

VILLAGE HALL
500 NE 87TH ST
EL PORTAL, FL 33138
CHRISTIA E. ALOU
VILLAGE MANAGER



MAYOR OMARR C. NICKERSON
VICE MAYOR ANDERS URBOM
COUNCILPERSON LUIS PIRELA

MEMORANDUM

TO: Village of El Portal Council
FR: Christia E. Alou, Village Manager
DATE: January 26, 2021
RE: January 2021 Village Manager's Report

Please accept this memorandum as my January 2021 Village of El Portal Administrative Report to Council and Community.

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 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 until the end of the year, with a possibility of an extension, according to Miami Dade County.

The 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. Under CDC and County guidance, tot lots are reopening throughout the County under strict sanitize cleaning guidelines. The Village of El Portal's Public Works and Maintenance Staffer, Mr. Hernandez has purchased specialized cleaner and a portable sprayer pack to clean the tot lot equipment for a limited opening of weekdays only so that Mr. Hernandez is able to sanitize the tot lot during work hours. According to many, the residents want the Tot Lot open during weekends and after work hours. We do not have a staffer to work those hours. I continue to participate in the South Florida Parks Coalition working group.

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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 municipalities. I am also part of the South Florida Parks Coalition with all the municipal public works and parks leaders that are working together to information and resource share through the pandemic. Miami Dade County was awarded funds from FEMA to distribute to the municipalities as we address the pandemic. To date, the Village of El Portal, through me and our Interim CFO, Chris Wallace has successfully submitted our reimbursement requests to the County, with technical assistance from the Haggerty Group. The Haggerty Group is Miami Dade County's administrative consultant for the CARES Act reimbursement program. The Village Interim CFO continues to answer the RFI's requested for further reimbursement consideration. Mr. Wallace expects the CARES Act reimbursement to start at the end of January 2021.

Village of El Portal Sustainability and Resiliency

The Village has a Sustainability and Resiliency Taskforce that will make its own report to Council. In this section, my and the Village Administration's involvement will be reported as we spend significant time working with the taskforce on various sustainability and resiliency that affects the Village of El Portal. On January 12 and January 14, the Village Administration and the SRTF co-hosted with Miami Dade County's Office on Resiliency and Resilient 305 a community forum series entitled Resiliency Adaptation Action Area Community Forum that discussed flooding in the Village of El Portal at the C7 Little River Canal and heard from the Villagers on next steps and action. This series will continue with the County as the Adaptation Action Area plans are developed. The chair of the VOEP SRTF and I attended two planning sessions with the County prior to the forum and will remain on the follow up team.

Police Chief Magnusson and I are presently exploring Nixle and other public safety communication services to get more safety communication through text messaging as is done in neighboring municipalities. We are awaiting quotes at this time. The Village EPPD Chief Magnusson has been working with members of the Sustainability and Resiliency Taskforce and the EMT to monitor COVID-19 guidelines and vaccination opportunities.

Hurricane 2020 Season has ended, with minimal damage to the Village of El Portal and its residents. The Village had significant flooding with two major rains and have come together with a group of concerned residents, the Little River Conservancy, to establish outreach and emergency protocols for letting the community know of flooding dangers.

Hurricane Irma Recovery

The Village of El Portal submitted an appeal for the de-obligated reimbursement funds on Friday, January 8, 2021. Attorneys Ernie Abbott and Michelle Zaltsberg of Baker Donelson, PC a law firm that is well known and highly recommended to represent municipalities in FEMA reimbursement appeals, represent the Village and DP&O in this appeal. DP&O is paying for this representation of the Village and DP&O in this appeal. Our Interim Village Attorney is also of-counsel in this appeal. Together we worked tirelessly to prepare the documents needed for the appeal. The federal government has sixty days from the submittal to respond to the Village about the appeal. The de-obligation and appeal is based solely on documentation to support the reimbursement requests.

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Meanwhile, the Village was obligated a re-costing of the de-obligated funds in the amount of approximately \$660,000. FEMA has released those funds to FDEM, and FDEM/KPMG has now issued RFIs (Requests for Information) were submitted and responded to by the Village and DP&O immediately after the appeal package was submitted. I reached out to FDEM/KPMG for an update on January 15, 2021, and was told that there are no current questions, but that there are more costs for LGS (the debris hauler under DP&O) deemed as eligible by FEMA, so a secondary information request is forthcoming along with a request for DP&O invoices and proof of payments to Waste Management. These are things that we have submitted in the past and will resubmit when the VIRs are sent to us from FDEM/KPMG. The Village of El Portal Mayor, Interim Village Attorney, consultant (DP&O) and I met several times this month to discuss and follow up. I will continue to keep all informed as we move forward.

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 with these funds. This project has been put on the slower track due to other priorities at this time but is being picked up again this month. As part of this endeavor, the Village wants to rename some of the parks. There is a property ownership matter with the River Estates Park and the Nature Trail, both of which are undeveloped transportation right-of-ways, owned by Miami Dade County, under the jurisdiction of the Miami Dade County Department of Transportation and Public Works. I have reached out to some staffers within the division for assistance and will continue to work to resolve the issue. As for naming, renaming, or dedicating these two properties, this is a matter for the Miami Dade County Board of County Commissioners approval, and I have been in communication with District 3 County Commissioner Hardemon's staff and want to add this to our discussion with the new commissioner. More information will follow.

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

We are still on course for the project, and our Village Counsel is reviewing the Master Service Agreement with the Service Provider, Free Bee/BeFree, presently. While this is happening, I am working with FDOT who will draft the 50% matching funds contract. Then we will commence the pilot program and draw down for reimbursement from FDOT. FDOT asked for and received budget information as they prepare the grant agreement for El Portal and stated that this could take up to 30 days to get the contract executed with them. I will continue to work with the Village Attorney to get the master service agreement with the service provider ironed out.

We expect our circulator pilot program to start in February or March. At a Council meeting, Mayor Nickerson directed that I provide covered waiting area for the shuttle service customers. We have received three quotes for awning to be erected at the west parking lot of the Village Hall, at the Little Library area, where riders will embark and disembark the shuttle van. The west Village stop is at the El Portal Nature Trail. I am presently working on some matters with the Miami Dade County Department of Transportation and Public Works so an awning at this location is pending resolution of other property rights matters at that location.

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

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Transportation has agreed to fund the project in the amount of \$60,000 with a 50/50 match from the Village of El Portal's CITT Transit Funds. To date, the Village has not utilized these funds and was facing a "use it or lose it" possible recapture from CITT. This is an approved use of these CITT Transit funds. I am working directly with the TPO and Miami Dade County Department of Transportation and Public Works. Ms. Maria Elisa Colmenares of the TPO and I are coordinating 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. Public Works and Maintenance Staffer Hernandez and I met with FreeBee/Bee Free's Jason Speigel to tour the Village of El Portal and map out the route. This was discussed and presented at a virtual community meeting I hosted on Thursday, December 3, 2020 at 6:30PM. The virtual meeting was recorded and placed on the Village website so that all may self-educate at leisure.

As it is scheduled now, the circulator will start in Early 2021, with one electric passenger van (capacity of 9, including a disabled seating and capabilities) to take El Portal residents and guests to and from the Virgin Brightline Transit station in Downtown Miami. The schedule is 7AM to 10AM, and 3PM to 6PM. Two pick up and drop off locations are Village Hall westside parking lot at the Little Library Book Cove and the entrance of the Village of El Portal Nature Trail. Parking is only available at the Village Hall westside parking lot. This is also an opportunity for our Village to practice sustainability and resilience.

NE 2nd Avenue Business Corridor

The Sanctuary Rader Church

Property owners, Seth Gadinsky and Associates, are attempting to sell the property. Our new code enforcement officer, Michelle Sharyar, has made contact with the owners regarding repairs, maintenance and the removal of the large campaign sign on the front yard of the property.

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, 211 NE 89 Street (problem parking right-of-way, that is riddled with potholes) was sold and the new owner is requesting that the parking be repaired. Our Village Attorney is working on a determination about the responsibility of the owner and the Village in this matter. I presented the quotes and prior recommendation memorandums regarding the repair of the right of way at the property to the members of the Council. At the September 8, 2020 Planning and Zoning Committee meeting I requested that the Council allow me to utilize gas tax funds to repair the potholes for \$16,000. Though the resolution passed, there was opposition at a subsequent Public Works Committee meeting that showed a change of heart from the members of the Public Works Committee. I withdrew the request pending further review from the committee regarding other potholes and a desire to prioritize them with this council. I have presented the three quotes for the pothole inventory, but additional potholes were later added to that inventory by Councilperson Pirela, and we are now awaiting the three quotes for those.

Biscayne Boulevard/Annexed Area Development

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The Kavista Rental Development at El Portal Annex

Property owner Arthur Barrington is requesting some fee reductions for the building permits and reviews of the Kavista Project due to size and scale of this project. Mayor Nickerson, Building Official Jean, CAP Government Municipal Manager Prieto, Interim Village Attorney Geller, Interim Village CFO Wallace and I are working together to address this.

The building fee increase ordinance passed first reading in November but will not go to second reading until the January 2021 Council due to further requested research being prepared by Building Official Mare Jean.

Skate Bird Miami (Skate Park)

Jonathan Strauss, developer of Skate Bird Miami, continues to work with the Building Department, and has submitted plans. Skate Bird Miami is awaiting approvals from Miami Dade County DERM. Skate Bird is now requesting an alcohol permit for the location. PlusUrbia, Interim Attorney Geller and I will be presenting this to Council.

Former Trailer Park Development

New Code Enforcement Officer, Michelle Sharyar, has been working with the owners of the property in securing the site and maintaining it up to code. They are making tremendous progress. I reached out to the representatives of the property owners to get a status update on the property, and was told that post-COVID-19 vaccination, they plan to return to Miami to pick up the project again, but there is no activity on it at this time.

DEPARTMENTS

Police and Public Safety

Due to the ride quality for both railway and highway traffic over the 87th Street railroad crossing at El Portal grade crossing has declined to the point of requiring maintenance. To restore acceptable levels of surface conditions for both highway and railway traffic, Florida East Coast Railway plans to begin maintenance and replacement of rails on **March 9, 2021**. The crossing will be closed for up to four days, with traffic being diverted to NE 96 Street and NE 79 Street crossings. No EPPD will be required in this effort, according to Florida East Coast Railway, because they will hire their own police through their contractor, Gulfstream Engineering.

This crossing is without benefit of a License Agreement therefore all cost associated with the crossing maintenance is the responsibility of the Railway. The contractor, Gulfstream Engineering, will be in contact to coordinate the scheduling of the work. They will remove the crossing, install new tracks and a new track panel, and paint new striping.

The group asked that we let residents know, and that we alert the local school.

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The Village met with the PBA on Friday, January 15, 2021 to discuss the Collective Bargaining Agreement and the special master's determination. The attorneys met some days later and determined a subsequent meeting for the Administration and the PBA to discuss next steps. We are scheduled to meet January 29, 2021.

The EPPD continues to have difficulty with the vehicle fleet. Officer Riveron was in a vehicle accident, and his vehicle is now in the repair shop. We are down a vehicle until that can be fixed.

From Police Chief David Magnusson for January 2021

- With a vehicle burglary on December 19th, El Portal closed on 2020 with no vehicle break-ins from August 10th until December 19th (or 131 days). Currently, we have had three vehicle break ins on Tuesday 19 January, by the same offender, all in close time frame and proximity. We are working with the Shores and gathering info. We have a good photo. We need a name. Investigation on going.
- Working an armed robbery where a vehicle was taken. It was recovered by Hollywood PD. We are following up leads regarding a few areas we need go down to satisfy a few concerns we have.
- Starting traffic detail on 87th Street corridor. We are going to expand it towards the area of 91st Street between NW 2-3 Avenue.
- Taser training was delayed to due an uptick on officers affected by COVID-19. Overall, 12 of 19 have been affected.
- Had initial part of FDLE CJIS Technical audit. A few areas will be shored up in the time frame FDLE has given us (including an IT "Cloud" issue) which we will help facilitate. Otherwise, the auditor has been impressed with our efforts and our 100% desire to quickly make the slight corrections and form retrievals that he was seeking. I am very confident that before the end of February, EPPD will be given a clean bill of health in this area.
- Chief Magnusson took webinar training on Human Trafficking, an ADL Class on Extremism, and an FBI security webinar on the pending Inauguration. The PD was briefed of pertinent issues following the classes.
- Crime Watch Meeting on ZOOM Thursday the 28th.

Code Enforcement

Code Enforcement Officer Michelle Sharyar started with the Village of El Portal on January 4, 2021Ms. Sharyar has served as code enforcement officer for the Town of Surfside and most recently with the City of Hollywood. We welcome her to our El Portal team. We must replace the Code Enforcement vehicle as soon as possible. Especially with new staff, equipment to do one's

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job is paramount to being effective in that position. Since Ms. Sharyar's start, the vehicle has been in the auto repair twice, and the vehicle has been in the repair shop for the past week.

I have ordered a laptop for Code Officer Sharyar to conduct her work while out in the field. This will cut down on lag time and provide her opportunities to work more efficiently. Ms. Sharyar has been setting up forms and documentation trackers in the BS&A system and is looking for administrative efficiencies to bring to the Code Enforcement department.

Air B&B regulations have not advanced this month. The Village of El Portal does not regulate these rentals. Miami Dade Vacation Rental Ordinance Sec. 33-28 is in place and is what the Village follows. This has been problematic for municipalities. And working with each other, this issue is now a Florida League of Cities legislative priority to address municipal business registration and taxing.

From Code Enforcement Officer Michelle Sharyar

- *Created several new notices for the BS & A software: a Courtesy Notice letter, a Civil Violation Letter, and a Citation Letter.*
- *Reached out to our IT Department as well as the BS & A building software's IT Department to attach the letters to the system.*
- *Responded to a complaint regarding property maintenance at the 16-acre property owned by Wealthy Delight. Courtesy notices issued.*
- *Responded to a complaint regarding an illegal dump at 203 NE 90th Street. Inspection*
- *Sent out a Civil Violation Notice and 2 Courtesy Notices regarding a dangerous building at 205 NE 87th Street causing a safety hazard, as it is unsecured and a blight to the vicinity.*
- *Issued a courtesy notice at 8700 NE 2nd Ave regarding overgrown grass, trash littering lot and a dirty roof, property maintenance.*
- *Responded to a complaint at 170 NE 87 Street, regarding property maintenance. Issued 2 Courtesy Notices.*
- *Inspection at 365 NE 87th Street regarding discolored garage door and side of home*
- *Responded to a complaint at 30 NW 88th Street, regarding minimum housing.*
- *Inspected 2 homes for paint permit compliance: 40 NE 86th Street*
- *Placed stop work order at Big Daddy's 8600 Biscayne Blvd and issued a Citation fine and a civil violation notice for work without a permit: roofing*
- *Issued a Courtesy Notice for 515 NE 83rd Street, regarding real estate signs posted on property without a permit and property maintenance: Compliance on the real estate signs*
- *Issued verbal warning to 8300 NE 4th Place regarding graffiti, trash and overgrown grass: Compliance.*
- *Issued a verbal warning to Donald at 8356 NE 4th Place regarding an overflow of trash littering the dumpster area: Compliance*
- *Issued a verbal warning to 471 NE 83rd Street regarding raw food and trash littering the property: Compliance.*
- *Issued a Courtesy Notice at 145 NW 90th Street regarding a boat trailer parked on the property, overgrown grass, construction debris and trash littering the lot: Compliance.*

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- *Placed stop work order at 8555 NE 2nd Ave, Issued a Civil Citation fine of \$100 and a civil violation notice for work without a permit*
- *Issued a verbal warning to owner at 8975 for political sign*

Building Department

Mr. Jean has recommended an increase in building permit fees, which was introduced by Code Enforcement Officer Emir King in January 2020. The Village conducted a town hall meeting to introduce this initiative to the residents and reviewed it in an Administration and Finance and Special Council meeting. The Building Permit Fee increases ordinance was introduced for first reading at the November 15, 2020 Council meeting and was passed. It received some opposition from Arthur Barrington, owner of the Kavista Project. Some concerns for this matter were raised by Mr. Barrington and subsequently by Mr. Marc Jean as the issue regarding the Building Permit fees won't affect the Kavista Project. According to Mr. Jean, other municipalities charge a percentage of the total construction costs for this fee. The total construction costs of the Kavista project is \$35 Million. Mr. Jean, Attorney Geller and I met with Mayor Nickerson to discuss this matter and will be following up with the Barringtons about the fees. The fee increase ordinance will be on the February 2021 Council agenda for second reading.

*From Building Clerk Jonathan Garcia
New Homeowner as of January 2021*

- *328 NE 89 ST*
- *203 NE 90 ST*
- *495 NE 89 ST*

Permits Issued as of 1/25/2021

- *32 Issued Permits and counting Florida Building Code (FBC-2020) Changed from FBC (2017)*
- *The New Florida Building Code, 7th Edition (2020), which takes effect on January 1, 2021, contains changes to roofing, wind load requirements and energy conservation.*

Inspections

- *28 Inspections conducted since 1/4/2021 to 1/21/2021*

Planning and Zoning

Skate Bird Miami requested an alcohol permit/license from the Village of El Portal on Monday, January 25, 2021. They would like to sell beer and wine at the facility. The application requires local zoning approval before applying to the State of Florida. The Village requires approval by Special Exception for Alcohol Beverage however there are some code interpretation matters regarding location of alcohol sales in the Village.

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

The Village of El Portal Parks Renovation and Renewal Project (funded by Kavista developers fees) - please see Special Projects Section for update.

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I met with the new Tree Board this month, chaired by Vice Mayor Anders Urbom, where the standards and responsibilities were discussed, and subsequent meetings were set. Robert Ruano, Village consultant, serves as the Administrative representative on the Tree Board, and will continue to work with me and the board on our charge as a Tree City USA, and to manage the matching tree grant that the Village has utilized over the last few years.

The Village Council passed a resolution authorizing me to utilize State gas tax and public works budget to purchase a Ford F150 for no more than \$25, 000 through the Florida Sheriffs Association procurement plan in order to get a public works truck as soon as possible. Interim CFO Wallace is presently tracking and making the purchase of the vehicle. Unfortunately, there is a four month wait for some governmental procurement, so he is researching other ways to purchase it within the authorization.

Local Mitigation Strategies (LMS)

The Village of El Portal's LMS Project List consists of projects such as stormwater improvements (Flood Mitigation). Village engineers from Craig A. Smith and Associates, met me and members of the Resiliency and Sustainability Taskforce to discuss the LMS projects. We also discussed the Storm Eta that happened at the end of November as a debriefing to see how the LMS projects could affect the flooding in the El Jardin and NW 86 and NW87 Streets areas at NW 3 and NW 5 Avenues.

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. The former Interim Village Attorney was negotiating this project and the fee discrepancy and had scheduled some meetings to brief Public Works Chair, Councilperson Pirela, and to meet with Pennoni, but have had to cancel due to scheduling conflicts and the pandemic. I contacted Mr. Elias of Pennoni to explore the project, and I will be discussing this with our Interim Village Attorney, Project Consultant Robert Ruano, and CAP Government Engineer Mohan Thampi about next steps.

The projects that 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 \$30,000 has not been paid for the easement due to the stall of the project. Interim CFO has booked these payments so that they are distinguished from other payments in the Village's budget.

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2. CDBG 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 despite the lag in providing the contract. Grants Consultant Robert Ruano and I applied for and got this grant and have a standing meeting with the grants manager for Miami Dade County for this grant.
3. CDBG/HUD 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 a positive result.
4. 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. Interim CFO Wallace is providing the financial information needed to process the FDEP contract to move to the construction phase of this project.
5. Coastal Waste is the Village's new solid and bulk waste management company as of October 1, 2020. I have made several requests for the contract to be developed with Coastal through the Village's legal services. I will work with the new interim Village attorney to get this contract with Coastal as soon as possible. In the meantime, we have experienced some transition hiccups with the new service provider. I have requested a Saturday Town Hall/Community Forum to discuss the capabilities of the Coastal equipment and what residents need to do with their solid waste, bulk and additional container requests. I am awaiting a response for the possible dates.
6. FPL Street Lighting Pilot Program – Councilperson Luis Pirela posted a lighting workshop on the Village website to get Village residents feedback about the lighting options being provided by FPL through the pilot program. This pilot program conversion has not started in El Portal. 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. I posted the addresses of sample lighting on the Village website so that residents may see the options. Councilperson Pirela and I met with Mr. Ariel Lazo, FPL Pilot Initiative Coordinator, regarding the lighting replacement on Wednesday, October 28, 2020 and the possibility of pole replacement in some areas. The pilot lighting program will come at no additional cost to the Village, but any pole replacement will. He will provide us information on 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.

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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. I reached out to another division within the County and was successful in getting a response. I was told that this will be addressed this week.

From Public Works and Maintenance Staffer Angel Hernandez

Parks: Cleaned parks and change garbage bags as well as picked up palms fallen from tree. Also rebuilding the doggy-doo bag station due to vandalism/broken structure.

Maintenance: organized tool room to keep inventory of all equipment by Serial number. Painted the dais base board in the Village chamber. Coordinated illegal dumping removal from Annex. Coordinated two additional private bulk pickups with Coastal Waste. Take pictures of and report the water damage to El Portal storage units at Blue Storage. There is severe damage to stored documents.

Infrastructure/Road and Sidewalk: Installed speed sign radar with Police Dept in the Village. Have Code Enforcement vehicle towed, keep in touch with Goodyear auto repair and tire for update of repair status (two times this month).

Contractors : got 3 Awning company to come out the Village to estimate on replacing Awning by police department and put a new one by the side of Village Hall for Little Library and upcoming shuttle service pilot program. Also called and emailed multiple Paving companies for new quotes for additional pothole addresses. Still awaiting one last estimate as of Monday, January 25, 2021.

Set up chairs and tables and put away set up for the committee and council meetings and change the Village Marquees weekly messages.

Maintenance, Update and Beautification of Village of El Portal Properties (Parks) and Village Hall All of the Welcome signs have been replaced and installed at the Village of El Portal entrances. A sign is being contemplated for the annexed area. The residents have expressed their approval of the new signage that brands the Village's existing street signs and builds on the Village's street scape.

Please see under Special Projects, the parks renovation project.

Please see under Special Projects, the Circulator Shuttle Pilot Program, awnings to be erected for shuttle users.

Public Affairs

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The new WWW.ELPORTALVILLAGE.COM was unveiled by Village of El Portal Webmaster Sarah Gerber Hanaford at the January 2021 Public Affairs Committee and a demonstration of its capabilities was provided. We are very proud of the new website.

At the January Public Affairs Committee meeting, the Vice Mayor Urbom, who is also the chair of the committee, committed to the Village Council and Administration working with the Village of El Portal Women's Club to partner on public affairs activities. The Women' Club President, Ms. Maribel Fruitstone presented some of the group's current activities including a National Day of Service plant exchange to take place at the River Estates Park. A structure/stand was placed there temporarily for residents who want to exchange a plant.

Administration and Finance

I am saddened to report that former Public Works and Maintenance Staffer Robert Echevarria passed away last week after a long battle with health problems complicated more by COVID-19. A sympathy card was sent to his mother from the Village of El Portal.

Interim CFO Chris Wallace is keeping us focused in this budget year. He is also preparing other reporting requirements for the 2019 and 2020 Audits that according to Mr. Wallace, will run concurrently, as well as the financial impacts of other open projects such as CARES Act Reimbursement, Hurricane Irma - FEMA Reimbursement Appeal, the purchase of the F150 pick-up truck, the increase in Building Permit fees, the Kavista Project, the negotiations of the Collective Bargaining Agreement among other things.

Grant Applications

Mr. Ruano is also exploring other grant opportunities for the EPPD and the Village's Tree Survey/Inventory, as well as the Sustainability and Resiliency Taskforce (RSTF).

The Matching Tree Grant funds were utilized for the purchase and planting of trees that now line the NW 2nd Avenue walk path. Residents have contacted me with appreciation for this beautification and sustainability effort by the Village.

Housing and Urban Development CDBG Critical Facilities Grant was submitted by the Village's consultant Robert Ruano, for resiliency updates to the El Portal Police Department. This grant fund will be used to 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 final determination from HUD.

From Office Administrator Christian Abril

- *Processing employee payroll/FRS payments, facilitating insurance meetings for staff and new hire, and preparing and distributing employee tax documents.*
- *Paying the Village's expenses and participating in research including public records requests for finance department needs.*
- *Journalizing cash receipts.*

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- *Administering and updating the Indeed account for the village clerk and reserve police officer applications received so far (I was advised by Chief Magnusson last week that no longer are we hiring for a full-time officer, only for unpaid reserves).*

Councilmember/Resident Requests

I welcome new Councilpersons, Anna Lightfoot Ward and Darian Martin to the Village of El Portal Council and look forward to working with Councilperson-Elect Ward and Councilperson-Elect Martin.

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 addressing many 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.

