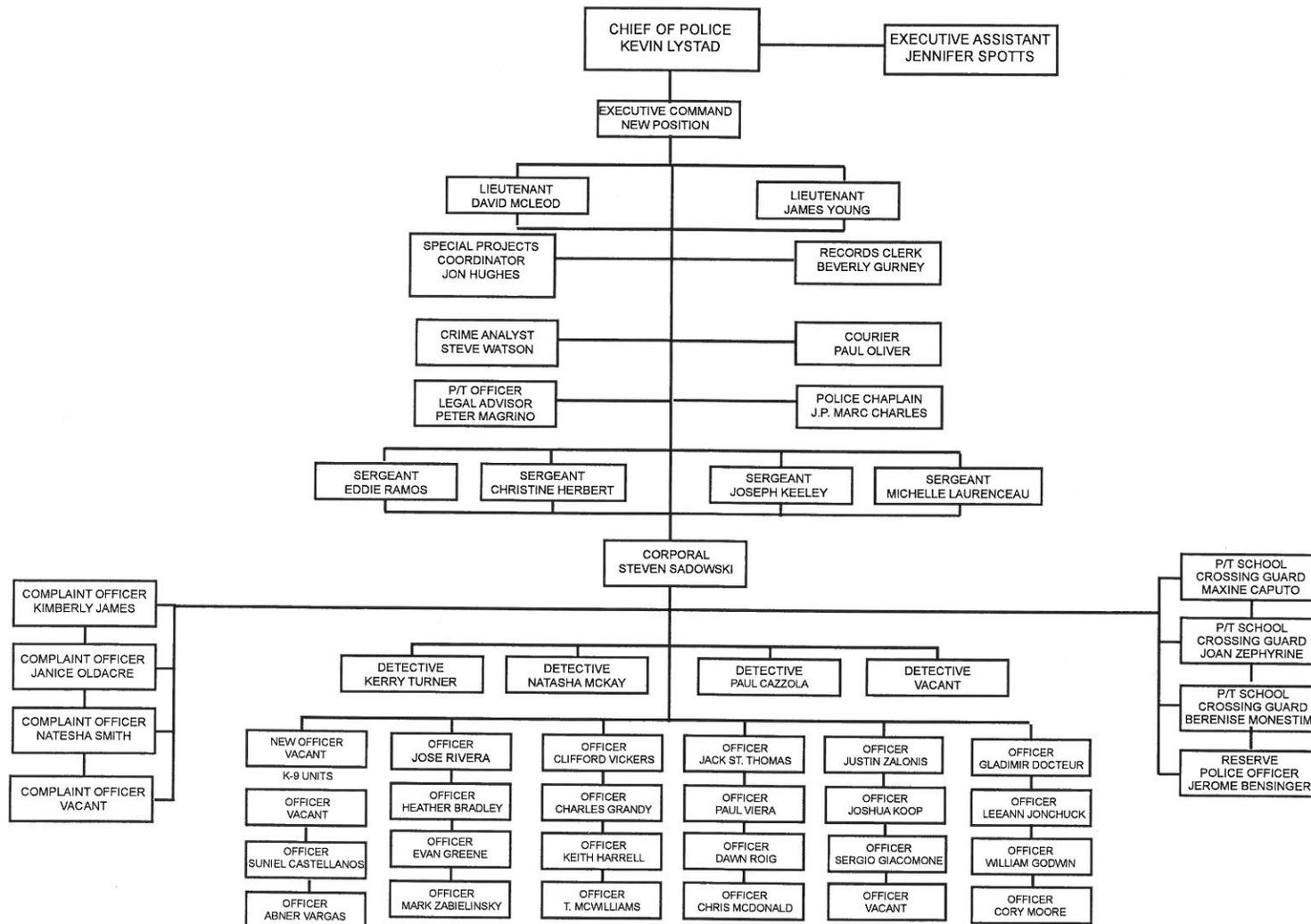




POLICE DEPARTMENT ORGANIZATION CHART



**POLICE DEPARTMENT
Operations Division**

Services, Functions and Activities

The Miami Shores Police Department is the chief law enforcement agency in the Village, and is responsible for investigation of crimes, traffic enforcement, public education and other law enforcement functions.

The Mission Statement of the Police Department is as follows:

We, the Miami Shores Police Department exist to serve all people within our jurisdiction with the utmost of respect, fairness and compassion. We are 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 nations constitutional guarantees. With service to our community as a foundation, we are 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. We will strive daily to nurture public trust by holding ourselves to the highest standards of performance and ethics. To fulfill our mission, the Miami Shores Police Department is dedicated to providing a quality work environment and the development of its members through effective training and

The Mission of the Police Department is supported by the deterrence of crime and apprehension of criminals, forging strong community relationships and continuing enhancement of the training and expertise of each member of the Police Department.

BUDGET HIGHLIGHTS

	<u>FY'15</u>	<u>FY'16</u>	<u>Change</u>
Personnel Services.....	\$ 5,657,787	\$ 5,742,828	\$ 85,041
Operating Expenditures/Expenses	757,037	787,567	30,530
Grants and Aids.....	1,500	1,500	-
Other Uses.....	81,500	58,000	(23,500)
TOTAL	<u>\$ 6,497,824</u>	<u>\$ 6,589,895</u>	<u>\$ 92,071</u>

*The comment(s) for each line item can be found below the account and amounts on the following pages

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	21	Police				
Division	0900	Police				
Program	00	None				
Activity	521	Law Enforcement				
<u>Personnel Services</u>						
11-000	Executive Salaries Salaries	\$312,357.65	\$359,915.00	\$351,877.00	\$433,916.00	\$74,001.00
	Comment: Level	Comment				
	Department Entry	1 Police Chief, 2 Lieutenants and 1 Executive Command - New Position for FY2016				
11-100	Executive Salaries Executive Benefit	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Executive Benefit package				
12-000	Regular Salaries and Wages Salaries	\$2,782,010.01	\$2,868,682.00	\$2,822,819.00	\$2,832,273.00	(\$36,409.00)
	Comment: Level	Comment				
	Department Entry	4 Sergeants, 4 Detectives, 1 Corporal, 24 Police Officers, 3 Communication Officers, 1 Communication Supervisor, 1 Special Projects Coordinator, 1 Executive Assistant, 1 Police Records Specialist, 1 Courier (allocated), 1 Crime Analyst, funding for holiday pay, supervisor's relief pay and state supplement				
	Council Review	Difference between 2016 Proposed Budget and the Position Transactions is replacement of retired officer (\$82,020) with an entry level officer (\$51,045).				
14-000	Overtime Overtime	\$112,678.99	\$136,000.00	\$136,000.00	\$102,000.00	(\$34,000.00)
	Comment: Level	Comment				
	Department Entry	Funding for overtime for minimum staffing and required taskforce operations. Overtime for court appearances and depositions.				
14-100	Overtime Special Detail	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Overtime for special enforcement operations				
14-200	Overtime County Court Standby	\$1,463.75	\$2,000.00	\$1,750.00	\$0.00	(\$2,000.00)
	Comment: Level	Comment				
	Department Entry	Payment due to Miami-Dade prorating the costs for the court coordinator				
15-000	Special Pay Extra Duty Pay	\$332,527.00	\$320,000.00	\$360,000.00	\$376,000.00	\$56,000.00
	Comment: Level	Comment				
	Department Entry	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.				

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	21	Police				
Division	0900	Police				
Program	00	None				
Activity	521	Law Enforcement				
15-100	Special Pay Police Benefit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18-100	Compensated Compensatory Leave Longevity	\$9,500.00	\$10,500.00	\$10,000.00	\$7,500.00	(\$3,000.00)
	Comment: Level			Comment:		
	Department Entry			Benefit paid to tenured employees per policy		
21-000	Payroll Taxes Employer Fica and Medicare	\$262,275.55	\$283,325.00	\$279,202.00	\$274,553.00	(\$8,772.00)
	Comment: Level			Comment:		
	Department Entry			Social Security and Medicare taxes		
	Council Review			Difference between 2016 Manager Proposed Budget and 2016 Council Proposed Budget is replacement of retired officer (\$6,421) with an entry level officer (\$3,905)		
22-000	Retirement Contributions Pension Contribution	\$1,229,020.00	\$1,217,000.00	\$1,216,746.00	\$1,225,000.00	\$8,000.00
	Comment: Level			Comment:		
	Department Entry			Actuarially calculated contribution required by the Village to fund the benefits paid to retirees of the Police Retirement Plan		
23-000	Life and Health Insurance Health Insurance	\$240,417.13	\$232,459.00	\$232,459.00	\$284,117.00	\$51,658.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual employee costs for health insurance benefits		
23-100	Life and Health Insurance Dental	\$6,733.02	\$6,647.00	\$6,647.00	\$8,580.00	\$1,933.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual employee costs for dental insurance benefits		
23-200	Life and Health Insurance Long-Term Care	\$1,805.60	\$1,880.00	\$1,880.00	\$1,783.00	(\$97.00)
	Comment: Level			Comment:		
	Department Entry			Estimated annual employee costs for long-term care insurance benefits		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	21	Police				
Division	0900	Police				
Program	00	None				
Activity	521	Law Enforcement				
23-300	Life and Health Insurance Dependent	\$8,350.00	\$9,600.00	\$9,600.00	\$9,600.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Per PBA Contract, employer will contribute fifty dollars (\$50) per month toward the cost of dependent coverage		
23-400	Life and Health Insurance Bonus	\$60,708.52	\$65,600.00	\$65,600.00	\$65,280.00	(\$320.00)
	Comment: Level			Comment:		
	Department Entry			Per PBA Contract, employer will provide an insurance cash bonus of one hundred and sixty dollars (\$160) per month to each bargaining unit member, to be applied by the employee toward insurance coverage		
23-500	Life and Health Insurance Retirement	\$3,931.20	\$4,800.00	\$4,800.00	\$4,800.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Funding for the Village's contractual portion of the Police officers Retirement Insurance benefit		
23-600	Life and Health Insurance Life Insurance	\$0.00	\$0.00	\$0.00	\$1,400.00	\$1,400.00
	Comment: Level			Comment:		
	Department Entry			Required life insurance per State Statute for sworn personnel		
24-000	Workers' Compensation Workers' Compensation	\$132,639.00	\$132,879.00	\$132,879.00	\$109,526.00	(\$23,353.00)
	Comment: Level			Comment:		
	Department Entry			Allocated costs of workers' compensation premiums paid to the Florida League		
29-990	Personnel Services Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			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		
Total: Personnel Services		\$5,502,917.42	\$5,657,787.00	\$5,638,759.00	\$5,742,828.00	\$85,041.00

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	21	Police				
Division	0900	Police				
Program	00	None				
Activity	521	Law Enforcement				
<u>Operating Expenditures/Expenses</u>						
31-000	Professional Services Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Costs for legal fees				
31-100	Professional Services Technology	\$0.00	\$0.00	\$900.00	\$65,400.00	\$65,400.00
	Comment: Level	Comment				
	Department Entry	Funding for software maintenance. Advantage Networking, Spillman RMS system, USA legacy software.				
31-270	Professional Services Pre-employment Screening	\$0.00	\$0.00	\$1,500.00	\$14,000.00	\$14,000.00
	Comment: Level	Comment				
	Department Entry	Costs for pre-employment testing (Polygraph, Psychological, Toxicology, Physical). Funding for PBA contract employee physicals.				
31-280	Professional Services County Court Standby	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
	Comment: Level	Comment				
	Department Entry	Payment due to Miami-Dade prorating the costs for the court coordinator				
34-000	Other Services Contract Services	\$82,416.17	\$86,875.00	\$80,935.00	\$35,490.00	(\$51,385.00)
	Comment: Level	Comment				
	Department Entry	Funding for contractual services including: veterinary service, uniform cleaning, radios, AC, annual physicals, decontamination services, etc.				
40-000	Travel and Per Diem Travel	\$2,527.16	\$3,500.00	\$3,240.00	\$3,500.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Meals, lodging and Per Diem costs for staff attending training related events				
41-000	Communications Services Telephone	\$0.00	\$2,961.00	\$2,840.00	\$3,099.00	\$138.00
	Comment: Level	Comment				
	Department Entry	Estimated costs for emergency police lines				

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	21	Police				
Division	0900	Police				
Program	00	None				
Activity	521	Law Enforcement				
41-100	Communications Services Cellular	\$11,299.85	\$11,500.00	\$11,670.00	\$12,312.00	\$812.00
	Comment: Level			Comment:		
	Department Entry			Estimated charges for cellular communications		
41-200	Communications Services Internet	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Estimate for internet service		
41-300	Communications Services Long Distance	\$420.89	\$350.00	\$327.00	\$375.00	\$25.00
	Comment: Level			Comment:		
	Department Entry			Estimated costs for long distance or toll calls		
42-000	Freight and Postage Services Postage	\$35.40	\$420.00	\$418.00	\$420.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Costs for correspondence and certified mail		
42-100	Freight and Postage Services Courier and Delivery	\$476.65	\$700.00	\$485.00	\$750.00	\$50.00
	Comment: Level			Comment:		
	Department Entry			Costs for hand delivery and over night service		
43-100	Utility Services Electric	\$18,439.55	\$19,425.00	\$19,100.00	\$20,785.00	\$1,360.00
	Comment: Level			Comment:		
	Department Entry			Estimated costs for electrical services based on current actual FPL usage		
43-200	Utility Services Water	\$171.81	\$500.00	\$500.00	\$500.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Estimated utility costs for water consumption		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	21	Police				
Division	0900	Police				
Program	00	None				
Activity	521	Law Enforcement				
44-000	Rentals and Leases Equipment Rental	\$600.00	\$2,000.00	\$1,875.00	\$2,000.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Fees related to the use of County based computer equipment and lease of night vision lenses		
44-100	Rentals and Leases Vehicle Rental - Special Detail	\$11,400.00	\$12,500.00	\$12,500.00	\$6,000.00	(\$6,500.00)
	Comment: Level			Comment:		
	Department Entry			Costs for police motorcycle lease		
45-000	Insurance ISF: Risk Management	\$66,093.00	\$44,813.00	\$44,813.00	\$71,002.00	\$26,189.00
	Comment: Level			Comment:		
	Department Entry			Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League		
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	\$378,565.00	\$401,054.00	\$401,054.00	\$400,044.00	(\$1,010.00)
	Comment: Level			Comment:		
	Department Entry			Provided by Public Works		
46-200	Repair and Maintenance Services Repairs and Maintenance	\$17,693.30	\$22,003.00	\$21,400.00	\$22,575.00	\$572.00
	Comment: Level			Comment:		
	Department Entry			Funding and repairs and maintenance not under warranty or separate coverage including, radar calibrations, copy machine maintenance, pistol range and miscellaneous repairs.		
47-000	Printing and Binding Printing	\$1,701.30	\$2,400.00	\$2,275.00	\$2,400.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Funding for stationary, business cards, ID stickers, Survey cards, etc.		
48-000	Promotional Activities Promotional Activities	\$4,525.93	\$8,000.00	\$7,875.00	\$8,000.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Funding for annual Police Chief's dinner and LEO Foundation.		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	21	Police				
Division	0900	Police				
Program	00	None				
Activity	521	Law Enforcement				
49-000	Other Current Charges and Obligations Other Current Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
49-300	Other Current Charges and Obligations Software Licensing	\$5,658.50	\$6,800.00	\$6,800.00	\$7,000.00	\$200.00
	Comment: Level			Comment		
	Department Entry			Funding for software and network licensing		
51-000	Office Supplies Office Supplies	\$4,810.52	\$5,830.00	\$5,506.00	\$5,825.00	(\$5.00)
	Comment: Level			Comment		
	Department Entry			Office supplies for one year period for department staff		
52-100	Operating Supplies Gas, Oil and Lubricants	\$286.49	\$0.00	\$425.00	\$425.00	\$425.00
	Comment: Level			Comment		
	Department Entry			Funding for fuel, oil and lubricant costs		
52-200	Operating Supplies Other Operating Supplies	\$20,720.89	\$33,390.00	\$34,000.00	\$36,380.00	\$2,990.00
	Comment: Level			Comment		
	Department Entry			Funding for costs of ammo, gun range, K9 supplies, DB supplies and commissary supplies		
52-400	Operating Supplies Uniforms	\$30,298.77	\$48,886.00	\$37,510.00	\$39,000.00	(\$9,886.00)
	Comment: Level			Comment		
	Department Entry			Funding for uniforms and equipment identified in the PBA Contract		
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	\$3,186.50	\$4,080.00	\$3,985.00	\$4,285.00	\$205.00
	Comment: Level			Comment		
	Department Entry			Funding for annual memberships and subscriptions		
55-000	Training Training and Education	\$11,743.98	\$18,550.00	\$16,385.00	\$16,000.00	(\$2,550.00)
	Comment: Level			Comment		
	Department Entry			Funding for mandatory police recertification, training and specialized training activities		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	21	Police				
Division	0900	Police				
Program	00	None				
Activity	521	Law Enforcement				
55-200	Training Tuition Reimbursement	\$0.00	\$20,500.00	\$8,000.00	\$8,000.00	(\$12,500.00)
	Comment: Level	Comment				
	Department Entry	Contractually required funding for eligible staff				
Total: Operating Expenditures/Expenses		\$673,071.66	\$757,037.00	\$726,318.00	\$787,567.00	\$30,530.00
Capital Outlay						
64-000	Machinery and Equipment Machinery and Equipment	\$0.00	\$0.00	\$12,844.00	\$0.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Minor Capital equipment and machinery				
Total: Capital Outlay		\$0.00	\$0.00	\$12,844.00	\$0.00	\$0.00
Grants and Aids						
83-200	Other Grants and Aids Crime Watch	\$1,343.11	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Funding for Crime Watch programs including promotional materials and volunteer recognition				
Total: Grants and Aids		\$1,343.11	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
Activity Total: Law Enforcement		(\$6,177,332.19)	(\$6,416,324.00)	(\$6,379,421.00)	(\$6,531,895.00)	(\$115,571.00)
Activity	581	Inter-Fund Group Transfers Out				
Other Uses						
91-301	Interfund Transfers Capital Projects	\$93,000.00	\$81,500.00	\$81,500.00	\$58,000.00	(\$23,500.00)
	Comment: Level	Comment				
	Department Entry	Funding to replace the Police station roof (3/3), associated costs of K-9 replacement and taser replacement (2/2)				
Total: Other Uses		\$93,000.00	\$81,500.00	\$81,500.00	\$58,000.00	(\$23,500.00)
Activity Total: Inter-Fund Group Transfers Out		(\$93,000.00)	(\$81,500.00)	(\$81,500.00)	(\$58,000.00)	\$23,500.00

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	21	Police				
Division	0900	Police				
Program Total: None		(\$6,270,332.19)	(\$6,497,824.00)	(\$6,460,921.00)	(\$6,589,895.00)	(\$92,071.00)
Division Total: Police		(\$6,270,332.19)	(\$6,497,824.00)	(\$6,460,921.00)	(\$6,589,895.00)	(\$92,071.00)
Department Total: Police		(\$6,270,332.19)	(\$6,497,824.00)	(\$6,460,921.00)	(\$6,589,895.00)	(\$92,071.00)
Fund Total: General Fund		(\$6,270,332.19)	(\$6,497,824.00)	(\$6,460,921.00)	(\$6,589,895.00)	(\$92,071.00)
Net Grand Totals:		(\$6,270,332.19)	(\$6,497,824.00)	(\$6,460,921.00)	(\$6,589,895.00)	(\$92,071.00)

**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'15</u>	<u>FY'16</u>	<u>Change</u>
Personnel Services.....	\$ 40,974	\$ 42,394	\$ 1,420
Operating Expenditures/Expenses	<u>830</u>	<u>2,165</u>	<u>1,335</u>
TOTAL	<u>\$ 41,804</u>	<u>\$ 44,559</u>	<u>\$ 2,755</u>

*The comment(s) for each line item can be found below the account and amounts on the following pages

Expense Budget Worksheet Report

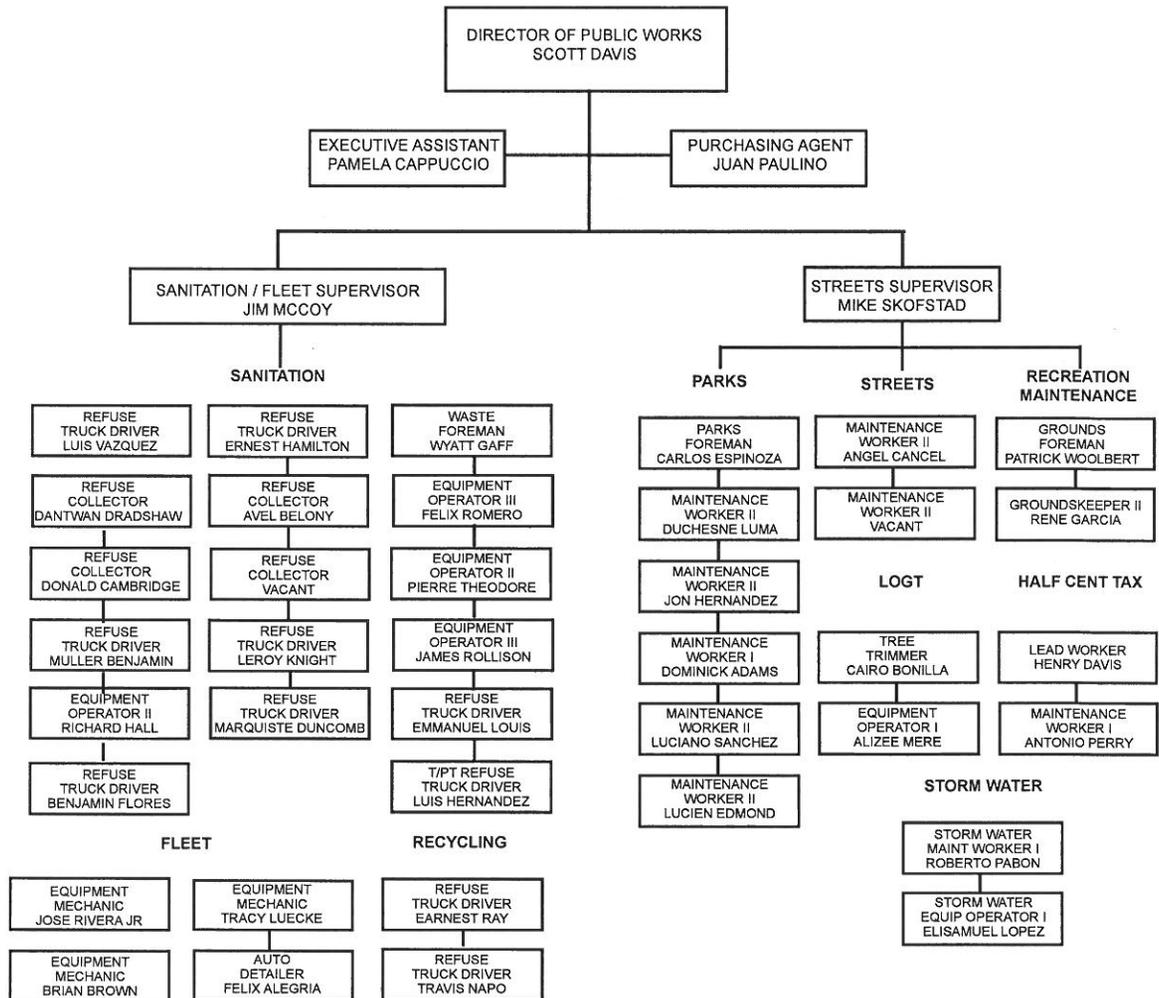
Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	21	Police				
Division	0901	Crossing Guards				
Program	00	None				
Activity	521	Law Enforcement				
<u>Personnel Services</u>						
12-000	Regular Salaries and Wages Salaries	\$8,140.88	\$8,077.00	\$8,077.00	\$8,460.00	\$383.00
	Comment: Level			Comment:		
	Department Entry			(1) School Guard/Courier (allocated)		
13-000	Other Salaries and Wages Other Salaries	\$27,664.60	\$28,580.00	\$28,308.00	\$29,756.00	\$1,176.00
	Comment: Level			Comment:		
	Department Entry			(3) School Crossing Guards part-time		
18-100	Compensated Compensatory Leave Longevity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21-000	Payroll Taxes Employer Fica and Medicare	\$2,671.37	\$2,804.00	\$2,749.00	\$2,924.00	\$120.00
	Comment: Level			Comment:		
	Department Entry			Social Security and Medicare taxes		
23-000	Life and Health Insurance Health Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23-100	Life and Health Insurance Dental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23-600	Life and Health Insurance Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24-000	Workers' Compensation Workers' Compensation	\$1,626.00	\$1,513.00	\$1,513.00	\$1,254.00	(\$259.00)
	Comment: Level			Comment:		
	Department Entry			Allocated cost of workers' compensation premiums paid to the Florida League		
29-990	Personnel Services Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			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		
Total: Personnel Services		\$40,102.85	\$40,974.00	\$40,647.00	\$42,394.00	\$1,420.00

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	21	Police				
Division	0901	Crossing Guards				
Program	00	None				
Activity	521	Law Enforcement				
<u>Operating Expenditures/Expenses</u>						
45-000	Insurance ISF: Risk Management	\$1,146.00	\$150.00	\$150.00	\$1,437.00	\$1,287.00
	Comment: Level			Comment:		
	Department Entry			Allocated costs for property, casualty and general liability insurance premiums paid tot the Florida League		
52-400	Operating Supplies Uniforms	\$1,347.91	\$680.00	\$680.00	\$728.00	\$48.00
	Comment: Level			Comment:		
	Department Entry			Funding for uniforms and equipment		
<u>Total: Operating Expenditures/Expenses</u>		\$2,493.91	\$830.00	\$830.00	\$2,165.00	\$1,335.00
Activity Total: Law Enforcement		(\$42,596.76)	(\$41,804.00)	(\$41,477.00)	(\$44,559.00)	(\$2,755.00)
Program Total: None		(\$42,596.76)	(\$41,804.00)	(\$41,477.00)	(\$44,559.00)	(\$2,755.00)
Division Total: Crossing Guards		(\$42,596.76)	(\$41,804.00)	(\$41,477.00)	(\$44,559.00)	(\$2,755.00)
Department Total: Police		(\$42,596.76)	(\$41,804.00)	(\$41,477.00)	(\$44,559.00)	(\$2,755.00)
Fund Total: General Fund		(\$42,596.76)	(\$41,804.00)	(\$41,477.00)	(\$44,559.00)	(\$2,755.00)
Net Grand Totals:		(\$42,596.76)	(\$41,804.00)	(\$41,477.00)	(\$44,559.00)	(\$2,755.00)



PUBLIC WORKS DEPARTMENT ORGANIZATION CHART



**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 four budgeted positions supports this element of our department mission.

BUDGET HIGHLIGHTS

	<u>FY'15</u>	<u>FY'16</u>	<u>Change</u>
Personnel Services.....	\$ 268,558	\$ 331,897	\$ 63,339
Operating Expenditures/Expenses	<u>94,216</u>	<u>102,370</u>	<u>8,154</u>
TOTAL	<u>\$ 362,774</u>	<u>\$ 434,267</u>	<u>\$ 71,493</u>

*The comment(s) for each line item can be found below the account and amounts on the following pages

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1203	Public Works Administration				
Program	00	None				
Activity	539	Other Physical Environment				
<u>Personnel Services</u>						
11-000	Executive Salaries Salaries	\$106,592.40	\$108,724.00	\$108,724.00	\$112,408.00	\$3,684.00
	Comment: Level			Comment		
	Department Entry			Public Works Director base salary		
11-100	Executive Salaries Executive Benefit	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Executive benefit package		
12-000	Regular Salaries and Wages Salaries	\$113,754.30	\$116,030.00	\$116,030.00	\$165,322.00	\$49,292.00
	Comment: Level			Comment		
	Department Entry			(1) Executive Assistant (1) Purchasing Agent (1) Assistant Public Works Director - Expected to be hired April 1, 2016		
14-000	Overtime Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Funding for intermittent overtime requirements		
18-100	Compensated Compensatory Leave Longevity	\$3,000.00	\$3,000.00	\$3,000.00	\$4,000.00	\$1,000.00
	Comment: Level			Comment		
	Department Entry			Benefit paid to tenured employees per policy		
21-000	Payroll Taxes Employer Fica and Medicare	\$16,249.41	\$17,920.00	\$17,920.00	\$21,838.00	\$3,918.00
	Comment: Level			Comment		
	Department Entry			Social Security and Medicare taxes		
23-000	Life and Health Insurance Health Insurance	\$16,110.28	\$15,497.00	\$15,497.00	\$19,371.00	\$3,874.00
	Comment: Level			Comment		
	Department Entry			Estimated annual employee costs for health insurance benefits		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1203	Public Works Administration				
Program	00	None				
Activity	539	Other Physical Environment				
23-100	Life and Health Insurance Dental	\$500.76	\$443.00	\$443.00	\$763.00	\$320.00
	Comment: Level					
	Department Entry			Estimated annual employee costs for dental insurance benefits		
23-200	Life and Health Insurance Long-Term Care	\$213.60	\$214.00	\$214.00	\$254.00	\$40.00
	Comment: Level					
	Department Entry			Estimated annual employee costs for long-term care insurance benefits		
24-000	Workers' Compensation Workers' Compensation	\$246.00	\$230.00	\$230.00	\$1,441.00	\$1,211.00
	Comment: Level					
	Department Entry			Allocated costs of workers' compensation premiums paid to the Florida League		
29-990	Personnel Services Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level					
	Department Entry			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		
<u>Total: Personnel Services</u>		\$263,166.75	\$268,558.00	\$268,558.00	\$331,897.00	\$63,339.00
<u>Operating Expenditures/Expenses</u>						
31-270	Professional Services Pre-employment Screening	\$0.00	\$0.00	\$213.00	\$200.00	\$200.00
	Comment: Level					
	Department Entry			Professional services pre-employment screening		
34-000	Other Services Contract Services	\$1,427.08	\$2,000.00	\$1,000.00	\$1,250.00	(\$750.00)
	Comment: Level					
	Department Entry			DERM fee and other regulatory fees paid to State and County agencies and office machine maintenance contracts		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1203	Public Works Administration				
Program	00	None				
Activity	539	Other Physical Environment				
34-300	Other Services Security	\$69,199.59	\$73,000.00	\$69,897.00	\$73,000.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Funding for contracted security services at Public Works compound		
40-000	Travel and Per Diem Travel	\$291.17	\$500.00	\$278.00	\$500.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Management seminars and training		
41-000	Communications Services Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Communications Services Telephone		
41-100	Communications Services Cellular	\$1,032.39	\$1,100.00	\$1,109.00	\$1,200.00	\$100.00
	Comment: Level			Comment		
	Department Entry			Funding for AT&T Cellular phones		
42-000	Freight and Postage Services Postage	\$21.32	\$25.00	\$25.00	\$25.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Funding requirements for letters to staff and residents		
43-140	Utility Services Electric - Stormwater	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Utility Services Electric - Stormwater		
45-000	Insurance ISF: Risk Management	\$1,969.00	\$475.00	\$475.00	\$2,407.00	\$1,932.00
	Comment: Level			Comment		
	Department Entry			Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1203	Public Works Administration				
Program	00	None				
Activity	539	Other Physical Environment				
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	\$12,778.00	\$13,066.00	\$13,066.00	\$19,678.00	\$6,612.00
	Comment: Level	Comment				
	Department Entry	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League				
47-000	Printing and Binding Printing	\$0.00	\$300.00	\$0.00	\$0.00	(\$300.00)
	Comment: Level	Comment				
	Department Entry	Costs for publication of employment ads and mandatory reporting				
48-000	Promotional Activities Promotional Activities	\$372.69	\$750.00	\$887.00	\$1,000.00	\$250.00
	Comment: Level	Comment				
	Department Entry	Funding for public notices, advertisements or other public documents				
49-000	Other Current Charges and Obligations Other Current Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Other current charges and obligations				
51-000	Office Supplies Office Supplies	\$1,070.09	\$1,200.00	\$1,000.00	\$1,100.00	(\$100.00)
	Comment: Level	Comment				
	Department Entry	Pens, paper, ink and other office supplies for a one year period				
52-200	Operating Supplies Other Operating Supplies	\$49.00	\$500.00	\$600.00	\$660.00	\$160.00
	Comment: Level	Comment				
	Department Entry	Costs for materials required that are not specifically classified in other departmental line items				
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	\$564.00	\$600.00	\$550.00	\$650.00	\$50.00
	Comment: Level	Comment				
	Department Entry	Annual subscription renewals				

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1203	Public Works Administration				
Program	00	None				
Activity	539	Other Physical Environment				
55-000	Training Training and Education	\$468.92	\$700.00	\$513.00	\$700.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Funding for staff reimbursement for educational advancements		
Total: Operating Expenditures/Expenses		\$89,243.25	\$94,216.00	\$89,613.00	\$102,370.00	\$8,154.00
Activity Total: Other Physical Environment		(\$352,410.00)	(\$362,774.00)	(\$358,171.00)	(\$434,267.00)	(\$71,493.00)
Activity	581	Inter-Fund Group Transfers Out				
<u>Other Uses</u>						
91-301	Interfund Transfers Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total: Other Uses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Activity Total: Inter-Fund Group Transfers Out		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Total: None		(\$352,410.00)	(\$362,774.00)	(\$358,171.00)	(\$434,267.00)	(\$71,493.00)
Division Total: Public Works Administration		(\$352,410.00)	(\$362,774.00)	(\$358,171.00)	(\$434,267.00)	(\$71,493.00)
Department Total: Public Works		(\$352,410.00)	(\$362,774.00)	(\$358,171.00)	(\$434,267.00)	(\$71,493.00)
Fund Total: General Fund		(\$352,410.00)	(\$362,774.00)	(\$358,171.00)	(\$434,267.00)	(\$71,493.00)
Net Grand Totals:		(\$352,410.00)	(\$362,774.00)	(\$358,171.00)	(\$434,267.00)	(\$71,493.00)

**PUBLIC WORKS DEPARTMENT
Facilities Maintenance/Streets Division**

Services, Functions and Activities

The Streets Division of the Public Works Department functions as a multifaceted workforce which accomplishes building maintenance, and in conjunction with the Stormwater Division manages stormwater 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'15</u>	<u>FY'16</u>	<u>Change</u>
Personnel Services.....	\$ 151,627	\$ 178,719	\$ 27,092
Operating Expenditures/Expenses	322,737	474,507	151,770
Other Uses.....	<u>70,000</u>	<u>82,000</u>	<u>12,000</u>
TOTAL	<u>\$ 544,364</u>	<u>\$ 735,226</u>	<u>\$ 190,862</u>

*The comment(s) for each line item can be found below the account and amounts on the following pages

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1202	Facilities Maintenance/Streets				
Program	00	None				
Activity	539	Other Physical Environment				
<u>Personnel Services</u>						
12-000	Regular Salaries and Wages Salaries	\$100,920.67	\$121,418.00	\$106,060.00	\$124,209.00	\$2,791.00
	Comment: Level	Comment				
	Department Entry	(1) Streets Supervisor (2) Maintenance Worker II				
14-000	Overtime Overtime	\$3,240.32	\$800.00	\$3,414.00	\$12,905.00	\$12,105.00
	Comment: Level	Comment				
	Department Entry	Funding estimate for overtime required for special events and staff shortages				
18-100	Compensated Compensatory Leave Longevity	\$500.00	\$500.00	\$500.00	\$1,000.00	\$500.00
	Comment: Level	Comment				
	Department Entry	Benefit paid to tenured employees per policy				
21-000	Payroll Taxes Employer Fica and Medicare	\$8,417.14	\$9,388.00	\$8,413.00	\$10,707.00	\$1,319.00
	Comment: Level	Comment				
	Department Entry	Social Security and Medicare taxes				
23-000	Life and Health Insurance Health Insurance	\$12,759.65	\$15,497.00	\$9,754.00	\$19,371.00	\$3,874.00
	Comment: Level	Comment				
	Department Entry	Estimated annual employee costs for health insurance benefits				
23-100	Life and Health Insurance Dental	\$333.48	\$443.00	\$355.00	\$572.00	\$129.00
	Comment: Level	Comment				
	Department Entry	Estimated annual employee costs for dental insurance benefits				
23-200	Life and Health Insurance Long-Term Care	\$140.40	\$200.00	\$141.00	\$200.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Estimated annual employee costs for long-term care insurance benefits				

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1202	Facilities Maintenance/Streets				
Program	00	None				
Activity	539	Other Physical Environment				
24-000	Workers' Compensation Workers' Compensation	\$3,563.00	\$3,381.00	\$3,381.00	\$9,755.00	\$6,374.00
	Comment: Level	Comment				
	Department Entry	Allocated costs of workers' compensation premiums paid to the Florida League				
29-990	Personnel Services Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level	Comment				
	Department Entry	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				
<u>Total: Personnel Services</u>		\$129,874.66	\$151,627.00	\$132,018.00	\$178,719.00	\$27,092.00
<u>Operating Expenditures/Expenses</u>						
34-000	Other Services Contract Services	\$39.75	\$0.00	\$5,316.00	\$5,000.00	\$5,000.00
	Comment: Level	Comment				
	Department Entry	Engineering, pest control and roof repairs				
34-200	Other Services Janitorial Services	\$29,297.00	\$30,210.00	\$35,000.00	\$35,000.00	\$4,790.00
	Comment: Level	Comment				
	Department Entry	Funding for Village-wide maintenance contracts including A/C, extermination and janitorial services.				
40-000	Travel and Per Diem Travel	\$0.00	\$25.00	\$50.00	\$50.00	\$25.00
	Comment: Level	Comment				
	Department Entry	Seminars and training sessions for supervisor and maintenance workers				
40-200	Travel and Per Diem Local Mileage Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Travel and per diem local mileage reimbursement				

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1202	Facilities Maintenance/Streets				
Program	00	None				
Activity	539	Other Physical Environment				
43-110	Utility Services Electric - Streets	\$200,020.16	\$200,000.00	\$200,000.00	\$220,000.00	\$20,000.00
	Comment: Level			Comment		
	Department Entry			Estimated annual cost for electrical services based on current actual FPL usage		
43-120	Utility Services Electric - Village Hall	\$16,099.78	\$14,388.00	\$15,000.00	\$16,500.00	\$2,112.00
	Comment: Level			Comment		
	Department Entry			Estimated annual cost for electrical services based on current actual FPL usage		
43-130	Utility Services Electric - Public Works	\$8,722.40	\$8,194.00	\$8,500.00	\$9,000.00	\$806.00
	Comment: Level			Comment		
	Department Entry			Estimated annual cost for electrical services based on current actual FPL usage		
43-200	Utility Services Water	\$794.06	\$1,200.00	\$909.00	\$1,000.00	(\$200.00)
	Comment: Level			Comment		
	Department Entry			Village Hall, Public Works and rights-of-way water		
44-000	Rentals and Leases Equipment Rental	\$0.00	\$100.00	\$0.00	\$0.00	(\$100.00)
	Comment: Level			Comment		
	Department Entry			Funding to rent specialized equipment for projects identified during the year		
45-000	Insurance ISF: Risk Management	\$3,505.00	\$2,010.00	\$2,010.00	\$3,942.00	\$1,932.00
	Comment: Level			Comment		
	Department Entry			Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League		
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	\$29,781.00	\$35,310.00	\$35,310.00	\$44,523.00	\$9,213.00
	Comment: Level			Comment		
	Department Entry			Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1202	Facilities Maintenance/Streets				
Program	00	None				
Activity	539	Other Physical Environment				
46-200	Repair and Maintenance Services Repairs and Maintenance	\$28,166.45	\$20,000.00	\$30,754.00	\$25,000.00	\$5,000.00
	Comment: Level			Comment:		
	Department Entry			Repairs to building and structures, miscellaneous parts not covered by service agreements; roadway repairs and sidewalks		
48-000	Promotional Activities Promotional Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Promotional activities		
51-000	Office Supplies Office Supplies	\$86.15	\$50.00	\$50.00	\$50.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Pens, pencils and paper for support staff		
52-200	Operating Supplies Other Operating Supplies	\$9,997.72	\$10,000.00	\$10,314.00	\$38,000.00	\$28,000.00
	Comment: Level			Comment:		
	Department Entry			Safety equipment, paper towels, toilet tissue, cups and other miscellaneous operating supplies; tools and equipment		
52-210	Operating Supplies Beautification	\$0.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00
	Comment: Level			Comment:		
	Manager Review			Estimated funding for Village-wide roadway landscape projects		
	Council Review			Replacement of trees		
52-215	Operating Supplies Holiday Decorations	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00
	Comment: Level			Comment:		
	Council Review			Holiday Decorations		
52-300	Operating Supplies Kitchen	\$293.74	\$500.00	\$293.00	\$312.00	(\$188.00)
	Comment: Level			Comment:		
	Department Entry			Kitchen supplies		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1202	Facilities Maintenance/Streets				
Program	00	None				
Activity	539	Other Physical Environment				
52-400	Operating Supplies Uniforms	\$296.75	\$250.00	\$376.00	\$480.00	\$230.00
	Comment: Level			Comment		
	Department Entry			Per employee funding for contractually specified uniforms: (5) shirts, (5) pants		
52-500	Operating Supplies Fertilizer and Chemicals	\$0.00	\$300.00	\$500.00	\$500.00	\$200.00
	Comment: Level			Comment		
	Department Entry			Fertilizer and chemicals for street side plantings		
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	\$0.00	\$50.00	\$0.00	\$0.00	(\$50.00)
	Comment: Level			Comment		
	Department Entry			Annual subscription renewals		
55-000	Training Training and Education	\$42.00	\$150.00	\$100.00	\$150.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Funding to provide training on use of machinery and equipment		
Total: Operating Expenditures/Expenses		\$327,141.96	\$322,737.00	\$344,482.00	\$474,507.00	\$151,770.00
Activity Total: Other Physical Environment		(\$457,016.62)	(\$474,364.00)	(\$476,500.00)	(\$653,226.00)	(\$178,862.00)
Activity	581	Inter-Fund Group Transfers Out				
<u>Other Uses</u>						
91-301	Interfund Transfers Capital Projects	\$25,000.00	\$70,000.00	\$70,000.00	\$82,000.00	\$12,000.00
	Comment: Level			Comment		
	Department Entry			Village Hall renovation and replacement of railing at bay (partial allocation)		
Total: Other Uses		\$25,000.00	\$70,000.00	\$70,000.00	\$82,000.00	\$12,000.00
Activity Total: Inter-Fund Group Transfers Out		(\$25,000.00)	(\$70,000.00)	(\$70,000.00)	(\$82,000.00)	(\$12,000.00)

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1202	Facilities Maintenance/Streets				
Program Total: None		(\$482,016.62)	(\$544,364.00)	(\$546,500.00)	(\$735,226.00)	(\$190,862.00)
Division Total: Facilities Maintenance/Streets		(\$482,016.62)	(\$544,364.00)	(\$546,500.00)	(\$735,226.00)	(\$190,862.00)
Department Total: Public Works		(\$482,016.62)	(\$544,364.00)	(\$546,500.00)	(\$735,226.00)	(\$190,862.00)
Fund Total: General Fund		(\$482,016.62)	(\$544,364.00)	(\$546,500.00)	(\$735,226.00)	(\$190,862.00)
Net Grand Totals:		(\$482,016.62)	(\$544,364.00)	(\$546,500.00)	(\$735,226.00)	(\$190,862.00)

**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'15</u>	<u>FY'16</u>	<u>Change</u>
Personnel Services.....	\$ 250,812	\$ 251,551	\$ 739
Operating Expenditures/Expenses	<u>67,681</u>	<u>77,817</u>	<u>10,136</u>
TOTAL	<u>\$ 318,493</u>	<u>\$ 329,368</u>	<u>\$ 10,875</u>

*The comment(s) for each line item can be found below the account and amounts on the following pages

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1201	Parks				
Program	00	None				
Activity	539	Other Physical Environment				
<u>Personnel Services</u>						
12-000	Regular Salaries and Wages Salaries	\$273,955.31	\$192,935.00	\$176,059.00	\$182,142.00	(\$10,793.00)
	Comment: Level			Comment:		
	Department Entry			(1) Parks Foreman (1) Maintenance Worker I (4) Maintenance Worker II		
14-000	Overtime Overtime	\$5,616.64	\$2,500.00	\$4,054.00	\$5,658.00	\$3,158.00
	Comment: Level			Comment:		
	Department Entry			Wages for excess hours and special events		
14-300	Overtime Lot Clearing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18-100	Compensated Compensatory Leave Longevity	\$3,500.00	\$2,500.00	\$3,000.00	\$1,500.00	(\$1,000.00)
	Comment: Level			Comment:		
	Department Entry			Benefit paid to tenured employees per policy		
21-000	Payroll Taxes Employer Fica and Medicare	\$21,329.86	\$15,142.00	\$14,008.00	\$14,483.00	(\$659.00)
	Comment: Level			Comment:		
	Department Entry			Social Security and Medicare taxes		
23-000	Life and Health Insurance Health Insurance	\$39,358.08	\$30,994.00	\$30,994.00	\$38,742.00	\$7,748.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual employee costs for health insurance benefits		
23-100	Life and Health Insurance Dental	\$1,000.44	\$886.00	\$800.00	\$1,144.00	\$258.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual employee costs for dental insurance benefits		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1201	Parks				
Program	00	None				
Activity	539	Other Physical Environment				
23-200	Life and Health Insurance Long-Term Care	\$440.40	\$399.00	\$349.00	\$399.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual employee costs for long-term care insurance benefits		
24-000	Workers' Compensation Workers' Compensation	\$6,728.00	\$5,456.00	\$5,456.00	\$7,483.00	\$2,027.00
	Comment: Level			Comment:		
	Department Entry			Allocated costs of workers' compensation premiums paid to the Florida League		
29-990	Personnel Services Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			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		
<u>Total: Personnel Services</u>		\$351,928.73	\$250,812.00	\$234,720.00	\$251,551.00	\$739.00
<u>Operating Expenditures/Expenses</u>						
34-000	Other Services Contract Services	\$37.25	\$0.00	\$50.00	\$50.00	\$50.00
	Comment: Level			Comment:		
	Department Entry			Tree installation		
40-000	Travel and Per Diem Travel	\$0.00	\$0.00	\$80.00	\$100.00	\$100.00
	Comment: Level			Comment:		
	Department Entry			Travel to educational seminars		
43-200	Utility Services Water	\$2,172.28	\$4,500.00	\$2,484.00	\$2,500.00	(\$2,000.00)
	Comment: Level			Comment:		
	Department Entry			Funding for estimated water consumption at non-welled locations		
44-000	Rentals and Leases Equipment Rental	\$0.00	\$500.00	\$500.00	\$500.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Funding to rent specialized equipment for projects identified during the year		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1201	Parks				
Program	00	None				
Activity	539	Other Physical Environment				
45-000	Insurance ISF: Risk Management	\$8,866.00	\$4,013.00	\$4,013.00	\$9,164.00	\$5,151.00
	Comment: Level			Comment:		
	Department Entry			Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League		
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	\$48,611.00	\$39,568.00	\$39,568.00	\$39,828.00	\$260.00
	Comment: Level			Comment:		
	Department Entry			Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League		
46-200	Repair and Maintenance Services Repairs and Maintenance	\$1,941.39	\$2,600.00	\$10,000.00	\$6,000.00	\$3,400.00
	Comment: Level			Comment:		
	Department Entry			Repairs to various parks and structures not covered by service agreements		
51-000	Office Supplies Office Supplies	\$136.49	\$100.00	\$100.00	\$1,000.00	\$900.00
	Comment: Level			Comment:		
	Department Entry			Office supplies related to Parks operations		
52-200	Operating Supplies Other Operating Supplies	\$11,321.97	\$11,000.00	\$9,817.00	\$11,000.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Cost associated with drains and curb repairs, supplies, tools and equipment for park maintenance and paper goods		
52-210	Operating Supplies Beautification	\$1,856.43	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Improvements for Village-wide projects		
52-300	Operating Supplies Kitchen	\$293.75	\$300.00	\$300.00	\$350.00	\$50.00
	Comment: Level			Comment:		
	Department Entry			Kitchen supplies		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1201	Parks				
Program	00	None				
Activity	539	Other Physical Environment				
52-400	Operating Supplies Uniforms	\$1,331.65	\$800.00	\$1,203.00	\$1,200.00	\$400.00
	Comment: Level			Comment		
	Department Entry			Per employee funding for contractually specified uniforms: (5) shirts, (5) pants.		
52-500	Operating Supplies Fertilizer and Chemicals	\$3,254.60	\$1,500.00	\$3,000.00	\$3,000.00	\$1,500.00
	Comment: Level			Comment		
	Department Entry			Funding for special fertilizers and chemicals to maintain landscaping		
52-600	Operating Supplies Code Enforcement	\$837.46	\$600.00	\$850.00	\$1,000.00	\$400.00
	Comment: Level			Comment		
	Department Entry			Costs associated with enforcement of code issues		
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	\$0.00	\$0.00	\$25.00	\$25.00	\$25.00
	Comment: Level			Comment		
	Department Entry			Annual subscription renewals		
55-000	Training Training and Education	\$40.00	\$200.00	\$100.00	\$100.00	(\$100.00)
	Comment: Level			Comment		
	Department Entry			Funding to provide training on use of machinery and equipment		
Total: Operating Expenditures/Expenses		\$80,700.27	\$67,681.00	\$74,090.00	\$77,817.00	\$10,136.00
Activity Total: Other Physical Environment		(\$432,629.00)	(\$318,493.00)	(\$308,810.00)	(\$329,368.00)	(\$10,875.00)
Program Total: None		(\$432,629.00)	(\$318,493.00)	(\$308,810.00)	(\$329,368.00)	(\$10,875.00)
Division Total: Parks		(\$432,629.00)	(\$318,493.00)	(\$308,810.00)	(\$329,368.00)	(\$10,875.00)
Department Total: Public Works		(\$432,629.00)	(\$318,493.00)	(\$308,810.00)	(\$329,368.00)	(\$10,875.00)
Fund Total: General Fund		(\$432,629.00)	(\$318,493.00)	(\$308,810.00)	(\$329,368.00)	(\$10,875.00)
Net Grand Totals:		(\$432,629.00)	(\$318,493.00)	(\$308,810.00)	(\$329,368.00)	(\$10,875.00)

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'15</u>	<u>FY'16</u>	<u>Change</u>
Personnel Services.....	\$ 98,563	\$ 108,899	\$ 10,336
Operating Expenditures/Expenses	<u>50,275</u>	<u>52,087</u>	<u>1,812</u>
TOTAL	<u>\$ 148,838</u>	<u>\$ 160,986</u>	<u>\$ 12,148</u>

*The comment(s) for each line item can be found below the account and amounts on the following pages

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1204	Recreation Maintenance				
Program	00	None				
Activity	539	Other Physical Environment				
<u>Personnel Services</u>						
12-000	Regular Salaries and Wages Salaries	\$75,115.28	\$77,438.00	\$77,438.00	\$80,088.00	\$2,650.00
	Comment: Level			Comment		
	Department Entry			(1) Grounds Foreman (1) Grounds Keeper		
14-000	Overtime Overtime	\$2,419.78	\$1,600.00	\$3,677.00	\$3,606.00	\$2,006.00
	Comment: Level			Comment		
	Department Entry			Overtime for special events		
18-100	Compensated Compensatory Leave Longevity	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Benefit paid to tenured employees per policy		
21-000	Payroll Taxes Employer Fica and Medicare	\$5,929.96	\$6,086.00	\$6,244.00	\$6,440.00	\$354.00
	Comment: Level			Comment		
	Department Entry			Social security and medicare taxes		
23-000	Life and Health Insurance Health Insurance	\$9,839.52	\$10,331.00	\$10,331.00	\$12,914.00	\$2,583.00
	Comment: Level			Comment		
	Department Entry			Estimated annual employee costs for heath insurance benefits		
23-100	Life and Health Insurance Dental	\$333.48	\$295.00	\$295.00	\$381.00	\$86.00
	Comment: Level			Comment		
	Department Entry			Estimated annual employee costs for dental insurance benefits		
23-200	Life and Health Insurance Long-Term Care	\$121.20	\$121.00	\$121.00	\$121.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Estimated annual employee costs for long-term care insurance benefits		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1204	Recreation Maintenance				
Program	00	None				
Activity	539	Other Physical Environment				
24-000	Workers' Compensation Workers' Compensation	\$2,291.00	\$2,192.00	\$2,192.00	\$4,849.00	\$2,657.00
	Comment: Level			Comment:		
	Department Entry			Allocated costs of workers' compensation premiums paid to the Florida League		
29-990	Personnel Services Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			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		
<u>Total: Personnel Services</u>		\$96,550.22	\$98,563.00	\$100,798.00	\$108,899.00	\$10,336.00
<u>Operating Expenditures/Expenses</u>						
43-100	Utility Services Electric	\$1,359.04	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual cost for electrical services based on current actual FPL usage		
44-000	Rentals and Leases Equipment Rental	\$0.00	\$100.00	\$850.00	\$500.00	\$400.00
	Comment: Level			Comment:		
	Department Entry			Funding to rent specialized equipment for projects identified during the year		
45-000	Insurance ISF: Risk Management	\$1,731.00	\$236.00	\$236.00	\$2,169.00	\$1,933.00
	Comment: Level			Comment:		
	Department Entry			Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League		
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	\$14,244.00	\$15,539.00	\$15,539.00	\$8,158.00	(\$7,381.00)
	Comment: Level			Comment:		
	Department Entry			Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1204	Recreation Maintenance				
Program	00	None				
Activity	539	Other Physical Environment				
46-200	Repair and Maintenance Services Repairs and Maintenance	\$2,777.50	\$2,000.00	\$6,996.00	\$4,000.00	\$2,000.00
	Comment: Level			Comment:		
	Department Entry			Minor repairs to building and Tot Lot equipment		
52-200	Operating Supplies Other Operating Supplies	\$9,086.88	\$7,000.00	\$8,008.00	\$8,500.00	\$1,500.00
	Comment: Level			Comment:		
	Department Entry			Costs for materials required that are not specifically classified in other departmental line items		
52-400	Operating Supplies Uniforms	\$105.00	\$300.00	\$207.00	\$360.00	\$60.00
	Comment: Level			Comment:		
	Department Entry			Per employee funding for contractually specified uniforms: (5) shirts, (5) pants		
52-500	Operating Supplies Fertilizer and Chemicals	\$25,052.35	\$23,000.00	\$24,000.00	\$26,500.00	\$3,500.00
	Comment: Level			Comment:		
	Department Entry			Miscellaneous chemicals and fertilizers to ensure proper growth of field turf		
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	\$0.00	\$200.00	\$0.00	\$0.00	(\$200.00)
	Comment: Level			Comment:		
	Department Entry			Funding for subscription renewals		
55-000	Training Training and Education	\$75.00	\$400.00	\$150.00	\$400.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Funding to provide training on use of machinery and equipment		
Total: Operating Expenditures/Expenses		\$54,430.77	\$50,275.00	\$57,486.00	\$52,087.00	\$1,812.00

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	001	General Fund				
Department	39	Public Works				
Division	1204	Recreation Maintenance				
Program	00	None				
Activity	539	Other Physical Environment				
<u>Capital Outlay</u>						
64-000	Machinery and Equipment Machinery and Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Machinery and Equipment		
Total: Capital Outlay		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Activity Total: Other Physical Environment		(\$150,980.99)	(\$148,838.00)	(\$158,284.00)	(\$160,986.00)	(\$12,148.00)
Program Total: None		(\$150,980.99)	(\$148,838.00)	(\$158,284.00)	(\$160,986.00)	(\$12,148.00)
Division Total: Recreation Maintenance		(\$150,980.99)	(\$148,838.00)	(\$158,284.00)	(\$160,986.00)	(\$12,148.00)
Department Total: Public Works		(\$150,980.99)	(\$148,838.00)	(\$158,284.00)	(\$160,986.00)	(\$12,148.00)
Fund Total: General Fund		(\$150,980.99)	(\$148,838.00)	(\$158,284.00)	(\$160,986.00)	(\$12,148.00)
Net Grand Totals:		(\$150,980.99)	(\$148,838.00)	(\$158,284.00)	(\$160,986.00)	(\$12,148.00)

**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.

BUDGET HIGHLIGHTS

	<u>FY'15</u>	<u>FY'16</u>	<u>Change</u>
Personnel Services.....	\$ 940,487	\$ 1,034,020	\$ 93,533
Operating Expenditures/Expenses	1,385,413	1,467,258	81,845
Capital Outlay	348,500	238,000	(110,500)
Other Uses.....	350,000	350,000	-
TOTAL	<u>\$ 3,024,400</u>	<u>\$ 3,089,278</u>	<u>\$ 64,878</u>

*The comment(s) for each line item can be found below the account and amounts on the following pages

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	405	Sanitation				
Department	39	Public Works				
Division	3000	Sanitation				
Program	00	None				
Activity	534	Garbage/Solid Waste Services				
<u>Personnel Services</u>						
12-000	Regular Salaries and Wages Salaries	\$653,716.49	\$699,252.00	\$651,000.00	\$713,001.00	\$13,749.00
	Comment: Level			Comment:		
	Department Entry			(1) Public Works Supervisor/Waste (3) Equipment Operator III (1) Equipment Operator II (9) Refuse Truck Drivers FT (1) Refuse Truck Driver Temp (4) Refuse Collectors (1) Waste Foreman		
14-000	Overtime Overtime	\$41,939.82	\$32,568.00	\$46,000.00	\$47,453.00	\$14,885.00
	Comment: Level			Comment:		
	Department Entry			Holiday pay, special events, labor for driver and helper to pick up garbage on Saturdays and emergencies		
16-000	Compensated Annual Leave Vacation	\$5,533.88	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Compensated annual leave vacation		
18-100	Compensated Compensatory Leave Longevity	\$10,500.00	\$9,500.00	\$9,000.00	\$10,000.00	\$500.00
	Comment: Level			Comment:		
	Department Entry			Benefit paid to tenured employees per policy		
18-200	Compensated Compensatory Leave Accumulated Leave Settlement	\$16,720.20	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Payout of accumulated leave for employees expected to retire or separate employment		
21-000	Payroll Taxes Employer Fica and Medicare	\$54,230.33	\$56,702.00	\$55,825.00	\$58,939.00	\$2,237.00
	Comment: Level			Comment:		
	Department Entry			Social security and Medicare taxes		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	405	Sanitation				
Department	39	Public Works				
Division	3000	Sanitation				
Program	00	None				
Activity	534	Garbage/Solid Waste Services				
23-000	Life and Health Insurance Health Insurance	\$85,445.18	\$98,149.00	\$92,984.00	\$122,687.00	\$24,538.00
	Comment: Level			Comment		
	Department Entry			Estimated annual employee costs for health insurance benefits		
23-100	Life and Health Insurance Dental	\$2,737.00	\$2,807.00	\$3,193.00	\$3,623.00	\$816.00
	Comment: Level			Comment		
	Department Entry			Estimated annual employee costs for dental insurance benefits		
23-200	Life and Health Insurance Long-Term Care	\$1,192.80	\$1,340.00	\$1,340.00	\$1,294.00	(\$46.00)
	Comment: Level			Comment		
	Department Entry			Estimated annual employee costs for long-term care insurance benefits		
24-000	Workers' Compensation Workers' Compensation	\$26,092.00	\$25,169.00	\$25,169.00	\$62,023.00	\$36,854.00
	Comment: Level			Comment		
	Department Entry			Allocated costs of workers' compensation premiums paid to the Florida League		
26-000	Other Postemployment Benefits (OPEB) OPEB	\$14,378.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Estimated annual Other Post Employment benefit employee costs for health, dental and other contractually obligated non-liability benefits		
29-990	Personnel Services Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment		
	Department Entry			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		
Total: Personnel Services		\$912,485.70	\$940,487.00	\$899,511.00	\$1,034,020.00	\$93,533.00

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	405	Sanitation				
Department	39	Public Works				
Division	3000	Sanitation				
Program	00	None				
Activity	534	Garbage/Solid Waste Services				
<u>Operating Expenditures/Expenses</u>						
31-250	Professional Services Legal Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Legal services to facilitate county collection of payments of waste fees		
34-000	Other Services Contract Services	\$712.25	\$0.00	\$5,970.00	\$6,000.00	\$6,000.00
	Comment: Level			Comment:		
	Department Entry			Auction of disposal of unused vehicles and biotechnical services for ongoing chipper field environmental reporting		
34-100	Other Services Temporary Personnel	\$44,014.29	\$55,000.00	\$54,356.00	\$55,000.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Funding for temporary staff during vacancies, vacations, special events, emergencies and Chipper Field remediation services		
40-000	Travel and Per Diem Travel	\$650.00	\$400.00	\$620.00	\$600.00	\$200.00
	Comment: Level			Comment:		
	Department Entry			Sunpass in garbage trucks to facilitate shorter travel times and distances to dump		
41-100	Communications Services Cellular	\$536.22	\$550.00	\$500.00	\$550.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual costs for cellular service		
42-000	Freight and Postage Services Postage	\$954.23	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00
	Comment: Level			Comment:		
	Department Entry			Postage for past due collection notices		
43-400	Utility Services Miami-Dade Solid Waste Fees	\$325,340.69	\$345,000.00	\$300,000.00	\$345,000.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual cost for dumping services paid to the County		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	405	Sanitation				
Department	39	Public Works				
Division	3000	Sanitation				
Program	00	None				
Activity	534	Garbage/Solid Waste Services				
43-410	Utility Services Waste Management Fees	\$326,344.52	\$315,000.00	\$314,947.00	\$350,000.00	\$35,000.00
	Comment:	Level		Comment		
		Department Entry		Estimated annual cost for solid waste disposal		
43-420	Utility Services Waste Disposal-Transfer Station	\$0.00	\$5,000.00	\$0.00	\$0.00	(\$5,000.00)
	Comment:	Level		Comment		
		Department Entry		Estimated annual cost for transfer station for emergency dumping services		
44-000	Rentals and Leases Equipment Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment:	Level		Comment		
		Department Entry		Funding to rent specialized equipment for projects identified during the year		
45-000	Insurance ISF: Risk Management	\$12,471.00	\$10,486.00	\$10,486.00	\$11,370.00	\$884.00
	Comment:	Level		Comment		
		Department Entry		Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League		
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	\$455,808.00	\$431,957.00	\$431,957.00	\$435,681.00	\$3,724.00
	Comment:	Level		Comment		
		Department Entry		Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League		
46-100	Repair and Maintenance Services Vehicle Maintenance	\$7,042.92	\$0.00	\$7,000.00	\$7,000.00	\$7,000.00
	Comment:	Level		Comment		
		Department Entry		Vehicle maintenance costs		
46-200	Repair and Maintenance Services Repairs and Maintenance	\$5,412.56	\$4,920.00	\$10,278.00	\$7,500.00	\$2,580.00
	Comment:	Level		Comment		
		Department Entry		Funding allocated for repairs and maintenance		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	405	Sanitation				
Department	39	Public Works				
Division	3000	Sanitation				
Program	00	None				
Activity	534	Garbage/Solid Waste Services				
47-000	Printing and Binding Printing	\$282.18	\$1,000.00	\$0.00	\$0.00	(\$1,000.00)
	Comment: Level	Comment				
	Department Entry	Printing for recycling, statements, invoices, courtesy notices and recycling pamphlets				
48-000	Promotional Activities Promotional Activities	\$4,703.22	\$10,000.00	\$9,369.00	\$10,000.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Estimated cost for vacant position advertisements				
49-400	Other Current Charges and Obligations Bank Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Other current charges and obligations bank charges				
49-420	Other Current Charges and Obligations Miami-Dade Collection Fees	\$0.00	\$27,000.00	\$27,000.00	\$27,000.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Fees charged by Miami Dade County for collection of sanitation assessments on the property tax bill				
49-800	Other Current Charges and Obligations Licenses and Permits	\$875.00	\$1,000.00	\$955.00	\$1,000.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Annual DERM review fee				
51-000	Office Supplies Office Supplies	\$336.21	\$300.00	\$221.00	\$200.00	(\$100.00)
	Comment: Level	Comment				
	Department Entry	Estimated costs for general office supplies (pen, paper, etc.)				
52-200	Operating Supplies Other Operating Supplies	\$51,479.98	\$40,000.00	\$36,814.00	\$40,000.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Funding for specialized items related to sanitation, not specifically identified in other line items				

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	405	Sanitation				
Department	39	Public Works				
Division	3000	Sanitation				
Program	00	None				
Activity	534	Garbage/Solid Waste Services				
52-300	Operating Supplies Kitchen	\$831.24	\$1,300.00	\$1,333.00	\$1,357.00	\$57.00
	Comment: Level			Comment:		
	Department Entry			Kitchen supplies		
52-400	Operating Supplies Uniforms	\$5,480.35	\$2,000.00	\$3,178.00	\$3,500.00	\$1,500.00
	Comment: Level			Comment:		
	Department Entry			Per employee funding for contractually specified uniforms: (5) shirts, (5) pants		
55-000	Training Training and Education	\$0.00	\$100.00	\$0.00	\$0.00	(\$100.00)
	Comment: Level			Comment:		
	Department Entry			Funding to provide training on use of machinery and equipment		
59-000	Depreciation Depreciation	\$138,638.00	\$134,400.00	\$134,400.00	\$164,000.00	\$29,600.00
	Comment: Level			Comment:		
	Department Entry			Estimated contribution to the renewal and replacement fund		
<u>Total: Operating Expenditures/Expenses</u>		\$1,381,912.86	\$1,385,413.00	\$1,350,884.00	\$1,467,258.00	\$81,845.00
<u>Capital Outlay</u>						
64-000	Machinery and Equipment Machinery and Equipment	\$0.00	\$18,500.00	\$24,841.00	\$0.00	(\$18,500.00)
	Comment: Level			Comment:		
	Department Entry			Map and sign printer and upgrade of the Motor Pool Computer System		
64-100	Machinery and Equipment Vehicles	\$0.00	\$330,000.00	\$330,000.00	\$238,000.00	(\$92,000.00)
	Comment: Level			Comment:		
	Department Entry			Replace Loader [V-36] and V-0524 Trash Truck		
<u>Total: Capital Outlay</u>		\$0.00	\$348,500.00	\$354,841.00	\$238,000.00	(\$110,500.00)
Activity Total: Garbage/Solid Waste Services		(\$2,294,398.56)	(\$2,674,400.00)	(\$2,605,236.00)	(\$2,739,278.00)	(\$64,878.00)

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	405					
	Sanitation					
Department	39					
	Public Works					
Division	3000					
	Sanitation					
Program	00					
	None					
Activity	581					
	Inter-Fund Group Transfers Out					
<u>Other Uses</u>						
95-000	Other Nonoperating Uses - Proprietary Funds Management Fees	\$350,000.00	\$350,000.00	\$350,000.00	\$350,000.00	\$0.00
	Comment:					
	Level					
	Department Entry					
				Management fee paid to General Fund to offset administrative services costs provided by non-sanitation staff		
99-000	Other Uses Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Uses</u>		\$350,000.00	\$350,000.00	\$350,000.00	\$350,000.00	\$0.00
Activity Total: Inter-Fund Group Transfers Out		(\$350,000.00)	(\$350,000.00)	(\$350,000.00)	(\$350,000.00)	\$0.00
Program Total: None		(\$2,644,398.56)	(\$3,024,400.00)	(\$2,955,236.00)	(\$3,089,278.00)	(\$64,878.00)
Division Total: Sanitation		(\$2,644,398.56)	(\$3,024,400.00)	(\$2,955,236.00)	(\$3,089,278.00)	(\$64,878.00)
Department Total: Public Works		(\$2,644,398.56)	(\$3,024,400.00)	(\$2,955,236.00)	(\$3,089,278.00)	(\$64,878.00)
Fund Total: Sanitation		(\$2,644,398.56)	(\$3,024,400.00)	(\$2,955,236.00)	(\$3,089,278.00)	(\$64,878.00)
Net Grand Totals:		(\$2,644,398.56)	(\$3,024,400.00)	(\$2,955,236.00)	(\$3,089,278.00)	(\$64,878.00)

PUBLIC WORKS DEPARTMENT
Stormwater Fund

Services, Functions and Activities

The Stormwater Division of the Public Works Department works in conjunction with the Streets Division to manage stormwater and local option (street maintenance) applications.

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

BUDGET HIGHLIGHTS

	<u>FY'15</u>	<u>FY'16</u>	<u>Change</u>
Personnel Services.....	\$ 82,015	\$ 93,557	\$ 11,542
Operating Expenditures/Expenses	111,849	110,078	(1,771)
Capital Outlay	-	10,000	10,000
Other Uses.....	61,830	45,000	(16,830)
TOTAL	<u>\$ 255,694</u>	<u>\$ 258,635</u>	<u>\$ 2,941</u>

*The comment(s) for each line item can be found below the account and amounts on the following pages

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	402	Stormwater				
Department	39	Public Works				
Division	3500	Stormwater				
Program	00	None				
Activity	538	Flood Control/Stormwater Mgmt				
<u>Personnel Services</u>						
12-000	Regular Salaries and Wages Salaries	\$56,261.70	\$58,803.00	\$58,803.00	\$60,847.00	\$2,044.00
	Comment: Level			Comment		
	Department Entry			(1) Equipment Operator I (1) Maintenance Worker I		
14-000	Overtime Overtime	\$2,644.22	\$2,000.00	\$4,190.00	\$5,312.00	\$3,312.00
	Comment: Level			Comment		
	Department Entry			Wages for excess hours and special events		
16-000	Compensated Annual Leave Vacation	(\$939.66)	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Compensated annual leave vacation		
18-100	Compensated Compensatory Leave Longevity	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00	(\$500.00)
	Comment: Level			Comment		
	Department Entry			Benefit paid to tenured employees per policy		
18-200	Compensated Compensatory Leave Accumulated Leave Settlement	\$4,907.55	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Estimated cost for payout of accumulated leave for employees expected to retire or separate employment		
21-000	Payroll Taxes Employer Fica and Medicare	\$4,603.19	\$4,804.00	\$4,766.00	\$5,176.00	\$372.00
	Comment: Level			Comment		
	Department Entry			Social Security and Medicare taxes		
23-000	Life and Health Insurance Health Insurance	\$8,199.60	\$10,331.00	\$10,331.00	\$12,914.00	\$2,583.00
	Comment: Level			Comment		
	Department Entry			Estimated annual employee costs for health insurance benefits		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	402	Stormwater				
Department	39	Public Works				
Division	3500	Stormwater				
Program	00	None				
Activity	538	Flood Control/Stormwater Mgmt				
23-100	Life and Health Insurance Dental	\$305.60	\$295.00	\$295.00	\$381.00	\$86.00
	Comment: Level	Comment				
	Department Entry	Estimated annual employee costs for dental insurance benefits				
23-200	Life and Health Insurance Long-Term Care	\$125.05	\$102.00	\$102.00	\$102.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Estimated annual employee costs for long-term care insurance benefits				
24-000	Workers' Compensation Workers' Compensation	\$2,207.00	\$1,880.00	\$1,880.00	\$5,325.00	\$3,445.00
	Comment: Level	Comment				
	Department Entry	Allocated costs of workers' compensation premiums paid to the Florida League				
26-000	Other Postemployment Benefits (OPEB) OPEB	\$1,797.00	\$1,800.00	\$1,800.00	\$2,000.00	\$200.00
	Comment: Level	Comment				
	Department Entry	Estimated annual Other Post Employment Benefit employee costs for health, dental and other contractually obligated non-liability benefits				
29-990	Personnel Services Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level	Comment				
	Department Entry	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				
Total: Personnel Services		\$82,111.25	\$82,015.00	\$83,667.00	\$93,557.00	\$11,542.00
<u>Operating Expenditures/Expenses</u>						
31-000	Professional Services Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Professional Services				

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	402	Stormwater				
Department	39	Public Works				
Division	3500	Stormwater				
Program	00	None				
Activity	538	Flood Control/Stormwater Mgmt				
31-300	Professional Services Engineering	\$0.00	\$10,000.00	\$0.00	\$0.00	(\$10,000.00)
	Comment: Level			Comment:		
	Department Entry			Funding for professional engineering design services for stormwater drainage system		
34-000	Other Services Contract Services	\$4,797.50	\$16,000.00	\$5,000.00	\$5,500.00	(\$10,500.00)
	Comment: Level			Comment:		
	Department Entry			Preliminary cost for stormwater basin rehabilitation program		
42-000	Freight and Postage Services Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Freight and Postage Services		
43-100	Utility Services Electric	\$2,943.70	\$2,559.00	\$1,500.00	\$3,000.00	\$441.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual costs for electrical services based on current actual FPL usage		
43-400	Utility Services Miami-Dade Solid Waste Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Miami-Dade solid waste fees		
45-000	Insurance ISF: Risk Management	\$1,430.00	\$1,090.00	\$1,090.00	\$1,721.00	\$631.00
	Comment: Level			Comment:		
	Department Entry			Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League		
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	\$10,177.00	\$8,561.00	\$8,561.00	\$9,017.00	\$456.00
	Comment: Level			Comment:		
	Department Entry			Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	402	Stormwater				
Department	39	Public Works				
Division	3500	Stormwater				
Program	00	None				
Activity	538	Flood Control/Stormwater Mgmt				
46-200	Repair and Maintenance Services Repairs and Maintenance	\$3,789.00	\$5,000.00	\$18,532.00	\$5,000.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Funding allocated for repairs and maintenance				
47-000	Printing and Binding Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Printing and Binding				
48-000	Promotional Activities Promotional Activities	\$0.00	\$300.00	\$0.00	\$0.00	(\$300.00)
	Comment: Level	Comment				
	Department Entry	Estimated cost for vacant position advertisements				
49-800	Other Current Charges and Obligations Licenses and Permits	\$4,090.52	\$4,000.00	\$3,931.00	\$4,500.00	\$500.00
	Comment: Level	Comment				
	Department Entry	Annual filing fee with DERM				
51-000	Office Supplies Office Supplies	\$86.92	\$50.00	\$80.00	\$80.00	\$30.00
	Comment: Level	Comment				
	Department Entry	Estimated costs for general office supplies (pens, paper, etc.)				
52-200	Operating Supplies Other Operating Supplies	\$407.27	\$5,044.00	\$2,000.00	\$4,000.00	(\$1,044.00)
	Comment: Level	Comment				
	Department Entry	Costs for materials required that are not specially classified in other departmental line items				
52-400	Operating Supplies Uniforms	\$94.75	\$300.00	\$392.00	\$360.00	\$60.00
	Comment: Level	Comment				
	Department Entry	Per employee funding for contractually specified uniforms: (5) shirts, (5) pants				

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	402	Stormwater				
Department	39	Public Works				
Division	3500	Stormwater				
Program	00	None				
Activity	538	Flood Control/Stormwater Mgmt				
59-000	Depreciation Depreciation	\$55,610.00	\$58,945.00	\$58,945.00	\$76,900.00	\$17,955.00
	Comment: Level			Comment:		
	Department Entry			Funding for year-end depreciation charges for fund assets		
Total: Operating Expenditures/Expenses		\$83,426.66	\$111,849.00	\$100,031.00	\$110,078.00	(\$1,771.00)
<u>Capital Outlay</u>						
63-200	Infrastructure Water & Sewer Project	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
	Comment: Level			Comment:		
	Department Entry			GPS to locate and map drains		
Total: Capital Outlay		\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
Activity Total: Flood Control/Stormwater Mgmt		(\$165,537.91)	(\$193,864.00)	(\$183,698.00)	(\$213,635.00)	(\$19,771.00)
Activity	581	Inter-Fund Group Transfers Out				
<u>Other Uses</u>						
95-000	Other Nonoperating Uses - Proprietary Funds Management Fees	\$45,000.00	\$50,000.00	\$45,000.00	\$45,000.00	(\$5,000.00)
	Comment: Level			Comment:		
	Department Entry			Management fee paid to General Fund to offset administrative service costs provided for non-stormwater staff		
99-000	Other Uses Contingency	\$0.00	\$11,830.00	\$0.00	\$0.00	(\$11,830.00)
Total: Other Uses		\$45,000.00	\$61,830.00	\$45,000.00	\$45,000.00	(\$16,830.00)
Activity Total: Inter-Fund Group Transfers Out		(\$45,000.00)	(\$61,830.00)	(\$45,000.00)	(\$45,000.00)	\$16,830.00
Program Total: None		(\$210,537.91)	(\$255,694.00)	(\$228,698.00)	(\$258,635.00)	(\$2,941.00)
Division Total: Stormwater		(\$210,537.91)	(\$255,694.00)	(\$228,698.00)	(\$258,635.00)	(\$2,941.00)
Department Total: Public Works		(\$210,537.91)	(\$255,694.00)	(\$228,698.00)	(\$258,635.00)	(\$2,941.00)
Fund Total: Stormwater		(\$210,537.91)	(\$255,694.00)	(\$228,698.00)	(\$258,635.00)	(\$2,941.00)
Net Grand Totals:		(\$210,537.91)	(\$255,694.00)	(\$228,698.00)	(\$258,635.00)	(\$2,941.00)

Miami Shores Village, FL Live

Expense Budget Worksheet Report

**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.

BUDGET HIGHLIGHTS

	<u>FY'15</u>	<u>FY'16</u>	<u>Change</u>
Personnel Services.....	\$ 187,474	\$ 201,452	\$ 13,978
Operating Expenditures/Expenses	887,780	933,631	45,851
Capital Outlay	170,000	205,000	35,000
TOTAL	<u>\$ 1,245,254</u>	<u>\$ 1,340,083</u>	<u>\$ 94,829</u>

*The comment(s) for each line item can be found below the account and amounts on the following pages

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	550	Fleet Maintenance				
Department	39	Public Works				
Division	6000	Fleet Maintenance				
Program	00	None				
Activity	539	Other Physical Environment				
<u>Personnel Services</u>						
12-000	Regular Salaries and Wages Salaries	\$143,781.31	\$150,574.00	\$148,864.00	\$155,711.00	\$5,137.00
	Comment: Level			Comment		
	Department Entry			(3) Equipment Mechanics (1) Auto Detailer		
14-000	Overtime Overtime	\$1,006.43	\$500.00	\$1,464.00	\$1,502.00	\$1,002.00
	Comment: Level			Comment		
	Department Entry			Funding for unanticipated operational needs		
16-000	Compensated Annual Leave Vacation	(\$770.38)	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Compensated Annual Leave Vacation		
18-100	Compensated Compensatory Leave Longevity	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	(\$500.00)
	Comment: Level			Comment		
	Department Entry			Benefit paid to tenured employees per policy		
21-000	Payroll Taxes Employer Fica and Medicare	\$10,877.33	\$11,672.00	\$11,577.00	\$12,103.00	\$431.00
	Comment: Level			Comment		
	Department Entry			Social Security and Medicare taxes		
23-000	Life and Health Insurance Health Insurance	\$24,188.82	\$20,663.00	\$20,663.00	\$25,829.00	\$5,166.00
	Comment: Level			Comment		
	Department Entry			Estimated annual employee costs for health insurance benefits		
23-100	Life and Health Insurance Dental	\$513.62	\$592.00	\$592.00	\$763.00	\$171.00
	Comment: Level			Comment		
	Department Entry			Estimated annual employee costs for dental insurance benefits		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	550	Fleet Maintenance				
Department	39	Public Works				
Division	6000	Fleet Maintenance				
Program	00	None				
Activity	539	Other Physical Environment				
23-200	Life and Health Insurance Long-Term Care	\$248.30	\$178.00	\$178.00	\$178.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual employee costs for long-term care insurance benefits		
24-000	Workers' Compensation	\$1,870.00	\$1,795.00	\$1,795.00	\$4,366.00	\$2,571.00
	Comment: Level			Comment:		
	Department Entry			Allocated costs of workers' compensation premiums paid to the Florida League		
29-990	Personnel Services Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			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		
<u>Total: Personnel Services</u>		\$183,215.43	\$187,474.00	\$186,133.00	\$201,452.00	\$13,978.00
<u>Operating Expenditures/Expenses</u>						
41-100	Communications Services Cellular	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Funding for AT&T cellular phone		
43-100	Utility Services Electric	\$5,527.06	\$5,388.00	\$5,804.00	\$6,000.00	\$612.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual cost for electrical services based on current actual FPL usage		
43-200	Utility Services Water	\$2,020.09	\$2,000.00	\$2,115.00	\$2,300.00	\$300.00
	Comment: Level			Comment:		
	Department Entry			Estimated funding for water consumption		
45-000	Insurance ISF: Risk Management	\$14,213.00	\$13,361.00	\$13,361.00	\$14,941.00	\$1,580.00
	Comment: Level			Comment:		
	Department Entry			Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	550	Fleet Maintenance				
Department	39	Public Works				
Division	6000	Fleet Maintenance				
Program	00	None				
Activity	539	Other Physical Environment				
45-100	Insurance ISF: Auto Insurance	\$80,207.00	\$80,570.00	\$80,570.00	\$97,965.00	\$17,395.00
	Comment: Level	Comment				
	Department Entry	Consolidated costs for automobile and equipment liability for the Village's fleet				
46-200	Repair and Maintenance Services Repairs and Maintenance	\$6,921.59	\$5,500.00	\$5,500.00	\$6,000.00	\$500.00
	Comment: Level	Comment				
	Department Entry	Funding allocated for repairs and maintenance				
47-000	Printing and Binding Printing	\$146.49	\$100.00	\$0.00	\$0.00	(\$100.00)
	Comment: Level	Comment				
	Department Entry	Funding to print shop work orders and other inventory control reports				
49-000	Other Current Charges and Obligations Other Current Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Advertisement for available positions				
49-400	Other Current Charges and Obligations Bank Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Other current charges and obligations bank charges				
49-800	Other Current Charges and Obligations Licenses and Permits	\$65.84	\$200.00	\$0.00	\$70.00	(\$130.00)
	Comment: Level	Comment				
	Department Entry	Annual fee to operate facility				
51-000	Office Supplies Office Supplies	\$50.00	\$50.00	\$50.00	\$50.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Miscellaneous supplies				

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	550	Fleet Maintenance				
Department	39	Public Works				
Division	6000	Fleet Maintenance				
Program	00	None				
Activity	539	Other Physical Environment				
52-110	Operating Supplies Solvents	\$383.26	\$900.00	\$700.00	\$800.00	(\$100.00)
	Comment: Level			Comment		
	Department Entry			Funding for special fleet solvent costs		
52-120	Operating Supplies Oil, Lubricants and Other Fluids	\$3,082.38	\$3,500.00	\$3,200.00	\$3,500.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Funding for specialized oils used on police vehicles		
52-130	Operating Supplies Village Hall Generator - Gas	\$0.00	\$2,000.00	\$3,000.00	\$500.00	(\$1,500.00)
	Comment: Level			Comment		
	Department Entry			Funding to fuel the Village's emergency generators		
52-200	Operating Supplies Other Operating Supplies	\$18,129.45	\$20,000.00	\$21,690.00	\$20,000.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Funding for materials and supplies used in the division not specifically listed in other lines, i.e., equipment and supplies to operate fleet garage		
52-220	Operating Supplies Vehicle Conversion Costs	\$14,235.74	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Funding for repairs, materials and supplies to upgrade older vehicles		
52-400	Operating Supplies Uniforms	\$563.25	\$500.00	\$727.00	\$720.00	\$220.00
	Comment: Level			Comment		
	Department Entry			Per employee funding for contractually determined uniforms: (5) shirts, (5) pants		
55-000	Training Training and Education	\$597.00	\$4,310.00	\$400.00	\$800.00	(\$3,510.00)
	Comment: Level			Comment		
	Department Entry			Recertification training for mechanics		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	550	Fleet Maintenance				
Department	39	Public Works				
Division	6000	Fleet Maintenance				
Program	00	None				
Activity	539	Other Physical Environment				
59-000	Depreciation Depreciation	\$214,490.00	\$132,960.00	\$132,960.00	\$165,451.00	\$32,491.00
	Comment: Level			Comment:		
	Department Entry			Depreciation on vehicles and equipment		
<u>Total: Operating Expenditures/Expenses</u>		\$360,632.15	\$286,339.00	\$285,077.00	\$334,097.00	\$47,758.00
<u>Capital Outlay</u>						
64-000	Machinery and Equipment Machinery and Equipment	\$0.00	\$15,000.00	\$15,000.00	\$8,000.00	(\$7,000.00)
	Comment: Level			Comment:		
	Department Entry			Replace 1 lawnmower		
64-100	Machinery and Equipment Vehicles	\$0.00	\$155,000.00	\$155,000.00	\$197,000.00	\$42,000.00
	Comment: Level			Comment:		
	Department Entry			Replace 2001 E150 Van, Box Truck 9767, PW Director's vehicle #0202, 2 Police vehicles and V-0463 F250 Pickup Truck		
64-150	Machinery and Equipment Vehicle Conversion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$0.00	\$170,000.00	\$170,000.00	\$205,000.00	\$35,000.00
Activity Total: Other Physical Environment		(\$543,847.58)	(\$643,813.00)	(\$641,210.00)	(\$740,549.00)	(\$96,736.00)
Activity	581	Inter-Fund Group Transfers Out				
<u>Other Uses</u>						
91-201	Interfund Transfers Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
99-000	Other Uses Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Other Uses</u>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Activity Total: Inter-Fund Group Transfers Out		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Total: None		(\$543,847.58)	(\$643,813.00)	(\$641,210.00)	(\$740,549.00)	(\$96,736.00)
Program	60	Fleet Maintenance				
	539	Other Physical Environment				
<u>Operating Expenditures/Expenses</u>						

Expense Budget Worksheet Report

46-100	Repair and Maintenance Services Vehicle Maintenance	\$1,044.29	\$1,200.00	\$1,174.00	\$1,500.00	\$300.00
	Comment: Level			Comment:		
	Department Entry			Vehicle maintenance cost		
52-100	Operating Supplies Gas, Oil and Lubricants	\$4,915.07	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Funding for fuel and lubricant costs		
52-700	Operating Supplies Tires	\$0.00	\$206.00	\$120.00	\$120.00	(\$86.00)
	Comment: Level			Comment:		
	Department Entry			Funding for tires		
Total: Operating Expenditures/Expenses		\$5,959.36	\$6,406.00	\$6,294.00	\$6,620.00	\$214.00
Activity Total: Other Physical Environment		(\$5,959.36)	(\$6,406.00)	(\$6,294.00)	(\$6,620.00)	(\$214.00)
Program Total: Fleet Maintenance		(\$5,959.36)	(\$6,406.00)	(\$6,294.00)	(\$6,620.00)	(\$214.00)
Program	61			Building		
Activity	539			Other Physical Environment		
<u>Operating Expenditures/Expenses</u>						
46-100	Repair and Maintenance Services Vehicle Maintenance	\$187.04	\$150.00	\$200.00	\$300.00	\$150.00
	Comment: Level			Comment:		
	Department Entry			Vehicle maintenance cost		
52-100	Operating Supplies Gas, Oil and Lubricants	\$1,787.76	\$600.00	\$1,000.00	\$1,200.00	\$600.00
	Comment: Level			Comment:		
	Department Entry			Funding for fuel and lubricant costs		
52-700	Operating Supplies Tires	\$0.00	\$206.00	\$0.00	\$120.00	(\$86.00)
	Comment: Level			Comment:		
	Department Entry			Funding for tires		
Total: Operating Expenditures/Expenses		\$1,974.80	\$956.00	\$1,200.00	\$1,620.00	\$664.00
Activity Total: Other Physical Environment		(\$1,974.80)	(\$956.00)	(\$1,200.00)	(\$1,620.00)	(\$664.00)
Program Total: Building		(\$1,974.80)	(\$956.00)	(\$1,200.00)	(\$1,620.00)	(\$664.00)
	62			Code Compliance		
	539			Other Physical Environment		
<u>Operating Expenditures/Expenses</u>						

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	550	Fleet Maintenance				
Department	39	Public Works				
Division	6000	Fleet Maintenance				
	62	Code Compliance				
	539	Other Physical Environment				
46-100	Repair and Maintenance Services Vehicle Maintenance	\$99.63	\$1,200.00	\$500.00	\$2,000.00	\$800.00
	Comment: Level			Comment		
	Department Entry			Vehicle maintenance cost		
52-100	Operating Supplies Gas, Oil and Lubricants	\$2,669.68	\$2,905.00	\$3,000.00	\$3,000.00	\$95.00
	Comment: Level			Comment		
	Department Entry			Funding for fuel and lubricant costs		
52-700	Operating Supplies Tires	\$0.00	\$309.00	\$100.00	\$200.00	(\$109.00)
	Comment: Level			Comment		
	Department Entry			Funding for tires		
Total: Operating Expenditures/Expenses		\$2,769.31	\$4,414.00	\$3,600.00	\$5,200.00	\$786.00
Activity Total: Other Physical Environment		(\$2,769.31)	(\$4,414.00)	(\$3,600.00)	(\$5,200.00)	(\$786.00)
Program Total: Code Compliance		(\$2,769.31)	(\$4,414.00)	(\$3,600.00)	(\$5,200.00)	(\$786.00)
Program	63	Police				
Activity	539	Other Physical Environment				
<u>Operating Expenditures/Expenses</u>						
46-100	Repair and Maintenance Services Vehicle Maintenance	\$32,681.93	\$35,000.00	\$32,000.00	\$32,000.00	(\$3,000.00)
	Comment: Level			Comment		
	Department Entry			Vehicle maintenance cost		
52-100	Operating Supplies Gas, Oil and Lubricants	\$164,181.50	\$170,921.00	\$150,000.00	\$164,000.00	(\$6,921.00)
	Comment: Level			Comment		
	Department Entry			Funding for fuel and lubricant costs		
52-700	Operating Supplies Tires	\$8,605.71	\$12,117.00	\$15,000.00	\$16,000.00	\$3,883.00
	Comment: Level			Comment		
	Department Entry			Funding for tires		

Expense Budget Worksheet Report

<u>Total: Operating Expenditures/Expenses</u>		\$205,469.14	\$218,038.00	\$197,000.00	\$212,000.00	(\$6,038.00)
Activity Total: Other Physical Environment		(\$205,469.14)	(\$218,038.00)	(\$197,000.00)	(\$212,000.00)	\$6,038.00
Program Total: Police		(\$205,469.14)	(\$218,038.00)	(\$197,000.00)	(\$212,000.00)	\$6,038.00
Program	64	Parks Division				
Activity	539	Other Physical Environment				
<u>Operating Expenditures/Expenses</u>						
46-100	Repair and Maintenance Services Vehicle Maintenance	\$4,510.41	\$7,000.00	\$5,500.00	\$6,500.00	(\$500.00)
	Comment:	Level		Comment		
		Department Entry		Vehicle maintenance cost		
52-100	Operating Supplies Gas, Oil and Lubricants	\$10,732.66	\$11,500.00	\$11,500.00	\$12,000.00	\$500.00
	Comment:	Level		Comment		
		Department Entry		Funding for fuel and lubricant costs		
52-700	Operating Supplies Tires	\$1,191.98	\$2,456.00	\$1,300.00	\$1,400.00	(\$1,056.00)
	Comment:	Level		Comment		
		Department Entry		Funding for tires		
<u>Total: Operating Expenditures/Expenses</u>		\$16,435.05	\$20,956.00	\$18,300.00	\$19,900.00	(\$1,056.00)
Activity Total: Other Physical Environment		(\$16,435.05)	(\$20,956.00)	(\$18,300.00)	(\$19,900.00)	\$1,056.00
Program Total: Parks Division		(\$16,435.05)	(\$20,956.00)	(\$18,300.00)	(\$19,900.00)	\$1,056.00
	65	Facilities Maintenance/Streets				
	539	Other Physical Environment				
<u>Operating Expenditures/Expenses</u>						
46-100	Repair and Maintenance Services Vehicle Maintenance	\$3,089.38	\$3,000.00	\$7,000.00	\$18,000.00	\$15,000.00
	Comment:	Level		Comment		
		Department Entry		Vehicle maintenance cost		
52-100	Operating Supplies Gas, Oil and Lubricants	\$11,919.05	\$13,000.00	\$12,000.00	\$12,500.00	(\$500.00)
	Comment:	Level		Comment		
		Department Entry		Funding for fuel and lubricant costs		
52-700	Operating Supplies Tires	\$0.00	\$824.00	\$700.00	\$750.00	(\$74.00)
	Comment:	Level		Comment		
		Department Entry		Funding for tires		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	550	Fleet Maintenance				
Department	39	Public Works				
Division	6000	Fleet Maintenance				
	65	Facilities Maintenance/Streets				
	539	Other Physical Environment				
<u>Total: Operating Expenditures/Expenses</u>		\$15,008.43	\$16,824.00	\$19,700.00	\$31,250.00	\$14,426.00
Activity Total: Other Physical Environment		(\$15,008.43)	(\$16,824.00)	(\$19,700.00)	(\$31,250.00)	(\$14,426.00)
Program Total: Facilities Maintenance/Streets		(\$15,008.43)	(\$16,824.00)	(\$19,700.00)	(\$31,250.00)	(\$14,426.00)
Program	66	Public Works Administration				
Activity	539	Other Physical Environment				
<u>Operating Expenditures/Expenses</u>						
46-100	Repair and Maintenance Services Vehicle Maintenance	\$2,151.30	\$3,000.00	\$2,582.00	\$3,000.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Vehicle maintenance cost		
52-100	Operating Supplies Gas, Oil and Lubricants	\$3,190.00	\$3,540.00	\$3,500.00	\$3,600.00	\$60.00
	Comment: Level			Comment:		
	Department Entry			Funding for fuel and lubricant costs		
52-700	Operating Supplies Tires	\$0.00	\$515.00	\$515.00	\$515.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Funding for tires		
<u>Total: Operating Expenditures/Expenses</u>		\$5,341.30	\$7,055.00	\$6,597.00	\$7,115.00	\$60.00
Activity Total: Other Physical Environment		(\$5,341.30)	(\$7,055.00)	(\$6,597.00)	(\$7,115.00)	(\$60.00)
Program Total: Public Works Administration		(\$5,341.30)	(\$7,055.00)	(\$6,597.00)	(\$7,115.00)	(\$60.00)
	67	Recreation Maintenance				
	539	Other Physical Environment				
<u>Operating Expenditures/Expenses</u>						
46-100	Repair and Maintenance Services Vehicle Maintenance	\$1,191.26	\$4,000.00	\$3,600.00	\$4,000.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Vehicle maintenance cost		

Expense Budget Worksheet Report

52-100	Operating Supplies Gas, Oil and Lubricants	\$4,921.81	\$5,200.00	\$5,100.00	\$200.00	(\$5,000.00)
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Comment: Level Comment

Department Entry	Funding for fuel and lubricant costs
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52-700	Operating Supplies Tires	\$0.00	\$515.00	\$515.00	\$515.00	\$0.00
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Comment: Level Comment

Department Entry	Funding for tires
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<u>Total: Operating Expenditures/Expenses</u>	\$6,113.07	\$9,715.00	\$9,215.00	\$4,715.00	(\$5,000.00)
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Activity Total: Other Physical Environment	(\$6,113.07)	(\$9,715.00)	(\$9,215.00)	(\$4,715.00)	\$5,000.00
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Program Total: Recreation Maintenance	(\$6,113.07)	(\$9,715.00)	(\$9,215.00)	(\$4,715.00)	\$5,000.00
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Program	68	Recreation
Activity	539	Other Physical Environment

Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	\$1,092.46	\$3,000.00	\$2,500.00	\$2,000.00	(\$1,000.00)
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Comment: Level Comment

Department Entry	Vehicle maintenance cost
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52-100	Operating Supplies Gas, Oil and Lubricants	\$2,405.06	\$4,120.00	\$3,291.00	\$3,350.00	(\$770.00)
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Comment: Level Comment

Department Entry	Funding for fuel and lubricant costs
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52-700	Operating Supplies Tires	\$433.32	\$892.00	\$515.00	\$515.00	(\$377.00)
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Comment: Level Comment

Department Entry	Funding for tires
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<u>Total: Operating Expenditures/Expenses</u>	\$3,930.84	\$8,012.00	\$6,306.00	\$5,865.00	(\$2,147.00)
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Activity Total: Other Physical Environment	(\$3,930.84)	(\$8,012.00)	(\$6,306.00)	(\$5,865.00)	\$2,147.00
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Program Total: Recreation	(\$3,930.84)	(\$8,012.00)	(\$6,306.00)	(\$5,865.00)	\$2,147.00
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69	Village Manager
539	Other Physical Environment

Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	\$680.86	\$800.00	\$600.00	\$800.00	\$0.00
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Comment: Level Comment

Department Entry	Vehicle maintenance cost
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Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	550	Fleet Maintenance				
Department	39	Public Works				
Division	6000	Fleet Maintenance				
	69	Village Manager				
	539	Other Physical Environment				
52-100	Operating Supplies Gas, Oil and Lubricants	\$1,619.60	\$1,489.00	\$1,700.00	\$1,800.00	\$311.00
	Comment:	Level		Comment		
		Department Entry		Funding for fuel and lubricant costs		
52-700	Operating Supplies Tires	\$0.00	\$122.00	\$122.00	\$122.00	\$0.00
	Comment:	Level		Comment		
		Department Entry		Funding for tires		
Total: Operating Expenditures/Expenses		\$2,300.46	\$2,411.00	\$2,422.00	\$2,722.00	\$311.00
Activity Total: Other Physical Environment		(\$2,300.46)	(\$2,411.00)	(\$2,422.00)	(\$2,722.00)	(\$311.00)
Program Total: Village Manager		(\$2,300.46)	(\$2,411.00)	(\$2,422.00)	(\$2,722.00)	(\$311.00)
Program	70	Planning and Zoning				
Activity	539	Other Physical Environment				
Operating Expenditures/Expenses						
46-100	Repair and Maintenance Services Vehicle Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment:	Level		Comment		
		Department Entry		Vehicle maintenance cost		
Total: Operating Expenditures/Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Activity Total: Other Physical Environment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Total: Planning and Zoning		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	71	Sanitation				
	539	Other Physical Environment				
Operating Expenditures/Expenses						
46-100	Repair and Maintenance Services Vehicle Maintenance	\$59,212.35	\$65,000.00	\$65,000.00	\$70,000.00	\$5,000.00
	Comment:	Level		Comment		
		Department Entry		Vehicle maintenance cost		
52-100	Operating Supplies Gas, Oil	\$140,679.23	\$165,000.00	\$145,000.00	\$150,000.00	(\$15,000.00)

Expense Budget Worksheet Report

and Lubricants

		Comment:	Level	Comment		
		Department Entry		Funding for fuel and lubricant costs		
52-700	Operating Supplies Tires	\$21,760.13	\$35,000.00	\$35,000.00	\$37,000.00	\$2,000.00
		Comment:	Level	Comment		
		Department Entry		Funding for tires		
<u>Total: Operating Expenditures/Expenses</u>		\$221,651.71	\$265,000.00	\$245,000.00	\$257,000.00	(\$8,000.00)
Activity Total: Other Physical Environment		(\$221,651.71)	(\$265,000.00)	(\$245,000.00)	(\$257,000.00)	\$8,000.00
Program Total: Sanitation		(\$221,651.71)	(\$265,000.00)	(\$245,000.00)	(\$257,000.00)	\$8,000.00
Program	72	Stormwater				
Activity	539	Other Physical Environment				
<u>Operating Expenditures/Expenses</u>						
46-100	Repair and Maintenance Services Vehicle Maintenance	\$61.22	\$800.00	\$800.00	\$800.00	\$0.00
		Comment:	Level	Comment		
		Department Entry		Vehicle maintenance cost		
52-100	Operating Supplies Gas, Oil and Lubricants	\$784.73	\$3,500.00	\$2,500.00	\$3,500.00	\$0.00
		Comment:	Level	Comment		
		Department Entry		Funding for fuel and lubricant costs		
52-700	Operating Supplies Tires	\$0.00	\$927.00	\$900.00	\$1,000.00	\$73.00
		Comment:	Level	Comment		
		Department Entry		Funding for tires		
<u>Total: Operating Expenditures/Expenses</u>		\$845.95	\$5,227.00	\$4,200.00	\$5,300.00	\$73.00
Activity Total: Other Physical Environment		(\$845.95)	(\$5,227.00)	(\$4,200.00)	(\$5,300.00)	(\$73.00)
Program Total: Stormwater		(\$845.95)	(\$5,227.00)	(\$4,200.00)	(\$5,300.00)	(\$73.00)
	73	LOGT				
	539	Other Physical Environment				
<u>Operating Expenditures/Expenses</u>						
46-100	Repair and Maintenance Services Vehicle Maintenance	\$15,041.00	\$15,000.00	\$15,000.00	\$17,000.00	\$2,000.00
		Comment:	Level	Comment		
		Department Entry		Vehicle maintenance cost		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	550	Fleet Maintenance				
Department	39	Public Works				
Division	6000	Fleet Maintenance				
	73	LOGT				
	539	Other Physical Environment				
52-100	Operating Supplies Gas, Oil and Lubricants	\$9,648.69	\$10,000.00	\$9,900.00	\$11,000.00	\$1,000.00
	Comment: Level			Comment		
	Department Entry			Funding for fuel and lubricant costs		
52-700	Operating Supplies Tires	\$3,329.28	\$3,500.00	\$3,500.00	\$3,700.00	\$200.00
	Comment: Level			Comment		
	Department Entry			Funding for tires		
Total: Operating Expenditures/Expenses		\$28,018.97	\$28,500.00	\$28,400.00	\$31,700.00	\$3,200.00
Activity Total: Other Physical Environment		(\$28,018.97)	(\$28,500.00)	(\$28,400.00)	(\$31,700.00)	(\$3,200.00)
Program Total: LOGT		(\$28,018.97)	(\$28,500.00)	(\$28,400.00)	(\$31,700.00)	(\$3,200.00)
Program	74	Transportation Surtax				
Activity	539	Other Physical Environment				
Operating Expenditures/Expenses						
46-100	Repair and Maintenance Services Vehicle Maintenance	\$1,792.85	\$2,000.00	\$2,500.00	\$2,600.00	\$600.00
	Comment: Level			Comment		
	Department Entry			Vehicle maintenance cost		
52-100	Operating Supplies Gas, Oil and Lubricants	\$4,825.17	\$5,000.00	\$4,500.00	\$5,000.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Funding for fuel and lubricant costs		
52-700	Operating Supplies Tires	\$449.80	\$927.00	\$900.00	\$927.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Funding for tires		
Total: Operating Expenditures/Expenses		\$7,067.82	\$7,927.00	\$7,900.00	\$8,527.00	\$600.00
Activity Total: Other Physical Environment		(\$7,067.82)	(\$7,927.00)	(\$7,900.00)	(\$8,527.00)	(\$600.00)
Program Total: Transportation Surtax		(\$7,067.82)	(\$7,927.00)	(\$7,900.00)	(\$8,527.00)	(\$600.00)
Division Total: Fleet Maintenance		(\$1,066,733.79)	(\$1,245,254.00)	(\$1,197,344.00)	(\$1,340,083.00)	(\$94,829.00)

Expense Budget Worksheet Report

Department Total: Public Works	(\$1,066,733.79)	(\$1,245,254.00)	(\$1,197,344.00)	(\$1,340,083.00)	(\$94,829.00)
Fund Total: Fleet Maintenance	(\$1,066,733.79)	(\$1,245,254.00)	(\$1,197,344.00)	(\$1,340,083.00)	(\$94,829.00)
Net Grand Totals:	(\$1,066,733.79)	(\$1,245,254.00)	(\$1,197,344.00)	(\$1,340,083.00)	(\$94,829.00)

**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'15</u>	<u>FY'16</u>	<u>Change</u>
Personnel Services.....	\$ 106,955	\$ 125,912	\$ 18,957
Operating Expenditures/Expenses	162,785	147,138	(15,647)
Capital Outlay	312,199	75,000	(237,199)
Other Uses.....	93,700	93,700	-
TOTAL	<u>\$ 675,639</u>	<u>\$ 441,750</u>	<u>\$ (233,889)</u>

*The comment(s) for each line item can be found below the account and amounts on the following pages

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	130	Local Option Gas Tax (LOGT)				
Department	39	Public Works				
Division	1222	LOGT				
Program	00	None				
Activity	541	Road and Street Facilities				
<u>Personnel Services</u>						
12-000	Regular Salaries and Wages Salaries	\$0.00	\$85,070.00	\$85,070.00	\$89,583.00	\$4,513.00
	Comment: Level			Comment:		
	Department Entry			(1) Tree trimmer (1) Equipment Operator I		
14-000	Overtime Overtime	\$0.00	\$0.00	\$8,059.00	\$8,239.00	\$8,239.00
	Comment: Level			Comment:		
	Department Entry			Overtime		
18-100	Compensated Compensatory Leave Longevity	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Benefit paid to tenured employees per policy		
21-000	Payroll Taxes Employer Fica and Medicare	\$0.00	\$8,312.00	\$7,239.00	\$7,598.00	(\$714.00)
	Comment: Level			Comment:		
	Department Entry			Social security and Medicare taxes		
23-000	Life and Health Insurance Health Insurance	\$0.00	\$10,331.00	\$10,331.00	\$12,914.00	\$2,583.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual employee costs for health insurance benefits		
23-100	Life and Health Insurance Dental	\$0.00	\$295.00	\$295.00	\$381.00	\$86.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual employee costs for dental insurance benefits		
23-200	Life and Health Insurance Long-Term Care	\$0.00	\$90.00	\$90.00	\$91.00	\$1.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual employee costs for long-term care insurance benefits		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	130	Local Option Gas Tax (LOGT)				
Department	39	Public Works				
Division	1222	LOGT				
Program	00	None				
Activity	541	Road and Street Facilities				
24-000	Workers' Compensation Workers' Compensation	\$0.00	\$1,357.00	\$1,357.00	\$5,606.00	\$4,249.00
	Comment: Level			Comment:		
	Department Entry			Allocated costs of workers' compensation premiums paid to the Florida League		
29-990	Personnel Services Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			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		
<u>Total: Personnel Services</u>		\$0.00	\$106,955.00	\$113,941.00	\$125,912.00	\$18,957.00
<u>Operating Expenditures/Expenses</u>						
31-000	Professional Services Professional Services	\$285.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Engineering services		
	Manager Review			Funds not available		
34-000	Other Services Contract Services	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00
	Comment: Level			Comment:		
	Department Entry			Paving contractor		
44-000	Rentals and Leases Equipment Rental	\$585.80	\$500.00	\$380.00	\$300.00	(\$200.00)
	Comment: Level			Comment:		
	Department Entry			Funding to pay for temporary use of vehicles and equipment		
45-000	Insurance ISF: Risk Management	\$0.00	\$1,100.00	\$1,100.00	\$1,732.00	\$632.00
	Comment: Level			Comment:		
	Department Entry			Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	130	Local Option Gas Tax (LOGT)				
Department	39	Public Works				
Division	1222	LOGT				
Program	00	None				
Activity	541	Road and Street Facilities				
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	\$65,277.00	\$66,985.00	\$66,985.00	\$78,744.00	\$11,759.00
	Comment: Level	Comment				
	Department Entry	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League				
46-200	Repair and Maintenance Services Repairs and Maintenance	\$34,899.63	\$31,000.00	\$70,000.00	\$40,000.00	\$9,000.00
	Comment: Level	Comment				
	Department Entry	Estimated funds required to provide on-going maintenance and repairs to Village streets, alleys and parking lots				
51-000	Office Supplies Office Supplies	\$536.06	\$500.00	\$444.00	\$0.00	(\$500.00)
	Comment: Level	Comment				
	Department Entry	General office supplies for reporting purposes (pens, pencils, paper, etc.)				
52-200	Operating Supplies Other Operating Supplies	\$23,199.17	\$20,000.00	\$26,000.00	\$19,502.00	(\$498.00)
	Comment: Level	Comment				
	Department Entry	Road materials, signage, concrete and other supplies needed to maintain the Village's streets, sidewalks, roads, easements, curbs and rights-of-way.				
52-210	Operating Supplies Beautification	\$39,784.93	\$35,000.00	\$61,073.00	\$0.00	(\$35,000.00)
	Comment: Level	Comment				
	Department Entry	Estimated funding for Village-wide roadway landscape projects				
	Manager Review	Transfer expense to Streets				
52-400	Operating Supplies Uniforms	\$0.00	\$200.00	\$256.00	\$360.00	\$160.00
	Comment: Level	Comment				
	Department Entry	Per employee funding for contractually specified uniforms: (5) shirts, (5) pants				
52-500	Operating Supplies Fertilizer and Chemicals	\$3,079.82	\$6,000.00	\$4,540.00	\$5,000.00	(\$1,000.00)
	Comment: Level	Comment				
	Department Entry	Funding for purchase of sprays, fertilizers and other chemicals				

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	130	Local Option Gas Tax (LOGT)				
Department	39	Public Works				
Division	1222	LOGT				
Program	00	None				
Activity	541	Road and Street Facilities				
53-000	Road Materials and Supplies Road Materials	\$400.69	\$1,000.00	\$1,700.00	\$1,000.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Materials to repair the road		
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	\$105.95	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Books, memberships, publications, subscriptions and dues		
55-000	Training Training and Education	\$280.00	\$500.00	\$300.00	\$0.00	(\$500.00)
	Comment: Level			Comment:		
	Department Entry			Safety training for personnel		
<u>Total: Operating Expenditures/Expenses</u>		\$168,434.05	\$162,785.00	\$233,278.00	\$147,138.00	(\$15,647.00)
<u>Capital Outlay</u>						
63-100	Infrastructure Transportation Improvements	\$98,191.86	\$112,199.00	\$112,199.00	\$0.00	(\$112,199.00)
	Comment: Level			Comment:		
	Department Entry			Repair 96th Street median		
63-400	Infrastructure Land Improvements	\$0.00	\$100,000.00	\$0.00	\$75,000.00	(\$25,000.00)
	Comment: Level			Comment:		
	Department Entry			Replace damaged walls, 96th street medians and tree replacement		
	Manager Review			Replace 96th Street Medians		
64-000	Machinery and Equipment Machinery and Equipment	\$0.00	\$100,000.00	\$105,180.00	\$0.00	(\$100,000.00)
	Comment: Level			Comment:		
	Department Entry			Replace chipper truck #9661		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	130	Local Option Gas Tax (LOGT)				
Department	39	Public Works				
Division	1222	LOGT				
Program	00	None				
Activity	541	Road and Street Facilities				
64-100	Machinery and Equipment Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level			Comment		
	Department Entry			Replace V-9920 Green Bucket Truck		
	Manager Review			Funds not available		
<u>Total: Capital Outlay</u>		\$98,191.86	\$312,199.00	\$217,379.00	\$75,000.00	(\$237,199.00)
Activity Total: Road and Street Facilities		(\$266,625.91)	(\$581,939.00)	(\$564,598.00)	(\$348,050.00)	\$233,889.00
Activity	581	Inter-Fund Group Transfers Out				
<u>Other Uses</u>						
91-201	Interfund Transfers Debt Service	\$93,700.00	\$93,700.00	\$93,700.00	\$93,700.00	\$0.00
<u>Total: Other Uses</u>		\$93,700.00	\$93,700.00	\$93,700.00	\$93,700.00	\$0.00
Activity Total: Inter-Fund Group Transfers Out		(\$93,700.00)	(\$93,700.00)	(\$93,700.00)	(\$93,700.00)	\$0.00
Program Total: None		(\$360,325.91)	(\$675,639.00)	(\$658,298.00)	(\$441,750.00)	\$233,889.00
Division Total: LOGT		(\$360,325.91)	(\$675,639.00)	(\$658,298.00)	(\$441,750.00)	\$233,889.00
Department Total: Public Works		(\$360,325.91)	(\$675,639.00)	(\$658,298.00)	(\$441,750.00)	\$233,889.00
Fund Total: Local Option Gas Tax (LOGT)		(\$360,325.91)	(\$675,639.00)	(\$658,298.00)	(\$441,750.00)	\$233,889.00
Net Grand Totals:		(\$360,325.91)	(\$675,639.00)	(\$658,298.00)	(\$441,750.00)	\$233,889.00

**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'15</u>	<u>FY'16</u>	<u>Change</u>
Personnel Services.....	\$ 80,690	\$ 90,448	\$ 9,758
Operating Expenditures/Expenses	139,336	139,177	(159)
Capital Outlay	408,116	175,000	(233,116)
Other Uses.....	9,000	-	(9,000)
TOTAL	<u>\$ 637,142</u>	<u>\$ 404,625</u>	<u>\$ (232,517)</u>

*The comment(s) for each line item can be found below the account and amounts on the following pages

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	135	Citizens' Indep Trust (CITT)				
Department	39	Public Works				
Division	1210	CITT				
Program	41	Transportation				
Activity	541	Road and Street Facilities				
<u>Personnel Services</u>						
12-000	Regular Salaries and Wages Salaries	\$54,779.92	\$62,444.00	\$62,444.00	\$61,979.00	(\$465.00)
	Comment: Level			Comment:		
	Department Entry			(1) Maintenance Lead Worker (1) Maintenance Worker II		
14-000	Overtime Overtime	\$2,304.57	\$400.00	\$3,149.00	\$4,120.00	\$3,720.00
	Comment: Level			Comment:		
	Department Entry			Funding for estimated additional assignments and services		
18-100	Compensated Compensatory Leave Longevity	\$1,000.00	\$500.00	\$500.00	\$500.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Benefit paid to tenured employees per policy		
21-000	Payroll Taxes Employer Fica and Medicare	\$4,421.14	\$4,846.00	\$5,056.00	\$5,094.00	\$248.00
	Comment: Level			Comment:		
	Department Entry			Social Security and Medicare taxes		
23-000	Life and Health Insurance Health Insurance	\$7,789.62	\$10,331.00	\$10,331.00	\$12,914.00	\$2,583.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual employee costs for health insurance benefits		
23-100	Life and Health Insurance Dental	\$249.84	\$295.00	\$295.00	\$381.00	\$86.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual employee costs for dental insurance benefits		
23-200	Life and Health Insurance Long-Term Care	\$106.72	\$128.00	\$128.00	\$128.00	\$0.00
	Comment: Level			Comment:		
	Department Entry			Estimated annual employee costs for long-term care insurance benefits		

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	135	Citizens' Indep Trust (CITT)				
Department	39	Public Works				
Division	1210	CITT				
Program	41	Transportation				
Activity	541	Road and Street Facilities				
24-000	Workers' Compensation Workers' Compensation	\$1,508.00	\$1,746.00	\$1,746.00	\$5,332.00	\$3,586.00
	Comment: Level	Comment				
	Department Entry	Allocated costs of workers' compensation premiums paid to the Florida League				
29-990	Personnel Services Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level	Comment				
	Department Entry	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				
<u>Total: Personnel Services</u>		\$72,159.81	\$80,690.00	\$83,649.00	\$90,448.00	\$9,758.00
<u>Operating Expenditures/Expenses</u>						
32-000	Accounting and Auditing Accounting and Auditing	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Funding for annual external audit to comply with State, Federal and local statutory provisions				
34-100	Other Services Temporary Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Comment: Level	Comment				
	Department Entry	Other services Temporary Personnel				
45-000	Insurance ISF: Risk Management	\$1,313.00	\$972.00	\$972.00	\$1,604.00	\$632.00
	Comment: Level	Comment				
	Department Entry	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League				
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	\$18,536.00	\$13,864.00	\$13,864.00	\$23,343.00	\$9,479.00
	Comment: Level	Comment				
	Department Entry	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League				

Expense Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Budget	2015 Estimated Amount	2016 Adopted	2015 Budget vs 2016 Adopted
Fund	135	Citizens' Indep Trust (CITT)				
Department	39	Public Works				
Division	1210	CITT				
Program	41	Transportation				
Activity	541	Road and Street Facilities				
52-200	Operating Supplies Other Operating Supplies	\$0.00	\$2,000.00	\$1,135.00	\$4,230.00	\$2,230.00
	Comment: Level			Comment		
	Department Entry			Road materials, signs, concrete and other supplies needed to maintain the Village's streets, sidewalks, roads, easements, curbs and right-of-way.		
<u>Total: Operating Expenditures/Expenses</u>		\$22,349.00	\$19,336.00	\$15,971.00	\$31,677.00	\$12,341.00
<u>Capital Outlay</u>						
63-100	Infrastructure Transportation Improvements	\$58,066.36	\$251,100.00	\$251,100.00	\$0.00	(\$251,100.00)
	Comment: Level			Comment		
	Department Entry			Repair damaged sidewalks, street paving and replacement of street signs		
63-200	Infrastructure Water & Sewer Project	\$0.00	\$157,016.00	\$0.00	\$0.00	(\$157,016.00)
	Comment: Level			Comment		
	Department Entry			Infrastructure Water & Sewer Project		
63-400	Infrastructure Land Improvements	\$0.00	\$0.00	\$0.00	\$175,000.00	\$175,000.00
	Comment: Level			Comment		
	Department Entry			Replace sidewalks, street sign names, street signs and resurface roadways		
	Manager Review			Replace sidewalks and street name signs		
64-000	Machinery and Equipment Machinery and Equipment	\$52,033.26	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total: Capital Outlay</u>		\$110,099.62	\$408,116.00	\$251,100.00	\$175,000.00	(\$233,116.00)
Activity Total: Road and Street Facilities		(\$204,608.43)	(\$508,142.00)	(\$350,720.00)	(\$297,125.00)	\$211,017.00

