

VILLAGE HALL  
500 NE 87<sup>TH</sup> ST  
EL PORTAL, FL 33138  
CHRISTIA E. ALOU, ESQ.  
VILLAGE MANAGER



MAYOR OMARR C. NICKERSON  
VICE MAYOR ANDERS URBOM  
COUNCILPERSON LUIS PIRELA  
COUNCILPERSON ANNA LIGHTFOOT-WARD  
COUNCILPERSON DARIAN MARTIN

## MEMORANDUM

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

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

### **Hurricane Preparedness 2021**

The Village of El Portal Emergency Management Team has prepared staff, Citizens Crime Watch Block Captains, and members of the community and continues to monitor any storm systems that may affect the area.

### **Hurricane Irma Financial Recovery**

The Village was granted a 120-days extension of the line of credit loan we have with Synovus Bank that paid for Hurricane Irma debris removal. There has been no change in the reimbursement amount this month, with the Village owing \$679,750.56. The Village's Appeal of the partial de-obligation of reimbursement is still pending with FEMA.

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

I have been working with the Florida Department of Emergency Management, FEMA and Miami Dade County to make funding reimbursement requests through their portals to get reimbursements for the Village's Corona Virus/COVID-19 pandemic recovery and response. I completed a Close Out process with Miami Dade County Contractor, Hagerty Consulting, over the last two weeks for CARES Act reimbursements that are being distributed from the County. The Village will be receiving approximately \$32,000 in CARES Act reimbursements.

The Village Attorney, Interim CFO, and Mayor and I have reviewed the restrictions of use imposed by the federal government for the American Rescue Program Act (ARPA) funds that are being distributed by the US Federal government but managed by Florida Department of Emergency Services. The Village of El Portal is a non-entitlement unit (NEU) and has been allocated funds to be utilized in our pandemic response efforts that address front line employees dealing directly with the public, technology-based service delivery, parks, pandemic related water projects and have become available. A funding use memo was provided to the Council in September.

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Since March 2020, the Village Administration observed state and county executive orders to follow the CDC guidelines in practicing safe social distancing. The Village Hall is open to the public and we are asking visitors to wear masks, observe social distancing and hand sanitization when visiting our offices. Staff continues to wear masks when interacting with others or utilizing small workspaces. All Village parks are open. The Tot Lot is being sanitized weekly by the Village's cleaning contractor, Clean and Clear Cleaning Services. The Emergency Management Team continues to observe the viral variants and the numbers that may affect our service.

**Short-term Rental In the Village of El Portal**

We continue to get complaints and requests for information about the regulation of short-term rentals (STR) in the Village. Code Enforcement Officer Michelle Shahryar and I sent the members of the Council a recommendation to adopt regulations and/or require registration that will collect the contact information for those who operate these rentals as well as annual registration fees and safety inspections. Councilperson Martin and Councilperson Pirela are pursuing policy to fit the issue. An item will be presented at the November 2021 Planning and Zoning Committee meeting. Presently, short-term rentals are treated as home-based business and are asked to obtain a business tax receipt annually. This only applies to STRs that sleep six persons or more. We are awaiting a policy order before we will pursue public education and enforcement.

**State Appropriation Funded Traffic Calming at Horace Mann Middle School**

The Village received \$300,000 from the State of Florida in the 2021 Legislative Appropriations to fund the development of a traffic calming project at NW91 Street and NW 2<sup>nd</sup> Avenue. The project will be designed, and the construction management will be with Village engineering firm, Craig A. Smith and Associates. We met with Miami Shores Interim Village Manager Esmond Scott and Miami Shores Public Works Director Chris Miranda and will be meeting with Mayor Harris of Miami Shores Village to resolve some public right-of-way issues in the design. The issues also affect residential landscaping which we hope to resolve in the next week with the property owners on the Southwest quadrant of the intersection. The stakeholders are Florida Department of Transportation, Miami Shores Village, Miami Dade County, and the Miami Dade Public Schools. CAS and I are responding very quickly to production requests from Florida Department of Transportation Contract Coordinator and to establish and stick to timelines for completion of the project.

For the 2022 legislative session, the Village will pursue funding appropriations for the expansion and improvement of the Village Hall, our parks renovations, and water projects. CAP Government engineers and Craig A. Smith and Associates engineers provided the technical information required in these appropriation requests. The legislative session started this month.

**SPECIAL PROJECTS**

**Village of El Portal Sustainability and Resiliency**

Most public works activities affect the Village's sustainability and resiliency. The Village of El Portal Sustainability and Resiliency Taskforce Liaison, Mayor Nickerson, makes reports to

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Council. CAS and I have prepared and submitted resiliency and sustainability grant applications to request state funds, with a deadline of October 25, 2021. We applied for funds for permeable parking pavement at the intersections of NE 89 and NE 2nd Avenue and NE 88 and NE 2nd Avenue, stormwater improvements and septic to sewer conversion on NE 2nd Avenue.

**Village of El Portal Parks Renovation**

The Village of El Portal Parks Renovation and Renewal Project (funded by Kavista developers fees). I will be pursuing additional state funding through appropriations requests for FY 2022 as noted in the above paragraph. The Village will be renovating our parks and historic site with these funds.

Craig A. Smith and Associates provided a proposal for design and construction management for the parks that is before the Village Council for approval at the October 2021 Council meeting. I have also scheduled meetings with the playground equipment company to meet with me, but they have still not provided a date for the site visit as of the time of this report.

The Village of El Portal follows the Miami Dade County Parks and Recreation Master Plan, and I meet bi-weekly with the South Florida Parks Coalition. The County is now implementing a Parks Impact Calculator program, and the Village must input tracking data into this calculator for reporting purposes. When a Public Works staffer is identified this will be a responsibility for that person. In the meantime, I will begin these entries to get us started.

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

We are still on course for the project, with the FDOT grant agreement and the service provider contracts were executed. I am awaiting a delivery date on the electric vehicle order scheduled to arrive any day now. I met with FreeBee and our Building Official this week to coordinate the installation of the electric vehicle charging station that will be located at the last parking space of the Tot Lot/Village Hall parking lot West. Signage will also be provided by FreeBee. I ordered the awning for the shuttle stop at the Village Hall as well as replacing the damaged awning from the police department door. Also being installed in the coming week is a bench and trash container at the Village Hall stop. The shuttle stops will be at the Village Hall parking lot (next to the Little Library) and at the El Portal Nature Trail. A security camera will need to be installed to maintain the equipment. Amenities are being planned for the Nature Trail stop through a FDOT grant application in Spring 2022. The Village has requested the execution of an Interlocal Agreement for the circulator with Miami Dade County. I submitted the first FDOT quarterly report for the service. Despite not having the service started yet, we are still required to report.

**NE 2nd Avenue Business Corridor including Sanctuary Property**

Mayor Nickerson and I met with Miami Dade County Mayor Daniella Levine Cava and several department directors and leaders to discuss areas of partnership with the County such as the Pedestrians First, the Resiliency and Sustainability Adaptation Action Area, and areas of collaboration with departments such as Economic Development, Transportation and Planning,

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Water and Sewer, and Community Action. A follow up meeting with the Department of Transportation and Public Works is next week to discuss the Village's sidewalks and ways to bring the Pedestrians First initiative to the Village of El Portal.

Mayor Nickerson and I have met with our urban planners and our Village Attorney to begin the dialogue and consider policy changes for businesses owners along the NE 2<sup>nd</sup> Avenue corridor that include septic to sewer conversion that is critical to the Village's economic development, as well as signage and short-term rentals and lodging. Traffic changes are also a consideration for NE 2<sup>nd</sup> Avenue.

The Sanctuary Property – According to the property owners, there has been no changes at The Sanctuary. They have gotten the County's approval of the interior demolition plans. The Village is currently reviewing and once completed, we will apply for temporary power and water service so to begin the interior demolition and asbestos abatement. They have been able to complete the roof repairs, allowing the interior to dry out. There is a propane tank on the exterior of the building. They have discovered that the tank still contains gas so they will be removing the gas prior to removing the tank. Their redesign is on hold until they can safely demolish the inside

Sustainable Streets and Business Corridor Plans – In August 2021, the Village received \$1.32M in funding for NE/NW 87th Street - Federal Transportation and Infrastructure Committee senior member Congresswoman Frederick Wilson aided in the Village receiving these funds. In April 2021, with our engineers at Craig A. Smith and Associates Steven Smith and Orlando Rubio, as well as Miami Dade County engineer Christopher Rosenberg, of the TPO, we prepared the technical project summary for the only project that qualified for the Infrastructure Improvement funding – NW/NE 87 Street Corridor Improvement Project, as identified and sponsored by FDOT and Miami Dade County TPO. The TPO will update its Transportation Improvement Program. This road was the only one in the Village of El Portal that qualified under the guidelines of the investment program. We are pleased to receive the funds and look forward to receiving the funding agreement to see the specifics of how these funds are to be used for 87<sup>th</sup> Street. It is our hope to address some sustainability and traffic calming with this fund, but we will follow the federal requirements. There have been no follow-ups from the state or federal agencies on these funds as of the time of this report.

As requested by the Council in the May 2021 Committee meetings, the quoted price for the multi-lingual "You Have Taken the Scenic Route. Slow Down" yard signs. The quotes were shared with Vice Mayor Urbom as this project is one of his initiatives. I am awaiting direction for next steps. I was informed that the County is in the process of amending its traffic flow modification procedures, and that any changes would have to be approved by Miami Dade County. It was recommended that El Portal hire an independent traffic engineering firm to conduct a traffic study, present that study to Miami Dade County and if its approved, we will get the speed limit lowered on the Village streets to 25 MPH, with a possibility of 30 MPH on the County roads (NE 2nd Avenue and N. Miami Avenue). I met with three firms that conduct these studies and submitted them to the Council with no action taken.

### **Biscayne Boulevard/Annexed Area Development**

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**The Kavista Rental Development at El Portal Annex**

The Kavista Project is on track to begin construction in the first quarter of 2022. Building Official Marc Jean and I met with A.R. Barrington to get an update and were told that the County permits have been issued, and work with the Village will be forthcoming. They are submitting permit applications and paid a permit fee for the construction of the project. Those funds may only be used for the Building Department. As detailed in previous Manager's reports, the funds are vital to the department advancing its capabilities with technological efficiencies and appropriate staffing.

**Skate Bird Miami (Skate Park)**

Skate Bird Miami has postponed indefinitely their large event on October 29-30, 2021 due to Corona Virus, according to Jonathan Strauss, developer of Skate Bird Miami. But there will be a grand opening in mid-November for patrons to enjoy the venue.

**Former Trailer Park "Little Farm"**

Mayor Nickerson, PlusUrbia and I will be meeting with another potential buyer of the Little Farm property on Wednesday, October 27, 2021. The property was purchased by its current owners about seven or eight years ago for \$14M. The prospective buyer will be seeking non-profit funding to purchase the property. I will share any progress made as it comes. It is in the Village's best interest to have this property developed, as it is blight and restrains the Village's economic growth.

**DEPARTMENTS**

**Police and Public Safety**

Police Chief David Magnusson will be retiring from his position with the Village of El Portal in November, with his last active day being November 9, 2021. We wish him and his family the very best, and we will truly miss him.

Lieutenant Alejandro Mendez will become the Village's Police Chief upon Chief Magnusson's departure. We are blessed to have him take the helm and continue the excellent work he has demonstrated since coming to the Village of El Portal in 2019. His priorities will include increasing the police staff with three new officers, two of whom will be exclusively dedicated to night shift at this time. Police officers presented me a letter of support on October 26, 2021 for the incoming chief, highlighting their respect and admiration for Alex Mendez and for soon retiring Chief Magnusson.

The EPPD fleet plan was implemented and six EPPD and one Code Enforcement vehicle were ordered through Enterprise Leasing. The vehicles are expected to be delivered in October 2021. A slate grey exterior color was ordered per the request of the EPPD and Chief Magnusson.

EPPD Sgt. Jairo Borrell worked with the Village Manager and the Village's engineering consultant to resolve a Maintenance of Traffic (MOT) plan for the El Jardin Storm Water Improvement project going on now.

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*From Police Chief David Magnusson for October 2021*

- *Officers Fired upon after arriving on a burglary in progress (October 7)*
- *Same Offender tried burglarizing a location in El Portal and same officers disrupted the burglary the very next week (October 14th). After foot chase, offender was ultimately captured. Lengthy investigation ensued. Offender was charged with numerous counts of burglary and theft as well as attempt murder on a police officer (two counts).*
- *Above listed arrest has cleared many property crimes within El Portal as well as the City of Miami (Shorecrest area)*
- *Hate crimes webinar attended by Chief Magnusson who chairs Miami-Dade Association Chiefs of Police Domestic Violent Extremism Committee*
- *Second part of police officer vaccination in conjunction with the Miami Heat took place on October 7th.*
- *Participated in meetings with Skate Bird for their ultimate opening. The major skate event was pushed back until 2022 due to COVID protocols per the Skating Commission.*
- *Chief Magnusson announced he will be stepping down at the end of November. Second in command, Lt. Alex Mendez will ascend to the chief's position. Nothing will get de-railed. It will be a smooth transition.*

### **Code Enforcement**

Code Officer Michelle Shahryar resigned her position with the Village of El Portal this month, with her last day on duty being Friday, October 29, 2021. Officer Shahryar has been offered a higher paying position with Ft. Lauderdale Code Enforcement. We wish her the very best and will miss her tremendously. We are exploring staffing options to find her replacement.

This month, the Village's Code Enforcement software was upgraded to GovPilot, and a subscription was paid per the budget line item approved by Village Council in September 2021.

*From Code Enforcement Officer Michelle Shahryar for October 2021*

- *Issued a Courtesy Notice overgrown grass and no address number anywhere on the property at 365 NE 87 ST.*
- *Issued a Courtesy Notice regarding a sidewalk which is in disrepair at 225 NE 90 ST.*
- *Issued a Courtesy Notice regarding overgrown grass at 170 NE 88 ST.*
- *Issued a Civil Violation Notice for graffiti throughout the entire property at 8300 NE 4 PL*
- *Issued a Verbal Warning regarding bulk trash 8300 NE 4 PL.*
- *Issued a Civil Violation Notice work that has been done on the property without a permit: an extension of the front stairs was turned into a patio. at 385 NE 89 ST*
- *Issued a Verbal Warning regarding trash littering the entire perimeter of the property at 471 NE 83 St.*
- *Issued a Verbal Warning regarding a recreational vehicle parked on the side of the home at 533 NE 83 ST*
- *Issued a Verbal Warning regarding overgrown grass throughout the perimeter of the property at 533 NE 83 St.*

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- *Issued a Verbal Warning regarding bulk trash along the swale on 88th Street at 205 NE 87 ST.*
- *Issued a Courtesy Notice regarding the home being utilized for short term rentals without a lodging BTR at 460 NW 88 TER.*
- *Issued a Courtesy Notice regarding several maintenance issues; the fascia is heavily stained, the gate on the Eastside of the property is in disrepair, the garage, door, mailbox and decorative column in the home's entryway are discolored and/or rusty at 420 NE 89 ST.*
- *Issued a Notice of Civil Infraction regarding a beehive in the front yard on the Westside of the property at 181 NW 87 ST.*
- *Issued a Verbal Warning regarding trash littering the entire perimeter of the property at 471 NE 83 St*
- *Issued a Courtesy Notice regarding overgrown grass and a large rusty ornament littering the front yard at 8990 N MIAMI AVE*
- *Issued a Courtesy Notice regarding overgrown grass, overgrown vegetation obstructing the sidewalk, litter on the property, grass growing over the sidewalk at 8990 N MIAMI AVE.*
- *Issued a Verbal Warning regarding overgrown grass, overgrown vegetation obstructing the sidewalk and litter on the property at 8998 N Miami Ave.*
- *Issued a Verbal Warning regarding hedges along the Westside of the yard are obstructing the alleyway at 25 NE 87 ST.*
- *Issued a Verbal Warning regarding a large pile of landscaping debris and loose trash littering the swale at 44 NW 86 ST.*
- *Issued a Courtesy Notice regarding work being done without a permit, a garage conversion and window replacements at 24 NW 86 ST.*
- *Issued a Verbal Warning regarding overgrown grass throughout the entire property at 177 NE 86 ST.*
- *Issued a Verbal Warning regarding There is overgrown hedges obstructing the sidewalk at 9001 NE 3 AVE*
- *Issued a Verbal Warning regarding overgrown grass throughout the entire property at 176 NW 88 ST.*
- *Issued a Courtesy Notice regarding heavily stained roof at 188 NW 88th Street.*
- *Issued a Courtesy Notice regarding a dirty canopy and tiles on the SW side of the driveway at 156 NW 88th St.*
- *Issued a Courtesy Notice regarding a large pile of landscaping debris on the Southside of the vacant lot at 310 NE 88th St*
- *Issued a Courtesy Notice regarding overgrown grass and a stump on the Eastside of the front yard at 370 NE 87th Street.*
- *Issued a Civil Violation Notice for a tarp on the roof, discolored fascia and exterior walls at 370 NE 87 St*
- *Issued a Courtesy Notice for items being stored in driveway at 115 NE 88th St*
- *Issued a Courtesy Notice regarding overgrown grass at 260 NW 86th Street.*
- *Issued a Courtesy Notice regarding tiles being stored in the front yard at 234 NW 86th Street.*
- *Issued a Courtesy Notice regarding overgrown grass, discolored home, and a fence that is in disrepair at 250 NW 86th Street.*
- *Issued a Courtesy Notice regarding landscaping debris and cardboard boxes on the West side of the front yard at and items being stored in the carport 245 NW 86th Street.*

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- *Issued a Courtesy Notice for colored plastic rope being placed around an area in the side yard along 87th Street at 415 NW 87th Street.*
- *Issued a Courtesy Notice regarding an overgrown tree obstructing a stop sign at 8901 N Miami Ave.*

### **Building Department**

Building Official Mare "Marc" Jean resigned his position with CAP Government, the Village's Building services contractor, and will be replaced by Pedro Martinez. We wish Mr. Jean the very best in his new role with the City of North Miami Building Department as its Building Director. Building Clerk Jonathan Garcia also resigned his position this month due to personal reasons. We wish him the best. The Building Department is managed by CAP Government and will continue to be serviced by them. This month will kick off a digitization program for the building department that will be more efficient and will provide our customers/residents better service. We are awaiting the updates for the fee increases to be made to Municode. Due to COVID-19 and the increase in work in the Building Dept, the entire front office will be utilized for the building department, and our Code Enforcement Officer and Public Works will be relocated to an office that will be the conversion of the EPPD's holding cell that is not utilized.

I met with CAP government and the Village of El Portal's IT contractor, Complete Care IT, to begin our transition into digitized document maintenance. There will be document management set up followed by scanning that will digitize the Village's administration allowing for better, faster customer service and freeing up much needed office space for employee safety and productivity. This will be a long process, but one that will garner much favor with our resident/customers and staff.

Two liens were settled this month. A long-standing problem property's lien was negotiated by the new owner almost one year ago and was finally paid this month through a wire transfer. One other is still awaiting the transfer. The Lien release letters were drafted and are awaiting approval from our Village Attorney for legal sufficiency.

### **Planning and Zoning**

Mayor Nickerson, PlusUrbia and I are meeting with entities interested in purchasing the "Little Farm" property and NE 2<sup>nd</sup> Avenue commercial property for sale, discussing the Village's charette, zoning requirements, sanitary sewer capabilities and parking matters related to the properties potential use.

### **Public Works and Maintenance**

Miami Dade County's Renovation of C7 CANAL BRIDGE at N. Miami Avenue

According to Miami Dade County Department of Transportation and Public Works, the bridge reconstruction project remains halted because soil conditions did not allow for the implementation



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of the canal bank slopes originally permitted by the Army Corp of Engineers and the South Florida Water Management District. Therefore, the County's Design Build Team developed an alternative solution for the canal embankment protection and is in the process of obtaining the permit modifications required for the new design. Once these modifications are approved by the permitting agencies, the bridge construction will resume.

In the meantime, the Design Build Team is inspecting and maintaining the site regularly, ensuring the safety of the public and that the Maintenance of Traffic devices are properly in place. Stay alert and stay safe.

The Village of El Portal Parks Renovation and Renewal Project (funded by Kavista developers fees) - please see Special Projects Section for update. I continue to participate in the South Florida Parks Coalition with standing meetings every other Thursday afternoon.

Village Circulator Shuttle Pilot Program – please see Special Projects Section for update.

The Village of El Portal was selected with seven other municipalities for an NPDES audit for 2021. We are responding to the requests and providing required information to the audit. I met with NPDES Coordinators Michelle Bull and Hector Rivera for an El Portal site visit on Thursday, September 16, 2021. Presently, we are awaiting an audit report from Ms. Bull to seek next steps. In the meantime, we have taken corrective measures with the outfall at the River Estates Park, where debris and barnacles were discovered to impede the outfall closure. Shenandoah provided a dive team to assess and attempt the repair of the outfall on October 22, 2021. The team was able to remove two shopping carts, a large log, and the barnacles from the site, but discovered that the rubber gasket needs replacing and that the outfall lid's arm is bent so that keeps the lid from closing tight. Shenandoah's construction team will be deployed to attempt a repair. I am reporting this to the NPDES manager as a corrective measure.

**Other Outstanding Public Works Projects:**

**1. Septic to Sewer Project (Pennoni) on West Side of Village**

Pennoni – Mayor Nickerson, Interim Village Attorney Geller, Grants Consultant Robert Ruano and I have been working with Pennoni primary, Steven Elias, to resolve this project, and to get it back on track. The Village will pay Pennoni to finalize the Septic to Sewer design of the West Side project only, and to do the stormwater construction for that area. We met with Florida Department of Environmental Protection last week and were told that the funding opportunities are still there AFTER the design is completed. In the meantime, I submitted the scope and budget of the stormwater portion of the project to Miami Dade County for approval of use of CDBG grant funding we received in 2020. (\$157,000) The Village is in good standing on this project despite the lag in providing the contract. Grants Consultant Robert Ruano, Mohan Thampi (CAP Government Public Works Engineer) and I applied for and got this grant and have a standing meeting with the grants manager for Miami Dade County for these

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funds. We attended the meeting on October 13, 2021. We will be preparing the FDEP drawdown request with Interim CFO Wallace and Robert Ruano to also finalize the payment to Pennoni to close out this project.

2. CDBG/HUD critical facilities hardening grant was awarded to the Village of El Portal in February 2021. An environmental assessment was conducted twice and addressed by me and Building Official Marc Jean and Robert Ruano. I have painstakingly prepared all the requirements of the contract with HUD/DEO for these funds. The Village is required to have four financial and administrative policies in place, where we only had one. Interim CFO Wallace has provided some of the policies at my request. We will continue to work on getting the balance of the required items including a training. Robert Ruano and I prepared a draft RFP/Invitation to Bid (ITB) for the necessary work that this grant will provide: the contractor will do the replacement of external doors and the installation of a generator at the Police Station/Village Hall. The grant amount is \$50,000.
3. El Jardin Stormwater Improvement.  
The El Jardin storm water improvement project started on October 4, 2021. All neighborhood traffic is closed except for local traffic. Mayor Nickerson and I have been fielding calls from concerned residents about the project and their landscaping. Once the project is completed, all sod and landscaping will be restored to their original status. The timeline for the project (3 months) October to early January 2022. The Village is in good standing with FDEP for the \$550,000 grant funds being utilized for this project. To date, we have used approximately \$300,000, and the remaining balance will be utilized for the construction of the re-design as approved by FDEP.
4. Coastal Waste and Recycling – there are no updates or changes this month.
5. FPL Utility Update - The streetlight outage on NE 2<sup>nd</sup> Avenue have been reported to FPL and they remain out as of the time of this report. Also, the streetlights on North Miami Avenue have been reported for some months now. Last week, I followed up with Miami Dade County Transportation and Public Works, Traffic Signals and Signs Division, the owners of those streetlights, and was told that they will address the outages.

*From Public Works and Maintenance work conducted by Village Manager October 2021*

*Coordinated the removal of large limb from tree to be cut by arborist at Orchidman  
Coordinated the cleaning of the Outfall and removal of two shopping carts and excess debris at the Soar's River Estate Park through our contractor, Shenandoah, reported the update to our NPDES permit manager at FDEP, Ms. Michelle Bull  
Scheduled and coordinated work with independent contractor handyman to do work around Village Hall, including touch up painting, removal of hazard in parking lot, replacement of ceiling tiles in office*

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**Public Affairs**

My and the Administration's participation in public affairs is to supplement and aid the Public Affairs Committee/El Portal's Women's Club where possible.

**Administration and Finance**

Interim CFO Chris Wallace continues to respond to follow up questions and document requests for the 2019 Audit. Mr. Wallace commits to work with the Village and provide transition work once a new CFO firm is identified and in place. I have enlisted the services of a HR recruiter to find suitable financial services.

This month, consulting staff and I have applied for FDEP Resiliency Grant Funding (due October 25, 2021), Neat Street Tree Planting Grant, and State of Florida Legislative Appropriation funding. We will pursue an FDEP Parks Grant that opens in October to utilize for our parks renovation project. Because many grants require matching funds we are being especially particular about what we apply for, and the parks grant is one that we will be able to accomplish if its granted.

*From Office Administrator Christian Abril for October 2021*

- *Processing village invoices/payroll.*
- *Journalizing cash receipts.*
- *Closing out Payroll/HR file October 5<sup>th</sup> for former employee.*
- *Coordinating the replacement of the front door and public works storage.*
- *Coordinating new Building Official background check with Village Manager and Police Chief.*
- *Coordinating with renovation contractor for background check pre-work.*
- *Assisting CFO Wallace with workers compensation audit.*
- *Updating Village's Accounting Policies and Procedures.*
- *Coordinating and subsequently closing out workers compensation claim.*
- *Coordinating with CFO Wallace to clarify payroll coding.*

Some additional October highlights of *Village Manager's* activities in addition to what is reported above.

Coordinated a Human Resources medical examination (October 1, 2021), resolved a HR matter with three employees who resigned or retired this month, and coordinated the addition of a new contractor Building Official after Building Official Mare Jean resigned from CAP Government for a higher paying position.

Reviewed areas of need in Village's Purchasing Policy and assigned Office Administrator to insert and update the document. Its finalization is still pending.

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Conduct a meeting with Skatebird Miami, review Special events permit and off-duty police needs for grand opening event. This event was to take place October 29 -30, but later this month it was postponed.

Coordinated a legal document request with our Florida Insurance Trust attorneys and our IT contractor for a former employee's lawsuit against the Village of El Portal.

Participated in a Florida County and City Managers Association training on ARPA funds utilization

Participated in the Biscayne Bay South-Eastern Ecosystem Restoration Public Meeting on October 6, 2021

There continue to be varied requests, directives, and projects I provide at the request of individual councilpersons and members of the El Portal community. For more information, please contact me directly.