

VILLAGE HALL
500 NE 87TH ST
EL PORTAL, FL 33138
CHRISTIA ALOU
VILLAGE MANAGER



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

**VILLAGE OF EL PORTAL
BUDGET WORKSHOP
2019-20 BUDGET YEAR**
Tuesday, July 9, 2019
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. MOMENT OF SILENT MEDITATION FOLLOWED BY THE PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. APPROVAL OF AGENDA**
- E. ACKNOWLEDGMENT OF VISITORS AND / OR SPECIAL PRESENTATIONS**
- F. 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. The speaker should keep to only issues on the agenda. We request that comments be limited to 3 MINUTES PER PERSON, and that speakers and the audience must maintain proper decorum at-large.)
- G. AGENDA ITEMS**
 - G1. Review and recommend changes to the proposed 2019-2020 budget from the administration.

**Budget Workshop
July 9, 2019 @ 6:30pm**

H. GOOD AND WELFARE

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I. ADJOURNMENT

Mayor & Council

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VILLAGE OF EL PORTAL
BUDGET 2019-2020

Village of El Portal
Budget Fiscal Year 2018-2019

VILLAGE COUNCIL- Dept 511

Account	Description	Explanation of Line Items	ADOPTED BUDGET 2018-2019	ACTUAL 10/18-05/19	PROJECTED + ACTUAL 10/1/18-09/30/19	MANAGER RECOMMENDED BUDGET 2019-2020	COUNCIL APPROVED 2019-2020
	Operating Expenses	Explanation of Line Items					
001.511.61100.000	Council Compensation	Charter Compensation Mayor & 4 Council Persons @ \$3,000 each, reduced from \$4,500	15,000	10,750	15,000		
001.511.62100.000	Fica/Medicare	7.65% of Gross Salary	1,148	871	1,148		
001.511.62200.000	Florida Retirement System	8.47% Gross Salary	1,239	768	1,271		
001.511.62100.000	Travel & Per Diem	Travel Mayor Out of Town \$4,000 Travel Council Members@ \$500 ea	6,000	3,441	5,000		
001-51100-15-41	Communications	Cell Phones - 4 phones @ 70/mth Mayor cell @ 140.00/mth	5,040	4,611	6,865		
001-51100-15-48	Council Discretionary	Council Discretionary Fund \$2,000 ea	10,000	3,854	10,000		
001.511-65400.000	Memberships	Dade League of City Dues	3,500	1,396	1,831		
TOTAL OPERATING EXPENSES			41,927	25,691	41,115		

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FINANCE & ADMINISTRATION - Dept 513

GL ACCT #	ACCOUNT DESCRIPTION		ADOPTED BUDGET	ACTUAL	PROJECTED + ACTUAL	MANAGER RECOMMENDE D
			2018-2019	10/18-05/19	10/1/18-09/30/19	BUDGET 2019-2020
001.513.61100.000	Executive Salaries	Salary Village Manager	85,000	56,754	85,000	
001.513.61200.000	Regular Salaries	HR/Payroll\FRS	42,994	28,937	30,150	
001.513.62100.000	FICA/Medicare Taxes	Fica Taxes @ 7.65%	9,792	6,783	8,809	
001.513.62200.000	Retirement	FRS MGR Retirement @ 25.41 Staff .0847	24,002	14,087	24,152	
001.513.62300.000	Life & Health Benefits	Health 451.99 per mth each, Vision, Disability etc. Manager 159.39/mth, HR \$143.10/mth	14,478	11,559	14,478	
001.513.62800.000	Contract Services-Payroll	Basic Payroll services for processing bi- weekly payroll.	3,200	2,131	3,200	
001.513.63000.000	Bank Service Fees	Monthly Bank Fees	4,900	4,167	5,245	
001.513.63100.000	Professional Fees -Legal-Retainer	\$8,000 per month-Village Attorney	96,000	64,000	96,000	
001.513.63100.100	Professional Fees -Legal	Other Legal (Specialized)	0	27,380	30,000	
001.513.63100.400	Professional Fees-Lobbyist	Akerman \$3,000/mth,	48,000	31,565	45,565	
001.513.63200.000	Professional Services-Audit	Annual Audit outside CPA firm	28,000	23,000	28,000	
001.513.63400.100	Other Contractual Services	Outsourced IT Services	25,000	16,400	25,616	
001.513.63400.000	Other Contractual Services	Outsourced accounting & CFO Services .\$4,500 per month + \$2,000 Y/E Audit + \$2,000 Budget Prep	58,000	38,000	73,000	
001.513.64000.000	Travel	Travel & Per Diem-Manager Auto Allowance \$420/mth	5,040	3,404	5,040	
001.513.64000.150	Travel	Local Travel-Village Manager	725	859	900	
001.513.64100.000	Communications	Telephone-AT&T Mobility-Mgr Phone \$33.53x12, Comcast \$147 x 12	2,166	3,678	5,100	

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FINANCE & ADMINISTRATION - Dept 513

001.513.64100.200	Communications	Nexogy	3,840	2,233	3,840	
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FINANCE & ADMINISTRATION - Dept 513

GL ACCT #	ACCOUNT DESCRIPTION		ADOPTED BUDGET	ACTUAL	PROJECTED +	MANAGER
			2018-2019	10/18-05/19	ACTUAL	RECOMMENDED
					10/1/18-09/30/19	BUDGET
						2019-2020
001.513.64200.000	Postage		900			
001.513.64600.000	Repairs & Maintenance	Village Hall Repairs - Roof Repair \$10,000, Repair Jail Cell \$2,000, Other \$2,000	14,000	27,885	41,826	
001.513.64600.000	Repairs & Maintenance	Software Maintenance Fees-BS&A	3,281	3,347	3,347	
001.513.64600.100	Repairs & Maintenance	Postage Meter Rental-Wells Fargo	2,688	2,001	2,688	
001.513.64600.200	Repairs & Maintenance	Lease-Copier	4,800	3,312	5,072	
001.513.64900.000	Other Current Charges	Storage Unit Rentals	3,800	2,448	3,732	
001.513.64900.100	Other Current Charges	Rental Water Cooler	1,800	487	771	
001.513.64900.300	Other Current Charges	Employment Ads \$500 Birthdays & Other Misc \$500	1,000	3,573	3,573	
001-51365100.0000	Office Supplies	Misc. Office Supplies	10,000	4,143	7,168	
001-51300-50-52	Operating Supplies	Labor Law Posters	892	0	892	
001513-65400.000	Memberships & Subscriptions	Dade Days Tallahassee \$950, Best Practices Conference \$ 95 , MD League \$50 x 12 \$600 Costco Renewal \$120	1,765	2,220	2,420	
001.513.66400.000	Equipment Purchases	8 Microphones @ \$250 \$ 2,000 Battery Back up Server rm \$ 250 Scanner Finance Dept \$ 400	2,650	1,500	1,500	
	Total Finance & Administration		498,712	385,853	557,084	

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FINANCE & ADMINISTRATION - Dept 513

			ADOPTED BUDGET	ACTUAL	PROJECTED + ACTUAL	MANAGER RECOMMENDED BUDGET
GL ACCT #	ACCOUNT DESCRIPTION		2018-2019	10/18-05/19	10/1/18-09/30/19	2019-2020

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VILLAGE OF EL PORTAL
 BUDGET 2019-2020
 PLANNING & ZONING-DEPT 515

GL ACCT #	ACCOUNT DESCRIPTION		ADOPTED BUDGET	ACTUAL	PROJECTED +	MANAGER	COUNCIL
			2018-2019	10/18-05/19	ACTUAL	RECOMMENDED	APPROVED
					10/1/18-09/30/19	BUDGET	BUDGET
			2019-2020	2019-2020			2019-2020
001.515.63100.300	Professional Fees	Master Plan Consultant-PlusUrbia	60,000	58,726	78,001		
001.515.64700.000	Printing & Binding	Duplication service & Permit Card Forms	500	0	0		
001.515.65510.000	Education & Training	Building Code Compliance Fees, Radon	500	0	0		
		TOTAL PLANNING & ZONING	61,000	58,726	78,001		0

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VILLAGE OF EL PORTAL
 BUDGET 2019-2020
 VILLAGE CLERK-DEPT 518

GL ACCT #	ACCOUNT DESCRIPTION		ADOPTED BUDGET	ACTUAL	PROJECTED + ACTUAL	MANAGER RECOMMENDED BUDGET	COUNCIL APPROVE D BUDGET
			2018-2019	10/18-05/19	10/1/18-09/30/19	2019-2020	2019-2020
001.518.61200.000	Salaries		50,000	38,528	51,848		
001.518.62100.000	FICA		3,825	3,035	3,966		
001.51862200.000	FRS	25.41%	11,355	8,233	13,175		
001.518.62300.000	Health Insurance	Health \$451.99 * 12 + Dis, Vision, Dental \$129.62/mth	6,979	4,782	6,979		
001.518.64000.000	Travel & Per Diem	Seminars & Education	300	2,400	0		
001.518.64100.000	Communications	ATT, Comcast	900	2,077	2,511		
001.518.64900.000	Other Charges	Miscellaneous Items	500	0	0		
001.518.64900.010	Other Charges	Municipal Elections	6,000	361	361		
001.518.65400.000	Books, Publications	Codification Village Ord-\$5,000 Video, Transcripts \$5,000	10,000	1,473	1,473		
001.518.65200.000	Operating Supplies	Awards, Plaques, official documents	1,000	617	800		
001.518.66510.000	Education & Training	Clerks Conference, \$2,000 Clerk Certification Training \$1,500	3,500	3,510	3,510		
001.518.67300.000	Advertisements		8,500	902	10,000		
		TOTAL VILLAGE CLERK	102,859	65,918	94,623		

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VILLAGE OF EL PORTAL
 BUDGET 2019-2020
 PUBLIC AFFAIRS-DEPT 518

GL ACCT #	ACCOUNT DESCRIPTION		ADOPTED BUDGET	ACTUAL	PROJECTED +	MANAGER	COUNCIL APPROVED
			2018-2019	10/18-05/19	ACTUAL	RECOMMENDED	BUDGET
					10/1/18-09/30/19	2019-2020	2019-2020
001-51900-10-48	Promotional Activities	July 4th	1,800				
001-51900-10-48	Promotional Activities	Senior Luncheon	2,000				
001-51900-10-48	Promotional Activities	Horace Mann Middle School	250				
001-51900-10-48	Promotional Activities	5k Run	2,200				
001-51900-10-48	Promotional Activities	80th Anniversary	0				
001-51900-10-48	Promotional Activities	Role Model-MLK	750				
001-51900-10-48	Moved to police budget	October Crime Watch	0				
001-51900-10-48	Promotional Activities	State of the Village	2,000				
001-51900-10-48	Promotional Activities	Halloween Party	1,500				
001-51900-10-48	Promotional Activities	League of Cities Dinner	3,000				
001-51900-10-48	Promotional Activities	Little River Cleanup	1,000				
001-51900-10-48	Promotional Activities	Easter Event	1,000				
001-51900-10-48	Promotional Activities	Christmas Event	1,000				
001-51900-10-48	Promotional Activities	Community Mixer Business Cards					
001-51900-10-48	Moved to police budget	PBA Dinner	0				
001-51900-10-48	Promotional Activities	Jazz in the Village	0				
001-51900-10-48	Promotional Activities	Farmers Market	0				
001-51900-10-48	Promotional Activities	Food Truck	0				
001-51900-10-48	Promotional Activities	Art Fair	0				
001-51900-10-48	Promotional Activities	Arbor Day	1,500				
001-51900-10-48	Promotional Activities	Other Events	0				
001-51900-10-49	Other Current Charges	Website Maint-\$21.95 x 12	1,600				
		TOTAL OPERATING EXPENSES	19,600	0	0		

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VILLAGE OF EL PORTAL
 BUDGET 2019-2020
 POLICE-DEPT 521

GL ACCOUNT #	ACCOUNT DESCRIPTION	Explanation of Line Items	ADOPTED BUDGET	ACTUAL	PROJECTED +	MANAGER	COUNCIL
			2018-2019	10/18-05/19	ACTUAL	RECOMMENDED	APPROVED
					10/1/18-09/30/19	BUDGET	BUDGET
						2019-2020	2019-2020
001.521.61100.000	Executive Salaries	Police Chief As Per Contract	75,000	26,690	49,767		
001.521.61200.000	Regular Salaries	Salaries With % Increase-	276,597	218,192	276,954		
001.521.61300.000	Part-Time Salaries	Part-Time Officers-increase to \$16.83/hr	29,755	16,788	19,276		
001.521.61400.000	Overtime Salaries	Overtime For Officers	15,000	10,513	18,432		
001.521.61400.100	Overtime Salaries	Irma Prep & Recovery	0				
001.521.61500.000	Special Pay (Court Time)		4,000	2,494	3,258		
001.521.61600.000	Incentive Pay - Training & Education	\$20 for every 80 hrs training up to \$120/mth	2,880	4,080	5,480		
001.521.61700.000	Comp Time		2,800	1,159	1,300		
001.521.61800.000	Holiday Pay	11 Paid + 2 floating	21,665	11,333	21,655		
001.521.61900.000	Vacation Pay		0				
001.521.62000.000	Sick Pay		0				
001.521.62100.000	FICA Taxes	FICA Taxes/Medicare 7.65%	32,499	21,222	30,303		
001.521.62200.000	Retirement	FRS Retirement @ 25.48%	104,080	53,938	100,931		
001.521.62300.000	Life & Health Benefits	Health . Life, St Term & LT Disability-\$350/mth +50% of Excess	38,496	26,371	41,031		
001.521.62400.000	Workers Compensation	As Per FMIT Agreement	18,021	12,947	18,021		
001.521.64100.200	Telephone	Police Chief-Stipend discontinued (Now in Verizon Bill)	0				
001.521.64100.100	Telephone	Dept Mmgt Services	0				
001.521.64100.100	Telephone	Verizon	3,485	2,931	3,949		
001.521.64400.000	Rentals & Leases	FGDL Lease Payment	0	256	384		
001.521.64600.200	Repairs & Maintenance	Fire Extinguishers	106				0
001.521.64500.000	Insurance	Liability, Auto, Property Insurance	61,356	31,566	61,356		
001.521.64600.000	Repairs & Maintenance	Other-Computer Recabling\$275, repair police radios \$363, Fuses \$150	500	1,339	1,339		
001.521.64600.400	Repairs & Maintenance	Repairs & Maint Police Vehicles	15,000	14,423	15,000		

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VILLAGE OF EL PORTAL
 BUDGET 2019-2020
 POLICE-DEPT 521

GL ACCOUNT #	ACCOUNT DESCRIPTION	Explanation of Line Items	ADOPTED BUDGET 2018-2019	ACTUAL 10/18-05/19	PROJECTED + ACTUAL 10/1/18-09/30/19	MANAGER RECOMMENDED BUDGET 2019-2020	COUNCIL APPROVED BUDGET 2019-2020
001.521.64800.000	Promotional Activities	Police Holiday Party	750				
001.521.64800.000	Promotional Activities	PBA Dinner	1,750				
001.521.64800.000	Promotional Activities	October Crime Watch-trans from PA	500				
001.521.64900.000	Other Current Charges	Court Stand By \$ 680 Auto Tags \$1,000 Fla Gun Ctr \$ 250 Sunpass \$50 x 12 \$ 600 MD Fire Rescue Permit \$ 565 Other \$ 500	3,596	7,064	7,500		
001.521.65100.000	Office Supplies	General Office Supplies	1,500	1,621	2,665		
001.521.65200.000	Operating Supplies	Laser Calibration \$ 270 Repair Hand Held Radios \$1,500 Batteries For Radios \$1,400	3,170	0	0		
001.521.65200.100	Operating Supplies	Uniform Cleaning-8 X \$25 x 12 mths \$2,400 New Uniform Replacement Officer \$2,109 Replacement Uniforms 7@ \$415 \$2,905 New Uniforms Per Contract 16 @ \$108 \$1,720	9,134	4,914	6,162		
001.521.65200.200	Operating Supplies	Gasoline \$30,000 + \$18,445 for Take Home	48,445	15,605	22,537		
001.521.65200.150	Operating Supplies	Police Vests 8@ \$650 \$5,200 Replacement Officer Equip \$ 700 Bullets & Misc \$ 500	6,400	925	925		
001.521.65400.200	Memberships	Dade County Assoc Chief of Police	400	200	400		
001.521.65510.000	Education & Training	Active Shooter Traing & Medical \$2,800 Chief Education Reimbursement \$1,000	3,800	14,038	15,000		
001.521.66400.000	Machinery & Equipment	Printer \$1,000 Laptop Replacement Officer \$1,000 Other (To be determined) \$3,000	5,000	0	0		
		TOTAL POLICE EXPENSES	785,685	500,609	723,625		

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VILLAGE OF EL PORTAL
 BUDGET 2019-2020
 BUILDING/CODE ENFORCEMENT-DEPT 529

GL ACCT #	ACCOUNT DESCRIPTION		ADOPTED BUDGET	ACTUAL	PROJECTED +	MANAGER RECOMMENDED	COUNCIL APPROVED
			2018-2019	10/18-05/19	ACTUAL	BUDGET	BUDGET
					10/1/18-09/30/19	2019-2020	2019-2020
001.529.61200.000	Salaries	Building Dept-New Hire	35,000	15,120	24,720		
001.529.61200.100	Salaries	Code Enforcement Officer	38,000	26,058	35,519		
001.529.62100.000	FICA	7.65% of Salaries	5,585	3,150	4,608		
001.529.62200.000	FRS	8.47% of Gross Salary	6,030	2,919	5,102		
001.529.62300.000	Health Insurance	\$451.99 Health+129.62 Vision,Dental	13,959	8,157	13,609		
001.529.63100.000	Professional Fees	Special Master	1,000	0	0		
001.529.63100.100	Professional Fees	Building Permits-50% of Bldg Permit Revenue	65,000	36,794	53,636		
001.529.63100.200	Professional Fees	Building Inspector	7,200	4,800	7,200		
001.529.63400.200	Contractual Services	C.A.P.Governmental	0	17,850	17,850		
001.529.64100.000	Communications	Cell Phone Code	1,200	530	734		
001.529.64200.000	Postage		150	0	0		
001.529.64600.000	Repairs & Maintenance	Vehicle Repairs & Maintenance	1,000	590	590		
001.529.65200.000	Operating Supplies	Forms & Notices, Other Miscellaneous	750	453	500		
001.529.65510.000	Education & Training	Training BSA Software	1,500	0	0	0	
001.529.65510.000	Education & Training	Code Enforcement Officer	0	98	98	0	
		TOTAL OPERATING EXPENSES	176,373	116,519	164,166		0

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VILLAGE OF EL PORTAL
 BUDGET 2019-2020
 PUBLIC WORKS-DEPT 539

GL ACCT #	ACCOUNT DESCRIPTION		ADOPTED BUDGET	ACTUAL	PROJECTED +	MANAGER	COUNCIL
			2018-2019	10/18-05/19	ACTUAL	RECOMMENDED	APPROVED
					10/1/18-09/30/19	2019-2020	2019-2020
001.539.61200.000	Salaries		26,000	9,791	15,500		
001.539.62100.000	FICA		1,989	749	1,186		
001.539.62200.100	FRS	8.47%	2,155	1,190	1,313		
001.539.62300.000	Health Insurance		6,979	330	759		
001.539.63400.100	Other Contractual Services	Lawn Maintenance Mitchell Lawn-\$2,200/mth \$26,400 Sprinkler Repairs/Other \$ 3,600	30,000	24,994	34,346		
001.539.63400.200	Other Contractual Services	Hurricane IRMA Cleanup	0	0			
001.539.63400.200	Other Contractual Services	Craig Smith Drainage Inspections- \$15,000 Annual Backflow Service \$ 195	15,195	9,277	11,150		
001.539.63400.300	Other Contractual Services	Tree Trimming	35,000	3,646	11,196		
001.539.63400.400	Other Contractual Services	Custodial Services-\$1,460 x 12	17,520	0	0		
001.539.63400.600	Other Contractual Services	Garbage/Solid Waste	248,920	164,164	248,920		
001.539.63400.700	Other Contractual Services	Recycling	25,478	16,591	24,886		
001.539.63400.800	Other Contractual Services	Interim-Match Grant	0	1,000	1,000	-	
001.539.64300.100	Utilities	Water & Gas	7,650	4,229	6,993		
001.539.63400.200	Utilities	Electricity	2,000	1,206	1,974		
0001.539.64400.000	Rental & Leases	Railroad Right of Way	1,915		1,915		
001.539.64600.100	Repairs & Maintenance	Pest Control	720	480	720		
001.539.64600.200	Repairs & Maintenance	Repair village hall-Moved to Admin	0				
001.539.64600.900	Repairs & Maintenance	Repairs Public Works Truck	1,000		0		
001.539.64900.000	Other Current Charges	Settlement Claim-IRMA	0				
001.539.64900.900	Other Current Charges	Refreshments PW Workshop \$269, Battery PW Truck \$120		21			
001.539.65200.000	Operating Supplies	Gloves, Trash bags, batteries, keys	2,500	1,628	4,481		
001.539.65400.000	Annual Surveillance Fees	NDPES	100	100	100		
001.539.65810.000	Transfer Out	Maintenance of Effort-CITT	7,000		7,000		
001.539.65810.100	Transfer Out	Transfer to Parks	7,489		-	-	

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001.539.66400.000	Capital Improvements	Improvements-Village Hall	0	-		-	
		TOTAL OPERATING EXPENSES	439,611	239,396			

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