



**VILLAGE OF EL PORTAL  
PUBLIC AFFAIRS COMMITTEE MEETING  
AGENDA**

**Tuesday, March 3, 2020**

**8:00P.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. Approval of the Minutes for January 21, 2020 Public Affairs Committee Meeting**
- 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:**
    - Vimari Roman, Chairperson
    - Omarr Nickerson, Vice Chairperson
    - Claudia V. Cubillos, 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                            | COMMENTS  | BUDGET                                | DONATIONS | ACTUAL EXPENSE |
|--------|---|----------------------|--------------------------------------|-----------------------------------|---|---------------------------------------|-----------|----------------|
| 1      | Website Maint (\$21.95x12)                | Clerk/Mayor          |                                      | ONGOING                           |   | \$ 1,600.00                           |           |                |
| 2      | Website                                   | Mayor Cubillos       |                                      | PENDING To be upgraded in FY 2019 | DISCUSSED 1/15/19 AND WILL LOOK INTO THE DIFFERENT AREAS THAT NEED UPDATING AND RECEIVE A QUOTE FROM SARAH. |                                       |           |                |
| 3      | Horace Mann Middle School                 |                      |                                      | ONGOING                           | DISCUSSED AND MANAGER WILL LOOK INTO HOW WE WILL TRACK THEN COMMITTEE CAN LOOK AT SAMPLE PAMPHLET           | \$ 250.00                             |           |                |
| 4      | Welcome Wagon                             | Vice Mayor Nickerson |                                      | PENDING                           |   | WOULD NEED TO BUDGET MID YEAR OR 2020 |           |                |
| 5      | Newsletter                                | Mayor Cubillos       | Due to Clerk 1/28; 4/29; 8/26; 10/28 | QUARTERLY                         | printed 5 weeks before the quarterly bulk p/u: 2/15; 5/15; 9/13; 11/15                                      | MAYOR WILL ADVISE                     |           |                |
| 6      | Role Models Breakfast MLK                 |                      | 1/21/2019                            | DID NOT ATTEND                    | TABLE WAS NOT PURCHASED. MAKING A PRIORITY FOR 1/20/2020  | \$ 750.00                             |           |                |
| 18     | Senior Luncheon                           | Mayor Cubillos       | TBD                                  | ANNUAL                            | Feb-18  | \$ 2,000.00                           |           |                |
| 7      | Arbor Day/Tree City USA Celebration       | Mayor Cubillos       | 3/9/2019                             | ANNUAL                            | 2ND SAT IN MARCH DONE BY RESOLUTION   | \$ 1,500.00                           |           |                |
| 8      | Easter Event                              | Mayor Cubillos       | 4/20/2019                            | ANNUAL                            | EASTER IS 4/21/19   | \$ 1,000.00                           |           |                |
| 9      | Little River Clean Up                     |                      |                                      | ANNUAL                            | USUALLY MARCH or APRIL  | \$ 1,000.00                           |           |                |
|        | Operation Village Wide Clean Up with EPPD | EPPD                 | TBD                                  | ANNUAL                            | USUALLY 3RD SAT IN APRIL  | ?                                     |           |                |
| 10     | League Of Cities Dinner                   | Mayor Cubillos       | 5/4/2019                             | ANNUAL                            | TABLE MAYOR GETS INSTALLED  | \$ 3,000.00                           |           |                |

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

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|-------------------------------------|---------------------------------------|----------------|---------------|--------|---|---------------------|-----------|----------------|
| 11                                  | Annual 5k                             | Mayor Cubillos | 5/18/2019     | ANNUAL | THIRD SAT IN MAY  | \$ 2,200.00         |           |                |
| 12                                  | 4th of July Celebration               | Mayor Cubillos | 7/4/2019      | ANNUAL |   | \$ 1,800.00         |           |                |
| 13                                  | National Night Out/ Backpack Giveaway | Mayor Cubillos | 8/6/2019      | ANNUAL | 1ST TUE IN AUG  | ?                   |           |                |
| 14                                  | State Of Village                      | Mayor Cubillos | 8/27/2019     | ANNUAL | 4TH TUE IN AUG  | \$ 2,000.00         |           |                |
| 15                                  | Halloween                             | Mayor Cubillos | 10/31/2019    | ANNUAL |   | \$ 1,500.00         |           |                |
| 16                                  | Turkey Giveaway                       |                | TBD           | ANNUAL | NEED TO APPOINT WHO WILL PASS OUT, WHO WILL RECEIVE AND HOW | Donated             |           |                |
| 17                                  | Christmas                             |                | 12/13/2019    | ANNUAL |   | \$ 1,000.00         |           |                |
| <b>TOTAL BUDGETED &amp; ACTUALS</b> |                                       |                |               |        |   | <b>\$ 19,600.00</b> |           |                |

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