



Village of El Portal Administration and Finance Meeting

Date: 1/22/19

Meeting Start: 8:54 PM

Meeting End: 9:53 PM

Meeting Length: 00:59:47

Vice Mayor Nickerson: All right everybody, the next meeting is going to be the Administration and Finance Committee meeting. The Administration and Finance Committee meeting will be called to order at 8:54 PM. We already had a moment of silent meditation and Pledge of Allegiance. We are pleased to say that Councilperson Mathis, will now be a part of the Administration and Finance committee in lieu of Werner Dreher who has resigned. Welcome Councilperson Mathis, always good to have you around.

Councilperson Mathis: I longed for this.

Vice-Mayor Nickerson: It's good to see everybody out there today.

City Clerk Jacobi : Roll call

Vice-Mayor Nickerson: We'll make this as quick as possible, It is Administration and Finance so it will not be that quick, but we'll run through it as quickly as possible. How are you doing Madam Clerk.

Councilman Mathis: She said roll call.

City Clerk Jacobi : Roll Call.

Vice-Mayor Nickerson: Okay. Let's have that roll call now that we have a Councilperson Mathis as part of the committee.

City Clerk Jacobi : Roll call. Vice-mayor Nickerson.

Vice-Mayor Nickerson: Here.

City Clerk Jacobi : Councilperson Mathis.

Councilperson Mathis: Present.

City Clerk Jacobi : Councilperson Roman.

Councilperson Roman: Present.

City Clerk Jacobi : You have a quorum.

Vice-Mayor Nickerson: Thank you very much. Madam Clerk, do we have approval of the agenda? Is there anything that anybody wants to add or take away from? I don't see the tracking

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report on the agenda. We're going to go look at it very, very quickly. This is what we're going to do. I want to make G-4. Let me make G-4, I just want to put it on here, just to have it on here. We really don't have to talk about it too much, but I want to make G-4 waste management, waste management contract. G-4 waste management contract and G-5 will be tracking reports.

We'll go over it very, very briefly. Do I have a motion to approve the agenda with the changes? Thank you very much. It's been motioned by Councilperson Mathis. Do I have a second?

Councilperson Roman: I'll second.

Vice-Mayor Nickerson: Thank you very much. Seconded by Councilperson Roman. All in favor say, Aye.

All: Aye.

Vice-Mayor Nickerson: We do not have minutes. This is the first committee meeting of the new council. We're moving on to Good and Welfare. Anybody want to come up and say anything about Administration and Finance? Anything that you guys see on the agenda? Anything at all? Good and Welfare? We'll have another one at the end, if you hear anything during the meeting that you want to address later? We'll move right along. The first agenda item is G-1. That is the personnel manual.

Village Manager Alou: Personnel manual.

City Clerk: Excuse me. Before we go any further, I'd like to acknowledge that today is the mayor's birthday.

Councilperson Mathis: Happy Birthday Mayor.

Vice-Mayor Nickerson: When she was finishing up her last meeting. I went round whispered in her ear. I said, "It's your birthday. You have to say it's your birthday." She was like, "Don't say nothing." Mayor Cubillos, Happy Birthday to you.

All: [singing] Happy Birthday to you. Happy Birthday dear mayor. Happy Birthday to you.

[applause]

Mayor Cubillos: Thank you. Guys, why I'm not staying for committee, I generally will, but my sister is here.

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Vice-Mayor Nickerson: I see the family's in the back, Hello to the family. My shout out. Shout out to the husband, how're you doing? Colonel Paige, my brother. Always good to see you. Always good. You guys take care. Have a safe, safe night. Happy Birthday mayor as always and many, many, many more to come.

Mayor Cubillos: Thank you.

Vice-Mayor Nickerson: Thank you very much. Love all of you guys. Take care. Have a great night. We're going back to the personnel manual. We will have the manager take over and introduce a whenever opening remark she has about the personnel manual. Thank you very much.

Village Manager Alou: Committee, Administration and Finance Committee. I've worked tirelessly with Marjorie Tapia last fall to finalize the personnel policies and procedures manual for the Village of El Portal's administration. This is a road map. I mean, we've taken so many samples from other municipalities and gotten advice from other human resources professionals about what a small municipality like ours should include and entail, and we came up with this.

I have provided it, to you on the dais. It is a pretty large document, but we do have copies in the back for residents if they care to review it. It hopefully it will be ratified by our council. I encourage you to ask any questions as you leaf through it and if you have any comments or concerns or even suggestions for adding other things, please let us know.

Vice-Mayor Nickerson: I'm gonna allow the councilperson to speak of course. What I'm thinking about this is, since we all just got it, that we take time to look at it. We bring it back to the next committee meeting and then from there ratify it if we choose to, and then take it to the full council from there. We'll hand them to the next committee meeting?

Councilperson Mathis: I concur. It's a lot of reading.

Vice Mayor: A lot of reading things like that time. Is that a good time period for Councilperson Roman, Councilperson Mathis and Madam Manager. Is that a good time period?

Village Manager Alou: I will just say that we are already implementing some of this now, just because we have to have some clear things in place.

Vice-Mayor Nickerson: Understood.

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Village Manager Alou: We will start implementing some of these things, but whatever you suggest or whatever information you want to share with us at the next committee meeting and then thereon to council meeting, we will then incorporate whatever that may be as well.

Vice-Mayor Nickerson: That's perfect.

Councilperson Roman: Perfect, I do have a question. I'm just seeing it, and one of the reasons is when I was working close as the previous chair, in browsing I don't see the job description. Are you still including job descriptions? Other than in the manual right now?

Village Manager Alou: I mean we have them all. We just don't have them in this document. They give you all that as well, it's just too big.

Councilperson Roman: If you could email it, that'd be great, so the committee can review everything and then I can also follow up as to what's needed from our end. We will go ahead and include what we need to include, is to make sure that's in there, is also the village manager's job description as well as the clerk's job description, so we're going to have all the job descriptions in there.

Councilperson Mathis: So the job descriptions are going to be implemented into the personnel manual?

Councilperson Roman: They're going to be implemented into the personnel manual.

Village Manager Alou: They already exist, it's just they aren't in this document but I can forward that to every member of the committee because we have every job description.

Vice-Mayor Nickerson: There you go. Sounds good. See, how we're moving right along very, very quickly. Thank you very much. Councilperson Roman.

Councilperson Roman: Okay, that said, hold on one second. At the last committee meeting, there were some due dates with the committee to bring in their feedback for the clerk's job description, then if you guys recall too, I think it was the November council meeting, I was quite upset because no one says anything. Mathis you weren't on the committee.

Councilperson Mathis: No, I'm not on the committee.

Councilperson Roman: I do have, I don't know if-- back then, the mayor was in the committee, I don't know if she ever sent anything in. I'd have a copy for the chair with my

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notes. They're all in red. I just basically took the current, took what we had as examples of other villages and just added in red my recommendation.

Vice-Mayor Nickerson: Can we do this? Can we get this to council, to the committee. Councilperson Mathis is now part of the committee, and then is it too long to wait because--?

Councilperson Mathis: I need to see it.

Councilperson Roman: We're waiting with the personnel policies. You should review it.

Vice-Mayor Nickerson: No, but what I'm saying is we're going to give you--

Councilperson Roman: I could get an email to the clerk so that she could--

Councilperson Mathis: I'll just have them make a copy for me.

Councilperson Roman: Oh, okay. Yes, you can do that too, because it might be easier to get a copy. You can keep that copy.

City Clerk Jacobi: For the record. I don't have email right now, my computer's not working. Everything has been erased. They're working on restoring it, so today I haven't had any email, no way of communicating with no one. I don't know when that's--

Councilperson Roman: That's fine.

Councilperson Mathis: Just copy.

Councilperson Roman: You could just make two copies, one for--

City Clerk Jacobi: I'll make three so I can review as well.

Vice-Mayor Nickerson: Councilperson Roman. because we were trying to get this done, we do have a new committee. Where in your mind, do you want this to be completed and voted on through the committee like if we wait until--

Councilperson Roman: Well it needs to go with the personnel policies and procedure.

Vice-Mayor Nickerson: So if we wait until the next committee meeting. Is that too long for you?

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Councilperson Roman: By the next committee meeting, it would be too long because that's the feedback, if we're going to give any feedback to the manager. If anything, we should have that completed as a committee and then have just any feedback that we have on the personnel policies and procedures for the manager, because that job description along with the manager's job description, which we can have emailed to you guys if you don't have it, need to go in here as well.

Councilperson Mathis: I'm just going to make a suggestion. The policies and procedures are by far really, really, really more important than the job description. My suggestion is let's focus on the policies and procedures because the job description is going to constantly change, not in the immediate future, but it's going to constantly change. I didn't see it, so I don't know what the setup is but the premise is there. I would say let's focus on this because this is what dictates-

Councilperson Roman: Right. We took a look in the previous committee, we took a look at the entire village, all the village job descriptions. The manager was tasked with that. If we do that then we would be leaving that one job-- That's the only job description--

Councilperson Mathis: No. What I'm saying is because I would look at it as a two-part and this is how my firm does it. We get our policy and procedure manual and then we get a separate handbook that is our job description handbook. That's what, you've been hired for this and what your duties are.

Councilperson Roman: The whole idea was to pass everything together so that we are putting this into a resolution. There is going to be a resolution.

Councilperson Mathis: All right so it has to be done all together.

Village Manager Alou: We just need the one remaining in the job description then we can have all the rest ready for you or whenever you're ready.

Councilperson Mathis: I'll read it. I'll catch up on it.

Vice-Mayor Nickerson: Okay. My question or concern is if we want to have all of it done before the next committee meeting--

Councilperson Roman: In two months?

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Vice-Mayor Nickerson: Yes, which is in two months to put this through, well then, what if in the next committee meeting, we disagree-- I think I was leaning towards bring all your changes to the next committee meeting and then argue or debate in the next committee meeting about what we want finalized because there is no way for us to communicate before the next committee meeting because it's a violation and such. I can't go to the manager and be like, "Well, Vimari wanted this, I don't want that. I want this." We can't do that.

Councilperson Roman: How about we send our changes to the manager among other things and let her put it together--

Councilperson Mathis: Let her put it together and then we can come together at the next.

Councilperson Roman: We can come together because this has been dragged out forever.

Village Manager Alou: Yes it has.

Vice-Mayor Nickerson: I understand.

Village Manager Alou: It's been done since August and we've been waiting for a committee meeting.

Councilperson Roman: Right. Partly, because I will chair this. It was a project that we were working on that unfortunately did not get finished, not because of the staff, but because of the council. What I like to do is review it please and maybe we could have a due date as we can all agree on how much time we need to review it. Get the comments to the manager so that she can gather them and if she has any concerns then she can bring them to the committee meeting. If not, then she just presents the final copy to the committee.

Councilperson Mathis: I think that we've discussed it enough so any changes will probably be similar. Christia, they can get it back to us and at least by the next committee meeting, we could say, "Just send it to the council and let's go for approval." I think, at least by the next committee meeting, we should be--

Councilperson Roman: When do we want to get all the feedback to her by?

Councilperson Mathis: When is the council meeting?

Councilperson Roman: Next week is the 29th. When do you want to get the feedback to her by? How long do you guys need? I don't need a long time.

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Vice-Mayor Nickerson: I don't need a long time.

Councilperson Mathis: How many job descriptions are there?

Councilperson Roman: I think the longer we have the worse.

Village Manager Alou: We got a lot. We got a lot of jobs.

Councilperson Mathis: Because you know I'm crazy with the right hand.

Village Manager Alou: You won't need that.

Vice-Mayor Nickerson: I think that what we're saying is a good thing and that if in fact the manager happens to get conflicting feedback, then is she going to put the conflicting feedback in the manual or she is going to hold that part out of the manual and say, "Well, I got these two conflicting views. Here's the manual but here's the rest of the views that are conflicting which one should I put in?"

Councilperson Roman: I don't think she's going to have that issue but if she does have that issue, she can bring it to the committee meeting.

Village Manager Alou: Or I can just call you all.

Councilperson Roman: Yes or she can just call and talk it over.

Village Manager Alou: In discussions of the digital?

Councilperson Roman: Today is the 22nd of January. How long do you guys need to review this?

Councilperson Mathis: I'm good by the 4th.

Vice-Mayor Nickerson: I'm pretty good, yes.

Councilperson Roman: By when?

Councilperson Mathis: The 4th.

Councilperson Roman: The 4th?

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Vice-Mayor Nickerson: I have no problem with that.

Councilperson Roman: Okay. We're all committing to review the personnel policies and procedures by the 4th.

Councilperson Mathis: No. Have our submissions to the manager.

Councilperson Roman: Correct. You're going to review them.

City Clerk Jacobi: This is a joke.

Councilperson Roman: You're going to review and submit to the manager by the 4th of February. Does that include your revisions--? the manager doesn't need the revisions for the part. I guess the chair needs any additions and then we can discuss this at the next committee meeting and include, at that point we'll know if the personnel is complete and then we can just add a completed village clerk job description?

Vice-Mayor Nickerson: Yes indeed.

Councilperson Roman: In the meantime, could you email the new committee your job description? For the village manager please?

Village Manager Alou: Yes.

Councilperson Roman: Thank you.

Vice-Mayor Nickerson: Councilperson, you're good. Councilperson Mathis, anything else you want to add?

Councilperson Mathis: No.

Vice-Mayor Nickerson: Madam manager, anything else you want to add?

Village Manager Alou: No, I don't.

Vice-Mayor Nickerson: Councilperson Roman, anything else you want to add?

Councilperson Roman: No.

Vice-Mayor Nickerson: Mr. Attorney, anything you want to add?

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City Attorney Powell: No, thank you.

Vice-Mayor Nickerson: Madam Clerk, anything you want to add?

City Clerk Jacobi: About what?

Vice-Mayor Nickerson: About anything about the personnel manual job description or anything.

City Clerk Jacobi: I already said my comments about my job description.

Vice-Mayor Nickerson: Okay. Nothing else to add. We're going to on to G-2, that would be the CAP government contract. We haven't had an official CAP government contract for a few years to say the least. Madam Manager the floor is yours.

Village Manager Alou: I will report that we have not had a current CAP government contract since-- the last one was March 14, 2005. I was tasked in coming up with a new contract that addressed our needs now, these many years later. I have drafted such and have worked it out with CAP and it is now to be reviewed by our village attorney who will just get that back to us.

Vice-Mayor Nickerson: The CAP contract you're looking over?

City Attorney Powell: Yes, she's going to send it to me.

Vice-Mayor Nickerson: Okay. All right.

Village Manager Alou: What's our goal to?

City Attorney Powell: What's your timetable?

Village Manager Alou: Whenever you can get it to us, we're good.

Vice-Mayor Nickerson: Has it been sent already?

Village Manager Alou: Yes.

City Attorney Powell: I didn't get it yet.

Village Manager Alou: I sent it on the 15th.

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City Attorney Powell: I'll take a look. So many things in there.

Village Manager Alou: We got a lot going on.

Vice-Mayor Nickerson: I'll be in contact with the attorney to remind him, so if we can look for our next committee meeting. Can you get that?

City Attorney Powell: That's more than enough time.

Vice-Mayor Nickerson: That's more than enough time, okay.

Councilperson Roman: What's the goal of the manager to have this one?

Village Manager Alou: As soon as possible, but the possibility is.

Councilperson Roman: This is what committee's for so let's schedule some deadlines.

Village Manager Alou: I would like you to send, because it's written in this already.

Vice-Mayor Nickerson: No you're good. I'm waiting to hear his schedule. The only reason why I'm trying to wait and see it is because, which is bad, but we've been without it for a very long time.

Councilperson Mathis: [unintelligible 00:19:34].

Village Manager Alou: I guess so. We're pretty much running from relationship the way it was in this 2005 contract.

[background conversation]

City Attorney Powell: Have you looked at the proposed agreement?

Vice-Mayor Nickerson: That's what we're trying to say. We're doing things to where things pass the committee, we need to bring it to the next meeting. As long as it's done--

City Attorney Powell: Then extend our timetable.

Vice-Mayor Nickerson: She can continue to run the way she's been running it on a month-to-month basis. We're not trying to interrupt that.

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Councilperson Roman: The committee can do work without being here.

Vice-Mayor Nickerson: No, I understand.

Councilperson Roman: Why can't they email it to the committee?

City Attorney Powell: That's a good idea. What I'll do is simply look at it. Whatever comments I'll have I'll finalize it with Ms. Alou, and then we'll send it to the committee just as long as you guys all respond, reply all of the comments you all have, that's fine, but the way the work is normally done is that it comes to the committee, the committee then makes a recommendation to the full council for adoption of the [unintelligible 00:20:58]

Vice-Mayor Nickerson: Both of us are saying like, it's not that we're saying two different things but we're not. Some of us were saying we're in conflict but we're not, we're saying two different things. Where she's saying you can get it to us quicker, so we have time to review it. What I'm saying is, it still has to come to the committee whether we like it or not. It still needs to be here in the next committee meeting. That's all I'm saying, regardless.

City Attorney Powell: Which is not next month, but the following meeting?

Vice-Mayor Nickerson: Yes. We can do both. We can pick a date for you to get it to us so we can look over and review it.

Councilperson Roman: Does the committee have to vote at the committee meeting? We can't vote electronically on that?

City Attorney Powell: We have to do it in the committee meeting.

Councilperson Roman: Okay.

Vice-Mayor Nickerson: At the end of the day it has to be there.

City Attorney Powell: Well at the end of the day we still have an existing agreement for months and for both. It's not like they're going anywhere.

Village Manager Alou: No. We're happy with all of that.

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Vice-Mayor Nickerson: Councilperson-- I'm going to second Councilperson Mathis-- Councilperson Roman, do you want to have a date for them to get it to us before the committee meeting or since when--

Councilperson Roman: I prefer to because like, we're not going to review it here. I like to review things ahead of time.

Vice-Mayor Nickerson: No. For sure.

City Attorney Powell: Why don't we do this, since we need to get definitive dates, why don't we just make you all get a final proposed version for review by the 1st, does that work?

Vice-Mayor Nickerson: By the February 1st?

City Attorney Powell: Yes, that date's fine.

Councilperson Mathis: The first?

City Attorney Powell: Yes.

Councilperson Roman: Friday, the 1st of February.

City Attorney Powell: To the extent that you have any comments, you can either email them through me or just call me and we'll just go over it and then I'll circle back with Christia Alou, what the comments are.

Village Manager Alou: Then we'll review the rest at the next committee meeting.

Vice-Mayor Nickerson: Right.

City Attorney Powell: Once we get the contract then I'll just set a resolution recommending approval.

Vice-Mayor Nickerson: Councilperson Mathis do you have anything you want to add?

Councilperson Mathis: No.

Vice-Mayor Nickerson: Councilperson Roman, anything else? Madam manager?

Village Manager Alou: No, nothing else for me.

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Vice-Mayor Nickerson: Mr. Attorney?

City Attorney Powell: No. I'm fine, thank you.

Vice-Mayor Nickerson: Madam Clerk?

City Clerk Jacobi: No thank you.

Vice-Mayor Nickerson: Thank you very much. We're going to move on to G-3, the CFO contract. Okay Erwin's not here which I guess when we do the thing, I might do it myself. Nothing necessarily- and I'm going to let the manager go into this a little bit more- but nothing necessarily changing. He's going to be leaving to start his own business. We're still going to be getting the same services from his firm.

Councilperson Mathis: We are?

Village Manager Alou: For now.

Vice-Mayor Nickerson: Yes. That's what we're discussing. That's why I'm trying to explain what's going on.

Councilperson Mathis: When is he leaving?

Vice-Mayor Nickerson: He's already in the process.

Councilperson Mathis: Why don't we just go ahead and start looking?

Vice-Mayor Nickerson: That's what we're going to decide right now.

Councilperson Mathis: Because he'd give himself a raise.

Vice-Mayor Nickerson: Right now, the way it is is that he has two individuals who I've met. I know at least one has submitted their resume. I looked over it, we'll get that to you guys.

Councilperson Mathis: These are recommendations from him or from people that work for his--?

Vice-Mayor Nickerson: These are basic recommendations from him.

Councilperson Mathis: Okay.

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City Clerk Jacobi: What about--? I'm confused.

Village Manager Alou: Erwin Williams approached me a couple of weeks ago and said that he still has his company, CPA firm that does municipalities, but he won't be handling us personally anymore. He's going to transfer that work over to this gentleman Roderick Harvey, who is here tonight, he was going to introduce him, but they left. It's the same firm, the same fee, everything's the same, it's just it's not Erwin, it's going to be Roderick Harvey. Roderick, he says works for him.

Vice-Mayor Nickerson: That's what I was saying. Nothing changes for now as far as how much we pay and things like that. It's just instead of seeing Erwin's face out there, we're going to see a different face from his firm. Now this particular time does open up the conversation, what do you think about this and do you want to entertain a different face.

City Clerk Jacobi: I'm just tired of people telling us what they're going to do and not coming to us and asking us what our thoughts are on things are.

Councilperson Roman: I think this is a great opportunity to put an RFP out.

Councilperson Mathis: Thank you, I agree.

Councilperson Roman: I don't know, do we need to motion that?

City Attorney Powell: You can.

Councilperson Roman: Okay. I'll make a motion to recommend to the village manager that she put out an RFP for our CPA services.

Vice-Mayor Nickerson: Councilperson Roman has made a motion to put an RFP for our CPA services. Do I have a second?

Councilperson Mathis: I second it.

Vice-Mayor Nickerson: Councilperson Mathis has second that. Madam Clerk, can I get a roll call on that please.

City Clerk Jacobi: Roll call. Councilperson Roman.

Councilperson Roman: Yes.

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City Clerk Jacobi: Councilperson Mathis?

Councilperson Mathis: Yes.

City Clerk Jacobi: Vice-mayor Nickerson?

Vice-Mayor Nickerson: Yes.

Councilperson Mathis: Now are do we tackle the monies part or are we sticking with-- because if we have an opportunity to save the money, I'm ready to do it.

Councilperson Roman: I think do you wait until you get the RFPs and see what they charge?

Vice-Mayor Nickerson: I was going to say for now--

Councilperson Mathis: I know that, I'm just saying between us, are we capping it?

Councilperson Roman: Got it.

Vice-Mayor Nickerson: That's something that I want to just look at and think about a little bit.

Councilperson Roman: I guess we should look at what's out there.

Vice-Mayor Nickerson: Yes. A little bit further.

Councilperson Roman: And what services. It's not only about the money, it's also what services are being provided. Right now, I think we have Marjorie helping.

Village Manager Alou: Yes.

Councilperson Roman: What I mean is that my knowledge of CPAs, firms, if you hire a firm, they have their own assistants. Their assistants do the work. We have our employee doing our work. Perhaps if we send out the RFP, a new firm, it wouldn't require one of our employees to do that.

Councilperson Mathis: Right, take them off something. Yes, exactly. I agree.

Councilperson Roman: Correct. Does that make sense?

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Councilperson Mathis: Yes.

Vice-Mayor Nickerson: Councilperson Roman, anything else you want to add?

Councilperson Roman: Nope.

Vice-Mayor Nickerson: Councilperson Mathis, anything else you want to add?

Councilperson Mathis: Next.

Vice-Mayor Nickerson: Madam Manager, anything else you want to add?

Village Manager Alou: No.

Vice-Mayor Nickerson: Mr. Attorney, anything else you want to add?

City Attorney Powell: Just to make sure I'm clear on this, you all are making a recommendation for the full council to go out for an RFP for a CPA firm?

Councilperson Roman: Does that need the council approval?

Councilperson Mathis: Yes, it has to be council.

Councilperson Roman: No it doesn't because the it's the manager, it's an administrative position.

Vice-Mayor Nickerson: I would still want to take it to the full council.

City Attorney Powell: We'll go get an item on the next agenda that the manager would be requesting authority from the council for solicitation for what kind of services.

Vice-Mayor Nickerson: Yes, I want to do it like that. I would really do it like that.

Councilperson Roman: Okay.

Vice-Mayor Nickerson: Even if officially-

Councilperson Roman: That's fine, she wouldn't have to do that for any other employee.

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Councilperson Mathis: I think that we need to be is open and transparent as possible. You can't just take stuff and run with it.

Vice-Mayor Nickerson: To keep the mayor of all people, out of the situation. She's the person that's left.

Councilperson Roman: She can call it.

Vice-Mayor Nickerson: No, but I'm saying that she's the person that-- She's the individual that's not voting right now.

Councilperson Mathis: She's not on the committee anymore.

Vice-Mayor Nickerson: That's why I want to take it to full council.

Councilperson Roman: Okay. I'll grab a chair.

Village Manager Alou: I need you all to read the gentleman's resume.

Vice-Mayor Nickerson: I'm going to read it. For sure.

Councilperson Roman: You can consider. It's up to you.

Vice-Mayor Nickerson: Yes, for sure.

Councilperson Roman: Yes, absolutely.

Vice-Mayor Nickerson: All right. Here we go. G-4. Waste management. This is the same situation with the CAP government, not necessarily. We need to look into waste management and what we're going to do about them as far as the their contract and if we want to get an RFP out or not, that's what the wage management is about.

Councilperson Mathis: Are we not allowed to renew their contract? We can't renew the contract with them again. I thought it was so many years.

Village Manager Alou: Right. We need to start considering that that's you know.

Councilperson Mathis: We've just been doing extension, extension, extension?

Village Manager Alou: Yes.

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Councilperson Mathis: Okay.

Vice-Mayor Nickerson: Yes. Since we can't renew the current contract, we can RFP and we can bring them back if they apply and they meet the standards. We did that years ago. Remember when we had everybody sitting here presenting to us, Mathis? It was a lot of them. They were here, they were so nice. That's when Daisy Black was the mayor, I think. Yes, we'll go through that again and have them look at us with huge smiles as they did, all the companies that apply for. In order to do that, this is something that we have to do.

Village Manager Alou: We should do, yes we should. We were advised a couple of years--

Vice-Mayor Nickerson: To put up the RFP. I want to take this through full council also. Do I have a motion to take the full council and introduction of an RFP?

Councilperson Mathis: What's an RPF?

Vice-Mayor Nickerson: An RFP considering our waste services?

Councilperson Mathis: I'll motion that.

Vice-Mayor Nickerson: Do I have a second?

Councilperson Roman: Second.

Vice-Mayor Nickerson: Thank you very much. Motion by Councilperson Mathis seconded by Councilperson Roman. Madam Clerk, can I get a roll call please?

City Clerk Jacobi: Councilperson Roman?

Councilperson Roman: Yes.

City Clerk Jacobi: Councilperson Mathis?

Councilperson Mathis: Yes.

City Clerk Jacobi: Vice-Mayor Nickerson?

Vice-Mayor Nickerson: Yes.

City Clerk Jacobi: What are we bringing up with them?

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Vice-Mayor Nickerson: We are bringing up to put out an RFP for our waste services. For our solid waste services. RFP for our solid waste services.

City Clerk Jacobi: Okay.

Councilperson Roman: Chair, may I have one thing about waste management really quickly?

Vice-Mayor Nickerson: Yes.

Councilperson Roman: I had asked the manager about our waste pickup and I had gotten some feedback from neighbors and I thought also a little bit strange that our streets looked a little bit messy because of bulk right before the holidays. Well decorations are out but then there's all this bulk. The manager said that Jason Neil from Waste Management had told her that that was the only week that they could do it for their schedule.

He just got back to me today, because I went ahead and asked and copied the manager and he says that he can move us to the week of the 16th if that's the village's will. Definitely we would have to communicate this with the residents. I think we have plenty of time.

Councilperson Mathis: The 16th of?

Councilperson Roman: December.

Councilperson Mathis: Okay.

Councilperson Roman: This December. We've got plenty of time to send out all the proper notifications. That's something that I would like to bring to the committee as a consideration just because I did get some feedback. Walking my dog I just thought, during Christmas time, during the Holiday seasons, it's ugly.

Village Manager Alou: Might I just add too. When we discussed this, Councilperson Roman, I was thinking of after Christmas for the Christmas trees and that's the only date they can give us at that point, but I didn't consider before.

Councilperson Roman: It falls always during Christmas week.

Village Manager Alou: Right. If it's the day after Christmas then it's [unintelligible 00:33:55]

Councilperson Roman: Right. That's different.

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Village Manager Alou: It's probably better to do it like you said.

Councilperson Roman: Then that would fall into the first quarter of next year.

Village Manager Alou: Right. That's my point.

Councilperson Roman: We'd have to move to first quarter pick-up.

Village Manager Alou: We still have to consider some kind of Christmas tree situation. Which we will do, we will do anyway because that continues to plague us.

Councilperson Roman: Well that could be part of the RFP process.

Village Manager Alou: Yes.

Councilperson Roman: Negotiation.

Vice-Mayor Nickerson: Yes. That's what I was going to say, I was going to say once we go through the RFP process, whoever we choose, we'll tell them, "Look, we need to make a decision about the Christmas time pick up and how we're going to handle that." We'll talk to the company after we pick whatever company that we choose.

Councilperson Roman: Or during negotiations.

Vice-Mayor Nickerson: Or during, yes. Negotiations, definitely.

Councilperson Roman: Is the committee okay with the December 16th? Is that something where you can bring the whole council?

Vice-Mayor Nickerson: Well, what we should do I think is discuss it.

Councilperson Mathis: If we're going to do the RFP, we should wait until.

Councilperson Roman: Right, but we should schedule it because he needs to schedule it just in case. We don't know if they're going to be--

Vice-Mayor Nickerson: If they'll be back or not.

Councilperson Roman: If they'll be back. We don't know if we're going to--

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Vice-Mayor Nickerson: He needs to schedule it because they probably plan way ahead of time.

Councilperson Roman: Correct.

Councilperson Mathis: It's January.

Councilperson Roman: Yes, but this is bulk. They plan ahead.

Vice-Mayor Nickerson: Yes, they probably plan ahead. Corporation often plan way ahead.

Village Manager Alou: They have to pick up other municipalities.

Vice-Mayor Nickerson: Okay. What do we use these--

Councilperson Mathis: The week of December 16th?

Vice-Mayor Nickerson: The Christmas trees usually get picked up--

Councilperson Roman: Right now the dates are December 24, 27 and 26. Typically they're all three days in a row, but Christmas day because it's Christmas day, it's not there. Then it's Christmas eve, 27 and 26. What I'm proposing is that we move it to December 16, that week so I guess it would be the Tuesday, Wednesday, Thursday.

Councilperson Mathis: Okay, so 17, 18, 19.

Councilperson Roman: Yes. Versus 24, 27, 26.

Councilperson Mathis: How can we eliminate December altogether?

Village Manager Alou: You're not going to want to do that because that's a whole quarter.

Vice-Mayor Nickerson: The hard decision is-- sorry.

Councilperson Mathis: I'm just stuck on what she was saying earlier about walking through the village to Christmas time and you're looking at lights and people has piles in there as well, eliminating December altogether.

Village Manager Alou: Then that would be, like that's going to be a hassle.

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Vice-Mayor Nickerson: I agree with you about walking through, especially before Christmas, especially the 24th.

Councilperson Roman: Well then you'll have like people trying to have holiday kid's parties and people can't bargain as well.

Vice-Mayor Nickerson: I guess even for New Year's, I guess. Even for New Year's.

Councilperson Roman: It doesn't include New Year's, but it does include Christmas.

Vice-Mayor Nickerson: Is there any way to do a-- because we do that Monday, Tuesday, Wednesday. I want to say, if we do it right after Christmas, because a lot of times when people get-- because then people still have their trees up.

Councilperson Mathis: No, I throw my tree out two days after Christmas.

Vice-Mayor Nickerson: People don't do it right after Christmas, that's the problem.

Councilperson Mathis: Can we do it that last week of December?

Councilperson Roman: Four quarters in a year.

Councilperson Mathis: Can we do it the last week of December?

Village Manager Alou: That's what we have presently.

Councilperson Roman: That's the holidays and you still have people, who's going to take out their trash?

Councilperson Mathis: My tree is out two days after Christmas.

Vice-Mayor Nickerson: That's you. You know what, I think before. I think what Councilperson Roman might be-

Councilperson Roman: We just negotiate Christmas.

Vice-Mayor Nickerson: Yes. We just negotiate Christmas, but it might not be best to do it right around that Christmas, just because people go out of town. We're going to miss a lot of people that have things to throw out because they're out of town, they're visiting relatives in other states or other country. Yes, before Christmas. Because people can then, maybe then can

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clean up, therefore people coming into town they want to throw out some stuff and things like that. Yes. I'm with that. Then we negotiate.

Councilperson Roman: Okay. That's fine. I could email him back and say yes that's fine and I'll copy the manager.

Vice-Mayor Nickerson: Yes.

Councilperson Roman: Okay. Excellent. Thank you.

Vice-Mayor Nickerson: Thank you very much Councilperson Roman for that. I appreciate that. Is there anything else to add Councilperson Roman to it?

Councilperson Roman: No.

Vice-Mayor Nickerson: Councilperson Mathis anything else you want to add about the RFP or waste management, or bulk pick-up, or any of that stuff?

Councilperson Mathis: No.

Vice-Mayor Nickerson: No? Madam Manager, anything else you might want to add about that?

Village Manager Alou: No, there's nothing I want to add.

Vice-Mayor Nickerson: Mr. Attorney anything else you want to add about that?

City Attorney Powell: No, thank you.

Vice-Mayor Nickerson: Yes. I think she's okay. Okay we're going to move to the tracking. All right, we'll move to the tracking report very quickly. Well, I'm looking through the minutes you want to talk about right now. Budget workshop, we want to talk about right now.

Councilperson Roman: Chair, if I may, basically what I do, is, I just updated everything so that you have the latest and then you could email me from there.

Vice-Mayor Nickerson: Thank you. I really appreciate it former chair.

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Councilperson Roman: Whatever is still pending, is still pending. Whatever's been closed--some things are annual so they just need to be followed up on. Then all details are in the details section..

Vice-Mayor Nickerson: Thank you very much. We have for the past three years, had a great chairperson for Administration and Finance and I can only hope to be half of as good as she was.

Councilperson Roman: Thank you. I do want to point out, there's a couple of things that are coming up that the committee should look at. That's the manager's evaluation should be a year, here March 27th. Then the clerk's evaluation is overdue. She was hired November, 17th, that was her annual.

Vice-Mayor Nickerson: November 17th, that's there. Number five, ethics workshop. Everybody here who is newly elected, did you guys do the ethics training?

Councilperson Roman: I have not done yet for this.

Vice-Mayor Nickerson: For this new election. Anybody who hasn't, please contact the clerk and see when they might have any other ethics training coming up.

Councilperson Roman: I had contacted her for me. She said when she got something, she would send it, but I don't know if that she's received anything. Have you?

Vice-Mayor Nickerson: For ethics training.

City Clerk Jacobi: No, I'm not aware. As I said, I can't get into my computer. It's completely been erased. If anything has been sent in the last week I'm not aware of it. You feel free, I send down the information. You can call the ethics yourself as well because either way, you have to schedule it yourself.

Councilperson Mathis: Do they offer it , I want to see.

City Clerk Jacobi: Online? I think that's something that the mayor was looking into and she was not able to get. I know I have Nickerson's and I have Werner.

Vice-Mayor Nickerson: Yes, we have to schedule it. Why do we have to schedule it ourselves? Because before we didn't have to schedule it ourselves.

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City Clerk Jacobi: You can just send an email in or you could call them.

Councilperson Mathis: We used to have them after work hours but now I've noticed that they're having them when people are working.

City Clerk Jacobi: Real early. It's at your convenience. It's with your booked schedule. What Dreher had done before, and I think that when I sent it to you guys just-- he called them directly and he got whatever dates they had available.

Councilperson Roman: Could you find out for us what ethics trainings there are?

City Clerk Jacobi: I've sent it back to you saying, whatever I have is what it is. I haven't gotten anything. They send it to me.

Councilperson Mathis: Yes, but all those dates are like work hours. For me, I have to go home. I can't do it when they have a [inaudible 00:43:04]

City Clerk Jacobi: What I have received is what I've sent.

Vice-Mayor Nickerson: The ones that you've sent, if you ever get a chance, when your computer is back up, can you recontact them and see if they've updated any of them.

City Clerk Jacobi: I've sent it to them actually when she requested and they told me that I have to wait whenever they send it to me. They're not going to tell me a date that they didn't have. They just send me and I send you the new dates, which you've already attended.

Councilperson Mathis: That was in October, they had the last update.

Vice-Mayor Nickerson: Can you reach out to them one more time? Just in case they've updated anything and they have new stuff. Maybe just in case they could be having.

City Clerk Jacobi: All right. At some point, remember I'm a one team. I have to prepare for an election, I have to send out things and I have to get an agenda done by Friday for Tuesday, whenever I get to my computer.

Vice-Mayor Nickerson: I understand. When you get to it, can you, if you get a chance to.

City Clerk Jacobi: I know, but I haven't got anything. I will but there is nothing.

Councilperson Mathis: They're processing the 2019 dates now.

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Vice-Mayor Nickerson: Just because I know that this is supremely important for the elected officials. If we don't do our ethics.

City Clerk Jacobi: I understand, but there's but there's been two. I've sent it out.

Vice-Mayor Nickerson: I understand but now that we're in January and the last update was a while ago.

City Clerk Jacobi: He's telling you, he's looking at directly.

Councilperson Mathis: They're working on the 2019.

City Clerk Jacobi: There's nothing yet.

Councilperson Mathis: There's nothing yet. I'll call Robert tomorrow and then I'll let you know.

Vice-Mayor Nickerson: Thank you. I appreciate it.

Councilperson Mathis: Because I have to call him anyway because I have to do it after hours.

Vice-Mayor Nickerson: I also wanted to point out, for the ethics workshop that we have to do, when you do it, remember that you have to take the county and the state ethics. A lot of people just go in there and take the county, they walk out to the state and they're officially not in this position they need to be in. Make sure you take both. You do that that day. Because even when I did it recently, a few weeks ago, we did the county and there were people walking out for the state and the ethics guy was like, "Well, I hope they did their state." I was like, "I'm here buddy." There was four of us left for the whole four and a half hour situation. All right, so make sure you take both.

Moving on, number six, Happy Birthday again to the mayor. Like the mayor said, hopefully we can get all of these other stuff behind us, so we can focus on lobbying and things like that. Right now, this is good, isn't this the tracking report anyway, the review of the actual financials. Erwin's not here, unfortunately, he left. I'll do the best that I can. I'm just going to focus on a couple of things really quickly. Did everybody get this, you guys can get this.

Right here, if you guys look, basically we're a little over 25%. If you look at that red bar at the top, underneath the date, we're basically a little over 25% completed. We're a quarter of the way through the year. Everything that you look at when you see a percentage of budget used,

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of course, it should be under 25%. The only thing on that page, the first page that stands out is that red bar that's down there, 27.03% and that is because if the payout to former chief Hufnagel when she was terminated. That's the sick and vacation payout. That's what put us over by those two percentage points there.

I also wanted to point out, if you look at where it says, up in the top part under account, if you go down towards it says, "Miscellaneous income - FEMA reimbursement" we got our \$5,000 back off of that, so it's \$5,000.

Councilperson Roman: We got \$5,000? Yay.

Vice-Mayor Nickerson: We got \$5,000 off of over \$2 million.

Councilperson Mathis: Can you please put it on the website?

Vice-Mayor Nickerson: Then we put on the website and promote it. The good thing though it's starting to trickle back in.

Councilperson Mathis: FEMA money is coming in?

Vice-Mayor Nickerson: It's starting to trickle back in. At least that door has been opened and we look to get more after that. If you look at the line right beneath that, it says, "Miscellaneous income - Police." You guys see their annual budget is \$5,000 but we have over that. That is because we sold the Dodge Charge for \$11,748.

Councilperson Roman: That's good.

Vice-Mayor Nickerson: That's what that is. That's why we are over there. If you look down to where it says, "Miscellaneous Income_Other." That right there, there was no annual budget but we actually received \$7,947. That's because we have two refunds from Aetna and from the premium refund from our insurance. That's what that is. The FMIT, that's the insurance. That's why we're over there. If you turn the page, you see what it says the operating and what it says the reserve account. You'll see that the cash balances have jumped incredibly and that's because our *ad valorem* came in. That's the reason for that. That's the reason for the difference that you see there.

If there are any questions you guys can go ahead and ask. Details, Erwin might know a little bit better than me. These are my notes going over everything. If nothing else, next month at the council meeting does he go over this again? That and we have a committee. It will be next

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month council meeting where he'll be here at the council meeting explaining it for next month, all by himself. All right, that's that. That would be number seven on the tracking report. Moving on, I don't think we did number eight today.

Councilperson Mathis: We did number nine.

Vice-Mayor Nickerson: Number nine we did. We don't need to get 10 today, mandatory training.

Councilperson Mathis: It's ongoing isn't it?

Vice-Mayor Nickerson: Yes. We'll come back on that right now. Is there anything you want to say about the training? We're good Madam Manager?

Village Manager Alou: We're fine. I'm just reminding myself to have that.

Vice-Mayor Nickerson: Anybody jump on in--

Village Manager Alou: It's on there so that it's--

Vice-Mayor Nickerson: No, for sure.

Village Manager Alou: It's fairly new.

Vice-Mayor Nickerson: Councilperson Roman, Councilperson Mathis, Madam Manager, Mr. Attorney, Madam Clerk, anything that you see because I'm just trying to read this through really quickly. Thank you for Councilperson Roman, she already informed us about the manager evaluation. The leave review, we're good with that right now. The clerk's evaluation those two are the two most important things that are right here on this page. The manager's annual evaluation, the village council's meeting resolution, okay. Is there anything--

Village Manager Alou: I don't think we-- Did we ever pass that?

Vice-Mayor Nickerson: Yes I don't think we passed that either.

Councilperson Roman: The resolution that we worked on for the--

Councilperson Mathis: No, not yet.

Councilperson Roman: No, for those council meetings right?

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Vice-Mayor Nickerson: Yes.

Councilperson Roman: That's done we did it.

Councilperson Mathis: It's finished, we put it on the agenda.

Vice-Mayor Nickerson: Can we put it on the agenda?

Councilperson Roman: We can put it on the agenda, we don't have time for it next week or do we?

City Attorney Powell: I don't know that. We can we choose to work on it, just at the moment, just adding on.

Councilperson Roman: That was already approved by the committee we can add that then we could.

Vice-Mayor Nickerson: We approved it by the committee, did we vote it to go to the full council though?

City Attorney Powell: Yes, we did.

Vice-Mayor Nickerson: We did, right?

City Attorney Powell: With minor changes we made.

Vice-Mayor Nickerson: We did. Okay, all right.

Councilperson Roman: It just didn't make the November and then I wasn't here December.

City Attorney Powell: That was when they made the approval.

Councilperson Roman: Yes.

Vice-Mayor Nickerson: Yes that's right. Is there anything else that sticks out? Yes, Madam Clerk, almost said Mrs. Clerk, Madam Clerk on the tracking report that we have here, number 16, number 16 if we can have that, we've already passed that through the committee.

City Clerk Jacobi: I don't even have this draft.

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Vice-Mayor Nickerson: Yes that because it's updated. If we can have that on the full council agenda coming up, number 16? What that is is for--

City Clerk Jacobi: There's a resolution already?

Councilperson Roman: Yes.

Vice-Mayor Nickerson: Yes. No? Is there-- Do you have--

City Clerk Jacobi: I need to have that resolution or do I have it with changes. I know that they were going to come back with some changes.

City Attorney Powell: Which are we talking about?

Vice-Mayor Nickerson: The one that we're talking about the village council meeting.

City Attorney Powell: Yes, it's already been done.

Vice-Mayor Nickerson: Has she received it yet?

City Clerk Jacobi: No, do I have the one-- I know you guys were going to make some changes and some--

City Attorney Powell: Yes we made the red line version from it. We just wanted to wait till after the-- I think it was December, we talked about.

City Clerk Jacobi: I'm hoping my computer's back up tomorrow because I have--

City Attorney Powell: I'll send you the latest version of what we have.

City Clerk Jacobi: Please do, thank you.

Vice-Mayor Nickerson: Thank you. Yes, if you can get that to her ASAP.

City Clerk Jacob: I thought you had your emails back up.

Vice-Mayor Nickerson: Yes.

Councilperson Roman: What happened to your computer?

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Village of El Portal Administration and Finance Meeting

Date: 1/22/19

Meeting Start: 8:54 PM

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City Clerk Jacobi: It was completely wiped out.

Councilperson Mathis: E-crashing.

City Clerk Jacobi: My emails are deleted, everything that I've ever had in anything.

Vice-Mayor Nickerson: That's crazy.

City Clerk Jacobi: When we got in to do the massive email thing, they went into my computer but everything is erased. I have nothing. IT erased it by mistake.

Councilperson Mathis: By mistake on purpose.

Councilperson Roman: That's a big no-no. Can you follow up with IT and find out do we need to change IT companies or that's like--

Vice-Mayor Nickerson: Yes, that's crazy.

Councilperson Roman: That's a big no-no.

City Clerk Jacobi: That's huge, I know.

Councilperson Roman: That's a huge no-no, that needs to be addressed.

Village Manager Alou: We have all these firewalls, all these new things I'm sure they can find it, they just have to--

City Clerk Jacobi: They say it may take up to a day for in order, that it may take up to a day.

Vice-Mayor Nickerson: Can we get some type of credit for like--

Councilperson Roman: That's a huge no-no and I think that that needs to be addressed and followed up to the council and let them know what has happened because that's major.

Vice-Mayor Nickerson: All right that's the tracking report, we're going to move on Good and Welfare, anybody wants to say anything about anything that's on the Administration and Finance committee, come up and say your name and address for the record, please.

Adam: Adam Old, 149 East 86th Street. I had a couple of questions about-- Maybe just one question. I came out for the police issue, but in the hiring and firing I know that there was a

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Section 18 of our code which involved the police and there's a subsection of that called the police sergeant that says how the police sergeant can and can't be fired. I'm wondering what happened to that section? Essentially it says that the manager can't fire the police sergeant or the chief can't fire the police sergeant, that's my reading of it. It's pretty straight forward I think.

Councilperson Mathis: It says the position of police sergeant is hereby created by the department for public safety. No appointment to nor removal from the position shall be made except by and with the consent of council.

Adam: To me, that seems like you guys would have to take a vote on it as the council. That didn't happen.

Councilperson Mathis: We didn't say that that didn't happen.

Adam: Did it happen? I was not aware of it if it did.

Councilperson Mathis: We all were in talks with the manager about the situation and--

Adam: Yes but you guys have to vote in public, you can't just consent?

Vice-Mayor Nickerson: When we have to-- We're going through the-- That's part of-- which is unfortunate that her attorney wasn't here, her representative because we were speaking about the recently. We're speaking about that-- one second.

Councilperson Roman: We can't talk about--

Vice-Mayor Nickerson: Hold on, going through the grievance process, where he was saying tonight it's going to come back up to the council at the council meeting. Hopefully there will be representation and through this process we're figuring all of those things out as far as what was done properly, what was not done properly, but that's what's being introduced through the grievance process.

Adam: Somebody told me that, that had been, there was an ordinance that had changed that at some point, but that didn't sound right to me.

Vice-Mayor Nickerson: Yes, we just have to go through-- I'm trying to walk that fine line here, Adam.

Adam: You don't have to incriminate yourself or anything.

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Councilperson Mathis: We're meeting with them next week.

Vice-Mayor Nickerson: Yes. It's a lawsuit. It's the grievance process.

Adam: No, I don't want-- you guys don't have to say anything you don't want to say. Somebody told me that had been changed, but it hadn't been changed.

Vice-Mayor Nickerson: Whatever is going to be addressed from the grievance process will be addressed.

Councilperson Mathis: The short answer is that the code and charter's really antiquated. The provision you're reading from was actually adopted back in 1965--

Adam: Almost all of it is from 1965. I don't even follow half the rules myself which is my trash cans out in the front, my alarm's not permanent but anyway. I know I keep thinking Harold,. I keep thinking code enforcement's going to get me but they haven't yet--

Councilperson Mathis: I'm on the beat now. I don't want to hear any grief from anybody stating, "Harold's being mean, he's citing everybody.

Adam: I just-- I think I'm just getting special privilege but anyway, thanks for clearing that out.

Councilperson Mathis: I'll be getting you more on Saturday.

Vice-Mayor Nickerson: Thank you very much.

Adam: Welcome.

Vice-Mayor Nickerson: I appreciate it. Is there anybody else for Good and Welfare. All right. Hearing none-- before we adjourn Councilperson Roman any last thoughts, anything else you want to bring up.

Councilperson Roman: No thank you.

Vice-Mayor Nickerson: Councilperson Mathis any last thoughts?

Councilperson Mathis: No.

Vice-Mayor Nickerson: Madam manager any last thoughts?

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Village Manager Alou: No, thank you.

Vice-Mayor Nickerson: Mr. Attorney any last thoughts?

City Attorney Powell: No, thank you.

Vice-Mayor Nickerson: Madam Clerk any last thoughts, anything you want to bring up?

City Clerk Jacobi: No thank you.

Vice-Mayor Nickerson: All right do I have a motion to adjourn?

Councilperson Mathis: Motion for adjournment.

Vice-Mayor Nickerson: So, we have a motion from Councilperson Roman, we have a second from Councilperson Mathis and the Administration and Finance Committee meeting for Tuesday, January 22 is adjourned at 9:53 PM. Thank you very much, everybody, I appreciate it.

Councilperson Roman: Thank you chair.

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