



**VILLAGE OF EL PORTAL
VILLAGE COUNCIL
ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA
Tuesday, May 15, 2018
8:00 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 Administration & Finance Committee May 15, 2018
- 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
 - G2. CPA Review
 - G3. Vendors contract update-CAP & Waste Management
- 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.*)

“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.”

I. ADJOURNMENT

Members:

Councilperson Vimari Roman Chairperson

Mayor Claudia V. Cubillos, Vice Chairperson

Vice Mayor Omarr Nickerson, Member

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ADMIN & FINACE COMMITTEE TRACKING REPORT

| ITEM # | ACTIVITY . GOAL . PROJECT | INITIATOR | STATUS | START | END | DETAILS | EXPENSE |
|--------|--|-----------------------|-------------------------|-----------------------------|-----------|--|---------|
| 1 | Millage Rate due to Property Appraisal (TRIM Notice) | | ANNUAL | | | MANAGER TO GET EXACT DUE DATE | |
| 2 | Budget Workshop | CFO | ANNUAL | 2 ND TUE IN JULY | Completed | Scheduled for July 10, 2018 | 0.00 |
| 3 | First Budget Hearing | | ANNUAL | | | | |
| 4 | Final Budget Hearing | | ANNUAL | | SEPT | | |
| 5 | Ethics Workshop | Clerk | ANNUAL | | | Clerk to schedule | |
| 6 | Lobbying Updates | Mayor Cubillos | Completed for 2017-2018 | | Completed | Completed for this fiscal year | |
| 7 | Review of Actual Financials | CFO | ACTIVE | Monthly | | Due to the Clerk on the Wed the week prior | |
| 8 | Lien Filing SOP | Manager | ACTIVE | MAY 2018 | | It was discussed for the Manager/Staff to come up with an appropriate SOP and for the committee to have a resolution for review at the July committee meeting. | |
| 9 | Employee Manual | Manager/HR | ACTIVE | March 2018 | | As of May both the new Employee Manual and the new Police Dept Manual are being worked on with the help of HR. No estimate date of completion was given. NOTE: Resolution needs to be approved by Council to adopt the manuals after they are completed. | |
| 10 | Time Clock for hourly staff | Manager/HR | ACTIVE | March 2018 | | Quotes received and its a matter of implementing per May Committee Meeting | |
| 11 | EEOC Mandatory Training for all Village employees | Manager/HR | Completed | | 6/20/18 | Chief and Full time Officers attended; Manager; HR; Clerk; Robert Ruano. Discussed to conduct training annually and to bring in Part-Time Officers. | |
| 12 | Manager 90 day Evaluation | Admin & Finance Chair | ACTIVE | July 2018 | | Per the managers contract a 90 day review was due on June 27, 2018 | |
| 13 | Manager PTO Leave Review | Admin & Finance Chair | ACTIVE | | | Per the managers contract the Village Council is to review on or before Sept 30th of each year and elect to carry over any unused accrued PTO | |

Councilperson Vimari Roman, Chair
 Mayor Claudia Cubillos, Vice Chair
 Vice Mayor Omarr Nickerson, Member

ADMIN & FINACE COMMITTEE TRACKING REPORT

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| | | | | | | to the following year or to make a payment to the manager for the cash value. | |
| 14 | Clerks Annual Evaluation | Admin & Finance Chair | Active | Nov. of each year | | Hired Nov 2015 | |
| 15 | Managers Annual Evaluation | Admin & Finance Chair | Active | March 27 of each year | | Hired March 27, 2018 | |
| 16 | Village Council Meetings Resolution | Admin & Finance Chair | Active | May 2018 | | Attorney has worked up resolution, it was reviewed and being edited after comments from staff, council and residents. Resolution will be brought back to the committee in Sept. | |

Councilperson Vimari Roman, Chair
 Mayor Claudia Cubillos, Vice Chair
 Vice Mayor Omar Nickerson, Member