

**MEMORANDUM**

TO: Village of El Portal Council  
FR: Christia E. Alou, Village Manager  
DATE: May 26, 2020  
RE: May 2020 Village Manager's Report



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

**Corona Virus/COVID-19 Pandemic Municipal Response**

Since March, and during the month of May, the Village Administration observed state and county executive orders to keep non-essential staff home to work remotely, to practice social distancing and self-quarantine for those experiencing symptoms of the Corona Virus/COVID-19. The State and County opened the public outdoor spaces such as parks over this month, and on May 18, 2020 many interior spaces were opened with limitations as part of the "New Normal." The Administrative office remains closed to the general public at this time 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. We are slowly ramping up to have all six administrative staffers in the office at the same time. For now, we are operating in staggered shifts, as is encouraged by the New Normal guidelines, and working remotely from home. 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. We are still awaiting a hand sanitizer station that was purchased to flank the front office door. We have had the Village bio-sanitized and we continue the cleaning of the office with Clean and Clear cleaning service and our Public Works and Maintenance Staffer cleans surfaces and sprays every two hours. Police staff continue to utilize their face coverings, gloves and hand sanitizers and has shared their limited supplies with the administrative staff and some vulnerable members of the El Portal community. 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. Also, State Representative Dotie Joseph kindly provided the Village of El Portal Police Department with 40 masks. Masks are to be utilized by police, staff and we may give to residents if requested.

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. I am

a part of the White House with Florida Department of Emergency Management and local leaders weekly meeting phone group to get updates and information, as well as the National COVID-19 weekly briefing, 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, like April, was very busy with updates, briefings and trainings all related to Corona Virus/COVID-19 response, re-openings, and planning for next steps. Some of our services and projects are affected by the pandemic so there may not be an update for that project or service in this report.

As a result of Governor DeSantis' Executive Order, the Village will be utilizing Zoom for virtual public Council and Committee meetings.

### Special Projects

#### **NE 2<sup>nd</sup> Avenue Business Corridor**

##### **State Appropriations**

No Update.

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 2<sup>nd</sup> 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 2<sup>nd</sup> 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. Mayor Cubillos, our lobbying team and I participated in phone conference meetings last week to answer questions and give more detail about the two projects that are recommended for funding by the state. We had very good discussions but were told that the Corona Virus/COVID-19 pandemic is the priority, and funding and the possibility of it will be on hold until the pandemic is over.

#### **Cristo Rey Miami High School at The Sanctuary Rader Church**

A development agreement was reached with Cristo Rey Miami and the Village of El Portal at the May Planning and Zoning Meeting held on May 12, 2020. The agreement will be deferred to the June 2020 Council meeting.

##### **Parking Plans**

No update.

The status remains as it was in February 2020 - PlusUrbia has been working with the office of Alice Bravo, Director, Miami Dade County Public Works and Transportation, to bring traffic calming, additional parking to NE 2<sup>nd</sup> 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 to another pediatrician. 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 88<sup>th</sup> 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 passed its April 28, 2020 Council meeting with a special use fund established by the Council under Councilperson Roman's guidance to utilize 100% of the funds for parks and green spaces in El Portal only. 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. This was, in part, against my recommendation and advocacy to use a small portion of the funds for public work, code enforcement and four police vehicles that are desperately needed. As I attempt to find out funding sources to accommodate the vehicle problems, Councilperson Pirela, Chair of the Public Works Committee, and I will be meeting with the Miami Dade County Parks and Recreation Department 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.

#### **Skate Bird Miami (Skate Park)**

Passed through April 28, 2020 Council Meeting, allowing for special exceptions for a skate park to be established at the Don Bailey Carpet parking lot in the El Portal Annexed area next door to where the Kavista at El Portal multiunit apartment project will be located.

#### **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.

#### **Hurricane Irma Recovery**

I met with Florida Division of Emergency Management Director Jared Moskowitz, his Chief of Staff Jared Rosenstein, Mayor Claudia Cubillos and Interim Village Attorney Norman Powell to discuss and hopefully get information of the status of the Village's Hurricane Irma Reimbursement funds. Director Moskowitz provided us a generous amount of time and openness that there is no update from his perspective. He essentially stated that this was an ongoing case, and that FEMA was not providing him any further information either. Our status has not changed since receiving the September 24, 2019 letter sent to the Village from Mr. Gary Stanley of FEMA. I discussed this with members of the Administration and Finance Committee on May 19, 2020. Once I received a recommended FEMA contact from Director Moskowitz, I sent an email and letter to him, Mr. Robert Samaan, on May 22, 2020, and received a response from one of his staffers, that there was no update beyond the exact language we heard from

Director Moskowitz, Mayor Cubillos, Interim Attorney Powell and I met with DP&O to get an update on its status with the audit review on April 29, 2020. DP&O stated that the review has been minimal, and they have complied with every request.

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, May 26, 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.

### **Hurricane Preparedness 2020**

The 2020 hurricane season starts on June 1, 2020, 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. As we are embarking on a Statewide Mutual Aid Agreement that will be presented to Council next Tuesday. 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. It also allows for:

- the SMAA to be used for smaller events; no declaration of a state of emergency is needed for the agreement to be activated. This allows for a formal mutual aid process for the entities within Florida to use.
- In using the SMAA for mutual aid, the requesting entity agrees to reimburse the assisting party per the terms of reimbursement in the SMAA. However, if the terms for reimbursement are to vary from the provisions of the SMAA, this needs to be and signed off by both parties prior to the assistance being rendered.
- The SMAA automatically renews each year; only the contact information needs to be updated each year.

The Statewide Mutual Aid Agreement is before the May 26, 2020 Council, and is my recommendation as we move forward without the Hurricane Irma reimbursement, but prepare for another disaster.

In my meetings with Miami Dade County Emergency Management, I was told that we would need to do a MOU with the MD Dept. of Solid Waste and the MD Dept. of Public Works and Transportation. I reached out to both of those departments to begin that process. I have not gotten a response from MDPWT, but I have heard from Dept of Solid Waste, who stated that their services of debris removal are only accessible if the Village will make Miami Dade County Solid Waste our residential solid waste removal primary. We would have to secure a different company to remove businesses and multi-unit dwellings solid waste, but that this department would be the exclusive removal company otherwise. This process will take months to secure. The director is preparing a quote for the costs of this service that I will share with the Council. We have discussed RFP for our solid waste services in the past. I will provide this information when I receive it.

## **Village of El Portal Transportation Shuttle and Transit**

Ongoing – On May 1, 2020, I had a phone conference with Lisa 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. Ms. Colmenares will set a meeting for me and the "shuttle operator/provider" so that we may discuss what that will cost and other logistics. I will include Mayor Cubillos in this meeting once we set dates. Due to Corona Virus/COVID-19 there are delays.

The Village was required to present the County with a report on how we will spend the funds that are available for utilization under our CITT Transit category. I requested an extension on that report until May 2020, so that I may speak with Ms. Boucle about the total cost of the shuttle pilot. The pilot will cost the Village \$20,000 in TPO funds, which will eliminate any other uses as we receive approximately \$20,000 annually for transit use. Councilperson Roman requested two bus stop shelters. Bus Shelters are approximately \$15,000.00 each. I am considering sidewalk installation and/or repairs. Both the bus shelters and the sidewalk are allowed under the CITT Transit spending, but we have a very limited amount of funds to use and have already committed to the free (to our residents) shuttle transit. We have used the CITT Transportation funds as collateral for a FDEP loan for the septic to sewer conversion which is still on-going. Please see status in Public Works section.

## Departments

### **Police and Public Safety**

The PBA's President Steadman Stahl sent a letter to all the Miami Dade County Municipalities asking for some special considerations for police officers during this time of pandemic and office closures. In my meetings with Miami Dade County and City Managers we discussed a united response, but eventually agreed that the municipalities have all negotiated Collective Bargaining Agreements with the PBA, and that its request was outside of those agreements. There will be no response at this point.

The PBA, through of-counsel attorney, Brenden Coyle has 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 step-increases and retention plan. We reached an impasse. The PBA v. Village of El Portal Impasse Hearing is scheduled for Wednesday, July 1, 2020 at 10AM. This meeting is open to the public. It may be a zoom meeting or an in-person meeting depending on where we are in the recovery from Corona Virus/COVID-19 pandemic.

The EPPD continues to have difficulty with the fleet. Interim CFO Chris Wallace prepared an analysis of the last three years cost of maintain the EPPD fleet. I will forward that to you all today.

The final disposition in the Hufnagel arbitration was to come this month, but the arbitrator has requested an extension to June 22, 2020. None of the parties objected to this extension.

Chief David Magnusson has been reviewing applications for vacancy posting for Part-time/Non-Compensatory Police Officers. He and I interviewed Maximo Fanjul on May 14, 2020. Officer Fanjul

will be sworn-in as a new member of the Village of El Portal Police Department on Tuesday, May 26, 2020. Officer Fanjul has supervisory experience from his service in the US Military and as a lifeguard and EMT for the City of Miami Beach. We are excited to welcome him.

*From Police Chief David Magnusson*

- Working towards recertification of officers (for those coming due 6/30/20)
- Department working toward online “Sexual Harassment in the Workplace” class
- Chief has taken numerous classes in addition to include COVID Pandemic, Influenza Pandemic, and Anti-Bias Training
- Police ramping up Code Enforcement and responding to any and all complaints of such
- Police working on getting with realtors/owners of all vacant houses in order to keep squatters out
- PD back to full strength following two injuries and one with COVID
- Participated in North Shore Hospital Appreciation drive up (North Shore Hospital acknowledged with a letter of thanks)

The Police Vehicle fleet (also the Public Works Truck and Code Enforcement vehicles) need to be considered quickly. According to Enterprise, the deadline for purchasing Dodge vehicles is May 2020. We would normally expect delivery by August/September; however, the COVID emergency may cause an extended delay. Otherwise we will not be able to order vehicles until October and expect delivery in January approximately.

### **Code Enforcement**

EPPD has been fielding complaints from Councilpersons Pirela and Roman about The Cottages. This establishment was being utilized as temporary and long-term rentals until the pandemic struck. In early April 2020, I sent a letter to The Cottages owner, Mr. Mike Luis, regarding the State and County Executive Order prohibiting the operation of Air B&B- styled temporary lodging. Mr. Luis responded that he is not utilizing the space as such, and that there are long-term renters at the location that fall within the category of Essential Lodgers and are allowed under the executive order. He said The Cottages went from 95% occupied for several months to approximately 10-15% occupied with just 2-3 of 20 Cottages occupied. These occupants are either renters for more than 30 days or Essential Lodgers.

According to Mr. Luis, since the Emergency Order was issued, he added a listing for 30-day stays, which included a length of stay discount. He also shifted the focus in his social media marketing to target Essential Lodgers. There have been some problems at the location, and Mr. Luis has been made aware that there must be some code compliance. Vice Mayor Nickerson spoke to him as well and has been assured that there is no violation of the executive order. Mr. Luis is also addressing the code violations at the property that were reported.

Ongoing – After I received a letter from the South Florida Water Management District outlining the permanent Water Conserving Landscaping Irrigation Ordinance, 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 King (when he returns to work), I will be working with the Interim Village Attorney to bring that code updating ordinance to the committee and council. In the meantime, Code Enforcement Officer King is self-educating on this update as well.

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

*From Village Manager Alou*

Code Enforcement Officer Emir King is on sick leave, recovering from surgery. In his absence, the El Portal Police Department have increased their efforts in code enforcement. Public Works and Maintenance Staffer Angel Hernandez took the Code Enforcement vehicle in for more service work and is driving it every few days through the Village of El Portal to show a presence and to ensure that the battery doesn't die.

### **Building Department**

Due to the size of the front office, I continue to implement the staggered work schedule with expectations of full return to work schedules once the CDC and Miami Dade County implement. During this time, building services are very good with the online and appointment processes we have put in place.

*From Building Clerk Miriam Herrera*

- Online new permit submittal, plan revision, plan review and inspections
- Developed an appointment system for any inquiries requiring contact and best practices moving forward into the New Normal
- 48 Inspections done
- 28 New Permits Issued
- 15 New Contractors Registered
- 1 Certificate of Re-occupancy Issue for Donald Goldberg 436 NE 88 Street
- 11 Property Lien Searches
- 6 New Proposed Building Permits Significant Improvement Home Renovations now in process of Review

CAP Government's new engineer, Miguel A. Diaz, is reviewing a submittal from Pennoni that was sent to the Interim Village Attorney this month that discusses their request for an increase in fees to finalize the design of the septic to sewer conversion on the west side of the Village. We will bring this plan to the Public Works Committee and/or the Administration and Finance Committee when we have Mr. Diaz' recommendations.

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 is able to complete uncertified blueprints on behalf of the Village in the amount of \$2/square foot.

### **Planning and Zoning**

PlusUrbia is recommending, and I concur, that the fencing update to the code, that passed at the January 2020 Planning and Zoning Committee, be moved forward to the May 2020 Council Meeting agenda, in the interest of moving it since it has passed committee and residents are requesting the change. PlusUrbia also presented an architectural guide to the Planning and Zoning Committee this month 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 the 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).

### **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 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. After many requests that the County send the park rangers and staff to monitor, I was told by the Director of the Department, Maria Nardi, that 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 with the face covering and social distancing (6 ft.) and no groups of 10 or more in the passive parks. Our EPPD and staff will do what we can to do occasional monitoring.

I met with new Councilperson Luis Pirela on April 21, 2020 for an in-depth discussion about Public Works, Planning and Zoning and Code Enforcement. Councilperson Pirela is the new chairperson of the Public Works Committee and is a member of the Code Enforcement and Planning and Zoning committees. Councilperson Pirela will be working with me on the Village parks planning with Miami Dade County and the FPL Lighting Pilot program.



I submitted all reports requested through the Village of El Portal/ Miami Dade County Department of Public Works and Transportation Bus Shelter Maintenance Interlocal Agreement on time, with some assistance from Public Works and Maintenance Staffer Angel Hernandez.

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:

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. Please see Building section for more details.
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 at this time.
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.

Arbor Day Membership and Neat Streets Matching Tree Grant – Ongoing. As a public works update on the annual tree canopy maintenance, the tree trimming in preparation for hurricane season is set for the week of June 15, 2020 with Orchidman Landscapers (the Village's landscaper and arborists), to coincide with the bulk pick-up scheduled for June 23 – 25, 2020.

FPL Street Lighting Pilot Program – This pilot program conversion has not started El Portal, but I will be telephonically meeting with FPL and Councilperson Pirela in the coming days about the status of the pilot program for our community. 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 of 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.

**Little Library Reading Park/Cove at the Tot Lot.** I met with Orchidman's Jose Perez (owner) on January 13, 2020, to do a review of the five El Portal parks, and their need for renovation/refreshing. He will also work on the new Little Library landscaping to set it apart. 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. We are also awaiting a formal proposal from our landscaper, Orchidman, regarding creating a space for the new Little Library at the opening of the Tot Lot and for improvements to all parks Village-wide.

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

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. I have ordered, and Mr. Hernandez has assembled and erected, plexiglass safety screens for the front desk. Staff has been working remotely when not working staggered work shifts to accomplish the work of the Village.

I met with HUD-CDBG Director Dixon on April 14, 2020 to discuss the Village of El Portal's needs and to assess HUD grant opportunities. A HUD Critical Facilities Hardening grant opened on April 15, 2020, and Robert Ruano and I attended the plenary meeting for that. We will also track two other grant opportunities provided by HUD - General Planning and Long Term Recovery grant that opens on May 15, 2020 and a General Infrastructure grant that opens June 15, 2020. These are excellent opportunities for the Village in that we are in need of all three. With Robert Ruano's technical assistance, we will apply for these, but there are some limitations to all. One main limitation that could affect the Village is that these are reimbursable grants. We would have to pay for the hardening/renovation/repairs and then be reimbursed for through these federal funds. And the other is that the hardening of the Village Hall only applies to the Police Department, and we would have to pro-rate effort to exclude the administrative and council portions of the building. This is a project that I will continue to pursue and will update you. I have engaged Robert Ruano to assist me in this effort.

The Village ordered and installed new Welcome to El Portal, Bird Sanctuary and Home of the Month signage. To date, there are new signs at NE 5<sup>th</sup> Avenue and NW 90 Street, and at NE 5<sup>th</sup> Avenue and NE87 Street.

Per resolution passed in summer 2019, the Village has allocated forfeiture funds to complete some Village Hall Building security improvements that included the security cameras. Clerk Jacobi's window was replaced last week (February 19, 2020). We still have a security gate to complete that will commence when the pandemic is over.

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**

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

### **Administration and Finance**

Finance – I have been working with Synovus Bank and Mayor Cubillos in reviewing options and opportunities for the Hurricane Irma Line-of-Credit renewal. We will renew by the deadline on July 30, 2020 and a term sheet for the line of credit modification is being presented to the Council at the May 26, 2020 Council Meeting.

I attended my weekly MDCCA (Manager's) meeting, a weekly South Florida Parks Coalition meeting, NE Corridor Land Use Scenario and Visioning Planning Study Workshop, a Miami Dade County Mobility Fee Study Workshop, met with staff regarding the Village of El Portal Bus Shelter Maintenance Interlocal Agreement and report preparation for audit, a Florida League Best Practices of Reopening Government Training with Chief Magnusson, a meeting with Florida Division of Emergency Management Director Jared Moskowitz and his Chief of Staff, as meetings that led up to that meeting, a meeting with Miami Dade County Emergency Management regarding the Village's hurricane preparation and what we will need from the County and what it needs from us, a White House briefing for community mental health during COVID-19, attended a Federal Aviation Administration briefing on upcoming community workshops regarding flight patterns, the National League of Cities Advocacy Webinar and will attend the FMIT Employment Law and the New Normal training, in addition to the Public Safety, Planning and Zoning, Administration and Finance and Council meetings.

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.

Legislative Update – Our Lobbyists are assisting with FEMA reimbursement issues and are working closely with Mayor Cubillos and me.

Human Resources - During their time of working from home, Village of El Portal Administrative and Police staff have been completing free on-line trainings provided by the Florida Municipal Insurance Trust (FMIT).

The Village of El Portal follows Miami Dade County in emergency management and will re-open to the public in the coming week or so due to our size and limited ability to distance by six feet. We will continue to follow a staggered work schedule initially, at the beginning of May. I have installed plexiglass screening for the front desk to assist with some distancing for the Building Department and Code Enforcement workers. And I have ordered hand sanitizer stands for the front door of the building for visitors. These are safety measures that will assist when we open to the public.

The Village of El Portal's internet service was down for six days this month, and for 11 days in February. Police Chief Magnusson, Lt. Mendez, Christian Abril, Office Administrator and I have all been on lengthy phone calls with our provider, COMCAST, with promises of doing its best but we have been down too many times to trust. I have asked the assistance of the Miami Dade County Emergency Management, who also use Comcast as its service provider, and they may never be without service since they are the emergency service for the County. I was given a name and contact of their external affairs director and I wrote an email to her to get her assistance. She is looking into our account and the problems we are having and said that she will get back to me. I will keep the Council apprised of her response.

### **Councilmember/Resident Requests**

I have met with a number of residents telephonically and exchanged a number of emails over the month of April. 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.

A resident requested assistance with an injured peacock. Chief Magnusson was good enough to find some veterinarians who take peacocks and supplied that contact information to the resident. Of note, the Pelican Harbor bird sanctuary DOES NOT take peacocks, and will not assist. Miami Dade County will only pick up dead animals through its animal control division. Though we are a bird sanctuary, we are so with no resources in the event of accident or illness to our peacocks.

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.