



**The Village of El Portal  
Office of the Mayor  
Claudia V. Cubillos**

May 31, 2020

**RE: El Portal Mayors' May 2020 Report**

Greetings El Portal Residents:

**I. COVID-19 Update:**

As we move further into a “New Normal,” I wanted to remind and share with each of you the work that has gone into each critical phase during the COVID-19 pandemic. Together throughout each COVID-19 Emergency Management phase: preparedness, response, recovery, and mitigation.

Since mid-March I have had the distinct opportunity to closely work with Miami-Dade County staff, municipal colleagues, a group of community members, medical experts, and the Miami-Dade County League of Cities (MDCLC) to develop proposed protocols for reopening the business industries. These community members represent a broad-spectrum of businesses that range in size from very small to some of our largest employers. I can attest that each reopening phase has been deliberate, methodical and vetted by medical experts from Florida Department of Health, Jackson Health System, and the medical schools at University of Miami and Florida International University.

I urge each of us to follow the “New Normal” guidelines and to remember that each reopening phase has gone through a stringent process, as I share in more detail below as well as I shared in my March and April reports.

**COVID-19 Highlights:**

**Thursday, April 30th:** Restaurant Interior spaces - working group meets again in preparation of the May 18th reopening.

**Friday, May 1st:** New Normal Initiative Grooming/Personal Care - Interior Spaces Task Force Meeting.



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**Friday, May 8th:** Governors' Order 20-114 extended order 20-52 for an additional 60 days (this order continues to allow municipalities to use virtual platforms to conduct business).

**Wednesday, May 13th:** New Normal Initiative Childcare/summer camp - Interior Space Task Force Meeting.

**Wednesday, May 13th:** First draft of Miami-Dade County New Normal Guide was received for internal review after Governor DeSantis reviewed it.

**Friday, May 15th:** Miami-Dade County - New Normal Guide for Residents and Businesses goes live on Miami-Dade County website. Summer Camp Interior Spaces - Working Group starts to meet.

**Sunday, May 17th:** Early Childcare Interior Spaces - Working Group meeting.

**Monday, May 18th:** Initial Reopening Plan for some nonessential businesses starts. The Miami-Dade County New Normal Guidebook is located on our website's homepage: <http://elportalvillage.com/>

**Thursday, May 21st:** Sports Camp Interior Spaces - Working Group Meeting.

**Friday, May 22nd:** Hotel Interior Space and Wellness Interior Space - Working Groups Individually Met.

**Saturday May 23rd:** Hotel & Beaches and Fitness Centers Interior Space - Working Groups Meeting.

**Sunday, May 24th:** Hotel & Beaches Interior Space Working Group and Martial Arts & Dance Interior Spaces - Working Groups Meetings

**Monday, May 25th:** Gyms/Fitness Interior Spaces - Working Group Meeting.

**Tuesday, May 26th:** Summer Camp Interior Space - Working Group Meeting.

**Thursday, May 28th:** Gyms, Fitness, and Summer Camp Interior Spaces - Working Groups individually met.



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➤ **PLEASE NOTE:**

- ❖ Hotels Reopen on June 1st, 2020.
- ❖ Beaches (June 1st opening date has now been postponed until the County-Wide curfew is lifted).
- ❖ Summer Camps (target date is Monday, June 8th).
- ❖ Fitness Facilities (target date is Monday, June 8th).

**II. May Highlights Since our April Council Meeting:**

**Tuesday, May 5th:** El Portal Public Safety Committee Meeting, Agenda items: F1. COVID-19; F2. Hurricane Preparedness. The video of this meeting can be found here: <http://elportalvillage.com/meetings/video-of-council-meetings/>

- **PLEASE NOTE:** Hurricane Season is June 1st - November 30<sup>th</sup>. As we still await our Irma reimbursement, the Village of El Portal is diligently working to collaborate with the State of Florida and Miami-Dade County on future Hurricane debris removal in El Portal in the event of a Hurricane (if required). Also, for up-to-date information and resources, please visit the Village's website and click on the image 'Be Ready for Hurricane Season!'

**Tuesday, May 12th:** The Planning and Zoning Committee Meeting was held. At this committee meeting the Cristo Rey Development Agreement passed. It now goes before the Village of El Portal Council for 2 more public hearings.

**Wednesday, May 13th:** The Village of El Portal Newsletter 'Peacock Express' Spring 2020 Edition was emailed and posted on the Village website. I always ask each Councilperson to submit an article for the newsletter, I've also suggested they submit a committee-chair report to be included in the newsletter. However, and most unfortunately, only a couple of the council members submit any articles and now a council member has "no comment" regarding the newsletter in its current form. So, I welcome a presentation of an alternative option, where no commitment of time/effort is required from any Village Staff member in its production (as it is now).



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**Monday, May 18th:** The Manager, Attorney and I attended a conference call with Jared Maskowitz FEMA director to learn more about the status of the Village's Hurricane Irma reimbursement.

**Tuesday, May 19th:** I sent an email to the Administration and Finance Committee, for them to consider and discuss at the committee level, (the attorney, manager and Clerk were in copy of my email) here's my email:

*Good afternoon all:*

*RE: (COUNCIL) DO NOT REPLY TO ALL. (this statement is required by FL Law)*

*I have a meeting at the same time as the administration and finance committee meeting this evening. As such I may or may not be on, but very wise that this committee did not cancel.*

*To clarify, for calendar year 2020 the following months were budgeted for all (6) El Portal Committees to meet: January, March, May, July and September*

*As such, YTD there has only been (1) un-budgeted Planning and Zoning (P&Z) Committee Meeting, which took place [on Tuesday, February 11th](#) and the total cost of that meeting was: \$373.02. The following un-budgeted P&Z Committee Meeting would have been in April, but I cancelled it because of the COVID-19 pandemic.*

*Having said that, and in order to determine whether or not a June or August un-budgeted P&Z Committee Meeting would be necessary:*

- 1) I have been inquiring for the new costs associated with using zoom.*
- 2) And, I emailed Plusurbia asking for a breakdown of pending projects in the works.*

*Once I receive the breakdown of pending projects from Plusurbia, and along with the Full Moon costs, I will determine whether or not additional P&Z Committee Meetings in either June or August is prudent and I will share at the May Council Meeting during my report.*



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*On a side note: the verbatim meeting transcription of the committee and council Meetings that started about two years ago are not required or necessary, and they are costly (between January - April of 2020 the Village paid: \$2,322.34 for transcribed minutes, this total comes directly from the Full Moon Invoices). Minutes of our meetings are necessary and required; these type of minutes should denote action items that occurred during the meeting, it does not need to be verbatim.*

*Lastly, the Village records all our meetings and all videos are available on YouTube and our Village website. Prior to March 2018, the Village never recorded the committee meetings only council meetings. This was initiated as another way to provide our residents with more access to keep them informed by being able to watch all meetings (not just council meetings) at their convenience.*

*Have a productive meeting.*

*Yours in Service,*

*Mayor Cubillos*

### **May Highlights Continued:**

**Wednesday May 20th:** The Kavista (*Council approved this future economic development project*) The Village of El Portal received the first \$366,666.67 payment as stated in the Kavista Development Agreement. The money was directly wired into a Public Trust Account that delineates the specific and allowed use of these monies, as codified in the agreement and resolution. The signed agreement can be found on the Village's website. Here's a recent article published about the project: <https://therealdeal.com/miami/2020/05/28/barrington-brothers-plans-mid-rise-apartment-project-in-el-portal/>

- **ICYMI:** The annexation of the area where The Kavista Apartments in El Portal will be developed, took place in 2014.



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**Tuesday, May 26th:** May Village Council Meeting (action items):

- New Police Officer Fanjul was sworn-in.
- Resolution 2020-14 Statewide Mutual Aide (passed).
- Resolution 2020-15 Establish an El Portal's Resiliency and Sustainability Task Force (passed). *Please Note: Resiliency and Sustainability include things such as: Flood Control, Hurricane Preparedness, Emergency Operations, etc.*
- Ordinance 2020-10 Fences 1st reading (passed).
- Recent Flash Flooding (Discussion).

**Wednesday, May 27th:** Census Meeting with Miami-Dade County Mayors and Commissioner Bovo:

- **Since May 26th El Portal's response rate is at: 61.1%**
- **County Interactive Map:** The County has created a new web application of Response Rates by Census Tracts. The data will be updated several times a week. You can visit the map here:

<https://mdc.maps.arcgis.com/apps/webappviewer/index.html?id=9ba6159252a1489a9ea65e8fffd079cf>

- **List of Census Phone Numbers:** In addition to completing the 2020 Census online, individuals can complete their questionnaire over the phone. Visit [this link](#) for a full list of the phone numbers.

**Thursday, May 28th:** In coordination with the Village Manager I sent out an email blast and posted to the Village Website a flood-control flyer with a message from South Florida Water Management.

- *Also, for your reference here are some Flood Control Informational Sites:*  
<https://www.sfwmd.gov/our-work/flood-control>  
<https://www.sfwmd.gov/science-data/current-water-conditions>



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**Friday, May 29th:** MDCLC Ethics training - I attended the MDCLC Ethics training and it was good to see Members of our Council and Manager use these resources available to us.

At this training I learned that members of the El Portal Village Council are unclear about some procedures during committee meetings, so I am clarifying them below (and for the public's knowledge as well):

*In an effort to maintain decorum, public comments are not randomly allowed throughout Council or Committee Meetings. Public Comments occur during Good & Welfare and before an Agenda item is voted on. When a resident raises their hand "virtually" or stands in real life by the podium at Village Hall, they will be acknowledged to speak at "Good & Welfare" or before an agenda item is voted on.*

*Also, Village Committees are comprised of (3) Committee Members who are appointed by the Village Mayor onto specific committees. The Council Members who do not serve on the committee can attend the meeting, but should participate as part of the public (and should only make comments during "Good and Welfare") like our residents regularly do.*

**Saturday, May 30th:** The Village's Emergency Management team were in constant contact throughout the weekend, as a result I directed the El Portal Chief of Police to issue a Letter to the Residents to address Mr. George Floyd's unfortunate death while in police custody in Minnesota, and to reiterate the El Portal Police Department's commitment to community policing, communication with El Portal residents and visitors, and community safety. The Chief's letter can be found on our Village's website here: <http://elportalvillage.com/departments/police-department/>

**May 29 - June 4th:** Florida Disaster Preparedness 2020 Sales Tax Holiday; here's a list of supplies available for purchase tax-free:

<https://floridarevenue.com/DisasterPrep/Pages/default.aspx>



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### **III. Additional Information that may be Helpful to El Portal Residents:**

#### **A Refresher of Steps for El Portal Citizens to Prepare Trash and Recycle**

**Material for Pick-Up: See ANNEX A.** Also, our next Bulk Pick-Up is from June 23-25, 2020, more information on this can be found at:

<http://elportalvillage.com/departments/public-works/>

### **IV. Continued weekly actions working with our Miami-Dade County and Municipal Colleagues:**

Every Monday, Wednesday and Friday: Miami-Dade County League of Cities (MDCLC) Executive Board, still meet with Miami-Dade County Mayor Gimenez and his staff. On these calls, the County shares up-to-date numbers and key information that helps us shape our message and plan.

Every Tuesday: Village Manager Christia Alou still virtually meets with all Miami-Dade County Managers. During this call they share and discuss resources and ideas on how they are managing the recovery of COVID-19, while still addressing the needs to many residents who still want their permits issued, work completed and ensuring continuity of essential government services.

Every Tuesday: MDCLC Executive Board still virtually meets with their associate members. These companies share information on what they are hosting and/or offering to the community during this Pandemic and the aftermath.

Every Tuesday: MDCLC Executive Board still virtually meets with the MDCLC BOD. During this meeting, the BOD are updated on Miami-Dade County work progress and other pertinent information to ensure all municipalities are on the same page.

Every Thursday: MDCLC Executive Board still meets with all Miami-Dade County Mayors and we continue to discuss best practices and share resources on this fluid situation.



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Every Friday: Interim Village Attorney still virtually meets with all Miami-Dade County Municipal Attorneys. This meeting is coordinated by the MDCLC and as a legal group they address municipal legal concerns that continue to rise since COVID-19.

In conclusion, I remain extremely committed to ensure historical facts about our Village's progress during my tenure are completely documented on our Village's website and in every newsletter. This is quite a task, but worth the investment in time and effort to ensure continuity, which will prove to be essential as our Village continues to progress.

This concludes my Mayors' Report for May 2020. Thank you.

*Yours in service,*

Mayor Cubillos, Village of El Portal  
Miami-Dade County League of Cities, 2019-2020 President  
<http://elportalvillage.com/officials/mayor/>

*'Communication creates connection - it creates a stronger sense of community, and it creates progress regardless of the resources available to us and our long-list of differences that so often mistakenly divide us.'* Mayor Cubillos



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## **ANNEX A**

**In the Village of El Portal what special precautions do I need to take to prepare and set out my trash and recycling?**

### **Garbage (Green Bins)**

1. All garbage must be bagged and fit inside your cart, with the lid fully closed.
2. Place your cart at least 3 feet away from all objects, including your second cart, mailbox, car or trees. The lid opening should face the street with the wheels of the cart toward your house.
3. There are more cars parked on residential streets during the day. Please help us service your house by keeping carts away from parked vehicles. All collection trucks need clear access to service your carts.
4. Please have your containers out and ready to be serviced the night before your scheduled pickup date.
5. Household hazardous wastes, batteries, chemicals and electronics are NOT ACCEPTED in your waste and recycling containers.
6. Plastic gloves, face masks and any other Personal Protective Equipment (PPE) should be properly disposed of as garbage.

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### **RECYCLING (Blue Bins)**

1. Break down cardboard boxes and, if needed, cut them up to fit in your recycling cart, with lids fully closed.
2. Empty your bottles and cans before recycling. Leave the caps on your bottles.
3. Do not place recyclables in plastic bags and do not place plastic bags in the recycling cart.
4. Now is a great time to use your extra time at home to learn how to recycle right, set up your recycling systems for success and download tools to help you Recycle Right. Visit [wm.com/recycleright](http://wm.com/recycleright) to learn more.
5. Latex and other disposable gloves, face masks, and other Personal Protective Equipment (PPE) must go in the garbage – not your recycling container.