



## **PUBLIC MEETING NOTICE**

### **REGULAR COUNCIL MEETING:**

**Date: Tuesday, November 14, 2017**

**Time: 7:00pm**

**Location: in the Village Hall at  
500 NE 87<sup>th</sup> Street**

**Members of the public are welcome and encouraged to  
attend.**

Yenise Jacobi  
Village Clerk

VILLAGE HALL  
500 NE 87<sup>TH</sup> ST  
EL PORTAL, FL 33138  
CHRISTIA ALOU  
INTERIM VILLAGE MANAGER



MAYOR CLAUDIA V. CUBILLOS  
VICE MAYOR OMARR C. NICKERSON  
COUNCILPERSON HAROLD E. MATHIS, JR.  
COUNCILPERSON WERNER DREHER  
COUNCILPERSON VIMARI ROMAN

Regular Village Council Meeting  
Tuesday, November 14, 2017  
Agenda  
7:00 PM

Statement of Decorum

Any person making a racial or slanderous remark or who becomes boisterous while addressing the Village Council, Staff, etc. shall be barred from the audience by the presiding officer. No profanity, shouting, heckling, verbal outbursts or disruptive behavior in support of or opposition to a speaker or his/her remarks is permitted. No signs or placards shall be allowed in the Village Hall. Person exiting the Village Hall shall do so quietly.

“Pursuant to Florida Statutes, Chapter 286.0105: If a person decided to appeal any decision made by the Board, Agency or Committee 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.”

- A. **CALL TO ORDER**.....Mayor Claudia V. Cubillos, Presiding
- B. **SILENT MEDITATION & PLEDGE**.....Salute American Flag in Unison
- C. **ROLL CALL**.....Yenise Jacobi, Village Clerk
- D. **APPROVAL OF AGENDA**
- E. **APPROVAL OF MINUTES FOR THE FOLLOWING MEETING(S):**
  - E1. Approval of the Minutes for October 24, 2017
- F. **ACKNOWLEDGMENT OF VISITORS AND/OR SPECIAL PRESENTATIONS:**
- G. **GOOD AND 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.)
- H. **AGENDA ITEM:**
  - H1. Professional Services Agreement-The Nonprofit Assistance

**I. RESOLUTIONS / ORDINANCES:**

**II. RESOLUTION NO. 2017-33**

**INTERLOCAL AGREEMENT**

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA APPROVING THE INTERLOCAL AGREEMENT AND AUTHORIZING THE INTERIM VILLAGE MANAGER TO EXECUTE AND RENEW THE MIAMI-DADE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) WATER MONITORING INTERLOCAL AGREEMENT, PERMIT NO. FLS000003, FOR FISCAL YEAR 2018 THROUGH FISCAL YEAR 2022; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE**

**12. RESOLUTION NO. 2017-34**

**FINAL BUDGET AMENDMENT  
FY 2016-2017**

**A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA OF MIAMI-DADE COUNTY, FLORIDA, APPROVING TRANSFERS FROM CERTAIN BUDGETED LINE ITEMS; PROVIDING FOR AN INCORPORATION OF RECITALS AND PROVIDING FOR AN EFFECTIVE DATE.**

**13. RESOLUTION NO. 2017-35**

**REIMBURSEMENT AGREEMENT  
STATE ATTORNEY**

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA, TO AUTHORIZE THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH THE OFFICE OF THE STATE ATTORNEY FOR THE ELEVENTH JUDICIAL CIRCUIT OF FLORIDA FOR PROSECUTION OF CERTAIN VIOLATIONS OF THE VILLAGE OF EL PORTAL CODE OF ORDINANCES AND PROVIDE REIMBURSEMENT OF COSTS TO THE STATE OF FLORIDA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

**14. RESOLUTION NO. 2017-36**

**INTERLOCAL AGREEMENT  
MUNICIPAL PARKING FINES REIMBURSEMENT**

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA APPROVING THE INTERLOCAL AGREEMENT AND AUTHORIZING THE INTERIM VILLAGE MANAGER TO EXECUTE AND RENEW THE MIAMI-DADE MUNICIPAL PARKING FINES REIMBURSEMENT PROGRAM**

**Regular Council Meeting  
November 14, 2017  
Meeting Agenda**

**AGREEMENT; PROVIDING FOR INCORPORATION OF  
RECITALS; PROVIDING FOR AN EFFECTIVE DAT**

**J. MAYOR, MANAGER, COMMITTEE & ATTORNEY REPORTS:**

**J1. Village Mayor Report - *Mayor Claudia V. Cubillos***

**J2. Village Manager Report – *Interim Christia Alou***

**J3. COMMITTEE CHAIRS REPORTS:**

- a. Public Affairs**  
*Chairperson Omarr Nickerson*
- b. Public Works**  
*Chairperson Werner Dreher*
- c. Public Safety**  
*Chairperson Claudia V. Cubillos*
- d. Code Enforcement**  
*Chairperson Vimari Roman*
- e. Planning & Zoning**  
*Chairperson Claudia V. Cubillos*
- f. Administration & Finance**  
*Chairperson Harold E. Mathis, Jr.*

**J4. Village Attorney Reports - *Attorney Joseph Geller***

**K. UNFINISHED BUSINESS AND GENERAL ORDERS:**

**L. NEW BUSINESS:**

**M. GOOD AND 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.)

**N. ADJOURNMENT:**

*Mayor & Councilpersons*

**In accordance with the American With Disabilities Act of 1990, all persons with disabilities and who need special accommodations to participate in this meeting due to that disability should contact the Village Clerk’s Office at (305) 795-7880 no later than two (2) business days prior to such proceeding.**

**RESOLUTION NO.: 2017-33**

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA APPROVING THE INTERLOCAL AGREEMENT AND AUTHORIZING THE INTERIM VILLAGE MANAGER TO EXECUTE AND RENEW THE MIAMI-DADE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) WATER MONITORING INTERLOCAL AGREEMENT, PERMIT NO. FLS000003, FOR FISCAL YEAR 2018 THROUGH FISCAL YEAR 2022; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS,** the Village of El Portal is one of the Co-Permittee municipalities sharing Permit No. FLS000003 with Miami-Dade County, FDOT, MDX and other municipalities for the discharge of stormwater runoff; and

**WHEREAS,** pursuant to Fla. Stat. Section 403.08851, the Florida Department of Environmental Protection (“FDEP”) requires that all state and municipal Co-Permittees enter into an Inter-local Agreement with Miami-Dade County; and

**WHEREAS,** the Water Monitoring Interlocal Agreement expires September, 2017; and

**WHEREAS,** the Village Council of the Village of El Portal desires to approve the Miami-Dade NPDES Water Monitoring Interlocal Agreement for Fiscal Year 2018 through Fiscal Year 2022, Permit No. FLS000003 with Miami-Dade County; and

**WHEREAS,** the Village Council authorizes the Interim Village Manager to execute and renew the Miami-Dade NPDES Water Monitoring Interlocal Agreement for Fiscal Year 2018 through Fiscal Year 2022.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA, AS FOLLOWS:**

**Section 1.** The recitals to the preamble are hereby incorporated by reference.

Resolution No 2017-33

**Section 2.** The Village Council of the Village of El Portal, hereby approves the Interlocal Agreement and authorizes and directs the Interim Village Manager to negotiate and renew Miami-Dade NPDES Water Monitoring Inter-local Agreement For Fiscal Year 2018 through Fiscal Year 2022, in a form acceptable to the Village Attorney, substantially in the form attached hereto.

**Section 3.** This resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** by the Village Council of the Village of El Portal Florida, this \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Claudia Cubillos, Mayor

ATTEST: \_\_\_\_\_  
Yenise Jacobi, Village Clerk

Approved as to form and legal sufficiency:  
Greenspoon Marder, PA, Village Attorneys

By: \_\_\_\_\_  
Joseph S. Geller, Esq.

Vote:	
Councilperson Mathis:	____(Yes) ____ (No)
Councilperson Dreher:	____(Yes) ____ (No)
Councilperson Roman:	____(Yes) ____ (No)
Vice Mayor Nickerson.:	____(Yes) ____ (No)
Mayor Cubillos:	____(Yes) ____ (No)

I, Yenise Jacobi, Village Clerk of the Village of El Portal, Miami-Dade County, Florida, do hereby certify that this is a true and correct copy of Resolution No.: 2017-\_\_\_ adopted on March \_\_\_, 2017, as shown in the Official Records of the Village of El Portal, Miami-Dade County, Florida. Given under my hand and seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Yenise Jacobi  
Village Clerk

**A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA OF MIAMI-DADE COUNTY, FLORIDA, APPROVING TRANSFERS FROM CERTAIN BUDGETED LINE ITEMS; PROVIDING FOR AN INCORPORATION OF RECITALS AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Village Finance Director has advised the Village of certain budget adjustments that need to be entered on the books of the Village, in accordance with proper accounting principles for the fiscal year ended September 30, 2017, the net result of which (1) decrease the Village's General Fund Reserve balance by \$294,451 2) Decrease the Parks & Recreation Fund Reserve balance \$43,516.

**NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA, AS FOLLOWS:**

**Section 1.** The foregoing recitals are true and correct and are incorporated herein by this reference.

**Section 2.** Increases to the following general fund department's budgeted expenditures,

**Administration & Finance** (1) Executive Salaries, \$1,635; (2) Other Salaries \$33,195; (3) Vacation Pay \$11,058 (4) FICA/Medicare \$3,820 (5) Health Insurance \$2,784 (6) Legal Other \$42,745 (7) Professional Fees-Lobbyist \$9,300 (8) Contracted Accountant \$16,660 (9) Contractual Services-IT \$4,176 (10) Contractual Services-Records Retention \$14,422 (11) Office Supplies \$5,690 (12) Unemployment Insurance \$2,770 .

**Planning and Zoning** (1) Salaries, \$ 20,711 (2) Vacation Pay, 1,892 (3) FICA/Medicare, \$1,729 (4) FRS, \$2,181 (5) Health Insurance, \$3,284 (6) Unemployment Insurance, \$ 1,656 (7) Professional Services-Master Plan Consultant, \$ 24,061.

**Public Affairs** (1) Promotional Activities \$ 15,312.

**Law Enforcement** (1) Other Salaries \$8,800 (2) Sick Pay \$72,509 (3), Capital Acquisitions \$72,031 (4) Education & Training \$2,455 (5) Overtime \$15,361 (6) Other Current Charges \$2,200 (7) Operating Supplies \$2,919

**Code Enforcement** (1) FRS \$2,737

**Public Works** (1) Contractual Services-Irma Cleanup \$49,900

**Section 3.** Decreases to the following general fund department's budgeted expenditures,

**Law Enforcement** (1) Executive Salaries \$10,633 (2) Regular Salaries \$32,000 (3) Vacation Pay \$42,000 (4) Health Insurance \$19,000 (5) Debt Servicing \$23,043 (6) Repairs & Maintenance-Vehicles \$4,085 (7) Insurance \$26,000 (8) Operating Supplies-Gasoline \$ 4,510 (9) FRS \$15,000

**Public Works** (1) Contractual Services-Garbage Solid Waste \$21,000 (2) Repairs & Maintenance-Village Hall \$20,000

**Section 4.** Increases to the following general fund's budgeted revenues; (1) Ad Valorem revenues \$16,000 (2) Miscellaneous Revenues \$24,000

**Section 5.** Decreases to the following general fund's budgeted revenues; (1) Building Permits \$20,000, (2) Other Permits \$20,000 (3) Proceeds from sale of vehicles \$10,000 (4) Proceeds from capital leases \$46,089 (5) Utility fee revenues \$8,000

**Section 6.** Increase in the following Parks & Recreation fund departments budgeted expenditures. (1) Capital Expenditures-Landscaping Improvements \$31,080 (2) Construction Costs \$4,920 (3) Contractual Services -Landscaping \$4,070 (4) Repairs & Maintenance-Sherwood Forest \$3,446.

**Section 7.** This Resolution shall become effective immediately upon adoption hereof.

**PASSED AND ADOPTED** by the Village Council of the Village of El Portal, Florida, this 14<sup>th</sup> day of November, 2017.

\_\_\_\_\_  
Claudia V. Cubillos, Mayor  
Village of El Portal

ATTEST:

\_\_\_\_\_  
Yenise Jacobi  
Village Clerk

Approved as to Form and Legal sufficiency:

\_\_\_\_\_  
Joseph S. Geller, Village Attorney



Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote:

Mayor Cubillos: \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Vice Mayor Nickerson: \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Councilperson Werner: \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Councilperson Roman: \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Councilperson Mathis: \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

**Resolution No.: 2017-XXX Passed by roll call vote of \_\_\_\_\_.**

I, Yenise Jacobu, Village Clerk of the Village of El Portal, Miami-Dade County, Florida, do hereby certify that this is a true and correct copy of **Resolution No.: 2017-34** adopted on **November 14, 2017**, as shown in the Official Records of the Village of El Portal, Miami-Dade County, Florida. Given under my hand and seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**RESOLUTION NO. 2017-35**

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA, TO AUTHORIZE THE VILLAGE MANAGER TO ENTER INTO AN AGREEMENT WITH THE OFFICE OF THE STATE ATTORNEY FOR THE ELEVENTH JUDICIAL CIRCUIT OF FLORIDA FOR PROSECUTION OF CERTAIN VIOLATIONS OF THE VILLAGE OF EL PORTAL CODE OF ORDINANCES AND PROVIDE REIMBURSEMENT OF COSTS TO THE STATE OF FLORIDA; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, The State Attorneys are required to represent the State of Florida in the prosecution of all criminal cases arising out of their respective circuits (F.S. 27.02 and 27.34); and

**WHEREAS**, the Village Council desires to enter into a contract with the State Attorney for the Eleventh Judicial Circuit, in and for Miami-Dade County, pursuant to F.S. 27.34(1), in order for the State Attorney to prosecute non-felony violation of Municipal Ordinances; and

**WHEREAS**, the agreement is to reimburse the State Attorney's cost associated with the prosecution of violations of Municipal Codes, commencing October 1, 2017, through September 30, 2018,; and

**WHEREAS**, the Village Council of the Village of El Portal authorizes the Village Manager to execute an Agreement with the Office of the State Attorney for the Eleventh Judicial Circuit of Florida, in and for Miami-Dade County, for prosecution of certain violations of the Village of El Portal Municipal Codes.

**NOW, THEREFORE, BE IT DULY RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA, AS FOLLOWS:**

**Section 1.** The recitals to the preamble herein are incorporated by reference.

**Section 2.** The Village Council of the Village of El Portal hereby authorizes and directs the Village Manager to enter into an agreement with the Office of the State Attorney for the Eleventh

Resolution No \_\_\_\_\_

Judicial Circuit of Florida, in and for Miami-Dade County, for prosecution of certain violations of the Village of El Portal Code of Ordinances, and provide reimbursement of resulting costs to the State of Florida, Office of the State Attorney.

**Section 3.** This resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** by the Village Council of the Village of El Portal Florida, this \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Claudia Cubillos, Mayor

Approved as to form and legal sufficiency:  
Greenspoon Marder, PA, Village Attorneys

Attest: \_\_\_\_\_  
Yenise Jacobi, Village Clerk

By: \_\_\_\_\_  
Joseph S. Geller, Esq.

Vote:	
Councilperson Mathis:	____(Yes) ____ (No)
Councilperson Dreher:	____(Yes) ____ (No)
Councilperson Roman	____(Yes) ____ (No)
Vice Mayor Nickerson.:	____(Yes) ____ (No)
Mayor Cubillos:	____(Yes) ____ (No)

I, Yenise Jacobi, Village Clerk of the Village of El Portal, Miami-Dade County, Florida, do hereby certify that this is a true and correct copy of Resolution No.: 2017-\_\_ adopted on March \_\_, 2017, as shown in the Official Records of the Village of El Portal, Miami-Dade County, Florida. Given under my hand and seal, this \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Yenise Jacobi  
Village Clerk

**RESOLUTION NO.: 2017-36**

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA APPROVING THE INTERLOCAL AGREEMENT AND AUTHORIZING THE INTERIM VILLAGE MANAGER TO EXECUTE AND RENEW THE MIAMI-DADE MUNICIPAL PARKING FINES REIMBURSEMENT PROGRAM AGREEMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Interlocal Agreement between Miami-Dade County and the various municipalities for the Parking Fines Reimbursement Program has been revised;  
and

**WHEREAS**, the Parking Fine Reimbursement Program funds will be used to improve accessibility and equal opportunity to qualified residents who have disabilities, and to conduct disability public awareness programs; and

**WHEREAS**, to participate in the program, the Village of El Portal (“Village”) must submit a new executed Parking Fines Reimbursement Interlocal Agreement; and

**WHEREAS**, the Village Council of the Village of El Portal approves acceptance of the Interlocal Agreement with Miami-Dade County, for the Parking Fines Reimbursement Program;  
and

**WHEREAS**, the Village Council authorizes and directs the Interim Village Manager to execute the Miami-Dade Parking Fines Reimbursement Program Interlocal Agreement.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA, AS FOLLOWS:**

**Section 1.** The recitals to the preamble are hereby incorporated by reference.

Resolution No \_\_\_\_\_

**Section 2.** The Village Council of the Village of El Portal, hereby approves the agreement and authorizes and directs the Interim Village Manager to execute the Interlocal Agreement for the Miami-Dade Parking Fines Reimbursement Program, substantially in the form attached hereto.

**Section 3.** This resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** by the Village Council of the Village of El Portal Florida, this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Claudia Cubillos, Mayor

ATTEST: \_\_\_\_\_  
Yenise Jacobi, Village Clerk

Approved as to form and legal sufficiency:  
Greenspoon Marder, PA, Village Attorneys

By: \_\_\_\_\_  
Joseph S. Geller, Esq.

Vote:			
Councilperson Mathis:	____	(Yes)	____ (No)
Councilperson Dreher:	____	(Yes)	____ (No)
Councilperson Roman	____	(Yes)	____ (No)
Vice Mayor Nickerson.:	____	(Yes)	____ (No)
Mayor Cubillos:	____	(Yes)	____ (No)

I, Yenise Jacobi, Village Clerk of the Village of El Portal, Miami-Dade County, Florida, do hereby certify that this is a true and correct copy of Resolution No.: 2017-\_\_\_\_ adopted on March \_\_\_\_, 2017, as shown in the Official Records of the Village of El Portal, Miami-Dade County, Florida. Given under my hand and seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Yenise Jacobi  
Village Clerk



**"There are many ways to change the world, we choose accounting"**

**www.tnpac.com**

**PROFESSIONAL SERVICES AGREEMENT**

**Fiscal Services to Nonprofits  
&  
Local Governments**

**ACCOUNTING SERVICES**

- ONSITE ACCOUNTING SERVICES
- Receipts, Disbursements, Bank Reconciliations
- PAYROLL PROCESSING
- GRANT REIMBURSEMENT PACKAGES

**CONTROLLER SERVICES**

- MONTH END CLOSING
- FINANCIAL STATEMENT PREPARATION
- PRESENTATION OF FINANCIALS TO COMMITTEES
- FINANCIAL & FUNDING SOURCE AUDITS
- STAFF MANAGEMENT SERVICES

**CFO SERVICES**

- FINANCIAL & ACCOUNTING ASSESSMENTS
- CUSTOM RESEARCH & ANALYSIS
- CODE RED CRITICAL SERVICES
- INTERIM CFO SERVICES

**CONSULTING SERVICES**

- COST ALLOCATION PLANS
- BUDGET PREPARATION
- POLICIES & PROCEDURES
- INTERNAL CONTROLS
- NONPROFIT INCORPORATIONS
- SPECIAL PROJECTS

**NONPROFIT & LOCAL GOVERNMENT SOFTWARE IMPLEMENTATIONS & TRAINING**

- QUICKBOOKS
- FUNDEZ
- ACCUFUND
- BS&A
- DATA CONVERSIONS

This Agreement, dated October 1, 2017 is entered into between The Nonprofit Assistance Center ("NPAC") the Village of El Portal ("VOEP"):

- Engagement.** VOEP engages NPAC to perform, and NPAC agrees to use commercially acceptable standards to perform, the services specifically set forth in the Scope of Services attached hereto, and incorporated herein by reference, as Exhibit A.
- Good Faith.** Both VOEP and NPAC acknowledge and commit to acting in good faith with each other.
- Term:** The term of this Agreement shall be for a period of 2 years commencing October 1, 2017, and ending September 30, 2019. This agreement will automatically renew each year unless written notice is received from VOEP's Village Manager, requesting termination of the agreement at least 30 days prior to the expiration date.
- Termination.** This Agreement shall be terminable by VOEP or NPAC upon 30 days written notice without cause.
- Compensation.** In consideration of the services to be rendered by NPAC during the term of this Agreement, NPAC shall receive a fee as set forth in the Scope of Services attached hereto as Exhibit A.
- Venue.** Venue in any proceeding instituted under this Agreement shall be Broward County, Florida. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Florida.
- Construction.** The language in all parts of this Agreement will be construed as a whole according to its fair meaning and not strictly for or against any party. Each party has reviewed this Agreement with their respective counsel. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendments to it.
- Severability.** In the event a court of competent jurisdiction declares any term or provision of this Agreement to be invalid or unenforceable for any reason, this Agreement will remain in full force and effect, and either: (a) the invalid or unenforceable provision will be modified to the minimum extent necessary to make it valid and enforceable; or (b) if such a modification is not possible, this Agreement will be interpreted as if that invalid or unenforceable provision were not a part of this Agreement.
- Entire Agreement; Modification.** This Agreement constitutes the entire understanding of the parties and supersedes any and all prior discussions, negotiations, agreement and understandings, whether oral or written, with respect to its subject matter. This Agreement may be modified only by a written instrument executed by VOEP and NPAC.

In witness whereof, the parties have executed this Agreement on the date set below:

The Nonprofit Assistance Center

Village of El Portal

Date

Date



## Scope of Services

The Nonprofit Assistance Center is being engaged by the Village of El Portal to take responsibility as the Chief Financial Officer (CFO).

The duties of the CFO include:

- Oversight of VOEP accounting staff
- Review of VOEP accounting staff transactions
- Posting of all corrections and standard month end journal entries
- Posting of all ACH receipts received from Local, State & Federal agencies
- Preparation of Monthly Bank Reconciliations
- Preparation of Monthly Financial Statements
- Review of Monthly Financial Statements With Village Manager
- Presentation of Monthly Financial Statements at Finance Committee meetings
- Prepare annual budget with input from Village Manager and Department Heads
- Preparation Annual Trim Notice

The fee for the aforementioned services will be billed at the rate of \$4,500 per month.

An additional fee of \$4,000 will be charged during the course of the year for additional hours for budget preparation and year end audit .

The scope of this engagement may be modified as needed at any time only with the written request of El Portal's Village Manager.. Any agreed upon additional work will be billed at the rate of \$125 per hour.