



**VILLAGE OF EL PORTAL
VILLAGE COUNCIL
ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA
Tuesday, May 15, 2018
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 Administration & Finance Committee Meeting postponed.
- 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. CPA Review of Actual Financials & Audit update
G2. Tracking Report
G3. Meetings & Procedures Resolution – Attorney Update
G4. FDLE Finger Prints Follow Up
G5. Update on Pending/Expired Contracts- Attorney & Village Manager to update.
G6. Lien filing SOP – Village Manager lead discussion
G7. Village Hall rental fees
- 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 “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.”)

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.”

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		Scheduled for July 10, 2018	
3	First Budget Hearing		ANNUAL				
4	Final Budget Hearing		ANNUAL		SEPT		
5	Ethics Workshop	Clerk	ANNUAL			Clerk to schedule	
6	Lobbying Updates	Mayor Cubillos	ACTIVE				
7	Review of Actual Financials	CFO	ACTIVE	Monthly		Due to the Clerk on the Wed the week prior	

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

RESOLUTION NO.: 2018-10

A RESOLUTION OF THE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA, CREATING THE COUNCIL MEETING AND AGENDA PROCEDURES PERTAINING TO THE ORDER OF THE AGENDA, PROVIDING FOR CITIZEN PRESENTATIONS TO COUNCIL; ESTABLISHING A SERGEANT-AT-ARMS FOR THE COUNCIL MEETINGS, AMENDING THE PUBLIC PROCEDURE IN ADDRESSING THE COUNCIL, MANNER AND TIME; PROVIDING FOR CONFLICTS; AND PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. (INTRODUCED BY NORMAN C. POWELL INTERIM VILLAGE ATTORNEY)

WHEREAS, the Village of El Portal Council desires to establish Regular Council Meeting, Committee Meeting, and Agenda Procedures in addressing the Council, manner and time; and

WHEREAS, the Village Council finds that these procedures are in the best interest of the Village of El Portal.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE OF EL PORTAL COUNCIL AS FOLLOWS:

Section 1. The foregoing “WHEREAS” clauses are ratified and confirmed as being true and correct and are made a specific part of this Resolution.

1. Regular meetings; notice.

A. *Regular Council Meetings.* The Village Council shall hold on regular meeting per month on the fourth Tuesday every month at 7:00 pm, unless the Council, by majority vote, elects not to have a regular meeting in the month of August for the purposes of allowing summer vacations.

The Village Council may hold a second regular meeting each month, called by the Village Manager or Acting Village Manager whenever in his or her opinion the public business may require it, or at the express written request of the Mayor, or any two members of the Council, as necessary for the orderly conduct of Village business. Quasi-judicial matters may be heard at any regular or special meeting of the Council.

B. *Notice.* Notice of each regular meeting of the Village Council shall be published at least four days prior to such meeting in a newspaper of general circulation within the Village, or posted on the Village Marquis or

the Village Website, and made in any other manner deemed appropriate by the Village Manager.

2. Committee meetings; notice.

A. *Council Committee Meetings.* The Village Council shall hold committee meetings one the first and third Tuesday of every other per month at 6:30 pm, unless the Council, by majority vote, elects not to have a regular meeting in the month of August for the purposes of allowing summer vacations.

B. *Notice.* Notice of each committee meeting of the Village Council shall be published at least four days prior to such meeting in a newspaper of general circulation within the Village, or on the Village Marquis or the Village Website, and made in any other manner deemed appropriate by the Village Manager.

3. Special meetings.

The Village Manager shall call special meetings of the Village Council whenever in his or her opinion the public business may require or at the express written request of any two members of the Council. Whenever a special meeting shall be called, a notice in writing signed by the Village Manager shall be served on each member of the Council either in person or by notice left at his place of residence, stating the date and hour of the meeting and the purpose for which the meeting is called, and no business shall be transacted thereat, except such as is stated in the notice. The Village Manager shall direct the Village Clerk to prepare the agenda and advertisement for the any Special Meeting he or she determines is required hereunder.

4. Meetings open to the public.

All meetings of the Village Council shall be open to the public pursuant to the "Government in the Sunshine Law."

5. Workshop Meetings.

The Village Council may meet at least once every three months in a workshop to be conducted as a public meeting, but without public comment, except as public comment may be permitted by the Chair or majority vote of the Village Council Members present. Additionally, the Village Council may call additional workshop meetings as needed. A workshop may be recessed to a later date certain which is announced at the workshop. The Village Council shall discuss the agenda items and provide feedback, but shall not take action at workshops. The Village Manager shall attend the workshop, prepare an agenda with appropriate

backup, and assure that relevant staff persons are present for the items on the agenda. The Village Attorney shall attend workshops.

6. Agenda.

Agenda items. The Village Clerk shall submit all reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Village Council shall be delivered to the Village Manager and Village Attorney no later than five (5) business days prior to the scheduled Regular Council Meeting and shall be accompanied by, or in the form of, a signed memorandum from the party submitting the materials. No additional items shall be added to the agenda after the agenda closing date unless it is deemed to be an emergency as provided below.

All agenda items, including materials in support of the agenda item, are to be submitted to the Village Attorney for review and submittal of their recommendation to the Village Manager. The final agenda shall be distributed to the members of the Village Council no later than three (3) business days prior to the Village Council meeting. Matters of an urgent or emergency nature may be presented to the Council without strictly complying with these requirements, and such emergency matters shall be heard by the Village Council if a majority of the Council approves.

- B. *Who may place.* The Mayor, Village Council, Village Manager, and Village Attorney are authorized to place matters on the agenda of the Village Council Meeting for discussion and/or approval by the Village Council.
- C. *Manager meeting with Council.* The Village Manager shall make available an opportunity for an individual meeting with each member of the Council prior to each Council meeting for presentation and discussion of the agenda items.
- D. *Order of business; Consent agenda.* The Village Manager shall prepare the order of business. Items which, in the opinion of the Village Manager or the Village Council, are non-controversial and may be handled and implemented without necessity for discussion shall be placed on the Consent Agenda. Unless a Council Member specifically requests that an item be removed from the Consent Agenda, such items shall be approved and adopted by a single motion and roll call vote. Any item deemed not to be ready for discussion or approval by the Council shall be pulled from the Agenda at the Village Council meeting.
- E. *Taking items out of order.* Upon request by the Mayor or a Council Member, items on the agenda may be moved out of sequence in order to

expedite the matters before the Village Council, or assure that items that are related to each other are considered in context.

7. Presiding Officer.

- A. *Who may preside.* The Mayor, or in the Mayor's absence, the Vice-Mayor act as the Presiding Officer and shall take the chair at the hour appointed for the meeting and call the Village Council to order. In the absence of the Mayor and Vice-Mayor, the Village Manager or Acting Village Manager shall call the Council to order, whereupon an acting chairman shall be elected by the members of the Council present. Upon the arrival of the Mayor or Vice-Mayor, the acting chairman shall immediately relinquish the chair upon the conclusion of the business immediately pending before the Council. Where appropriate, references to the Mayor will be considered references to the Presiding Officer.
- B. *Decorum; Questions of order.* The Presiding Officer shall preserve strict order and decorum at all regular and special meetings of the Council. He or she shall state every question coming before the Council, announce the decision of the Council on all subjects and decide all questions of order, subject however to an appeal to the Council, in which event a majority vote of the Council shall govern and conclusively determine such question of order.

8. Roll call; quorum.

Before proceeding with the business of the Village Council, the Village Clerk shall call the roll of the members, and the names of those present shall be entered in the minutes. A majority of the Council shall be necessary to constitute a quorum, but less than a quorum may adjourn or recess to a specified time.

9. Order of business.

- A. *Regular meetings of the Council.* Regular meetings of the Village Council shall be held at least once per month. Regular Council meetings may be cancelled, postponed, or the time of commencement changed by a majority vote of the Council, provided that the Charter requirement of one meeting per month is met.
- B. *Order of Agenda.* The Village Council shall convene on the day and time of each regular meeting, and take up the business of the Council in the following order unless changed by action of a majority of the Council. Certain matters may be given a certain time for consideration:
 - (1) Call to Order
 - (2) Silent Meditation and Pledge of Allegiance
 - (3) Roll Call

- (4) Proclamations, Awards, Citizen Presentations
- (5) Approval of the Agenda and Additions and Deletions
- (6) Approval of Minutes
- (7) Good And Welfare
- (8) Consent Agenda
- (9) Ordinances for First Reading and Resolutions
- (10) Public Hearings Including Ordinances for Second Reading
- (11) Village Manager Report
- (12) Committee Chair Reports
- (13) Village Attorney Report
- (14) Unfinished Business
- (15) New Business
- (16) Adjournment

10. Approval of minutes.

Unless a reading of the minutes of a Village Council meeting is requested by a member of the Council, the minutes may be approved without reading if each member has been furnished with a copy of the minutes at least three (3) days prior to the meeting.

11. Rules of debate.

- A. *Presiding Officer not deprived of rights as Council Member.* The Mayor or Vice-Mayor, or such other member of the Village Council as may be presiding, may move, second, and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Council Member by reason of his acting as the Presiding Officer.
- B. *Obtaining the floor.* Every member desiring to speak shall address the chair, shall be recognized by the Presiding Officer, and shall confine himself to the question under debate, avoiding all personalities and indecorous language.
- C. *Interruptions.* A member, once recognized, shall not be interrupted when speaking unless it is to call him or her to order, or as herein otherwise provided. If a member while speaking is called to order, he or she shall cease speaking until the question of order is determined and, if in order, he or she shall be permitted to proceed.
- D. *Motion to reconsider.* A motion to reconsider any action taken by the Council may be made only on the day the action was taken or at the next meeting of the Council whether a regular or special meeting. The motion must be made by one of the prevailing side, but may be seconded by any

member and may be made at any time and have precedence over all other motions or while a member has the floor; it shall be debatable.

- E. *Recorded remarks of Council Member.* A Council Member may request, through the Presiding Officer, the privilege of having an abstract of his statement on any subject under consideration by the Council entered in the minutes.
- F. *Synopsis of debate.* The Village Clerk may be directed by the presiding officer, with consent of the Council, to enter in the minutes a synopsis of the discussion on any question coming regularly before the Council.
- G. *Limitation on debate.* Upon motion duly adopted by a majority of the Council, debate on any one subject before the Council may be limited to seven (7) minutes per member of the Council, at the expiration of which the pending question will be moved to a vote.
- H. *Parliamentary procedure.* Any issue of procedure not addressed in these procedures shall be governed by the rules of procedure provided by Robert's Rules of Order, Newly Revised, in the most current edition. Unless objection thereto is made by some member of the Village Council, the Mayor may refrain from a too rigid enforcement of such rules, to the end of expediting the transaction of business.

12. Voting; filing of reasons.

- A. *Roll call vote.* The Village Clerk shall call the roll commencing with the Council Member seated immediately adjacent to the right of the Council Member who made the motion under consideration. All Council Members shall vote "yes" or "no", or "aye" or "nay" in accordance with the provisions of state law. The records of the roll call vote shall be incorporated in the minutes of the meeting.
- B. *Reasons for vote.* Upon the conclusion of any vote, any member of the Village Council shall have the right to have the reasons for his or her vote entered upon the minutes.

13. Motion to table or adjourn.

- A. *Table.* A motion to table any matter then under consideration, except during a public hearing, shall always be in order and decided without debate.
- B. *Adjourn.* A motion to adjourn shall always be in order and decided without debate.

14. Decorum.

- A. *Council Members.* While the Village Council is in session, the members must preserve order and decorum and a member shall, neither by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council or disturb any member while speaking or refuse to obey the orders of the Council or its Presiding Officer, except as otherwise herein provided.
- B. *Impertinent remarks and disruptive behavior.* No clapping, applauding, heckling or verbal outbursts in support or opposition to a speaker or his or her remarks shall be permitted. No signs or placards shall be allowed in the Council chamber. Persons exiting the Council chamber shall do so quietly. No person other than the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without permission of the Presiding Officer. No questions shall be asked of a Council Member except through the Presiding Officer. Any person making personal, impertinent, or slanderous remarks or who shall become boisterous, rowdy, disruptive or making personal comments while addressing the Council shall be barred from further appearance before the Council by the Presiding Officer, unless permission to continue is granted by a majority vote of the Council.

Public comment. Individuals wishing to speak on agenda items shall fill out a speaker's card and comply with the requirements herein for addressing the Council.

- C. *Citizen's Presentations.* Interested parties or their authorized representatives shall be entitled to be placed on the agenda of a Council Meeting and be heard concerning any matter within the scope of the jurisdiction of the Council. Only the Mayor and Council Members, Village Manager or Village Attorney may place a citizen on the Council agenda. The deadline for placing a citizen on the agenda is 12:00 p.m. on the Monday of the week preceding the week of the meeting at which said citizen wishes to be heard. No action may be taken by the Council on an item heard as a citizen's presentation unless two-thirds (2/3) of the members present deem that the issue requires immediate Council action.
- D. *Public Discussion on Agenda Items.* No one shall be entitled as a matter of right to address the Council on any matter listed on or added to the official agenda which is not scheduled for citizen's presentations, public hearing, discussion or debate.
- E. **Addressing Council, manner and time.**

- A. The Village Clerk shall prepare appropriate registration cards which indicate the speaker's name, address, the time the speaker registered, the agenda item on which he or she is speaking, and whether he or she is speaking in favor of or against the proposed item.
- B. On the day of the Council meeting, a person desiring to speak shall register with the Village Clerk, at least fifteen (15) minutes prior to the commencement of the discussion on the item.
- C. Failure to comply with the registration provisions of this Resolution shall prohibit a person from speaking on any item for which he or she is not timely and properly registered unless permitted by the Presiding Officer.

Each person, other than members of the Village administration, who addresses the Council, shall step up to or present themselves at the speaker's podium and give the following information in an audible tone of voice for the minutes:

- (a) Name;
- (b) Address;
- (c) Whether the person speaks on his or her own behalf, a group of persons, or a third party; or if the person represents an organization.
- (d) Whether the person is receiving compensation and has registered as a lobbyist; and
- (e) Whether the person or any immediate family member has a personal financial interest in the pending matter, other than set forth in (d).

Public discussion at public hearings or at items which are opened to public discussion shall be limited to three (3) minutes maximum per person; however, the Presiding Officer may authorize the extension of the aforesaid time frame, after due consideration for the substance, content, and relative importance of the subject. No other person other than the Council and the person recognized by the Presiding Officer Mayor as having the floor shall be permitted to enter into discussion without the permission of the Presiding Officer. All questions from the public to the Council; shall be addressed through the Presiding Officer. No person except Council members or their representatives shall be permitted on the dais during Council meetings unless authorized by the Presiding Officer or a majority of the Council.

15. Good and welfare and citizen presentations to Council.

Any person desiring to address the Council shall first secure the permission of the Presiding Officer to do so.

- A. *Written communications.* Interested parties, or their authorized representatives, may address the Council by written communication in regard to matters then under discussion, a copy of which shall be provided to the Village Clerk.
- B. *Oral communications.* Interested parties or their authorized legal representatives may address the Council under Good and Welfare on any matter concerning Village business, or any matters over which the Council has control as provided for herein.
- C. *Citizen's Presentations.* Taxpayers, residents of the Village, interested parties, or their authorized or their authorized representatives, shall be entitled to be placed on the agenda of a Council Meeting and be heard concerning any matter within the scope of the jurisdiction of the Council. Only the Mayor, Council Members, the Village Manager, and the Village Attorney may place a citizen on the Council agenda. The deadline for placing a citizen on the agenda is 12:00 p.m. on the Monday of the week preceding the week of the meeting at which said citizen wishes to be heard. No action may be taken by the Council on an item heard as a citizen's presentation unless the majority of the members present deem that the issue requires immediate Council action.
- D. *Public Discussion on Agenda Items.* No one shall be entitled as a matter of right to address the Council on any matter listed on or added to the official agenda which is not scheduled for citizen's presentations, public hearing, discussion or debate unless recognized by the Presiding Officer.
- E. *Quasi-judicial hearings.* The Village Council shall allow parties sufficient time to present their case in quasi-judicial hearings, provided that no one shall be allowed to speak more than thirty (30) minutes without a vote of the majority of the members of the Council present.

16. Public safety discussion.

The Chief of the Village of El Portal Police Department, will attend each Regular Council meeting, and be available to answer questions from the Council on their activities during this section of the agenda.

17. Public hearings.

Whenever a public hearing is held pursuant to the Charter or Ordinance or by direction of the Village Council, the Presiding Officer shall read the title of the item on which the public hearing will be held. The Presiding Officer shall then recognize any interested persons or their authorized representatives, who may address the Council in regard to the matter then under consideration. During the public hearing there shall be no debate by the Council, although questions may be asked of the persons making such presentation by Council Members. Upon the conclusion of the presentation of the views by the public, the Presiding Officer shall declare the public hearing closed and the Council may take action upon the subject matter of the public hearing.

If the Council proposes to take any type of action, which was not on the published meeting agenda or added to the agenda prior to public comment, the Council shall provide the opportunity for public comment on the issue prior to taking any action. Public comments shall be maintained at no more than three minutes per person, unless the Council authorizes a different amount of time.

18. Maintenance of records; Parliamentarian.

The Village Clerk shall maintain time records. The Village Attorney shall serve as Parliamentarian and shall advise and assist the Presiding Officer and Council in matters of parliamentary procedure.

19. Sergeant-at-Arms.

The Village of El Portal Chief of Police, or such other sworn police officer as the Chief of Police designates, shall be the Sergeant-at-Arms for each Council Meeting. The Sergeant-at-Arms shall be present during the Council Meeting and shall carry out all orders and instructions given by the Presiding Officer or Parliamentarian for the purpose of maintaining order and decorum at the Council meetings, including barring or removing anyone, including a Council member from the chambers who is overly rowdy, disruptive, making personal, impertinent, or slanderous remarks.

Section 3. Severability. If any word, clause, phrase, sentence, paragraph, or section of this Resolution is held to be invalid by a Court of competent jurisdiction, such declaration of invalidity shall not affect any other word, clause, phrase, sentence, paragraph, or section of this Resolution.

Section 4. Conflicts. Any resolutions or parts thereof found to be in conflict with any provision of this Resolution are hereby repealed.

Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption.

The foregoing Resolution was offered by _____, who moved for its adoption. This motion was seconded by _____, and upon being put to a vote, the vote was as follows:

FINAL VOTE AT ADOPTION:

PASSED and ADOPTED this _____ day of ~~May~~ April 2018.

ATTEST:

Village Clerk

**APPROVED AS TO FORM FOR THE USE
OF THE VILLAGE OF EL PORTAL:**

Norman C. Powell, Interim Village Attorney

In case there's a Lien

- 1) Usually, the current owners don't know about the lien on the property. In this case, we tell them to get in contact with the title company they used when they purchased the house to ask why they didn't let them know about this issue.
- 2) Owners are subject to negotiate the price for the Lien because its the principal for one year ????, \$240.00 plus interest accrued at 12% until paid.
- 3) After the negotiation between the Village Council/Manager and the owners, we prepare a settlement letter for the final amount including all the liens we found on the property.
- 4) The current owners need to provide a cashier's check or money order for the final amount. We deposit the funds into the Village's Operating Account.
- 5) Next, we work on the documentation for the Lien Satisfaction (sample below).

This Document Prepared By:
Marjorie Tapia, HR Coordinator
The Village of El Portal
500 NE 87th Street
El Portal, FL 33138

RELEASE OF LIEN

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

KNOW ALL PERSONS BY THESE PRESENTS:

THE UNDERSIGNED, for and in consideration of the verbal agreement with the Village of El Portal, the receipt of which is hereby acknowledged, by these presents does hereby releases said liens and directs the Clerk of the Circuit Court to cancel said liens of record against the above-described real property recorded in Official Record Book 18443, Page 2787; of the Public Records of Miami-Dade County, Florida, and described as real property located in Miami-Dade County, Florida, as follows:

199 NW 90TH ST, El Portal, FL 33150
Folio No.: 18-3101-028-0076

Witness my hand and seal this _____ day of _____, 20____.

VILLAGE OF EL PORTAL
500 NE 87TH Street
El Portal, FL 33138

By: _____

(Printed Name)

SWORN TO AND SUBSCRIBED before me by _____ who is
personally known to me or produced _____ as identification.

Notary Public, State of Florida

(Printed Name)

SEAL:

- 6) If the property has more than one lien, we create individual documentation for each book and page, also the money given to El Portal needs to be divided in equal parts for each satisfaction.

Lien Process:

1) We receive a request via mail for the property owner. At the Village there are 3 different prices for the lien service request.

- A) Lien Search Standard \$ 50.00 (5 days to provide the results for the property)
- B) Lien Search Expedited \$100.00 (3 days to provide the results for the property)
- C) Lien Search Super Rush \$200.00 (1 day to provide the results for the property)

After receiving the check, we deposit the check into the Village's Operating Account.

2) Print our internal documentation to follow the steps for different departments such as Code Enforcement and Building form. This way we can see if the property has open citations or open permits. If the property has no open permits or citations they also need to write that information.



Village of El Portal CHECKLIST FOR LIEN SEARCHES

PROPERTY ADDRESS: _____ FOLIO: _____
(Municipal Parcel)

REQUESTED BY: _____ Date: _____ Paid: \$ _____ Due: _____

SELLER: _____

1. General Government

a. Municipal Liens (Miami Dade County Clerk Official Record Search):

b. Special Pick Up (invoice and amount):

Completed by: _____ Date: _____

2. Finance Department

a. Waste Fees (total amount and time period)

Completed by: _____ Date: _____

3. Code Enforcement

a. Open citations, pre-hearing (citation no. and amount):

b. Orders of Enforcement (case no. and amount to date):

Completed by: _____ Date: _____

4. Building

a. Open or non-finalized permits:

Completed by: _____ Date: _____

3) After receiving the check list from Building and Code Enforcement Departments, we must go to <https://www.miamidade.gov/PropertySearch/#/>.

We then type the folio number for the property requested. After this, the system would give you a map and detailed information about the property. The first thing we need to do on this page is to verify if the request matches the current owner's information such as address and names.

Second, on the same page we must locate the Sales Information where we can see the *previous sales years*. El Portal only goes back 20 years, we need to click in the most current years and see all the owners the property had. We need to write them down until the most recent year. After we obtain the list of owners for the property, we must do an individual search for each owner. For this search go to Miami Dade County Recorder's Official Record Search and type all the previous and current owner's names, selecting the document type as Lien.

After typing the owner's name we see if they had open liens for the property – sometimes we can find liens but for different institutions; however, we are only looking for the ones done at El Portal .

If the property has a lien we need to print the document and also make the calculation for the current owner to pay.

4) The final document to provide the response is called Lien Search Response. In this document we write the information about the property and its results. If the property has no lien results the amount at the bottom stays at \$0.00, but if the property does have a lien, the calculation needs to be typed.



The Village of El Portal
 300 NE 87th Street, El Portal, FL 33138
 Telephone: 305 791 7880 Fax: 305 791 7884

Date: _____

Phone: _____

Fax: _____

Sent via Email

Pages: _____

Dear Sir or Madam:

We are in receipt of your request for a lien search for:

Address: _____

Folio No.: _____

Please be advised of the following fees currently due on the property:

1 Municipal Liens:		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	Municipal Liens Total:	\$0.00
2 Special Pick ups:		\$0.00
		\$0.00
		\$0.00
	Special Pick Up Total:	\$0.00
3 Code Violations:		\$0.00
<i>Amounts shown are calculated through the state on this form. Duty fees will continue to accrue</i>		\$0.00
		\$0.00
		\$0.00
		\$0.00
	Code Violation Total:	\$0.00
4 Building Dept:	Permit #:	\$0.00
	Permit #:	\$0.00
	Open Permits Total:	\$0.00
5 Landlord Permit:		\$0.00
		\$0.00
	Landlord Permit Total:	\$0.00
6 Other: _____	Other Total:	\$0.00
	GRAND TOTAL	\$0.00

Comments:

Re-Occupancy Certificate required before closing. For rental properties, landlord permit required.
 All open and expired permits listed require a final inspection in order to be closed-out. For inquiries regarding building permits, please call the Building Coordinator at 305 791 7880.
 All payments must be accompanied with copy of settlement in order to update our records for all properties sold or refinanced. All amounts are due at time of property sale or refinancing. Any delinquent balances constitutes a special assessment lien on the property. Interest continues to accrue until balance is paid in full.

IMPORTANT: Lien fee is only good for thirty (30) days after this notice. Please submit a new lien search fee if any payments are needed after thirty (30) days of notice.

5) Lastly, we send this document to the company that requested the Lien. In case the property has a lien, the company would notify the owners.



Village Hall Rental Prices

Total Amount to Pay for Residents Only: \$420.00 + 18.90 taxes = 438.90

*Deposit	\$150.00
Resident	\$150.00 + taxes
*Off Duty Police	\$120.00 + taxes

Total Amount to Pay for Non-Residents: \$570.00 + 29.40 taxes = 599.40

*Deposit	\$150.00
Non-Resident	\$300.00 + taxes
*Off Duty Police	\$120.00 + taxes

*Deposit will be refunded if the hall is returned in good conditions in one or two weeks after the event.

*Off Duty Police is required, not optional.

*Full payments of the rental is due the Friday the week before event.

*To obtain resident's rate an ID should be provided to verify the address.



EL PORTAL VILLAGE HALL RENTAL APPLICATION

The Village Hall is available from 10:30 am to 10:00 pm, for reasonable and prudent use, as may be available on a first come, first served basis in accordance with the information provided below. It is understood that the Village Council or Village Manager reserves the right to deny any application without cause. Please call 305-476-5423 to have an El Portal police officer open/close the doors to the City Hall.

Please complete the following information (Please Print)

Name of Applicant

Name of Organization profit_____ Non- Profit_____

Address City, State, Zip Code

Event Date

Phone Number

Deposit and Rental

A \$150.00 security deposit shall be collected for each private use of the Village Hall for non--government functions, the refund of which shall be conditioned upon the restoration of the Village Hall to its previous state of cleanliness and repair.

Basic Rental

\$300.00 for each private use of the Village Hall for non-governmental functions.
\$150.00 for Village Hall residents with proof of residency.

Off-Duty Police Officer:

Renter is required to pay for off-duty police for a minimum of three hours during the event. The three hours should include the final three hours of the planned event. The rate for off-duty police is \$40.00 per hour.

Rules and Regulations

1. The Village Hall of the Village shall be made available to the citizens and staff of the Village for their private use of the Village for non-government functions.
2. The Village Manager is hereby authorized to permit use of the Village Hall.
3. This document must be signed by the applicant and submitted to the Village Manager along with the security deposit and/or rental charge, no later than (1) week *prior* to the event.
4. All security deposits are deemed non-refundable unless the reservation is cancelled ten (10) days or more prior to the event.
5. In no case shall any refund be made where the Village Hall is less than equal appearance as presented to the applicant.
6. Occupancy of the Village Hall *is* restricted to a maximum of 75 people. Parking capacity around the Village Hall is limited to 25 vehicles. Any vehicle parked on neighboring lawns without permission of the Village law enforcement will be ticketed. Parking is only permitted in the designated parking spaces on the west side of the Village Hall and along the west side of the railroad. No parking is permitted on the Village lawn.

7. The applicant is responsible for the actions of all participants, subcontractors and deliveries relating to the event and must be accepted by the applicant not the Village.

8. The applicant is responsible for equipment/materials delivered before or remaining after the use period.

9. Alcoholic beverage and/or loud obtrusive offensive conduct are not permitted within or around the Village hall. If members of the event are found to have open containers or participate in illegal drug use on the premises, the event will be immediately shut down and rental/deposit fee forfeited.

10. The Village Hall must be vacated and secured by the time indicated or no later than 10:30pm.

11. The user hereby agrees to hold harmless and indemnify that Village staff, officers and elected officials from any and all claims, liability loss and causes of action which may arise out of the use of the Village Hall, per the event. Additionally, said user shall pay all claims and losses of any nature, whichever in connection therewith and shall defend all suits and judgments issued relating to the event.

12. Exceptions to deposit forfeitures and waivers of fee may be granted by the Village Manager upon good cause shown.

As the authorized representative of the applicant and/or organization, the signature below indicates an agreement to abide by the rules and regulations as herein listed.

Date _____

Signature of Applicant

Village Manager