



**VILLAGE OF EL PORTAL  
VILLAGE COUNCIL  
ADMINISTRATION & FINANCE COMMITTEE MEETING AGENDA  
Tuesday, March 10, 2020  
7:30pm**

- 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 January 21, 2020 Administration and Finance 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. CFO Report
  - G2. Enterprise Leasing Fleet Management Program
  - G3. Public Affairs Budget update
  - G4. Additional cost of monthly Planning & Zoning Meetings
  - G5. Newsletter mailing cost
  - G6. Legal services RFP
  - G7. Manager evaluation & pay raise
  - G8. Discussion of Job Descriptions
  - G9. Tracking Report

**"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:**

**Omarr Nickerson, Chairperson**

**Vimari Roman, Vice Chairperson**

**Anders Urbom, Member**

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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				
2	Budget Workshop	CFO	ANNUAL			2 <sup>nd</sup> Tuesday in July	
3	First Budget Hearing		ANNUAL				
4	Final Budget Hearing		ANNUAL				
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	Manager	ACTIVE				
7	Review of Actual Financials	CFO	ACTIVE	Monthly		Due to the Clerk on the Wed the week prior	
8	Audit	Manager	ANNUAL			March 2020	

Omar Nickerson, Chair  
 Vimari Roman, Vice Chair  
 Anders Urborn, Member