

**VILLAGE OF VIRGINIA GARDENS  
6498 N.W. 38 TERRACE  
VIRGINIA GARDENS, FLORIDA 33166  
TELEPHONE (305) 871-6104**

**SPECIAL MEETING  
VILLAGE OF VIRGINIA GARDENS, FLORIDA  
WEDNESDAY, AUGUST 28, 2019  
TOWN HALL-5:50 P.M.**

“Any person who decides to appeal any decision of the Village Council with respect to any matter considered at this meeting will need a record of the proceeding and, for such purpose, 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 based.”

**PRESENT:** Council Members: Jorge Arce  
Gabriel Fernandez  
Richard Block  
Debra Conover  
Elizabeth Taylor Martinez  
Mayor: Fred S. Deno IV  
Attorney: Guillermo Cuadra

**MINUTES**

**CALL TO ORDER:** Council President Arce called the meeting to order at 5:50 p.m.

**INVOCATION:** The Invocation was led by Council Member Taylor Martinez.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Council Member Taylor Martinez.

Mayor Deno introduced Village Attorney Caudra to the Council.

1. Discussion and approval of the accounting procedure manual for the Village of Virginia Gardens.

Mayor Deno reported that the Accounting Procedure Manual had been provided to the State of Florida. Mayor Deno reported that the Dept of Energy Grant had requested that we adopt the Accounting Procedure Manual. Accountant Auggie Torres has been with the Village for over 40 years. Accountant Torres provided the Accounting Procedure Manual with the following policies: Cash Receipts; Accounts Payable-Purchasing Procedures; Payroll Procedures; Miscellaneous Procedures; Year End Procedures and Compliance Procedures

2. RESOLUTION NO. 953

A RESOLUTION OF THE VILLAGE OF VIRGINIA GARDENS, FLORIDA, ADOPTING VILLAGE OF VIRGINIA GARDENS FINANCIAL ACCOUNTING MANUAL, AND PROVIDING FOR EFFECTIVE DATE.

A motion by Council Member Block to approve Resolution No. 953 was seconded by Council member Taylor Martinez. The motion was approved 5-0.

3. Motion to Adjourn

A motion by Council Member Taylor Martinez to adjourn the meeting at 5:57 p.m. was seconded by Council Member Fernandez. The motion passed 5-0.