



VILLAGE OF EL PORTAL VILLAGE COUNCIL
Meeting Minutes
ADMINISTRATION & FINANCE COMMITTEE MEETING
Tuesday, May 10, 2016 7:00PM

- A. **Call to order:** Chairperson Isaacs called the Administration and Finance committee to order at 7:15pm.
- B. **Moment of silent meditation followed by the pledge of allegiance:**
Forgone due to it being held at the previous committee meeting.
- C. **Roll Call:** The Village Clerk was asked to read the roll call sheet. The following were noted as present/absent:
- Present: Roxanne Isaacs, Chairperson
 Harold E Mathis, Jr., Vice Chairperson was late Mayor
 Claudia Cubillos, Member
- Also Present: Basil Binns, Interim Village Manager Chief
 Eugene Morales
 Yenise Jacobi, Village Clerk
- Absence: None
- D. **Approval of agenda:** Chairperson Isaacs moved that the agenda be approved as presented. Mayor Cubillos seconded the motion. The motion carried unanimously.
- E. **Approval of minutes:**
E1. Minutes for Administration & Finance Committee meeting on March 8, 2016 moved by Vice Chair Mathis and seconded by Mayor Cubillos. Motion Passed by the unanimous "aye" vote.
- F. **Good & Welfare:** None noted.
- G. **Agenda item(s):**
G1. Tracking Report Review –Additions, deletions and any amendments made are reflected on the tracking report sheet.
G2. CFO Discussion
G2a. Interim Manager Binns stated that Laura will be the new CFO.
- H. **Good & Welfare:** None noted.

- I. **Adjournment:** Chairperson Isaacs asked for a motion that the Administration and Finance committee meeting be adjourned. Mayor Cubillos moved and Vice Chair Mathis seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:29pm.

ADMIN & FINANCE COMMITTEE TRACKING REPORT

Item#	ACTIVITY • GOAL • PROJECT	INITIATOR	START	END	STATUS	EXPENSE
1	Millage rate due to Property Appraisal		8/1/2014		ongoing	
2	First Budget Hearing					
3	Final Budget Hearing					
4	Schedule Ethics Workshop	Clerk	12/1/2016		After 2016 Elections	
5	Lobbying Updates	cc	6/1/2014		Hired Akerman - South Strategy, December 2015 Manager Walker said submitted for two projects Storm water improvement and El Jardin. February Mayor Cubillos will be brought by Mayor Cubillos to present to Tally	
6	Review of Actual Financials					

Councilperson Isaacs, Chair
 Councilperson Mathis, Vice Chairperson
 Mayor Cubillos, Member

Revised 7/9/2016