


MEMORANDUM

TO: Village of El Portal Council
FR: Christia E. Alou, Village Manager
DATE: August 3, 2020
RE: July 2020 Village Manager's Report



Please accept this memorandum as my July 2020 Village of El Portal Administrative Report to Council.

Corona Virus/COVID-19 Pandemic Municipal Response

Since March 2020 the Village Administration observed state and county executive orders to follow the CDC guidelines in practicing safe social distancing, remote and staggered work schedules, wearing protective face coverings, washing hands regularly throughout the day, and keeping work surfaces disinfected among other things as we phase into the New Normal. I have been active in the weekly Miami Dade County Manager's meetings to get and give information and resources with the County and the municipal managers. The Village has The Administrative office remains closed to the general public as the executive orders allow for municipalities to re-open at a pace that is appropriate for them. The Village of El Portal offices are very close in proximity, and we are not able to maintain the required social distancing of six feet apart. The office is open by appointment only, with only one person at a time allowed. The on-line building permitting processing has been established and is highly functioning at this time. Plexiglass barriers have been placed on the front office countertop to aid the Building Clerk and any staff at the front desk in maintaining their safety. A hand sanitizer station was erected at the front office door. All staff continue to utilize their face coverings, and hand sanitizer while at the office. The Miami Dade County vulnerable community feeding program is still in place. And the Village's Emergency Management Team (EMT) continues to participate in meetings with the Miami Dade County, the State of Florida and CDC for matters related to law enforcement, public safety and administration.

The four passive parks of the Village of El Portal, The El Portal Nature Trail, the Tequesta Indian Mound, Sherwood Forest Park, and River Estates Park opened in May under the New Normal executive order and remain in good standing. The El Portal Tot Lot remains closed until further notice as it is not a passive park and is a space that will induce social gathering the Village will have to monitor its own parks because the County does not have the resources to monitor the smaller municipal parks to ensure visitors remain in compliance. To date, the residents and visitors of our passive parks follow the CDC guidelines posted on the Village website and at the El Portal Nature Trail, and we have not had any complaints or problems with compliance. As part of the South Florida Parks Coalition, I have been in a small working group developing strategies to recommend to Miami Dade Mayor Gimenez regarding safety strategies for reopening playgrounds. At present there is no change in the Tot Lot opening.

As the Village Manager, I am an integral part of the Village's Emergency Management Team, with the Mayor and the Chief of Police. I am also a part of the Miami Dade County Managers Association, which meets at least once weekly to share information and resources and to advocate for our municipality, and I am a part of the South Florida Parks Coalition with all the municipal public works and parks leaders. I have attended trainings for COVID-19 for Employers training provided by the Florida League of Cities, and the FMIT free trainings with my staff. This month was very busy with updates, briefings and trainings all related to Corona Virus/COVID-19 response, and planning for next steps. As a result of Governor DeSantis' Executive Order, the Village will be utilizing Zoom for virtual public Council and Committee meetings. This executive order was extended to coincide with the length of the Governor's State of Emergency order.

BUDGET

Interim CFO Chris Wallace and I worked on the budget for the budget workshops in preparation for the upcoming budget hearings in September. We are also working on the want-list for the annual audit, and the line of credit loan modification.

Worldwide Civil Unrest

There is no new information to report from the Village Administration about this matter at this time.

FAA Flight Pattern/Noise Abatement in El Portal

I met with Congresswoman Fredricka Wilson and other municipal managers with the FAA (Florida) on Tuesday, July 7, 2020 regarding the FAA Flight Pattern issue. The Village received some emails from concerned citizens about this matter, and we discussed this in the meeting. The FAA agreed to leave the community comment portion of its analysis open for three additional weeks to allow more residents to comment on the affects of the flight plans over the inland airspace. We will continue to monitor. In the meantime, all municipal mayors are asked to appoint a person to the Noise Abatement Advisory Group. Mayor Cubillos will keep us informed, and has put forth a resolution on the July 28, 2020 Council agenda related to the FAA flight plan.

Flooding in the Village of El Portal on May 28, 2020

At the end of May 2020, the Village of El Portal experienced severe flooding particularly on the south side of the village running along the C7 Little River Canal. I worked with Miami Dade County, the South Florida Water Management District and the Florida Division of Emergency Management to set the Village up in communications and protocols for the next flooding incident. I also reviewed the state of the Village's stormwater drains with our engineering firm, Craig A. Smith and Associates to devise an action plan. I provided a detailed report to the County about damage in the Village of El Portal as reported to me by residents. And though the Village was not damaged at the level required for public assistance, this was a good opportunity to build relationships within the County, State and Federal systems for El Portal. I am working with some concerned residents on a flooding evacuation strategy and will be meeting with the County to assist me in its preparation on Thursday, June 25, 2020. I prepared a report of the flooding

incident to the Village Council, and prepared information for dissemination to residents from the South Florida Water Management District, which is posted on the Village's website. Mayor Cubillos, Chief Magnusson and I met with concerned citizens and members of the Little River Conservancy (Kristen McLean, Hugh Gladwin and Adam Old) at their request to see a presentation prepared by Mr. Gladwin and to share information. The Village has been putting out hurricane and emergency preparedness information in the form of flyers that we created, the Miami Dade County Hurricane Preparedness Guide "Are You Ready" 2020, and promoting registration and use of the free app to get up to the minute emergency information from the County Emergency Management.

Hurricane Preparedness 2020

The 2020 hurricane season started on June 1, 2020, Chief Magnusson and I have been working with the Miami Dade County Emergency Management to set the Village up with services/resources through the County and State in the event there is a disaster this season. The Statewide Mutual Aid Agreement was presented and approved by Council at the May 2020 Council meeting. It essentially provides that, when adopted by the Council, the Village of El Portal will have the ability to enter into mutual aid agreements within the state for reciprocal emergency aid and assistance in case of emergencies too extensive to be dealt with unassisted and that the FDEM has the authority to coordinate assistance between local governments during emergencies and to concentrate available resources where needed. It also provides access to uniform protocol for the establishment and maintenance of a coordinated interface with the Federal and State Governments

In times of emergency, the Village is to contact FDEM to access assistance beyond the initial push of debris that obstructs the roadways. That is our responsibility. And our landscapers, Orchidman, is tasked with that initial response. Orchidman continues to do hurricane preparedness tree trimming in the Village's right of ways this month.

I have been in communication with Waste Management about releasing a RFP for Solid Waste Removal services, as we are out of contract and Waste Management must raise its prices. The RFP for waste services was opened this month and will close on August 4, 2020. Of note for this RFP and subsequent award, this will affect the Non-Ad Valorem as this will surely increase in residents' assessments.

Hurricane Irma Recovery

I was contacted via email by Mr. Robert Samaan and Mr. Terry Quarles of FEMA, that there are RFIs that the Village of El Portal will receive on July 31, 2020 that must be completed. We received those RFIs and will be meeting with the contractor, DP&O, to complete them and return within 14 days.

Our Line of Credit is set for expiration on July 29, 2020. We will modify the line of credit with a lower interest rate for one final year. A new term sheet describing these details will be on the Tuesday, June 23, 2020 Council agenda and our banker, Rafael Borrero with Synovus Bank will be on hand to answer any questions of the Council. Our account remains in good standing with interest payments being met as we await the reimbursement.

Special Projects

The Village of El Portal Parks Renovation and Renewal Project (funded by Kavista developers fees). The Village will be renovating, refreshing and renewing its parks and historic site over the next few months. As part of this endeavor, the Village will also be naming, renaming or dedicating the five parks in the Village of El Portal. Public Works Chairperson Luis Pirela and I have conducted site visits with the Miami Dade County Department of Parks and Recreation/Neat Street Miami about the services they can provide in landscaping architecture, parks planning, equipment and trees and landscaping for the renovations.

In a committee meeting, Councilperson Roman informed me that the Nature Trail park and the River Estate park are right of ways to the Village and are owned by the County, which will hamper renaming these parks and possibly renovating them. I researched and found that the parks do not belong to Miami Dade Parks and Recreation but belong to Miami Dade Dept. of Transportation and Public Works. I was given the name of Mr. Dennis Fernandez, Director, to contact about the El Portal properties but have received no response to several attempts to reach him. I will continue.

Village of El Portal Transportation Circulator Pilot Project Shuttle to Downtown Transit

The MD Transportation Planning Organization (TPO) submitted this project to FDOT for funding on behalf of the Village of El Portal and other municipalities. The Florida Department of Transportation has agreed to fund the project once we have satisfied some logistical matters. Because we do not have the staff or resources, I am working directly with the TPO and Miami Dade County Department of Transportation and Public Works. I met with Ms. Maria Elisa Colmenares of the TPO, to start the planning for the Village of El Portal's circulator pilot program with free shuttle service to and from the Virgin/Brightline Downtown Station for all Village residents. I met with Mr. Raymond Freeman, Passenger Operations Manager, Modal Development Office of FDOT, who outlined with me all the required documents the Village must submit to FDOT to get the project agreement and funding from the state. I then met with Ms. Colmenares and the "shuttle operator/provider" through DTPW Division of Transportation and Public Works Division of Transportation Strategic Planning to discuss the project. I will work with the Public Works Committee Chair to address the public discussion of the project as that too is a requirement.

As it is scheduled now, the circulator will start in December 2020, with one to two passenger vans to take El Portal residents and guests to and from the Virgin Brightline Transit station in Downtown Miami. The schedule is 7AM to 9AM, and 4PM to 6PM with a possibility of extending the hours one hour earlier for each rush hour. This will cost approximately \$80,000, with the Village paying \$20,000 from its CITT/Transit funds. Pick up location must be determined, with the Village Hall being a probable location of pick up, but perhaps the Sanctuary or a location on the west side of the Village could be considered. I will defer to the Council's decision on this matter.

NE 2nd Avenue Business Corridor

State Appropriations

The Village of El Portal presented three legislative priorities for funding to this legislative session through our lobbying team. They are the septic to sewer conversion of NE 2nd Avenue, stormwater

improvements, and a traffic calming school safety project on the west side of the Village of El Portal. The septic to sewer conversion of NE 2nd Avenue (approximately \$500,000) and the school safety project (approximately \$300,000) made the legislative priorities of the house and senate and are presented to the Governor for funding.

The Sanctuary Rader Church

Property owner Seth Gadinsky and Associates are attempting to sell the property. Now that the Cristo Rey Miami school purchase is no longer available, other businesses are looking at the property. To date, Mayor Cubillos and I have met with one interested party, who is considering the property for the mixed commercial use of restaurant, offices, retail businesses.

Parking Plans

The status remains as it was in February 2020 - PlusUrbia was to work with the office of Alice Bravo, Director, Miami Dade County Department of Transportation and Public Works, to bring parking meters, traffic calming, additional parking to NE 2nd Avenue. They are presently setting up a meeting for the Village to discuss the parking matter and traffic calming. We do not have a date yet. In the meantime, Dr. Margaret Okonkwo has closed her pediatric practice and moved to Arizona. As the owner of the property, she is attempting to lease the property and has asked if the Village of El Portal would be interested in renting the property from her. Before departing, she did document her continued request to have the potholes and paving replaced on the swale parking lot at her building on NE 2 Avenue and NE 88th Street. We have not been able to repair/replace the paving due to flooding in the area. Paving companies encourage us to install French drains or more storm drainage to curtail the flooding problem that caused the potholes and broken asphalt. The cost of just repairing the paving is between \$12,000 and \$16,000.

Biscayne Boulevard Development

Kavista at El Portal/Annexed Area

The Kavista at El Portal project – plans have not yet been submitted. A special use account has been set up for the receipt of these developer's fees that restricts the use as prescribed by the Council. To date, \$333,000 is in the account for only green space use as determined by the Village Council. Councilperson Luis Pirela, Chair of the Public Works Committee, and I met with the Miami Dade County Parks and Recreation and Open Spaces Department/Neat Streets Miami to discuss the parks in El Portal and the County's Parks Master Plan and resources the Village may utilize for the renovation of the five parks of El Portal. I provided the Village Council a memorandum of summary and recommendation from our meetings. See above Parks special projects.

Skate Bird Miami (Skate Park)

Jonathan Strauss, developer of Skate Bird Miami, continues to work with the Building Department to complete the development of the skate park. He intends to submit plans very soon.

Former Trailer Park Development

No update. There has been no activity to report this month. Fullview, the property owner, is aware of the development of the Kavista at El Portal project as well as the Skate Park at Don Bailey's on Biscayne Boulevard.

Departments

Police and Public Safety

The final disposition in Ms. Hufnagel's arbitration was rendered on June 24, 2020, with a binding decision for the Village of El Portal that upholds Ms. Hufnagel's termination. There will be a backpay sum provided to her for an increase from the time of her return to Sergeant's position to the date of her termination. She was paid up until her termination, but she will receive the equivalent of what an increase in pay for that short duration. This has been a long and arduous employment issue for me, the EPPD and former Interim Chief Jose Perez and the El Portal Police Department. I thank attorney Gus Bravo, who served as the Village's Counsel in this matter, and our Interim Village Attorney Norman Powell. I also thank former Interim Police Chief Jose Perez, our present Chief David Magnusson for guiding the department out of the extremely difficult work environment and the members of the department who stayed the course and are now working together to make the department solid, productive and a good place to work. On July 21, 2020, the Village was notified of Ms. Hufnagel's intent to sue. We will refer her latest lawsuit to our insurers, Florida League of Cities/Florida Municipal Insurance Trust.

The PBA, through of-counsel attorney, Brenden Coyle brought suit against the Village of El Portal for unfair labor practices/failure to utilize negotiate in good faith based on a request made in the Summer 2019 Re-Opener labor discussions that resulted in the take-home cars pilot program being implemented, but no starting salary increase from \$35,000 to \$40,000, no step-increases of 5% annually and retention plan for the union members. We reached an impasse. The PBA v. Village of El Portal Impasse Hearing was held Wednesday, July 1, 2020 at 10AM via Zoom. Interim CFO Wallace and I discussed the state of the Village's finances, and specifically what the union's financial demand would do the Village even in good financial times. In our last collective bargaining agreement, police staff's starting salary was increased to \$35,000 and all others received a 7-9% increase in the first year, and subsequent increases thereafter. The Village of El Portal's salaries, across the board in administration and police, are the lowest in Miami Dade County. We are awaiting a determination from the arbitrator in this case.

The EPPD continues to have difficulty with the vehicle fleet.

Chief David Magnusson continues to review applications for vacancy posting for Part-time/Non-Compensatory Police Officers. He and I interviewed a successful candidate, Emilie Poveda on July 20, 2020, and she will be sworn in at the July 28, 2020 Council meeting. **We welcome Officer Poveda to our ranks and to the Village of El Portal!**

From Police Chief David Magnusson

- Two Part-Time Non Comp continue their field training (Otero and & Fanjul)
- One new Part-Time Non-Comp is being sworn in Tuesday.
- A Letter to the Community was disseminated on 7 July 2020 .

- Two Crime watch areas being looked at to be added on (Gigi Krop's group & Tiffany Thome)
- Worked with other agencies who helped get a baby out of a locked car here in El Portal (Friday 10 July)
- Attended Public Safety Meeting Tuesday 7 July
- After uptick in shed burglaries, special operations were put in place. One offender was captured. Chief Magnusson shared info with Miami Shores PD. They were able to make that offender on a Shores case.
- Advised of an upcoming FDLE CJIS Technical audit. We are currently working on getting all the preliminary information they are look for. This will be an online inspection. A physical visit (maybe in 2021).
- Numerous COVID testing for department since one full time and three part time have contracted it in July.
- Chief Magnusson attended (ZOOM) Hurricane/Flood Meeting with Mayor, Manager, Adam Old, Hugh Gladwin, and Kristen McClean.
- Took part in Impasse Meeting (ZOOM) 1 July 2020

Code Enforcement

Air B&B regulations. The Village of El Portal has been getting several resident complaints against Air B&B and short-term rentals within the Village. The Village of El Portal does not regulate these rentals. Miami Dade Vacation Rental Ordinance Sec. 33-28 is in place. The Village of El Portal Code Enforcement Committee may use this as a reference point to start a discussion or adopt the ordinance with some word changes. This was provided to Code Enforcement Committee Chairperson Anders Urbom.

The South Florida Water Management District outlined the permanent Water Conserving Landscaping Irrigation Ordinance and provided it to all Miami Dade County municipalities. I posted on the Village website the new watering restrictions, members of the council were made aware, and we have discussed making the community aware of this requirement. The Village does not have any watering restrictions in our Code, but we can change that. The state requirement essentially allows landscape watering for even and odd number addresses for specific days. This ordinance also came with specific requirements that the municipality update its ordinance to include the new and permanent restrictions. With Code Enforcement Officer and I worked with the Interim Village Attorney to bring that code updating ordinance to the committee and council. In the meantime, as I work with PlusUrbia on our Water Supply Planning for the Comprehensive Plan Amendments/Updates, we may add this to our efforts if it is adopted by Council.

We must replace the Code Enforcement and Public Works vehicles as soon as possible.

Mr. King returned to work from medical leave on June 15th, but then became ill again. His report details his work from that date to present. We appreciate the EPPD for continuing the code enforcement duties in Mr. King's absence.

From Code Enforcement Officer Emir King

No submission from Mr. King at this time. He has been out of the office due to illness.

Building Department

Due to the size of the front office, I continue to implement the staggered work schedule after vital duties are complete. The front office staff is utilizing the Village Hall and conference room when they can, but they are able to do some work from home. During this time, building services are very good with the online and appointment processes we have put in place are making remote work very productive.

The Building Department is working with our new Building Official, Mr. Marc Jean, who was introduced to the Planning and Zoning Committee on July 23, 2020. Mr. Jean and Ms. Herrera have been very active with technology and with utility right-of-way work this month. revised all Building Permit Applications to include a provision that any expenses incurred for extra plan review beyond what is typical for urban planning, is subject to cost **recovery fees**. This language was provided by PlusUrbia in our efforts to start recovering these fees in future. PlusUrbia will be providing the Village the names and addresses of those applications are more extensive and have incurred those fees on their invoices to the Village of El Portal each month. This was not done in the past, but a list of these applicants was provided dating back twelve months, and bills will be mailed to them. We hope to get some response for these invoices.

Ms. Herrera and Building Official Marc Jean have been working on re-introducing an increase in building fees. I will provide numbers and comparables to the council again in the coming weeks.

From Building Clerk Miriam Herrera

- Online new permit submittal 15
- Plan revision 5 online
- Plan review 15 online
- 78 Inspections
- 29 New Permits Issued
- 11 New Contractors Registered
- 4 Certificate of Re-occupancy Issued:
 - Judith Mistor- 453 Ne 89 St
 - Old Cutler Investments- 8911 N Miami Ave
 - Luis Diaz – 400 Ne 87 St
 - James Bator – 235 Ne 90 St
- 5 Property Lien Searches
- 5 New Proposed Building Permits Significant Improvement Home Renovations now in process of Review

CAP Government's new engineer, Mohan Thampi, has been assisting the Village in reconsidering the Septic to Sewer project as we await results of Interim Village Attorney Powell's negotiations with Pennoni, and assisting me and Robert Ruano with CDBG and funding requirements and reporting (Stormwater).

Lost Blueprints

Ms. Aramburu has requested a meeting with me. She and I will discuss her matter on Wednesday, July 29, 2020. Due to the pandemic, this project is on hold but will remain on my report until it is resolved. Ms. Aramburu of 120 NW 88 Street whose **blueprints were lost by the Village of El Portal in 2016** and she is now asking that the Village replace the blueprints. She is very upset and is demanding the blueprints. I was made aware of this situation by Mayor Cubillos last month and have reached out to the County Clerk's Office to obtain blueprints. The County's records only go back as far as 1950. We will have to commission this work from an architect. I discussed the matter with PlusUrbia, who can complete uncertified blueprints on behalf of the Village in the amount of \$2/square foot. Approximately \$3,150. PlusUrbia will conduct the blueprinting on Tuesday, August 18, 2020.

Planning and Zoning

PlusUrbia continue to work on the Water Supply Plan and Comprehensive Plan. Additionally, they are investigating whether to pursue the potential metering of parking on the streets off of NE 2nd Avenue. The Yoga Studio Applicant (NE 2nd Avenue and NE 88th Street) is still interested in opening without the addition which will reduce the parking requirement for that business, but still want to utilize the NE 88th Street exclusively.

PlusUrbia also presented an architectural guide to the Planning and Zoning Committee earlier this year that focuses on continuity in the esthetics of the Village and its future development. This project was initiated by Mayor Cubillos. The guidebook will be presented to El Portal residents with the comprehensive plan amendments and building fees changes in a town hall/workshop in the coming months.

I submitted the CITT 1st and 2nd Quarter reports as requested within the extension deadline. These reports discuss the Village's use of funds provided through the gas tax. For transit funds, the Village will utilize the TPO Circulator Pilot Program, and with the transportation funds, the Village is utilizing these funds as collateral for the Septic to Sewer Conversion loan for the design work of the project that is still awaiting Pennoni's 8% to finish. We have started paying the loan back. I met with TPO and CITT leads in reconnecting for the Village's circulator (free shuttle service to and from downtown Miami's Virgin/Brightline Station). Please see Special Projects section at the beginning of this report.

Building Clerk Herrera and Building Official Marc Jean have been working on re-introducing an increase in building fees. I will provide numbers and comparables to the council again in the coming weeks.

Public Works (includes Parks and El Portal Tree City status)

The Village of El Portal passive parks, Tequesta Indian Mound, the El Portal Nature Trail, Sherwood Forest Park and River Estate Park are open 7AM until 8PM daily, per the Phase 1 and Phase 2 New Normal Re-Opening of Miami Dade County Open Spaces by Executive Order of Miami Dade County Carlos Gimenez. The El Portal Tot Lot will remain closed until further notice as it is not a passive park and is a space that will induce social gathering the Village will have to monitor its own parks, as they do not have the resources to monitor the smaller municipal parks to ensure visitors remain in compliance. As part of the South Florida Parks Coalition, I have been in a small working group developing strategies to recommend to Miami Dade Mayor Gimenez regarding safety strategies for reopening playgrounds. At present the recommendations are heavily weighted on the user (park goer and children). Please see Special Projects Section.

From Angel Hernandez, Public Works and Maintenance Staffer

Cleaned the Parks and Village Hall grounds Daily

Continue to coordinate with Orchidman Landscapers for the hurricane tree trimming of the Village right of ways and parks.

Cleaned the bus shelter on NE 2ndAve per the Miami Dade County Interlocal agreement, including painting the bus bench.

Cut a large part of a tree that was struck by lightning on NW 2nd Ave and 88st front of school with Chain saw that was blocking side walk.

Patched a few potholes on the streets.

Disinfecting of the Village Hall offices every other hour with 99% alcohol including all door handles and surfaces and also spray the surrounding areas with a disinfecting solution.

Septic to Sewer Project (Pennoni) and El Jardin Stormwater Improvement (Craig A. Smith) Project

Pennoni – The S2S project in the west quadrant of the Village is stalled again due to engineering firms increase of fees. Through Interim Village Attorney Powell, we have scheduled some meetings to brief Public Works Chair, Councilperson Pirela, and to meet with Pennoni, but have had to cancel due to scheduling conflicts.

The projects remain:

1. The Village Council passed the easement agreement with the Miami Dade School Board at the October 22, 2019 Regular Meeting. Interim Village Attorney Powell attempted to finalize the negotiations with Pennoni Engineers and coordinated a phone conference between us and Pennoni's Steven Elias to finish the design work of the lift/pump station. Elias states that Pennoni has "lost momentum" and will be asking for an additional \$45,000 to \$50,000 to complete the remaining 8% on the project. We asked for the reason for more money in writing and have not

received this proposal as of this day. The Village is required to make the initial payment to Horace Mann Middle School in order to finalize the easement agreement. The initial payment is \$18,000. I have met with the Interim CFO, and we are processing the payment to accompany the executed contract this week. The next payment of \$6,000 is due in twelve months, and the final payment of \$6,000 is due in twelve months after the second payment is made. Interim CFO has booked these payments so that they are distinguished from other payments in the Village's budget. We are still in review of Pennoni's new addendum regarding the payment to finalize the design of this project with Engineer Mohan Thampi and Interim Village Attorney Powell.

2. CDGB grant funding request was made of Miami Dade County for road construction related to the stormwater improvement project. We received \$157,000. The Village is in good standing on this project. The Village is looking into other opportunities to get funding through HUD/CDGB Critical Facilities funding to supplement some areas within the Police Department only. We are awaiting the response for the submittal of this grant.
3. Craig A. Smith and Associates – El Jardin Stormwater Improvement. Engineer Orlando Rubio executed alternate designs to the El Jardin stormwater outfall project that was presented in the January 7, 2020 Public Works Committee meeting and passed to full council. The new design has been approved by FDEP. I reviewed the Stormwater drainage with CAS, and we are taking proposals for an external maintenance company presently.

FPL Street Lighting Pilot Program –This pilot program conversion has not started El Portal, but met with FPL and Councilperson Pirela in June. FPL was invited to present the project to the Public Works Committee meeting that was to start at 7:30PM, but Mr. Ariel Lazo would not wait beyond 11PM for the meeting. Presently the Village has 151 FPL light posts. All lights are high pressure sodium, with no LED lights. FPL is proposing a lighting plan for the Village of El Portal that will reduce power consumption by replacing all the lights with LED lights. The Village is given the choice of three lights: 41-Watt 4000K, 45-Watt 3000K, and 76-Watt 6400K. According to FPL, most of the other municipalities in the County are utilizing the 76-Watt 6400k, which is a white light. FPL is available for a meeting to discuss with the Village its program, pricing and options. Also, according to FPL, all the new LED lights are wildlife compatible. We have asked that the Sherwood Forest area receive the lowest wattage LED replacements. We do not know when the El Portal conversion will begin.

Ongoing - There are streetlight outages on NE 2nd Avenue. I requested that FPL repair, and was told that those streetlights do not belong to FPL or the Village of El Portal. They are County streetlights. The County has been non-responsive to our requests to repair.

Little Library Reading Park/Cove at the Tot Lot. Public Works and Maintenance Staffer Mr. Hernandez will be working with Artist Nicole to coordinate the new and bigger **Little Library** installation. Mayor Cubillos has pledged to donate the new structure to the Village of El Portal. We are awaiting a response from the artist as to when the structure will be ready for installation.

Maintenance, Update and Beautification of Village of El Portal Properties (Parks) and Village Hall

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The Village of El Portal Administrative offices have been closed to the public since March 26, 2020. It has been bio-cleaned, and is cleaned every Monday, Wednesday, and Friday by Clean and Clear Cleaning Service. Staff is working staggered work shifts and working remotely. The Building Department is taking appointments for applications when needed.

The front window of the Village Hall Chambers was smashed on Sunday, December 15, 2019. EPPD made an arrest, and I have filed a claim with the insurance company (Florida League of Cities). Mr. Hernandez is attempting to get the quotes needed for the insurance replacement. One window company has explained that the window setting is too old and won't support a significant pane of glass. We are awaiting other quotes.

Public Affairs

WWW.ELPORTALVILLAGE.COM must be upgraded to keep step with the increase in use due to the pandemic. Webmaster Sarah Hanafourde Gerber presented a quote of \$4,700 to do the upgrade we need. We will utilize public affairs funds reallocated from events that have been canceled due to the pandemic to pay for the upgrade. Since the COVID-19 pandemic the Village, as other municipalities, is utilizing its website now more than ever.

I was asked to get information about making the Village's Newsletter a self-mailer that will be mailed to residents as opposed to the door-to-door delivery presently being done by Vice Mayor Nickerson and Mayor Cubillos and other councilpersons at times.

The Miami Dade County Public Library System is resumed the Mobile Library program in the Village of El Portal on Mondays 11AM to 12PM in the Village of El Portal Village Hall parking lot. The Mobile Library is sanitized and requires social distancing and face coverings while inside.

All scheduled Public Affairs events have been cancelled due to the COVID-19 pandemic.

Administration and Finance

Finance –We will modify our Synovus Line of Credit loan on Tuesday, July 28, 2020 at the second reading, in time for the July 30, 2020 deadline. This line-of-credit was used to pay our Hurricane Irma debris hauling contractor \$1.25M.

Budget Hearing Dates: On Tuesday, July 14, 2020 7PM and Tuesday, July 28, 2020 at 6:30PM, the Village conducted its 2020 Budget Workshops, an open forum for community, council and the administration to review the current budget and forecast the upcoming fiscal year budget. The Budget Hearing dates are set for Tuesday, September 8, 2020 at 6:30PM and Tuesday, September 22, 2020 at 6:30PM.

Interim CFO Chris Wallace continues to address the lack in the finance department and will continue to work on the 2019 end of year budget report, as well as keeping us focused in this budget year. He is also preparing other reporting requirements for the upcoming Audit as well as the financial impacts of other open projects.

Grant Applications - I am working with Robert Ruano, grants consultant and special projects liaison, in application for the Housing and Urban Development CDBG Critical Facilities Grant for resiliency updates to the El Portal Police Department. We applied for a grant that will harden the external windows and doors of the police department only, as well as a replacement to the air conditioning unit and a generator. We are awaiting a response from HUD.

Mr. Ruano is also exploring other grant opportunities for the EPPD and the Village's Tree Survey/Inventory.

RFPs - I published a Solid Waste Removal Request for Proposals on July 20, 2020 in order to ensure an award by the close of the fiscal year, as requested by the existing service provider, Waste Management. I have been responding to questions about the details of the RFP in anticipation of proposals. The closing date of the RFP is August 4, 2020. I will be issuing an RFP for landscaping in the coming months.

Legislative Update – Our lobbying team continues to monitor opportunities for our municipality. Richard Pinsky alerted us to the change in the Governor's Order on Public Meetings, and CARES Act and other legislation. The team informed us that the appropriations we expected pre-Corona Virus Pandemic for the Village's stormwater, sewer conversion on NE 2nd Avenue and traffic calming rotunda on the west side of the Village were vetoed by Governor DeSantis' due to the Corona Virus/COVID-19 pandemic taking priority over those appropriations.

Human Resources - The EPPD and the Administrative Staff is completing free on-line trainings provided by the Florida Municipal Insurance Trust (FMIT). Some of the trainings that were completed include Defensive Driving (Public Works and Maintenance), Sexual Harassment (All staff), Diversity in the Workplace (All Staff) and Dealing with Heat Stress.

Other Housekeeping Matters - The Village of El Portal's is resolving its **internet service** problems with COMCAST. We have met with Complete Care, IT and Comcast, and have been assured that some repairs have been made, a new Comcast technician's direct dial was given to us, and we are in a holding pattern to see what comes of this new commitment.

I continue to participate in all Miami Dade City and County Manager's meetings and trainings and will be participating in a focus group for women in leadership in the coming week.

Among many meetings this month, **I participated** in the Florida City and County Managers Association Women in Leadership Focus Group with women managers, deputy and assistant managers and women who want to be municipal Chief Administrative Officers on Monday, July 27, 2020. It was a very interesting session, and I am happy to have participated and provide insights for those interested in CAO careers. I also participated in the El Portal Virtual Resiliency and Sustainability Task Force Meeting as an observer on Tuesday, July 28, 2020. I attended a Friday, July 10, 2020 meeting for COVID-19 Impacts on Surtax Funding hosted by the CITT. I met with Congresswoman Fredricka Wilson and other municipal managers with the FAA (Florida) on Tuesday, July 7, 2020 regarding the FAA Flight Pattern issue. The Village received some emails from concerned citizens about this matter, and we discussed this in the meeting. I also participated in the Impasse hearing for the PBA v. Village of El Portal on Wednesday, July 1, 2020.

Councilmember/Resident Requests

I have met with several residents telephonically and exchanged several emails over the month. If you would like further information about the content and resolution, please do not hesitate to contact me directly. I do keep a file and documentation for this. I have also been working with the Clerk and Interim Village Attorney on addressing **many public records requests**. We have been reported to the Miami Dade County Ethics Commission and have been participating in an investigation due to the delay or non-responsiveness by external entities/non-Village of El Portal employees, in some public records requests.

There continue to be a myriad of directives and projects I administer at the request of individual councilpersons and members of the El Portal community. For more information, please contact me directly.