

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



MAYOR CLAUDIA V. CUBILLOS
VICE MAYOR OMARR C. NICKERSON
COUNCILPERSON VIMARI ROMAN
COUNCILPERSON ANDERS URBOM
COUNCILPERSON LUIS PIRELA

VILLAGE OF EL PORTAL VIRTUAL BUDGET WORKSHOP 2020-2021 BUDGET YEAR

Tuesday, July 21, 2020

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. Budget for Fiscal Year 2020-2021 for the Village of El Portal

Budget Workshop
July 21, 2020 @ 7:00pm

H. GOOD AND WELFARE

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I. ADJOURNMENT

Mayor & Council

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**General Fund
General Fund Revenues**

Account Number	Account Name	FY2020 Budget	YTD 5/31/20	Projected To Year End	Tentative Proposed FY2021 Budget
001-000-31100.000	Ad Valorem Taxes	1,323,483	1,160,508	1,344,380	1,442,294
001-000-31100.100	Ad Valorem Taxes, Loan	0	0	-	172,861
001-000-31310.000	Franchise Fees-Electricity	53,000	35,333	53,000	78,500
001-000-31340.000	Franchise Fees-Peoples Gas	700	383	700	700
001-000-31370.000	Franchise Fees-Solid Waste	23,220	9,149	25,200	25,000
001-000-31410.000	Utility Services - Electricity	79,000	52,667	79,000	79,000
001-000-31420.000	Communications Services Tax	54,000	32,175	48,263	52,000
001-000-31440.000	Utility Services Tax-Gas	1,644	718	1,600	1,600
001-000-32100.000	Occupational Licenses	1,980	4,250	4,250	1,900
001-000-32200.000	Licenses & Permits-Building	138,000	72,717	109,076	135,000
001-000-32900.000	Variances and Other Fees	2,000	10,320	10,500	2,000
001-000-32950.000	Code Enforcement Revenues	30,000	150	150	2,000
001-000-33512.000	State Revenue Sharing Proceeds	67,000	41,741	57,000	59,000
001-000-33514.000	Mobil Home License	50	35	35	35
001-000-33515.000	Alcoholic Beverage Licenses	650	1,183	1,200	1,200
001-000-33518.000	Local Government Half-Cent	176,000	95,953	155,953	169,000
001-000-34340.000	Garbage Solid Waste Revenue	289,845	265,279	292,896	295,000
001-000-35100.000	Judgments And Fines	3,500	2,021	3,500	3,500
001-000-36000.100	Copies	450	145	200	200
001-000-36000.150	Lien Searches	6,000	2,750	4,125	4,500
001-000-36000.175	Finger Printing	0	170	170	-
001-000-36000.200	Hall Rentals	3,500	1,002	1,002	500
NEW Account	Police Off Duty Details		3,246	4,500	10,000
001-000-36000.900	Miscellaneous Revenues	3,500	9,363	11,200	11,200
001-000-36050.000	Miscellaneous Revenues-Events	5,600	0	-	5,600
001-000-36100.000	Interest Earnings	12,000	8,250	11,150	12,000
	Total Revenues	2,275,122	1,809,508	2,219,049	2,564,589

Account Number	Account Name	FY2020 Budget	YTD 5/31/20	Projected To Year End	Tentative Proposed FY2021 Budget
General Fund Expenditures					
Legislative					
001-511-61100.000	Council And Mayor Compensation	15,000	7,973	15,000	15,000
001-511-62100.000	Fica/Medicare	1,148	630	1,148	1,148
001-511-62200.000	Retirement Contributions	1,271	0	7,377	7,119
001-511-64000.300	Travel & Per Diem-Mayor	6,000	0	6,000	6,000
001-511-64100.400	Communications & Freight Serv	6,800	743	5,900	5,900
001-511-64800.400	Council Discretionary Fund	10,000	1,085	10,000	10,000
001-511-65400.200	Memberships, Education, And Training	2,000	1,500	1,500	1,500
Totals		42,219	11,931	46,925	46,667

Account Number	Account Name	FY2020 Budget	YTD 5/31/20	Projected To Year End	Tentative Proposed FY2021 Budget
Administration and Finance					
001-513-61100.000	Executive Salaries	85,000	50,346	85,000	#REF!
001-513-61200.000	Regular Salaries- Office Administrator	40,000	26,654	36,200	#REF!
001-513-62100.000	Fica/Medicare	9,563	6,091	9,272	#REF!
001-513-62200.000	Retirement Contributions	24,987	16,658	24,987	#REF!
001-513-62300.000	Health Insurance	14,478	9,652	14,478	16,215
001-513-62500.000	Unemployment Insurance	0	1,254	1,254	-
001-513-62800.000	Payroll Processing Fees	3,200	2,133	3,300	3,300
001-513-63000.000	Bank Service Fees	5,000	3,200	5,000	5,000
001-513-63100.000	Village Attorney	96,000	64,000	96,000	96,000
001-513-63100.400	Professional Fees-Lobbyist	36,000	24,552	36,000	36,000
001-513-63100.900	Professional Fees -Shredding	0	2,100	-	-
001-513-63200.000	Accounting & Audit	28,000	600	28,000	31,000
001-513-63400.000	Contracted Accountant	58,000	35,850	62,000	72,000
001-513-63400.100	IT Contractual Services	25,000	19,392	25,000	25,000
001-513-63400.800	Grant Writer	0	4,962	4,962	10,000
001-513-64000.000	Travel & Per Diem-Manager Car Allowance	5,040	2,940	5,040	5,040
001-513-64000.150	Travel-Village Manager	900	0	900	900
001-513-64100.000	Communications Public Relations	3,700	3,913	3,750	3,750
001-513-64100.200	State of Florida Fax Line Service	3,840	2,560	3,840	3,840
001-513-64200.000	Postage	500	207	500	500
001-513-64600.000	Repairs & Maintenance	30,000	3,168	5,000	30,000
001-513-64600.100	Wells Fargo Lease-Mailing Equipment	2,688	1,992	2,688	2,688
001-513-64600.200	Lease Copy Machine	5,000	3,678	5,000	5,000
001-513-64600.500	BSA Software Maintennace Fees	3,347	3,424	3,424	3,500
001-513-64900.000	Self Storage Rental	3,732	2,498	3,732	3,732
001-513-64900.100	Rental Water Cooler	800	475	800	800
001-513-64900.300	Miscellaneous Staff Events	3,573	209	3,573	3,573
001-513-65100.000	Office Supplies	8,000	309	2,000	8,000
001-513-65200.000	Operating Supplies	900	215	750	900
001-513-65400.000	Memberships & Publications	2,420	2,150	2,420	2,420
001-513-66400.000	Machinery & Equipment	3,000	0	3,000	3,000
Totals		502,668	295,182	477,870	#REF!

Account Number	Account Name	FY2020 Budget	YTD 5/31/20	Projected To Year End	Tentative Proposed FY2021 Budget
Planning and Zoning					
001-515-63100.300	Urban Planner Consultant	60,000	44,275	60,000	60,000
001-515-63100.400-COST	Professional Fees-Developers	0	16,883	16,883	-
001-515-64700.000	Printing & Binding	500	0	-	500
Totals		60,500	61,158	76,883	60,500

Account Number	Account Name	FY2020 Budget	YTD 5/31/20	Projected To Year End	Tentative Proposed FY2021 Budget
Village Clerk					
001-518-61200.000	Regular Salaries	50,000	33,079	50,000	#REF!
001-518-61400.000	Overtime	0	865	865	-
001-518-62100.000	Fica/Medicare	3,825	2,597	3,891	#REF!
001-518-62200.000	Retirement Contributions	12,705	8,470	12,705	#REF!
001-518-62300.000	Health Insurance	6,979	4,653	6,979	7,816
001-518-64000.000	Travel & Per Diem	300	0	-	300
001-518-64100.000	Communications, Freight	1,200	459	800	1,200
001-518-64900.000	Miscellaneous	500	2	100	500
001-518-64900.010	Municipal Elections	10,000	0	-	10,000
001-518-65200.000	Plaques, Awards Etc	800	0	-	800
001-518-65200.500	Video Recordings, Transcripts	10,000	12,725	16,000	10,000
001-518-65510.000	Education & Training	3,500	528	1,000	3,500
001-518-67300.000	Advertisement	10,000	9,649	19,500	10,000
Totals		109,809	73,027	111,840	#REF!

Account Number	Account Name	FY2020 Budget	YTD 5/31/20	Projected To Year End	Tentative Proposed FY2021 Budget
Public Affairs					
001-519-64800.500-5RUN	Annual 5k Run	2,500	350	2,500	2,500
001-519-64800.500-ARDY	Arbor Day	2,000	0	-	2,000
001-519-64800.500-ESTR	Easter Event	1,000	0	-	1,000
001-519-64800.500-LRCU	Little River Clea	1,000	1,000	1,000	1,000
001-519-64800.500-MSGA	Miami Shores Gala	5,000	5,000	5,000	5,000
001-519-64800.500-NOUT	National Night Out	500	0	-	500
001-519-64800.500-NEWS	Newsletter	0	1,080	1,080	2,000
001-519-64800.500-PA4J	4Th Of July Event	2,000	0	-	2,000
001-519-64800.500-PAHP	Halloween Party	200	0	-	200
001-519-64800.500-PALC	League Dinner	5,000	5,100	5,000	5,000
001-519-64800.500-PAOT	Other Promotional Activities	1,200	283	283	600
001-519-64800.500-PARM	Promotional Avtivities-Role Models	1,000	1,000	1,000	1,000
001-519-64800.500-PASL	Seniors Luncheon	1,000	0	-	-
001-519-64800.500-STOV	State Of The Village Event	1,600	2,790	3,000	3,000
001-519-64800.500-XMAS	Christmas	1,265	1,265	1,265	1,265
001-519-64900.900	Website	3,500	2,662	3,500	3,500
Totals		28,765	20,530	23,628	30,565

Account Number	Account Name	FY2020 Budget	YTD 5/31/20	Projected To Year End	Tentative Proposed FY2021 Budget
Police					
001-521-61100.000	Executive Salaries	75,000	44,423	75,000	#REF!
001-521-61200.000	Regular Salaries	351,545	202,079	303,119	#REF!
001-521-61300.000	Other Salaries	20,000	2,689	4,034	20,000
001-521-61400.000	Overtime	15,000	7,288	10,932	11,000
001-521-61400.100-	Overtime Emergencies	4,200		-	-
001-521-61500.000	Special Pay	3,500	1,026	1,539	2,000
001-521-61500.100	Off Duty Details	0	875	4,000	9,390
001-521-61600.000	Incentive Pay	5,500	2,510	3,765	4,200
001-521-61700.000	Comp Time	1,300	2,851	4,277	5,000
001-521-61800.000	Holiday Pay	23,750	7,060	10,590	20,000
001-521-62100.000	Fica/Medicare	37,913	21,032	31,920	#REF!
001-521-62200.000	Retirement Contributions	126,278	84,185	104,314	#REF!
001-521-62300.000	Health & Life Insurance	41,031	27,354	41,031	45,955
001-521-62400.000	Workers Compensation	13,633	9,089	13,633	16,000
001-521-63100.100	Professional Fees-Legal Other	20,000	32,448	40,000	20,000
001-521-64100.300	Communications & Freight Serv-Verizon	4,000	1,383	4,000	4,000
001-521-64400.000	Rentals & Leases	384	42	384	384
001-521-64500.000	Insurance	61,356	40,904	61,356	65,000
001-521-64600.100	Repairs & Maintainance Equipment	500	820	600	600
001-521-64600.400	Repairs & Maintenance-Vehicles	15,000	2,782	21,000	21,000
001-521-64800.500	Promotional Activities-Police Holiday Party	750	0	-	750
001-521-64800.500-OCWT	Promotional Activities-Oct Crime Watch	500	0	-	500
001-521-64800.500-PAPB	Promotional Activities-PBA Dinner	1,750	0	-	1,750
001-521-64900.000	Software Licenses	3,500	4,896	5,000	5,000
	Emergency Expenses	0	0	9,000	-
001-521-65100.000	Office Supplies	2,700	30	3,000	2,700
001-521-65200.100	Uniforms & Cleaning	6,200	500	6,200	6,200
001-521-65200.150	Bullets, Vests	1,000	959	1,000	1,000
001-521-65200.200	Gasoline	48,500	12,549	28,000	29,000
001-521-65400.200	Memberships	500	590	590	600
001-521-65510.000	Education & Training	3,800	1,840	3,800	3,800
001-521-66400.000	Machinery & Equipment	1,550	6,408	6,408	1,550
Totals		890,640	534,406	798,490	#REF!

Account Number	Account Name	FY2020 Budget	YTD 5/31/20	Projected To Year End	Tentative Proposed FY2021 Budget
Building and Code Enforcement					
001-529-61200.000	Regular Salaries-Building Dept	38,000	21,315	38,000	#REF!
001-529-61200.100	Code Enforcement Officer	38,000	21,923	38,000	#REF!
001-529-62100.000	Fica/Medicare	5,294	3,308	5,814	#REF!
001-529-62200.000	Retirement Contributions	5,861	3,907	6,437	#REF!
001-529-62300.000	Health Insurance	16,356	10,904	16,356	18,319
001-529-63100.000	Professional Fees-Special Master	1,000	0	1,000	1,000
001-529-63100.100	Professional Fees-Building Permits	69,000	36,117	54,176	69,000
001-529-63100.200	Professional Fees-Building Inspector	7,200	4,200	7,200	7,200
001-529-64100.000	Communications, Freight	750	86	200	750
	Fuel				
001-529-64200.000	Postage	150	14	100	150
001-529-64600.000	Repairs & Maintenance	1,000	1,498	1,500	1,000
001-529-65200.000	Operating Supplies	500	257	500	500
Totals		183,111	103,529	169,283	#REF!

Account Number	Account Name	FY2020 Budget	YTD 5/31/20	Projected To Year End	Tentative Proposed FY2021 Budget
Public Works					
001-539-61200.000	Regular Salaries	26,000	14,600	26,000	#REF!
001-539-62100.000	Fica/Medicare	1,989	1,117	1,989	#REF!
001-539-62200.000	Retirement Contributions	2,202	1,468	2,202	#REF!
001-539-62300.000	Health Insurance	6,979	4,653	6,979	7,816
001-539-63400.100	Contractual Services-Lawn Maintenance	35,000	14,425	35,000	35,000
001-539-63400.200	Contractual Services-General Engineering	15,000	11,007	15,000	15,000
001-539-63400.200-Emergencies	Hurricane Expenses	0	8,525	-	-
001-539-63400.300	Tree Trimming	15,000	0	15,000	15,000
001-539-63400.600	Garbage/Solid Waste	248,920	85,362	248,920	256,388
001-539-63400.700	Recycling	0	12,578	18,867	19,433
001-539-63400.800	Matching Grant	24,886	0	-	20,000
001-539-64100.000	Communications, Freight	0	9	-	600
001-539-64300.100	Utilities-Water & Gas	7,000	2,792	7,000	7,000
001-539-64300.200	Utilities-Electricity	2,000	3,383	5,075	5,500
001-539-64400.000	Rentals & Leases	1,915	0	1,915	1,915
001-539-64600.100	Pest Control	720	480	720	720
001-539-64600.200	Repairs, Maintenance, Janitorial-Village Hall	0	16,269	18,000	5,000
001-539-64600.400	Repairs & Maintenance-Vehicles	0	227	500	500
001-539-64600.900	Repairs & Maintenance-Other	1,500	8,276	9,000	5,000
001-539-65200.000	Operating Supplies	2,500	3,231	4,000	2,500
001-539-65400.000	Annual Surveillance Fee	100	100	100	100
001-539-68000.000	Contingencies	36,285	0	-	1,590
Totals		427,996	188,502	416,267	#REF!

Account Number	Account Name	FY2020 Budget	YTD 5/31/20	Projected To Year End	Tentative Proposed FY2021 Budget
New Account	Debt Service	10,082	47,165	65,707	206,559
Transfers Out	Parks Fund	2,250	2,250	2,250	2,250
	Transporation Fund	17,082	17,082	17,082	-
001-539-65810.000	CITT (Maintenance of Effort)	-	-	-	7,000
	Parks Fund	19,332	19,332	19,332	9,250
Total Expenditures	Total Expenditures	2,275,122	1,354,762	2,206,224	#REF!
Revenues Less Expenditures, General Fund		0	454,746	12,825	#REF!

Account Number	Account Name	FY2020 Budget	YTD 5/31/20	Projected To Year End	Tentative Proposed FY2021 Budget
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**Special Revenue Fund: State Gas Taxes
Revenues**

100-000-31241.000	Local Option Gas Taxes-6 Cent	16,000	13,575	18,375	16,000
100-000-31242.000	Local Option Gas Tax (5 Cent)	41,000	27,139	39,139	41,000
100-000-33512.000	State Revenue Sharing Proceeds	13,600	11,692	15,736	13,600
Total Revenues		70,600	52,406	73,250	70,600

Expenditures

100-541-64600.100	Street and Sidewalk Repair	70,600	-	70,600	70,600
Total Expenditures		70,600	-	70,600	70,600

Account Number	Account Name	FY2020 Budget	YTD 5/31/20	Projected To Year End	Tentative Proposed FY2021 Budget
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Special Revenue Fund: CITT

Revenues

105-000-33142.000	Mass Transit-MD County Surtax	16,200.00	14,175.00	16,200.00	16,200.00
106-000-33142.000	CITT Surtax Revenue-Transportation	59,000.00	51,625.00	59,000.00	59,000.00
106-000-36100.000	Interest Earnings	-	1,006.00	1,300.00	1,300.00
	Transfer In-Maintenance of Effort	7,000.00	70,000.00	7,000.00	7,000.00
Total Revenues		82,200.00	66,806.00	83,500.00	83,500.00

Expenditures

106-539-64300.000	Utilities	35,000	20,454	30,681	35,000
106-539-64600.000	Sidewalk and Street Repairs	-	-	-	-
	To Reserves	47,200	-	-	48,500
Total Expenditures		82,200	20,454	30,681	83,500

Account Number	Account Name	FY2020 Budget	YTD 5/31/20	Projected To Year End	Tentative Proposed FY2021 Budget
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Special Revenue Fund: Stormwater

Revenues

112-000-36100.000	Interest Earnings	240	70	200	200
115-000-33436.000	Stormwater Utility Revenues	32,000	21,333	32,000	32,000
Total Revenues		32,240	21,403	32,200	32,200

Expenditures

	Stormwater System Maintenance	-	-	5,000	12,000
	To Reserves	47,200	-	-	20,200
Total Expenditures		47,200	-	5,000	32,200

Account Number	Account Name	FY2020 Budget	YTD 5/31/20	Projected To Year End	Tentative Proposed FY2021 Budget
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Special Revenue Fund: Parks and Recreation

Revenues

Total Revenues	Transfer In From General Fund	2,250	1,500	2,250	2,250
		<u>2,250</u>	<u>1,500</u>	<u>2,250</u>	<u>2,250</u>

Expenditures

160-572-64600.100	Repairs & Maintenance	1,500		1,500	1,500
160-572-64600.900-SFIP	Repairs & Maintenance-Fountains Sherwood	750	480	750	750
Total Expenditures		<u>2,250</u>	<u>480</u>	<u>2,250</u>	<u>2,250</u>