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."
<table>
<thead>
<tr>
<th>Due Date</th>
<th>Event Description</th>
<th>Frequency</th>
<th>Manager</th>
<th>Audit Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2019</td>
<td>Due to the Clerk on the Weds the Week</td>
<td>Monthly</td>
<td>CFO</td>
<td>Review of actual Financials</td>
</tr>
<tr>
<td></td>
<td>Ethics Training Must be done by each Elected Official and certified on a yearly basis on 2 - Hour &amp; 4 Hour one</td>
<td>Annual</td>
<td>Mayor Cupillois</td>
<td>Lobbying updates</td>
</tr>
<tr>
<td>September 25th</td>
<td>Fiscal Year 2019-2020</td>
<td>Annual</td>
<td>Clerk</td>
<td>Ethics Mandatory</td>
</tr>
<tr>
<td>September 10th</td>
<td>Fiscal Year 2019-2020</td>
<td>Annual</td>
<td>Manager</td>
<td>Final Budget hearing</td>
</tr>
<tr>
<td>July 9, 2019</td>
<td>Mandatory Assessment</td>
<td>Annual</td>
<td>Manager</td>
<td>First Budget hearing</td>
</tr>
<tr>
<td></td>
<td>Mandatory Assessment</td>
<td>Annual</td>
<td></td>
<td>Budget Workshop</td>
</tr>
</tbody>
</table>

**Expense Details**

- Start: [Date]
- End: [Date]
- Status: [Status]
- Initiator: [Name]
- Project: [Project Name]
- Activity: [Activity Name]
- Goal: [Goal]
- Timelines: [Timeline]
- Appraisal: [Appraisal]
- Millage Rate: [Rate]
- Property Due: [Due Date]
- Trim Notice: [Notice Date]

**ADMIN & FINANCE COMMITTEE TRACKING REPORT**

Mayor Cupillois: Member
Councilperson Roman, Vice Chair
Vice Mayor Nickerson, Chair
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,

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