

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 RECOMMENDED
			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
			2019-2020	10/1/18-09/30/19	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 10/1/18-09/30/19	RECOMMENDED BUDGET 2019-2020	APPROVED BUDGET 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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