

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



CHAIR OMARR C. NICKERSON
VICE CHAIR DARIAN MARTIN
MEMBER ANDERS URBOM
MEMBER LUIS PIRELA
MEMBER ANNA LIGHTFOOT-WARD

Administration & Finance Committee Meeting
Tuesday, March 9, 2021
7:00 PM
Agenda

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.....Omarr C. Nickerson, Chair, 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**
- F. ACKNOWLEDGEMENT 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.)

**Administration & Finance Committee Meeting
March 9, 2021
Meeting Agenda**

H. AGENDA ITEM

- H1.** Village Financial Status and Update - (CFO)
- H2.** Text / Notification Service
- H3.** 501c3 Status Option
- H4.** Tracking Report

I. 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.)

J. ADJOURNMENT

Administration & Finance Committee

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.

ADMIN & FINACE COMMITTEE TRACKING REPORT

ITEM #	ACTIVITY . GOAL . PROJECT	INITIATOR	STATUS	START	END	DETAILS	EXPENSE
	Millage Rate due to Property Appraisal (TRIM Notice)		ANNUAL				
	Budget Workshop	CFO	ANNUAL	2 ND or 3 rd TUE IN JULY		Annual	
	First Budget Hearing		ANNUAL				
	Final Budget Hearing		ANNUAL				
	Ethics Workshop	Clerk	ANNUAL			Clerk to schedule	
	Lobbying Updates	Village Manager				Completed for this fiscal year	
	Review of Actual Financials	CFO	ACTIVE	Monthly		Due to the Clerk, through the Manager, on the Wed the week prior	
	Lien Filing SOP	Manager	ACTIVE			It was discussed for the Manager/Staff to come up with an appropriate SOP and for the committee to have a resolution for review.	
	Employee Manual	Manager/HR	ACTIVE			Ongoing	
0	EEOC Mandatory Training for all Village employees	Manager/HR	Completed			Chief and Full time Officers attended; Manager, HR; Clerk; Robert Ruano. Discussed to conduct training annually and to bring in Part-Time Officers.	
1	Manager 90 day Evaluation	Admin & Finance Chair	Completed			Admin & Finance Chair propose to make it a 6 month review and to change procedure to 6 months for all new hires.	
2	Manager PTO Leave Review	Admin & Finance Chair	ACTIVE			Per the managers contract the Village Council is to review on or before Sept 30th of each year and elect to carry over any unused accrued PTO to the following year or to make a payment to the manager for the cash value. To be reviewed in Sept.	

Mayor Omarr C. Nickerson, Chairperson
 Councilperson Darian Martin, Vice Chair
 Vice-Mayor Anders Urbom, Member
 Councilperson Luis Pirela, Member
 Councilperson Anna Lightfoot-Ward, Member

**Village of El Portal
Budget to Actual Report General Fund
Through March 5, 2021**

Account Description	Budget	Activity Through 3/5/21	% Spent or Received	Remaining Budget
Fund 001-General Fund				
Revenues				
Property Taxes	1,442,294	1,189,295	82%	252,999
Franchise Fees	104,200	43,524	42%	60,676
Utility Taxes	132,600	54,695	41%	77,905
Charges for Services	338,368	287,288	85%	51,080
Intergovernmental Revenue	206,140	74,759	36%	131,381
Licenses and Permits	141,355	73,614	52%	67,741
Judgements and Fines	13,500	414	3%	13,086
Miscellaneous Income- FEMA Reimbursements	-	462,319	NA	(462,319)
Miscellaneous Income- Police	10,000	-	NA	10,000
Miscellaneous Income- Other	12,500	8,857	71%	3,643
Interest Earnings	12,000	1,605	13%	10,395
Total Revenue	2,412,957	2,196,370	91%	216,587
Expenditures by Department				
Dept 511- Village Council	38,048	6,173	16%	31,875
Dept 513- Finance and Administration	504,595	126,735	25%	377,860
Dept 515- Planning and Zoning	60,500	22,726	38%	37,774
Dept 518- Village Clerk	111,686	37,159	33%	74,527
Dept 519- Public Affairs	7,180	-	0%	7,180
Dept 521- Police	894,873	354,068	40%	540,805
Dept 529- Building and Code Enforcement	187,303	85,090	45%	102,213
Dept 539- Public Works	466,332	196,138	42%	270,194
Total Departmental Expenditures	2,270,517	828,089	36%	1,442,428
Debt Service	96,109	481,949	501%	(385,840)
Transfers Out				
Transfers to Other Funds	46,332	46,332	100%	-
To Reserves/Fund Balance	-	-	-	-
Total Transfers Out	46,332	46,332	100%	-
Total Expenditures and Transfers Out	2,316,849	874,421	136%	1,442,428

Village of El Portal
Budget to Actual Report General Fund
Through March 5, 2021

Account Description	Budget	Activity Through 3/5/21	% Spent or Received	Remaining Budget
General Fund Revenues				
Ad Valorem Taxes	1,442,294	1,189,295	82.5%	252,999
Franchise Fees-Electricity	78,500	37,253	47.5%	41,247
Franchise Fees-Peoples Gas	700	741	105.9%	(41)
Franchise Fees-Solid Waste	25,000	5,530	22.1%	19,470
Utility Services - Electricity	79,000	34,966	44.3%	44,034
Communications Services Tax	52,000	19,027	36.6%	32,973
Utility Services Tax-Gas	1,600	702	43.9%	898
Business/Home Business Tax Receipt	4,355	2,304	52.9%	2,051
Building Permits	135,000	71,310	52.8%	63,690
Variances and Other Fees	2,000	910	45.5%	1,090
Code Enforcement Fines	10,000	1,100	11.0%	8,900
Federal Disaster Relief	-	437,986	NA	(437,986)
State Disaster Relief	-	24,333	NA	(24,333)
State Revenue Sharing Proceeds	62,036	26,919	43.4%	35,117
Mobil Home License	35	44	125.7%	(9)
Alcoholic Beverage Licenses	650	-	0.0%	650
Local Government Half-Cent	143,419	47,796	33.3%	95,623
P&Z Cost Recovery Fees	-	326	NA	(326)
Garbage Solid Waste Revenue	327,168	280,590	85.8%	46,578
Police Off Duty Detail	10,000	-	0.0%	10,000
Take Home Car Cost Sharing	6,000	-	0.0%	6,000
Judgments and Fines	3,500	414	11.8%	3,086
Copies	200	2,353	1176.5%	(2,153)
Lien Searches	4,500	2,009	44.6%	2,491
Hall Rentals	500	-	0.0%	500
Miscellaneous Revenues	3,500	8,857	NA	(5,357)
Credit Card Surcharges	9,000	-	-	9,000
Interest Earnings	12,000	1,605	13.4%	10,395
SETTLEMENTS	-	-	NA	-
Total Revenues	2,412,957	2,196,370	91.0%	216,587

**Village of El Portal
Budget to Actual Report General Fund
Through March 5, 2021**

Account Description	Budget	Activity Through 3/5/21	% Spent or Received	Remaining Budget
Village Council				
Executive Salaries	15,000	4,473	29.8%	10,527
FICA/Medicare	1,148	352	30.7%	796
Retirement Contributions	1,500	500	33.3%	1,000
TRAVEL & PER DIEM-CUBILLOS	3,000	-	0.0%	3,000
COMMUNICATIONS & FREIGHT SERV	5,900	494	8.4%	5,406
COUNCIL DISCRETIONARY FUND-Mayor	10,000	753	7.5%	9,247
Memberships	1,500	520	34.7%	980
Total Village Council	38,048	7,092	18.6%	30,956

**Village of El Portal
Budget to Actual Report General Fund
Through March 5, 2021**

Account Description	Budget	Activity Through 3/5/21	% Spent or Received	Remaining Budget
Administration and Finance				
Executive and Regular Salaries	125,000	59,676	47.7%	65,324
FICA/Medicare	9,563	4,711	49.3%	4,852
Retirement Contributions	27,197	9,066	33.3%	18,131
Health Insurance	16,215	5,405	33.3%	10,810
Payroll Processing Fees	3,300	1,100	33.3%	2,200
Bank Service Fees	5,000	1,667	33.3%	3,333
Professional Fees-Legal Retainer	96,000	24,000	25.0%	72,000
Professional Fees-Lobbyist	30,000	19,545	65.2%	10,455
Accounting & Audit	31,000	-	0.0%	31,000
Contracted Accountant	72,000	-	0.0%	72,000
IT Contractual Services	25,000	14,308	57.2%	10,692
Project Consultant	10,000	4,545	NA	5,455
Travel & Per Diem-Manager Car Allowance	5,040	2,100	41.7%	2,940
Travel- Village Manager	900	-	0.0%	900
Communications, Public Relations	3,000	191	6.4%	2,809
Telephone-Dept of Management Services	3,840	1,280	33.3%	2,560
Postage	500	-	0.0%	500
Building Repairs & Maintenance	10,000	-	0.0%	10,000
Wells Fargo Lease: Mailing Equipment	2,688	1,259	46.8%	1,429
Lease Copy Machine	5,000	2,593	51.9%	2,407
BSA Software Maintenance Fees	3,500	3,484	99.5%	16
Self Storage Rental	3,732	1,866	50.0%	1,866
Rental Water Cooler	800	213	26.6%	587
Other Current Charges-Other	3,000	-	0.0%	3,000
Office Supplies	6,000	261	4.4%	5,739
Operating Supplies	900	365	40.6%	535
Memberships and Publications	2,420	405	16.7%	2,015
Machinery & Equipment	3,000	-	0.0%	3,000
Total Administration and Finance	504,595	158,039	31.3%	346,556

**Village of El Portal
Budget to Actual Report General Fund
Through March 5, 2021**

Account Description	Budget	Activity Through 3/5/21	% Spent or Received	Remaining Budget
Planning and Zoning				
Master Plan Consultant	60,000	27,955	46.6%	32,045
Printing & Binding	500	-	0.0%	500
Cost Recovery Expenditures	-	2,906	NA	(2,906)
Total Planning and Zoning	60,500	27,955	46.2%	32,545
Transfers Out				
Transfers Out Parks Fund	22,250	22,250	100.0%	-
Transfers Out Transportation Fund	17,082	17,082	100.0%	-
Transfers Out CITT Fund	7,000	7,000	100.0%	-
	46,332	46,332	100.0%	-

**Village of El Portal
Budget to Actual Report General Fund
Through March 5, 2021**

Account Description	Budget	Activity Through 3/5/21	% Spent or Received	Remaining Budget
Village Clerk				
Regular Salaries	50,000	26,328	52.7%	23,672
FICA/Medicare	3,825	2,014	52.7%	1,811
Retirement Contributions	13,645	4,548	33.3%	9,097
Health Insurance	7,816	2,605	33.3%	5,211
Travel & Per Diem	300	-	0.0%	300
Communications, Freight	800	144	18.0%	656
Miscellaneous	500	-	0.0%	500
Municipal Elections	10,000	-	0.0%	10,000
Website	3,500	-	0.0%	3,500
Plaques, Awards, etc.	800	-	0.0%	800
Video Recording and Transcripts	10,000	7,430	74.3%	2,570
Education & Training	500	225	45.0%	275
Advertisement	10,000	8,845	88.5%	1,155
Total Village Clerk	111,686	52,140	46.7%	59,546

**Village of El Portal
Budget to Actual Report General Fund
Through March 5, 2021**

Account Description	Budget	Activity Through 3/5/21	% Spent or Received	Remaining Budget
Public Affairs				
Promotional Activities- 5K Run	500	-	0.0%	500
Promotional Activities-Arbor Day	500	-	0.0%	500
Promotional Activities-Easter Event	500	-	0.0%	500
Promotional Activities-Little River Clea	500	-	0.0%	500
Promotional Activities-Miama Shores Gala	1,500	-	0.0%	1,500
Promotional Activities-Newsletter	1,080	-	0.0%	1,080
Promotional Activities-Halloween Party	100	-	0.0%	100
Promotional Activities-LOC Dinner	1,500	-	0.0%	1,500
Promotional Activities- State of the Village	500	-	0.0%	500
Promotional Activities-Christmas	500	-	0.0%	500
Total Public Affairs	7,180	-	0.0%	7,180

Village of El Portal
Budget to Actual Report General Fund
Through March 5, 2021

Account Description	Budget	Activity Through 3/5/21	% Spent or Received	Remaining Budget
Public Safety				
Executive Salaries	75,000	26,609	35.5%	48,391
Regular Salaries	389,219	147,987	38.0%	241,232
Other Salaries	4,500	-	0.0%	4,500
Overtime	11,000	9,977	90.7%	1,023
Special Pay	2,000	456	22.8%	1,544
Off Duty Details	9,390	1,300	13.8%	8,090
Incentive Pay	3,800	3,450	90.8%	350
Comp Time	4,300	3,281	76.3%	1,019
Holiday Pay	20,000	16,117	80.6%	3,883
FICA/Medicare	39,719	15,943	40.1%	23,776
Retirement Contributions	113,502	37,834	33.3%	75,668
Health & Life Insurance	45,955	15,318	33.3%	30,637
Workers Compensation	14,000	3,500	25.0%	10,500
Professional Fees-Legal Other	20,000	11,120	55.6%	8,880
Communications & Freight Serv-Verizon	4,000	2,147	53.7%	1,853
Rentals & Leases	384	-	0.0%	384
Insurance	62,000	20,667	33.3%	41,333
Repairs & Maintenance	600	225	37.5%	375
Repairs & Maintenance-Vehicles	15,000	7,088	47.3%	7,912
Promotional Activities-Oct Crime Watch	500	-	0.0%	500
Promotional Activities-PBA Dinner	1,750	-	0.0%	1,750
Other Current Charges	5,000	4,526	90.5%	474
Office Supplies	2,500	-	0.0%	2,500
Uniforms & Cleaning	6,200	2,786	44.9%	3,414
Bullets, Vests	1,000	2,400	240.0%	(1,400)
Gasoline	28,000	10,333	36.9%	17,667
Memberships	600	789	131.5%	(189)
Education & Training	3,800	120	3.2%	3,680
Machinery & Equipment	11,154	10,095	90.5%	1,059
Total Public Safety	894,873	354,068	39.6%	540,805

Village of El Portal
Budget to Actual Report General Fund
Through March 5, 2021

Account Description	Budget	Activity Through 3/5/21	% Spent or Received	Remaining Budget
Building/Code Enforcement				
Regular Salaries-Building	38,000	9,073	23.9%	28,927
Regular Salaries-Code Enforcment	38,000	9,114	24.0%	28,886
FICA/Medicare	5,584	1,384	24.8%	4,200
Retirement Contributions	7,300	2,433	33.3%	4,867
Health Insurance	18,319	6,106	33.3%	12,213
Professional Fees-Special Master	1,000	-	0.0%	1,000
Professional Fees- Building Inspections	69,000	53,296	77.2%	15,704
Professional Fees-Chief Building Inspector	7,200	3,000	41.7%	4,200
Communications, Freight	750	-	0.0%	750
Repairs & Maintenance	1,000	-	0.0%	1,000
Fuel	500	-	0.0%	500
Postage	150	-	0.0%	150
Operating Supplies	500	683	136.6%	(183)
Total Building/Code Enforcement	187,303	85,090	45.4%	102,213

**Village of El Portal
Budget to Actual Report General Fund
Through March 5, 2021**

Account Description	Budget	Activity Through 3/5/21	% Spent or Received	Remaining Budget
Public Works				
Regular Salaries	21,000	7,434	35.4%	13,566
FICA/Medicare	1,193	596	49.9%	597
Retirement Contributions	1,560	520	33.3%	1,040
Health Insurance	4,690	1,563	33.3%	3,127
Contractual Services-Lawn Miantenance	35,000	9,623	27.5%	25,377
Contractual Services - Engineering	15,000	3,471	23.1%	11,529
Garbage/Solid Waste	284,166	138,040	48.6%	146,126
Recycling	25,910	8,415	32.5%	17,495
Communicattions and Freight	600	-	0.0%	600
Utilities-Water & Gas	7,000	1,093	15.6%	5,907
Utilities-Electricity	5,500	3,261	59.3%	2,239
Rentals & Leases	1,915	-	0.0%	1,915
Pest Control	720	575	79.9%	145
Repairs & Maintenance-Village Hall	5,000	13,040	NA	(8,040)
Repairs & Maintenance-Vehicles	500	370	NA	130
Repairs & Maintenance-Other	5,000	4,899	98.0%	101
Operating Supplies	2,500	3,138	125.5%	(638)
ANNUAL SURVEILLANCE FEE	100	100	100.0%	-
Contingencies	48,978	-	0.0%	48,978
Total Public Works	466,332	196,138	42.1%	270,194
Debt Service				
Principal	-	462,319	NA	(462,319)
Interest	96,109	19,630	20.4%	76,479
Total Debt Service	96,109	481,949	10.1%	(385,840)
Total Expendiures and Transfers Out	2,412,958	946,484	39.2%	1,466,474

Company	Services	Monthly Cost	Pros	Cons
Nixle	One Software Platform for Community Engagement + Emergency Management together	\$ 216.00	Nixle is the only ENS provider that focuses exclusively on public safety as used by more than 8,000 public safety organizations including Miami Dade County, City of Miami and our neighboring municipality Miami Shores, there for, I believe it creates a sense of security and trust for our residents in El Portal, to easily participate and sign up for this communication program.	Higher Cost
	Includes: <ul style="list-style-type: none"> • Unlimited email messages • Unlimited Web messages • Unlimited Facebook & Twitter notifications • 100,000 annual SMS, Voice notifications 			
	Emergency Alerts Immediately notify residents during emergency incidents including: <ul style="list-style-type: none"> -Severe Weather -Natural Disaster -Active Shooters or Ongoing Chasing -Terrorist Acts 		-Simple resident opt-in by texting zip code or keyword to 888-777 -High Quality UX interface including mobile App facilitating the front end administrator access to it.	
	Community Engagement Inform or seek assistance from the public about relevant community incidents including: <ul style="list-style-type: none"> - Council Meetings-Finding Missing Persons -Send Severe Traffic or Road Closures Alerts -Provide Public Safety Information at Events (i.e. Fairs, Parades, etc.) -Sharing Criminal Activity & Suspicious Activity) 		Deliver communications over multiple channels increasing the likelihood an alert is seen	
			Social integration capability allows for greater resident reach	
SlickText	Mass Texting Services only.	\$ 49.00	Community members can opt in on their own terms by texting this word to a short code like 31996 or 69922.	It's been built more as a marketing and community communications tool than a governmental platform
	Out of all other communication solutions, what makes texting perfect for communication? Mass texting is a widespread communication medium. Over 90% of all SMS messages are opened within the first five minutes. The average American looks at their phone 150+ times a day. It's affordable. At just pennies per message, it's cost effective.		Auto-replies, also known as SMS autoresponders. The automated messages that our residents receive after sending our textwords to a short code can offer incentives, reply with images for a photo context for example, ask additional questions and much more!	Their expertise relies more in marketing than In emergency and public safety
	Includes: <ul style="list-style-type: none"> • 1,000 Texts per month • 4 Text Words 		Inboxing / 2-way text messaging allows existing subscribers to reply to our communications and send us text messages. It's a great way to stay connected and answer questions people have.	
			Text to win contests, are a great way to engage our residents and build our list at the same time! Have people text a keyword to 31996 to enter for a chance to win. SlickText activates, runs, and completes our contests. They randomly award your winners and they do it all 100% automatically.	It integrates and Syncs ONLY with Facebook
			Fully Featured Mobile App Text to vote and SMS surveys allow us to create multi-question survey & data collection flows that both subscribers and non-subscribers can engage with via text message. We can then segment our lists by the info that we've collected and retarget our subscribers in future text messages.	
EzTexting	Mass Texting Services only.	\$ 49.00	Affordable Plans for High-Volume Mass Texting	It's been built more as a marketing and community communications tool than a governmental platform
	Emergency Alerts		Unlimited Inbound Messages	
	Events Notifications & Reminders		Contacts Segmentation for Targeted Messaging	
	Appointment Reminders		Reminder Campaigns for Events & Election Days	
	Includes: <ul style="list-style-type: none"> • 200 Texts per month • 4 Textable numbers and 6 keywords 		Automated Texting Using Drip Campaigns	
	Custom Keyword Campaigns to Collect Contact Info	Their expertise relies more in marketing than In emergency and public safety		
	Advanced Reporting & Insights			
	Technical Support			
Regroup Mass Notification	Regroup offers ways to send and receive messages, including email, text/SMS, push notifications, desktop alerts, voice calls, and their AlertManager mobile app.	\$ 393.75	-High Quality UX interface including mobile App facilitating the front end administrator access to it.	Highest Cost
	Emergency Alerts Made Easy: QuickPost templates and automated alerts from the Integrated Public Alert & Warning System (IPAWS), NOAA, and National Weather System (NWS) make it easy to keep people safe during emergencies.			
	SAMPLE PRICING FOR UP TO 2200 MEMBERS (150,000 SMS/TTS unlimited push, social media and email notifications) Includes unlimited groups/admins/locations, database integration, both mobile apps, text to join & QR codes, post translation, mapping (geo-targeted messaging) and unlimited training & support- \$5725 year one-\$4725 annually after that.		Deliver communications over multiple channels increasing the likelihood an alert is seen	
	Technical Support			
SMS from Office 365	Text and image to emails and / or SMS	Implementation cost (one-time) plus \$0.0075 / SMS (email is free) \$1/mo plus	Inexpensive to use	Needs to be developed / configured by Village Staff / Consultant in the production environment
	Can customize information captured for messaging (topic; grouping of message - safety, public meetings, social events, etc.; audience...)		Can be configured / customized to meet the communication needs of the village as those needs change	No fallback if connectivity issues occur
	Can customize information captured for residents (groupings by location, interests, etc)		Can email / text (or both) as desired Can determine triggers (what action starts the messaging process) based on village needs	Least tested solution

Let's Play Rigamajig Grants

One of the biggest challenges many communities face in their efforts to prioritize play is fundraising. That's why KaBOOM! Offers grant opportunities to help communities take bold steps toward beginning or completing playspace projects. Applications for Let's Play Imagination Playground Grants and Let's Play Rigamajig Grants are accepted on a rolling basis with deadlines at the end of each month. Applications for Build it with KaBOOM! Grants are accepted on an ongoing basis and approximately 175 – 200 nonprofits and municipalities are awarded annually as funding becomes available.

Award: \$15,000 to be used toward playground equipment

Deadline: Rolling

http://www.ysa.org/kaboom_grants