



**VILLAGE OF EL PORTAL
PUBLIC AFFAIRS COMMITTEE MEETING
AGENDA
Tuesday, July 16, 2019
7:30 P.M.**

- A. CALL TO ORDER**
- B. MOMENT OF SILENT MEDITATION & PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. APPROVAL OF AGENDA**
- E. APPROVAL OF MINUTES**
E1. Minutes for May 21, 2019 Public Affairs Committee Meeting Cancelled
- F. GOOD & WELFARE** (NOTE: This section of the agenda is reserved in the spirit of a representative democracy “of, by, and for the people” and is specifically provided as a mechanism for the input and solutions on matters of concern of Villagers. We request that comments be limited to 3 minutes per person, and that speakers and the audience maintain proper decorum at-large. *The speaker should keep to only issues on the agenda.*)
- G. AGENDA ITEMS:**
G1. Tracking Report Review
- H. GOOD & WELFARE:** (NOTE: This section of the agenda is reserved in the spirit of a representative democracy “of, by, and for the people” and is specifically provided as a mechanism for the input and solutions on matters of concern of Villagers. We request that comments be limited to 3 minutes per person, and that speakers and the audience maintain proper decorum at-large. *The speaker may speak on any issue of concern.*)
- I. ADJOURNMENT**
Members:
Councilperson Vimari Roman, Chairperson
Mayor Claudia V. Cubillos, Vice Chairperson
Vice Mayor Omarr Nickerson, Member
“Pursuant to Florida Statutes, Chapter 286.0105: If a person decided to appeal any decision made by the Board, Agency or Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.”

2019 Public Affairs Committee

| ITEM # | ACTIVITY • GOAL • PROJECT | INITIATOR | DATE OF EVENT | STATUS |
|--------|-------------------------------|----------------------|--------------------------------------|-----------------------------------|
| 1 | Website Maint | Clerk/Mayor | (\$21.95x12) | ONGOING |
| 2 | Website | Mayor Cubillos | | PENDING To be upgraded in FY 2019 |
| 3 | Horace Mann Middle School | | | ONGOING |
| 4 | Welcome Wagon | Vice Mayor Nickerson | | PENDING |
| 5 | Newsletter | Mayor Cubillos | Due to Clerk 1/28; 4/29; 8/26; 10/28 | QUARTERLY |
| 6 | Role Models Breakfast MLK | | 1/21/2019 | ANNUAL/DID NOT ATTEND |
| 7 | Senior Luncheon/Black History | Mayor Cubillos | 2/27/2019 | ANNUAL |

Chair: Councilperson Roman
 Vice Chair: Mayor Cubillos
 Member: Vice Mayor Nickerson

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| ITEM # | ACTIVITY • GOAL • PROJECT | INITIATOR | DATE OF EVENT | STATUS |
|--------------------------|---|---|---------------|---------|
| 8 | Arbor Day/Tree City USA Celebration | Mayor Cubillos | 3/9/2019 | ANNUAL |
| 9 | Easter Event | Mayor Cubillos | 4/20/2019 | ANNUAL |
| 10 | Operation Village Wide Clean Up with EPPD | EPPD | 4/27/2019 | ANNUAL |
| 11 | Little River Clean Up | Hugh Gladwin/Village Staff & Council supports | 5/4/2019 | ANNUAL |
| 12 | League Of Cities Dinner | Mayor Cubillos | 5/4/2019 | ANNUAL |
| 13 | Annual 5k | Councilperson Roman | 5/18/2019 | ANNUAL |
| 14 | 4th of July Celebration | Mayor Cubillos | 7/4/2019 | ANNUAL |
| 15 | National Night Out/ Backpack Giveaway | Mayor Cubillos | 8/6/2019 | ANNUAL |
| 16 | State Of Village | Mayor Cubillos | 8/27/2019 | ANNUAL |
| 17 | Halloween | Mayor Cubillos | 10/31/2019 | ANNUAL |
| 18 | Turkey Giveaway | | TBD | ANNUAL |
| 19 | Christmas | | 12/13/2019 | ANNUAL |
| 20 | Townhalls/Information Sessions | Councilperson Roman | Varies | ONGOING |
| 21 | Fences Townhall Survey | Mayor Cubillos | 2/23-4/1/2019 | PENDING |
| TOTAL BUDGETED & ACTUALS | | | | |

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2019 Public Affairs Committee

| COMMENTS | BUDGET | DONATIONS | ACTUAL EXPENSE |
|--|---|-----------|----------------|
| <p>DISCUSSED 1/15/19 AND WILL LOOK INTO THE DIFFERENT AREAS THAT NEED UPDATING AND RECEIVE A QUOTE FROM SARAH. 3/19/19 - The manager is looking into bringing the website up to ADA standards and getting a quote.</p> | <p>\$ 1,600.00</p> <p>TBD</p> | | |
| <p>DISCUSSED AND MANAGER WILL LOOK INTO HOW WE WILL TRACK THEN COMMITTEE CAN LOOK AT SAMPLE PAMPHLET. 3/19/19 - Manager to confirm if we are enforcing the requirement for Real Estate Agents to get a permit in order to place signage. This will be a way that the Village can also track who is selling. In addition, the Manager will look into the re-occupancy fees to see if they are being collected so that we can also track new residents. Vice Mayor Nickerson will look at what is included in the Welcome Packet and bring options to the next committee meeting.</p> | <p>\$ 250.00</p> <p>WOULD NEED TO BUDGET MID YEAR OR 2020</p> | | |
| <p>printed 5 weeks before the quarterly bulk p/u: 2/15; 5/15; 9/13; 11/15</p> <p>Each department and each Councilperson is responsible for submitting an entry to be included by the due date. Entries received after the due date will not be submitted to the Editor.</p> | <p>MAYOR WILL ADVISE</p> | | |
| <p>TABLE WAS NOT PURCHASED IN 2019. MAKING A PRIORITY FOR 1/20/2020. Village Clerk to follow up with Council and coordinate table purchase.</p> <p>Black History Luncheon took place on 2/27 and we had Ernst Registre and another resident Ian donate their time to perform at the luncheon. Luncheon was poorly attended, we only had 1 resident and a representative from Chairwoman Edmondson's office and Representative Dotie Joseph's assistant. 3/19/19: The committee discussed evaluating this event for next year. Final expense will be updated by the next meeting.</p> | <p>\$ 750.00</p> <p>\$ 2,000.00</p> | | |

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|--|--------------|-----------|----------------|
| 3/19/19: Event took place and was very well attended. We had approx 5-8 trees left over. We should reduce the number of trees once again next year. Sponsor: The offices of Norman Powell donated \$500 to this event. Final expenses will be updated by the next meeting. | \$ 1,500.00 | \$ 500.00 | |
| 3/19/19: Flyer is being drafted for this event. | \$ 1,000.00 | | |
| 3/19/19: Flyer is being drafted for this event. Need to update the budget for this event as it typically falls under the Police Budget. | ? | | |
| 3/19/19: Hugh Gladwin announced this event at the Arbor Day event and additional information will be provided soon. | \$ 1,000.00 | | |
| TABLE MAYOR GETS INSTALLED 3/19/19: Mayor asked for staff and Council to RSVP by April 19th and informed that she would not like to see any empty seats. | \$ 3,000.00 | | |
| 3/19/19: Flyer is being drafted and a save the date will be sent first week of April for attendees to start registration. Timed company has been secured. Looking for Sponsors. Vice Mayor Nickerson to speak to Horacemann for participation. | \$ 2,200.00 | | |
| 3/19/19: Save the date will be included in the 2nd Quarter newsletter | \$ 1,800.00 | | |
| 1ST TUE IN AUG 3/19/19: Save the date will be included in the 2nd Quarter newsletter | ? | | |
| 4TH TUE IN AUG 3/19/19: Save the date will be included in the 2nd Quarter newsletter | \$ 2,000.00 | | |
| 3/19/19: Save the date will be included in the 3rd Quarter newsletter | \$ 1,500.00 | | |
| NEED TO APPOINT WHO WILL PASS OUT, WHO WILL RECEIVE AND HOW | Donated | | |
| 3/19/19: Committee to discuss in Sept. | \$ 1,000.00 | | |
| 2/23/19 Fences Townhall took place hosted by Mayor Cubillos; 3/16/19 Organic Practices Townhall took place hosted by Councilperson Roman. | | | |
| 3/19/19: Plusurba survey was placed on the Village Website and an email was sent to the residents advising that the survey would be open until the end of March. | | | |
| | \$ 19,600.00 | \$ 500.00 | \$ 19,100.00 |

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