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2012



2013

MIAMI SHORES VILLAGE

A FLORIDA MUNICIPALITY



for the Fiscal Year
beginning October 1 &
ending September 30

Adopted Operating and Capital Budgets
by Department by Division

Prepared by the Miami Shores Village Finance Department
Approval by the Miami Shores Village Council, September 18, 2012



Miami Shores Village

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JIM MCCOY
MAYOR

HUNT DAVIS
VICE MAYOR

AL DAVIS
COUNCILMAN

STEVE LOFFREDO
COUNCILMAN

JESSE WALTERS
COUNCILMAN

TOM BENTON
VILLAGE MANAGER

BARBARA ESTEP, MMC
VILLAGE CLERK

RICHARD SARAFAN
VILLAGE ATTORNEY

June 28, 2012

Mayor Jim McCoy and Members
of the Miami Shores Village Council
10050 N.E. 2nd Avenue
Miami Shores, FL 33138

Subject: Fiscal Year 2012-2013 Operating
and Capital Improvement Budgets

Dear Mayor McCoy and Village Council Members:

To comply with the Florida State Statute 200.065 and Village Charter Section 34 (2), I present to you the proposed Operating Budgets for the Village's fiscal year beginning October 1, 2012 and ending September 30, 2013. On June 1, 2012 we received the Dade County Tax Assessor's preliminary ad valorem tax information which indicated that our property values increased 2.8% or \$155,682. This is the first increase in property values in four years' time. We anticipate receiving the final property assessment number from the County on Monday, July 2nd, and should there be any significant change in value, we will provide you with an updated Budget Message. As is customary when we begin to prepare the budget document, we compare our anticipated revenue stream with our current level of expenditures and budget requests as submitted by our Department Directors. As a result of those calculations, the budget was out of balance by approximately \$905,308, which is down from this year's deficit of \$1,130,328.

We have continued our four year policy which established a hiring freeze, with only essential positions being filled by new employees. Spending thresholds also remain at reduced levels, with each operational expense thoroughly reviewed. In order to make up the \$ 905,308 expense versus revenue variance, we are proposing to take the difference from our Fund Balance account which currently stands at approximately \$7.6 million. This Fund Balance account represents the Village's "savings account" and consists of unencumbered funding to be used for emergency purchases and/or other projects for which the Council chooses to initiate or designate funding. As a general rule of thumb, a Village our size with a \$12 million General Fund budget should keep a Fund Balance of at least \$3 million.

We are currently in contract negotiations with the Police Benevolent Association (PBA) whose contract expired September 30, 2012. We also have a wage reopener in the Federation of Public Employees contract for the upcoming fiscal year. The Village Council has the final say on both of these important issues as the negotiations conclude subject to the collective bargaining process.

As presented, there is no increase in the millage rate which will remain at **8.0**, nor are there any cuts in services contained in this budget. The debt service millage is set at **0.3046** for the Aquatic Center and at **0.4570** for the Doctors Charter School, for a total debt service levy of **0.7616**. It should be noted that we have budgeted the Charter School rent payment of \$180,000 in this year's budget, \$49,004 of which goes towards insurance for the building and the remaining \$130,996 as revenue.

The proposed budgets for each of the individual reporting funds for fiscal year 2012-2013 are: **General Fund \$12,739,550**, **Special Revenue Funds \$2,844,103**, (Excise taxes, Local Option Gas tax, Transportation Surtax Fund), **Enterprise Fund \$3,589,546**, (Sanitation and Stormwater Fund), **Debt Service Fund, \$915,708**, (Charter School Bond, Pool Bond, and loans for capital improvements), and the Village's **Internal Service Funds \$1,981,790**, (Risk Management and Fleet Maintenance), **Grant Fund, \$52,999** and a **Capital Project Fund of \$276,070**. Our combined budgets total **\$22,399,766**. The total FY 2012-2013 capital projects included in the above Funds totals **\$1,128,658** (a copy of the capital replacement schedule is attached).

As in past years, each departmental budget contains line items which reflect the various insurance premium obligations paid by the Village and designated to each Village department. The Village utilizes a formula recommended by our insurance carrier, the Florida League of Cities to calculate the costs. As a result of this adjustment, shown on line .24000, several departments' personnel costs increased or decreased from the prior year. Of particular significance is the increase to the Police Department workers comp line item of \$46,381 due to an increase in the rate for Police personnel. It should also be noted that the Police Department pension cost to the Village has increased \$260,000 to \$1,200,000.

As required by Florida State Statutes, the Village must follow specific time frames and take certain steps to adopt and levy Ad Valorem Taxes for the new fiscal year. On Tuesday, July 10, and possibly Wednesday July 11, 2012, we will hold the Annual Budget Workshop. The Budget Workshop begins at 6:00 PM. At this meeting, the Council will meet with the Manager and the Department Heads to review and consider each Department's operating budget request. No formal actions occur at this workshop. However this is the opportunity for Council to ask questions, include, exclude, add, delete, or modify the proposed budget.

Following the workshop meeting, a resolution will be presented to you during the regularly scheduled July 17, 2012 Council Meeting. The resolution adopts legislation that tentatively sets the millage rates for the operating and capital budget, the two debt service levies, and will also set the first of two required public hearings in September.

In September, the Village Council will hold two public hearings. The first of these two mandatory hearings to comply with the "Truth and Millage Legislation" is tentatively scheduled on Tuesday, September 4, 2012 at 6:30 PM. The second of two meetings will be held two weeks later and will be tentatively scheduled for Tuesday, September 18, 2012. At the second meeting, Council will adopt two resolutions; the first will be adopting the final Ad Valorem Tax levies for the new fiscal year, and the second will adopt the final Operating Budgets. Notice of those hearings will be provided according to the State's TRIM requirements and residents will have the opportunity to express their views on the proposed budgets during either of those two hearings.

Respectfully Submitted,

Tom Benton
Village Manager

2012-13 Budget Message Letter

**Miami Shores Village
Adopted FY2012-13
Operating Expense
Revenue Report by Fund/Classification**

	AUDITED ACTUAL FY2011	AMENDED BUDGET FY2012	TOTAL PROJECTED TO 9.30.2012	BUDGETARY VARIANCE FY2011-12	FY2013 ADOPTED	VARIANCE TO FY12 BUDGET	% CHG
Ad Valorem Taxes							
Current Ad Valorem Taxes	\$ 5,614,746	\$ 5,469,370	\$ 5,468,318	\$ (1,052)	\$ 5,704,697	\$ 235,327	4.30%
Sub-total: Taxes	\$ 5,614,746	\$ 5,469,370	\$ 5,468,318	\$ (1,052)	\$ 5,704,697	\$ 235,327	4.30%
Licenses & Permits							
Building Permits	\$ 802,425	\$ 450,000	\$ 500,000	\$ 50,000	\$ 500,000	\$ 50,000	11.11%
Plans submittal fees	\$ (223)	\$ 0	\$ 0	0	\$ -	(0)	-100.00%
Structural Engineering Fees	10,560	\$ -	\$ 4,140	4,140	20,000	20,000	**
Zoning & variance fees	14,733	\$ 6,000	\$ 6,000	-	6,000	-	**
Insurance Inspection Fee	120	\$ -	\$ -	-	-	-	**
Certificate of Re-occupancy	\$ 8,825	\$ 9,000	\$ 10,000	1,000	\$ 10,000	1,000	11.11%
Licenses & Permits: Other	\$ 58,697	\$ 52,000	\$ 50,000	(2,000)	\$ 50,000	(2,000)	-3.85%
Local Business Licenses: Village	101,402	\$ 70,000	\$ 70,000	-	70,000	-	**
Local Business Licenses: County	18,785	\$ 16,000	\$ 18,000	2,000	18,000	2,000	12.50%
Permit (Annual Alarm)	37,302	\$ 40,000	\$ 36,000	(4,000)	36,000	(4,000)	**
Sub-total: Licenses & Permits	\$ 1,052,625	\$ 643,000	\$ 694,140	\$ 51,140	\$ 710,000	\$ 67,000	10.42%
Fines & Forfeitures							
School Crossing Guards	\$ 21,145	\$ 20,000	\$ 20,000	\$ (0)	\$ 21,000	\$ 1,000	5.00%
Fines & Forfeitures: Police Dept	77,055	69,000	\$ 69,000	0	75,000	6,000	8.70%
Fines & Forfeitures: Library	8,805	9,000	\$ 8,000	(1,000)	8,000	(1,000)	-11.11%
Penalties & Delinquencies	971	1,000	\$ 1,000	-	1,000	-	**
Penalties: Local Business Licenses	1,990	1,500	\$ 2,296	796	2,000	500	33.33%
Fines & Forefeitures: Code Enforcement	219,940	150,000	\$ 180,000	30,000	180,000	30,000	20.00%
Sub-total: Fines & Forfeitures	\$ 329,906	\$ 250,500	\$ 280,297	\$ 29,797	\$ 287,000	\$ 36,500	14.57%
Rents & Royalties							
Country Club Rental	\$ 24,495	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ -	**
Charter School Rental	-	-	-	-	180,000	180,000	**
Sub-total: Rents/Royalties	\$ 24,495	\$ 25,000	\$ 25,000	\$ -	\$ 205,000	\$ 180,000	720.00%
Interest Earnings							
Interest earnings - Investments	4,886	24,000	1,504	(22,496)	15,000	(9,000)	-37.50%
Interest earnings - Investments	7,817	-	13,245	13,245	-	-	**
Interest earnings - SBA	156	-	341	341	-	-	**
Sub-total: Interest	\$ 12,859	\$ 24,000	\$ 15,090	\$ (8,910)	\$ 15,000	\$ (9,000)	-37.50%
Miscellaneous Revenues							
Other: Recycling sales	\$ 42,137	\$ 8,000	\$ 16,412	\$ 8,412	\$ 35,000	\$ 27,000	337.50%
Other: Lost & Paid books	762	650	647	(3)	800	150	23.08%
Local Government Grant	10,000	-	-	-	-	-	**
Fees: Clerk Fees for Misc.	6,337	-	368	368	-	-	**
Other Misc: Insurance Proceeds	493,880	18,000	-	(18,000)	-	(18,000)	**
Other Miscellaneous revenues	25,893	6,000	(1,284)	(7,284)	10,000	4,000	66.67%
Other: Library - miscellaneous	740	500	198	(302)	500	-	0.00%
Barry: Pilot Program Fees	26,425	-	26,000	26,000	27,000	27,000	**
Other: Auction & Sales Proceeds	-	-	20,000	20,000	-	-	**
Other: Legal Settlement	3,945	-	-	-	-	-	**
Other: Public Records Fees	3,131	-	4,310	4,310	-	-	**
Other: Unity Day	17,845	17,250	17,427	177	17,250	-	**
Discounts	144	50	196	146	200	150	300.00%
Sub-total: Miscellaneous Revenues	\$ 631,239	\$ 50,450	\$ 84,274	\$ 33,824	\$ 90,750	\$ 40,300	79.88%
Intergovernmental Revenues							
State Revenue Sharing	\$ 217,854	\$ 212,269	\$ 221,470	\$ 9,201	\$ 221,470	\$ 9,201	4.33%
Mobile Home License	95	100	100	-	100	-	100.00%
Alcohol Beverage Licenses	979	1,000	979	(21)	1,000	-	0.00%
1/2-cent Sales Tax	683,493	660,419	721,721	61,302	721,721	61,302	9.28%

**Miami Shores Village
Adopted FY2012-13
Operating Expense
Revenue Report by Fund/Classification**

	AUDITED ACTUAL FY2011	AMENDED BUDGET FY2012	TOTAL PROJECTED TO 9.30.2012	BUDGETARY VARIANCE FY2011-12	FY2013 ADOPTED	VARIANCE TO FY12 BUDGET	% CHG
Sub-total: Intergov'tal	\$ 902,421	\$ 873,788	\$ 944,270	\$ 70,482	\$ 944,291	\$ 70,503	8.07%
Charges for Services							
Charges: Lien Search	\$ 26,050	\$ 8,000	\$ 15,000	\$ 7,000	\$ 15,000	\$ 7,000	87.50%
Police Extra-duty Pay	251,079	226,392	237,711	11,319	237,711	11,319	5.00%
Police Extra-duty Surcharge	50,197	45,278	47,542	2,264	47,542	2,264	5.00%
Charges: Lot cleaning & mowing	51,057	40,000	40,000	-	40,000	-	0.00%
Charges: DOT Landscape maintenance	19,901	19,901	19,901	-	19,901	-	0.00%
Charges: Parking meter Fees	1,990	100	500	400	500	400	400.00%
Charges: Library Application Fees	5,426	3,800	4,000	200	4,000	200	5.26%
Charges: Library-Computer Access Fee	1,150	1,400	1,000	(400)	1,000	(400)	-28.57%
Recreational fees: Summer Camp	153,791	120,000	150,063	30,063	135,000	15,000	12.50%
Recreational fees: After-school programs	154,618	140,000	158,246	18,246	145,000	5,000	3.57%
Recreational fees: Intramural Soccer	35,156	33,000	34,458	1,458	33,000	-	0.00%
Recreational fees: Intramural Baseball	25,996	22,000	27,967	5,967	24,000	2,000	9.09%
Recreational fees: Intramural Basketball	31,843	25,000	36,903	11,903	25,000	-	0.00%
Recreational fees: Intramural Softball	4,100	4,200	5,135	935	4,200	-	0.00%
Recreational fees: Little Cleat	8,081	9,000	11,786	2,786	9,500	500	**
Recreational fees: Flag Football	16,852	15,000	13,378	(1,622)	14,500	(500)	**
Recreational fees: Athletic Field Rental	8,341	6,000	6,725	725	6,000	-	0.00%
Recreational fees: Camp Trips	-	-	19	19	-	-	**
Recreational fees: Bridge Rental	17,705	16,332	17,000	668	16,500	168	1.03%
Recreational fees: Comm Ctr Facil Rentals	14,272	12,280	7,103	(5,177)	7,103	(5,177)	-42.16%
Recreational fees: Comm Ctr Classes	313,724	266,600	318,959	52,359	330,000	63,400	23.78%
Recreational fees: Adventure Camp	19,474	18,000	17,930	(70)	18,000	-	0.00%
Recreational fees: Speciality Camp	35,531	20,000	40,768	20,768	40,000	20,000	100.00%
Recreational fees: Non Resident	13,401	6,000	7,902	1,902	6,750	750	**
Recreational fees: Basketball	2,693	2,100	1,797	(303)	2,100	-	100.00%
Recreational fees: Snack Shack Rental	1,470	1,800	1,870	70	1,800	-	100.00%
Recreational fees: Concession - Pool	30,709	32,000	30,006	(1,995)	30,000	(2,000)	100.00%
Recreational fees: Tennis Admission Village	221	500	509	9	500	-	**
Recreational fees: Other Tennis Prgm	1,313	1,500	1,331	(169)	1,500	-	**
Recreational fees: Aquatic Admissions	84,233	100,000	85,406	(14,594)	82,000	(18,000)	-18.00%
Recreational fees: Swim classes	65,113	50,000	50,962	962	50,000	-	0.00%
Recreational fees: Aquatic Facility Rental	42,495	35,000	32,990	(2,010)	35,000	-	0.00%
Recreational fees: SwimTeam Registration	12,905	12,000	11,617	(383)	11,000	(1,000)	-8.33%
Recreational fees: Umbrella Rental Admissior	10,091	6,000	6,688	688	6,000	-	**
Recreational fees: Umbrella Rental Concessio	11,349	6,000	7,188	1,188	8,000	2,000	**
Recreational fees: Program Refunds	(16,749)	-	(14,363)	(14,363)	(16,000)	(16,000)	**
Recreational fees: Other Staff Reimbursemen	5,403	-	4,862	4,862	5,000	5,000	**
Recreation Fees: Insurance proceeds	20,346	-	9,447	9,447	8,000	8,000	0.00%
Sub-total: Charges for services	\$ 1,531,327	\$ 1,305,183	\$ 1,450,304	\$ 145,121	\$ 1,405,107	\$ 99,924	7.66%
Interfund & Equity Transfers							
Interfund transfer from Excise Tax Fund	\$ 2,137,473	\$ 2,191,000	\$ 2,191,000	\$ -	\$ 2,120,600	\$ (70,400)	-3.21%
Interfund transfer: Sanitation Mgmt Fee	200,000	300,000	300,000	-	350,000	50,000	16.67%
Interfund transfer: Storm water Mgmt Fee	35,000	35,000	35,000	-	45,000	10,000	28.57%
Interfund transfers from Grant Fund	-	-	-	-	96,185	96,185	0.00%
Interfund transfers from Hurricane Fund	201,327	-	-	-	-	-	0.00%
Contribution Fund Balance	-	1,130,328	-	(1,130,328)	765,920	(364,408)	**
Contribution Fund Balance Amendment #1	-	63,109	-	(63,109)	-	(63,109)	**
Sub-total: Contributions	\$ 2,573,800	\$ 3,719,437	\$ 2,526,000	\$ (1,193,437)	\$ 3,377,705	\$ (341,732)	-9.19%
Total Income: General Fund	\$ 12,673,419	\$ 12,360,728	\$ 11,487,694	\$ (873,034)	\$ 12,739,550	\$ 378,822	3.06%

**Miami Shores Village
Adopted FY2012-13
Operating Expense
Revenue Report by Fund/Classification**

	AUDITED ACTUAL FY2011	AMENDED BUDGET FY2012	TOTAL PROJECTED TO 9.30.2012	BUDGETARY VARIANCE FY2011-12	FY2013 ADOPTED	VARIANCE TO FY12 BUDGET	% CHG
Excise Tax Proceeds (F120)							
Franchise Fees: Electricity	\$ 652,393	\$ 705,000	\$ 705,000	\$ (0)	\$ 650,000	\$ (55,000)	-7.80%
Franchise Fees: Gas	\$ 11,828	\$ 10,000	10,000	(0)	14,000	4,000	40.00%
Franchise Fees: Solid Waste	\$ 8,606	\$ 8,000	8,000	(0)	9,600	1,600	20.00%
Public Service Tax: Electricity	\$ 737,523	\$ 698,000	698,000	-	723,000	25,000	3.58%
Public Service Tax: Simplified Telecom	\$ 568,859	\$ 630,000	630,000	0	570,000	(60,000)	-9.52%
Public Service Tax: Water	\$ 131,845	\$ 110,000	109,999	(1)	122,000	12,000	10.91%
Water (North Miami) Utility Taxes	\$ -	\$ 7,000	7,374	374	7,000	-	0.00%
Public Service Tax: Gas	\$ 26,419	\$ 23,000	23,000	0	25,000	2,000	8.70%
Total Income: Excise Taxes	\$ 2,137,473	\$ 2,191,000	\$ 2,191,372	\$ 372	\$ 2,120,600	\$ (70,400)	-3.21%
Local Option Gas Tax Proceeds (F130)							
LOGT: 6 - cent Tax	\$ 196,135	\$ 193,147	\$ 183,034	(10,113)	\$ 188,753	\$ (4,394)	-2.27%
LOGT: 3 - cent Tax	\$ 76,219	\$ 73,707	63,511	(10,196)	\$ 73,454	(253)	-0.34%
State Revenue Sharing: Fuel Tax	\$ 86,060	\$ 93,286	79,506	(13,780)	\$ 80,343	(12,943)	-13.87%
Gasoline Tax Refund	\$ 14,776	\$ 12,000	16,449	4,449	\$ 15,405	3,405	28.38%
Interest allocation	\$ 1,529	\$ 1,051	1,082	31	\$ 1,468	417	39.68%
Contribution from Fund Balance	\$ -	\$ 373,335	373,335	-	\$ 15,450	(357,885)	**
Total Income: Local Option Gas	\$ 374,719	\$ 746,526	\$ 716,917	\$ (29,609)	\$ 374,873	\$ (371,653)	-49.78%
Half-cent Transportation Surtax (F135)							
Proceeds from Surtax Levy for operations	\$ 221,914	\$ 221,914	\$ 40,462	\$ (181,452)	\$ 275,000	\$ 53,086	23.92%
Proceeds from Surtax (20% Transport Reserves)	\$ 55,479	\$ 55,479	10,115	(45,364)	69,000	13,521	24.37%
Interest earnings	\$ 1,000	\$ 1,000	506	(494)	630	(370)	-37.00%
Contribution from Fund Balance	\$ 64,521	\$ 64,521	-	(64,521)	4,000	(60,521)	-93.80%
Total: 1/2-Cent Transport Surtax	\$ 342,914	\$ 342,914	\$ 51,083	\$ (291,831)	\$ 348,630	\$ 5,716	1.67%
Debt Service Fund (F201)							
AV Taxes - Current Real Property	\$ 529,060	\$ 532,810	\$ 532,810	\$ -	\$ 535,376	\$ 2,566	0.48%
Interfund: General Fund	395,878	286,628	286,630	2	286,630	2	0.00%
Interfund: Local Option Gas Tax Fund	93,702	93,702	93,702	-	93,702	-	0.00%
Interest earnings	3,163	-	940	940	-	-	**
Total Income: Debt Service	\$ 1,021,803	\$ 913,140	\$ 914,082	\$ 942	\$ 915,708	\$ 2,568	0.28%
Capital Project Fund (F301)							
Interfund: General Fund	\$ 267,800	\$ 270,200	\$ 270,200	\$ -	\$ 276,070	\$ 5,870	2.17%
Interest earnings	3,297	-	-	-	-	-	0.00%
Contribution from Surplus	575,321	1,105,165	1,223,727	118,562	-	(1,105,165)	-100.00%
Total Income: Capital Project	\$ 846,418	\$ 1,375,365	\$ 1,493,927	\$ 118,562	\$ 276,070	\$ (1,099,295)	-79.93%
Stormwater Operations (F402)							
Charges: Utility service Fees	\$ 235,867	\$ 255,357	\$ 238,870	\$ (16,487)	\$ 251,442	\$ (3,915)	-1.53%
Utility Service Fee Discounts	\$ -	\$ (10,214)	-	10,214	\$ (10,058)	156	**
Penalties & Delinquencies	12,800	3,000	4,433	1,433	3,000	-	0.00%
Interest: Allocation of Earnings	1,152	1,150	665	(485)	665	(485)	-42.17%
Contribution from Retained Earnings	-	9,154	-	(9,154)	100,000	90,846	**
Total Income: Storm Water	\$ 249,819	\$ 258,447	\$ 243,968	\$ (14,479)	\$ 345,049	\$ 86,602	33.51%
Sanitation Operations (F405)							
Charges: Sanitation Service Fees	\$ 2,522,596	\$ 2,694,134	\$ 2,586,369	\$ (107,765)	\$ 2,688,635	(5,499)	-0.20%
Sanitation Fee Discounts	\$ -	\$ (107,765)	-	107,765	\$ (107,545)	220	**
Charges: Special Pick-up Fees	1,292	3,000	976	(2,024)	1,000	(2,000)	-66.66%
Fees Billing Arrangements	(6,370)	-	-	-	-	-	**
Charges: Recycling (Biscayne Park)	35,000	35,000	35,000	-	35,000	-	0.00%
Penalties: Delinquent & Penalty fees	103,584	50,000	76,052	26,052	73,500	23,500	47.00%
Interrest: Bank of America	1,161	2,279	868	(1,411)	974	(1,305)	**
Sale of Surplus Assets	8,880	-	-	-	-	-	0.00%
Santion Fees Refund	59	-	4,149	4,149	2,000	2,000	0.00%
Contribution from Retained Earnings	-	210,413	195,996	(14,417)	550,933	340,520	161.83%

**Miami Shores Village
Adopted FY2012-13
Operating Expense
Revenue Report by Fund/Classification**

	AUDITED ACTUAL FY2011	AMENDED BUDGET FY2012	TOTAL PROJECTED TO 9.30.2012	BUDGETARY VARIANCE FY2011-12	FY2013 ADOPTED	VARIANCE TO FY12 BUDGET	% CHG
Total Income: Sanitation	\$ 2,666,202	\$ 2,887,061	\$ 2,899,410	\$ 12,349	\$ 3,244,497	\$ 357,436	12.38%
Grants							
Grant: Police COPS Grant	\$ 133,322	\$ 141,815	-	(141,815)	\$ 52,999	(88,816)	**
Total income: Grants	\$ 133,322	\$ 141,815	\$ -	\$ (141,815)	\$ 52,999	\$ (88,816)	\$ -
Internal Service Funds							
Finance: Risk Management (F501)	\$ 838,150	\$ 861,413	\$ 783,523	\$ (77,890)	\$ 756,924	\$ (104,489)	-12.13%
Public Works: Fleet Maintenance (F550)	1,079,265	1,224,225	1,184,700	(39,525)	1,224,866	641	0.05%
Total income: Internal Services	\$ 1,917,415	\$ 2,085,639	\$ 1,968,223	\$ (117,415)	\$ 1,981,790	\$ (103,849)	-4.98%
GRAND TOTAL ALL FUNDS	\$ 22,363,504	\$ 23,302,635	\$ 21,966,676	\$ (1,335,958)	\$ 22,399,766	\$ (902,868)	-3.87%

\$ 22,363,504	\$ 23,302,635	\$ 13,456,429	\$ (95,676)	\$ 22,399,766	\$ (902,869)	-3.87%
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	AUDITED ACTUAL FY2011	AMENDED BUDGET FY2012	TOTAL PROJECTED TO 9.30.2012	BUDGETARY VARIANCE FY2011-12	PROPOSED BUDGET FY 2013	Variance between FY12 vs FY 13	% Chg: FY12 v FY13
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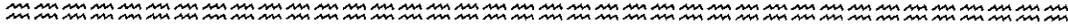
Revenues	12,673,419	12,360,728	11,487,694	873,034	12,739,550	378,822	3.06%
Expenses	11,523,618	12,360,728	11,700,252	660,476	12,739,550	378,822	3.06%
	1,149,801	(0)	(212,559)	212,558	(0)	0	6.13%

Miami Shores Village
 Adopted FY12-13
 Operating Expense
 Expense Report by Fund/Classification

Department / Division	AUDITED ACTUAL FY2011	AMENDED BUDGET FY2012	TOTAL PROJECTED TO 9.30.2012	BUDGETARY VARIANCE FOR FY2011-12	FY 2013 ADOPTED	VARIANCE TO FY12 BUDGET	% CHG
Office of the Mayor & Village Council	\$ 8,995	\$ 5,906	\$ 4,958	\$ 948	\$ 5,969	\$ 63	1.07%
Office of the Village Attorney	131,200	120,299	109,916	10,383	\$ 121,325	1,026	0.85%
Office of the Village Manager	223,059	234,189	222,094	12,095	\$ 225,323	(8,866)	-3.79%
Office of the Village Clerk	144,978	132,028	115,088	16,940	\$ 148,521	16,493	12.49%
Code Enforcement Division	170,764	166,528	148,621	17,907	162,020	(4,508)	-2.71%
Building Department	341,512	345,251	342,358	2,893	357,598	12,347	3.58%
Planning & Zoning Department	147,805	153,885	146,397	7,488	152,308	(1,577)	-1.02%
Finance Department	503,037	513,026	494,723	18,303	516,957	3,931	0.77%
Police Department	5,259,661	5,875,168	5,536,499	338,669	6,245,160	369,992	6.30%
Police Department: School Guard	40,864	38,927	37,032	1,895	39,803	876	2.25%
Public Works: Parks Division	340,974	387,807	383,363	4,444	393,462	5,655	1.46%
Public Works: Street Maintenance	383,777	471,223	443,078	28,145	437,002	(34,221)	-7.26%
Public Works: Administration	357,819	373,359	346,794	26,565	363,445	(9,914)	-2.66%
Public Works: Recreation Maintenance	139,748	134,231	135,403	(1,172)	133,830	(401)	-0.30%
Recreation (Combined)	1,808,653	1,921,867	1,863,429	58,438	1,964,788	42,921	2.23%
Library Operations	389,360	379,496	363,879	15,617	386,082	6,586	1.74%
Unclassified / Non-Departmental	1,131,412	1,107,538	1,006,622	100,916	1,085,957	(21,581)	-1.95%
TOTAL General Fund Expenses	\$ 11,523,618	\$ 12,360,728	\$ 11,700,252	\$ 660,476	\$ 12,739,550	\$ 378,822	3.06%
Finance: Excise Tax Fund Transfers (F120)	\$ 2,137,473	\$ 2,191,000	\$ 2,191,371	\$ (371)	\$ 2,120,600	\$ (70,400)	-3.21%
PWks: Local Option Gas Tax Funds (F130)	218,682	754,503	719,526	34,977	374,873	(379,630)	-50.32%
PWks: 1/2-ct Transport Surtax Fund (F135)	196,976	346,817	343,125	3,692	348,630	1,813	0.52%
Capital Project Fund (301)	846,379	1,387,365	1,493,927	(106,562)	276,070	(1,111,295)	-80.10%
Police COPS Grant (150)	156,376	141,815	126,455	15,360	52,999	(88,816)	**
Sub-total: All Other Funds	\$ 3,555,886	\$ 4,821,500	\$ 4,874,404	\$ (52,904)	\$ 3,173,171	\$ (1,648,329)	-34.19%
Internal Service Funds							
Finance: Risk Management Division (F501)	\$ 710,690	\$ 861,413	\$ 747,864	\$ 113,549	\$ 756,924	\$ (104,489)	-12.13%
Public Works: Fleet Maintenance Div. (F550)	1,055,572	1,224,225	1,130,139	94,086	1,224,866	641	0.05%
Sub-total: Internal Service Funds	\$ 1,766,262	\$ 2,085,639	\$ 1,878,003	\$ 207,636	1,981,790	(103,849)	-4.98%
Enterprise Funds							
Public Works: Storm Water Operations (F402)	\$ 225,992	\$ 258,447	\$ 216,208	\$ 42,239	\$ 345,049	\$ 86,602	33.51%
Public Works: Sanitation Operations (F405)	2,457,285	2,887,061	2,763,189	123,872	3,244,497	357,436	12.38%
Sub-total: Enterprise Funds	\$ 2,683,277	\$ 3,145,508	\$ 2,979,397	\$ 166,111	3,589,546	444,038	14.12%
Debt Service Funds							
GO Bond, Series 1999 (Aquatics)	\$ 217,344	\$ 212,150	\$ 210,600	\$ 1,550	\$ 214,100	\$ 1,950	0.92%
GO Bond, Series 2004 (Chtr School)	\$ 324,110	320,660	320,660	-	321,276	616	0.19%
Suntrust Loan (\$3.5m)	380,327	380,330	380,330	-	380,332	2	**
Capital Lease 2008							**
Sub-total: Debt Service Funds	\$ 921,781	\$ 913,140	\$ 911,590	\$ 1,550	\$ 915,708	2,568	0.28%
Grand Total: All Funds	\$ 20,450,824	\$ 23,326,515	\$ 22,343,646	\$ 982,870	\$ 22,399,766	\$ (926,750)	-3.97%

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



OFFICE OF THE MAYOR & COUNCIL

Services, Functions and Activities

Miami Shores Village is governed by a five member Village Council, elected at large on a nonpartisan basis. The Mayor presides at all Council meetings and other Village functions and is the ceremonial head of the Village.

The Council legislatively establishes policy and appoints the Village Manager, who is responsible for administration of that policy and for managing the Village's departments and services. Additionally, the Village Council appoints the Village Clerk and Village Attorney.

Council elections are held on the second Tuesday of April, every odd numbered year. Council member terms are four years for the candidates receiving the first and second highest number of votes. The candidate receiving the third highest number of votes is elected to Council for a two year term. To be eligible to seek office, prospective candidates must reside in Miami Shores Village for six months and must qualify as a voter of the State and of the Village.

Regular Council meetings are held in the Council Chambers of the Village Hall on the first and third Tuesday of each month (excluding August) at 7:00 p.m. Special meetings may be held when required.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 916	\$ 163	\$ (753)
Operating costs	4,990	5,806	816
Capital outlay ...	-	-	-
TOTAL	<u>\$ 5,906</u>	<u>\$ 5,969</u>	<u>\$ 63</u>

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

OFFICE OF THE MAYOR & COUNCIL
Code 001-0100-511.*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.11000	Executive Salaries	\$ 5	Mayor & Council receive annual stipends of \$1 each as stipulated by the Village Charter
.24000	ISF: Workers' Compensation	<u>158</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 163</u>	

OPERATING EXPENSES

.40000	Travel	\$ 800	Conference and meeting reimbursement for Council members
.45100	ISF: Risk Management	781	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.47000	Printing	500	Stationary and business cards for Council members
.48000	Advertising & Promotion	200	Promotional materials
.49000	Other Current Charges	250	Plaques, flowers and awards requested by Council; photos for Council functions and presentations
.51000	Office Supplies	50	Office supplies for five (5) Council members
.52400	Uniforms	225	Uniform Shirts for five (5) Council members

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

OFFICE OF THE MAYOR & COUNCIL
Code 001-0100-511.*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
.54000	Subscriptions and Memberships	2,100	Annual membership to Florida League of Cities, and Miami-Dade League of Cities
.58000	Training & Education	400	Registration Fees for Conference/Training Attendance.
.58300	Organization Meetings	<u>500</u>	Attendance at Miami-Dade County League of Cities meetings
	<i>Subtotal: Operating Expenses</i>	<u>\$ 5,806</u>	
TOTAL: Office of the Mayor and Village Council			
		<u>\$ 5,969</u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida

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### OFFICE OF THE VILLAGE ATTORNEY

#### *Services, Functions and Activities*

The Village Attorney, appointed by the Village Council, provides legal counsel to the Village Council, the Village Manager, Village departments and various advisory boards.

The Village Attorney has the primary responsibility to coordinate legal matters of the Village. The Village Attorney provides legal counsel in the preparation of contracts or agreements, as well as other legal documents.

The Village contracts a separate and independent labor attorney to provide counsel and representation on labor-related matters, such as employment contracts and collective bargaining agreements.

#### BUDGET HIGHLIGHTS

|                       | <u>FY'12</u>      | <u>FY'13</u>      | <u>Change</u>   |
|-----------------------|-------------------|-------------------|-----------------|
| Personnel costs ..... | \$ -              | \$ -              | \$ -            |
| Operating costs ..... | 120,299           | 121,325           | 1,026           |
| Capital outlay ...    | -                 | -                 | -               |
| TOTAL .....           | <u>\$ 120,299</u> | <u>\$ 121,325</u> | <u>\$ 1,026</u> |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

OFFICE OF THE VILLAGE ATTORNEY  
Code 001-0200-514.\*\*\*\*\*

| <u>CODE</u>                 | <u>CLASSIFICATION</u>                            | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                 |
|-----------------------------|--------------------------------------------------|-------------------|----------------------------------------------------------------------------------------------------|
| <b>OPERATING EXPENSES</b>   |                                                  |                   |                                                                                                    |
| .31200                      | Professional Services:<br>Legal - General        | \$ 20,000         | Fees anticipated for special legal research, opinions, supplemental negotiations or representation |
| .31210                      | Professional Services:<br>Legal - Retainer       | 50,400            | Legal retainer for Village Attorney                                                                |
| .31220                      | Professional Services:<br>Legal - Labor          | 30,000            | Fees anticipated for general labor costs and representation on labor issues as needed              |
| .31230                      | Professional Services:<br>Legal - Litigation     | 20,000            | Legal fees anticipated for Village representation brought to the court system                      |
| .31245                      | Professional Services:<br>Legal - Franchise      | -                 | Legal fees anticipated for Village representation concerning franchise agreements.                 |
| .31250                      | Professional Services:<br>Legal - Other          | -                 | Fees for serving notices, taking depositions, and other court related services                     |
| .31275                      | Professional Services:<br>Legal - Charter School | -                 | Legal fees anticipated for Village representation associated with the Charter School.              |
| .45100                      | ISF: Risk Management                             | 475               | Allocated costs to fund general liability insurance.                                               |
| .47000                      | Printing                                         | 100               | Business cards / stationary                                                                        |
| .58000                      | Training & Education                             | <u>350</u>        | Attendance at workshops and seminars                                                               |
|                             | <i>Subtotal: Operating Expenses</i>              | <u>\$ 121,325</u> |                                                                                                    |
| <b>TOTAL: LEGAL COUNSEL</b> |                                                  | <u>\$ 121,325</u> |                                                                                                    |

# FY 2012 - 2013 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida

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OFFICE OF THE VILLAGE MANAGER

Services, Functions and Activities

The Office of the Village Manager is responsible for the management and operation of all aspects of the Village. As Chief Executive and Administrative Officer for the Village, the Manager is appointed by and serves at the discretion of the Village Council.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 208,947	\$ 203,525	\$ (5,422)
Operating costs	25,242	21,798	(3,444)
Capital outlay	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL	<u>\$ 234,189</u>	<u>\$ 225,323</u>	<u>\$ (8,866)</u>

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida

OFFICE OF THE VILLAGE MANAGER

Code 001-0300-512.*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
PERSONNEL SERVICES			
.11000	Executive Salary	\$ 165,451	Village Manager base salary
.11001	Executive Benefit	6,500	Executive package
.11001	Executive Benefit - Manager	15,500	ICMA Pension contribution
.18250	Longevity pay	1,500	Benefit paid to tenured employees per policy.
.21000	FICA	9,361	Social Security and Medicare taxes
.23000	Health Insurance	5,024	Estimated annual per employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>189</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 203,525</u>	

OPERATING EXPENSES

.31260	Prof Services: Lobbyist	\$ 12,000	Funding to pay for Village's Tallahassee lobbyist.
.40000	Travel	250	Funding for local and intermediate training and administrative events.
.41200	Telecommunications: Cellular	100	Funding for AT&T Cellular phone

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

OFFICE OF THE VILLAGE MANAGER
Code 001-0300-512.*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
OPERATING EXPENSES - Continued			
.45100	ISF: Risk Management	2,131	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.45200	ISF: Fleet Maintenance	3,017	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.47000	Printing	75	Printing of miscellaneous forms and letterhead
.48000	Advertising and Promotions	1,200	Cost for special advertisements, notices, and reporting requirements, including annual Chamber of Commerce Ad.
.51000	Office Supplies	75	Pens, paper, ink and other office supplies for a one year period.
.52200	Other Operating Expenses	50	Supplies for printer and other equipment in Manager's office.
.54000	Subscriptions and Memberships	2,600	Annual Association Dues (ICMA, FCCMA, DCCMA, etc)
.58000	Training and Education	<u>300</u>	Funding for luncheons, meetings and other promotional activity.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 21,798</u>	
<hr/>			
TOTAL: Office of the Village Manager		<u><u>\$ 225,323</u></u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida

OFFICE OF THE VILLAGE CLERK

Services, Functions and Activities

The Office of the Village Clerk encompasses the traditional responsibility of record archiving, as well as general elections, coordination of Village Council meetings and Board selection process, Council and Commission appointments.

Publishing of the Village Council agendas, as well as agendas for the various Boards is an ongoing departmental activity. Recording secretarial services are provided to the Village Council and to many of the Boards, Committees and Commissions. The Clerk is responsible for providing minutes of these meetings.

Other responsibilities include publication of public hearing notices for ordinances and resolutions, requests for bids and board member vacancies. Notices are also published for changes to the Comprehensive Plan and changes in land use. The Clerk's office is responsible for complying with records requests in the form of paper copies, audio and video copies.

In addition to the above duties, the Clerk's office administers the Village's Local Business Tax Receipts program, ensuring payments of applicable taxes on a yearly basis. The issuance of film and peddler (solicitor) permits are also facilitated by the Clerk's office.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 106,705	\$ 106,466	\$ (239)
Operating costs	25,323	42,055	16,732
Capital outlay	-	-	-
TOTAL	<u>\$ 132,028</u>	<u>\$ 148,521</u>	<u>\$ 16,493</u>

This department is estimated to generate \$86,000 in General Fund revenues.

Increases in this budget year are due to Council Election costs and Training Education costs once again being charged to the Village.

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

OFFICE OF THE VILLAGE CLERK
Code 001-0303-512.*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.11000	Executive Salary	\$ 86,646	Village Clerk base salary
.11001	Executive Benefit	6,500	Executive package
.18250	Longevity pay	1,000	Benefit paid to tenured employees per policy.
.21000	FICA	7,202	Social Security and Medicare taxes
.23000	Health Insurance	5,024	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>94</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 106,466</u>	

OPERATING EXPENSES

.31000	Professional services	\$ 4,000	Funding to pay for Village-wide pre-employment testing services.
.40000	Travel	2,184	Costs to attend various conferences
.40200	Travel: Per diem allowance	490	Meal allowance while attending conferences and training
.42000	Postage	800	Charges for general mailing
.45100	ISF: Risk Management	2,131	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.47000	Printing	150	Cost for printing documents.
.48000	Advertising & Promotions	1,000	Employment and legal ads.
.49000	Other current charges	6,000	Codification of Code Book.
.49010	Other current: Elections	23,000	2013 Council Election Costs

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

OFFICE OF THE VILLAGE CLERK
Code 001-0303-512.*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES - Continues</u>			
.51000	Office supplies	200	Pens, pencils, paper, etc for staff .
.52200	Other operating expenses	50	Supplies for scanner and related equipment.
.54000	Subscriptions/Memberships	1,000	Annual fees for various organization memberships.
.58000	Training & Education	<u>1,050</u>	Registration fees for conference attendance.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 42,055</u>	
<hr/>			
TOTAL: Office of the Village Clerk		<u>\$ 148,521</u>	

FY 2012- 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida

CODE ENFORCEMENT DEPARTMENT

Services, Functions and Activities

The Code Enforcement Department performs community-wide inspections to maintain the highest standards of Miami Shores Village. By forging an alliance with the community and its residents, staff is able to achieve an exceptionally high compliance percentage. Continuing violations are processed through the Code Enforcement Board which may impose fines in the form of property liens. Staff associates work closely with the Police, Public Works and Finance Departments in order to achieve Village-wide community improvement programs.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 138,289	\$ 132,359	\$ (5,930)
Operating costs	28,239	29,661	1,422
Capital outlay	-	-	-
TOTAL	<u>\$ 166,528</u>	<u>\$ 162,020</u>	<u>\$ (4,508)</u>

This department is estimated to generate \$180,000 in General Fund Revenues.

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

Code Enforcement Division
Code 001-0351-529.*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
PERSONNEL SERVICES			
.12000	Regular Salaries	\$ 107,301	(1) - Code Enforcement Supervisor (1) - Code Enforcement Officer (1) Administrative Secretary - 50% allocated with Planning & Zoning
.14000	Overtime	2,000	Estimated overtime costs for special enforcement efforts and attendance at Board meetings under FLSA regulations
.18250	Longevity Pay	1,000	Benefit paid to tenured employees per policy.
.21000	FICA	8,438	Social Security and Medicare taxes
.23000	Health Insurance	12,547	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>1,073</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 132,359</u>	

OPERATING EXPENSES

.34000	Contractual Services	\$ 1,200	Funding for Intergov computer program
.34200	Court Filing Fees	6,000	Cost to record notices, orders and lien releases.
.41002	Telecomm: Internet	1,000	Estimated air card cost for internet access.
.42000	Postage	4,000	Correspondence and certified mail, notice of violations

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida

Code Enforcement Division

Code 001-0351-529.*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES - Continued</u>			
.45100	ISF: Risk Management	5,328	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.45200	ISF: Fleet Maintenance	8,163	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.46200	Repairs and Maintenance	250	Funding for emergency repairs for equipment not under contractual arrangements.
.47000	Printing	1,200	Printing of educational or advisory pamphlets and notices of violation
.51000	Supplies: General Office	900	Pens, paper, ink and other office supplies for a one year period for two and one half (2.5) full-time employees and Code Enforcement activities.
.52200	Supplies: Other operating	500	Toner for printers, special software requirements to support Code Enforcement program
.52225	Supplies: Computer IT Related	-	Laptop computer replacement.
.52400	Uniforms	200	Uniform costs for two (2) staff members.
.54000	Subscriptions and Memberships	120	Florida Association of Code Enforcement
.58000	Training and Education	<u>800</u>	Continued education funding for enforcement staff.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 29,661</u>	
<hr/>			
TOTAL: Code Enforcement Department:		<u>\$ 162,020</u>	

FY 2012-2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida

BUILDING DEPARTMENT

Services, Functions and Activities

The Building Department is responsible for the enforcement of all State, County and municipal construction and building related codes. Building inspections ensure compliance with the Miami Shores Village Code, the Florida Building Code and all other applicable State and Federal codes. Compliance includes building plans examination, permitting and the inspection of construction methods and materials. The Department processes all permit applications, ensuring the mandatory information and documentation are included. Upon completion of a project, the Department issues a certificate of occupancy or certificate of completion.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 323,385	\$ 332,368	\$ 8,983
Operating costs	21,866	25,230	3,364
Capital outlay	-	-	-
TOTAL	<u>\$ 345,251</u>	<u>\$ 357,598</u>	<u>\$ 12,347</u>

This department is estimated to generate \$576,000 in Revenue.

FY 2012- 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida

BUILDING DEPARTMENT
Code 001-0400-524.*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.11000	Executive Salary	\$ 97,709	Building Director base salary
.11001	Executive Benefit	6,500	Executive benefit package
.12000	Regular Salaries	67,108	(1) Administrative Supervisor (1) Permit Clerk (1) Part-Time Clerk
.13000	Other Wages	121,200	(3) Inspectors: Electrical, Plumbing & Mechanical (1) Inspector: Building (temporary as needed) (2) Structural Engineer (Funded by structural review fees)
.21000	FICA	22,530	Social Security and Medicare taxes
.23000	Health Insurance	15,025	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>2,296</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 332,368</u>	

OPERATING EXPENSES

.34100	Cont Svc: Temporary Labor	3,000	Funding for temporary labor staff to assist with operations during regular employee vacation.
.41002	Telecomm: Internet	-	Estimated air card cost for internet access.

FY 2012- 2013 ADOPTED OPERATING BUDGET

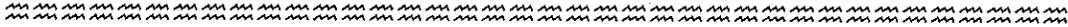
Miami Shores Village, Florida

BUILDING DEPARTMENT
Code 001-0400-524.*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES - Continued</u>			
.42000	Postage	700	Correspondence and certified mail.
.45100	ISF: Risk Management	9,591	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.45200	ISF: Fleet Maintenance	9,031	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.46200	Repairs and Maintenance	500	Estimated funding requirement for repairs and maintenance to furniture, fixtures, equipment not otherwise insured by service contracts.
.47000	Printing	-	Miscellaneous printing
.51000	Office Supplies	400	Pens, paper, ink and other office supplies for a one year period for three (3) full-time employees (1) part time employee
.52200	Other Operating Expenses	1,500	Paper, printer cartridges, filing cabinets & miscellaneous supplies for Building Department
.54000	Subscriptions and Memberships	<u>508</u>	Funding for various professional associations and publications.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 25,230</u>	
TOTAL: Building Department		<u><u>\$ 357,598</u></u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PLANNING and ZONING DEPARTMENT

Services, Functions and Activities

The mission of the Planning and Zoning Department is to provide Miami Shores Village with professional, courteous and timely planning services that promote and facilitate the orderly and efficient development of the community; to protect existing neighborhoods through sound regulatory controls; and to promote development that is in conformity with the Comprehensive Plan, Village Code, Federal and State regulations.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 136,435	\$ 135,630	\$ (805)
Operating costs	17,450	16,678	(772)
Capital outlay	-	-	-
TOTAL	<u>\$ 153,885</u>	<u>\$ 152,308</u>	<u>\$ (1,577)</u>

The department continues to hold costs down by providing professional planning services relating to the Village's Comprehensive Plan and Zoning Code rewrite previously provided by consultants and by providing GIS services to Village departments.

This department is estimated to generate \$6,000 in General Fund Revenues.

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

Planning & Zoning Division
Code 001-0450-515.*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
PERSONNEL SERVICES			
.11000	Executive Salary	\$ 98,193	Planning and Zoning Director base salary
.11001	Executive Benefit	6,500	Executive benefit package
.12000	Regular Salaries	12,480	Administrative Assistant (50% allocated with Code Enforcement Division)
.14000	Overtime	800	Estimated overtime costs for attendance to Board meetings under FLSA regulations.
.21000	FICA	9,040	Social Security and Medicare taxes
.23000	Health Insurance	7,462	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits.
.24000	ISF: Workers' Compensation	<u>1,155</u>	Allocated costs of workers compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 135,630</u>	

OPERATING EXPENSES

.31000	Professional Services	\$ 4,000	Village's cost for ongoing Comprehensive Plan revisions and funding to amend the Zoning Code.
.34000	Contract services	1,632	Annual maintenance fees to Enegov (\$1232)for software support and to ESRI (\$400) for GIS support.
.40000	Travel	4,000	Attend national American Planning Association conference and Florida APA conference to acquire credits necessary to maintain AICP certification and to keep up with new ideas, trends and research in planning.
.41200	Telecommunications: Cellular	25	Funding for AT&T cellular phone.
.42000	Postage	100	Zoning hearing notices, certified mailings miscellaneous correspondence.

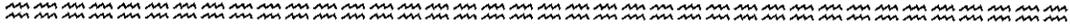
FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

Planning & Zoning Division
Code 001-0450-515.*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
.45100	ISF: Risk Management	3,197	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.45200	ISF: Fleet Maintenance	907	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to Florida League.
.47000	Printing	300	Informational brochures, notice boards, miscellaneous printing of promotional literature
.51000	Supplies: General Office	400	General office supplies for one and one half (1.5) full-time employees
.52200	Supplies: Other operating	1,000	Computer peripheral equipment, software, filing and storage facilities
.54000	Subscriptions and Memberships	717	American Planning Association, Florida Chapter, American Institute of Certified Planners, Florida Floodplain Managers Assoc
.58000	Training and Education	400	Costs associated with attending local planning meetings includes seminar cost, parking and related expenses.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 16,678</u>	

TOTAL: PLANNING and ZONING DEPARTMENT \$ 152,308

FY 2012 - 2013 ADOPTED OPERATING BUDGET MIAMI SHORES VILLAGE



FINANCE DEPARTMENT

Services, Functions and Activities

The Finance Department is responsible for the security of all Village funds. The department is a full-function operation ranging from basic accounting to comprehensive financial management and planning. Included in the many responsibilities of the department are: preparing the annual operating and capital budgets at the direction of the Village Manager; processing no less than fifty-two weekly payrolls and maintaining all appropriate records; filing the necessary payroll-related taxes and the corresponding recording of all financial transactions, ensuring the fiscal integrity of the Village; and, managing the information technology functions of the Village.

The Department is also responsible for the timely and accurate reporting of all financial activities. This includes the recording of the purchase orders, direct payments, invoices and daily deposits. The department is responsible for reconciling monthly bank statements, confirming all cash and electronic transactions.

The department also is charged with monitoring and coordinating the Village's four retirement plans: the General Employees' Pension System, the Police Officers' Retirement System, the ICMA-457 Deferred Compensation Plan and the VALIC-457 Deferred Compensation Plan. The responsibilities include the coordination of quarterly board of trustee meetings, distribution of materials and information to trustees and plan members, timely deposits of employee and Village contributions to all funds; and collating the year-end financial data for audit and year-end state reporting requirements.

The department also manages the Village's risk management function, employee benefit programs, cash management, debt service management, payroll, accounts payable and receivable and other finance-related matters.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 381,338	\$ 378,750	\$ (2,588)
Operating costs	81,688	88,207	6,519
Capital outlay ...	<u>50,000</u>	<u>50,000</u>	<u>-</u>
TOTAL	<u>\$ 513,026</u>	<u>\$ 516,957</u>	<u>\$ 3,931</u>

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

FINANCE DEPARTMENT
Code 001-0500-513-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.11000	Executive Salary	\$ 104,998	Finance Director base salary
.11001	Executive Benefit	6,500	Executive benefit package
.12000	Regular Salaries	216,381	(1) Comptroller (1) Human Resource Administrator (2) Finance Clerk - Accounts Payable & Payroll <u>Allocated chargebacks</u> (1) Courier (30% split with Police)
.18250	Longevity pay	1,000	Benefit paid to tenured employees per policy.
.21000	FICA	25,159	Social Security and Medicare taxes
.23000	Health Insurance	24,383	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>329</u>	Allocated cost of workers' compensation premiums paid to the FL League
	<i>Subtotal Personnel Services</i>	<u>\$ 378,750</u>	

OPERATING EXPENSES

.32000	Professional services: Audit	\$ 37,000	Funding for annual external audit to comply with State, Federal and local statutory provisions.
.34000	Contractual Services	28,000	Funding for departmental and centralized service contracts.
.40000	Travel	1,500	Funding for local and intermediate training and conference attendance.
.42000	Postage	1,000	Postage for accounts payable, collection letters and correspondence.
.42100	Freight / Delivery Charges	50	Miscellaneous freight charges for purchases.

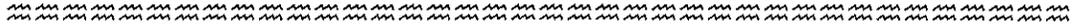
FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

FINANCE DEPARTMENT
Code 001-0500-513-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
OPERATING EXPENSES - Continued			
.45100	ISF: Risk Management	10,657	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.46200	Repairs and Maintenance	500	Funding for equipment not on service contracts or to repair items which are excluded from existing contract agreements.
.47000	Printing	2,000	Printing of CAFR, Budget (Proposed & Adopted), Pension reports and other state-mandated documents.
.48000	Advertising and Promotions	1,500	Provides funding for Annual Budget Notices, and other finance-related notices.
.51000	Supplies: General office	1,000	Pens, paper, ink and other office supplies for a one year period for five (5) full-time employees .
.52200	Supplies: Other operating	1,000	Operating supplies required for Finance-related equipment, not already funded in Village-wide supply account.
.54000	Subscriptions and Memberships	1,500	Funding for subscriptions to various journals and membership to various organizations.
.58000	Training and Education	<u>2,500</u>	Conference registration fees; charges to attend local training sessions and other educationally-related activities.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 88,207</u>	
<hr/>			
.91130	Transfer to Capital Projects	<u>\$ 50,000</u>	Partial funding for purchase of new Financial Administrative Software
	<i>Sub-total: Capital outlay</i>	<u>\$ 50,000</u>	
TOTAL: Finance Department		<u>\$ 516,957</u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



FINANCE DEPARTMENT Non-Departmental Division

Services, Functions and Activities

The *Non-departmental* group of accounts represents administrative cost or services of the General Fund that do not necessarily affect a single department or, to the contrary, affects multiple departments. The Non-departmental account is also the central funding source for interfund transfers (i.e. - transfers to fund capital projects, transfers out to the Debt Service Fund, etc.). Additionally, the Non-departmental department includes funding for accumulated leave settlements, representing the payout of leave time for individuals separating service with the Village through retirement or resignation.

The Department centralizes costs for office equipment rental, maintenance, supplies and the costs to maintain and service the Villages information technology management.

The Non-departmental department also includes the General Fund Contingency account. This account is for emergencies or Council-determined transfers. This year, the account is funded at \$75,000 and can only be used with Council approval.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 211,913	\$ 175,000	\$ (36,913)
Operating costs	354,010	278,825	(75,185)
Capital outlay	15,734	1,800	(13,934)
Other Expenses	<u>525,881</u>	<u>630,332</u>	<u>104,451</u>
TOTAL	<u>\$1,107,538</u>	<u>\$ 1,085,957</u>	<u>\$ (21,581)</u>

Significant changes include reduction in personnel costs for estimated leave settlement for the next fiscal year and reclassification of capital projects to the appropriate departments.

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

FINANCE DEPARTMENT
Non-Departmental Accounts
Code 001-0800-519-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
PERSONNEL SERVICES			
.18500	Accumulated Leave Settlements	\$ 20,000	Payout of accumulated leave for employees expected to retire or separate employment
.21000	FICA	-	Social Security and Medicare taxes
.22000	Employers Pension Contribution	150,000	Actuarially calculated required employer contribution for the General Employee Pension Plan.
.25000	Unemployment Compensation	<u>5,000</u>	Quarterly contribution mandated by the State for contributions to employees filing for unemployment
	<i>Subtotal Personnel Services</i>	<u>\$ 175,000</u>	

OPERATING EXPENSES

.31000	Professional Services	\$ 10,000	Contractual services additional computer projects not included in contract.
.34000	Contractual Services	\$ 1,000	Contractual services for check signing, and Shred-it.
.34400	Contractual Services: IT	79,700	Contractual services for Computer and IT consulting.
.41000	Telecommunications: PRI	15,000	Village-wide main telephone service through AT&T (excluding Police department and long distance).
.41001	Telecommunications: Frame Relay	-	Annual frame relay operating fees paid to AT&T for high-speed communication links between Village Hall and other facilities
.41002	Telecommunications: Internet	13,500	Funding for internet access
.41003	Telecommunications: Centrex	20,400	Funding for telephone service at the Police department.
.412000	Telecommunication: Long distance	850	Funding for long distance calls

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

FINANCE DEPARTMENT
Non-Departmental Accounts
Code 001-0800-519-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES-Continued</u>			
.42101	Courier/Delivery Services	-	Courier and delivery services
.44000	Rentals & Leases	6,625	Rental agreement for postage machine and Village Hall copy machine
.45000	Insurance	32,000	Life and long term disability for general employees
.46200	Repairs and Maintenance	39,450	Maintenance agreement for Village-wide phone system (excluding Police), copy machine, recording equipment and website
.47000	Printing	1,000	Notices, special mailings, paper, forms not specifically associated with a single department or division
.48000	Advertising and Promotions	-	Project and general position advertisements not specifically budgeted in other operating divisions
.48400	Special Projects: Village Manager	10,000	Projects identified by the Village Manager on an as needed basis which are not normally budgeted or presented to staff by Council
.48410	Special Projects Village Hall	300	Funding for employee morale and appreciation programs in Village Hall
.51000	Supplies: General office	5,000	Village-wide supply for copy paper; pens, pencils, ribbons and other general office supplies plus reserves
.52200	Supplies: Other operating	5,000	Toner, drums and other copy machine supplies not covered by the maintenance agreement; Village Hall supplies; replacement of small office equipment; other supplies as needed for unallocated Village-wide use

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

FINANCE DEPARTMENT
Non-Departmental Accounts
Code 001-0800-519-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES - Continued</u>			
.52205	Supplies: Village Hall-Kitchen	2,000	Supplies necessary to operate Village Hall kitchen facilities
.52225	Supplies: Computer IT related	2,000	Supplies necessary to operate computers
52311	AV Tax Reimbursement	15,000	Reimbursement to Country Club for MSV component of annual tax bill
.52800	Bank Fees	20,000	Accounts, checking and investment fees offset by equal revenue from interest; credit card fees
	<i>Sub-total: Operating Expenses</i>	<u>\$ 278,825</u>	

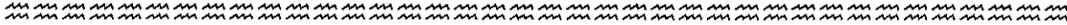
OTHER OPERATING EXPENSES

.64500	Software License Fees	\$ 1,800	Software license fees for computer program.
.81608	Police Pension: Legal		Professional legal services for pension plan attorney
.82070	Contribution: North Miami Foundation	5,000	Annual appropriation for service organization
.91130	Transfer to Capital Projects	50,000	Funding for the purchase of computer equipment and software.
.91501	Transfer to Risk Management	49,004	Transfer to Risk Management Fund for Charter School insurance expenditure.
.91550	Transfer to Fleet Maintenance	54,700	Transfer to Fleet Maintenance Fund, for the Capital Lease related to Police vehicles.
.91602	Transfer to Debt Service Fund	286,628	Contribution to Debt service Fund on \$3.5 million SunTrust Loan.
.93000	Contingency	185,000	Reserve for Village-wide emergencies
	<i>Sub-total: Other Operating Costs</i>	<u>\$ 632,132</u>	

TOTAL: Non-Departmental Costs **\$ 1,085,957**

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



FINANCE DEPARTMENT Debt Service Division

Services, Functions and Activities

This fund records the inflow and outflow of cash related to the dedicated ad valorem tax levies used to pay for the annual principal and interest costs associated with the General Obligation Bond, Series 1999 sold to design, develop and construct the Miami Shores Aquatic Facility as well as the Series 2004 bond sold to build the Doctors Charter School Facility.

The fund records the dedicated ad valorem taxes paid for the Village's two general obligation bonds. Additionally, the payments toward clearing other outstanding debt are also reported in this fund. Costs associated with the management, reporting and payment of principal, interest and fees are also included. The Village is required to complete a series of reports relating to the debt including *Continuing Disclosure Reports*, *State Bond Filings*, and special notes to the Village's annual financial statement.

BUDGET HIGHLIGHTS

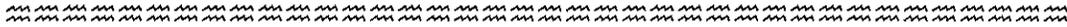
	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ -	\$ -	\$ -
Operating costs	10,600	11,375	775
Costs of Funds ...	902,540	904,333	1,793
Capital outlay ...	-	-	-
TOTAL	<u>\$ 913,140</u>	<u>\$ 915,708</u>	<u>\$ 2,568</u>

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

FINANCE DEPARTMENT - DEBT SERVICE FUND
Code 201-0000-519-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES</u>			
.31000	Professional Services	\$ 3,175	Funding for annual disclosure reports (Series 1999)
.32000	Auditing and Accounting Fees	5,000	Funding for the pro-rated portion of the financial audit.
.49100	Bond administration fee	2,500	Annual payment made to Deutsche Bank to manage bond disbursements (Series 1999)
.49150	Bond trustee fees	<u>700</u>	Annual payment to Florida League to manage bond proceeds and reporting requirements. (Series 1999)
	<i>Sub-total: Operating Expenses</i>	<u>\$ 11,375</u>	
<u>COST OF FUNDS</u>			
.71000	Debt service: Principal	\$ 513,091	GO Bond Series 1999 - \$90,000 GO Bond Series 2004 - \$125,000 Suntrust - \$298,091
.72000	Debt service: Interest expense	<u>391,242</u>	GO Bond Series 1999 - \$115,225 GO Bond Series 2004 - \$196,057 Suntrust - \$82,236
	<i>Sub-total: Cost of Funds</i>	<u>\$ 904,333</u>	
TOTAL: Finance - Debt Service Funds		<u>\$ 915,708</u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET Miami Shores Village, Florida



FINANCE DEPARTMENT ISF: Risk Management Division

Services, Functions and Activities

The Village's Risk Management Internal Service Fund is a self balancing group of accounts designed to accumulate the necessary financial resources to pay for the Village's insurance premiums, costs, deductibles and administrative services provided by the Florida League of Cities. The fund reports all costs associated with workers' compensation, general liability, property, casualty and bond insurance costs. Additionally, certain qualified administrative expenses are included as an operating cost including, but not limited to the costs of annual actuarial and auditing reports, filing fees, third-party administrators fees and state licensing fees.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 247,398	\$ 181,862	\$ (65,536)
Operating costs	611,240	575,062	(36,178)
Noncash transactions ...	-	-	-
Capital outlay ...	-	-	-
TOTAL	<u>\$ 858,638</u>	<u>\$ 756,924</u>	<u>\$ (101,714)</u>

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

Finance Department - Risk Management ISF
Code 501-6500-519-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
PERSONNEL SERVICES			
.24101	WC Settlements: Police Dept	\$ -	Annual component of claims paid under the Village's self-insured plan.
.24103	WC Settlements: Street, Road	\$ 15,600	Annual component of claims paid under the Village's self-insured plan.
.24400	W/C: PREMIUM Primary Claims	\$ 126,262	Annual component of premiums paid to the FL League for primary workers' compensation coverage.
.24410	W/C Deductibles Paid	25,000	Deductibles for claims
.24421	W/C: Miami-Dade Administrative Fee	12,500	Annual fee to county for outstanding claim.
.24440	WC: Third Party Administrative Fees	<u>2,500</u>	Estimated cost to manage outstanding self-insurance claims pending.
	<i>Subtotal Personnel Services</i>	<u>\$ 181,862</u>	

OPERATING COSTS

.31000	Professional services	\$ -	Estimated fees for actuarial costs and studies for outstanding workers compensation and liability claims pending from the self-insurance fund.
.34230	Prof Svc-Legal Litigation	20,000	Estimated annual cost for outside counsel to represent the Village in special claims or losses.
.31250	Prof Svc-Legal Other	-	Estimated annual cost for outside counsel to represent the Village in special claims or losses.
34000	Contractual Services	-	Estimated annual cost for FMIT emergency management services.
.45120	ISF: RM - Premium - Property	318,968	Annual premium paid to the FL League for Property Value coverage.
.45131	ISF: RM-Premium - Liability	114,530	Annual premium paid to the FL League for General Liability coverage.

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

Finance Department - Risk Management ISF
Code 501-6500-519-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING COSTS (continued)</u>			
.45140	ISF: RM-Premium - Automobile	77,464	Annual premium paid to the FL League for Automobile Liability coverage.
.45161	ISF: RM-Premium-Police Life	2,500	Annual premium for coverage on all police officers per State statutes.
.45180	ISF: RM-Premium-General Fin Bond	4,000	Annual premium for bond to cover Finance Personnel as required by law.
.45200	ISF: Storage Tank Premium	1,400	Annual premium for three (3) storage tanks.
.45300	ISF: RM-Management Claims Pending	3,000	Claims paid pending subrogation.
.45425	ISF: RM - Premium Adj	8,000	Adjustment for year-end audit.
.45550	ISF: RM-Third Party Administration	-	Estimated costs to manage outstanding self-insurance claims pending.
.45600	ISF: RM-Direct Payments	5,000	Estimated cost of direct claims, not processed through carrier or insurances.
.45800	ISF: RM-Premium Recreation Participants	-	Insurance purchased by Recreation participants.
.45902	ISF: Liability Deductible Paid	10,000	Estimated cost for loss deductibles for all claims for the fiscal year paid to the FL League.
.46200	Repairs & Maintenance	10,000	Repairs and maintenance for damages not covered by insurance.
.52800	Bank fees - Liability Account	200	Bank charged fees.
	<i>Subtotal: Operating Expenses</i>	\$ 575,062	
TOTAL: Finance-Risk Management ISF		<u>\$ 756,924</u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida

POLICE DEPARTMENT Operational Division

Services, Functions and Activities

The Miami Shores Police Department is the chief law enforcement agency of the Village, responsible for the investigation of crimes, public safety education, providing security and traffic control at numerous Village events, responding to requests for police services, issuing traffic citations and other law enforcement functions.

The Department operates as a data driven/community-oriented police agency with the philosophy that the community and police should be interrelated as one, working together to resolve problems that negatively affect the community. A Gang Resistance And Training (G.R.E.A.T.) officer is also assigned to ongoing gang resistance and drug prevention education efforts within our elementary schools.

The mission of the Department is to serve all people within the Village with the utmost respect, fairness and compassion. The Department is committed to the prevention of crime and the protection of life and property; the preservation of peace, order and safety; the enforcement of all laws and ordinances; and the safeguarding of our nation's constitutional guarantees.

With service to our community as a foundation, the Department is driven by goals to enhance the quality of life, investigating problems and all incidents, seeking solutions and fostering a sense of security in the community. The Department strives daily to nurture public trust by holding themselves to the highest standards of performance and ethics.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 5,017,471	\$ 5,412,986	\$ 395,515
Operating costs	777,597	730,674	(46,923)
Capital outlay ...	78,600	100,000	21,400
Crime Watch ...	1,500	1,500	-
TOTAL	<u>\$ 5,875,168</u>	<u>\$ 6,245,160</u>	<u>\$ 369,992</u>

This Division generates approximately \$75,000 in General Fund revenues.

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

POLICE DEPARTMENT - OPERATIONS
Code 001-0900-521-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.11000	Executive salaries	\$ 380,526	(1) Police Chief; (3) Lieutenants
.11001	Exec Benefit	6,500	Executive benefit package
.12000	Regular wages	2,765,867	(4) Sergeants (4) Detectives (1) Corporal (21) Police Officers (4) Telecommunication Officers (1) Executive Assistant (1) Police Records Specialist (1) Crime Analyst (1) Courier (allocated) (1) special Projects Coordinator Funding for Holiday pay; Supervisor's relief pay; Vacation / Sick time
.14000	Overtime	152,000	Funding for intermittant overtime requirements. Taskforce operations. (HIDTA,SFMLTF) Court.
.14500	Court Standby Program	2,400	Payment due to Miami Dade, prorating the costs of the Court Coordinator.
.15000	Offduty Assignment	237,711	Funding for security details provided to private entities. Services are provided off-duty, do not interfere with general operations and are fully funded by fees charged to the vendor along with a 25% surcharge to the General Fund.
.18250	Longevity	8,500	Benefit paid to tenured employees per policy
.21000	FICA	240,967	Social Security and Medicare taxes
.22000	Retirement-Police Pension	1,200,000	Actuarially calculated contribution required by the Village to fund the benefits paid to members of the PBA / Police Retirement Plan.

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

POLICE DEPARTMENT - OPERATIONS

Code 001-0900-521-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES (continued)</u>			
.23000	Health Insurance	225,093	Annual costs for Village-sponsored health, dental and long term care policies.
.23001	Dependent - Insurance	7,800	Per PBA contract employer will contribute fifty dollars (\$50) per month toward the cost of obtaining dependent coverage.
.23020	Insurance - Bonus	66,560	Per PBA contract employer will provide an insurance cash bonus of one hundred sixty dollars (\$160) per month to each bargaining unit member, to be applied by the employee toward insurance coverage.
.23100	Retirement Insurance	-	Funding for the Village's contractual portion of the Police officers' Retirement insurance benefit.
.23200	Emp Benefit - Savings Bond	1,800	Contractually mandated purchase of \$100 savings bond for qualified officers.
.24000	ISF: Workers' Compensation	117,262	Allocated costs of workers compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 5,412,986</u>	

OPERATING EXPENSES

.34000	Contractual services	\$ 81,151	Funding for contractual services including veterinary service, uniform cleaning, radios, AC and other electrical items, janitorial services, decontamination services and annual physical exams.
.40000	Travel	3,500	Meals, lodging and per diem costs for staff attending training related events.
.41100	Telecomm: Long distance	200	Estimated costs for long distance or toll calls.
.41200	Telecomm: Cellular	12,000	Estimated charges for cellular communications.
.41002	Telecomm: Internet	2,820	Funding for internet connection
.42000	Postage	420	Postage for miscellaneous correspondence.

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

POLICE DEPARTMENT - OPERATIONS
Code 001-0900-521-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES (continued)</u>			
.42100	Courier/Delivery charges	250	Hand delivery and overnight service for regulatory documents.
.43100	Electricity	25,635	Estimated annual cost for electrical services based on current actual FPL usage.
.43300	Water	950	Estimated utility costs for water consumption at the station.
.44000	Rental	3,750	Fees related to the use of county-based equipment and unmarked vehicles.
.44100	Rental - Spec Detail Vehicle	12,400	Funding for supplemental enforcement vehicles and police motorcycle leases.
.45100	ISF: Risk Management	84,830	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.45200	ISF: Fleet Maintenance	398,319	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.46200	Repairs/Maintenance	10,100	Funding for repairs or maintenance costs not under warranty or separate coverage including pistol range, IT Equipment and peripherals.
.47000	Printing	2,200	Funding for stationary, business cards, IDs, stickers, survey cards, and notices.
.48000	Advertising & Promotions	8,000	Funding for officer recognition programs and the Annual Police Chief Dinner.
.51000	Supplies: General Office	5,300	Pens, paper, ink and other office supplies for a one year period for department staff .

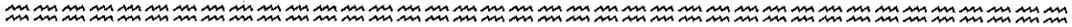
FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

POLICE DEPARTMENT - OPERATIONS
Code 001-0900-521-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES (continued)</u>			
.52200	Supplies: Other Operating	30,000	Funding for the costs of firearm supplies and ammunition, first aid supplies, K9 supplies, materials for detective bureau and commissary supplies.
.52400	Uniforms	32,349	Funding for uniforms and equipment identified in PBA contract.
.54000	Subscriptions / Memberships	4,000	Funding for annual memberships, subscriptions and reference materials required for operations.
.54500	Licenses & Permits	5,500	Funding for software and network licensing.
.58000	Training & Education	-	Funding for mandatory police retraining and other specialized educational activities.
.58100	Tuition Reimbursements	<u>7,000</u>	Contractually required funding for qualified staff associates.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 730,674</u>	
<hr/>			
.91301	Transfer to Capital Projects	<u>100,000</u>	Partial funding for roof replacement, partial funding for radio repeater replacement, and funding for computer system infrastructure.
	<i>Subtotal: Crime Watch Expenses</i>	<u>\$ 100,000</u>	
<hr/>			
.58100	Crime Watch	\$ 1,500	Funding for specialized Crime Watch programs, including promotional materials & volunteer promotions.
	<i>Subtotal: Crime Watch Expenses</i>	<u>\$ 1,500</u>	
<hr/>			
TOTAL: Police - Operations		<u>\$ 6,245,160</u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



POLICE DEPARTMENT School Guard Division

Services, Functions and Activities

The Miami Shores Police Department provides crossing guards for the safety of the children as they come and go to school during the year. They assist children in crossing several major thoroughfares in the Village in addition to monitoring their safety.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 36,889	\$ 37,609	\$ 720
Operating costs	2,038	2,194	156
Capital outlay	-	-	-
TOTAL	<u>\$ 38,927</u>	<u>\$ 39,803</u>	<u>\$ 876</u>

This Division generates approximately \$20,000 in General Fund revenues.

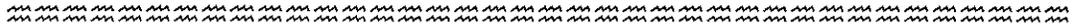
FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

POLICE DEPARTMENT - SCHOOL CROSSING GUARDS
Code 001-0901-521-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Wages	\$ 7,106	(1) School Guard / Courier (allocated)
.13000	Other Wages	25,766	(3) School Crossing Guards
.18250	Longevity	750	Benefit paid to tenured employees per policy
.21000	FICA	2,572	Social Security and Medicare taxes
.24000	ISF: Workers' Compensation	<u>1,415</u>	Allocated costs of workers compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 37,609</u>	
<u>OPERATING EXPENSES</u>			
.45100	ISF: Risk Management	\$ 1,564	Allocated costs associated with Village wide property, casualty and liability coverage provided by the Florida League.
.52400	Uniforms	<u>630</u>	Funding for uniforms and equipment.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 2,194</u>	
TOTAL: Police - School Guards		<u>\$ 39,803</u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



POLICE DEPARTMENT COPS Grant

Services, Functions and Activities

In 2009, The Miami Shores Police Department applied for, and was awarded a COPS (CHRP) Grant. This competitive grant program was designed to provide funding directly to law enforcement agencies to create and preserve jobs and to increase our community policing capacity and crime prevention efforts.

Miami Shores was very fortunate to receive an award for two officer positions for three years totaling \$436,030. Fiscal year 2013 will be the final year that grant funding will be received.

BUDGET HIGHLIGHTS

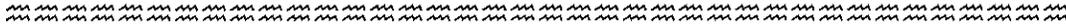
	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 141,815	\$ 52,999	\$ (88,816)
Operating costs	-	-	-
TOTAL	<u>\$ 141,815</u>	<u>\$ 52,999</u>	<u>\$ (88,816)</u>

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

POLICE DEPARTMENT - COPS Grants
Code 150-0900-521-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Wages	\$ 42,932	(2) Police Officers
.21000	FICA	3,284	Social Security and Medicare taxes
.23000	Health Insurance	3,385	Annual costs for Village-sponsored health, dental and long term care policies.
.23001	Insurance Bonus	1,680	Per PBA contract employer will contribute fifty dollars (\$50) per month toward the cost of obtaining dependent coverage.
.24000	ISF: Workers' Compensation	<u>1,718</u>	Allocated costs of workers compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 52,999</u>	
<u>OPERATING EXPENSES</u>			
		\$ -	
	<i>Subtotal: Operating Expenses</i>	<u>\$ -</u>	
TOTAL: Police - COPS Grants		<u>\$ 52,999</u>	

**FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida**



**PUBLIC WORKS DEPARTMENT
Parks Division**

Services, Functions and Activities

The Parks Division of the Public Works Department maintains the grounds / landscaping needs for all Village non-recreational facilities, rights-of-way areas, plants and trees throughout Miami Shores. The Division maintains dozens of automated and manual irrigation systems, develops and cares for approximately fifty specialized plant beds and barricade landscapes. The Division routinely accomplishes both beautification and irrigation capital improvement upgrades or projects to enhance the image of "The Village Beautiful."

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 307,063	\$ 310,703	\$ 3,640
Operating costs	80,744	82,759	2,015
Capital outlay ...	-	-	-
TOTAL	<u>\$ 387,807</u>	<u>\$ 393,462</u>	<u>\$ 5,655</u>

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - PARKS DIVISION

Code 001-1201-572-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
PERSONNEL SERVICES			
.12000	Regular Salaries	\$ 239,833	(1) Parks Foreman (1) Equipment Operator I (1) Maintenance Worker I (4) Maintenance Worker II (1) Tree Trimmer
.14000	Overtime	1,600	Wages for excess hours and special events
.15100	Overtime: Lot Clearing	1,050	Funding for vacant home property maintenance.
.18250	Longevity pay	3,500	Benefit paid to tenured employees per policy.
.21000	FICA	18,818	Social Security and Medicare taxes
.23000	Health Insurance	39,964	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>5,938</u>	Allocated costs of worker's compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 310,703</u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida

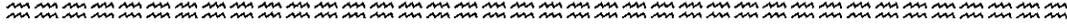
PUBLIC WORKS - PARKS DIVISION

Code 001-1201-572-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
OPERATING EXPENSES			
.43300	Utilities: Water	1,500	Funding for estimated water consumption at non-welled locations.
.44000	Rentals and leases	800	Estimates to use special equipment and tools not warehoused by Village
.45100	ISF: Risk Management	8,677	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45200	ISF: Fleet Maintenance	58,057	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.46200	Repairs/Maintenance	550	Repairs to various parks and structures not covered by service agreements.
.51000	Office Supplies	100	Office supplies related to Parks operations
.52200	Other Operating Expenses	8,900	Cost associated with drains and curb repairs, supplies, tools and equipment for park maintenance, and paper goods.
.52204	Supplies: Code Enforcement	600	Costs associated with enforcement of code issues.
.52205	Supplies: Commissary	450	Kitchen supplies
.52210	Supplies: Beautification EXP	900	Improvements for Village-wide projects.
.52400	Uniforms	1,000	Funding for contractually specified uniforms: (5) shirts, (5) pants
.52500	Fertilizer & chemicals	1,000	Funding for special fertilizers and chemicals to maintain landscaping.
.54500	License Permit & Taxes	25	Funding for permit and taxes
.58000	Training and Education	200	Funding to provide training on use of equipment and supplies
	<i>Subtotal: Operating Expenses</i>	<u>\$ 82,759</u>	
TOTAL: Public Works-Parks Division		<u><u>\$ 393,462</u></u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT

Streets Division

Services, Functions and Activities

The Streets Division of the Public Works Department functions as a multifaceted work force which accomplishes building maintenance, storm water management, and local option (street maintenance) applications.

This Division maintains drains, pumps flooded locations during storms, cleans streets, repairs and replaces sidewalks, performs light maintenance (plumbing, carpentry, masonry etc.) and manages downtown trash can / parking meter services.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 142,083	\$ 141,761	\$ (322)
Operating costs	311,140	285,241	(25,899)
Other Expenses ...	18,000	10,000	(8,000)
TOTAL	<u>\$ 471,223</u>	<u>\$ 437,002</u>	<u>\$ (34,221)</u>

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - STREETS DIVISION

Code 001-1202-541-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Salaries	\$ 111,194	(1) Streets Supervisor (1) Concrete Foreman (2) Maintenance Worker II
.14000	Overtime	400	Estimated funding measurement using past trends
.18250	Longevity pay	500	Benefit paid to tenured employees per policy.
.21000	FICA	8,575	Social Security and Medicare taxes
.23000	Health Insurance	14,975	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>6,117</u>	Allocated costs of worker's compensation premiums paid to the Florida League.
.29990	Contingent Personnel Costs	<u>-</u>	Projected costs for all eligible employee's annual merit (percent dependent upon union contract's), other contractually required personnel cost increases and the associated federal taxes for a one year period.
	<i>Subtotal Personnel Services</i>	<u>\$ 141,761</u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - STREETS DIVISION

Code 001-1202-541-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
OPERATING EXPENSES			
.34900	Contractual Services: Property Maintenance	\$ 28,776	Funding for Village-wide maintenance contracts including A/C, extermination, janitorial services and elevator.
.40000	Travel	25	Seminars and training sessions for supervisor and maintenance workers.
.43101	Electricity: Streetlights Village wide	182,045	Estimated annual cost for electrical services based on current actual FPL usage
.43102	Electricity: Village Hall	14,361	Estimated annual cost for electrical services based on current actual FPL usage
.43103	Electricity: Public Works	9,000	Estimated annual cost for electrical services based on current actual FPL usage
.43300	Water	1,184	Village Hall, Public Works and rights-of-way water.
.45100	ISF: Risk Management	2,603	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

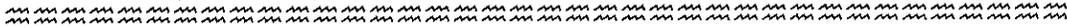
PUBLIC WORKS - STREETS DIVISION

Code 001-1202-541-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
OPERATING EXPENSES - Continued			
.45200	ISF: Fleet Maintenance	27,135	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.46200	Repairs and Maintenance	9,612	Repairs to buildings and structures, miscellaneous parts not covered by service agreements. Roadway repairs and sidewalks.
.48000	Advertising & Promotions	-	Costs for publication of 'want ads' and mandatory reporting.
.51000	Office Supplies	50	Pens, pencils and papers for support staff
.52200	Other Operating expenses	9,500	Safety equipment, paper towels, toilet tissue, cups and other miscellaneous operating supplies. Tools and equipment.
.52205	Supplies: Commissary	500	Kitchen supplies
.52400	Uniforms	250	Per employee funding for contractually specified uniforms: (5) shirts, (5) pants
.53000	Road Materials	-	Hot asphalt patch, bus bench repairs, miscellaneous signs and posts
.54000	Subscriptions and Memberships	50	Annual subscriptions renewals
.58000	Training and Education	<u>150</u>	Funding to attend training for equipment and machines.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 285,241</u>	
.91301	Transfer to Capital Budget	<u>10,000</u>	Improvement Bayfront Park railing.
	<i>Subtotal: Other Expenses</i>	<u>\$ 10,000</u>	
TOTAL: Public Works-Streets Division		<u><u>\$ 437,002</u></u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT

Administration Division

Services, Functions and Activities

The Administration Division of Public Works is responsible for the organizational functions of the largest Village Department. All paperwork associated with this function (payroll, accounts payable, purchasing, customer service, workers' compensation, etc...) is coordinated through this Division.

The administrative unit also coordinates interdepartmental activities with support (intergovernmental coordination, etc.). A total of three budgeted positions supports this element of our department mission.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 252,688	\$ 250,326	\$ (2,362)
Operating costs	102,671	102,549	(122)
Capital outlay ...	<u>18,000</u>	<u>10,570</u>	<u>(7,430)</u>
TOTAL	<u>\$ 373,359</u>	<u>\$ 363,445</u>	<u>\$ (9,914)</u>

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - ADMINISTRATION DIVISION

Code 001-1203-534-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
PERSONNEL SERVICES			
.11000	Executive Salary	\$ 100,910	Public Works Director base salary
.11001	Executive Benefit	6,500	Executive Benefit package
.12000	Regular Salaries	107,863	(1) Executive Assistant (1) Purchasing Agent
.18250	Longevity pay	3,000	Benefit paid to tenured employees per policy.
.21000	FICA	16,698	Social Security and Medicare taxes
.23000	Health Insurance	15,137	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>218</u>	Allocated costs of worker's compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 250,326</u>	

OPERATING EXPENSES

.34000	Contractual Services	\$ 300	Office machine maintenance contracts
.34300	Contract Services: Security	76,821	Funding for contracted security services at Public Works compound.
.40000	Travel	500	Management seminars & training

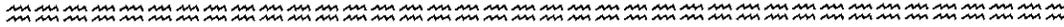
FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - ADMINISTRATION DIVISION
Code 001-1203-534-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
OPERATING EXPENSES - Continued			
.41002	Telecommunications: Internet	1,540	Funding for internet connection
.41200	Telecommunications: Cellular	744	Funding for AT&T Cellular phone
.42000	Postage	25	Funding requirements for letters to staff and residents
.45100	ISF: Risk Management	2,603	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.45200	ISF: Fleet Maintenance	12,816	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.47000	Printing	300	Costs for publication of 'want ads' and mandatory reporting.
.48000	Advertising and Promotions	500	Funding for public notices, advertisements or other public documents
.51000	Office Supplies	1,500	Pens, paper, ink and other office supplies for a one year period.
.52200	Other Operating Expenses	1,000	Costs for materials required that are not specifically classified in other departmental line items.
.54000	Dues, memberships & subscriptions	300	Funding for renewal of subscriptions.
.54500	Licenses Permits and Taxes	3,000	DERM fee and other regulatory fees paid to State & County agencies
.58000	Training and Education	<u>600</u>	Funding for staff reimbursement for educational advancements.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 102,549</u>	
<hr/>			
.91301	Transfer to Capital Budget	<u>10,570</u>	Improvement Administration Building Roof
TOTAL: Public Works - Administration		<u>\$ 363,445</u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT Recreation Maintenance Division

Services, Functions and Activities

The Recreation Maintenance Division of the Public Works Department maintains the exterior recreational facilities (multipurpose field, Tot-Lot playground, basketball/tennis courts, etc...).

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 88,651	\$ 89,172	\$ 521
Operating costs	45,580	44,658	(922)
Capital outlay	-	-	-
TOTAL	<u>\$ 134,231</u>	<u>\$ 133,830</u>	<u>\$ (401)</u>

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - RECREATION MAINTENANCE DIVISION
Code 001-1204-541-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Salaries	\$ 70,253	(1) Grounds Foreman (1) Grounds Keeper
.14000	Overtime	1,500	Overtime for special events
.21000	FICA	5,416	Social Security and Medicare taxes
.23000	Health Insurance	10,013	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>1,990</u>	Allocated costs of worker's compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 89,172</u>	

OPERATING EXPENSES

.43101	Electricity	\$ 1,500	Estimates annual cost for electrical services based on current actual FPL usage.
.44000	Rental	100	Estimated costs to rent small equipment and tools not warehoused by the Division
.45100	ISF: Risk Management	2,240	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

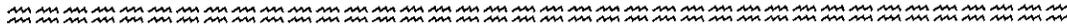
PUBLIC WORKS - RECREATION MAINTENANCE DIVISION
Code 001-1204-541-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES - Continued</u>			
.45200	ISF: Fleet Maintenance	14,268	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.46200	Repairs and Maintenance	1,000	Minor repairs to building and Tot Lot equipment
.52200	Supplies: Other operating	6,000	Costs for materials required that are not specifically classified in other departmental line items.
.52400	Uniforms	300	Funding for contractually specified uniforms: (5) shirts (5) pants
.52500	Fertilizers and Chemicals	19,000	Miscellaneous chemicals and fertilizers to ensure proper growth of field turf
.58000	Training and Education	250	Funding to provide for staff training on machinery and equipment
	<i>Subtotal: Operating Expenses</i>	<u>\$ 44,658</u>	

**TOTAL: Public Works - Recreation
Maintenance Division** \$ 133,830

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT

Local Option Gas Tax Division

Services, Functions and Activities

Local Option Gas Tax is a special revenue fund which originates from a six and three cent tax levied on all petroleum and petroleum-related products. Proceeds from this fund are segregated and may only be used for repairs, maintenance, additions, deletions and modifications to streets, sidewalks, streetlights, easements, curbs, alleys, medians and right-of-ways.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ -	\$ -	\$ -
Operating costs	175,801	155,171	(20,630)
Capital outlay ...	485,000	126,000	(359,000)
Noncash transactions ...	93,702	93,702	-
TOTAL	<u>\$ 754,503</u>	<u>\$ 374,873</u>	<u>\$ (379,630)</u>

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - LOCAL OPTION GAS TAX
Code 130-1202-541-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
OPERATING EXPENSES			
.44000	Rent and lease charges	\$ -	Funding to pay for temporary use of vehicles and equipment
.45100	ISF: Risk Management	-	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45200	ISF: Fleet Maintenance	45,671	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.46200	Repairs and Maintenance	45,000	Estimated funds required to provide on-going maintenance and repairs to Village streets, alleys and parking lots.
.51000	Supplies: General Office	500	General office supplies for reporting purposes (pens, pencils, etc).
.52200	Supplies: Other operating	25,000	Road materials, signs, concrete and other supplies needed to maintain the Village's streets, sidewalks, roads, easements, curbs and rights-of-way
.52210	Beautification expense	33,000	Estimated funding for Village-wide roadway landscape projects.
.52500	Fertilizer and chemicals	<u>6,000</u>	Funding for purchase of sprays, fertilizers and other chemicals.
	Subtotal: Operating Expenses	<u>\$ 155,171</u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - LOCAL OPTION GAS TAX

Code 130-1202-541-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>CAPITAL OUTLAY</u>			
.64250	Infrastructure Improvement	\$ 126,000	Various Village-wide infrastructure improvement projects.
	<i>Subtotal: Capital Outlay</i>	<u>\$ 126,000</u>	

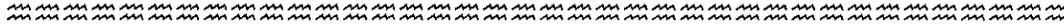
NON-CASH ACTIVITIES

.91030	Transfer to Capital Projects	-	Replace broken and damage sidewalk Village wide, maintain inventory of sign materials and Roadway resurfacing
.91160	Transfer to Debt Service	\$ 93,702	Funding principal and interest payments as per loan agreement (SunTrust \$3.5million).
	Subtotal:Non-cash Activities	<u>\$ 93,702</u>	

TOTAL: Public Works - Local Option Gas Tax
Fund **\$ 374,873**

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT

Half-Cent Transportation Surtax Division

Services, Functions and Activities

The Half-Cent Transportation Surtax was approved by County voters with levies imposed beginning on January 1, 2003. The tax is levied as a supplemental half-cent fee for all qualified purchases in Miami-Dade County and allocated by the County's Transit Authority. Proceeds from this levy will be used to augment current transportation and transportation-related activities in the Village.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 62,088	\$ 62,372	\$ 284
Operating costs	151,729	156,258	4,529
Capital outlay ...	133,000	130,000	(3,000)
Noncash transactions ...	-	-	-
TOTAL	<u>\$ 346,817</u>	<u>\$ 348,630</u>	<u>\$ 1,813</u>

This Division is fully self-supporting from Transportation Surtax revenues of \$278,393.

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - TRANSPORTATION SURTAX FUND

Code 135-1210-541-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Salaries	\$ 46,101	(1) Maintenance Lead Worker (1) Maintenance Worker II
.21000	FICA	3,527	Social Security and Medicare taxes
.23000	Health Insurance	9,949	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.299999	Contingent Personnel	1,500	Funding for contingent personnel expenses
.24000	ISF: Workers' Compensation	1,295	Allocated costs of worker's compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 62,372</u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - TRANSPORTATION SURTAX FUND
Code 135-1210-541-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES</u>			
.34050	Cont Svc: Transportation	126,000	Funding to engage an outside agent to manage and operate the Village's shuttle transportation program.
.34100	Cont Svc: Temp Labor	2,000	Funding for temporary staff during vacations, special events & emergencies.
.45100	ISF: Risk Management	1,735	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45200	ISF: Fleet Maintenance	24,523	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.52200	Supplies: Other operating	<u>2,000</u>	Road materials, signs, concrete and other supplies needed to maintain the Village's streets, sidewalks, roads, easements, curbs and right-of-way
	<i>Subtotal: Operating Expenses</i>	<u>\$ 156,258</u>	

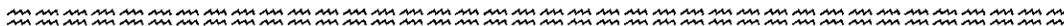
FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - TRANSPORTATION SURTAX FUND
Code 135-1210-541-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>CAPITAL OUTLAY</u>			
.63250	Capital: Infrastructure	<u>\$ 130,000</u>	Repair & upgrade Railway crossing Village boundary.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 130,000</u>	
<hr/>			
TOTAL: Public Works-Transp Surtax Fund		<u>\$ 348,630</u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT

Sanitation Enterprise Division

Services, Functions and Activities

The Sanitation Division is responsible for the management and disposal of all nonhazardous solid waste for Miami Shores Village residents and businesses. Curb side recycling, commercial and residential garbage collection and bulk trash removal services constitute the Division's focus.

Annually, the Division transports approximately 12,200 tons of refuse to local disposal facilities.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 856,172	\$ 857,032	\$ 860
Operating costs	1,767,239	1,886,351	119,112
Capital outlay	263,650	454,588	190,938
Noncash transactions	-	46,526	46,526
TOTAL	<u>\$2,887,061</u>	<u>\$3,244,497</u>	<u>\$ 357,436</u>

**This Division is fully self-supporting generating \$2.6 million in revenues.
This fund also pays a \$300,000 management fee to the General Fund.**

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - SANITATION DIVISION

Code 405-3000-534-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
PERSONNEL SERVICES			
.12000	Regular Salaries	\$ 629,781	(1) Public Works Supervisor/Waste (4) Equipment Operator III (10) Refuse Truck Drivers FT (1) Refuse Truck Driver Temp (4) Refuse Collectors
.14000	Overtime	31,000	Holiday pay, special events, labor for driver and helper to pick up garbage on Saturdays and emergencies
.18250	Longevity pay	10,500	Benefit paid to tenured employees per policy.
.21000	FICA	51,353	Social Security and Medicare taxes
.21100	OPED- Accrued Expense	15,000	Social Security and Medicare taxes
.23000	Health Insurance	94,960	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>24,438</u>	Allocated costs of worker's compensation premiums paid to the Florida League.
<i>Subtotal Personnel Services</i>		<u>\$ 857,032</u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - SANITATION DIVISION
Code 405-3000-534-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
OPERATING EXPENSES			
.34100	Contractual Services:	\$ 58,000	Funding for temporary staff during vacancies, vacations, special events & emergencies and Chipper Field remediation services.
.43400	Waste Disposal - Dumping	750,000	Estimated annual cost for dumping services paid to the County under contract.
.43410	Waste Disposal - T/F St	5,000	Estimated annual cost for transfer station for emergency dumping services.
.44000	Rentals and Leases	1,500	Funding to rent specialized equipment for projects as identified during the year
.45100	ISF: Risk Management	16,485	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45200	ISF: Fleet Maintenance	488,268	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.46200	Repairs / Maintenance	500	Funding allocated for repairs and maintenance
.47000	Printing	400	Printing for recycling, statements, invoices, courtesy notices, recycling pamphlets
.48000	Advertising & Promotions	500	Estimated cost for position advertisements.
.51000	Supplies: General Office	300	Estimated costs for general office supplies (pen paper, etc.).

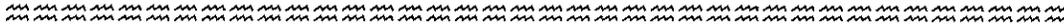
FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - SANITATION DIVISION
Code 405-3000-534-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES - Continued</u>			
.52200	Supplies: Other Operating	30,500	Funding for specialized items related to sanitation, not specifically identified in other line items.
.52205	Supplies: Commissary	1,000	Kitchen supplies
.52400	Uniforms	2,000	Funding for contractually specified uniforms: (5) shirts, (5) pants
.54500	Licenses, fees and permits	1,000	Annual DERM review fee.
.59000	Depreciation	154,012	Estimated contribution to the renewal and replacement fund
.59510	Miami Dade Collection Fees	26,886	Fees charged by Miami Dade County for collection of sanitation assesments on the property tax bill.
.59500	Management fee	350,000	Management fee paid to General Fund to offset administrative services costs provided for non-sanitation staff.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 1,886,351</u>	
<u>CAPITAL OUTLAY</u>			
65000	Capital: Vehicles	\$ 454,588	Replace V-4148 Garbage Truck, replace V-2002 Trash Truck, V-161 Trash Grabber
	<i>Subtotal: Capital Outlay</i>	<u>\$ 454,588</u>	
<u>NON CASH TRANSACTION</u>			
.93000	Budgetary Contingent	\$ 26,526	Budgetary "set-aside" account for unforeseen emergencies
.91000	Transfer to General Fund for Accumulated Leave Settlement	\$ 20,000	Payout of accumulated leave for employees expected to retire or separate employment
	<i>Subtotal: Capital Outlay</i>	<u>\$ 46,526</u>	
TOTAL: Public Works-Sanitation		<u>\$ 3,244,497</u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT Storm Water Enterprise Division

Services, Functions and Activities

The Storm Water Division of the Public Works Department works in conjunction with the Streets Division to manage storm water and local option (street maintenance) applications.

This Division maintains drains, pumps flooded locations during storms, cleans streets, repairs / replaces sidewalks, and performs light maintenance.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 80,091	\$ 81,061	\$ 970
Operating costs	59,526	96,640	37,114
Capital outlay	-	100,000	100,000
Noncash transactions	<u>118,830</u>	<u>67,348</u>	<u>(51,482)</u>
TOTAL	<u>\$ 258,447</u>	<u>\$ 345,049</u>	<u>\$ 86,602</u>

**This fund is self-supporting generating \$240,000 in recurring revenues.
This fund pays a management fee to the General Fund of \$45,000.**

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - STORM WATER DIVISION
Code 402-3500-541-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
PERSONNEL SERVICES			
.12000	Regular Salaries	\$ 60,473	(1) Equipment Operator I (1) Maintenance Worker I
.18250	Longevity pay	2,000	Benefit paid to tenured employees per policy.
.21000	FICA	4,779	Social Security and Medicare taxes
.23000	Health Insurance	10,104	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.21100	OPED- Accrued Exp	1,800	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	1,905	Allocated costs of worker's compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 81,061</u>	

OPERATING EXPENSES

.31100	Professional Serv: Engineering	\$ 5,000	Funding for professional engineering design services for storm water drainage system.
.34000	Contractual Services	5,000	Preliminary cost for storm water basin rehabilitation program.
.43100	Electricity	1,000	Funding for electrical services
.46200	Repairs and Maintenance	400	Funding to pay for costs to maintain and repair equipment and other infrastructure owned by the Storm Water Enterprise operation

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - STORM WATER DIVISION
Code 402-3500-541-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
OPERATING EXPENSES - Continued			
.45100	ISF: Risk Management	1,735	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45200	ISF: Fleet Maintenance	12,046	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.51000	Supplies: Other operating	5,000	Costs for materials required that are not specially classified in other departmental line items.
.52900	Depreciation	57,945	Funding for year-end depreciation charges for fund assets.
.53000	Miami-Dade Collection Fee	2,514	County Collection Fees on Stormwater Billing
.54500	DERM Regulatory fee	<u>6,000</u>	Annual filing fee with DERM
	<i>Subtotal: Operating Expenses</i>	<u>\$ 96,640</u>	
CAPITAL OUTLAY			
.64250	Infrastructure	<u>\$ 100,000</u>	Stormwater drainage improvements.
	<i>Subtotal: Capital Outlay</i>	<u>\$ 100,000</u>	
OTHER EXPENSES			
.91800	Management fee to General Fund	\$ 45,000	Management fee paid to General Fund to offset administrative service costs provided for non-storm water staff
.91000	Budgetary Contingent	\$ 22,348	Budgetary "set-aside" account for unforeseen emergencies
	<i>Subtotal: Other Expenses</i>	<u>\$ 67,348</u>	
TOTAL: Public Works-Storm water		<u>\$ 345,049</u>	

FY 2012 - 2013 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida

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### PUBLIC WORKS DEPARTMENT

#### ISF: Fleet Maintenance Division

### *Services, Functions and Activities*

The Fleet Maintenance Division, created in FY 2000 as an Internal Service Fund of the Public Works Department, is responsible for the acquisition and maintenance of all Village owned vehicles in the municipal inventory. Assets managed by this Division include: police or squad units, heavy trucks and the Village's 29 passenger bus, recreation vans, small engine repair, pick up trucks and loaders and other heavy equipment.

With it's extensive tool and equipment inventory, Fleet Maintenance provides extremely valuable assistance in the construction or repair of other Village property, such as street signs and alley gates, plus other tasks such as spray painting and wood/metal fabrication.

Since 10/01/2000, this function has operated as a self-supporting Internal Service Fund. Operating revenues provide the funding from the user division which received the Division's services. Total costs, including revenues, are allocated to users based on a weighted scale using equipment quantities and types.

### BUDGET HIGHLIGHTS

|                             | <u>FY'12</u>       | <u>FY'13</u>        | <u>Change</u> |
|-----------------------------|--------------------|---------------------|---------------|
| Personnel costs .....       | \$ 274,072         | \$ 171,317          | \$ (102,755)  |
| Operating costs .....       | 722,358            | 721,305             | (1,053)       |
| Capital outlay ... ..       | 35,257             | 42,000              | 6,743         |
| Debt Service .....          | -                  | 54,700              | 54,700        |
| Noncash transactions ... .. | <u>192,538</u>     | <u>235,544</u>      | <u>43,006</u> |
| TOTAL .....                 | <u>\$1,224,225</u> | <u>\$ 1,224,866</u> | <u>\$ 641</u> |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

PUBLIC WORKS - FLEET MAINTENANCE ISF

Code 550-6000-541-\*\*\*\*\*

| <u>CODE</u>                      | <u>CLASSIFICATION</u>                     | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                          |
|----------------------------------|-------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                           |                          |                                                                                                             |
| .12000                           | Regular Salaries                          | \$ 136,868               | (1) Shop Foreman<br>(3) Equipment Mechanic<br>(1) Auto Detailer                                             |
| .14000                           | Overtime                                  | 500                      | Funding for unanticipated operational needs                                                                 |
| .18250                           | Longevity pay                             | 1,500                    | Benefit paid to tenured employees per policy.                                                               |
| .21000                           | FICA                                      | 10,585                   | Social Security and Medicare taxes                                                                          |
| .23000                           | Health Insurance                          | 20,204                   | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits |
| .24000                           | ISF: Workers' Compensation                | 1,660                    | Allocated costs of worker's compensation premiums paid to the Florida League.                               |
|                                  | <b><i>Subtotal Personnel Services</i></b> | <b><u>\$ 171,317</u></b> |                                                                                                             |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

PUBLIC WORKS - FLEET MAINTENANCE ISF  
Code 550-6000-541-\*\*\*\*\*

| <u>CODE</u>                      | <u>CLASSIFICATION</u>         | <u>AMOUNT</u> | <u>EXPLANATION</u>                                                                                                                                  |
|----------------------------------|-------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING EXPENSES</u></b> |                               |               |                                                                                                                                                     |
| .41200                           | Telephone: Cellular           | -             | Funding for AT&T cellular phone.                                                                                                                    |
| .43100                           | Utility- Electricity          | 4,620         | Funding for electrical services                                                                                                                     |
| .45100                           | ISF: Risk Management          | 11,937        | Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.                                              |
| .45110                           | ISF: Risk Mgmt (Automobile)   | 77,464        | Consolidated costs for automobile & equipment liability for the Village's fleet.                                                                    |
| .46***                           | Vehicle Maintenance (Summary) | 134,100       | Vehicle maintenance cost by Division maintained by Finance                                                                                          |
| .47000                           | Printing                      | -             | Funding to print shop work orders and other inventory control reports.                                                                              |
| .51000                           | Supplies: Office supplies     | 50            | Miscellaneous supplies                                                                                                                              |
| .520**                           | Gas, Fuel, Oil (Summary)      | 387,816       | Funding for all departmental fuel and lubricant costs.                                                                                              |
| .5203*                           | Tires (Summary)               | 59,018        | Funding for all divisional tires                                                                                                                    |
| .52100                           | Supplies: Solvents            | 800           | Funding for special fleet solvent costs                                                                                                             |
| .52105                           | Supplies: Conversion          | 15,000        | Funding for repairs, materials and supplies to upgrade older vehicles.                                                                              |
| .52120                           | Supplies: Spec Oil (Police)   | 3,500         | Funding for specialized oils used on police vehicles.                                                                                               |
| .51221                           | Gas/Fuel/Oil: Generator       | 5,000         | Funding to fuel the Village's emergency generators.                                                                                                 |
| .52200                           | Supplies: Other Operating     | 20,000        | Funding for materials and supplies used in the division not specifically listed in other lines, ie. equipment and supplies to operate fleet garage. |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

PUBLIC WORKS - FLEET MAINTENANCE ISF

Code 550-6000-541-\*\*\*\*\*

| <u>CODE</u>                           | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                   |
|---------------------------------------|-------------------------------------|-------------------|----------------------------------------------------------------------|
| <b>OPERATING EXPENSES - Continued</b> |                                     |                   |                                                                      |
| .52400                                | Uniforms                            | 500               | Funding for contractually determined uniforms: (5) shirts, (5) pants |
| .52800                                | Bank Fees                           | -                 | Charges to maintain separate account.                                |
| .54500                                | License fees & permits              | -                 | Annual fee to operate facility.                                      |
| .58000                                | Training and Education              | <u>1,500</u>      | Recertification training for mechanics                               |
|                                       | <i>Subtotal: Operating Expenses</i> | <u>\$ 721,305</u> |                                                                      |

**CAPITAL OUTLAY**

|        |                                 |                  |                                           |
|--------|---------------------------------|------------------|-------------------------------------------|
| .64000 | Equipment                       | \$ 6,000         | Replace Fuel Pump at Public Work Compound |
| .65000 | Vehicles                        | 36,000           | Replace one (V-9663) Pick-up Truck        |
|        | <i>Subtotal: Capital Outlay</i> | <u>\$ 42,000</u> |                                           |

**CAPITAL OUTLAY**

|        |                                 |                  |                                                                  |
|--------|---------------------------------|------------------|------------------------------------------------------------------|
| .71000 | Debt Service: Principal         | \$ 54,075        | Funding for payments on Capital Lease Police Vehicles            |
| .72000 | Debt Service: Interest          | 625              | Funding for interest expense payments on Capital Lease Vehicles. |
|        | <i>Subtotal: Capital Outlay</i> | <u>\$ 54,700</u> |                                                                  |

**NON-CASH ACTIVITIES**

|        |                                 |                   |                                         |
|--------|---------------------------------|-------------------|-----------------------------------------|
| .91900 | Depreciation                    | \$ 235,544        | Depreciation on vehicles and equipment. |
|        | <i>Subtotal: Other Expenses</i> | <u>\$ 235,544</u> |                                         |

**TOTAL: Public Works-Fleet Maintenance** \$ 1,224,866

# FY 2012 - 2013 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida

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### RECREATION DEPARTMENT Administration Division

#### *Services, Functions and Activities*

The Administration Division is responsible for coordinating the highest quality of cultural and recreational programs for Village residents. This includes directing, planning, developing and implementing programs, facility maintenance and special events. The Division also oversees the preparation and administration of the annual recreation operating budget, five year capital plan, the Fine Arts programs, as well as coordinating the daily operations.

#### BUDGET HIGHLIGHTS

|                       | <u>FY'12</u> | <u>FY'13</u> | <u>Change</u> |
|-----------------------|--------------|--------------|---------------|
| Personnel costs ..... | \$ 158,952   | \$ 156,586   | \$ (2,366)    |
| Operating costs ..... | 38,570       | 42,293       | 3,723         |
| Capital outlay ...    | -            | -            | -             |
| Other expenses .....  | 2,180        | 2,180        | -             |
| TOTAL .....           | \$ 199,702   | \$ 201,059   | \$ 1,357      |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT - ADMINISTRATION**  
Code 001-1401-572-\*\*\*\*\*

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                                                                                                |
|----------------------------------|------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                          |                                                                                                                                                                                                                   |
| .11000                           | Executive salaries                 | \$ 83,593                | Recreation Director                                                                                                                                                                                               |
| .11001                           | Executive Benefit                  | 6,500                    | Executive benefit package                                                                                                                                                                                         |
| .12000                           | Regular wages                      | 43,377                   | (1) Executive Assistant                                                                                                                                                                                           |
| .14000                           | Overtime                           | 500                      | Funding estimate for overtime required during summer and special events and Board meetings.                                                                                                                       |
| .18250                           | Longevity                          | 2,000                    | Benefit paid to tenured employees per policy.                                                                                                                                                                     |
| .21000                           | FICA                               | 10,402                   | Social Security and Medicare taxes                                                                                                                                                                                |
| .23000                           | Health Insurance                   | 10,078                   | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                                       |
| .24000                           | ISF: Workers' Compensation         | 136                      | Allocated costs of workers' compensation premiums paid to the Florida League.                                                                                                                                     |
| .29990                           | Contingent Personnel budget        | -                        | Projected costs for all eligible employee's annual merit (percent dependent upon union contract's), other contractually required personnel cost increases and the associated federal taxes for a one year period. |
|                                  | <i>Subtotal Personnel Services</i> | <b><u>\$ 156,586</u></b> |                                                                                                                                                                                                                   |

**OPERATING EXPENSES**

|        |                       |          |                                                                                                             |
|--------|-----------------------|----------|-------------------------------------------------------------------------------------------------------------|
| .31000 | Professional services | \$ 8,000 | Funding for the Recreation Participant Insurance and related reports.                                       |
| .34000 | Contractual services  | 3,100    | Service contracts on equipment, extermination fees, and other related activities to operate the department. |
| .34750 | Contr: Unity Day      | 18,000   | Funding for the Village's annual Unity Day.                                                                 |

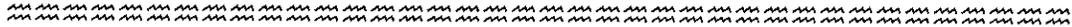
**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT - ADMINISTRATION**  
 Code 001-1401-572-\*\*\*\*\*

| <u>CODE</u>                               | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                     |
|-------------------------------------------|-------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>OPERATING EXPENSES (continued)</b>     |                                     |                          |                                                                                                                        |
| .40000                                    | Travel                              | 265                      | Funding to attend the FRPA conference, per-diem charges                                                                |
| .41002                                    | Telecomm: Internet                  | 1,540                    | Funding for internet connection                                                                                        |
| .42000                                    | Postage                             | 120                      | Estimated costs for postage                                                                                            |
| .43300                                    | Utility - Water                     | 65                       | Annual funding of water consumption.                                                                                   |
| .45100                                    | ISF: Risk Management                | 3,828                    | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.            |
| .46200                                    | Repairs/Maintenance                 | 75                       | General repair costs for items not under maintenance or warranty agreements.                                           |
| .47000                                    | Printing                            | 750                      | Funding for publication of Recreation programs and events.                                                             |
| .48000                                    | Advertising & Promotions            | 150                      | Estimated annual funding for advertisements and events for the department                                              |
| .51000                                    | Supplies: General Office            | 1,500                    | Annual funding for general office supplies including pens, pencils, ink.                                               |
| .52200                                    | Supplies: Other operating           | 900                      | Annual funding for supplies necessary to maintain the operations of the department.                                    |
| .52400                                    | Uniforms                            | 350                      | Funding to provide uniforms to staff.                                                                                  |
| .52100                                    | Fine Arts Commission & Program      | 3,000                    | Annual funding request for the Fine Arts Commission, providing education and entertainment events throughout the year. |
| .54000                                    | Dues, Membs, Subscript.             | 500                      | Annual funding estimate for membership to FRPA and NRPA.                                                               |
| .58000                                    | Training & Education                | 150                      | Estimated funding required to attend mandatory training for staff.                                                     |
|                                           | <b>Subtotal: Operating Expenses</b> | <b><u>\$ 42,293</u></b>  |                                                                                                                        |
| <b>OTHER EXPENSES</b>                     |                                     |                          |                                                                                                                        |
| .81000                                    | MSV Community Band                  | <u>2,180</u>             | Annual funding for negotiated band appearances at Village-sponsored and other related events.                          |
|                                           | <b>Subtotal: Other Costs</b>        | <b><u>\$ 2,180</u></b>   |                                                                                                                        |
| <b>TOTAL: Recreation - Administration</b> |                                     | <b><u>\$ 201,059</u></b> |                                                                                                                        |

# FY 2012 - 2013 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida



### RECREATION DEPARTMENT Athletics Division

#### *Services, Functions and Activities*

The Athletics Division of the Miami Shores Recreation Department is responsible for the sports, after school care and summer camp programs. The Athletics Division is managed directly by the Athletic Supervisor with assistance from the Assistant Athletic Supervisor and the Program Director.

The sports program runs all year round and offers intramural soccer, intramural basketball, intramural baseball and softball. The intramural programs average 250 participants per sport. The Athletic Supervisor coordinates scheduling with the travel soccer and travel baseball club teams. The travel club programs were outsourced and all funding has been eliminated from this years budget. The after school care program runs from August to June with an average of 70 children a week. The program hires an average of seven counselors throughout the year. The summer camp program runs from mid-June to mid-August with a maximum of 150 participants each week. We staff an average of 18 counselors each week with 4 supervisors who monitor the pool, field trips, art and crafts, and facilities. Athletics also runs an average of 15 specialty sports camps throughout the year.

#### BUDGET HIGHLIGHTS

|                       | <u>FY'12</u>      | <u>FY'13</u>      | <u>Change</u>    |
|-----------------------|-------------------|-------------------|------------------|
| Personnel costs ..... | \$ 201,112        | \$ 197,769        | \$ (3,343)       |
| Operating costs ..... | 83,001            | 74,309            | \$ (8,692)       |
| Capital outlay ... .. | -                 | -                 | \$ -             |
| Other Expenses ... .. | -                 | 23,000            | 23,000           |
| TOTAL .....           | <u>\$ 284,113</u> | <u>\$ 295,078</u> | <u>\$ 10,965</u> |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT - ATHLETICS**  
**Code 001-1402-572-\*\*\*\*\***

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                                        |
|----------------------------------|------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                   |                                                                                                                           |
| .12000                           | Regular wages                      | \$ 158,384        | (1) Athletics Supervisor<br>(1) Assistant Athletics Supervisor<br>(1) Program Coordinator<br>(1) Administrative Assistant |
| .13000                           | Other Wages                        | 1,000             | Funding estimate for overtime required during summer and special events.                                                  |
| .14000                           | Overtime                           | 2,000             | Funding estimate for overtime required during summer and special events.                                                  |
| .18250                           | Longevity                          | 1,500             | Benefit paid to tenured employees per policy.                                                                             |
| .21000                           | FICA                               | 12,384            | Social Security and Medicare taxes                                                                                        |
| .23000                           | Health Insurance                   | 19,959            | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits               |
| .24000                           | ISF: Workers' Compensation         | <u>2,542</u>      | Allocated cost of workers' compensation premiums paid to the Florida League.                                              |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 197,769</u> |                                                                                                                           |

**OPERATING EXPENSES**

|        |                       |          |                                                                                                        |
|--------|-----------------------|----------|--------------------------------------------------------------------------------------------------------|
| .34000 | Contractual services  | \$ 6,750 | Funding for annual service agreements on equipment located in Athletics; payment for sports officials. |
| .34150 | ConSvcs: Rec Programs | 18,000   | Funding for specialty camp instructors not engaged as employees.                                       |
| .40200 | Travel: Local Mileage | 50       | Funding to reimburse staff for use of their personal vehicles.                                         |
| .41200 | Telecomm: Cellular    | 120      | Funding for AT&T cellular phones.                                                                      |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT - ATHLETICS**  
**Code 001-1402-572-\*\*\*\*\***

| <u>CODE</u>                                  | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                  |
|----------------------------------------------|-------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING EXPENSES (continued)</u></b> |                                     |                          |                                                                                                                                     |
| .42000                                       | Postage                             | 40                       | Funding for special mail outs.                                                                                                      |
| .43100                                       | Electricity                         | 9,000                    | Estimated annual cost for electrical services based on current actual FPL usage.                                                    |
| .43300                                       | Water                               | 350                      | Annual funding for water consumption.                                                                                               |
| .45100                                       | ISF: Risk Management                | 9,668                    | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.                         |
| .45200                                       | ISF: Fleet Maintenance              | 15,311                   | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League. |
| .46200                                       | Repairs/Maintenance                 | 7,800                    | Funding to maintain and repair all athletic equipment and the facility.                                                             |
| .47000                                       | Printing                            | 400                      | Funding for special printing requirements.                                                                                          |
| .51000                                       | Supplies: General Office            | 1,800                    | Funding for general office supplies for four staff members including pens, pencils, etc                                             |
| .52200                                       | Supplies: Other operating           | 3,500                    | Funding for supplies used by participants and equipment needs.                                                                      |
| .52400                                       | Uniforms                            | 1,000                    | Funding to provide uniforms to staff.                                                                                               |
| .52420                                       | Uniforms - Special Camps            | 150                      | Funding to provide specialty uniforms for special camp programs.                                                                    |
| .54000                                       | Dues & Subscriptions                | 270                      | Funding for FRPA & NRPA memberships.                                                                                                |
| .58000                                       | Training & Education                | 100                      | Funding to send staff to FRPA Training.                                                                                             |
|                                              | <i>Subtotal: Operating Expenses</i> | <u>\$ 74,309</u>         |                                                                                                                                     |
| <b><u>OTHER EXPENSES</u></b>                 |                                     |                          |                                                                                                                                     |
| .93101                                       | Transfer to Capital Budget          | <u>\$ 23,000</u>         | Improvement to the Field House alarm system, North Locker A/C unit and interior fixtures.                                           |
|                                              | <i>Subtotal: Other Expenses</i>     | <u>\$ 23,000</u>         |                                                                                                                                     |
| <b>TOTAL: Recreation - Athletics</b>         |                                     | <u><u>\$ 295,078</u></u> |                                                                                                                                     |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT**  
**Summer Camp**  
**Code 001-1407-572-\*\*\*\*\***

| <u>CODE</u>                            | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                          |
|----------------------------------------|-------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>       |                                     |                          |                                                                                                             |
| .13000                                 | Other Wages                         | \$ 62,000                | Summer Camp Counselors: fulltime temporary                                                                  |
| .21000                                 | FICA                                | 4,743                    | Social Security and Medicare taxes                                                                          |
| .24000                                 | ISF: Workers' Compensation          | <u>973</u>               | Allocated cost of workers' compensation premiums paid to the FL League.                                     |
|                                        | <i>Subtotal Personnel Services</i>  | <u>\$ 67,716</u>         |                                                                                                             |
| <b><u>OPERATING EXPENSES</u></b>       |                                     |                          |                                                                                                             |
| .34000                                 | Contractual services                | \$ 15,000                | Funding for the payment of transportation and special programs assigned to outside vendors.                 |
| .40100                                 | Special Events/Field Trips          | 14,000                   | Funding for events and trips sponsored by the summer camp program.                                          |
| .44000                                 | Rental                              | 1,900                    | Rental of equipment / supplies for program.                                                                 |
| .45100                                 | ISF: Risk Management                | 11,336                   | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .47000                                 | Printing                            | 400                      | Registration forms, flyers, and posters for summer camp.                                                    |
| .48000                                 | Advertising & Promotion             | 400                      |                                                                                                             |
| .51000                                 | Supplies: General Office            | 100                      | General office supplies for staff.                                                                          |
| .52200                                 | Supplies: Other operating           | 4,500                    | Supplies and equipment used for program.                                                                    |
| .52400                                 | Supplies: Uniform                   | <u>3,500</u>             | Funding for uniform costs for staff/participants & CITs                                                     |
|                                        | <i>Subtotal: Operating Expenses</i> | <u>\$ 51,136</u>         |                                                                                                             |
| <b>TOTAL: Recreation - Summer Camp</b> |                                     | <u><b>\$ 118,852</b></u> |                                                                                                             |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

RECREATION DEPARTMENT  
 Intramural Soccer Program  
 Code 001-1409-572-\*\*\*\*\*

| <u>CODE</u>                                  | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                                                          |
|----------------------------------------------|-------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>             |                                     |                  |                                                                                                             |
| .13000                                       | Other Wages                         | \$ 11,000        | Part time & seasonal coaches                                                                                |
| .21000                                       | FICA                                | 918              | Social Security and Medicare taxes                                                                          |
| .24000                                       | ISF: Workers' Compensation          | <u>188</u>       | Allocated cost of workers' compensation premiums paid to the FL League.                                     |
|                                              | <i>Subtotal Personnel Services</i>  | <u>\$ 12,106</u> |                                                                                                             |
| <b><u>OPERATING EXPENSES</u></b>             |                                     |                  |                                                                                                             |
| .34000                                       | Contract services                   | \$ 750           | Funding for the payment of referees.                                                                        |
| .45100                                       | ISF: Risk Management                | 5,153            | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .51000                                       | Supplies: General Office            | -                | General office supplies for staff.                                                                          |
| .52200                                       | Supplies: Other Operating           | 8,000            | Equipment, trophies, and supplies                                                                           |
| .52400                                       | Uniforms                            | <u>6,500</u>     | Funding for uniform costs for participants and coaches.                                                     |
|                                              | <i>Subtotal: Operating Expenses</i> | <u>\$ 20,403</u> |                                                                                                             |
| <b>TOTAL: Recreation - Intramural Soccer</b> |                                     | <u>\$ 32,509</u> |                                                                                                             |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

RECREATION DEPARTMENT  
 Intramural Baseball Program  
 Code 001-1411-572-\*\*\*\*\*

| <u>CODE</u>                                    | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                                                          |
|------------------------------------------------|-------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>               |                                     |                  |                                                                                                             |
| .13000                                         | Other Wages                         | \$ 12,000        | Part time & seasonal coaches                                                                                |
| .21000                                         | FICA                                | 918              | Social Security and Medicare taxes                                                                          |
| .24000                                         | ISF: Workers' Compensation          | <u>188</u>       | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                                | <i>Subtotal Personnel Services</i>  | <u>\$ 13,106</u> |                                                                                                             |
| <b><u>OPERATING EXPENSES</u></b>               |                                     |                  |                                                                                                             |
| .34000                                         | Contract services                   | \$ 1,500         | Funding for the payment of umpires                                                                          |
| .45100                                         | ISF: Risk Management                | 5,153            | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .52200                                         | Supplies: Other Operating           | 4,000            | Equipment, trophies and supplies used for program.                                                          |
| .52400                                         | Uniforms                            | <u>7,000</u>     | Funding for uniform cost for participants and coaches.                                                      |
|                                                | <i>Subtotal: Operating Expenses</i> | <u>\$ 17,653</u> |                                                                                                             |
| <b>TOTAL: Recreation - Intramural Baseball</b> |                                     |                  |                                                                                                             |
|                                                |                                     | <u>\$ 30,759</u> |                                                                                                             |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT**  
**Softball Program**  
**Code 001-1412-572-\*\*\*\*\***

| <u>CODE</u>                         | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>          | <u>EXPLANATION</u>                                                                                          |
|-------------------------------------|-------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>    |                                     |                        |                                                                                                             |
| .13000                              | Other Wages                         | \$ 3,450               | Part time & seasonal coaches                                                                                |
| .21000                              | FICA                                | 264                    | Social Security and Medicare taxes                                                                          |
| .24000                              | ISF: Workers' Compensation          | 54                     | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                     | <i>Subtotal Personnel Services</i>  | <u>\$ 3,768</u>        |                                                                                                             |
| <b><u>OPERATING EXPENSES</u></b>    |                                     |                        |                                                                                                             |
| .34000                              | Contract services                   | \$ 400                 | Funding for the payment of umpires.                                                                         |
| .45100                              | ISF: Risk Management                | 1,031                  | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .52200                              | Supplies: Other Operating           | 1,200                  | Equipment, trophies and supplies used for program.                                                          |
| .52400                              | Uniforms                            | 1,700                  | Funding for uniform cost for participants and coaches.                                                      |
| .58000                              | Membership subscriptions            | -                      | Fees to participate in multi-agency program.                                                                |
|                                     | <i>Subtotal: Operating Expenses</i> | <u>\$ 4,331</u>        |                                                                                                             |
| <b>TOTAL: Recreation - Softball</b> |                                     | <u><b>\$ 8,099</b></u> |                                                                                                             |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT**  
**Intramural Basketball Program**  
**Code 001-1413-572-\*\*\*\*\***

| <u>CODE</u>                                    | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                                                          |
|------------------------------------------------|-------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>               |                                     |                  |                                                                                                             |
| .13000                                         | Other Wages                         | \$ 16,500        | Part time & seasonal coaches                                                                                |
| .21000                                         | FICA                                | 1,262            | Social Security and Medicare taxes                                                                          |
| .24000                                         | ISF: Workers' Compensation          | <u>259</u>       | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                                | <i>Subtotal Personnel Services</i>  | <u>\$ 18,021</u> |                                                                                                             |
| <b><u>OPERATING EXPENSES</u></b>               |                                     |                  |                                                                                                             |
| .34000                                         | Contract services                   | \$ 1,200         | Funding for the payment of referees.                                                                        |
| .45100                                         | ISF: Risk Management                | 5,153            | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .52200                                         | Supplies: Other Operating           | 4,000            | Equipment, trophies and supplies used for program.                                                          |
| .52400                                         | Uniforms                            | <u>3,500</u>     | Funding for uniform cost for participants and coaches.                                                      |
|                                                | <i>Subtotal: Operating Expenses</i> | <u>\$ 13,853</u> |                                                                                                             |
| <b>TOTAL: Recreation - Intramural Baseball</b> |                                     | <u>\$ 31,874</u> |                                                                                                             |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT**  
**After School Program**  
**Code 001-1414-572-\*\*\*\*\***

| <u>CODE</u>                             | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                          |
|-----------------------------------------|-------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>        |                                     |                          |                                                                                                             |
| .13000                                  | Other Wages                         | \$ 65,004                | Part time & seasonal coaches                                                                                |
| .21000                                  | FICA                                | 4,973                    | Social Security and Medicare taxes                                                                          |
| .24000                                  | ISF: Workers' Compensation          | 1,021                    | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                         | <i>Subtotal Personnel Services</i>  | <u>\$ 70,998</u>         |                                                                                                             |
| <b><u>OPERATING EXPENSES</u></b>        |                                     |                          |                                                                                                             |
| .34000                                  | Contract services                   | \$ 5,800                 | Funding for the payment for special instructors and teachers.                                               |
| .40100                                  | Special Events / Field Trips        | 10,200                   | Funding for events and trips sponsored by the after school program.                                         |
| .45100                                  | ISF: Risk Management                | 5,153                    | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .51000                                  | Supplies: General Office            | 50                       | General office supplies for staff.                                                                          |
| .52200                                  | Supplies: Other Operating           | 8,000                    | Supplies used for program.                                                                                  |
| .52400                                  | Uniforms                            | 600                      | Funding to provide uniforms to staff.                                                                       |
|                                         | <i>Subtotal: Operating Expenses</i> | <u>\$ 29,803</u>         |                                                                                                             |
| <b>TOTAL: Recreation - After School</b> |                                     | <u><b>\$ 100,801</b></u> |                                                                                                             |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

RECREATION DEPARTMENT  
Flag Football Program  
Code 001-1415-572-\*\*\*\*\*

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| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>   | <u>EXPLANATION</u>                                                           |
|----------------------------------|------------------------------------|-----------------|------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                 |                                                                              |
| .13000                           | Other Wages                        | \$ 5,000        | Part time & seasonal coaches                                                 |
| .21000                           | FICA                               | 383             | Social Security and Medicare taxes                                           |
| .24000                           | ISF: Workers' Compensation         | <u>79</u>       | Allocated cost of workers' compensation premiums paid to the Florida League. |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 5,462</u> |                                                                              |

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**OPERATING EXPENSES**

|        |                                     |                 |                                                                                                             |
|--------|-------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------|
| .34000 | Contract services                   | \$ 600          | Referees                                                                                                    |
| .45100 | ISF: Risk Management                | 1,031           | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .52400 | Uniforms                            | 2,000           | Funding for uniform cost for participants and coaches.                                                      |
| .58000 | Membership subscriptions            | <u>4,500</u>    | Fees to participate in multi-agency program.                                                                |
|        | <i>Subtotal: Operating Expenses</i> | <u>\$ 8,131</u> |                                                                                                             |

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**TOTAL: Recreation - Flag Football**                      **\$ 13,593**

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT**  
**Little Cleats Program**  
**Code 001-1416-572-\*\*\*\*\***

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>   | <u>EXPLANATION</u>                                                           |
|----------------------------------|------------------------------------|-----------------|------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                 |                                                                              |
| .13000                           | Other Wages                        | \$ 6,000        | Part time & seasonal coaches                                                 |
| .21000                           | FICA                               | 459             | Social Security and Medicare taxes                                           |
| .24000                           | ISF: Workers' Compensation         | <u>79</u>       | Allocated cost of workers' compensation premiums paid to the Florida League. |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 6,538</u> |                                                                              |

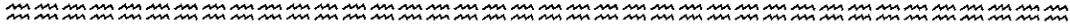
**OPERATING EXPENSES**

|        |                                     |                 |                                                                                                             |
|--------|-------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------|
| .45100 | ISF: Risk Management                | 1,031           | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .52200 | Supplies: Other Operating           | 1,000           | Equipment for program operations, etc.                                                                      |
| .52400 | Uniforms                            | 700             | Funding for uniform cost for participants and coaches.                                                      |
| .58000 | Membership subscriptions            | <u>-</u>        | Fees to participate in multi-agency program.                                                                |
|        | <i>Subtotal: Operating Expenses</i> | <u>\$ 2,731</u> |                                                                                                             |

**TOTAL: Recreation - Flag Football**      **\$ 9,269**

# FY 2012 - 2013 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida



### RECREATION DEPARTMENT Community Center Division

#### *Services, Functions and Activities*

The Recreation Community Center Division runs over 40 recreation classes a week and coordinates special events throughout the year including Unity Day, Winterfest, Marshmallow Drop and Memorial Day program.

#### BUDGET HIGHLIGHTS

|                       | <u>FY'12</u>      | <u>FY'13</u>      | <u>Change</u>    |
|-----------------------|-------------------|-------------------|------------------|
| Personnel costs ..... | \$ 212,300        | \$ 209,646        | \$ (2,654)       |
| Operating costs ..... | 263,889           | 323,274           | 59,385           |
| Capital outlay ... .. | <u>17,000</u>     | <u>2,500</u>      | <u>(14,500)</u>  |
| TOTAL .....           | <u>\$ 493,189</u> | <u>\$ 535,420</u> | <u>\$ 42,231</u> |

**The capital outlay has been centralized in the Capital Project Fund.**

**This Division generates \$337,703 in revenues to the General Fund.**

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT - COMMUNITY CENTER**  
**Code 001-1403-572-\*\*\*\*\***

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                          |
|----------------------------------|------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                   |                                                                                                             |
| .12000                           | Regular wages                      | \$ 139,286        | (1) Recreation Superintendent<br>(2) Maintenance Worker II<br>(1) Basketball Attendant                      |
| .13000                           | Other Wages                        | 34,579            | (2) Comm. Ctr. Attendant.                                                                                   |
| .14000                           | Overtime                           | 1,250             | Funding estimate for overtime required during summer, special events and facility rentals.                  |
| .18250                           | Longevity                          | 3,000             | Benefit paid to tenured employees per policy.                                                               |
| .21000                           | FICA                               | 13,702            | Social Security and Medicare taxes                                                                          |
| .23000                           | Health Insurance                   | 15,075            | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits |
| .24000                           | ISF: Workers' Compensation         | <u>2,754</u>      | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 209,646</u> |                                                                                                             |

**OPERATING EXPENSES**

|        |                                  |           |                                                              |
|--------|----------------------------------|-----------|--------------------------------------------------------------|
| .34000 | Contractual services             | \$ 17,184 | To maintain AC, pest control, time clocks, office equipment. |
| .34150 | Cont Svcs: Recreation            | 220,000   | Funding for class/program instructors                        |
| .34400 | Contractual Svcs: Adventure Camp | 10,800    | Funding for Adventure Camp Field Trips                       |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT - COMMUNITY CENTER**  
Code 001-1403-572-\*\*\*\*\*

| <u>CODE</u>                                  | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                          |
|----------------------------------------------|-------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING EXPENSES (continued)</u></b> |                                     |                   |                                                                                                             |
| .40000                                       | Travel                              | \$ 300            | Funding to attend FRPA.                                                                                     |
| .41000                                       | Telephone                           | -                 | Funding for dedicated telephone lines.                                                                      |
| .41200                                       | Telecomm: Cellular                  | 50                | Funding for AT&T cellular phone.                                                                            |
| .43100                                       | Electricity                         | 23,000            | Estimated annual cost for electrical services based on current usage.                                       |
| .43300                                       | Water                               | 1,560             | Annual funding for water consumption.                                                                       |
| .44000                                       | Rental                              | 400               | Funding to rent equipment and rides for special events.                                                     |
| .45100                                       | ISF: Risk Management                | 28,166            | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .46200                                       | Repairs/Maintenance                 | 7,500             | Funding to provide on-going maintenance and repairs to building and equipment at the Community Center.      |
| .49000                                       | Other current charges               | 600               | Annual fire safety permit and elevator permit.                                                              |
| .52200                                       | Supplies: Other operating           | 12,500            | Funding for supplies used in classes and other activities sponsored by the Village.                         |
| .52400                                       | Uniforms                            | 600               | Funding to provide uniforms to staff.                                                                       |
| .54000                                       | Subscriptions/Memberships           | 359               | Membership to FRPA                                                                                          |
| .58000                                       | Training & Education                | <u>255</u>        | Estimated funding required to attend mandatory training for staff.                                          |
|                                              | <i>Subtotal: Operating Expenses</i> | <u>\$ 323,274</u> |                                                                                                             |

**OTHER EXPENSES**

|        |                                 |                 |                                                 |
|--------|---------------------------------|-----------------|-------------------------------------------------|
| .91301 | Transfer to Capital Budget      | <u>2,500</u>    | Improvement to Community Center replace tables. |
|        | <i>Subtotal: Other Expenses</i> | <u>\$ 2,500</u> |                                                 |

**TOTAL: Recreation - Community Center**      **\$ 535,420**

# FY 2012 - 2013 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida

### RECREATION DEPARTMENT Aquatics Division

#### *Services, Functions and Activities*

The Miami Shores Aquatic Facility is comprised of an 8 lane competition pool, activity pool and jacuzzi offering comprehensive aquatic programs including adult and youth swimming lessons, swim team competitions, water exercise classes and free swim. The activity pool features slides, water cannons, and interactive toys. This state-of-the-art facility offers the best aquatics facility in the area, competing with several large capacity facilities. The Aquatic Center also hosts several special events including egg dive, teen nights, dive-in theater and family nights.

#### **BUDGET HIGHLIGHTS**

|                       | <u>FY'12</u>      | <u>FY'13</u>      | <u>Change</u>      |
|-----------------------|-------------------|-------------------|--------------------|
| Personnel costs ..... | \$ 362,577        | \$ 354,907        | \$ (7,670)         |
| Operating costs ..... | 206,849           | 187,874           | (18,975)           |
| Capital outlay ... .. | 16,948            | -                 | (16,948)           |
| Other Expenses.....   | <u>47,600</u>     | <u>30,000</u>     | <u>(17,600)</u>    |
| TOTAL .....           | <u>\$ 633,974</u> | <u>\$ 572,781</u> | <u>\$ (61,193)</u> |

**This Division generates \$222,000 in revenues to the General Fund.**

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT - AQUATICS FACILITY**  
Code 001-1405-572-\*\*\*\*\*

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                          |
|----------------------------------|------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                   |                                                                                                             |
| .12000                           | Regular wages                      | \$ 149,533        | (1) Aquatics Supervisor<br>(1) Assistant Aquatics Supervisor<br>(1) Lifeguard III                           |
| .13000                           | Other Wages                        | 161,000           | Funding for (1) Swim Coach and part time and seasonal staff and (2) Lifeguard II                            |
| .14000                           | Overtime                           | 1,750             | Funding estimate for overtime required during summer and special events.                                    |
| .18250                           | Longevity                          | 3,500             | Benefit paid to tenured employees per policy.                                                               |
| .21000                           | FICA                               | 24,157            | Social Security and Medicare taxes                                                                          |
| .23000                           | Health Insurance                   | 10,009            | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits |
| .24000                           | ISF: Workers' Compensation         | 4,958             | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 354,907</u> |                                                                                                             |

**OPERATING EXPENSES**

|        |                                |          |                                                                                             |
|--------|--------------------------------|----------|---------------------------------------------------------------------------------------------|
| .34000 | Contractual services           | \$ 2,650 | Funding for pest control at concession, office equipment, fire extinguisher, and thorguard. |
| .34150 | Cont Svcs: Recreation Aquatics | 19,027   | Funding for swim instructors.                                                               |
| .34250 | Cont Svcs: Pool Concession     | 27,142   | Funding for the purchase of supplies at the concession stand at the Aquatics facility.      |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

RECREATION DEPARTMENT - AQUATICS FACILITY  
Code 001-1405-572-\*\*\*\*\*

| <u>CODE</u>                                  | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                              |
|----------------------------------------------|-------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING EXPENSES (continued)</u></b> |                                     |                          |                                                                                                                 |
| .41002                                       | Telecomm: Internet                  | 1,300                    | Funding for internet connection                                                                                 |
| .41200                                       | Telecomm: Cellular                  | 50                       | Funding for AT&T cellular phone.                                                                                |
| .43100                                       | Utilities: Electricity              | 47,000                   | Estimated annual cost for electrical services based on current usage.                                           |
| .43200                                       | Utilities: Water                    | 6,500                    | Annual funding for water consumption.                                                                           |
| .44000                                       | Rental                              | -                        | Funding for the rental of special equipment required to maintain the pool.                                      |
| .45100                                       | ISF: Risk Management                | 28,405                   | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.     |
| .46200                                       | Repairs & Maintenance               | 12,000                   | Funding to maintain and repair equipment located at the aquatics facility.                                      |
| .47000                                       | Printing                            | 400                      | Funding for printing of notices.                                                                                |
| .48000                                       | Advertising & Promotions            | 600                      | Funding for promotions & lifeguard ads.                                                                         |
| .49000                                       | Other current charges               | 2,500                    | Funding for the pool, spa, and activity area fees to the State of Florida and Dade County.                      |
| .51000                                       | Supplies: General Office            | 900                      | General office supplies for staff.                                                                              |
| .52200                                       | Supplies: Other operating           | 10,500                   | Supplies for concession and operations.                                                                         |
| .52400                                       | Supplies: Uniform                   | 3,500                    | Funding to provide uniforms to staff.                                                                           |
| <b><u>OPERATING EXPENSES (continued)</u></b> |                                     |                          |                                                                                                                 |
| .52500                                       | Supplies: Chemicals                 | 25,000                   | Funding for the purchase of chlorine and other chemicals to operate facility.                                   |
| .54000                                       | Subscriptions & Memberships         | 400                      | Membership fee to FRPA.                                                                                         |
| .58000                                       | Training & Education                | -                        | Training fees required by state.                                                                                |
|                                              | <i>Subtotal: Operating Expenses</i> | <u>\$ 187,874</u>        |                                                                                                                 |
| <b><u>OTHER EXPENSES</u></b>                 |                                     |                          |                                                                                                                 |
| .91301                                       | Transfer to Capital Budget          | 30,000                   | Improvement to Aquatics structural repair to Shipwreck Cove and replacement of deck chairs, lounges and tables. |
|                                              | <i>Subtotal: Other Expenses</i>     | <u>\$ 30,000</u>         |                                                                                                                 |
| <b>TOTAL: Recreation - Aquatics Facility</b> |                                     | <u><b>\$ 572,781</b></u> |                                                                                                                 |

# FY 2012 - 2013 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida

### RECREATION DEPARTMENT Tennis Division

#### *Services, Functions and Activities*

The Operation of the Tennis Division was reorganized at the start of FY09/10 with the Tennis position outsourced. The Tennis courts remain open and a part-time employee is present when the Tennis Pro is not on-duty.

#### BUDGET HIGHLIGHTS

|                       | <u>FY'12</u>     | <u>FY'13</u>     | <u>Change</u> |
|-----------------------|------------------|------------------|---------------|
| Personnel costs ..... | \$ 9,961         | \$ 10,161        | \$ 200        |
| Operating costs ..... | 3,803            | 4,533            | 730           |
| Capital outlay ... .. | <u>-</u>         | <u>-</u>         | <u>-</u>      |
| TOTAL .....           | <u>\$ 13,764</u> | <u>\$ 14,694</u> | <u>\$ 930</u> |

**FY 2012 - 2013 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT - TENNIS**  
Code 001-1406-572-\*\*\*\*\*

| <u>CODE</u>               | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                                       |
|---------------------------|------------------------------------|------------------|------------------------------------------------------------------------------------------|
| <b>PERSONNEL SERVICES</b> |                                    |                  |                                                                                          |
| .13000                    | Other Wages                        | \$ 8,553         | (1) Clerical Assistant (PT)<br>(3) Tennis Attendants (PT)<br>(1) Clerical Assistant (PT) |
| .14000                    | Overtime                           | 250              | Funding for intermittent overtime requirements.                                          |
| .18250                    | Longevity                          | 500              | Benefit paid to tenured employees per policy.                                            |
| .21000                    | FICA                               | 712              | Social Security and Medicare taxes                                                       |
| .24000                    | ISF: Workers' Compensation         | 146              | Allocated cost of workers' compensation premiums paid to the FL League.                  |
|                           | <i>Subtotal Personnel Services</i> | <u>\$ 10,161</u> |                                                                                          |

**OPERATING EXPENSES**

|        |                                     |                 |                                                                                                             |
|--------|-------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------|
| .34000 | Contractual services                | \$ 600          | Funding for the tennis pro, AC maintenance, pest control and refrigerator maintenance.                      |
| .43000 | Utilities: Water                    | \$ 155          | Annual funding for water consumption.                                                                       |
| .45100 | ISF: Risk Management                | 2,023           | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .46200 | Repairs/Maintenance                 | 1,500           | Cleaning materials, wind screen replacement and other related repairs.                                      |
| .51000 | Supplies: General Office            | 150             | General office supplies                                                                                     |
| .52200 | Supplies: Other operating           | 30              | Supplies for maintenance of tennis office.                                                                  |
| .52400 | Supplies: Uniform                   | 75              | Funding to provide uniforms to staff.                                                                       |
|        | <i>Subtotal: Operating Expenses</i> | <u>\$ 4,533</u> |                                                                                                             |

**TOTAL: Recreation - Tennis**                      **\$ 14,694**

# FY 2012 - 2013 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida

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LIBRARY DEPARTMENT

Services, Functions and Activities

Brockway Memorial Library provides area residents with free access to library materials in a variety of formats and media. The Library staff is committed to providing patrons with a high level of personal assistance to gain access to information, meeting various personal, educational and professional needs. The Library promotes community enrichment and individual achievement through reading. The Library keeps its shelves filled with best sellers, latest works by popular authors, magazines and periodicals, audio books, videos and large print books.

BUDGET HIGHLIGHTS

	<u>FY'12</u>	<u>FY'13</u>	<u>Change</u>
Personnel costs	\$ 276,384	\$ 270,454	\$ (5,930)
Operating costs	67,757	80,273	12,516
Capital outlay	<u>35,355</u>	<u>35,355</u>	-
TOTAL	<u>\$ 379,496</u>	<u>\$ 386,082</u>	<u>\$ 6,586</u>

This Division generates \$15,250 in revenues to the General Fund.

FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

LIBRARY DEPARTMENT
Code 001-1500-571-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
PERSONNEL SERVICES			
.11000	Executive salaries	\$ 75,801	Library Director base salary
.11001	Executive Benefit	6,500	Executive benefit package
.11002	Executive Benefit - Car Allowance	600	Funding for car allowance
.12000	Regular Salaries	148,374	(1) Youth Services Librarian (full-time) (1) Adult Services Librarian (full-time) (1) Library Assistant II (part-time) (5) Library Assistant I (part-time) (1) Library Page (part-time)
.14000	Overtime Pay	2,520	Funding required for hours needed during expected FMLA absence.
.18250	Longevity Pay	4,000	Benefit paid to tenured employees per policy.
.21000	FICA	17,343	Social Security and Medicare taxes
.23000	Health Insurance	15,081	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>235</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 270,454</u>	

OPERATING EXPENSES

.34000	Contractual Services	\$ 18,692	Maintenance contracts for A/C, smoke and fire alarms, security alarm, library management system, janitorial services.
.40000	Training & Education	640	Annual Florida Library Association Conference and Workshops for 2 attendants.
.41002	Telecommunication: Internet	816	Estimated costs for patrons Internet service.
.42000	Postage	505	Library correspondence and book and film postage.
.43100	Electricity	14,305	Estimated annual cost of electrical services based on current actual FPL usage
.43300	Water	252	Estimated water consumption

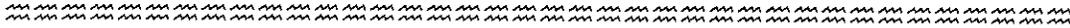
FY 2012 - 2013 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

LIBRARY DEPARTMENT
Code 001-1500-571-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES- Continued</u>			
.45100	ISF: Risk Management	32,798	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.46200	Repair and Maintenance	4,425	A/C service & parts not covered under contract, plumbing and electrical services, carpet cleaning and general maintenance of building.
.47000	Printing	690	Bookmarks, brochures, and various library forms.
.48000	Advertising and Promotions	800	Summer reading programs, various reading programs, Reading Clubs.
.51000	Supplies: General office	625	Pens, paper and other office supplies for a one year period for three (3) full-time employees.
.52200	Supplies: Other operating	5,295	Book jacket covers, book processing supplies, DVD security cases, CD albums, magazine and paperback protectors, barcode labels, books & media repair supplies, data & printer cartridges, security tags, book & video pockets, paper towels.
.54000	Subscriptions and Memberships	<u>430</u>	Florida Library Association membership.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 80,273</u>	
<u>CAPITAL OUTLAY</u>			
.66000	Books, Publications, Library Materials	\$ 27,500	Annual funding for books, periodicals, library materials, large print books, and reference materials.
.66100	Media	<u>7,855</u>	Annual funding for books-on-CDs, DVDs and on-line databases.
	<i>Subtotal: Capital Outlay</i>	<u>\$ 35,355</u>	
TOTAL: Library Department		<u>\$ 386,082</u>	

FIVE-YEAR CAPITAL IMPROVEMENT PLAN

Miami Shores Village, Florida



Services, Functions and Activities

The **FY 2013-2017 Capital Improvement Plan (CIP)** represents department requests for capital equipment and projects valued at more than \$5,000 with a life expectancy of at least three years. The purpose of the CIP is to establish a long term plan of proposed capital expenditures with the means and methods of financing. The Village is required to adopt a five-year comprehensive plan in order to comply with state requirements.

The five-year CIP is updated annually to add new projects, to re-evaluate the program and project priorities in light of unanticipated needs, and to revise recommendations to take into account new requirements and new sources of funding. Capital Improvement programming thus becomes a continuing part of the Village's budgeting and management procedures.

The Proposed Budget is divided into each funding year and identifies the following: 1) project or program description; 2) the department submitting the request; 3) the division that will benefit from the investment; and, 4) the cost of the project by funding source. For the five-year period scheduled to begin on October 1, 2012 and continue through September 30, 2017, **\$14,912,811** is planned for investment in Village assets and infrastructure as follows:

FISCAL YEAR	REQUESTED
2012-2013	\$ 1,128,658
2013-2014	975,703
2014-2015	1,394,950
2015-2016	1,212,500
2016-2017	10,201,000
TOTAL	\$ 14,912,811

DEPT.	FIVE-YEAR TOTAL
Finance	\$ 450,000
Library	8,950
Police Dept.	100,000
Public Works Dept.	4,172,361
Recreation Dept.	10,181,500
TOTAL	\$ 14,912,811

Miami Shores Village
Capital Project Master List
FY2013 thru 2017
by Department

Project Description	Dept	FY 2013	Fund Source
TOTAL: ALL DEPARTMENTS		\$ 1,128,658	
Purchase Accounting Software (partial funding)	FIN	\$ 50,000	GEN
Purchase Computer Equipment and Software	FIN	50,000	GEN
FINANCE		\$ 100,000	
Field House Alarm System	REC	\$ 8,500	GEN
Field House North Locker A/C Unit	REC	8,500	GEN
Replace Aquatic Ctr deck chairs, lounges and tables	REC	10,000	GEN
Shipwreck Cove structural inspection and repair	REC	20,000	GEN
Replace tables at Community Center	REC	2,500	GEN
Field House interior fixtures	REC	6,000	GEN
RECREATION		\$ 55,500	
Facility roof replacement (Partial funding 1/3)	POL	\$ 25,000	GEN
Computer Infrastructure	POL	50,000	GEN
Radio repeater replacement (Partial funding 1/2)	POL	25,000	GEN
POLICE		\$ 100,000	
Bayfront Park railing (partial funding)	PW	\$ 10,000	GEN
PW Administration Building Roof	PW	10,570	GEN
PUBLIC WORKS		\$ 20,570	
Replace Fuel Pump at Public Works Compound	PW: FF	6,000	FF
Replace 1 (V-9663)Pick-up Truck	PW: FF	36,000	FF FB
FLEET MAINTENANCE (F. 550)		\$ 42,000	
Replace broken & damage sidewalk Village wide	PW: LOGT	\$ 25,000	LOGT FB
Maintain inventory of sign materials	PW: LOGT	1,000	LOGT
Roadway resurfacing	PW: LOGT	100,000	LOGT
LOCAL OPTION GAS TAXES (F. 130)		\$ 126,000	
Drainage Mitigation Project	PW:STW	\$ 100,000	STW FB
STORMWATER FUND (F. 402)		\$ 100,000	
Replace V-4148 Garbage Truck	PW:SAN	\$ 233,225	SAN FB
Replace V-2002 Trash Truck	PW:SAN	91,000	SAN FB
Replace V-161 Trash Grabber	PW:SAN	130,363	SAN FB
SANITATION FUND (F. 405)		\$ 454,588	
Repair & upgrade of Railway crossing Village boundary	PW:CT	\$ 20,000	CITT
Roadway resurfacing	PW:CT	110,000	
CITT FUND (F. 135)		\$ 130,000	

Miami Shores Village
Capital Project Master List
FY2013 thru 2017
by Department

Project Description	Dept	Year	
		FY 2014	Fund Source
TOTAL: ALL DEPARTMENTS		\$ 975,703	
Purchase Accounting Software	Fin	\$ 50,000	GEN
Purchase Computer Equipment and Software	Fin	50,000	GEN
FINANCE		\$ 100,000	
Sand and varnish Community Ctr doors and stage front	REC	\$ 7,000	GEN
Replace auditorium sound system	REC	6,000	GEN
Field House patio tables and benches	REC	10,000	GEN
Resurface activity pool	REC	32,000	GEN
Replace pool strantal system	REC	31,000	GEN
Rebuild 3 baseball dugouts	REC	7,500	GEN
RECREATION		\$ 93,500	
Public Works Generator (1/3)	PW:ADM	20,000	GEN
Public Works		\$ 20,000	
Replace V-2001 E-350 Purchasing Van	PW: FF	\$ 30,000	FF FB
Replace V-9662 Motor Pool Truck	PW: FF	40,000	FF FB
Replace V-9660 Recreation Van	PW: FF	25,870	FF FB
Repalce V140 Reel Master 3100D	PW: FF	26,333	FF FB
Replace V-9836 72" Mower	PW: FF	20,000	FF FB
Replace two (2) Pickup Trucks V-9768 & V-9764	PW: FF	50,000	FF FB
Replace V-0101 Building Official's Vehicle	PW: FF	35,000	FF FB
Replace V-9835 Police Van	PW: FF	30,000	FF FB
Replace John Deere Tractor V-178 (1994)	PW: FF	20,000	FF FB
Replace V-0702 Village Manager's Vehicle	PW: FF	35,000	FF FB
Replace V-0202 Public Works Director's Vehicle	PW: FF	35,000	FF FB
Replace V-0228 Detective Bureau Vehicle (2000)	PW: FF	30,000	FF FB
FLEET MAINTENANCE (F. 550)		\$ 377,203	
ADA ramps & improvement to Village intersections	PW: LOGT	15,000	LOGT
Replace V-9661 Chipper Truck	PW:LOGT	\$ 95,000	LOGT
LOCAL OPTION GAS TAX (F. 130)		\$ 110,000	
Replace Loader [V-35] 2003	PW:SAN	\$ 130,000	SAN FB
Replace Garbage Truck [V-6149] 1/2 cost	PW:SAN	145,000	SAN FB
SANITATION FUND (F. 405)		\$ 275,000	

Miami Shores Village
Capital Project Master List
FY2013 thru 2017
by Department

Project Description	Dept	FY 2015	Fund Source
TOTAL: ALL DEPARTMENTS		\$ 1,394,950	
Purchase Accounting Software (Partial funding 4/5)	Fin	\$ 50,000	GEN
Purchase Computer Equipment and Software	Fin	50,000	GEN
FINANCE		\$ 100,000	
Replace lifeguard stands	REC	\$ 6,500	GEN
Replace field house windows	REC	8,500	GEN
Replace pool lockers with plastic lockers	REC	8,000	GEN
RECREATION		\$ 23,000	
Replace air conditioner in North Wing area	LIB	\$ 8,950	GEN
LIBRARY		\$ 8,950	
Replace Public Works Generator (2/3)	PW:ADM	\$ 35,000	GEN
PUBLIC WORKS		\$ 35,000	
Replace V-172 Toro Workman (2003)	PW:FF	\$ 20,000	FF FB
Replace V-9767 Box Truck	PW:FF	32,000	FF FB
Replace four (4) Police Vehicles	PW:FF	124,000	
Replace V-0203 Recreation Van	PW:FF	40,000	FF FB
Replace V-0310 Recreation Blue & White Bus	PW:FF	140,000	FF FB
Replace VT-6 18 Foot Lawn Trailer (2005)	PW:FF	10,000	FF FB
FLEET MAINTENANCE (F. 550)		\$ 366,000	
Replace V-9920 Green Bucket Truck	PW:LOGT	\$ 140,000	LOGT FB
Replace Vehicle T-4 Arrow Board	PW: LOGT	5,000	LOGT
Replace V-0109 Altec Chipper	PW:LOGT	28,000	LOGT
LOCAL OPTION GAS TAXES (F. 130)		\$ 173,000	
Replace Loader [V-36]	PW:SAN	\$ 130,000	SAN FB
Replace V-9553 High Side International	PW:SAN	80,000	SAN FB
Replace Garbage Truck [V-6149] 2/2 cost	PW:SAN	149,000	SAN FB
Replace Trash Truck V-0523	PW:SAN	90,000	SAN FB
Replace Trash Truck V-0524	PW:SAN	90,000	SAN FB
SANITATION FUND (F. 405)		\$ 539,000	
Replace V-0532 Street Sweeper	PW:CT	\$ 150,000	CITT
CITT FUND (F. 135)		\$ 150,000	

Miami Shores Village
Capital Project Master List
FY2013 thru 2017
by Department

Project Description	Dept	FY 2016	Fund Source
TOTAL: ALL DEPARTMENTS		\$ 1,212,500	
Purchase Accounting Software (Partial funding 5/5)	FIN	\$ 50,000	GEN
Purchase Computer Equipment and Software	FIN	50,000	GEN
FINANCE		\$ 100,000	
Planning and design for new Community Center	REC	500,000	BOND
Replace concession stand shutters at Aquatic Center	REC	5,000	GEN
Irrigation system for Constitution Park	REC	4,500	GEN
RECREATION		\$ 509,500	
Replace Public Works Generator (3/3)	PW:ADM	\$ 35,000	GEN
Replace V-0401 Village Hall Generator (partial funding yr 1)	PW	\$ 70,000	GEN
PUBLIC WORKS		\$ 105,000	
Replace V-0201 Pickup Truck	PW:FF	30,000	FF FB
Replace V-0463 F250 Pickup Truck	PW:FF	30,000	FF FB
Replace V-175 Toro Sprayer (2002)	PW:FF	8,000	FF FB
Replace V-174 Smithco Groom Master (2005)	PW:FF	15,000	FF FB
Replace 4 Police Vehicles	PW:FF	140,000	FF FB
Replace V-0505 Crime Watch Vehicle	PW:FF	35,000	FF FB
Replace V-0552 F250 Pickup Truck Recreation Maintenance	PW:FF	35,000	FF FB
FLEET MAINTENANCE (F. 550)		\$ 293,000	
Replace V-0318 Backhoe	PW:SAN	\$ 125,000	SAN FB
Replace V-9558 Low Side International	PW:SAN	80,000	SAN FB
SANITATION FUND (F. 405)		\$ 205,000	

Miami Shores Village
 Capital Project Master List
 FY2013 thru 2017
 by Department

Project Description	Dept	FY 2017	Fund Source
TOTAL: ALL DEPARTMENTS		\$ 10,201,000	
Purchase Computer Equipment and Software	FIN	50,000	GEN
FINANCE		\$ 50,000	
New Community Center	REC	\$ 9,500,000	BOND
RECREATION		\$ 9,500,000	
Replace V-0401 Village Hall Generator (Partial funding yr 2)	PW	\$ 70,000	GEN
PUBLIC WORKS		\$ 70,000	
Replace V-0711 Crew Cab Pickup Truck	PW: FF	\$ 35,000	FF FB
Replace V-0704 Trail Blazer	PW: FF	40,000	FF FB
Replace 4 Police Vehicles	PW: FF	140,000	FF FB
Replace V-0601 F250 Pickup Truck	PW: FF	30,000	FF FB
Replace V-T-11 Lawn Trailer	PW:FF	6,000	FF FB
FLEET MAINTENANCE (F. 550)		\$ 251,000	