



**VILLAGE OF EL PORTAL
VILLAGE COUNCIL
ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA
Tuesday, September 17, 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 July 16, 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.** Discussion of possible RFP’s
 - G2.** Legislative Priorities & Updates
 - G3.** Tracking Report
- 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:

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 24, 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 24 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