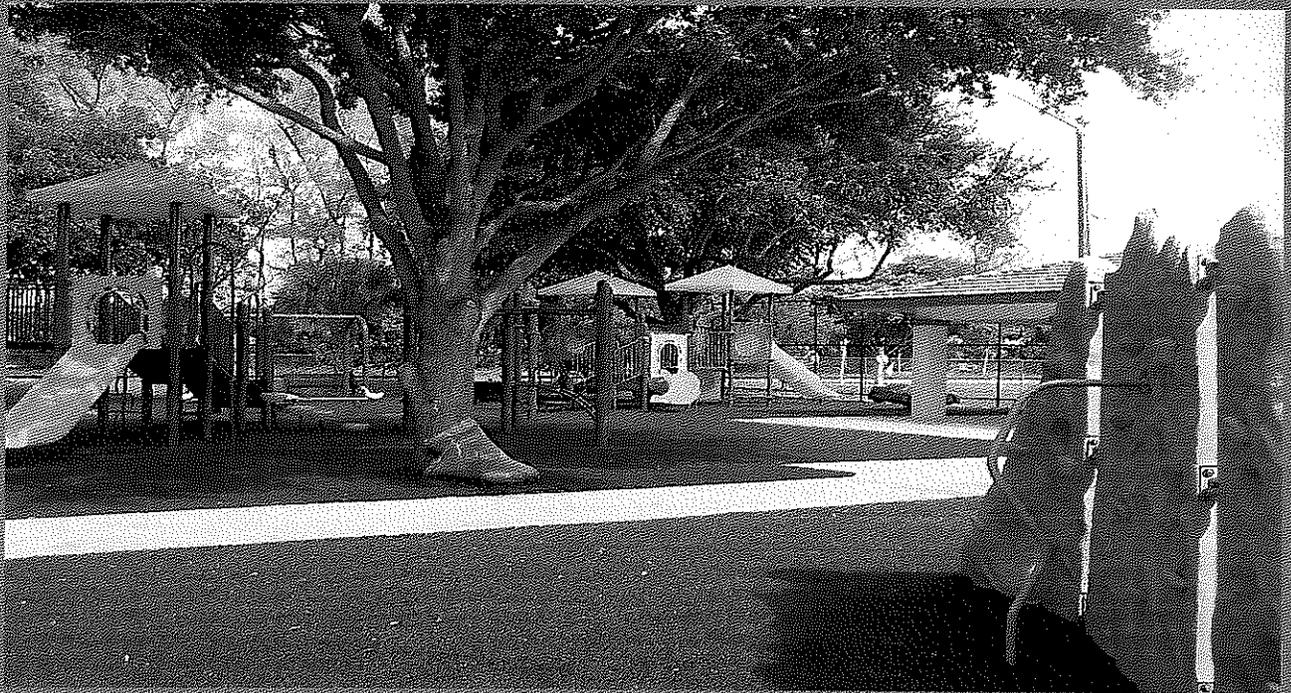


MIAMI SHORES VILLAGE

A FLORIDA MUNICIPALITY

Adopted Operating and Capital Budgets by Department by Division



for the Fiscal Year
beginning October 1 and ending September 30

2010 — 2011

Prepared by the Miami Shores Village Finance Department
for approval by the Miami Shores Village Council



Miami Shores Village

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THOMAS J. BENTON
VILLAGE MANAGER

July 2, 2010

Mayor Al Davis and Members
of the Miami Shores Village Council
10050 NE 2nd Avenue
Miami Shore, Florida 33138

Subject: Fiscal Year 2010-2011 Operating
and Capital Improvement Budgets

Dear Mayor Davis and Village Council Members,

To comply with the Florida State Statute 200.065 and Village Charter Section 34(2), I present to you the proposed Operating Budgets for the Village's fiscal year beginning October 1, 2010 and ending September 30, 2011. I have previously provided you with the June 1, 2010, preliminary Miami Dade County Tax Assessor's memorandum which reflected a loss of 9.54% to our total assessed property values. As the nation and our local South Florida economy continues to struggle with the recession, we were provided with our final tax assessment report, indicating a slight downward adjustment for a total loss of 9.6% of our property values. This percentage equates to an Ad Valorem property tax revenue loss of approximately \$585,010. As we began the preparation of the budget, we compared our anticipated revenue stream with our current level of expenditures and budget requests as submitted by our Department Directors. As a result of those calculations, the budget was out of balance by approximately **\$1,093,421**, representing the revenue versus expenses variance.

During the current 2009/2010 fiscal year, I have kept in place the policies that we established last year, whereby a hiring freeze continues and only essential positions are being filled by new employees. Spending thresholds remain at reduced levels and only funding for operational necessities are being approved. As a result of these policies, we estimate that we will realize a savings of approximately **\$839,500** from the current fiscal year. Subtracting this number from our anticipated shortfall of \$1,093,421, leaves us with a deficit of **\$253,961**. If you will recall, the Council had the wisdom last fiscal year to raise the millage rate to **8.0** when **7.63** would have balanced the budget. This generated

an additional **\$276,682** in tax dollars last year and was put in savings to be carried forward in order to assist in balancing the budget. In addition, the increase in millage generated \$249,999 this year in revenue. Had we not increased the millage to 8 mills last year we would have had to raise the millage this year to **8.4038** in order to reach the same dollar threshold.

As presented, there is no increase in the millage which will remain at **8.0**, nor are there any cuts in services contained in this budget. The debt service millage is set at **0.3096** for the Aquatic Center and **0.4666** for the Charter School, for a total debt service levy of **0.7762**. This budget does include the reduction of one staff member in the Finance Department. The duties for this position are being eliminated as we have contracted with Miami-Dade County to invoice and collect our garbage and stormwater fees through the County Tax collector. For the second straight year, Village employees will see a reduction in benefits. With the exception of step increases built into the pay scale of the newer police officers, there are no Cost of Living adjustments (COLA) or merit increases included in the budget for any of our employees. All other benefits will remain the same. These items are subject to the Collective Bargaining process. Fees for most of our services will stay the same with the exception of a few of our Recreation fees that are market adjustments, increases in lien search fees, the implementation of a \$2 credit card transaction fee, and the increase in the local business tax receipt which was approved by the Council in May 2010 .

The proposed budgets for each of the individual reporting funds for fiscal year 2010/2011 are: **General Fund \$12,205,926**, **Special Revenue Funds \$3,037,514**, (Excise taxes, Local Option Gas tax, Transportation Surtax Fund), **Enterprise Fund \$3,175,455**, (Sanitation and Stormwater Fund), **Debt Service Fund, \$1,021,364**, (Charter School Bond, Pool Bond, and loans for capital improvements), and the Village's **Internal Service Funds \$1,985,453**, (Risk Management and Fleet Maintenance), **Grant Fund, \$133,322** and a **Capital Project Fund of \$320,925**. Our combined budgets total **\$21,879,959**. The total FY 2010/2011 capital projects included in the above Funds totals \$1,129,070 (a copy of the capital replacement schedule is attached).

I should also point out that we are currently drawing down our cash reserves in our half cent CITT transit portion of the funding as required by our latest CITT audit. We are required to spend 20% of our CITT funding on transit related issues i.e. our shuttle service. Our 20% requirement totals \$55,479 and we are anticipating spending \$120,000 for the upcoming fiscal year. The transit balance in this fund is estimated to be \$203,561 at 9/30/10, and can only be used to pay for our shuttle bus. This additional funding is used to pay for the route to the Aventura Mall to draw down this fund balance.

As required by Florida State Statutes, the Village must follow specific time frames and take certain steps to adopt and levy Ad Valorem Taxes for the new fiscal year. On Tuesday, July 13, and possibly Wednesday July 14, 2010, we will hold the Annual Budget Workshop. At this meeting, the Council will meet with the Manager and the Department Heads to review and consider each Department's operating budget request. No formal actions occur at this workshop. However this is the opportunity for Council to ask questions, include, exclude, add, delete, or modify the proposed budget.

Following the workshop meeting, a resolution will be presented to you during the regularly scheduled July 20, 2010 Council Meeting. The resolution adopts legislation that tentatively sets the millage rates for the operating and capital budget, the two debt service levies, and will also set the first of two required public hearings in September.

In September, the Village Council will hold two public hearings. The first of these two mandatory hearings to comply with the "Truth and Millage Legislation" is tentatively scheduled on Wednesday, September 8, 2010 at 6:30 PM. The second of two meetings will be held two weeks later and will be tentatively scheduled for Tuesday, September 21, 2010. At the second meeting, Council will adopt two resolutions; the first will be adopting the final Ad Valorem Tax levies for the new fiscal year, and the second will adopt the final Operating Budgets. Notice of those hearings will be provided according to the State's TRIM requirements and residents will have the opportunity to express their views on the proposed budgets.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Tom Benton". The signature is stylized with a long horizontal stroke for the "T" and a cursive "Benton".

Tom Benton
Village Manager

Miami Shores Village
 Adopted FY 2010-11 Operating Budget
 Revenue Report by Fund / Classification

	Amended Budget FY 09-10	Actual thru 03.31.2010	Projected to 09.30.2010	TOTAL PROJECTED: FY 2009-10	Budgary Variance: FY 2009-10	ADOPTED BUDGET FY 2011	Variance between FY10 vs FY 11	% Chg: FY10 v FY11
Ad Valorem Taxes								
Current Ad Valorem Taxes	\$ 6,065,931	\$ 5,041,309	\$ 1,024,622	\$ 6,065,931	\$ -	\$ 5,480,921	\$ (585,010)	-9.64%
Sub-total: Taxes	\$ 6,065,931	\$ 5,041,309	\$ 1,024,622	\$ 6,065,931	\$ -	\$ 5,480,921	\$ (585,010)	-9.64%
Licenses & Permits								
Building Permits	\$ 365,000	\$ 189,389	\$ 212,000	\$ 401,389	\$ 36,389	\$ 450,000	\$ 85,000	23.29%
Plans submittal fees	\$ 12,000	\$ 4,020	\$ 6,150	\$ 10,170	(1,830)	\$ 11,000	(1,000)	-8.33%
Zoning & variance fees	5,000	4,075		4,075	(925)	6,000	1,000	20.00%
Certificate of Re-occupancy	\$ 2,500	\$ 3,990	\$ 6,080	\$ 10,070	7,570	\$ 9,000	6,500	260.00%
Licenses & Permits: Other	\$ 50,000	\$ 38,530	\$ 32,500	\$ 71,030	21,030	\$ 52,000	2,000	4.00%
Local Business Licenses: Village	70,000	67,988		67,988	(2,012)	70,000	-	0.00%
Local Business Licenses: County	26,000	4,990	10,774	15,764	(10,236)	16,000	(10,000)	-38.46%
Permit (Annual Alarm)	10,000	15,403		15,403	5,403	40,000	30,000	**
Sub-total: Licenses & Permits	\$ 540,500	\$ 328,385	\$ 267,504	\$ 595,889	\$ 55,389	\$ 654,000	\$ 113,500	21.00%
Fines & Forfeitures								
School Crossing Guards	\$ 27,000	\$ 6,822	\$ 15,000	\$ 21,822	\$ (5,178)	\$ 20,000	\$ (7,000)	-25.93%
Fines & Forfeitures: Police Dept	100,000	29,030	56,000	85,030	(14,970)	100,000	-	0.00%
Fines & Forfeitures: Library	9,000	5,370	4,130	9,500	500	9,000	-	0.00%
Penalties & Delinquencies	1,000	575	490	1,065	65	1,000	-	0.00%
Penalties: Local Business Licenses	1,500	2,375	-	2,375	875	1,500	-	0.00%
Fines & Forefeitures: Code Enforcement	100,000	128,265	155,245	283,510	183,510	150,000	50,000	50.00%
Sub-total: Fines & Forfeitures	\$ 238,500	\$ 172,437	\$ 230,865	\$ 403,302	\$ 164,802	\$ 281,500	\$ 43,000	18.03%
Rents & Royalties								
Country Club Rental	\$ 25,000	\$ 12,614	\$ 12,614	\$ 25,228	\$ 228	\$ 25,000	\$ -	0.00%
Other rentals	-	-	-	-	-	-	-	**
Sub-total: Rents/Royalties	\$ 25,000	\$ 12,614	\$ 12,614	\$ 25,228	\$ 228	\$ 25,000	\$ -	0.00%
Interest Earnings								
Interest earnings - Checking	\$ 500		\$ -	\$ -	\$ (500)	\$ -	\$ (500)	-100.00%
Interest earnings - Investments	10,000	5,349	18,600	23,949	13,949	37,000	27,000	270.00%
Interest earnings - SBA	1,000	45	-	45	(955)	186	(814)	-81.40%
Sub-total: Interest	\$ 11,500	\$ 5,394	\$ 18,600	\$ 23,994	\$ 12,494	\$ 37,186	\$ 25,686	223.36%
Miscellaneous Revenues								
Other: Recycling sales	\$ 7,000	\$ 4,005	\$ 4,600	\$ 8,605	\$ 1,605	\$ 8,000	\$ 1,000	14.29%
Other: Lost & Paid books	600	380	340	720	120	650	50	8.33%
Surplus property sales	-	600,000	-	600,000	600,000	-	-	**
Other Miscellaneous - Public Records	-	1,500	-	1,500	1,500	-	-	**
Other Miscellaneous revenues	6,000	8,857	2,600	11,457	5,457	6,000	-	0.00%
Other: Library - miscellaneous	450	274	256	530	80	500	50	11.11%
Local Grant: Fire Works	10,000	-	-	-	(10,000)	-	(10,000)	**
Other: Unity Day	13,500	17,251	-	17,251	3,751	17,250	3,750	**
Discounts	50	44		44	(6)	50	-	0.00%
Sub-total: Miscellaneous Revenues	\$ 37,600	\$ 632,312	\$ 7,796	\$ 640,108	\$ 602,508	\$ 32,450	\$ (5,150)	-13.70%
Intergovernmental Revenues								
State Revenue Sharing	\$ 203,519	\$ 98,414	\$ 108,415	\$ 206,829	\$ 3,310	\$ 210,828	\$ 7,309	3.59%
Mobile Home License	125	84	41	125	-	100	(25)	100.00%
Alcohol Beverage Licenses	1,022	49	973	1,022	-	1,000	(22)	-2.15%
1/2-cent Sales Tax	588,612	235,228	362,955	598,183	9,571	663,447	74,835	12.71%
Sub-total: Intergov'tal	\$ 793,278	\$ 333,775	\$ 472,384	\$ 806,159	\$ 12,881	\$ 875,375	\$ 82,097	10.35%

Miami Shores Village
Adopted FY 2010-11 Operating Budget
Revenue Report by Fund / Classification

	Amended Budget FY 09-10	Actual thru 03.31.2010	Projected to 09.30.2010	TOTAL PROJECTED: FY 2009-10	Budgary Variance: FY 2009-10	ADOPTED BUDGET FY 2011	Variance between FY10 vs FY 11	% Chg: FY10 v FY11
Charges for Services								
Charges: Lien Search	\$ 5,000	\$ 5,645	\$ 2,135	\$ 7,780	\$ 2,780	\$ 8,000	\$ 3,000	60.00%
Police Extra-duty Pay	217,534	71,650	145,884	217,534	-	217,534	-	0.00%
Police Extra-duty Surcharge (incl ProPlay)	43,507	14,241	29,266	43,507	(0)	43,507	-	0.00%
Charges: Lot cleaning & mowing	40,000	25,046	15,000	40,046	46	40,000	-	0.00%
Charges: DOT Landscape maintenance	19,901	9,951	9,950	19,901	(0)	19,901	-	0.00%
Charges: Parking meter Fees	200	-	-	-	(200)	100	(100)	-50.00%
Charges: Library Application Fees	4,000	2,140	1,860	4,000	-	3,800	(200)	-5.00%
Charges: Library-Computer Access Fee	1,200	1,033	767	1,800	600	1,400	200	16.67%
Recreational fees: Summer Camp	142,000	-	142,000	142,000	-	145,000	3,000	2.11%
Recreational fees: After-school programs	126,000	93,223	38,674	131,897	5,897	130,000	4,000	3.17%
Recreational fees: Intramural Soccer	32,000	33,676	-	33,676	1,676	33,000	1,000	3.13%
Recreational fees: Intramural Baseball	25,000	30,483	-	30,483	5,483	27,000	2,000	8.00%
Recreational fees: Intramural Basketball	24,000	32,974	-	32,974	8,974	27,000	3,000	12.50%
Recreational fees: Intramural Softball	7,500	3,625	285	3,910	(3,590)	4,500	(3,000)	-40.00%
Recreational fees: Little Cleat	-	6,366	3,596	9,962	9,962	8,500	8,500	**
Recreational fees: Flag Football	-	668	4,832	5,500	5,500	5,000	5,000	**
Recreational fees: Athletic Field Rental	4,500	3,695	1,500	5,195	695	5,000	500	11.11%
Recreational fees: Camp Trips	12,000	4,829	7,200	12,029	29	-	(12,000)	-100.00%
Recreational fees: Bridge Rental	16,000	8,915	7,200	16,115	115	16,640	640	4.00%
Recreational fees: Comm Ctr Facil Rentals	14,022	8,414	5,000	13,414	(608)	13,500	(522)	-3.72%
Recreational fees: Comm Ctr Classes	198,530	114,066	152,534	266,600	68,070	266,600	68,070	34.29%
Recreational fees: Adventure Camp	11,170	9,757	9,757	19,514	8,344	7,290	(3,880)	-34.74%
Recreational fees: Speciality Camp	13,000	5,604	8,000	13,604	604	15,000	2,000	15.38%
Recreational fees: Non Resident	-	750	750	1,500	1,500	-	-	**
Recreational fees: Adventure Field Trips	7,484	-	8,400	8,400	916	8,400	916	100.00%
Recreational fees: Adventure Field Trips	-	750	-	750	750	1,500	1,500	100.00%
Recreational fees: Basketball	3,600	789	1,160	1,949	(1,651)	2,200	(1,400)	100.00%
Recreational fees:Snack Shack Rental	-	734	-	734	734	1,700	1,700	100.00%
Recreational fees: Concession - Pool	45,000	86	30,000	30,086	(14,914)	40,557	(4,443)	100.00%
Recreational fees: Tennis Admission Village	-	249	-	249	249	500	500	**
Recreational fees: Other Tennis Prgm	-	949	1,000	1,949	1,949	2,000	2,000	**
Recreational fees: Aquatic Admissions	104,000	19,862	84,138	104,000	-	104,000	-	0.00%
Recreational fees: Swim classes	37,000	7,380	29,000	36,380	(620)	35,000	(2,000)	-5.41%
Recreational fees: Aquatic Facility Rental	30,000	4,461	12,640	17,101	(12,899)	12,000	(18,000)	-60.00%
Recreational fees: SwimTeam Registration	9,000	7,867	4,800	12,667	3,667	12,000	3,000	33.33%
Recreational fees: Umbrella Rental Admission	-	-	5,000	5,000	5,000	5,000	5,000	**
Recreational fees: Umbrella Rental Concession	-	-	5,000	5,000	5,000	5,000	5,000	**
Recreational fees: Program Refunds	-	(3,902)	-	(3,902)	(3,902)	-	-	**
Recreational fees: Other Staff Reimbursement	-	2,371	-	2,371	2,371	-	-	**
Recreation Fees: Insurance proceeds	15,000	7,503	8,000	15,503	503	16,000	1,000	6.67%
Sub-total: Charges for services	\$ 1,208,148	\$ 535,849	\$ 775,328	\$ 1,311,177	\$ 103,029	\$ 1,284,129	\$ 75,981	6.29%
Interfund & Equity Transfers								
Interfund transfer from Excise Tax Fund	\$ 2,150,619	\$ 865,403	\$ 1,159,618	\$ 2,025,021	\$ (125,598)	\$ 2,206,945	\$ 56,326	2.62%
Interfund transfer: Sanitation Mgmt Fee	200,000	100,000	100,000	200,000	-	200,000	-	0.00%
Interfund transfer: Storm water Mgmt Fee	35,000	17,500	17,500	35,000	-	35,000	-	0.00%
Contribution Fund Balance	819,376	-	-	-	(819,376)	1,093,421	274,045	**
Appropriation from RESERVED Fund Balance	-	-	-	-	-	-	-	**
Sub-total: Contributions	\$ 3,204,995	\$ 982,903	\$ 1,277,118	\$ 2,260,021	\$ (944,974)	\$ 3,535,366	\$ 330,371	10.31%
Total Income: General Fund	\$ 12,125,452	\$ 8,044,978	\$ 4,086,831	\$ 12,131,809	\$ 6,357	\$ 12,205,926	\$ 80,474	0.66%

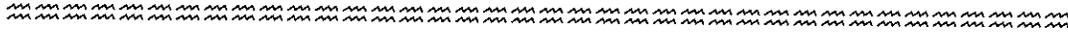
Miami Shores Village
 Adopted FY 2010-11 Operating Budget
 Revenue Report by Fund / Classification

	Amended Budget FY 09-10	Actual thru 03.31.2010	Projected to 09.30.2010	TOTAL PROJECTED: FY 2009-10	Budgary Variance: FY 2009-10	ADOPTED BUDGET FY 2011	Variance between FY10 vs FY 11	% Chg: FY10 v FY11
Excise Tax Proceeds (F120)								
Franchise Fees: Electricity	\$ 640,000	\$ 229,133	\$ 370,000	\$ 599,133	\$ (40,867)	\$ 715,053	\$ 75,053	11.73%
Franchise Fees: Gas	\$ 10,500	\$ 5,818	\$ 4,118	9,936	(564)	10,500	-	0.00%
Franchise Fees: Solid Waste	\$ 11,000	\$ 3,468	\$ 5,500	8,968	(2,032)	11,000	-	0.00%
Public Service Tax: Electricity	\$ 620,000	\$ 306,687	\$ 341,000	647,687	27,687	717,392	97,392	15.71%
Public Service Tax: Simplified Telecom	\$ 746,119	\$ 263,402	\$ 364,000	627,402	(118,717)	630,000	(116,119)	-15.56%
Public Service Tax: Water	\$ 92,000	\$ 43,663	\$ 60,000	103,663	11,663	92,000	-	0.00%
Water (North Miami) Utility Taxes	\$ 6,000	\$ 2,786	\$ 5,000	7,786	-	6,000	-	-
Public Service Tax: Gas	\$ 25,000	\$ 10,447	\$ 10,000	20,447	(4,553)	25,000	-	0.00%
Total Income: Excise Taxes	\$ 2,150,619	\$ 865,403	\$ 1,159,618	\$ 2,025,021	\$ (127,384)	\$ 2,206,945	\$ 56,326	2.62%
Local Option Gas Tax Proceeds (F130)								
LOGT: 6 - cent Tax	\$ 178,561	\$ 76,471	\$ 102,090	\$ 178,561	0	\$ 189,989	\$ 11,428	6.40%
LOGT: 3 - cent Tax	\$ 68,639	\$ 26,637	\$ 42,002	68,639	(0)	\$ 73,585	4,946	7.21%
State Revenue Sharing: Fuel Tax	\$ 75,069	\$ 39,209	\$ 35,860	75,069	(1)	\$ 86,196	11,127	14.82%
Gasoline Tax Refund	\$ 1,000	\$ 874	\$ 126	1,000	-	\$ 800	(200)	-20.00%
Interest allocation	\$ 9,000	\$ 3,206	\$ 5,794	9,000	-	\$ 9,000	-	0.00%
Contribution from Fund Balance	\$ 135,136	\$ -	\$ 135,136	135,136	-	\$ 128,085	(7,051)	**
Total Income: Local Option Gas	\$ 467,405	\$ 146,397	\$ 321,008	\$ 467,405	\$ (0)	\$ 487,655	\$ 20,250	4.33%
Half-cent Transportation Surtax (F135)								
Proceeds from Surtax Levy for operations	\$ 221,914	\$ 64,091	\$ 157,823	\$ 221,914	\$ -	\$ 221,914	\$ -	0.00%
Proceeds from Surtax (20% Transport Reserves)	\$ 55,479	\$ 16,023	\$ 39,456	55,479	-	55,479	-	0.00%
Interest earnings	\$ 1,000	\$ 495	\$ 505	1,000	-	1,000	-	0.00%
Total: 1/2-Cent Transport Surtax	\$ 278,393	\$ 80,609	\$ 197,784	\$ 278,393	\$ -	\$ 342,914	\$ 64,521	23.18%
Debt Service Fund (F201)								
AV Taxes - Current Real Property	\$ 535,284	\$ 444,719	\$ 90,565	\$ 535,284	\$ -	\$ 531,784	\$ (3,500)	-0.65%
Interfund: General Fund	395,880	190,283	205,597	395,880	-	395,878	(2)	0.00%
Interfund: Local Option Gas Tax Fund	93,702	46,851	46,851	93,702	-	93,702	-	0.00%
Interfund: Fleet Maintenance	-	34,971	-	34,971	34,971	-	-	**
Interest earnings	-	1,787	-	1,787	1,787	-	-	**
Total Income: Debt Service	\$ 1,024,866	\$ 718,611	\$ 343,013	\$ 1,061,624	\$ 36,758	\$ 1,021,364	\$ (3,502)	-0.34%
Capital Project Fund (F301)								
Interfund: General Fund	\$ 284,000	\$ 284,000	\$ -	\$ 284,000	\$ -	\$ 267,800	\$ (16,200)	-5.70%
Interest earnings	125	1,131	-	1,131	1,006	125	-	0.00%
Contribution from Res Retained Earn.	175,000	-	-	-	(175,000)	53,000	(122,000)	**
Total Income: Capital Project	\$ 459,125	\$ 285,131	\$ -	\$ 285,131	\$ (173,994)	\$ 320,925	\$ (138,200)	-30.10%
Stormwater Operations (F402)								
Charges: Utility service Fees	\$ 228,656	\$ 117,027	\$ 111,629	\$ 228,656	\$ -	\$ 234,405	\$ 5,749	2.51%
Utility Service Fee Discounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (9,376)	\$ (9,376)	**
Penalties & Delinquencies	2,500	5,487	-	5,487	2,987	1,423	(1,077)	-43.08%
Interest: Allocation of Earnings	2,000	664	1,336	2,000	-	1,500	(500)	-25.00%
Contribution from Retained Earnings	-	-	-	-	-	100,000	100,000	**
Total Income: Storm Water	\$ 233,156	\$ 123,178	\$ 112,965	\$ 236,143	\$ 2,987	\$ 327,952	\$ 94,796	40.66%
Sanitation Operations (F405)								
Charges: Sanitation Service Fees	\$ 2,690,534	\$ 1,453,098	\$ 1,237,436	\$ 2,690,534	\$ -	\$ 2,681,773	\$ (8,761)	-0.33%
Sanitation Fee Discounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (107,270)	\$ (107,270)	**
Charges: Special Pick-up Fees	3,000	442	2,558	3,000	-	3,000	-	0.00%
Fees Billing Arrangements	-	483	-	483	483	-	-	**
Charges: Recycling (Biscayne Park)	35,000	17,500	17,500	35,000	-	35,000	-	0.00%
Penalties: Delinquent & Penaty fees	50,000	74,444	-	74,444	24,444	25,000	(25,000)	-50.00%
Interest: Allocation of Earnings	-	506	-	506	506	-	-	**
Interrest: Bank of America	-	375	-	375	-	-	-	**
Contribution from Retained Earnings	92,000	-	-	-	(92,000)	210,000	118,000	128.26%
Total Income: Sanitation	\$ 2,870,534	\$ 1,546,848	\$ 1,257,494	\$ 2,804,342	\$ (66,567)	\$ 2,847,503	\$ (23,031)	-0.80%
Grants								
Grant: Police COPS Grant	\$ -	\$ 13,088	\$ 56,771	69,859	69,859	\$ 133,322	133,322	**
Total income: Grants	\$ -	\$ 13,088	\$ 56,771	\$ 69,859	\$ 69,859	\$ 133,322	\$ 133,322	\$ -
Internal Service Funds								
Finance: Risk Management (F501)	\$ 971,582	\$ 479,486	\$ 663,416	\$ 1,142,902	\$ 171,320	\$ 777,105	\$ (194,477)	-20.02%
Public Works: Fleet Maintenance (F550)	1,279,724	618,869	711,548	1,330,417	50,693	1,208,348	(71,376)	-5.58%
Total income: Internal Services	\$ 2,251,306	\$ 1,098,355	\$ 1,374,964	\$ 2,473,320	\$ 222,014	\$ 1,985,453	\$ (265,853)	-11.81%
GRAND TOTAL ALL FUNDS	\$ 21,860,856	\$ 12,922,597	\$ 8,910,448	\$ 21,833,046	\$ (29,971)	\$ 21,879,959	\$ 19,103	0.09%

Miami Shores Village
Adopted FY 2010-11 Operating Budget
Expenditure by Department and Funds

Department / Division	AMENDED BUDGET FY 2010	TOTAL PROJECTED TO 09-30-2010	BUDGETARY VARIANCE FOR FY2009-10	% Budget used	FY 2011 ADOPTED	Variance to FY 10 Budget	% Chg
Office of the Mayor & Village Council	\$ 5,395	\$ 3,952	\$ 1,443	26.75%	\$ 10,091	\$ 4,696	87.04%
Office of the Village Attorney	139,450	137,109	2,341	1.68%	125,841	(13,609)	-9.76%
Office of the Village Manager	235,265	229,334	5,931	2.52%	232,609	(2,656)	-1.13%
Office of the Village Clerk	143,378	130,768	12,610	8.80%	163,368	19,990	13.94%
Code Enforcement Division	175,897	162,881	13,016	7.40%	176,408	511	0.29%
Building Department	349,527	333,384	16,143	4.62%	344,471	(5,056)	-1.45%
Planning & Zoning Department	156,242	147,694	8,548	5.47%	158,021	1,779	1.14%
Finance Department	504,771	532,012	(27,241)	-5.40%	471,510	(33,261)	-6.59%
Police Department	5,453,057	5,029,918	423,139	7.76%	5,631,590	178,533	3.27%
Public Works: Parks Division	402,091	371,676	30,415	7.56%	374,243	(27,848)	-6.93%
Public Works: Street Maintenance	420,385	414,773	5,612	1.33%	435,707	15,322	3.64%
Public Works: Administration	392,331	363,790	28,541	7.27%	372,657	(19,674)	-5.01%
Public Works: Recreation Maintenance	202,810	191,436	11,374	5.61%	180,756	(22,054)	-10.87%
Recreation (Combined)	1,801,248	1,669,412	131,836	7.32%	1,834,299	33,051	1.83%
Library Operations	413,872	364,646	49,226	11.89%	412,241	(1,631)	-0.39%
Unclassified / Non-Departmental	1,329,733	1,209,565	120,168	9.04%	1,282,113	(47,620)	-3.58%
TOTAL General Fund Expenses	\$ 12,125,452	\$ 11,292,349	\$ 833,103	6.87%	\$ 12,205,926	\$ 80,474	0.66%
Finance: Excise Tax Fund Transfers (F120)	\$ 2,150,619	\$ 2,025,021	\$ 125,598	5.84%	\$ 2,206,945	\$ 56,326	2.62%
PWks: Local Option Gas Tax Funds (F130)	470,056	456,500	13,556	2.88%	487,655	17,599	3.74%
PWks: 1/2-ct Transport Surtax Fund (F135)	278,393	237,299	41,094	14.76%	342,914	64,521	23.18%
Capital Project Fund (301)	2,829,005	1,326,059	1,502,946	53.13%	320,925	(2,508,080)	-88.66%
Police COPS Grant	-	69,859	(69,859)	**	133,322	133,322	**
Sub-total: All Other Funds	\$ 5,728,073	\$ 4,114,738	\$ 1,613,335	\$ 0	\$ 3,491,761	\$ (2,236,312)	-39.04%
Internal Service Funds							
Finance: Risk Management Division (F501)	\$ 971,582	\$ 663,416	\$ 308,166	31.72%	\$ 777,105	\$ (194,477)	-20.02%
Public Works: Fleet Maintenance Div. (F550)	1,289,424	1,137,970	151,454	11.75%	1,208,348	(81,076)	-6.29%
Sub-total: Internal Service Funds	\$ 2,261,006	\$ 1,801,386	\$ 459,620	20.33%	1,985,453	(275,553)	-12.19%
Enterprise Funds							
Public Works: Storm Water Operations (F402)	\$ 233,156	\$ 222,834	\$ 10,322	4.43%	\$ 327,952	\$ 94,796	40.66%
Public Works: Sanitation Operations (F405)	2,870,534	2,592,653	277,881	9.68%	2,847,503	(23,031)	-0.80%
Sub-total: Enterprise Funds	\$ 3,103,690	\$ 2,815,487	\$ 288,203	9.29%	3,175,455	71,765	2.31%
Debt Service Funds							
GO Bond, Series 1999 (Aquatics)	\$ 215,600	\$ 215,141	\$ 459	0.21%	\$ 212,100	\$ (3,500)	-1.62%
GO Bond, Series 2004 (Chtr School)	319,684	319,684	-	0.00%	319,684	-	0.00%
Suntrust Loan (\$3.5m)	380,328	380,328	-	0.00%	380,326	(2)	**
Capital Lease 2008	109,254	109,254	-	0.00%	109,254	-	**
Sub-total: Debt Service Funds	\$ 1,024,866	\$ 1,024,407	\$ 459	0.04%	1,021,364	(3,502)	-0.34%
Grand Total: All Funds	\$ 24,243,087	\$ 21,048,367	\$ 3,194,720	13.18%	\$ 21,879,959	\$ (2,363,128)	-9.75%

FY 2010 - 2011 ADOPTED OPERATING BUDGET Miami Shores Village, Florida



PLANNING and ZONING DEPARTMENT

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'10</u>	<u>FY'11</u>	<u>Change</u>
Personnel costs	\$ 134,691	\$ 136,147	\$ 1,456
Operating costs	21,551	21,874	323
Capital outlay	-	-	-
TOTAL	<u>\$ 156,242</u>	<u>\$ 158,021</u>	<u>\$ 1,779</u>

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

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

FY 2010-2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

Planning & Zoning Division
Code 001-0450-524.*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.11000	Executive Salary	\$ 98,571	Planning and Zoning Director base salary
.11001	Executive Benefit	6,500	Executive benefit package
.12000	Regular Salaries	14,756	Administrative Assistant (50% allocated with Code Enforcement Division)
.14000	Overtime	1,000	Estimated overtime costs for attendance to Board meetings under FLSA regulations.
.21000	FICA	9,243	Social Security and Medicare taxes
.23000	Health Insurance	4,635	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	1,442	Allocation of workers compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 136,147</u>	

OPERATING EXPENSES

.31000	Professional Services	\$ 5,000	In addition to funding for the Village's ongoing Comprehensive Plan revisions and funding to amend the Zoning Code, there will be costs to create the EAR for the 2012 Comprehensive Plan amendments required by the state.
.34000	Contract services	1,596	Annual maintenance fees to Enegov for software support and to ESRI for GIS support.
.40000	Travel	4,000	Attend national American Planning Association conference and Florida APA conference to acquire credits necessary to maintain AICP certification and to keep up with new ideas, trends and research in planning.
.41200	Telecommunications: Cellular	50	Funding for AT&T cellular phone
.42000	Postage	400	Zoning hearing notices, certified mailings miscellaneous correspondence.

FY 2010-2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

Planning & Zoning Division
Code 001-0450-524,*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
.45100	ISF: Risk Management	2,214	Allocation costs for property, casualty and general liability insurance premiums paid to the Florida League.
.45200	ISF: Fleet Maintenance	5,061	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.47000	Printing	500	Informational brochures, notice boards, miscellaneous printing of promotional literature
.51000	Supplies: General Office	500	Pens, paper, ink and other office supplies for a one year period for one and one half (1.5) full-time employees
.52200	Supplies: Other operating	1,500	Computer peripheral equipment, software, filing and storage facilities
.54000	Subscriptions and Memberships	653	American Planning Association, Florida Chapter, American Institute of Certified Planners.
.58000	Training and Education	<u>400</u>	Attend two (2) local Planning and Zoning seminars, to acquire specialized knowledge.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 21,874</u>	

TOTAL: PLANNING and ZONING DEPARTMENT \$ 158,021

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida

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### BUILDING DEPARTMENT

#### *Services, Functions and Activities*

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

#### BUDGET HIGHLIGHTS

|                       | <u>FY'10</u>      | <u>FY'11</u>      | <u>Change</u>     |
|-----------------------|-------------------|-------------------|-------------------|
| Personnel costs ..... | \$ 286,855        | \$ 280,238        | \$ (6,617)        |
| Operating costs ..... | 62,672            | 64,233            | 1,561             |
| Capital outlay ...    | -                 | -                 | -                 |
| TOTAL .....           | <u>\$ 349,527</u> | <u>\$ 344,471</u> | <u>\$ (5,056)</u> |

This department is estimated to generate \$522,000 in Building-related General Fund Revenues.

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                                                                   |
|----------------------------------|------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                   |                                                                                                                                                      |
| .11000                           | Executive Salary                   | \$ 97,709         | Building Director base salary                                                                                                                        |
| .11001                           | Executive Benefit                  | 6,500             | Executive benefit package                                                                                                                            |
| .12000                           | Regular Salaries                   | 67,108            | (1) Administrative Supervisor<br>(1) Permit Clerk                                                                                                    |
| .13000                           | Other Wages                        | 70,000            | (2) Inspectors: Plumbing & Mechanical<br>(1) Inspector: Building (temporary as needed)<br>(1) Structural Engineer (Funded by structural review fees) |
| .21000                           | FICA                               | 18,461            | Social Security and Medicare taxes                                                                                                                   |
| .23000                           | Health Insurance                   | 14,017            | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                          |
| .24000                           | ISF: Workers' Compensation         | <u>6,443</u>      | Allocation cost of workers' compensation premiums paid to the Florida League.                                                                        |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 280,238</u> |                                                                                                                                                      |
| <b><u>OPERATING EXPENSES</u></b> |                                    |                   |                                                                                                                                                      |
| .34000                           | Contractual Services               | \$ 41,600         | Fees to external contractor that provides Electrical inspections.                                                                                    |
| .34100                           | Cont Svc: Temporary Labor          | 3,000             | Funding for temporary labor staff to assist with operations.                                                                                         |
| .41002                           | Telecomm: Internet                 | 240               | Estimated air card cost for internet access.                                                                                                         |

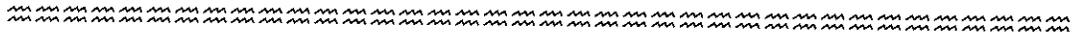
**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                                  | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                      |
|----------------------------------------------|-------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING EXPENSES - Continued</u></b> |                                     |                          |                                                                                                                                         |
| .42000                                       | Postage                             | 400                      | Correspondence and certified mail                                                                                                       |
| .45100                                       | ISF: Risk Management                | 6,926                    | Allocation costs for property, casualty and general liability insurance premiums paid to the Florida League.                            |
| .45200                                       | ISF: Fleet Maintenance              | 8,417                    | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.     |
| .46200                                       | Repairs and Maintenance             | 500                      | Estimated funding requirement for repairs and maintenance to furniture, fixtures, equipment not otherwise insured by service contracts. |
| .47000                                       | Printing                            | 350                      | Printed forms for Building: permits, garage sale, other miscellaneous printing                                                          |
| .51000                                       | Office Supplies                     | 500                      | Pens, paper, ink and other office supplies for a one year period for three (3) full-time employees                                      |
| .52200                                       | Other Operating Expenses            | 2,000                    | Paper, printer cartridges, filing cabinets & miscellaneous supplies for Building Department                                             |
| .54000                                       | Subscriptions and Memberships       | <u>300</u>               | Funding for various professional associations and publications.                                                                         |
|                                              | <i>Subtotal: Operating Expenses</i> | <u>\$ 64,233</u>         |                                                                                                                                         |
| <b>TOTAL: Building Department</b>            |                                     | <u><u>\$ 344,471</u></u> |                                                                                                                                         |

# FY 2010 - 2011 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida



### CODE ENFORCEMENT DEPARTMENT

#### *Services, Functions and Activities*

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

#### BUDGET HIGHLIGHTS

|                       | <u>FY'10</u>      | <u>FY'11</u>      | <u>Change</u> |
|-----------------------|-------------------|-------------------|---------------|
| Personnel costs ..... | \$ 138,153        | \$ 139,775        | \$ 1,622      |
| Operating costs ..... | 37,744            | 36,633            | (1,111)       |
| Capital outlay ...    | -                 | -                 | -             |
| TOTAL .....           | <u>\$ 175,897</u> | <u>\$ 176,408</u> | <u>\$ 511</u> |

**This department is estimated to generate \$150,000 in General Fund Revenues.**

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**

Miami Shores Village, Florida

Code Enforcement Division

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

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                                                         |
|----------------------------------|------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                   |                                                                                                                                            |
| .12000                           | Regular Salaries                   | \$ 110,337        | (1) - Code Enforcement Supervisor<br>(1) - Code Enforcement Officer<br>(1) Administrative Secretary - 50% allocated with Planning & Zoning |
| .14000                           | Overtime                           | 2,000             | Estimated overtime costs for special enforcement efforts and attendance at Board meetings under FLSA regulations                           |
| .18250                           | Longevity Pay                      | 500               | Benefit paid to tenured employees per policy.                                                                                              |
| .21000                           | FICA                               | 8,632             | Social Security and Medicare taxes                                                                                                         |
| .23000                           | Health Insurance                   | 13,980            | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                |
| .24000                           | ISF: Workers' Compensation         | <u>4,326</u>      | Allocation cost of workers' compensation premiums paid to the Florida League.                                                              |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 139,775</u> |                                                                                                                                            |

**OPERATING EXPENSES**

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

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**

Miami Shores Village, Florida

Code Enforcement Division

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

| <u>CODE</u>                                  | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                                                                                               |
|----------------------------------------------|-------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING EXPENSES - Continued</u></b> |                                     |                  |                                                                                                                                                  |
| .45100                                       | ISF: Risk Management                | 6,642            | Allocation costs for property, casualty and general liability insurance premiums paid to the Florida League.                                     |
| .45200                                       | ISF: Fleet Maintenance              | 10,721           | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.              |
| .46200                                       | Repairs and Maintenance             | 250              | Funding for emergency repairs for equipment not under contractual arrangements.                                                                  |
| .47000                                       | Printing                            | 1,200            | Printing of educational or advisory pamphlets and notices of violation                                                                           |
| .51000                                       | Supplies: General Office            | 900              | Pens, paper, ink and other office supplies for a one year period for two and one half (2.5) full-time employees and Code Enforcement activities. |
| .52200                                       | Supplies: Other operating           | 500              | Toner for printers, special software requirements to support Code Enforcement program                                                            |
| .52225                                       | Supplies: Computer IT Related       | 1,100            | Laptop computer replacement.                                                                                                                     |
| .52400                                       | Uniforms                            | 200              | Uniform costs for two (2) staff members.                                                                                                         |
| .54000                                       | Subscriptions and Memberships       | 120              | Florida Association of Code Enforcement                                                                                                          |
| .58000                                       | Training and Education              | 800              | Continued education funding for enforcement staff.                                                                                               |
|                                              | <i>Subtotal: Operating Expenses</i> | <u>\$ 36,633</u> |                                                                                                                                                  |

**TOTAL: Code Enforcement Department:**      \$ 176,408

# FY 2010 - 2011 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida

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LIBRARY DEPARTMENT

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'10</u>	<u>FY'11</u>	<u>Change</u>
Personnel costs	\$ 293,222	\$ 293,388	\$ 166
Operating costs	83,038	83,498	460
Capital outlay	<u>37,612</u>	<u>35,355</u>	<u>(2,257)</u>
TOTAL	<u>\$ 413,872</u>	<u>\$ 412,241</u>	<u>\$ (1,631)</u>

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

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.11000	Executive salaries	\$ 75,801	Library Director base salary
.11001	Executive Benefit	6,500	Executive benefit package
.11002	Executive Benefit - Car Allowance	600	Funding for car allowance
.12000	Regular Salaries	159,416	(1) Youth Services Librarian (full-time) (1) Adult Services Librarian (full-time) (1) Library Assistant II (part-time) (5) Library Assistant I (part-time) (1) Library Page (part-time)
.18250	Longevity Pay	3,750	Benefit paid to tenured employees per policy.
.21000	FICA	18,824	Social Security and Medicare taxes
.23000	Health Insurance	14,077	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>14,420</u>	Allocation cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 293,388</u>	

OPERATING EXPENSES

.34000	Contractual Services	\$ 14,743	Maintenance contracts for A/C, smoke and fire alarms, and security alarm, exterminator, janitorial services.
.40000	Training & Education	970	Annual Florida Library Association Conference and Workshops for 2 attendants.
.41002	Telecommunication: Internet	1,166	Estimated costs for Follett services
.42000	Postage	576	Library correspondence and book and film postage.
.43100	Electricity	16,257	Estimated annual cost of electrical services based on current actual FPL usage
.43300	Water	180	Estimated water consumption

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES- Continued</u>			
.45100	ISF: Risk Management	35,465	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.46200	Repair and Maintenance	4,425	A/C service & parts not covered under contract, plumbing and electrical services, carpet cleaning and general maintenance of building.
.47000	Printing	1,192	Book binding, bookmarks, brochures, and various library forms.
.48000	Advertising and Promotions	1,240	Summer reading programs, various reading programs, Reading Clubs.
.51000	Supplies: General office	709	Pens, paper and other office supplies for a one year period for three (3) full-time employees.
.52200	Supplies: Other operating	6,375	Book jacket covers, book processing supplies, audio-video cases, CD albums, magazine and paperback protectors, barcode labels, books & media repair supplies, back-up tapes, data & printer cartridges, security tags, book & video pockets, paper towels.
.54000	Subscriptions and Memberships	<u>200</u>	Florida Library Association
	<i>Subtotal: Operating Expenses</i>	<u>\$ 83,498</u>	
<u>CAPITAL OUTLAY</u>			
.66000	Books, Publications, Library Materials	\$ 27,500	Annual funding for books, periodicals, library materials, large print books, and reference materials.
.66100	Media	<u>7,855</u>	Annual funding for books-on-CDs, videos/DVDs and on-line databases.
	<i>Subtotal: Capital Outlay</i>	<u>\$ 35,355</u>	
TOTAL: Library Department		<u>\$ 412,241</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida

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### RECREATION DEPARTMENT Administration Division

#### *Services, Functions and Activities*

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

#### BUDGET HIGHLIGHTS

|                       | <u>FY'10</u>      | <u>FY'11</u>      | <u>Change</u>     |
|-----------------------|-------------------|-------------------|-------------------|
| Personnel costs ..... | \$ 156,980        | \$ 157,649        | \$ 669            |
| Operating costs ..... | 47,380            | 38,445            | (8,935)           |
| Capital outlay ...    | -                 | -                 | -                 |
| TOTAL .....           | <u>\$ 204,360</u> | <u>\$ 196,094</u> | <u>\$ (8,266)</u> |

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                      | <u>CLASSIFICATION</u>                     | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                          |
|----------------------------------|-------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                           |                          |                                                                                                             |
| .11000                           | Executive salaries                        | \$ 83,915                | Recreation Director                                                                                         |
| .11001                           | Executive Benefit                         | 6,500                    | Executive benefit package                                                                                   |
| .12000                           | Regular wages                             | 43,544                   | (1) Executive Assistant                                                                                     |
| .14000                           | Overtime                                  | 500                      | Funding estimate for overtime required during summer and special events and Board meetings.                 |
| .18250                           | Longevity                                 | 1,500                    | Benefit paid to tenured employees per policy.                                                               |
| .21000                           | FICA                                      | 10,401                   | Social Security and Medicare taxes                                                                          |
| .23000                           | Health Insurance                          | 9,398                    | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits |
| .24000                           | ISF: Workers' Compensation                | <u>1,891</u>             | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                  | <b><i>Subtotal Personnel Services</i></b> | <b><u>\$ 157,649</u></b> |                                                                                                             |

**OPERATING EXPENSES**

|        |                        |          |                                                                                                             |
|--------|------------------------|----------|-------------------------------------------------------------------------------------------------------------|
| .31000 | Professional services  | \$ 5,250 | Funding for the Recreation Participant Insurance and related reports.                                       |
| .34000 | Contractual services   | 4,500    | Service contracts on equipment, extermination fees, and other related activities to operate the department. |
| .34750 | Contr: Unity Day       | 16,000   | Funding for the Village's annual Unity Day.                                                                 |
| .40200 | Travel: per diem costs | 65       | Funding for per-diem charges at conference.                                                                 |
| .40300 | Travel: Local mileage  | 50       | Funding to reimburse staff for use of their personal vehicles.                                              |
| .41200 | Telecomm: Cellular     | -        | Funding for At&T cellular phones                                                                            |

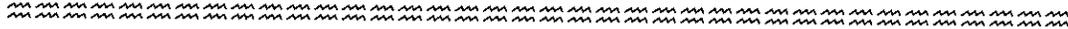
**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                                  | <u>CLASSIFICATION</u>                      | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                     |
|----------------------------------------------|--------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING EXPENSES (continued)</u></b> |                                            |                          |                                                                                                                        |
| .42000                                       | Postage                                    | 150                      | Estimated costs for postage                                                                                            |
| .45100                                       | ISF: Risk Management                       | 2,750                    | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.            |
| .46200                                       | Repairs/Maintenance                        | 150                      | General repair costs for items not under maintenance or warranty agreements.                                           |
| .47000                                       | Printing                                   | 750                      | Funding for publication of Recreation programs and events.                                                             |
| .48000                                       | Advertising & Promotions                   | 150                      | Estimated annual funding for advertisements and events for the department                                              |
| .51000                                       | Supplies: General Office                   | 1,500                    | Annual funding for general office supplies including pens, pencils, ink.                                               |
| .52200                                       | Supplies: Other operating                  | 1,000                    | Annual funding for supplies necessary to maintain the operations of the department.                                    |
| .52400                                       | Uniforms                                   | 350                      | Funding to provide uniforms to staff.                                                                                  |
| .52100                                       | Fine Arts Commission & Program             | 3,000                    | Annual funding request for the Fine Arts Commission, providing education and entertainment events throughout the year. |
| .54000                                       | Dues, Membs, Subscript.                    | <u>600</u>               | Annual funding estimate for membership to FRPA and NRPA.                                                               |
|                                              | <b><i>Subtotal: Operating Expenses</i></b> | <b><u>\$ 36,265</u></b>  |                                                                                                                        |
| <b><u>OTHER EXPENSES</u></b>                 |                                            |                          |                                                                                                                        |
| .81000                                       | MSV Community Band                         | <u>\$ 2,180</u>          | Annual funding for negotiated band appearances at Village-sponsored and other related events.                          |
|                                              | <b><i>Subtotal: Other Costs</i></b>        | <b><u>\$ 2,180</u></b>   |                                                                                                                        |
| <b>TOTAL: Recreation - Administration</b>    |                                            | <b><u>\$ 196,094</u></b> |                                                                                                                        |

# FY 2010 - 2011 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida



### RECREATION DEPARTMENT Athletics Division

#### *Services, Functions and Activities*

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

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

#### BUDGET HIGHLIGHTS

|                       | <u>FY'10</u>      | <u>FY'11</u>      | <u>Change</u>    |
|-----------------------|-------------------|-------------------|------------------|
| Personnel costs ..... | \$ 211,424        | \$ 217,723        | \$ 6,299         |
| Operating costs ..... | 72,500            | 76,575            | \$ 4,075         |
| Capital outlay ...    | -                 | -                 | -                |
| TOTAL .....           | <u>\$ 283,924</u> | <u>\$ 294,298</u> | <u>\$ 10,374</u> |

**This Division generates \$366,600 in revenues to the General Fund including programs**

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                                        |
|----------------------------------|------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                   |                                                                                                                           |
| .12000                           | Regular wages                      | \$ 162,283        | (1) Athletics Supervisor<br>(1) Assistant Athletics Supervisor<br>(1) Program Coordinator<br>(1) Administrative Assistant |
| .14000                           | Overtime                           | 2,000             | Funding estimate for overtime required during summer and special events.                                                  |
| .18250                           | Longevity                          | 1,500             | Benefit paid to tenured employees per policy.                                                                             |
| .21000                           | FICA                               | 12,682            | Social Security and Medicare taxes                                                                                        |
| .23000                           | Health Insurance                   | 18,600            | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits               |
| .24000                           | ISF: Workers' Compensation         | <u>20,658</u>     | Allocated cost of workers' compensation premiums paid to the Florida League.                                              |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 217,723</u> |                                                                                                                           |

**OPERATING EXPENSES**

|        |                       |          |                                                                                                        |
|--------|-----------------------|----------|--------------------------------------------------------------------------------------------------------|
| .34000 | Contractual services  | \$ 4,200 | Funding for annual service agreements on equipment located in Athletics; payment for sports officials. |
| .34150 | ConSvcs: Rec Programs | 10,000   | Funding for specialty camp instructors not engaged as employees.                                       |
| .40200 | Travel: Local Mileage | 50       | Funding to reimburse staff for use of their personal vehicles.                                         |
| .41200 | Telecomm: Cellular    | 120      | Funding for AT&T cellular phones.                                                                      |

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                                  | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                                                                                  |
|----------------------------------------------|-------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING EXPENSES (continued)</u></b> |                                     |                  |                                                                                                                                     |
| .42000                                       | Postage                             | 40               | Funding for special mail outs.                                                                                                      |
| .43100                                       | Electricity                         | 11,000           | Estimated annual cost for electrical services based on current actual FPL usage.                                                    |
| .43300                                       | Water                               | 500              | Annual funding for water consumption.                                                                                               |
| .45100                                       | ISF: Risk Management                | 16,752           | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.                         |
| .45200                                       | ISF: Fleet Maintenance              | 18,793           | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League. |
| .46200                                       | Repairs/Maintenance                 | 7,800            | Funding to maintain and repair all athletic equipment and the facility.                                                             |
| .47000                                       | Printing                            | 200              | Funding for special printing requirements.                                                                                          |
| .51000                                       | Supplies: General Office            | 1,800            | Funding for general office supplies for four staff members including pens, pencils, etc                                             |
| .52200                                       | Supplies: Other operating           | 3,500            | Funding for supplies used by participants and equipment needs.                                                                      |
| .52400                                       | Uniforms                            | 1,300            | Funding to provide uniforms to staff.                                                                                               |
| .52420                                       | Uniforms - Special Camps            | 150              | Funding to provide specialty uniforms for special camp programs.                                                                    |
| .54000                                       | Dues & Subscriptions                | 270              | Funding for FRPA & NRPA memberships.                                                                                                |
| .58000                                       | Training & Education                | 100              | Funding to send staff to FRPA Training.                                                                                             |
|                                              | <i>Subtotal: Operating Expenses</i> | <u>\$ 76,575</u> |                                                                                                                                     |

**TOTAL: Recreation - Athletics**                      \$ 294,298

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                      |
|----------------------------------|------------------------------------|------------------|-------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                  |                                                                         |
| .13000                           | Other Wages                        | \$ 61,281        | Summer Camp Counselors: fulltime temporary                              |
| .21000                           | FICA                               | 4,688            | Social Security and Medicare taxes                                      |
| .24000                           | ISF: Workers' Compensation         | -                | Allocated cost of workers' compensation premiums paid to the FL League. |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 65,969</u> |                                                                         |

**OPERATING EXPENSES**

|        |                                     |                  |                                                                                                             |
|--------|-------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------|
| .34000 | Contractual services                | \$ 14,200        | Funding for the payment of transportation and special programs assigned to outside vendors.                 |
| .40100 | Special Events/Field Trips          | 12,000           | Funding for events and trips sponsored by the summer camp program.                                          |
| .44000 | Rental                              | 1,700            | Rental of equipment / supplies for program.                                                                 |
| .45100 | ISF: Risk Management                | -                | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .47000 | Printing                            | 400              | Registration forms, flyers, and posters for summer camp.                                                    |
| .48000 | Advertising & Promotion             | 400              |                                                                                                             |
| .51000 | Supplies: General Office            | 100              | General office supplies for staff.                                                                          |
| .52200 | Supplies: Other operating           | 4,500            | Supplies and equipment used for program.                                                                    |
| .52400 | Supplies: Uniform                   | <u>3,500</u>     | Funding for uniform costs for staff/participants & CITs                                                     |
|        | <i>Subtotal: Operating Expenses</i> | <u>\$ 36,800</u> |                                                                                                             |

**TOTAL: Recreation - Summer Camp**      **\$ 102,769**

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                                  | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>           | <u>EXPLANATION</u>                                                                                          |
|----------------------------------------------|-------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>             |                                     |                         |                                                                                                             |
| .13000                                       | Other Wages                         | \$ 18,571               | Part time & seasonal coaches                                                                                |
| .21000                                       | FICA                                | 1,421                   | Social Security and Medicare taxes                                                                          |
| .24000                                       | ISF: Workers' Compensation          | -                       | Allocated cost of workers' compensation premiums paid to the FL League.                                     |
|                                              | <i>Subtotal Personnel Services</i>  | <u>\$ 19,992</u>        |                                                                                                             |
| <b><u>OPERATING EXPENSES</u></b>             |                                     |                         |                                                                                                             |
| .34000                                       | Contract services                   | \$ 1,250                | Funding for the payment of referees.                                                                        |
| .45100                                       | ISF: Risk Management                | -                       | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .52200                                       | Supplies: Other Operating           | 8,225                   | Equipment, trophies, and supplies                                                                           |
| .52400                                       | Uniforms                            | <u>6,500</u>            | Funding for uniform costs for participants and coaches.                                                     |
|                                              | <i>Subtotal: Operating Expenses</i> | <u>\$ 15,975</u>        |                                                                                                             |
| <b>TOTAL: Recreation - Intramural Soccer</b> |                                     | <u><b>\$ 35,967</b></u> |                                                                                                             |

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                                    | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>           | <u>EXPLANATION</u>                                                                                          |
|------------------------------------------------|-------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>               |                                     |                         |                                                                                                             |
| .13000                                         | Other Wages                         | \$ 11,841               | Part time & seasonal coaches                                                                                |
| .21000                                         | FICA                                | 906                     | Social Security and Medicare taxes                                                                          |
| .24000                                         | ISF: Workers' Compensation          | -                       | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                                | <i>Subtotal Personnel Services</i>  | <u>\$ 12,747</u>        |                                                                                                             |
| <b><u>OPERATING EXPENSES</u></b>               |                                     |                         |                                                                                                             |
| .34000                                         | Contract services                   | \$ 1,500                | Funding for the payment of umpires                                                                          |
| .45100                                         | ISF: Risk Management                | -                       | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .52200                                         | Supplies: Other Operating           | 4,500                   | Equipment, trophies and supplies used for program.                                                          |
| .52400                                         | Uniforms                            | <u>7,200</u>            | Funding for uniform cost for participants and coaches.                                                      |
|                                                | <i>Subtotal: Operating Expenses</i> | <u>\$ 13,200</u>        |                                                                                                             |
| <b>TOTAL: Recreation - Intramural Baseball</b> |                                     | <u><u>\$ 25,947</u></u> |                                                                                                             |

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                         | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>          | <u>EXPLANATION</u>                                                                                          |
|-------------------------------------|-------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>    |                                     |                        |                                                                                                             |
| .13000                              | Other Wages                         | \$ 3,807               | Part time & seasonal coaches                                                                                |
| .21000                              | FICA                                | 291                    | Social Security and Medicare taxes                                                                          |
| .24000                              | ISF: Workers' Compensation          | -                      | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                     | <i>Subtotal Personnel Services</i>  | <u>\$ 4,098</u>        |                                                                                                             |
| <b><u>OPERATING EXPENSES</u></b>    |                                     |                        |                                                                                                             |
| .34000                              | Contract services                   | \$ 600                 | Funding for the payment of umpires.                                                                         |
| .45100                              | ISF: Risk Management                | -                      | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .52200                              | Supplies: Other Operating           | 1,200                  | Equipment, trophies and supplies used for program.                                                          |
| .52400                              | Uniforms                            | 1,500                  | Funding for uniform cost for participants and coaches.                                                      |
| .58000                              | Membership subscriptions            | <u>350</u>             | Fees to participate in multi-agency program.                                                                |
|                                     | <i>Subtotal: Operating Expenses</i> | <u>\$ 3,650</u>        |                                                                                                             |
| <b>TOTAL: Recreation - Softball</b> |                                     | <u><u>\$ 7,748</u></u> |                                                                                                             |

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                                    | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                                                          |
|------------------------------------------------|-------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>               |                                     |                  |                                                                                                             |
| .13000                                         | Other Wages                         | \$ 13,386        | Part time & seasonal coaches                                                                                |
| .21000                                         | FICA                                | 1,024            | Social Security and Medicare taxes                                                                          |
| .24000                                         | ISF: Workers' Compensation          | -                | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                                | <i>Subtotal Personnel Services</i>  | <u>\$ 14,410</u> |                                                                                                             |
| <b><u>OPERATING EXPENSES</u></b>               |                                     |                  |                                                                                                             |
| .34000                                         | Contract services                   | \$ 1,000         | Funding for the payment of referees.                                                                        |
| .45100                                         | ISF: Risk Management                | -                | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .52200                                         | Supplies: Other Operating           | 4,300            | Equipment, trophies and supplies used for program.                                                          |
| .52400                                         | Uniforms                            | <u>3,500</u>     | Funding for uniform cost for participants and coaches.                                                      |
|                                                | <i>Subtotal: Operating Expenses</i> | <u>\$ 8,800</u>  |                                                                                                             |
| <b>TOTAL: Recreation - Intramural Baseball</b> |                                     | <u>\$ 23,210</u> |                                                                                                             |

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                             | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>           | <u>EXPLANATION</u>                                                                                          |
|-----------------------------------------|-------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>        |                                     |                         |                                                                                                             |
| .13000                                  | Other Wages                         | \$ 58,000               | Part time & seasonal coaches                                                                                |
| .21000                                  | FICA                                | 4,437                   | Social Security and Medicare taxes                                                                          |
| .24000                                  | ISF: Workers' Compensation          | -                       | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                         | <i>Subtotal Personnel Services</i>  | <u>\$ 62,437</u>        |                                                                                                             |
| <b><u>OPERATING EXPENSES</u></b>        |                                     |                         |                                                                                                             |
| .34000                                  | Contract services                   | \$ 3,000                | Funding for the payment for special instructors and teachers.                                               |
| .40100                                  | Special Events / Field Trips        | 5,000                   | Funding for events and trips sponsored by the after school program.                                         |
| .45100                                  | ISF: Risk Management                | -                       | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| 051000                                  | Supplies: General Office            | -                       | General office supplies for staff.                                                                          |
| .52200                                  | Supplies: Other Operating           | 8,000                   | Supplies used for program.                                                                                  |
| .52400                                  | Uniforms                            | 800                     | Funding to provide uniforms to staff.                                                                       |
|                                         | <i>Subtotal: Operating Expenses</i> | <u>\$ 16,800</u>        |                                                                                                             |
| <b>TOTAL: Recreation - After School</b> |                                     | <u><b>\$ 79,237</b></u> |                                                                                                             |

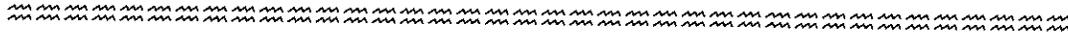
**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                              | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>   | <u>EXPLANATION</u>                                                                                          |
|------------------------------------------|-------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>         |                                     |                 |                                                                                                             |
| .13000                                   | Other Wages                         | \$ 5,220        | Part time & seasonal coaches                                                                                |
| .21000                                   | FICA                                | 399             | Social Security and Medicare taxes                                                                          |
| .24000                                   | ISF: Workers' Compensation          | -               | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                          | <i>Subtotal Personnel Services</i>  | <u>\$ 5,619</u> |                                                                                                             |
| <b><u>OPERATING EXPENSES</u></b>         |                                     |                 |                                                                                                             |
| .34000                                   | Contract services                   | \$ 300          | Referees                                                                                                    |
| .45100                                   | ISF: Risk Management                | -               | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .52200                                   | Supplies: Other Operating           | 400             | Equipment for program, footballs, flagbelts ect.                                                            |
| .52400                                   | Uniforms                            | 500             | Funding for uniform cost for participants and coaches.                                                      |
| .58000                                   | Membership subscriptions            | <u>1,000</u>    | Fees to participate in multi-agency program.                                                                |
|                                          | <i>Subtotal: Operating Expenses</i> | <u>\$ 2,200</u> |                                                                                                             |
| <b>TOTAL: Recreation - Flag Football</b> |                                     | <u>\$ 7,819</u> |                                                                                                             |

# FY 2010 - 2011 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida



### RECREATION DEPARTMENT Community Center Division

#### *Services, Functions and Activities*

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

#### BUDGET HIGHLIGHTS

|                       | <u>FY'09</u>      | <u>FY'10</u>      | <u>Change</u>    |
|-----------------------|-------------------|-------------------|------------------|
| Personnel costs ..... | \$ 206,294        | \$ 207,881        | \$ 1,587         |
| Operating costs ..... | 217,340           | 256,302           | 38,962           |
| Capital outlay ...    | -                 | -                 | -                |
| TOTAL .....           | <u>\$ 423,634</u> | <u>\$ 464,183</u> | <u>\$ 40,549</u> |

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

**This Division generates \$296,000 in revenues to the General Fund.**

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                          |
|----------------------------------|------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                   |                                                                                                             |
| .12000                           | Regular wages                      | \$ 140,698        | (1) Recreation Superintendent<br>(2) Maintenance Worker II<br>(1) Basketball Attendant                      |
| .13000                           | Other Wages                        | 32,819            | (2) Comm. Ctr. Attendant.                                                                                   |
| .14000                           | Overtime                           | 1,950             | Funding estimate for overtime required during summer, special events and facility rentals.                  |
| .18250                           | Longevity                          | 2,500             | Benefit paid to tenured employees per policy.                                                               |
| .21000                           | FICA                               | 13,614            | Social Security and Medicare taxes                                                                          |
| .23000                           | Health Insurance                   | 14,055            | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits |
| .24000                           | ISF: Workers' Compensation         | <u>2,245</u>      | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 207,881</u> |                                                                                                             |

**OPERATING EXPENSES**

|        |                       |          |                                                                                                       |
|--------|-----------------------|----------|-------------------------------------------------------------------------------------------------------|
| .34000 | Contractual services  | \$ 2,500 | To maintain AC, pest control, time clocks, office equipment and fund police costs for special events. |
| .34150 | Cont Svcs: Recreation | 182,671  | Funding for classes and programs offered at the Center                                                |

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT - COMMUNITY CENTER**

Code 001-1403-572-\*\*\*\*\*

| <u>CODE</u>                                  | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                          |
|----------------------------------------------|-------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING EXPENSES (continued)</u></b> |                                     |                          |                                                                                                             |
| .41200                                       | Telecomm: Cellular                  | 60                       | Funding for AT&T cellular phone.                                                                            |
| .43100                                       | Electricity                         | 25,725                   | Estimated annual cost for electrical services based on current usage.                                       |
| .43300                                       | Water                               | 1,044                    | Annual funding for water consumption.                                                                       |
| .45100                                       | ISF: Risk Management                | 24,303                   | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .46200                                       | Repairs/Maintenance                 | 10,840                   | Funding to provide on-going maintenance and repairs to building and equipment at the Community Center.      |
| .47000                                       | Printing                            | -                        | Funding for special flyers.                                                                                 |
| .48000                                       | Advertising & Promotions            | -                        | Funding for promotional events.                                                                             |
| .49000                                       | Other current charges               | 312                      | Annual fire safety permit and elevator permit.                                                              |
| .51000                                       | Supplies: General Office            | -                        | General office supplies for staff.                                                                          |
| .52200                                       | Supplies: Other operating           | 7,450                    | Funding for supplies used in classes and other activities sponsored by the Village.                         |
| .52400                                       | Uniforms                            | 600                      | Funding to provide uniforms to staff.                                                                       |
| .54000                                       | Subscriptions/Memberships           | 360                      | Membership to FRPA                                                                                          |
| .58000                                       | Training & Education                | <u>255</u>               | Estimated funding required to attend mandatory training for staff.                                          |
|                                              | <i>Subtotal: Operating Expenses</i> | <u>\$ 256,120</u>        |                                                                                                             |
| <b>TOTAL: Recreation - Community Center</b>  |                                     | <u><u>\$ 649,172</u></u> |                                                                                                             |

# FY 2010 - 2011 ADOPTED OPERATING BUDGET Miami Shores Village, Florida

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RECREATION DEPARTMENT Aquatics Division

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'10</u>	<u>FY'11</u>	<u>Change</u>
Personnel costs	\$ 374,712	\$ 364,164	\$ (10,548)
Operating costs	213,898	218,281	4,383
Capital outlay	<u>23,084</u>	<u>-</u>	<u>(23,084)</u>
TOTAL	<u>\$ 611,694</u>	<u>\$ 582,445</u>	<u>\$ (29,249)</u>

Significant changes include reduction in personnel costs for other wages and workers' compensation cost allocation.

This Division generates \$236,000 in revenues to the General Fund.

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

RECREATION DEPARTMENT - AQUATICS FACILITY

Code 001-1405-572-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular wages	\$ 150,108	(1) Aquatics Supervisor (1) Assistant Aquatics Supervisor (1) Lifeguard III
.13000	Other Wages	161,000	Funding for (1) Swim Coach and part time and seasonal staff and (2) Lifeguard II
.14000	Overtime	2,000	Funding estimate for overtime required during summer and special events.
.18250	Longevity	1,750	Benefit paid to tenured employees per policy.
.21000	FICA	24,087	Social Security and Medicare taxes
.23000	Health Insurance	13,994	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>11,225</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 364,164</u>	

OPERATING EXPENSES

.34000	Contractual services	\$ 2,573	Funding for pest control at concession, office equipment, fire extinguisher, and thorguard.
.34150	Cont Svcs: Recreation Aquatics	7,000	Funding for swim instructors.
.34250	Cont Svcs: Pool Concession	30,000	Funding for the purchase of supplies at the concession stand at the Aquatics facility.

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES (continued)</u>			
.41200	Telecomm: Cellular	50	Funding for AT&T cellular phone.
.43100	Utilities: Electricity	52,500	Estimated annual cost for electrical services based on current usage.
.43200	Utilities: Water	6,500	Annual funding for water consumption.
.45100	ISF: Risk Management	40,858	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.46200	Repairs & Maintenance	8,500	Funding to maintain and repair equipment located at the aquatics facility.
.47000	Printing	400	Funding for printing of notices.
.48000	Advertising & Promotions	600	Funding for promotions & lifeguard ads.
.49000	Other current charges	2,500	Funding for the pool, spa, and activity area fees to the State of Florida and Dade County.
.51000	Supplies: General Office	750	General office supplies for staff.
.52200	Supplies: Other operating	15,000	Supplies for concession and operations.
.52400	Supplies: Uniform	3,500	Funding to provide uniforms to staff.
.52500	Supplies: Chemicals	47,200	Funding for the purchase of chlorine and other chemicals to operate facility.
.54000	Subscriptions & Memberships	<u>350</u>	Membership fee to FRPA.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 218,281</u>	

TOTAL: Recreation - Aquatics Facility **\$ 582,445**

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida

RECREATION DEPARTMENT
Tennis Division

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'10</u>	<u>FY'11</u>	<u>Change</u>
Personnel costs	\$ 65,029	\$ 9,925	\$ (55,104)
Operating costs	7,502	4,656	(2,846)
Capital outlay ...	-	-	-
TOTAL	<u>\$ 72,531</u>	<u>\$ 14,581</u>	<u>\$ (57,950)</u>

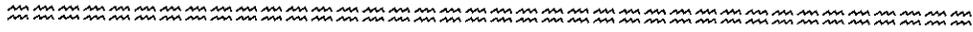
FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.13000	Other Wages	\$ 8,553	(1) Clerical Assistant (PT)
.18250	Longevity	250	Contractual benefit paid to tenured employees per contract & policy.
.21000	FICA	673	Social Security and Medicare taxes
	<i>Subtotal Personnel Services</i>	<u>\$ 9,476</u>	
<u>OPERATING EXPENSES</u>			
.43000	Utilities: Water	\$ 150	Annual funding for water consumption.
.45100	ISF: Risk Management	2,101	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.46200	Repairs/Maintenance	1,500	Cleaning materials, wind screen replacement and other related repairs.
.51000	Supplies: General Office	25	General office supplies
.52200	Supplies: Other operating	700	Supplies for maintenance of tennis office.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 4,476</u>	
TOTAL: Recreation - Tennis		<u>\$ 13,952</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



POLICE DEPARTMENT Operational Division

Services, Functions and Activities

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

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

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

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

BUDGET HIGHLIGHTS

	<u>FY'10</u>	<u>FY'11</u>	<u>Change</u>
Personnel costs	\$ 4,763,337	\$ 4,913,232	\$ 149,895
Operating costs	649,016	675,104	26,088
Capital outlay	-	-	-
Crime Watch	1,650	1,500	(150)
TOTAL	<u>\$ 5,414,003</u>	<u>\$ 5,589,836</u>	<u>\$ 175,833</u>

Significant changes include increase in personnel cost due to the increases on pension costs. Increase in operating costs are due to reallocation of workman's compensation costs.

This Division generates approximately \$381,000 in General Fund revenues.

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.11000	Executive salaries	\$ 383,453	(1) Police Chief; (3) Lieutenants
.11001	Exec Benefit	6,500	Executive benefit package
.12000	Regular wages	2,574,540	(4) Sergeants (4) Detectives (1) Corporal (21) Police Officers (4) Telecommunication Officers (1) Executive Assistant (1) Police Records Specialist (1) Crime Analyst (1) Courier (allocated)
			Funding for Holiday pay; Supervisor's relief pay; Vacation / Sick time
.14000	Overtime	168,500	Funding for intermittant overtime requirements. Taskforce operations. (HIDTA,SFMLTF)
.14500	Court Standby Program	2,400	Payment due to Miami Dade, prorating the costs of the Court Coordinator.
.15000	Offduty Assignment	217,534	Funding for security details provided to private entities. Services are provided off-duty, do not interfere with general operations and are fully funded by fees charged to the vendor along with a 25% surcharge to the General Fund.
.18250	Longevity	7,500	Benefit paid to tenured employees per policy
.21000	FICA	256,575	Social Security and Medicare taxes
.22000	Retirement-Police Pension	940,000	Actuarially calculated contribution required by the Village to fund the benefits paid to members of the PBA / Police Retirement Plan.

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

POLICE DEPARTMENT - OPERATIONS

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
PERSONNEL SERVICES (continued)			
.23000	Health Insurance	198,928	Annual costs for Village-sponsored health, dental and long term care policies.
.23001	Dependent - Insurance	19,200	Per PBA contract employer will contribute fifty dollars (\$50) per month toward the cost of obtaining dependent coverage.
.23020	Insurance - Bonus	61,440	Per PBA contract employer will provide an insurance cash bonus of one hundred sixty dollars (\$160) per month to each bargaining unit member, to be applied by the employee toward insurance coverage.
.23100	Retirement Insurance	5,500	Funding for the Village's contractual portion of the Police officers' Retirement insurance benefit.
.23200	Emp Benefit - Savings Bond	1,800	Contractually mandated purchase of \$100 savings bond for qualified officers.
.24000	ISF: Workers' Compensation	69,362	Allocation of workers compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 4,913,232</u>	

OPERATING EXPENSES

.34000	Contractual services	\$ 82,191	Funding for contractual services including veterinary service, uniform cleaning, radios, AC and other electrical items, janitorial services, decontamination services and annual physical exams.
.40000	Travel	2,500	Meals, lodging and per diem costs for staff attending training related events.
.41100	Telecomm: Long distance	200	Estimated costs for long distance or toll calls.
.41200	Telecomm: Cellular	10,992	Estimated charges for cellular communications.
.41300	Telecomm: Pager Svc	510	Estimated charges for pager services.
.42000	Postage	600	Postage for miscellaneous correspondence.

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES (continued)</u>			
.42100	Courier/Delivery charges	250	Hand delivery and overnight service for regulatory documents.
.43100	Electricity	31,320	Estimated annual cost for electrical services based on current actual FPL usage.
.43300	Water	1,000	Estimated utility costs for water consumption at the station.
.44000	Rental	4,390	Fees related to the use of county-based equipment and unmarked vehicles.
.44100	Rental - Spec Detail Vehicle	11,800	Funding for supplemental enforcement vehicles and police motorcycle leases.
.45100	ISF: Risk Management	76,806	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.45200	ISF: Fleet Maintenance	307,757	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.46200	Repairs/Maintenance	10,600	Funding for repairs or maintenance costs not under warranty or separate coverage including pistol range, IT Equipment and peripherals.
.47000	Printing	2,200	Funding for stationary, business cards, IDs, stickers, survey cards, and notices.
.48000	Advertising & Promotions	7,800	Funding for officer recognition programs and the Annual Police Chief Dinner.
.51000	Supplies: General Office	6,400	Pens, paper, ink and other office supplies for a one year period for department staff .

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

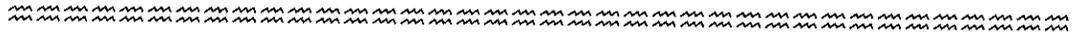
POLICE DEPARTMENT - OPERATIONS

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
OPERATING EXPENSES (continued)			
.52200	Supplies: Other Operating	39,634	Funding for the costs of firearm supplies and ammunition, first aid supplies, K9 supplies, materials for detective bureau and commissary supplies.
.52400	Uniforms	32,128	Funding for uniforms and equipment identified in PBA contract.
.54000	Subscriptions / Memberships	3,676	Funding for annual memberships, subscriptions and reference materials required for operations.
.54500	Licenses & Permits	5,000	Funding for software and network licensing.
.58000	Training & Education	30,850	Funding for mandatory police retraining and other specialized educational activities.
.58100	Tuition Reimbursements	<u>6,500</u>	Contractually required funding for qualified staff associates.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 675,104</u>	
.58100	Crime Watch	\$ 1,500	Funding for specialized Crime Watch programs, including promotional materials & volunteer promotions.
.83100	Crime Watch Postage & Shipping	<u>-</u>	Postage for miscellaneous mailings.
	<i>Subtotal: Crime Watch Expenses</i>	<u>\$ 1,500</u>	
TOTAL: Police - Operations		<u>\$ 5,589,836</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



POLICE DEPARTMENT School Guard Division

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'11</u>	<u>FY'10</u>	<u>Change</u>
Personnel costs	\$ 36,434	\$ 39,907	\$ 3,473
Operating costs	2,620	1,847	(773)
Capital outlay	-	-	-
TOTAL	\$ 39,054	\$ 41,754	\$ 2,700

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

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

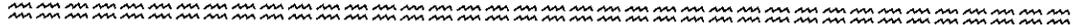
POLICE DEPARTMENT - SCHOOL CROSSING GUARDS

Code 001-0901-521-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Wages	\$ 7,106	(1) School Guard / Courier (allocated)
.13000	Other Wages	26,017	(3) School Crossing Guards
.18250	Longevity	250	Benefit paid to tenured employees per policy
.21000	FICA	2,553	Social Security and Medicare taxes
.24000	ISF: Workers' Compensation	<u>3,981</u>	Allocation of workers compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 39,907</u>	
<u>OPERATING EXPENSES</u>			
.45100	ISF: Risk Management	\$ 1,247	Allocated costs associated with Village wide property, casualty and liability coverage provided by the Florida League.
.52400	Uniforms	<u>600</u>	Funding for uniforms and equipment.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 1,847</u>	
TOTAL: Police - School Guards		<u>\$ 41,754</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



POLICE DEPARTMENT COPS Grant

Services, Functions and Activities

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

Miami Shores was very fortunate to receive an award for two officer positions for three years totaling \$436,030. These officers have completed the Police Academy and are currently in the FTO program with our Police Department.

BUDGET HIGHLIGHTS

	<u>FY'10</u>	<u>FY'11</u>	<u>Change</u>
Personnel costs	\$ -	\$ 133,322	\$ 133,322
Operating costs	-	-	-
TOTAL	\$ -	\$ 133,322	\$ 133,322

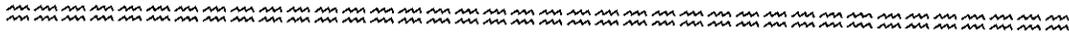
FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

POLICE DEPARTMENT - COPS Grants
Code 150-0902-331-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Wages	\$ 106,837	(2) Police Officers
.21000	FICA	8,679	Social Security and Medicare taxes
.23000	Health Insurance	9,463	Actuarially calculated contribution required by the Village to fund the benefits paid to members of the PBA / Police Retirement Plan.
.23001	Dependent - Insurance	1,200	Per PBA contract employer will contribute fifty dollars (\$50) per month toward the cost of obtaining dependent coverage.
.23020	Insurance Bonus	3,840	Annual costs for Village-sponsored health, dental and long term care policies.
.24000	ISF: Workers' Compensation	<u>3,303</u>	Allocation of workers compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 133,322</u>	
<u>OPERATING EXPENSES</u>			
		\$ -	
		<u>-</u>	
	<i>Subtotal: Operating Expenses</i>	<u>\$ -</u>	
	TOTAL: Police - COPS Grants	<u>\$ 133,322</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT Administration Division

Services, Functions and Activities

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

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

BUDGET HIGHLIGHTS

	<u>FY'10</u>	<u>FY'11</u>	<u>Change</u>
Personnel costs	\$ 272,599	\$ 269,218	\$ (3,381)
Operating costs	119,732	103,439	(16,293)
Capital outlay	-	-	-
TOTAL	<u>\$ 392,331</u>	<u>\$ 372,657</u>	<u>\$ (19,674)</u>

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.11000	Executive Salary	\$ 101,289	Public Works Director base salary
.11001	Executive Benefit	6,500	Executive Benefit package
.12000	Regular Salaries	120,806	(1) Executive Assistant
.14000	Overtime	-	Funding for intermittent overtime requirements
			(1) Purchasing Agent (1) Data Processor (PT)
.18250	Longevity pay	3,000	Benefit paid to tenured employees per policy.
.21000	FICA	17,717	Social Security and Medicare taxes
.23000	Health Insurance	14,138	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>5,768</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 269,218</u>	

OPERATING EXPENSES

.34000	Contractual Services	\$ 800	Office machine maintenance contracts
.34300	Contract Services: Security	70,000	Funding for contracted security services at Public Works compound.
.40000	Travel	500	Management seminars & training

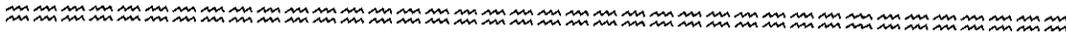
FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES - Continued</u>			
.41200	Telecommunications: Cellular	1,000	Funding for AT&T Cellular phone
.42000	Postage	60	Funding requirements for letters to staff and residents
.45100	ISF: Risk Management	4,117	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.45200	ISF: Fleet Maintenance	17,812	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.47000	Printing	100	Costs for publication of 'want ads' and mandatory reporting.
.48000	Advertising and Promotions	2,000	Funding for public notices, advertisements or other public documents
.49000	Other Current Charges	250	Funding for miscellaneous materials.
.51000	Office Supplies	1,500	Pens, paper, ink and other office supplies for a one year period.
.52200	Other Operating Expenses	1,500	Costs for materials required that are not specifically classified in other departmental line items.
.54000	Dues, memberships & subscriptions	300	Funding for renewal of subscriptions.
.54500	Licenses Permits and Taxes	3,000	DERM fee and other regulatory fees paid to State & County agencies
.58000	Training and Education	<u>500</u>	Funding for staff reimbursement for educational advancements.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 103,439</u>	
TOTAL: Public Works - Administration		<u>\$ 372,657</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT

Streets Division

Services, Functions and Activities

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

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

BUDGET HIGHLIGHTS

	<u>FY'10</u>	<u>FY'11</u>	<u>Change</u>
Personnel costs	\$ 148,211	\$ 141,569	\$ (6,642)
Operating costs	272,174	294,138	21,964
Capital outlay	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL	<u>\$ 420,385</u>	<u>\$ 435,707</u>	<u>\$ 15,322</u>

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - STREETS DIVISION

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Salaries	\$ 111,622	(1) Streets Supervisor (2) Maintenance Worker II
.14000	Overtime	400	Estimated funding measurement using past trends
.21000	FICA	8,570	Social Security and Medicare taxes
.23000	Health Insurance	13,960	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>7,017</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 141,569</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - STREETS DIVISION
Code 001-1202-541-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES</u>			
.34900	Contractual Services: Property Maintenance	\$ 28,776	Funding for Village-wide maintenance contracts including A/C, extermination, janitorial services and elevator.
.40000	Travel	25	Seminars and training sessions for supervisor and maintenance workers.
.40200	Travel: Local Mileage	-	Reimbursement for local mileage, tolls and parking.
.43101	Electricity: Streetlights Village wide	189,000	Estimated annual cost for electrical services based on current actual FPL usage
.43102	Electricity: Village Hall	16,800	Estimated annual cost for electrical services based on current actual FPL usage
.43103	Electricity: Public Works	12,705	Estimated annual cost for electrical services based on current actual FPL usage
.43300	Water	735	Village Hall, Public Works and rights-of-way water.
.45100	ISF: Risk Management	3,941	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

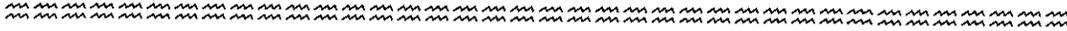
PUBLIC WORKS - STREETS DIVISION
Code 001-1202-541-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES - Continued</u>			
.45200	ISF: Fleet Maintenance	26,786	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.46200	Repairs and Maintenance	7,000	Repairs to buildings and structures, miscellaneous parts not covered by service agreements. Roadway repairs and sidewalks.
.48000	Advertising & Promotions	400	Costs for publication of 'want ads' and mandatory reporting.
.51000	Office Supplies	20	Pens, pencils and papers for support staff
.52200	Other Operating expenses	7,000	Safety equipment, paper towels, toilet tissue, cups and other miscellaneous operating supplies. Tools and equipment.
.52205	Supplies: Commissary	250	Funding for food/beverage used by staff
.52400	Uniforms	550	Per employee funding for contractually specified uniforms: (5) shirts, (5) pants
.54000	Subscriptions and Memberships	50	Annual subscriptions renewals
.58000	Training and Education	<u>100</u>	Funding to attend training for equipment and machines.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 294,138</u>	

TOTAL: Public Works-Streets Division **\$ 435,707**

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT Parks Division

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'10</u>	<u>FY'11</u>	<u>Change</u>
Personnel costs	\$ 319,776	\$ 299,536	\$ (20,240)
Operating costs	82,315	74,707	(7,608)
Capital outlay ...	-	-	-
TOTAL	<u>\$ 402,091</u>	<u>\$ 374,243</u>	<u>\$ (27,848)</u>

Significant changes include the decrease in personnel costs due to a reallocations of workman's compensation cost

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - PARKS DIVISION
Code 001-1201-572-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
PERSONNEL SERVICES			
.12000	Regular Salaries	\$ 241,268	(1) Parks Foreman (1) Equipment Operator I (1) Maintenance Worker I (4) Maintenance Worker II (1) Tree Trimmer
.14000	Overtime	1,400	Wages for excess hours and special events
.15100	Overtime: Lot Clearing	1,050	Funding for vacant home property maintenance.
.18250	Longevity pay	1,000	Benefit paid to tenured employees per policy.
.21000	FICA	18,721	Social Security and Medicare taxes
.23000	Health Insurance	32,520	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>3,577</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 299,536</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - PARKS DIVISION
Code 001-1201-572-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
OPERATING EXPENSES			
.43300	Utilities: Water	1,500	Funding for estimated water consumption at non-welled locations.
.44000	Rentals and leases	1,000	Estimates to use special equipment and tools not warehoused by Village
.45100	ISF: Risk Management	12,428	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45200	ISF: Fleet Maintenance	46,845	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.51000	Office Supplies	100	Office supplies related to Parks operations
.52200	Other Operating Expenses	8,900	Cost associated with drains and curb repairs, supplies, tools and equipment for park maintenance, and paper goods.
.52204	Supplies: Code Enforcement	500	
.52205	Supplies: Commissary	284	Funding for food/beverage used by staff
.52210	Supplies: Beautification EXP	300	Funding for the costs of plants, trees and other landscape-related items planted throughout the village during the year.
.52400	Uniforms	1,200	Funding for contractually specified uniforms: (5) shirts, (5) pants
.52500	Fertilizer & chemicals	1,500	Funding for special fertilizers and chemicals to maintain landscaping.
.54500	License Permit and Taxes	-	Funding for Florida Dept. of Agriculture license.
.58000	Training and Education	150	Funding to provide training on use of equipment and supplies
	<i>Subtotal: Operating Expenses</i>	<u>\$ 74,707</u>	

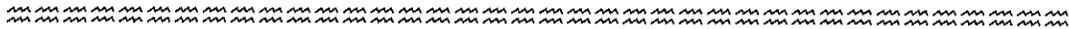
FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - PARKS DIVISION
Code 001-1201-572-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
TOTAL:	Public Works-Parks Division	\$ <u>374,243</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT Recreation Maintenance Division

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'10</u>	<u>FY'11</u>	<u>Change</u>
Personnel costs	\$ 163,071	\$ 137,143	\$ (25,928)
Operating costs	39,739	41,413	1,674
Capital outlay	-	2,200	2,200
TOTAL	<u>\$ 202,810</u>	<u>\$ 180,756</u>	<u>\$ (22,054)</u>

Significant changes include the decrease in personnel costs due to the retirement and replacement of staff and a reallocation of workman's compensation cost.

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Salaries	\$ 109,419	(1) Grounds Foreman (1) Grounds Keeper (I) (1) Grounds Keeper (II)
.14000	Overtime	600	Overtime for special events
.18250	Longevity pay	3,000	Benefit paid to tenured employees per policy.
.21000	FICA	8,646	Social Security and Medicare taxes
.23000	Health Insurance	14,131	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>1,347</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 137,143</u>	

OPERATING EXPENSES

.43101	Electricity	\$ 1,365	Estimates annual cost for electrical services based on current actual FPL usage.
.44000	Rental	100	Estimated costs to rent small equipment and tools not warehoused by the Division
.45100	ISF: Risk Management	2,305	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.

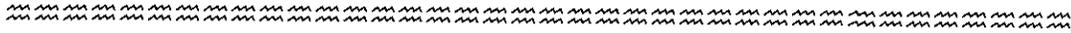
FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES - Continued</u>			
.45200	ISF: Fleet Maintenance	16,543	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.46200	Repairs and Maintenance	200	Minor repairs to building and Tot Lot equipment
.52200	Supplies: Other operating	5,500	Costs for materials required that are not specifically classified in other departmental line items.
.52400	Uniforms	350	Funding for contractually specified uniforms: (5) shirts (5) pants
.52500	Fertilizers and Chemicals	15,000	Miscellaneous chemicals and fertilizers to ensure proper growth of field turf
.58000	Training and Education	<u>50</u>	Funding to provide for staff training
			on machinery and equipment
	<i>Subtotal: Operating Expenses</i>	<u>\$ 41,413</u>	
<hr/>			
<u>CAPITAL OUTLAY</u>			
.64000	Equipment	<u>\$ 2,200</u>	Funding for machinery and equipment.
	<i>Subtotal: Capital Outlay</i>	<u>\$ 2,200</u>	
<hr/>			
	TOTAL: Public Works - Recreation Maintenance Division	<u>\$ 180,756</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT Sanitation Enterprise Division

Services, Functions and Activities

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

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

BUDGET HIGHLIGHTS

	<u>FY'10</u>	<u>FY'11</u>	<u>Change</u>
Personnel costs	\$ 925,897	\$ 859,617	\$ (66,280)
Operating costs	1,823,009	1,732,080	(90,929)
Capital outlay	92,000	210,000	118,000
Noncash transactions	<u>29,628</u>	<u>45,806</u>	<u>16,178</u>
TOTAL	<u>\$2,870,534</u>	<u>\$ 2,847,503</u>	<u>\$ (23,031)</u>

**This Division is fully self-supporting generating \$2.6 million in revenues.
This fund also pays a \$200,000 management fee to the General Fund.**

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - SANITATION DIVISION

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
PERSONNEL SERVICES			
.12000	Regular Salaries	\$ 638,170	(1) Public Works Supervisor/Waste (4) Equipment Operator III (10) Refuse Truck Drivers FT (1) Refuse Truck Driver Temp (4) Refuse Collectors
.14000	Overtime	32,000	Holiday pay, special events, labor for driver and helper to pick up garbage on Saturdays and emergencies
.18250	Longevity pay	6,500	Benefit paid to tenured employees per policy.
.21000	FICA	51,765	Social Security and Medicare taxes
.23000	Health Insurance	105,709	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>25,473</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 859,617</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES</u>			
.34100	Contractual Services: Temporary Labor	\$ 30,000	Funding for temporary staff during vacancies, vacations, special events & emergencies.
.42000	Postage	2,500	Postage related costs
.43400	Waste Disposal - Dumping	755,000	Estimated annual cost for dumping services paid to the County under contract.
.44000	Rentals and Leases	1,500	Funding to rent specialized equipment for projects as identified during the year
.45100	ISF: Risk Management	24,039	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45200	ISF: Fleet Maintenance	525,684	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.47000	Printing	2,500	Printing for recycling, statements, invoices, courtesy notices, recycling pamphlets
.48000	Advertising & Promotions	500	Estimated cost for position advertisements.
.51000	Supplies: General Office	200	Estimated costs for general office supplies (pen paper, etc.).
.52200	Supplies: Other Operating	26,839	Funding for specialized items related to sanitation, not specifically identified in other line items.

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
OPERATING EXPENSES - Continued			
.52205	Supplies: Commissary	1,000	Funding for food/beverage used by staff
.52800	Bank fees	100	Charges to maintain account
.52400	Uniforms	2,400	Funding for contractually specified uniforms: (5) shirts, (5) pants
.54500	Licenses, fees and permits	1,000	Annual DERM review fee.
.58000	Training & Education	-	Funding to provide training on use of equipment and supplies.
.59000	Depreciation	132,000	Estimated contribution to the renewal and replacement fund
.26818	Miami Dade Collection Fees	26,818	
.59500	Management fee	<u>200,000</u>	Management fee paid to General Fund to offset administrative services costs provided for non-sanitation staff.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 1,732,080</u>	

CAPITAL OUTLAY

.64000	Equipment	\$ 210,000	Replace (2) Garbage Trucks
	<i>Subtotal: Capital Outlay</i>	<u>\$ 210,000</u>	

NON CASH TRANSACTION

.93000	Budgetary Contingent	<u>\$ 45,806</u>	Budgetary "set-aside" account for unforeseen emergencies
	<i>Subtotal: Other Expenses</i>	<u>\$ 45,806</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

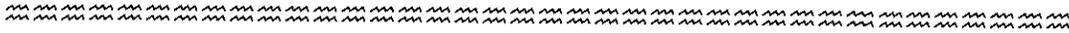
PUBLIC WORKS - SANITATION DIVISION

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
TOTAL:	Public Works-Sanitation	<u>\$ 2,847,503</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT Storm Water Enterprise Division

Services, Functions and Activities

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

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

BUDGET HIGHLIGHTS

	<u>FY'10</u>	<u>FY'11</u>	<u>Change</u>
Personnel costs	\$ 84,177	\$ 82,867	\$ (1,310)
Operating costs	83,870	73,837	(10,033)
Capital outlay	30,109	100,000	69,891
Noncash transactions	<u>35,000</u>	<u>71,248</u>	<u>36,248</u>
TOTAL	<u>\$ 233,156</u>	<u>\$ 327,952</u>	<u>\$ 94,796</u>

This fund is self-supporting generating \$233,156 in recurring revenues.

This fund pays a management fee to the General Fund of \$35,000.

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Salaries	\$ 60,706	(1) Equipment Operator I (1) Maintenance Worker I
.18250	Longevity pay	1,500	Benefit paid to tenured employees per policy.
.21000	FICA	4,759	Social Security and Medicare taxes
.23000	Health Insurance	11,224	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	4,678	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 82,867</u>	

OPERATING EXPENSES

.31100	Professional Serv: Engineering	\$ 7,000	Funding for professional engineering design services for storm water drainage system.
.34000	Contractual Services	5,000	Preliminary cost for storm water basin rehabilitation program.
.42000	Postage	2,500	Mailing of invoices and statements

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES - Continued</u>			
.45100	ISF: Risk Management	3,612	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45200	ISF: Fleet Maintenance	14,881	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.47000	Printing	-	Pro-rated costs for invoice printing and other notices
.51000	Supplies: Other operating	7,500	Costs for materials required that are not specially classified in other departmental line items.
.52900	Depreciation	24,000	Funding for year-end depreciation charges for fund assets.
.53000	Miami-Dade Collection Fee	2,344	County Collection Fees on Stormwater Billing
.54500	DERM Regulatory fee	<u>7,000</u>	Annual filing fee with DERM
	<i>Subtotal: Operating Expenses</i>	<u>\$ 73,837</u>	

CAPITAL OUTLAY

.64000	Equipment	\$ -	Funding for vehicle replacement.
.64250	Infrastructure	<u>\$ 100,000</u>	Street resurfacing for better drainage.
	<i>Subtotal: Capital Outlay</i>	<u>\$ 100,000</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida

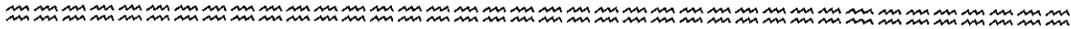
PUBLIC WORKS - STORM WATER DIVISION

Code 402-3500-541-*****

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OTHER EXPENSES</u>			
.91800	Management fee to General Fund	\$ 35,000	Management fee paid to General Fund to offset administrative service costs provided for non-storm water staff
.93000	Budgetary Contingent	\$ 36,248	Budgetary "set-aside" account for unforeseen emergencies
	<i>Subtotal: Other Expenses</i>	<u>\$ 71,248</u>	
TOTAL: Public Works-Storm water		<u>\$ 327,952</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT ISF: Fleet Maintenance Division

Services, Functions and Activities

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

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

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

BUDGET HIGHLIGHTS

	<u>FY'10</u>	<u>FY'11</u>	<u>Change</u>
Personnel costs	\$ 280,939	\$ 281,153	\$ 214
Operating costs	676,767	616,195	(60,572)
Capital outlay ...	145,000	151,000	6,000
Noncash transactions ...	181,918	160,000	(21,918)
TOTAL	<u>\$1,284,624</u>	<u>\$ 1,208,348</u>	<u>\$ (76,276)</u>

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Salaries	\$ 226,273	(1) Shop Foreman (3) Equipment Mechanic (1) Auto Detailer
.14000	Overtime	500	Funding for unanticipated operational needs
.18250	Longevity pay	2,500	Benefit paid to tenured employees per policy.
.21000	FICA	17,539	Social Security and Medicare taxes
.23000	Health Insurance	28,013	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>6,328</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 281,153</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES</u>			
.41200	Telephone: Cellular	110	Funding for AT&T cellular phone.
.45100	ISF: Risk Management	5,977	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45110	ISF: Risk Mgmt (Automobile)	88,071	Consolidated costs for automobile & equipment liability for the Village's fleet.
.46***	Vehicle Maintenance (Summary)	129,501	Vehicle maintenance cost by Division maintained by Finance
.47000	Printing	100	Funding to print shop work orders and other inventory control reports.
.51000	Supplies: Office supplies	50	Miscellaneous supplies
.520**	Gas, Fuel, Oil (Summary)	290,223	Funding for all departmental fuel and lubricant costs.
.5203*	Tires (Summary)	56,163	Funding for all divisional tires
.52100	Supplies: Solvents	1,000	Funding for special fleet solvent costs
.52105	Supplies: Conversion	12,000	Funding for repairs, materials and supplies to upgrade older vehicles.
.52120	Supplies: Spec Oil (Police)	2,600	Funding for specialized oils used on police vehicles.
.51221	Gas/Fuel/Oil: Generator	4,500	Funding to fuel the Village's emergency generators.
.52200	Supplies: Other Operating	22,000	Funding for materials and supplies used in the division not specifically listed in other lines, ie. equipment and supplies to operate fleet garage.

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES - Continued</u>			
.52400	Uniforms	500	Funding for contractually determined uniforms: (5) shirts, (5) pants
.52800	Bank Fees	200	Charges to maintain separate account.
.54500	License fees & permits	1,700	Annual fee to operate facility.
.58000	Training and Education	1,500	Recertification training for mechanics
	<i>Subtotal: Operating Expenses</i>	<u>\$ 616,195</u>	

CAPITAL OUTLAY

.65000	Vehicles	<u>\$ 151,000</u>	Replacement of vehicles
	<i>Subtotal: Capital Outlay</i>	<u>\$ 151,000</u>	

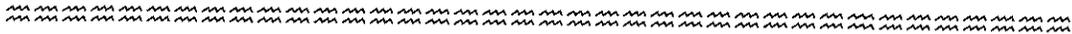
NON-CASH ACTIVITIES

.91900	Depreciation	\$ 145,000	Year-end auditors adjusting entry.
.93000	Budgetary Contingency	<u>15,000</u>	Reserved for emergencies and unforeseen activities
	<i>Subtotal: Other Expenses</i>	<u>\$ 160,000</u>	

TOTAL: Public Works-Fleet Maintenance **\$ 1,208,348**

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT

Local Option Gas Tax Division

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'10</u>	<u>FY'11</u>	<u>Change</u>
Personnel costs	\$ -	\$ -	\$ -
Operating costs	188,904	173,953	(14,951)
Capital outlay	183,500	220,000	36,500
Noncash transactions	<u>93,702</u>	<u>93,702</u>	<u>-</u>
TOTAL	<u>\$ 466,106</u>	<u>\$ 487,655</u>	<u>\$ 21,549</u>

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES</u>			
.44000	Rent and lease charges	\$ 500	Funding to pay for temporary use of vehicles and equipment
.45100	ISF: Risk Management	4,325	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45200	ISF: Fleet Maintenance	38,328	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.46200	Repairs and Maintenance	50,000	Estimated funds required to provide on-going maintenance and repairs to Village streets, alleys and parking lots.
.51000	Supplies: General Office	800	General office supplies for reporting purposes (pens, pencils, etc).
.52200	Supplies: Other operating	41,000	Road materials, signs, concrete and other supplies needed to maintain the Village's streets, sidewalks, roads, easements, curbs and rights-of-way
.52210	Beautification expense	33,000	Estimated funding for Village-wide roadway landscape projects.
.52500	Fertilizer and chemicals	<u>6,000</u>	Funding for purchase of sprays, fertilizers and other chemicals.
	Subtotal: Operating Expenses	<u>\$ 173,953</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>CAPITAL OUTLAY</u>			
.64250	Infrastructure Improvement	\$ 220,000	Various Village-wide infrastructure improvement projects.
	<i>Subtotal: Capital Outlay</i>	<u>\$ 220,000</u>	

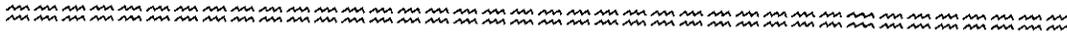
NON-CASH ACTIVITIES

.91160	Transfer to Debt Service	\$ 93,702	Funding principal and interest payments as per loan agreement (SunTrust \$3.5million).
	<i>Subtotal:Non-cash Activities</i>	<u>\$ 93,702</u>	

TOTAL: Public Works - Local Option Gas Tax
Fund \$ 487,655

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



PUBLIC WORKS DEPARTMENT Half-Cent Transportation Surtax Division

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'10</u>	<u>FY'11</u>	<u>Change</u>
Personnel costs	\$ 63,805	\$ 65,548	\$ 1,743
Operating costs	166,365	150,096	(16,269)
Capital outlay	48,223	127,270	79,047
Noncash transactions	-	-	-
TOTAL	<u>\$ 278,393</u>	<u>\$ 342,914</u>	<u>\$ 64,521</u>

The significant change includes an increase in operating costs due to the expansion of shuttle route.

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

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Salaries	\$ 46,278	(1) Maintenance Lead Worker (1) Maintenance Worker II
.14000	Overtime	-	Funding for special duty assignments and services.
.21000	FICA	3,540	Social Security and Medicare taxes
.23000	Health Insurance	11,052	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	4,678	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 65,548</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES</u>			
.34050	Cont Svc: Transportation	120,000	Funding to engage an outside agent to manage and operate the Village's shuttle transportation program.
.34100	Cont Svc: Temp Labor	2,000	Funding for temporary staff during vacations, special events & emergencies.
.45100	ISF: Risk Management	4,325	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45200	ISF: Fleet Maintenance	20,577	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.52200	Supplies: Other operating	<u>3,194</u>	Road materials, signs, concrete and other supplies needed to maintain the Village's streets, sidewalks, roads, easements, curbs and right-of-way
	<i>Subtotal: Operating Expenses</i>	<u>\$ 150,096</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>CAPITAL OUTLAY</u>			
.63250	Capital: Infrastructure	<u>\$ 127,270</u>	Repair & upgrade Railway crossing Village boundary.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 127,270</u>	
<hr/>			
TOTAL: Public Works-Transp Surtax Fund		<u>\$ 342,914</u>	

FY 2010 - 2011 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida

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### OFFICE OF THE MAYOR & COUNCIL

#### *Services, Functions and Activities*

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

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

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

Regular Council meetings are held in the Council Chambers of the Village Hall on the first and third Tuesday of each month (excluding August) at 7:30 p.m. Special meetings may be held when required.

#### BUDGET HIGHLIGHTS

|                       | <u>FY'10</u>    | <u>FY'11</u>     | <u>Change</u>   |
|-----------------------|-----------------|------------------|-----------------|
| Personnel costs ..... | \$ 255          | \$ 2,660         | \$ 2,405        |
| Operating costs ..... | 5,140           | 7,431            | 2,291           |
| Capital outlay ...    | -               | -                | -               |
| TOTAL .....           | <u>\$ 5,395</u> | <u>\$ 10,091</u> | <u>\$ 4,696</u> |

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

OFFICE OF THE MAYOR & COUNCIL

Code 001-0100-511.\*\*\*\*\*

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>   | <u>EXPLANATION</u>                                                                                          |
|----------------------------------|------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                 |                                                                                                             |
| .11000                           | Executive Salaries                 | \$ 5            | Mayor & Council receive annual stipends of \$1 each as stipulated by the Village Charter                    |
| .24000                           | ISF: Workers' Compensation         | <u>2,655</u>    | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 2,660</u> |                                                                                                             |
| <b><u>OPERATING EXPENSES</u></b> |                                    |                 |                                                                                                             |
| .40000                           | Travel                             | \$ 1,000        | Conference and meeting reimbursement for Council members                                                    |
| .40200                           | Travel, Per Diem Allowance         | 140             | Per diem costs for conference attendance                                                                    |
| .45100                           | ISF: Risk Management               | 1,016           | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .47000                           | Printing                           | 800             | Stationary and business cards for Council members                                                           |
| .48000                           | Advertising & Promotion            | 250             | Promotional materials                                                                                       |
| .49000                           | Other Current Charges              | 350             | Plaques, flowers and awards requested by Council; photos for Council functions and presentations            |
| .51000                           | Office Supplies                    | 50              | Office supplies for five (5) Council members                                                                |
| .52400                           | Uniforms                           | 225             | Uniform Shirts for five (5) Council members                                                                 |

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

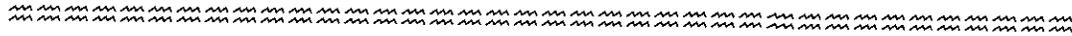
OFFICE OF THE MAYOR & COUNCIL

Code 001-0100-511.\*\*\*\*\*

| <u>CODE</u>                                           | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>           | <u>EXPLANATION</u>                                                             |
|-------------------------------------------------------|-------------------------------------|-------------------------|--------------------------------------------------------------------------------|
| .54000                                                | Subscriptions and Memberships       | 2,500                   | Annual membership to Florida League of Cities, and Miami-Dade League of Cities |
| .58000                                                | Training & Education                | 500                     | Registration Fees for Conference/Training Attendance.                          |
| .58300                                                | Organization Meetings               | <u>600</u>              | Attendance at Miami-Dade County League of Cities meetings                      |
|                                                       | <i>Subtotal: Operating Expenses</i> | <u>\$ 7,431</u>         |                                                                                |
| <b>TOTAL: Office of the Mayor and Village Council</b> |                                     | <u><u>\$ 10,091</u></u> |                                                                                |

# FY 2010 - 2011 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida



### OFFICE OF THE VILLAGE ATTORNEY

#### *Services, Functions and Activities*

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

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

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

#### BUDGET HIGHLIGHTS

|                       | <u>FY'10</u>      | <u>FY'11</u>      | <u>Change</u>      |
|-----------------------|-------------------|-------------------|--------------------|
| Personnel costs ..... | \$ -              | \$ -              | \$ -               |
| Operating costs ..... | 139,450           | 125,841           | (13,609)           |
| Capital outlay ...    | -                 | -                 | -                  |
| TOTAL .....           | <u>\$ 139,450</u> | <u>\$ 125,841</u> | <u>\$ (13,609)</u> |

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**

**Miami Shores Village, Florida**

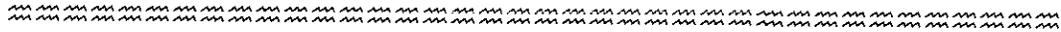
OFFICE OF THE VILLAGE ATTORNEY

Code 001-0200-514.\*\*\*\*\*

| <u>CODE</u>                      | <u>CLASSIFICATION</u>                      |       | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                                                           |
|----------------------------------|--------------------------------------------|-------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING EXPENSES</u></b> |                                            |       |                   |                                                                                                                                              |
| .31200                           | Professional Services:<br>- General        | Legal | \$ 20,000         | Fees anticipated for special legal research, opinions, supplemental negotiations or representation                                           |
| .31210                           | Professional Services:<br>- Retainer       | Legal | 50,400            | Legal retainer for Village Attorney                                                                                                          |
| .31220                           | Professional Services:<br>- Labor          | Legal | 35,000            | Fees anticipated for general labor costs and representation on labor issues as needed                                                        |
| .31230                           | Professional Services:<br>- Litigation     | Legal | 15,000            | Legal fees anticipated for Village representation brought to the court system                                                                |
| .31245                           | Professional Services:<br>- Franchise      | Legal | 1,000             | Legal fees anticipated for Village representation concerning franchise agreements.                                                           |
| .31250                           | Professional Services:<br>- Other          | Legal | 2,500             | Fees for serving notices, taking depositions, and other court related services                                                               |
| .31275                           | Professional Services:<br>- Charter School | Legal | 500               | Legal fees anticipated for Village representation associated with the Charter School.                                                        |
| .45100                           | ISF: Risk Management                       |       | 1,016             | Finance-calculated budget to fund annual risk insurance and loss accounts which are actuarially determined based on prior year risk reports. |
| .47000                           | Printing                                   |       | 75                | Business cards / stationary                                                                                                                  |
| .54000                           | Subscriptions and Memberships              |       | -                 | Law Update, miscellaneous publications                                                                                                       |
| .58000                           | Training & Education                       |       | <u>350</u>        | Attendance at workshops and seminars                                                                                                         |
|                                  | <i>Subtotal: Operating Expenses</i>        |       | <u>\$ 125,841</u> |                                                                                                                                              |
| <b>TOTAL: LEGAL COUNSEL</b>      |                                            |       | <u>\$ 125,841</u> |                                                                                                                                              |

# FY 2010 - 2011 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida



### OFFICE OF THE VILLAGE CLERK

#### *Services, Functions and Activities*

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

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

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

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

#### BUDGET HIGHLIGHTS

|                       | <u>FY'10</u>      | <u>FY'11</u>      | <u>Change</u>    |
|-----------------------|-------------------|-------------------|------------------|
| Personnel costs ..... | \$ 107,203        | \$ 107,839        | \$ 636           |
| Operating costs ..... | 36,175            | 55,529            | 19,354           |
| Capital outlay ... .. | -                 | -                 | -                |
| TOTAL .....           | <u>\$ 143,378</u> | <u>\$ 163,368</u> | <u>\$ 19,990</u> |

**Significant changes include increased costs due to having the Village Council election this fiscal year.**

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

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                          |
|----------------------------------|------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                   |                                                                                                             |
| .11000                           | Executive Salary                   | \$ 86,979         | Village Clerk base salary                                                                                   |
| .11001                           | Executive Benefit                  | 6,500             | Executive package                                                                                           |
| .18250                           | Longevity pay                      | 1,000             | Benefit paid to tenured employees per policy.                                                               |
| .21000                           | FICA                               | 7,228             | Social Security and Medicare taxes                                                                          |
| .23000                           | Health Insurance                   | 4,690             | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits |
| .24000                           | ISF: Workers' Compensation         | <u>1,442</u>      | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 107,839</u> |                                                                                                             |

**OPERATING EXPENSES**

|        |                                 |          |                                                                                                             |
|--------|---------------------------------|----------|-------------------------------------------------------------------------------------------------------------|
| .31000 | Professional services           | \$ 7,000 | Funding to pay for Village-wide pre-employment testing services.                                            |
| .40000 | Travel                          | 1,300    | Costs to attend various conferences                                                                         |
| .40200 | Travel: Per diem allowance      | 315      | Meal allowance while attending conferences and training                                                     |
| .42000 | Postage                         | 800      | Charges for general mailing                                                                                 |
| .45100 | ISF: Risk Management            | 2,214    | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .47000 | Printing                        | 150      | Cost for printing documents.                                                                                |
| .48000 | Advertising & Promotions        | 4,000    | Employment and legal ads.                                                                                   |
| .49000 | Other current charges           | 8,000    | Codification of Code Book.                                                                                  |
| .49010 | Other current charges: Election | 30,000   | Municipal Election                                                                                          |

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                               | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                |
|-------------------------------------------|-------------------------------------|--------------------------|---------------------------------------------------|
| <u>OPERATING EXPENSES - Continues</u>     |                                     |                          |                                                   |
| .51000                                    | Office supplies                     | 200                      | Pens, pencils, paper, etc for staff .             |
| .52200                                    | Other operating expenses            | 75                       | Supplies for scanner and related equipment.       |
| .54000                                    | Subscriptions/Memberships           | 1,000                    | Annual fees for various organization memberships. |
| .58000                                    | Training & Education                | <u>475</u>               | Registration fees for conference attendance.      |
|                                           | <i>Subtotal: Operating Expenses</i> | <u>\$ 55,529</u>         |                                                   |
| <hr/>                                     |                                     |                          |                                                   |
| <b>TOTAL: Office of the Village Clerk</b> |                                     | <u><b>\$ 163,368</b></u> |                                                   |

# FY 2010 - 2011 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida

### FINANCE DEPARTMENT

#### *Services, Functions and Activities*

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

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

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

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

#### BUDGET HIGHLIGHTS

|                       | <u>FY'10</u>      | <u>FY'11</u>      | <u>Change</u>      |
|-----------------------|-------------------|-------------------|--------------------|
| Personnel costs ..... | \$ 395,588        | \$ 345,767        | \$ (49,821)        |
| Operating costs ..... | 104,240           | 125,743           | 21,503             |
| Capital outlay ... .. | -                 | -                 | -                  |
| TOTAL .....           | <u>\$ 499,828</u> | <u>\$ 471,510</u> | <u>\$ (28,318)</u> |

**Significant changes include decrease in personnel costs due to the elimination of staff. Increase in operating costs are due to reallocation of ISF Risk Management and audit fees.**

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**

**Miami Shores Village, Florida**

**FINANCE DEPARTMENT**

Code 001-0500-513-\*\*\*\*\*

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                          |
|----------------------------------|------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                   |                                                                                                             |
| .11000                           | Executive Salary                   | \$ 105,444        | Finance Director base salary                                                                                |
| .11001                           | Executive Benefit                  | 6,500             | Executive benefit package                                                                                   |
| .12000                           | Regular Salaries                   | 179,520           | (1) Accountant<br>(1) Human Resource Administrator<br>(1) Finance Clerk - Accounts Payable & Payroll        |
|                                  |                                    |                   | <u>Allocated chargebacks</u><br>(1) Courier (30% split with Police)                                         |
| .13000                           | Temporary Wages                    | 5,000             | Temporary wages.                                                                                            |
| .18250                           | Longevity pay                      | 1,000             | Benefit paid to tenured employees per policy.                                                               |
| .21000                           | FICA                               | 22,373            | Social Security and Medicare taxes                                                                          |
| .23000                           | Health Insurance                   | 18,720            | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits |
| .24000                           | ISF: Workers' Compensation         | <u>7,210</u>      | Allocated cost of workers' compensation premiums paid to the FL League                                      |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 345,767</u> |                                                                                                             |

**OPERATING EXPENSES**

|        |                              |           |                                                                                                 |
|--------|------------------------------|-----------|-------------------------------------------------------------------------------------------------|
| .32000 | Professional services: Audit | \$ 85,000 | Funding for annual external audit to comply with State, Federal and local statutory provisions. |
| .34000 | Contractual Services         | 17,000    | Funding for departmental and centralized service contracts.                                     |
| .40000 | Travel                       | 2,500     | Funding for local and intermediate training and conference attendance.                          |
| .42000 | Postage                      | 1,000     | Postage for accounts payable, collection letters and correspondence.                            |
| .42100 | Freight / Delivery Charges   | 250       | Miscellaneous freight charges for purchases.                                                    |

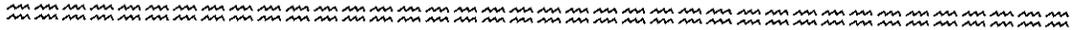
FY 2010 - 2011 ADOPTED OPERATING BUDGET  
Miami Shores Village, Florida

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

| <u>CODE</u>                                  | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                                      |
|----------------------------------------------|-------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING EXPENSES - Continued</u></b> |                                     |                   |                                                                                                                         |
| .45100                                       | ISF: Risk Management                | 9,993             | Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.                  |
| .46200                                       | Repairs and Maintenance             | 500               | Funding for equipment not on service contracts or to repair items which are excluded from existing contract agreements. |
| .47000                                       | Printing                            | 2,500             | Printing of CAFR, Budget (Proposed & Adopted), Pension reports and other state-mandated documents.                      |
| .48000                                       | Advertising and Promotions          | 1,500             | Provides funding for Annual Budget Notices, Solid waste cost disclosure and other finance-related notices.              |
| .51000                                       | Supplies: General office            | 1,000             | Pens, paper, ink and other office supplies for a one year period for four (4) full-time employees .                     |
| .52200                                       | Supplies: Other operating           | 1,000             | Operating supplies required for Finance-related equipment, not already funded in Village-wide supply account.           |
| .54000                                       | Subscriptions and Memberships       | 1,500             | Funding for subscriptions to various journals and membership to various organizations.                                  |
| .58000                                       | Training and Education              | <u>2,000</u>      | Conference registration fees; charges to attend local training sessions and other educationally-related activities.     |
|                                              | <i>Subtotal: Operating Expenses</i> | <u>\$ 125,743</u> |                                                                                                                         |
| <b>TOTAL: Finance Department</b>             |                                     | <u>\$ 471,510</u> |                                                                                                                         |

# FY 2010 - 2011 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida



### FINANCE DEPARTMENT Non-Departmental Division

#### *Services, Functions and Activities*

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

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

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

#### BUDGET HIGHLIGHTS

|                       | <u>FY'10</u>       | <u>FY'11</u>        | <u>Change</u>      |
|-----------------------|--------------------|---------------------|--------------------|
| Personnel costs ..... | \$ 277,076         | \$ 203,060          | \$ (74,016)        |
| Operating costs ..... | 322,955            | 326,625             | 3,670              |
| Capital outlay ... .. | -                  | 8,750               | 8,750              |
| Other Expenses ... .. | <u>725,868</u>     | <u>743,678</u>      | <u>17,810</u>      |
| TOTAL .....           | <u>\$1,325,899</u> | <u>\$ 1,282,113</u> | <u>\$ (43,786)</u> |

**Significant changes include reduction in personnel costs for estimated leave settlement for the next fiscal year.**

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                  |
|----------------------------------|------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                   |                                                                                                     |
| .18500                           | Accumulated Leave Settlements      | \$ 40,000         | Payout of accumulated leave for employees expected to retire or separate employment                 |
| .21000                           | FICA                               | 3,060             | Social Security and Medicare taxes                                                                  |
| .22000                           | Employers Pension Contribution     | 125,000           | Actuarially calculated required employer contribution for the General Employee Pension Plan.        |
| .25000                           | Unemployment Compensation          | <u>35,000</u>     | Quarterly contribution mandated by the State for contributions to employees filing for unemployment |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 203,060</u> |                                                                                                     |

**OPERATING EXPENSES**

|         |                                  |           |                                                                                                                             |
|---------|----------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------|
| .31000  | Professional Services            | \$ 27,000 | Contractual services for grant writing and computer projects.                                                               |
| .34000  | Contractual Services             | \$ 17,100 | Contractual services for Village Hall copies, EAP, check signing, Shred-it, Village telephone system email archive.         |
| .34400  | Contractual Services: IT         | 70,200    | Contractual services for Computer and IT consulting.                                                                        |
| .41000  | Telecommunications: PRI          | 15,000    | Village-wide main telephone service through AT&T (excluding Police department and long distance).                           |
| .41001  | Telecommunications: Frame Relay  | 23,000    | Annual frame relay operating fees paid to AT&T for high-speed communication links between Village Hall and other facilities |
| .41002  | Telecommunications: Internet     | 13,500    | Funding for internet access                                                                                                 |
| .41003  | Telecommunications: Centrex      | 24,000    | Funding for telephone service at the Police department.                                                                     |
| .412000 | Telecommunication: Long distance | 1,000     | Funding for long distance calls                                                                                             |

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                         | <u>CLASSIFICATION</u>             | <u>AMOUNT</u> | <u>EXPLANATION</u>                                                                                                                                                                                             |
|-------------------------------------|-----------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>OPERATING EXPENSES-Continued</u> |                                   |               |                                                                                                                                                                                                                |
| .42101                              | Courier/Delivery Services         | 100           | Courier and delivery services                                                                                                                                                                                  |
| .44000                              | Rentals & Leases                  | 10,550        | Rental agreement for postage machine and Village Hall copy machine                                                                                                                                             |
| .45000                              | Insurance                         | 32,000        | Life and long term disability for general employees                                                                                                                                                            |
| .46200                              | Repairs and Maintenance           | 29,375        | Maintenance agreement for Village-wide phone system (excluding Police), copy machine.                                                                                                                          |
| .47000                              | Printing                          | 1,000         | Notices, special mailings, paper, forms not specifically associated with a single department or division                                                                                                       |
| .48000                              | Advertising and Promotions        | 1,000         | Project and general position advertisements not specifically budgeted in other operating divisions                                                                                                             |
| .48400                              | Special Projects: Village Manager | 10,000        | Projects identified by the Village Manager on an as needed basis which are not normally budgeted or presented to staff by Council                                                                              |
| .48410                              | Special Projects Village Hall     | 300           | Funding for employee morale and appreciation programs in Village Hall                                                                                                                                          |
| .48950                              | Special Projects: Annexation      | -             | Funding for costs associated with the review and analysis of Village's annexation.                                                                                                                             |
| .51000                              | Supplies: General office          | 7,500         | Village-wide supply for copy paper; pens, pencils, ribbons and other general office supplies plus reserves                                                                                                     |
| .52200                              | Supplies: Other operating         | 5,000         | Toner, drums and other copy machine supplies not covered by the maintenance agreement; Village Hall supplies; replacement of small office equipment; other supplies as needed for unallocated Village-wide use |

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                           | <u>CLASSIFICATION</u>                | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                             |
|---------------------------------------|--------------------------------------|-------------------|------------------------------------------------------------------------------------------------|
| <b>OPERATING EXPENSES - Continued</b> |                                      |                   |                                                                                                |
| .52205                                | Supplies: Village Hall-Kitchen       | 2,000             | Supplies necessary to operate Village Hall kitchen facilities                                  |
| .52225                                | Supplies: Computer IT related        | 2,000             | Supplies necessary to operate computers                                                        |
| 52311                                 | AV Tax Reimbursement                 | 15,000            | Reimbursement to Country Club for MSV component of annual tax bill                             |
| .52800                                | Bank Fees                            | 20,000            | Accounts, checking and investment fees offset by equal revenue from interest; credit card fees |
|                                       | <i>Sub-total: Operating Expenses</i> | <u>\$ 326,625</u> |                                                                                                |

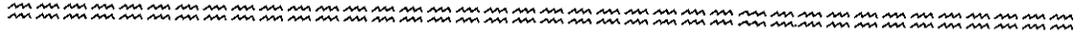
**OTHER OPERATING EXPENSES**

|        |                                         |                   |                                                                                                                                                                                                                                                                                                              |
|--------|-----------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| .64500 | Software License Fees                   | 8,750             | Software license fees for various computer programs.                                                                                                                                                                                                                                                         |
| .82070 | Contribution: North Miami Foundation    | \$ 5,000          | Annual appropriation for service organization                                                                                                                                                                                                                                                                |
| .91130 | Transfer to Capital Projects            | 267,800           | Transfer to Capital Project Fund for the purchasing of computers and servers, thermal pool blankets, resurface Tennis Court, Basketball Court, Activity Pool, replace competition pool lane ropes, replace police radio infrastructure, phone system and wiring, emergency call recorder and key management. |
| .91602 | Transfer to Debt Service Fund           | 395,878           | Contribution to Debt service Fund on \$3.5 million SunTrust Loan and \$550,000 Capital Lease Loan.                                                                                                                                                                                                           |
| .93000 | Contingency                             | 75,000            | Reserve for Village-wide emergencies                                                                                                                                                                                                                                                                         |
|        | <i>Sub-total: Other Operating Costs</i> | <u>\$ 752,428</u> |                                                                                                                                                                                                                                                                                                              |

**TOTAL: Non-Departmental Costs**                      \$ 1,282,113

# FY 2010 - 2011 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida



### FINANCE DEPARTMENT Debt Service Division

#### *Services, Functions and Activities*

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

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

#### BUDGET HIGHLIGHTS

|                       | <u>FY'10</u>       | <u>FY'11</u>       | <u>Change</u>     |
|-----------------------|--------------------|--------------------|-------------------|
| Personnel costs ..... | \$ -               | \$ -               | \$ -              |
| Operating costs ..... | 11,950             | 11,950             | -                 |
| Costs of Funds ... .. | 1,012,916          | 1,009,414          | (3,502)           |
| Capital outlay ... .. | -                  | -                  | -                 |
| TOTAL .....           | <u>\$1,024,866</u> | <u>\$1,021,364</u> | <u>\$ (3,502)</u> |

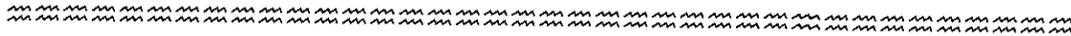
**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                                | <u>CLASSIFICATION</u>          | <u>AMOUNT</u>              | <u>EXPLANATION</u>                                                                                                     |
|--------------------------------------------|--------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING EXPENSES</u></b>           |                                |                            |                                                                                                                        |
| .31000                                     | Professional Services          | \$ 3,250                   | Funding for annual disclosure reports (Series 1999)                                                                    |
| .32000                                     | Auditing and Accounting Fees   | 5,000                      | Funding for the pro-rated portion of the financial audit.                                                              |
| .49100                                     | Bond administration fee        | 3,000                      | Annual payment made to Deutsche Bank to manage bond disbursements (Series 1999)                                        |
| .49150                                     | Bond trustee fees              | <u>700</u>                 | Annual payment to Florida League to manage bond proceeds and reporting requirements. (Series 1999)                     |
| <i>Sub-total: Operating Expenses</i>       |                                | <u>\$ 11,950</u>           |                                                                                                                        |
| <b><u>COST OF FUNDS</u></b>                |                                |                            |                                                                                                                        |
| .71000                                     | Debt service: Principal        | \$ 569,695                 | GO Bond Series 1999 - \$80,000<br>GO Bond Series 2004 - \$115,000<br>Suntrust - \$272,248<br>Capital Lease - \$102,447 |
| .72000                                     | Debt service: Interest expense | <u>439,719</u>             | GO Bond Series 1999 - \$122,650<br>GO Bond Series 2004 - \$202,184<br>Suntrust - \$108,079<br>Capital Lease - \$6,806  |
| <i>Sub-total: Cost of Funds</i>            |                                | <u>\$ 1,009,414</u>        |                                                                                                                        |
| <b>TOTAL: Finance - Debt Service Funds</b> |                                | <u><b>\$ 1,021,364</b></u> |                                                                                                                        |

# FY 2010 - 2011 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida



### FINANCE DEPARTMENT ISF: Risk Management Division

#### *Services, Functions and Activities*

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

#### BUDGET HIGHLIGHTS

|                          | <u>FY'10</u>      | <u>FY'11</u>      | <u>Change</u>       |
|--------------------------|-------------------|-------------------|---------------------|
| Personnel costs .....    | \$ 279,172        | \$ 210,205        | \$ (68,967)         |
| Operating costs .....    | 692,410           | 566,900           | (125,510)           |
| Noncash transactions ... | -                 | -                 | -                   |
| Capital outlay ...       | -                 | -                 | -                   |
| TOTAL .....              | <u>\$ 971,582</u> | <u>\$ 777,105</u> | <u>\$ (194,477)</u> |

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                      | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                                                             |
|----------------------------------|-------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                     |                   |                                                                                                                                                |
| .24400                           | W/C: PREMIUM Primary Claims         | \$ 162,605        | Annual component of premiums paid to the FL League for primary workers' compensation coverage.                                                 |
| .24410                           | W/C Deductibles Paid                | 25,000            | Deductibles for claims                                                                                                                         |
| .24421                           | W/C: Miami-Dade Administrative Fee  | 12,000            | Annual fee to county for outstanding claim.                                                                                                    |
| .24425                           | AJE: Workers' Compensation Adjust   | 8,000             | End of year audit adjustment based on payroll.                                                                                                 |
| .24440                           | WC: Third Party Administrative Fees | <u>2,600</u>      | Estimated cost to manage outstanding self-insurance claims pending.                                                                            |
|                                  | <i>Subtotal Personnel Services</i>  | <u>\$ 210,205</u> |                                                                                                                                                |
| <b><u>OPERATING COSTS</u></b>    |                                     |                   |                                                                                                                                                |
| .31000                           | Professional services               | \$ 4,000          | Estimated fees for actuarial costs and studies for outstanding workers compensation and liability claims pending from the self-insurance fund. |
| .34230                           | Prof Svc-Legal Litigation           | 20,000            | Estimated annual cost for outside counsel to represent the Village in special claims or losses.                                                |
| .31250                           | Prof Svc-Legal Other                | 7,000             | Estimated annual cost for outside counsel to represent the Village in special claims or losses.                                                |
| .45120                           | ISF: RM - Premium - Property        | 313,309           | Annual premium paid to the FL League for Property Value coverage.                                                                              |
| .45131                           | ISF: RM-Premium - Liability         | 89,240            | Annual premium paid to the FL League for General Liability coverage.                                                                           |
| .45140                           | ISF: RM-Premium - Automobile        | 88,701            | Annual premium paid to the FL League for Automobile Liability coverage.                                                                        |
| .45161                           | ISF: RM-Premium-Police Life         | 2,000             | Annual premium for coverage on all police officers per State statutes                                                                          |

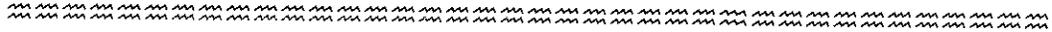
**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                               | <u>CLASSIFICATION</u>                | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                            |
|-------------------------------------------|--------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------|
| <b>OPERATING COSTS (continued)</b>        |                                      |                          |                                                                                               |
| .45170                                    | ISF: RM-Premium-FinDirector Surety   | 3,000                    | Annual premium for bond to cover Finance Personnel as required by law.                        |
| .45200                                    | ISF: Storage Tank Premium            | 1,450                    | Annual premium for storage tank. Liability for two (2) tanks in PW and in Police.             |
| .45425                                    | ISF: RM - Premium Adj                | 5,000                    | Adjustment for year-end audit.                                                                |
| .45550                                    | ISF: RM-Third Party Administration   | 3,000                    | Estimated costs to manage outstanding self-insurance claims pending.                          |
| .45600                                    | ISF: RM-Direct Payments              | 5,000                    | Estimated cost of direct claims, not processed through carrier or insurances.                 |
| .45900                                    | ISF: Auto Liability Deductibles paid | 10,000                   | Estimated cost for loss deductibles for all claims for the fiscal year paid to the FL League. |
| .45902                                    | ISF: Liability Deductible Paid       | 5,000                    | Estimated cost for loss deductibles for all claims for the fiscal year paid to the FL League. |
| .46200                                    | Repairs & Maintenance                | 10,000                   | Estimated cost for loss deductibles for all claims for the fiscal year paid to the FL League. |
| .52800                                    | Bank fees - Liability Account        | 200                      | Bank charged fees.                                                                            |
|                                           | <i>Subtotal: Operating Expenses</i>  | <u>\$ 566,900</u>        |                                                                                               |
| <b>TOTAL: Finance-Risk Management ISF</b> |                                      | <u><u>\$ 777,105</u></u> |                                                                                               |

# FY 2010 - 2011 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida



### OFFICE OF THE VILLAGE MANAGER

#### *Services, Functions and Activities*

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

#### BUDGET HIGHLIGHTS

|                       | <u>FY'10</u>      | <u>FY'11</u>      | <u>Change</u>     |
|-----------------------|-------------------|-------------------|-------------------|
| Personnel costs ..... | \$ 210,394        | \$ 209,517        | \$ (877)          |
| Operating costs ..... | 24,871            | 23,092            | (1,779)           |
| Capital outlay .....  | -                 | -                 | -                 |
| TOTAL .....           | <u>\$ 235,265</u> | <u>\$ 232,609</u> | <u>\$ (2,656)</u> |

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**

**Miami Shores Village, Florida**

OFFICE OF THE VILLAGE MANAGER

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

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                              |
|----------------------------------|------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                   |                                                                                                                 |
| .11000                           | Executive Salary                   | \$ 166,088        | Village Manager base salary                                                                                     |
| .11001                           | Executive Benefit                  | 6,500             | Executive package                                                                                               |
| .11001                           | Executive Benefit - Manager        | 15,500            | ICMA Pension contribution                                                                                       |
| .18250                           | Longevity pay                      | 1,500             | Benefit paid to tenured employees per policy.                                                                   |
| .21000                           | FICA                               | 14,503            | Social Security and Medicare taxes                                                                              |
| .23000                           | Health Insurance                   | 4,690             | Estimated annual per employee costs for health, dental and other contractually obligated non-liability benefits |
| .24000                           | ISF: Workers' Compensation         | <u>736</u>        | Allocated cost of workers' compensation premiums paid to the Florida League.                                    |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 209,517</u> |                                                                                                                 |

**OPERATING EXPENSES**

|        |                              |           |                                                                        |
|--------|------------------------------|-----------|------------------------------------------------------------------------|
| .31260 | Prof Services: Lobbyist      | \$ 12,000 | Funding to pay for Village's Tallahassee lobbyist.                     |
| .40000 | Travel                       | 350       | Funding for local and intermediate training and administrative events. |
| .41200 | Telecommunications: Cellular | 75        | Funding for AT&T Cellular phone                                        |

**FY 2010 - 2011 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                                 | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                  |
|---------------------------------------------|-------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <u>OPERATING EXPENSES - Continued</u>       |                                     |                          |                                                                                                                                     |
| .45100                                      | ISF: Risk Management                | 2,214                    | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.                         |
| .45200                                      | ISF: Fleet Maintenance              | 4,203                    | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League. |
| .47000                                      | Printing                            | 75                       | Printing of miscellaneous forms and letterhead                                                                                      |
| .48000                                      | Advertising and Promotions          | 1,200                    | Cost for special advertisements, notices, and reporting requirements, including annual Chamber of Commerce Ad.                      |
| .51000                                      | Office Supplies                     | 75                       | Pens, paper, ink and other office supplies for a one year period.                                                                   |
| .52200                                      | Other Operating Expenses            | 50                       | Supplies for printer and other equipment in Manager's office.                                                                       |
| .54000                                      | Subscriptions and Memberships       | 2,600                    | Annual Association Dues (ICMA, FCCMA, DCCMA, etc)                                                                                   |
| .58000                                      | Training and Education              | <u>250</u>               | Funding for luncheons, meetings and other promotional activity.                                                                     |
|                                             | <i>Subtotal: Operating Expenses</i> | <u>\$ 23,092</u>         |                                                                                                                                     |
| <b>TOTAL: Office of the Village Manager</b> |                                     | <u><u>\$ 232,609</u></u> |                                                                                                                                     |