



**VILLAGE OF EL PORTAL
VILLAGE COUNCIL
ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA
Tuesday, May 15, 2018
8:00 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 May 15, 2018
- 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. Vendors contract update-CAP & Waste Management
- 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.*)

“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.”

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	Completed	Scheduled for July 10, 2018	0.00
3	First Budget Hearing		ANNUAL				
4	Final Budget Hearing		ANNUAL		SEPT		
5	Ethics Workshop	Clerk	ANNUAL			Clerk to schedule	
6	Lobbying Updates	Mayor Cubillos	Completed for 2017-2018		Completed	Completed for this fiscal year	
7	Review of Actual Financials	CFO	ACTIVE	Monthly		Due to the Clerk on the Wed the week prior	
8	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.	
9	Employee Manual	Manager/HR	ACTIVE	March 2018		As of May both the new Employee Manual and the new Police Dept Manual are being worked on with the help of HR. No estimate date of completion was given. NOTE: Resolution needs to be approved by Council to adopt the manuals after they are completed.	
10	Time Clock for hourly staff	Manager/HR	ACTIVE	March 2018		Quotes received and its a matter of implementing per May Committee Meeting	
11	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.	
12	Manager 90 day Evaluation	Admin & Finance Chair	ACTIVE	July 2018		Per the managers contract a 90 day review was due on June 27, 2018	
13	Manager PTO Leave Review	Admin & Finance Chair	ACTIVE			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	

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

ADMIN & FINACE COMMITTEE TRACKING REPORT

						to the following year or to make a payment to the manager for the cash value.	
14	Clerks Annual Evaluation	Admin & Finance Chair	Active	Nov. of each year		Hired Nov 2015	
15	Managers Annual Evaluation	Admin & Finance Chair	Active	March 27 of each year		Hired March 27, 2018	
16	Village Council Meetings Resolution	Admin & Finance Chair	Active	May 2018		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.	

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