



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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:

- Mosquito complaints have been received and are directed to the property authority which is Mosquito Control (contact info below). Code Compliance also can pursue the complaint and compel them to resolve the issue as a resident/owner. Even though, it is equally important for any concerned resident to call Mosquito Control by dialing "311" to request assistance to eradicate the issue as the Village is not equipped to remediate this type of violation.

MOSQUITO CONTROL

8901 NW 58 Street, Miami, FL 33178
305-592-1186

<https://www.miamidade.gov/global/solidwaste/mosquito/home.page>

- Pools without visibility to the bottom are not permitted within the Village or the County. If you have a concern regarding a potentially hazardous pool please call our office at (305) 899-8000 and provide us with the address so we may investigate.
- Code continues to follow up on cases for compliance and opening new cases.
- Code officers will be adding Saturdays to the schedule to monitor the village for work without permits and other violations.
- Lien searches are typically done weekly. We are required to flag 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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We request that homeowners resolve any outstanding violations on their properties and call our department to request a reinspection so we may ascertain compliance. This in turn will allow us to stop a daily fine from continuing to be accrued. Also, this will assure your case is resolved prior to us bringing it a hearing where fines are levied against the property.

- 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)

Enforcement procedural totals:

Closed cases:	32
New Cases opened:	7

New violation cases:

Minimum Housing:	2
Painting:	1
Permit Required (Double Fee):	2
Roof Cleaning:	2

BUILDING DEPARTMENT:

Total permits issued:

Building: 6

- The Building Department has 12 permits sitting within the department pending to be picked up. All parties have been notified that the permits are approved, feed and ready for pick up.

Inspections: 14



Permits submitted: 11

- Prepared documents for Planning and Zoning meeting on June 1 2020. Scanning plans for the Dropbox. Job copies delivered to chairman for preliminary review.
- 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.
- Review permits for structures within floodplains and inspect development to determine compliance with the community development standards and NFIP requirements and the CRS. 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. Maintained records regarding development; building permit applications, receipt of fees paid, site plans, surveys, permits and approvals from other agencies (D.E.R.M. and WASA), elevation certificates, LOMC's, 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



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Hit and Run:	1
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 inquires 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 1st. 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 6th 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.
- 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.
- Officers are actively advising that the park has not reopened.



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- 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 & 8th 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 coordinated the EPA approved disinfection of the Recreation Center, both Playground areas and the Log Cabin by SFM Services.
- Manger continued coordination with SFM Services to schedule certified disinfection for multiple village locations (Per Village Manager)
- Manager prepared a flyer for the June 13th Saturday Sweep.(Per PW)
- Manager coordinated mulch delivery through Public Works.
- Manager worked with Village Clerk to order staff shirts per the budget.
- Manager continued prep of building and playgrounds for service.
- Manager participated in COVID-19 Weekly Zoom Meeting - South Florida Parks Coalition. The purpose of this weekly meeting is for Parks Directors to report on issues and exchange information related to COVID-19.
- 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:

Public Works has completed the following items for week ending May 30th;

- Closed off streets that were heavily flood along NE 10th Ave between 113th & 115th Street, NE 113th Street between 9th & 10th Ave, NE 9th Court between 113th & 111th Street, 9th Ave between 115th & 116th Street, 121st Street between 10th Ave & 11th Place and Griffing Blvd between 111th & 113th Street.
- A drain cleaning company was brought in to assisted with the remove of standing water in those heavily flooded areas.
- The same draining company was brought back to clean the drains throughout the Village.
- Assisted the County, North Miami and the State to remove standing water along the areas that fall within their provision.
- Ordered more sand bags in addition to the ones that we already have.
- Repaired the A/C at Log Cabin that stopped working.
- Repaired a water pump that wasn't working and ordered a new one that was used on NE 113th Street between 9th Court and 10th Ave to remove the standing water.
- Recorded Village Manager update and posted it on YouTube.
- Daily and weekly median maintenance.
- Started edging NE 6th avenue medians and replaced broken sprinkler head on NE 6th avenue.
- Sharpen the lawnmower blades and chainsaw blades.
- Removed broken tree limbs from ficus tree in the median, located at (599 NE 118th street).
- Note - that because of the continuous rain we've had this week "PW" has



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been working hard to keep the Village of Biscayne Park looking good. "TEAM WORK MAKES THE DREAM WORK".

- Happy Memorial day (5/25/20)

Wishing everyone a great weekend!