

**VILLAGE OF EL PORTAL  
VILLAGE COUNCIL  
Meeting Minutes  
ADMINISTRATION & FINANCE COMMITTEE MEETING  
Tuesday, July12, 2016 7:00 P.M.**

- A. **Call to order:** Chairperson Isaacs called the Administration and Finance committee to order at 7:23pm
- B. **Moment of silent meditation followed by the pledge of allegiance:**  
Chairperson Isaacs asked all to stand for a moment of silent Meditation followed by the pledge of allegiance.
- 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: David Rosemond, Village Manager  
                      Yenise Jacobi, Village Clerk
- Absence:           None
- D. **Approval of agenda:** Mayor Cubillos moved that the agenda be approved as presented with additions. Councilperson Mathis, Jr. seconded the motion. The motion carried unanimously.
- E. **Approval of minutes:** Minutes for Administration & Finance Committee meeting of May 10<sup>th</sup> were motioned to be approved by Mayor Cubillos, second by Councilperson Mathis, Jr.
- F. **Good & Welfare:** None noted.
- G. **Agenda item(s):**  
G1. Police Presence in meetings.  
G1a. Chair Isaacs stated that due to what was going on around our Country we should have police presence in every meeting from now on.  
G2. Social Media  
G2a. Chair Isaacs stated that we need to enforce that the opinion of the Village staff that is representing the Village not to post negative opinions that can be perceived as that of the point of view of the village. update by the next Administration & Finance. Also Financial Audits are done.  
G3. Part time Employee

G3a. Manger Rosemond stated that he can't proceed with the hiring of the part time employee as of yet because he is waiting to the budget is passed.

G4. Village Clerk Contract

G4a. Mayor Cubillos stated that since the money was not allocated as of yet for the Clerk to become full time that the contract be placed on hold until after budget hearing had been passed.

G5. Police Money Allocation

G5a. Mayor Cubillos questioned where has the Police Money been allocated?

**G. Good & Welfare:** NONE noted.

**H. Adjournment:** Chairperson Isaacs moved that the Administration and Finance committee meeting be adjourned. Vice Chair Mathis seconded the motion. The motion carried unanimously. The meeting was adjourned at 8:13pm.

**ADMIN & FINANCE COMMITTEE TRACKING REPORT**

Item#	ACTIVITY • GOAL • PROJECT	INITIATOR	START	END	STATUS	EXPENSE
1	Millage rate due to Property Appraisal		Budget 2016		ongoing	
2	First Budget Hearing		9/1/2016		ongoing	
3	Final Budget Hearing		9/1/2016		ongoing	
4	Schedule Ethics Workshop	Clerk	12/1/2016		After 2016 Elections	
5	Lobbying Updates				RFQ September	
6	Review of Actual Financials				June Regular meeting requested it be done here?	