



**VILLAGE OF EL PORTAL
VILLAGE COUNCIL
ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA
Tuesday, July 16, 2019
6:30pm**

- 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 May 21, 2019 Administration & Finance 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.** Forfeiture Fund Resolution
 - G2.** Extension of Line of Credit
 - G3.** Attorney Interim Status Discussion
 - G4.** Tracking Report Update

“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:

Vice Mayor Nickerson, Chairperson

Councilperson Roman, Vice Chairperson

Mayor 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.”

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			September 10, 2019 (First Reading) September 25-2019 (2 nd & Final Reading) Mandatory Advertisement	
2	Budget Workshop	Manager	ANNUAL			July 9, 2019	
3	First Budget Hearing		ANNUAL			September 10 th Fiscal Year 2019-2020	
4	Final Budget Hearing		ANNUAL			September 25 th Fiscal Year 2019-2020	
5	Ethics Mandatory	Clerk	ANNUAL			Ethics Training Must be done by each Elected official and certified on a yearly basis a 2 Hour & a 4 hour one	
6	Lobbying Updates	Mayor Cubillos	ACTIVE				
7	Review of Actual Financials	CFO	ACTIVE	Monthly		Due to the Clerk on the Wed the week prior	
8	Audit	Manager	ANNUAL			March 2019	

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

RESOLUTION NO.: 2019 -03

**A RESOLUTION OF THE MAYOR AND EL PORTAL,
FLORIDA VILLAGE COUNCIL, APPROVING FISCAL
YEAR 2018/2019 POLICE FORFEITURE FUND
EXPENDITURES; AND PROVIDING FOR AN EFFECTIVE
DATE.**

WHEREAS, Section 932.7055, Florida Statutes define the purpose and procedures for appropriation of funds from the Village of El Portal, Florida (the "Village") Police Forfeiture Fund; and

WHEREAS, forfeiture funds may be used for law enforcement purposes only including supporting community policing activities, law enforcement training, law enforcement operations, law enforcement equipment, crime awareness programs, and community-based initiatives or such other law enforcement purposes as the municipality deems appropriate (collectively, the "Forfeiture Initiatives"); and

WHEREAS, the Village's Chief of Police has determined that the appropriation and expenditure of forfeiture funds is necessary to support the Forfeiture Initiatives and in support of the expenditures has executed the Certification attached hereto as Attachment "A"; and

WHEREAS, the Village Council wishes to approve the use of \$14,545.70 of forfeiture funds to support the Forfeiture Initiatives as set forth in Attachment "A"; and

WHEREAS, forfeiture funds are available in the State of Florida Forfeiture Account within the Village's Police Forfeiture Fund; and

WHEREAS, the Village Council finds that this Resolution is in the best interest and welfare of the residents of the Village,

PASSED AND ADOPTED by the Village Council of the Village of El Portal Florida, this ____ day of July, 2019.

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

Section 1. Recitals. That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. Approval of Police Forfeiture Fund Expenditures. That, based on the Certificate of the Chief of Police set forth in Attachment "A" hereto, the Village Council hereby approves the Police Forfeiture Fund expenditures for Fiscal Year 2018/2019 in the amount of \$14,545.70 to support Forfeiture Initiatives, all as set forth in Attachment "A."

Section 3. Authorization. That the Village Council hereby authorizes the Village Manager and Chief of Police to execute any purchase order or required documentation for the expenditures described in this Resolution, subject to approval by the Village Attorney as to form and legality, and to take any action which is reasonably necessary to implement the purpose of this Resolution.

Section 4. Effective Date. That this Resolution shall take effect immediately upon its adoption

PASSED AND ADOPTED on this ____ day of July, 2019.

Motion By: _____

Second By: _____

[INTENTIONALLY LEFT BLANK]

FINAL VOTE ON ADOPTION:

Councilperson Mathis: ___(Yes) ___ (No)

Councilperson Urbom: ___(Yes) ___ (No)

Councilperson Roman: ___(Yes) ___ (No)

Vice Mayor Nickerson.: ___(Yes) ___ (No)

Mayor Cubillos: ___(Yes) ___ (No)

Claudia Cubillos, Mayor

ATTEST:

Yenise Jacobi, Village Clerk

Approved as to Form and Legal Sufficiency:

Law Office of Norman C. Powell

By: _____
Norman C. Powell, Interim Village Attorney

I, Yenise Jacobi, Village Clerk of the Village of El Portal, Miami-Dade County, Florida, do hereby certify that this is a true and correct copy of Resolution No.: 2019-__ adopted on July __, 2019, as shown in the Official Records of the Village of El Portal, Miami-Dade County, Florida. Given under my hand and seal, this _____ day of July, 2019.

Yenise Jacobi
Village Clerk

ATTACHMENT A

CERTIFICATE OF CHIEF OF POLICE

I, DAVID MAGNUSSON, Chief of Police of the Village of El Portal, Florida, do hereby certify the following expenditures for \$14,545.70 from the State of Florida Forfeiture Account within the Village of El Portal Police Forfeiture Fund for the 2018/2019 Fiscal Year budget complies with Section 932.7055, Fla. Stat.:

- (1) \$7,388.20 for the installation of internal and external security cameras in Village Hall; and
- (2) \$2,500.00 for the replacement of a broken window with an impact resistant window at the back of Village Hall.
- (3) \$4,412.50 for 2-Swing Gate for Police Authorized Parking Lot
- (4) \$245.00 for a front office security panic button

Dated: 12 JUL 19



DAVID MAGNUSSON,
Chief of Police