The Village of Biscayne Park
640 NE 114th St., Biscayne Park, FL 33161
Telephone: 305 899 8000 Facsimile: 305 891 7241

AGENDA
1st Public Hearing - FY 2016-17 Budget
Log Cabin - 640 NE 114th Street
Biscayne Park, FL 33161
Wednesday, September 14, 2016 at 6:30pm

Indicates back up documents are provided.

1 Call to Order

2 Roll Call

3 Pledge of Allegiance

4 Public Comments Related to Agenda Items

Comments from the public relating to topics that are on the agenda.

5 Ordinances - FIRST READING

5.a **Ordinance 2016-06**

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **ESTABLISHING THE 2016-17 MILLAGE RATE AT 9.70 MILS** FOR EACH $1,000 OF ASSESSED VALUATION UPON REAL AND PERSONAL PROPERTY WITHIN THE VILLAGE LIMITS OF THE VILLAGE OF BISCAYNE PARK; PROVIDING FOR AN EFFECTIVE DATE

5.b **Ordinance 2016-07**

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, **ADOPTING A BUDGET FOR FISCAL YEAR 2016-2017 FOR THE VILLAGE OF BISCAYNE PARK**, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE

6 Old Business

6.a Recreation Center programs/events review.

7 Announcements

Saturday, September 17th - Saturday Quarterly Trash Pick Up
Monday, September 19th - Planning & Zoning Board at 6:30pm
Wednesday, September 21st - Parks & Parkway Advisory Board at 7:00pm
Thursday, September 22nd - Crimewatch Meeting at 7:00pm
Tuesday, September 27th - 2nd Public Hearing FY 2016-17 Budget at 6:30pm

8 Adjournment

In accordance with the provisions of F.S. Section 286.0105, should any person seek to appeal any decision made by the Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record of the proceedings is made; which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation to participate in the proceedings should call Village Hall at (305) 899 8000 no later than four (4) days prior to the proceeding for assistance.

DECORUM - All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks, or who becomes boisterous while addressing the Commission, shall be barred from further audience before the Commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the Commission members present. No clapping, applauding, heckling or verbal outbursts in support or in opposition to a speaker or his/her remarks shall be permitted. No signs or placards shall be allowed in the Commission Chambers. Please mute or turn off your cell phone or pager at the start of the meeting. Failure to do so may result in being barred from the meeting. Persons exiting the Chamber shall do so quietly.

ORDINANCE NO. 2016-06

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, ESTABLISHING THE 2016-2017 MILLAGE RATE AT 9.70 MILS FOR EACH $1,000 OF ASSESSED VALUATION UPON REAL AND PERSONAL PROPERTY WITHIN THE VILLAGE LIMITS OF THE VILLAGE OF BISCAYNE PARK; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Village of Biscayne Park Commission received the Certificate of Taxable Value on real and personal property from the Miami-Dade County Property Appraiser who certified the gross taxable value for operating purposes to be $160,028,696.00; and

WHEREAS, pursuant to F.S. 200.065, the Village of Biscayne Park held two Public Hearings, the first on the 14th day of September, 2016, and the second on the 27th day of September 2016; and

WHEREAS, the millage rate was presented at both public hearings and all interested persons were given the opportunity to voice their comments.

NOW THEREFORE, be it resolved by the Village Commission of the Village of Biscayne Park, Florida, that:

Section 1. The FY 2016-17 operating millage rate for the Village of Biscayne Park is set at 9.70 mils per each $1,000 of assessed value, as certified by the Miami-Dade County Property Appraiser, as shown on the real and personal property assessment rolls for the 2016 calendar year, and which is 10.40% greater than the rolled-back rate of 8.7863 mils.

Section 2. The Village Clerk is hereby directed to forward a copy of this Ordinance to the Miami-Dade County Tax Collector; the State of Florida Department of Revenue and any other parties as required by law.

Section 3. The Ordinance shall take effect immediately upon its adoption.

The foregoing Ordinance was offered by _____, who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

PASSED AND ADOPTED upon first reading this ___ day of _____, 2016.

PASSED AND ADOPTED upon second reading this ___ day of _____, 2016.

The foregoing ordinance upon being put to a vote, the vote was as follows:

Mayor Coviello: ___
Vice Mayor Ross: ___
Commissioner Anderson: ___
Commissioner Jonas: ___
Commissioner Watts: ___

_____
David Coviello, Mayor

Attest:

_____
Maria C. Camara, Village Clerk

Approved as to form:

_____
John J. Hearn, Village Attorney

ORDINANCE NO. 2016-07

AN ORDINANCE OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, ADOPTING A BUDGET FOR FISCAL YEAR 2016-2017 FOR THE VILLAGE OF BISCAYNE PARK, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the 2016-2017 Budget for expenditures of the Village's funds and departments have been prepared by the Village Manager and submitted to the Village Commission; and

WHEREAS, said Budget, in conformity with the Village Charter requirements, have been filed with the Village Clerk and have been open for inspection by the public; and

WHEREAS, a public hearing has been held pursuant to notice published in a newspaper circulated in the Village wherein all interested persons were given the opportunity to voice their objections to any item listed in the Budget; now, therefore

BE IT ORDAINED by the Village Commission of the Village of Biscayne Park, Florida, as follows:

Section 1. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and hereby made a specific part of this Ordinance upon adoption hereof.

Section 2. The Budget, a copy of which is attached hereto and expressly made a part hereof, is hereby adopted and shall be in full force and effect for the Fiscal Year of the Village of Biscayne Park, Florida, commending on October 1, 2016, and terminated on September 30, 2017.

Section 3. There is hereby appropriated from the General Fund and other funds of the Village as set forth in detail in the Budget annexed hereto, for the uses, expenditures and fiscal

requirements of the several funds and departments of the Village, the sum designated in said Budget.

Section 4. The Budget for Fiscal Year 2016-2017 is attached hereto and made a specific part hereof as Exhibit "1". All as set forth in detail in said Budget is hereby approved and adopted and accepted as the Budget for the Village of Biscayne Park, Florida for the Fiscal Year 2016-2017.

Section 5. The provisions of this Ordinance shall not be deemed to be a limitation on the powers granted to the Village Commission by the Village Charter, which are related to the fiscal management of the Village's funds.

Section 6. From time to time, the Village Commission may transfer funds from one fund, account or department to another as the necessity for the same may occur without being required to amend the terms and provisions of this Ordinance.

Section 7. All ordinances or parts of ordinances and resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 8. If any clause, section, or other part or application of this ordinance shall be held by a court of competent jurisdiction to be unconstitutional or invalid such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the validity of the remaining portions or applications remaining in full force or effect.

Section 9. This Ordinance shall become effective immediately upon its passage and adoption.

The foregoing Ordinance was offered by _____, who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

PASSED AND ADOPTED upon first reading this ___ day of _____, 2016.

PASSED AND ADOPTED upon second reading this ___ day of _____, 2016.

The foregoing ordinance upon being put to a vote, the vote was as follows:

Mayor Coviello: ___
Vice Mayor Ross: ___
Commissioner Anderson: ___
Commissioner Jonas: ___
Commissioner Watts: ___

_____
David Coviello, Mayor

Attest:

_____
Maria C. Camara, Village Clerk

Approved as to form:

_____
John J. Hearn, Village Attorney

Fiscal Year 2016-17 Annual Budget

Presented September 14, 2016 – 1st Budget Hearing

Village Commission

Mayor David Coviello
Commissioner Robert "Bob" Anderson
Commissioner Fred Jonas
Commissioner Roxanna Ross
Commissioner Barbara Watts

Administrative Personnel

Maria C. Camara, Interim Village Manager / Village Clerk
Cornelius McKenna, Chief of Police
Claude Charles, Finance Manager
Shelecia Bartley, Parks & Recreation Manager
John J. Hearn, Village Attorney

Budget Message

We are pleased to provide you with the recommended Fiscal Year 2016-2017 Annual Budget for the Village of Biscayne Park. This budget is a financial plan that is based on an organizational mission that looks to sustain a vibrant Village through fiscally responsible government and the provision to provide the residents of the Village of Biscayne Park with the highest quality municipal services and infrastructure.

This proposed budget was developed with an analysis of both past and present financial conditions. This year, Biscayne Park saw an increase of 10.54% percent in taxable values over the past year.

The recommended Fiscal Year 2013-2014 Budget is balanced and sufficient to meet this year's operating goals. After a detailed and critical review of all departments and services by the Interim Village Manager, in conjunction with Department Heads, we are confident that efficiencies are being maximized. The initial draft budget was then reviewed with the Village Commission over a series of three budget workshops, where after careful review and discussion and resident input, adjustments were made.

The proposed budget or the General Fund totals $2,728,860, representing a 5.57% increase from the prior year's budget, and providing a contingency amount of $28,741. The consolidated budget for all Funds for the Village of Biscayne Park totals $3,462,843.

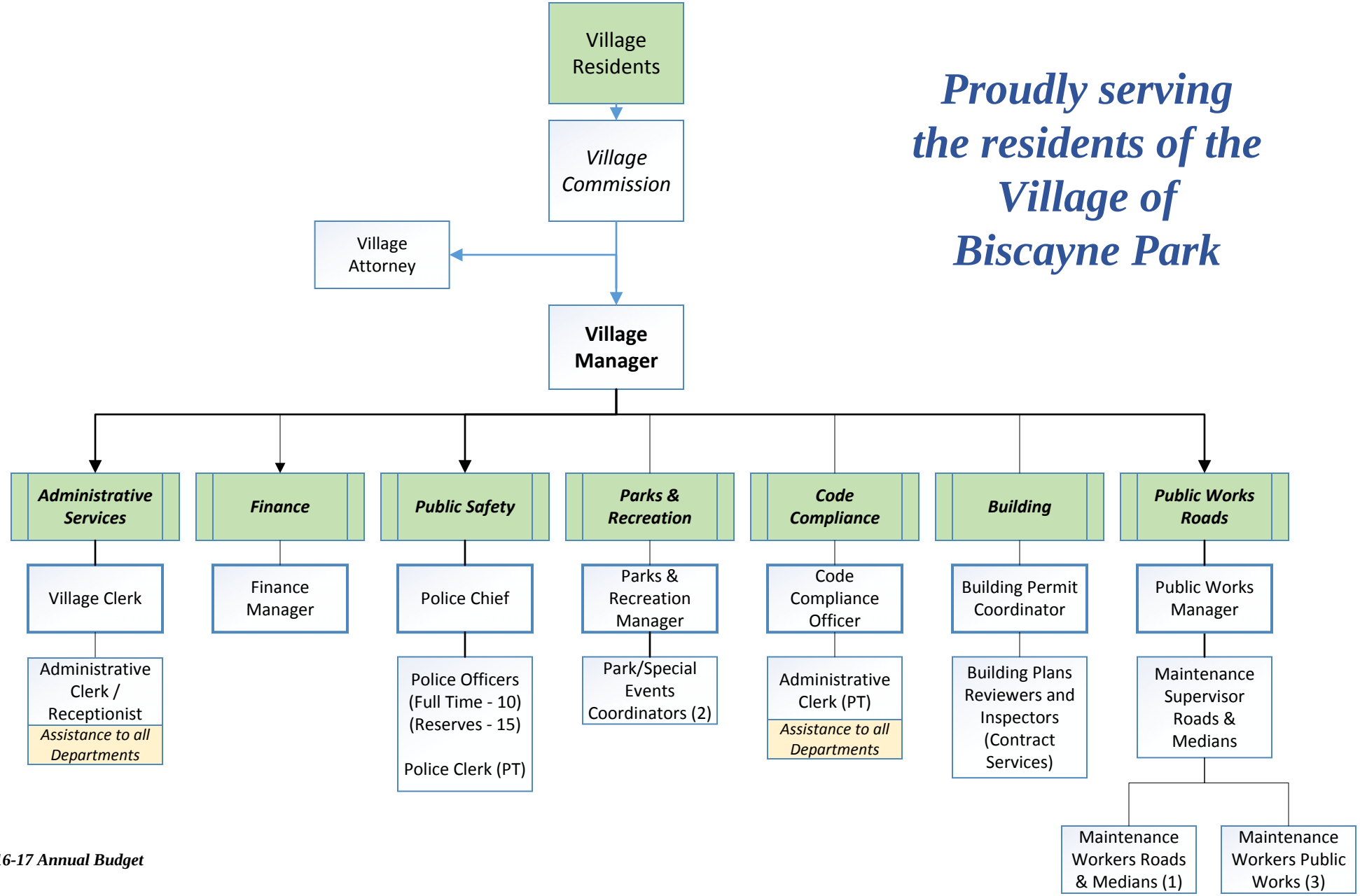
The budget cycle this year comes at a time of transition for our Village Administration, and through it all, the Village Staff has risen to the occasion and have met the challenges. We have and will continue to improve processes for delivering services and to provide superior quality customer service to our residents.

Sincerely,

Village of Biscayne Park
Administration & Staff

Organizational Chart

Proudly serving the residents of the Village of Biscayne Park



Ad Valorem Taxes
$1,715,875
$1,630,082 (95% collection rate)

Chapter 166 of the Florida Statutes authorizes Ad Valorem or property taxes. The Florida Constitution limits local governments to a maximum of 10 mils. The July 1, 2015 Estimated Certified Taxable Value of the Village increased from $160,028,969 to $176,894,419, or approximately 10.54%. The proposed Millage Rate for 2016-17 is 9.700 which is the same as the previous year. It will generate $1,715,875 of Ad Valorem revenue budgeted at a 95% collection rate ($1,630,082).

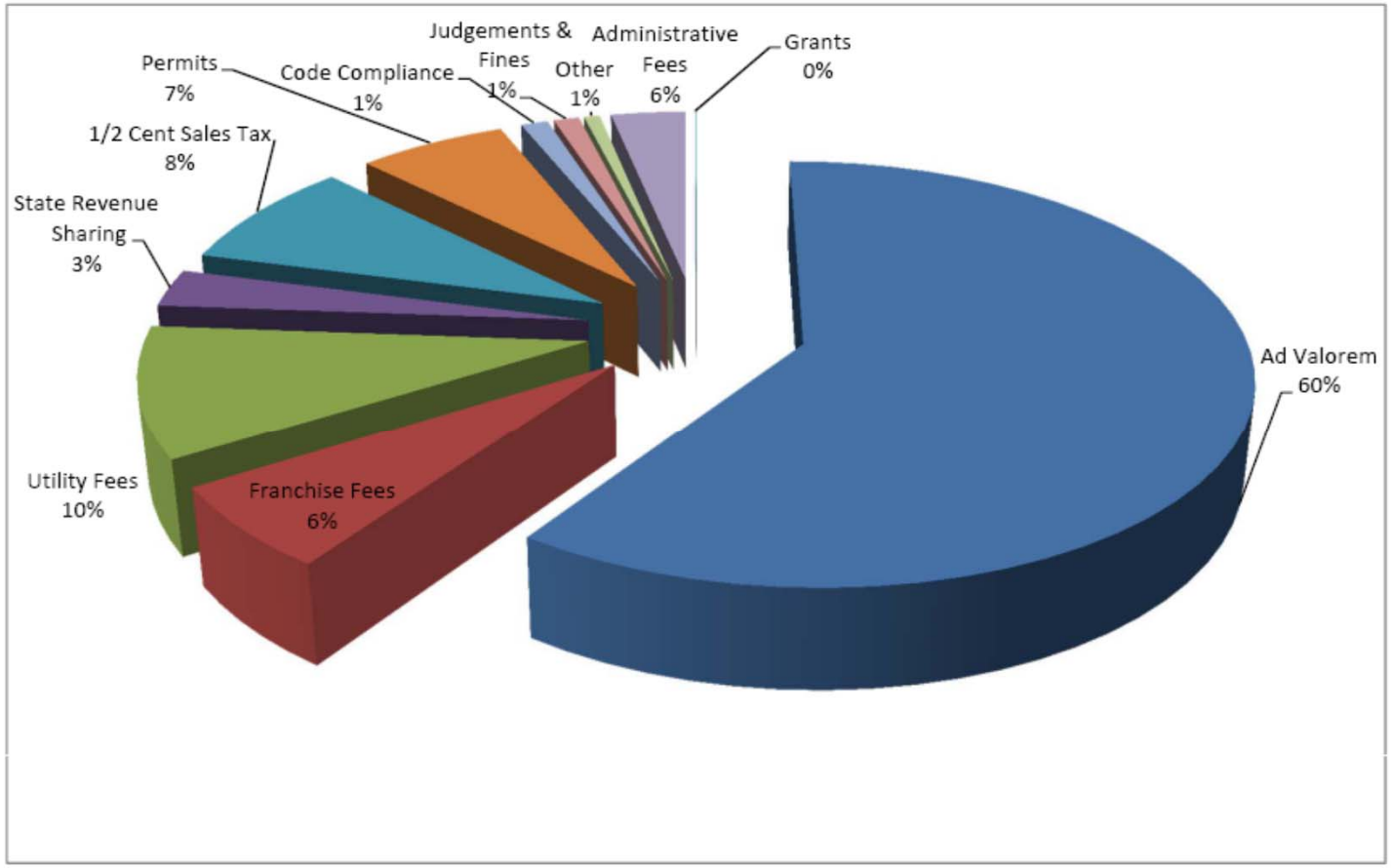
A mil of tax is the rate of tax equal to $1.00 for each $1,000 of assessed property value. Below is a breakdown of the millage rates for all taxing agencies for the years 2010 through 2015.

TAXING AGENCY	2011-12	2012-13	2013-14	2014-15	2015-16
Biscayne Park Operating	8.9000	9.5000	9.7000	9.7000	9.7000
Miami-Dade County School Board	7.7650	7.7650	7.6440	7.7750	7.4130
Miami-Dade County School Board Debt Services	0.2400	0.2330	0.3330	0.1990	0.1990
Everglades Construction Project	0.0624	0.0613	0.0587	0.0548	0.0506
South Florida Water Mgmt District	0.3739	0.3676	0.3523	0.1577	0.1459
Florida Inland Navigation District	0.0345	0.0345	0.0345	0.0345	0.0320
Okeechobee Basin					0.1586
Miami Dade County Operating	4.8050	4.7035	4.7035	4.6669	4.6669
Miami Dade County Debt Service	0.2850	0.2850	0.4220	0.4500	0.4500
Children's Trust Authority	0.5000	0.5000	0.5000	0.5000	0.5000
Miami Dade Fire and Rescue District	2.4496	2.4496	2.4496	2.4207	2.4207
Miami Dade Fire and Rescue District Debt Service	0.0131	0.0131	0.0127	0.0114	0.0086
Miami Dade County Library District	0.1795	0.1725	0.1725	0.2840	0.2840
	25.6080	**26.0851**	**26.3828**	**26.2540**	**26.0293**

GENERAL FUND

Breakdown of Revenues – GENERAL FUND

Department	2014-15 Projected Revenues
Ad Valorem	$1,630,082
Franchise Fees	$173,079
Utility Fees	$275,057
State Revenue Sharing	$79,677
1/2 Cent Sales Tax	$228,000
Permits	$174,100
Code Compliance	$31,600
Judgements & Fines	$29,800
Other	$18,500
Administrative Fees	$86,965
Grants	$2,000
	$2,728,860



9/14/16

Village of Biscayne Park
FY 2016-17 Budget - DRAFT

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 6/30/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
GENERAL FUND REVENUES						
001-000-3110000.000	Ad Valorem Taxes	1,474,664	1,512,518	1,513,000	1,630,082	10.54%
	Based on 9.700 Millage rate x $176,894,419 @ 95%					
001-000-3141000.000	Electric Utility Tax	118,000	105,725	118,000	137,057	16.15%
	Based on an average of $11,421.45 pr month					
001-000-3143000.000	Water Utility Tax	34,000	21,509	22,000	22,000	-35.29%
	Based on previous year projections					
001-000-3144000.000	Gas/Propane Utility Tax	8,000	5,230	6,000	8,000	0.00%
	Steady projections for the past 2 years					
001-000-3150000.000	Communications Service Tax	118,626	90,148	110,000	108,000	-8.96%
	Expected a reduction based on a settlement AT&T					
001-000-3221000.000	Building Permits	73,000	81,740	85,000	90,000	23.29%
	Building permits (total permit fee based on job cost and base fee)					
001-000-3222000.000	Electric Permits	9,560	11,482	12,000	10,000	4.60%
	Electrical permits (total permit fee based on job cost and base fee)					
001-000-3223000.000	Plumbing Permits	12,448	17,740	18,500	14,000	12.47%
	Plumbing permits (total permit fee based on job cost and base fee)					
001-000-3224000.000	A/C Mechanical Permits	5,604	8,011	8,500	9,000	60.60%
	Mechanical permits (total permit fee based on job cost and base fee)					
001-000-3226000.000	Painting Permits	1,500	1,421	1,500	1,500	0.00%
	Paint permits (@ $25 per permit)					
001-000-3227000.000	Garage Sale Permits	500	538	550	600	20.00%
	Garage sale permits (@ $15 per permit)					
001-000-3228000.000	Plan Review	40,375	5,105	6,000	28,500	-29.41%

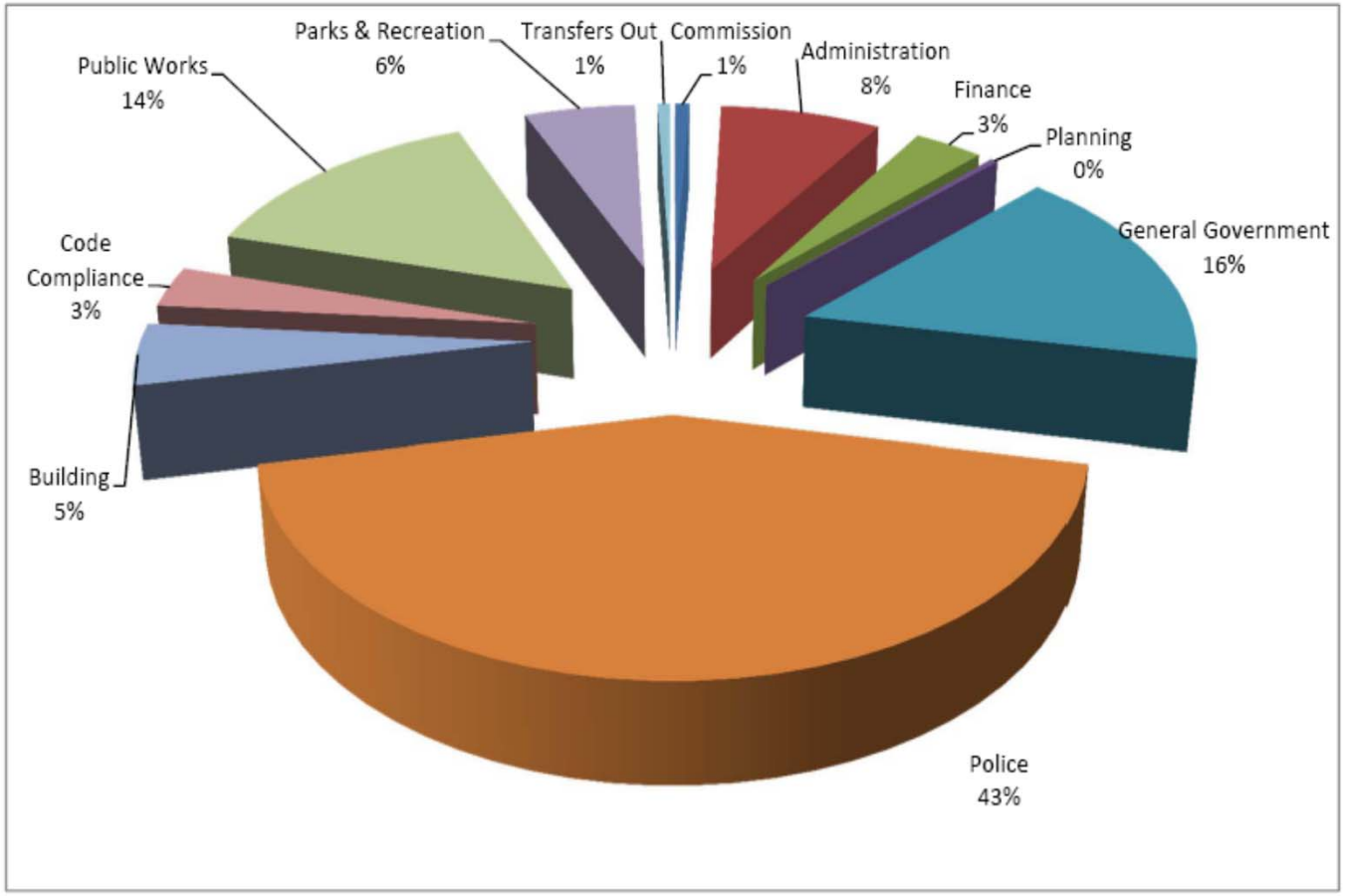
GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 6/30/16	PROJECTED Thru 9/30/16	Requested BUDGET	
	Average of 300 permits per year $95.00					
001-000-3229000.000	Permit Admin/Application Fees	8,500	12,655	13,500	13,500	58.82%
	Admin Fee @ $20 per permit; Planning & Zoning fee @ $25 per permit.					
001-000-3229100.000	Contractor Registration	6,000	7,041	7,200	7,000	16.67%
	Average of 200 contractors at $35.00					
001-000-3230000.700	Franchise Fee -Waste Pro	42,783	31,467	42,783	44,479	3.96%
	Per Contract @ 11%					
001-000-3231000.000	Electric Franchise Fees	125,056	102,301	105,000	126,000	0.75%
001-000-3231500.000	Franchise Fee-Gas/Propane	1,500	2,552	2,600	2,600	73.33%
001-000-3290500.000	Home Occupation Fee	450	1,250	1,500	2,400	433.33%
	80 identifed @ $50 (@ 60% collection)					
001-000-3291000.000	Home Re-Occupancy Fee	5,000	1,300	1,500	2,500	-50.00%
001-000-3292500.000	Variance Application Fee	600	390	500	600	0.00%
001-000-3292750.000	Local Home Business Fee					
001-000-3293000.000	Landlord Permit Fee	1,500	1,960	2,500	26,100	1640.00%
	300 identified properties @ $50 fee (@ 60% collection)				9,000	
	300 identified properties @ $95 inspection fee (@ 60% collection)				17,100	
001-000-3342000.000	Grant-Byrne	2,600	763	2,000	2,000	-23.08%
001-000-3342100.000	FDOT 6 Ave Median Maintenance	1,416	708	1,400	1,500	5.93%
001-000-3342200.000	Grant-Forestry				4,000	100.00%
	2016-17 Awarded Grant with equal match					
001-000-3343200.100	Grants & Foundations	2,000			2,000	0.00%
	BP Foundation - $2,000 Rec Center LIghting Project					
001-000-3344900.000	Fuel Tax Refund	2,961		3,000	3,000	1.32%
	Average $750 per quarter					
001-000-3351200.000	State Revenue Sharing	70,445	60,643	70,000	79,677	13.11%

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 6/30/16	PROJECTED Thru 9/30/16	Requested BUDGET	
001-000-3351800.000	Half-Cent Sales Tax	216,000	181,505	216,000	228,000	5.56%
	Avg about $19000/month					
001-000-3472100.000	Program Fees	14,000	14,270	14,500	15,000	7.14%
001-000-3472200.000	Concession Sales	500	2,382	2,500	2,000	300.00%
	Recreation center concession sales					
001-000-3472250.000	Facility Rental	4,000	7,073	7,200	6,000	50.00%
	Facility and grounds rental - Ed Burke Park					
001-000-3490000.100	Police Services	500	260	300	300	-40.00%
	Alarm Registration (@ $20)					
001-000-3490000.200	Film Revenue		250	250	500	100.00%
	Film permitting @ $250 per event					
001-000-3490000.300	Notary Fees	200	45	200	200	0.00%
	@ $5 ea. for non-residents					
001-000-3490000.400	Special Event Fees		175	175	200	100.00%
	@ $25 ea. application fee					
001-000-3491010.000	Admin Fees-Road Fund				0	100.00%
	FY 2016-17 Sanitation Budget					
001-000-3494021.000	Admin Fee-Sanitation Fund				39,419	100.00%
	FY 2016-17 Sanitation Budget					
001-000-3494022.000	Admin Fee-PW Direct Charge				23,346	100.00%
	FY 2016-17 Sanitation Budget					
001-000-3515000.000	Traffic Fines	7,500	2,494	2,500	3,000	-60.00%
001-000-3515500.000	School Crossing Guard Revenue	100	318	325	300	200.00%
001-000-3516000.000	Law Enforcement Training Fund	1,500	645	700	1,000	-33.33%
001-000-3517000.000	Towing Revenue	500			250	-50.00%
001-000-3518000.000	Vehicle Impound Fees	500			250	-50.00%
001-000-3519000.000	Code Compliance Fines	53,069	44,081	45,000	25,000	-52.89%
001-000-3610000.000	Miscellaneous & Donations	1,000	6,415	5,400	500	-50.00%

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 6/30/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
001-000-3610000.100	Recreation Program Sponsorship	5,000		0	0	-100.00%
001-000-3611000.000	Interest Earnings	1,000	328	350	500	-50.00%
001-000-3611200.000	Newsletter Advertising	1,500	1,725	1,725	1,500	0.00%
001-000-3611500.000	Lien Search and Copies	5,500	4,261	4,500	5,500	0.00%
001-000-3613000.000	Reimbursements - Prior Year Exp.	1,500		0	0	-100.00%
001-000-3660000.000	Contributions-Other	2,000	1,250	1,250	0	-100.00%
001-000-3690120.000	Insurance Proceeds	5,000	2,099	2,136	0	-100.00%
001-000-3810000.000	Transfers In	96,964		96,000	0	-100.00%
		2,584,921	**2,353,773**		**2,728,860**	**5.57%**

Breakdown of Expenditures – GENERAL FUND

Department	2013-14 Projected Expenditures
Commission	$19,318
Administration	$214,904
Finance	$91,994
Planning	$10,000
General Government	$436,814
Police	$1,182,442
Building	$130,194
Code Compliance	$86,932
Public Works	$391,260
Parks & Recreation	$148,002
Transfers Out	$17,000
	$2,728,860



09/14/2016

Village of Biscayne Park
FY 2016-17 Budget - DRAFT

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 6/30/16	PROJECTED Thru 9/30/16	Requested BUDGET	
TRANSFERS OUT		192,400	0	192,400	17,000	0
DEPT 511 COMMISSION						
		23,818	10,421	16,154	19,318	-18.89%
				-32.18%		
DEPT 512 ADMINISTRATION						
		212,449	160,310	204,335	214,904	1.16%
				-3.82%		
DEPT 513 FINANCE						
		108,418	72,192	111,386	91,994	-15.15%
				2.74%		
DEPT 515 PLANNING						
		14,000	14,000	10,500	10,000	-28.57%
				-25.00%		
DEPT 519 GENERAL GOVERNMENT						
		407,876	284,189	372,598	436,814	7.09%
				-8.65%		
DEPT 521 POLICE						
		1,009,816	788,462	1,046,711	1,182,442	17.09%
				3.65%		

DEPT 524 BUILDING					
	124,366	**86,285**	**119,082**	**130,194**	**4.69%**
			-4.25%		
DEPT 529 CODE COMPLIANCE					
	75,759	**50,466**	**73,127**	**86,932**	**14.75%**
			-3.47%		
DEPT 539 PUBLIC WORKS					
	281,334	**195,521**	**263,310**	**391,260**	**39.07%**
			-6.41%		
DEPT 572 PARKS & RECREATION					
	134,685	**92,765**	**133,941**	**148,002**	**9.89%**
			-0.55%		
GENERAL FUND EXPENDITURES TOTAL					
	2,584,921	**1,754,611**		**2,728,860**	**5.57%**

Village Commission

The Village of Biscayne Park Commission consists of a Mayor and four Commissioners. Under the Village Charter, the Commission is the policymaking body. Authority is vested in the Commission to enact ordinances, hold public hearings, approve contracts, and establish assessments.

The Village operates under a Commissioner-Manager form of government. The Mayor is recognized as the head of the Village government for all ceremonial purposes. The Village Manager and Village Attorney report to the Commission.

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 6/30/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
DEPT 511 COMMISSION						
001-511-5110000.000	Commission Compensation/Reimbursement	12,000	5,000	10,000	12,000	0.00%
	Mayor				4,000	
	Commissioners (4 @ 2,000)				8,000	
001-511-5210000.000	Fica/Medicare	918	383	765	918	0.00%
	@7.65%					
001-511-5310000.000	Professional Fees	3,500		0	0	-100.00%
001-511-5400000.000	Travel & Per diem	1,500	654	1,000	1,500	0.00%
	Related to travel expenses for seminars, conferences, etc.					
001-511-5480000.000	Promotional Activities	2,500	2,030	2,500	1,000	-60.00%
	Special events, placques, flowers.					
001-511-5540000.200	MEMBERSHIPS	900	739	889	900	0.00%
	Florida League of Cities				400	
	Miami Dade County League of Cities				350	
	League of Mayors				150	
001-511-5550000.000	Education & Training	2,500	814	1,000	3,000	20.00%
	Mayor				600	
	Commissioner 1				600	
	Commissioner 2				600	
	Commissioner 3				600	
	Commissioner 4				600	
		23,818	**10,421**	**16,154**	**19,318**	**-18.89%**
				-32.18%		

Administration

The Village Manager is the chief administrative officer of the Village and ensures the proper implementation of laws, policies, provisions of the Village Charter, and directives of the Commission through the administration of all departments of the Village. The Village Manager is assigned the power and authority to appoint, remove or promote Village employees.

The Village Manager submits a proposed annual budget to the Commission and provides advice on all Village affairs.

The Village Clerk directs, manages, supervises and coordinates the programs and activities of the Village Clerk's office; plans, organizes and coordinates the maintenance and recording of official Village documents; and performs a variety of other duties related to the assigned area of responsibility.

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 6/30/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
DEPT 512 ADMINISTRATION						
001-512-5110000.000	Administrative Salaries	90,351	61,831	80,000	84,000	-7.03%
	Village Manager					
001-512-5120000.000	Regular Salaries	52,067	41,417	59,850	55,039	5.71%
	Village Clerk (10/1/2016 - 1/27/2017)				16,019	
	Village Clerk accrual payout				6,250	
	Village Clerk (1/1/2017 - 9/30/2017)				30,770	
	Village Clerk - Overtime				2,000	
001-512-5210000.000	Fica/Medicare	10,895	7,981	10,695	10,636	-2.38%
	@7.65%					
001-512-5220000.000	Florida Retirement System	23,142	18,029	20,000	22,426	-3.09%
	Village Manager @ 21.77%				18,287	
	Village Clerk @ 7.52%				4,139	
001-512-5230000.000	Health Insurance	15,299	12,253	14,150	16,945	10.76%
	Village Manager @ $8,255 annual (includes +15% at renewal on 6/1/2017)				8,255	
	Village Clerk @ $8648.25 annual (includes +15% at renewal on 6/1/2017)				8,648	
	COBRA coverage for 2 employees @ $20.40				42	
001-512-5240000.000	Workman Compensation	260	195	260	348	33.85%
	@ 0.25% Class Code 8810					
001-512-5310000.000	Professional Fees	3,000	2,670	2,700	3,000	0.00%
	MUNI CODE webhosting and Code Bank				1,000	
	Annual codification				2,000	
001-512-5400000.010	Car Allowance	4,800	3,600	3,600	4,800	0.00%
	Village Manager @ $400 per month					
001-512-5400000.200	Travel & Per Diem	1,500	547	600	1,500	0.00%
	Related to educational and accredidation opportunities					
001-512-5410000.010	Phone Stipend	2,160	1,620	1,740	2,160	0.00%
	Village Manager @ $140 per month				1,680	
	Village Clerk @ $40 per month				480	
001-512-5480000.000	Promotional Activities	2,000	1,290	1,500	1,500	-25.00%
	Employee recognition and events					

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 6/30/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
001-512-5490000.000	Other Charge for Services	0	4590	4590		-100.00%
001-512-5490000.100	Legal Advertising	3000	1746	2000	3000	0%
	Required advertising for public hearings, bids, variances. (Variances are reimbursed.)					
001-512-5490000.300	Municipal Elections				5,000	100.00%
	Municipal election on 11/08/2016					
001-512-5520000.000	Operating Supplies	250	209	250	1,550	520.00%
	General operating supplies				250	
	Laptop computer				1,200	
	Meeting timer				100	
001-512-5540000.200	Memberships	1,725	1,376	1,500	1,500	-13.04%
	Village Manager: MDCCMA; FCCM; ICMA				1,250	
	FOOTNOTE AMOUNTS:					
	Village Clerk: FACC; IIMC; MDCMCA				250	
001-512-5550000.000	Education and Training	2,000	899	900	1,500	-25.00%
	Professional development, continuing education					
		212,449	**160,310**	**204,335**	**214,904**	**1.16%**
				-3.82%		

Finance

The Finance Department is the central fiscal control, record keeping, procurement and accounting body of the Village government. The department deals with the daily finance/accounting activities including payroll, accounts payable and receivable, revenue collection, cash management, purchasing and financial reporting.

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 6/30/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
DEPT 513 FINANCE						
001-513-5120000.000	Regular Salaries	49,440	35,077	49,440	50,898	2.95%
	Finance Manager (+3% increase)					
001-513-5210000.000	Fica/Medicare	3,872	2,683	3,872	3,894	0.57%
	@ 7.65%					
001-513-5220000.000	Florida Retirement System	3,589	2,547	3,589	3,827	6.63%
	@ 7.52%					
001-513-5230000.000	Health Insurance	7,182	7,165	8,500	8,003	11.43%
	@ $7983 annual (includes +15% at renewal on 6/1/2017)				7,983	
	COBRA Coverage @ 20.40				20	
001-513-5240000.000	Workman Compensation	90	68	90	127	41.11%
	@ 0.25% Class Code 8810					
001-513-5300000.000	Bank Service Charges	500	27	50	200	-60.00%
	General bank related charges on accounts.					
001-513-5320000.000	Professional Services-Audit Fees	22,000	2,000	20,000	18,500	-15.91%
	Audit - FY ending 09/30/2016					
001-513-5340000.010	Payroll Processing Fees	2,860	2,485	2,860	2,860	0.00%
	Bi-weekly payroll processing					
001-513-5340000.100	Contract Services-Finance	15,000	17,126	19,500		-100.00%
001-513-5340000.300	Annual Maintenance Fees-Accounting Softw	3,225	2,805	3,225	3,225	0.00%
	Licensing fee for BS&A accoiunting software (Finance, Building & Code)					
001-513-5540000.200	Memberships	160	160	160	160	0.00%
	GFOA					
001-513-5550000.000	Education & Training	500	49	100	300	-40.00%
	Professional development, continuing education					
		108,418	**72,192**	**111,386**	**91,994**	**-15.15%**
				2.74%		

Planning

The function of Planning is to plan for current and future development of the Village, and to ensure that there is safe and quality development, while integrating the Village's unique living environment. Key focus areas are current and long range planning, zoning, planning studies and master plans, Village infrastructure and grant writing.

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 6/30/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
DEPT 515 PLANNING						
001-515-5310000.000	Professional Fees	14,000	14,000	10,500	10,000	-28.57%
	Zoning and code review; rewrite.				10,000	
		14,000	**14,000**	**10,500**	**10,000**	**-28.57%**
				-25.00%		

General Government

This section of the budget covers a variety of items of a general nature and not applicable to any one specific department or office such as the Village website, postage, office supplies, support personnel and legal representation.

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 6/30/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
DEPT 519 GENERAL GOVERNMENT						
001-519-5120000.000	Regular Salaries	82,077	44,168	50,000	46,981	-42.76%
	Administrative Clerk (FT) +3% increase				28,301	
	Administrative Clerk (PT)				18,680	
001-519-5210000.000	Fica/Medicare	6,279	3,388	3,825	3,594	-42.76%
	@7.65%					
001-519-5220000.000	Florida Retirement System	5,959	12,189	12,750	3,533	-40.71%
	@ 7.52%					
001-519-5230000.000	Health Insurance	14,365	11,487	13,550	8,003	-44.29%
	@ $7983 annual (includes +15% at renewal on 6/1/2017				7,983	
	COBRA Coverage @ 20.40				20	
001-519-5240000.000	Workman Compensation	150	113	130	117	-22.00%
	@ 0.25% Class Code 8810					
001-519-5310000.101	Professional Services-Medical	1,770	1,935	2,100	1,770	0.00%
	Employee Assistance Program @ $100/mo				1,200	
	Drug Testing @ $35 x 6				210	
	Background Fingerprint @ $60 x 6				360	
001-519-5310000.102	Professional Services-IT	10,255	9,310	10,300	18,445	79.86%
	CSS IT Solutions @ $600/mo				7,200	
	Watch Guard Support subscription				140	
	Office 365 Licensing @ $165/mo				1,980	
	Web hosting - Avenet				600	
	Web domain - .Gov				125	
	Loxia Computer Services for Police @ $700/mo				8,400	
001-519-5310000.135	Professional Sevices-Lobbyist	24,000	17,500	24,000	20,000	-16.67%
	David Caserta @ $2,000/mo.					
001-519-5310000.150	Professional Services-Legal	70,000	49,375	75,000	75,000	7.14%
	Village Attorney John Hearn					
001-519-5310000.160	Professional Services-Other Legal		784	784		-100.00%
001-519-5400000.200	Travel & Per Diem	100		0		-100.00%
001-519-5410000.010	Phone Stipend	480	320	320		-100.00%

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 6/30/16	PROJECTED Thru 9/30/16	Requested BUDGET	
001-519-5410000.100	Telephone/Communiations	19,787	17,505	20,000	28,995	46.54%
	State of Florida lines @ $180/mo				2,160	
	Avaya phone system @ $454.36/mo				5,452	
	Phone Doctor - Log Cabin telephone line @$25/mo + service calls				400	
	Air cards: Police and Code Compliance @ $40/mo each.				4,800	
	Cell phone service (Chief and Det. Lieutenant) @ $40/mo each				960	
	Audio equipment Log Cabin @ $382.52/mo				4,590	
	Comcast - Log Cabin @$154/mo				1,848	
	Comcast - Police @$220/mo				2,640	
	Comcast - Village Hall @$220/mo				2,640	
	Comcast - Public Works @$155/mo				1,860	
	Comcast - Rec Center @$137/mo				1,644	
001-519-5420000.000	Postage	5,000	2,524	3,000	5,000	0.00%
	Postage (first class, certified, shipping)					
001-519-5440000.100	Leased Equipment	3,600	3,280	4,500	6,180	71.67%
	Postage meter @ $105/quarter				420	
	Toshiba copier - Village Hall @ $350/mo ($181.53/mo + .0065 per b/w copy and .04533 per color copy)				4,200	
	Toshiba copier - Rec Center @ $55/mo ($51.21/mo + .00721 per b/w copy)				660	
	Toshiba copier - Police @ $75/mo ($62.95/mo + .006 per b/w copy)				900	
001-519-5440000.420	Rental Storage Facility	3,300	2,241	2,830	2,830	-14.24%
	Iron Mountain outside storage @235.82/mo					
001-519-5450000.050	Insurance-FMIT	121,364	87,892	122,000	115,500	-4.83%
	General/Professional Liability				70,000	
	Automobile Liability				8,000	
	Automobile Physical Damage				7,500	
	Property				30,000	
001-519-5450000.200	Insurance-Old Workers Comp Claim	15,000	3,941	10,000	12,000	-20.00%

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 6/30/16	PROJECTED Thru 9/30/16	Requested BUDGET	
	Open claims when Village was self-insured (Average $2,500 per quarter)					
001-519-5450000.400	Flood Insurance	3,725	1,112	4,500	5,775	55.03%
	Village Hall				2,000	
	Log Cabin				1,500	
	Public Works				1,200	
	Recreation Center				1,075	
001-519-5460000.200	Repairs & Maintenance-Equipment		572	572		-100.00%
001-519-5460000.250	Repairs & Maintenance-Vehicles	900		0	950	5.56%
	Administrative use - 2007 Toyota Corolla					
001-519-5470000.000	Printing	1,200	744	750	1,200	0.00%
	General printing (FedEx Kinkos; buisness cards)					
001-519-5480000.100	Promotional Activities-Newsletter	4,000	2,407	2,500	3,600	-10.00%
	3 editions per year $1,200 ea (portion reimbursed through paid advertisements)					
001-519-5490000.000	Other Charge For Services	1,000		0		-100.00%
001-519-5490000.200	Filing Fees-Liens	1,000	342	500	1,000	0.00%
	Fees associated with recording liens, releases.					
001-519-5490000.500	Licences and Permits		197	200	3,900	-100.00%
	Microsoft Licenses				3,900	
001-519-5510000.000	Office Supplies	5,000	3,869	4,500	5,000	0.00%
	General office supplies all departments.					
001-519-5520000.000	Operating Supplies	2,000	5,342		2,750	37.50%
	General supplies.				2000	
	Street file folders				750	
001-519-5520000.210	Gasoline	250	143	150	250	0.00%
	Admin vehicle - 2007 Toyota Corolla					
001-519-5540000.410	Subscripions	300	385	385	385	28.33%
	Daily Business Review					
001-519-5540000.420	MEMBERSHIPS	165	599	599	165	0.00%
	Costco					
001-519-5550000.000	Education & Training	750			250	-66.67%
	Professional development, continuing education					
001-519-5640000.200	Capital Acquisitions-IT Project		525	353		-100.00%

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 6/30/16	PROJECTED Thru 9/30/16	Requested BUDGET	
001-519-5690000.000	General Contingencies				28,741	100.00%
	Unbudgeted expenditures.					
001-519-5810000.000	Transfers Out				32,400	100.00%
	Commercial Loan (@ $2,700/mo.)					
001-519-5820000.100	Aid to Private Organizations	2,500		2,500	2,500	0.00%
	North Miami Foundation for Senior Services					
001-519-5890000.120	Collections Fee Ad	1,600		0		-100.00%
		407,876	**284,189**	**372,598**	**436,814**	**7.09%**
				-8.65%		

Police

The Police Department is responsible for the protection of life and property. It is a full service community oriented police agency. The department has and continues to operate under a community policing philosophy in the best interest of Village residents and visitors.

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 6/30/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
DEPT 521 POLICE						
001-521-5120000.000	Regular Salaries	519,061	402,679	520,000	548,397	5.65%
	Chief (+ 3%)				71,074	
	Det. Lieutenant (+ 5%)				48,510	
	Officer 1 (+ 5%)				38,658	
	Officer 2 (+ 5%)				39,141	
	Officer 3				66,435	
	Officer 4 (+ 5%)				42,620	
	Officer 5 (+ 5%)				37,738	
	Officer 6 (+ 5%)				45,497	
	Officer 7				54,766	
	Officer 8 (+ 5%)				42,620	
	Officer 9 (+ 5%)				49,338	
	Additional 2.5% for collective bargaining unit members				12,000	
001-521-5130000.000	Other Salaries & Wages	15,000		3,000	3,000	-80.00%
	Payout of comp time accrued					
001-521-5130000.100	Other Salaries & Wages-Part Time Salarie	20,306	12,118	20,000	18,200	-10.37%
	Police Clerk (PT) (+3%)					
001-521-5140000.000	Overtime	24,150	63,197	75,000	75,000	210.56%
	Overtime					
001-521-5150000.000	Special Pay	4,207			5,000	18.85%
	FDLE Educational Incentives					
001-521-5160000.000	Court Pay	12,000	2,799	4,000	12,000	0.00%
	Court pay					
001-521-5210000.000	Fica/Medicare	45,176	36,686	50,000	50,612	12.03%
	@7.65%					
001-521-5220000.000	Florida Retirement System	101,252	89,513	125,000	149,322	47.48%
	@ 22.57%					
001-521-5230000.000	Health Insurance	75,972	70,651	80,000	91,029	19.82%
	11 Officers @ $8,255/yr (includes +15% at renewal on 6/1/2017)				90,805	
	COBRA Coverage @ 20.40 x 11				224	

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 6/30/16	PROJECTED Thru 9/30/16	Requested BUDGET	
001-521-5240000.000	Workman Compensation	15,762	11,840	15,000	24,810	57.40%
	@ 3.75% Class Code 7720					
001-521-5340000.900	Other Conctractual Services		521	521		-100.00%
001-521-5400000.200	Travel & Per Diem	600	582	600	1,000	66.67%
	FOOTNOTE AMOUNTS: Related to educational and accredidation opportunities				1,000	
001-521-5410000.100	Telephone Stipends & Air Cards	5,280	2,042	5,280	5,280	0.00%
	Monthly stipend @ $40/mo x 11 officers					
001-521-5440000.900	Financing Lease Copier	1,200	747	750		
001-521-5450000.200	Insurance-Police				450	100.00%
	Florida Law Enforcement Officers and Firefighter Death Benefit Act Insurance (Billed through Miami Dade County)					
001-521-5460000.200	Repairs & Maintenance-Equipment	3,400	1,647	5,000	4,000	17.65%
	General police equipment repair (radar, lights, etc.)					
001-521-5460000.225	Repairs & Equipment-Radios	7,000	6,941	7,500	13,950	99.29%
	Installation of police radio in two vehicles				9,400	
	Replacement shoulder radios @$130 x 5				650	
	Portable vehicle radio chargers				2,400	
	General repairs				1,500	
001-521-5460000.250	Repairs & Maintenance-Vehicles	35,000	25,002	35,000	20,000	-42.86%
	Repair & maintenance for fleet of xx vehicles					
001-521-5490000.250	Prosecution/Police Arrest Forms	1,500	430	500	1,500	0.00%
	Required forms associated with arrest process					
001-521-5520000.000	Miscellaneous Operating Supplies	6,200	6,505	7,000	8,192	32.13%
	CPR masks				300	
	First aid kits for all vehicles				800	
	Fire extinguishers for all vehicles				400	
	ID equipment supplies				500	
	Police vehicle tracking (@ $19/mo per vehicle (14)				3,192	
	General supplies				3,000	
001-521-5520000.205	Uniforms & Cleaning	6,450	7,338	8,000	18,850	192.25%

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 6/30/16	PROJECTED Thru 9/30/16	Requested BUDGET	
	Per contract, uniform cleaning allowance @ $600/year x 11 officers				6,600	
	Per contract, uniform purchase requirement @ $875 per each FT officer (11) (5 ea shirt & pants, shoes)				9,625	
	Uniform purchase @$175 per each Reserve officer (15) (1 each shirt, pants, shoes)				2,625	
001-521-5520000.210	Gasoline	65,000	18,788	42,750	45,000	-30.77%
	Gasoline - police vehcle fleet					
001-521-5520000.300	Vests and Non-Leathal Weapons	700		700	1,400	100.00%
	Two vests $700 ea.					
001-521-5540000.200	Memberships	1,100	1,010	1,010	1,100	0.00%
	Florida Police Chief's Association; PEAF; IACP; MDCACP					
001-521-5550000.000	Education & Training	4,300	1,137	1,500	7,000	62.79%
	Professional development, continuing education				2,000	
	FOOTNOTE AMOUNTS:					
	Per contract, tuition reimbursement @ $1,000 x 5				5,000	
001-521-5701000.000	Debt Serving-Principal	30,300	22,658	30,000	62,100	104.95%
	Lease year 5 (2013 Ford Taurus)				4,800	
	Lease year 4 (2014 Ford Interceptor)				5,100	
	Lease year 3 (2015 Ford Taurus)				5,100	
	Lease year 3 (2015 Ford Taurus)				5,100	
	Lease year 1 (2016 Ford Taurus)				6,000	
	Lease year 1 (2016 Ford Taurus)				6,000	
	Lease year 1 (2016 Dodge Durango)				6,000	
	Lease year 1 (to replace 2009 Impala 121,360 miles)				6,000	
	Lease year 1 (to replace 2009 Impala 151,778 miles)				6,000	
	Lease year 1 (to replace 2006 Crown Vic 122,431 miles)				6,000	
	Lease year 1 (to replace 2007 Crown Vic 122,188 miles)				6,000	

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 6/30/16	PROJECTED Thru 9/30/16	Requested BUDGET	
001-521-5720500.000	Debt Serving-Interest	6,300	1,654	6,000	13,250	110.32%
	All leased vehicles listed.					
001-521-5800000.100	Byrne Grant	2,600	1,890	2,600	2,000	-23.08%
	FY 2016-17 Byrne Grant					
		1,009,816	**788,462**	**1,046,711**	**1,182,442**	**17.09%**
				3.65%		

Building

The Building Department is charged with the review, processing, issuance, and inspections of building permits for the Village. The focus is to provide for the orderly processing of permits, the assurance that inspections are being performed in a timely and safe manner and that construction complies with the provision of all applicable codes and ordinances.

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 6/30/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
DEPT 524 BUILDING						
001-524-5120000.000	Regular Salaries	37,131	24,268	33,000	32,136	-13.45%
	Building Permit Coordinator (+3%)					
001-524-5210000.000	Fica/Medicare	2,841	1,856	2,500	2,458	-13.48%
	@ 7.65%					
001-524-5220000.000	Florida Retirement System	2,696	1,248	2,500	2,417	-10.35%
	@ 7.52%					
001-524-5230000.000	Health Insurance	7,182	6,766	8,000	8,003	11.43%
	@ $7983 annual (includes +15% at renewal on 6/1/2017				7,983	
	COBRA Coverage @ 20.40				20	
001-524-5240000.000	Workman Compensation	68	49	82	80	17.65%
	@ 0.25% Class Code 8810					
001-524-5310000.000	Professional Fees					
001-524-5310000.120	Professional Services-Inspectors	73,848	52,098	73,000	85,000	15.10%
	Building inspectors paid @ 65% of permit fee					
001-524-5540000.200	Memberships	100		0		-100.00%
001-524-5550000.000	Education & Training	500			100	-80.00%
	Professional development, continuing education					
		124,366	**86,285**	**119,082**	**130,194**	**4.69%**
				-4.25%		

Code Compliance

The responsibility and goal of the Code Compliance Department is to enforce the codes and ordinances of the Village in order to protect the health, safety and welfare of the Village, and where violations do occur, to work with the residents to achieve compliance through an efficient and fair process.

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 6/30/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
DEPT 529 CODE COMPLIANCE						
001-529-5120000.000	Regular Salaries	40,912	29,032	40,912	42,120	2.95%
	Code Compliance Officer (+3%)					
001-529-5210000.000	Fica/Medicare	3,130	2,221	3,130	3,222	2.94%
	@ 7.65%					
001-529-5220000.000	Florida Retirement System	2,970	2,008	2,970	3,167	6.63%
	@ 7.52%					
001-529-5230000.000	Health Insurance	7,182	6,844	8,000	8,003	11.43%
	@ $7983 annual (includes +15% at renewal on 6/1/2017				7,983	
	COBRA Coverage @ 20.40				20	
001-529-5240000.000	Workers Compensation	75	57	75	1,580	2006.67%
	@ 3.75% Class Code 9410					
001-529-5310000.000	Professional Fees	17,000	6,520	14,000	23,500	38.24%
	Supplemental code officer services - CAP Govt @ $62.50/hr				10,000	
	Landlord permit inspection (CAP Govt @ $75.ea)				13,500	
001-529-5400000.000	Telephone/Communiations	480	504	480	480	0.00%
	Telephone stipend @ $40/mo					
001-529-5460000.250	Repairs & Maintenance-Vehicles	2,000	2,844	3,000	2,000	0.00%
	Code Compliance Vehicle - 2003 Ford Focus					
001-529-5520000.000	Operating Supplies	500	76	150	1,750	250.00%
	General supplies				250	
	Laptop computer and auto mounting kit				1500	
001-529-5520000.205	Uniforms & Cleaning	100			100	0.00%
	Uniform shirt					
001-529-5520000.210	Gasoline	500	172	300	500	0.00%
	2003 Ford Focus					
001-529-5540000.200	Memberships	110		110	110	0.00%
	State and regional membership for FACE					
001-529-5550000.000	Education & Training	800	188		400	-50.00%
	Professional development, continuing education					

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 6/30/16	PROJECTED Thru 9/30/16	Requested BUDGET	
		75,759	50,466	73,127	86,932	14.75%
				-3.47%		

Public Works

The Public Works Department is responsible for the maintenance of public areas and all Village facilities. Along with the Roads Division, Public Works implements beautification projects throughout the Village.

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 6/30/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
DEPT 539 PUBLIC WORKS						
001-539-5120000.000	Regular Salaries	96,577	69,632	97,000	148,314	53.57%
	Public Works Manager				50,000	
	Public Works Staff 1 (+2% IUPAT)				38,713	
	Public Works Staff 2 (+2% IUPAT)				31,450	
	Public Works Staff 3 (+2% IUPAT)				28,151	
001-539-5120000.210	Employee Bonuses	1,000	1,000	1,000	1,500	50.00%
	$500 bonus per IUPAT member (3)					
001-539-5140000.000	Overtime	2,000			1,000	-50.00%
	Overtime					
001-539-5210000.000	Fica/Medicare	7,465	5,422	7,500	11,346	51.99%
	@ 7.65%					
001-539-5220000.000	Florida Retirement System	7,011	4,889	7,100	11,153	59.08%
	@ 7.52%					
001-539-5230000.000	Health Insurance	22,161	20,317	24,000	32,830	48.14%
	3 Staff @ $8,255/yr (includes +15% at renewal on 6/1/2017)				24,765	
	Manager @ $7,983/yr (includes +15% at renewal on 6/1/2017)				7,983	
	COBRA Coverage @ 20.40 x 4				82	
001-539-5240000.000	Workman Compensation	8,178	6,223	8,200	16,685	104.02%
	@ 11.25% Class Code 5509					
001-539-5340000.000	Contract Services Janitorial	10,156	10,003	11,000	10,360	2.01%
	Monthly janitorial services (4 buildings) $780/mo.				9,360	
	Waxing (2/year)				1,000	
001-539-5410000.100	Telephone Stipend & Other Communications	480	440	440	480	0.00%
	Manager @ $40/mo.					
001-539-5430000.301	Electric-Village Hall	13,260	10,265	13,300	13,884	4.71%
	Village Hall (Avg $300/mo)				3,600	
	Log Cabin (Avg $85/mo)				1,020	
	Rec Center (Avg $475/mo)				5,700	
	Public Works (Avg $175/mo)				2,100	
	Enterance Sign (Avg $15/mo)				180	

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 6/30/16	PROJECTED Thru 9/30/16	Requested BUDGET	
	Butterfly Garden (Avg $15/mo)				180	
	Public Works Facility (Avg $75/mo)				900	
	Traffic Light (Avg $17/mo)				204	
001-539-5430000.315	Water & Sewer	9,296	6,226	8,000	7,636	-17.86%
	Butterfly Garden (Avg $150/qtr)				600	
	Public Works (Avg $125/qtr)				500	
	Village Hall/ Log Cabin (Avg $125/qtr)				500	
	Sixth Ave Median (Avg $650/qtr)				2,600	
	Public Works Facility (Avg $75/qtr)				300	
	Recreation Center Facility (Avg $85/qtr)				340	
	Irrigation (Avg $225/mo)				2,700	
	Fire Service Fee ($8/mo)				96	
001-539-5440000.100	Leased Equipment	1,500		1,500	3,800	153.33%
	Rental of highlift and other equipment				2,000	
	Bottled water service Public Works (Avg $50/mo)				600	
	Bottled water service Police (Avg $50/mo)				600	
	Bottled water service Village Hall (Avg $50/mo)				600	
001-539-5460000.100	Repairs & Maintenance-Landscaping	33,000	13,961	24,000	53,500	62.12%
	Village wide medians and buildings (plant materials, mulch, sod, soil)				15,000	
	Recreation Center Turf maintenance				17,500	
	Related supplies				500	
	Related repairs				1,000	
	Community signage installation (last 4)				12,500	
	Community signage landscaping				2,000	
	Irrigation repairs				5,000	
001-539-5460000.200	Repairs & Maintenance-Equipment	3,000	2,696	3,000	3,650	21.67%
	General Maintenance				3,000	
	Materials for Weed Eater/Mowers/Oil, etc.				500	
	Lawn Mower Servicing				150	
001-539-5460000.275	Repairs & Maintenaince-Buildings	36,060	20,292	25,000	30,352	-15.83%
	Alarm Police (@ $52/mo)				624	
	Alarm Village Hall (@ $52/mo)				624	
	Alarm Log Cabin (@ $52/mo)				624	
	Alarm Recreation Center (@ $52/mo)				624	
	Alarm Public Works (@ 152/qtr)				608	

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 6/30/16	PROJECTED Thru 9/30/16	Requested BUDGET	
	Alarm Public Works Facility (@ 152/qtr)				608	
	Empire Safety Fire Alarm (@ $125/mo)				1,500	
	Fire Extinguisher inspection all buildings				640	
	Paint interior/exterior of Recreation Center				8,000	
	Village Hall exterior bathroom repair				1,500	
	General maintenance all buildings				8,000	
	Fumigation all buildings				5,000	
	Septic tank maintenance/cleaning				2,000	
001-539-5460000.280	Repairs & Maintenance-Tree Trimming & Re	11,000	17,183	20,920	20,000	81.82%
	Tree Trimming and Removal				12,000	
	Tree Trimming through Forestry Grant match of $4,000				8,000	
001-539-5460000.300	Repairs & Maintenance-Sidewalks & Median	3,000	908	1,000	1,000	-66.67%
	General repairs					
001-539-5520000.000	Miscellaneous Operating Supplies	2,000	2,219	2,500	2,500	25.00%
	Gerneral Operating Supplies for all buildings and medians					
001-539-5520000.205	Uniforms & Cleaning	2,500	2,072	2,500	3,640	45.60%
	Uniforms and cleaning for 3 employees @ $70 per week					
001-539-5520000.210	Gasoline	3,500		2,500	3,500	0.00%
	2 Dodge Trucks, 1 flat bed,4 mowers , code car, govt. car					
001-539-5520000.215	Janitorial Supplies	5,000	1,424	2,500	3,000	-40.00%
	Janitorial supplies for all buildings					
001-539-5540000.200	Memberships	180		0	160	-11.11%
	PWA- Public Works Association					
001-539-5550000.000	Education and Training	510	349	350	500	-1.96%
	Education and Training					
001-539-5640000.000	Capital Acquisitions-Equipment	2,500		1,000	3,570	42.80%
	Auger (for Tree Planting)				1,070	
	Leaf Vacuum				1,000	
	Chainsaw Blades/Chains				500	
	Weed Eater				300	
	Pallet Jack				300	
	Backpack blower				400	

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 6/30/16	PROJECTED Thru 9/30/16	Requested BUDGET	
001-539-5701000.000	Debt Service - Principal				6,000	100.00%
	Lease year 1 (to replace 2001 Chevrolet Flat Bed Truck (95,000+ miles)					
001-539-5720500.000	Debt Service - Interest				900	100.00%
	Lease year 1 (to replace 2001 Chevrolet Flat Bed Truck (95,000+ miles)					
		281,334	**195,521**	**263,310**	**391,260**	**39.07%**
				-6.41%		

Parks & Recreation

The Parks & Recreation Department is responsible for the management of our central park, the Ed Burke Recreation Center. The department is responsible for the coordination of all programs and activities at the park, and to continue to maintain the park grounds and facilities for the enjoyment of all residents.

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 6/30/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
DEPT 572 PARKS & RECREATION						
001-572-5120000.000	Regular Salaries	42,230	30,340	42,230	43,497	3.00%
	Parks & Recreation Manager (+3%)					
001-572-5130000.100	Other Salaries & Wages-Part Time Salaries	42,373	19,296	35,000	41,482	-2.10%
	Coordinator 1 (PT) (+3%)				19,241	
	Coordinator 2 (PT) (+3%)				19,241	
	Coordinator (Summer Seasonal)				3,000	
001-572-5210000.000	Fica/Medicare	6,090	3,797	6,000	6,501	6.75%
	@ 7.65%					
001-572-5220000.000	Florida Retirement System	5,779	3,562	5,800	6,165	6.68%
	@ 7.52%					
001-572-5230000.000	Health Insurance	7,182	7,251	7,500	8,003	11.43%
	Manager @ $7,983/yr (includes +15% at renewal on 6/1/2017)				7,983	
	COBRA Coverage @ 20.40				20	
001-572-5240000.000	Workman Compensation	171	127	171	212	23.98%
	@ .25% Class Code 9102					
001-572-5340000.900	Other Conctractual Services	1,500	632	850	1,500	0.00%
	Recreation Program fee split (Yoga, boot camp, dance)					
001-572-5410000.110	Telephone Stipend	480	360	480	480	0.00%
	Manager @ $40/mo					
001-572-5440000.100	Leased Equipment	720	430	600		
001-572-5460000.100	Repairs & Maintenance-Landscaping	2,600	6,150	6,150	4,000	53.85%
	Replacement mulch for playground area					
001-572-5460000.200	Repairs & Maintenance-Equipment	2,600	6,150	6,150	12,652	386.62%
	Paint for Tot Lot/Playgroud				800	
	Repair for Tot Lot Sun Shade				8,552	
	Two replacement slides for the playground				3,300	
001-572-5460000.250	Repairs & Maintenance-Vehicles	1,150	958	5,500	2,500	117.39%
	Maintenance of 2002 Chevrolet Express Van					
001-572-5460000.275	Repairs & Maintenaince-Buildings	8,100	10,047	10,050	7,000	-13.58%
	General Maintenace				3,000	

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 6/30/16	PROJECTED Thru 9/30/16	Requested BUDGET	
	Recreation Center entrance lighting				4,000	
001-572-5490000.905	Concession Expenses	500	632	650	500	0.00%
	Special events					
001-572-5490000.915	Miscellaneous Special Events	13,500	9,019	12,000	9,200	-31.85%
	Halloween				2,000	
	Movie Nights @ $400 per movie rental x 3				1,200	
	Winter Fest				3,500	
	Spring Fest				2,500	
001-572-5520000.000	Miscellaneous Operating Supplies	1,000	271	500	3,000	200.00%
	Prizes, supplies and crafts				1000	
	Movie screen for Movie Night				1500	
	Projector for Movie Night				500	
001-572-5520000.205	Uniforms & Cleaning	300			300	0.00%
	Uniforms					
001-572-5540000.200	Memberships	160	160	160	160	0.00%
	FRPA					
001-572-5550000.000	Education and Training	850	(267)	300	850	0.00%
	Training and Annual Conference					
		134,685	**92,765**	**133,941**	**148,002**	**9.89%**
				-0.55%		

Transfers Out

Transfers Out provides for the transferring of funds from the General Funds to another fund, in this case in the Capital Improvements Fund.

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 6/30/16	PROJECTED Thru 9/30/16	Requested BUDGET	
GENERAL FUND EXPENDITURES						
DEPT 000 TRANSFERS OUT						
001-000-5810000.000	Transfers Out	192,400		192,400	17,000	-91.16%
	Capital Improvement: Recreation Center paving/parking				14000	
	Capital Improvement: Fencing for garbage containers (Rec Ctr & Village Hall)				3000	
		192,400		**192,400**	**17,000**	**-91.16%**
				0.00%		

SPECIAL FUND DETAILS

Roads Fund

The Road fund is under the direction of Public Works and is used to segregate activity for Local Gas Tax revenues. These monies are used in the maintenance and improvement of streets and roads that serve our residents.

8/22/16

Village of Biscayne Park
FY 2016-17 Budget - DRAFT

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 8/22/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
ROAD FUND REVENUES						
101-000-3124100.000	Local Option Gas Taxes-6 Cent	56,521	41,895	55,000	55,274	-2.21%
101-000-3124200.000	Local Option Gas Tax (5 Cent)	21,885	16,239	20,000	19,496	-10.92%
101-000-3342100.000	FDOT 6 Ave Median Maintenance		708	708	1,450	100.00%
101-000-3351200.000	Revenue Sharing	25,555	16,569	25,000	24,886	-2.62%
101-000-3491010.000	Admin Fees-Sanitation	23,173		23,173	23,603	1.86%
	FY 2016-17 Sanitation Budget					
101-541-3351200.000	State Revenue Sharing		2,060	2,060	2,100	100.00%
		127,134	**77,471**		**126,809**	**-0.26%**

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 8/22/16	PROJECTED Thru 9/30/16	Requested BUDGET	
ROAD FUND EXPENDITURES						
101-541-5120000.000	Regular Salaries	61,213	50,648	61,213	63,058	3.01%
	Supervisor (+2% IUPAT)				33,186	
	Roads Staff 1				29,872	
101-541-5120000.210	Employee Bonuses	1,000	1,000	1,000	1,000	0.00%
	Bonus per IUPAT @ $500 x 2					
101-541-5140000.000	Overtime	2,000			1,000	-50.00%
	Overtime					
101-541-5210000.000	Fica/Medicare	4,912	3,933	4,912	4,835	-1.57%
	@ 7.65%					
101-541-5220000.000	Florida Retirement System	4,662	3,540	4,662	4,742	1.72%
	@ 7.52%					
101-541-5230000.000	Health Insurance	14,979	13,617	15,500	16,592	10.77%
	2 @ $8,255/yr (includes +15% at renewal on 6/1/2017)				16,551	
	COBRA Coverage @ 20.40 x 2				41	
101-541-5240000.000	Workers Compensation	5,274	3,963	5,300	7,094	34.51%
	@ 11.25% Class Code 5509					
101-541-5460000.200	Repairs & Maintenance-Equipment	2,000	2,219	2,300	2,300	15.00%
	General Repairs and Maintenace				1,800	
	Servicing for front end loader				500	
101-541-5460000.250	Repairs & Maintenance-Vehicles	1,500	2,629	2,700	1,550	3.33%
	Servicing to Flat Bed Truck (oil change, fluilds, etc.)				250	
	Servicing to 2 Dodge Trucks (oil change, fluids, etc)				1,000	
	Servicing to 2 Gators				300	

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17 Requested BUDGET	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 8/22/16	PROJECTED Thru 9/30/16		
101-541-5460000.300	Repairs & Maintenance-Sidewalks & Median	2,594	5,519	5,519	1,250	-51.81%
	Sidewalk repairs/mainenance around Rec Center/ Village Hall					
101-541-5520000.000	Miscellaneous Operating Supplies	1,300	1,393	1,200	750	-42.31%
	Gerneral Supplies					
101-541-5520000.205	Uniforms & Cleaning	1,500	1,793	2,000	2,912	94.13%
	Uniforms and Cleaning for 2 Employees @ $56 per week					
101-541-5520000.210	Gasoline	3,000	721	1,500	1,500	-50.00%
	Gators, Mowers and Other Equipment					
101-541-5520000.211	Diesel	2,000	1,583	1,800	2,144	7.20%
	Disel fuel for 2 dodge trucks, flat beds and front end loader					
101-541-5530000.000	Road Materials	4,000	3,969	4,000	3,250	-18.75%
	General Materials for Repair and Maintenace (paint, asphalt, road signs)					
101-541-5550000.000	Education and Training	200			200	0.00%
	Education and Training					
101-541-5640000.000	Capital Acquisitions-Equipment	15,000	10,500	12,000		-100.00%
101-541-5701000.200	Debt Service-Principal		256		3,060	100.00%
	Tractor lease					
101-541-5701100.100	Debt Serving-Principal		671		8,052	100.00%
	Lease Dodge Ram Pickup					
101-541-5720500.100	Debt Service-Interest		72		900	100.00%
	Lease Dodge Ram Pick up					
101-541-5720500.200	Debt Service-Interest		52		620	100.00%

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16			FY 2016-17	DIFF
		ORIGINAL BUDGET	ACTIVITY Thru 8/22/16	PROJECTED Thru 9/30/16	Requested BUDGET	
	Lease Tractor					
		127,134	**108,078**	**125,606**	**126,809**	**-0.26%**

CITT

The Citizens' Independent Transportation Trust (CITT) provides revenues derived from the Miami-Dade County half penny sales surtax for use by municipalities for transportation and transit projects such as road repair and maintenance. The CITT Fund includes two separate funds. Transportation can be used for enhancements, road repairs and maintenance. Transit can only be used for community transit programs (example a community bus).

Wednesday, September 14, 2016

Village of Biscayne Park
FY 2016-17 Budget - DRAFT

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 8/22/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
CITT-TRANSPORTATION REVENUES						
103-541-3382100.000	Transportation Surtax Revenues	96,123	69,694	96,000	87,900	-8.55%
		96,123	**69,694**		**87,900**	**-8.55%**
CITT-TRANSPORTATION EXPENDITURES						
103-541-5300000.200	New Street Address Signs	41,123			10,000	-75.68%
103-541-5310000.350	Professional Services-Road Repair	25,000			14,500	-42.00%
103-541-5310000.450	Storm Drainage	6,000			40,000	566.67%
	Based on estimate for Village wide drain vacuuming/cleaning					
103-541-5430000.100	Utilities-Street Lights	24,000	19,019	23,000	23,400	-2.50%
	Stree lights (Avg $1,950/mo)					
		96,123	**19,019**		**87,900**	**-8.55%**

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 8/22/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
CITT-TRANSIT REVENUES						
104-000-3382000.000	Transit Surtax Revenues	24,030	17,423	24,000	21,984	-8.51%
		24,030	**17,423**		**21,984**	-8.51%
CITT-TRANSIT EXPENDITURES						
104-000-5690000.000	General Contingencies	0			21,984	100.00%
	Bus Shelter					
		24,030			**21,984**	-8.51%

Police Forfeitures

Police Forfeiture funds are generated when the Village obtains a final judgement regarding property that was used during the commission of a crime. The police department obtains the value of the property through sale or retention. The use of police forfeiture funds is directed by Florida State Revenues and under the authority of the Police Chief and review by the Village Attorney.

Wednesday, September 14, 2016

Village of Biscayne Park
FY 2016-17 Budget - DRAFT

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 8/22/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET	DIFF
POLICE FORFEITURES REVENUES						
105-000-3511000.000	Federa/State Forfeitures	0	0	0	500	
105-000-3810000.000	Transfers In	0	0	0	0	
105-541-3611000.000	Interest Earnings	0	0	0	0	
		0	**0**	**0**	**500**	
POLICE FORFEITURES EXPENDITURES						
105-513-5300000.000	Bank Service Charges	0	152	152	150	
105-521-5440000.450	Vehicle Rentals	0	5,850	5,850	0	
105-521-5520000.000	Operating Supplies	500	0	0	350	
105-521-5810000.000	Transfers Out	0	0	0	0	
		500	**6,002**	**6,002**	**500**	

Capital Improvements

The Capital Improvement Fund is funded through grants, debt service and allocations from the General Fund. This allow the Village to properly monitor and budget for construction and improvements in the Village.

Village of Biscayne Park
FY 2016-17 Budget - DRAFT

GL NUMBER	DESCRIPTION/COMMENTS	FY 2015-16 ORIGINAL BUDGET	FY 2015-16 ACTIVITY Thru 8/22/16	FY 2015-16 PROJECTED Thru 9/30/16	FY 2016-17 Requested BUDGET
CAPITAL IMPROVEMENT FUND REVENUES					
302-539-3342500.000-DOHR	Grant-Historical Resources (Log Cabin)		100,000	100,000	0
302-539-3342500.000-VILL	Grant-Historical Resources (Log Cabin)		25,000	25,000	0
302-539-3343200.000-CDBG	Local Grants-CDBG Sign Grant		50,793	50,793	0
302-539-3344000.001	Stormwater Grant		0	150,000	0
302-539-3810000.000-DOHR	Transfers In	192,400		192,400	17,000
		192,400	**175,793**	**518,193**	**17,000**
CAPITAL IMPROVEMENT EXPENDITURES					
302-539-5800000.210-DOEO	Design & Engineering-DOEO Grant	25,000	21,490	21,490	0
302-539-5800000.211	Stormwater Expenses		98,321	150,000	0
302-539-5800000.220-DOEO	Construction Costs-DOEO	135,000	40,614	40,614	0
302-539-5800000.220-DOHR	Construction Costs-DOHR Grant	32,400	60,772	60,772	0
302-539-5800000.240-DOEO	Construction Project Management-DOEO		225,894	225,894	0
302-539-25800000.260	Repair/Improvements Rec Center parking/paving				14000
302-539-25800000.000	Repair / Improvements - fencing for garbage containers at Village Hall and Rec Center				3000
		192,400	**447,091**	**498,770**	**17,000**