

MIAMI SHORES VILLAGE

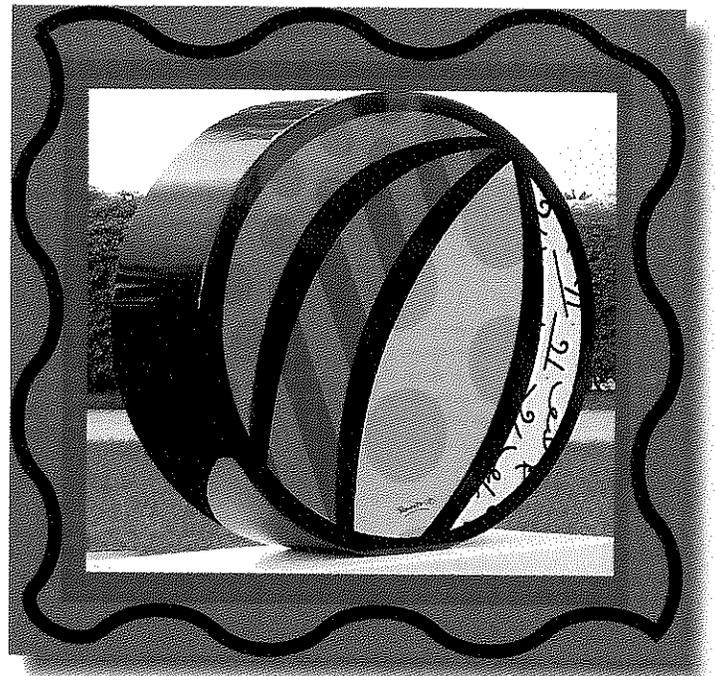
A FLORIDA MUNICIPALITY

Adopted Operating and Capital Budgets by Department by Division



for the Fiscal Year
beginning October 1 and
ending September 30

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Prepared by the Miami Shores Village Finance Department
for approval by the Miami Shores Village Council July 12, 2011



Miami Shores Village

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THOMAS J. BENTON
VILLAGE MANAGER

July 1, 2011

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

Subject: Fiscal Year 2011-2012 Operating
and Capital Improvement Budgets

Dear Mayor McCoy and Village Council Members:

To comply with the Florida State Statute 200.065 and Village Charter Section 34 (2), I present to you the proposed Operating Budgets for the Village's fiscal year beginning October 1, 2011 and ending September 30, 2012. I have previously provided you with a June 1, 2011 preliminary Miami-Dade County Tax Assessor's Memorandum which reflected a loss of 1% to our total assessed property values. However, with the final Tax Assessor's information received today, July 1st, the percentage loss has dropped to .0023% or \$12,603 of property tax revenue loss. As we began the preparation of the budget document, 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 \$1,130,328, representing the revenue versus expenses variance.

We have kept in place our policies that established a hiring freeze, whereby only essential positions are being filled by new employees. Spending thresholds also remain at reduced levels and funding for operational necessities only are being approved. In order to make up the \$1,130,328 expense versus revenue variance, we are proposing to take the difference from our Fund Balance account which currently stands at approximately \$6 million. This Fund Balance account represents the Village's "savings account" and consists of unencumbered funding to be used for emergency purchases and/or other projects for which the Council chooses to initiate or designate funding. As a general rule of thumb, a Village our size with a \$12 million General Fund budget should keep a Fund Balance of at least \$3 million.

As presented, there is no increase in the millage rate which will remain at **8.0**, nor are there any cuts in services contained in this budget. The debt service millage is set at **0.3109** for the Aquatic Center and at **0.4746** for the Doctors Charter School, for a total debt service levy of **0.7855**. Once again, Village employees will not see any merit pay or cost-of-living adjustments with the exception of 5% step increases built into the pay-scale of the newer police officers for the first seven years of employment. All other benefits will remain the same. These items are subject to the collective bargaining process.

The proposed budgets for each of the individual reporting funds for fiscal year 2011/2012 are: **General Fund \$12,296,566**, **Special Revenue Funds \$3,084,343**, (Excise taxes, Local Option Gas tax, Transportation Surtax Fund), **Enterprise Fund \$3,135,941**, (Sanitation and Stormwater Fund), **Debt Service Fund, \$913,140**, (Charter School Bond, Pool Bond, and loans for capital improvements), and the Village's **Internal Service Funds \$2,055,345**, (Risk Management and Fleet Maintenance), **Grant Fund, \$141,815** and a **Capital Project Fund of \$270,200**. Our combined budgets total **\$21,897,350**. The total FY 2011/2012 capital projects included in the above Funds totals **\$966,850** (a copy of the capital replacement schedule is attached).

As in past years, each departmental budget contains line items which reflect the various insurance premium obligations paid by the Village and designated to each Village department. This year, the Administration has been able to more accurately reflect the cost of insurance associated with each department and we are using the Florida League of Cities recommended formula to calculate the costs. As a result of this adjustment, shown on line .24000, several departments' personnel costs increased or decreased from the prior year.

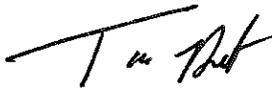
Although we had anticipated that the work load within the Finance Department would be greatly reduced due to the transfer of the sanitation and stormwater billings to the County, and had reduced the Department's staffing level for last year, we have not seen the workload diminish to such a degree that we can forfeit the position. Therefore, we have added the Finance Clerk position back into the 2012 budget year and it is appropriately reflected in the Finance Department budget. Additionally, you will see a large change in the Building Department's personnel costs. This is due to the fact that the Village's building inspectors were entered into the payroll system subsequent to an IRS audit which indicated that the inspectors did not qualify as "contract employees". The increase in the Building Department's Other Wages line item is offset by a corresponding decrease in the Contractual Services line item within the operating costs.

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 12, and possibly Wednesday July 13, 2011, we will hold the Annual Budget Workshop. The Budget Workshop begins at 6:00 PM. At this meeting, the Council will meet with the Manager and the Department Heads to review and consider each Department's operating budget request. No formal actions occur at this workshop. However this is the opportunity for Council to ask questions, include, exclude, add, delete, or modify the proposed budget.

Following the workshop meeting, a resolution will be presented to you during the regularly scheduled July 19, 2011 Council Meeting. The resolution adopts legislation that tentatively sets the millage rates for the operating and capital budget, the two debt service levies, and will also set the first of two required public hearings in September.

In September, the Village Council will hold two public hearings. The first of these two mandatory hearings to comply with the "Truth and Millage Legislation" is tentatively scheduled on Tuesday, September 6, 2011 at 6:30 PM. The second of two meetings will be held two weeks later and will be tentatively scheduled for Tuesday, September 20, 2011. At the second meeting, Council will adopt two resolutions; the first will be adopting the final Ad Valorem Tax levies for the new fiscal year, and the second will adopt the final Operating Budgets. Notice of those hearings will be provided according to the State's TRIM requirements and residents will have the opportunity to express their views on the proposed budgets during either of those two hearings.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Tom Benton". The signature is stylized with a long horizontal stroke at the beginning and a cursive-like ending.

Tom Benton
Village Manager

Miami Shores Village
Adopted FY 2011-12 Operating Budget
Revenue Report by Fund / Classification

	AMENDED BUDGET FY 2011	Actual thru 03.31.2011	Projected to 09.30.2011	TOTAL PROJECTED TO 09-30-2011	BUDGETARY VARIANCE FOR FY2010-11	FY 2012 ADOPTED	VARIANCE TO FY11 BUDGET	% CHG
Ad Valorem Taxes								
Current Ad Valorem Taxes	\$ 5,480,921	\$ 4,934,526	\$ 546,395	\$ 5,480,921	\$ 0	\$ 5,468,318	\$ (12,603)	-0.23%
Sub-total: Taxes	\$ 5,480,921	\$ 4,934,526	\$ 546,395	\$ 5,480,921	\$ 0	\$ 5,468,318	\$ (12,603)	-0.23%
Licenses & Permits								
Building Permits	\$ 450,000	\$ 164,687	\$ 520,000	\$ 684,687	\$ 234,687	\$ 450,000	\$ -	0.00%
Plans submittal fees	\$ 11,000	\$ 3,120	\$ -	\$ 3,120	(7,880)	\$ -	(11,000)	-100.00%
Zoning & variance fees	6,000	6,200	-	6,200	200	6,000	-	0.00%
Certificate of Re-occupancy	\$ 9,000	\$ 3,960	\$ 3,960	\$ 7,920	(1,080)	\$ 9,000	-	0.00%
Licenses & Permits: Other	\$ 52,000	\$ 23,640	\$ 23,000	\$ 46,640	(5,360)	\$ 52,000	-	0.00%
Local Business Licenses: Village	70,000	68,693	-	68,693	(1,307)	70,000	-	0.00%
Local Business Licenses: County	16,000	12,227	-	12,227	(3,773)	16,000	-	0.00%
Permit (Annual Alarm)	40,000	6,271	34,000	40,271	271	40,000	-	**
Sub-total: Licenses & Permits	\$ 654,000	\$ 288,798	\$ 580,960	\$ 869,758	\$ 215,758	\$ 643,000	\$ (11,000)	-1.68%
Fines & Forfeitures								
School Crossing Guards	\$ 20,000	\$ 5,074	\$ 15,000	\$ 20,074	\$ 74	\$ 20,000	\$ -	0.00%
Fines & Forfeitures: Police Dept	100,000	26,060	43,940	70,000	(30,000)	69,000	(31,000)	-31.00%
Fines & Forfeitures: Library	9,000	3,778	5,000	8,778	(222)	9,000	-	0.00%
Penalties & Delinquencies	1,000	693	300	993	(7)	1,000	-	0.00%
Penalties: Local Business Licenses	1,500	2,002	-	2,002	502	1,500	-	0.00%
Fines & Forefeitures: Code Enforcement	150,000	67,630	50,000	117,630	(32,370)	150,000	-	0.00%
Sub-total: Fines & Forfeitures	\$ 281,500	\$ 105,237	\$ 114,240	\$ 219,477	\$ (62,023)	\$ 250,500	\$ (31,000)	-11.01%
Rents & Royalties								
Country Club Rental	\$ 25,000	\$ 10,225	\$ 14,775	\$ 25,000	\$ 0	\$ 25,000	\$ -	0.00%
Other rentals	-	-	-	-	-	-	-	**
Sub-total: Rents/Royalties	\$ 25,000	\$ 10,225	\$ 14,775	\$ 25,000	\$ 0	\$ 25,000	\$ -	0.00%
Interest Earnings								
Interest earnings - Investments	37,000	9,060	15,000	24,060	(12,940)	24,000	(13,000)	-35.14%
Interest earnings - SBA	186	98	-	98	(88)	-	(186)	-100.00%
Sub-total: Interest	\$ 37,186	\$ 9,158	\$ 15,000	\$ 24,158	\$ (13,028)	\$ 24,000	\$ (13,186)	-35.46%
Miscellaneous Revenues								
Other: Recycling sales	\$ 8,000	\$ 6,245	\$ 1,755	\$ 8,000	\$ 0	\$ 8,000	\$ -	0.00%
Other: Lost & Paid books	650	275	375	650	(0)	650	-	0.00%
Other Misc: Insurance Proceeds	-	350,000	143,000	493,000	493,000	-	-	**
Other Miscellaneous revenues	6,000	-	26,425	26,425	20,425	6,000	-	0.00%
Other: Library - miscellaneous	500	-	-	-	(500)	500	-	0.00%
Other: Unity Day	17,250	16,634	-	16,634	(616)	17,250	-	**
Discounts	50	82	-	82	32	50	-	0.00%
Sub-total: Miscellaneous Revenues	\$ 32,450	\$ 373,236	\$ 171,555	\$ 544,791	\$ 512,341	\$ 32,450	\$ -	0.00%
Intergovernmental Revenues								
State Revenue Sharing	\$ 210,828	\$ 100,268	\$ 100,000	\$ 200,268	\$ (10,560)	\$ 212,269	\$ 1,441	0.68%
Mobile Home License	100	66	-	66	34	100	-	100.00%
Alcohol Beverage Licenses	1,000	-	1,000	1,000	-	1,000	-	0.00%
1/2-cent Sales Tax	663,447	282,974	380,473	663,447	(0)	660,419	(3,028)	-0.46%
Sub-total: Intergov'tal	\$ 875,375	\$ 383,308	\$ 481,473	\$ 864,781	\$ (10,527)	\$ 873,788	\$ (1,587)	-0.18%

**Miami Shores Village
Adopted FY 2011-12 Operating Budget
Revenue Report by Fund / Classification**

	AMENDED BUDGET FY 2011	Actual thru 03.31.2011	Projected to 09.30.2011	TOTAL PROJECTED TO 09-30-2011	BUDGETARY VARIANCE FOR FY2010-11	FY 2012 ADOPTED	VARIANCE TO FY11 BUDGET	% CHG
Charges for Services								
Charges: Lien Search	\$ 8,000	\$ 11,700	\$ 3,700	\$ 15,400	\$ 7,400	\$ 8,000	\$ -	0.00%
Police Extra-duty Pay	217,534	99,708	117,826	217,534	-	226,392	8,858	4.07%
Police Extra-duty Surcharge (incl ProPlay)	43,507	19,882	23,625	43,507	(0)	45,278	1,771	4.07%
Charges: Lot cleaning & mowing	40,000	20,208	19,792	40,000	0	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	100	227	-	227	127	100	-	0.00%
Charges: Library Application Fees	3,800	1,911	1,889	3,800	0	3,800	-	0.00%
Charges: Library-Computer Access Fee	1,400	530	870	1,400	0	1,400	-	0.00%
Recreational fees: Summer Camp	145,000	210	120,000	120,210	(24,790)	120,000	(25,000)	-17.24%
Recreational fees: After-school programs	130,000	97,992	42,750	140,742	10,742	140,000	10,000	7.69%
Recreational fees: Intramural Soccer	33,000	34,043	731	34,774	1,774	33,000	-	0.00%
Recreational fees: Intramural Baseball	27,000	25,878	(1,907)	23,971	(3,029)	22,000	(5,000)	-18.52%
Recreational fees: Intramural Basketball	27,000	32,055	(2,115)	29,940	2,940	25,000	(2,000)	-7.41%
Recreational fees: Intramural Softball	4,500	4,330	-	4,330	(170)	4,200	(300)	-6.67%
Recreational fees: Little Cleat	16,750	8,431	479	8,910	(7,840)	9,000	(7,750)	**
Recreational fees: Flag Football	5,000	4,435	9,220	13,655	8,655	15,000	10,000	**
Recreational fees: Athletic Field Rental	5,000	4,467	2,500	6,967	1,967	6,000	1,000	20.00%
Recreational fees: Camp Trips	-	19	-	19	19	-	-	**
Recreational fees: Bridge Rental	16,640	8,928	7,394	16,322	(318)	16,332	(308)	-1.85%
Recreational fees: Comm Ctr Facil Rentals	13,500	8,351	7,000	15,351	1,851	12,280	(1,220)	-9.04%
Recreational fees: Comm Ctr Classes	266,600	89,068	178,328	267,396	796	266,600	-	0.00%
Recreational fees: Adventure Camp	7,290	52	9,000	9,052	1,762	9,000	1,710	23.46%
Recreational fees: Speciality Camp	15,000	653	20,000	20,653	5,653	20,000	5,000	33.33%
Recreational fees: Non Resident	-	3,000	4,500	7,500	7,500	6,000	6,000	**
Recreational fees: Adventure Field Trips	8,400	-	9,000	9,000	600	9,000	600	100.00%
Recreational fees: Adventure Field Trips	1,500	(1,797)	-	(1,797)	(3,297)	-	(1,500)	100.00%
Recreational fees: Basketball	2,200	887	1,351	2,238	38	2,100	(100)	100.00%
Recreational fees: Snack Shack Rental	1,700	760	1,160	1,920	220	1,800	100	100.00%
Recreational fees: Concession - Pool	40,556	141	31,444	31,585	(8,971)	32,000	(8,556)	100.00%
Recreational fees: Tennis Admission Village	500	225	300	525	25	500	-	**
Recreational fees: Other Tennis Prgm	2,000	772	850	1,622	(378)	1,500	(500)	**
Recreational fees: Aquatic Admissions	104,000	12,796	87,658	100,454	(3,546)	100,000	(4,000)	-3.85%
Recreational fees: Swim classes	35,000	6,023	50,829	56,852	21,852	50,000	15,000	42.86%
Recreational fees: Aquatic Facility Rental	12,000	2,070	35,886	37,956	25,956	35,000	23,000	191.67%
Recreational fees: SwimTeam Registration	12,000	5,895	5,914	11,809	(191)	12,000	-	0.00%
Recreational fees: Umbrella Rental Admission	5,000	387	6,000	6,387	1,387	6,000	1,000	**
Recreational fees: Umbrella Rental Concession	5,000	387	6,000	6,387	1,387	6,000	1,000	**
Recreational fees: Program Refunds	-	(2,994)	-	(2,994)	(2,994)	-	-	**
Recreational fees: Other Staff Reimbursement	-	3,245	-	3,245	3,245	-	-	**
Recreation Fees: Insurance proceeds	16,000	6,240	12,000	18,240	2,240	18,000	2,000	12.50%
Sub-total: Charges for services	\$ 1,292,378	\$ 521,067	\$ 823,924	\$ 1,344,991	\$ 52,613	\$ 1,323,183	\$ 30,805	2.38%

Miami Shores Village
Adopted FY 2011-12 Operating Budget
Revenue Report by Fund / Classification

	AMENDED BUDGET FY 2011	Actual thru 03.31.2011	Projected to 09.30.2011	TOTAL PROJECTED TO 09-30-2011	BUDGETARY VARIANCE FOR FY2010-11	FY 2012 ADOPTED	VARIANCE TO FY11 BUDGET	% CHG
Interfund & Equity Transfers								
Interfund transfer from Excise Tax Fund	\$ 2,206,945	\$ 826,441	\$ 1,363,558	\$ 2,189,999	\$ (16,946)	\$ 2,191,000	\$ (15,945)	-0.72%
Interfund transfer: Sanitation Mgmt Fee	200,000	100,000	200,000	300,000	100,000	300,000	100,000	50.00%
Interfund transfer: Storm water Mgmt Fee	35,000	17,500	17,500	35,000	-	35,000	-	0.00%
Contribution Fund Balance	1,284,549	-	-	-	(1,284,549)	1,130,328	(154,221)	**
Sub-total: Contributions	\$ 3,726,494	\$ 943,941	\$ 1,581,058	\$ 2,524,999	\$ (1,201,495)	\$ 3,656,328	\$ (70,166)	-1.88%
Total Income: General Fund	\$ 12,405,304	\$ 7,569,496	\$ 4,329,380	\$ 11,898,876	\$ (506,361)	\$ 12,296,567	\$ (108,737)	-0.88%
Excise Tax Proceeds (F120)								
Franchise Fees: Electricity	\$ 715,053	\$ 150,073	\$ 554,927	\$ 705,000	\$ (10,053)	\$ 705,000	\$ (10,053)	-1.41%
Franchise Fees: Gas	\$ 10,500	\$ 2,907	\$ 7,093	10,000	(500)	10,000	(500)	-4.76%
Franchise Fees: Solid Waste	\$ 11,000	\$ 2,809	\$ 5,191	8,000	(3,000)	8,000	(3,000)	-27.27%
Public Service Tax: Electricity	\$ 717,392	\$ 302,209	\$ 395,791	698,000	(19,392)	698,000	(19,392)	-2.70%
Public Service Tax: Simplified Telecom	\$ 630,000	\$ 290,982	\$ 339,018	630,000	(0)	630,000	-	0.00%
Public Service Tax: Water	\$ 92,000	\$ 65,904	\$ 44,096	110,000	18,000	110,000	18,000	19.57%
Water (North Miami) Utility Taxes	\$ 6,000	\$ -	\$ 6,000	6,000	-	7,000	1,000	16.67%
Public Service Tax: Gas	\$ 25,000	\$ 11,558	\$ 11,442	23,000	(2,000)	23,000	(2,000)	-8.00%
Total Income: Excise Taxes	\$ 2,206,945	\$ 826,441	\$ 1,363,558	\$ 2,189,999	\$ (16,946)	\$ 2,191,000	\$ (15,945)	-0.72%
Local Option Gas Tax Proceeds (F130)								
LOGT: 6 - cent Tax	\$ 189,989	\$ 83,601	\$ 91,123	\$ 174,724	(15,265)	\$ 193,147	\$ 3,158	1.66%
LOGT: 3 - cent Tax	\$ 73,585	\$ 39,573	\$ 27,913	67,486	(6,099)	\$ 73,707	122	0.17%
State Revenue Sharing: Fuel Tax	\$ 86,196	\$ 38,993	\$ 38,907	77,900	(8,296)	\$ 93,286	7,090	8.23%
Gasoline Tax Refund	\$ 800	\$ 871	\$ -	871	71	\$ 12,000	11,200	1400.00%
Interest allocation	\$ 9,000	\$ 6,469	\$ 6,000	12,469	3,469	\$ 1,051	(7,949)	-88.32%
Contribution from Fund Balance	\$ 134,085	\$ -	\$ 134,085	134,085	-	\$ 173,335	39,250	**
Total Income: Local Option Gas	\$ 493,655	\$ 169,507	\$ 298,028	\$ 467,535	\$ (26,120)	\$ 546,526	\$ 52,871	10.71%
Half-cent Transportation Surtax (F135)								
Proceeds from Surtax Levy for operations	\$ 221,914	\$ 40,462	\$ 181,452	\$ 221,914	\$ (0)	\$ 220,000	\$ (1,914)	-0.86%
Proceeds from Surtax (20% Transport Reserves)	\$ 55,479	\$ 10,115	\$ 45,364	55,479	0	55,000	(479)	-0.86%
Interest earnings	\$ 1,000	\$ 506	\$ 400	906	(94)	817	(183)	-18.30%
Contribution from Fund Balance	\$ 64,521	\$ -	\$ -	-	(64,521)	71,000	6,479	10.04%
Total: 1/2-Cent Transport Surtax	\$ 342,914	\$ 51,083	\$ 227,216	\$ 278,299	\$ (64,615)	\$ 346,817	\$ 3,903	1.14%
Debt Service Fund (F201)								
AV Taxes - Current Real Property	\$ 531,784	\$ 471,834	\$ 59,950	\$ 531,784	\$ (0)	\$ 532,810	\$ 1,026	0.19%
Interfund: General Fund	395,878	190,281	205,597	395,878	-	286,628	(109,250)	-27.60%
Interfund: Local Option Gas Tax Fund	93,702	46,851	46,851	93,702	-	93,702	-	0.00%
Interest earnings	-	-	1,798	1,798	1,798	-	-	**
Total Income: Debt Service	\$ 1,021,364	\$ 708,966	\$ 314,196	\$ 1,023,162	\$ 1,798	\$ 913,140	\$ (108,224)	-10.60%
Capital Project Fund (F301)								
Interfund: General Fund	\$ 267,800	\$ -	\$ 267,800	\$ 267,800	\$ -	\$ 270,200	\$ 2,400	0.90%
Interest earnings	125	1,078	-	1,078	953	-	(125)	-100.00%
Contribution from Surplus	2,432,206	-	2,432,206	2,432,206	0	-	(2,432,206)	-100.00%
Total Income: Capital Project	\$ 2,700,131	\$ 1,078	\$ 2,700,006	\$ 2,701,084	\$ 953	\$ 270,200	\$ (2,429,931)	-89.99%

Miami Shores Village
Adopted FY 2011-12 Operating Budget
 Revenue Report by Fund / Classification

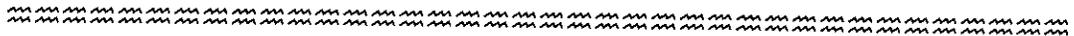
	AMENDED BUDGET FY 2011	Actual thru 03.31.2011	Projected to 09.30.2011	TOTAL PROJECTED TO 09-30-2011	BUDGETARY VARIANCE FOR FY2010-11	FY 2012 ADOPTED	VARIANCE TO FY11 BUDGET	% CHG
Stormwater Operations (F402)								
Charges: Utility service Fees	\$ 234,405	\$ 211,480	\$ 22,925	\$ 234,405	\$ (0)	\$ 255,357	\$ 20,952	8.94%
Utility Service Fee Discounts	\$ (9,376)	\$ (468)	\$ -	(468)	8,908	\$ (10,214)	(838)	**
Penalties & Delinquencies	1,423	4,438	-	4,438	3,015	3,000	1,577	110.82%
Interest: Allocation of Earnings	1,500	665	-	665	(835)	1,150	(350)	-23.33%
Contribution from Retained Earnings	107,000	-	-	-	(107,000)	-	(107,000)	**
Total Income: Storm Water	\$ 334,952	\$ 216,115	\$ 22,925	\$ 239,040	\$ (95,912)	\$ 249,293	\$ (85,659)	-25.57%
Sanitation Operations (F405)								
Charges: Sanitation Service Fees	\$ 2,681,773	\$ 1,453,098	\$ 1,237,436	\$ 2,690,534	\$ 8,761	\$ 2,694,134	12,361	0.46%
Sanitation Fee Discounts	\$ (107,270)	\$ -	\$ -	-	107,270	\$ (107,765)	(495)	**
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 & Penalty fees	25,000	74,444	-	74,444	49,444	50,000	25,000	100.00%
Interest: Bank of America	-	881	-	881	-	2,279	2,279	**
Contribution from Retained Earnings	210,000	-	-	-	(210,000)	210,000	-	0.00%
Total Income: Sanitation	\$ 2,847,503	\$ 1,546,848	\$ 1,257,494	\$ 2,804,342	\$ (44,042)	\$ 2,886,648	\$ 39,145	1.37%
Grants								
Grant: Police COPS Grant	\$ 133,322	\$ 21,221	\$ 112,101	133,322	(0)	\$ 141,815	8,493	**
Total Income: Grants	\$ 133,322	\$ 21,221	\$ 112,101	\$ 133,322	\$ (0)	\$ 141,815	\$ 8,493	\$ -
Internal Service Funds								
Finance: Risk Management (F501)	\$ 817,683	\$ 160,223	\$ 680,935	\$ 841,158	\$ 23,475	\$ 858,638	\$ 40,955	5.01%
Public Works: Fleet Maintenance (F550)	1,307,920	295,515	913,714	1,209,229	(98,691)	1,196,707	(111,213)	-8.50%
Total Income: Internal Services	\$ 2,125,603	\$ 455,738	\$ 1,594,649	\$ 2,050,387	\$ (75,216)	\$ 2,055,345	\$ (70,258)	-3.31%
GRAND TOTAL ALL FUNDS	\$ 24,611,693	\$ 11,566,493	\$ 12,219,553	\$ 23,786,046	\$ (826,460)	\$ 21,897,350	\$ (2,714,341)	-11.03%

Miami Shores Village
 Adopted FY2011-12
 Operating Budget
 Expenditure by Department and Funds

Department / Division	AMENDED BUDGET FY 2011	TOTAL PROJECTED TO 09-30-2011	BUDGETARY VARIANCE FOR FY2010-11	% BUDGET REMAINING	FY 2012 ADOPTED	VARIANCE TO FY11 BUDGET	% CHG
Office of the Mayor & Village Council	10,091	9,635	\$ 456	4.52%	\$ 5,906	\$ (4,185)	-41.47%
Office of the Village Attorney	135,841	144,033	(8,192)	-6.03%	\$ 120,299	(15,542)	-11.44%
Office of the Village Manager	232,609	232,574	35	0.02%	\$ 234,189	1,580	0.68%
Office of the Village Clerk	181,868	158,487	23,381	12.86%	\$ 123,528	(58,340)	-32.08%
Code Enforcement Division	176,408	176,434	(26)	-0.01%	\$ 166,528	(9,880)	-5.60%
Building Department	344,471	332,952	11,519	3.34%	\$ 345,251	780	0.23%
Planning & Zoning Department	158,021	151,021	7,000	4.43%	\$ 153,885	(4,136)	-2.62%
Finance Department	519,510	501,988	17,522	3.37%	\$ 513,026	(6,484)	-1.25%
Police Department	5,719,636	5,459,076	260,560	4.56%	\$ 5,892,961	173,325	3.03%
Public Works: Parks Division	375,243	338,718	36,525	9.73%	\$ 386,807	11,564	3.08%
Public Works: Street Maintenance	435,707	402,538	33,169	7.61%	\$ 470,940	35,233	8.09%
Public Works: Administration	372,657	359,250	13,407	3.60%	\$ 355,359	(17,298)	-4.64%
Public Works: Recreation Maintenance	180,756	142,630	38,126	21.09%	\$ 133,731	(47,025)	-26.02%
Recreation (Combined)	1,867,730	1,864,351	3,379	0.18%	\$ 1,921,867	54,137	2.90%
Library Operations	412,241	409,316	2,925	0.71%	\$ 379,496	(32,745)	-7.94%
Unclassified / Non-Departmental	1,282,513	1,162,941	119,572	9.32%	\$ 1,092,794	(189,719)	-14.79%
TOTAL General Fund Expenses	\$ 12,405,304	\$ 11,845,944	\$ 559,358	4.51%	\$ 12,296,567	\$ (108,737)	-0.88%
Finance: Excise Tax Fund Transfers (F120)	\$ 2,206,945	\$ 2,189,999	\$ 16,946	0.77%	\$ 2,191,000	\$ (15,945)	-0.72%
PWks: Local Option Gas Tax Funds (F130)	493,655	463,716	29,939	6.06%	\$ 546,526	52,871	10.71%
PWks: 1/2-ct Transport Surtax Fund (F135)	342,914	214,444	128,470	37.46%	\$ 346,817	3,903	1.14%
Capital Project Fund (301)	2,700,131	2,774,642	(74,511)	-2.76%	\$ 270,200	(2,429,931)	-89.99%
Police COPS Grant	133,322	128,329	4,993	3.75%	\$ 141,815	8,493	**
Sub-total: All Other Funds	\$ 5,876,967	\$ 5,771,130	\$ 105,837	1.80%	\$ 3,496,357	\$ (2,380,610)	-40.51%
Internal Service Funds							
Finance: Risk Management Division (F501)	\$ 817,683	\$ 694,006	\$ 123,677	15.13%	\$ 858,638	\$ 40,955	5.01%
Public Works: Fleet Maintenance Div. (F550)	1,307,920	1,190,950	116,970	8.94%	\$ 1,196,707	(111,213)	-8.50%
Sub-total: Internal Service Funds	\$ 2,125,603	\$ 1,884,956	\$ 240,647	11.32%	\$ 2,055,345	(70,258)	-3.31%
Enterprise Funds							
Public Works: Storm Water Operations (F402)	\$ 334,952	\$ 250,931	\$ 84,021	25.08%	\$ 249,293	\$ (85,659)	-25.57%
Public Works: Sanitation Operations (F405)	2,847,503	2,848,904	(1,401)	-0.05%	\$ 2,886,648	39,145	1.37%
Sub-total: Enterprise Funds	\$ 3,182,455	\$ 3,099,835	\$ 82,620	2.60%	\$ 3,135,941	(46,514)	-1.46%
Debt Service Funds							
GO Bond, Series 1999 (Aquatics)	\$ 214,600	\$ 210,696	\$ 3,904	1.82%	\$ 214,650	\$ 50	0.02%
GO Bond, Series 2004 (Chtr School)	317,184	317,184	-	0.00%	\$ 318,160	976	0.31%
Suntrust Loan (\$3.5m)	380,327	380,327	0	0.00%	\$ 380,330	3	**
Capital Lease 2008	109,253	109,252	1	0.00%	\$ -	(109,253)	**
Sub-total: Debt Service Funds	\$ 1,021,364	\$ 1,017,459	\$ 3,905	0.38%	\$ 913,140	(108,224)	-10.60%
Grand Total: All Funds	\$ 24,611,693	\$ 23,619,324	\$ 992,368	4.03%	\$ 21,897,350	\$ (2,714,343)	-11.03%

FY 2011 - 2012 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



OFFICE OF THE MAYOR & COUNCIL

Services, Functions and Activities

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

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

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

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

BUDGET HIGHLIGHTS

	<u>FY'11</u>	<u>FY'12</u>	<u>Change</u>
Personnel costs	\$ 2,660	\$ 916	\$ (1,744)
Operating costs	7,431	4,990	(2,441)
Capital outlay	-	-	-
TOTAL	<u>\$ 10,091</u>	<u>\$ 5,906</u>	<u>\$ (4,185)</u>

Significant changes include a decrease in printing costs due to it being a non-election year, as well as a decrease in travel expenses as the Florida League of Cities Conference will be held in Hollywood, Florida.

FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

OFFICE OF THE MAYOR & COUNCIL

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.11000	Executive Salaries	\$ 5	Mayor & Council receive annual stipends of \$1 each as stipulated by the Village Charter
.24000	ISF: Workers' Compensation	<u>911</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 916</u>	

OPERATING EXPENSES

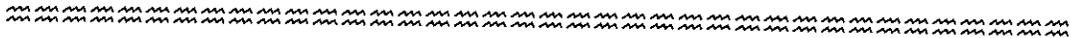
.40000	Travel	\$ 100	Conference and meeting reimbursement for Council members
.45100	ISF: Risk Management	640	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.47000	Printing	200	Stationary and business cards for Council members
.48000	Advertising & Promotion	200	Promotional materials
.49000	Other Current Charges	250	Plaques, flowers and awards requested by Council; photos for Council functions and presentations
.51000	Office Supplies	50	Office supplies for five (5) Council members
.52400	Uniforms	250	Uniform Shirts for five (5) Council members

FY 2011 - 2012 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	2,300	Annual membership to Florida League of Cities, and Miami-Dade League of Cities
.58000	Training & Education	400	Registration Fees for Conference/Training Attendance.
.58300	Organization Meetings	<u>600</u>	Attendance at Miami-Dade County League of Cities meetings
	<i>Subtotal: Operating Expenses</i>	<u>\$ 4,990</u>	
TOTAL: Office of the Mayor and Village Council		<u><u>\$ 5,906</u></u>	

FY 2011 - 2012 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'11</u>	<u>FY'12</u>	<u>Change</u>
Personnel costs	\$ -	\$ -	\$ -
Operating costs	135,841	120,299	(15,542)
Capital outlay	-	-	-
TOTAL	<u>\$ 135,841</u>	<u>\$ 120,299</u>	<u>\$ (15,542)</u>

FY 2011 - 2012 ADOPTED OPERATING BUDGET

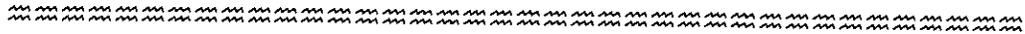
Miami Shores Village, Florida

OFFICE OF THE VILLAGE ATTORNEY

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

<u>CODE</u>	<u>CLASSIFICATION</u>		<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES</u>				
.31200	Professional Services: - General	Legal	\$ 20,000	Fees anticipated for special legal research, opinions, supplemental negotiations or representation
.31210	Professional Services: - Retainer	Legal	50,400	Legal retainer for Village Attorney
.31220	Professional Services: - Labor	Legal	30,000	Fees anticipated for general labor costs and representation on labor issues as needed
.31230	Professional Services: - Litigation	Legal	15,000	Legal fees anticipated for Village representation brought to the court system
.31245	Professional Services: - Franchise	Legal	1,000	Legal fees anticipated for Village representation concerning franchise agreements.
.31250	Professional Services: - Other	Legal	2,500	Fees for serving notices, taking depositions, and other court related services
.31275	Professional Services: - Charter School	Legal	500	Legal fees anticipated for Village representation associated with the Charter School.
.45100	ISF: Risk Management		474	Allocated costs to fund general liability insurance.
.47000	Printing		75	Business cards / stationary
.58000	Training & Education		<u>350</u>	Attendance at workshops and seminars
	<i>Subtotal: Operating Expenses</i>		<u>\$ 120,299</u>	
TOTAL: LEGAL COUNSEL			<u>\$ 120,299</u>	

FY 2011 - 2012 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'11</u>	<u>FY'12</u>	<u>Change</u>
Personnel costs	\$ 107,839	\$ 106,705	\$ (1,134)
Operating costs	74,029	16,823	(57,206)
Capital outlay	-	-	-
TOTAL	<u>\$ 181,868</u>	<u>\$ 123,528</u>	<u>\$ (58,340)</u>

Significant changes include decreased costs due to it being an off-year for Village Council Elections and the majority of travel and education costs being funded by the Florida Association of City Clerks.

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

FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.11000	Executive Salary	\$ 86,646	Village Clerk base salary
.11001	Executive Benefit	6,500	Executive package
.18250	Longevity pay	1,000	Benefit paid to tenured employees per policy.
.21000	FICA	7,202	Social Security and Medicare taxes
.23000	Health Insurance	4,893	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>464</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 106,705</u>	

OPERATING EXPENSES

.31000	Professional services	\$ 5,000	Funding to pay for Village-wide pre-employment testing services.
.40000	Travel	300	Costs to attend various conferences
.40200	Travel: Per diem allowance	200	Meal allowance while attending conferences and training
.42000	Postage	850	Charges for general mailing
.45100	ISF: Risk Management	1,348	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	2,500	Employment and legal ads.
.49000	Other current charges	5,000	Codification of Code Book.

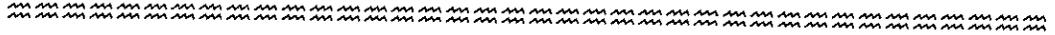
FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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>200</u>	Registration fees for conference attendance.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 16,823</u>	
<hr/>			
TOTAL: Office of the Village Clerk		<u>\$ 123,528</u>	

FY 2011 - 2012 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'11</u>	<u>FY'12</u>	<u>Change</u>
Personnel costs	\$ 209,517	\$ 208,947	\$ (570)
Operating costs	23,092	25,242	2,150
Capital outlay	-	-	-
TOTAL	<u>\$ 232,609</u>	<u>\$ 234,189</u>	<u>\$ 1,580</u>

FY 2011 - 2012 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>PERSONNEL SERVICES</u>			
.11000	Executive Salary	\$ 165,451	Village Manager base salary
.11001	Executive Benefit	6,500	Executive package
.11001	Executive Benefit - Manager	15,500	ICMA Pension contribution
.18250	Longevity pay	1,500	Benefit paid to tenured employees per policy.
.21000	FICA	14,455	Social Security and Medicare taxes
.23000	Health Insurance	4,893	Estimated annual per employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>648</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 208,947</u>	

<u>OPERATING EXPENSES</u>			
.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	100	Funding for AT&T Cellular phone

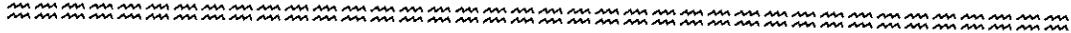
FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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	1,348	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.45200	ISF: Fleet Maintenance	7,169	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	100	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>\$ 25,242</u>	
TOTAL: Office of the Village Manager		<u><u>\$ 234,189</u></u>	

FY 2011 - 2012 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'11</u>	<u>FY'12</u>	<u>Change</u>
Personnel costs	\$ 139,775	\$ 138,289	\$ (1,486)
Operating costs	36,633	28,239	(8,394)
Capital outlay	-	-	-
TOTAL	<u>\$ 176,408</u>	<u>\$ 166,528</u>	<u>\$ (9,880)</u>

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

FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Salaries	\$ 109,380	(1) - Code Enforcement Supervisor (1) - Code Enforcement Officer (1) Administrative Secretary - 50% allocated with Planning & Zoning
.14000	Overtime	2,000	Estimated overtime costs for special enforcement efforts and attendance at Board meetings under FLSA regulations
.18250	Longevity Pay	1,000	Benefit paid to tenured employees per policy.
.21000	FICA	8,597	Social Security and Medicare taxes
.23000	Health Insurance	14,600	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>2,712</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 138,289</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	5,000	Correspondence and certified mail, notice of violations

FY 2011 - 2012 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida

Code Enforcement Division

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES - Continued</u>			
.45100	ISF: Risk Management	3,481	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.45200	ISF: Fleet Maintenance	7,588	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.46200	Repairs and Maintenance	250	Funding for emergency repairs for equipment not under contractual arrangements.
.47000	Printing	1,200	Printing of educational or advisory pamphlets and notices of violation
.51000	Supplies: General Office	900	Pens, paper, ink and other office supplies for a one year period for two and one half (2.5) full-time employees and Code Enforcement activities.
.52200	Supplies: Other operating	500	Toner for printers, special software requirements to support Code Enforcement program
.52225	Supplies: Computer IT Related	-	Laptop computer replacement.
.52400	Uniforms	200	Uniform costs for two (2) staff members.
.54000	Subscriptions and Memberships	120	Florida Association of Code Enforcement
.58000	Training and Education	<u>800</u>	Continued education funding for enforcement staff.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 28,239</u>	

TOTAL: Code Enforcement Department: \$ 166,528

FY 2011 - 2012 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'11</u>      | <u>FY'12</u>      | <u>Change</u> |
|-----------------------|-------------------|-------------------|---------------|
| Personnel costs ..... | \$ 280,238        | \$ 323,385        | \$ 43,147     |
| Operating costs ..... | 64,233            | 21,866            | (42,367)      |
| Capital outlay .....  | -                 | -                 | -             |
| TOTAL .....           | <u>\$ 344,471</u> | <u>\$ 345,251</u> | <u>\$ 780</u> |

**Increase in Personnel costs are due to reallocation of Contractor to Employee.**

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

# FY2011-2012 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                   | \$ 97,335         | Building Director base salary                                                                                                                        |
| .11001                           | Executive Benefit                  | 6,500             | Executive benefit package                                                                                                                            |
| .12000                           | Regular Salaries                   | 66,851            | (1) Administrative Supervisor<br>(1) Permit Clerk                                                                                                    |
| .13000                           | Other Wages                        | 111,600           | (2) Inspectors: Plumbing & Mechanical<br>(1) Inspector: Building (temporary as needed)<br>(1) Structural Engineer (Funded by structural review fees) |
| .21000                           | FICA                               | 21,595            | Social Security and Medicare taxes                                                                                                                   |
| .23000                           | Health Insurance                   | 14,633            | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                          |
| .24000                           | ISF: Workers' Compensation         | <u>4,871</u>      | Allocated cost of workers' compensation premiums paid to the Florida League.                                                                         |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 323,385</u> |                                                                                                                                                      |

### **OPERATING EXPENSES**

|        |                           |       |                                                                                               |
|--------|---------------------------|-------|-----------------------------------------------------------------------------------------------|
| .34100 | Cont Svc: Temporary Labor | 3,000 | Funding for temporary labor staff to assist with operations during regular employee vacation. |
| .41002 | Telecomm: Internet        | 240   | Estimated air card cost for internet access.                                                  |

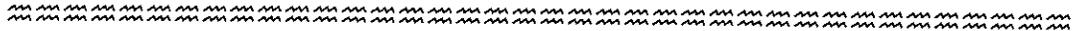
**FY2011-2012 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                           | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                      |
|---------------------------------------|-------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <u>OPERATING EXPENSES - Continued</u> |                                     |                          |                                                                                                                                         |
| .42000                                | Postage                             | 1,525                    | Correspondence and certified mail.                                                                                                      |
| .45100                                | ISF: Risk Management                | 5,729                    | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.                             |
| .45200                                | ISF: Fleet Maintenance              | 7,372                    | 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                            | 1,300                    | Printed forms for Building: permits, garage sale, other miscellaneous printing                                                          |
| .51000                                | Office Supplies                     | 400                      | Pens, paper, ink and other office supplies for a one year period for three (3) full-time employees                                      |
| .52200                                | Other Operating Expenses            | 1,500                    | 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>\$ 21,866</u>         |                                                                                                                                         |
| <b>TOTAL: Building Department</b>     |                                     | <u><b>\$ 345,251</b></u> |                                                                                                                                         |

# FY 2011 - 2012 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'11</u>      | <u>FY'12</u>      | <u>Change</u>     |
|-----------------------|-------------------|-------------------|-------------------|
| Personnel costs ..... | \$ 136,147        | \$ 136,435        | \$ 288            |
| Operating costs ..... | 21,874            | 17,450            | (4,424)           |
| Capital outlay ... .. | -                 | -                 | -                 |
| TOTAL .....           | <u>\$ 158,021</u> | <u>\$ 153,885</u> | <u>\$ (4,136)</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 2011 - 2012 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>               | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                          |
|---------------------------|------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------|
| <b>PERSONNEL SERVICES</b> |                                    |                   |                                                                                                             |
| .11000                    | Executive Salary                   | \$ 98,193         | Planning and Zoning Director base salary                                                                    |
| .11001                    | Executive Benefit                  | 6,500             | Executive benefit package                                                                                   |
| .12000                    | Regular Salaries                   | 14,560            | 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                               | 9,199             | Social Security and Medicare taxes                                                                          |
| .23000                    | Health Insurance                   | 4,843             | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits |
| .24000                    | ISF: Workers' Compensation         | <u>2,140</u>      | Allocated costs of workers compensation premiums paid to the Florida League.                                |
|                           | <i>Subtotal Personnel Services</i> | <u>\$ 136,435</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                      | 500      | Zoning hearing notices, certified mailings miscellaneous correspondence.                                                                                                                                                    |

**FY 2011 - 2012 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u> | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                                                                              |
|-------------|-------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------|
| .45100      | ISF: Risk Management                | 1,910            | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.                     |
| .45200      | ISF: Fleet Maintenance              | 844              | Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to 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       | 650              | American Planning Association, Florida Chapter, American Institute of Certified Planners.                                       |
| .58000      | Training and Education              | 400              | Attend two (2) local Planning and Zoning seminars, to acquire specialized knowledge.                                            |
|             | <i>Subtotal: Operating Expenses</i> | <u>\$ 17,450</u> |                                                                                                                                 |

**TOTAL: PLANNING and ZONING DEPARTMENT**      \$ 153,885

# FY 2011 - 2012 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'11</u>       | <u>FY'12</u>        | <u>Change</u>       |
|-----------------------|--------------------|---------------------|---------------------|
| Personnel costs ..... | \$ 203,060         | \$ 211,913          | \$ 8,853            |
| Operating costs ..... | 327,025            | 346,250             | 19,225              |
| Capital outlay ...    | 8,750              | 8,750               | -                   |
| Other Expenses ...    | <u>743,678</u>     | <u>525,881</u>      | <u>(217,797)</u>    |
| TOTAL .....           | <u>\$1,282,513</u> | <u>\$ 1,092,794</u> | <u>\$ (189,719)</u> |

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

**FY 2011 - 2012 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      | \$ 25,000         | Payout of accumulated leave for employees expected to retire or separate employment                                               |
| .21000                           | FICA                               | 1,913             | Social Security and Medicare taxes                                                                                                |
| .22000                           | Employers Pension Contribution     | 140,000           | Actuarially calculated required employer contribution for the General Employee Pension Plan.                                      |
| .25000                           | Unemployment Compensation          | 45,000            | Quarterly contribution mandated by the State for contributions to employees filing for unemployment                               |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 211,913</u> |                                                                                                                                   |
| <b><u>OPERATING EXPENSES</u></b> |                                    |                   |                                                                                                                                   |
| .31000                           | Professional Services              | \$ 15,000         | Contractual services additional computer projects not included in contract.                                                       |
| .34000                           | Contractual Services               | \$ 44,200         | Contractual services for Village Hall copies, EAP, check signing, Shred-it, Village telephone system, website, and email archive. |
| .34400                           | Contractual Services: IT           | 80,000            | 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        | 23,000            | Funding for telephone service at the Police department.                                                                           |
| .412000                          | Telecommunication: Long distance   | 850               | Funding for long distance calls                                                                                                   |

**FY 2011 - 2012 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           | 25,000        | Maintenance agreement for Village-wide phone system (excluding Police), copy machine.                                                                                                                          |
| .47000                              | Printing                          | 1,250         | 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                                                                                                                                          |
| .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 2011 - 2012 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>OPERATING EXPENSES - Continued</u></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>\$ 346,250</u>          |                                                                                                          |
| <b><u>OTHER OPERATING EXPENSES</u></b>       |                                         |                            |                                                                                                          |
| .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            | 50,000                     | Transfer to Capital Project Fund for the purchasing of new computers and installation to Upgrade Server. |
| .91550                                       | Transfer to Fleet Maintenance           | 109,253                    | Transfer to Fleet Maintenance Fund, for the Capital Lease related to Police vehicles.                    |
| .91602                                       | Transfer to Debt Service Fund           | 286,628                    | Contribution to Debt service Fund on \$3.5 million SunTrust Loan.                                        |
| .93000                                       | Contingency                             | 75,000                     | Reserve for Village-wide emergencies                                                                     |
|                                              | <i>Sub-total: Other Operating Costs</i> | <u>\$ 534,631</u>          |                                                                                                          |
| <b>TOTAL: Non-Departmental Costs</b>         |                                         | <b><u>\$ 1,092,794</u></b> |                                                                                                          |

# FY 2011 - 2012 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida

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### 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'11</u>       | <u>FY'12</u>        | <u>Change</u>       |
|-----------------------|--------------------|---------------------|---------------------|
| Personnel costs ..... | \$ 203,060         | \$ 211,913          | \$ 8,853            |
| Operating costs ..... | 327,025            | 346,250             | 19,225              |
| Capital outlay ... .. | 8,750              | 8,750               | -                   |
| Other Expenses ... .. | <u>743,678</u>     | <u>525,881</u>      | <u>(217,797)</u>    |
| TOTAL .....           | <u>\$1,282,513</u> | <u>\$ 1,092,794</u> | <u>\$ (189,719)</u> |

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

**FY 2011 - 2012 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      | \$ 25,000         | Payout of accumulated leave for employees expected to retire or separate employment                 |
| .21000                           | FICA                               | 1,913             | Social Security and Medicare taxes                                                                  |
| .22000                           | Employers Pension Contribution     | 140,000           | Actuarially calculated required employer contribution for the General Employee Pension Plan.        |
| .25000                           | Unemployment Compensation          | <u>45,000</u>     | Quarterly contribution mandated by the State for contributions to employees filing for unemployment |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 211,913</u> |                                                                                                     |

**OPERATING EXPENSES**

|         |                                  |           |                                                                                                                                   |
|---------|----------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------|
| .31000  | Professional Services            | \$ 15,000 | Contractual services additional computer projects not included in contract.                                                       |
| .34000  | Contractual Services             | \$ 44,200 | Contractual services for Village Hall copies, EAP, check signing, Shred-it, Village telephone system, website, and email archive. |
| .34400  | Contractual Services: IT         | 80,000    | 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      | 23,000    | Funding for telephone service at the Police department.                                                                           |
| .412000 | Telecommunication: Long distance | 850       | Funding for long distance calls                                                                                                   |

**FY 2011 - 2012 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           | 25,000        | Maintenance agreement for Village-wide phone system (excluding Police), copy machine.                                                                                                                          |
| .47000                              | Printing                          | 1,250         | 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                                                                                                                                          |
| .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 2011 - 2012 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>OPERATING EXPENSES - Continued</u></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>\$ 346,250</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            | 50,000            | Transfer to Capital Project Fund for the purchasing of new computers and installation to Upgrade Server. |
| .91550 | Transfer to Fleet Maintenance           | 109,253           | Transfer to Fleet Maintenance Fund, for the Capital Lease related to Police vehicles.                    |
| .91602 | Transfer to Debt Service Fund           | 286,628           | Contribution to Debt service Fund on \$3.5 million SunTrust Loan.                                        |
| .93000 | Contingency                             | 75,000            | Reserve for Village-wide emergencies                                                                     |
|        | <i>Sub-total: Other Operating Costs</i> | <u>\$ 534,631</u> |                                                                                                          |

**TOTAL: Non-Departmental Costs** **\$ 1,092,794**

# FY 2011 - 2012 ADOPTED OPERATING BUDGET

## Miami Shores Village, Florida

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### 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'11</u>       | <u>FY'12</u>      | <u>Change</u>       |
|-----------------------|--------------------|-------------------|---------------------|
| Personnel costs ..... | \$ -               | \$ -              | \$ -                |
| Operating costs ..... | 11,950             | 10,600            | (1,350)             |
| Costs of Funds ... .. | 1,009,414          | 902,540           | (106,874)           |
| Capital outlay ... .. | -                  | -                 | -                   |
| TOTAL .....           | <u>\$1,021,364</u> | <u>\$ 913,140</u> | <u>\$ (108,224)</u> |

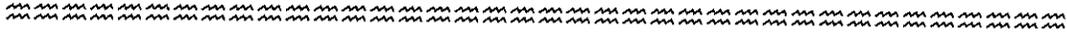
**FY 2011 - 2012 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**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                | \$ 2,500                 | Funding for annual disclosure reports (Series 1999)                                                |
| .32000                                     | Auditing and Accounting Fees         | 5,000                    | Funding for the pro-rated portion of the financial audit.                                          |
| .49100                                     | Bond administration fee              | 2,500                    | Annual payment made to Deutsche Bank to manage bond disbursements (Series 1999)                    |
| .49150                                     | Bond trustee fees                    | <u>600</u>               | Annual payment to Florida League to manage bond proceeds and reporting requirements. (Series 1999) |
|                                            | <i>Sub-total: Operating Expenses</i> | <u>\$ 10,600</u>         |                                                                                                    |
| <b><u>COST OF FUNDS</u></b>                |                                      |                          |                                                                                                    |
| .71000                                     | Debt service: Principal              | \$ 489,880               | GO Bond Series 1999 - \$85,000<br>GO Bond Series 2004 - \$120,000<br>Suntrust - \$284,880          |
| .72000                                     | Debt service: Interest expense       | <u>412,660</u>           | GO Bond Series 1999 - \$119,050<br>GO Bond Series 2004 - \$198,160<br>Suntrust - \$95,450          |
|                                            | <i>Sub-total: Cost of Funds</i>      | <u>\$ 902,540</u>        |                                                                                                    |
| <b>TOTAL: Finance - Debt Service Funds</b> |                                      | <u><b>\$ 913,140</b></u> |                                                                                                    |

# FY 2011 - 2012 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'11</u>      | <u>FY'12</u>      | <u>Change</u>    |
|--------------------------|-------------------|-------------------|------------------|
| Personnel costs .....    | \$ 228,385        | \$ 247,398        | \$ 19,013        |
| Operating costs .....    | 566,900           | 611,240           | 44,340           |
| Noncash transactions ... | 22,398            | -                 | (22,398)         |
| Capital outlay ...       | -                 | -                 | -                |
| TOTAL .....              | <u>\$ 817,683</u> | <u>\$ 858,638</u> | <u>\$ 40,955</u> |

**Transfer to Fleet Maintenance to Purchase vehicle damaged in accident.**

**FY 2011 - 2012 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>PERSONNEL SERVICES</b> |                                     |                   |                                                                                                                                                |
| .24101                    | WC Settlements: Police Dept         | \$ 36,774         | Annual component of premiums paid to the FL League for primary workers' compensation coverage.                                                 |
| .24103                    | WC Settlements: Street, Road        | \$ 15,600         | Annual component of premiums paid to the FL League for primary workers' compensation coverage.                                                 |
| .24400                    | W/C: PREMIUM Primary Claims         | \$ 155,174        | Annual component of premiums paid to the FL League for primary workers' compensation coverage.                                                 |
| .24410                    | W/C Deductibles Paid                | 25,000            | Deductibles for claims                                                                                                                         |
| .24421                    | W/C: Miami-Dade Administrative Fee  | 12,500            | Annual fee to county for outstanding claim.                                                                                                    |
| .24440                    | WC: Third Party Administrative Fees | <u>2,350</u>      | Estimated cost to manage outstanding self-insurance claims pending.                                                                            |
|                           | <i>Subtotal Personnel Services</i>  | <u>\$ 247,398</u> |                                                                                                                                                |
| <b>OPERATING COSTS</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           | 40,000            | Estimated annual cost for outside counsel to represent the Village in special claims or losses.                                                |
| .31250                    | Prof Svc-Legal Other                | 10,000            | Estimated annual cost for outside counsel to represent the Village in special claims or losses.                                                |
| 34000                     | Contractual Services                | 2,000             | Estimated annual cost for FMIT emergency management services.                                                                                  |
| .45120                    | ISF: RM - Premium - Property        | 328,974           | Annual premium paid to the FL League for Property Value coverage.                                                                              |
| .45131                    | ISF: RM-Premium - Liability         | 92,203            | Annual premium paid to the FL League for General Liability coverage.                                                                           |

**FY 2011 - 2012 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                               | <u>CLASSIFICATION</u>                   | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                            |
|-------------------------------------------|-----------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------|
| <u>OPERATING COSTS (continued)</u>        |                                         |                          |                                                                                               |
| .45140                                    | ISF: RM-Premium - Automobile            | 94,663                   | 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.                        |
| .45180                                    | ISF: RM-Premium-General Fin Bond        | 4,000                    | Annual premium for bond to cover Finance Personnel as required by law.                        |
| .45200                                    | ISF: Storage Tank Premium               | 1,700                    | Annual premium for three (3) storage tanks.                                                   |
| .45300                                    | ISF: RM-Management Claims Pending       | 3,000                    | Claims paid pending subrogation.                                                              |
| .45425                                    | ISF: RM - Premium Adj                   | 5,000                    | Adjustment for year-end audit.                                                                |
| .45550                                    | ISF: RM-Third Party Administration      | 1,500                    | Estimated costs to manage outstanding self-insurance claims pending.                          |
| .45600                                    | ISF: RM-Direct Payments                 | 5,000                    | Estimated cost of direct claims, not processed through carrier or insurances.                 |
| .45800                                    | ISF: RM-Premium Recreation Participants | 2,000                    | Insurance purchased by Recreation participants.                                               |
| .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                   | Repairs and maintenance for damages not covered by insurance.                                 |
| .52800                                    | Bank fees - Liability Account           | 200                      | Bank charged fees.                                                                            |
|                                           | <i>Subtotal: Operating Expenses</i>     | <u>\$ 611,240</u>        |                                                                                               |
| <b>TOTAL: Finance-Risk Management ISF</b> |                                         | <u><u>\$ 858,638</u></u> |                                                                                               |

# FY 2011 - 2012 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'11</u>	<u>FY'12</u>	<u>Change</u>
Personnel costs	\$ 293,388	\$ 276,384	\$ (17,004)
Operating costs	83,498	67,757	(15,741)
Capital outlay	<u>35,355</u>	<u>35,355</u>	<u>-</u>
TOTAL	<u>\$ 412,241</u>	<u>\$ 379,496</u>	<u>\$ (32,745)</u>

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

FY 2011 - 2012 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	153,877	(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	4,250	Benefit paid to tenured employees per policy.
.21000	FICA	18,439	Social Security and Medicare taxes
.23000	Health Insurance	14,688	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>2,229</u>	Allocated cost of workers' compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 276,384</u>	

OPERATING EXPENSES

.34000	Contractual Services	\$ 14,795	Maintenance contracts for A/C, smoke and fire alarms, and security alarm, exterminator, janitorial services.
.40000	Training & Education	735	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	15,285	Estimated annual cost of electrical services based on current actual FPL usage
.43300	Water	233	Estimated water consumption

FY 2011 - 2012 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	21,790	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	795	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	691	Pens, paper and other office supplies for a one year period for three (3) full-time employees.
.52200	Supplies: Other operating	5,596	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	430	Florida Library Association
	<i>Subtotal: Operating Expenses</i>	<u>\$ 67,757</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>\$ 379,496</u>	

FY 2011 - 2012 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'11</u>	<u>FY'12</u>	<u>Change</u>
Personnel costs	\$ 4,913,232	\$ 5,017,471	\$ 104,239
Operating costs	763,150	756,463	(6,687)
Capital outlay	-	78,600	78,600
Crime Watch	1,500	1,500	-
TOTAL	<u>\$ 5,677,882</u>	<u>\$ 5,854,034</u>	<u>\$ 176,152</u>

Significant changes include training costs due to recently enacted legislation.

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

FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

POLICE DEPARTMENT - OPERATIONS

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.11000	Executive salaries	\$ 380,526	(1) Police Chief; (3) Lieutenants
.11001	Exec Benefit	6,500	Executive benefit package
.12000	Regular wages	2,640,678	(4) Sergeants (4) Detectives (1) Corporal (21) Police Officers (4) Telecommunication Officers (1) Executive Assistant (1) Police Records Specialist (1) Crime Analyst (1) Courier (allocated) (1) special Projects Coordinator Funding for Holiday pay; Supervisor's relief pay; Vacation / Sick time
.14000	Overtime	178,610	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	226,392	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	263,359	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 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES (continued)</u>			
.23000	Health Insurance	212,685	Annual costs for Village-sponsored health, dental and long term care policies.
.23001	Dependent - Insurance	10,000	Per PBA contract employer will contribute fifty dollars (\$50) per month toward the cost of obtaining dependent coverage.
.23020	Insurance - Bonus	70,640	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	70,881	Allocated costs of workers compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 5,017,471</u>	

OPERATING EXPENSES

.34000	Contractual services	\$ 79,000	Funding for contractual services including veterinary service, uniform cleaning, radios, AC and other electrical items, janitorial services, decontamination services and annual physical exams.
.40000	Travel	3,500	Meals, lodging and per diem costs for staff attending training related events.
.41100	Telecomm: Long distance	200	Estimated costs for long distance or toll calls.
.41200	Telecomm: Cellular	11,628	Estimated charges for cellular communications.
.41300	Telecomm: Pager Svc	510	Estimated charges for pager services.
.42000	Postage	575	Postage for miscellaneous correspondence.

FY 2011 - 2012 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	32,886	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	4,200	Fees related to the use of county-based equipment and unmarked vehicles.
.44100	Rental - Spec Detail Vehicle	12,400	Funding for supplemental enforcement vehicles and police motorcycle leases.
.45100	ISF: Risk Management	72,085	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.45200	ISF: Fleet Maintenance	389,829	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	5,000	Pens, paper, ink and other office supplies for a one year period for department staff .

FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

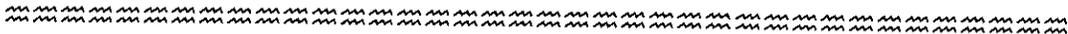
POLICE DEPARTMENT - OPERATIONS

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES (continued)</u>			
.52200	Supplies: Other Operating	30,000	Funding for the costs of firearm supplies and ammunition, first aid supplies, K9 supplies, materials for detective bureau and commissary supplies.
.52400	Uniforms	32,000	Funding for uniforms and equipment identified in PBA contract.
.54000	Subscriptions / Memberships	3,800	Funding for annual memberships, subscriptions and reference materials required for operations.
.54500	Licenses & Permits	5,500	Funding for software and network licensing.
.58000	Training & Education	45,000	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>\$ 756,463</u>	
<hr/>			
.91301	Transfer to Capital Projects	<u>78,600</u>	Annual cost for Radio infrastructure replacement and mobile computers.
	<i>Subtotal: Crime Watch Expenses</i>	<u>\$ 78,600</u>	
<hr/>			
.58100	Crime Watch	\$ 1,500	Funding for specialized Crime Watch programs, including promotional materials & volunteer promotions.
	<i>Subtotal: Crime Watch Expenses</i>	<u>\$ 1,500</u>	
<hr/>			
	TOTAL: Police - Operations	<u>\$ 5,854,034</u>	

FY 2011 - 2012 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'12</u>	<u>Change</u>
Personnel costs	\$ 39,907	\$ 36,889	\$ (3,018)
Operating costs	1,847	2,038	191
Capital outlay	-	-	-
TOTAL	<u>\$ 41,754</u>	<u>\$ 38,927</u>	<u>\$ (2,827)</u>

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

FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

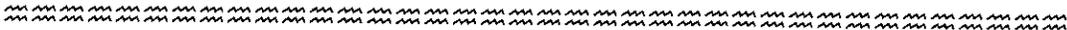
POLICE DEPARTMENT - SCHOOL CROSSING GUARDS

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Wages	\$ 7,652	(1) School Guard / Courier (allocated)
.13000	Other Wages	25,219	(3) School Crossing Guards
.18250	Longevity	250	Benefit paid to tenured employees per policy
.21000	FICA	2,534	Social Security and Medicare taxes
.24000	ISF: Workers' Compensation	<u>1,234</u>	Allocated costs of workers compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 36,889</u>	
<u>OPERATING EXPENSES</u>			
.45100	ISF: Risk Management	\$ 1,408	Allocated costs associated with Village wide property, casualty and liability coverage provided by the Florida League.
.52400	Uniforms	<u>630</u>	Funding for uniforms and equipment.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 2,038</u>	
TOTAL: Police - School Guards		<u>\$ 38,927</u>	

FY 2011 - 2012 ADOPTED OPERATING BUDGET

Miami Shores Village, Florida



POLICE DEPARTMENT COPS Grant

Services, Functions and Activities

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

Miami Shores was very fortunate to receive an award for two officer positions for three years totaling \$436,030. Fiscal year 2012 is year three of the grant.

BUDGET HIGHLIGHTS

	<u>FY'11</u>	<u>FY'12</u>	<u>Change</u>
Personnel costs	\$ 133,322	\$ 141,815	\$ 8,493
Operating costs	<u> -</u>	<u> -</u>	<u> -</u>
TOTAL	<u>\$ 133,322</u>	<u>\$ 141,815</u>	<u>\$ 8,493</u>

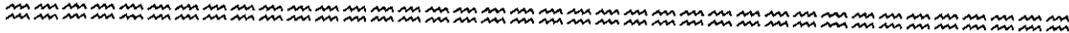
FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Wages	\$ 116,113	(2) Police Officers
.21000	FICA	8,883	Social Security and Medicare taxes
.23000	Health Insurance	9,892	Actuarially calculated contribution required by the Village to fund the benefits paid to members of the PBA / Police Retirement Plan.
.23020	Insurance Bonus	5,040	Annual costs for Village-sponsored health, dental and long term care policies.
.24000	ISF: Workers' Compensation	<u>1,887</u>	Allocated costs of workers compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 141,815</u>	
<u>OPERATING EXPENSES</u>			
	<i>Subtotal: Operating Expenses</i>	<u>\$ -</u>	
TOTAL: Police - COPS Grants		<u>\$ 141,815</u>	

FY 2011 - 2012 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'11</u>	<u>FY'12</u>	<u>Change</u>
Personnel costs	\$ 269,218	\$ 252,688	\$ (16,530)
Operating costs	103,439	102,671	(768)
Capital outlay ...	-	-	-
TOTAL	<u>\$ 372,657</u>	<u>\$ 355,359</u>	<u>\$ (17,298)</u>

FY 2011 - 2012 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	\$ 100,910	Public Works Director base salary
.11001	Executive Benefit	6,500	Executive Benefit package
.12000	Regular Salaries	107,863	(1) Executive Assistant (1) Purchasing Agent
.18250	Longevity pay	3,000	Benefit paid to tenured employees per policy.
.21000	FICA	16,698	Social Security and Medicare taxes
.23000	Health Insurance	14,744	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>2,973</u>	Allocated costs of worker's compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 252,688</u>	

OPERATING EXPENSES

.34000	Contractual Services	\$ 800	Office machine maintenance contracts
.34300	Contract Services: Security	74,584	Funding for contracted security services at Public Works compound.
.40000	Travel	500	Management seminars & training

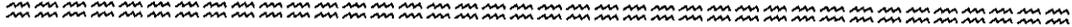
FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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	700	Funding for AT&T Cellular phone
.42000	Postage	60	Funding requirements for letters to staff and residents
.45100	ISF: Risk Management	2,512	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.
.45200	ISF: Fleet Maintenance	14,315	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.47000	Printing	300	Costs for publication of 'want ads' and mandatory reporting.
.48000	Advertising and Promotions	2,000	Funding for public notices, advertisements or other public documents
.51000	Office Supplies	1,500	Pens, paper, ink and other office supplies for a one year period.
.52200	Other Operating Expenses	1,500	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	600	Funding for staff reimbursement for educational advancements.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 102,671</u>	
TOTAL: Public Works - Administration		<u><u>\$ 355,359</u></u>	

FY 2011 - 2012 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'11</u>	<u>FY'12</u>	<u>Change</u>
Personnel costs	\$ 141,569	\$ 142,083	\$ 514
Operating costs	294,138	310,857	16,719
Other Expenses	<u>-</u>	<u>18,000</u>	<u>18,000</u>
TOTAL	<u>\$ 435,707</u>	<u>\$ 470,940</u>	<u>\$ 35,233</u>

FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Salaries	\$ 111,194	(1) Streets Supervisor (2) Maintenance Worker II
.14000	Overtime	400	Estimated funding measurement using past trends
.21000	FICA	8,537	Social Security and Medicare taxes
.23000	Health Insurance	14,582	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>7,370</u>	Allocated costs of worker's compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 142,083</u>	

FY 2011 - 2012 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.
.43101	Electricity: Streetlights Village wide	198,000	Estimated annual cost for electrical services based on current actual FPL usage
.43102	Electricity: Village Hall	17,640	Estimated annual cost for electrical services based on current actual FPL usage
.43103	Electricity: Public Works	13,340	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	3,390	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.

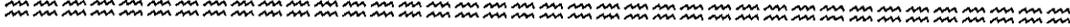
FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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	30,216	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.46200	Repairs and Maintenance	8,000	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	35	Pens, pencils and papers for support staff
.52200	Other Operating expenses	9,800	Safety equipment, paper towels, toilet tissue, cups and other miscellaneous operating supplies. Tools and equipment.
.52205	Supplies: Commissary	300	Funding for food/beverage used by staff
.54000	Subscriptions and Memberships	50	Annual subscriptions renewals
.58000	Training and Education	<u>150</u>	Funding to attend training for equipment and machines.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 310,857</u>	
.91301	Transfer to Capital Budget	<u>18,000</u>	Improvement Bayfront Park railing.
	<i>Subtotal: Other Expenses</i>	<u>\$ 18,000</u>	
TOTAL: Public Works-Streets Division		<u>\$ 470,940</u>	

FY 2011 - 2012 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'11</u>	<u>FY'12</u>	<u>Change</u>
Personnel costs	\$ 299,536	\$ 307,063	\$ 7,527
Operating costs	75,707	79,744	4,037
Capital outlay ...	-	-	-
TOTAL	<u>\$ 375,243</u>	<u>\$ 386,807</u>	<u>\$ 11,564</u>

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

FY 2011 - 2012 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	\$ 236,713	(1) Parks Foreman (1) Equipment Operator I (1) Maintenance Worker I (4) Maintenance Worker II (1) Tree Trimmer
.14000	Overtime	1,600	Wages for excess hours and special events
.15100	Overtime: Lot Clearing	1,050	Funding for vacant home property maintenance.
.18250	Longevity pay	2,500	Benefit paid to tenured employees per policy.
.21000	FICA	18,503	Social Security and Medicare taxes
.23000	Health Insurance	38,915	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>7,782</u>	Allocated costs of worker's compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 307,063</u>	

FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

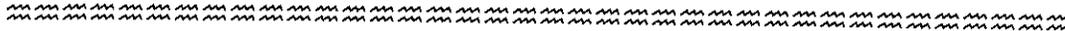
PUBLIC WORKS - PARKS DIVISION

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	6,409	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45200	ISF: Fleet Maintenance	56,749	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.46200	Repairs/Maintenance	300	Repairs to various parks and structures not covered by service agreements.
.51000	Office Supplies	100	Office supplies related to Parks operations
.52200	Other Operating Expenses	8,900	Cost associated with drains and curb repairs, supplies, tools and equipment for park maintenance, and paper goods.
.52204	Supplies: Code Enforcement	600	Costs associated with enforcement of code issues.
.52205	Supplies: Commissary	386	Funding for food/beverage used by staff
.52210	Supplies: Beautification EXP	900	Improvements for Village-wide projects.
.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.
.58000	Training and Education	<u>200</u>	Funding to provide training on use of equipment and supplies
	<i>Subtotal: Operating Expenses</i>	<u>\$ 79,744</u>	
TOTAL: Public Works-Parks Division		<u><u>\$ 386,807</u></u>	

FY 2011 - 2012 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'11</u>	<u>FY'12</u>	<u>Change</u>
Personnel costs	\$ 137,143	\$ 88,651	\$ (48,492)
Operating costs	41,413	45,080	3,667
Capital outlay ...	<u>2,200</u>	<u>-</u>	<u>(2,200)</u>
TOTAL	<u>\$ 180,756</u>	<u>\$ 133,731</u>	<u>\$ (47,025)</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 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Salaries	\$ 70,253	(1) Grounds Foreman (1) Grounds Keeper (I)
.14000	Overtime	550	Overtime for special events
.21000	FICA	5,416	Social Security and Medicare taxes
.23000	Health Insurance	9,751	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>2,681</u>	Allocated costs of worker's compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 88,651</u>	

OPERATING EXPENSES

.43101	Electricity	\$ 1,514	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	1,886	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.

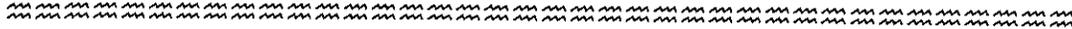
FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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	16,280	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	19,000	Miscellaneous chemicals and fertilizers to ensure proper growth of field turf
.58000	Training and Education	250	Funding to provide for staff training on machinery and equipment
	<i>Subtotal: Operating Expenses</i>	<u>\$ 45,080</u>	
TOTAL: Public Works - Recreation Maintenance Division		<u>\$ 133,731</u>	

FY 2011 - 2012 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'11</u>	<u>FY'12</u>	<u>Change</u>
Personnel costs	\$ 859,617	\$ 855,759	\$ (3,858)
Operating costs	1,732,080	1,767,239	35,159
Capital outlay	210,000	263,650	53,650
Noncash transactions	45,806	-	(45,806)
TOTAL	<u>\$2,847,503</u>	<u>\$ 2,886,648</u>	<u>\$ 39,145</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 2011 - 2012 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	\$ 625,650	(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	7,500	Benefit paid to tenured employees per policy.
.21000	FICA	50,884	Social Security and Medicare taxes
.23000	Health Insurance	92,505	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	<u>47,220</u>	Allocated costs of worker's compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 855,759</u>	

FY 2011 - 2012 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	\$ 35,000	Funding for temporary staff during vacancies, vacations, special events & emergencies.
.42000	Postage	500	Postage related costs
.43400	Waste Disposal - Dumping	765,000	Estimated annual cost for dumping services paid to the County under contract.
.43410	Waste Disposal - T/F St	5,000	
.44000	Rentals and Leases	1,500	Funding to rent specialized equipment for projects as identified during the year
.45100	ISF: Risk Management	13,477	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45200	ISF: Fleet Maintenance	444,174	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	27,000	Funding for specialized items related to sanitation, not specifically identified in other line items.

FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

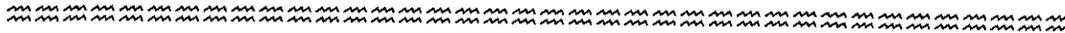
PUBLIC WORKS - SANITATION DIVISION

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.
.59000	Depreciation	141,070	Estimated contribution to the renewal and replacement fund
.59510	Miami Dade Collection Fees	26,818	Fees charged by Miami Dade County for collection of sanitation assesments on the property tax bill.
.59500	Management fee	300,000	Management fee paid to General Fund to offset administrative services costs provided for non-sanitation staff.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 1,767,239</u>	
CAPITAL OUTLAY			
65000	Capital: Vehicles	\$ 263,650	Replace Recycling Truck
	<i>Subtotal: Capital Outlay</i>	<u>\$ 263,650</u>	
NON CASH TRANSACTION			
	<i>Subtotal: Other Expenses</i>	<u>\$ -</u>	
TOTAL: Public Works-Sanitation		<u>\$ 2,886,648</u>	

FY 2011 - 2012 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'11</u>	<u>FY'12</u>	<u>Change</u>
Personnel costs	\$ 82,867	\$ 80,091	\$ (2,776)
Operating costs	80,837	50,372	(30,465)
Capital outlay	100,000	-	(100,000)
Noncash transactions	71,248	118,830	47,582
TOTAL	\$ 334,952	\$ 249,293	\$ (85,659)

**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 2011 - 2012 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	\$ 60,473	(1) Equipment Operator I (1) Maintenance Worker I
.18250	Longevity pay	1,500	Benefit paid to tenured employees per policy.
.21000	FICA	4,741	Social Security and Medicare taxes
.23000	Health Insurance	9,842	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	3,535	Allocated costs of worker's compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 80,091</u>	

OPERATING EXPENSES

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

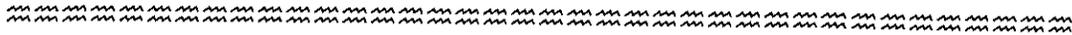
FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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	1,371	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45200	ISF: Fleet Maintenance	13,631	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League.
.51000	Supplies: Other operating	7,500	Costs for materials required that are not specially classified in other departmental line items.
.52900	Depreciation	5,817	Funding for year-end depreciation charges for fund assets.
.53000	Miami-Dade Collection Fee	2,553	County Collection Fees on Stormwater Billing
.54500	DERM Regulatory fee	7,000	Annual filing fee with DERM
	<i>Subtotal: Operating Expenses</i>	<u>\$ 50,372</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	\$ 83,830	Budgetary "set-aside" account for unforeseen emergencies
	<i>Subtotal: Other Expenses</i>	<u>\$ 118,830</u>	
TOTAL: Public Works-Storm water		<u><u>\$ 249,293</u></u>	

FY 2011 - 2012 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'11</u>	<u>FY'12</u>	<u>Change</u>
Personnel costs	\$ 281,153	\$ 274,072	\$ (7,081)
Operating costs	617,585	715,097	97,512
Capital outlay	249,182	15,000	(234,182)
Noncash transactions	<u>160,000</u>	<u>192,538</u>	<u>32,538</u>
TOTAL	<u>\$1,307,920</u>	<u>\$1,196,707</u>	<u>\$ (111,213)</u>

FY 2011 - 2012 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	\$ 224,248	(1)Shop Foreman (3) Equipment Mechanic (1) Auto Detailer
.18250	Longevity pay	2,500	Benefit paid to tenured employees per policy.
.21000	FICA	17,346	Social Security and Medicare taxes
.23000	Health Insurance	24,560	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	5,418	Allocated costs of worker's compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 274,072</u>	

FY 2011 - 2012 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	125	Funding for AT&T cellular phone.
.45100	ISF: Risk Management	5,735	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45110	ISF: Risk Mgmt (Automobile)	94,663	Consolidated costs for automobile & equipment liability for the Village's fleet.
.46***	Vehicle Maintenance (Summary)	125,450	Vehicle maintenance cost by Division maintained by Finance
.47000	Printing	144	Funding to print shop work orders and other inventory control reports.
.51000	Supplies: Office supplies	50	Miscellaneous supplies
.520**	Gas, Fuel, Oil (Summary)	375,794	Funding for all departmental fuel and lubricant costs.
.5203*	Tires (Summary)	63,126	Funding for all divisional tires
.52100	Supplies: Solvents	1,050	Funding for special fleet solvent costs
.52105	Supplies: Conversion	13,000	Funding for repairs, materials and supplies to upgrade older vehicles.
.52120	Supplies: Spec Oil (Police)	3,910	Funding for specialized oils used on police vehicles.
.51221	Gas/Fuel/Oil: Generator	5,000	Funding to fuel the Village's emergency generators.
.52200	Supplies: Other Operating	23,100	Funding for materials and supplies used in the division not specifically listed in other lines, ie. equipment and supplies to operate fleet garage.

FY 2011 - 2012 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	550	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	<u>1,500</u>	Recertification training for mechanics
	<i>Subtotal: Operating Expenses</i>	<u>\$ 715,097</u>	

CAPITAL OUTLAY

.64000	Equipment	<u>\$ 15,000</u>	Replace (2) lawnmowers TR-45
	<i>Subtotal: Capital Outlay</i>	<u>\$ 15,000</u>	

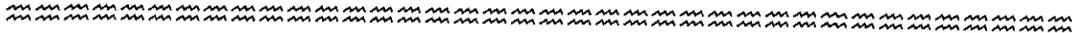
NON-CASH ACTIVITIES

.91900	Depreciation	<u>\$ 163,882</u>	Depreciation on vehicles and equipment.
.94000	Interest on Debt	3,656	Interest on Police vehicles capital lease.
.93000	Budgetary Contingency	<u>25,000</u>	Reserved for emergencies and unforeseen activities
	<i>Subtotal: Other Expenses</i>	<u>\$ 192,538</u>	

TOTAL: Public Works-Fleet Maintenance **\$ 1,196,707**

FY 2011 - 2012 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	179,953	167,824	(12,129)
Capital outlay ...	220,000	285,000	65,000
Noncash transactions ...	<u>93,702</u>	<u>93,702</u>	<u>-</u>
TOTAL	<u>\$ 493,655</u>	<u>\$ 546,526</u>	<u>\$ 52,871</u>

FY 2011 - 2012 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	448	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45200	ISF: Fleet Maintenance	36,076	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>\$ 167,824</u>	

FY 2011 - 2012 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	\$ 285,000	Various Village-wide infrastructure improvement projects.
	<i>Subtotal: Capital Outlay</i>	<u>\$ 285,000</u>	

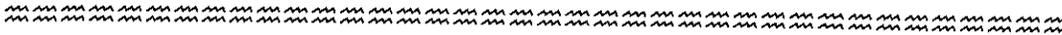
NON-CASH ACTIVITIES

.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	\$	<u>546,526</u>

FY 2011 - 2012 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'11</u>	<u>FY'12</u>	<u>Change</u>
Personnel costs	\$ 65,548	\$ 62,088	\$ (3,460)
Operating costs	150,096	151,729	1,633
Capital outlay	127,270	133,000	5,730
Noncash transactions	-	-	-
TOTAL	<u>\$ 342,914</u>	<u>\$ 346,817</u>	<u>\$ 3,903</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 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

PUBLIC WORKS - TRANSPORTATION SURTAX FUND

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>PERSONNEL SERVICES</u>			
.12000	Regular Salaries	\$ 46,101	(1) Maintenance Lead Worker (1) Maintenance Worker II
.21000	FICA	3,527	Social Security and Medicare taxes
.23000	Health Insurance	9,687	Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits
.24000	ISF: Workers' Compensation	2,773	Allocated costs of worker's compensation premiums paid to the Florida League.
	<i>Subtotal Personnel Services</i>	<u>\$ 62,088</u>	

FY 2011 - 2012 ADOPTED OPERATING BUDGET
Miami Shores Village, Florida

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

<u>CODE</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>	<u>EXPLANATION</u>
<u>OPERATING EXPENSES</u>			
.34050	Cont Svc: Transportation	126,000	Funding to engage an outside agent to manage and operate the Village's shuttle transportation program.
.34100	Cont Svc: Temp Labor	2,000	Funding for temporary staff during vacations, special events & emergencies.
.45100	ISF: Risk Management	1,371	Allocated costs for property, casualty and general liability insurance premiums paid to the FL League.
.45200	ISF: Fleet Maintenance	19,164	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>\$ 151,729</u>	

FY 2011 - 2012 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>\$ 133,000</u>	Repair & upgrade Railway crossing Village boundary.
	<i>Subtotal: Operating Expenses</i>	<u>\$ 133,000</u>	
TOTAL: Public Works-Transp Surtax Fund		<u>\$ 346,817</u>	

FY 2011 - 2012 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'11</u>      | <u>FY'12</u>      | <u>Change</u>   |
|-----------------------|-------------------|-------------------|-----------------|
| Personnel costs ..... | \$ 157,649        | \$ 158,952        | \$ 1,303        |
| Operating costs ..... | 38,445            | 38,570            | 125             |
| Capital outlay ...    | -                 | 2,180             | 2,180           |
| TOTAL .....           | <u>\$ 196,094</u> | <u>\$ 199,702</u> | <u>\$ 3,608</u> |

**FY 2011 - 2012 ADOPTED BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>            | <u>EXPLANATION</u>                                                                                                                                                                                                |
|----------------------------------|------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                          |                                                                                                                                                                                                                   |
| .11000                           | Executive salaries                 | \$ 83,593                | Recreation Director                                                                                                                                                                                               |
| .11001                           | Executive Benefit                  | 6,500                    | Executive benefit package                                                                                                                                                                                         |
| .12000                           | Regular wages                      | 43,377                   | (1) Executive Assistant                                                                                                                                                                                           |
| .14000                           | Overtime                           | 500                      | Funding estimate for overtime required during summer and special events and Board meetings.                                                                                                                       |
| .18250                           | Longevity                          | 1,500                    | Benefit paid to tenured employees per policy.                                                                                                                                                                     |
| .21000                           | FICA                               | 10,363                   | Social Security and Medicare taxes                                                                                                                                                                                |
| .23000                           | Health Insurance                   | 9,816                    | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits                                                                                                       |
| .24000                           | ISF: Workers' Compensation         | <u>3,303</u>             | Allocated costs of workers' compensation premiums paid to the Florida League.                                                                                                                                     |
| .29990                           | Contingent Personnel budget        | <u>-</u>                 | Projected costs for all eligible employee's annual merit (percent dependent upon union contract's), other contractually required personnel cost increases and the associated federal taxes for a one year period. |
|                                  | <i>Subtotal Personnel Services</i> | <b><u>\$ 158,952</u></b> |                                                                                                                                                                                                                   |

**OPERATING EXPENSES**

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

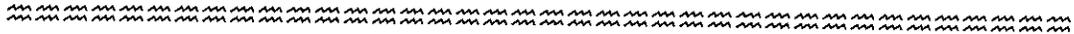
**FY 2011 - 2012 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**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                                                                                            |
| .43300                                       | Utility - Water                            | 100                      | Annual funding of water consumption.                                                                                   |
| .45100                                       | ISF: Risk Management                       | 3,455                    | 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.                                                               |
| .58000                                       | Training & Education                       | 150                      | Estimated funding required to attend mandatory training for staff.                                                     |
|                                              | <b><i>Subtotal: Operating Expenses</i></b> | <b><u>\$ 38,570</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>\$ 199,702</u></b> |                                                                                                                        |

# FY 2011 - 2012 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'11</u>      | <u>FY'12</u>      | <u>Change</u>     |
|-----------------------|-------------------|-------------------|-------------------|
| Personnel costs ..... | \$ 217,723        | \$ 201,112        | \$ (16,611)       |
| Operating costs ..... | 76,575            | 83,001            | \$ 6,426          |
| Capital outlay ...    | -                 | -                 | \$ -              |
| Other Expenses ...    | -                 | 9,000             | 9,000             |
| TOTAL .....           | <u>\$ 294,298</u> | <u>\$ 293,113</u> | <u>\$ (1,185)</u> |

**FY 2011 - 2012 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                      | \$ 161,662        | (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                               | 12,635            | Social Security and Medicare taxes                                                                                        |
| .23000                           | Health Insurance                   | 19,435            | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits               |
| .24000                           | ISF: Workers' Compensation         | <u>3,880</u>      | Allocated cost of workers' compensation premiums paid to the Florida League.                                              |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 201,112</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 | 19,000   | 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 2011 - 2012 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                          | 10,500                   | Estimated annual cost for electrical services based on current actual FPL usage.                                                    |
| .43300                                       | Water                                | 450                      | Annual funding for water consumption.                                                                                               |
| .45100                                       | ISF: Risk Management                 | 18,473                   | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League.                         |
| .45200                                       | ISF: Fleet Maintenance               | 15,048                   | 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>\$ 83,001</u>         |                                                                                                                                     |
| <b><u>OTHER EXPENSES</u></b>                 |                                      |                          |                                                                                                                                     |
| .93101                                       | Transfer to Capital Budget           | <u>\$ 9,000</u>          | Improvement to Athletics replace batting cage netting.                                                                              |
|                                              | <i>Subtotal: Other Expenses</i>      | <u>\$ 9,000</u>          |                                                                                                                                     |
|                                              | <b>TOTAL: Recreation - Athletics</b> | <u><u>\$ 293,113</u></u> |                                                                                                                                     |

**FY 2011 - 2012 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT**

Summer Camp

Code 001-1407-572-\*\*\*\*\*

| <u>CODE</u>                            | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                          |
|----------------------------------------|-------------------------------------|-------------------|---------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>       |                                     |                   |                                                                                             |
| .13000                                 | Other Wages                         | \$ 62,000         | Summer Camp Counselors: fulltime temporary                                                  |
| .21000                                 | FICA                                | 4,743             | Social Security and Medicare taxes                                                          |
| .24000                                 | ISF: Workers' Compensation          | <u>1,456</u>      | Allocated cost of workers' compensation premiums paid to the FL League.                     |
|                                        | <i>Subtotal Personnel Services</i>  | <u>\$ 68,199</u>  |                                                                                             |
| <b><u>OPERATING EXPENSES</u></b>       |                                     |                   |                                                                                             |
| .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.                                                 |
| .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>  |                                                                                             |
| <b>TOTAL: Recreation - Summer Camp</b> |                                     | <u>\$ 104,999</u> |                                                                                             |

**FY 2011 - 2012 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                         | \$ 12,000        | Part time & seasonal coaches                                            |
| .21000                                       | FICA                                | 918              | Social Security and Medicare taxes                                      |
| .24000                                       | ISF: Workers' Compensation          | <u>282</u>       | Allocated cost of workers' compensation premiums paid to the FL League. |
|                                              | <i>Subtotal Personnel Services</i>  | <u>\$ 13,200</u> |                                                                         |
| <b><u>OPERATING EXPENSES</u></b>             |                                     |                  |                                                                         |
| .34000                                       | Contract services                   | \$ 750           | Funding for the payment of referees.                                    |
| .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>\$ 15,475</u> |                                                                         |
| <b>TOTAL: Recreation - Intramural Soccer</b> |                                     | <u>\$ 28,675</u> |                                                                         |

**FY 2011 - 2012 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                                    | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                           |
|------------------------------------------------|-------------------------------------|------------------|------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>               |                                     |                  |                                                                              |
| .13000                                         | Other Wages                         | \$ 12,000        | Part time & seasonal coaches                                                 |
| .21000                                         | FICA                                | 918              | Social Security and Medicare taxes                                           |
| .24000                                         | ISF: Workers' Compensation          | <u>282</u>       | Allocated cost of workers' compensation premiums paid to the Florida League. |
|                                                | <i>Subtotal Personnel Services</i>  | <u>\$ 13,200</u> |                                                                              |
| <b><u>OPERATING EXPENSES</u></b>               |                                     |                  |                                                                              |
| .34000                                         | Contract services                   | \$ 1,500         | Funding for the payment of umpires                                           |
| .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>\$ 26,400</u> |                                                                              |

**FY 2011 - 2012 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                         | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>   | <u>EXPLANATION</u>                                                           |
|-------------------------------------|-------------------------------------|-----------------|------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>    |                                     |                 |                                                                              |
| .13000                              | Other Wages                         | \$ 3,450        | Part time & seasonal coaches                                                 |
| .21000                              | FICA                                | 264             | Social Security and Medicare taxes                                           |
| .24000                              | ISF: Workers' Compensation          | <u>80</u>       | Allocated cost of workers' compensation premiums paid to the Florida League. |
|                                     | <i>Subtotal Personnel Services</i>  | <u>\$ 3,794</u> |                                                                              |
| <b><u>OPERATING EXPENSES</u></b>    |                                     |                 |                                                                              |
| .34000                              | Contract services                   | \$ 600          | Funding for the payment of umpires.                                          |
| .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.                       |
|                                     | <i>Subtotal: Operating Expenses</i> | <u>\$ 3,300</u> |                                                                              |
| <b>TOTAL: Recreation - Softball</b> |                                     | <u>\$ 7,094</u> |                                                                              |

**FY 2011 - 2012 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                                    | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                           |
|------------------------------------------------|-------------------------------------|------------------|------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>               |                                     |                  |                                                                              |
| .13000                                         | Other Wages                         | \$ 16,500        | Part time & seasonal coaches                                                 |
| .21000                                         | FICA                                | 1,262            | Social Security and Medicare taxes                                           |
| .24000                                         | ISF: Workers' Compensation          | <u>388</u>       | Allocated cost of workers' compensation premiums paid to the Florida League. |
|                                                | <i>Subtotal Personnel Services</i>  | <u>\$ 18,150</u> |                                                                              |
| <b><u>OPERATING EXPENSES</u></b>               |                                     |                  |                                                                              |
| .34000                                         | Contract services                   | \$ 1,200         | Funding for the payment of referees.                                         |
| .52200                                         | Supplies: Other Operating           | 5,000            | Equipment, trophies and supplies used for program.                           |
| .52400                                         | Uniforms                            | <u>3,500</u>     | Funding for uniform cost for participants and coaches.                       |
|                                                | <i>Subtotal: Operating Expenses</i> | <u>\$ 9,700</u>  |                                                                              |
| <b>TOTAL: Recreation - Intramural Baseball</b> |                                     | <u>\$ 27,850</u> |                                                                              |

**FY 2011 - 2012 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                             | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                           |
|-----------------------------------------|-------------------------------------|------------------|------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>        |                                     |                  |                                                                              |
| .13000                                  | Other Wages                         | \$ 65,004        | Part time & seasonal coaches                                                 |
| .21000                                  | FICA                                | 4,973            | Social Security and Medicare taxes                                           |
| .24000                                  | ISF: Workers' Compensation          | <u>1,527</u>     | Allocated cost of workers' compensation premiums paid to the Florida League. |
|                                         | <i>Subtotal Personnel Services</i>  | <u>\$ 71,504</u> |                                                                              |
| <b><u>OPERATING EXPENSES</u></b>        |                                     |                  |                                                                              |
| .34000                                  | Contract services                   | \$ 5,500         | Funding for the payment for special instructors and teachers.                |
| .40100                                  | Special Events / Field Trips        | 9,500            | Funding for events and trips sponsored by the after school program.          |
| .52200                                  | Supplies: Other Operating           | 8,000            | Supplies used for program.                                                   |
| .52400                                  | Uniforms                            | <u>800</u>       | Funding to provide uniforms to staff.                                        |
|                                         | <i>Subtotal: Operating Expenses</i> | <u>\$ 23,800</u> |                                                                              |
| <b>TOTAL: Recreation - After School</b> |                                     | <u>\$ 95,304</u> |                                                                              |

**FY 2011 - 2012 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                         | \$ 5,000         | Part time & seasonal coaches                                                 |
| .21000                                   | FICA                                | 383              | Social Security and Medicare taxes                                           |
| .24000                                   | ISF: Workers' Compensation          | <u>116</u>       | Allocated cost of workers' compensation premiums paid to the Florida League. |
|                                          | <i>Subtotal Personnel Services</i>  | <u>\$ 5,499</u>  |                                                                              |
| <b><u>OPERATING EXPENSES</u></b>         |                                     |                  |                                                                              |
| .34000                                   | Contract services                   | \$ 300           | Referees                                                                     |
| .52200                                   | Supplies: Other Operating           | 500              | Equipment for program, footballs, flagbelts etc.                             |
| .52400                                   | Uniforms                            | 1,500            | Funding for uniform cost for participants and coaches.                       |
| .58000                                   | Membership subscriptions            | <u>4,200</u>     | Fees to participate in multi-agency program.                                 |
|                                          | <i>Subtotal: Operating Expenses</i> | <u>\$ 6,500</u>  |                                                                              |
| <b>TOTAL: Recreation - Flag Football</b> |                                     | <u>\$ 11,999</u> |                                                                              |

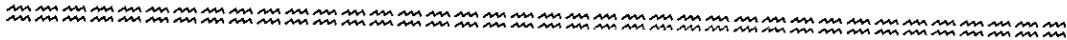
**FY 2011 - 2012 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                              | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>   | <u>EXPLANATION</u>                                                           |
|------------------------------------------|-------------------------------------|-----------------|------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>         |                                     |                 |                                                                              |
| .13000                                   | Other Wages                         | \$ 5,000        | Part time & seasonal coaches                                                 |
| .21000                                   | FICA                                | 383             | Social Security and Medicare taxes                                           |
| .24000                                   | ISF: Workers' Compensation          | <u>116</u>      | Allocated cost of workers' compensation premiums paid to the Florida League. |
|                                          | <i>Subtotal Personnel Services</i>  | <u>\$ 5,499</u> |                                                                              |
| <b><u>OPERATING EXPENSES</u></b>         |                                     |                 |                                                                              |
| .52200                                   | Supplies: Other Operating           | 1,000           | Equipment for program operations, etc.                                       |
| .52400                                   | Uniforms                            | 500             | Funding for uniform cost for participants and coaches.                       |
|                                          | <i>Subtotal: Operating Expenses</i> | <u>\$ 1,500</u> |                                                                              |
| <b>TOTAL: Recreation - Flag Football</b> |                                     | <u>\$ 6,999</u> |                                                                              |

# FY 2011 - 2012 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'11</u>      | <u>FY'12</u>      | <u>Change</u>    |
|-----------------------|-------------------|-------------------|------------------|
| Personnel costs ..... | \$ 207,881        | \$ 212,300        | \$ 4,419         |
| Operating costs ..... | 258,182           | 263,889           | 5,707            |
| Capital outlay .....  | -                 | -                 | -                |
| Other Expenses.....   | -                 | 17,000            | 17,000           |
| TOTAL .....           | <u>\$ 466,063</u> | <u>\$ 493,189</u> | <u>\$ 27,126</u> |

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

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

**FY 2011 - 2012 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                          |
|----------------------------------|------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                   |                                                                                                             |
| .12000                           | Regular wages                      | \$ 139,286        | (1) Recreation Superintendent<br>(2) Maintenance Worker II<br>(1) Basketball Attendant                      |
| .13000                           | Other Wages                        | 34,579            | (2) Comm. Ctr. Attendant.                                                                                   |
| .14000                           | Overtime                           | 2,250             | 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                               | 13,664            | Social Security and Medicare taxes                                                                          |
| .23000                           | Health Insurance                   | 14,682            | Estimated annual employee costs for health, dental and other contractually obligated non-liability benefits |
| .24000                           | ISF: Workers' Compensation         | <u>5,339</u>      | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 212,300</u> |                                                                                                             |

**OPERATING EXPENSES**

|        |                       |          |                                                              |
|--------|-----------------------|----------|--------------------------------------------------------------|
| .34000 | Contractual services  | \$ 6,881 | To maintain AC, pest control, time clocks, office equipment. |
| .34150 | Cont Svcs: Recreation | 198,067  | Funding for classes and programs offered at the Center       |
| .40000 | Travel                | 200      | Funding to attend FRPA.                                      |

**FY 2011 - 2012 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                         | 25,267            | Estimated annual cost for electrical services based on current usage.                                       |
| .43300                                       | Water                               | 1,564             | Annual funding for water consumption.                                                                       |
| .45100                                       | ISF: Risk Management                | 13,935            | Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League. |
| .46200                                       | Repairs/Maintenance                 | 8,444             | 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               | 237               | Annual fire safety permit and elevator permit.                                                              |
| .51000                                       | Supplies: General Office            | 20                | General office supplies for staff.                                                                          |
| .52200                                       | Supplies: Other operating           | 8,000             | Funding for supplies used in classes and other activities sponsored by the Village.                         |
| .52400                                       | Uniforms                            | 600               | Funding to provide uniforms to staff.                                                                       |
| .54000                                       | Subscriptions/Memberships           | 359               | Membership to FRPA                                                                                          |
| .58000                                       | Training & Education                | <u>255</u>        | Estimated funding required to attend mandatory training for staff.                                          |
|                                              | <i>Subtotal: Operating Expenses</i> | <u>\$ 263,889</u> |                                                                                                             |

**OTHER EXPENSES**

|        |                                 |                  |                                                                                                               |
|--------|---------------------------------|------------------|---------------------------------------------------------------------------------------------------------------|
| .91301 | Transfer to Capital Budget      | <u>17,000</u>    | Improvement to Community Center replace carpet, refurbish hardwood floors and replace basketball court fence. |
|        | <i>Subtotal: Other Expenses</i> | <u>\$ 17,000</u> |                                                                                                               |

**TOTAL: Recreation - Community Center**      **\$ 493,189**

# FY 2011 - 2012 ADOPTED OPERATING BUDGET Miami Shores Village, Florida

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'11</u>      | <u>FY'12</u>      | <u>Change</u>    |
|-----------------------|-------------------|-------------------|------------------|
| Personnel costs ..... | \$ 364,164        | \$ 362,577        | \$ (1,587)       |
| Operating costs ..... | 223,285           | 206,849           | (16,436)         |
| Capital outlay ...    | 16,948            | -                 | (16,948)         |
| Other Expenses.....   | -                 | 47,600            | 47,600           |
| TOTAL .....           | <u>\$ 604,397</u> | <u>\$ 617,026</u> | <u>\$ 12,629</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 2011 - 2012 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

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

| <u>CODE</u>                      | <u>CLASSIFICATION</u>              | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                          |
|----------------------------------|------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b> |                                    |                   |                                                                                                             |
| .12000                           | Regular wages                      | \$ 149,533        | (1) Aquatics Supervisor<br>(1) Assistant Aquatics Supervisor<br>(1) Lifeguard III                           |
| .13000                           | Other Wages                        | 161,000           | Funding for (1) Swim Coach and part time and seasonal staff and (2) Lifeguard II                            |
| .14000                           | Overtime                           | 3,500             | Funding estimate for overtime required during summer and special events.                                    |
| .18250                           | Longevity                          | 1,750             | Benefit paid to tenured employees per policy.                                                               |
| .21000                           | FICA                               | 24,158            | Social Security and Medicare taxes                                                                          |
| .23000                           | Health Insurance                   | 14,621            | Estimated annual employee costs for health, dental and other contractually obligated non liability benefits |
| .24000                           | ISF: Workers' Compensation         | <u>8,015</u>      | Allocated cost of workers' compensation premiums paid to the Florida League.                                |
|                                  | <i>Subtotal Personnel Services</i> | <u>\$ 362,577</u> |                                                                                                             |
| <b><u>OPERATING EXPENSES</u></b> |                                    |                   |                                                                                                             |
| .34000                           | Contractual services               | \$ 2,650          | Funding for pest control at concession, office equipment, fire extinguisher, and thorguard.                 |
| .34150                           | Cont Svcs: Recreation Aquatics     | 18,000            | 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 2011 - 2012 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT - AQUATICS FACILITY**

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

| <u>CODE</u>                                  | <u>CLASSIFICATION</u>                        | <u>AMOUNT</u>     | <u>EXPLANATION</u>                                                                                                      |
|----------------------------------------------|----------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b><u>OPERATING EXPENSES (continued)</u></b> |                                              |                   |                                                                                                                         |
| .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                         | 21,549            | 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                    | 12,000            | Supplies for concession and operations.                                                                                 |
| .52400                                       | Supplies: Uniform                            | 3,500             | Funding to provide uniforms to staff.                                                                                   |
| .52500                                       | Supplies: Chemicals                          | 47,000            | Funding for the purchase of chlorine and other chemicals to operate facility.                                           |
| .54000                                       | Subscriptions & Memberships                  | 350               | Membership fee to FRPA.                                                                                                 |
|                                              | <i>Subtotal: Operating Expenses</i>          | <u>\$ 206,849</u> |                                                                                                                         |
| <b><u>OTHER EXPENSES</u></b>                 |                                              |                   |                                                                                                                         |
| .91301                                       | Transfer to Capital Budget                   | 47,600            | Improvement to Aquatics resurface activity pool, replace wall tile and floor in showers and replace 20' Sunbrella tops. |
|                                              | <i>Subtotal: Other Expenses</i>              | <u>\$ 47,600</u>  |                                                                                                                         |
|                                              | <b>TOTAL: Recreation - Aquatics Facility</b> | <u>\$ 617,026</u> |                                                                                                                         |

# FY 2011 - 2012 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'11</u>            | <u>FY'12</u>            | <u>Change</u>          |
|-----------------------|-------------------------|-------------------------|------------------------|
| Personnel costs ..... | \$ 9,925                | \$ 9,961                | \$ 36                  |
| Operating costs ..... | 4,656                   | 3,803                   | (853)                  |
| Capital outlay ...    | -                       | -                       | -                      |
| <b>TOTAL .....</b>    | <b><u>\$ 14,581</u></b> | <b><u>\$ 13,764</u></b> | <b><u>\$ (817)</u></b> |

**FY 2011 - 2012 ADOPTED OPERATING BUDGET**  
**Miami Shores Village, Florida**

**RECREATION DEPARTMENT - TENNIS**

Code 001-1406-572-\*\*\*\*\*

| <u>CODE</u>                       | <u>CLASSIFICATION</u>               | <u>AMOUNT</u>    | <u>EXPLANATION</u>                                                                                          |
|-----------------------------------|-------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------|
| <b><u>PERSONNEL SERVICES</u></b>  |                                     |                  |                                                                                                             |
| .13000                            | Other Wages                         | \$ 8,553         | (1) Clerical Assistant (PT)                                                                                 |
| .18250                            | Longevity                           | 250              | Contractual benefit paid to tenured employees per contract & policy.                                        |
| .21000                            | FICA                                | 693              | Social Security and Medicare taxes                                                                          |
| .24000                            | ISF: Workers' Compensation          | 465              | Allocated cost of workers' compensation premiums paid to the FL League.                                     |
|                                   | <i>Subtotal Personnel Services</i>  | <u>\$ 9,961</u>  |                                                                                                             |
| <b><u>OPERATING EXPENSES</u></b>  |                                     |                  |                                                                                                             |
| .34000                            | Contractual services                | \$ 800           | Funding for the tennis pro, AC maintenance, pest control and refrigerator maintenance.                      |
| .43000                            | Utilities: Water                    | \$ 175           | Annual funding for water consumption.                                                                       |
| .45100                            | ISF: Risk Management                | 773              | 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           | 500              | Supplies for maintenance of tennis office.                                                                  |
| .52400                            | Supplies: Uniform                   | 30               | Funding to provide uniforms to staff.                                                                       |
|                                   | <i>Subtotal: Operating Expenses</i> | <u>\$ 3,803</u>  |                                                                                                             |
| <b>TOTAL: Recreation - Tennis</b> |                                     | <u>\$ 13,764</u> |                                                                                                             |