

**MIAMI SHORES VILLAGE
BUDGET WORKSHOP MEETING**

TUESDAY, JULY 12, 2016

6:00 PM

MIAMI SHORES COMMUNITY CENTER

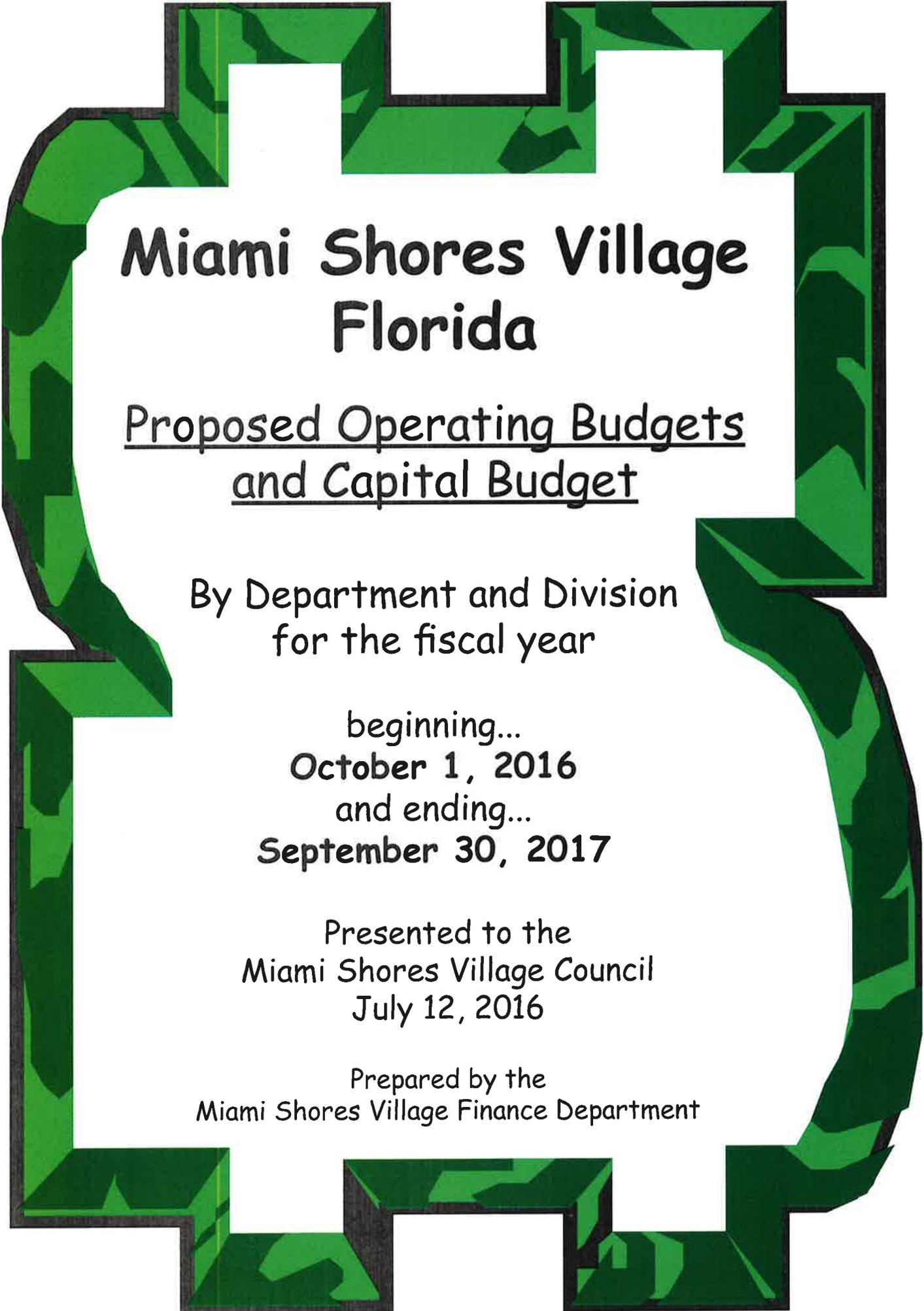
The Miami Shores Village Council will conduct its Budget Workshop Meeting regarding the proposed Fiscal Year 2016-2017 Operating and Capital Budgets on Tuesday, July 12, 2016 beginning at 6:00 PM in the Royal Palm Room of the Community Center. The departmental budgets will be discussed as follows:

**Revenues
Planning & Zoning
Building Department
Code Compliance
Library
Recreation
Police Department**

**Public Works Department
Mayor & Council
Village Attorney
Village Clerk
Village Manager
Finance Department
including Non-Departmental**

Miami Shores Village complies with the provisions of the Americans With Disabilities Act. If you are a disabled person requiring any accommodations or assistance, including materials in accessible format, a sign language interpreter (5 days notice required), or information, please notify the Village Clerk's office of such need at least 72 hours (3 days) in advance.

**Barbara A. Estep, MMC
Village Clerk**



Miami Shores Village Florida

Proposed Operating Budgets and Capital Budget

By Department and Division
for the fiscal year

beginning...
October 1, 2016
and ending...
September 30, 2017

Presented to the
Miami Shores Village Council
July 12, 2016

Prepared by the
Miami Shores Village Finance Department

FY 2016-2017 OPERATING & CAPITAL BUDGETS
Miami Shores Village, Florida

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Miami Shores Village

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ALICE BURCH
MAYOR

STEVEN ZELKOWITZ
VICE MAYOR

HERTA HOLLY
COUNCILWOMAN

MAC GLINN
COUNCILMAN

IVONNE LEDESMA
COUNCILWOMAN

TOM BENTON
VILLAGE MANAGER

BARBARA ESTEP, MMC
VILLAGE CLERK

RICHARD SARAFAN
VILLAGE ATTORNEY

July 1, 2016

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

Subject: Fiscal Year 2016-2017 Operating
And Capital Improvement Budgets

Dear Mayor Burch and Village Council Members:

To comply with Florida State Statute 200.065 and the Village Charter Section 34 (2), I present you with the proposed Operating and Capital Improvement Budgets for the Village's fiscal year beginning October 1, 2016 and ending September 30, 2017. On July 1, 2016, the Village received the Miami-Dade County Tax Assessor's assessment of Village properties which totaled \$974,796,046, representing an increase of 8.1% or \$73,166,970 from the Fiscal Year 2016 assessment and an increase of \$543,151 in ad valorem revenue.

The proposed budgets for each of the individual reporting funds for the new year are: **General Fund \$15,740,668**, **Special Revenue Funds \$3,520,450**, (Excise taxes, Local Option Gas Tax, Transportation Surtax Fund), **Enterprise Funds \$3,751,206** (Sanitation, Water & Sewer and Stormwater Fund), **Debt Service Fund \$852,050** (Charter School & Pool Bonds and loans for capital improvements), the Village's **Internal Service Funds \$2,036,874**, (Risk Management and Fleet Maintenance), and a **Capital Project Fund of \$827,296**. Our combined budget totals **\$26,728,544**. The total of capital projects included in the fiscal year 2016-2017 funds total **\$1,824,879**. A copy of the capital replacement schedule is included.

The property appraiser's office has advised us that our property values are projected to increase by 8.1 percent or \$73,166,970 for the next fiscal year. Although this is a healthy increase, our normal staff costs as well as reductions of revenues have eaten up this increase before any improvements can be added to our existing budget. I have attached to this message, for your review, a spreadsheet entitled **Ad Valorem Tax Increase Allocation** that breaks down the expenses and projected loss of revenues for the next year.

As in past years, each departmental budget contains a line item which reflects various insurance premium obligations paid by the Village and designated to each Village department. The Village utilizes a formula recommended by our insurance carrier, The Florida League of Cities, to calculate the costs. In the upcoming fiscal year our auto liability and property insurance through the League are estimated to remain the same. However, in the upcoming fiscal year we have been advised that our health insurance coverage will increase by **6.6%** which equals a **\$68,357** increase. Our workers comp insurance is scheduled to increase by approximately **10%** or **\$56,412**.

Each year the Village receives approximately \$407,000 from the County's Half-Cent Transportation Sales Tax (CITT). Each year 20% or \$82,000 must go to transit (i.e. moving of people). The Village like many smaller municipalities elected to spend our required portion on a circulator bus. This bus route traverses the entire Village and has a large ridership from our Charter School children. For the past 3 years we have included a route on the weekend to Aventura Mall using accumulated transportation dollars. These funds were accumulated at the inception of the CITT program due to the County having to vet out the rules for the program which took several years. We have now reached a point whereby these accumulated funds have been spent down to a point where we can no longer afford to run the Aventura route year round. We estimate that we will have funding to operate this route for six months of the year, primarily during the fall and winter months when Barry students are in session, as they make up the bulk of the ridership.

As part of our succession planning we have included the salary for a three month period for a new Planning and Zoning Director as Mr. Dacquisto has announced that he will be retiring from the Village effective January 1, 2018. As a department director position that is a one person operation it is prudent to include this position in the upcoming budget.

During the Council's visioning session held this past April there were at least 11 priorities/projects that were identified by the Council. Several of these priorities including the Dog Park, Library expansion, New Community Center and Sharrow installations, as part of our multimodal transportation plan, are already in progress. Included in the upcoming budget is funding for technology within the Building Department that will allow our residents to track the progress of their permit online and submit permit applications as well. We have also included \$60,000 for a climate change/sea level rise study which was also a priority in our visioning session. The 2018 Capital Budget contains a \$20,000,000 expenditure paid for with a voter approved general obligation bond for the construction of a new community center.

We have continued to include \$50,000 of capital improvement funding in our Public Works Facilities Maintenance/Streets Division to continue Village Hall improvements. In addition, Department budgets include a Cost of Living Adjustment (COLA) for employees. Additionally, for the first time we are recommending an increase in our Pool entrance fees, from \$4 to \$5 for residents and from \$7 to \$8 for non-residents.

The Village Administration is presenting a balanced budget with a proposed millage rate of **7.9**, the same millage rate that was levied last fiscal year. There are no cuts in service contained within this budget. The Debt Service payment for the Aquatic Center will be **0.2093 mills** and **0.2961 mills** for the Charter

School for a total Debt Service of **0.5054 mills** to be levied. Our Sanitation rates will remain at **\$705.52** annually for a single family residence and our Storm Water Utility rates remain constant at **\$45** per ERU. These charges continue to be collected through Miami-Dade County on the property tax bill.

As required by Florida 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, 2016 at 6:00 PM, the Council will hold the annual Council Workshop. At that meeting the Council will meet with the Manager and the Department Heads to review and consider each Department's operating budget request. No formal action occurs at this workshop. However, this is the opportunity for the Council to ask questions and make any recommendations for amending the proposed budget.

Following the workshop meeting, a resolution will be presented during the regularly scheduled Council Meeting of Tuesday, July 19, 2016. The resolution tentatively sets the millage rate for the capital and operating budget as well as the two debt service levies. The resolution will also set the date and time of the first two required public hearings which will take place in September.

In order to comply with "Truth and Millage" legislation, the Council must conduct two public hearings prior to setting the millage and adopting the fiscal year budget. These meetings are historically conducted in September and cannot coincide with either the Miami Dade County Commission or the County School Board's budget hearings. Therefore, the Village's first public hearing on the millage rate and budgets is scheduled for Tuesday, September 6th beginning at 6:30 PM. The second hearing will then be scheduled for 6:30 PM on Tuesday, September 20nd. These hearings provide an opportunity for our residents to comment on the proposed tax millage rates and the proposed budgets. Resolutions presented for adoption at the second and final public hearing will formally set the final millage rates and adopt the 2016-2017 fiscal year budgets.

Respectfully submitted,



Tom Benton
Village Manager

SS:
2016-2017 Budget Message

Ad Valorem Tax Increase Allocation	
Ad Valorem Increase:	\$ 543,151.00
Less Contracts:	
Cola - Police 2017	\$ 73,885.00
Cola - Police Retro Recoup	\$ 111,759.81
Increase - Dependent Insurance Police	\$ 11,990.00
Increase - Health Insurance	\$ 68,357.00
Increase - Workers Compensation	\$ 56,412.00
Less Income Decrease:	
Code Enforcement	\$ 60,000.00
Charter School	\$ 90,000.00
Less Optional:	
3% Cola - General Employees	\$ 130,000.00
3% Cola - Police Command Staff	\$ 13,824.00
Surplus Balance	\$ 808.19

Revenue Annual Budget by Account Classification

Detail

	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget
Fund: 001 General Fund				
Revenue				
<u>TAXES - Taxes</u>				
311 000 - Ad Valorem Taxes Current	6,383,317	6,788,095	6,788,095	7,331,246
316 100 - Local Business Tax Village	86,463	85,000	87,000	95,000
TAXES - Taxes Totals	6,469,780	6,873,095	6,875,095	7,426,246
<u>PFS - Permits, Fees and Special Assessments</u>				
322 000 - Building Permits Building Permits	912,670	783,260	798,737	828,099
329 100 - Other Permits, Fees and Special Assessments Other Permits	69,553	53,242	59,051	60,822
329 110 - Other Permits, Fees and Special Assessments Structural Engineer Fees	80,580	62,985	68,985	71,000
329 120 - Other Permits, Fees and Special Assessments Certificate of Re-Occupancy	13,500	13,520	13,520	13,600
329 130 - Other Permits, Fees and Special Assessments Notary Fees	935	-	300	350
329 200 - Other Permits, Fees and Special Assessments Zoning and Variance Fees	14,225	12,000	12,000	12,000
329 300 - Other Permits, Fees and Special Assessments Alarm Permits	35,276	35,000	33,000	33,000
PFS - Permits, Fees and Special Assessments Totals	1,126,738	960,007	985,593	1,018,871
<u>IGOVR - Intergovernmental Revenues</u>				
335 120 - State Revenue Sharing Revenue Sharing	256,553	263,000	255,400	268,000
335 140 - State Revenue Sharing Mobile Home License Tax	33	20	65	65
335 150 - State Revenue Sharing Alcoholic Beverage License Tax	832	800	800	825
335 180 - State Revenue Sharing Half-Cent Sales Tax	805,383	850,500	835,000	859,000
337 700 - Grants from Other Local Units Fireworks	-	-	-	-
338 100 - Shared Revenue From Other Local Units Local Business Tax County	24,233	25,000	23,000	25,000
338 900 - Shared Revenue From Other Local Units Crossing Guards	18,149	17,000	17,000	17,000
IGOVR - Intergovernmental Revenues Totals	1,105,183	1,156,320	1,131,265	1,169,890
<u>CFS - Charges for Services</u>				
339 000 - Payments in Lieu of Taxes Barry Pilot Program Fee	29,146	29,300	29,306	29,350
341 900 - General Government Services Other General Government Charges	16,030	8,000	6,800	7,000
341 910 - General Government Services Lien Searches	37,939	30,000	30,000	30,000
341 920 - General Government Services Property	-	-	-	-

Revenue Annual Budget by Account Classification

Detail

342 100 - Public Safety Services Police Extra Duty Pay	344,998	376,000	376,000	360,627
342 110 - Public Safety Services Police Extra Duty Surchage	68,809	75,200	75,200	72,125
343 910 - Physical Environment Lot Clearing	51,715	60,000	20,000	25,000
343 920 - Physical Environment Landscape Maintenance	24,771	5,000	30,000	25,000
344 500 - Transportation User Fees Parking Fees	252	150	90	100
347 100 - Culture/Recreation Service Charges Library	5,990	4,997	4,997	4,500
347 110 - Culture/Recreation Service Charges Computer Access Fees	1,141	1,359	1,359	1,200
347 120 - Culture/Recreation Service Charges Lost Books	610	782	782	750
347 130 - Culture/Recreation Service Charges Miscellaneous - Library	734	562	562	500
347 200 - Culture/Recreation Service Charges Program Fees	1,177,095	1,137,920	1,094,083	1,127,651
347 210 - Culture/Recreation Service Charges Non-Resident Memberships	17,251	19,500	16,000	16,000
347 220 - Culture/Recreation Service Charges Basketball Passes	1,512	1,300	1,518	1,300
347 230 - Culture/Recreation Service Charges Aquatic Admissions	88,598	83,000	69,000	117,055
347 235 - Culture/Recreation Service Charges Swim Team Registration	7,635	8,500	100	-
347 240 - Culture/Recreation Service Charges Tennis Admission Fees	833	1,200	600	600
347 250 - Culture/Recreation Service Charges Recreation Program Refunds	-	-	-	-
347 260 - Culture/Recreation Service Charges Adventure Camp	44,246	30,000	41,040	43,275
347 270 - Culture/Recreation Service Charges Fine Arts Tours	-	-	-	-
347 400 - Culture/Recreation Service Charges 5K Run	8,850	5,000	7,513	5,200
347 410 - Culture/Recreation Service Charges Unity Day	19,231	20,000	18,630	10,000
347 420 - Culture/Recreation Service Charges Unity Day - Wristbands	1,510	1,500	-	5,000
347 430 - Culture/Recreation Service Charges Unity Day - Sponsors/Vendors	620	500	5,300	5,000
347 500 - Culture/Recreation Service Charges Facility Rental	75,972	65,000	62,119	68,438
347 510 - Culture/Recreation Service Charges Community Center Bridge Rental	14,192	17,000	12,869	15,352
347 515 - Culture/Recreation Service Charges Field Rentals/Travel	-	-	10,200	13,000
347 520 - Culture/Recreation Service Charges Rental Staff Reimbursement	4,758	8,495	2,892	2,795
347 530 - Culture/Recreation Service Charges Umbrella Rental Admission	5,684	6,500	5,500	6,000
347 535 - Culture/Recreation Service Charges Umbrella Rental Concession	7,351	6,000	5,500	6,000
347 540 - Culture/Recreation Service Charges Swim Team Rental	-	-	4,800	18,000
347 910 - Culture/Recreation Service Charges Luminaries	208	208	320	240

Revenue Annual Budget by Account Classification

Detail

347 920 - Culture/Recreation Service Charges Snack Shack	1,774	1,920	2,160	2,160
347 930 - Culture/Recreation Service Charges Pool Concessions	35,128	34,000	35,000	35,000
347 940 - Culture/Recreation Service Charges Insurance Fees	22,729	24,000	22,000	22,000
347 950 - Culture/Recreation Service Charges Fingerprinting	1,412	1,600	1,300	1,300
349 100 - Other Service Charges Returned Check Fee	1,188	400	900	850
CFS - Charges for Services Totals	2,119,911	2,064,893	1,994,440	2,078,368

JFF - Judgments, Fines and Forfeitures

351 500 - Court Ordered Judgments and Fines Traffic Fines	58,307	80,000	30,000	52,000
352 000 - Fines - Library Library	6,667	6,313	6,313	6,500
354 100 - Fines - Local Ordinance Violations Local Business Tax	1,943	2,100	1,600	1,600
354 200 - Fines - Local Ordinance Violations Code Violations	398,412	300,000	225,000	265,000
354 210 - Fines - Local Ordinance Violations Code Enforcement Admin Fees	16,299	10,000	26,000	15,000
JFF - Judgments, Fines and Forfeitures Totals	481,628	398,413	288,913	340,100

MISC - Miscellaneous

361 100 - Interest and Other Earnings Interest Income	14,281	4,000	8,000	8,000
362 100 - Rents and Royalties Country Club Base	25,077	25,000	24,925	25,000
362 110 - Rents and Royalties Country Club Supplemental	150,000	150,000	150,000	150,000
362 200 - Rents and Royalties Charter School	180,000	180,000	90,000	90,000
364 100 - Disposition of Fixed Assets Sale of Surplus Assets	28,912	7,000	40,000	7,000
365 000 - Sale of Surplus Materials and Scrap Recycling	564	800	200	150
366 100 - Contributions and Donations Recreation Donations	-	-	-	-
369 300 - Other Miscellaneous Revenues Settlements	-	-	-	-
369 900 - Other Miscellaneous Revenues Miscellaneous	4,365	11,000	2,000	10,000
369 910 - Other Miscellaneous Revenues Discounts	-	-	-	-
MISC - Miscellaneous Totals	403,199	377,800	315,125	290,150

OS - Other Sources

381 001 - Inter-Fund Group Transfers In General Fund	-	-	-	-
381 120 - Inter-Fund Group Transfers In Excise Tax	1,897,500	2,425,350	2,512,348	2,667,043
381 150 - Inter-Fund Group Transfers In Grants	-	-	-	-
381 201 - Inter-Fund Group Transfers In Debt Service	-	-	-	-

Revenue Annual Budget by Account Classification

Detail

382 000 - Contributions from Enterprise Operations Management Fees	400,000	400,000	395,000	400,000
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	-	-	350,000
OS - Other Sources Totals	2,297,500	2,825,350	2,907,348	3,417,043
Fund Total: General Fund	14,003,940	14,655,878	14,497,779	15,740,668

Fund: 120 Excise Tax

Revenue

TAXES - Taxes

314 100 - Utility Service Tax Electricity	859,197	850,000	875,500	950,000
314 300 - Utility Service Tax Water	138,964	144,000	140,000	140,000
314 310 - Utility Service Tax Water - North Miami	11,868	12,000	11,868	12,050
314 400 - Utility Service Tax Gas	29,543	30,000	26,000	30,000
315 000 - Communications Services Taxes CST	460,400	466,000	434,130	437,000
TAXES - Taxes Totals	1,499,971	1,502,000	1,487,498	1,569,050

PFS - Permits, Fees and Special Assessments

323 100 - Franchise Fees Electricity	665,046	645,000	645,000	740,000
323 400 - Franchise Fees Gas	13,134	13,500	14,000	14,500
323 700 - Franchise Fees Solid Waste	21,620	22,000	23,000	23,500
PFS - Permits, Fees and Special Assessments Totals	699,801	680,500	682,000	778,000

OS - Other Sources

389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	242,850	242,850	319,993
OS - Other Sources Totals	-	242,850	242,850	319,993
Fund Total: Excise Tax	2,199,771	2,425,350	2,412,348	2,667,043

Fund: 130 Local Option Gas Tax (LOGT)

Revenue

TAXES - Taxes

312 410 - Local Option Taxes First Local Option Fuel Tax	195,532	196,000	195,000	195,000
312 420 - Local Option Taxes Second Local Option Fuel Tax	75,160	75,000	75,000	75,000
TAXES - Taxes Totals	270,692	271,000	270,000	270,000

IGOVR - Intergovernmental Revenues

335 120 - State Revenue Sharing Revenue Sharing	86,450	81,500	85,000	85,000
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Revenue Annual Budget by Account Classification

Detail

335 490 - State Revenue Sharing Fuel Tax Refunds	14,065	14,500	14,000	14,000
IGOVR - Intergovernmental Revenues Totals	100,515	96,000	99,000	99,000
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	1,309	1,300	1,000	1,100
MISC - Miscellaneous Totals	1,309	1,300	1,000	1,100
<u>OS - Other Sources</u>				
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	73,450	-	70,120
OS - Other Sources Totals	-	73,450	-	70,120
Fund Total: Local Option Gas Tax (LOGT)	372,515	441,750	370,000	440,220

Fund: 135 Citizens' Indep Trust (CITT)

Revenue

IGOVR - Intergovernmental Revenues

335 180 - State Revenue Sharing Half-Cent Sales Tax	408,970	369,000	364,600	407,000
IGOVR - Intergovernmental Revenues Totals	408,970	369,000	364,600	407,000

MISC - Miscellaneous

361 100 - Interest and Other Earnings Interest Income	1,063	1,000	800	900
MISC - Miscellaneous Totals	1,063	1,000	800	900

OS - Other Sources

389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	34,625	-	5,287
OS - Other Sources Totals	-	34,625	-	5,287

Fund Total: Citizens' Indep Trust (CITT)	410,033	404,625	365,400	413,187
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Fund: 201 Debt Service

Revenue

TAXES - Taxes

311 000 - Ad Valorem Taxes Current	510,255	453,975	453,975	469,050
TAXES - Taxes Totals	510,255	453,975	453,975	469,050

MISC - Miscellaneous

361 100 - Interest and Other Earnings Interest Income	3,156	2,000	2,532	2,500
MISC - Miscellaneous Totals	3,156	2,000	2,532	2,500

OS - Other Sources

Revenue Annual Budget by Account Classification

Detail

381 001 - Inter-Fund Group Transfers In General Fund	286,800	286,800	286,800	286,800
381 130 - Inter-Fund Group Transfers In Local Option Gas Tax (LOGT)	93,700	93,700	93,700	93,700
384 000 - Debt Proceeds Debt Proceeds	4,017,600	-	-	-
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	-	-	-
OS - Other Sources Totals	4,398,100	380,500	380,500	380,500
Fund Total: Debt Service	4,911,511	836,475	837,007	852,050

Fund: 301 Capital Projects

Revenue

MISC - Miscellaneous

361 100 - Interest and Other Earnings Interest Income	355	-	250	-
MISC - Miscellaneous Totals	355	-	250	-

OS - Other Sources

381 001 - Inter-Fund Group Transfers In General Fund	319,700	259,800	1,329,509	827,296
381 161 - Inter-Fund Group Transfers In Special Purpose Revenue	-	-	-	-
381 501 - Inter-Fund Group Transfers In Risk	62,000	-	62,000	-
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	-	-	-
OS - Other Sources Totals	381,700	259,800	1,391,509	827,296
Fund Total: Capital Projects	382,055	259,800	1,391,759	827,296

Fund: 402 Stormwater

Revenue

CFS - Charges for Services

343 900 - Physical Environment Stormwater Fees	242,690	246,435	246,435	246,747
CFS - Charges for Services Totals	242,690	246,435	246,435	246,747

JFF - Judgments, Fines and Forfeitures

354 402 - Fines - Local Ordinance Violations Stormwater Penalties	2,115	2,500	1,660	1,200
JFF - Judgments, Fines and Forfeitures Totals	2,115	2,500	1,660	1,200

MISC - Miscellaneous

361 100 - Interest and Other Earnings Interest Income	1,111	1,250	860	900
369 900 - Other Miscellaneous Revenues Miscellaneous	-	-	-	-
MISC - Miscellaneous Totals	1,111	1,250	860	900

Revenue Annual Budget by Account Classification

Detail

OS - Other Sources

389 700 - Proprietary Non-Operating Sources Contribution Other Public Source	672,381	-	-	-
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	8,450	-	24,841
OS - Other Sources Totals	672,381	8,450	-	24,841
Fund Total: Stormwater	918,297	258,635	248,955	273,688

Fund: 405 Sanitation

Revenue

CFS - Charges for Services

343 400 - Physical Environment Garbage/Solid Waste Collection	2,608,593	2,648,900	2,648,900	2,633,784
343 410 - Physical Environment Special Pick-Up Waste	450	1,000	-	-
343 420 - Physical Environment Recycling - Biscayne Park	-	-	-	-
CFS - Charges for Services Totals	2,609,043	2,649,900	2,648,900	2,633,784

JFF - Judgments, Fines and Forfeitures

354 405 - Fines - Local Ordinance Violations Sanitation Penalties	30,063	32,500	27,250	24,000
JFF - Judgments, Fines and Forfeitures Totals	30,063	32,500	27,250	24,000

MISC - Miscellaneous

361 100 - Interest and Other Earnings Interest Income	4,610	4,600	3,650	3,800
364 100 - Disposition of Fixed Assets Sale of Surplus Assets	-	-	-	-
MISC - Miscellaneous Totals	4,610	4,600	3,650	3,800

OS - Other Sources

389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	402,278	-	567,638
OS - Other Sources Totals	-	402,278	-	567,638
Fund Total: Sanitation	2,643,716	3,089,278	2,679,800	3,229,222

Fund: 410 Water & Sewer

Revenue

PFS - Permits, Fees and Special Assessments

325 100 - Special Assessments Capital Improvements	-	-	190,000	190,003
325 200 - Special Assessments Maintenance Fees	-	-	11,250	11,112
PFS - Permits, Fees and Special Assessments Totals	-	-	201,250	201,115

OS - Other Sources

Revenue Annual Budget by Account Classification

Detail

381 001 - Inter-Fund Group Transfers In General Fund	-	-	-	47,181
384 000 - Debt Proceeds Debt Proceeds	-	-	2,492,366	-
OS - Other Sources Totals	-	-	2,492,366	47,181
Fund Total: Water & Sewer	-	-	2,693,616	248,296

Fund: 501 Risk Management

Revenue

MISC - Miscellaneous

361 100 - Interest and Other Earnings Interest Income	1,524	1,500	1,300	1,400
369 300 - Other Miscellaneous Revenues Settlements	57,408	649	6,500	5,000
369 900 - Other Miscellaneous Revenues Miscellaneous	53,177	-	-	-
369 920 - Other Miscellaneous Revenues Country Club Insurance	84,230	86,644	94,945	76,641
369 930 - Other Miscellaneous Revenues Insurance Refund	-	50,000	44,705	44,705
MISC - Miscellaneous Totals	196,339	138,793	147,450	127,746

OS - Other Sources

381 000 - Inter-Fund Group Transfers In Workers Comp	-	271,060	271,060	202,312
381 001 - Inter-Fund Group Transfers In General Fund	296,589	235,366	235,366	290,837
381 130 - Inter-Fund Group Transfers In Local Option Gas Tax (LOGT)	2,457	1,732	1,732	3,631
381 135 - Inter-Fund Group Transfers In Citizens' Indep Trust (CITT)	2,718	1,604	1,604	3,631
381 150 - Inter-Fund Group Transfers In Grants	-	-	-	-
381 402 - Inter-Fund Group Transfers In Stormwater	2,970	1,721	1,721	3,631
381 405 - Inter-Fund Group Transfers In Sanitation	35,655	11,370	11,370	24,965
381 550 - Inter-Fund Group Transfers In Fleet Maintenance	95,726	112,906	112,906	89,384
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	-	-	-
OS - Other Sources Totals	436,115	635,759	635,759	618,391
Fund Total: Risk Management	632,454	774,552	783,209	746,137

Fund: 550 Fleet Maintenance

Revenue

CFS - Charges for Services

344 900 - Transportation User Fees Mileage Reimbursement	17,382	17,000	18,000	21,000
CFS - Charges for Services Totals	17,382	17,000	18,000	21,000

Revenue Annual Budget by Account Classification

Detail

MISC - Miscellaneous

361 100 - Interest and Other Earnings Interest Income	986	800	600	1,489
MISC - Miscellaneous Totals	986	800	600	1,489

OS - Other Sources

381 001 - Inter-Fund Group Transfers In General Fund	534,577	563,597	563,597	605,473
381 130 - Inter-Fund Group Transfers In Local Option Gas Tax (LOGT)	66,985	78,744	78,744	82,055
381 135 - Inter-Fund Group Transfers In Citizens' Indep Trust (CITT)	13,864	23,343	23,343	25,708
381 163 - Inter-Fund Group Transfers In Police Forfeiture	-	-	-	-
381 301 - Inter-Fund Group Transfers In Capital Projects	30,000	-	-	-
381 402 - Inter-Fund Group Transfers In Stormwater	8,561	9,017	9,017	9,453
381 405 - Inter-Fund Group Transfers In Sanitation	431,957	435,681	435,681	404,721
381 501 - Inter-Fund Group Transfers In Risk	60,000	-	-	-
389 700 - Proprietary Non-Operating Sources Contribution Other Public Source	122,449	-	-	-
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	211,901	-	140,838
OS - Other Sources Totals	1,268,393	1,322,283	1,110,382	1,268,248
Fund Total: Fleet Maintenance	1,286,761	1,340,083	1,128,982	1,290,737
Revenue Grand Totals:	27,761,053	24,486,426	27,408,855	26,728,544
Expenditure Grand Totals:	-	-	-	-
Net Grand Totals:	27,761,053	24,486,426	27,408,855	26,728,544

Expense Annual Budget by Organization Report

Summary

	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget
Fund: 001 General Fund				
Expenditures				
001.10 - General Fund,Village Manager	225,236	230,175	233,812	243,268
001.11 - General Fund,Mayor & Council	7,332	15,961	15,041	17,080
001.12 - General Fund,Village Clerk	147,079	152,901	140,904	177,612
001.13 - General Fund,Finance	476,459	601,955	565,173	643,863
001.14 - General Fund,Legal	274,022	192,970	372,166	268,055
001.15 - General Fund,Planning & Zoning	155,561	218,398	324,348	194,414
001.19 - General Fund,Non-Departmental	1,288,050	1,249,443	2,283,385	1,438,432
001.21 - General Fund,Police	6,143,320	6,634,454	6,894,689	6,830,835
001.24 - General Fund,Building Department	535,259	587,733	532,953	601,329
001.29 - General Fund,Code Compliance	174,367	188,177	176,043	186,857
001.39 - General Fund,Public Works	1,342,604	1,659,847	1,462,583	1,825,468
001.71 - General Fund,Brockway Memorial Library	392,698	436,472	440,325	818,674
001.72 - General Fund,Recreation	2,275,663	2,487,392	2,224,717	2,494,781
Fund Total: General Fund	(13,437,651)	(14,655,878)	(15,666,139)	(15,740,668)
Fund: 120 Excise Tax				
Expenditures				
120.19 - Excise Tax,Non-Departmental	1,897,500	2,425,350	2,512,348	2,667,043
Fund Total: Excise Tax	(1,897,500)	(2,425,350)	(2,512,348)	(2,667,043)
Fund: 130 Local Option Gas Tax (LOGT)				
Expenditures				
130.39 - Local Option Gas Tax (LOGT),Public Works	769,584	441,750	348,265	440,220
Fund Total: Local Option Gas Tax (LOGT)	(769,584)	(441,750)	(348,265)	(440,220)
Fund: 135 Citizens' Indep Trust (CITT)				
Expenditures				
135.39 - Citizens' Indep Trust (CITT),Public Works	579,249	404,625	227,675	413,187
Fund Total: Citizens' Indep Trust (CITT)	(579,249)	(404,625)	(227,675)	(413,187)
Fund: 201 Debt Service				
Expenditures				
201.19 - Debt Service,Non-Departmental	4,853,637	836,475	836,475	852,050
Fund Total: Debt Service	(4,853,637)	(836,475)	(836,475)	(852,050)
Fund: 301 Capital Projects				
Expenditures				
301.13 - Capital Projects,Finance	33,544	-	2,850	-

Expense Annual Budget by Organization Report

Summary

301.19 - Capital Projects,Non-Departmental	40,920	75,000	1,191,662	75,000
301.21 - Capital Projects,Police	59,955	58,000	58,000	113,000
301.24 - Capital Projects,Building Department	-	-	-	-
301.39 - Capital Projects,Public Works	3,293,203	82,000	24,000	210,663
301.71 - Capital Projects,Brockway Memorial Library	27,845	-	4,395	358,333
301.72 - Capital Projects,Recreation	106,363	44,800	48,602	70,300
Fund Total: Capital Projects	(3,561,830)	(259,800)	(1,329,509)	(827,296)
Fund: 402 Stormwater				
Expenditures				
402.39 - Stormwater,Public Works	243,173	258,635	257,003	273,688
Fund Total: Stormwater	(243,173)	(258,635)	(257,003)	(273,688)
Fund: 405 Sanitation				
Expenditures				
405.39 - Sanitation,Public Works	3,003,767	3,089,278	3,303,581	3,229,222
Fund Total: Sanitation	(3,003,767)	(3,089,278)	(3,303,581)	(3,229,222)
Fund: 410 Water & Sewer				
Expenditures				
410.39 - Water & Sewer,Public Works	-	-	30,000	248,296
Fund Total: Water & Sewer	-	-	(30,000)	(248,296)
Fund: 501 Risk Management				
Expenditures				
501.19 - Risk Management,Non-Departmental	984,605	774,552	511,285	746,137
Fund Total: Risk Management	(984,605)	(774,552)	(511,285)	(746,137)
Fund: 550 Fleet Maintenance				
Expenditures				
550.39 - Fleet Maintenance,Public Works	949,099	1,340,083	973,977	1,290,737
Fund Total: Fleet Maintenance	(949,099)	(1,340,083)	(973,977)	(1,290,737)
Revenue Grand Totals:				
	-	-	-	-
Expenditure Grand Totals:	30,280,094	24,486,426	25,996,257	26,728,544
Net Grand Totals:	(30,280,094)	(24,486,426)	(25,996,257)	(26,728,544)

Community Development

- Planning & Zoning Department
- Building Department
- Code Compliance Department

1

Recreation and Culture

- Library Department
- Recreation Department
 - o Administration
 - o Athletics
 - o Community Center
 - o Aquatics
 - o Tennis

2

Public Safety

- Police Department
 - o Operations
 - o School Guards

3

Public Works Department

- Administrative Division (001-1203)
- Streets Division (001-1202)
- Parks Division (001-1201)
- Recreation Maintenance Division (001-1204)
- Sanitation Enterprise Division (405-3000)
- Water & Sewer Fund (410-4000)
- Storm Water Enterprise Division (402-3500)
- Fleet Maintenance Division (550-6000)
- Local Option Gas Tax Division (130-1222)
- Transportation Surtax Division (135-1210)

4

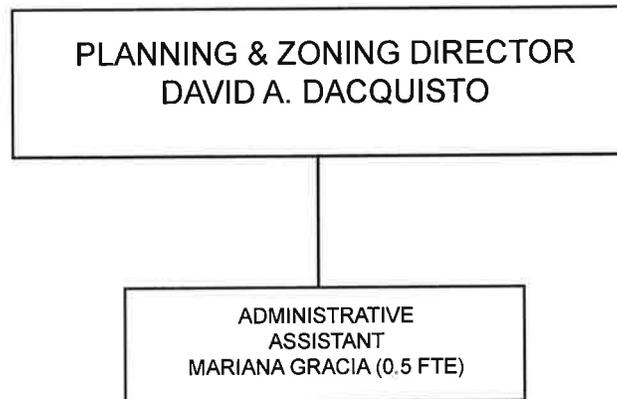
Administration

- Office of the Mayor & Village Council
- Office of the Village Attorney
- Office of the Village Manager
- Office of the Village Clerk
- Finance Department
 - o Non-Departmental
 - o Debt Service Fund
 - o Risk Management
 - o Excise Tax

5



PLANNING & ZONING ORGANIZATION CHART



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'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 154,495	\$ 179,465	\$ 24,970
Operating Expenditures/Expenses	<u>63,903</u>	<u>14,949</u>	<u>(48,954)</u>
TOTAL	<u>\$ 218,398</u>	<u>\$ 194,414</u>	<u>\$ (23,984)</u>

Expense Budget Worksheet Report

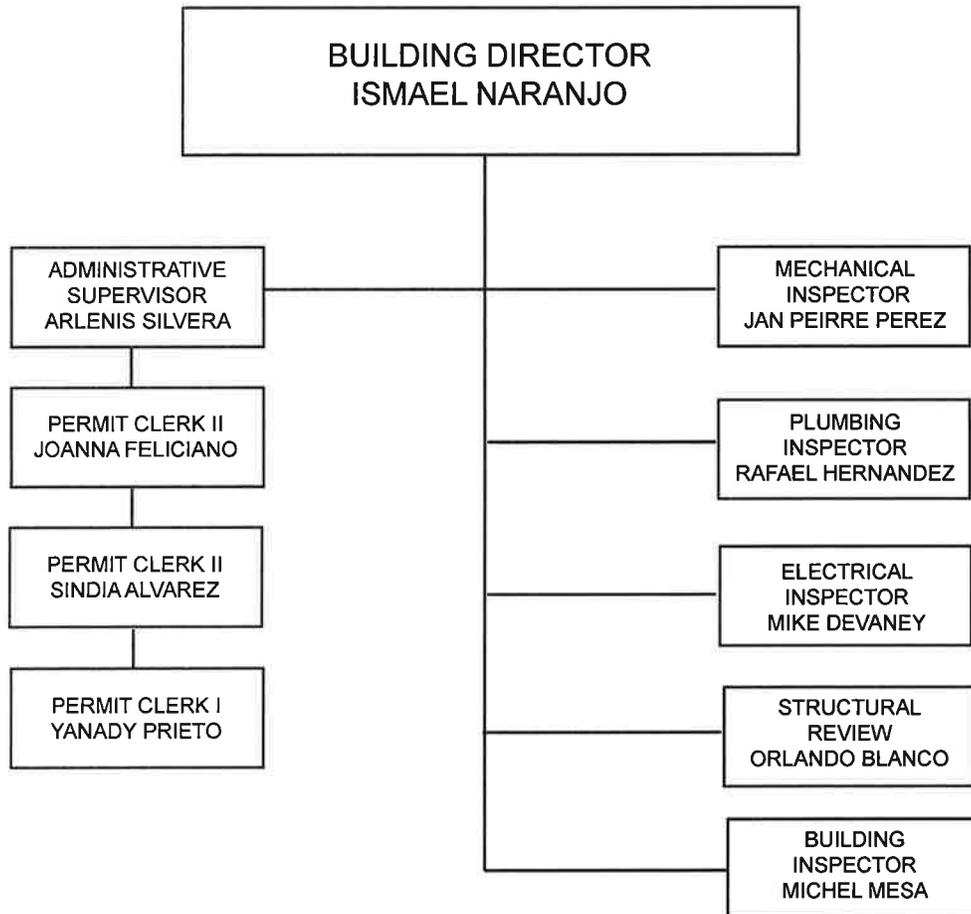
Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 15 - Planning & Zoning						
Division: 0450 - Planning and Zoning						
Program: 00 - None						
Activity: 515 - Comprehensive Planning						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	105,647	109,223	105,858	130,198	(1)Planning and Zoning Director base salary, full year (1) Planning and Zoning Director base salary, 3 months
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	8,250	Executive Package
12-000	Regular Salaries and Wages Salaries	9,182	16,165	15,693	16,546	Administrative Assistant (50% allocated with Code Enforcement Department)
14-000	Overtime Overtime	534	1,515	796	770	Administrative Assistant, Board Hearings and Workshops
18-100	Compensated Compensatory Leave Longevity	500	500	500	500	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	9,286	10,245	9,857	11,888	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	4,526	9,686	9,531	10,681	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	148	286	222	234	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	91	122	155	166	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	1,222	253	253	232	Allocated costs of workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		137,636	154,495	149,365	179,465	
<i>OE - Operating Expenditures/Expenses</i>						
31-000	Professional Services Professional Services	0	50,000	162,905	0	Authorized by council 16,650 Downtown Streetscape Analysis 59,000 Downtown Architectural Design Manual 87,255 Village Wide Traffic Study The original \$50,000 was for the comprehensive plan and now staff is writing the plan instead.
31-100	Professional Services Technology	1,196	3,000	1,196	1,350	Annual maintenance fees to Energov includes possible 10% increase over last year
34-100	Other Services Temporary Personnel	10,136	0	0	0	
40-000	Travel and Per Diem Travel	2,134	3,500	3,250	3,500	Travel for Conferences and Continuing Education
40-100	Travel and Per Diem Per Diem Allowance	0	0	250	500	
41-100	Communications Services Cellular	8	25	25	25	Cell Phone
42-000	Freight and Postage Services Postage	49	100	200	200	Zoning hearing notices, certified mailings and miscellaneous correspondence
45-000	Insurance ISF: Risk Management	1,615	2,581	2,581	3,580	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	0	950	950	694	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
47-000	Printing and Binding Printing	581	750	500	1,000	Poster Printing
51-000	Office Supplies Office Supplies	263	500	500	500	General office supplies for one and one half (1.5) full-time employees
52-200	Operating Supplies Other Operating Supplies	16	0	100	100	
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	683	747	776	1,500	APA Membership for 2

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
55-000	Training Training and Education	1,245	1,750	1,750	2,000 Registration & Training
<i>Total: OE - Operating Expenditures/Expenses</i>		17,925	63,903	174,983	14,949
Total: 515 - Comprehensive Planning		155,561	218,398	324,348	194,414
Program Total: 00 - None		155,561	218,398	324,348	194,414
Division Total: 0450 - Planning and Zoning		155,561	218,398	324,348	194,414
Department Total: 15 - Planning & Zoning		155,561	218,398	324,348	194,414
EXPENSES Total		155,561	218,398	324,348	194,414
Fund EXPENSE	Total: 001 - General Fund	155,561	218,398	324,348	194,414
EXPENSE GRAND Totals:		155,561	218,398	324,348	194,414



BUILDING DEPARTMENT ORGANIZATION CHART



BUILDING DEPARTMENT

Services, Functions and Activities

The Building Department is responsible for the administration and application of all Federal, State, County and municipal construction and building related codes in a client sensitive manner. Permit clerks intake the permit application and all pertinent submittal documents. They verify the application for completeness, verify contractor information and input the information into the permitting system prior to forwarding the documents to plans review.

Plan examiners review permit applications, plans and documents for compliance with implemented codes and regulations prior to the issuance of permits. Building inspectors ensure compliance with regulations and approved plans during the construction process. The inspectors also ensure that construction methods, materials and workmanship comply with standard practice. Upon completion of the project, the Department issues a certificate of occupancy or certificate of completion.

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 561,482	\$ 568,219	\$ 6,737
Operating Expenditures/Expenses	<u>26,251</u>	<u>33,110</u>	<u>6,859</u>
TOTAL	<u>\$ 587,733</u>	<u>\$ 601,329</u>	<u>\$ 13,596</u>

Expense Budget Worksheet Report

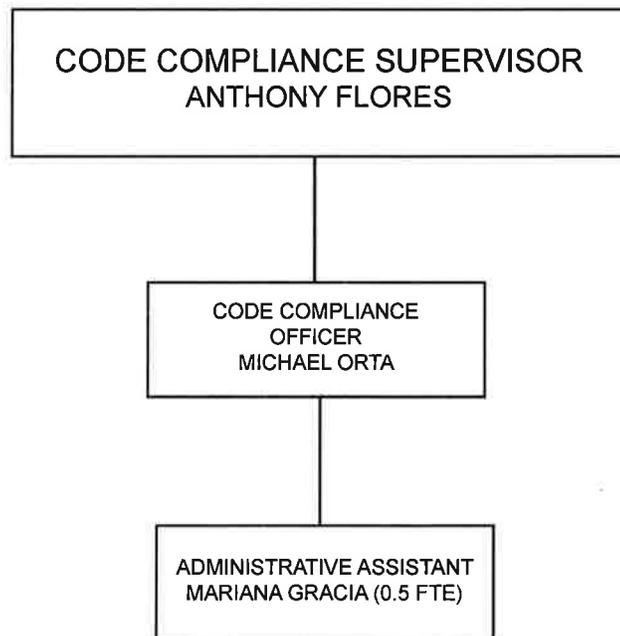
Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 24 - Building Department						
Division: 0400 - Building						
Program: 00 - None						
Activity: 524 - Protective Inspections						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	117,759	121,736	121,736	124,426	Building Director base salary
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,625	Executive benefit package
12-000	Regular Salaries and Wages Salaries	96,506	133,474	100,139	137,488	(1) Permit clerk I (2) Permit clerk II (1) Permit clerk supervisor
13-000	Other Salaries and Wages Other Salaries	239,348	230,585	192,410	224,400	(2) Building Inspector (1) Electrical Inspector (1) Mechanical Inspector (3) Plumbing Inspector (1) Structural Inspector
21-000	Payroll Taxes Employer Fica and Medicare	33,848	36,965	31,903	36,934	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	18,743	25,829	25,312	33,729	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	591	763	591	739	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	161	152	268	229	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	3,056	5,478	5,478	3,649	allocated cost of workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		516,512	561,482	484,337	568,219	
<i>OE - Operating Expenditures/Expenses</i>						
31-100	Professional Services Technology	1,050	0	0	0	
34-100	Other Services Temporary Personnel	6,103	0	25,000	0	Temporary permit clerk if needed for coverage of department
40-000	Travel and Per Diem Travel	160	1,150	300	1,200	2016 FEMA training at EMI, and the building Officials State conference
42-000	Freight and Postage Services Postage	251	360	600	650	Postage services to send notices to property owners for soon to expire permits and expired permits
45-000	Insurance ISF: Risk Management	4,845	7,742	7,742	8,403	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	1,811	8,499	8,499	7,957	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	296	300	0	0	Plans perforator
47-000	Printing and Binding Printing	227	300	250	300	Business cards
49-700	Other Current Charges and Obligations Village Permit Fees	77	0	1,575	10,000	Village Project Permit Fees
51-000	Office Supplies Office Supplies	887	900	450	900	Pens, paper, ink and other office supplies for a one year period for (4) full time employees
52-200	Operating Supplies Other Operating Supplies	1,550	3,800	2,300	500	New furniture setup for Plans examiner in the back room
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	1,134	2,000	1,700	2,000	Purchase the 5th edition of the 2014 Florida Building Code for inspectors and plans examiners
55-000	Training Training and Education	356	1,200	200	1,200	Education Tuition Reimbursement for Arlenis Silvera
<i>Total: OE - Operating Expenditures/Expenses</i>		18,748	26,251	48,616	33,110	
Total: 524 - Protective Inspections		535,259	587,733	532,953	601,329	
Program Total: 00 - None		535,259	587,733	532,953	601,329	
Division Total: 0400 - Building		535,259	587,733	532,953	601,329	

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
Department Total: 24 - Building Department		535,259	587,733	532,953	601,329
	EXPENSES Total	535,259	587,733	532,953	601,329
Fund EXPENSE	Total: 001 - General Fund	535,259	587,733	532,953	601,329
	EXPENSE GRAND Totals:	535,259	587,733	532,953	601,329



CODE COMPLIANCE ORGANIZATION CHART



CODE COMPLIANCE DEPARTMENT

Services, Functions and Activities

The Code Compliance Department performs community-wide inspections to maintain the highest standards per the Code of Ordinances 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 our Code Enforcement Board which may impose fines in the form of property liens. Staff associates work closely with the Public Works, Finance and Police Departments in order to achieve Village wide community improvement programs.

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 159,303	\$ 159,628	\$ 325
Operating Expenditures/Expenses	<u>28,874</u>	<u>27,229</u>	<u>(1,645)</u>
TOTAL	<u>\$ 188,177</u>	<u>\$ 186,857</u>	<u>\$ (1,320)</u>

Expense Budget Worksheet Report

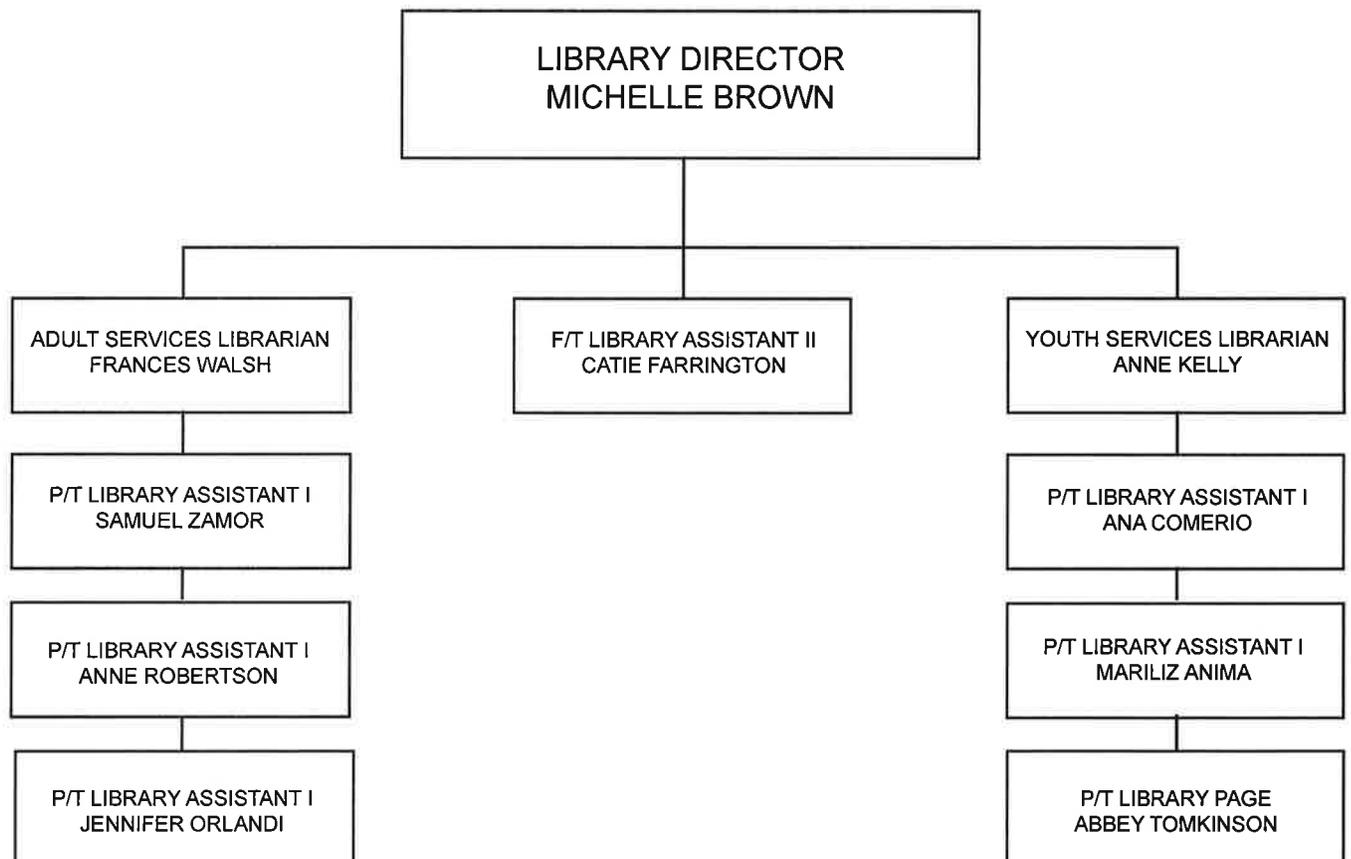
Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 29 - Code Compliance						
Division: 0351 - Code Compliance						
Program: 00 - None						
Activity: 529 - Other Public Safety						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	113,023	123,425	119,743	126,266	(1) Administrative Assistant - 50% allocated with Planning & Zoning Department (2) Code Enforcement Officers
14-000	Overtime Overtime	3,346	4,592	2,500	3,229	Estimated overtime costs for special enforcement efforts and attendance at board meetings under FLSA regulations
18-100	Compensated Compensatory Leave Longevity	1,000	1,000	1,000	1,500	Benefits paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	8,873	9,870	9,428	9,774	Employee paid taxes for FICA & Medicare
23-000	Life and Health Insurance Health Insurance	10,133	16,143	15,780	16,864	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	369	477	368	369	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	80	89	218	107	Estimated annual employee cost for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	1,153	3,707	3,707	1,519	Allocated cost of workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		137,977	159,303	152,744	159,628	
<i>OE - Operating Expenditures/Expenses</i>						
31-100	Professional Services Technology	1,596	1,596	1,596	1,596	Funding for the EnerGov program maintenance
34-100	Other Services Temporary Personnel	10,118	0	0	0	Cost associated with the hiring of temporary staff
40-000	Travel and Per Diem Travel	8	0	0	0	
41-200	Communications Services Internet	974	1,000	500	1,000	Estimated cost for mobile internet access
42-000	Freight and Postage Services Postage	4,785	5,000	3,500	5,000	Correspondence and certified mail
45-000	Insurance ISF: Risk Management	2,692	4,302	4,302	4,384	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida league
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	7,901	8,596	8,596	6,249	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	0	250	250	250	Estimated funding requirement for repairs and maintenance to furniture, fixtures and equipment
47-000	Printing and Binding Printing	661	700	450	700	Printing of educational or advisory pamphlets, courtesy notices and business cards
49-600	Other Current Charges and Obligations Court Filing Fees	4,630	4,000	2,425	4,000	Cost to record notices, orders and lien releases
51-000	Office Supplies Office Supplies	760	700	300	700	Pens, paper, folders and other office supplies for a one year period for two and one half (2.5) full time employees and the Code Compliance program
52-200	Operating Supplies Other Operating Supplies	1,261	1,500	460	2,000	Toner for printer and special software requirements to support Code Compliance programs
52-400	Operating Supplies Uniforms	202	250	75	250	Uniform cost for the Code Compliance Supervisor and Code Compliance Officer
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	150	180	150	300	Florida Association of Code Enforcement dues & South Florida Association of Code Enforcement dues & National Notary Association of Florida
55-000	Training Training and Education	650	800	695	800	Continuing education funding
<i>Total: OE - Operating Expenditures/Expenses</i>		36,389	28,874	23,299	27,229	

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
	Total: 529 - Other Public Safety	174,367	188,177	176,043	186,857
	Program Total: 00 - None	174,367	188,177	176,043	186,857
	Division Total: 0351 - Code Compliance	174,367	188,177	176,043	186,857
	Department Total: 29 - Code Compliance	174,367	188,177	176,043	186,857
	EXPENSES Total	174,367	188,177	176,043	186,857
Fund EXPENSE	Total: 001 - General Fund	174,367	188,177	176,043	186,857
	EXPENSE GRAND Totals:	174,367	188,177	176,043	186,857



LIBRARY DEPARTMENT ORGANIZATION CHART



BROCKWAY MEMORIAL LIBRARY

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 299,952	\$ 318,102	\$ 18,150
Operating Expenditures/Expenses	95,100	98,748	3,648
Capital Outlay	41,420	43,491	2,071
Other Uses.....	-	358,333	358,333
TOTAL	<u>\$ 436,472</u>	<u>\$ 818,674</u>	<u>\$ 382,202</u>

Expense Budget Worksheet Report

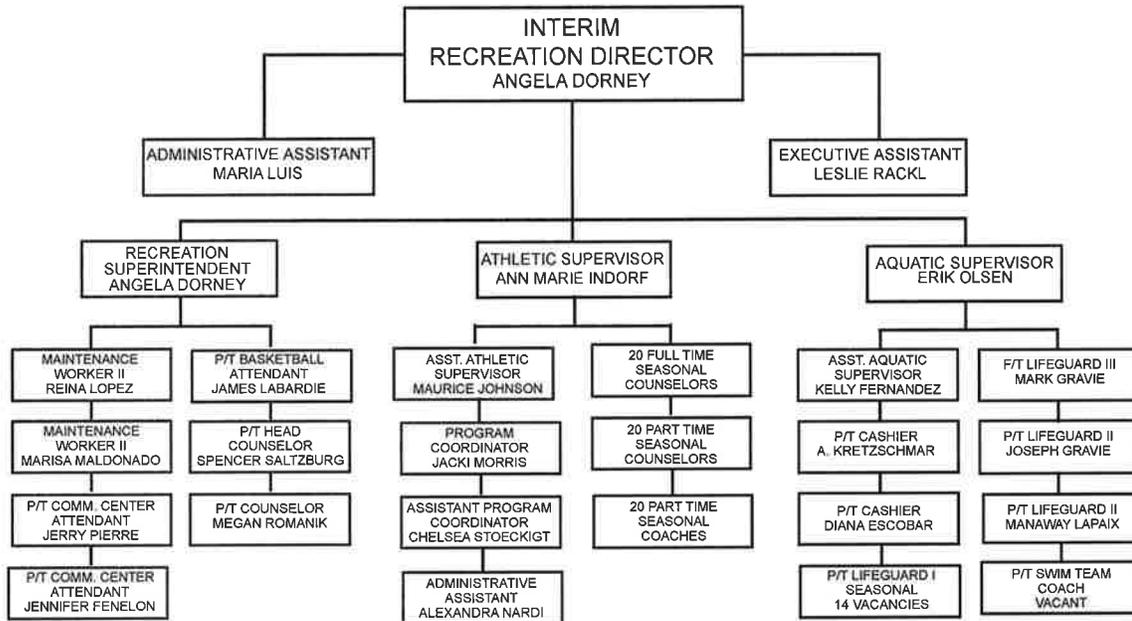
Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 71 - Brockway Memorial Library						
Division: 1500 - Library						
Program: 00 - None						
Activity: 571 - Libraries						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	74,098	72,710	72,710	74,318	Library Director base salary
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,625	Executive benefit package
11-300	Executive Salaries Executive Benefit Allowance	150	0	0	0	Funding for car allowance
12-000	Regular Salaries and Wages Salaries	163,403	177,034	177,034	177,738	(1) Adult Services Librarian (full time) (5) Library Assistant I (part time) (1) Library Assistant II (full time) (1) Library Page (part time) (1) Youth Services Librarian (full time)
14-000	Overtime Overtime	1,122	537	1,500	2,153	Estimated overtime costs for special events and coverage
18-100	Compensated Compensatory Leave Longevity	3,673	2,500	1,500	3,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	19,013	19,836	19,832	20,019	Social Security and Medicare Taxes
23-000	Life and Health Insurance Health Insurance	10,860	19,372	19,372	26,983	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	332	763	763	591	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	112	209	209	199	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	268	491	491	6,476	Allocated workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		279,531	299,952	299,911	318,102	
<i>OE - Operating Expenditures/Expenses</i>						
31-100	Professional Services Technology	1,274	4,590	4,590	7,050	eBook Platform Annual Fee; SEFLIN Digital Consortium Annual Fee; Follett Software Support Agreement; Follett Software Upgrade.
34-000	Other Services Contract Services	15,288	12,163	11,019	11,957	Fire Alarm Maintenance; Annual Fire Inspection; Fire Equipment Maintenance; Fire Alarm Monitoring Service; ADT Alarm Monitor; Janitorial Services; Pest Control
34-100	Other Services Temporary Personnel	0	0	645	0	
34-150	Other Services Program Instructors	0	0	0	15,430	Youth Programs (Previously listed in line 48000) MadScience for students in grades K-5; Wholesome Harmonies for Babies and Toddlers; Tangerine Bilingual Storytime
40-000	Travel and Per Diem Travel	617	682	682	682	Florida Library Annual Conference for 2; Lodging & per diem
42-000	Freight and Postage Services Postage	490	590	590	617	Library correspondence and media mail
43-100	Utility Services Electric	11,728	14,000	14,000	14,700	Estimated Actual + 5%
43-200	Utility Services Water	180	302	302	378	Estimated cost for water usage
45-000	Insurance ISF: Risk Management	20,734	24,758	24,758	22,886	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	6,860	8,860	8,860	10,154	AC Monthly Service; AC parts not covered under contract i.e. filters, etc.; Electrical repairs, General building maintenance and repair; Plumbing; Gutters; Carpet cleaning; Furniture repair
47-000	Printing and Binding Printing	359	960	960	972	Application forms, bookmarks, brochures, envelopes, library letterhead, program advertising, etc.
48-000	Promotional Activities Promotional Activities	4,527	18,316	18,316	1,391	Promotional Banners; Summer and Monthly Programs for Children and Adults

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
51-000	Office Supplies Office Supplies	399	570	570	600	General office supplies
52-200	Operating Supplies Other Operating Supplies	5,043	5,800	5,800	5,800	Supplies needed for specific library functions i.e. book jackets, DVD cases, etc.
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	200	232	232	373	Florida Library Association annual membership for 3 full-time librarians; Dade County Library Association annual membership for 3 full-time librarians
55-000	Training Training and Education	170	3,277	3,275	5,758	Florida Library Annual Conference for 2: Conference registration fees; Dade County Library Association Conference for 3: Conference registration fees; Tuition reimbursement for Master of Library Science program for (1) full-time Adult Services Librarian
<i>Total: OE - Operating Expenditures/Expenses</i>		67,868	95,100	94,599	98,748	
<i>CAP - Capital Outlay</i>						
66-000	Books, Publications, and Library Materials Books and Publications	31,430	32,020	32,020	33,621	Print Copy Books for Children and Adults; Large Print for Adults; Periodicals
66-100	Books, Publications, and Library Materials Media	7,170	9,400	9,400	9,870	Library Audiovisual Media: Books on CD, DVDs
<i>Total: CAP - Capital Outlay</i>		38,600	41,420	41,420	43,491	
Total: 571 - Libraries		385,998	436,472	435,930	460,341	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
91-164	Interfund Transfers Brockway Memorial Expansion	0	0	0	350,000	Transfer to Brockway Memorial Expansion
91-301	Interfund Transfers Capital Projects	6,700	0	4,395	8,333	Transfer to Capital Projects
<i>Total: OTH - Other Uses</i>		6,700	0	4,395	358,333	
Total: 581 - Inter-Fund Group Transfers Out		6,700	0	4,395	358,333	
Program Total: 00 - None		392,698	436,472	440,325	818,674	
Division Total: 1500 - Library		392,698	436,472	440,325	818,674	
Department Total: 71 - Brockway Memorial Library		392,698	436,472	440,325	818,674	
EXPENSES Total		392,698	436,472	440,325	818,674	
Fund EXPENSE	Total: 001 - General Fund	392,698	436,472	440,325	818,674	
EXPENSE GRAND Totals:		392,698	436,472	440,325	818,674	



RECREATION DEPARTMENT ORGANIZATION CHART



RECREATION DEPARTMENT
Administration Division

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 196,569	\$ 197,860	\$ 1,291
Operating Expenditures/Expenses	69,649	73,274	3,625
TOTAL	<u>\$ 266,218</u>	<u>\$ 271,134</u>	<u>\$ 4,916</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 72 - Recreation						
Division: 1401 - Recreation Administration						
Program: 00 - None						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	98,860	102,201	99,053	104,458	Recreation Director
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,625	Executive benefit package
12-000	Regular Salaries and Wages Salaries	51,414	53,155	51,517	54,330	(1) Executive Assistant
14-000	Overtime Overtime	3,099	2,682	2,500	3,000	Funding estimate for overtime required during summer special events and Board meetings
18-100	Compensated Compensatory Leave Longevity	2,000	2,000	2,000	2,500	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	12,270	12,740	12,360	12,845	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	9,052	12,914	12,656	13,491	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	295	381	295	295	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	82	92	138	92	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	156	3,904	3,904	224	Allocated costs of workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		183,727	196,569	190,923	197,860	
<i>OE - Operating Expenditures/Expenses</i>						
31-100	Professional Services Technology	3,596	8,500	8,770	10,900	Funding for the recreation Participant insurance, Rectrac and related reports
31-270	Professional Services Pre-employment Screening	9,717	11,000	9,000	10,000	Pre-employment screening including: Dept. of Family Services level 2 screening, drug test, Social Security report and background check
34-000	Other Services Contract Services	1,604	3,600	1,500	1,800	Service contract on department equipment
40-000	Travel and Per Diem Travel	0	300	150	300	Funding to attend the FRPA conference, per diem charges and staff reimbursement for use of personal vehicle
40-200	Travel and Per Diem Local Mileage Reimbursement	0	100	100	100	Funding to reimburse staff for use of their personal vehicles
41-100	Communications Services Cellular	8	0	7	0	
41-200	Communications Services Internet	0	1,540	1,540	1,540	Funding for internet connection
42-000	Freight and Postage Services Postage	72	75	75	75	Department postage costs
43-200	Utility Services Water	0	75	0	0	Estimated funding for water consumption at Tot Lot
45-000	Insurance ISF: Risk Management	2,791	4,078	4,078	4,728	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
45-200	Insurance Premium: Liability	4,180	0	0	0	
46-200	Repair and Maintenance Services Repairs and Maintenance	1,982	3,500	9,500	6,500	General repair cost for items not under maintenance or warranty agreements. Tot lot repairs and replacement of damaged equipment
47-000	Printing and Binding Printing	0	250	155	250	Funding for publication of Recreation programs and events
48-000	Promotional Activities Promotional Activities	0	150	0	150	Annual funding for advertisements for special events

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
49-220	Other Current Charges and Obligations Special Events - Fine Arts	6,436	8,000	7,500	8,000	Funding for the Fine Arts Commission to provide art exhibits, educational programs and concerts
49-230	Other Current Charges and Obligations Special Events - MSV Band	2,180	2,181	2,181	2,181	Annual funding for band appearances at Village sponsored events and other related community events
49-800	Other Current Charges and Obligations Licenses and Permits	346	350	336	800	ASCAP music license fee
51-000	Office Supplies Office Supplies	1,030	1,000	1,000	1,000	General office supplies for the department
52-200	Operating Supplies Other Operating Supplies	967	1,700	1,000	1,700	Funding for supplies necessary to maintain the operation of the department
52-400	Operating Supplies Uniforms	81	300	300	300	Funding to provide uniforms to staff
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	515	600	550	600	Annual funding for FRPA and NRPA membership
55-000	Training Training and Education	60	350	350	350	Estimated funding for staff to attend training
<i>Total: OE - Operating Expenditures/Expenses</i>		35,566	47,649	48,092	51,274	
Total: 572 - Parks and Recreation		219,293	244,218	239,015	249,134	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
91-301	Interfund Transfers Capital Projects	28,000	0	0	0	Transfer to Capital Projects
<i>Total: OTH - Other Uses</i>		28,000	0	0	0	
Total: 581 - Inter-Fund Group Transfers Out		28,000	0	0	0	
Program Total: 00 - None		247,293	244,218	239,015	249,134	
Program: 20 - Unity Day						
Activity: 572 - Parks and Recreation						
<i>OE - Operating Expenditures/Expenses</i>						
49-210	Other Current Charges and Obligations Special Events - Unity Day	17,913	22,000	19,380	22,000	
<i>Total: OE - Operating Expenditures/Expenses</i>		17,913	22,000	19,380	22,000	
Total: 572 - Parks and Recreation		17,913	22,000	19,380	22,000	
Program Total: 20 - Unity Day		17,913	22,000	19,380	22,000	
Division Total: 1401 - Recreation Administration		265,206	266,218	258,395	271,134	
Department Total: 72 - Recreation		265,206	266,218	258,395	271,134	
EXPENSES Total		265,206	266,218	258,395	271,134	
Fund EXPENSE Total: 001 - General Fund		265,206	266,218	258,395	271,134	
EXPENSE GRAND Totals:		265,206	266,218	258,395	271,134	

**RECREATION DEPARTMENT
Athletics Division**

Services, Functions and Activities

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

The sports program runs all year round and offers intramural soccer, intramural basketball, intramural baseball, softball and flag football. The intramural programs average 250 participants per sport. The after school care program runs from August to June with an average of 70 children a week. The program hires an average of seven counselors throughout the year. The summer camp program runs from mid-June to mid-August with a maximum of 150 participants each week. We staff an average of 18 counselors each week with 4 supervisors who monitor the pool, field trips, arts and crafts, and facilities. Athletics also runs an average of 15 specialty sports camps throughout the year.

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 529,569	\$ 535,537	\$ 5,968
Operating Expenditures/Expenses	280,152	253,253	(26,899)
Other Uses.....	9,500	35,500	26,000
TOTAL	<u>\$ 819,221</u>	<u>\$ 824,290</u>	<u>\$ 5,069</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 72 - Recreation						
Division: 1402 - Athletics						
Program: 00 - None						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	188,795	210,562	203,786	216,129	(1) Administrative Assistant (1) Assistant Athletics Supervisor (1) Assistant Program Coordinator (1) Athletics Supervisor (1) Program Coordinator
13-000	Other Salaries and Wages Other Salaries	11,063	6,700	5,448	7,050	Employees who cover facility rental Athletic Field Monitors
13-100	Other Salaries and Wages Rental	605	0	360	0	
14-000	Overtime Overtime	5,420	4,632	3,500	1,615	Funding estimate for overtime required during summer and special events
18-100	Compensated Compensatory Leave Longevity	1,500	2,000	1,500	1,500	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	15,595	17,126	16,480	17,186	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	17,673	32,285	24,648	33,729	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	603	953	449	591	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	132	165	193	152	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	3,231	6,682	6,682	5,592	Allocated cost of workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		244,617	281,105	263,046	283,544	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	4,834	7,000	6,700	7,100	Funding for annual service agreements on athletic equipment and sport official fees
34-150	Other Services Program Instructors	56,316	26,000	24,000	26,000	Funding for specialty camp instructors not engaged as employees
34-400	Other Services Field Trips	592	0	0	0	
40-000	Travel and Per Diem Travel	47	95	95	95	Funding to attend the FRPA Conference
40-200	Travel and Per Diem Local Mileage Reimbursement	163	50	150	150	Funding to reimburse staff for use of their personal vehicle
41-100	Communications Services Cellular	165	0	360	1,920	Funding for AT&T cellular phones
42-000	Freight and Postage Services Postage	10	15	0	0	Funding for special mailings
43-100	Utility Services Electric	8,943	9,100	7,386	9,100	Estimated annual cost for electrical services based on current actual FPL usage
43-200	Utility Services Water	238	450	350	450	Annual funding for water consumption
45-000	Insurance ISF: Risk Management	3,797	6,373	6,373	18,116	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	15,935	28,204	28,204	25,542	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	7,409	7,000	6,544	7,000	Funding to maintain and repair athletic equipment and the facility
47-000	Printing and Binding Printing	0	400	345	400	Funding for special printing

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
51-000	Office Supplies Office Supplies	1,373	1,600	1,480	1,600	Funding for general office supplies for four staff members including pens, pencils, etc
52-200	Operating Supplies Other Operating Supplies	6,521	6,200	6,120	6,200	Funding for supplies used by participants and equipment needs
52-400	Operating Supplies Uniforms	629	750	750	810	Funding for staff uniforms and uniforms for special camp programs
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	0	350	350	350	Funding for FRPA and NRPA memberships
55-000	Training Training and Education	115	250	250	250	Funding to send staff to FRPA Training
<i>Total: OE - Operating Expenditures/Expenses</i>		107,087	93,837	89,457	105,083	
Total: 572 - Parks and Recreation		351,704	374,942	352,503	388,627	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
91-301	Interfund Transfers Capital Projects	13,000	9,500	13,302	35,500	Transfer to Capital Projects
<i>Total: OTH - Other Uses</i>		13,000	9,500	13,302	35,500	
Total: 581 - Inter-Fund Group Transfers Out		13,000	9,500	13,302	35,500	
Program Total: 00 - None		364,704	384,442	365,805	424,127	
Division Total: 1402 - Athletics		364,704	384,442	365,805	424,127	
Department Total: 72 - Recreation		364,704	384,442	365,805	424,127	
EXPENSES Total		364,704	384,442	365,805	424,127	
Fund EXPENSE	Total: 001 - General Fund	364,704	384,442	365,805	424,127	
EXPENSE GRAND Totals:		364,704	384,442	365,805	424,127	

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 72 - Recreation						
Division: 1402 - Athletics						
Program: 10 - Afterschool						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
13-000	Other Salaries and Wages Other Salaries	67,599	85,000	76,725	85,002	Part-time seasonal counselors
14-000	Overtime Overtime	3	0	220	430	
21-000	Payroll Taxes Employer Fica and Medicare	5,171	6,503	5,886	6,503	Social Security and Medicare taxes
24-000	Workers' Compensation Workers' Compensation	1,319	2,949	2,949	2,104	Allocated cost of workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		74,093	94,452	85,780	94,039	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	3,840	7,250	7,223	7,400	Funding to special instructors and teachers
34-150	Other Services Program Instructors	878	0	0	0	
34-400	Other Services Field Trips	13,445	16,300	9,600	12,800	Funding for events and trips sponsored during kids day off programs
34-500	Other Services Transport Services	400	0	0	0	
45-000	Insurance ISF: Risk Management	0	5,721	5,721	1,786	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
51-000	Office Supplies Office Supplies	122	200	200	200	General office supplies for staff
52-200	Operating Supplies Other Operating Supplies	7,196	9,500	8,200	9,000	Supplies used for program
52-400	Operating Supplies Uniforms	782	600	775	980	Funding for counselor uniforms
<i>Total: OE - Operating Expenditures/Expenses</i>		26,663	39,571	31,719	32,166	
Total: 572 - Parks and Recreation		100,756	134,023	117,499	126,205	
Program Total: 10 - Afterschool		100,756	134,023	117,499	126,205	
Division Total: 1402 - Athletics		100,756	134,023	117,499	126,205	
Department Total: 72 - Recreation		100,756	134,023	117,499	126,205	
EXPENSES Total		100,756	134,023	117,499	126,205	
Fund EXPENSE	Total: 001 - General Fund	100,756	134,023	117,499	126,205	
EXPENSE GRAND Totals:		100,756	134,023	117,499	126,205	

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 72 - Recreation						
Division: 1402 - Athletics						
Program: 11 - Summer Camp						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
13-000	Other Salaries and Wages Other Salaries	80,945	83,600	83,000	94,431	(1) Bus Driver PT Funding for Seasonal Counselors
14-000	Overtime Overtime	353	0	0	0	Funding estimate for overtime required during summer camp and special events
21-000	Payroll Taxes Employer Fica and Medicare	6,212	6,395	6,350	7,225	Social Security and Medicare taxes
24-000	Workers' Compensation Workers' Compensation	1,068	2,901	2,901	2,337	Allocated cost of workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		88,579	92,896	92,251	103,993	
<i>OE - Operating Expenditures/Expenses</i>						
34-150	Other Services Program Instructors	13,365	0	0	0	
34-400	Other Services Field Trips	23,363	22,500	21,000	22,000	Funding for events and trips sponsored by the summer camp program
34-500	Other Services Transport Services	11,050	23,500	23,500	24,200	Funding for the payment of transportation and special programs assigned to outside vendors
44-000	Rentals and Leases Equipment Rental	1,749	2,000	2,000	2,200	Rental of equipment/supplies for program
45-000	Insurance ISF: Risk Management	0	12,587	12,587	1,984	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
47-000	Printing and Binding Printing	0	250	250	250	Registration forms, flyers and posters for summer camp
48-000	Promotional Activities Promotional Activities	150	200	200	250	Estimated annual funding for advertisements and events for the department
51-000	Office Supplies Office Supplies	0	100	100	210	General office supplies for staff
52-200	Operating Supplies Other Operating Supplies	7,034	6,200	6,200	6,800	Art supplies, board games, balls, program supplies and equipment used for program
52-400	Operating Supplies Uniforms	3,140	3,280	3,280	3,600	Funding for uniform costs for staff, participants and CITs
<i>Total: OE - Operating Expenditures/Expenses</i>		59,851	70,617	69,117	61,494	
Total: 572 - Parks and Recreation		148,430	163,513	161,368	165,487	
Program Total: 11 - Summer Camp		148,430	163,513	161,368	165,487	
Division Total: 1402 - Athletics		148,430	163,513	161,368	165,487	
Department Total: 72 - Recreation		148,430	163,513	161,368	165,487	
EXPENSES Total		148,430	163,513	161,368	165,487	
Fund EXPENSE	Total: 001 - General Fund	148,430	163,513	161,368	165,487	
EXPENSE GRAND Totals:		148,430	163,513	161,368	165,487	

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
Fund: 001 - General Fund					
EXPENSES					
Department: 72 - Recreation					
Division: 1402 - Athletics					
Program: 12 - Soccer					
Activity: 572 - Parks and Recreation					
<i>PS - Personnel Services</i>					
13-000	Other Salaries and Wages Other Salaries	11,381	12,600	12,186	12,000 Funding for seasonal coaches
21-000	Payroll Taxes Employer Fica and Medicare	871	964	932	918 Social Security and Medicare taxes
24-000	Workers' Compensation Workers' Compensation	188	437	437	297 Allocated cost of workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		12,440	14,001	13,555	13,215
<i>OE - Operating Expenditures/Expenses</i>					
34-000	Other Services Contract Services	155	165	520	660 Funding for referee payments
45-000	Insurance ISF: Risk Management	0	5,721	5,721	252 Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
52-200	Operating Supplies Other Operating Supplies	6,616	11,400	6,700	8,600 Equipment, trophies and supplies
52-400	Operating Supplies Uniforms	4,765	5,500	4,700	5,500 Funding for uniform costs for participants and coaches
<i>Total: OE - Operating Expenditures/Expenses</i>		11,536	22,786	17,641	15,012
Total: 572 - Parks and Recreation		23,975	36,787	31,196	28,227
Program Total: 12 - Soccer		23,975	36,787	31,196	28,227
Division Total: 1402 - Athletics		23,975	36,787	31,196	28,227
Department Total: 72 - Recreation		23,975	36,787	31,196	28,227
EXPENSES Total		23,975	36,787	31,196	28,227
Fund EXPENSE	Total: 001 - General Fund	23,975	36,787	31,196	28,227
EXPENSE GRAND Totals:		23,975	36,787	31,196	28,227

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
Fund: 001 - General Fund					
EXPENSES					
Department: 72 - Recreation					
Division: 1402 - Athletics					
Program: 13 - Basketball					
Activity: 572 - Parks and Recreation					
<i>PS - Personnel Services</i>					
13-000	Other Salaries and Wages Other Salaries	20,213	20,900	14,000	20,000 Funding for Seasonal Coaches
14-000	Overtime Overtime	101	0	0	0
21-000	Payroll Taxes Employer Fica and Medicare	1,554	1,599	1,071	1,530 Social Security and Medicare taxes
24-000	Workers' Compensation Workers' Compensation	314	725	725	495 Allocated cost of workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		22,182	23,224	15,796	22,025
<i>OE - Operating Expenditures/Expenses</i>					
34-000	Other Services Contract Services	1,215	1,215	2,015	2,100 Funding for referee payments
45-000	Insurance ISF: Risk Management	0	5,721	5,721	420 Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
52-200	Operating Supplies Other Operating Supplies	5,965	5,500	6,031	6,300 Equipment, trophies and supplies used for program
52-400	Operating Supplies Uniforms	4,486	4,500	4,200	4,725 Funding for uniform costs for participants and coaches
<i>Total: OE - Operating Expenditures/Expenses</i>		11,666	16,936	17,967	13,545
Total: 572 - Parks and Recreation		33,848	40,160	33,763	35,570
Program Total: 13 - Basketball		33,848	40,160	33,763	35,570
Division Total: 1402 - Athletics		33,848	40,160	33,763	35,570
Department Total: 72 - Recreation		33,848	40,160	33,763	35,570
EXPENSES Total		33,848	40,160	33,763	35,570
Fund EXPENSE	Total: 001 - General Fund	33,848	40,160	33,763	35,570
EXPENSE GRAND Totals:		33,848	40,160	33,763	35,570

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 72 - Recreation						
Division: 1402 - Athletics						
Program: 14 - Baseball						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
13-000	Other Salaries and Wages Other Salaries	15,315	13,500	9,200	8,900	Funding for seasonal coaches
21-000	Payroll Taxes Employer Fica and Medicare	1,171	1,033	704	681	Social Security and Medicare taxes
24-000	Workers' Compensation Workers' Compensation	217	468	468	220	Allocated cost of workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		16,703	15,001	10,372	9,801	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	1,305	1,700	1,700	2,100	Funding for umpire payments
45-000	Insurance ISF: Risk Management	0	5,721	5,721	187	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
52-200	Operating Supplies Other Operating Supplies	5,680	3,200	3,240	3,300	Equipment, trophies and supplies used for program
52-400	Operating Supplies Uniforms	7,087	7,580	6,800	7,220	Funding for uniform costs for participants and coaches
<i>Total: OE - Operating Expenditures/Expenses</i>		14,073	18,201	17,461	12,807	
Total: 572 - Parks and Recreation		30,776	33,202	27,833	22,608	
Program Total: 14 - Baseball		30,776	33,202	27,833	22,608	
Division Total: 1402 - Athletics		30,776	33,202	27,833	22,608	
Department Total: 72 - Recreation		30,776	33,202	27,833	22,608	
EXPENSES Total		30,776	33,202	27,833	22,608	
Fund EXPENSE	Total: 001 - General Fund	30,776	33,202	27,833	22,608	
EXPENSE GRAND Totals:		30,776	33,202	27,833	22,608	

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
Fund: 001 - General Fund					
EXPENSES					
Department: 72 - Recreation					
Division: 1402 - Athletics					
Program: 15 - Softball					
Activity: 572 - Parks and Recreation					
<i>PS - Personnel Services</i>					
13-000	Other Salaries and Wages Other Salaries	2,057	2,500	2,700	2,600 Funding for seasonal coaches
21-000	Payroll Taxes Employer Fica and Medicare	157	191	207	199 Social Security and Medicare taxes
24-000	Workers' Compensation Workers' Compensation	42	87	87	64 Allocated cost of workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		2,256	2,778	2,994	2,863
<i>OE - Operating Expenditures/Expenses</i>					
34-000	Other Services Contract Services	783	1,200	1,200	1,200 Funding for umpire payments
45-000	Insurance ISF: Risk Management	0	1,159	1,159	55 Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
52-200	Operating Supplies Other Operating Supplies	1,046	1,000	1,000	1,300 Equipment, trophies and supplies used for program
52-400	Operating Supplies Uniforms	3,467	2,800	3,300	3,500 Funding for uniform costs for participants and coaches
<i>Total: OE - Operating Expenditures/Expenses</i>		5,296	6,159	6,659	6,055
Total: 572 - Parks and Recreation		7,552	8,937	9,653	8,918
Program Total: 15 - Softball		7,552	8,937	9,653	8,918
Division Total: 1402 - Athletics		7,552	8,937	9,653	8,918
Department Total: 72 - Recreation		7,552	8,937	9,653	8,918
EXPENSES Total		7,552	8,937	9,653	8,918
Fund EXPENSE	Total: 001 - General Fund	7,552	8,937	9,653	8,918
EXPENSE GRAND Totals:		7,552	8,937	9,653	8,918

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 72 - Recreation						
Division: 1402 - Athletics						
Program: 16 - Flag football						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
13-000	Other Salaries and Wages Other Salaries	5,428	5,500	5,480	5,500	Funding for seasonal coaches
21-000	Payroll Taxes Employer Fica and Medicare	423	421	419	421	Social Security and Medicare taxes
24-000	Workers' Compensation Workers' Compensation	86	191	191	136	Allocated cost for workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		5,936	6,112	6,090	6,057	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	1,800	2,800	1,600	0	Funding for referee payments
45-000	Insurance ISF: Risk Management	0	1,145	1,145	116	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
52-200	Operating Supplies Other Operating Supplies	1,480	1,400	1,400	1,200	Equipment for program; including footballs, flag belts, etc.
52-400	Operating Supplies Uniforms	1,367	1,700	1,640	1,700	Funding for uniform cots for participants and coaches
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	3,885	5,000	4,700	4,075	Fees to participate in multi-agency program
<i>Total: OE - Operating Expenditures/Expenses</i>		8,532	12,045	10,485	7,091	
Total: 572 - Parks and Recreation		14,468	18,157	16,575	13,148	
Program Total: 16 - Flag football		14,468	18,157	16,575	13,148	
Division Total: 1402 - Athletics		14,468	18,157	16,575	13,148	
Department Total: 72 - Recreation		14,468	18,157	16,575	13,148	
EXPENSES Total		14,468	18,157	16,575	13,148	
Fund EXPENSE	Total: 001 - General Fund	14,468	18,157	16,575	13,148	
EXPENSE GRAND Totals:		14,468	18,157	16,575	13,148	

**RECREATION DEPARTMENT
Community Center Division**

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 289,220	\$ 280,671	\$ (8,549)
Operating Expenditures/Expenses	<u>440,299</u>	<u>451,815</u>	<u>11,516</u>
TOTAL	<u>\$ 729,519</u>	<u>\$ 732,486</u>	<u>\$ 2,967</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 72 - Recreation						
Division: 1403 - Community Center						
Program: 00 - None						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	150,798	178,636	178,336	182,578	(1) Administrative Assistant (30 hrs) (2) Maintenance Workers II (1) Recreation Superintendent
13-000	Other Salaries and Wages Other Salaries	35,156	24,970	33,001	41,596	(1) Basketball Attendant (3) Community Center Attendants (PT) (2) Adventure Camp Counselors
13-100	Other Salaries and Wages Rental	1,707	22,575	1,500	0	Reimbursement for staff working facility rentals
14-000	Overtime Overtime	8,049	4,635	2,200	2,327	Maintenance staff overtime for facility rentals, vacations and special events
18-100	Compensated Compensatory Leave Longevity	3,000	3,000	3,000	3,500	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	14,543	17,888	16,680	17,418	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	13,577	25,828	18,984	26,983	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	443	763	443	443	estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	122	138	207	138	estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	3,140	10,787	10,787	5,688	Allocated cost of workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		230,534	289,220	265,138	280,671	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	5,741	2,800	5,530	5,750	Exterminating services, ac services and alarm services
34-150	Other Services Program Instructors	323,314	325,000	320,956	323,375	Funding for Class/Program Instructors
34-400	Other Services Field Trips	15,357	15,885	17,357	15,500	Adventure Camp Field Trips Senior Programing Field Trips
40-000	Travel and Per Diem Travel	252	420	255	275	FRPA Annual Conference
41-100	Communications Services Cellular	9	10	4	0	Cell Phone Usage
43-100	Utility Services Electric	20,352	24,400	19,370	19,656	Estimated annual cost for electrical services based on current actual FPL usage
43-200	Utility Services Water	2,332	2,000	1,844	2,028	Annual funding for water consumption
44-000	Rentals and Leases Equipment Rental	1,141	575	1,142	1,142	Rentals and Leases/equipment Rental for Special Events and moving trucks to transport gymnastic equipment between facilities for Summer Recreation
45-000	Insurance ISF: Risk Management	15,058	21,373	21,373	25,197	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	10,094	7,500	9,905	10,093	Funding to provide on-going maintenance and repairs to building and equipment at the Community Center
47-000	Printing and Binding Printing	200	200	202	202	Funding for special flyers
48-000	Promotional Activities Promotional Activities	10,388	6,300	7,547	8,347	Funding for promotional events/ 5K Race Shirts and Promotional Materials
48-100	Promotional Activities Fireworks Display	11,500	12,000	12,000	12,000	Fourth of July Fireworks
49-000	Other Current Charges and Obligations Other Current Charges	466	497	583	583	Annual fire safety permit and elevator permit

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
51-000	Office Supplies Office Supplies	0	100	0	0 General Office supplies for staff
52-200	Operating Supplies Other Operating Supplies	25,998	19,500	23,174	25,998 Funding for supplies for community center class and special events sponsored by the Village Additional \$2400. for new padded chairs
52-400	Operating Supplies Uniforms	1,092	870	1,009	1,009 Uniforms for community center staff and community center summer counselors
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	439	369	160	390 FRPA Membership
55-000	Training Training and Education	310	500	270	270 FRPA conferences and seminars
Total: OE - Operating Expenditures/Expenses		444,041	440,299	442,681	451,815
Total: 572 - Parks and Recreation		674,576	729,519	707,819	732,486
Activity: 581 - Inter-Fund Group Transfers Out					
<i>OTH - Other Uses</i>					
91-301	Interfund Transfers Capital Projects	24,500	0	0	0 Transfer to Capital Projects
Total: OTH - Other Uses		24,500	0	0	0
Total: 581 - Inter-Fund Group Transfers Out		24,500	0	0	0
Program Total: 00 - None		699,076	729,519	707,819	732,486
Division Total: 1403 - Community Center		699,076	729,519	707,819	732,486
Department Total: 72 - Recreation		699,076	729,519	707,819	732,486
EXPENSES Total		699,076	729,519	707,819	732,486
Fund EXPENSE Total: 001 - General Fund		699,076	729,519	707,819	732,486
EXPENSE GRAND Totals:		699,076	729,519	707,819	732,486

RECREATION DEPARTMENT
Aquatics Division

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 440,325	\$ 406,659	\$ (33,666)
Operating Expenditures/Expenses	182,489	209,275	26,786
Other Uses.....	<u>35,300</u>	<u>34,800</u>	(500)
TOTAL	<u>\$ 658,114</u>	<u>\$ 650,734</u>	<u>\$ (7,380)</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 72 - Recreation						
Division: 1405 - Aquatics						
Program: 00 - None						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	119,271	135,229	70,000	138,466	(1) Aquatics Supervisor (1) Assistant Aquatics Supervisor (1) Lifeguard III
13-000	Other Salaries and Wages Other Salaries	196,368	240,026	160,000	210,480	(6) Lifeguard I PT (2) Lifeguard II PT Funding for Aquatics Teaching, Concession and Seasonal Lifeguards
14-000	Overtime Overtime	923	2,000	500	500	Funding estimate for overtime required during summer and special events
18-100	Compensated Compensatory Leave Longevity	2,000	1,000	1,000	1,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	23,758	28,937	17,710	26,770	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	7,970	19,371	18,984	20,237	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	259	572	295	443	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	18	83	215	102	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	5,838	13,107	13,107	8,661	Allocated cost of workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		356,404	440,325	281,811	406,659	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	3,079	3,200	2,700	3,030	Pest control, office equipment, fire extinguishers and Thorguard (lightning detection)
34-150	Other Services Program Instructors	7,985	7,000	6,500	6,000	Funding for swim class instructors
41-100	Communications Services Cellular	15	50	10	50	Cellular phones
43-100	Utility Services Electric	46,425	44,000	46,000	51,000	Estimated annual cost for electrical services based on current actual FPL usage
43-200	Utility Services Water	16,133	11,500	10,000	11,500	Annual funding for water consumption
45-000	Insurance ISF: Risk Management	17,413	22,439	22,439	36,545	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	11,726	18,000	6,100	20,000	Funding to maintain and repair equipment located at the aquatics facility
47-000	Printing and Binding Printing	0	400	110	400	Funding for printing of notices
48-000	Promotional Activities Promotional Activities	0	400	0	400	Funding for promotions & lifeguard ads
49-000	Other Current Charges and Obligations Other Current Charges	1,583	2,200	1,450	2,200	Pool, spa and activity area permits and engineer fees. Also includes fees to the State of Florida and Dade County
51-000	Office Supplies Office Supplies	1,596	1,200	800	1,300	general office supplies for staff
52-200	Operating Supplies Other Operating Supplies	13,890	15,000	12,000	16,500	Supplies for non-food related operations
52-250	Operating Supplies Food for Resale	29,306	26,000	29,000	32,000	Funding for the purchase of concession stand supplies at the Aquatics facility
52-400	Operating Supplies Uniforms	3,788	2,200	1,500	2,750	Funding for staff uniforms
52-500	Operating Supplies Fertilizer and Chemicals	24,223	28,000	24,000	24,700	Funding for the purchase of chlorine and other chemicals to operate facility

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	0	400	400	400 Membership fee to FRPA & ASCA (America Swim Coaches Association)
55-000	Training Training and Education	650	500	500	500 Training fees required by state
<i>Total: OE - Operating Expenditures/Expenses</i>		177,812	182,489	163,509	209,275
Total: 572 - Parks and Recreation		534,216	622,814	445,320	615,934
Activity: 581 - Inter-Fund Group Transfers Out					
<i>OTH - Other Uses</i>					
91-301	Interfund Transfers Capital Projects	40,000	35,300	35,300	34,800 Transfer to Capital Projects
<i>Total: OTH - Other Uses</i>		40,000	35,300	35,300	34,800
Total: 581 - Inter-Fund Group Transfers Out		40,000	35,300	35,300	34,800
Program Total: 00 - None		574,216	658,114	480,620	650,734
Division Total: 1405 - Aquatics		574,216	658,114	480,620	650,734
Department Total: 72 - Recreation		574,216	658,114	480,620	650,734
EXPENSES Total		574,216	658,114	480,620	650,734
Fund EXPENSE	Total: 001 - General Fund	574,216	658,114	480,620	650,734
EXPENSE GRAND Totals:		574,216	658,114	480,620	650,734

**RECREATION DEPARTMENT
Tennis Division**

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

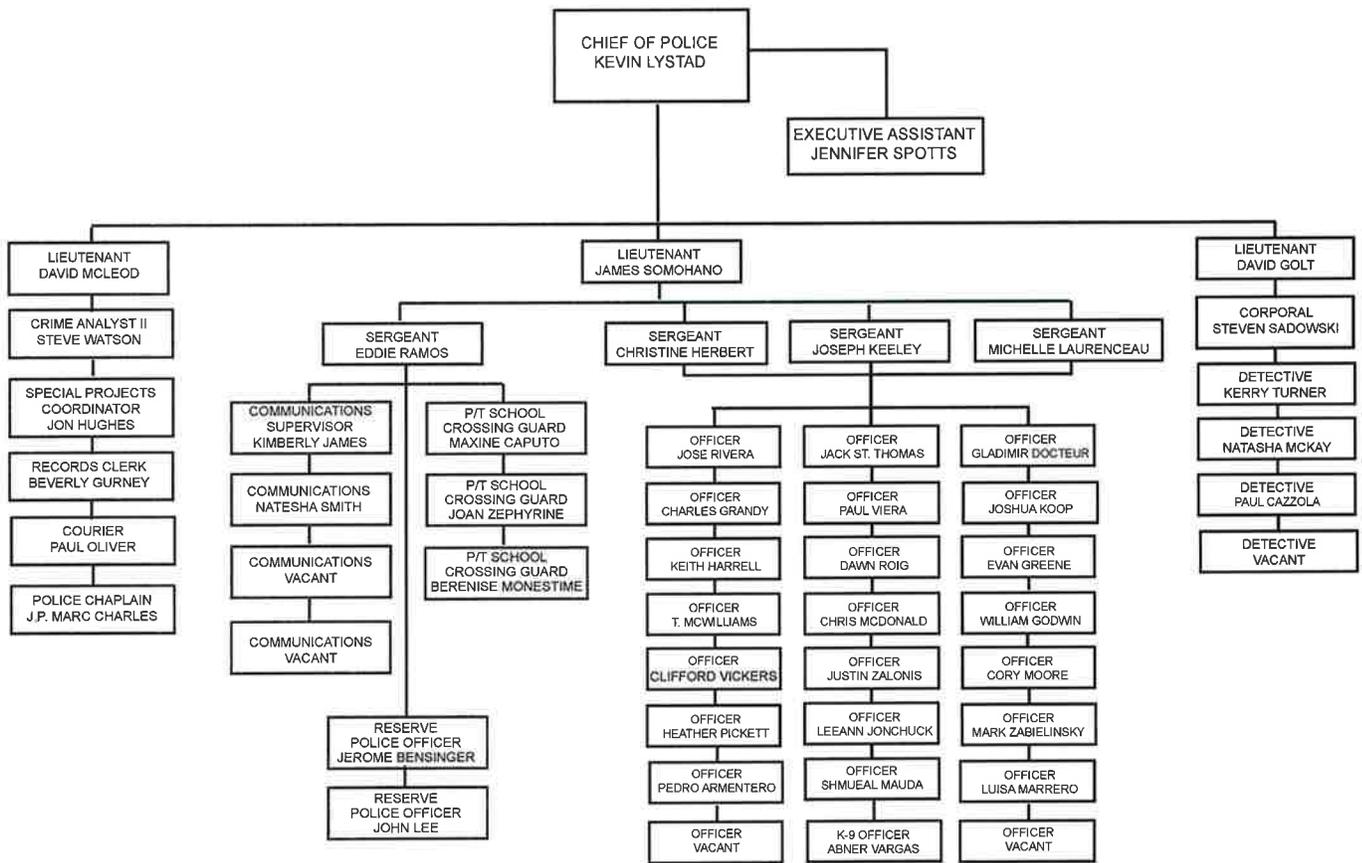
	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 10,147	\$ 10,362	\$ 215
Operating Expenditures/Expenses	<u>4,173</u>	<u>5,775</u>	<u>1,602</u>
TOTAL	<u>\$ 14,320</u>	<u>\$ 16,137</u>	<u>\$ 1,817</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
Fund: 001 - General Fund					
EXPENSES					
Department: 72 - Recreation					
Division: 1406 - Tennis					
Program: 00 - None					
Activity: 572 - Parks and Recreation					
<i>PS - Personnel Services</i>					
13-000	Other Salaries and Wages Other Salaries	9,025	9,133	9,133	9,410 Part-time tennis attendant
21-000	Payroll Taxes Employer Fica and Medicare	691	698	699	719 Social Security and Medicare taxes
24-000	Workers' Compensation Workers' Compensation	144	316	316	233 Allocated cost of workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		9,860	10,147	10,148	10,362
<i>OE - Operating Expenditures/Expenses</i>					
34-000	Other Services Contract Services	545	800	775	800 Reimbursement to tennis contractor for evening play as per contract
43-200	Utility Services Water	165	160	155	160 Annual funding for water consumption
45-000	Insurance ISF: Risk Management	279	923	923	2,425 Allocated costs fro property, casualty and general liability insurance premiums paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	473	1,500	1,400	1,500 Wind screen, tennis nets and general facility maintenance
51-000	Office Supplies Office Supplies	0	0	50	100 General office supplies
52-200	Operating Supplies Other Operating Supplies	1,334	750	700	750 Miscellaneous supplies for tennis center
52-400	Operating Supplies Uniforms	0	40	40	40 Funding to provide staff uniforms
<i>Total: OE - Operating Expenditures/Expenses</i>		2,796	4,173	4,043	5,775
Total: 572 - Parks and Recreation		12,656	14,320	14,191	16,137
Program Total: 00 - None		12,656	14,320	14,191	16,137
Division Total: 1406 - Tennis		12,656	14,320	14,191	16,137
Department Total: 72 - Recreation		12,656	14,320	14,191	16,137
EXPENSES Total		12,656	14,320	14,191	16,137
Fund EXPENSE	Total: 001 - General Fund	12,656	14,320	14,191	16,137
EXPENSE GRAND Totals:		12,656	14,320	14,191	16,137



POLICE DEPARTMENT ORGANIZATION CHART



**POLICE DEPARTMENT
Operations Division**

Services, Functions and Activities

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

The Mission Statement of the Police Department is as follows:

We, the Miami Shores Police Department exist to serve all people within our jurisdiction with the utmost of respect, fairness and compassion. We are committed to the prevention of crime and the protection of life and property; the preservation of peace, order and safety; the enforcement of all laws and ordinances; and the safeguarding of our nations constitutional guarantees. With service to our community as a foundation, we are driven by goals to enhance the quality of life, investigating problems and all incidents, seeking solutions and fostering a sense of security in the community. We will strive daily to nurture public trust by holding ourselves to the highest standards of performance and ethics. To fulfill our mission, the Miami Shores Police Department is dedicated to providing a quality work environment and the development of its members through

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

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 5,742,828	\$ 5,831,063	\$ 88,235
Operating Expenditures/Expenses	787,567	842,909	55,342
Grants and Aids.....	1,500	1,500	-
Other Uses.....	<u>58,000</u>	<u>113,000</u>	<u>55,000</u>
TOTAL	<u>\$ 6,589,895</u>	<u>\$ 6,788,472</u>	<u>\$ 198,577</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 21 - Police						
Division: 0900 - Police						
Program: 00 - None						
Activity: 521 - Law Enforcement						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	298,036	433,916	423,566	447,138	(3) Lieutenants (1) Police Chief
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,500	Executive Benefit package
12-000	Regular Salaries and Wages Salaries	2,648,504	2,832,273	3,152,425	3,007,965	(3) Communication Officers (1) Communication Supervisor (1) Corporal (1) Courier (allocated) (1) Crime Analyst II (4) Detectives (1) Executive Assistant (25) Police Officers (1) Police Records Specialist (4) Sergeants (1) Special projects Coordinator *Funding for holiday pay, supervisor's relief pay, state supplement and longevity
14-000	Overtime Overtime	124,279	102,000	157,500	133,892	Funding for overtime for minimum staffing and required taskforce operations. Overtime for court appearances and depositions
15-000	Special Pay Extra Duty Pay	344,907	376,000	376,000	360,627	Funding for security details provided to private entities, services are provided off duty, do not interfere with general operations and are fully funded by fees charged to the vendor along with a 20% administrative surcharge added to general fund revenue
18-100	Compensated Compensatory Leave Longevity	9,000	7,500	7,000	6,500	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	257,596	274,553	263,378	262,932	Social Security and Medicare taxes
22-000	Retirement Contributions Pension Contribution	1,249,668	1,225,000	1,155,119	1,100,000	Actuarially calculated contribution required by the Village to fund the benefits paid to retirees of the Police retirement Plan
23-000	Life and Health Insurance Health Insurance	199,458	284,117	264,076	310,304	Estimated annual employees costs for health insurance benefits
23-100	Life and Health Insurance Dental	5,613	8,580	5,319	6,795	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	1,346	1,783	2,252	1,912	Estimated annual employee costs for long-term care insurance benefits
23-300	Life and Health Insurance Dependent	6,655	9,600	30,500	42,231	Per PBA Contract, employer will contribute 50% of dependent coverage cost and 25% of family coverage cost
23-400	Life and Health Insurance Bonus	46,930	65,280	38,360	51,672	Per PBA Contract, employer will provide an insurance reimbursement of one hundred and sixty dollars (\$160) per month to each bargaining unit member that does not have dependent or family health insurance coverage
23-500	Life and Health Insurance Retirement	2,975	4,800	8,430	7,200	Funding for the Village's contractual portion of the Police officers retirement Insurance benefit
23-600	Life and Health Insurance Life Insurance	0	1,400	1,400	0	Required life insurance per state Statute for sworn personnel
24-000	Workers' Compensation Workers' Compensation	132,878	109,526	109,526	85,395	Allocated costs of workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		5,334,344	5,742,828	6,001,351	5,831,063	
<i>OE - Operating Expenditures/Expenses</i>						
31-000	Professional Services Professional Services	2,193	0	0	0	Costs for legal fees
31-100	Professional Services Technology	3,800	65,400	65,400	67,900	Funding for software maintenance. Advantage Networking, Spillman RMS system, USA legacy software
31-270	Professional Services Pre-employment Screening	0	14,000	14,000	12,435	Costs for pre-employment testing (Polygraph, Psychological, Toxicology, Physical). Funding for PBA contract employee phvsicals
31-280	Professional Services County Court Standby	0	2,000	1,800	2,000	Payment due to Miami-Dade prorating the costs for the court coordinator

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
34-000	Other Services Contract Services	44,689	35,490	35,490	37,169	Funding for contractual services including: veterinary service, uniform cleaning, radios, AC, annual physicals, decontamination services. etc.
40-000	Travel and Per Diem Travel	3,022	3,500	6,875	3,500	Meals, lodging and Per Diem costs for staff attending training related events
41-000	Communications Services Telephone	0	3,099	3,099	3,100	Estimated costs for emergency police lines
41-100	Communications Services Cellular	11,265	12,312	15,783	13,000	Estimated charges for cellular communications
41-300	Communications Services Long Distance	290	375	375	420	Estimated costs for long distance or toll calls
42-000	Freight and Postage Services Postage	450	420	450	600	Costs for correspondence and certified mail
42-100	Freight and Postage Services Courier and Delivery	199	750	750	750	Costs for hand delivery and over night service
43-100	Utility Services Electric	19,865	20,785	20,785	21,825	Estimated costs for electrical services based on current actual FPL usage
43-200	Utility Services Water	225	500	650	725	Estimated utility costs for water consumption
44-000	Rentals and Leases Equipment Rental	1,830	2,000	2,000	2,000	Fees related to the use of County based computer equipment and lease of night vision lenses
44-100	Rentals and Leases Vehicle Rental - Special Detail	11,400	6,000	6,000	6,000	Costs for police motorcycle lease
45-000	Insurance ISF: Risk Management	44,813	71,002	71,002	75,869	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	401,054	400,044	400,044	441,850	Provided by Public Works
46-200	Repair and Maintenance Services Repairs and Maintenance	12,121	22,575	22,575	22,575	Funding and repairs and maintenance not under warranty or separate coverage including, radar calibrations, copy machine maintenance, pistol range and miscellaneous repairs. Included in this amount are the funds for mold location, removal and remediation.
47-000	Printing and Binding Printing	2,079	2,400	2,400	2,400	Funding for stationary, business cards, ID stickers, Survey cards, etc.
48-000	Promotional Activities Promotional Activities	8,583	8,000	8,100	8,400	Funding for annual Police Chief's dinner and LEO Foundation
49-300	Other Current Charges and Obligations Software Licensing	4,842	7,000	7,000	7,000	Funding for software and networking licensing
51-000	Office Supplies Office Supplies	6,399	5,825	5,825	6,225	office supplies for one year period for department staff
52-100	Operating Supplies Gas, Oil and Lubricants	370	425	575	0	Funding for fuel, oil and lubricant costs
52-200	Operating Supplies Other Operating Supplies	35,984	36,380	36,380	36,380	Funding for costs of ammo, gun range, K9 supplies, DB supplies and commissary supplies
52-400	Operating Supplies Uniforms	50,420	39,000	39,000	40,716	Funding for uniforms and equipment identified in the PBA Contract. Included in this amount is Dry Cleaning.
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	4,177	4,285	4,285	4,570	Funding for annual memberships and subscriptions
55-000	Training Training and Education	16,663	16,000	16,000	17,500	Funding for mandatory police recertification, training and specialized training activities
55-200	Training Tuition Reimbursement	0	8,000	0	8,000	Contractually required funding for eligible staff
Total: OE - Operating Expenditures/Expenses		686,734	787,567	786,643	842,909	
GRANTS - Grants and Aids						
83-200	Other Grants and Aids Crime Watch	620	1,500	1,500	1,500	Funding for Crime Watch programs including promotional materials and volunteer recognition
Total: GRANTS - Grants and Aids		620	1,500	1,500	1,500	
Total: 521 - Law Enforcement		6,021,698	6,531,895	6,789,494	6,675,472	

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
Activity: 581 - Inter-Fund Group Transfers Out					
<i>OTH - Other Uses</i>					
91-301	Interfund Transfers Capital Projects	81,500	58,000	58,000	113,000 Transfer to Capital Projects
<i>Total: OTH - Other Uses</i>		81,500	58,000	58,000	113,000
Total: 581 - Inter-Fund Group Transfers Out		81,500	58,000	58,000	113,000
Program Total: 00 - None		6,103,198	6,589,895	6,847,494	6,788,472
Division Total: 0900 - Police		6,103,198	6,589,895	6,847,494	6,788,472
Department Total: 21 - Police		6,103,198	6,589,895	6,847,494	6,788,472
EXPENSES Total		6,103,198	6,589,895	6,847,494	6,788,472
Fund EXPENSE	Total: 001 - General Fund	6,103,198	6,589,895	6,847,494	6,788,472
EXPENSE GRAND Totals:		6,103,198	6,589,895	6,847,494	6,788,472

**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

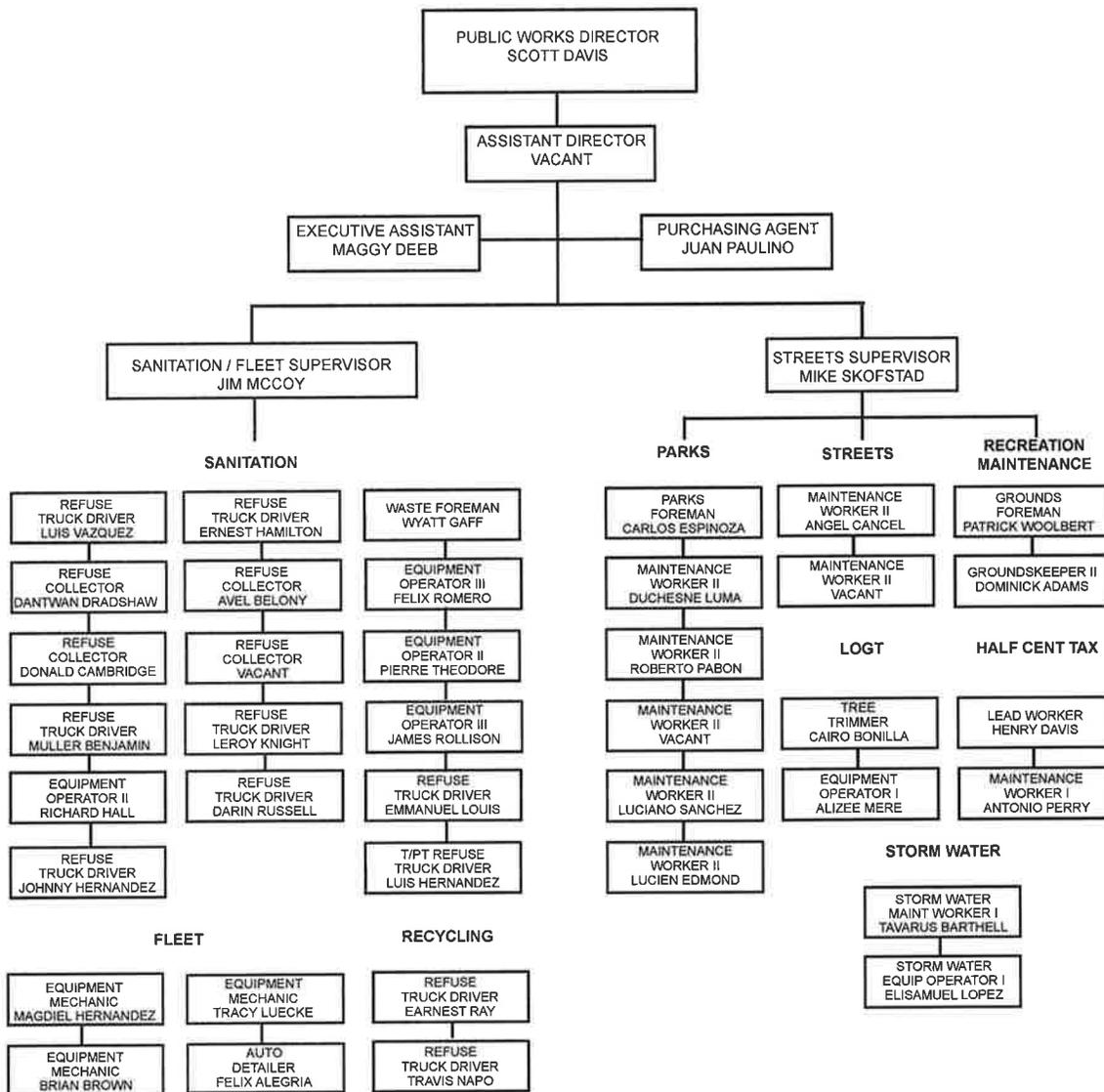
	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 42,394	\$ 39,550	\$ (2,844)
Operating Expenditures/Expenses	<u>2,165</u>	<u>2,813</u>	<u>648</u>
TOTAL	<u>\$ 44,559</u>	<u>\$ 42,363</u>	<u>\$ (2,196)</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
Fund: 001 - General Fund					
EXPENSES					
Department: 21 - Police					
Division: 0901 - Crossing Guards					
Program: 00 - None					
Activity: 521 - Law Enforcement					
<i>PS - Personnel Services</i>					
12-000	Regular Salaries and Wages Salaries	8,042	8,460	9,944	5,828 (1) School Guard/Courier (allocated)
13-000	Other Salaries and Wages Other Salaries	27,614	29,756	28,980	30,139 (3) School Crossing Guards part-time
21-000	Payroll Taxes Employer Fica and Medicare	2,698	2,924	2,978	2,752 Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	0	0	1,831	0
23-100	Life and Health Insurance Dental	0	0	43	0
24-000	Workers' Compensation Workers' Compensation	1,513	1,254	1,254	831 Allocated cost of workers compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		39,867	42,394	45,030	39,550
<i>OE - Operating Expenditures/Expenses</i>					
45-000	Insurance ISF: Risk Management	150	1,437	1,437	2,034 Allocated costs for property, casualty and general; liability insurance premiums paid to the Florida League
52-400	Operating Supplies Uniforms	105	728	728	779 Funding for uniforms and equipment
<i>Total: OE - Operating Expenditures/Expenses</i>		255	2,165	2,165	2,813
Total: 521 - Law Enforcement		40,122	44,559	47,195	42,363
Program Total: 00 - None		40,122	44,559	47,195	42,363
Division Total: 0901 - Crossing Guards		40,122	44,559	47,195	42,363
Department Total: 21 - Police		40,122	44,559	47,195	42,363
EXPENSES Total		40,122	44,559	47,195	42,363
Fund EXPENSE	Total: 001 - General Fund	40,122	44,559	47,195	42,363
EXPENSE GRAND Totals:		40,122	44,559	47,195	42,363



PUBLIC WORKS DEPARTMENT ORGANIZATION CHART



PUBLIC WORKS DEPARTMENT
Administration Division

Services, Functions and Activities

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

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

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 331,897	\$ 345,765	\$ 13,868
Operating Expenditures/Expenses	<u>102,370</u>	<u>105,438</u>	<u>3,068</u>
TOTAL	<u>\$ 434,267</u>	<u>\$ 451,203</u>	<u>\$ 16,936</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 39 - Public Works						
Division: 1203 - Public Works Administration						
Program: 00 - None						
Activity: 539 - Other Physical Environment						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	108,737	112,408	108,946	114,899	Public Works Director base salary
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,625	Executive benefit package
12-000	Regular Salaries and Wages Salaries	114,965	165,322	115,808	172,848	(1) Assistant Public Works Director (1) Executive Assistant (1) Purchasing Agent
18-100	Compensated Compensatory Leave Longevity	3,000	4,000	4,000	2,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	16,403	21,838	17,997	22,393	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	13,356	19,371	18,984	25,859	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	443	763	443	566	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	187	254	289	184	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	230	1,441	1,441	391	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		263,822	331,897	274,408	345,765	
<i>OE - Operating Expenditures/Expenses</i>						
31-270	Professional Services Pre-employment Screening	415	200	1,500	1,000	Professional services pre-employment screening
34-000	Other Services Contract Services	644	1,250	1,250	1,250	DERM fee and other regulatory fees paid to State and County agencies and office machine maintenance contracts
34-300	Other Services Security	60,956	73,000	69,000	73,000	Funding for contracted security services at Public Works compund
40-000	Travel and Per Diem Travel	204	500	500	500	Management seminars and training
41-100	Communications Services Cellular	1,277	1,200	1,400	1,400	Funding for AT&T Cellular phones
42-000	Freight and Postage Services Postage	7	25	25	25	Funding requirements for letters to staff and residents
45-000	Insurance ISF: Risk Management	475	2,407	2,407	5,240	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	13,066	19,678	19,678	18,723	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
47-000	Printing and Binding Printing	0	0	250	250	Costs for publication of employment ads and mandatory reporting
48-000	Promotional Activities Promotional Activities	400	1,000	1,000	1,000	Funding for public notices, advertisements or other public documents
49-000	Other Current Charges and Obligations Other Current Charges	527	0	0	0	Other current charges and obligations
51-000	Office Supplies Office Supplies	1,212	1,100	1,100	1,100	Pens, paper, ink and other office supplies for a one year period
52-200	Operating Supplies Other Operating Supplies	131	660	600	600	Costs for materials required that are not specifically classified in other departmental line items
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	429	650	600	650	Annual subscription renewals
55-000	Training Training and Education	558	700	400	700	Funding for staff reimbursement for educational advancements
<i>Total: OE - Operating Expenditures/Expenses</i>		80,301	102,370	99,710	105,438	
Total: 539 - Other Physical Environment		344,123	434,267	374,118	451,203	

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
	Program Total: 00 - None	344,123	434,267	374,118	451,203
	Division Total: 1203 - Public Works Administration	344,123	434,267	374,118	451,203
	Department Total: 39 - Public Works	344,123	434,267	374,118	451,203
	EXPENSES Total	344,123	434,267	374,118	451,203
Fund EXPENSE	Total: 001 - General Fund	344,123	434,267	374,118	451,203
	EXPENSE GRAND Totals:	344,123	434,267	374,118	451,203

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

Services, Functions and Activities

The Streets Division of the Public Works Department functions as a multifaceted workforce which accomplishes building maintenance, and in conjunction with the Stormwater Division manages stormwater and local option (street maintenance) applications.

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

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 178,719	\$ 166,648	\$ (12,071)
Operating Expenditures/Expenses	474,507	449,823	(24,684)
Other Uses.....	82,000	178,160	96,160
TOTAL	<u>\$ 735,226</u>	<u>\$ 794,631</u>	<u>\$ 59,405</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 39 - Public Works						
Division: 1202 - Facilities Maintenance/Streets						
Program: 00 - None						
Activity: 539 - Other Physical Environment						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	98,163	124,209	101,152	122,034	(2) Maintenance Worker II (1) Streets Supervisor
14-000	Overtime Overtime	3,014	12,905	2,162	2,958	Funding estimate for overtime required for special events and staff shortages
18-100	Compensated Compensatory Leave Longevity	500	1,000	1,000	500	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	7,887	10,707	7,980	9,654	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	9,210	19,371	10,915	20,237	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	148	572	148	443	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	124	200	210	211	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	3,381	9,755	9,755	6,950	Allocated costs of workers' compensation premiums paid to the Florida League
29-990	Personnel Services Contingency	0	0	0	3,661	Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period
<i>Total: PS - Personnel Services</i>		122,427	178,719	133,322	166,648	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	6,221	5,000	15,000	15,000	Engineering, pest control and roof repairs
34-200	Other Services Janitorial Services	21,375	35,000	25,000	25,000	Funding for Village-wide maintenance contracts including A/C, extermination and janitorial services
40-000	Travel and Per Diem Travel	75	50	50	50	Seminars and training sessions for supervisor and maintenance workers
43-110	Utility Services Electric - Streets	205,180	220,000	210,000	220,000	Estimated annual cost for electrical services based on current actual FPL usage
43-120	Utility Services Electric - Village Hall	16,083	16,500	16,500	17,000	Estimated annual cost for electrical services based on current actual FPL usage
43-130	Utility Services Electric - Public Works	9,483	9,000	9,500	10,000	Estimated annual cost for electrical services based on current actual FPL usage
43-150	Utility Services Electric - 9900 Building	0	0	2,000	8,000	Estimated annual cost for electrical services based on current actual FPL usage
43-200	Utility Services Water	711	1,000	900	1,750	Village Hall, Public Works and rights-of-way water
45-000	Insurance ISF: Risk Management	2,010	3,942	3,942	5,314	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	35,310	44,523	44,523	38,709	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	24,336	25,000	40,000	40,000	Repairs to building and structures, miscellaneous parts not covered by service agreements; roadway repairs and sidewalks
51-000	Office Supplies Office Supplies	154	50	50	50	Pens, pencils and paper for support staff
52-200	Operating Supplies Other Operating Supplies	14,644	38,000	26,000	28,000	Safety equipment, paper towels, toilet tissue, cups and other miscellaneous operating supplies; tools and equipment
52-210	Operating Supplies Beautification	0	45,000	30,000	30,000	Estimated funding for Village-wide roadway landscape projects, including tree replacement
52-215	Operating Supplies Holiday Decorations	0	30,000	34,000	10,000	Holiday Decorations

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
52-300	Operating Supplies Kitchen	280	312	300	300	Kitchen supplies
52-400	Operating Supplies Uniforms	163	480	500	500	Per employee funding for contractually specified uniforms: (5) shirts & (5) pants
52-500	Operating Supplies Fertilizer and Chemicals	0	500	0	0	Fertilizer and chemicals for street side plantings
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	200	0	0	0	Annual subscription renewals
55-000	Training Training and Education	40	150	150	150	Funding to provide training on use of machinery and equipment
<i>Total: OE - Operating Expenditures/Expenses</i>		336,265	474,507	458,415	449,823	
Total: 539 - Other Physical Environment		458,692	653,226	591,737	616,471	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
91-301	Interfund Transfers Capital Projects	70,000	82,000	24,000	178,160	Transfer to Capital Projects
<i>Total: OTH - Other Uses</i>		70,000	82,000	24,000	178,160	
Total: 581 - Inter-Fund Group Transfers Out		70,000	82,000	24,000	178,160	
Program Total: 00 - None		528,692	735,226	615,737	794,631	
Division Total: 1202 - Facilities Maintenance/Streets		528,692	735,226	615,737	794,631	
Department Total: 39 - Public Works		528,692	735,226	615,737	794,631	
EXPENSES Total		528,692	735,226	615,737	794,631	
Fund EXPENSE Total: 001 - General Fund		528,692	735,226	615,737	794,631	
EXPENSE GRAND Totals:		528,692	735,226	615,737	794,631	

**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'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 251,551	\$ 260,715	\$ 9,164
Operating Expenditures/Expenses	77,817	102,062	24,245
Other Uses.....	-	32,503	32,503
TOTAL	<u>\$ 329,368</u>	<u>\$ 395,280</u>	<u>\$ 65,912</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 39 - Public Works						
Division: 1201 - Parks						
Program: 00 - None						
Activity: 539 - Other Physical Environment						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	168,602	182,142	155,208	180,358	(1) Maintenance Worker I (4) Maintenance Worker II (1) Parks Foreman
14-000	Overtime Overtime	4,555	5,658	7,771	7,701	Wages for excess hours and special events
14-300	Overtime Lot Clearing	928	0	0	1,120	
18-100	Compensated Compensatory Leave Longevity	2,500	1,500	1,500	1,500	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	13,371	14,483	12,583	14,269	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	33,833	38,742	32,856	39,350	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	837	1,144	766	862	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	300	399	453	386	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	5,456	7,483	7,483	10,496	Allocated costs of workers' compensation premiums paid to the Florida League
29-990	Personnel Services Contingency	0	0	0	4,673	Projected costs for all eligible employee salary increase (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period
<i>Total: PS - Personnel Services</i>		230,383	251,551	218,620	260,715	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	452	50	0	0	Tree installation
34-100	Other Services Temporary Personnel	0	0	0	26,000	Additional staff required to work on additional beautification projects
40-000	Travel and Per Diem Travel	0	100	100	100	Travel to educational seminars
43-200	Utility Services Water	2,851	2,500	3,000	3,000	Funding for estimated water consumption at non-welled locations
44-000	Rentals and Leases Equipment Rental	0	500	0	500	Funding to rent specialized equipment for projects identified during the year
45-000	Insurance ISF: Risk Management	4,013	9,164	9,164	7,679	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	39,568	39,828	39,828	34,558	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	11,822	6,000	6,000	6,000	Repairs to various parks and structures not covered by service agreements
51-000	Office Supplies Office Supplies	100	1,000	100	100	Office supplies related to Parks operations
52-200	Operating Supplies Other Operating Supplies	14,792	11,000	15,000	15,000	Costs associated with drains and curb repairs, supplies, tools and equipment for park maintenance and paper goods
52-210	Operating Supplies Beautification	485	2,000	2,000	2,000	Improvements for Village-wide projects
52-300	Operating Supplies Kitchen	226	350	300	300	Kitchen supplies
52-400	Operating Supplies Uniforms	964	1,200	1,000	1,200	Per employee funding for contractually specified uniforms: (5) shirts & (5) pants

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
52-500	Operating Supplies Fertilizer and Chemicals	3,656	3,000	5,500	4,500	Funding for special fertilizers and chemicals to maintain landscaping
52-600	Operating Supplies Code Enforcement	849	1,000	1,000	1,000	Costs associated with enforcement of code issues
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	0	25	25	25	Annual subscription renewals
55-000	Training Training and Education	45	100	100	100	Funding to provide training on use of machinery and equipment
<i>Total: OE - Operating Expenditures/Expenses</i>		79,823	77,817	83,117	102,062	
Total: 539 - Other Physical Environment		310,206	329,368	301,737	362,777	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
91-301	Interfund Transfers Capital Projects	0	0	0	32,503	Transfer to Capital Projects
<i>Total: OTH - Other Uses</i>		0	0	0	32,503	
Total: 581 - Inter-Fund Group Transfers Out		0	0	0	32,503	
Program Total: 00 - None		310,206	329,368	301,737	395,280	
Division Total: 1201 - Parks		310,206	329,368	301,737	395,280	
Department Total: 39 - Public Works		310,206	329,368	301,737	395,280	
EXPENSES Total		310,206	329,368	301,737	395,280	
Fund EXPENSE	Total: 001 - General Fund	310,206	329,368	301,737	395,280	
EXPENSE GRAND Totals:		310,206	329,368	301,737	395,280	

PUBLIC WORKS DEPARTMENT
Recreation Maintenance Division

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 108,899	\$ 106,324	\$ (2,575)
Operating Expenditures/Expenses	<u>52,087</u>	<u>78,030</u>	<u>25,943</u>
TOTAL	<u>\$ 160,986</u>	<u>\$ 184,354</u>	<u>\$ 23,368</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 39 - Public Works						
Division: 1204 - Recreation Maintenance						
Program: 00 - None						
Activity: 539 - Other Physical Environment						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	77,469	80,088	76,248	77,210	(1) Grounds Foreman (1) Groundskeeper II
14-000	Overtime Overtime	2,740	3,606	2,200	2,397	Overtime for special events
18-100	Compensated Compensatory Leave Longevity	500	500	500	0	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	6,156	6,440	6,156	6,084	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	9,414	12,914	14,830	13,491	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	295	381	295	295	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	107	121	226	125	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	2,192	4,849	4,849	4,406	Allocated costs of workers' compensation premiums paid to the Florida League
29-990	Personnel Services Contingency	0	0	0	2,316	Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period
<i>Total: PS - Personnel Services</i>		98,874	108,899	105,304	106,324	
<i>OE - Operating Expenditures/Expenses</i>						
43-100	Utility Services Electric	1,284	1,500	1,300	1,350	Estimated annual cost for electrical services based on current actual FPL usage
44-000	Rentals and Leases Equipment Rental	837	500	1,000	1,000	Funding to rent specialized equipment for projects identified during the year
45-000	Insurance ISF: Risk Management	236	2,169	2,169	2,802	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	15,539	8,158	8,158	26,218	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	6,844	4,000	4,000	4,000	Minor repairs to building and Tot Lot equipment
52-200	Operating Supplies Other Operating Supplies	11,107	8,500	22,000	15,000	Costs for materials required that are not specifically classified in other departmental line items
52-400	Operating Supplies Uniforms	87	360	360	360	Per employee funding for contractually specified uniforms: (5) shirts & (5) pants
52-500	Operating Supplies Fertilizer and Chemicals	24,698	26,500	26,500	27,000	Miscellaneous chemicals and fertilizers to ensure proper growth of field turf
55-000	Training Training and Education	78	400	200	300	Funding to provide training on use of machinery and equipment
<i>Total: OE - Operating Expenditures/Expenses</i>		60,710	52,087	65,687	78,030	
Total: 539 - Other Physical Environment		159,584	160,986	170,991	184,354	
Program Total: 00 - None		159,584	160,986	170,991	184,354	
Division Total: 1204 - Recreation Maintenance		159,584	160,986	170,991	184,354	
Department Total: 39 - Public Works		159,584	160,986	170,991	184,354	
EXPENSES Total		159,584	160,986	170,991	184,354	
Fund EXPENSE Total: 001 - General Fund		159,584	160,986	170,991	184,354	
EXPENSE GRAND Totals:		159,584	160,986	170,991	184,354	

PUBLIC WORKS DEPARTMENT
Sanitation Fund

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 1,034,020	\$ 1,054,222	\$ 20,202
Operating Expenditures/Expenses	1,467,258	1,577,176	109,918
Capital Outlay	238,000	247,824	9,824
Other Uses.....	350,000	350,000	-
TOTAL	<u>\$ 3,089,278</u>	<u>\$ 3,229,222</u>	<u>\$ 139,944</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 405 - Sanitation						
EXPENSES						
Department: 39 - Public Works						
Division: 3000 - Sanitation						
Program: 00 - None						
Activity: 534 - Garbage/Solid Waste Services						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	655,749	713,001	713,001	714,025	(2) Equipment Operator II (2) Equipment Operator III (1) Public Works Supervisor/Waste Collectors (9) Refuse Truck Drivers FT (1) Refuse Truck Driver PT (1) Waste Foreman
14-000	Overtime Overtime	46,919	47,453	45,000	51,672	Holiday pay, special events, labor for driver and helper to pick up garbage on Saturdays and emergencies
16-000	Compensated Annual Leave Vacation	552	0	0	0	Compensated annual leave vacation
18-100	Compensated Compensatory Leave Longevity	9,000	10,000	9,500	11,500	Benefit paid to tenured employees per policy
18-200	Compensated Compensatory Leave Accumulated Leave Settlement	0	0	0	12,000	Payout of accumulated leave for employees expected to retire or separate employment
21-000	Payroll Taxes Employer Fica and Medicare	54,680	58,939	53,227	57,143	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	90,832	122,687	104,916	128,169	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	2,216	3,623	2,125	2,807	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	1,009	1,294	1,719	1,181	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	25,169	62,023	62,023	39,304	Allocated costs of workers' compensation premiums paid to the Florida League
26-000	Other Postemployment Benefits (OPEB) OPEB	14,542	15,000	15,000	15,000	Estimated annual Other Post Employment benefit employee costs for health, dental and other contractually obligated non-liability benefits
29-990	Personnel Services Contingency	0	0	0	21,421	Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period
<i>Total: PS - Personnel Services</i>		900,667	1,034,020	1,006,511	1,054,222	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	3,788	6,000	5,000	5,000	Auction of disposal of unused vehicles and biotechnical services for ongoing chipper field environmental reporting
34-100	Other Services Temporary Personnel	52,180	55,000	55,000	55,000	Funding for temporary staff during vacancies, vacations, special events, emergencies and chipper field remediation services
40-000	Travel and Per Diem Travel	200	600	600	600	Sunpass in garbage trucks to facilitate shorter travel times and distances to dump
41-100	Communications Services Cellular	527	550	550	600	Estimated annual costs for cellular service
42-000	Freight and Postage Services Postage	69	1,500	1,500	500	Postage for past due collection notices
43-400	Utility Services Miami-Dade Solid Waste Fees	308,132	345,000	345,000	345,000	Estimated annual cost for dumping services paid to the County
43-410	Utility Services Waste Management Fees	319,251	350,000	380,000	385,000	Estimated annual cost for solid waste disposal
43-430	Utility Services Recycling	0	0	18,200	20,000	Recycling Disposal
45-000	Insurance ISF: Risk Management	10,486	11,370	11,370	24,965	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	431,957	435,681	435,681	404,721	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
46-100	Repair and Maintenance Services Vehicle Maintenance	1,002	7,000	7,000	7,000	Vehicle maintenance costs
46-200	Repair and Maintenance Services Repairs and Maintenance	13,237	7,500	9,000	9,500	Funding allocated for repairs and maintenance

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
47-000	Printing and Binding Printing	187	0	0	0	Printing for recycling, statements, invoices, courtesy notices and recycling pamphlets
48-000	Promotional Activities Promotional Activities	5,864	10,000	10,000	10,000	Estimated cost for vacant position advertisements
49-420	Other Current Charges and Obligations Miami-Dade Collection Fees	0	27,000	27,000	27,000	Fees charged by Miami-Dade County for collection of sanitation assessments on the property tax bill
49-800	Other Current Charges and Obligations Licenses and Permits	756	1,000	1,000	1,000	Annual DERM review fee
51-000	Office Supplies Office Supplies	300	200	300	300	Estimated costs for general office supplies (pen, paper, etc.)
52-200	Operating Supplies Other Operating Supplies	43,625	40,000	40,000	45,000	Funding for specialized items related to sanitation, not specifically identified in other line items
52-300	Operating Supplies Kitchen	683	1,357	1,000	1,200	Kitchen supplies
52-400	Operating Supplies Uniforms	2,990	3,500	3,500	3,500	Per employee funding for contractually specified uniforms: (5) shirts & (5) pants
59-000	Depreciation Depreciation	127,792	164,000	164,000	231,290	Estimated contribution to the renewal and replacement fund
<i>Total: OE - Operating Expenditures/Expenses</i>		1,323,027	1,467,258	1,515,701	1,577,176	
<i>CAP - Capital Outlay</i>						
64-000	Machinery and Equipment Machinery and Equipment	129,419	0	129,419	182,824	Gas Pump Island Renovation, Replace Public Works Generator & Replace Variable Message Board
64-100	Machinery and Equipment Vehicles	300,654	238,000	301,950	65,000	Replace Vehicle #0102 (Code Enforcement) & Replace Vehicle #0201 F-250 Pick-Up
<i>Total: CAP - Capital Outlay</i>		430,073	238,000	431,369	247,824	
Total: 534 - Garbage/Solid Waste Services		2,653,767	2,739,278	2,953,581	2,879,222	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
95-000	Other Nonoperating Uses - Proprietary Funds Management Fees	350,000	350,000	350,000	350,000	Management fee paid to General Fund to offset administrative services cost provided by non-Sanitation staff
<i>Total: OTH - Other Uses</i>		350,000	350,000	350,000	350,000	
Total: 581 - Inter-Fund Group Transfers Out		350,000	350,000	350,000	350,000	
Program Total: 00 - None		3,003,767	3,089,278	3,303,581	3,229,222	
Division Total: 3000 - Sanitation		3,003,767	3,089,278	3,303,581	3,229,222	
Department Total: 39 - Public Works		3,003,767	3,089,278	3,303,581	3,229,222	
EXPENSES Total		3,003,767	3,089,278	3,303,581	3,229,222	
Fund EXPENSE	Total: 405 - Sanitation	3,003,767	3,089,278	3,303,581	3,229,222	
EXPENSE GRAND Totals:		3,003,767	3,089,278	3,303,581	3,229,222	

PUBLIC WORKS DEPARTMENT
Water & Sewer Fund

Services, Functions and Activities

The Water & Sewer Division is responsible for the construction and payment of the Downtown Water & Sewer Project. It is also responsible for the management and maintenance on the related grinder pumps. Annual assessments for the payment of the project and maintenance fees are recorded in this fund.

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Operating Expenditures/Expenses	\$ -	\$ 12,630	12,630
Debt Service.....	-	<u>235,666</u>	<u>235,666</u>
TOTAL	<u>\$ -</u>	<u>\$ 248,296</u>	<u>\$ 248,296</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
Fund: 410 - Water & Sewer					
EXPENSES					
Department: 39 - Public Works					
Division: 4000 - Water & Sewer					
Program: 00 - None					
Activity: 517 - Debt Service Payments					
<i>DS - Debt Service</i>					
71-100	Principal Principal Payments	0	0	0	160,000
72-100	Interest Interest Payments	0	0	30,000	75,666
<i>Total: DS - Debt Service</i>		0	0	30,000	235,666
Total: 517 - Debt Service Payments		0	0	30,000	235,666
Activity: 535 - Sewer Services					
<i>OE - Operating Expenditures/Expenses</i>					
46-200	Repair and Maintenance Services Repairs and Maintenance	0	0	0	12,630
<i>Total: OE - Operating Expenditures/Expenses</i>		0	0	0	12,630
Total: 535 - Sewer Services		0	0	0	12,630
Program Total: 00 - None		0	0	30,000	248,296
Division Total: 4000 - Water & Sewer		0	0	30,000	248,296
Department Total: 39 - Public Works		0	0	30,000	248,296
EXPENSES Total		0	0	30,000	248,296
Fund EXPENSE	Total: 410 - Water & Sewer	0	0	30,000	248,296
EXPENSE GRAND Totals:		0	0	30,000	248,296

PUBLIC WORKS DEPARTMENT
Stormwater Fund

Services, Functions and Activities

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

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

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 93,557	\$ 86,620	\$ (6,937)
Operating Expenditures/Expenses	110,078	137,068	26,990
Capital Outlay	10,000	-	(10,000)
Other Uses.....	45,000	50,000	5,000
TOTAL	<u>\$ 258,635</u>	<u>\$ 273,688</u>	<u>\$ 15,053</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 402 - Stormwater						
EXPENSES						
Department: 39 - Public Works						
Division: 3500 - Stormwater						
Program: 00 - None						
Activity: 538 - Flood Control/Stormwater Mgmt						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	58,830	60,847	54,941	55,785	(1) Equipment Operator I (1) Maintenance Worker I
14-000	Overtime Overtime	5,145	5,312	3,500	5,197	Wages for excess hours and special events
16-000	Compensated Annual Leave Vacation	(2,476)	0	0	0	Compensated annual leave vacation
18-100	Compensated Compensatory Leave Longevity	1,500	1,500	1,500	500	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	4,930	5,176	4,641	4,434	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	10,332	12,914	10,427	13,491	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	295	381	243	295	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	85	102	128	95	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	1,880	5,325	5,325	3,149	Allocated costs of workers' compensation premiums paid to the Florida League
26-000	Other Postemployment Benefits (OPEB) OPEB	1,818	2,000	2,000	2,000	Estimated annual Other Post Employment Benefit employee costs for health, dental and other contractually obligated non-liability benefits
29-990	Personnel Services Contingency	0	0	0	1,674	Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period
<i>Total: PS - Personnel Services</i>		82,339	93,557	82,705	86,620	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	1,983	5,500	14,000	14,000	Preliminary cost for stormwater basin rehabilitation program
43-100	Utility Services Electric	2,459	3,000	3,000	3,200	Estimated annual cost for electrical services based on current actual FPL usage
45-000	Insurance ISF: Risk Management	1,090	1,721	1,721	3,631	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	8,561	9,017	9,017	9,453	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	16,533	5,000	10,000	12,000	Funding allocated for repairs and maintenance
49-800	Other Current Charges and Obligations Licenses and Permits	4,111	4,500	4,200	4,300	Annual filing fee with DERM
51-000	Office Supplies Office Supplies	50	80	100	100	Estimated costs for general office supplies (pens, paper, etc.)
52-200	Operating Supplies Other Operating Supplies	1,492	4,000	10,000	12,000	Costs for materials required that are not specifically classified in other departmental line items
52-400	Operating Supplies Uniforms	272	360	360	360	Per employee funding for contractually specified uniforms: (5) shirts & (5) pants
59-000	Depreciation Depreciation	74,285	76,900	76,900	78,024	Funding for year-end depreciation charges for fund assets
<i>Total: OE - Operating Expenditures/Expenses</i>		110,834	110,078	129,298	137,068	
<i>CAP - Capital Outlay</i>						
63-200	Infrastructure Water & Sewer Project	0	10,000	0	0	
<i>Total: CAP - Capital Outlay</i>		0	10,000	0	0	
Total: 538 - Flood Control/Stormwater Mgmt		193,173	213,635	212,003	223,688	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
95-000	Other Nonoperating Uses - Proprietary Funds Management Fees	50,000	45,000	45,000	50,000	Management fee paid to General Fund to offset administrative service costs provided for non Stormwater staff
<i>Total: QTH - Other Uses</i>		50,000	45,000	45,000	50,000	
Total: 581 - Inter-Fund Group Transfers Out		50,000	45,000	45,000	50,000	
Program Total: 00 - None		243,173	258,635	257,003	273,688	
Division Total: 3500 - Stormwater		243,173	258,635	257,003	273,688	
Department Total: 39 - Public Works		243,173	258,635	257,003	273,688	
EXPENSES Total		243,173	258,635	257,003	273,688	
Fund EXPENSE	Total: 402 - Stormwater	243,173	258,635	257,003	273,688	
EXPENSE GRAND Totals:		243,173	258,635	257,003	273,688	

**PUBLIC WORKS DEPARTMENT
Fleet Maintenance Fund**

Services, Functions and Activities

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

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

Since October 2000, this function has operated as a self-supporting Internal Service Fund. Operating revenues provide the funding from the user division which received the Fund's services.

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 201,452	\$ 203,457	\$ 2,005
Operating Expenditures/Expenses	933,631	946,442	12,811
Capital Outlay	<u>205,000</u>	<u>140,838</u>	<u>(64,162)</u>
TOTAL	<u>\$ 1,340,083</u>	<u>\$ 1,290,737</u>	<u>\$ (49,346)</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 550 - Fleet Maintenance						
EXPENSES						
Department: 39 - Public Works						
Division: 6000 - Fleet Maintenance						
Program: 00 - None						
Activity: 539 - Other Physical Environment						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	150,595	155,711	137,377	152,527	(3) Equipment Mechanics (1) Shop Helper
14-000	Overtime Overtime	1,502	1,502	2,300	2,368	Funding for unanticipated operational needs
16-000	Compensated Annual Leave Vacation	2,207	-	-	-	Compensated Annual Leave Vacation
18-100	Compensated Compensatory Leave Longevity	1,000	1,000	1,000	1,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	11,420	12,103	10,762	12,095	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	20,663	25,829	22,391	26,983	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	529	763	443	591	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	148	178	242	178	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	1,795	4,366	4,366	3,139	Allocated costs of workers' compensation premiums paid to the Florida League
29-990	Personnel Services Contingency	-	-	-	4,576	Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for a one year period
<i>Total: PS - Personnel Services</i>		189,859	201,452	178,881	203,457	
<i>OE - Operating Expenditures/Expenses</i>						
43-100	Utility Services Electric	5,867	6,000	6,000	6,000	Estimated annual cost for electrical services based on current actual FPL usage
43-200	Utility Services Water	1,737	2,300	2,400	2,400	Estimated funding for water consumption
45-000	Insurance ISF: Risk Management	13,361	14,941	14,941	16,579	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
45-100	Insurance ISF: Auto Insurance	80,570	97,965	-	72,805	Consolidated costs for automobile and equipment liability for the Village's fleet
46-200	Repair and Maintenance Services Repairs and Maintenance	5,594	6,000	6,000	6,000	Funding allocated for repairs and maintenance
49-800	Other Current Charges and Obligations Licenses and Permits	241	70	250	250	Annual fee to operate facility
51-000	Office Supplies Office Supplies	-	50	50	50	Miscellaneous supplies
52-110	Operating Supplies Solvents	431	800	600	500	Funding for special fleet solvent costs
52-120	Operating Supplies Oil, Lubricants and Other Fluids	1,274	3,500	3,500	3,500	Funding for specialized oils used on police vehicles
52-130	Operating Supplies Village Hall Generator - Gas	2,850	500	500	500	Funding to fuel the Village's emergency generators
52-200	Operating Supplies Other Operating Supplies	26,771	20,000	30,000	30,000	Funding for materials and supplies used in the division not specifically listed in other lines, i.e., equipment and supplies to operate fleet garage
52-220	Operating Supplies Vehicle Conversion Costs	187	15,000	15,000	15,000	Funding for repairs, materials and supplies to upgrade older vehicles
52-400	Operating Supplies Uniforms	608	720	720	720	Per employee funding for contractually specified uniforms: (5) shirts & (5) pants

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
55-000	Training Training and Education	398	800	700	800	Recertification training for mechanics
59-000	Depreciation Depreciation	173,970	165,451	165,451	222,448	Depreciation on vehicles and equipment
<i>Total: OE - Operating Expenditures/Expenses</i>		313,859	334,097	246,112	377,552	
<i>CAP - Capital Outlay</i>						
64-000	Machinery and Equipment Machinery and Equipment	-	8,000	-	-	
64-100	Machinery and Equipment Vehicles	-	197,000	26,700	140,838	Replace (2) Police Cars, Replace Vehicle #T6, Replace Vehicle #172 - Turf Truck & Replace Vehicle #9768 - Box Truck
<i>Total: CAP - Capital Outlay</i>		-	205,000	26,700	140,838	
Total: 539 - Other Physical Environment		503,718	740,549	451,693	721,847	
Program Total: 00 - None		503,718	740,549	451,693	721,847	
Program: 60 - Fleet Maintenance						
Activity: 539 - Other Physical Environment						
<i>OE - Operating Expenditures/Expenses</i>						
46-100	Repair and Maintenance Services Vehicle Maintenance	1,819	1,500	1,500	2,000	Vehicle maintenance cost
52-100	Operating Supplies Gas, Oil and Lubricants	2,013	5,000	3,000	3,000	Funding for fuel and lubricant costs
52-700	Operating Supplies Tires	70	120	120	120	Funding for tires
<i>Total: OE - Operating Expenditures/Expenses</i>		3,902	6,620	4,620	5,120	
Total: 539 - Other Physical Environment		3,902	6,620	4,620	5,120	
Program Total: 60 - Fleet Maintenance		3,902	6,620	4,620	5,120	
Program: 61 - Building						
Activity: 539 - Other Physical Environment						
<i>OE - Operating Expenditures/Expenses</i>						
46-100	Repair and Maintenance Services Vehicle Maintenance	57	300	300	300	Vehicle maintenance cost
52-100	Operating Supplies Gas, Oil and Lubricants	819	1,200	600	600	Funding for fuel and lubricant costs
52-700	Operating Supplies Tires	-	120	644	500	Funding for tires
<i>Total: OE - Operating Expenditures/Expenses</i>		876	1,620	1,544	1,400	
Total: 539 - Other Physical Environment		876	1,620	1,544	1,400	
Program Total: 61 - Building		876	1,620	1,544	1,400	
Program: 62 - Code Compliance						
Activity: 539 - Other Physical Environment						
<i>OE - Operating Expenditures/Expenses</i>						
46-100	Repair and Maintenance Services Vehicle Maintenance	452	2,000	2,000	1,000	Vehicle maintenance cost
52-100	Operating Supplies Gas, Oil and Lubricants	1,888	3,000	3,000	2,500	Funding for fuel and lubricant costs
52-700	Operating Supplies Tires	-	200	200	200	Funding for tires
<i>Total: OE - Operating Expenditures/Expenses</i>		2,339	5,200	5,200	3,700	
Total: 539 - Other Physical Environment		2,339	5,200	5,200	3,700	
Program Total: 62 - Code Compliance		2,339	5,200	5,200	3,700	
Program: 63 - Police						
Activity: 539 - Other Physical Environment						
<i>OE - Operating Expenditures/Expenses</i>						
46-100	Repair and Maintenance Services Vehicle Maintenance	34,007	32,000	32,000	38,000	Vehicle maintenance cost
52-100	Operating Supplies Gas, Oil and Lubricants	112,873	164,000	164,000	164,000	Funding for fuel and lubricant costs
52-700	Operating Supplies Tires	12,511	16,000	15,000	16,000	Funding for tires
<i>Total: OE - Operating Expenditures/Expenses</i>		159,390	212,000	211,000	218,000	
Total: 539 - Other Physical Environment		159,390	212,000	211,000	218,000	
Program Total: 63 - Police		159,390	212,000	211,000	218,000	

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Program: 64 - Parks Division						
Activity: 539 - Other Physical Environment						
<i>OE - Operating Expenditures/Expenses</i>						
46-100	Repair and Maintenance Services Vehicle Maintenance	2,411	6,500	7,200	4,900	Vehicle maintenance cost
52-100	Operating Supplies Gas, Oil and Lubricants	6,673	12,000	10,000	10,000	Funding for fuel and lubricant costs
52-700	Operating Supplies Tires	435	1,400	1,400	1,400	Funding for tires
<i>Total: OE - Operating Expenditures/Expenses</i>		9,519	19,900	18,600	16,300	
Total: 539 - Other Physical Environment		9,519	19,900	18,600	16,300	
Program Total: 64 - Parks Division		9,519	19,900	18,600	16,300	
Program: 65 - Facilities Maintenance/Streets						
Activity: 539 - Other Physical Environment						
<i>OE - Operating Expenditures/Expenses</i>						
46-100	Repair and Maintenance Services Vehicle Maintenance	6,829	18,000	6,000	6,000	Vehicle maintenance cost
52-100	Operating Supplies Gas, Oil and Lubricants	7,077	12,500	8,000	10,000	Funding for fuel and lubricant costs
52-700	Operating Supplies Tires	617	750	2,000	1,500	Funding for tires
<i>Total: OE - Operating Expenditures/Expenses</i>		14,523	31,250	16,000	17,500	
Total: 539 - Other Physical Environment		14,523	31,250	16,000	17,500	
Program Total: 65 - Facilities Maintenance/Streets		14,523	31,250	16,000	17,500	
Program: 66 - Public Works Administration						
Activity: 539 - Other Physical Environment						
<i>OE - Operating Expenditures/Expenses</i>						
46-100	Repair and Maintenance Services Vehicle Maintenance	418	3,000	3,000	2,000	Vehicles maintenance cost
52-100	Operating Supplies Gas, Oil and Lubricants	2,570	3,600	3,500	4,600	Funding for fuel and lubricant costs
52-700	Operating Supplies Tires	-	515	500	500	Funding for tires
<i>Total: OE - Operating Expenditures/Expenses</i>		2,988	7,115	7,000	7,100	
Total: 539 - Other Physical Environment		2,988	7,115	7,000	7,100	
Program Total: 66 - Public Works Administration		2,988	7,115	7,000	7,100	
Program: 67 - Recreation Maintenance						
Activity: 539 - Other Physical Environment						
<i>OE - Operating Expenditures/Expenses</i>						
46-100	Repair and Maintenance Services Vehicle Maintenance	2,268	4,000	6,000	5,000	Vehicle maintenance cost
52-100	Operating Supplies Gas, Oil and Lubricants	3,251	200	4,500	5,000	Funding for fuel and lubricant costs
52-700	Operating Supplies Tires	-	515	300	600	Funding for tires
<i>Total: OE - Operating Expenditures/Expenses</i>		5,519	4,715	10,800	10,600	
Total: 539 - Other Physical Environment		5,519	4,715	10,800	10,600	
Program Total: 67 - Recreation Maintenance		5,519	4,715	10,800	10,600	
Program: 68 - Recreation						
Activity: 539 - Other Physical Environment						
<i>OE - Operating Expenditures/Expenses</i>						
46-100	Repair and Maintenance Services Vehicle Maintenance	153	2,000	1,000	2,000	Vehicle maintenance cost
52-100	Operating Supplies Gas, Oil and Lubricants	2,381	3,350	2,900	3,350	Funding for fuel and lubricant costs
52-700	Operating Supplies Tires	-	515	500	500	Funding for tires
<i>Total: OE - Operating Expenditures/Expenses</i>		2,534	5,865	4,400	5,850	
Total: 539 - Other Physical Environment		2,534	5,865	4,400	5,850	
Program Total: 68 - Recreation		2,534	5,865	4,400	5,850	
Program: 69 - Village Manager						

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Activity: 539 - Other Physical Environment						
<i>OE - Operating Expenditures/Expenses</i>						
46-100	Repair and Maintenance Services Vehicle Maintenance	264	800	600	800	Vehicle maintenance cost
52-100	Operating Supplies Gas, Oil and Lubricants	1,256	1,800	1,500	1,800	Funding for fuel and lubricant costs
52-700	Operating Supplies Tires	-	122	120	120	Funding for tires
<i>Total: OE - Operating Expenditures/Expenses</i>		1,520	2,722	2,220	2,720	
Total: 539 - Other Physical Environment		1,520	2,722	2,220	2,720	
Program Total: 69 - Village Manager		1,520	2,722	2,220	2,720	
Program: 71 - Sanitation						
Activity: 539 - Other Physical Environment						
<i>OE - Operating Expenditures/Expenses</i>						
46-100	Repair and Maintenance Services Vehicle Maintenance	69,308	70,000	40,000	50,000	Vehicle maintenance cost
52-100	Operating Supplies Gas, Oil and Lubricants	107,217	150,000	125,000	150,000	Funding for fuel and lubricant costs
52-700	Operating Supplies Tires	34,181	37,000	35,000	37,000	Funding for tires
<i>Total: OE - Operating Expenditures/Expenses</i>		210,705	257,000	200,000	237,000	
Total: 539 - Other Physical Environment		210,705	257,000	200,000	237,000	
Program Total: 71 - Sanitation		210,705	257,000	200,000	237,000	
Program: 72 - Stormwater						
Activity: 539 - Other Physical Environment						
<i>OE - Operating Expenditures/Expenses</i>						
46-100	Repair and Maintenance Services Vehicle Maintenance	298	800	2,000	1,500	Vehicle maintenance cost
52-100	Operating Supplies Gas, Oil and Lubricants	1,615	3,500	1,700	3,000	Funding for fuel and lubricant costs
52-700	Operating Supplies Tires	-	1,000	2,000	1,000	Funding for tires
<i>Total: OE - Operating Expenditures/Expenses</i>		1,913	5,300	5,700	5,500	
Total: 539 - Other Physical Environment		1,913	5,300	5,700	5,500	
Program Total: 72 - Stormwater		1,913	5,300	5,700	5,500	
Program: 73 - LOGT						
Activity: 539 - Other Physical Environment						
<i>OE - Operating Expenditures/Expenses</i>						
46-100	Repair and Maintenance Services Vehicle Maintenance	14,360	17,000	14,000	16,000	Vehicle maintenance cost
52-100	Operating Supplies Gas, Oil and Lubricants	9,029	11,000	8,500	9,500	Funding for fuel and lubricant costs
52-700	Operating Supplies Tires	556	3,700	3,700	3,000	Funding for tires
<i>Total: OE - Operating Expenditures/Expenses</i>		23,945	31,700	26,200	28,500	
Total: 539 - Other Physical Environment		23,945	31,700	26,200	28,500	
Program Total: 73 - LOGT		23,945	31,700	26,200	28,500	
Program: 74 - Transportation Surtax						
Activity: 539 - Other Physical Environment						
<i>OE - Operating Expenditures/Expenses</i>						
46-100	Repair and Maintenance Services Vehicle Maintenance	729	2,600	1,000	2,500	Vehicle maintenance cost
52-100	Operating Supplies Gas, Oil and Lubricants	4,978	5,000	5,000	5,600	Funding for fuel and lubricant costs
52-700	Operating Supplies Tires	-	927	3,000	1,500	Funding for tires
<i>Total: OE - Operating Expenditures/Expenses</i>		5,707	8,527	9,000	9,600	
Total: 539 - Other Physical Environment		5,707	8,527	9,000	9,600	
Program Total: 74 - Transportation Surtax		5,707	8,527	9,000	9,600	
Division Total: 6000 - Fleet Maintenance		949,099	1,340,083	973,977	1,290,737	
Department Total: 39 - Public Works		949,099	1,340,083	973,977	1,290,737	

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
	EXPENSES Total	949,099	1,340,083	973,977	1,290,737
Fund EXPENSE	Total: 550 - Fleet Maintenance	949,099	1,340,083	973,977	1,290,737
	EXPENSE GRAND Totals:	949,099	1,340,083	973,977	1,290,737

PUBLIC WORKS DEPARTMENT
Local Option Gas Tax Fund

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 125,912	\$ 124,524	\$ (1,388)
Operating Expenditures/Expenses	147,138	206,996	59,858
Capital Outlay	75,000	15,000	(60,000)
Other Uses.....	93,700	93,700	-
TOTAL	<u>\$ 441,750</u>	<u>\$ 440,220</u>	<u>\$ (1,530)</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 130 - Local Option Gas Tax (LOGT)						
EXPENSES						
Department: 39 - Public Works						
Division: 1222 - LOGT						
Program: 00 - None						
Activity: 541 - Road and Street Facilities						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	87,007	89,583	88,348	91,499	(2) Tree trimmer
14-000	Overtime Overtime	8,021	8,239	2,600	2,840	Overtime
18-100	Compensated Compensatory Leave Longevity	1,500	1,500	1,500	1,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	7,313	7,598	7,135	7,287	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	0	12,914	12,656	13,491	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	246	381	295	295	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	76	91	139	91	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	1,357	5,606	5,606	5,276	Allocated costs of workers compensation premiums paid to the Florida League
29-990	Personnel Services Contingency	0	0	0	2,745	Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for one year period
<i>Total: PS - Personnel Services</i>		105,520	125,912	118,279	124,524	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	345	500	500	500	Paving contractor
44-000	Rentals and Leases Equipment Rental	180	300	300	300	Funding to pay for temporary use of vehicle and equipment
45-000	Insurance ISF: Risk Management	1,100	1,732	1,732	3,631	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	66,985	78,744	78,744	82,055	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	67,284	40,000	40,000	40,000	Estimated funds required to provide on-going maintenance and repairs to Village streets, alleys and parking lots
51-000	Office Supplies Office Supplies	500	0	100	100	General office supplies for reporting purposes (pens, pencils, paper, etc.)
52-200	Operating Supplies Other Operating Supplies	31,998	19,502	1,600	20,000	Road materials, signage, concrete and other supplies needed to maintain the Village's streets, sidewalks, roads, easements, curbs and rights-of-way
52-210	Operating Supplies Beautification	68,632	0	12,930	50,000	Estimated funding for Village-wide roadway landscape projects
52-400	Operating Supplies Uniforms	136	360	360	360	Per employee funding for contractually specified uniforms: (5) shirts, (5) pants
52-500	Operating Supplies Fertilizer and Chemicals	4,555	5,000	0	5,000	Funding for purchase of sprays, fertilizers and other chemicals
53-000	Road Materials and Supplies Road Materials	1,440	1,000	0	5,000	Materials to repair the road
55-000	Training Training and Education	7	0	20	50	Safety training for personnel
<i>Total: OE - Operating Expenditures/Expenses</i>		243,161	147,138	136,286	206,996	
<i>CAP - Capital Outlay</i>						
63-100	Infrastructure Transportation Improvements	0	0	0	15,000	Replace 109th Street Median Lights
63-400	Infrastructure Land Improvements	228,983	75,000	0	0	

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
64-000	Machinery and Equipment Machinery and Equipment	98,220	0	0	0	
<i>Total: CAP - Capital Outlay</i>		327,203	75,000	0	15,000	
Total: 541 - Road and Street Facilities		675,884	348,050	254,565	346,520	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
91-201	Interfund Transfers Debt Service	93,700	93,700	93,700	93,700	
<i>Total: OTH - Other Uses</i>		93,700	93,700	93,700	93,700	
Total: 581 - Inter-Fund Group Transfers Out		93,700	93,700	93,700	93,700	
Program Total: 00 - None		769,584	441,750	348,265	440,220	
Division Total: 1222 - LOGT		769,584	441,750	348,265	440,220	
Department Total: 39 - Public Works		769,584	441,750	348,265	440,220	
EXPENSES Total		769,584	441,750	348,265	440,220	
Fund EXPENSE	Total: 130 - Local Option Gas Tax (LOGT)	769,584	441,750	348,265	440,220	
EXPENSE GRAND Totals:		769,584	441,750	348,265	440,220	

PUBLIC WORKS DEPARTMENT
Half-Cent Transportation Surtax Fund

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 90,448	\$ 89,126	\$ (1,322)
Operating Expenditures/Expenses	139,177	139,061	(116)
Capital Outlay	<u>175,000</u>	<u>185,000</u>	<u>10,000</u>
TOTAL	<u>\$ 404,625</u>	<u>\$ 413,187</u>	<u>\$ 8,562</u>

Expense Budget Worksheet Report

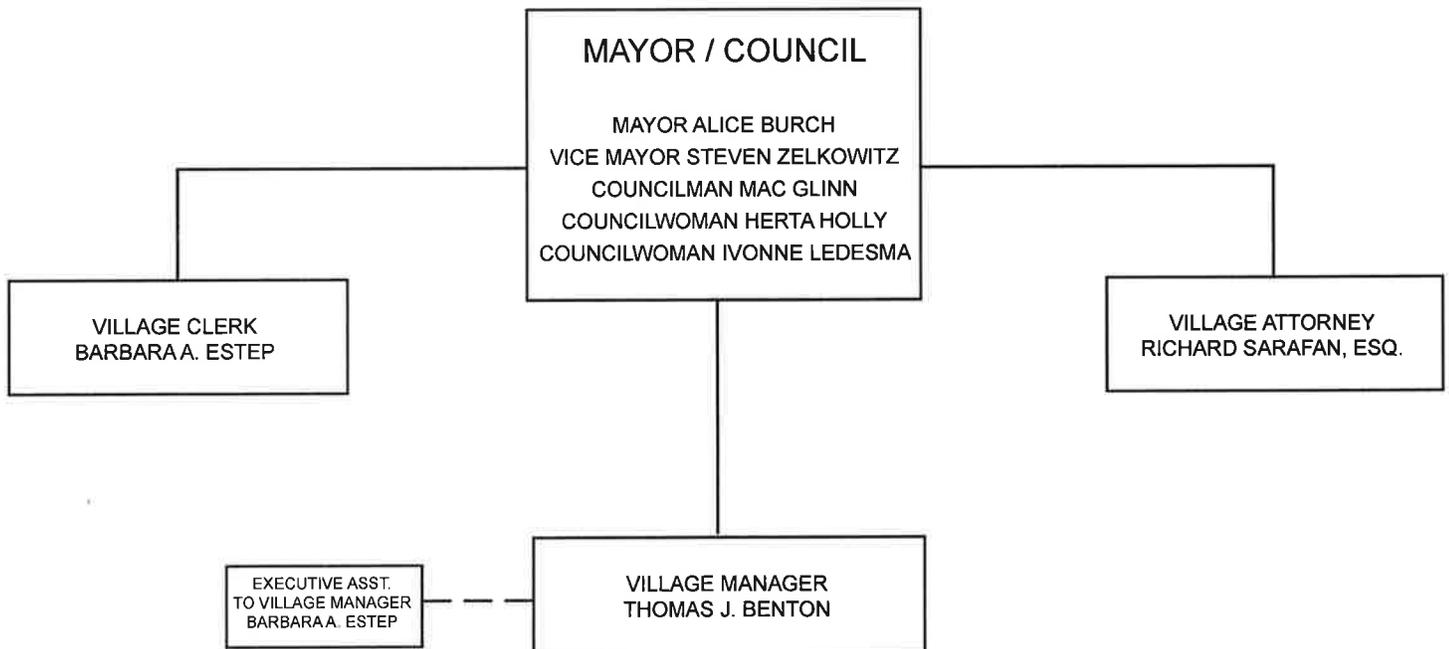
Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 135 - Citizens' Indep Trust (CITT)						
EXPENSES						
Department: 39 - Public Works						
Division: 1210 - CITT						
Program: 41 - Transportation						
Activity: 541 - Road and Street Facilities						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	59,961	61,979	60,086	61,505	(1) Maintenance Lead Worker (1) Maintenance Worker I
14-000	Overtime Overtime	1,563	4,120	3,000	3,000	Funding for estimated additional assignments and services
18-100	Compensated Compensatory Leave Longevity	500	500	500	500	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	4,841	5,094	4,864	4,885	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	10,332	12,914	12,656	13,491	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	162	381	295	295	Estimated annual costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	101	128	176	68	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	1,746	5,332	5,332	3,537	Allocated costs of workers compensation premium paid to the Florida League
29-990	Personnel Services Contingency	0	0	0	1,845	Projected costs for all eligible employee salary increases (dependent upon union contracts), other contractually required personnel cost increases and the associated federal taxes for one year period
<i>Total: PS - Personnel Services</i>		79,206	90,448	86,909	89,126	
<i>OE - Operating Expenditures/Expenses</i>						
32-000	Accounting and Auditing Accounting and Auditing	2,500	2,500	2,500	2,500	Funding for annual external audit to comply with State, Federal and local statutory provisions
45-000	Insurance ISF: Risk Management	972	1,604	1,604	3,631	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	13,864	23,343	23,343	25,708	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
52-200	Operating Supplies Other Operating Supplies	291	4,230	0	19,635	Road materials, signs, concrete and other supplies needed to maintain the Village's streets, sidewalks, roads, easements, curbs and right-of-way
52-400	Operating Supplies Uniforms	0	0	300	300	
<i>Total: OE - Operating Expenditures/Expenses</i>		17,627	31,677	27,747	51,774	
<i>CAP - Capital Outlay</i>						
63-100	Infrastructure Transportation Improvements	210,028	0	0	185,000	Installation of Decorative Street Name Signs & Sidewalk Replacement
63-400	Infrastructure Land Improvements	0	175,000	0	0	
<i>Total: CAP - Capital Outlay</i>		210,028	175,000	0	185,000	
Total: 541 - Road and Street Facilities		306,860	297,125	114,656	325,900	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
91-150	Interfund Transfers Transfer from CITT: Grant Fund	12,441	0	0	0	
91-155	Interfund Transfers Building Better Com (GOB)	146,929	0	0	0	
<i>Total: OTH - Other Uses</i>		159,370	0	0	0	
Total: 581 - Inter-Fund Group Transfers Out		159,370	0	0	0	
Program Total: 41 - Transportation		466,230	297,125	114,656	325,900	
Program: 44 - Transit						
Activity: 544 - Mass Transit Systems						
<i>OE - Operating Expenditures/Expenses</i>						
34-500	Other Services Transport Services	113,019	107,500	113,019	87,287	Funding to engage an outside agent to manage and operate the Village's shuttle transportation program

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
	<i>Total: CE - Operating Expenditures/Expenses</i>	113,019	107,500	113,019	87,287	
	Total: 544 - Mass Transit Systems	113,019	107,500	113,019	87,287	
	Program Total: 44 - Transit	113,019	107,500	113,019	87,287	
	Division Total: 1210 - CITT	579,249	404,625	227,675	413,187	
	Department Total: 39 - Public Works	579,249	404,625	227,675	413,187	
	EXPENSES Total	579,249	404,625	227,675	413,187	
Fund EXPENSE	Total: 135 - Citizens' Indep Trust (CITT)	579,249	404,625	227,675	413,187	
	EXPENSE GRAND Totals:	579,249	404,625	227,675	413,187	



MAYOR/COUNCIL ORGANIZATION CHART



OFFICE OF THE MAYOR AND COUNCIL

Services, Functions and Activities

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

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

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

Regular Council meetings are held in the Council Chambers of the Village Hall on the first and third Tuesday of each month (excluding August) at 6:30 p.m. Special meetings may be held when required.

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 180	\$ 155	\$ (25)
Operating Expenditures/Expenses	<u>15,781</u>	<u>16,925</u>	<u>1,144</u>
TOTAL	<u>\$ 15,961</u>	<u>\$ 17,080</u>	<u>\$ 1,119</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 11 - Mayor & Council						
Division: 0100 - Legislative						
Program: 00 - None						
Activity: 511 - Legislative						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries	5	5	5	5	Mayor & Council receive \$1 per year
24-000	Workers' Compensation	175	175	175	150	Allocated cost of workers' compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		180	180	180	155	
<i>OE - Operating Expenditures/Expenses</i>						
40-000	Travel and Per Diem	806	1,000	1,200	4,500	Travel costs associated with Council travel to conferences or training
40-100	Travel and Per Diem Allowance	514	300	105	500	Per Diem allowance associated with Council attendance at conferences/training
40-200	Travel and Per Diem Local Mileage Reimbursement	0	100	50	350	Local mileage charges submitted by Council
45-000	Insurance ISF: Risk Management	212	856	856	900	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
47-000	Printing and Binding	284	150	525	2,200	Stationary and business cards for Council members
48-000	Promotional Activities	65	500	450	500	Promotional materials
49-000	Other Current Charges and Obligations	908	750	500	750	Plaques, flowers and awards requested by Council for functions and presentations
49-100	Other Current Charges and Obligations Special Projects	0	0	5,000	0	Training fees, etc.
49-140	Other Current Charges and Obligations Council Appropriations	0	5,000	0	0	Council appropriations/expenses
51-000	Office Supplies	69	125	125	125	Off Supplies to support Council Members
52-400	Operating Supplies Uniforms	166	0	0	350	Village Logo Shirts for Council Members
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	2,631	2,500	2,600	2,600	Annual membership fees to the Florida League of Cities and the Miami-Dade League of Cities
55-000	Training	1,098	4,000	2,800	3,500	Registration fees for conference/training attendance
55-100	Training Organizational Meetings	400	500	650	650	Attendance at the Miami-Dade County League of Cities meetings
<i>Total: OE - Operating Expenditures/Expenses</i>		7,152	15,781	14,861	16,925	
Total: 511 - Legislative		7,332	15,961	15,041	17,080	
Program Total: 00 - None		7,332	15,961	15,041	17,080	
Division Total: 0100 - Legislative		7,332	15,961	15,041	17,080	
Department Total: 11 - Mayor & Council		7,332	15,961	15,041	17,080	
EXPENSES Total		7,332	15,961	15,041	17,080	
Fund EXPENSE	Total: 001 - General Fund	7,332	15,961	15,041	17,080	
EXPENSE GRAND Totals:		7,332	15,961	15,041	17,080	

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

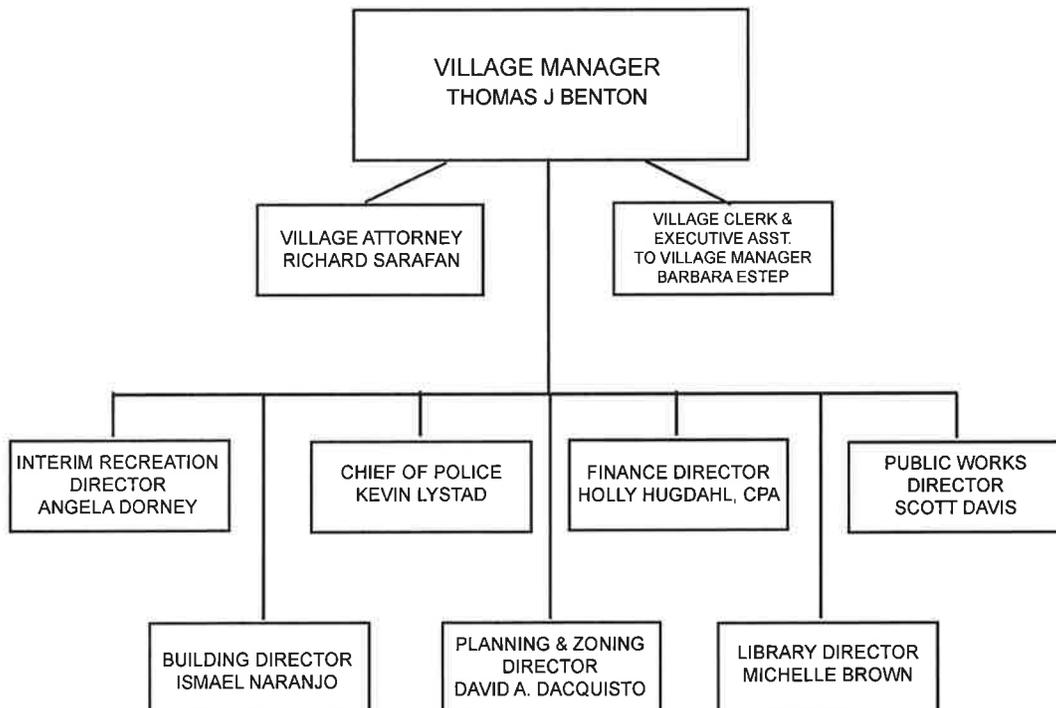
	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Operating Expenditures/Expenses	<u>\$ 192,970</u>	<u>\$ 268,055</u>	<u>\$ 75,085</u>
TOTAL	<u>\$ 192,970</u>	<u>\$ 268,055</u>	<u>\$ 75,085</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 14 - Legal						
Division: 0200 - Legal						
Program: 00 - None						
Activity: 514 - Legal Counsel						
<i>OE - Operating Expenditures/Expenses</i>						
31-200	Professional Services Legal General	36,015	30,000	67,291	60,000	Fees anticipated for special legal research, opinions or supplemental representation
31-210	Professional Services Legal Retainer	50,400	50,400	50,400	50,400	Legal retainer for Village Attorney
31-220	Professional Services Legal Labor	67,503	35,000	62,000	45,000	Labor Attorney costs and fees associated with labor issues, including union contract negotiations
31-230	Professional Services Legal Litigation	88,802	62,000	102,000	62,000	Legal fees anticipated for Village representation brought to the court system
31-240	Professional Services Legal Pension	29,878	15,000	60,000	25,000	Legal fees associated with amending the Village's pension plan ordinances
31-250	Professional Services Legal Other	1,150	0	30,000	25,000	Telecommunications Issues
47-000	Printing and Binding Printing	0	145	0	180	Business Cards/Stationary Printing
55-000	Training Training and Education	275	425	475	475	Registration fee for conference/training attendance
<i>Total: OE - Operating Expenditures/Expenses</i>		274,022	192,970	372,166	268,055	
Total: 514 - Legal Counsel		274,022	192,970	372,166	268,055	
Program Total: 00 - None		274,022	192,970	372,166	268,055	
Division Total: 0200 - Legal		274,022	192,970	372,166	268,055	
Department Total: 14 - Legal		274,022	192,970	372,166	268,055	
EXPENSES Total		274,022	192,970	372,166	268,055	
Fund EXPENSE	Total: 001 - General Fund	274,022	192,970	372,166	268,055	
EXPENSE GRAND Totals:		274,022	192,970	372,166	268,055	



VILLAGE MANAGER'S OFFICE ORGANIZATION CHART



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'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 204,837	\$ 204,073	\$ (764)
Operating Expenditures/Expenses	<u>25,338</u>	<u>39,195</u>	<u>13,857</u>
TOTAL	<u>\$ 230,175</u>	<u>\$ 243,268</u>	<u>\$ 13,093</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 10 - Village Manager						
Division: 0300 - Village Manager						
Program: 00 - None						
Activity: 512 - Executive						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	166,087	166,724	166,724	165,451	Village Manager Base Salary
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,625	Executive Benefit Package
11-200	Executive Salaries Executive Benefits Manager	13,000	13,000	13,000	13,250	ICMA Retirement contribution
14-000	Overtime Overtime	742	0	0	0	
18-100	Compensated Compensatory Leave Longevity	1,500	1,500	1,500	1,500	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	10,168	10,049	14,361	10,056	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	4,205	6,457	6,457	6,746	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	135	191	191	148	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	45	50	50	50	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	190	366	366	247	Allocated cost of workers' compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		202,572	204,837	209,149	204,073	
<i>OE - Operating Expenditures/Expenses</i>						
31-260	Professional Services Lobbyist	12,000	12,000	12,000	25,000	Funding for the Village's lobbyist
40-000	Travel and Per Diem Travel	74	500	150	500	Funding for local and intermediate training and administrative events
41-100	Communications Services Cellular	142	450	150	600	Funding for cellular telephone
41-300	Communications Services Long Distance	(6)	0	0	0	Funding for long distance/toll calls
45-000	Insurance ISF: Risk Management	1,077	1,721	1,721	1,972	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	4,393	5,117	5,117	4,973	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
47-000	Printing and Binding Printing	0	250	150	250	Printing of miscellaneous forms and letterhead
48-000	Promotional Activities Promotional Activities	729	1,500	1,800	1,800	Costs for special advertisements, notices and reporting requirements. Chamber of Commerce ad.
51-000	Office Supplies Office Supplies	0	150	100	150	Manager Department Office Supplies
52-200	Operating Supplies Other Operating Supplies	916	300	250	350	Printer supplies and other operating expenses within the Manager's office
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	3,149	3,000	3,000	3,000	Annual Association dues (ICMA, FCCMA, DCCMA, etc.)
55-000	Training Training and Education	189	350	225	600	Funding for attendance at regional meetings, luncheons and other promotional activities
<i>Total: OE - Operating Expenditures/Expenses</i>		22,664	25,338	24,663	39,195	
Total: 512 - Executive		225,236	230,175	233,812	243,268	
Program Total: 00 - None		225,236	230,175	233,812	243,268	

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
Division Total: 0300 - Village Manager		225,236	230,175	233,812	243,268
Department Total: 10 - Village Manager		225,236	230,175	233,812	243,268
EXPENSES Total		225,236	230,175	233,812	243,268
Fund EXPENSE	Total: 001 - General Fund	225,236	230,175	233,812	243,268
EXPENSE GRAND Totals:		225,236	230,175	233,812	243,268



VILLAGE CLERK ORGANIZATION CHART

VILLAGE CLERK
BARBARA A. ESTEP

OFFICE OF THE VILLAGE CLERK

Services, Functions and Activities

The Village Clerk serves as the primary liaison between the public and Village Officials, assisting residents in obtaining timely responses to their inquiries. The Office of the Village Clerk encompasses the traditional responsibility of records management, as well as coordination and administration of Village Council meetings, including agenda management and distribution and Board appointments. The Village Clerk serves as the Supervisor of Elections for all Village elections and is the Staff Liaison to the Historic Preservation Board.

The Clerk's Office is charged with ensuring compliance with public hearing notice requirements, and advises fellow Department Head staff members regarding requests for bids, proposals and other procedural matters. Adopted ordinances are transmitted to Municipal Code Corporation for immediate electronic posting of the Village's Code of Ordinance and Code Supplements are printed periodically. The Village Clerk serves as the Village's Records Management Liaison Officer (RMLO) with the Secretary of State and is responsible for processing all forms of records requests.

The Village Clerk administers the Village's Local Business Tax Receipt program (LBTR), processing new businesses and issuing the receipt's on an annual basis. This program generates approximately \$90,000 in recurring revenues. Film and Solicitor permits are also facilitated by the Clerk's office.

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 125,535	\$ 128,285	\$ 2,750
Operating Expenditures/Expenses	<u>27,366</u>	<u>49,327</u>	<u>21,961</u>
TOTAL	<u>\$ 152,901</u>	<u>\$ 177,612</u>	<u>\$ 24,711</u>

Expense Budget Worksheet Report

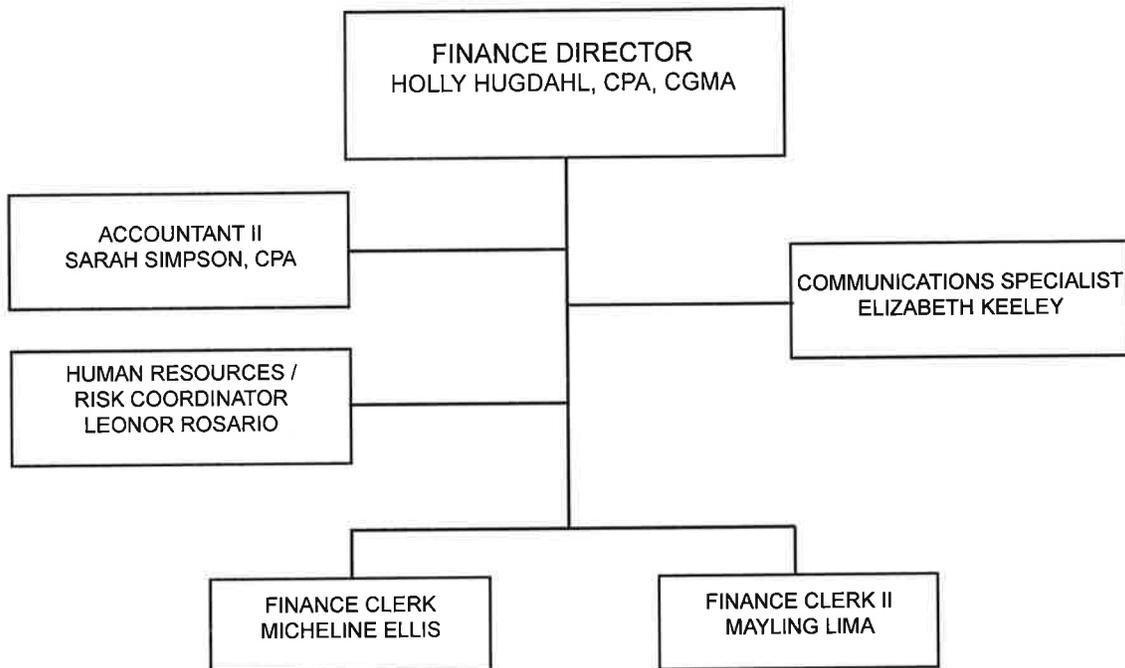
Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 12 - Village Clerk						
Division: 0303 - Village Clerk						
Program: 00 - None						
Activity: 512 - Executive						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	98,860	102,201	102,201	104,458	Village Clerk base salary
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,625	Executive benefit package
18-100	Compensated Compensatory Leave Longevity	1,000	1,500	1,500	1,500	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	8,068	8,430	8,430	8,612	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	4,526	6,457	6,457	6,746	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	148	191	191	148	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	41	47	75	47	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	104	209	209	149	Allocated cost of workers' compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		119,246	125,535	125,563	128,285	
<i>OE - Operating Expenditures/Expenses</i>						
31-000	Professional Services Professional Services	989	0	0	0	
31-270	Professional Services Pre-employment Screening	473	600	0	0	Funding for pre-employment testing associated with Village Hall and Library departmental staffing
34-000	Other Services Contract Services	0	0	0	10,335	Document Scanning Services
40-000	Travel and Per Diem Travel	2,962	1,800	1,800	2,420	Travel costs to attend conferences/training
40-100	Travel and Per Diem Per Diem Allowance	415	450	450	455	Per Diem allowance while attending conferences/training
41-100	Communications Services Cellular	0	120	0	120	Cellular service fees
42-000	Freight and Postage Services Postage	735	850	500	500	Postage charges for general mail services
45-000	Insurance ISF: Risk Management	1,077	1,721	1,721	1,972	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
47-000	Printing and Binding Printing	0	150	150	1,800	Cost to print various forms
48-000	Promotional Activities Promotional Activities	810	1,200	1,850	0	
48-200	Promotional Activities Legal Advertisements	0	0	0	1,800	Legal Advertising & Notices
49-000	Other Current Charges and Obligations Other Current Charges	161	5,000	5,000	5,000	Codification of adopted ordinances
49-200	Other Current Charges and Obligations Elections	17,226	12,000	0	22,000	Election costs
51-000	Office Supplies Office Supplies	143	225	150	225	Departmental office supplies
52-200	Operating Supplies Other Operating Supplies	202	250	1,120	0	Supplies for Department Equipment
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	1,185	1,500	1,300	1,400	Annual fees for various organization memberships

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
55-000	Training Training and Education	1,455	1,500	1,300	1,300	Registration fees for conference/training attendance
<i>Total: OE - Operating Expenditures/Expenses</i>		<u>27,833</u>	<u>27,366</u>	<u>15,341</u>	<u>49,327</u>	
Total: 512 - Executive		<u>147,079</u>	<u>152,901</u>	<u>140,904</u>	<u>177,612</u>	
Program Total: 00 - None		<u>147,079</u>	<u>152,901</u>	<u>140,904</u>	<u>177,612</u>	
Division Total: 0303 - Village Clerk		<u>147,079</u>	<u>152,901</u>	<u>140,904</u>	<u>177,612</u>	
Department Total: 12 - Village Clerk		<u>147,079</u>	<u>152,901</u>	<u>140,904</u>	<u>177,612</u>	
EXPENSES Total		<u>147,079</u>	<u>152,901</u>	<u>140,904</u>	<u>177,612</u>	
Fund EXPENSE	Total: 001 - General Fund	<u>147,079</u>	<u>152,901</u>	<u>140,904</u>	<u>177,612</u>	
EXPENSE GRAND Totals:		<u>147,079</u>	<u>152,901</u>	<u>140,904</u>	<u>177,612</u>	



FINANCE DEPARTMENT ORGANIZATION CHART



FINANCE DEPARTMENT

Services, Functions and Activities

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

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

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

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

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 489,352	\$ 514,352	\$ 25,000
Operating Expenditures/Expenses	<u>112,603</u>	<u>129,511</u>	<u>16,908</u>
TOTAL	<u>\$ 601,955</u>	<u>\$ 643,863</u>	<u>\$ 41,908</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 13 - Finance						
Division: 0500 - Finance						
Program: 00 - None						
Activity: 513 - Financial and Administrative						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	112,955	116,768	113,172	119,350	Finance Director base salary
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,625	Executive benefit package
12-000	Regular Salaries and Wages Salaries	201,562	281,736	257,389	303,531	(1) Accountant II (1) Communications Specialist (1) Finance Clerk I (1) Finance Clerk II (1) HR/Risk Coordinator; Allocated Chargebacks (1) Courier (30% split with Police)
14-000	Overtime Overtime	5,377	10,072	5,000	7,500	Estimated overtime costs
18-100	Compensated Compensatory Leave Longevity	1,500	1,500	1,500	2,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	24,515	31,649	29,342	32,546	Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	22,408	38,743	29,000	40,474	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	739	1,144	850	886	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	205	373	600	475	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	357	867	867	965	Allocated cost of workers' compensation premiums paid to the Florida League
<i>Total: PS - Personnel Services</i>		376,118	489,352	444,220	514,352	
<i>OE - Operating Expenditures/Expenses</i>						
31-000	Professional Services Professional Services	7,605	10,000	10,000	10,000	Actuary & Consulting Fees
31-100	Professional Services Technology	0	0	1,000	5,000	Technical Support for Financial System
32-000	Accounting and Auditing Accounting and Auditing	38,500	42,000	42,000	42,000	Funding for annual external audit to comply with Federal, State and local statutory provisions
34-000	Other Services Contract Services	36,307	32,000	35,000	35,000	Funding for departmental and centralized service contracts
40-000	Travel and Per Diem Travel	545	4,500	3,000	4,500	Funding for local and intermediate training and conference attendance
40-100	Travel and Per Diem Per Diem Allowance	0	1,500	1,000	1,000	Per Diem allowance while attending conferences/training
42-000	Freight and Postage Services Postage	1,653	1,000	1,500	1,500	Correspondence and certified mail
45-000	Insurance ISF: Risk Management	5,384	8,603	8,603	10,011	Allocated costs for property, casualty and general liability insurance premiums paid to the Florida League
47-000	Printing and Binding Printing	1,806	1,500	1,500	1,500	Printing of CAFR, Budget (Proposed and Adopted), Pension reports and other state-mandated documents
48-000	Promotional Activities Promotional Activities	1,168	1,500	1,500	1,500	Provides funding for Annual Budget Notices and other finance-related notices
49-600	Other Current Charges and Obligations Court Filing Fees	516	0	500	500	
51-000	Office Supplies Office Supplies	286	1,000	1,000	1,000	Pens, paper, ink and other office supplies for a one year period for (6) full-time employees
52-200	Operating Supplies Other Operating Supplies	2,266	1,500	5,000	2,000	Operating supplies required for Finance-related equipment, not already funded in the Village-wide suoolv account

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	2,300	3,000	2,000	2,500	Funding for subscriptions to various journals and membership to various organizations
55-000	Training Training and Education	2,005	4,500	4,500	11,500	Conference registration fees, charges to attend local training sessions and other educational activities as well as tuition reimbursement
<i>Total: OE - Operating Expenditures/Expenses</i>		100,341	112,603	118,103	129,511	
Total: 513 - Financial and Administrative		476,459	601,955	562,323	643,863	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
91-301	Interfund Transfers Capital Projects	0	0	2,850	0	Transfer to Capital Projects
<i>Total: OTH - Other Uses</i>		0	0	2,850	0	
Total: 581 - Inter-Fund Group Transfers Out		0	0	2,850	0	
Program Total: 00 - None		476,459	601,955	565,173	643,863	
Division Total: 0500 - Finance		476,459	601,955	565,173	643,863	
Department Total: 13 - Finance		476,459	601,955	565,173	643,863	
EXPENSES Total		476,459	601,955	565,173	643,863	
Fund EXPENSE	Total: 001 - General Fund	476,459	601,955	565,173	643,863	
EXPENSE GRAND Totals:		476,459	601,955	565,173	643,863	

**FINANCE DEPARTMENT
Non-Departmental Division**

Services, Functions and Activities

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

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

The Non-departmental department also includes the General Fund Contingency account. This account is for emergencies or Council-determined transfers. These funds can only be used with Council approval.

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 460,453	\$ 519,271	\$ 58,818
Operating Expenditures/Expenses	292,190	388,645	96,455
Grants and Aids.....	5,000	5,000	-
Other Uses.....	491,800	525,516	33,716
TOTAL	<u>\$ 1,249,443</u>	<u>\$ 1,438,432</u>	<u>\$ 188,989</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 001 - General Fund						
EXPENSES						
Department: 19 - Non-Departmental						
Division: 0800 - Non-Departmental						
Program: 00 - None						
Activity: 519 - Other General Government Service						
<i>PS - Personnel Services</i>						
18-200	Compensated Compensatory Leave Accumulated Leave Settlement	172,700	48,831	34,000	30,000	Payout of accumulated leave for employees expected to retire or separate employment
21-000	Payroll Taxes Employer Fica and Medicare	0	3,736	2,600	2,295	
22-000	Retirement Contributions Pension Contribution	371,453	371,453	371,453	442,000	Actuarially calculated required employer contribution for the General Employee Pension Plan
23-600	Life and Health Insurance Life Insurance	32,596	31,433	30,900	37,826	Life and long-term disability for general employees
25-000	Unemployment Compensation Re-Employment Tax	2,364	5,000	0	7,150	Quarterly contribution mandated by the State for employees filing for unemployment
<i>Total: PS - Personnel Services</i>		579,113	460,453	438,953	519,271	
<i>OE - Operating Expenditures/Expenses</i>						
31-000	Professional Services Professional Services	0	0	6,600	0	Contractual services related to additional computer projects not included in contract
31-100	Professional Services Technology	114,481	125,000	125,000	125,000	Contractual services for Computer and IT consulting
34-000	Other Services Contract Services	6,245	3,000	3,500	5,000	Contractual services for check signing, Shred-it and DEX Imaging
41-000	Communications Services Telephone	13,946	0	16,000	18,000	Village-wide main telephone service through AT&T (excluding Police department and long distance)
41-100	Communications Services Cellular	848	1,800	866	2,000	Funding for AT&T cellular phone
41-200	Communications Services Internet	19,733	18,000	19,000	19,000	Funding for internet access
41-300	Communications Services Long Distance	1,473	1,000	1,892	1,900	Funding for long distance calls
41-500	Communications Services Centrex	21,063	10,590	24,060	10,000	Funding for telephone service at the Police department
44-000	Rentals and Leases Equipment Rental	8,373	8,000	6,000	6,000	Rental agreement for postage machine and Village Hall copy machine
45-000	Insurance ISF: Risk Management	0	0	0	4,445	9900 Building
46-200	Repair and Maintenance Services Repairs and Maintenance	2,775	8,500	200	5,000	Maintenance agreement for Village-wide phone system, copy machine, recording equipment and website
47-000	Printing and Binding Printing	42,691	44,000	52,000	55,000	Village newsletter, notices, special mailings and forms not specifically associated with a single department or division
48-000	Promotional Activities Promotional Activities	0	0	940	0	
49-110	Other Current Charges and Obligations Special Projects - Manager	60,284	10,000	24,000	70,000	Projects identified by the Village Manager on an as needed basis which are not normally budgeted or presented to staff by Council. Included in this amount is a Climate Change study.
49-120	Other Current Charges and Obligations Special Projects - Village Hall	577	300	283	300	Funding for employee morale and appreciation programs in Village Hall
49-300	Other Current Charges and Obligations Software Licensing	0	1,000	5,000	5,000	Software license fees for computer programs
49-400	Other Current Charges and Obligations Bank Charges	40,073	30,000	46,000	30,000	Bank fees and credit card fees
49-500	Other Current Charges and Obligations Ad Valorem Tax Reimbursement	15,761	18,000	15,423	18,000	Reimbursement to Country Club for MSV component of annual tax bill

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
51-000	Office Supplies Office Supplies	3,389	3,500	6	500	Village-wide supply for copy paper, pens, pencils, ribbons and other general office supplies plus reserves
52-200	Operating Supplies Other Operating Supplies	3,489	3,500	8,500	7,500	Toner, drums and other copy machine supplies not covered by the maintenance agreement, Village Hall supplies, replacement of small office equipment and other supplies as needed for unallocated Village-wide use
52-225	Operating Supplies Computer	1,246	2,000	1,500	2,000	Supplies necessary to operate technology
52-300	Operating Supplies Kitchen	2,959	2,000	2,200	2,000	Supplies necessary to operate Village Hall kitchen facilities
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	1,732	2,000	2,000	2,000	Village Memberships
<i>Total: OE - Operating Expenditures/Expenses</i>		361,137	292,190	360,970	388,645	
<i>GRANTS - Grants and Aids</i>						
82-000	Aids to Private Organizations North Miami Foundation	5,000	5,000	5,000	5,000	Annual appropriation for service organization
<i>Total: GRANTS - Grants and Aids</i>		5,000	5,000	5,000	5,000	
<i>OTH - Other Uses</i>						
99-000	Other Uses Contingency	0	130,000	0	75,000	Reserve for unanticipated expenses
<i>Total: OTH - Other Uses</i>		0	130,000	0	75,000	
Total: 519 - Other General Government Service		945,250	887,643	804,923	987,916	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
91-201	Interfund Transfers Debt Service	286,800	286,800	286,800	286,800	Contribution to Debt Service Fund on \$3.5 million Suntrust Loan
91-301	Interfund Transfers Capital Projects	56,000	75,000	1,191,662	75,000	Transfer to Capital Projects
91-410	Interfund Transfers Water & Sewer	0	0	0	47,181	Transfer to Water & Sewer
91-501	Interfund Transfers Risk Management	0	0	0	41,535	Charter School Insurance
<i>Total: OTH - Other Uses</i>		342,800	361,800	1,478,462	450,516	
Total: 581 - Inter-Fund Group Transfers Out		342,800	361,800	1,478,462	450,516	
Program Total: 00 - None		1,288,050	1,249,443	2,283,385	1,438,432	
Division Total: 0800 - Non-Departmental		1,288,050	1,249,443	2,283,385	1,438,432	
Department Total: 19 - Non-Departmental		1,288,050	1,249,443	2,283,385	1,438,432	
EXPENSES Total		1,288,050	1,249,443	2,283,385	1,438,432	
Fund EXPENSE	Total: 001 - General Fund	1,288,050	1,249,443	2,283,385	1,438,432	
EXPENSE GRAND Totals:		1,288,050	1,249,443	2,283,385	1,438,432	

**FINANCE DEPARTMENT
Excise Tax Fund**

Services, Functions and Activities

This Fund records utility and franchise fees pledged for repayment of debt service to meet loan requirements. The revenues are then transferred to the General Fund as unrestricted revenues.

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Other Uses.....	\$ 2,425,350	\$ 2,667,043	\$ 241,693
TOTAL	\$ 2,425,350	\$ 2,667,043	\$ 241,693

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
Fund: 120 - Excise Tax					
EXPENSES					
Department: 19 - Non-Departmental					
Division: 0800 - Non-Departmental					
Program: 00 - None					
Activity: 581 - Inter-Fund Group Transfers Out					
<i>OTH - Other Uses</i>					
91-001	Interfund Transfers Transfer to General Fund	1,897,500	2,425,350	2,512,348	2,667,043 Transfer to General Fund
<i>Total: OTH - Other Uses</i>		1,897,500	2,425,350	2,512,348	2,667,043
Total: 581 - Inter-Fund Group Transfers Out		1,897,500	2,425,350	2,512,348	2,667,043
Program Total: 00 - None		1,897,500	2,425,350	2,512,348	2,667,043
Division Total: 0800 - Non-Departmental		1,897,500	2,425,350	2,512,348	2,667,043
Department Total: 19 - Non-Departmental		1,897,500	2,425,350	2,512,348	2,667,043
EXPENSES Total		1,897,500	2,425,350	2,512,348	2,667,043
Fund EXPENSE	Total: 120 - Excise Tax	1,897,500	2,425,350	2,512,348	2,667,043
EXPENSE GRAND Totals:		1,897,500	2,425,350	2,512,348	2,667,043

FINANCE DEPARTMENT
Debt Service Fund

Services, Functions and Activities

This fund records the inflow and outflow of cash related to the dedicated ad valorem tax levies used to pay for the annual principal and interest costs associated with the General Obligation Bonds, Series 2013 which replaced Series 1999 sold to design, develop and construct the Miami Shores Aquatic Facility, as well as, the Series 2015 which replaced the Series 2004 bond sold to build the Doctors Charter School Facility.

Additionally, the payments toward clearing other outstanding debt are reported in this fund. Costs associated with the management, reporting and payment of principal, interest and fees are also included. The Village is required to complete a series of reports relating to the debt including *Continuing Disclosure Reports*, *State Bond Filings* and special notes to the Village's comprehensive annual financial report.

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Operating Expenditures/Expenses	\$ 8,000	\$ 8,000	\$ -
Debt Service.....	<u>828,475</u>	<u>844,050</u>	<u>15,575</u>
TOTAL	<u>\$ 836,475</u>	<u>\$ 852,050</u>	<u>\$ 15,575</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
Fund: 201 - Debt Service					
EXPENSES					
Department: 19 - Non-Departmental					
Division: 0000 - None					
Program: 00 - None					
Activity: 519 - Other General Government Service					
<i>OE - Operating Expenditures/Expenses</i>					
31-000	Professional Services Professional Services	50,425	3,000	3,000	3,000 Funding for annual disclosure reports
32-000	Accounting and Auditing Accounting and Auditing	5,000	5,000	5,000	5,000 Funding for the pro-rated portion of the financial audit
Total: OE - Operating Expenditures/Expenses		55,425	8,000	8,000	8,000
Total: 519 - Other General Government Service		55,425	8,000	8,000	8,000
Program Total: 00 - None		55,425	8,000	8,000	8,000
Program: 03 - Aquatics Center					
Activity: 517 - Debt Service Payments					
<i>DS - Debt Service</i>					
71-100	Principal Principal Payments	123,000	125,000	125,000	146,000
72-100	Interest Interest Payments	53,050	51,650	51,650	46,730
Total: DS - Debt Service		176,050	176,650	176,650	192,730
Total: 517 - Debt Service Payments		176,050	176,650	176,650	192,730
Program Total: 03 - Aquatics Center		176,050	176,650	176,650	192,730
Program: 04 - Charter School					
Activity: 517 - Debt Service Payments					
<i>DS - Debt Service</i>					
71-100	Principal Principal Payments	3,890,000	0	0	0
72-100	Interest Interest Payments	173,660	0	0	0
Total: DS - Debt Service		4,063,660	0	0	0
Total: 517 - Debt Service Payments		4,063,660	0	0	0
Program Total: 04 - Charter School		4,063,660	0	0	0
Program: 05 - Fleet Maintenance Building					
Activity: 517 - Debt Service Payments					
<i>DS - Debt Service</i>					
71-100	Principal Principal Payments	350,537	360,000	360,000	369,000
72-100	Interest Interest Payments	29,790	20,500	20,500	11,500
Total: DS - Debt Service		380,327	380,500	380,500	380,500
Total: 517 - Debt Service Payments		380,327	380,500	380,500	380,500
Program Total: 05 - Fleet Maintenance Building		380,327	380,500	380,500	380,500
Program: 06 - Charter School					
Activity: 517 - Debt Service Payments					
<i>DS - Debt Service</i>					
71-100	Principal Principal Payments	162,300	173,400	173,400	177,300
72-100	Interest Interest Payments	15,874	97,925	97,925	93,520
Total: DS - Debt Service		178,174	271,325	271,325	270,820
Total: 517 - Debt Service Payments		178,174	271,325	271,325	270,820
Program Total: 06 - Charter School		178,174	271,325	271,325	270,820
Division Total: 0000 - None		4,853,637	836,475	836,475	852,050
Department Total: 19 - Non-Departmental		4,853,637	836,475	836,475	852,050
EXPENSES Total		4,853,637	836,475	836,475	852,050
Fund EXPENSE Total: 201 - Debt Service		4,853,637	836,475	836,475	852,050
EXPENSE GRAND Totals:		4,853,637	836,475	836,475	852,050

FINANCE DEPARTMENT
Risk Management Fund

Services, Functions and Activities

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

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Personnel Services.....	\$ 271,060	\$ 267,312	\$ (3,748)
Operating Expenditures/Expenses	<u>503,492</u>	<u>478,825</u>	<u>(24,667)</u>
TOTAL	<u>\$ 774,552</u>	<u>\$ 746,137</u>	<u>\$ (28,415)</u>

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
Fund: 501 - Risk Management						
EXPENSES						
Department: 19 - Non-Departmental						
Division: 6500 - Risk Management						
Program: 00 - None						
Activity: 519 - Other General Government Service						
<i>PS - Personnel Services</i>						
23-600	Life and Health Insurance Life Insurance	1,334	0	0	0	Annual premium for coverage on all police officers per State Statutes
24-100	Workers' Compensation Premium: Workers' Compensation	170,279	145,900	145,900	202,312	Annual component of premiums paid to the Florida League for primary workers' compensation coverage
24-110	Workers' Compensation Workers' Comp-Audit Premium	0	40,160	0	10,000	End of year audit adjustment based on payroll
24-120	Workers' Compensation Workers' Comp-Deductibles Paid	133,172	85,000	0	55,000	Deductibles for claims
<i>Total: PS - Personnel Services</i>		304,785	271,060	145,900	267,312	
<i>OE - Operating Expenditures/Expenses</i>						
31-000	Professional Services Professional Services	2,935	0	0	5,000	Estimated fees for actuarial costs and studies for outstanding workers' compensation and liability claims pending from the self-insurance fund
31-400	Professional Services TPA Charges	2,424	2,500	0	2,500	Estimated cost to manage outstanding self-insurance claims pending
45-100	Insurance ISF: Auto Insurance	98,572	97,965	97,965	72,805	Annual premium paid to the Florida League for Automobile Liability coverage
45-200	Insurance Premium: Liability	115,385	112,307	0	126,520	Annual premium paid to the Florida League for General Liability coverage
45-210	Insurance Premium: Storage Tank	1,221	1,300	0	1,500	Annual premium for three (3) storage tanks
45-220	Insurance Premium: Deductibles Paid	9,250	10,000	0	10,000	Estimated cost for loss deductibles for all claims for the fiscal year paid to the Florida League
45-300	Insurance Premium: Property	260,658	267,420	267,420	248,500	Annual premium paid to the Florida League for Property Value coverage
45-310	Insurance Premium Adjustments	36,785	1,000	0	1,000	Adjustment for year-end audit
45-320	Insurance Direct Payments	12,515	1,000	0	1,000	Estimated cost of direct claims, not processed through carrier or insurances
46-200	Repair and Maintenance Services Repairs and Maintenance	18,075	10,000	0	10,000	Repairs and maintenance for damages not covered by insurance and claims paid pending subrogation
<i>Total: OE - Operating Expenditures/Expenses</i>		557,820	503,492	365,385	478,825	
Total: 519 - Other General Government Service		862,605	774,552	511,285	746,137	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
91-301	Interfund Transfers Capital Projects	62,000	0	0	0	
91-550	Interfund Transfers Fleet Maintenance	60,000	0	0	0	
<i>Total: OTH - Other Uses</i>		122,000	0	0	0	
Total: 581 - Inter-Fund Group Transfers Out		122,000	0	0	0	
Program Total: 00 - None		984,605	774,552	511,285	746,137	
Division Total: 6500 - Risk Management		984,605	774,552	511,285	746,137	
Department Total: 19 - Non-Departmental		984,605	774,552	511,285	746,137	
EXPENSES Total		984,605	774,552	511,285	746,137	
Fund EXPENSE	Total: 501 - Risk Management	984,605	774,552	511,285	746,137	
EXPENSE GRAND Totals:		984,605	774,552	511,285	746,137	

CAPITAL PROJECTS

Services, Functions and Activities

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

Many of the capital projects are multi-year projects and may not actually begin in FY 2017. The funds are encumbered to the subsequent year's budget as an obligation until used or released. This year's budget includes a transfer from the General Fund to the Capital Project Fund for several projects.

BUDGET HIGHLIGHTS

	<u>FY'16</u>	<u>FY'17</u>	<u>Change</u>
Capital Outlay	\$ 259,800	\$ 827,296	\$ 567,496
TOTAL	\$ 259,800	\$ 827,296	\$ 567,496

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget Comments
Fund: 301 - Capital Projects					
EXPENSES					
Department: 13 - Finance					
Division: 0500 - Finance					
Program: 00 - None					
Activity: 513 - Financial and Administrative					
<i>CAP - Capital Outlay</i>					
64-000	Machinery and Equipment Machinery and Equipment	3,410	0	0	0
68-000	Intangible Assets Intangible Assets	30,134	0	2,850	0
<i>Total: CAP - Capital Outlay</i>		33,544	0	2,850	0
Total: 513 - Financial and Administrative		33,544	0	2,850	0
Program Total: 00 - None		33,544	0	2,850	0
Division Total: 0500 - Finance		33,544	0	2,850	0
Department Total: 13 - Finance		33,544	0	2,850	0
Department: 19 - Non-Departmental					
Division: 0800 - Non-Departmental					
Program: 00 - None					
Activity: 519 - Other General Government Service					
<i>CAP - Capital Outlay</i>					
62-000	Buildings Buildings	0	0	1,096,662	0 Purchase of 9900 Building
64-000	Machinery and Equipment Machinery and Equipment	39,450	75,000	95,000	75,000 Computer Technology
68-000	Intangible Assets Intangible Assets	1,470	0	0	0
<i>Total: CAP - Capital Outlay</i>		40,920	75,000	1,191,662	75,000
Total: 519 - Other General Government Service		40,920	75,000	1,191,662	75,000
Program Total: 00 - None		40,920	75,000	1,191,662	75,000
Division Total: 0800 - Non-Departmental		40,920	75,000	1,191,662	75,000
Department Total: 19 - Non-Departmental		40,920	75,000	1,191,662	75,000
Department: 21 - Police					
Division: 0900 - Police					
Program: 00 - None					
Activity: 521 - Law Enforcement					
<i>CAP - Capital Outlay</i>					
62-000	Buildings Buildings	0	25,000	25,000	60,000 Impact Window Replacement (1/3)
64-000	Machinery and Equipment Machinery and Equipment	59,955	33,000	33,000	53,000 Replace Current A/C Units (1/2), Replacement of (2) Police K-9's & Taser ECD Replacement
<i>Total: CAP - Capital Outlay</i>		59,955	58,000	58,000	113,000
Total: 521 - Law Enforcement		59,955	58,000	58,000	113,000
Program Total: 00 - None		59,955	58,000	58,000	113,000
Division Total: 0900 - Police		59,955	58,000	58,000	113,000
Department Total: 21 - Police		59,955	58,000	58,000	113,000
Department: 39 - Public Works					
Division: 1201 - Parks					
Program: 00 - None					
Activity: 539 - Other Physical Environment					
<i>CAP - Capital Outlay</i>					
63-400	Infrastructure Land Improvements	0	0	0	8,000 Replace Memorial Park Lights
64-000	Machinery and Equipment Machinery and Equipment	0	0	0	24,503 Replace Christmas Tree & Water Fountains at Bayfront Park
<i>Total: CAP - Capital Outlay</i>		0	0	0	32,503
Total: 539 - Other Physical Environment		0	0	0	32,503
Program Total: 00 - None		0	0	0	32,503
Division Total: 1201 - Parks		0	0	0	32,503
Division: 1202 - Facilities Maintenance/Streets					
Program: 00 - None					
Activity: 539 - Other Physical Environment					
<i>CAP - Capital Outlay</i>					
62-000	Buildings Buildings	36,795	60,000	24,000	70,000 Public Works Renovation & Village Hall Renovation

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
63-100	Infrastructure Transportation Improvements	0	0	0	108,160	96th Street Median Renovation, Repair Damaged Walls & Replace Public Works Compound Lights
63-200	Infrastructure Water & Sewer Project	3,208,373	0	0	0	
63-400	Infrastructure Land Improvements	0	22,000	0	0	
64-000	Machinery and Equipment Machinery and Equipment	15,140	0	0	0	
<i>Total: CAP - Capital Outlay</i>		3,260,308	82,000	24,000	178,160	
Total: 539 - Other Physical Environment		3,260,308	82,000	24,000	178,160	
Program Total: 00 - None		3,260,308	82,000	24,000	178,160	
Division Total: 1202 - Facilities Maintenance/Streets		3,260,308	82,000	24,000	178,160	
Division: 1204 - Recreation Maintenance						
Program: 00 - None						
Activity: 539 - Other Physical Environment						
<i>CAP - Capital Outlay</i>						
64-000	Machinery and Equipment Machinery and Equipment	2,895	0	0	0	
<i>Total: CAP - Capital Outlay</i>		2,895	0	0	0	
Total: 539 - Other Physical Environment		2,895	0	0	0	
Program Total: 00 - None		2,895	0	0	0	
Division Total: 1204 - Recreation Maintenance		2,895	0	0	0	
Division: 6000 - Fleet Maintenance						
Program: 00 - None						
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
91-550	Interfund Transfers Fleet Maintenance	30,000	0	0	0	
<i>Total: OTH - Other Uses</i>		30,000	0	0	0	
Total: 581 - Inter-Fund Group Transfers Out		30,000	0	0	0	
Program Total: 00 - None		30,000	0	0	0	
Division Total: 6000 - Fleet Maintenance		30,000	0	0	0	
Department Total: 39 - Public Works		3,293,203	82,000	24,000	210,663	
Department: 71 - Brockway Memorial Library						
Division: 1500 - Library						
Program: 00 - None						
Activity: 571 - Libraries						
<i>CAP - Capital Outlay</i>						
62-000	Buildings Buildings	0	0	0	350,000	Library Addition
64-000	Machinery and Equipment Machinery and Equipment	27,845	0	4,395	8,333	Provide Wireless Printing to Patrons & Replace/Add New Lighting & Signage
<i>Total: CAP - Capital Outlay</i>		27,845	0	4,395	358,333	
Total: 571 - Libraries		27,845	0	4,395	358,333	
Program Total: 00 - None		27,845	0	4,395	358,333	
Division Total: 1500 - Library		27,845	0	4,395	358,333	
Department Total: 71 - Brockway Memorial Library		27,845	0	4,395	358,333	
Department: 72 - Recreation						
Division: 1401 - Recreation Administration						
Program: 00 - None						
Activity: 572 - Parks and Recreation						
<i>CAP - Capital Outlay</i>						
64-000	Machinery and Equipment Machinery and Equipment	24,431	0	0	0	
<i>Total: CAP - Capital Outlay</i>		24,431	0	0	0	
Total: 572 - Parks and Recreation		24,431	0	0	0	
Program Total: 00 - None		24,431	0	0	0	
Division Total: 1401 - Recreation Administration		24,431	0	0	0	
Division: 1402 - Athletics						
Program: 00 - None						
Activity: 572 - Parks and Recreation						
<i>CAP - Capital Outlay</i>						
63-400	Infrastructure Land Improvements	0	0	0	30,000	Install Fencing around Constitution Park
64-000	Machinery and Equipment Machinery and Equipment	31,080	9,500	13,302	5,500	Purchase Golf Cart

Expense Budget Worksheet Report

Account Number	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Estimated Amount	2017 Budget	Comments
<i>Total: CAP - Capital Outlay</i>		31,080	9,500	13,302	35,500	
Total: 572 - Parks and Recreation		31,080	9,500	13,302	35,500	
Program Total: 00 - None		31,080	9,500	13,302	35,500	
Division Total: 1402 - Athletics		31,080	9,500	13,302	35,500	
Division: 1405 - Aquatics						
Program: 00 - None						
Activity: 572 - Parks and Recreation						
<i>CAP - Capital Outlay</i>						
62-000	Buildings Buildings	0	16,500	0	19,000	Replace Concession Stand Shutters & Re-tile Office Shower
63-400	Infrastructure Land Improvements	0	12,000	0	0	
64-000	Machinery and Equipment Machinery and Equipment	47,538	6,800	35,300	15,800	Replace Lifeguard Stands & Replace (4) Shipwreck Cove Sunbrella Tops
<i>Total: CAP - Capital Outlay</i>		47,538	35,300	35,300	34,800	
Total: 572 - Parks and Recreation		47,538	35,300	35,300	34,800	
Program Total: 00 - None		47,538	35,300	35,300	34,800	
Division Total: 1405 - Aquatics		47,538	35,300	35,300	34,800	
Division: 1406 - Tennis						
Program: 00 - None						
Activity: 572 - Parks and Recreation						
<i>CAP - Capital Outlay</i>						
64-000	Machinery and Equipment Machinery and Equipment	3,313	0	0	0	
<i>Total: CAP - Capital Outlay</i>		3,313	0	0	0	
Total: 572 - Parks and Recreation		3,313	0	0	0	
Program Total: 00 - None		3,313	0	0	0	
Division Total: 1406 - Tennis		3,313	0	0	0	
Department Total: 72 - Recreation		106,363	44,800	48,602	70,300	
EXPENSES Total		3,561,830	259,800	1,329,509	827,296	
Fund EXPENSE	Total: 301 - Capital Projects	3,561,830	259,800	1,329,509	827,296	
EXPENSE GRAND Totals:		3,561,830	259,800	1,329,509	827,296	

Capital Project Master List
FY2017 thru FY2021
by Fund

Project Description	Dept	FY 2017	Source
FINANCE			
Computer Technology	NON	75,000	GEN
		\$ 75,000	
LIBRARY			
Library Addition	LIB	350,000	GEN - FB
Provide Wireless Printing to Patrons	LIB	3,333	GEN
Replace/Add New Lighting and Signage	LIB	5,000	GEN
		\$ 358,333	
POLICE			
Replace Current A/C Units (1/2)	POL	20,000	GEN
Replacement of (2) Police K-9's	POL	28,000	GEN
Replace Windows with Impact Resistant Windows (1/3)	POL	60,000	GEN
Taser ECD Replacement	POL	5,000	GEN
		\$ 113,000	
PUBLIC WORKS			
Replace Christmas Tree	PW:1201	17,503	GEN
Replace Memorial Park Lights	PW:1201	8,000	GEN
Water Fountains at Bayfront Park	PW:1201	7,000	GEN
96th Street Median Renovation	PW:1202	85,000	GEN
Public Works Renovation (1/4)	PW:1202	20,000	GEN
Repair Damaged Walls	PW:1202	20,000	GEN
Replace Public Works Compound Lights	PW:1202	3,160	GEN
Village Hall Renovation	PW:1202	50,000	GEN
		\$ 210,663	
RECREATION			
Purchase Golf Cart	REC-1402	5,500	GEN
Install Fencing around Constitution Park	REC-1402	30,000	GEN
Replace Concession Stand Shutters	REC-1405	14,000	GEN
Replace Lifeguard Stands	REC-1405	9,000	GEN
Replace (4) Shipwreck Cove Sunbrella Tops	REC-1405	6,800	GEN
Retile Office Shower	REC-1405	5,000	GEN
		\$ 70,300	

Capital Project Master List
FY2017 thru FY2021
by Fund

Project Description	Dept	FY 2017	Source
LOCAL OPTION GAS TAX FUND (F. 130)			
Replace 109th Street Median Lights	PW: Sts	15,000	LOGT - FB
		\$ 15,000	
CITT FUND (F. 135)			
Installation of Decorative Street Name Signs	PW: CITT	100,000	CITT
Replace Sidewalks	PW: CITT	85,000	CITT
		\$ 185,000	
SPECIAL PURPOSE REVENUE FUND (F. 161)			
Upgrade Permitting Program (EnerGov)	BLDG	131,921	SPR - FB
		\$ 131,921	
BROCKWAY MEMORIAL EXPANSION FUND (F. 164)			
Library Addition	LIB	277,000	BME - FB
		\$ 277,000	
SANITATION FUND (F. 405)			
Gas Pump Island Renovation	PW:SAN	30,000	SAN - FB
Replace Public Works Generator	PW:SAN	135,000	SAN - FB
Replace Variable Message Board	PW:SAN	17,824	SAN - FB
Replace Vehicle #0102 (Code Enforcement)	PW:SAN	35,000	SAN - FB
Replace Vehicle #0201 F-250 Pick-Up	PW:SAN	30,000	SAN - FB
		\$ 247,824	
FLEET MAINTENANCE FUND (F. 550)			
Replace (2) Police Cars	PW:FF	68,000	FF - FB
Replace Vehicle #T6	PW:FF	7,000	FF - FB
Replace Vehicle #172 - Turf Truck	PW:FF	21,000	FF - FB
Replace Vehicle #9/68 - Box Truck	PW:FF	44,838	FF - FB
		\$ 140,838	
TOTAL: ALL DEPARTMENTS		\$ 1,824,879	

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Fund / Department		Finance/Non-Departmental			Project Name:		Computer Technology	
PROJECT STATUS					Project rating & Affect Year(s)			
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year	
Cost Estimate \$ 75,000		Project expected to begin:		Q1: Oct-Dec X	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep	
Description of Item(s) or Project:				Upgrade server licenses, increase number of server licenses, upgrade phone servers & equipment.				
FUNDING SOURCES & SCHEDULE (000'S)								
Funding Source	TOTAL	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019		
General Fund Capital Outlay	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -		
Enterprise Fund: Stormwater	-	-	-	-	-	-		
Enterprise Fund: Sanitation	-	-	-	-	-	-		
ISF: Fleet Maintenance	-	-	-	-	-	-		
Grants	-	-	-	-	-	-		
Other	-	-	-	-	-	-		
TOTAL	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -		
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000								
Cost	TOTAL	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020		
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Site Work Improvement	-	-	-	-	-	-		
Construction	-	-	-	-	-	-		
Furnishings/Equipment	75,000	75,000	-	-	-	-		
Vehicles	-	-	-	-	-	-		
Other	-	-	-	-	-	-		
TOTAL	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -		
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION				
	1st Year	2nd Year	3rd Year	Project Approval Date _____				
Personnel Costs	\$ -	\$ -	\$ -					
Operating Expenses	-	-	-					
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -		
COMMENTS: Estimate is based on last purchase price with approximate 15% inflationary cost.								

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department: Library		Project Name:		Library Addition			
Fund: General Capital							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
					1	4/22/2016	2017
Cost Estimate		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
\$627,000				X			
Description of Item(s) or Project:							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Brockway Memorial Expansion	\$ 277,000	\$ 277,000	-	-	-	-	
TOTAL	\$ 627,000	\$ 627,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	-	-	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Building	627,000	627,000	-	-	-	-	
TOTAL	\$ 627,000	\$ 627,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)			
COMMENTS: We currently do not offer wireless printing. This is standard at most libraries. It is an inconvenience to our student and working patrons who need to print from their personal devices and cannot do so. They must currently transfer their personal documents to our public computers in order to print.							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department: Library				Project Name:		Wireless Printing	
Fund: General Capital							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
					1	4/22/2016	2017
Cost Estimate		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
\$3,333				X			
Description of Item(s) or Project: Provide wireless printing capabilities to patrons who need to print from their laptops and mobile devices.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 3,333	\$ 3,333	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 3,333	\$ 3,333	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	3,333	3,333	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 3,333	\$ 3,333	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)			
COMMENTS: We currently do not offer wireless printing. This is standard at most libraries. It is an inconvenience to our student and working patrons who need to print from their personal devices and cannot do so. They must currently transfer their personal documents to our public computers in order to print.							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department: Library				Project Name: Main Room Lighting & Signage			
Fund : General Capital							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
	X				2	4/22/2016	2017
Cost Estimate \$ 5,000		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
				X			
Description of Item(s) or Project: Replace/add new lighting and signage.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	5,000	5,000	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)			
COMMENTS: The lighting in the main room is not adequate for students and older patrons. The signage throughout the Library is considerably small and goes unnoticed. Improved lighting and signage would provide better direction to users and make reading and work spaces more comfortable.							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		POLICE		Project Name:		Police A/C Replacement	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X					2	4/22/2016	
Cost Estimate \$		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
\$ 40,000					X		
Description of Item(s) or Project: Replacement of current A/C units which are 18 years old.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 40,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 40,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	40,000	20,000	20,000	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 40,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS: Replacement of current A/C units which are 18 years old.							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		POLICE		Project Name:		Police K-9 Dog Replacement	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X					1	4/22/2016	
Cost Estimate \$ 28,000		Project expected to begin:		Q1: Oct-Dec X	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
Description of Item(s) or Project: Replacement of Police K-9 (Ace) and K-9 (Rik) and associated costs.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 28,000	\$ 28,000	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 28,000	\$ 28,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	28,000	28,000	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 28,000	\$ 28,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS: K-9 (Ace) replacement re: seperation from service. Replacement of K-9 (Rik) retirement.							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		POLICE		Project Name:		Window Replacement	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
	X				2	4/22/2016	
Cost Estimate \$		180,000		Project expected to begin:	Q1: Oct-Dec	Q2: Jan-Mar	Q3: Apr-Jun
							Q4: Jul-Sep
							X
Description of Item(s) or Project: Replace current windows with impact resistant windows.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 180,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 180,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	-	-	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Buildings	180,000	60,000	60,000	60,000	-	-	
TOTAL	\$ 180,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS: Replace current windows with impact resistant windows.							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		POLICE		Project Name:		POLICE TASER REPLACEMENT	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X					1	4/22/2016	
Cost Estimate \$ 5,000		Project expected to begin:		Q1: Oct-Dec X	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
Description of Item(s) or Project: Replacement of Taser ECD devices for officers.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	5,000	5,000	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS: Current Tasers are 10 years old and no longer supported. Purchase is final part of multi-year project.							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department	Public Works/Parks	Project Name:	Replace Christmas Tree				
Fund							
PROJECT STATUS				Project Rating & Effective Year(s)			
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X					1	4/26/2016	2016-2017
Cost Estimate \$		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
\$ 17,503				X			
Description of Item(s) or Project:					Our current artifical Christmass Tree will have met its life expectancy.		
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 17,503	\$ 17,503	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 17,503	\$ 17,503	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	17,503	17,503	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 17,503	\$ 17,503	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Public Works/Parks		Project Name:		Replace Memorial Park Lights	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X					1	4/26/2016	2016-2017
Cost Estimate \$ 8,000		Project expected to begin:		Q1: Oct-Dec X	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
Description of Item(s) or Project: Memorial Park lights are damaged and require replacement.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	8,000	8,000	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	-	-	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Public Works/Parks		Project Name:		Water Fountains at Bayfront Park	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X					1	4/26/2016	2016-2017
Cost Estimate \$ 7,000		Project expected to begin:		Q1: Oct-Dec X	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
Description of Item(s) or Project:							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	7,000	7,000	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Public Works/Streets		Project Name:		96th Street Median Renovation	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X						4/26/2016	2016-2017
Cost Estimate \$		85,000		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar
						X	Q3: Apr-Jun
						Q4: Jul-Sep	
Description of Item(s) or Project: This is an on-going project to renovate the medians on 96th Street.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 85,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 85,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	85,000	85,000	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	-	-	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 85,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Public Works/Streets			Project Name:		Public Works Renovation		
Fund									
PROJECT STATUS						Project Rating & Effective Year(s)			
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year		
					1	4/26/2016	2016-2017		
Cost Estimate \$		20,000		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
				X					
Description of Item(s) or Project:				Public Works is in need of renovations. This is a partial allocation for a future purchase of an office trailer and other upgrades.					
FUNDING SOURCES & SCHEDULE (000'S)									
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021			
General Fund Capital Outlay	\$ 110,000	\$ 20,000	\$ 50,000	\$ 20,000	\$ 20,000	\$ -			
Enterprise Fund: Stormwater	-	-	-	-	-	-			
Enterprise Fund: Sanitation	-	-	-	-	-	-			
ISF: Fleet Maintenance	-	-	-	-	-	-			
Grants	-	-	-	-	-	-			
Other	-	-	-	-	-	-			
TOTAL	\$ 110,000	\$ 20,000	\$ 50,000	\$ 20,000	\$ 20,000	\$ -			
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000									
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021			
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Site Work Improvement	-	-	-	-	-	-			
Construction	-	-	-	-	-	-			
Furnishings/Equipment	-	-	-	-	-	-			
Vehicles	-	-	-	-	-	-			
Building	110,000	20,000	50,000	20,000	20,000	-			
TOTAL	\$ 110,000	\$ 20,000	\$ 50,000	\$ 20,000	\$ 20,000	\$ -			
OPERATING BUDGET IMPACT (000'S)					GENERAL INFORMATION				
	1st Year	2nd Year	3rd Year		Project Approval Date _____				
Personnel Costs	\$ -	\$ -	\$ -						
Operating Expenses	-	-	-						
NET OPERATING IMPACT	\$ -	\$ -	\$ -		PROJECT COST (000'S)		\$ -		
COMMENTS:									

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Public Works/Streets		Project Name:		Repair Damaged Walls	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X						4/26/2016	2016-2017
Cost Estimate \$		20,000		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar
						X	
Description of Item(s) or Project:		Funding to repair or replace walls throughout the Village.					
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	20,000	20,000	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	-	-	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department	Public Works/Streets	Project Name:	Replace Public Works Compound lights					
Fund								
PROJECT STATUS				Project Rating & Effective Year(s)				
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year	
					1	4/26/2016	2016-2017	
Cost Estimate \$		3,160	Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
			X					
Description of Item(s) or Project:					The lights at Public Works will have met their life expectancy. They will be replaced with LED type fixtures.			
FUNDING SOURCES & SCHEDULE (000'S)								
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021		
General Fund Capital Outlay	\$ 3,160	\$ 3,160	\$ -	\$ -	\$ -	\$ -		
Enterprise Fund: Stormwater	-	-	-	-	-	-		
Enterprise Fund: Sanitation	-	-	-	-	-	-		
ISF: Fleet Maintenance	-	-	-	-	-	-		
Grants	-	-	-	-	-	-		
Other	-	-	-	-	-	-		
TOTAL	\$ 3,160	\$ 3,160	\$ -	\$ -	\$ -	\$ -		
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000								
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021		
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Site Work Improvement	3,160	3,160	-	-	-	-		
Construction	-	-	-	-	-	-		
Furnishings/Equipment	-	-	-	-	-	-		
Vehicles	-	-	-	-	-	-		
Other	-	-	-	-	-	-		
TOTAL	\$ 3,160	\$ 3,160	\$ -	\$ -	\$ -	\$ -		
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION				
	1st Year	2nd Year	3rd Year	Project Approval Date _____				
Personnel Costs	\$ -	\$ -	\$ -					
Operating Expenses	-	-	-					
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -		
COMMENTS:								

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Public Works/Streets		Project Name:		Village Hall Renovation	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X					1	4/26/2016	2016-2017
Cost Estimate \$ 50,000		Project expected to begin:		Q1: Oct-Dec X	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
Description of Item(s) or Project: A continuing project to renovate Village Hall.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	-	-	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Building	50,000	50,000	-	-	-	-	
TOTAL	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year				
Personnel Costs	\$ -	\$ -	\$ -	Project Approval Date _____			
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Recreation/Athletics		Project Name:		Purchase Golf Cart		
Fund								
PROJECT STATUS					Project Rating & Effective Year(s)			
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year	
		X			1	4/16/2016	2017	
Cost Estimate \$		5,500		Project expected to begin:	Q1: Oct-Dec	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
						X		
Description of Item(s) or Project:				Additional Golf Cart needed for the FH and CC access to and from all facilities on Rec Campus and availability to move equipment and use cart for special events and transporting patrons in emergency situations.				
FUNDING SOURCES & SCHEDULE (000'S)								
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021		
General Fund Capital Outlay	\$ 5,500	\$ 5,500	\$ -	\$ -	\$ -	\$ -		
Enterprise Fund: Stormwater	-	-	-	-	-	-		
Enterprise Fund: Sanitation	-	-	-	-	-	-		
ISF: Fleet Maintenance	-	-	-	-	-	-		
Grants	-	-	-	-	-	-		
Other	-	-	-	-	-	-		
TOTAL	\$ 5,500	\$ 5,500	\$ -	\$ -	\$ -	\$ -		
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000								
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021		
Planning, Design, Permitting	\$ -	0	\$ -	\$ -	\$ -	\$ -		
Site Work Improvement	-	-	-	-	-	-		
Construction	-	-	-	-	-	-		
Furnishings/Equipment	5,500	\$ 5,500	-	-	-	-		
Vehicles	-	-	-	-	-	-		
Other	-	-	-	-	-	-		
TOTAL	\$ 5,500	\$ 5,500	\$ -	\$ -	\$ -	\$ -		
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION				
	1st Year	2nd Year	3rd Year	Project Approval Date _____				
Personnel Costs	\$ -	\$ -	\$ -					
Operating Expenses	-	-	-					
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -		
COMMENTS:								

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Fund / Department		Recreation/Athletics		Project Name:		Install Constitution Park Fencing	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
	x				1	4/17/2016	FY17
Cost Estimate \$		30,000		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar
						x	Q3: Apr-Jun
						Q4: Jul-Sep	
Description of Item(s) or Project: Install a 3 foot fence around Constitution park to provide a safer playing environment for expanding programming and utilization.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 30,000	\$ 30,000	\$ -		\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	0	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	30,000	\$ 30,000	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	-	-	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S) \$ -			
COMMENTS: The increase in athletic programs and participation has forced Athletics to utilize constitution park. Installing a 3 foot fence will provide a safer playing environment by containing the park participants and preventing vehicles from driving into the park.							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Recreation/Aquatics		Project Name:		Replace Concession Stand Shutters	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
	X				1	4/20/2016	17
Cost Estimate \$ 14,000		Project expected to begin:		Q1: Oct-Dec X	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
Description of Item(s) or Project:				Replace roll-up shutters around Concession Stand. These shutters were not intended to be opened & closed daily. As a result, the shutters, as well as the opening & closing mechanisms are continually breaking & need to be repaired.			
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 14,000	\$ 14,000	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 14,000	\$ 14,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	-	-	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Buildings	14,000	14,000	-	-	-	-	
TOTAL	\$ 14,000	\$ 14,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Recreation/Aquatics		Project Name:		Replace Lifeguard Stands	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
	X				1	4/20/2016	2017
Cost Estimate \$		9,000		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar
				X		Q3: Apr-Jun	Q4: Jul-Sep
Description of Item(s) or Project:				Replace all 3 Lifeguard stands at Shipwreck Cove. They have been repaired many times and are unstable.			
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 9,000	\$ 9,000	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 9,000	\$ 9,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	9,000	9,000	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 9,000	\$ 9,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Fund / Department		Recreation/Aquatics		Project Name:		Replace (4) 20' Sunbrella Tops	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
x					1	4/15/2016	FY17
Cost Estimate		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
\$6,800					x		
Description of Item(s) or Project: Replace 4 of Shipwreck Cove's 20' sunbrella tops.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 6,800	\$ 6,800	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 6,800	\$ 6,800	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	0	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	6,800	\$ 6,800	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 6,800	\$ 6,800	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS: Several of the existing tops are faded or torn due to exposure to the sun and wind. Purchasing 4 tops will replace two torn tops and provide two for backups.							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Recreation/Aquatics		Project Name:		Retile Office Shower	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
	X				1	4/20/2016	17
Cost Estimate \$		5,000		Project expected to begin:	Q1: Oct-Dec X	Q2: Jan-Mar	Q3: Apr-Jun
					Q4: Jul-Sep		
Description of Item(s) or Project:				Retile office bathroom shower pan, wall, repair leaks and tile floor. Tiles have warped from previous leaks and are lifting. Also, staining has occurred to the VCT floor in the bathroom.			
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	0	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	-	-	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Buildings	5,000	5,000	-	-	-	-	
TOTAL	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Public Works/LOGT		Project Name:		Replace 109th Street Median Lights	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X					1	4/26/2016	2016-2017
Cost Estimate \$ 15,000		Project expected to begin:		Q1: Oct-Dec X	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
Description of Item(s) or Project: Median lights are damaged and require replacement.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
LOGT	15,000	15,000	-	-	-	-	
TOTAL	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	15,000	15,000	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	-	-	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Public Works/CITT		Project Name:		Install Decorative Street Name Signs	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X						4/26/2016	2016-2017
Cost Estimate \$ 100,000		Project expected to begin:		Q1: Oct-Dec X	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
Description of Item(s) or Project:				Continue with decorative street name sign installation throughout the Village.			
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
CITT	200,000	100,000	100,000.00	-	-	-	
TOTAL	\$ 200,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	200,000	100,000	100,000	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	-	-	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 200,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Public Works/CITT		Project Name:		Replace Sidewalks	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X						4/26/2016	2016-2017
Cost Estimate \$		85,000		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar
				X		Q3: Apr-Jun	Q4: Jul-Sep
Description of Item(s) or Project: Replace sidewalks that have been damaged by Village street tree roots.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
CITT	85,000	85,000	-	-	-	-	
TOTAL	\$ 85,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	85,000	85,000	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	-	-	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 85,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Building Department		Project Name:		Upgrade Permitting Program	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
	x						
Cost Estimate \$		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
\$ 131,921				x			
Up-Grade Permitting Program (EnerGov)							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Special Purpose Revenue Fund	131,921	131,921	-	-	-	-	
TOTAL	\$ 131,921	\$ 131,921	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	-	-	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	131,921	131,921	-	-	-	-	
TOTAL	\$ 131,921	\$ 131,921	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS: According to the cost estimates provided from our vendors the total cost for the improvement of the EnerGov permitting system will not exceed \$131,921.00. In order to purchase the new program the building department will use funds available from the 161 Fund.							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department	Public Works/Sanitation	Project Name:	Gas Pump Island Renovation				
Fund							
PROJECT STATUS				Project Rating & Effective Year(s)			
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X					1	4/26/2016	2016-2017
Cost Estimate \$		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
\$ 30,000				X			
Description of Item(s) or Project:					The gas pump island at Public Works in in need of renovation with new lighting and new pumps.		
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	30,000	30,000	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	30,000	30,000	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Public Works/Sanitation		Project Name:		Replace Public Works Generator	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X						4/26/2016	2016-2017
Cost Estimate \$ 135,000		Project expected to begin:		Q1: Oct-Dec X	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
Description of Item(s) or Project:							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	135,000	135,000	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 135,000	\$ 135,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	135,000	135,000	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 135,000	\$ 135,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Public Works/Sanitation		Project Name:		Replace Variable Message Board	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X					5	4/26/2016	2016-2017
Cost Estimate \$		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
\$ 17,824				X			
Description of Item(s) or Project: Our current VMS will have met its life expectancy.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	17,824	17,824	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 17,824	\$ 17,824	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	17,824	17,824	-	-	-	-	
Vehicles	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 17,824	\$ 17,824	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Public Works/Sanitation		Project Name:		Replace Vehicle #0102 (Code Enforcement)	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X						4/26/2016	2016-2017
Cost Estimate \$		35,000		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar
				X		Q3: Apr-Jun	Q4: Jul-Sep
Description of Item(s) or Project: Vehicle 0102 and will have met their life expectancy and will be replaced with Hybred vehicles.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	35,000	35,000	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	-	-	-	-	-	-	
Vehicles	35,000	35,000	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Public Works/Sanitation		Project Name:		Replace Vehicle #0201 F-250 Pick-Up	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X						4/26/2016	2016-2017
Cost Estimate \$		30,000		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar
				X		Q3: Apr-Jun	Q4: Jul-Sep
Description of Item(s) or Project: Vehicle 0201 will have met its life expectancy.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	30,000	30,000	-	-	-	-	
ISF: Fleet Maintenance	-	-	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	-	-	-	-	-	-	
Vehicles	30,000	30,000	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department		Public Works/Fleet		Project Name:		Replace (2) Police Cars	
Fund							
PROJECT STATUS					Project Rating & Effective Year(s)		
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year
X					1	4/26/2016	2016-2017
Cost Estimate \$		68,000		Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar
						X	Q3: Apr-Jun
						Q4: Jul-Sep	
Description of Item(s) or Project: 4 Police Vehicles will have met their life expectancy.							
FUNDING SOURCES & SCHEDULE (000'S)							
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
General Fund Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Enterprise Fund: Stormwater	-	-	-	-	-	-	
Enterprise Fund: Sanitation	-	-	-	-	-	-	
ISF: Fleet Maintenance	68,000	68,000	-	-	-	-	
Grants	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 68,000	\$ 68,000	\$ -	\$ -	\$ -	\$ -	
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000							
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Site Work Improvement	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	
Furnishings/Equipment	-	-	-	-	-	-	
Vehicles	68,000	68,000	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL	\$ 68,000	\$ 68,000	\$ -	\$ -	\$ -	\$ -	
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION			
	1st Year	2nd Year	3rd Year	Project Approval Date _____			
Personnel Costs	\$ -	\$ -	\$ -				
Operating Expenses	-	-	-				
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -	
COMMENTS:							

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department	Public Works/Fleet	Project Name:	Replace Vehicle #T6			
Fund						
PROJECT STATUS						
Existing Program	Program Improvement	New Program	Deferred Program			
X						
Project Rating & Effective Year(s)						
Priority (1-5); Rating	Submittal date	Effective year				
1	4/26/2016	2016-2017				
Cost Estimate \$ 7,000		Project expected to begin:				
		Q1: Oct-Dec X	Q2: Jan-Mar			
		Q3: Apr-Jun	Q4: Jul-Sep			
Description of Item(s) or Project: Trailer T6 will have met its life expectancy. T6 is an 18' trailer, it will be replaced by a 16' trailer.						
FUNDING SOURCES & SCHEDULE (000'S)						
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
General Fund Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enterprise Fund: Stormwater	-	-	-	-	-	-
Enterprise Fund: Sanitation	-	-	-	-	-	-
ISF: Fleet Maintenance	7,000	7,000	-	-	-	-
Grants	-	-	-	-	-	-
Other	-	-	-	-	-	-
TOTAL	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000						
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Site Work Improvement	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Furnishings/Equipment	-	-	-	-	-	-
Vehicles	7,000	7,000	-	-	-	-
Other	-	-	-	-	-	-
TOTAL	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION		
	1st Year	2nd Year	3rd Year	Project Approval Date _____		
Personnel Costs	\$ -	\$ -	\$ -			
Operating Expenses	-	-	-			
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -
COMMENTS:						

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department	Public Works/Fleet	Project Name:	Replace Vehicle #172 - Turf Truck					
Fund								
PROJECT STATUS				Project Rating & Effective Year(s)				
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year	
X					1	4/26/2016	2016-2017	
Cost Estimate \$		21,000	Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
			X					
Description of Item(s) or Project:					Vehicle 172 a 2002 vehicle will have met its life expectancy.			
FUNDING SOURCES & SCHEDULE (000'S)								
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021		
General Fund Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Enterprise Fund: Stormwater	-	-	-	-	-	-		
Enterprise Fund: Sanitation	-	-	-	-	-	-		
ISF: Fleet Maintenance	\$ 21,000	\$ 21,000	-	-	-	-		
Grants	-	-	-	-	-	-		
Other	-	-	-	-	-	-		
TOTAL	\$ 21,000	\$ 21,000	\$ -	\$ -	\$ -	\$ -		
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000								
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021		
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Site Work Improvement	-	-	-	-	-	-		
Construction	-	-	-	-	-	-		
Furnishings/Equipment	-	-	-	-	-	-		
Vehicles	21,000	21,000	-	-	-	-		
Other	-	-	-	-	-	-		
TOTAL	\$ 21,000	\$ 21,000	\$ -	\$ -	\$ -	\$ -		
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION				
	1st Year	2nd Year	3rd Year	Project Approval Date _____				
Personnel Costs	\$ -	\$ -	\$ -					
Operating Expenses	-	-	-					
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -		
COMMENTS:								

MIAMI SHORES VILLAGE
Capital Improvement Project Detail Sheet
For Fiscal Year 2017 - 2021

Department	Public Works/Fleet	Project Name:	Replace Vehicle #9768 - Box Truck					
Fund								
PROJECT STATUS				Project Rating & Effective Year(s)				
Existing Program	Program Improvement	New Program	Deferred Program	Deleted Program	Priority (1-5); Rating	Submittal date	Effective year	
X					1	4/26/2016	2016-2017	
Cost Estimate \$		44,838	Project expected to begin:		Q1: Oct-Dec	Q2: Jan-Mar	Q3: Apr-Jun	Q4: Jul-Sep
			X					
Description of Item(s) or Project:					Vehicle 9768 will have met its life expectancy.			
FUNDING SOURCES & SCHEDULE (000'S)								
Funding Source	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021		
General Fund Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Enterprise Fund: Stormwater	-	-	-	-	-	-		
Enterprise Fund: Sanitation	-	-	-	-	-	-		
ISF: Fleet Maintenance	\$ 44,838	\$ 44,838	-	-	-	-		
Grants	-	-	-	-	-	-		
Other	-	-	-	-	-	-		
TOTAL	\$ 44,838	\$ 44,838	\$ -	\$ -	\$ -	\$ -		
EXPENDITURE SCHEDULE (000'S): do not use less than \$5000								
Cost	TOTAL	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021		
Planning, Design, Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Site Work Improvement	-	-	-	-	-	-		
Construction	-	-	-	-	-	-		
Furnishings/Equipment	-	-	-	-	-	-		
Vehicles	44,838	44,838	-	-	-	-		
Other	-	-	-	-	-	-		
TOTAL	\$ 44,838	\$ 44,838	\$ -	\$ -	\$ -	\$ -		
OPERATING BUDGET IMPACT (000'S)				GENERAL INFORMATION				
	1st Year	2nd Year	3rd Year	Project Approval Date _____				
Personnel Costs	\$ -	\$ -	\$ -					
Operating Expenses	-	-	-					
NET OPERATING IMPACT	\$ -	\$ -	\$ -	PROJECT COST (000'S)		\$ -		
COMMENTS:								

CAPITAL PROJECTS

Services, Functions and Activities

The **FY 2017-2021 Capital Improvement Plan (CIP)** represents department requests for capital equipment and projects valued at more than \$5,000 with a life expectancy of at least three years. The purpose of the CIP is to establish a long term plan of proposed capital expenditures with the means and methods of financing. The Village is required to adopt a five-year comprehensive plan in order to comply with state requirements.

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

The Proposed Budget is divided into each funding year and identifies the following: 1) project or program description; 2) the department submitting the request; 3) the division that will benefit from the investment; and, 4) the cost of the project by funding source. For the five-year period scheduled to begin on October 1, 2016 and continue through September 30, 2021, **\$26,262,971** is planned for investment in Village assets and infrastructure as follows:

FISCAL YEAR	REQUESTED
2016-2017	\$ 1,824,879
2017-2018	\$ 21,641,092
2018-2019	\$ 1,332,000
2019-2020	\$ 860,000
2020-2021	\$ 605,000
TOTAL	\$ 26,262,971

DEPARTMENT	FIVE-YEAR TOTAL
Building	\$ 131,921
Finance	\$ 75,000
Library	\$ 730,333
Police	\$ 253,000
Public Works	\$ 4,821,917
Recreation	\$ 20,250,800
TOTAL	\$ 26,262,971

Capital Project Master List
 FY2017 thru FY2021
 by Fund

Project Description	Dept	FY 2017	Source
FINANCE			
Computer Technology	NON	75,000	GEN
		\$ 75,000	
LIBRARY			
Library Addition	LIB	350,000	GEN - FB
Provide Wireless Printing to Patrons	LIB	3,333	GEN
Replace/Add New Lighting and Signage	LIB	5,000	GEN
		\$ 358,333	
POLICE			
Replace Current A/C Units (1/2)	POL	20,000	GEN
Replacement of (2) Police K-9's	POL	28,000	GEN
Replace Windows with Impact Resistant Windows (1/3)	POL	60,000	GEN
Taser ECD Replacement	POL	5,000	GEN
		\$ 113,000	
PUBLIC WORKS			
Replace Christmas Tree	PW:1201	17,503	GEN
Replace Memorial Park Lights	PW:1201	8,000	GEN
Water Fountains at Bayfront Park	PW:1201	7,000	GEN
96th Street Median Renovation	PW:1202	85,000	GEN
Public Works Renovation (1/4)	PW:1202	20,000	GEN
Repair Damaged Walls	PW:1202	20,000	GEN
Replace Public Works Compound Lights	PW:1202	3,160	GEN
Village Hall Renovation	PW:1202	50,000	GEN
		\$ 210,663	
RECREATION			
Purchase Golf Cart	REC-1402	5,500	GEN
Install Fencing around Constitution Park	REC-1402	30,000	GEN
Replace Concession Stand Shutters	REC-1405	14,000	GEN
Replace Lifeguard Stands	REC-1405	9,000	GEN
Replace (4) Shipwreck Cove Sunbrella Tops	REC-1405	6,800	GEN
Retile Office Shower	REC-1405	5,000	GEN
		\$ 70,300	

Capital Project Master List
 FY2017 thru FY2021
 by Fund

Project Description	Dept	FY 2017	Source
LOCAL OPTION GAS TAX FUND (F. 130)			
Replace 109th Street Median Lights	PW: Sts	15,000	LOGT - FB
		\$ 15,000	
CITT FUND (F. 135)			
Installation of Decorative Street Name Signs	PW: CITT	100,000	CITT
Replace Sidewalks	PW: CITT	85,000	CITT
		\$ 185,000	
SPECIAL PURPOSE REVENUE FUND (F. 161)			
Upgrade Permitting Program (EnerGov)	BLDG	131,921	SPR - FB
		\$ 131,921	
BROCKWAY MEMORIAL EXPANSION FUND (F. 164)			
Library Addition	LIB	277,000	BME - FB
		\$ 277,000	
SANITATION FUND (F. 405)			
Gas Pump Island Renovation	PW:SAN	30,000	SAN - FB
Replace Public Works Generator	PW:SAN	135,000	SAN - FB
Replace Variable Message Board	PW:SAN	17,824	SAN - FB
Replace Vehicle #0102 (Code Enforcement)	PW:SAN	35,000	SAN - FB
Replace Vehicle #0201 F-250 Pick-Up	PW:SAN	30,000	SAN - FB
		\$ 247,824	
FLEET MAINTENANCE FUND (F. 550)			
Replace (2) Police Cars	PW:FF	68,000	FF - FB
Replace Vehicle #T6	PW:FF	7,000	FF - FB
Replace Vehicle #172 - Turf Truck	PW:FF	21,000	FF - FB
Replace Vehicle #9768 - Box Truck	PW:FF	44,838	FF - FB
		\$ 140,838	
TOTAL: ALL DEPARTMENTS		\$ 1,824,879	

Capital Project Master List
 FY2017 thru FY2021
 by Fund

Project Description	Dept	FY 2018	Fund Source
POLICE			
Replace Current A/C Units (2/2)	POL	20,000	GEN
Replace Windows with Impact Resistant Windows (2/3)	POL	60,000	GEN
		\$ 80,000	
PUBLIC WORKS			
Replace Optimist Park Lights	PW:1201	3,600	GEN
Public Works Renovation (2/4)	PW:1202	50,000	GEN
Replace Vehicle #178 - Recreation Tractor	PW:1204	32,000	GEN
		\$ 85,600	
RECREATION			
Install Irrigation System at Constitution Park	REC-1402	8,500	GEN
Construct New Community Center	REC-1403	20,000,000	BOND
Replace Aquatic Center Sound System	REC-1405	15,000	GEN
Resurface Shipwreck Cove	REC-1405	40,000	GEN
Upgrade Spa Strantrol System	REC-1405	9,000	GEN
		\$ 20,072,500	
CITT FUND (F. 135)			
Installation of Decorative Street Name Signs	PW: CITT	100,000	CITT
		\$ 100,000	
GRANT FUND (F. 150)			
Install Shared Multimodal Improvements	GRANT	594,992	GRANT
		\$ 594,992	
SANITATION FUND (F. 405)			
Replace Vehicle #9553 - High Sided Dump Truck	PW:SAN	100,000	SAN
Replace Vehicle #9558 - Low Sided International Truck	PW:SAN	100,000	SAN
		\$ 200,000	
FLEET MAINTENANCE FUND (F. 550)			
Replace Air Compressor	PW:FF	25,000	FF
Replace (3) Detective Cars & (4) Marked Police Cars	PW:FF	240,000	FF
Replace Vehicle #0109 - Chipper	PW:FF	28,000	FF
Replace Vehicle #0703 - Bucket Truck	PW:FF	145,000	FF
Replace Vehicle #0710 - Stump Grinder	PW:FF	40,000	FF
Replace Vehicle #0711 - F250 Crew Cab Pick-Up Truck	PW:FF	30,000	FF
		\$ 508,000	
TOTAL: ALL DEPARTMENTS		\$21,641,092	

Capital Project Master List
 FY2017 thru FY2021
 by Fund

Project Description	Dept	FY 2019	Fund Source
LIBRARY			
Upgrade Library Software & Accompanying Required Hardware	LIB	95,000	GEN
		\$ 95,000	
POLICE			
Replace Windows with Impact Resistant Windows (3/3)	POL	60,000	GEN
		\$ 60,000	
PUBLIC WORKS			
Public Works Renovation (3/4)	PW:1202	20,000	GEN
Replace Vehicle #0401 - Village Hall Generator	PW:1202	50,000	GEN
		\$ 70,000	
RECREATION			
Laser Level Athletics Sports Field	REC-1402	75,000	GEN
Replace Pool Deck Equipment (Chairs, Lounges & Tables)	REC-1405	13,000	GEN
Retile Pool Office	REC-1405	20,000	GEN
		\$ 108,000	
LOCAL OPTION GAS TAX FUND (F. 130)			
Replace Vehicle #0703 - Bucket Truck	PW: Sts	100,000	LOGT
		\$ 100,000	
SANITATION FUND (F. 405)			
Replace (1) Trash Truck	PW:SAN	120,000	SAN
Replace Vehicle #3148 - Garbage Truck	PW:SAN	275,000	SAN
Replace Vehicle #3150 - Recycling Truck	PW:SAN	275,000	SAN
		\$ 670,000	
FLEET MAINTENANCE FUND (F. 550)			
Replace (4) Marked Police Cars	PW:FF	128,000	FF
Replace (16) Small Generators	PW:FF	16,000	FF
Replace Vehicle #0402 (Code Enforcement)	PW:FF	35,000	FF
Replace Vehicle #0601 - F250 Pick-up Truck	PW:FF	30,000	FF
Replace Vehicle #174 - Smithco Groom Master	PW:FF	20,000	FF
		\$ 229,000	
TOTAL: ALL DEPARTMENTS		\$ 1,332,000	

Capital Project Master List
 FY2017 thru FY2021
 by Fund

Project Description	Dept	FY 2020	Fund Source
PUBLIC WORKS			
Public Works Renovation (4/4)	PW:1202	20,000	GEN
Replace Pick-Up	PW:1202	35,000	GEN
Replace Vehicle #0401 - Village Hall Generator	PW:1202	50,000	GEN
		\$ 105,000	
LOCAL OPTION GAS TAX FUND (F. 130)			
Replace Vehicle #0532 - Street Sweeper	PW: Sts	80,000	LOGT
		\$ 80,000	
STORMWATER FUND (F. 402)			
Replace Bayshore Drive Generator & Pumps	PW:SW	220,000	STW
		\$ 220,000	
SANITATION FUND (F. 405)			
Replace Vehicle #34 - Skid Loader	PW:SAN	65,000	SAN
Replace Vehicle #0318 - Backhoe	PW:SAN	130,000	SAN
Replace Vehicle #1010 - Trash Truck	PW:SAN	150,000	SAN
		\$ 345,000	
FLEET MAINTENANCE FUND (F. 550)			
Replace (4) Marked Police Vehicles	PW:FF	110,000	FF
		\$ 110,000	
TOTAL: ALL DEPARTMENTS		\$ 860,000	

Capital Project Master List
 FY2017 thru FY2021
 by Fund

Project Description	Dept	FY 2021	Fund Source
LOCAL OPTION GAS TAX FUND (F. 130)			
Replace Vehicle #1150 - Water Truck	PW: Sts	130,000	LOGT
		\$ 130,000	
SANITATION FUND (F. 405)			
Purchase Pick-Up Truck	PW:SAN	35,000	SAN
Replace Vehicle #1110 - Trash Truck	PW:SAN	155,000	SAN
		\$ 190,000	
FLEET MAINTENANCE FUND (F. 550)			
Replace (4) Police Cars	PW:FF	120,000	FF
Replace Police Generator	PW:FF	75,000	FF
Replace Variable Message Sign	PW:FF	20,000	FF
Replace Vehicle #0712 - Chipper	PW:FF	35,000	FF
Replace Vehicle #1101 - Pick-Up Truck	PW:FF	35,000	FF
		\$ 285,000	
TOTAL: ALL DEPARTMENTS		\$ 605,000	

GLOSSARY OF FUNDS & KEY TERMS

General Fund: The balanced group of accounts used to record all financial resources except those required to be recorded and accounted for in another fund. The General Fund is normally used to record day-to-day operating activities.

Special Revenue Fund: A group of self-balancing accounts where revenues and expenditures are identified for specific and/or restricted uses. Financial activity reported in this fund includes excise Tax proceeds, Local Option Gas Tax proceeds, Half – cent Transportation Tax proceeds, Grant activities, and, when necessary, hurricane or storm related costs.

Capital Projects Fund: A group of accounts used to record the costs (or use of financial resources) for the acquisition or construction of major capital facilities or infrastructure, except those transactions specifically related to proprietary (or enterprise), special assessments, or expendable trust funds. Qualified transactions must be valued at least \$1,000 and have a life expectancy of a minimum of 3 years. All assets valued over \$5,000 are subject to depreciation.

Debt Service Fund: A group of self-balancing funds established to record the accumulation of resources (cash) and corresponding disbursements for the payment of general obligation bond principal and interest costs, and other long-term financing.

Enterprise (or Proprietary) Fund(s): A group of segregated accounts, grouped together to record the costs (whether direct or indirect) for operations financed and operated in the same or similar manner as a private business. The concept of an enterprise fund is that it is an on-going concern and does not legally or formally require legislative authority to operate –except to determine and set up fees. Unlike the general fund, enterprise funds are recorded using the full-accrual method of accounting meaning that revenues are recorded as earned, whether or not received and expenses are recorded as incurred, whether or not paid. Enterprise Funds also include depreciation charges to accumulate Replacement Funds.

Excise Tax Fund: This fund records utility and franchise fees pledged for repayment of debt service to meet loan requirements. Revenues are then transferred to the General Fund as unrestricted revenues.

Internal Service Funds: Individual groups of accounts established to record the financing of goods or services provided by one village division to another. Funding (or the revenue portion) for these funds are based upon cost allocation schedules. The Village uses Internal Service Funds to centralize costs for insurance and fleet. These type funds record all transactions using the full accrual accounting method including depreciation.

Expendable Trust or Agency Fund: Individual groups of funds and accounts used to segregate specific dollars or assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, or other governmental units and/or funds. Included in this category are the Law Enforcement Training Trust Fund and Pension Fund.



Ad Valorem Taxes: Taxes paid on the assessed value of land, buildings and personal properties including business inventory and equipment as determined by the Miami-Dade County Property Appraisers Office. The ad valorem taxes represent the largest source of revenues for general operations and are used to support the general operations and debt service obligations of the Village. (Cross reference “Property Taxes” and “Millage Rate”).

Appropriation: Monies, funds or dollars allocated and authorized by the Village Council for specifically designated purposes.

Bond Funds: Proceeds from the sale of general obligation or revenue bonds for the construction of capital facilities. (Cross reference Capital Projects Fund to which bond funds are occasionally referred).

Budget: A balanced fiscal plan for programs, services and construction projects funded within available resource limits during a specific period of time - usually one year. A Balanced Budget is legislatively mandated by Florida State Statute Section 200.065 for the General and Special Revenue Funds each fiscal year.

GLOSSARY OF FUNDS & KEY TERMS - Continued

Fiscal Year: A 365-day period of time during which operations are recorded. Under statutory provisions, the fiscal year for Miami Shores Village is October 1 through September 30.

Fund: A self-balancing group of accounts treated as an entity to meet legal requirements of Generally Accepted Accounting Principals commonly referred to as “GAAP”.

Fund Balance: The Equity position or Net Worth of the general, special revenue and trust funds resulting from the residual cash balance accumulated through the excess of revenues over expenditures from operations. *(Cross reference to “retained earnings” to explain equity positions of proprietary funds).*

Half-Cent Transportation Surtax: Effective January 1, 2003, a new ½-cent tax on products sold in Miami-Dade County, proceeds of which are accumulated and a portion of which is distributed to participating municipalities. Receipts in this fund must be used to promote, enhance, maintain and /or expand transportation and transportation-related activities in the community. Proposed budgets are submitted to the Miami-Dade Transit Authority by the Village by June 1st of each year. The proposed budgets are reviewed and considered by a community board. Once approved, the Village receives proceeds on a monthly basis.

Local Government 1/2-cent Sales Taxes: The value of a state-imposed \$0.005 (1/2-cent tax levy collected on all taxable sales state wide which is subsequently allocated to all Counties then apportioned to the local taxing authorities within the counties’ jurisdiction based upon the population of the municipality.

Local Option Gas Taxes: A two-part county-imposed levy on each gallon of motor fuel or other petroleum related products. The tax, levied with state approval, is comprised to two portions: a six-cent levy and a three-cent levy. These funds are restricted to repairs to roads, rights-of-ways, easements, sidewalks, streetlights, curbs and alleys. General provisions of this tax are defined in

Florida State Statute Section 206, and further defined by the Miami-Dade County Home Rule Charter.

Millage Rate: The value of one dollar (\$1.00) of tax for each \$1,000.00 of assessed value of tangible, real and personal properties as determined by the Miami-Dade County Property Appraisers Office on the first of each calendar year for the subsequent fiscal year.

Operating Budget: A balanced and consolidated fiscal plan to provide governmental programs and services for a single fiscal year.

Personnel costs: The total planned expenditures related to salaries, taxes, and fringe benefits including health insurance premiums, leave time (paid or unpaid), pension, compensatory time when applicable, worker’s compensation premiums, longevity, cost-of-living and merit increases.

Prior year encumbrances: Outstanding financial obligations of the Village to purchase goods and/or services which had not yet been paid at the end of any given fiscal period. It is not necessary to ascertain whether or not the product or service had been received, but that the obligation existed. The transaction to record the obligation is identified in each respective funds’ Reserved Fund Balance of Reserve Retained Earnings account, requiring re-appropriation in the subsequent fiscal budget. This procedure is required to conform with generally accepted accounting principles.

Property Tax: *(See Ad Valorem Taxes)* - Taxes paid on the assessed or “just” value of land, buildings, or personal property as determined by the Miami-Dade County Property Appraisers Office on January 1st of each year.

Retained Earnings: The accumulated income less the costs incurred during operations and/or transferred out of the funds, resulting in the fund’s net worth. As with Fund Balance, positive retained earnings may be used to accumulate surplus cash for renewal and replacement of the respective funds’ assets or may be used to offset deficit operations.

GLOSSARY OF FUNDS & KEY TERMS - Continued

Revenues: Income derived from taxes, fees and charges for use. In the broad sense, *revenue* refers to all government income regardless of source, used to fund operations.

Rolled-back Millage Rate or Levy: The value of a millage levy which will provide the same amount of property (or ad valorem) taxes as was collected in the previous year, adjusted for the increase or decrease in net property assessments as determined by the Miami-Dade County Property Appraisers' Office. Excluded in the calculation are new levies for construction in progress, additions or deletions to structures, deletions or additions to property resultant from mergers, acquisitions or annexation efforts involving the geographical boundaries of the Village.

State Revenue Sharing: Funds collected and distributed by the State Department of Revenue directly to municipalities and other taxing authorities throughout the state as determined in the respective distribution formulas. The revenues included in this class are the "sin taxes" and other non-petroleum or general sales tax based goods.