



MIAMI

SHORES

VILLAGE

A FLORIDA
MUNICIPALITY

**ADOPTED OPERATING
AND
CAPITAL BUDGETS
BY DEPARTMENT BY DIVISION
for the Fiscal Year
beginning October 1 & ending September 30**

Prepared by the Miami Shores Village Finance Department
Approved by the Miami Shores Village Council September 16, 2014



Miami Shores Village Florida

Adopted Operating Budgets and Capital Budget

By Department and Division
for the fiscal year

beginning...
October 1, 2014
and ending...
September 30, 2015

Approved by the
Miami Shores Village Council
September 16, 2014

Prepared by the
Miami Shores Village Finance Department

Miami Shores Village
 Operating Budget
 FY2014-15

Revenue Report by Fund/Classification

	CODES	FY2013 Audited	FY2014 Budgeted	Actual thru 03.31.2014	Projected to 9.30.2014	TOTAL EST to 9.30.2014	FY2014 Variance	FY2015	FY2014 v FY2015	% CHG
Ad Valorem Taxes										
Ad Valorem Taxes - Current	001-00-0000-00-311-000	\$ 5,719,016	\$ 5,821,679	\$ 5,311,276	\$ 510,000	\$ 5,821,276	\$ 403	\$ 6,321,800	\$ 500,121	8.59%
Sub-total: Ad Valorem Taxes		\$ 5,719,016	\$ 5,821,679	\$ 5,311,276	\$ 510,000	\$ 5,821,276	\$ 403	\$ 6,321,800	\$ 500,121	8.59%
Licenses & Permits										
Building Permits	001-24-0400-00-322-000	\$ 601,931	\$ 700,000	\$ 307,643	\$ 392,357	\$ 700,000	\$ (0)	\$ 700,000	\$ -	0.00%
Structural Engineering Fees	001-24-0400-00-329-110	28,045	32,000	26,750	25,000	51,750	(19,750)	54,000	22,000	68.75%
Zoning and Variance Fees	001-24-0400-00-329-200	11,261	9,500	7,275	4,225	11,500	(2,000)	12,000	2,500	26.32%
Certificate of Re-occupancy	001-24-0400-00-329-120	12,635	14,000	5,715	8,285	14,000	-	13,000	(1,000)	-7.14%
Other Permits	001-24-0400-00-329-100	70,004	65,000	36,380	28,620	65,000	0	50,000	(15,000)	-23.08%
Local Business Tax Village	001-12-0303-00-316-100	62,073	80,000	72,851	2,500	75,351	4,649	80,000	-	0.00%
Local Business Tax County	001-00-0000-00-338-100	22,684	20,000	13,764	8,000	21,764	(1,764)	22,000	2,000	10.00%
Alarm Permits	001-21-0900-00-329-300	32,940	32,000	10,147	23,000	33,147	(1,147)	33,000	1,000	3.13%
Sub-total: Licenses & Permits		\$ 841,572	\$ 952,500	\$ 480,525	\$ 491,987	\$ 972,512	\$ (20,012)	\$ 964,000	\$ 11,500	1.21%
Fines & Forfeitures										
Crossing Guards	001-21-0901-00-338-900	\$ 18,905	\$ 21,000	\$ 8,451	\$ 12,600	\$ 21,051	\$ (51)	\$ 21,000	\$ -	0.00%
Traffic Fines	001-21-0900-00-351-500	78,594	84,000	42,163	42,000	84,163	(163)	84,000	-	0.00%
Fines: Library	001-71-1500-00-352-000	7,285	8,000	2,766	4,034	6,800	1,200	7,000	(1,000)	-12.50%
Returned Check Fee	001-00-0000-00-349-100	290	1,000	232	250	482	518	500	(500)	-50.00%
Local Business Tax	001-12-0303-00-354-100	3,144	2,000	-	1,800	1,800	200	2,000	-	0.00%
Code Violations	001-29-0351-00-354-200	500,811	250,000	212,230	138,000	350,230	(100,230)	350,000	100,000	40.00%
Sub-total: Fines & Forfeitures		\$ 609,029	\$ 366,000	\$ 265,842	\$ 198,684	\$ 464,526	\$ (98,526)	\$ 464,500	\$ 98,500	26.91%
Rents & Royalties										
Country Club Base	001-00-0000-00-362-100	\$ 24,729	\$ 25,000	\$ 12,507	\$ 12,493	\$ 25,000	\$ 0	\$ 25,000	\$ -	0.00%
Country Club Supplemental	001-00-0000-00-362-110	-	-	125,000	-	125,000	(125,000)	-	-	**
Charter School	001-00-0000-00-362-200	180,000	180,000	-	180,000	180,000	-	180,000	-	0.00%
Sub-total: Rents/Royalties		\$ 204,729	\$ 205,000	\$ 137,507	\$ 192,493	\$ 330,000	\$ (125,000)	\$ 205,000	\$ -	0.00%
Interest Earnings										
Interest Income	001-00-0000-00-361-100	\$ 18,746	\$ 8,000	\$ 2,705	\$ 2,700	\$ 5,405	\$ 2,595	\$ 5,700	\$ (2,300)	-28.75%
Sub-total: Interest		\$ 18,746	\$ 8,000	\$ 2,705	\$ 2,700	\$ 5,405	\$ 2,595	\$ 5,700	\$ (2,300)	-28.75%
Miscellaneous Revenues										
Recycling	001-00-0000-00-365-000	\$ 3,172	\$ -	\$ 318	\$ 1,500	\$ 1,818	\$ (1,818)	\$ 1,500	\$ 1,500	**
Lost Books	001-71-1500-00-347-120	723	850	245	505	750	100	750	(100)	-11.76%
Miscellaneous Revenues	001-00-0000-00-369-900	10,444	10,000	8,180	4,000	12,180	(2,180)	11,000	1,000	10.00%

Miami Shores Village

Operating Budget

FY2014-15

Revenue Report by Fund/Classification

	CODES	FY2013 Audited	FY2014 Budgeted	Actual thru 03.31.2014	Projected to 9.30.2014	TOTAL EST to 9.30.2014	FY2014 Variance	FY2015	FY2014 v FY2015	% CHG
Miscellaneous - Library	001-71-1500-00-347-130	594	500	177	273	450	50	500	-	0.00%
Barry Pilot Program Fees	001-00-0000-00-339-000	28,339	28,350	28,990	-	28,990	(640)	29,000	650	2.29%
Sale of Surplus Assets	001-00-0000-00-364-100	7,743	-	200	-	200	(200)	-	-	**
Other General Government Charges	001-00-0000-00-341-900	12,123	5,000	2,786	-	5,572	(572)	5,000	-	0.00%
Discounts	001-00-0000-00-369-910	-	200	-	-	-	200	-	(200)	-100.00%
Unity Day	001-72-1401-00-347-410	13,394	19,000	19,288	-	19,288	(288)	19,500	500	2.63%
Donations - Fireworks	001-72-1403-00-366-100	-	-	-	10,000	10,000	(10,000)	10,000	10,000	**
Sub-total: Miscellaneous Revenues		\$ 76,533	\$ 63,900	\$ 60,184	\$ 16,278	\$ 79,248	\$ (15,348)	\$ 77,250	\$ 13,350	20.89%
Intergovernmental Revenues										
Revenue Sharing	001-00-0000-00-335-120	\$ 226,692	\$ 220,000	\$ 112,118	\$ 112,118	\$ 224,236	\$ (4,236)	\$ 245,000	\$ 25,000	11.36%
Alcohol Beverage License Tax	001-00-0000-00-335-150	979	1,000	-	880	880	120	850	(150)	-15.00%
Half-Cent Sales Tax	001-00-0000-00-335-180	727,084	720,000	374,663	383,700	758,363	(38,363)	800,000	80,000	11.11%
Fireworks	001-00-0000-00-337-700	10,000	-	-	10,000	10,000	(10,000)	-	-	**
Sub-total: Intergov'tal		\$ 964,755	\$ 941,000	\$ 486,781	\$ 506,698	\$ 993,479	\$ (52,479)	\$ 1,045,850	\$ 104,850	11.14%
Charges for Services										
Lien Searches	001-00-0000-00-341-910	\$ 32,715	\$ 25,000	\$ 15,258	\$ 15,000	\$ 30,258	\$ (5,258)	\$ 30,000	\$ 5,000	20.00%
Police Extra-duty Pay	001-21-0900-00-342-100	346,340	274,000	198,529	183,471	382,000	(108,000)	320,000	46,000	16.79%
Police Extra-duty Surcharge	001-21-0900-00-342-110	68,842	54,800	39,790	27,000	66,790	(11,990)	64,000	9,200	16.79%
Lot Clearing	001-39-1202-00-343-910	69,006	40,000	22,201	20,400	42,601	(2,601)	42,000	2,000	5.00%
Landscape Maintenance	001-39-1202-00-343-920	19,901	19,900	9,951	9,949	19,900	0	19,900	-	0.00%
Parking Fees	001-00-0000-00-344-500	441	500	-	200	200	300	300	(200)	-40.00%
Library	001-71-1500-00-347-100	4,770	4,000	3,005	2,395	5,400	(1,400)	4,500	500	12.50%
Computer Access Fees	001-71-1500-00-347-110	1,195	1,400	580	600	1,180	220	1,200	(200)	-14.29%
Program Fees: Summer Camp	001-72-1402-11-347-200	180,043	165,000	221	172,279	172,500	(7,500)	190,000	25,000	15.15%
Program Fees: After-school programs	001-72-1402-10-347-200	192,452	180,000	119,288	65,416	184,704	(4,704)	195,000	15,000	8.33%
Program Fees: Intramural Soccer	001-72-1402-12-347-200	37,553	35,000	2,406	35,363	37,769	(2,769)	37,500	2,500	7.14%
Program Fees: Intramural Baseball	001-72-1402-14-347-200	27,012	27,000	34,567	-	34,567	(7,567)	28,000	1,000	3.70%
Program Fees: Intramural Basketball	001-72-1402-13-347-200	33,994	32,000	27,716	4,461	32,177	(177)	33,000	1,000	3.13%
Program Fees: Intramural Softball	001-72-1402-15-347-200	5,735	5,200	6,070	59	6,129	(929)	5,200	-	0.00%
Program Fees: Little Cleats	001-72-1402-17-347-200	5,971	9,000	6,000	1,500	7,500	1,500	6,500	(2,500)	-27.78%
Program Fees: Flag Football	001-72-1402-16-347-200	19,159	15,000	7,975	6,000	13,975	1,026	13,000	(2,000)	-13.33%
Facility Rental: Athletic Field	001-72-1402-00-347-500	7,602	6,000	4,537	2,463	7,000	(1,000)	11,000	5,000	83.33%
Program Fees: Camp Field Trips	001-72-1402-11-347-200	36	-	-	-	-	-	-	-	**
Community Center Bridge Rental	001-72-1403-00-347-510	15,238	15,000	9,280	6,032	15,312	(312)	15,000	-	0.00%

Miami Shores Village
Operating Budget
FY2014-15

Revenue Report by Fund/Classification

	CODES	FY2013 Audited	FY2014 Budgeted	Actual thru 03.31.2014	Projected to 9.30.2014	TOTAL EST to 9.30.2014	FY2014 Variance	FY2015	FY2014 v FY2015	% CHG
Facility Rental: Community Center	001-72-1403-00-347-500	17,182	8,523	6,969	2,500	9,469	(946)	8,523	-	0.00%
Program Fees: Community Center Classes	001-72-1403-00-347-200	488,332	385,000	181,655	274,000	455,655	(70,655)	531,000	146,000	37.92%
Special Events: Community Center	001-72-1403-00-347-400	-	-	9,845	-	9,845	(9,845)	9,500	9,500	**
Luminaries	001-72-1403-00-347-910	290	250	272	-	272	(22)	250	-	0.00%
Program Fees: Adventure Camp	001-72-1403-00-347-200	24,669	19,452	-	26,180	26,180	(6,728)	27,500	8,048	41.37%
Program Fees: Specialty Camp	001-72-1402-00-347-200	56,170	45,000	13,577	31,423	45,000	-	55,000	10,000	22.22%
Non-Resident Memberships	001-72-1401-00-347-210	15,180	7,500	1,210	12,000	13,210	(5,710)	12,000	4,500	60.00%
Basketball Passes	001-72-1403-00-347-220	1,203	950	842	500	1,342	(392)	1,200	250	26.32%
Snack Shack	001-72-1402-00-347-920	1,920	1,850	908	942	1,850	(0)	1,850	-	0.00%
Pool Concessions	001-72-1405-00-347-930	35,206	30,000	2	34,000	34,002	(4,002)	34,000	4,000	13.33%
Tennis Admission Fees	001-72-1406-00-347-240	671	500	394	206	600	(100)	600	100	20.00%
Program Fees: Tennis	001-72-1406-00-347-200	1,402	1,300	717	593	1,310	(10)	1,300	-	0.00%
Aquatic Admissions	001-72-1405-00-347-230	82,930	72,000	15,682	64,000	79,682	(7,682)	79,000	7,000	9.72%
Program Fees: Swim classes	001-72-1405-00-347-200	60,774	78,063	14,098	38,500	52,598	25,465	61,000	(17,063)	-21.86%
Facility Rental: Aquatic	001-72-1405-00-347-500	40,704	40,000	3,914	34,000	37,914	2,086	37,000	(3,000)	-7.50%
Swim Team Registration	001-72-1405-00-347-235	12,719	9,500	6,042	4,700	10,742	(1,242)	16,000	6,500	68.42%
Umbrella Rental Admission	001-72-1405-00-347-530	9,500	5,500	344	7,300	7,644	(2,144)	7,500	2,000	36.36%
Umbrella Rental Concession	001-72-1405-00-347-535	8,593	5,500	188	7,300	7,488	(1,988)	7,300	1,800	32.73%
Fingerprinting	001-72-1401-00-347-950	637	-	172	500	672	(672)	650	650	**
Program Fees: Other Aquatic Programs	001-72-1405-00-347-200	135	-	-	-	-	-	-	-	**
Recreation Program Refunds	001-72-1401-00-347-250	(18,198)	(15,000)	(3,624)	(10,000)	(13,624)	(1,376)	(14,650)	350	-2.33%
Rental Staff Reimbursement	001-72-1403-00-347-520	4,480	5,000	2,288	2,512	4,800	200	4,500	(500)	-10.00%
Insurance Fees	001-72-1401-00-347-940	24,131	20,000	8,069	10,931	19,000	1,000	24,000	4,000	0.00%
Sub-total: Charges for services		\$ 1,936,632	\$ 1,629,688	\$ 770,934	\$ 1,094,675	\$ 1,865,609	\$ (235,921)	\$ 1,921,123	\$ 291,435	17.88%
Interfund & Equity Transfers										
Inter-Fund Group Transfers in Excise Tax	001-00-0000-00-381-120	\$ 1,745,605	\$ 2,393,500	\$ 1,196,750	\$ 1,296,750	\$ 2,493,500	\$ (100,000)	\$ 2,517,500	\$ 124,000	5.18%
Inter-Fund Group Transfers in Debt Service	001-00-0000-00-381-201	144,392	-	-	-	37,000	(37,000)	-	-	**
Inter-Fund Group Transfer In Grants	001-00-0000-00-381-150	85,377	-	-	-	-	-	-	-	**
Management Fees - Sanitation	001-00-0000-00-382-000	350,000	350,000	350,000	-	350,000	-	350,000	-	0.00%
Management Fees - Stormwater	001-00-0000-00-382-000	45,000	45,000	45,000	-	45,000	-	50,000	5,000	11.11%
Appropriation from Fund Balance	001-00-0000-00-389-900	-	637,748	-	-	-	637,748	-	(637,748)	-100.00%
Sub-total: Contributions		\$ 2,370,374	\$ 3,426,248	\$ 1,591,750	\$ 1,296,750	\$ 2,925,500	\$ 500,748	\$ 2,917,500	\$ (508,748)	-14.85%
Total Income: General Fund		\$ 12,741,386	\$ 13,414,015	\$ 9,107,503	\$ 4,310,265	\$ 13,457,555	\$ (43,540)	\$ 13,922,723	\$ 508,708	3.79%

Miami Shores Village
 Operating Budget
 FY2014-15
 Revenue Report by Fund/Classification

	CODES	FY2013 Audited	FY2014 Budgeted	Actual thru 03.31.2014	Projected to 9.30.2014	TOTAL EST to 9.30.2014	FY2014 Variance	FY2015	FY2014 v FY2015	% CHG
Excise Tax Proceeds (F120)										
Franchise Fees - Electricity	120-00-0000-00-323-100	\$ 613,880	\$ 620,000	\$ 345,460	\$ 324,540	\$ 670,000	\$ (50,000)	\$ 670,000	\$ 50,000	8.06%
Franchise Fees - Gas	120-00-0000-00-323-400	14,626	14,000	5,292	6,708	12,000	2,000	12,000	(2,000)	-14.29%
Franchise Fees - Solid Waste	120-00-0000-00-323-700	11,265	10,000	6,695	8,305	15,000	(5,000)	15,000	5,000	50.00%
Utility Service Tax - Electricity	120-00-0000-00-314-100	793,075	730,000	432,154	452,846	885,000	(155,000)	885,000	155,000	21.23%
Communications Services Taxes - CST	120-00-0000-00-315-000	463,812	590,000	228,701	253,299	482,000	108,000	482,000	(108,000)	-18.31%
Utility Service Tax - Water	120-00-0000-00-314-300	118,005	110,000	62,028	57,972	120,000	(10,000)	120,000	10,000	9.09%
Utility Service Tax - Water (North Miami)	120-00-0000-00-314-310	8,553	7,500	-	8,500	8,500	(1,000)	8,500	1,000	13.33%
Utility Service Tax - Gas	120-00-0000-00-314-400	22,601	25,000	13,384	11,500	24,884	116	25,000	-	0.00%
Appropriation from Fund Balance	120-00-0000-00-389-900	-	287,000	-	287,000	287,000	-	300,000	13,000	4.53%
Total Income: Excise Taxes		\$ 2,045,767	\$ 2,393,500	\$ 1,093,712	\$ 1,410,672	\$ 2,504,384	\$ (110,884)	\$ 2,517,500	\$ 124,000	5.18%
Local Option Gas Tax Proceeds (F130)										
First Local Option Fuel Tax	130-00-0000-00-312-410	\$ 183,254	\$ 172,000	\$ 94,856	\$ 90,000	\$ 184,856	\$ (12,856)	\$ 185,000	\$ 13,000	7.56%
Second Local Option Fuel Tax	130-00-0000-00-312-420	70,954	65,000	37,825	36,000	73,825	(8,825)	73,000	8,000	12.31%
Revenue Sharing	130-00-0000-00-335-120	81,255	80,000	38,923	38,923	77,846	2,154	78,000	(2,000)	-2.50%
Fuel Tax Refund	130-00-0000-00-335-490	14,033	14,000	7,484	6,516	14,000	-	14,000	-	0.00%
Interest Income	130-00-0000-00-361-100	1,386	1,200	651	549	1,200	-	1,200	-	0.00%
Appropriation from Fund Balance	130-00-0000-00-389-900	-	195,040	-	-	-	195,040	187,240	(7,800)	-4.00%
Total Income: Local Option Gas		\$ 350,881	\$ 527,240	\$ 179,741	\$ 171,988	\$ 351,728	\$ 175,512	\$ 538,440	\$ 11,200	2.12%
Half-cent Transportation Surtax (F135)										
Half-Cent Sales Tax: Transportation	135-00-0000-41-335-180	\$ 295,048	\$ 283,000	\$ 149,603	\$ 145,397	\$ 295,000	\$ (12,000)	\$ 295,000	\$ 12,000	4.24%
Half-Cent Sales Tax: Transit	135-00-0000-44-335-180	73,762	71,000	37,401	36,599	74,000	(3,000)	74,000	3,000	4.23%
Interest Income	135-00-0000-00-361-100	1,125	1,000	529	450	979	21	1,000	-	0.00%
Appropriation from Fund Balance - Transit	135-00-0000-44-389-900	-	55,000	-	-	-	55,000	45,194	(9,806)	-17.83%
Appropriation from Fund Balance - Transportation	135-00-0000-41-389-900	-	178,916	-	-	-	178,916	54,832	(124,084)	-69.35%
Total: Half-cent Transport Surtax		\$ 369,935	\$ 588,916	\$ 187,533	\$ 182,446	\$ 369,979	\$ 218,937	\$ 470,026	\$ (118,890)	-20.19%
Debt Service Fund (F201)										
Ad Valorem Taxes Current	201-00-0000-00-311-000	\$ 536,071	\$ 505,700	\$ 461,765	\$ 43,255	\$ 505,020	\$ 680	\$ 505,020	\$ (680)	-0.13%
Inter-Fund Group Transfers in General Fund	201-00-0000-00-381-001	286,628	286,800	286,800	-	286,800	-	286,800	-	0.00%
Inter-Fund Group Transfers in Local Option Gas Tax	201-00-0000-00-381-130	93,702	93,700	93,700	-	93,700	-	93,700	-	0.00%
Interest Income	201-00-0000-00-361-100	3,244	-	1,503	1,500	3,003	(3,003)	-	-	**
Debt Proceeds	201-00-0000-00-384-000	3,923,000	-	-	-	-	-	-	-	**
Total Income: Debt Service		\$ 4,842,645	\$ 886,200	\$ 843,768	\$ 44,755	\$ 888,523	\$ (2,323)	\$ 885,520	\$ (680)	-0.08%

Miami Shores Village
Operating Budget
FY2014-15

Revenue Report by Fund/Classification

	CODES	FY2013 Audited	FY2014 Budgeted	Actual thru 03.31.2014	Projected to 9.30.2014	TOTAL EST to 9.30.2014	FY2014 Variance	FY2015	FY2014 v FY2015	% CHG
Capital Project Fund (F301)										
Inter-Fund Group Transfers In - General Fund	301-00-0000-00-381-001	\$ 276,070	\$ 344,100	\$ 284,300	\$ -	\$ 284,300	\$ 59,800	\$ 319,700	\$ (24,400)	-7.09%
Inter-Fund Group Transfers In - Risk	301-00-0000-00-381-501	-	-	-	-	-	-	62,000	62,000	**
Interest Income	301-00-0000-00-361-100	375	-	176	180	356	(356)	-	-	0.00%
Appropriation from Fund Balance	301-00-0000-00-389-900	-	68,257	-	-	-	68,257	58,000	(10,257)	-15.03%
Total Income: Capital Project		\$ 276,445	\$ 412,357	\$ 284,476	\$ 180	\$ 284,656	\$ 127,701	\$ 439,700	\$ 27,343	6.63%
Stormwater Operations (F402)										
Stormwater Fees	402-00-0000-00-343-900	\$ 243,528	\$ 242,767	\$ 221,135	\$ 21,632	\$ 242,767	\$ -	\$ 244,950	\$ 2,183	0.90%
Stormwater Fees - Penalties & Delinquencies	402-00-0000-00-343-900	4,604	4,800	1,780	1,335	3,115	1,685	3,500	(1,300)	-27.08%
Interest Income	402-00-0000-00-361-100	1,176	1,200	553	553	1,106	94	1,200	-	0.00%
Appropriation from Fund Balance	402-00-0000-00-389-900	-	13,021	-	-	-	13,021	-	(13,021)	-100.00%
Total Income: Stormwater		\$ 249,308	\$ 261,788	\$ 223,468	\$ 23,520	\$ 246,988	\$ 14,800	\$ 249,650	\$ (12,136)	-4.64%
Sanitation Operations (F405)										
Garbage/Solid Waste Collection	405-00-0000-00-343-400	\$ 2,564,385	\$ 2,582,400	\$ 2,336,463	\$ 245,937	\$ 2,582,400	\$ -	\$ 2,615,900	\$ 33,500	1.30%
Special Pick-Up Waste	405-00-0000-00-343-410	4,959	5,000	-	-	-	5,000	5,000	-	0.00%
Recycling-Biscayne Park	405-00-0000-00-343-420	35,000	35,000	17,500	17,500	35,000	-	-	(35,000)	-100.00%
Garbage/Solid Waste Collection Penalties	405-00-0000-00-343-400	63,787	60,000	25,788	19,341	45,129	14,871	50,000	(10,000)	-16.67%
Interest Income	405-00-0000-00-361-100	4,817	5,000	2,292	2,200	4,492	508	5,000	-	0.00%
Garbage/Solid Waste Collection - Fee Refunds	405-00-0000-00-343-400	(288)	(1,000)	-	-	-	(1,000)	-	1,000	-100.00%
Appropriation from Fund Balance	405-00-0000-00-389-900	-	512,601	-	-	-	512,601	348,500	(164,101)	-32.01%
Total Income: Sanitation		\$ 2,672,660	\$ 3,199,001	\$ 2,382,043	\$ 284,978	\$ 2,667,021	\$ 531,980	\$ 3,024,400	\$ (174,601)	-5.46%
Grants (F150)										
Federal Grants Public Safety	150-71-0900-31-331-200	\$ 85,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	**
Grants from Other Local Units Public Works	150-71-0900-37-337-300	2,216	-	-	-	-	-	-	-	**
Total income: Grants		\$ 87,939	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	**
GOB (F155)										
Grants from Other Local Units Public Works	155-00-0000-00-337-300	\$ 35,564	\$ -	\$ -	\$ 328,309	\$ 328,309	\$ (328,309)	\$ -	\$ -	**
Total income: GOB		\$ 35,564	\$ -	\$ -	\$ 328,309	\$ 328,309	\$ (328,309)	\$ -	\$ -	**
Internal Service Funds										
Finance: Risk Management (F501)	501-00-0000-00-381-001	\$ 803,746	\$ 750,257	\$ 336,660	\$ 353,491	\$ 690,151	\$ 60,106	\$ 826,260	\$ 76,003	10.13%
Public Works: Fleet Maintenance (F550)	550-00-0000-00-381-001	1,265,126	1,379,422	543,590	541,088	1,084,677	294,745	1,218,944	(160,478)	-11.63%
Total income: Internal Services		\$ 2,068,873	\$ 2,129,679	\$ 880,250	\$ 894,579	\$ 1,774,828	\$ 354,851	\$ 2,045,204	\$ (84,475)	-3.97%
GRAND TOTAL ALL FUNDS		\$ 25,705,838	\$ 23,812,696	\$ 15,182,493	\$ 7,323,383	\$ 22,545,662	\$ 1,267,034	\$ 24,093,163	\$ 280,467	1.18%

Miami Shores Village
Operating Budget
FY14-15

Expense Report by Fund/Classification

Department / Division	FY2013 Audited	FY2014 Budgeted	Actual thru 3.31.2014	Projected to 9.30.2014	TOTAL EST to 9.30.2014	FY2014 VARIANCE	% BUDGET REMAINING	FY2015	FY2014 v FY2015	% CHG
General Fund										
Office of the Mayor and Village Council	\$ 6,969	\$ 6,008	\$ 3,293	\$ 2,267	\$ 5,560	\$ 448	7%	\$ 9,547	\$ 3,539	58.90%
Office of the Village Attorney	146,706	126,300	145,529	90,207	235,736	(109,436)	-87%	167,850	41,550	32.90%
Office of the Village Manager	230,819	224,580	116,804	107,033	223,837	743	0%	233,102	8,572	3.79%
Office of the Village Clerk	144,088	135,664	66,321	63,289	129,610	6,054	4%	164,504	28,840	21.26%
Code Enforcement	162,991	169,236	86,286	63,807	150,093	19,143	11%	175,099	5,863	3.46%
Building Department	405,638	423,304	246,972	232,863	479,835	(56,531)	-13%	486,573	63,269	14.95%
Planning & Zoning Department	146,216	160,342	76,335	81,943	158,278	2,064	1%	175,381	15,039	9.38%
Finance Department	497,314	500,463	244,018	227,074	471,092	29,371	6%	518,740	18,277	3.65%
Police Department	6,088,765	6,553,721	3,932,842	2,516,522	6,449,364	104,357	2%	6,475,259	(78,462)	-1.20%
Police Department: School Guard	38,512	42,225	26,006	14,406	40,412	1,813	4%	41,804	(421)	-1.00%
PWks: Parks Division	402,116	424,063	220,743	207,483	428,225	(4,162)	-1%	318,493	(105,570)	-24.89%
PWks: Facilities Maintenance/Streets	467,780	468,797	253,681	226,404	480,085	(11,288)	-2%	544,364	75,567	16.12%
PWks: Administration	358,570	362,767	180,336	175,792	356,128	6,639	2%	362,774	7	0.00%
PWks: Recreation Maintenance	141,662	140,513	73,228	67,538	140,766	(253)	0%	148,838	8,325	5.92%
Recreation (Combined)	2,094,758	2,175,171	1,044,787	1,187,082	2,231,869	(56,698)	-3%	2,308,776	133,605	6.14%
Brockway Library	372,705	406,259	196,588	196,904	392,509	13,750	3%	421,524	15,265	3.76%
Unclassified / Non-Departmental	1,030,478	1,094,601	837,864	185,213	1,023,077	71,524	7%	1,370,095	275,494	25.17%
Total: General Fund Expenses	\$ 12,736,088	\$ 13,414,015	\$ 7,751,633	\$ 5,645,825	\$ 13,396,476	\$ 17,539	0%	\$ 13,922,723	\$ 508,708	3.79%
Finance: Excise Tax Fund Transfers (F120)	\$ 1,745,605	\$ 2,393,500	\$ 1,196,750	\$ 1,296,750	\$ 2,493,500	\$ (100,000)	-4%	\$ 2,517,500	\$ 124,000	5.18%
PWks: Local Option Gas Tax Funds (F130)	296,481	527,240	171,596	99,516	271,112	256,128	49%	538,440	11,200	2.12%
PWks: 1/2-ct Transport Surtax Fund (F135)	444,409	588,916	114,902	148,792	263,693	325,223	55%	470,026	(118,890)	-20.19%
Capital Project Fund (301)	611,630	374,400	290,425	83,976	374,400	-	**	439,700	65,300	**
Police COPS Grant (150)	57,350	-	-	-	-	-	**	-	-	**
Other Grants (150)	32,295	-	-	-	-	-	**	-	-	**
Grants from Other Local Units Public Works (155)	35,564	-	-	-	-	-	**	-	-	**
Sub-total: All Other Funds	\$ 3,223,333	\$ 3,884,056	\$ 1,773,672	\$ 1,629,034	\$ 3,402,705	\$ 481,351	12%	\$ 3,965,666	\$ 81,610	2.10%
Internal Service Funds										
Finance: Risk Management Fund (F501)	\$ 680,281	\$ 750,257	\$ 324,376	\$ 378,076	\$ 702,452	\$ 47,806	6%	\$ 826,260	\$ 76,003	10.13%
PWks: Fleet Maintenance Fund (F550)	1,115,712	1,379,422	455,648	823,364	1,279,012	100,410	7%	1,218,944	(160,478)	-11.63%
Sub-total: Internal Service Funds	\$ 1,795,993	\$ 2,129,679	\$ 780,023	\$ 1,201,440	\$ 1,981,463	\$ 148,216	7%	\$ 2,045,204	\$ (84,475)	-3.97%
Enterprise Funds										
PWks: Stormwater Fund (F402)	\$ 225,701	\$ 261,788	\$ 94,102	\$ 151,954	\$ 246,056	\$ 15,732	6%	\$ 249,650	\$ (12,138)	-4.64%
PWks: Sanitation Fund (F405)	2,469,723	3,199,001	1,517,509	1,280,351	2,797,860	401,141	13%	3,024,400	(174,601)	-5.46%
Sub-total: Enterprise Funds	\$ 2,695,425	\$ 3,460,789	\$ 1,611,611	\$ 1,432,305	\$ 3,043,916	\$ 416,873	12%	\$ 3,274,050	\$ (186,739)	-5.40%
Debt Service Funds										
Debt Service Fund (201)	\$ 5,009,956	\$ 886,200	\$ 471,209	\$ 450,516	\$ 921,725	\$ (35,525)	-4%	\$ 885,520	\$ (680)	-0.08%
Sub-total: Debt Service Fund	\$ 5,009,956	\$ 886,200	\$ 471,209	\$ 450,516	\$ 921,725	\$ (35,525)	-4%	\$ 885,520	\$ (680)	-0.08%
Grand Total: All Funds	\$ 25,460,795	\$ 23,774,739	\$ 12,388,148	\$ 10,359,121	\$ 22,746,286	\$ 1,026,453	4%	\$ 24,093,163	\$ 318,424	1.34%

FY2014-2015 OPERATING BUDGET

Miami Shores Village, Florida

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### 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. 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'14</u>      | <u>FY'15</u>      | <u>Change</u>    |
|-----------------------|-------------------|-------------------|------------------|
| Personnel Costs ..... | \$ 146,631        | \$ 146,644        | \$ 13            |
| Operating Costs ..... | <u>13,711</u>     | <u>28,737</u>     | <u>15,026</u>    |
| TOTAL .....           | <u>\$ 160,342</u> | <u>\$ 175,381</u> | <u>\$ 15,039</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 \$12,000 in General Fund Revenues**

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**PLANNING AND ZONING DEPARTMENT**  
Code: 001.15.0450.00.515

| <u>CODE</u>                   | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                                                                                                                        |
|-------------------------------|----------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b> |                                  |                   |                                                                                                                                                                                                           |
| 11-000                        | Executive Salaries               | \$ 103,565        | Planning and Zoning Director base salary                                                                                                                                                                  |
| 11-100                        | Executive Benefit                | 6,500             | Executive benefit package                                                                                                                                                                                 |
| 12-000                        | Regular Salaries                 | 16,098            | Administrative Assistant (50% allocated with Code Enforcement Division)                                                                                                                                   |
| 14-000                        | Overtime                         | 1,000             | Estimated overtime costs for attendance at Board meetings under FLSA regulations                                                                                                                          |
| 18-100                        | Longevity                        | 500               | Benefit paid to tenured employees per policy                                                                                                                                                              |
| 21-000                        | FICA and Medicare                | 9,766             | Social Security and Medicare taxes                                                                                                                                                                        |
| 23-000                        | Health Insurance                 | 5,417             | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                               |
| 24-000                        | ISF: Workers' Compensation       | 1,222             | Allocated costs of workers compensation premiums paid to the Florida League                                                                                                                               |
| 29-990                        | Personnel Services Contingency   | 2,576             | Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
|                               | <i>Subtotal: Personnel Costs</i> | <u>\$ 146,644</u> |                                                                                                                                                                                                           |
| <b><u>OPERATING COSTS</u></b> |                                  |                   |                                                                                                                                                                                                           |
| 31-000                        | Professional Services            | \$ 20,000         | Village's cost for ongoing Comprehensive Plan revisions and funding to amend the Zoning Code                                                                                                              |
| 31-100                        | Technology                       | -                 | Public Works and Building will now pay annual maintenance fees to Energov for software                                                                                                                    |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

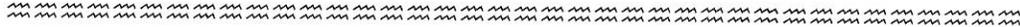
**PLANNING AND ZONING DEPARTMENT**

Code: 001.15.0450.00.515

| <u>CODE</u>                                  | <u>CLASSIFICATION</u>                   | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                                                                                                        |
|----------------------------------------------|-----------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS (continued)</u></b>    |                                         |                          |                                                                                                                                                                                                                           |
| 40-000                                       | Travel                                  | 4,100                    | 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 and zoning |
| 41-100                                       | Cellular                                | 25                       | Funding for AT&T cellular phone                                                                                                                                                                                           |
| 42-000                                       | Postage                                 | 100                      | Zoning hearing notices, certified mailings and miscellaneous correspondence                                                                                                                                               |
| 45-000                                       | ISF: Risk Management                    | 1,615                    | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League                                                                                                                |
| 46-000                                       | ISF: Fleet Maintenance                  | -                        | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to Florida League                                                                                            |
| 47-000                                       | Printing                                | 500                      | Informational brochures, notice boards, and miscellaneous printing of promotional literature                                                                                                                              |
| 51-000                                       | Office Supplies                         | 500                      | General office supplies for one and one half (1.5) full-time employees                                                                                                                                                    |
| 52-200                                       | Other Operating Supplies                | 750                      | Costs associated with computer peripheral equipment, software and filing and storage                                                                                                                                      |
| 54-000                                       | Dues, Subscriptions and Memberships     | 747                      | American Planning Association Florida Chapter, American Institute of Certified Planners and Florida Floodplain Managers Association                                                                                       |
| 55-000                                       | Training and Education                  | 400                      | Costs associated with attending local planning meetings including seminar costs, parking and related expenses                                                                                                             |
|                                              | <b><i>Subtotal: Operating Costs</i></b> | <b><u>\$ 28,737</u></b>  |                                                                                                                                                                                                                           |
| <b>TOTAL: PLANNING AND ZONING DEPARTMENT</b> |                                         | <b><u>\$ 175,381</u></b> |                                                                                                                                                                                                                           |

# FY2014-2015 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 examination of building plans, 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'14</u>      | <u>FY'15</u>      | <u>Change</u>    |
|-----------------------|-------------------|-------------------|------------------|
| Personnel Costs ..... | \$ 405,213        | \$ 475,912        | \$ 70,699        |
| Operating Costs ..... | <u>18,091</u>     | <u>10,661</u>     | <u>(7,430)</u>   |
| TOTAL .....           | <u>\$ 423,304</u> | <u>\$ 486,573</u> | <u>\$ 63,269</u> |

**This department is estimated to generate \$817,000 in Revenue**

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida

### BUILDING DEPARTMENT

Code: 001.24.0400.00.524

| <u>CODE</u>                             | <u>CLASSIFICATION</u>          | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                                                                                    |
|-----------------------------------------|--------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b>           |                                |                          |                                                                                                                                                                                                       |
| 11-000                                  | Executive Salaries             | \$ 115,442               | Building Director base salary                                                                                                                                                                         |
| 11-100                                  | Executive Benefit              | 6,500                    | Executive benefit package                                                                                                                                                                             |
| 12-000                                  | Regular Salaries               | 94,566                   | (1) Administrative Supervisor<br>(2) Permit Clerks                                                                                                                                                    |
| 13-000                                  | Other Salaries                 | 198,800                  | (3) Chief Inspectors: Electrical, Plumbing and Mechanical<br>(1) Building Inspector<br>(1) Structural Engineer (Funded by structural review fees)                                                     |
| 14-000                                  | Overtime                       | -                        | Estimated overtime costs                                                                                                                                                                              |
| 18-100                                  | Longevity                      | -                        | Benefit paid to tenured employees per policy                                                                                                                                                          |
| 21-000                                  | FICA and Medicare              | 31,809                   | Social Security and Medicare taxes                                                                                                                                                                    |
| 23-000                                  | Health Insurance               | 21,218                   | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                           |
| 24-000                                  | ISF: Workers' Compensation     | 3,056                    | Allocated cost of workers' compensation premiums paid to the Florida League                                                                                                                           |
| 29-990                                  | Personnel Services Contingency | 4,521                    | Projected costs for eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
| <b><i>Subtotal: Personnel Costs</i></b> |                                | <b><u>\$ 475,912</u></b> |                                                                                                                                                                                                       |

# FY2014-2015 OPERATING BUDGET

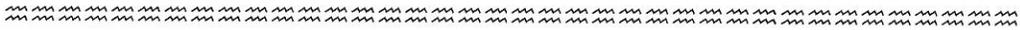
## Miami Shores Village, Florida

BUILDING DEPARTMENT  
Code: 001.24.0400.00.524

| <u>CODE</u>                       | <u>CLASSIFICATION</u>                   | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                 |
|-----------------------------------|-----------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS</u></b>     |                                         |                          |                                                                                                                                    |
| 34-100                            | Temporary Personnel                     | \$ -                     | Funding for temporary staff during vacancies, vacations, special event and emergencies                                             |
| 42-000                            | Postage                                 | 360                      | Correspondence and certified mail                                                                                                  |
| 45-000                            | ISF: Risk Management                    | 4,845                    | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League                         |
| 46-000                            | ISF: Fleet Maintenance                  | 1,811                    | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League |
| 46-200                            | Repairs and Maintenance                 | 300                      | Estimated funding requirement for repairs and maintenance to furniture, fixtures and equipment                                     |
| 47-000                            | Printing                                | 150                      | Miscellaneous printing                                                                                                             |
| 49-700                            | Village Permit Fees                     | 100                      | State and county fees for required Village permits                                                                                 |
| 51-000                            | Office Supplies                         | 650                      | Pens, paper, ink and other office supplies for a one year period for (4) full time employees                                       |
| 52-200                            | Other Operating Supplies                | 1,500                    | Paper, printer cartridges, filing cabinets and miscellaneous supplies for Building Department                                      |
| 54-000                            | Dues, Memberships and Subscriptions     | 645                      | Funding for various professional associations and publications                                                                     |
| 55-000                            | Training and Education                  | 300                      | Continuing education funding                                                                                                       |
|                                   | <b><i>Subtotal: Operating Costs</i></b> | <b><u>\$ 10,661</u></b>  |                                                                                                                                    |
| <b>TOTAL: BUILDING DEPARTMENT</b> |                                         | <b><u>\$ 486,573</u></b> |                                                                                                                                    |

# FY2014-2015 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'14</u>      | <u>FY'15</u>      | <u>Change</u>   |
|-----------------------|-------------------|-------------------|-----------------|
| Personnel Costs ..... | \$ 144,553        | \$ 150,006        | \$ 5,453        |
| Operating Costs ..... | <u>24,683</u>     | <u>25,093</u>     | <u>410</u>      |
| TOTAL .....           | <u>\$ 169,236</u> | <u>\$ 175,099</u> | <u>\$ 5,863</u> |

This department is estimated to generate \$350,000 in General Fund Revenues

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**CODE ENFORCEMENT DEPARTMENT**  
Code: 001.29.0351.00.529

| <u>CODE</u>            | <u>CLASSIFICATION</u>           | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                                                                                    |
|------------------------|---------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS</b> |                                 |                          |                                                                                                                                                                                                       |
| 12-000                 | Regular Salaries                | \$ 117,909               | (1) Code Enforcement Supervisor<br>(1) Code Enforcement Officer<br>(1) Administrative Assistant - 50% allocated with Planning and Zoning Department                                                   |
| 14-000                 | Overtime                        | 2,100                    | Estimated overtime costs for special enforcement efforts and attendance at Board meetings under FLSA regulations                                                                                      |
| 18-100                 | Longevity                       | 1,000                    | Benefit paid to tenured employees per policy                                                                                                                                                          |
| 21-000                 | FICA and Medicare               | 9,257                    | Social Security and Medicare taxes                                                                                                                                                                    |
| 23-000                 | Health Insurance                | 16,048                   | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                           |
| 24-000                 | ISF: Workers' Compensation      | 1,153                    | Allocated cost of workers' compensation premiums paid to the Florida League                                                                                                                           |
| 29-990                 | Personnel Services Contingency  | 2,539                    | Projected costs for eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
|                        | <i>Subtotal Personnel Costs</i> | <u><u>\$ 150,006</u></u> |                                                                                                                                                                                                       |

**OPERATING COSTS**

|        |            |          |                                           |
|--------|------------|----------|-------------------------------------------|
| 31-100 | Technology | \$ 1,600 | Funding for EnerGov program maintenance   |
| 41-200 | Internet   | 1,000    | Estimated cost for mobile internet access |
| 42-000 | Postage    | 3,500    | Correspondence and certified mail         |

# FY2014-2015 OPERATING BUDGET

Miami Shores Village, Florida

## CODE ENFORCEMENT DEPARTMENT

Code: 001.29.0351.00.529

| <u>CODE</u>                        | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                           |
|------------------------------------|-------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>OPERATING COSTS (continued)</b> |                                     |                          |                                                                                                                                              |
| 45-000                             | ISF: Risk Management                | 2,692                    | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League                                   |
| 46-000                             | ISF: Fleet Maintenance              | 7,901                    | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League           |
| 46-200                             | Repairs and Maintenance             | 250                      | Estimated funding requirement for repairs and maintenance to furniture, fixtures, and equipment                                              |
| 47-000                             | Printing                            | 700                      | Printing of educational or advisory pamphlets and violation notices                                                                          |
| 49-600                             | Court Filing Fees                   | 4,000                    | Cost to record notices, orders and lien releases                                                                                             |
| 51-000                             | Office Supplies                     | 700                      | 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 program |
| 52-200                             | Other Operating Supplies            | 1,500                    | Toner for printers and special software to support the Code Enforcement program                                                              |
| 52-400                             | Uniforms                            | 250                      | Uniform costs for two (2) staff members                                                                                                      |
| 54-000                             | Dues, Memberships and Subscriptions | 200                      | Florida Association of Code Enforcement dues                                                                                                 |
| 55-000                             | Training and Education              | 800                      | Continuing education funding                                                                                                                 |
|                                    | <b>Subtotal: Operating Costs</b>    | <b><u>\$ 25,093</u></b>  |                                                                                                                                              |
| <b>TOTAL: CODE ENFORCEMENT :</b>   |                                     | <b><u>\$ 175,099</u></b> |                                                                                                                                              |

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida

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BROCKWAY MEMORIAL LIBRARY

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 and cultural programs. The Library keeps its shelves filled with best sellers, latest works by popular authors, magazines, periodicals, audio books, videos, large print books and the newest addition of ebooks. The Library Budget is reviewed and approved by the Brockway Memorial Library Board of Trustees.

BUDGET HIGHLIGHTS

	<u>FY'14</u>	<u>FY'15</u>	<u>Change</u>
Personnel Costs	\$ 304,456	\$ 309,964	\$ 5,508
Operating Costs	66,448	65,593	(855)
Capital Outlay	35,355	39,267	3,912
Non-Cash Transactions.....	-	6,700	6,700
TOTAL	<u>\$ 406,259</u>	<u>\$ 421,524</u>	<u>\$ 15,265</u>

**The Library is estimated to generate \$13,950 in revenues to the
General Fund**

FY2014-2015 OPERATING BUDGET
Miami Shores Village, Florida

BROCKWAY MEMORIAL LIBRARY
Code: 001.71.1500.00.571

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL COSTS</u>			
11-000	Executive Salaries	\$ 83,102	Library Director base salary
11-100	Executive Benefit	6,500	Executive benefit package
11-300	Executive Benefit Allowance	600	Funding for car allowance
12-000	Regular Salaries	171,036	(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)
14-000	Overtime	2,400	Estimated overtime costs for special events and coverage as needed by FLSA resolutions
18-100	Longevity	4,000	Benefit paid to tenured employees per policy
21-000	FICA and Medicare	20,474	Social Security and Medicare taxes
23-000	Health Insurance	16,112	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
24-000	ISF: Workers' Compensation	268	Allocated cost of workers' compensation premiums paid to the Florida League
29-990	Personnel Services Contingency	5,472	Projected costs for eligible employee salary increases (dependent upon union contract), other contractually required personnel cost increases and the associated federal taxes for a one year period
	<i>Subtotal: Personnel Costs</i>	<u>\$ 309,964</u>	

OPERATING COSTS

34-000	Contract Services	\$ 14,762	Maintenance contracts for A/C, smoke and fire alarms, security alarm, library management system, e-Book platform, and janitorial services
40-000	Travel	680	Annual Florida Library Association Conference and Workshops for 2 attendees

FY2014-2015 OPERATING BUDGET
Miami Shores Village, Florida

BROCKWAY MEMORIAL LIBRARY
Code: 001.71.1500.00.571

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING COSTS (continued)</u>			
41-200	Internet	-	Estimated costs for patrons Internet service
42-000	Postage	540	Library correspondence and book and film postage
43-100	Electric	14,080	Estimated annual cost of electrical services based on current actual FPL usage
43-200	Water	252	Estimated funding for water consumption
45-000	ISF: Risk Management	20,734	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-200	Repairs and Maintenance	7,025	A/C service and parts not covered under contract, plumbing and electrical services, carpet cleaning, general maintenance of building and painting the interior of the Library
47-000	Printing	400	Bookmarks, brochures and various library forms
48-000	Promotional Activities	600	Summer reading programs, various reading programs and Reading Clubs
51-000	Office Supplies	600	Pens, paper and other office supplies for a one year period for three (3) full-time employees
52-200	Other Operating Supplies	5,400	Book jacket covers, book processing supplies, DVD security cases, CD albums, magazine and paperback protectors, barcode labels, books and media repair supplies, data and printer cartridges, security tags, book and video pockets and paper products
54-000	Dues, Memberships and Subscriptions	520	Florida Library Association membership
	<i>Subtotal: Operating Costs</i>	<u>\$ 65,593</u>	

FY2014-2015 OPERATING BUDGET
Miami Shores Village, Florida

BROCKWAY MEMORIAL LIBRARY
Code: 001.71.1500.00.571

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>CAPITAL OUTLAY</u>			
66-000	Books and Publications	\$ 31,412	Annual funding for books, periodicals, library materials, large print books, reference materials and e-Books
66-100	Media	7,855	Annual funding for books-on-CDs, DVDs and on-line databases
	<i>Subtotal: Capital Outlay</i>	<u><u>\$ 39,267</u></u>	
<u>NON-CASH TRANSACTIONS</u>			
91-301	Transfer to Capital Projects	\$ 6,700	Funding for the drain field
	<i>Subtotal: Non-Cash Transactions</i>	<u><u>\$ 6,700</u></u>	
TOTAL: BROCKWAY MEMORIAL LIBRARY		<u><u>\$ 421,524</u></u>	

FY2014-2015 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 at each facility.

#### BUDGET HIGHLIGHTS

|                            | <u>FY'14</u>      | <u>FY'15</u>      | <u>Change</u>    |
|----------------------------|-------------------|-------------------|------------------|
| Personnel Costs .....      | \$ 179,013        | \$ 182,419        | \$ 3,406         |
| Operating Costs .....      | 50,507            | 54,636            | 4,129            |
| Non-Cash Transactions..... | -                 | 28,000            | 28,000           |
| TOTAL .....                | <u>\$ 229,520</u> | <u>\$ 265,055</u> | <u>\$ 35,535</u> |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT**

Administration Division

Code: 001.72.1401.00.572

| <u>CODE</u>                             | <u>CLASSIFICATION</u>          | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                                                                                       |
|-----------------------------------------|--------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b>           |                                |                          |                                                                                                                                                                                                          |
| 11-000                                  | Executive Salaries             | \$ 96,904                | Recreation Director                                                                                                                                                                                      |
| 11-100                                  | Executive Benefit              | 6,500                    | Executive benefit package                                                                                                                                                                                |
| 12-000                                  | Regular Salaries               | 50,404                   | (1) Executive Assistant                                                                                                                                                                                  |
| 14-000                                  | Overtime                       | 600                      | Funding estimate for overtime required during summer and special events and Board meetings                                                                                                               |
| 18-100                                  | Longevity                      | 2,000                    | Benefit paid to tenured employees per policy                                                                                                                                                             |
| 21-000                                  | FICA and Medicare              | 11,965                   | Social Security and Medicare taxes                                                                                                                                                                       |
| 23-000                                  | Health Insurance               | 10,718                   | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                              |
| 24-000                                  | ISF: Workers' Compensation     | 156                      | Allocated costs of workers' compensation premiums paid to the Florida League                                                                                                                             |
| 29-990                                  | Personnel Services Contingency | 3,172                    | Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually require personnel cost increases and the associated federal taxes for a one year period |
| <b><i>Subtotal: Personnel Costs</i></b> |                                | <b><u>\$ 182,419</u></b> |                                                                                                                                                                                                          |

**OPERATING COSTS**

|        |                                  |          |                                                                                                                                 |
|--------|----------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------|
| 31-100 | Professional Services Technology | \$ 8,500 | Funding for the Recreation Participant Insurance and related reports and Rectrac                                                |
| 34-000 | Contract Services                | 3,400    | Service contracts on equipment, extermination fees, and other related activities to operate the department                      |
| 40-000 | Travel                           | 500      | Funding to attend the FRPA conference, per-diem charges at conference and staff reimbursement for use of their personal vehicle |
| 40-100 | Travel: Per Diem Allowance       | 85       | Funding for per-diem charges at conference                                                                                      |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

RECREATION DEPARTMENT  
Administration Division  
Code: 001.72.1401.00.572

| <u>CODE</u>                        | <u>CLASSIFICATION</u>               | <u>AMOUNT</u> | <u>EXPLANATION</u>                                                                                                    |
|------------------------------------|-------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>OPERATING COSTS (continued)</b> |                                     |               |                                                                                                                       |
| 40-200                             | Travel: Local Mileage Reimbursement | 50            | Funding to reimburse staff for use of their personal vehicles                                                         |
| 41-200                             | Internet                            | 1,540         | Funding for internet connection                                                                                       |
| 42-000                             | Postage                             | 75            | Estimated costs for various mailings                                                                                  |
| 43-200                             | Water                               | 65            | Estimated funding for water consumption                                                                               |
| 45-000                             | ISF: Risk Management                | 2,791         | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League            |
| 46-200                             | Repairs and Maintenance             | 3,000         | General repair costs for items not under maintenance or warranty agreements                                           |
| 47-000                             | Printing                            | 250           | Funding for publication of Recreation programs and events                                                             |
| 48-000                             | Promotional Activities              | 150           | Estimated annual funding for advertisements and events for the department                                             |
| 49-210                             | Unity Day                           | 21,000        | Funding for the Village's annual Unity Day                                                                            |
| 49-220                             | Fine Arts                           | 6,500         | Annual funding request for the Fine Arts Commission, providing education and entertainment events throughout the year |
| 49-230                             | MSV Band                            | 2,180         | Annual funding for negotiated band appearances at Village-sponsored and other related community events                |
| 49-800                             | License and Permits                 | 350           | Annual funding estimate for licenses and permits                                                                      |
| 51-000                             | Office Supplies                     | 1,400         | Annual funding for general office supplies including pens, pencils, ink                                               |
| 52-200                             | Other Operating Supplies            | 1,700         | Annual funding for supplies necessary to maintain the operations of the department                                    |
| 52-400                             | Uniforms                            | 350           | Funding to provide uniforms to staff                                                                                  |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

RECREATION DEPARTMENT  
Administration Division  
Code: 001.72.1401.00.572

| <u>CODE</u>                                        | <u>CLASSIFICATION</u>                  | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                |
|----------------------------------------------------|----------------------------------------|-------------------|-------------------------------------------------------------------|
| <b>OPERATING COSTS (continued)</b>                 |                                        |                   |                                                                   |
| 54-000                                             | Dues, Memberships and Subscriptions    | 500               | Annual funding estimate for membership to FRPA and NRPA           |
| 55-000                                             | Training and Education                 | 250               | Estimated funding required to attend mandatory training for staff |
|                                                    | <i>Subtotal: Operating Costs</i>       | <u>\$ 54,636</u>  |                                                                   |
| <b>NON-CASH TRANSACTIONS</b>                       |                                        |                   |                                                                   |
| 91-301                                             | Transfer to Capital Projects           | <u>\$ 28,000</u>  | Funding for RecTrac upgrade and migration                         |
|                                                    | <i>Subtotal: Non-Cash Transactions</i> | <u>\$ 28,000</u>  |                                                                   |
| <b>TOTAL: RECREATION - ADMINISTRATION DIVISION</b> |                                        | <u>\$ 265,055</u> |                                                                   |

# FY2014-2015 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, softball, flag football and little cleats. The intramural programs average 250 participants per sport. 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'14</u>      | <u>FY'15</u>      | <u>Change</u>    |
|-----------------------------|-------------------|-------------------|------------------|
| Personnel Costs .....       | \$ 213,897        | \$ 253,178        | \$ 39,281        |
| Operating Costs .....       | 78,323            | 82,024            | 3,701            |
| Non-Cash Transactions ..... | <u>40,000</u>     | <u>13,000</u>     | <u>(27,000)</u>  |
| TOTAL .....                 | <u>\$ 332,220</u> | <u>\$ 348,202</u> | <u>\$ 15,982</u> |

**This Division generates \$576,050 in revenues to the General Fund**

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

RECREATION DEPARTMENT  
Athletics Division  
Code: 001.72.1402.00.572

| <u>CODE</u>            | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                                                                                                                     |
|------------------------|----------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS</b> |                                  |                   |                                                                                                                                                                                                        |
| 12-000                 | Regular Salaries                 | \$ 198,911        | (1) Athletics Supervisor<br>(1) Assistant Athletics Supervisor<br>(1) Program Coordinator<br>(1) Administrative Assistant                                                                              |
| 13-000                 | Other Salaries                   | 1,500             | Employees who cover facility rental                                                                                                                                                                    |
| 14-000                 | Overtime                         | 2,000             | Funding estimate for overtime required during summer and special events                                                                                                                                |
| 18-100                 | Longevity                        | 1,500             | Benefit paid to tenured employees per policy                                                                                                                                                           |
| 21-000                 | FICA and Medicare                | 15,599            | Social Security and Medicare taxes                                                                                                                                                                     |
| 23-000                 | Health Insurance                 | 26,733            | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                            |
| 24-000                 | ISF: Workers' Compensation       | 3,178             | Allocated cost of workers' compensation premiums paid to the Florida League                                                                                                                            |
| 29-990                 | Personnel Services Contingency   | 3,757             | Projected costs for eligible employee's salary increase (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
|                        | <b>Subtotal: Personnel Costs</b> | <b>\$ 253,178</b> |                                                                                                                                                                                                        |

**OPERATING COSTS**

|        |                     |          |                                                                                     |
|--------|---------------------|----------|-------------------------------------------------------------------------------------|
| 34-000 | Contract Services   | \$ 7,087 | Funding for annual service agreements on athletic equipment and sport official fees |
| 34-150 | Program Instructors | 26,250   | Funding for specialty camp instructors not engaged as employees                     |
| 40-000 | Travel              | 95       | Funding to attend the FRPA Conference                                               |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

RECREATION DEPARTMENT  
Athletics Division  
Code: 001.72.1402.00.572

| <u>CODE</u>                        | <u>CLASSIFICATION</u>               | <u>AMOUNT</u> | <u>EXPLANATION</u>                                                                                                                 |
|------------------------------------|-------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>OPERATING COSTS (continued)</b> |                                     |               |                                                                                                                                    |
| 40-200                             | Travel: Local Mileage Reimbursement | 50            | Funding to reimburse staff for use of their personal vehicle                                                                       |
| 41-100                             | Cellular                            | 120           | Funding for AT&T cellular phones                                                                                                   |
| 42-000                             | Postage                             | 40            | Funding for special mailings                                                                                                       |
| 43-100                             | Electric                            | 9,100         | Estimated annual cost for electrical services based on current actual FPL usage                                                    |
| 43-200                             | Water                               | 450           | Annual funding for water consumption                                                                                               |
| 45-000                             | ISF: Risk Management                | 3,797         | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League                         |
| 46-000                             | ISF: Fleet Maintenance              | 15,935        | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League |
| 46-200                             | Repairs and Maintenance             | 9,000         | Funding to maintain and repair all athletic equipment and the facility                                                             |
| 47-000                             | Printing                            | 400           | Funding for special printing                                                                                                       |
| 51-000                             | Office Supplies                     | 1,600         | Funding for general office supplies for four staff members including pens, pencils, etc                                            |
| 52-200                             | Other Operating Supplies            | 6,200         | Funding for supplies used by participants and equipment needs                                                                      |
| 52-400                             | Uniforms                            | 1,300         | Funding for staff uniforms and uniforms for special camp programs                                                                  |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

RECREATION DEPARTMENT  
Athletics Division  
Code: 001.72.1402.00.572

| <u>CODE</u>                                   | <u>CLASSIFICATION</u>                  | <u>AMOUNT</u>            | <u>EXPLANATION</u>                              |
|-----------------------------------------------|----------------------------------------|--------------------------|-------------------------------------------------|
| <b>OPERATING COSTS (continued)</b>            |                                        |                          |                                                 |
| 54-000                                        | Dues, Memberships and Subscriptions    | \$ 350                   | Funding for FRPA and NRPA memberships           |
| 55-000                                        | Training and Education                 | <u>250</u>               | Funding to send staff to FRPA Training          |
|                                               | <i>Subtotal: Operating Costs</i>       | <u><u>\$ 82,024</u></u>  |                                                 |
| <b>NON-CASH TRANSACTIONS</b>                  |                                        |                          |                                                 |
| 91-301                                        | Transfer to Capital Projects           | \$ 13,000                | Funding for Fieldhouse patio tables and benches |
|                                               | <i>Subtotal: Non-Cash Transactions</i> | <u><u>\$ 13,000</u></u>  |                                                 |
| <b>TOTAL: RECREATION - ATHLETICS DIVISION</b> |                                        | <u><u>\$ 348,202</u></u> |                                                 |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION - ATHLETICS**  
**Summer Camp Program**  
**Code: 001.72.1402.11.572**

| <u>CODE</u>                            | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                         |
|----------------------------------------|----------------------------------|-------------------|------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b>          |                                  |                   |                                                                                                            |
| 13-000                                 | Other Salaries                   | \$ 66,000         | Summer Camp Counselors: Part-time                                                                          |
| 14-000                                 | Overtime                         | 2,000             | Funding estimate for overtime required during summer camp and special events                               |
| 21-000                                 | FICA and Medicare                | 5,202             | Social Security and Medicare taxes                                                                         |
| 24-000                                 | ISF: Workers' Compensation       | 1,068             | Allocated cost of workers' compensation premiums paid to the Florida League                                |
|                                        | <i>Subtotal: Personnel Costs</i> | <u>\$ 74,270</u>  |                                                                                                            |
| <b><u>OPERATING COSTS</u></b>          |                                  |                   |                                                                                                            |
| 34-400                                 | Field Trips                      | \$ 21,000         | Funding for events and trips sponsored by the summer camp program                                          |
| 34-500                                 | Transport Services               | 22,000            | Funding for the payment of transportation and special programs assigned to outside vendors                 |
| 44-000                                 | Equipment Rental                 | 2,000             | Rental of equipment/supplies for program                                                                   |
| 45-000                                 | ISF: Risk Management             | -                 | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League |
| 47-000                                 | Printing                         | 500               | Registration forms, flyers, and posters for summer camp                                                    |
| 48-000                                 | Promotional Activities           | 200               | Estimated annual funding for advertisements and events for the department                                  |
| 51-000                                 | Office Supplies                  | 300               | General office supplies for staff                                                                          |
| 52-200                                 | Other Operating Supplies         | 5,840             | Supplies and equipment used for program                                                                    |
| 52-400                                 | Uniforms                         | 3,200             | Funding for uniform costs for staff, participants and CITs                                                 |
|                                        | <i>Subtotal: Operating Costs</i> | <u>\$ 55,040</u>  |                                                                                                            |
| <b>TOTAL: RECREATION - SUMMER CAMP</b> |                                  | <u>\$ 129,310</u> |                                                                                                            |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

RECREATION -ATHLETICS  
 Intramural Soccer Program  
 Code: 001.72.1402.12.572

| <u>CODE</u>                                  | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                                                         |
|----------------------------------------------|----------------------------------|------------------|------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS</b>                       |                                  |                  |                                                                                                            |
| 13-000                                       | Other Salaries                   | \$ 12,000        | Part-time seasonal coaches                                                                                 |
| 21-000                                       | FICA and Medicare                | 918              | Social Security and Medicare taxes                                                                         |
| 24-000                                       | ISF: Workers' Compensation       | 188              | Allocated cost of workers' compensation premiums paid to the Florida League                                |
|                                              | <i>Subtotal: Personnel Costs</i> | <u>\$ 13,106</u> |                                                                                                            |
| <b>OPERATING COSTS</b>                       |                                  |                  |                                                                                                            |
| 34-000                                       | Contract Services                | \$ 350           | Funding for referee payments                                                                               |
| 45-000                                       | ISF: Risk Management             | -                | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League |
| 52-200                                       | Other Operating Supplies         | 6,500            | Equipment, trophies, and supplies                                                                          |
| 52-400                                       | Uniforms                         | 5,600            | Funding for uniform costs for participants and coaches                                                     |
|                                              | <i>Subtotal: Operating Costs</i> | <u>\$ 12,450</u> |                                                                                                            |
| <b>TOTAL: RECREATION - INTRAMURAL SOCCER</b> |                                  | <u>\$ 25,556</u> |                                                                                                            |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

RECREATION - ATHLETICS  
 Intramural Baseball Program  
 Code: 001.72.1402.14.572

| <u>CODE</u>                                    | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                                                         |
|------------------------------------------------|----------------------------------|------------------|------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b>                  |                                  |                  |                                                                                                            |
| 13-000                                         | Other Salaries                   | \$ 12,500        | Part-time seasonal coaches                                                                                 |
| 21-000                                         | FICA and Medicare                | 1,056            | Social Security and Medicare taxes                                                                         |
| 24-000                                         | ISF: Workers' Compensation       | 217              | Allocated cost of workers' compensation premiums paid to the Florida League                                |
|                                                | <i>Subtotal: Personnel Costs</i> | <u>\$ 13,773</u> |                                                                                                            |
| <b><u>OPERATING COSTS</u></b>                  |                                  |                  |                                                                                                            |
| 34-000                                         | Contract Services                | \$ 1,000         | Funding for umpire payments                                                                                |
| 45-000                                         | ISF: Risk Management             | -                | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League |
| 52-200                                         | Other Operating Supplies         | 3,200            | Equipment, trophies and supplies                                                                           |
| 52-400                                         | Uniforms                         | 7,500            | Funding for uniform costs for participants and coaches                                                     |
|                                                | <i>Subtotal: Operating Costs</i> | <u>\$ 11,700</u> |                                                                                                            |
| <b>TOTAL: RECREATION - INTRAMURAL BASEBALL</b> |                                  | <u>\$ 25,473</u> |                                                                                                            |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION - ATHLETICS**  
**Softball Program**  
**Code: 001.72.1402.15.572**

| <u>CODE</u>                         | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>   | <u>EXPLANATION</u>                                                                                         |
|-------------------------------------|----------------------------------|-----------------|------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b>       |                                  |                 |                                                                                                            |
| 13-000                              | Other Salaries                   | \$ 2,700        | Part-time seasonal coaches                                                                                 |
| 21-000                              | FICA and Medicare                | 207             | Social Security and Medicare taxes                                                                         |
| 24-000                              | ISF: Workers' Compensation       | 42              | Allocated cost of workers' compensation premiums paid to the Florida League                                |
|                                     | <i>Subtotal: Personnel Costs</i> | <u>\$ 2,949</u> |                                                                                                            |
| <b><u>OPERATING COSTS</u></b>       |                                  |                 |                                                                                                            |
| 34-000                              | Contract Services                | \$ 500          | Funding for umpire payments.                                                                               |
| 45-000                              | ISF: Risk Management             | -               | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League |
| 52-200                              | Other Operating Supplies         | 1,100           | Equipment, trophies and supplies                                                                           |
| 52-400                              | Uniforms                         | 2,700           | Funding for uniform costs for participants and coaches                                                     |
| 55-000                              | Training and Education           | -               | Association fees                                                                                           |
|                                     | <i>Subtotal: Operating Costs</i> | <u>\$ 4,300</u> |                                                                                                            |
| <b>TOTAL: RECREATION - SOFTBALL</b> |                                  | <u>\$ 7,249</u> |                                                                                                            |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION - ATHLETICS**  
**Intramural Basketball Program**  
**Code: 001.72.1402.13.572**

| <u>CODE</u>                                      | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                                                         |
|--------------------------------------------------|----------------------------------|------------------|------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b>                    |                                  |                  |                                                                                                            |
| 13-000                                           | Other Salaries                   | \$ 20,000        | Part-time seasonal coaches                                                                                 |
| 21-000                                           | FICA and Medicare                | 1,530            | Social Security and Medicare taxes                                                                         |
| 24-000                                           | ISF: Workers' Compensation       | 314              | Allocated cost of workers' compensation premiums paid to the Florida League                                |
|                                                  | <i>Subtotal: Personnel Costs</i> | <u>\$ 21,844</u> |                                                                                                            |
| <b><u>OPERATING COSTS</u></b>                    |                                  |                  |                                                                                                            |
| 34-000                                           | Contract Services                | \$ 1,200         | Funding for referee payments.                                                                              |
| 45-000                                           | ISF: Risk Management             | -                | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League |
| 52-200                                           | Other Operating Supplies         | 4,200            | Equipment, trophies and supplies                                                                           |
| 52-400                                           | Uniforms                         | 3,885            | Funding for uniform costs for participants and coaches                                                     |
|                                                  | <i>Subtotal: Operating Costs</i> | <u>\$ 9,285</u>  |                                                                                                            |
| <b>TOTAL: RECREATION - INTRAMURAL BASKETBALL</b> |                                  | <u>\$ 31,129</u> |                                                                                                            |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION - ATHLETICS**  
**After School Care Program**  
**Code: 001.72.1402.10.572**

| <u>CODE</u>                                  | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                         |
|----------------------------------------------|----------------------------------|-------------------|------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS</b>                       |                                  |                   |                                                                                                            |
| 13-000                                       | Other Salaries                   | \$ 84,000         | Part-time seasonal coaches                                                                                 |
| 21-000                                       | FICA and Medicare                | 6,426             | Social Security and Medicare taxes                                                                         |
| 24-000                                       | ISF: Workers' Compensation       | 1,319             | Allocated cost of workers' compensation premiums paid to the Florida League                                |
|                                              | <i>Subtotal: Personnel Costs</i> | <u>\$ 91,745</u>  |                                                                                                            |
| <b>OPERATING COSTS</b>                       |                                  |                   |                                                                                                            |
| 34-000                                       | Contract Services                | \$ 7,350          | Funding to special instructors and teachers                                                                |
| 34-400                                       | Field Trips                      | 16,300            | Funding for events and trips sponsored during kids day off programs.                                       |
| 45-000                                       | ISF: Risk Management             | -                 | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League |
| 51-000                                       | Office Supplies                  | 200               | General office supplies for staff                                                                          |
| 52-200                                       | Other Operating Supplies         | 9,500             | Supplies used for program                                                                                  |
| 52-400                                       | Uniforms                         | 630               | Funding for counselor uniforms                                                                             |
|                                              | <i>Subtotal: Operating Costs</i> | <u>\$ 33,980</u>  |                                                                                                            |
| <b>TOTAL: RECREATION - AFTER SCHOOL CARE</b> |                                  | <u>\$ 125,725</u> |                                                                                                            |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION - ATHLETICS**  
**Flag Football Program**  
Code: 001.72.1402.16.572

| <u>CODE</u>                              | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                                                         |
|------------------------------------------|----------------------------------|------------------|------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b>            |                                  |                  |                                                                                                            |
| 13-000                                   | Other Salaries                   | \$ 5,500         | Part-time seasonal coaches                                                                                 |
| 21-000                                   | FICA and Medicare                | 421              | Social Security and Medicare taxes                                                                         |
| 24-000                                   | ISF: Workers' Compensation       | 86               | Allocated cost of workers' compensation premiums paid to the Florida League                                |
|                                          | <i>Subtotal: Personnel Costs</i> | <u>\$ 6,007</u>  |                                                                                                            |
| <b><u>OPERATING COSTS</u></b>            |                                  |                  |                                                                                                            |
| 34-000                                   | Contract Services                | \$ 1,800         | Funding for referee payments                                                                               |
| 45-000                                   | ISF: Risk Management             | -                | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League |
| 52-200                                   | Other Operating Supplies         | 1,000            | Equipment, trophies and supplies                                                                           |
| 52-400                                   | Uniforms                         | 2,100            | Funding for uniform costs for participants and coaches                                                     |
| 54-000                                   | Subscriptions & Memberships      | 5,000            | Fees to participate in multi-agency program                                                                |
|                                          | <i>Subtotal: Operating Costs</i> | <u>\$ 9,900</u>  |                                                                                                            |
| <b>TOTAL: RECREATION - FLAG FOOTBALL</b> |                                  | <u>\$ 15,907</u> |                                                                                                            |

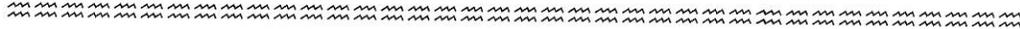
**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION - ATHLETICS**  
**Little Cleats Program**  
**Code: 001.72.1402.17.572**

| <u>CODE</u>                              | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>   | <u>EXPLANATION</u>                                                                                         |
|------------------------------------------|----------------------------------|-----------------|------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b>            |                                  |                 |                                                                                                            |
| 13-000                                   | Other Salaries                   | \$ 3,400        | Part-time seasonal coaches                                                                                 |
| 21-000                                   | FICA and Medicare                | 260             | Social Security and Medicare taxes                                                                         |
| 24-000                                   | ISF: Workers' Compensation       | 53              | Allocated cost of workers' compensation premiums paid to the Florida League.                               |
|                                          | <i>Subtotal: Personnel Costs</i> | <u>\$ 3,713</u> |                                                                                                            |
| <b><u>OPERATING COSTS</u></b>            |                                  |                 |                                                                                                            |
| 45-000                                   | ISF: Risk Management             | \$ -            | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League |
| 52-200                                   | Other Operating Supplies         | 1,300           | Equipment, trophies and supplies                                                                           |
| 52-400                                   | Uniforms                         | 1,100           | Funding for uniform costs for participants and coaches                                                     |
|                                          | <i>Subtotal: Operating Costs</i> | <u>\$ 2,400</u> |                                                                                                            |
| <b>TOTAL: RECREATION - LITTLE CLEATS</b> |                                  | <u>\$ 6,113</u> |                                                                                                            |

# FY2014-2015 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. Special events include Unity Day, Winterfest, Marshmallow Drop and Memorial Day programs.

#### BUDGET HIGHLIGHTS

|                            | <u>FY'14</u>      | <u>FY'15</u>      | <u>Change</u>     |
|----------------------------|-------------------|-------------------|-------------------|
| Personnel Costs .....      | \$ 219,782        | \$ 247,406        | \$ 27,624         |
| Operating Costs .....      | 349,524           | 408,118           | 58,594            |
| Non-Cash Transactions..... | <u>5,400</u>      | <u>24,500</u>     | <u>19,100</u>     |
| TOTAL .....                | <u>\$ 574,706</u> | <u>\$ 680,024</u> | <u>\$ 105,318</u> |

**This Division generates \$607,473 in revenues to the General Fund**

**FY 2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT**  
**Community Center Division**  
**Code: 001.72.1403.00.572**

| <u>CODE</u>                   | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                                                                                    |
|-------------------------------|----------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b> |                                  |                          |                                                                                                                                                                                                       |
| 12-000                        | Regular Salaries                 | \$ 146,912               | (1) Recreation Superintendent<br>(2) Maintenance Worker II                                                                                                                                            |
| 13-000                        | Other Salaries                   | 48,962                   | (3) Community Center Attendants<br>(1) Basketball Attendant                                                                                                                                           |
| 14-000                        | Overtime                         | 4,800                    | Funding estimate for overtime required during summer, special events and facility rentals                                                                                                             |
| 18-100                        | Longevity                        | 3,000                    | Benefit paid to tenured employees per policy                                                                                                                                                          |
| 21-000                        | FICA and Medicare                | 15,581                   | Social Security and Medicare taxes                                                                                                                                                                    |
| 23-000                        | Health Insurance                 | 21,392                   | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                           |
| 24-000                        | ISF: Workers' Compensation       | 3,140                    | Allocated cost of workers' compensation premiums paid to the Florida League                                                                                                                           |
| 29-990                        | Personnel Services Contingency   | 3,619                    | Projected costs for eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
|                               | <i>Subtotal: Personnel Costs</i> | <u><u>\$ 247,406</u></u> |                                                                                                                                                                                                       |

**OPERATING COSTS**

|        |                     |          |                                                                |
|--------|---------------------|----------|----------------------------------------------------------------|
| 34-000 | Contract Services   | \$ 6,500 | To maintain AC, pest control, time clocks and office equipment |
| 34-150 | Program Instructors | 312,000  | Funding for class/program instructors                          |
| 34-400 | Field Trips         | 9,890    | Funding for Adventure Camp Field Trips                         |
| 40-000 | Travel              | 456      | Funding to attend FRPA                                         |
| 41-100 | Cellular            | 66       | Funding for AT&T cellular phone                                |

**FY 2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT**  
**Community Center Division**  
**Code: 001.72.1403.00.572**

| <u>CODE</u>                               | <u>CLASSIFICATION</u>                   | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                         |
|-------------------------------------------|-----------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS (continued)</u></b> |                                         |                          |                                                                                                            |
| 43-100                                    | Electric                                | 24,440                   | Estimated annual cost for electrical services based on current actual FPL usage                            |
| 43-200                                    | Water                                   | 1,944                    | Annual funding for water consumption                                                                       |
| 44-000                                    | Equipment Rental                        | 325                      | Funding to rent equipment and rides for special events                                                     |
| 45-000                                    | ISF: Risk Management                    | 15,058                   | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League |
| 46-200                                    | Repairs and Maintenance                 | 6,775                    | Funding to provide on-going maintenance and repairs to building and equipment at the Community Center      |
| 47-000                                    | Printing                                | 100                      | Funding for special flyers                                                                                 |
| 48-000                                    | Promotional Activities                  | -                        | Funding for promotional events                                                                             |
| 48-100                                    | Fireworks Display                       | 10,000                   | Fireworks for Fourth of July                                                                               |
| 49-000                                    | Other current charges                   | 497                      | Annual fire safety permit and elevator permit                                                              |
| 51-000                                    | Office Supplies                         | 199                      | General office supplies for staff                                                                          |
| 52-200                                    | Other Operating Supplies                | 18,500                   | Funding for supplies used in classes and other activities sponsored by the Village                         |
| 52-400                                    | Uniforms                                | 695                      | Funding to provide staff uniforms                                                                          |
| 54-000                                    | Dues, Memberships and Subscriptions     | 184                      | Membership to FRPA                                                                                         |
| 55-000                                    | Training and Education                  | 489                      | Estimated funding required to attend mandatory training for staff                                          |
|                                           | <b><i>Subtotal: Operating Costs</i></b> | <b><u>\$ 408,118</u></b> |                                                                                                            |

**FY 2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

RECREATION DEPARTMENT  
Community Center Division  
Code: 001.72.1403.00.572

| <u>CODE</u>                                | <u>CLASSIFICATION</u>                  | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                               |
|--------------------------------------------|----------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------|
| <b><u>NON-CASH TRANSACTIONS</u></b>        |                                        |                   |                                                                                                                  |
| 91-301                                     | Transfer to Capital Projects           | \$ 24,500         | Funding to renovate the Community Center doors and stage front and to upgrade the sound system in the auditorium |
|                                            | <i>Subtotal: Non-Cash Transactions</i> | <u>\$ 24,500</u>  |                                                                                                                  |
| <b>TOTAL: RECREATION -COMMUNITY CENTER</b> |                                        | <u>\$ 680,024</u> |                                                                                                                  |

# FY2014-2015 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'14</u>      | <u>FY'15</u>      | <u>Change</u>      |
|----------------------------|-------------------|-------------------|--------------------|
| Personnel Costs .....      | \$ 387,052        | \$ 425,621        | \$ 38,569          |
| Operating Costs .....      | 163,275           | 170,244           | 6,969              |
| Non-Cash Transactions..... | <u>127,300</u>    | <u>40,000</u>     | <u>(87,300)</u>    |
| TOTAL .....                | <u>\$ 677,627</u> | <u>\$ 635,865</u> | <u>\$ (41,763)</u> |

**This Division generates \$241,800 in revenues to the General Fund**

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT**  
**Aquatics Division**  
**Code: 001.72.1405.00.572**

| <u>CODE</u>                   | <u>CLASSIFICATION</u>                   | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                                                                                    |
|-------------------------------|-----------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b> |                                         |                          |                                                                                                                                                                                                       |
| 12-000                        | Regular Salaries                        | \$ 161,047               | (1) Aquatics Supervisor<br>(1) Assistant Aquatics Supervisor<br>(1) Lifeguard III<br>(1) Swim Coach                                                                                                   |
| 13-000                        | Other Salaries                          | 206,000                  | Funding for (1) Swim Coach, part-time seasonal staff and (2) Lifeguard II                                                                                                                             |
| 14-000                        | Overtime                                | 2,800                    | Funding estimate for overtime required during summer and special events                                                                                                                               |
| 18-100                        | Longevity                               | 2,000                    | Benefit paid to tenured employees per policy                                                                                                                                                          |
| 21-000                        | FICA and Medicare                       | 28,446                   | Social Security and Medicare taxes                                                                                                                                                                    |
| 23-000                        | Health Insurance                        | 16,023                   | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                           |
| 24-000                        | ISF: Workers' Compensation              | 5,838                    | Allocated cost of workers' compensation premiums paid to the Florida League                                                                                                                           |
| 29-990                        | Personnel Services Contingency          | 3,467                    | Projected costs for eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
|                               | <b><i>Subtotal: Personnel Costs</i></b> | <b><u>\$ 425,621</u></b> |                                                                                                                                                                                                       |

**OPERATING COSTS**

|        |                     |          |                                                                                            |
|--------|---------------------|----------|--------------------------------------------------------------------------------------------|
| 34-000 | Contract Services   | \$ 3,200 | Funding for pest control at concession, office equipment, fire extinguishers and thorguard |
| 34-150 | Program Instructors | 6,000    | Funding for swim class instructors                                                         |
| 41-100 | Cellular            | 50       | Funding for AT&T cellular phone                                                            |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

RECREATION DEPARTMENT  
 Aquatics Division  
 Code: 001.72.1405.00.572

| <u>CODE</u>                               | <u>CLASSIFICATION</u>                   | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                         |
|-------------------------------------------|-----------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS - Continued</u></b> |                                         |                          |                                                                                                            |
| 43-100                                    | Electric                                | 43,000                   | Estimated annual cost for electrical services based on current actual FPL usage                            |
| 43-200                                    | Water                                   | 7,000                    | Annual funding for water consumption                                                                       |
| 45-000                                    | ISF: Risk Management                    | 17,413                   | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League |
| 46-200                                    | Repairs and Maintenance                 | 18,000                   | Funding to maintain and repair equipment located at the aquatics facility                                  |
| 47-000                                    | Printing                                | 400                      | Funding for printing of notices                                                                            |
| 48-000                                    | Promotional Activities                  | 600                      | Funding for promotions & lifeguard ads                                                                     |
| 49-000                                    | Other current charges                   | 2,195                    | Funding for the pool, spa and activity area fees to the State of Florida and Dade County                   |
| 51-000                                    | Office Supplies                         | 800                      | General office supplies for staff                                                                          |
| 52-200                                    | Other Operating Supplies                | 15,000                   | Supplies for non-food related concession and operations                                                    |
| 52-250                                    | Food for Resale                         | 26,686                   | Funding for the purchase of concession stand supplies at the Aquatics facility                             |
| 52-400                                    | Uniforms                                | 2,000                    | Funding for staff uniforms                                                                                 |
| 52-500                                    | Fertilizer and Chemicals                | 27,000                   | Funding for the purchase of chlorine and other chemicals to operate facility                               |
| 54-000                                    | Dues, Memberships and Subscriptions     | 400                      | Membership fee to FRPA                                                                                     |
| 55-000                                    | Training and Education                  | 500                      | Training fees required by state                                                                            |
|                                           | <b><i>Subtotal: Operating Costs</i></b> | <b><u>\$ 170,244</u></b> |                                                                                                            |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

RECREATION DEPARTMENT  
 Aquatics Division  
 Code: 001.72.1405.00.572

| <u>CODE</u>                                | <u>CLASSIFICATION</u>                  | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                     |
|--------------------------------------------|----------------------------------------|-------------------|--------------------------------------------------------|
| <b><u>NON-CASH TRANSACTIONS</u></b>        |                                        |                   |                                                        |
| 91-301                                     | Transfer to Capital Projects           | \$ 40,000         | Funding to replace the Aquatic Center Strantrol System |
|                                            | <i>Subtotal: Non-Cash Transactions</i> | <u>\$ 40,000</u>  |                                                        |
| <b>TOTAL: RECREATION AQUATICS DIVISION</b> |                                        | <u>\$ 635,865</u> |                                                        |

# FY2014-2015 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 Pro 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'14</u>     | <u>FY'15</u>     | <u>Change</u>     |
|----------------------------|------------------|------------------|-------------------|
| Personnel Costs .....      | \$ 10,426        | \$ 10,225        | \$ (201)          |
| Operating Costs .....      | 3,387            | 2,944            | (443)             |
| Non-Cash Transactions..... | <u>3,400</u>     | <u>-</u>         | <u>(3,400)</u>    |
| TOTAL .....                | <u>\$ 17,213</u> | <u>\$ 13,169</u> | <u>\$ (4,044)</u> |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

RECREATION DEPARTMENT  
Tennis Division  
Code: 001.72.1406.00.572

| <u>CODE</u>                      | <u>CLASSIFICATION</u>          | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                                                                                                                                                            |
|----------------------------------|--------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b>    |                                |                  |                                                                                                                                                                                                               |
| 13-000                           | Other Salaries                 | \$ 8,985         | (1) Tennis Attendant Part-time                                                                                                                                                                                |
| 14-000                           | Overtime                       | 200              | Funding for intermittent overtime requirements                                                                                                                                                                |
| 18-100                           | Longevity                      | -                | Benefit paid to tenured employees per policy                                                                                                                                                                  |
| 21-000                           | FICA and Medicare              | 703              | Social Security and Medicare taxes                                                                                                                                                                            |
| 24-000                           | ISF: Workers' Compensation     | 144              | Allocated cost of workers' compensation premiums paid to the Florida League                                                                                                                                   |
| 29-990                           | Personnel Services Contingency | 193              | Projected costs for eligible employee salary increases (percent dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
| <i>Subtotal: Personnel Costs</i> |                                | <u>\$ 10,225</u> |                                                                                                                                                                                                               |

**OPERATING COSTS**

|        |                          |        |                                                                                                            |
|--------|--------------------------|--------|------------------------------------------------------------------------------------------------------------|
| 34-000 | Contract Services        | \$ 750 | Funding for the tennis pro, A/C maintenance, pest control and refrigerator maintenance                     |
| 43-200 | Water                    | 155    | Annual funding for water consumption                                                                       |
| 45-000 | ISF: Risk Management     | 279    | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League |
| 46-200 | Repairs and Maintenance  | 1,500  | Cleaning materials, wind screen replacement and other related repairs                                      |
| 51-000 | Office Supplies          | 100    | General office supplies                                                                                    |
| 52-200 | Other Operating Supplies | 85     | Miscellaneous supplies for tennis office                                                                   |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

RECREATION DEPARTMENT

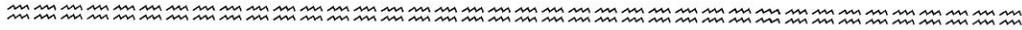
Tennis Division

Code: 001.72.1406.00.572

| <u>CODE</u>                         | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>    | <u>EXPLANATION</u>                |
|-------------------------------------|----------------------------------|------------------|-----------------------------------|
| <u>OPERATING COSTS - Continued</u>  |                                  |                  |                                   |
| 52-400                              | Uniforms                         | <u>75</u>        | Funding to provide staff uniforms |
|                                     | <i>Subtotal: Operating Costs</i> | <u>\$ 2,944</u>  |                                   |
| TOTAL: RECREATION - TENNIS DIVISION |                                  | <u>\$ 13,169</u> |                                   |

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida



### POLICE DEPARTMENT Operations Division

#### *Services, Functions and Activities*

The Miami Shores Police Department is the chief law enforcement agency of the Village. The Department is 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'14</u>        | <u>FY'15</u>        | <u>Change</u>      |
|-----------------------------|---------------------|---------------------|--------------------|
| Personnel Costs .....       | \$ 5,713,067        | \$ 5,657,788        | \$ (55,279)        |
| Operating Costs .....       | 746,154             | 734,471             | (11,683)           |
| Non-Cash Transactions ..... | 93,000              | 81,500              | (11,500)           |
| Crime Watch .....           | 1,500               | 1,500               | -                  |
| TOTAL .....                 | <u>\$ 6,553,721</u> | <u>\$ 6,475,259</u> | <u>\$ (78,462)</u> |

**This Division generates approximately \$501,000 in General Fund revenues**

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**POLICE DEPARTMENT - OPERATIONS**

Code: 001.21.0900.00.521

| <u>CODE</u>            | <u>CLASSIFICATION</u> | <u>AMOUNT</u> | <u>EXPLANATION</u>                                                                                                                                                                                                                                                                                                                 |
|------------------------|-----------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS</b> |                       |               |                                                                                                                                                                                                                                                                                                                                    |
| 11-000                 | Executive Salaries    | \$ 351,877    | (1) Police Chief<br>(3) Lieutenants                                                                                                                                                                                                                                                                                                |
| 11-100                 | Executive Benefit     | 6,500         | Executive benefit package                                                                                                                                                                                                                                                                                                          |
| 12-000                 | Regular Salaries      | 2,822,820     | (4) Sergeants<br>(4) Detectives<br>(1) Corporal<br>(23) Police Officers<br>(4) Telecommunication Officers<br>(1) Special Projects Coordinator<br>(1) Executive Assistant<br>(1) Police Records Specialist<br>(1) Crime Analyst<br>(1) Courier (allocated)<br>Funding for Holiday pay, Supervisor's relief pay and state supplement |
| 14-000                 | Overtime              | 136,000       | Funding for overtime required for Taskforce operations                                                                                                                                                                                                                                                                             |
| 14-200                 | County Court Standby  | 2,000         | Payment due to Miami Dade, prorating the costs of the Court Coordinator                                                                                                                                                                                                                                                            |
| 15-000                 | Off-Duty Assignments  | 320,000       | 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 20% administrative surcharge added to General Fund revenue                                                                     |
| 18-100                 | Longevity             | 10,500        | Benefit paid to tenured employees per policy                                                                                                                                                                                                                                                                                       |
| 21-000                 | FICA and Medicare     | 279,202       | Social Security and Medicare taxes                                                                                                                                                                                                                                                                                                 |
| 22-000                 | Pension Contribution  | 1,217,000     | Actuarially calculated contribution required by the Village to fund the benefits paid to retirees of the Police Retirement Plan                                                                                                                                                                                                    |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**POLICE DEPARTMENT - OPERATIONS**  
Code: 001.21.0900.00.521

| <u>CODE</u>                        | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>              | <u>EXPLANATION</u>                                                                                                                                                                                       |
|------------------------------------|----------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL COSTS (continued)</b> |                                  |                            |                                                                                                                                                                                                          |
| 23-000                             | Health Insurance                 | 240,986                    | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                              |
| 23-300                             | Insurance: Dependent             | 9,600                      | Per PBA contract, employer will contribute fifty dollars (\$50) per month toward the cost of dependent coverage                                                                                          |
| 23-400                             | Insurance: Bonus                 | 65,600                     | 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   |
| 23-500                             | Insurance: Retirement            | 4,800                      | Funding for the Village's contractual portion of the Police officers' Retirement insurance benefit                                                                                                       |
| 24-000                             | ISF: Workers' Compensation       | 132,879                    | Allocated costs of workers compensation premiums paid to the Florida League                                                                                                                              |
| 29-990                             | Personnel Services Contingency   | 58,024                     | Projected costs for all eligible employee salary increases (dependent upon union contract), other contractually required personnel cost increases and the associated federal taxes for a one year period |
|                                    | <i>Subtotal: Personnel Costs</i> | <u><u>\$ 5,657,788</u></u> |                                                                                                                                                                                                          |

**OPERATING COSTS**

|        |                   |        |                                                                                                                                                                                                  |
|--------|-------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 34-000 | Contract Services | 80,935 | Funding for contractual services including veterinary service, uniform cleaning, radios, A/C and other electrical items, janitorial services, decontamination services and annual physical exams |
| 40-000 | Travel            | 3,500  | Meals, lodging and per diem costs for staff attending training related events                                                                                                                    |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**POLICE DEPARTMENT - OPERATIONS**  
Code: 001.21.0900.00.521

| <u>CODE</u>                               | <u>CLASSIFICATION</u>          | <u>AMOUNT</u> | <u>EXPLANATION</u>                                                                                                                    |
|-------------------------------------------|--------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS (continued)</u></b> |                                |               |                                                                                                                                       |
| 41-000                                    | Telephone                      | 2,961         | Annual funding estimate for direct and special dial lines assigned to police                                                          |
| 41-100                                    | Cellular                       | 11,500        | Estimated charges for cellular communications                                                                                         |
| 41-300                                    | Long Distance                  | 350           | Estimated costs for long distance or toll calls                                                                                       |
| 42-000                                    | Postage                        | 420           | Correspondence and certified mail                                                                                                     |
| 42-100                                    | Courier and Delivery           | 700           | Hand delivery and overnight service for regulatory documents                                                                          |
| 43-100                                    | Electric                       | 19,425        | Estimated annual cost for electrical services based on current actual FPL usage                                                       |
| 43-200                                    | Water                          | 500           | Estimated utility costs for water consumption                                                                                         |
| 44-000                                    | Equipment Rental               | 2,000         | Fees related to the use of county-based equipment and unmarked vehicles                                                               |
| 44-100                                    | Vehicle Rental- Special Detail | 12,500        | Funding for police motorcycle leases                                                                                                  |
| 45-000                                    | ISF: Risk Management           | 44,813        | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League                            |
| 46-000                                    | ISF: Fleet Maintenance         | 401,054       | Allocated costs for operating the Village's fleet, including the costs for automobile liability coverage paid to the Florida League   |
| 46-200                                    | Repairs and Maintenance        | 22,003        | Funding for repairs or maintenance costs not under warranty or separate coverage including pistol range, IT Equipment and peripherals |
| 47-000                                    | Printing                       | 2,400         | Funding for stationary, business cards, IDs, stickers, survey cards and notices                                                       |
| 48-000                                    | Promotional Activities         | 8,000         | Funding for officer recognition programs and the Annual Police Chiefs' Dinner                                                         |
| 49-300                                    | Software Licensing             | 6,800         | Funding for software and network licensing                                                                                            |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**POLICE DEPARTMENT - OPERATIONS**  
Code: 001.21.0900.00.521

| <u>CODE</u>                               | <u>CLASSIFICATION</u>                         | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                                |
|-------------------------------------------|-----------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS (continued)</u></b> |                                               |                          |                                                                                                                                                   |
| 51-000                                    | Office Supplies                               | 5,830                    | Pens, paper, ink and other office supplies for a one year period for department staff                                                             |
| 52-100                                    | Gas, Oil and Lubricants                       | -                        | Funding for fuel, oil and lubricant costs                                                                                                         |
| 52-200                                    | Other Operating Supplies                      | 33,390                   | Funding for the costs of firearm supplies and ammunition, first aid supplies, K9 supplies, materials for detective bureau and commissary supplies |
| 52-400                                    | Uniforms                                      | 37,510                   | Funding for uniforms and equipment identified in PBA contract                                                                                     |
| 54-000                                    | Dues, Memberships and Subscriptions           | 4,080                    | Funding for annual memberships, subscriptions and reference materials required for operations                                                     |
| 55-000                                    | Training and Education                        | 17,800                   | Funding for mandatory police recertification, training and specialized educational activities                                                     |
| 55-200                                    | Tuition Reimbursement                         | 16,000                   | Contractually required funding for eligible staff                                                                                                 |
|                                           | <b><i>Subtotal: Operating Costs</i></b>       | <b><u>\$ 734,471</u></b> |                                                                                                                                                   |
| <b><u>NON-CASH TRANSACTIONS</u></b>       |                                               |                          |                                                                                                                                                   |
| 91-301                                    | Transfer to Capital Projects                  | \$ 81,500                | Funding for 2/3 of the police station roof replacement, replacement of computer workstations and 1/2 of the taser replacement                     |
|                                           | <b><i>Subtotal: Non-Cash Transactions</i></b> | <b><u>\$ 81,500</u></b>  |                                                                                                                                                   |

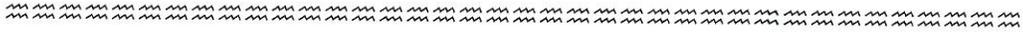
**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**POLICE DEPARTMENT - OPERATIONS**  
Code: 001.21.0900.00.521

| <u>CODE</u>                       | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>              | <u>EXPLANATION</u>                                                                          |
|-----------------------------------|------------------------------------|----------------------------|---------------------------------------------------------------------------------------------|
| <b><u>CRIME WATCH COSTS</u></b>   |                                    |                            |                                                                                             |
| 83-200                            | Crime Watch                        | \$ 1,500                   | Funding for Crime Watch programs, including promotional materials and volunteer recognition |
|                                   | <i>Subtotal: Crime Watch Costs</i> | <u>\$ 1,500</u>            |                                                                                             |
| <b>TOTAL: POLICE - OPERATIONS</b> |                                    | <u><u>\$ 6,475,259</u></u> |                                                                                             |

# FY2014-2015 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'14</u>     | <u>FY'15</u>     | <u>Change</u>   |
|-----------------------|------------------|------------------|-----------------|
| Personnel Costs ..... | \$ 40,399        | \$ 40,974        | \$ 575          |
| Operating Costs ..... | <u>1,826</u>     | <u>830</u>       | <u>(996)</u>    |
| TOTAL .....           | <u>\$ 42,225</u> | <u>\$ 41,804</u> | <u>\$ (421)</u> |

This Division generates approximately \$21,000 in General Fund revenues

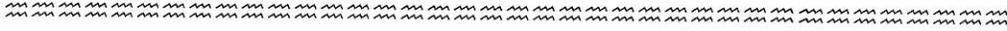
**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**POLICE DEPARTMENT - SCHOOL GUARDS DIVISION**  
Code: 001.21.0901.00.521

| <u>CODE</u>                   | <u>CLASSIFICATION</u>                | <u>AMOUNT</u>           | <u>EXPLANATION</u>                                                                                                                                                                                    |
|-------------------------------|--------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b> |                                      |                         |                                                                                                                                                                                                       |
| 12-000                        | Regular Salaries                     | \$ 8,077                | (1) School Guard/Courier (allocated)                                                                                                                                                                  |
| 13-000                        | Other Salaries                       | 27,861                  | (3) School Crossing Guards part-time                                                                                                                                                                  |
| 18-100                        | Longevity                            | -                       | Benefit paid to tenured employees per policy                                                                                                                                                          |
| 21-000                        | FICA and Medicare                    | 2,749                   | Social Security and Medicare taxes                                                                                                                                                                    |
| 24-000                        | ISF: Workers' Compensation           | 1,513                   | Allocated cost of workers' compensation premiums paid to the Florida League                                                                                                                           |
| 29-990                        | Personnel Services Contingency       | 774                     | Projected costs for eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
|                               | <i>Subtotal: Personnel Costs</i>     | <u>\$ 40,974</u>        |                                                                                                                                                                                                       |
| <b><u>OPERATING COSTS</u></b> |                                      |                         |                                                                                                                                                                                                       |
| 45-000                        | ISF: Risk Management                 | \$ 150                  | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League                                                                                            |
| 52-400                        | Uniforms                             | 680                     | Funding for uniforms and equipment                                                                                                                                                                    |
|                               | <i>Subtotal: Operating Costs</i>     | <u>\$ 830</u>           |                                                                                                                                                                                                       |
|                               | <b>TOTAL: POLICE - SCHOOL GUARDS</b> | <u><u>\$ 41,804</u></u> |                                                                                                                                                                                                       |

# FY2014-2015 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 a large Village Department. All paperwork associated with this function (payroll, accounts payable, purchasing, customer service, 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'14</u>      | <u>FY'15</u>      | <u>Change</u>  |
|-----------------------|-------------------|-------------------|----------------|
| Personnel Costs ..... | \$ 263,305        | \$ 268,558        | \$ 5,253       |
| Operating Costs ..... | <u>99,462</u>     | <u>94,216</u>     | <u>(5,246)</u> |
| TOTAL .....           | <u>\$ 362,767</u> | <u>\$ 362,774</u> | <u>\$ 7</u>    |

**FY2014-2015 OPERATING BUDGET**

**Miami Shores Village, Florida**

**PUBLIC WORKS DEPARTMENT**

**ADMINISTRATION DIVISION**

Code: 001.39.1203.00.539

| <u>CODE</u>                   | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                                                                                                                        |
|-------------------------------|----------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b> |                                  |                   |                                                                                                                                                                                                           |
| 11-000                        | Executive Salaries               | \$ 106,592        | Public Works Director base salary                                                                                                                                                                         |
| 11-100                        | Executive Benefit                | 6,500             | Executive Benefit package                                                                                                                                                                                 |
| 12-000                        | Regular Salaries                 | 113,755           | (1) Executive Assistant<br>(1) Purchasing Agent                                                                                                                                                           |
| 14-000                        | Overtime                         | -                 | Funding for intermittent overtime requirements                                                                                                                                                            |
| 18-100                        | Longevity                        | 3,000             | Benefit paid to tenured employees per policy                                                                                                                                                              |
| 21-000                        | FICA and Medicare                | 17,583            | Social Security and Medicare taxes                                                                                                                                                                        |
| 23-000                        | Health Insurance                 | 16,154            | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                               |
| 24-000                        | ISF: Workers' Compensation       | 230               | Allocated costs of worker's compensation premiums paid to the Florida League                                                                                                                              |
| 29-990                        | Personnel Services Contingency   | 4,744             | Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
|                               | <i>Subtotal: Personnel Costs</i> | <u>\$ 268,558</u> |                                                                                                                                                                                                           |

**OPERATING COSTS**

|        |                   |          |                                                                                                               |
|--------|-------------------|----------|---------------------------------------------------------------------------------------------------------------|
| 34-000 | Contract Services | \$ 2,000 | DERM fee and other regulatory fees paid to State and County agencies and Office machine maintenance contracts |
| 34-300 | Security          | 73,000   | Funding for contracted security services at Public Works compound                                             |
| 40-000 | Travel            | 500      | Management seminars and training                                                                              |

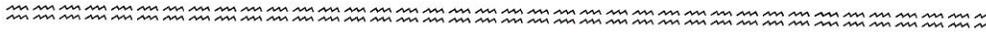
**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**PUBLIC WORKS DEPARTMENT**  
**ADMINISTRATION DIVISION**  
**Code: 001.39.1203.00.539**

| <u>CODE</u>                               | <u>CLASSIFICATION</u>                   | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                 |
|-------------------------------------------|-----------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS (continued)</u></b> |                                         |                          |                                                                                                                                    |
| 41-100                                    | Cellular                                | 1,100                    | Funding for AT&T Cellular phones                                                                                                   |
| 42-000                                    | Postage                                 | 25                       | Funding requirements for letters to staff and residents                                                                            |
| 45-000                                    | ISF: Risk Management                    | 475                      | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League                         |
| 46-000                                    | ISF: Fleet Maintenance                  | 13,066                   | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League |
| 47-000                                    | Printing                                | 300                      | Costs for publication of employment ads and mandatory reporting                                                                    |
| 48-000                                    | Promotional Activities                  | 750                      | Funding for public notices, advertisements or other public documents                                                               |
| 51-000                                    | Office Supplies                         | 1,200                    | Pens, paper, ink and other office supplies for a one year period                                                                   |
| 52-200                                    | Other Operating Supplies                | 500                      | Costs for materials required that are not specifically classified in other departmental line items                                 |
| 54-000                                    | Dues, Memberships and Subscriptions     | 600                      | Annual subscription renewals                                                                                                       |
| 55-000                                    | Training and Education                  | 700                      | Funding for staff reimbursement for educational advancements                                                                       |
|                                           | <b><i>Subtotal: Operating Costs</i></b> | <b><u>\$ 94,216</u></b>  |                                                                                                                                    |
| <b>TOTAL: ADMINISTRATION</b>              |                                         | <b><u>\$ 362,774</u></b> |                                                                                                                                    |

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida



### PUBLIC WORKS DEPARTMENT Facilities Maintenance / Streets Division

#### *Services, Functions and Activities*

The Streets Division of the Public Works Department functions as a multifaceted work force which accomplishes building maintenance, and in conjunction with the Stormwater Division manages storm water 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'14</u>      | <u>FY'15</u>      | <u>Change</u>    |
|-----------------------------|-------------------|-------------------|------------------|
| Personnel Costs .....       | \$ 148,783        | \$ 151,627        | \$ 2,844         |
| Operating Costs .....       | 295,014           | 322,737           | 27,723           |
| Non-Cash Transactions ..... | <u>25,000</u>     | <u>70,000</u>     | <u>45,000</u>    |
| TOTAL .....                 | <u>\$ 468,797</u> | <u>\$ 544,364</u> | <u>\$ 75,567</u> |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**PUBLIC WORKS DEPARTMENT**  
**FACILITIES MAINTENANCE/STREETS DIVISION**  
Code: 001.39.1202.00.539

| <u>CODE</u>                   | <u>CLASSIFICATION</u>                   | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                                                                                        |
|-------------------------------|-----------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b> |                                         |                          |                                                                                                                                                                                                           |
| 12-000                        | Regular Salaries                        | \$ 119,037               | (1) Streets Supervisor<br>(2) Maintenance Worker II                                                                                                                                                       |
| 14-000                        | Overtime                                | 800                      | Funding estimate for overtime required for special events and staff shortages                                                                                                                             |
| 18-100                        | Longevity                               | 500                      | Benefit paid to tenured employees per policy                                                                                                                                                              |
| 21-000                        | FICA and Medicare                       | 9,206                    | Social Security and Medicare taxes                                                                                                                                                                        |
| 23-000                        | Health Insurance                        | 16,140                   | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                               |
| 24-000                        | ISF: Workers' Compensation              | 3,381                    | Allocated costs of worker's compensation premiums paid to the Florida League                                                                                                                              |
| 29-990                        | Personnel Services Contingency          | 2,563                    | Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
|                               | <b><i>Subtotal: Personnel Costs</i></b> | <b><u>\$ 151,627</u></b> |                                                                                                                                                                                                           |

**OPERATING COSTS**

|        |                     |        |                                                                                                      |
|--------|---------------------|--------|------------------------------------------------------------------------------------------------------|
| 34-000 | Contract Services   | \$ -   | Engineering, pest control and roof repairs                                                           |
| 34-200 | Janitorial Services | 30,210 | Funding for Village-wide maintenance contracts including A/C, extermination, and janitorial services |
| 40-000 | Travel              | 25     | Seminars and training sessions for supervisor and maintenance workers                                |

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida

### PUBLIC WORKS DEPARTMENT FACILITIES MAINTENANCE/STREETS DIVISION

Code: 001.39.1202.00.539

| <u>CODE</u>                               | <u>CLASSIFICATION</u>    | <u>AMOUNT</u> | <u>EXPLANATION</u>                                                                                                                 |
|-------------------------------------------|--------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS (continued)</u></b> |                          |               |                                                                                                                                    |
| 43-110                                    | Electric: Streets        | 200,000       | Estimated annual cost for electrical services based on current actual FPL usage                                                    |
| 43-120                                    | Electric: Village Hall   | 14,388        | Estimated annual cost for electrical services based on current actual FPL usage                                                    |
| 43-130                                    | Electric: Public Works   | 8,194         | Estimated annual cost for electrical services based on current actual FPL usage                                                    |
| 43-200                                    | Water                    | 1,200         | Village Hall, Public Works and rights-of-way water                                                                                 |
| 44-000                                    | Equipment Rental         | 100           | Funding to rent specialized equipment for projects identified during the year                                                      |
| 45-000                                    | ISF: Risk Management     | 2,010         | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League                         |
| 46-000                                    | ISF: Fleet Maintenance   | 35,310        | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League |
| 46-200                                    | Repairs and Maintenance  | 20,000        | Repairs to buildings and structures, miscellaneous parts not covered by service agreements; roadway repairs and sidewalks          |
| 51-000                                    | Office Supplies          | 50            | Pens, pencils and paper for support staff                                                                                          |
| 52-200                                    | Other Operating Supplies | 10,000        | Safety equipment, paper towels, toilet tissue, cups and other miscellaneous operating supplies; tools and equipment                |
| 52-300                                    | Supplies: Kitchen        | 500           | Kitchen supplies                                                                                                                   |
| 52-400                                    | Uniforms                 | 250           | Per employee funding for contractually specified uniforms: (5) shirts, (5) pants                                                   |

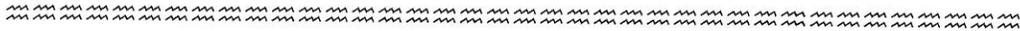
**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**PUBLIC WORKS DEPARTMENT**  
**FACILITIES MAINTENANCE/STREETS DIVISION**  
Code: 001.39.1202.00.539

| <u>CODE</u>                                    | <u>CLASSIFICATION</u>                  | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                            |
|------------------------------------------------|----------------------------------------|-------------------|---------------------------------------------------------------|
| <b>OPERATING COSTS (continued)</b>             |                                        |                   |                                                               |
| 52-500                                         | Fertilizer and Chemicals               | 300               | Fertilizer and chemicals for street side plantings            |
| 54-000                                         | Dues, Memberships and Subscriptions    | 50                | Annual subscription renewals                                  |
| 55-000                                         | Training and Education                 | 150               | Funding to provide training on use of machinery and equipment |
|                                                | <i>Subtotal: Operating Costs</i>       | <u>\$ 322,737</u> |                                                               |
| <b>NON-CASH TRANSACTIONS</b>                   |                                        |                   |                                                               |
| 91-301                                         | Transfer to Capital Projects           | \$ 70,000         | Village Hall renovation and purchase of 4 light towers        |
|                                                | <i>Subtotal: Non-Cash Transactions</i> | <u>\$ 70,000</u>  |                                                               |
| <b>TOTAL: FACILITIES MAINTENANCE / STREETS</b> |                                        | <u>\$ 544,364</u> |                                                               |

# FY2014-2015 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'14</u>      | <u>FY'15</u>      | <u>Change</u>       |
|-----------------------|-------------------|-------------------|---------------------|
| Personnel Costs ..... | \$ 350,351        | \$ 250,812        | \$ (99,539)         |
| Operating Costs ..... | <u>73,712</u>     | <u>67,681</u>     | <u>(6,031)</u>      |
| TOTAL .....           | <u>\$ 424,063</u> | <u>\$ 318,493</u> | <u>\$ (105,570)</u> |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**PUBLIC WORKS DEPARTMENT**

Parks Division

Code: 00139.1201.00.539

| <u>CODE</u>                             | <u>CLASSIFICATION</u>          | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                                                                                        |
|-----------------------------------------|--------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b>           |                                |                          |                                                                                                                                                                                                           |
| 12-000                                  | Regular Salaries               | \$ 189,152               | (1) Parks Foreman<br>(1) Maintenance Worker I<br>(4) Maintenance Worker II                                                                                                                                |
| 14-000                                  | Overtime                       | 2,500                    | Wages for excess hours and special events                                                                                                                                                                 |
| 18-100                                  | Longevity                      | 2,500                    | Benefit paid to tenured employees per policy                                                                                                                                                              |
| 21-000                                  | FICA and Medicare              | 14,853                   | Social Security and Medicare taxes                                                                                                                                                                        |
| 23-000                                  | Health Insurance               | 32,279                   | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                               |
| 24-000                                  | ISF: Workers' Compensation     | 5,456                    | Allocated costs of worker's compensation premiums paid to the Florida League                                                                                                                              |
| 29-990                                  | Personnel Services Contingency | 4,072                    | Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
| <b><i>Subtotal: Personnel Costs</i></b> |                                | <b><u>\$ 250,812</u></b> |                                                                                                                                                                                                           |

**OPERATING COSTS**

|        |                   |       |                                                                 |
|--------|-------------------|-------|-----------------------------------------------------------------|
| 34-000 | Contract Services | \$ -  | Tree installation                                               |
| 40-000 | Travel            | -     | Travel to educational seminars                                  |
| 43-200 | Water             | 4,500 | Funding for estimated water consumption at non-welled locations |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**PUBLIC WORKS DEPARTMENT**  
**Parks Division**  
**Code: 00139.1201.00.539**

| <u>CODE</u>                               | <u>CLASSIFICATION</u>               | <u>AMOUNT</u> | <u>EXPLANATION</u>                                                                                                                 |
|-------------------------------------------|-------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS (continued)</u></b> |                                     |               |                                                                                                                                    |
| 44-000                                    | Equipment Rental                    | 500           | Funding to rent specialized equipment for projects identified during the year                                                      |
| 45-000                                    | ISF: Risk Management                | 4,013         | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League                         |
| 46-000                                    | ISF: Fleet Maintenance              | 39,568        | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League |
| 46-200                                    | Repairs and Maintenance             | 2,600         | Repairs to various parks and structures not covered by service agreements                                                          |
| 51-000                                    | Office Supplies                     | 100           | Office supplies related to Parks operations                                                                                        |
| 52-200                                    | Other Operating Supplies            | 11,000        | Cost associated with drains and curb repairs, supplies, tools and equipment for park maintenance and paper goods                   |
| 52-210                                    | Supplies: Beautification            | 2,000         | Improvements for Village-wide projects                                                                                             |
| 52-300                                    | Supplies: Kitchen                   | 300           | Kitchen supplies                                                                                                                   |
| 52-400                                    | Uniforms                            | 800           | Per employee funding for contractually specified uniforms: (5) shirts, (5) pants                                                   |
| 52-500                                    | Fertilizer and Chemicals            | 1,500         | Funding for special fertilizers and chemicals to maintain landscaping                                                              |
| 52-600                                    | Supplies: Code Enforcement          | 600           | Costs associated with enforcement of code issues                                                                                   |
| 54-000                                    | Dues, Memberships and Subscriptions | -             | Annual subscription renewals                                                                                                       |

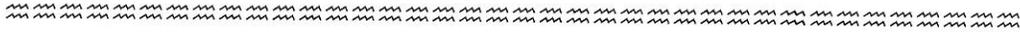
**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

PUBLIC WORKS DEPARTMENT  
Parks Division  
Code: 00139.1201.00.539

| <u>CODE</u>                        | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                            |
|------------------------------------|----------------------------------|-------------------|---------------------------------------------------------------|
| <b>OPERATING COSTS (continued)</b> |                                  |                   |                                                               |
| 55-000                             | Training and Education           | 200               | Funding to provide training on use of machinery and equipment |
|                                    | <i>Subtotal: Operating Costs</i> | <u>\$ 67,681</u>  |                                                               |
| TOTAL: PARKS                       |                                  | <u>\$ 318,493</u> |                                                               |

# FY2014-2015 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 grounds (multipurpose field, Tot-Lot playground, basketball/tennis courts, etc...).

#### BUDGET HIGHLIGHTS

|                       | <u>FY'14</u>      | <u>FY'15</u>      | <u>Change</u>   |
|-----------------------|-------------------|-------------------|-----------------|
| Personnel Costs ..... | \$ 95,938         | \$ 98,563         | \$ 2,625        |
| Operating Costs ..... | <u>44,575</u>     | <u>50,275</u>     | <u>5,700</u>    |
| TOTAL .....           | <u>\$ 140,513</u> | <u>\$ 148,838</u> | <u>\$ 8,325</u> |

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida

PUBLIC WORKS DEPARTMENT  
Recreation Maintenance Division  
Code: 001.39.1204.00.539

| <u>CODE</u>                      | <u>CLASSIFICATION</u>          | <u>AMOUNT</u>           | <u>EXPLANATION</u>                                                                                                                                                                                        |
|----------------------------------|--------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b>    |                                |                         |                                                                                                                                                                                                           |
| 12-000                           | Regular Salaries               | \$ 75,920               | (1) Grounds Foreman<br>(1) Grounds Keeper                                                                                                                                                                 |
| 14-000                           | Overtime                       | 1,600                   | Overtime for special events                                                                                                                                                                               |
| 18-100                           | Longevity                      | 500                     | Benefit paid to tenured employees per policy                                                                                                                                                              |
| 21-000                           | FICA and Medicare              | 5,969                   | Social Security and Medicare taxes                                                                                                                                                                        |
| 23-000                           | Health Insurance               | 10,747                  | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                               |
| 24-000                           | ISF: Workers' Compensation     | 2,192                   | Allocated costs of worker's compensation premiums paid to the Florida League                                                                                                                              |
| 29-990                           | Personnel Services Contingency | 1,635                   | Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
| <i>Subtotal: Personnel Costs</i> |                                | <u><u>\$ 98,563</u></u> |                                                                                                                                                                                                           |

### **OPERATING COSTS**

|        |                      |          |                                                                                                            |
|--------|----------------------|----------|------------------------------------------------------------------------------------------------------------|
| 43-100 | Electric             | \$ 1,500 | Estimated annual cost for electrical services based on current actual FPL usage                            |
| 44-000 | Equipment Rental     | 100      | Funding to rent specialized equipment for projects identified during the year                              |
| 45-000 | ISF: Risk Management | 236      | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League |

**FY2014-2015 OPERATING BUDGET**

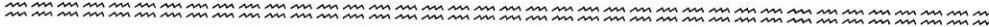
**Miami Shores Village, Florida**

PUBLIC WORKS DEPARTMENT  
Recreation Maintenance Division  
Code: 001.39.1204.00.539

| <u>CODE</u>                          | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                 |
|--------------------------------------|-------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>OPERATING COSTS (continued)</b>   |                                     |                          |                                                                                                                                    |
| 46-000                               | ISF: Fleet Maintenance              | 15,539                   | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League |
| 46-200                               | Repairs and Maintenance             | 2,000                    | Minor repairs to building and Tot Lot equipment                                                                                    |
| 52-200                               | Other Operating Supplies            | 7,000                    | Costs for materials required that are not specifically classified in other departmental line items                                 |
| 52-400                               | Uniforms                            | 300                      | Per employee funding for contractually specified uniforms: (5) shirts (5) pants                                                    |
| 52-500                               | Fertilizers and Chemicals           | 23,000                   | Miscellaneous chemicals and fertilizers to ensure proper growth of field turf                                                      |
| 54-000                               | Dues, Memberships and Subscriptions | 200                      | Funding for subscription renewals                                                                                                  |
| 55-000                               | Training and Education              | 400                      | Funding to provide training on use of machinery and equipment                                                                      |
|                                      | <i>Subtotal: Operating Costs</i>    | <u>\$ 50,275</u>         |                                                                                                                                    |
| <b>TOTAL: RECREATION MAINTENANCE</b> |                                     | <u><u>\$ 148,838</u></u> |                                                                                                                                    |

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida



### PUBLIC WORKS DEPARTMENT Sanitation Fund

#### *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 12,875 tons of refuse to local disposal facilities.

#### BUDGET HIGHLIGHTS

|                            | <u>FY'14</u>       | <u>FY'15</u>       | <u>Change</u>       |
|----------------------------|--------------------|--------------------|---------------------|
| Personnel Costs .....      | \$ 892,744         | \$ 940,487         | \$ 47,743           |
| Operating Costs .....      | 1,565,320          | 1,385,413          | (179,907)           |
| Capital Outlay .....       | 390,938            | 348,500            | (42,438)            |
| Non-Cash Transactions..... | <u>350,000</u>     | <u>350,000</u>     | <u>-</u>            |
| TOTAL .....                | <u>\$3,199,002</u> | <u>\$3,024,400</u> | <u>\$ (174,602)</u> |

**This Fund is self-supporting. The majority of revenue is generated by Sanitation Fee Assessments estimated at \$2.6 million. This Fund pays a \$350,000 Management Fee to the General Fund**

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida

### PUBLIC WORKS DEPARTMENT

#### Sanitation Fund

Code: 405.39.3000.00.534

| <u>CODE</u>                             | <u>CLASSIFICATION</u>          | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                                                                                        |
|-----------------------------------------|--------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b>           |                                |                          |                                                                                                                                                                                                           |
| 12-000                                  | Regular Salaries               | \$ 685,928               | (1) Public Works Supervisor/Waste<br>(4) Equipment Operator III<br>(1) Equipment Operator II<br>(9) Refuse Truck Drivers FT<br>(1) Refuse Truck Driver Temp<br>(4) Refuse Collectors                      |
| 14-000                                  | Overtime                       | 32,568                   | Holiday pay, special events, labor for driver and helper to pick up garbage on Saturdays and emergencies                                                                                                  |
| 18-100                                  | Longevity                      | 9,500                    | Benefit paid to tenured employees per policy                                                                                                                                                              |
| 18-200                                  | Accumulated Leave Settlement   | -                        | Payout of accumulated leave for employees expected to retire or separate employment                                                                                                                       |
| 21-000                                  | FICA and Medicare              | 55,692                   | Social Security and Medicare taxes                                                                                                                                                                        |
| 23-000                                  | Health Insurance               | 102,296                  | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                               |
| 24-000                                  | ISF: Workers' Compensation     | 25,169                   | Allocated costs of worker's compensation premiums paid to the Florida League                                                                                                                              |
| 26-000                                  | OPEB                           | 15,000                   | Estimated annual Other Post Employment Benefit employee costs for health, dental and other contractually obligated non-liability benefits                                                                 |
| 29-990                                  | Personnel Services Contingency | 14,334                   | Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
| <b><i>Subtotal: Personnel Costs</i></b> |                                | <b><u>\$ 940,487</u></b> |                                                                                                                                                                                                           |

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida

### PUBLIC WORKS DEPARTMENT

#### Sanitation Fund

Code: 405.39.3000.00.534

| <u>CODE</u>                   | <u>CLASSIFICATION</u>              | <u>AMOUNT</u> | <u>EXPLANATION</u>                                                                                                                 |
|-------------------------------|------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS</u></b> |                                    |               |                                                                                                                                    |
| 31-250                        | Professional Services: Legal Other | \$ -          | Legal services to facilitate county collection of payments of waste fees                                                           |
| 34-000                        | Contract Services                  | -             | Auction for disposal of unused vehicles and biotechnical services for ongoing chipper field environmental reporting                |
| 34-100                        | Temporary Personnel                | 55,000        | Funding for temporary staff during vacancies, vacations, special event, emergencies and Chipper Field remediation services         |
| 40-000                        | Travel                             | 400           | Sunpass in garbage trucks to facilitate shorter travel times and distances to dump                                                 |
| 41-100                        | Cellular                           | 550           | Estimated annual costs for cellular service                                                                                        |
| 42-000                        | Postage                            | -             | Postage for past due collection notices                                                                                            |
| 43-400                        | Miami-Dade Solid Waste Fees        | 345,000       | Estimated annual cost for dumping services paid to the County                                                                      |
| 43-410                        | Waste Management Fees              | 315,000       | Estimated annual cost for solid waste disposal                                                                                     |
| 43-420                        | Waste Disposal -Transfer Station   | 5,000         | Estimated annual cost for transfer station for emergency dumping services                                                          |
| 44-000                        | Equipment Rental                   | -             | Funding to rent specialized equipment for projects identified during the year                                                      |
| 45-000                        | ISF: Risk Management               | 10,486        | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League |
| 46-000                        | ISF: Fleet Maintenance             | 431,957       | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League |
| 46-100                        | Vehicle Maintenance                | -             | Vehicle Maintenance cost                                                                                                           |
| 46-200                        | Repairs and Maintenance            | 4,920         | Funding allocated for repairs and maintenance                                                                                      |

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida

### PUBLIC WORKS DEPARTMENT

#### Sanitation Fund

Code: 405.39.3000.00.534

| <u>CODE</u>                               | <u>CLASSIFICATION</u>                   | <u>AMOUNT</u>              | <u>EXPLANATION</u>                                                                                   |
|-------------------------------------------|-----------------------------------------|----------------------------|------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS (continued)</u></b> |                                         |                            |                                                                                                      |
| 47-000                                    | Printing                                | 1,000                      | Printing for recycling, statements, invoices, courtesy notices and recycling pamphlets               |
| 48-000                                    | Promotional Activities                  | 10,000                     | Estimated cost for vacant position advertisements                                                    |
| 49-420                                    | Miami-Dade Collection Fees              | 27,000                     | Fees charged by Miami Dade County for collection of sanitation assesments on the property tax bill   |
| 49-800                                    | Licenses and Permits                    | 1,000                      | Annual DERM review fee                                                                               |
| 51-000                                    | Office Supplies                         | 300                        | Estimated costs for general office supplies (pen, paper, etc.)                                       |
| 52-200                                    | Other Operating Supplies                | 40,000                     | Funding for specialized items related to sanitation, not specifically identified in other line items |
| 52-300                                    | Supplies: Kitchen                       | 1,300                      | Kitchen supplies                                                                                     |
| 52-400                                    | Uniforms                                | 2,000                      | Per employee funding for contractually specified uniforms: (5) shirts, (5) pants                     |
| 55-000                                    | Training and Education                  | 100                        | Funding to provide training on use of machinery and equipment                                        |
| 59-000                                    | Depreciation                            | 134,400                    | Estimated contribution to the renewal and replacement fund                                           |
|                                           | <b><i>Subtotal: Operating Costs</i></b> | <b><u>\$ 1,385,413</u></b> |                                                                                                      |

**FY2014-2015 OPERATING BUDGET**

**Miami Shores Village, Florida**

**PUBLIC WORKS DEPARTMENT**

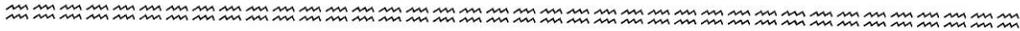
**Sanitation Fund**

Code: 405.39.3000.00.534

| <u>CODE</u>                         | <u>CLASSIFICATION</u>                  | <u>AMOUNT</u>       | <u>EXPLANATION</u>                                                                                           |
|-------------------------------------|----------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------|
| <b><u>CAPITAL OUTLAY</u></b>        |                                        |                     |                                                                                                              |
| 64-000                              | Machinery and Equipment                | \$ 18,500           | Map and Sign printer and upgrade of the Motor Pool Computer System                                           |
| 64-100                              | Vehicles                               | 330,000             | Replace Garbage Truck V-6149 and Trash Truck V-0523                                                          |
|                                     | <i>Subtotal: Capital Outlay</i>        | <u>\$ 348,500</u>   |                                                                                                              |
| <b><u>NON-CASH TRANSACTIONS</u></b> |                                        |                     |                                                                                                              |
| 95-000                              | Management Fees                        | 350,000             | Management fee paid to General Fund to offset administrative services costs provided by non-sanitation staff |
|                                     | <i>Subtotal: Non-Cash Transactions</i> | <u>\$ 350,000</u>   |                                                                                                              |
|                                     | <b>TOTAL: SANITATION FUND</b>          | <u>\$ 3,024,400</u> |                                                                                                              |

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida



### PUBLIC WORKS DEPARTMENT Stormwater Fund

#### *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'14</u>      | <u>FY'15</u>      | <u>Change</u>      |
|----------------------------|-------------------|-------------------|--------------------|
| Personnel Costs .....      | \$ 99,423         | \$ 82,015         | \$ (17,408)        |
| Operating Costs .....      | 117,365           | 105,805           | (11,560)           |
| Non-Cash Transactions..... | <u>45,000</u>     | <u>61,830</u>     | <u>16,830</u>      |
| TOTAL .....                | <u>\$ 261,788</u> | <u>\$ 249,650</u> | <u>\$ (12,138)</u> |

**This Fund is self-supporting. The majority of revenue is generated by Stormwater Fee Assessments estimated at \$244,950. This Fund pays a \$50,000 Management Fee to the General Fund**

**FY2014-2015 OPERATING BUDGET**

**Miami Shores Village, Florida**

**PUBLIC WORKS DEPARTMENT**

Stormwater Fund

Code: 402.39.3500.00.538

| <u>CODE</u>                             | <u>CLASSIFICATION</u>          | <u>AMOUNT</u>           | <u>EXPLANATION</u>                                                                                                                                                                                        |
|-----------------------------------------|--------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b>           |                                |                         |                                                                                                                                                                                                           |
| 12-000                                  | Regular Salaries               | \$ 57,650               | (1) Equipment Operator I<br>(1) Maintenance Worker I                                                                                                                                                      |
| 14-000                                  | Overtime                       | 2,000                   | Wages for excess hours and special events                                                                                                                                                                 |
| 18-100                                  | Longevity                      | 2,000                   | Benefit paid to tenured employees per policy                                                                                                                                                              |
| 18-200                                  | Accumulated Leave Settlement   | -                       | Estimated cost for payout of accumulated leave for employees expected to retire or separate employment                                                                                                    |
| 21-000                                  | FICA and Medicare              | 4,716                   | Social Security and Medicare taxes                                                                                                                                                                        |
| 23-000                                  | Health Insurance               | 10,728                  | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                               |
| 24-000                                  | ISF: Workers' Compensation     | 1,880                   | Allocated costs of worker's compensation premiums paid to the Florida League                                                                                                                              |
| 26-000                                  | OPEB                           | 1,800                   | Estimated annual Other Post Employment Benefit employee costs for health, dental and other contractually obligated non-liability benefits                                                                 |
| 29-990                                  | Personnel Services Contingency | 1,241                   | Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
| <b><i>Subtotal: Personnel Costs</i></b> |                                | <b><u>\$ 82,015</u></b> |                                                                                                                                                                                                           |

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida

### PUBLIC WORKS DEPARTMENT

#### Stormwater Fund

Code: 402.39.3500.00.538

| <u>CODE</u>                             | <u>CLASSIFICATION</u>             | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                 |
|-----------------------------------------|-----------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS</u></b>           |                                   |                          |                                                                                                                                    |
| 31-300                                  | Professional Services Engineering | \$ 10,000                | Funding for professional engineering design services for storm water drainage system                                               |
| 34-000                                  | Contract Services                 | 11,000                   | Preliminary cost for storm water basin rehabilitation program                                                                      |
| 43-100                                  | Electric                          | 2,559                    | Estimated annual costs for electrical services based on current actual FPL usage                                                   |
| 45-000                                  | ISF: Risk Management              | 1,090                    | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League                         |
| 46-000                                  | ISF: Fleet Maintenance            | 8,561                    | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League |
| 46-200                                  | Repairs and Maintenance           | 5,000                    | Funding allocated for repairs and maintenance                                                                                      |
| 48-000                                  | Promotional Activities            | 300                      | Estimated cost for vacant position advertisements                                                                                  |
| 49-800                                  | Licenses and Permits              | 4,000                    | Annual filing fee with DERM                                                                                                        |
| 51-000                                  | Office Supplies                   | 50                       | Estimated costs for general office supplies (pens, paper, etc.)                                                                    |
| 52-200                                  | Other Operating Supplies          | 4,000                    | Costs for materials required that are not specially classified in other departmental line items                                    |
| 52-400                                  | Uniforms                          | 300                      | Per employee funding for contractually specified uniforms: (5) shirts (5) pants                                                    |
| 59-000                                  | Depreciation                      | 58,945                   | Funding for year-end depreciation charges for fund assets                                                                          |
| <b><i>Subtotal: Operating Costs</i></b> |                                   | <b><u>\$ 105,805</u></b> |                                                                                                                                    |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**PUBLIC WORKS DEPARTMENT**  
**Stormwater Fund**  
**Code: 402.39.3500.00.538**

| <u>CODE</u>                         | <u>CLASSIFICATION</u>                  | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                           |
|-------------------------------------|----------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------|
| <b><u>NON-CASH TRANSACTIONS</u></b> |                                        |                          |                                                                                                              |
| 95-000                              | Management Fees                        | \$ 50,000                | Management fee paid to General Fund to offset administrative service costs provided for non-stormwater staff |
| 99-000                              | Contingency                            | <u>11,830</u>            |                                                                                                              |
|                                     | <i>Subtotal: Non-Cash Transactions</i> | <u>\$ 61,830</u>         |                                                                                                              |
| <b>TOTAL: STORMWATER FUND</b>       |                                        | <u><u>\$ 249,650</u></u> |                                                                                                              |

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida

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PUBLIC WORKS DEPARTMENT

Fleet Maintenance Fund

Services, Functions and Activities

The Fleet Maintenance Fund, 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 Fund include: police or squad units, heavy trucks, the Village's 29 passenger bus, recreation vans, small engine repair, pick up trucks, loaders and other heavy equipment.

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

BUDGET HIGHLIGHTS

	<u>FY'14</u>	<u>FY'15</u>	<u>Change</u>
Personnel Costs	\$ 179,572	\$ 187,474	\$ 7,902
Operating Costs	1,018,850	886,470	(132,380)
Capital Outlay	181,000	145,000	(36,000)
Non-Cash Transactions.....	-	-	-
TOTAL	<u>\$1,379,422</u>	<u>\$ 1,218,944</u>	<u>\$ (160,478)</u>

FY2014-2015 OPERATING BUDGET

Miami Shores Village, Florida

PUBLIC WORKS DEPARTMENT

Fleet Maintenance Fund

Code: 550.39.6000.**.539

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL COSTS</u>			
12-000	Regular Salaries	\$ 147,622	(3) Equipment Mechanics (1) Auto Detailer
14-000	Overtime	500	Funding for unanticipated operational needs
18-100	Longevity	1,500	Benefit paid to tenured employees per policy
21-000	FICA and Medicare	11,446	Social Security and Medicare taxes
23-000	Health Insurance	21,433	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
24-000	ISF: Workers' Compensation	1,795	Allocated costs of worker's compensation premiums paid to the Florida League
29-990	Personnel Services Contingency	3,178	Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period
<i>Subtotal: Personnel Costs</i>		<u>\$ 187,474</u>	

OPERATING COSTS

41-100	Cellular	\$ -	Funding for AT&T cellular phone
43-100	Electric	5,388	Estimated annual cost for electrical services based on current actual FPL usage
43-200	Water	2,000	Estimated funding for water consumption
45-000	ISF: Risk Management	13,361	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League

FY2014-2015 OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS DEPARTMENT
Fleet Maintenance Fund
Code: 550.39.6000..539**

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
OPERATING COSTS (continued)			
45-100	ISF: Auto Insurance	80,570	Consolidated costs for automobile & equipment liability for the Village's fleet
**46-100	Vehicle Maintenance (Summary)	141,150	Vehicle Maintenance cost by Division
46-200	Repairs and Maintenance	5,500	Funding allocated for repairs and maintenance
47-000	Printing	100	Funding to print shop work orders and other inventory control reports
49-000	Other Current Charges	-	Advertisement for available positions
49-800	Licenses and Permits	200	Annual fee to operate facility
51-000	Office Supplies	50	Miscellaneous supplies
**52-100	Gas, Oil and Lubricants (Summary)	401,775	Funding for all departmental fuel and lubricant costs
52-110	Solvents	900	Funding for special fleet solvent costs
52-120	Oil, Lubricants and Other Fluids	3,500	Funding for specialized oils used on police vehicles.
52-130	Village Hall Generator- Gas	2,000	Funding to fuel the Village's emergency generators
52-200	Other Operating Supplies	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
52-220	Vehicle Conversion Costs	15,000	Funding for repairs, materials and supplies to upgrade older vehicles
52-400	Uniforms	500	Per employee funding for contractually determined uniforms: (5) shirts (5) pants
*52-700	Tires (Summary)	58,516	Funding for all divisional tires

FY2014-2015 OPERATING BUDGET

Miami Shores Village, Florida

PUBLIC WORKS DEPARTMENT

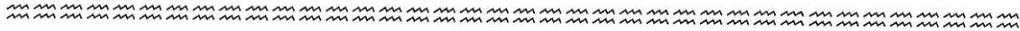
Fleet Maintenance Fund

Code: 550.39.6000.**.539

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING COSTS (continued)</u>			
55-000	Training and Education	3,000	Recertification training for mechanics
59-000	Depreciation	<u>132,960</u>	Depreciation on vehicles and equipment
	<i>Subtotal: Operating Costs</i>	<u><u>\$ 886,470</u></u>	
<u>CAPITAL OUTLAY</u>			
64-000	Machinery and Equipment	\$ 15,000	Replacement of Top Dresser
64-100	Vehicles	<u>130,000</u>	Replacement of Recreation Van V-0203
	<i>Subtotal: Capital Outlay</i>	<u><u>\$ 145,000</u></u>	
<u>NON-CASH TRANSACTIONS</u>			
91-201	Interfund Transfers Debt Service	\$ -	Suntrust note
	<i>Subtotal: Non-Cash Transactions</i>	<u><u>\$ -</u></u>	
TOTAL: PUBLIC WORKS - FLEET MAINTENANCE		<u><u>\$ 1,218,944</u></u>	

FY2014-2015 OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT

Local Option Gas Tax Fund

Services, Functions and Activities

Local Option Gas Tax is a special revenue fund which originates from a six and three cent tax levied by Miami-Dade County on all petroleum and petroleum-related products. Proceeds from this fund must be 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'14</u>	<u>FY'15</u>	<u>Change</u>
Personnel Costs.....	\$ -	\$ 106,955	\$ 106,955
Operating Costs	183,575	162,785	(20,790)
Capital Outlay	249,965	175,000	(74,965)
Non-Cash Transactions	93,700	93,700	-
TOTAL	<u>\$ 527,240</u>	<u>\$ 538,440</u>	<u>\$ 11,200</u>

This Fund is self-supporting. The majority of revenue is generated by Transportation Tax Revenue estimated at \$336,000

FY2014-2015 OPERATING BUDGET

Miami Shores Village, Florida

PUBLIC WORKS DEPARTMENT

Local Option Gas Tax Fund

Code: 130.39.1202.00.541

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL COSTS</u>			
12-000	Regular Salaries	\$ 84,940	(1) Tree Trimmer (1) Equipment Operator I
18-100	Longevity	1,500	Benefit paid to tenured employees per policy
21-000	FICA and Medicare	6,613	Social Security and Medicare taxes
23-000	Health Insurance	10,716	Estimated annual employee costs for health, dental, long-term care and other contractually obligated non-liability benefits
24-000	ISF: Workers' Compensation	1,357	Allocated costs of worker's compensation premiums paid to the Florida League
29-990	Personnel Services Contingency	1,829	Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period
	<i>Subtotal: Personnel Costs</i>	<u>\$ 106,955</u>	

OPERATING COSTS

31-000	Professional Services	\$ -	Engineering services
34-000	Contract Services	-	Paving contractor
44-000	Equipment Rental	500	Funding to pay for temporary use of vehicles and equipment
45-000	ISF: Risk Management	1,100	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-000	ISF: Fleet Maintenance	66,985	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League

FY2014-2015 OPERATING BUDGET

Miami Shores Village, Florida

PUBLIC WORKS DEPARTMENT

Local Option Gas Tax Fund

Code: 130.39.1202.00.541

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
OPERATING COSTS (continued)			
46-200	Repairs and Maintenance	31,000	Estimated funds required to provide on-going maintenance and repairs to Village streets, alleys and parking lots
51-000	Office Supplies	500	General office supplies for reporting purposes (pens, pencils, etc)
52-200	Other Operating Supplies	20,000	Road materials, signage, concrete and other supplies needed to maintain the Village's streets, sidewalks, roads, easements, curbs and rights-of-way
52-210	Supplies: Beautification	35,000	Estimated funding for Village-wide roadway landscape projects
52-400	Uniforms	200	Per employee funding for contractually specified uniforms: (5) shirts (5) pants
52-500	Fertilizer and Chemicals	6,000	Funding for purchase of sprays, fertilizers and other chemicals
53-000	Road Materials	1,000	Materials to repair the road
55-000	Training and Education	500	Safety training for personnel
	Subtotal: Operating Costs	<u>\$ 162,785</u>	
CAPITAL OUTLAY			
63-100	Road Resurfacing	\$ 75,000	Repair 96th Street Median
64-000	Machinery and Equipment	100,000	Replace Chipper Truck #9661
	Subtotal: Capital Outlay	<u>\$ 175,000</u>	

FY2014-2015 OPERATING BUDGET

Miami Shores Village, Florida

PUBLIC WORKS DEPARTMENT

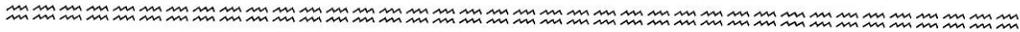
Local Option Gas Tax Fund

Code: 130.39.1202.00.541

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>NON-CASH TRANSACTIONS</u>			
91-201	Transfer to Debt Service	\$ 93,700	Funding for principal and interest payments as per loan agreement (SunTrust \$3.5 million)
	<i>Subtotal: Non-Cash Transactions</i>	<u>\$ 93,700</u>	
TOTAL: LOCAL OPTION GAS TAX		<u>\$ 538,440</u>	

FY2014-2015 OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT Half-Cent Transportation Surtax Fund

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'14</u>	<u>FY'15</u>	<u>Change</u>
Personnel Costs	\$ 65,863	\$ 80,690	\$ 14,827
Operating Costs	150,771	139,336	(11,435)
Capital Outlay	372,282	250,000	(122,282)
TOTAL	<u>\$ 588,916</u>	<u>\$ 470,026</u>	<u>\$ (118,890)</u>

Significant change due to Increase in Capital Projects

This Fund is self-supporting. The majority of revenue is generated by Transportation Surtax Revenue estimated at \$369,000

FY2014-2015 OPERATING BUDGET

Miami Shores Village, Florida

PUBLIC WORKS DEPARTMENT Half-Cent Transportation Surtax Fund Code: 135.39.1210.41*.541*

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL COSTS</u>			
41-541-12-000	Regular Salaries	\$ 61,220	(1) Maintenance Lead Worker (1) Maintenance Worker II
41-541-14-000	Overtime	400	Funding for estimated additional assignments and services
41-541-18-100	Longevity	500	Benefit paid to tenured employees per policy
41-541-21-000	FICA and Medicare	4,752	Social Security and Medicare taxes
41-541-23-000	Health Insurance	10,754	Estimated annual employee costs for health, dental, long-term care and other contractually obligated non-liability benefits
41-541-24-000	ISF: Workers' Compensation	1,746	Allocated costs of worker's compensation premiums paid to the Florida League
41-541-29-990	Personnel Services Contingency	1,318	Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period
<i>Subtotal: Personnel Costs</i>		<u>\$ 80,690</u>	

OPERATING COSTS

41-541-32-000	Accounting and Auditing	\$ 2,500	Funding for annual external audit to comply with State, Federal and local statutory provisions
44*-544*-34-500	Transport Services	120,000	Funding to engage an outside agent to manage and operate the Village's shuttle transportation program
41-541-45-000	ISF: Risk Management	972	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League

FY2014-2015 OPERATING BUDGET

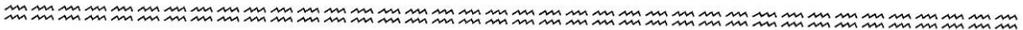
Miami Shores Village, Florida

PUBLIC WORKS DEPARTMENT
 Half-Cent Transportation Surtax Fund
 Code: 135.39.1210.41*.541*

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
OPERATING COSTS (continued)			
41-541-46-000	ISF: Fleet Maintenance	13,864	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
41-541-52-200	Other Operating Supplies	2,000	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 Costs</i>	<u>\$ 139,336</u>	
CAPITAL OUTLAY			
41-541-63-100	Road Resurfacing	\$ 250,000	Repair damaged sidewalks, street paving and replacement of street signs
41-541-64-000	Machinery and Equipment	-	Machinery and equipment
	<i>Subtotal: Capital Outlay</i>	<u>\$ 250,000</u>	
TOTAL: HALF-CENT TRANSPORTATION SURTAX		<u>\$ 470,026</u>	

FY2014-2015 OPERATING BUDGET

Miami Shores Village, Florida



OFFICE OF THE MAYOR AND 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 7:30 p.m. Special meetings may be held when required.

BUDGET HIGHLIGHTS

	<u>FY'14</u>	<u>FY'15</u>	<u>Change</u>
Personnel Costs	\$ 198	\$ 180	\$ (18)
Operating Costs	<u>5,810</u>	<u>9,367</u>	<u>3,557</u>
TOTAL	<u>\$ 6,008</u>	<u>\$ 9,547</u>	<u>\$ 3,539</u>

FY2014-2015 OPERATING BUDGET
Miami Shores Village, Florida

OFFICE OF THE MAYOR AND COUNCIL

Code: 001.11.0100.00.511

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
PERSONNEL COSTS			
11-000	Executive Salaries	\$ 5	Mayor and Council receive annual stipends of \$1 each as stipulated by the Village Charter
24-000	ISF: Workers' Compensation	175	Allocated cost of workers' compensation premiums paid to the Florida League
	<i>Subtotal: Personnel Costs</i>	<u>\$ 180</u>	
OPERATING COSTS			
40-000	Travel	\$ 2,000	Conference and meeting reimbursement for Council members
40-100	Travel: Per Diem Allowance	280	Per diem costs for conference attendance
45-000	ISF: Risk Management	212	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
47-000	Printing	1,200	Stationary and business cards for Council members
48-000	Promotional Activities	500	Promotional materials
49-000	Other Current Charges	500	Plaques, flowers and awards requested by Council; photos for Council functions and presentations
51-000	Office Supplies	125	Office supplies for five (5) Council members
52-400	Uniforms	200	Village Shirts
54-000	Dues, Memberships and Subscriptions	2,500	Annual memberships to Florida League of Cities and Miami-Dade League of Cities
55-000	Training and Education	1,000	Registration Fees for Conference/Training Attendance

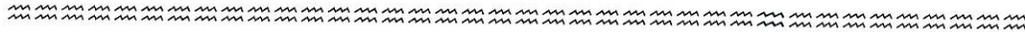
FY2014-2015 OPERATING BUDGET
Miami Shores Village, Florida

OFFICE OF THE MAYOR AND COUNCIL
Code: 001.11.0100.00.511

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING COSTS (continued)</u>			
55-100	Organizational Meetings	850	Attendance at Miami-Dade County League of Cities meetings
	<i>Subtotal: Operating Costs</i>	<u>\$ 9,367</u>	
TOTAL: OFFICE OF THE MAYOR AND COUNCIL		<u>\$ 9,547</u>	

FY2014-2015 OPERATING BUDGET

Miami Shores Village, Florida



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'14</u>	<u>FY'15</u>	<u>Change</u>
Operating Costs	126,300	167,850	41,550
TOTAL	<u>\$ 126,300</u>	<u>\$ 167,850</u>	<u>\$ 41,550</u>

FY2014-2015 OPERATING BUDGET
Miami Shores Village, Florida

OFFICE OF THE VILLAGE ATTORNEY
Code: 001.14.0200.00.514

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING COSTS</u>			
31-200	Professional Services: Legal General	\$ 20,000	Fees anticipated for special legal research, opinions, supplemental negotiations or representation
31-210	Professional Services: Legal Retainer	50,400	Legal retainer for Village Attorney
31-220	Professional Services: Legal Labor	42,000	Fees anticipated for costs associated with representation on labor issues as needed
31-230	Professional Services: Legal Litigation	55,000	Legal fees anticipated for Village representation brought to the court system
45-000	ISF: Risk Management	-	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
47-000	Printing	100	Business cards/stationary
55-000	Training and Education	350	Registration Fees for Conference/Training Attendance
	<i>Subtotal: Operating Costs</i>	<u>\$ 167,850</u>	
TOTAL: OFFICE OF THE VILLAGE ATTORNEY		<u>\$ 167,850</u>	

FY2014-2015 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'14</u>      | <u>FY'15</u>      | <u>Change</u>   |
|-----------------------|-------------------|-------------------|-----------------|
| Personnel Costs ..... | \$ 202,387        | \$ 209,957        | \$ 7,570        |
| Operating Costs ..... | 22,193            | 23,145            | 952             |
| TOTAL .....           | <u>\$ 224,580</u> | <u>\$ 233,102</u> | <u>\$ 8,522</u> |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**OFFICE OF THE VILLAGE MANAGER**

Code: 001.10.0300.00.512

| <u>CODE</u>                             | <u>CLASSIFICATION</u>          | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                                                                                    |
|-----------------------------------------|--------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b>           |                                |                          |                                                                                                                                                                                                       |
| 11-000                                  | Executive Salaries             | \$ 166,087               | Village Manager base salary                                                                                                                                                                           |
| 11-100                                  | Executive Benefit              | 6,500                    | Executive package                                                                                                                                                                                     |
| 11-200                                  | Executive Benefits Manager     | 15,500                   | ICMA Retirement contribution                                                                                                                                                                          |
| 14-000                                  | Overtime                       | 5,448                    | Additional staff time devoted to newsletter production                                                                                                                                                |
| 18-100                                  | Longevity                      | 1,500                    | Benefit paid to tenured employees per policy                                                                                                                                                          |
| 21-000                                  | FICA and Medicare              | 9,368                    | Social Security and Medicare taxes                                                                                                                                                                    |
| 23-000                                  | Health Insurance               | 5,364                    | Estimated annual per employee costs for health, dental and other contractually obligated non-liability benefits                                                                                       |
| 24-000                                  | ISF: Workers' Compensation     | 190                      | Allocated cost of workers' compensation premiums paid to the Florida League                                                                                                                           |
| 29-990                                  | Personnel Services Contingency | -                        | Projected costs for eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
| <b><i>Subtotal: Personnel Costs</i></b> |                                | <b><u>\$ 209,957</u></b> |                                                                                                                                                                                                       |

**OPERATING COSTS**

|        |                                 |           |                                                                       |
|--------|---------------------------------|-----------|-----------------------------------------------------------------------|
| 31-260 | Professional Services: Lobbyist | \$ 12,000 | Funding to pay for Village's Tallahassee lobbyist                     |
| 40-000 | Travel                          | 250       | Funding for local and intermediate training and administrative events |
| 41-100 | Cellular                        | 150       | Funding for AT&T cellular phone                                       |
| 41-300 | Long Distance                   | -         | Estimated costs for long distance or toll calls                       |

**FY2014-2015 OPERATING BUDGET**

**Miami Shores Village, Florida**

**OFFICE OF THE VILLAGE MANAGER**

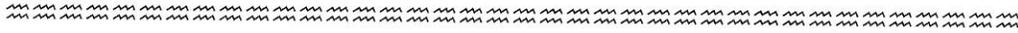
Code: 001.10.0300.00.512

| <u>CODE</u>                               | <u>CLASSIFICATION</u>                   | <u>AMOUNT</u>           | <u>EXPLANATION</u>                                                                                                                 |
|-------------------------------------------|-----------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS (continued)</u></b> |                                         |                         |                                                                                                                                    |
| 45-000                                    | ISF: Risk Management                    | 1,077                   | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League                         |
| 46-000                                    | ISF: Fleet Maintenance                  | 4,393                   | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League |
| 47-000                                    | Printing                                | 150                     | Printing of miscellaneous forms and letterhead                                                                                     |
| 48-000                                    | Promotional Activities                  | 1,500                   | Cost for special advertisements, notices, and reporting requirements, including annual Chamber of Commerce Ad                      |
| 51-000                                    | Office Supplies                         | 125                     | Pens, paper, ink and other office supplies for a one year period                                                                   |
| 52-200                                    | Other Operating Supplies                | 250                     | Supplies for printer and other equipment in Manager's office                                                                       |
| 54-000                                    | Dues, Memberships and Subscriptions     | 3,000                   | Annual Association Dues (ICMA, FCCMA, DCCMA, etc.)                                                                                 |
| 55-000                                    | Training and Education                  | 250                     | Funding for attendance at luncheons, meetings and other promotional activities                                                     |
|                                           | <b><i>Subtotal: Operating Costs</i></b> | <b><u>\$ 23,145</u></b> |                                                                                                                                    |

**TOTAL: OFFICE OF THE VILLAGE MANAGER \$ 233,102**

# FY2014-2015 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, Board selection process and 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 is also facilitated by the Clerk's office.

#### BUDGET HIGHLIGHTS

|                       | <u>FY'14</u>      | <u>FY'15</u>      | <u>Change</u>    |
|-----------------------|-------------------|-------------------|------------------|
| Personnel Costs ..... | \$ 117,743        | \$ 119,942        | \$ 2,199         |
| Operating Costs ..... | <u>17,921</u>     | <u>44,562</u>     | <u>26,641</u>    |
| TOTAL .....           | <u>\$ 135,664</u> | <u>\$ 164,504</u> | <u>\$ 28,840</u> |

This department is estimated to generate \$82,000 in General Fund revenues

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

OFFICE OF THE VILLAGE CLERK  
Code: 001.12.0303.00.512

| <u>CODE</u>                   | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                                                                                        |
|-------------------------------|----------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b> |                                  |                          |                                                                                                                                                                                                           |
| 11-000                        | Executive Salaries               | \$ 96,904                | Village Clerk base salary                                                                                                                                                                                 |
| 11-100                        | Executive Benefit                | 6,500                    | Executive benefit package                                                                                                                                                                                 |
| 18-100                        | Longevity                        | 1,000                    | Benefit paid to tenured employees per policy                                                                                                                                                              |
| 21-000                        | FICA and Medicare                | 7,987                    | Social Security and Medicare taxes                                                                                                                                                                        |
| 23-000                        | Health Insurance                 | 5,361                    | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                               |
| 24-000                        | ISF: Workers' Compensation       | 104                      | Allocated cost of workers' compensation premiums paid to the Florida League                                                                                                                               |
| 29-900                        | Personnel Services Contingency   | 2,086                    | Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
|                               | <i>Subtotal: Personnel Costs</i> | <u><u>\$ 119,942</u></u> |                                                                                                                                                                                                           |

**OPERATING COSTS**

|        |                            |          |                                                                                                            |
|--------|----------------------------|----------|------------------------------------------------------------------------------------------------------------|
| 31-000 | Professional Services      | \$ 5,500 | Funding to pay for Village-wide pre-employment testing services                                            |
| 40-000 | Travel                     | 2,515    | Costs to attend various conferences                                                                        |
| 40-100 | Travel: Per Diem Allowance | 600      | Meal allowance while attending conferences and training                                                    |
| 42-000 | Postage                    | 850      | Charges for general mailing                                                                                |
| 45-000 | ISF: Risk Management       | 1,077    | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

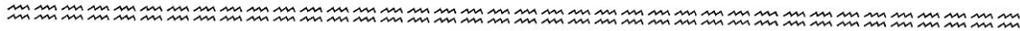
**OFFICE OF THE VILLAGE CLERK**

Code: 001.12.0303.00.512

| <u>CODE</u>                               | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                   |
|-------------------------------------------|-------------------------------------|-------------------|------------------------------------------------------|
| <b>OPERATING COSTS (continued)</b>        |                                     |                   |                                                      |
| 47-000                                    | Printing                            | 100               | Cost for printing documents                          |
| 48-000                                    | Promotional Activities              | 1,000             | Employment and legal ads                             |
| 49-000                                    | Other current charges               | 4,500             | Codification of Code Book                            |
| 49-200                                    | Elections                           | 25,000            | Election Costs                                       |
| 51-000                                    | Office supplies                     | 225               | Pens, pencils, paper, etc for staff                  |
| 52-200                                    | Other Operating Supplies            | 250               | Supplies for scanner and related equipment           |
| 54-000                                    | Dues, Memberships and Subscriptions | 1,370             | Annual fees for various organization memberships     |
| 55-000                                    | Training and Education              | 1,575             | Registration Fees for Conference/Training Attendance |
|                                           | <b>Subtotal: Operating Costs</b>    | <b>\$ 44,562</b>  |                                                      |
| <b>TOTAL: OFFICE OF THE VILLAGE CLERK</b> |                                     | <b>\$ 164,504</b> |                                                      |

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida



### 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 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 as well as confirming all cash and electronic transactions.

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

#### BUDGET HIGHLIGHTS

|                       | <u>FY'14</u>      | <u>FY'15</u>      | <u>Change</u>    |
|-----------------------|-------------------|-------------------|------------------|
| Personnel Costs ..... | \$ 415,789        | \$ 419,556        | \$ 3,767         |
| Operating Costs ..... | 84,674            | 99,184            | 14,510           |
| TOTAL .....           | <u>\$ 500,463</u> | <u>\$ 518,740</u> | <u>\$ 18,277</u> |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

FINANCE DEPARTMENT  
Code: 001.13.0500.00.513

| <u>CODE</u>                   | <u>CLASSIFICATION</u>                   | <u>AMOUNT</u>                   | <u>EXPLANATION</u>                                                                                                                                                                                    |
|-------------------------------|-----------------------------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b> |                                         |                                 |                                                                                                                                                                                                       |
| 11-000                        | Executive Salaries                      | \$ 110,727                      | Finance Director base salary                                                                                                                                                                          |
| 11-100                        | Executive Benefit                       | 6,500                           | Executive benefit package                                                                                                                                                                             |
| 12-000                        | Regular Salaries                        | 236,299                         | (1) Administrative Services Coordinator<br>(1) Junior Accountant<br>(2) Finance Clerks<br>Allocated chargebacks<br>(1) Courier (30% split with Police)                                                |
| 14-000                        | Overtime                                | 2,500                           | Estimated overtime costs                                                                                                                                                                              |
| 18-100                        | Longevity                               | 1,500                           | Benefit paid to tenured employees per policy.                                                                                                                                                         |
| 21-000                        | FICA and Medicare                       | 27,312                          | Social Security and Medicare taxes                                                                                                                                                                    |
| 23-000                        | Health Insurance                        | 26,890                          | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                           |
| 24-000                        | ISF: Workers' Compensation              | 357                             | Allocated cost of workers' compensation premiums paid to the FL League                                                                                                                                |
| 29-990                        | Personnel Services Contingency          | 7,471                           | Projected costs for eligible employees salary increase (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period |
|                               | <b><i>Subtotal: Personnel Costs</i></b> | <b><u><u>\$ 419,556</u></u></b> |                                                                                                                                                                                                       |

**OPERATING COSTS**

|        |                         |           |                                                                                                |
|--------|-------------------------|-----------|------------------------------------------------------------------------------------------------|
| 31-000 | Professional Services   | \$ 10,000 | Consulting Fees                                                                                |
| 32-000 | Accounting and Auditing | 40,000    | Funding for annual external audit to comply with State, Federal and local statutory provisions |
| 34-000 | Contract Services       | 32,000    | Funding for departmental and centralized service contracts                                     |

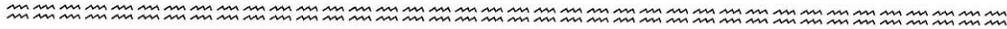
**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

FINANCE DEPARTMENT  
Code: 001.13.0500.00.513

| <u>CODE</u>                               | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                     |
|-------------------------------------------|-------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS - Continued</u></b> |                                     |                          |                                                                                                                        |
| 34-100                                    | Temporary Personnel                 | -                        | Funding for temporary staff during vacancies, vacations, special event and emergencies                                 |
| 40-000                                    | Travel                              | 500                      | Funding for local and intermediate training and conference attendance.                                                 |
| 42-000                                    | Postage                             | 1,000                    | Correspondence and certified mail                                                                                      |
| 42-100                                    | Courier and Delivery                | -                        | Miscellaneous freight charges for purchases                                                                            |
| 45-000                                    | ISF: Risk Management                | 5,384                    | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League             |
| 46-200                                    | Repairs and Maintenance             | -                        | Funding for equipment not on service contracts or to repair items which are excluded from existing contract agreements |
| 47-000                                    | Printing                            | 1,500                    | Printing of CAFR, Budget (Proposed and Adopted), Pension reports and other state-mandated documents                    |
| 48-000                                    | Promotional Activities              | 1,000                    | Provides funding for Annual Budget Notices, and other finance-related notices                                          |
| 51-000                                    | Office Supplies                     | 1,000                    | Pens, paper, ink and other office supplies for a one year period for five (5) full-time employees                      |
| 52-200                                    | Other Operating Supplies            | 1,500                    | Operating supplies required for Finance-related equipment, not already funded in Village-wide supply account           |
| 54-000                                    | Dues, Memeberhips and Subscriptions | 1,800                    | Funding for subscriptions to various journals and membership to various organizations                                  |
| 55-000                                    | Training and Education              | 3,500                    | Conference registration fees; charges to attend local training sessions and other educational activities               |
|                                           | <i>Subtotal: Operating Costs</i>    | <u>\$ 99,184</u>         |                                                                                                                        |
| <b>TOTAL: Finance Department</b>          |                                     | <u><u>\$ 518,740</u></u> |                                                                                                                        |

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida



### FINANCE DEPARTMENT Non-Departmental Division

#### *Services, Functions and Activities*

The *Non-departmental* group of accounts represents administrative costs 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 Village's 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 \$65,000 and can only be used with Council approval.

#### BUDGET HIGHLIGHTS

|                            | <u>FY'14</u>       | <u>FY'15</u>        | <u>Change</u>     |
|----------------------------|--------------------|---------------------|-------------------|
| Personnel Costs .....      | \$ 315,052         | \$ 605,727          | \$ 290,675        |
| Operating Costs .....      | 298,771            | 340,568             | 41,797            |
| Capital Outlay .....       | 1,000              | 1,000               | -                 |
| Non-Cash Transactions..... | 336,800            | 342,800             | 6,000             |
| Other Costs .....          | 142,978            | 80,000              | (62,978)          |
| TOTAL .....                | <u>\$1,094,601</u> | <u>\$ 1,370,095</u> | <u>\$ 275,494</u> |

**Significant changes include an increase in expected employee retirements  
resulting in payout of accumulated leave**

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**FINANCE DEPARTMENT**  
**Non-Departmental Division**  
**Code: 001.19.0800.00.519**

| <u>CODE</u>                   | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                          |
|-------------------------------|----------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b> |                                  |                          |                                                                                                             |
| 18-200                        | Accumulated Leave Settlement     | \$ 165,727               | Payout of accumulated leave for employees expected to retire or separate employment                         |
| 22-000                        | Pension Contribution             | 400,000                  | Actuarially calculated required employer contribution for the General Employee Pension Plan                 |
| 23-000                        | Health Insurance                 | -                        | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits |
| 23-600                        | Life Insurance                   | 35,000                   | Life and long term disability for general employees                                                         |
| 25-000                        | Re-Employment Tax                | 5,000                    | Quarterly contribution mandated by the State for employees filing for unemployment                          |
|                               | <i>Subtotal: Personnel Costs</i> | <u><u>\$ 605,727</u></u> |                                                                                                             |

**OPERATING COSTS**

|        |                                   |         |                                                                                                  |
|--------|-----------------------------------|---------|--------------------------------------------------------------------------------------------------|
| 31-000 | Professional Services             | \$ -    | Contractual services related to additional computer projects not included in contract            |
| 31-100 | Professional Services: Technology | 116,392 | Contractual services for Computer and IT consulting                                              |
| 34-000 | Contract Services                 | 930     | Contractual services for check signing and Shred-it                                              |
| 41-000 | Telephone                         | 38,000  | Village-wide main telephone service through AT&T (excluding Police department and long distance) |
| 41-100 | Cellular                          | 480     | Funding for AT&T cellular phone                                                                  |
| 41-200 | Internet                          | 14,115  | Funding for internet access                                                                      |
| 41-300 | Long distance                     | 850     | Funding for long distance calls                                                                  |
| 41-400 | Maintenance                       | -       | Maintenance for phones                                                                           |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**FINANCE DEPARTMENT**  
**Non-Departmental Division**  
**Code: 001.19.0800.00.519**

| <u>CODE</u>                             | <u>CLASSIFICATION</u>          | <u>AMOUNT</u> | <u>EXPLANATION</u>                                                                                                                                                                                                |
|-----------------------------------------|--------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS-Continued</u></b> |                                |               |                                                                                                                                                                                                                   |
| 41-500                                  | Centrex                        | 10,590        | Funding for telephone service at the Police department                                                                                                                                                            |
| 42-100                                  | Courier and Delivery           | -             | Courier and delivery services                                                                                                                                                                                     |
| 44-000                                  | Equipment Rental               | 7,400         | Rental agreement for postage machine and Village Hall copy machine                                                                                                                                                |
| 46-200                                  | Repairs and Maintenance        | 8,511         | Maintenance agreement for Village-wide phone system, copy machine, recording equipment and website                                                                                                                |
| 47-000                                  | Printing                       | 36,000        | Village newsletter, notices, special mailings and forms not specifically associated with a single department or division                                                                                          |
| 48-100                                  | Fireworks Display              | -             | Fireworks Display                                                                                                                                                                                                 |
| 49-110                                  | Special Projects: Manager      | 44,000        | Projects identified by the Village Manager on an as needed basis which are not normally budgeted or presented to staff by Council, included in this are the renderings for the new Community Center               |
| 49-120                                  | Special Projects: Village Hall | 300           | Funding for employee morale and appreciation programs in Village Hall                                                                                                                                             |
| 49-400                                  | Bank Charges                   | 30,000        | Bank fees and credit card fees                                                                                                                                                                                    |
| 49-500                                  | Ad Valorem Tax Reimbursement   | 18,000        | Reimbursement to Country Club for MSV component of annual tax bill                                                                                                                                                |
| 51-000                                  | Office Supplies                | 5,000         | Village-wide supply for copy paper, pens, pencils, ribbons and other general office supplies plus reserves                                                                                                        |
| 52-200                                  | Other Operating Supplies       | 5,000         | Toner, drums and other copy machine supplies not covered by the maintenance agreement, Village Hall supplies, replacement of small office equipment and other supplies as needed for unallocated Village-wide use |
| 52-225                                  | Supplies: Computer             | 2,000         | Supplies necessary to operate technology                                                                                                                                                                          |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**FINANCE DEPARTMENT**  
**Non-Departmental Division**  
**Code: 001.19.0800.00.519**

| <u>CODE</u>                               | <u>CLASSIFICATION</u>                   | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                              |
|-------------------------------------------|-----------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS - Continued</u></b> |                                         |                          |                                                                                                 |
| 52-300                                    | Supplies: Kitchen                       | 2,000                    | Supplies necessary to operate Village Hall kitchen facilities                                   |
| 54-000                                    | Dues, Memberships and Subscriptions     | <u>1,000</u>             | Costco Membership                                                                               |
|                                           | <i>Sub-total: Operating Costs</i>       | <u><u>\$ 340,568</u></u> |                                                                                                 |
| <b><u>CAPITAL OUTLAY</u></b>              |                                         |                          |                                                                                                 |
| 49-300                                    | Software Licensing                      | <u>\$ 1,000</u>          | Software license fees for computer program                                                      |
|                                           | <i>Sub-total: Capital Outlay</i>        | <u><u>\$ 1,000</u></u>   |                                                                                                 |
| <b><u>NON-CASH TRANSACTIONS</u></b>       |                                         |                          |                                                                                                 |
| 91-201                                    | Transfer to Debt Service                | \$ 286,800               | Contribution to Debt Service Fund on \$3.5 million Suntrust Loan                                |
| 91-301                                    | Transfer to Capital Projects            | 56,000                   | Funding to replace a high speed printer and for the purchase of computer equipment and software |
| 91-501                                    | Transfer to Risk Management             | -                        | Transfer to Risk Management Fund for Charter School insurance expenditure                       |
| 91-550                                    | Transfer to Fleet Maintenance           | -                        | Transfer to Fleet Maintenance Fund for the Capital Lease related to Police vehicles             |
|                                           | <i>Sub-total: Non-Cash Transactions</i> | <u><u>\$ 342,800</u></u> |                                                                                                 |
| <b><u>OTHER COSTS</u></b>                 |                                         |                          |                                                                                                 |
| 82-000                                    | North Miami Foundation                  | \$ 5,000                 | Annual appropriation for service organization                                                   |

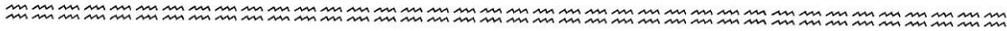
**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

FINANCE DEPARTMENT  
 Non-Departmental Division  
 Code: 001.19.0800.00.519

| <u>CODE</u>                             | <u>CLASSIFICATION</u>         | <u>AMOUNT</u>              | <u>EXPLANATION</u>                 |
|-----------------------------------------|-------------------------------|----------------------------|------------------------------------|
| <b><u>OTHER COSTS - Continued</u></b>   |                               |                            |                                    |
| 99-000                                  | Contingency                   | <u>75,000</u>              | Reserve for unanticipated expenses |
|                                         | <i>Sub-total: Other Costs</i> | <u><u>\$ 80,000</u></u>    |                                    |
| <b>TOTAL: NON-DEPARTMENTAL DIVISION</b> |                               | <u><u>\$ 1,370,095</u></u> |                                    |

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida



### FINANCE DEPARTMENT Debt Service Fund

#### *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 Bonds, Series 2013 which replaced 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.

Additionally, the payments toward clearing other outstanding debt are 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 comprehensive annual financial report.

#### BUDGET HIGHLIGHTS

|                            | <u>FY'14</u>      | <u>FY'15</u>      | <u>Change</u>   |
|----------------------------|-------------------|-------------------|-----------------|
| Operating Costs .....      | 9,000             | 8,500             | (500)           |
| Costs of Funds .....       | 877,200           | 877,020           | (180)           |
| Non-Cash Transactions..... | -                 | -                 | -               |
| TOTAL .....                | <u>\$ 886,200</u> | <u>\$ 885,520</u> | <u>\$ (680)</u> |

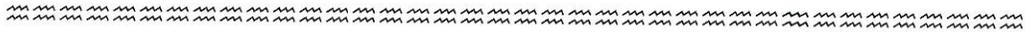
**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**FINANCE DEPARTMENT**  
**Debt Service Fund**  
**Code: 201.19.0000.00.519**

| <u>CODE</u>                               | <u>CLASSIFICATION</u>             | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                          |
|-------------------------------------------|-----------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING COSTS</u></b>             |                                   |                   |                                                                                                             |
| 00-519-31-000                             | Professional Services             | \$ 3,500          | Funding for annual disclosure reports                                                                       |
| 00-519-32-000                             | Accounting and Auditing           | 5,000             | Funding for the pro-rated portion of the financial audit.                                                   |
| 00-519-73-100                             | Bond administration fee           | -                 | Annual payment made to Deutsche Bank to manage bond disbursements                                           |
| 00-519-73-150                             | Bond trustee fees                 | -                 | Annual payment to Florida League to manage bond proceeds and reporting requirements (Series 1999)           |
|                                           | <i>Sub-total: Operating Costs</i> | <u>\$ 8,500</u>   |                                                                                                             |
| <b><u>COST OF FUNDS</u></b>               |                                   |                   |                                                                                                             |
| 0*-517-71-100                             | Debt service: Principal Total     | \$ 609,000        | GO Bond Series 2013 - \$115,000<br>GO Bond Series 2004 - \$130,000<br>Suntrust - \$312,000<br>Suntrust note |
| 0*-517-72-100                             | Debt service: Interest expense    | <u>268,020</u>    | GO Bond Series 2013 - \$62,600<br>GO Bond Series 2004 - \$189,100<br>Suntrust - \$68,500<br>Suntrust note   |
|                                           | <i>Sub-total: Cost of Funds</i>   | <u>\$ 877,020</u> |                                                                                                             |
| <b>TOTAL: FINANCE - DEBT SERVICE FUND</b> |                                   | <u>\$ 885,520</u> |                                                                                                             |

# FY2014-2015 OPERATING BUDGET

## Miami Shores Village, Florida



### FINANCE DEPARTMENT Risk Management Fund

#### *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 insured by the Florida League of Cities. The fund reports all costs associated with workers' compensation, general liability, property, casualty and auto liability 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 administrator fees and state licensing fees.

#### BUDGET HIGHLIGHTS

|                            | <u>FY'14</u>      | <u>FY'15</u>      | <u>Change</u>    |
|----------------------------|-------------------|-------------------|------------------|
| Personnel Costs .....      | \$ 231,214        | \$ 208,624        | \$ (22,590)      |
| Operating Costs .....      | 519,043           | 495,636           | (23,407)         |
| Non-Cash Transactions..... | <u>-</u>          | <u>122,000</u>    | <u>122,000</u>   |
| TOTAL .....                | <u>\$ 750,257</u> | <u>\$ 826,260</u> | <u>\$ 76,003</u> |

**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

**FINANCE DEPARTMENT**  
**Risk Management Fund**  
**Code: 501.19.6500.00,519**

| <u>CODE</u>                   | <u>CLASSIFICATION</u>                  | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                            |
|-------------------------------|----------------------------------------|-------------------|-----------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL COSTS</u></b> |                                        |                   |                                                                                               |
| 115-510                       | Insurance Reimbursement: Ward          | \$ -              | Annual component of claims paid under the Village's self-insured plan                         |
| 115-520                       | Insurance Reimbursement: Ulmer         | -                 | Annual component of claims paid under the Village's self-insured plan                         |
| 23-600                        | Life Insurance-Police                  | 1,400             | Annual premium for coverage on all police officers per State Statutes                         |
| 24-100                        | Workers' Compensation                  | 147,224           | Annual component of premiums paid to the FL League for primary workers' compensation coverage |
| 24-110                        | Workers' Compensation-Audit Premium    | -                 | End of year audit adjustment based on payroll                                                 |
| 24-120                        | Workers' Compensation-Deudctibles Paid | 60,000            | Deductibles for claims                                                                        |
| 24-130                        | Workers' Compensation-Miami Dade Risk  | -                 | Annual fee to county for outstanding claim                                                    |
|                               | <i>Subtotal: Personnel Costs</i>       | <u>\$ 208,624</u> |                                                                                               |

**OPERATING COSTS**

|        |                                        |          |                                                                                                                                               |
|--------|----------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 31-000 | Professional Services                  | \$ 5,530 | Estimated fees for actuarial costs and studies for outstanding workers compensation and liability claims pending from the self-insurance fund |
| 31-230 | Professional Services Legal Litigation | -        | Estimated annual cost for outside counsel to represent the Village in special claims or losses                                                |
| 31-400 | Professional Services TPA Charges      | 2,500    | Estimated cost to manage outstanding self-insurance claims pending                                                                            |
| 34-000 | Contract Services                      | -        | Estimated annual cost for FMIT emergency management services                                                                                  |
| 45-100 | ISF: Auto Insurance                    | 80,570   | Annual premium paid to the Florida League for Automobile Liability coverage                                                                   |

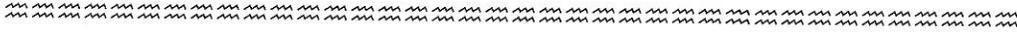
**FY2014-2015 OPERATING BUDGET**  
**Miami Shores Village, Florida**

FINANCE DEPARTMENT  
Risk Management Fund  
Code: 501.19.6500.00.519

| <u>CODE</u>                                  | <u>CLASSIFICATION</u>                   | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                |
|----------------------------------------------|-----------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------|
| <b>OPERATING COSTS (continued)</b>           |                                         |                          |                                                                                                   |
| 45-200                                       | Insurance Premium: Liability            | 107,131                  | Annual premium paid to the Florida League for General Liability coverage                          |
| 45-210                                       | Insurance Premium: Storage Tank         | 1,300                    | Annual premium for three (3) storage tanks                                                        |
| 45-220                                       | Insurance Premium: Deductibles Paid     | -                        | Estimated cost for loss deductibles for all claims for the fiscal year paid to the Florida League |
| 45-300                                       | Insurance Premium: Property             | 286,605                  | Annual premium paid to the Florida League for Property Value coverage                             |
| 45-310                                       | Insurance Premium Adjustments           | 1,000                    | Adjustment for year-end audit                                                                     |
| 45-320                                       | Insurance Direct Payments               | 1,000                    | Estimated cost of direct claims, not processed through carrier or insurances                      |
| 46-200                                       | Repairs and Maintenance                 | 10,000                   | Repairs and maintenance for damages not covered by insurance & claims paid pending subrogation    |
| 49-400                                       | Bank Charges                            | -                        | Bank charged fees                                                                                 |
|                                              | <b><i>Subtotal: Operating Costs</i></b> | <b><u>\$ 495,636</u></b> |                                                                                                   |
| <b>NON-CASH TRANSACTIONS</b>                 |                                         |                          |                                                                                                   |
| 91-301                                       | Transfer to Capital Projects            | \$ 62,000                | Shipwreck Cove non-skid flooring and the railing at the Bay (See Capital Projects)                |
| 91-550                                       | Transfer to Fleet Maintenance           | 60,000                   | Replace two police vehicles                                                                       |
|                                              | <b><i>Subtotal: Operating Costs</i></b> | <b><u>\$ 122,000</u></b> |                                                                                                   |
| <b>TOTAL: FINANCE - RISK MANAGEMENT FUND</b> |                                         | <b><u>\$ 826,260</u></b> |                                                                                                   |

# FY2014-2015 CAPITAL PROJECT BUDGET

## Miami Shores Village, Florida



### *Services, Functions and Activities*

The Capital Project Fund is used to account for the funding of municipal capital expenditures for the acquisition, construction or improvement of major capital facilities or infrastructure; machinery and equipment; and other general improvements with a life expectancy of more than three years. As reference, equipment that has a value of \$5,000 or less is also included in this document for budgetary purposes.

Many of the capital projects are multi-year projects and may not actually begin in FY 2015. The funds are encumbered to the subsequent year's budget as an obligation until used or released. This year's budget includes a transfer from the General Fund to the Capital Project Fund for several projects.

### BUDGET HIGHLIGHTS

|                       | <u>FY'14</u>      | <u>FY'15</u>      | <u>Change</u>    |
|-----------------------|-------------------|-------------------|------------------|
| Capital Outlay ... .. | \$ 374,400        | \$ 409,700        | \$ 35,300        |
| TOTAL .....           | <u>\$ 374,400</u> | <u>\$ 409,700</u> | <u>\$ 35,300</u> |

**FY2014-2015 CAPITAL PROJECT BUDGET**  
**Miami Shores Village, Florida**

**CAPITAL PROJECT FUND**

Code: 301-\*\*-\*\*\*\*-\*\*-\*\*\*

| <u>CODE</u>                                          | <u>CLASSIFICATION</u>   | <u>AMOUNT</u> | <u>EXPLANATION</u>                                                                              |
|------------------------------------------------------|-------------------------|---------------|-------------------------------------------------------------------------------------------------|
| <b><u>CAPITAL OUTLAY</u></b>                         |                         |               |                                                                                                 |
| <b>Non-Departmental</b>                              |                         |               |                                                                                                 |
| 64-000                                               | Machinery and Equipment | \$ 56,000     | Funding to replace a high speed printer and for the purchase of computer equipment and software |
| <b>Police</b>                                        |                         |               |                                                                                                 |
| 62-000                                               | Buildings               | 25,000        | Funding for 2/3 of the police station roof replacement                                          |
| 64-000                                               | Machinery and Equipment | 56,500        | Replacement of computer workstations and 1/2 of the taser replacements                          |
| <b>Public Works - Facilities Maintenance/Streets</b> |                         |               |                                                                                                 |
| 62-000                                               | Buildings               | 50,000        | Village Hall renovation                                                                         |
| 63-400                                               | Land Improvements       | 50,000        | Funding for the railing at the bay                                                              |
| 64-000                                               | Machinery and Equipment | 20,000        | Purchase 4 light towers                                                                         |
| <b>Library</b>                                       |                         |               |                                                                                                 |
| 63-400                                               | Land Improvements       | 6,700         | Funding for the drain field                                                                     |
| <b>Recreation - Administration</b>                   |                         |               |                                                                                                 |
| 64-000                                               | Machinery and Equipment | 28,000        | Funding for RecTrac upgrade and migration                                                       |
| <b>Recreation - Athletics</b>                        |                         |               |                                                                                                 |
| 64-000                                               | Machinery and Equipment | 13,000        | Funding for Fieldhouse patio tables and benches                                                 |
| <b>Recreation - Community Center</b>                 |                         |               |                                                                                                 |
| 62-000                                               | Buildings               | 8,500         | Funding to renovate the Community Center doors and stage front                                  |
| 64-000                                               | Machinery and Equipment | 16,000        | Upgrade the sound system in the auditorium                                                      |

**FY2014-2015 CAPITAL PROJECT BUDGET**  
**Miami Shores Village, Florida**

CAPITAL PROJECT FUND  
Code: 301-\*\*-\*\*\*\*-\*\*-\*\*\*

| <u>CODE</u>                        | <u>CLASSIFICATION</u>            | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                     |
|------------------------------------|----------------------------------|--------------------------|--------------------------------------------------------|
| <i>CAPITAL OUTLAY (continued)</i>  |                                  |                          |                                                        |
| Recreation - Aquatics              |                                  |                          |                                                        |
| 63-400                             | Land Improvements                | 40,000                   | Funding for non-skid flooring in Shipwreck Cover       |
| 64-000                             | Machinery and Equipment          | 40,000                   | Funding to replace the Aquatic Center Strantrol System |
|                                    | <i>Sub-total: Capital Outlay</i> | <u>\$ 409,700</u>        |                                                        |
| <b>TOTAL: Capital Project Fund</b> |                                  | <u><b>\$ 409,700</b></u> |                                                        |