



**VILLAGE OF EL PORTAL
VILLAGE COUNCIL
ADMINISTRATION & FINANCE COMMITTEE MEETING REVISED AGENDA
Tuesday, September 18, 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 on July 17th.
- 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. Procedure for Manager & Clerk Annual Performance Reviews
 - Forms to be used
 - Resolutions
 - Evaluation ProcedureG4. Attorney Evaluation Procedures
G5. Attorney Contract
G6. Job Descriptions
G7. Clerk Hourly Rate Discussion

“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.”

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:

Councilperson Vimari Roman Chairperson

Mayor Claudia V. Cubillos, Vice Chairperson

Vice Mayor Omarr Nickerson, Member

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ADMIN & FINACE COMMITTEE TRACKING REPORT

EM #	ACTIVITY . GOAL . PROJECT	INITIATOR	STATUS	START	END	DETAILS	EXPENSE
	Millage Rate due to Property Appraisal (TRIM Notice)		ANNUAL			Completed	
	Budget Workshop	CFO	ANNUAL	2 ND TUE IN JULY	Completed	Scheduled for July 10, 2018	0.00
	First Budget Hearing		ANNUAL	Sept 11, 2018	Sept 11, 2018	Completed passed 4/1	
	Final Budget Hearing		ANNUAL	Sept 25, 2018			
	Ethics Workshop	Clerk	ANNUAL			Clerk to schedule	
	Lobbying Updates	Mayor Cubillos	Completed for 2017-2018		Completed	Completed for this fiscal year	
	Review of Actual Financials	CFO	ACTIVE	Monthly		Due to the Clerk on the Wed the week prior	
	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.	
	Employee Manual	Manager/HR	ACTIVE	March 2018		9/14/18: Almost completed. Manager is reviewing. Admin & Finance Chair to provide Job Descriptions, and Procedures for Manager & Clerk Evaluations. NOTE: Resolution needs to be approved by Council to adopt the manuals after they are completed.	
0	Time Clock for hourly staff	Manager/HR	ACTIVE	March 2018		Quotes received moved in July to the next fiscal year to be implemented at mid-year budget.	
1	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.	
2	Manager 90 day Evaluation	Admin & Finance Chair	ACTIVE	July 2018		Per the managers contract a 90 day review was due on June 27, 2018. Admin	

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 Mayor Claudia Cubillos, Vice Chair
 Vice Mayor Omarr Nickerson, Member

ADMIN & FINANCE COMMITTEE TRACKING REPORT

						<p>& Finance Chair propose to make it a 6 month review and to change procedure to 6 months for all new hires.</p> <p>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 to the following year or to make a payment to the manager for the cash value. To be reviewed in Sept.</p>
3	<p>Manager PTO Leave Review</p>	<p>Admin & Finance Chair</p>	<p>ACTIVE</p>			
4	<p>Clerks Annual Evaluation</p>	<p>Admin & Finance Chair</p>	<p>Active</p>	<p>Nov. of each year</p>	<p>Hired Nov 17, 2015</p>	
5	<p>Managers Annual Evaluation</p>	<p>Admin & Finance Chair</p>	<p>Active</p>	<p>March 27 of each year</p>	<p>Hired March 27, 2018</p>	
6	<p>Village Council Meetings Resolution</p>	<p>Admin & Finance Chair</p>	<p>Active</p>	<p>May 2018</p>	<p>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.</p>	

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