



# *The Village of Biscayne Park*

640 NE 114th St., Biscayne Park, FL 33161

Telephone: 305 899 8000 Facsimile: 305 891 7241

**AGENDA**  
**SPECIAL COMMISSION MEETING**  
**Ed Burke Recreation Center - 11400 NE 9th Court**  
**Biscayne Park, FL 33161**  
**Thursday, July 17, 2014 - 6:30pm**



*Indicates back up documents are provided.*

**1 Call to Order**

**2 Roll Call**

**3 Pledge of Allegiance**

**4 Presentations continued**

4.a Senator Miguel Diaz de la Portilla, Florida Senate, and David Caserta,  
President of David T. Caserta Government Relations, Inc.

4.b Pablo Llerenas, GLSC & Company, PLLC - Audit report for fiscal year ending  
09/30/2013

**5 Additions, Deletions or Withdrawals to the Agenda**

*At this time, any member of the Village Commission or the Village Manager may request to add, change, or delete items from the agenda.*

**6 Public Comments Related to Agenda Items / Good & Welfare**

*Comments from the public relating to topics that are on the agenda, or other general topics.*

**7 Resolutions**



**7.a Resolution 2014-46**

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA; **ESTABLISHING A TENTATIVE MILLAGE RATE OF 9.7000 FOR FISCAL YEAR 2014-15**, ESTABLISHING THE CURRENT YEAR ROLLED-BACK RATE TO BE 8.8456 AND ESTABLISHING THE FIRST AND THE SECOND PUBLIC BUDGET HEARINGS AS REQUIRED BY LAW; DIRECTING THE VILLAGE CLERK AND FINANCE DIRECTOR TO FILE SAID RESOLUTION WITH THE PROPERTY APPRAISER OF MIAMI-DADE COUNTY PURSUANT TO THE REQUIREMENTS OF FLORIDA STATUTES AND THE RULES AND REGULATIONS OF THE DEPARTMENT OF REVENUE OF THE STATE OF FLORIDA; ESTABLISHING THE TIME AND LOCATION OF THE FIRST AND SECOND PUBLIC HEARINGS; PROVIDING FOR AN EFFECTIVE DATE

## 8 Old Business

*These items are generally discussion items that have been previously discussed by the Commission and new information or updates are available by either a member of the Commission or the Administration.*

## 9 New Business

*These items are generally discussion items that have been requested by members of the Commission or the Administration.*



9.a Informational item - Public Services Coordinator position.



9.b Discussion - Roads & Stormwater Assessment



9.c Discussion - Village Hall Annex Ad Hoc Committee - As requested by Commissioner Anderson.

## 10 Announcements

Monday, July 21st - Planning & Zoning at 6:30pm

Tuesday, July 22nd - Recreation Advisory Board at 7:00pm

Our next regular Commission meeting is Tuesday, August 5, 2014, at 7:00pm

## 11 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.



# Village of Biscayne Park Commission Agenda Report

**Village Commission Meeting Date:** July 17, 2014

**Subject:** Resolution 2014—46 Establishing a Tentative Millage Rate of 9.7000 for Fiscal Year 2014-15, Establishing the Current Year Rolled-Back Rate to be 8.8456 and Establishing the First and the Second Public Budget Hearings as Required by Law

**Prepared By:** Heidi Shafran, AICP, Village Manager

**Sponsored By:** Staff

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## BACKGROUND

The State of Florida and Miami-Dade set procedures and timetables for the Village to follow for the setting of the millage rate and the establishment of the Village budget. These rules are generally referred to as TRIM (Truth in Millage) rules.

By August 4, 2014 the Village is required to establish a tentative (maximum) millage rate, rollback millage rate and the scheduling of the first and second public hearings on the budget. Once the tentative millage rate is set the Village may opt to lower the millage rate at its public budget hearings, but it cannot increase from the tentative millage rate unless there are extenuating circumstances. Throughout the budget process staff will work with the Village Commission to establish the final millage rate. The tentative millage rate provides a framework for these discussion.

**The proposed balanced budget represents a millage rate of 9.7000 which maintain the same millage rate of the previous year. Each 0.1 mil represents \$14,449. Based on the proposed balanced budget, there is a contingency of \$40,265 that, if not needed during the year, will augment the Village's reserve fund balance with any other realized savings throughout next fiscal year.**

The primary source of revenue for the Village is the property or ad valorem tax base. The rate at which property is taxed is referred to as the millage rate. The amount of taxes paid by a property owner is determined by multiplying the millage rate times each \$1,000.00 of assessed property value. On July 1, 2014, the Miami-Dade County Property Appraiser estimated the Taxable Value within the Village of Biscayne Park at approximately \$144,000,000. This valuation represents an 8.4% increase over the Fiscal Year 2013-14 valuation of \$132,789,629.

July 17, 2014

**Commission Agenda Report**

**Resolution 2014-46 Establishing a Tentative Millage Rate of 9.7000 for Fiscal Year 2014-15, Establishing the Current Year Rolled-Back Rate to be 8.8456 and Establishing the First and the Second Public Budget Hearings as Required by Law**

The draft budget includes an increase of services to residents, efficiencies in operations and improvements to Village buildings, medians and communal space. While there are proposed Cost of Living Adjustments for all employees, there are also employee savings through the reclassification of vacant positions. These reclassifications provide more direct services to the residents and remove administrative positions.

Staff is committed to working with the Village Commission during the budget workshops to achieve a balanced budget at the appropriate taxation rate.

Some budget highlights are as follows:

- Absorbing the salaries and required benefits and costs of two (2) previous sanitation employees into the General Fund.
- Providing \$35,000 in matching funds for various grants related to the Log Cabin, tree enhancements and maintenance and cultural programming.
- A 3% Cost of Living Allowance (COLA) for all general employees except the Village Manager.
- An increased budget of \$41,000 for in-house median enhancements, preventive measures and maintenance to be coordinated with the Parks and Parkways Board. This increased budget is a result of median maintenance being performed by Public Works employees next year. The \$27,000 that was previously budgeted is now used to cover employee costs, fuel, equipment & truck repair and maintenance and landscape enhancements as explained in the budget.
- Purchase of an additional heavy-duty lawnmower for median maintenance.
- Improvements to the Ed Burke Recreation Center – including new floors, building exterior lighting, security cameras and air conditioning repair.
- Adequate funding to repair a portion of the sidewalk at the Park.
- Move of Police Department to the former Public Works facility.
- Purchase of an additional patrol police car to replace a non-functioning police car. All police cars in fleet will be utilized in the upcoming year due to two police officers passing their probation status and the remaining cars being used by reserve officers while on-duty in the Village.
- Reduction in costs for Village wide telephone and internet services.
- Purchase of a video recorder to supplement Comcast recordings.

July 17, 2014

**Commission Agenda Report**

**Resolution 2014-46 Establishing a Tentative Millage Rate of 9.7000 for Fiscal Year 2014-15, Establishing the Current Year Rolled-Back Rate to be 8.8456 and Establishing the First and the Second Public Budget Hearings as Required by Law**

**Fiscal / Budget Impact**

The proposed millage rate will allow the Village to continue to operate while improving the delivery of services.

**STAFF RECOMMENDATION**

Staff recommends the Village Commission set the tentative millage rate at 9.7 mils.

**ATTACHMENTS**

Resolution 2014-46  
Proposed Fiscal Year 2013-2014 budget

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2  
3 **RESOLUTION NO. 2014-46**  
4

5 **A RESOLUTION OF THE VILLAGE COMMISSION OF THE**  
6 **VILLAGE OF BISCAYNE PARK, FLORIDA;**  
7 **ESTABLISHING A TENTATIVE MILLAGE RATE OF 9.7000**  
8 **FOR FISCAL YEAR 2014-15, ESTABLISHING THE**  
9 **CURRENT YEAR ROLLED-BACK RATE TO BE 8.8456 AND**  
10 **ESTABLISHING THE FIRST AND THE SECOND PUBLIC**  
11 **BUDGET HEARINGS AS REQUIRED BY LAW; DIRECTING**  
12 **THE VILLAGE CLERK AND FINANCE DIRECTOR TO**  
13 **FILE SAID RESOLUTION WITH THE PROPERTY**  
14 **APPRAISER OF MIAMI-DADE COUNTY PURSUANT TO**  
15 **THE REQUIREMENTS OF FLORIDA STATUTES AND THE**  
16 **RULES AND REGULATIONS OF THE DEPARTMENT OF**  
17 **REVENUE OF THE STATE OF FLORIDA; ESTABLISHING**  
18 **THE TIME AND LOCATION OF THE FIRST AND SECOND**  
19 **PUBLIC HEARINGS; PROVIDING FOR AN EFFECTIVE**  
20 **DATE**  
21

22  
23 WHEREAS, Chapter 2007-321, Laws of Florida, provides the maximum tax levies for  
24 municipalities as well as establishes the procedure to calculate these maximum rates; and  
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26 WHEREAS, the maximum tax levy allowed by a majority vote of the governing body  
27 for fiscal year 2014-15 is based on a percentage applied to the rolled-back rate under Section  
28 200.065, Florida Statutes; and  
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30 WHEREAS, the maximum tax levies may be increased by a supermajority or  
31 unanimous vote of the local governing body; and  
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33 WHEREAS, taxing authorities must complete and return the appropriate form to the  
34 property appraiser's office certifying the proposed millage rates on or before August 4, 2014;  
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36 NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE  
37 COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA:  
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39 **Section 1.** That the proposed millage for the first public hearing is hereby declared to be  
40 9.7000 per \$1,000.00 of assessed property within the Village of Biscayne Park.  
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1           **Section 2.** That the Village Commission further confirms the current year rolled-back  
2 rate, computed pursuant to section 200.065 F.S., is 8.8456 per \$1,000.00.

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4           **Section 3.** That the date, time and place of the first and second public hearings are  
5 hereby set by the Village Commission as follows:

<u>Date</u>	<u>Time</u>	<u>Place</u>
6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45		
Thursday, September 11, 2014	6:30 p.m.	Village of Biscayne Park Ed Burke Recreation Center 11400 NE 9 <sup>th</sup> Court Biscayne Park, FL 33161
Tuesday, September 23, 2014	6:30 p.m.	Village of Biscayne Park Ed Burke Recreation Center 11400 NE 9 <sup>th</sup> Court Biscayne Park, FL 33161

20           **Section 4.** That the Village Clerk and Finance Director are directed to complete and  
21 return the appropriate forms certifying the Village's proposed millage on or before August 4,  
22 2014 to the Miami-Dade County Property Appraiser's Office.

23           **Section 5.** This resolution shall be effective immediately upon its adoption.

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27 PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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30           The foregoing resolution upon being  
31 put to a vote, the vote was as follows:

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34 \_\_\_\_\_  
35 David Coviello, Mayor

36 Mayor Coviello: \_\_\_\_\_  
37 Vice Mayor Ross: \_\_\_\_\_  
38 Commissioner Anderson: \_\_\_\_\_  
39 Commissioner Jonas: \_\_\_\_\_  
40 Commissioner Watts: \_\_\_\_\_

41 Attest:

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43 \_\_\_\_\_  
44 Maria Camara, Village Clerk  
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**Approved as to form:**

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Village Attorney

# Village of Biscayne Park

## Fiscal Year 2014-15 Proposed Budget



July 11, 2014

07/10/2014

**BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK**  
Calculations as of 06/30/2014

ACCOUNT	DESCRIPTION	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 06/30/14	2013-14 PROJECTED ACTIVITY	2014-15 MANAGER RECOMMENDATION BUDGET
Fund 001 - General Fund					
ESTIMATED REVENUES					
Dept 000					
3110000.000	Ad Valorem Taxes	1,222,080	1,212,527	1,222,080	1,326,960
3141000.000	Electric Utility Tax	109,366	77,019	109,366	125,519
3143000.000	Water Utility Tax	13,747	25,731	34,230	34,230
3144000.000	Gas/Propane Utility Tax	11,125	7,941	10,586	10,600
3150000.000	Communications Service Tax	134,762	90,206	121,980	120,413
3221000.000	Building Permits	116,545	37,160	60,000	55,000
3222000.000	Electric Permits	14,119	7,290	10,000	9,000
3223000.000	Plumbing Permits	14,307	6,917	13,000	11,000
3224000.000	A/C Mechanical Permits	7,414	4,260	5,000	4,000
3226000.000	Painting Permits	1,400	1,455	2,000	1,500
3227000.000	Garage Sale Permits	750	550	750	750
3228000.000	Plan Review		13,665	13,665	13,000
3229000.000	Permit Admin/Application Fees	10,000	5,568	7,500	7,500
3229100.000	Contractor Registration	4,200	5,950	6,500	6,000
3230000.700	Franchise Fee -Waste Pro				42,783
3231000.000	Electric Franchise Fees	118,463	60,013	118,463	105,000
3231500.000	Franchise Fee-Gas/Propane	4,896			
3290500.000	Home Occupation Fee		350	450	450
3291000.000	Home Re-Occupancy Fee	5,600	4,675	5,000	5,000
3292750.000	Local Home Business Fee	200			
3293000.000	Landlord Permit Fee	10,000	8,050	8,500	4,500
3342000.000	Grant-Byrne	1,909	1,906	1,906	1,906
3342100.000	FDOT 6 Ave Median Maintenance		1,990	3,990	3,990
3342200.000	Grant-Forestry	5,044	4,500	4,500	5,000
3343000.000	Grant -Cultural Council	1 of 39	2,014	2,014	2,500

ACCOUNT	DESCRIPTION	2013-14	2013-14	2013-14	2014-15
		AMENDED BUDGET	ACTIVITY THRU 06/30/14	PROJECTED ACTIVITY	MANAGER RECOMMENDATION BUDGET
3343100.000	State Grant-Vests	11,000		11,967	
3343500.000	FDOT Beautification Grant				2,500
3344900.000	Fuel Tax Refund		2,029	3,600	3,600
3351200.000	State Revenue Sharing	69,250	49,940	66,586	74,297
3351800.000	Half-Cent Sales Tax	216,850	149,626	216,850	213,561
3434200.000	Special Trash Pick Up		1,968		
3472100.000	Program Fees	22,000	11,448	13,000	14,000
3472200.000	Concession Sales	800	566	800	900
3472250.000	Facility Rental	10,000	4,760	7,000	8,000
3472300.000	Other Fees - Donations		105		
3490000.000	Administative Fees	139,782	45,848	139,782	40,188
3494022.000	Admin Fee-PW Direct Charge		51,167		44,958
3515000.000	Traffic Fines	20,000	11,965	15,000	15,000
3515500.000	School Crossing Guard Revenue		52	100	100
3516000.000	Law Enforcement Training Fund	900	1,688	2,143	2,000
3517000.000	Towing Revenue		2,325	3,488	2,000
3518000.000	Vehicle Impound Fees		250	500	500
3519000.000	Code Compliance Fines	48,000	36,996	28,000	24,000
3610000.000	Miscellaneous & Donations	2,000	14,220	16,110	10,000
3611000.000	Interest Earnings	225	(214)		2,000
3611200.000	Newsletter Advertising	1,500	1,500	1,500	1,500
3611500.000	Lien Search and Copies	7,000	5,429	7,000	6,000
3613000.000	Reimbursements - Prior Year Exp.		4,287	4,286	1,500
3614000.000	Gain On Sale Of Assets		463	500	2,500
3650000.000	Sale of Surplus Materials or Scr	12,000	6,453	10,000	10,000
3690120.000	Insurance Proceeds		334		
3830000.000	Proceeds From Capital Lease				43,973
3343000.000	Grant -Cultural Council				2,500
<b>TOTAL ESTIMATED REVENUES</b>		<b>2,367,234</b>	<b>1,982,939</b>	<b>2,309,692</b>	<b>2,422,178</b>

ACCOUNT	DESCRIPTION	2013-14	2013-14	2013-14	2014-15
		AMENDED BUDGET	ACTIVITY THRU 06/30/14	PROJECTED ACTIVITY	MANAGER RECOMMENDATION BUDGET
EXPENDITURES					
511	Village Commission	25,573	15,464	24,499	23,223
512	Administration	222,993	143,260	192,625	216,070
513	Finance	151,482	110,878	151,326	153,887
515	Planning & Zoning	20,000	8,803	8,803	10,000
519	General Government	256,507	111,616	198,149	281,224
521	Police	1,017,459	760,284	989,668	1,126,431
524	Building Department	146,728	103,620	113,540	113,805
529	Code Enforcement	68,505	46,982	68,088	63,871
539	Public Works	212,550	147,055	152,623	229,064
572	Parks and Recreation	180,986	101,421	142,602	169,603
<b>TOTAL EXPENDITURES</b>		<b>2,302,783</b>	<b>1,549,382</b>	<b>2,041,923</b>	<b>2,387,178</b>
<b>OTHER SOURCI Transfers Out</b>					
001-000-58100 Transfers Out		64,451			35,000
FOOTNOTE AMOUNTS:					10,000
Transfer to Roads Fund from savings landscape maintenance					
FOOTNOTE AMOUNTS:					25,000
Transfer to CIP-for 50% of log cabin grant match					
Totals USES OF FUNDS		64,451			<b>35,000</b>
<b>TOTAL EXPENDITURES AND USES OF FUNDS</b>		<b>2,367,234</b>			<b>2,422,178</b>

07/10/2014

**BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK**  
**Calculations as of 06/30/2014**

GL NUMBER	DESCRIPTION	2013-14	2013-14	2013-14	2014-15
		AMENDED BUDGET	ACTIVITY THRU 06/30/14	PROJECTED ACTIVITY	MANAGER RECOMMENDATION BUDGET

**Fund 001 - General Fund**

**ESTIMATED REVENUES**

001-000-3110000.000	Ad Valorem Taxes	1,222,080	1,212,527	1,222,080	1,326,960.00
	FOOTNOTE AMOUNTS:				1,326,960.00
	Preliminary \$144,000,000/\$1,000 * Millage 9.7 x 95%				
001-000-3141000.000	Electric Utility Tax	109,366	77,019	109,366	125,519.00
001-000-3143000.000	Water Utility Tax	13,747	25,731	34,230	34,230.00
001-000-3144000.000	Gas/Propane Utility Tax	11,125	7,941	10,586	10,600.00
001-000-3150000.000	Communications Service Tax	134,762	90,206	121,980	120,413.00
001-000-3221000.000	Building Permits	116,545	37,160	60,000	55,000.00
001-000-3222000.000	Electric Permits	14,119	7,290	10,000	9,000.00
001-000-3223000.000	Plumbing Permits	14,307	6,917	13,000	11,000.00
001-000-3224000.000	A/C Mechanical Permits	7,414	4,260	5,000	4,000.00
001-000-3226000.000	Painting Permits	1,400	1,455	2,000	1,500.00
001-000-3227000.000	Garage Sale Permits	750	550	750	750.00
001-000-3228000.000	Plan Review		13,665	13,665	13,000.00
001-000-3229000.000	Permit Admin/Application Fees	10,000	5,568	7,500	7,500.00
001-000-3229100.000	Contractor Registration	4,200	5,950	6,500	6,000.00
001-000-3230000.700	Franchise Fee -Waste Pro				42,783.00
001-000-3231000.000	Electric Franchise Fees	118,463	60,013	118,463	105,000.00
001-000-3231500.000	Franchise Fee-Gas/Propane	4,896			
001-000-3290500.000	Home Occupation Fee		350	450	450.00
001-000-3291000.000	Home Re-Occupancy Fee	5,600	4,675	5,000	5,000.00
001-000-3292750.000	Local Home Business Fee	200			
001-000-3293000.000	Landlord Permit Fee	10,000	8,050	8,500	4,500.00
	FOOTNOTE AMOUNTS:				4,500.00
	Per section 16.15.6 waiver of permit if the property has received no Violations for 3 consecutive years then the landlord permit shall be waived				

07/10/2014

**BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK**  
 Calculations as of 06/30/2014

GL NUMBER	DESCRIPTION	2013-14	2013-14	2013-14	2014-15
		AMENDED BUDGET	ACTIVITY THRU 06/30/14	PROJECTED ACTIVITY	MANAGER RECOMMENDATION BUDGET
<b>Fund 001 - General Fund</b>					
<b>ESTIMATED REVENUES</b>					
001-000-3342000.000	Grant-Byrne	1,909	1,906	1,906	1,906.00
001-000-3342100.000	FDOT 6 Ave Median Maintenance		1,990	3,990	3,990.00
001-000-3342200.000	Grant-Forestry	5,044	4,500	4,500	5,000.00
001-000-3343000.000	Grant -Cultural Council		2,014	2,014	2,500.00
	<b>Cultural Council</b>				
001-000-3343100.000	State Grant-Vests	11,000		11,967	
001-000-3343500.000-FDBP	FDOT Beautification Grant				2,500.00
	<b>FOOTNOTE AMOUNTS:</b>				<b>2,500.00</b>
	<b>FDOT Road Beautification Project</b>				<b>2,500.00</b>
001-000-3344900.000	Fuel Tax Refund		2,029	3,600	3,600.00
001-000-3351200.000	State Revenue Sharing	69,250	49,940	66,586	74,297.00
001-000-3351800.000	Half-Cent Sales Tax	216,850	149,626	216,850	213,561.00
001-000-3434200.000	Special Trash Pick Up		1,968		
001-000-3472100.000	Program Fees	22,000	11,448	13,000	14,000.00
001-000-3472200.000	Concession Sales	800	566	800	900.00
001-000-3472250.000	Facility Rental	10,000	4,760	7,000	8,000.00
001-000-3472300.000	Other Fees - Donations		105		
001-000-3490000.000	Administrative Fees	139,782	45,848	139,782	40,188.00
001-000-3494022.000	Admin Fee-PW Direct Charge		51,167		44,958.00
001-000-3515000.000	Traffic Fines	20,000	11,965	15,000	15,000.00
001-000-3515500.000	School Crossing Guard Revenue		52	100	100.00
001-000-3516000.000	Law Enforcement Training Fund	900	1,688	2,143	2,000.00
001-000-3517000.000	Towing Revenue		2,325	3,488	2,000.00
001-000-3518000.000	Vehicle Impound Fees		250	500	500.00
001-000-3519000.000	Code Compliance Fines	48,000	36,996	28,000	24,000.00
	<b>FOOTNOTE AMOUNTS:</b>			<b>28,000</b>	<b>24,000.00</b>
	<b>Code compliance fines</b>				
001-000-3610000.000	Miscellaneous & Donations	2,000	14,220	16,110	10,000.00
	<b>FOOTNOTE AMOUNTS:</b>				<b>6,500.00</b>

07/10/2014

**BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK**  
 Calculations as of 06/30/2014

GL NUMBER	DESCRIPTION	2013-14	2013-14	2013-14	2014-15
		AMENDED BUDGET	ACTIVITY THRU 06/30/14	PROJECTED ACTIVITY	MANAGER RECOMMENDATION BUDGET
<b>Fund 001 - General Fund</b>					
<b>ESTIMATED REVENUES</b>					
	Miscellaneous Income & Donations & Insurance Proceeds				
	FOOTNOTE AMOUNTS:				2,500.00
	Donation Wastepro (\$5,000-\$2,500 Cash, \$2,500 In-Kind				
	Martin Luther King Event				1,000.00
	GL # FOOTNOTE TOTAL:				9,000.00
001-000-3611000.000	Interest Earnings	225	(214)		2,000.00
001-000-3611200.000	Newsletter Advertising	1,500	1,500	1,500	1,500.00
001-000-3611500.000	Lien Search and Copies	7,000	5,429	7,000	6,000.00
001-000-3613000.000	Reimbursements - Prior Year Exp.		4,287	4,286	1,500.00
001-000-3614000.000	Gain On Sale Of Assets		463	500	2,500.00
001-000-3650000.000	Sale of Surplus Materials or Scr	12,000	6,453	10,000	10,000.00
	Includes sale of 3 garbage trucks				
001-000-3690120.000	Insurance Proceeds		334		
001-000-3830000.000	Proceeds From Capital Lease				43,973.00
	FOOTNOTE AMOUNTS:				43,973.00
	Interceptor Police				
Totals for dept 000-		2,367,234	1,982,939	2,309,692	2,419,678.00
Dept 572-Parks and Recreation					
001-572-3343000.000	Grant -Cultural Council				2,500.00
Totals for dept 572-Parks and Recreation					2,500.00
<b>TOTAL ESTIMATED REVENUES</b>		<b>2,367,234</b>	<b>1,982,939</b>	<b>2,309,692</b>	<b>2,422,178.00</b>

Fund 001 - General Fund

Dept 511-Village Commission

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 06/30/14	2013-14 PROJECTED ACTIVITY	2014-15 MANAGER RECOMMENDATION BUDGET
001-511-5110000.000	Commission Compensation	12,000	5,385	12,000	12,000
001-511-5210000.000	Fica/Medicare	918	412	794	918
	FOOTNOTE AMOUNTS: 12,000@7.65%				918
001-511-5240000.000	Workman Compensation	30	26	32	30
001-511-5310000.000	Professional Fees	2,500	2,500	2,500	3,500
	FOOTNOTE AMOUNTS: Special Purpose Audit-BP Foundation				3,500
001-511-5400000.000	Travel & Per diem	3,475	1,786	2,250	3,475
	FOOTNOTE AMOUNTS: 6 monthly MDCLC meetings @ \$40 x 5 elected officials				1,200
	FOOTNOTE AMOUNTS: FLOC annual conference @ \$125 x 5 elected officials				625
	FOOTNOTE AMOUNTS: Tallahassee trip airfare and accomodations				1,500
	FOOTNOTE AMOUNTS: Misc. expenditures				150
	GL # FOOTNOTE TOTAL:				3,475
001-511-5480000.000	Promotional Activities	5,000	1,345	3,000	2,500
	FOOTNOTE AMOUNTS: Holiday events, plaques and bereavement				1,500
	FOOTNOTE AMOUNTS: Biscayne PArk Community Pride Items				1,000
	GL # FOOTNOTE TOTAL:				2,500
001-511-5490000.150	Misc Special Events		269		
001-511-5490000.410	VOBP 80th Anniversary		3,122	3,122	
001-511-5540000.200	MEMBERSHIPS	1,650	620	800	800
	FOOTNOTE AMOUNTS: Florida League of Cities Annual Membership				370
	FOOTNOTE AMOUNTS: League of Mayors				250
	FOOTNOTE AMOUNTS: Miami Dade County League of Cities				
	GL # FOOTNOTE TOTAL:				620
<b>Totals for dept 511-Village Commission</b>		<b>25,573</b>	<b>15,464</b>	<b>24,499</b>	<b>23,223</b>

De 512-Administration

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 06/30/14	2013-14 PROJECTED ACTIVITY	2014-15 MANAGER RECOMMENDATION BUDGET
001-512-5110000.000	Administrative Salaries	73,242	44,989	69,799	87,720
	FOOTNOTE AMOUNTS:				87,720
	Village Manager - Heidi Shafran @ 2% per contract				
001-512-5120000.000	Regular Salaries	66,412	47,887	63,041	50,551
	FOOTNOTE AMOUNTS:				50,551
	Village Clerk - including 3% COLA				
001-512-5210000.000	Fica/Medicare	10,684	7,105	10,162	10,578
	FOOTNOTE AMOUNTS:				10,578
	Fica/Medicare calculated @ 7.65%				
001-512-5220000.000	Florida Retirement System	18,027	11,995		22,186
001-512-5230000.000	Life & Health Insurance	10,811	7,912	10,101	12,487
	FOOTNOTE AMOUNTS:				11,522
	Annual Medical for Admin @ \$5,761.24 x 2				
	FOOTNOTE AMOUNTS:				824
	Annual Gap for Admin @ \$411.84 x 2				
	FOOTNOTE AMOUNTS:				140
	Annual Life for Admin @ \$70.20 x 2				
	GL # FOOTNOTE TOTAL:				12,487
001-512-5240000.000	Workman Compensation	394	340	394	345
	FOOTNOTE AMOUNTS:				345
	Workers Comp for Admin calculated @ .25%				
001-512-5310000.000	Professional Fees	1,500	700	5,400	3,000
	FOOTNOTE AMOUNTS:			5,400	3,000
	MuniCode - Codification of Ordinances				
001-512-5400000.010	Car Allowance	4,000	2,425	4,000	4,800
	FOOTNOTE AMOUNTS:				4,800
	Village Manager @ \$400 per month				
001-512-5400000.200	Travel & Per Diem	1,500	1,263		1,500
	FOOTNOTE AMOUNTS:				1,500
	Related to educational and credential opportunities				
001-512-5410000.000	Telephone/Communiations	2,880	1,920	2,420	
001-512-5410000.010	Phone Stipend				2,160
	FOOTNOTE AMOUNTS:				1,680
	Village Manager @ \$140 per month				
	FOOTNOTE AMOUNTS:				480
	Village Clerk @ \$40 per month				
	GL # FOOTNOTE TOTAL:				2,160
001-512-5450000.15C	Liability Insurance	8,094		8,094	8,094
001-512-5450000.21C	Insurance-Property	1,549	1,509	1,549	1,549
001-512-5480000.000	Promotional Activities				2,000
	FOOTNOTE AMOUNTS:				2,000
	Employee Recognition				
001-512-5490000.100	Legal Advertising	5,000	2,896	5,000	5,000
001-512-5490000.300	Municipal Elections	15,000	10,285	10,285	
001-512-5520000.000	Operating Supplies	300	12	100	
001-512-5520000.21C	Gasoline		216	250	
001-512-5540000.200	Memberships	2,350	1,276	1,500	2,100
001-512-5550000.000	Education and Training	1,250	530	530	2,000
Totals for dept 512-Administration		222,993	143,260	192,625	216,070

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 06/30/14	2013-14 PROJECTED ACTIVITY	2014-15 MANAGER RECOMMENDATION BUDGET
001-513-5120000.000	Regular Salaries	32,105	22,713	31,354	33,068
	FOOTNOTE AMOUNTS:				33,068
	Finance Clerk - including 3% COLA				
001-513-5140000.000	Overtime	2,500	532	1,000	1,000
	FOOTNOTE AMOUNTS:				1,000
	Code Compliance Hearings and audit season				
001-513-5210000.000	Fica/Medicare	2,648	1,778	2,475	2,606
	FOOTNOTE AMOUNTS:				2,606
	Fica/Medicare calculated @ 7.65%				
001-513-5220000.000	Florida Retirement System	2,405	1,517	2,274	2,511
001-513-5230000.000	Life & Health Insurance	5,220	3,915	5,800	6,243
	FOOTNOTE AMOUNTS:				5,761
	Annual Medical for Finance				
	FOOTNOTE AMOUNTS:				412
	Annual Gap for Finance				
	FOOTNOTE AMOUNTS:				70
	Annual Life for Finance				
	GL # FOOTNOTE TOTAL:				6,243
001-513-5240000.000	Workman Compensation	80	69	85	85
	FOOTNOTE AMOUNTS:				85
	Workers Comp for Finance calculated @ .25%				
001-513-5300000.000	Bank Service Charges	500	1,606	1,750	900
001-513-5320000.000	Professional Services-Audit Fees	18,000	17,500	17,500	20,000
001-513-5340000.010	Payroll Processing Fees	4,000	2,395	2,800	2,860
	FOOTNOTE AMOUNTS:				2,860
	Payday Payroll Processing Fees (26 payrolls @ 110 ea)				
001-513-5340000.100	Contract Services-Finance	72,000	54,000	72,000	72,000
	FOOTNOTE AMOUNTS:				72,000
	The Nonprofit Assistance Ctr \$6,000/mth x 12 mths				
001-513-5340000.300	Annual Maintenance Fees-Accounting Softw			2,165	2,165
	FOOTNOTE AMOUNTS:				2,165
	1/3 Accounting Maintenance Fees BSA				
001-513-5400000.200	Travel and per diem				215
001-513-5450000.15C	Liability Insurance	5,435		5,435	5,435
001-513-5450000.21C	Insurance-Property	1,040	1,014	1,040	1,040
001-513-5540000.20C	Memberships	320	160		200
001-513-5550000.000	Education & Training	500	114	114	225
	FOOTNOTE AMOUNTS:				225
	REGISTRATION FEE				
001-513-5630000.10C	Accounting Software	1,395	1,900	2,200	
001-513-5640000.100	Capital Acquisitions-Accounting & Permit	3,334	1,666	3,334	3,333
	FOOTNOTE AMOUNTS:				3,333
	1/3 of Accounting Software Purchase				
Totals for dept 513-Finance		151,482	110,878	151,326	153,887

**Fund 001 - General Fund**

**Dept 513-Finance**

<u>GL NUMBER</u>	<u>DESCRIPTION</u>	<b>2013-14 AMENDED BUDGET</b>	<b>2013-14 ACTIVITY THRU 06/30/14</b>	<b>2013-14 PROJECTED ACTIVITY</b>	<b>2014-15 RECOMMEND ATION BUDGET</b>
Dept 515-Planning & Zoning					
001-515-5310000.000	Professional Fees	5,000.00			
001-515-5310000.317	Professional Services Engineering /Plann	15,000.00	8,802.50	8,803.00	10,000.00
Totals for dept 515-Planning & Zoning		20,000.00	8,802.50	8,803.00	10,000.00

## Fund 001 - General Fund

### Dept 519-General Government

GL NUMBER	DESCRIPTION	2013-14	2013-14	2013-14	2014-15
		AMENDED BUDGET THRU 06/30/14	ACTIVITY 06/30/14	PROJECTED ACTIVITY	MANAGER RECOMMENDATION BUDGET
Dept 519-General Government					
001-519-5120000.000	Regular Salaries	22,880	16,203	30,380	73,566
	FOOTNOTE AMOUNTS:			22,880	23,566
	Administrative Assistant - including 3% COLA				
	FOOTNOTE AMOUNTS:			7,500	50,000
	Public Services Coordinator				
	GL # FOOTNOTE TOTAL:			30,380	73,566
001-519-5210000.000	Fica/Medicare	1,751	1,237	2,318	5,628
	FOOTNOTE AMOUNTS:				5,628
	Fica/Medicare calculated @ 7.65%				
001-519-5220000.000	Florida Retirement System	1,590	1,036	1,524	5,421
001-519-5230000.000	Life & Health Insurance	5,471	4,641	7,053	11,938
	FOOTNOTE AMOUNTS:				10,974
	Annual Medical for General Gov't				
	FOOTNOTE AMOUNTS:				824
	Annual Gap for General Gov't				
	FOOTNOTE AMOUNTS:				140
	Annual Life for General Gov't				
	GL # FOOTNOTE TOTAL:				11,938
001-519-5240000.000	Workman Compensation	57	49	75	172
	FOOTNOTE AMOUNTS:				172
	Workers Comp for General Gov't calculated @ .25%				
001-519-5310000.101	Professional Services-Medical	1,450	2,450	2,500	1,770
	FOOTNOTE AMOUNTS:				1,200
	Employee Assistance Program				

		2013-14	2013-14	2013-14	2014-15
GL NUMBER	DESCRIPTION	AMENDED BUDGET THRU	ACTIVITY 06/30/14	PROJECTED ACTIVITY	MANAGER RECOMMENDATION BUDGET
	FOOTNOTE AMOUNTS:				210
	Drug Testing @ \$35 x 6				
	FOOTNOTE AMOUNTS:				360
	Background Check @ \$60 x 6				
001-519-5310000.102	GL # FOOTNOTE TOTAL:				1,770
	Professional Services-IT		2,950	4,750	10,275
	FOOTNOTE AMOUNTS:				125
	Web Domain annual cost.				
	FOOTNOTE AMOUNTS:				550
	GovOffice web hosting annual cost.				
	FOOTNOTE AMOUNTS:				7,200
	CSS Computer Services @ \$600 per month				
	FOOTNOTE AMOUNTS:				2,400
	Microsoft User License @ \$200 per month				
001-519-5310000.135	GL # FOOTNOTE TOTAL:				10,275
	Professional Sevices-Lobbyist	7,000	7,500	7,500	
001-519-5310000.150	Professional Services-Legal	75,000	20,810	70,000	70,000
	FOOTNOTE AMOUNTS:				70,000
	John J. Hearn				
001-519-5310000.160	Professional Services-Other Legal	2,500	5,500	7,500	10,000
001-519-5410000.010	Phone Stipend				480
001-519-5410000.100	Telephone/Communiations	13,500	5,882	7,000	4,000
	FOOTNOTE AMOUNTS:				2,000
	Telephone service State of Florida DMS (305-899-8000 group)				
	FOOTNOTE AMOUNTS:				2,000
	Internet service Village Hall (Comcast Business - Village Hall)				
001-519-5420000.000	GL # FOOTNOTE TOTAL:				4,000
	Postage	3,000	2,407	3,250	5,000
001-519-5430000.301	Electric-Village Hall		(1,018)		
001-519-5440000.100	Leased Equipment	3,000	2,067	2,750	3,000
001-519-5440000.420	Rental Storage Facility	1,800	4,262	4,943	3,540

		2013-14	2013-14	2013-14	2014-15
GL NUMBER	DESCRIPTION	AMENDED BUDGET THRU 06/30/14	ACTIVITY	PROJECTED ACTIVITY	MANAGER RECOMMENDATION BUDGET
	FOOTNOTE AMOUNTS:				828
	Extra Storage-\$276/Mth thru Dec				
	FOOTNOTE AMOUNTS:				2,712
	Iron Mountain Document Storage @ \$226				
	GL # FOOTNOTE TOTAL:				3,540
001-519-5450000.100	Insurance-Liability	9,874	8,445	9,874	9,874
001-519-5450000.210	Insurance-Property	3,111	3,850	4,977	1,510
001-519-5450000.300	Insurance-Vehicles	650	536	620	620
	FOOTNOTE AMOUNTS:				620
	2007 Toyota Corolla				
001-519-5460000.200	Repairs & Maintenance-Equipment	3,000	2,902	3,000	3,720
	FOOTNOTE AMOUNTS:				300
	Fire Inspection, maintenance, misc.				
	FOOTNOTE AMOUNTS:				1,920
	ADT Alarm Monitoring Village Hall				
	FOOTNOTE AMOUNTS:				1,500
	Empire Fire Alarm Monitoring Village Hall				
	GL # FOOTNOTE TOTAL:				3,720
001-519-5460000.250	Repairs & Maintenance-Vehicles				900
	FOOTNOTE AMOUNTS:				900
	2007 Toyota Corolla				
001-519-5470000.000	Printing	1,000	1,379	1,910	1,200
001-519-5480000.100	Promotional Activities-Newletter	3,600	4,000	4,000	4,000
001-519-5490000.000	Other Charge For Services		250	250	1,000
	FOOTNOTE AMOUNTS:				1,000
	Video recording special meetings				
001-519-5490000.200	Filing Fees-Liens	1,500	23	500	1,500
001-519-5510000.000	Office Supplies	3,500	3,693	4,800	5,000
001-519-5520000.000	Operating Supplies	1,500	1,698	1,800	2,000
	FOOTNOTE AMOUNTS:				1,500
	Replacement computers, batteries etc				
	FOOTNOTE AMOUNTS:				500

		2013-14	2013-14	2013-14	2014-15
GL NUMBER	DESCRIPTION	AMENDED BUDGET THRU 06/30/14	ACTIVITY	PROJECTED ACTIVITY	MANAGER RECOMMENDATION BUDGET
	Video recorder				
	GL # FOOTNOTE TOTAL:				2,000
001-519-5520000.210	Gasoline				250
	Moved from administration				
001-519-5540000.410	Subscriptions				179
	FOOTNOTE AMOUNTS:				179
	Daily Business Review				
001-519-5540000.420	MEMBERSHIPS	2,375	1,735	2,375	165
	FOOTNOTE AMOUNTS:				165
	Costco				
001-519-5550000.000	Education & Training	50			250
001-519-5640000.200	Capital Acquisitions-IT Project	13,500	7,130	10,000	1,500
001-519-5690000.000	General Contingencies	51,348			40,265
001-519-5800000.200	Grants-Log Cobin	20,000			
001-519-5820000.100	Aid to Private Organizations	2,500		2,500	2,500
	FOOTNOTE AMOUNTS:				2,500
	Resolution Contribution North Miami Foundation				
Totals for dept 519-General Government		<b>256,507</b>	<b>111,616</b>	<b>198,149</b>	<b>281,224</b>

**Fund 001 - General Fund**

**Dept 521-Police**

GL NUMBER	DESCRIPTION	2013-14	2013-14	2013-14	2014-15
		AMENDED BUDGET	ACTIVITY THRU 06/30/14	PROJECTED ACTIVITY	MANAGER RECOMMENDATION BUDGET
001-521-5120000.000	Regular Salaries	474,004	363,575	485,612	535,115
001-521-5130000.000	Other Salaries & Wages	18,943	18,943	18,943	15,000
	FOOTNOTE AMOUNTS: per contract pay out of officers comp time sept 30. figure represents if we had to pay out 7/15				15,000
001-521-5130000.100	Other Salaries & Wages-Part Time Salarie	16,406	11,973	16,390	16,527
	FOOTNOTE AMOUNTS: Police Communications Clerk - Rafael Del Villar + 3% COLA				16,527
001-521-5140000.000	Overtime	21,000	17,126	21,326	23,000
	increase due to step increases				
001-521-5150000.000	Special Pay	4,380	2,720	3,515	2,100
	\$175 per month				
001-521-5160000.000	Court Pay	32,000	12,408	15,992	23,000
001-521-5210000.000	Fica/Medicare	43,356	32,647	43,727	47,279
	FOOTNOTE AMOUNTS: Fica/Medicare calculated @ 7.65% - Regular/Part Time Salaries				42,229
	FOOTNOTE AMOUNTS: Fica/Medicare calculated @ 7.65% - Other (OT/Court/Incentive/Comp)				5,050
	GL # FOOTNOTE TOTAL:				47,279
001-521-5220000.000	Florida Retirement System	105,820	62,891	106,505	106,741
001-521-5230000.000	Life & Health Insurance	56,120	42,857		73,041
	FOOTNOTE AMOUNTS: Annual Medical for Police @ \$5761.24 x 11				67,492
	FOOTNOTE AMOUNTS: Annual Gap for Police @ \$411.84 x 11				4,777
	FOOTNOTE AMOUNTS: Annual Life for Police @ \$70.20 x 11				772
	GL # FOOTNOTE TOTAL:				73,041
001-521-5240000.00C	Workman Compensation	21,252	24,968	29,567	23,181
	FOOTNOTE AMOUNTS: workers comp calculated @ 3.75%				23,181
001-521-5310000.15C	Professional Services-Legal				5,000
	for legal review of policies				
001-521-5340000.80C	Contractual Services-Iterim Police Chief	22,605	18,838	22,605	

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BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK  
Calculations as of 06/30/2014

Fund 001 - General Fund

Dept 521-Police

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 06/30/14	2013-14 PROJECTED ACTIVITY	2014-15 MANAGER RECOMMENDATION BUDGET
001-521-5340000.90C	Other Contractual Services	7,500			
001-521-5400000.20C	Travel & Per Diem	1,479	1,963	2,000	1,000
	FOOTNOTE AMOUNTS: enhanced training per goals and obj				1,000
001-521-5410000.10C	Telephone Stipends & Air Cards	6,000	3,124	4,077	6,480
	FOOTNOTE AMOUNTS: Sttipend for officers				1,200
	FOOTNOTE AMOUNTS: Air Cards -				5,280
	GL # FOOTNOTE TOTAL:				6,480
001-521-5430000.302	Electric-Police	800	879	1,252	4,360
	FOOTNOTE AMOUNTS: police trailer avg about 120/month				360
	FOOTNOTE AMOUNTS: New Police Facility				4,000
	GL # FOOTNOTE TOTAL:				4,360
001-521-5440000.20C	Rent Storage Facility	3,960	3,054	4,128	2,574
	FOOTNOTE AMOUNTS: at \$358/month for 3 Months				1,074
	FOOTNOTE AMOUNTS: Removal of Trailer per contract				1,500
	GL # FOOTNOTE TOTAL:				2,574
001-521-5440000.90C	Financing Lease Copier				675
001-521-5450000.10C	Insurance-Liability	35,054	29,981	75,074	35,074
	FOOTNOTE AMOUNTS: General Liability Insurance			35,074	35,074
	FOOTNOTE AMOUNTS: Year Audit Adjustment-Volunteer Officers			40,000	
	GL # FOOTNOTE TOTAL:			75,074	35,074
001-521-5450000.21C	Insurance-Property	6,709	6,538	6,709	6,709
001-521-5450000.30C	Insurance-Vehicles	11,500	9,327	11,500	10,680
001-521-5460000.20C	Repairs & Maintenance-Equipment	2,021	1,137	1,500	3,400

**Fund 001 - General Fund**

**Dept 521-Police**

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 06/30/14	2013-14 PROJECTED ACTIVITY	2014-15 MANAGER RECOMMENDATION BUDGET
	FOOTNOTE AMOUNTS:				1,900
	ADT Alarm & monitoring				
	FOOTNOTE AMOUNTS:				1,500
	Other Equipment repairs				
	GL # FOOTNOTE TOTAL:				3,400
001-521-5460000.225	Repairs & Equipment-Radios	2,000	285	500	500
	radio repair				
001-521-5460000.25C	Repairs & Maintenance-Vehicles	28,000	20,891	28,000	28,000
001-521-5490000.25C	Prosecution/Police Arrest Forms	2,000	1,221	1,400	1,500
001-521-5490000.35C	Police Facility Reto Fit				5,000
001-521-5520000.00C	Miscellaneous Operating Supplies	3,500	14,345	15,000	2,500
001-521-5520000.201	Gas/Oil/Grease	8,000			
001-521-5520000.202	Unreconciled Gas Inventory		3,079	3,200	
001-521-5520000.205	Uniforms & Cleaning	6,000	7,921	3,100	4,500
001-521-5520000.21C	Gasoline	50,000	39,082	55,170	65,000
	based on past use, adding 2 vehicles				
001-521-5520000.30C	Vests and Non-Leathal Weapons	11,000			
001-521-5520000.40C	K-9 Operating Supplies	2,500	889	1,000	1,000
001-521-5540000.20C	Memberships	750	620	620	725
	FOOTNOTE AMOUNTS:				725
	IACP Net, Dade Chiefs,,				
001-521-5550000.00C	Education & Training	2,000	253	500	3,300
	FOOTNOTE AMOUNTS:				1,000
	Education Officers				
	FOOTNOTE AMOUNTS:				300
	Chief FDLE Certification				
	FOOTNOTE AMOUNTS:				2,000
	Florida Accreditation Program				
	GL # FOOTNOTE TOTAL:				3,300
001-521-5701000.00C	Debt Serving-Principal	7,125	4,156	7,125	21,786
	FOOTNOTE AMOUNTS:				7,386
	Lease Interceptor				
	FOOTNOTE AMOUNTS:				14,400
	3 leased cars based onpast at avg 400/month				

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BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK  
Calculations as of 06/30/2014

Fund 001 - General Fund

Dept 521-Police

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 06/30/14	2013-14 PROJECTED ACTIVITY	2014-15 MANAGER RECOMMENDATION BUDGET
001-521-5720500.00C	GL # FOOTNOTE TOTAL: Debt Serving-Interest	1,725	688	1,725	21,786
	FOOTNOTE AMOUNTS: 3 cars at 70 month				4,304
	FOOTNOTE AMOUNTS: Lease Interceptor				2,520
					1,784
001-521-5800000.10C	GL # FOOTNOTE TOTAL: Byrne Grant	1,950	1,906	1,906	4,304
	FOOTNOTE AMOUNTS: byrne grant				1,906
001-521-6400000.00C	Capital Acquisitions-Equipment				45,473
	FOOTNOTE AMOUNTS: 2 computers for supervisors				1,500
	FOOTNOTE AMOUNTS: Interceptor				43,973
GL # FOOTNOTE TOTAL: Totals for dept 521-Police		<b>1,017,459</b>	<b>760,284</b>	<b>989,668</b>	<b>45,473</b> <b>1,126,431</b>

Fund 001 - General Fund

Dept 524-Building

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 06/30/14	2013-14 PROJECTED ACTIVITY	2014-15 MANAGER RECOMMENDATION BUDGET
Dept 524-Building Department					
001-524-5120000.000	Regular Salaries	43,940	36,313	45,738	36,050
	FOOTNOTE AMOUNTS:				36,050
	Building Coordinator - including 3% COLA				
001-524-5210000.000	Fica/Medicare	3,361	2,449	3,499	2,758
	FOOTNOTE AMOUNTS:				2,758
	Fica/Medicare calculated @ 7.65%				
001-524-5220000.000	Florida Retirement System	3,054	2,048	3,054	2,657
001-524-5230000.000	Life & Health Insurance	5,993	2,629	2,744	6,243
	FOOTNOTE AMOUNTS:				5,761
	Annual Medical for Building				
	FOOTNOTE AMOUNTS:				412
	Annual Gap for Building				
	FOOTNOTE AMOUNTS:				70
	Annual Life for Building				
	GL # FOOTNOTE TOTAL:				6,243
001-524-5240000.000	Workman Compensation	110	97	120	90
	FOOTNOTE AMOUNTS:				90
	Workers Comp for Building calculated @ .25%				
001-524-5310000.120	Professional Services-Inspectors	81,032	53,520	47,428	55,250
001-524-5340000.300	Annual Maintenance Fees-Accounting Softw			2,165	2,165
	FOOTNOTE AMOUNTS:				2,165
	1/3 Annual Maintenance Fee BS&A Software				
001-524-5450000.100	Insurance-Liability	3,754	3,211	3,754	3,754
001-524-5450000.210	Insurance-Property	705	687	705	705
001-524-5550000.000	Education & Training	50			800
	FOOTNOTE AMOUNTS:				800
	Training and Certification in Building Codes and Building Practices				
001-524-5630000.100	Accounting Software	1,396	1,000	1,000	
001-524-5640000.100	Capital Acquisitions-Accounting & Permit	3,333	1,667	3,333	3,333
Totals for dept 524-Building Department		<b>146,728</b>	<b>103,620</b>	<b>113,540</b>	<b>113,805</b>

# DC 529-Code Compliance

GL NUMBER	DESCRIPTION	2013-14	2013-14	2013-14	2014-15
		AMENDED BUDGET	ACTIVITY THRU 06/30/14	PROJECTED ACTIVITY	MANAGER RECOMMENDATION BUDGET
001-529-5120000.000	Regular Salaries	45,812	31,130	44,017	39,720
	FOOTNOTE AMOUNTS:				39,720
	Code compliance Officer -- including 3% COLA				
001-529-5210000.000	Fica/Medicare	3,504	2,381	3,367	3,039
	FOOTNOTE AMOUNTS:				3,039
	Fica/Medicare calculated @ 7.65%				
001-529-5220000.000	Florida Retirement System	3,184	1,995	3,184	2,927
001-529-5230000.000	Life & Health Insurance	5,742	4,306	5,444	6,243
	FOOTNOTE AMOUNTS:				5,761
	Annual Medical for Code Compliance				
	FOOTNOTE AMOUNTS:				412
	Annual Gap for Code Compliance				
	FOOTNOTE AMOUNTS:				70
	Annual Life for Code Compliance				
	GL # FOOTNOTE TOTAL:				6,243
001-529-5240000.000	Workers Compensation	115	99	123	100
	FOOTNOTE AMOUNTS:				99
	Workers Comp for Code Compliance calculated @ .25%				
001-529-5340000.300	Annual Maintenance Fees-Accounting Softw			2,165	2,165
	FOOTNOTE AMOUNTS:				2,165
	Annual Maint. as directed by Finance Director				
001-529-5400000.000	Telephone/Communiations	360	240	360	360
	FOOTNOTE AMOUNTS:				360
	Telephone Stipend \$30 a month				
001-529-5450000.100	Insurance-Liability	1,649	1,410	1,649	1,649
001-529-5450000.210	Insurance-Property	310	302	310	310
001-529-5450000.300	Insurance-Vehicles	450	365	450	425
	FOOTNOTE AMOUNTS:				425
	2003 Ford Focus				
001-529-5460000.250	Repairs & Maintenance-Vehicles	900	692	900	900
	FOOTNOTE AMOUNTS:				900
	2003 Ford Focus				
001-529-5520000.000	Operating Supplies	200		200	850
	FOOTNOTE AMOUNTS:				850
	Tablet, Code books, misc. equipment				
001-529-5520000.205	Uniforms & Cleaning	250	250	250	250
001-529-5520000.210	Gasoline	600	451	600	700
001-529-5540000.200	Memberships		35	35	100

# Dept 529-Code Compliance

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 06/30/14	2013-14 PROJECTED ACTIVITY	2014-15 MANAGER RECOMMENDATION BUDGET
	FOOTNOTE AMOUNTS: FACE ANNUAL CERTIFICATION & AACE				100
001-529-5550000.000	Education & Training	700	657	700	800
	FOOTNOTE AMOUNTS: FACE LEVEL II, CERTIFICATIONS & TRAINING				800
001-529-5630000.100	Accounting Software	1,396	1,000	1,000	
001-529-5640000.100	Capital Acquisitions-Accounting & Permit	3,333	1,667	3,333	3,333
Totals for dept 529-Code Enforcement		<b>68,505</b>	<b>46,982</b>	<b>68,088</b>	<b>63,871</b>

## Fund 001 - General Fund

## Dept 539-Public Works

GL NUMBER	DESCRIPTION	2013-14	2013-14	2013-14	2014-15
		AMENDED BUDGET	ACTIVITY THRU 06/30/14	PROJECTED ACTIVITY	MANAGER RECOMMENDATION BUDGET
001-539-5120000.000	Regular Salaries	78,000	51,869	78,000	95,161
	FOOTNOTE AMOUNTS:				37,595
	Public Works Leader- including 3% COLA				
	FOOTNOTE AMOUNTS:				27,187
	Maintenance Worker/Public Works including 2.1% CPI per Union Contract+.9% per union				
	FOOTNOTE AMOUNTS:				30,379
	Maintenance Worker/Public Works-Medians & general-2.1% CPI per union contract + .9% per union				
	FOOTNOTE AMOUNTS:				
	GL # FOOTNOTE TOTAL:				95,161
001-539-5120000.210	Employee Bonuses				1,000
	FOOTNOTE AMOUNTS:				1,000
	Per Union Contract				
001-539-5210000.000	Fica/Medicare	5,967	3,968	5,967	7,356
	FOOTNOTE AMOUNTS:				7,356
	Fica/Medicare calculated @ 7.65%				
001-539-5220000.000	Florida Retirement System	5,421	3,101	5,421	7,013
001-539-5230000.000	Life & Health Insurance	7,830	6,046	7,830	18,180
	FOOTNOTE AMOUNTS:				16,734
	Annual Medical for Public Works				
	FOOTNOTE AMOUNTS:				1,235
	Annual Gap for Public Works				
	FOOTNOTE AMOUNTS:				211
	Annual Life for Public Works				
	GL # FOOTNOTE TOTAL:				18,180
001-539-5240000.000	Workman Compensation	4,187	3,614	4,300	10,818
	FOOTNOTE AMOUNTS:				10,818
	Workers Comp for Public Works calculated @ 11.25%				
001-539-5410000.100	Telephone Stipend & Other Communications	3,000	1,205	1,600	600
	FOOTNOTE AMOUNTS:				600
	Telephone Stipend & Other Communications				
001-539-5430000.301	Electric-Village Hall	3,900	3,480	4,200	4,200
001-539-5430000.303	Electric-Public Works	3,000	1,887	2,500	
	Transferred to Police in 2014-15 Budget				
001-539-5430000.304	Electric-Entrance Sign	225	157	210	212
001-539-5430000.305	Electric-Street Lights	400			
001-539-5430000.315	Water & Sewer				
		22 of 39			
		6,000	6,336	7,800	7,800

Fund 001 - General Fund

Dept 539-Public Works

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 06/30/14	2013-14 PROJECTED ACTIVITY	2014-15 MANAGER RECOMMENDATION BUDGET
001-539-5440000.100	Leased Equipment	2,000	1,256	2,000	1,500
	FOOTNOTE AMOUNTS: High lift, pressure cleaner, and operating equipment				1,500
001-539-5450000.100	Insurance-Liability	10,620	9,083	10,620	10,620
001-539-5450000.210	Insurance-Property	2,500	2,400	2,500	2,500
001-539-5450000.300	Insurance-Vehicles	500	406	500	
	\$1,900 moved to roads				
001-539-5460000.100	Repairs & Maintenance-Landscaping	24,000	19,075		41,000
	FOOTNOTE AMOUNTS: Landscaping, median maintenance, new plantings , tree/palm removals, median enhancements to be coordinated with the Parks & Parkways Board. Previous year budget of \$24,000 included \$10,000 for extensive tree trimming (Raydel). \$10,000 will remain for median				41,000
001-539-5460000.160	Repairs & Maintenance-Log Cabin	4,000	2,681	3,500	1,500
	FOOTNOTE AMOUNTS: Decrease due to minor repairs expected for 2014-2015 FISCAL Year				1,500
001-539-5460000.200	Repairs & Maintenance-Equipment	10,500	6,278	8,000	3,000
	2003 John Deere Gator 2005 John Deere Gator 2014 John Deere Frontend Loader				
001-539-5460000.275	Repairs & Maintenance-Buildings	3,000	3,016	3,000	1,500
	FOOTNOTE AMOUNTS: Paint and upkeep of yard				500
	FOOTNOTE AMOUNTS: Garage Storage, Green Container Storage and Frontend loader tractor storage				1,000
	GL # FOOTNOTE TOTAL:				1,500
001-539-5460000.280	Repairs & Maintenance-Tree Trimming & Re				7,500
	FOOTNOTE AMOUNTS: Forestry Grant FDOT Beautification				5,000 2,500
001-539-5460000.300	Repairs & Maintenance-Sidewalks & Median	27,000	17,116		
	\$27,000 will be reallocated as follows: \$5,000 transfered to Roads fund to cover partial employee addition, \$5,000 transferred to Roads fund for increased costs for fuel/oil, equipment repairs & maintenance and truck repairs & maintenance.				

**Fund 001 - General Fund**

**Dept 539-Public Works**

GL NUMBER	DESCRIPTION	2013-14	2013-14	2013-14	2014-15
		AMENDED BUDGET	ACTIVITY THRU 06/30/14	PROJECTED ACTIVITY	MANAGER RECOMMENDATION BUDGET
001-539-5520000.00C	Miscellaneous Operating Supplies	2,900	2,876	2,900	2,000
	FOOTNOTE AMOUNTS:				1,000
	Raincoats, shovels, pitchforks, rakes, misc. tools				1,000
	FOOTNOTE AMOUNTS:				1,000
	Dog station supplies				1,000
	GL # FOOTNOTE TOTAL:				2,000
001-539-5520000.205	Uniforms & Cleaning	500	695	875	1,000
001-539-5520000.21C	Gasoline	1,400	337	650	1,604
	FOOTNOTE AMOUNTS:				1,604
	Gasoline for gators and misc. equipment				1,604
001-539-5520000.215	Janitorial Supplies				2,000
	FOOTNOTE AMOUNTS:				2,000
	Janitorial Supplies for Public Works, Village Hall, & Recreation Center				2,000
001-539-5540000.20C	Memberships	500			500
	FOOTNOTE AMOUNTS:				500
	Public Works Associations				500
001-539-5550000.00C	Education and Training	1,200	173	250	500
	FOOTNOTE AMOUNTS:				500
	Various Training and certifications courses				500
001-539-5640000.00C	Capital Acquisitions-Equipment	4,000			
Totals for dept 539-Public Works		<b>212,550</b>	<b>147,055</b>	<b>152,623</b>	<b>229,064</b>

**Fund 001 - General Fund**

**Dept 572-Parks & Rec**

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 06/30/14	2013-14 PROJECTED ACTIVITY	2014-15 MANAGER RECOMMENDATION BUDGET
001-572-5120000.000	Regular Salaries	68,863	37,466	40,864	42,090
	FOOTNOTE AMOUNTS:				42,090
	Parks & Recreation Director - including 3% COLA				
001-572-5130000.100	Other Salaries & Wages-Part Time Salarie	26,584	14,510	23,402	43,919
	FOOTNOTE AMOUNTS:				23,566
	Recreation Coordinator - including 3% COLA				
	FOOTNOTE AMOUNTS:				20,353
	Parks and Recreation Coordinator - including 3% COLA				
	GL # FOOTNOTE TOTAL:				43,919
001-572-5140000.000	Overtime	1,000	564	564	500
001-572-5210000.000	Fica/Medicare	7,378	4,019	5,601	6,598
	FOOTNOTE AMOUNTS:				6,580
	Fica/Medicare calculated @ 7.65%				
001-572-5220000.000	Florida Retirement System	6,703	3,298	6,703	6,339
001-572-5230000.000	Life & Health Insurance	10,440	5,726	6,720	6,243
	FOOTNOTE AMOUNTS:				5,761
	Annual Medical for Medical (Director only)				
	FOOTNOTE AMOUNTS:				412
	Annual Medical for Gap (Director only)				
	FOOTNOTE AMOUNTS:				70
	Annual Medical for Life (Director only)				
	GL # FOOTNOTE TOTAL:				6,243
001-572-5240000.000	Workman Compensation	3,359	2,899	3,359	2,150
001-572-5340000.125	Contractual Services-Janitorial Services	3,500	2,010	3,500	3,500
	FOOTNOTE AMOUNTS:				2,500
	Once a week janitorial services				
	FOOTNOTE AMOUNTS:				1,000
	Special cleaning/end of year deep cleansing				
	GL # FOOTNOTE TOTAL:				3,500

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BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK  
Calculations as of 06/30/2014

Fund 001 - General Fund

Dept 572-Parks & Rec

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 06/30/14	2013-14 PROJECTED ACTIVITY	2014-15 MANAGER RECOMMENDATION BUDGET
001-572-5340000.900	Other Contractual Services		417	1,000	1,000
	FOOTNOTE AMOUNTS:				1,000
	Program split fees (based on contractual agreement)				
001-572-5400000.000	Telephone & other communiations	1,800	1,419	2,000	2,000
	FOOTNOTE AMOUNTS:				2,000
	Facility Telephone and Internet services				
001-572-5410000.110	Telephone Stipend		40	480	480
	FOOTNOTE AMOUNTS:				480
	\$40 per month - Director				
001-572-5430000.120	Utilities-Recreation Center	5,400	5,165	6,000	5,400
001-572-5440000.100	Leased Equipment	750	426	750	750
	FOOTNOTE AMOUNTS:				750
	Leased copier/printer and highlift				
001-572-5450000.100	Insurance-Vehicles		210	350	475
	FOOTNOTE AMOUNTS:				475
	2002 Chevrolet Express Van				
001-572-5450000.150	Liability Insurance	4,947		4,947	4,947
001-572-5450000.210	Insurance-Property	1,612	1,584	1,612	1,612
001-572-5450000.300	Insurance-Vehicles	1,000	601	800	800
001-572-5460000.100	Repairs & Maintenance-Landscaping	14,000	8,341	14,000	14,000
	FOOTNOTE AMOUNTS:				14,000
	Spraying field, aerification, top soil, fertilization, and field maint.				
001-572-5460000.200	Repairs & Maintenance-Equipment	4,000	1,513	3,500	3,500
	FOOTNOTE AMOUNTS:				3,500
	Lawnmower, water fountain, playground equipment				
001-572-5460000.250	Repairs & Maintenance-Vehicles	2,300	368	2,000	1,150
	FOOTNOTE AMOUNTS:				1,150
	2002 Chevrolet Express Van				
001-572-5460000.275	Repairs & Maintenance-Buildings	3,000	1,903	2,500	6,000
	FOOTNOTE AMOUNTS:				2,000
	A/C repair, US Flags, door and lock repairs, lighting, security camera				
	FOOTNOTE AMOUNTS:				2,500

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**BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK**  
 Calculations as of 06/30/2014

**Fund 001 - General Fund**

**Dept 572-Parks & Rec**

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 06/30/14	2013-14 PROJECTED ACTIVITY	2014-15 MANAGER RECOMMENDATION BUDGET
	Redo Floors				
	FOOTNOTE AMOUNTS:				1,500
	Paint Exterior Walls				
	GL # FOOTNOTE TOTAL:				6,000
001-572-5460000.400	Repairs & Maintenance-Irrigation	500	451	600	1,000
	FOOTNOTE AMOUNTS:				1,000
	Uniforming sprinkler heads and repair irrigation lines				
001-572-5490000.905	Concession Expenses	750	148	300	500
	FOOTNOTE AMOUNTS:				500
	Health & Wellness Event				
001-572-5490000.915	Miscellaneous Special Events	7,500	6,351	7,500	8,500
	FOOTNOTE AMOUNTS:				8,500
	Back to school, Halloween, 4 Movie Nights, Winterfest, Egg Hunt, Bark of July, Fun Run, Walk A Hound				
001-572-5490000.920	Add'l Programs-Cultural Council Grant				2,500
001-572-5520000.000	Miscellaneous Operating Supplies	1,000	623	900	1,000
	FOOTNOTE AMOUNTS:				1,000
	Trophies, Certificate of Appreciation, prizes, supplies,etc.				
001-572-5520000.201	Gas/Oil/Grease				250
	FOOTNOTE AMOUNTS:				250
	Gas/oil/grease lawn maint equipment & grounds				
001-572-5520000.205	Uniforms & Cleaning	800	362	500	350
001-572-5520000.210	Gasoline	1,650	866	1,000	900
	FOOTNOTE AMOUNTS:				900
	Fuel for Rec Van (expenditures reimbursed by Contractual program)				
001-572-5520000.215	Janitorial Supplies	1,000			
001-572-5540000.200	Memberships	300		300	300
	FOOTNOTE AMOUNTS:				300
	FRPA Membership				
001-572-5550000.000	Education and Training	850	141	850	850
	Training and annual conference.				
Totals for dept 572-Parks and Recreation		<b>180,986</b>	<b>101,421</b>	<b>142,602</b>	<b>169,603</b>

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BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK  
Calculations as of 06/30/2014

Fund 101-Road Fund

GL NUMBER	DESCRIPTION	AMENDED 2013-14 BUDGET	ACTIVITY 2013-14 THRU 06/30/14	PROJECTED 2013-14 ACTIVITY	MANAGER RECOMMENDATION 2014-15 BUDGET
ESTIMATED REVENUES					
Dept 000					
101-000-3124100.000	Local Option Gas Taxes-6 Cent	54,750	40,734	55,712	49,982
101-000-3124200.000	Local Option Gas Tax (5 Cent)	20,250	16,285	21,900	19,187
101-000-3342100.000	FDOT 6 Ave Median Maintenance	3,982		3,982	3,982
101-000-3344900.000	Fuel Tax Refund	500			
101-000-3351200.000	Revenue Sharing	25,122	16,104	24,150	26,953
101-000-3491010.000	Admin Fees-Sanitation	20,240	13,493	20,237	22,609
101-000-3810000.000	Transfers In	2,835			
Totals for dept 000-		127,679	86,616	125,981	122,713
Dept 541-Streets and Roads					
101-541-3351200.000	State Revenue Sharing		2,013		
101-541-3810000.000	Transfers In				10,000
	FOOTNOTE AMOUNTS:				10,000
	Transfer from general fund-redistribution landscaping costs				
Totals for dept 541-Streets and Roads			2,013		10,000
TOTAL ESTIMATED REVENUES		127,679	88,629	125,981	132,713
APPROPRIATIONS					
Dept 541-Streets and Roads					
101-541-5120000.000	Regular Salaries	64,556	41,546		60,908
	FOOTNOTE AMOUNTS:				32,050
	Maintenance Supervisor Roads & Medians plus 2.1% CPI per contract + .9% per contract				
	FOOTNOTE AMOUNTS:				28,858

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**BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK**  
 Calculations as of 06/30/2014

**Fund 101-Road Fund**

GL NUMBER	DESCRIPTION	AMENDED 2013-14 BUDGET	ACTIVITY 2013-14 THRU 06/30/14	PROJECTED 2013-14 ACTIVITY	MANAGER RECOMMENDATION 2014-15 BUDGET
	Maintenance Work-Roads & Medians - including 3 % COLA				
	GL # FOOTNOTE TOTAL:				60,908
101-541-5120000.210	Employee Bonuses	1,500	1,000	1,000	1,000
	FOOTNOTE AMOUNTS:				1,000
	Holiday Bonus				
101-541-5140000.000	Overtime	1,000	761	761	750
101-541-5210000.000	Fica/Medicare	5,129	3,350	4,000	4,774
	FOOTNOTE AMOUNTS:				4,774
	Fica/Medicare calculated @ 7.65%				
101-541-5220000.000	Florida Retirement System	4,593	2,866	3,538	4,173
	FOOTNOTE AMOUNTS:				4,173
	Road Department calculated @ 7.37%				
101-541-5230000.000	Life & Health Insurance	11,025	5,623	6,762	12,486
	FOOTNOTE AMOUNTS:				11,522
	Annual Medical for Road				
	FOOTNOTE AMOUNTS:				824
	Annual Gap for Road				
	FOOTNOTE AMOUNTS:				140
	Annual Life for Road				
	GL # FOOTNOTE TOTAL:				12,486
101-541-5240000.000	Workers Compensation	6,250	5,395		6,600
	FOOTNOTE AMOUNTS:				9,900
	Workers Comp calculated @ 11.25%				
101-541-5320000.000	Professional Services-Audit Fees	1,000	1,000	1,000	1,000
101-541-5410000.100	Communications -Telephone	150	48	70	150
	FOOTNOTE AMOUNTS:				150
	Emergency cell phones for roads personnel (personnel increasing)				

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**BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK**  
 Calculations as of 06/30/2014

**Fund 101-Road Fund**

GL NUMBER	DESCRIPTION	AMENDED	ACTIVITY	PROJECTED	MANAGER RECOMMENDATION
		2013-14 BUDGET	2013-14 THRU 06/30/14	2013-14 ACTIVITY	2014-15 BUDGET
101-541-5430000.160	Utilities-Roads	150	191		
101-541-5450000.100	Insurance-Liability	2,176	1,861	2,176	2,176
101-541-5450000.300	Insurance-Vehicles	1,000	811	1,000	2,900
	Insurance costs moved from public works \$1,900				
101-541-5460000.200	Repairs & Maintenance-Equipment	1,000			3,000
	FOOTNOTE AMOUNTS: R&M of equipment is being moved from PW to Roads.				3,000
101-541-5460000.250	Repairs & Maintenance-Vehicles	2,500	706	1,000	3,000
	FOOTNOTE AMOUNTS: R&M Vehicles is being moved from PW to Roads (Dodge Pickups & Flatbed Trucks)				3,000
101-541-5460000.300	Repairs & Maintenance-Sidewalks & IV	2,000	134	350	6,386
	FOOTNOTE AMOUNTS: Repair of the trip hazard along the sidewalk at the Rec. Center and other sidewalk and street repairs.				6,386
101-541-5520000.000	Miscellaneous Operating Supplies	250	180	250	1,000
	FOOTNOTE AMOUNTS: Misc. operating supplies for Roads & Medians personnedl.				1,000
101-541-5520000.201	Gas/Oil/Grease	3,200			1,000
	FOOTNOTE AMOUNTS: Purchase of grease for lawnmower bearings and oil for chainsaws and other equipment				1,000
101-541-5520000.205	Uniforms & Cleaning	1,600	1,254	1,600	1,500
	FOOTNOTE AMOUNTS: Supervisor John Jenkins				500
	FOOTNOTE AMOUNTS: Derrick Murray				500
	FOOTNOTE AMOUNTS: James "Tony" Thomas				500
	GL # FOOTNOTE TOTAL:				1,500
101-541-5520000.210	Gasoline				3,610

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BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK  
 Calculations as of 06/30/2014

Fund 101-Road Fund

GL NUMBER	DESCRIPTION	AMENDED 2013-14 BUDGET	ACTIVITY 2013-14 THRU 06/30/14	PROJECTED 2013-14 ACTIVITY	MANAGER RECOMMENDATION 2014-15 BUDGET
	Fasttrack Lawnmower				
	Tiger Scag Lawnmower				
	New Tiger Scag Lawnmower				
	Snapper Lawnmower				
	Mix gas container for small gas powered equipment				
101-541-5520000.211	Diesel		1,494	1,800	3,000
	2004 Dodge Ram Pickup Trucks				
	2002 Flatbed Truck				
101-541-5530000.000	Road Materials	4,000	397	500	4,000
	FOOTNOTE AMOUNTS:				4,000
	Purchase of EZ Street road patch to repair pot Holes throughout the Village and other road materials				
101-541-5550000.000	Education and Training	100			300
	FOOTNOTE AMOUNTS:				300
	Education and Training for three employees at \$100 each				
101-541-5930000.900	Administration Fee	14,500			
101-541-6400000.000	Capital Acquisitions-Equipment				9,000
	FOOTNOTE AMOUNTS:				9,000
	Purchase of a new lawnmower off of State Bid to cut medians				
Totals for dept 541-Streets and Roads		127,679	68,617	25,806	132,713
TOTAL APPROPRIATIONS		127,679	68,617	25,806	132,713

## Fund 302-Capital Projects

GL NUMBER	DESCRIPTION	AMENDED 2013-14 BUDGET	ACTIVITY 2013-14 THRU 06/30/14	PROJECTED 2013-14 ACTIVITY	RECOMMENDATION 2014-15 BUDGET
ESTIMATED REVENUES					
Dept 000					
302-000-3342500.000	Grant-Historical Resource	20,000		20,000	
302-000-3343200.000-CDBG	Local Grants CDBG Entrance Sign				40,000
302-000-3810000.000	Transfers In				25,000
	FOOTNOTE AMOUNTS:				25,000
	Transfer in-GF -Match Log Cabin Grant				
Totals for dept 000-		20,000		20,000	65,000
Dept 539-Public Works					
302-539-3343200.000-LOCG	Grant Dept Hist Resources				25,000
302-539-3344000.000-LCAP	State Appropriations-Annex & Cabin				1,000,000
Totals for dept 539-Public Works					1,025,000
TOTAL ESTIMATED REVENUES		<b>20,000</b>		<b>20,000</b>	<b>1,090,000</b>
APPROPRIATIONS					
Dept 519-General Government					
302-519-5800000.200	GRANTS-LOG COBIN	20,000		20,000	
302-519-5800000.210-LOCG	Design & Engineering-Log Cabin		7,783		
302-519-5800000.220-LOCG	Construction Costs-Log Cabin				50,000
	FOOTNOTE AMOUNTS:				50,000
	50% of Grant-balance to be spent next fiscal year				
Totals for dept 519-General Government		20,000	7,783	20,000	50,000
Dept 539-Public Works					
302-539-5800000.210-CDBG	Design & Engineering-				15,000
302-539-5800000.210-LCAP	Design & Engineering-New Annex & Cabin				100,000
302-539-5800000.220-CDBG	Construction Costs-CDBG Sign Entrance				25,000
302-539-5800000.220-LCAP	Construction Costs-Annex & Cabin				850,000
	FOOTNOTE AMOUNTS:				600,000
	New Annex				
	FOOTNOTE AMOUNTS:				250,000
	Log Cabin				
	GL # FOOTNOTE TOTAL:				850,000
302-539-5800000.230	Engineering Services-Log Cabin Grant				50,000
Totals for dept 539-Public Works					1,040,000
TOTAL APPROPRIATIONS		<b>20,000</b>	<b>7,783</b>	<b>20,000</b>	<b>1,090,000</b>

**Fund 103/104-CITT**

GL NUMBER	DESCRIPTION	AMENDED 2013-14 BUDGET	ACTIVITY 2013-14 THRU 06/30/14	PROJECTED 2013-14 ACTIVITY	MANAGER RECOMMENDATION 2014-15 BUDGET
<b>Fund 103 - CITT-Transportation</b>					
ESTIMATED REVENUES					
Dept 541-Streets and Roads					
103-541-3382100.000	Transportation Surtax Revenues	88,970	37,702	89,000	88,075
103-541-3611000.000	Interest Earnings	600			
Totals for dept 541-Streets and Roads		89,570	37,702	89,000	88,075
TOTAL ESTIMATED REVENUES		<b>89,570</b>	<b>37,702</b>	<b>89,000</b>	<b>88,075</b>
APPROPRIATIONS					
Dept 541-Streets and Roads					
103-541-5310000.317	Professional Services Engineering /Plann	50,000			
103-541-5310000.350	Professional Services-Road Repair	39,500	23,990		65,875
103-541-5430000.100	Utilities-Street Lights	22,000	16,755	22,200	22,200
Totals for dept 541-Streets and Roads		111,500	40,745	22,200	88,075
TOTAL APPROPRIATIONS		<b>111,500</b>	<b>40,745</b>	<b>22,200</b>	<b>88,075</b>
<b>Fund 104 - CITT-Transit</b>					
ESTIMATED REVENUES					
Dept 000					
104-000-3382000.000	Transit Surtax Revenues	22,242	9,425	22,242	22,019
Totals for dept 000-		22,242	9,425	22,242	22,019
TOTAL ESTIMATED REVENUES		<b>22,242</b>	<b>9,425</b>	<b>22,242</b>	<b>22,019</b>
NET OF REVENUES/APPROPRIATIONS - FUND 104					
BEGINNING FUND BALANCE		22,242	9,425	22,242	22,019
ENDING FUND BALANCE		14,865	14,865	14,865	37,107
		37,107	24,290	37,107	59,126
ESTIMATED REVENUES - ALL FUNDS					
		111,812	47,127	111,242	110,094
APPROPRIATIONS - ALL FUNDS					
		111,500	40,745	22,200	88,075
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS					
		<b>312</b>	<b>6,382</b>	<b>89,042</b>	<b>22,019</b>

07/10/2014

BUDGET REPORT FOR VILLAGE OF BISCAYNE PARK  
 Calculations as of 06/30/2014

**Fund 105-FORFEITURES**

GL NUMBER	DESCRIPTION	AMENDED 2013-14 BUDGET	ACTIVITY 2013-14 THRU 06/30/14	PROJECTED 2013-14 ACTIVITY	MANAGER RECOMMENDATION 2014-15 BUDGET
Fund 105 - Police Forfeiture Fund					
ESTIMATED REVENUES					
Dept 000					
105-000-3511000.000	Federal/State Forfeitures		200	200	500
Totals for dept 000-			200	200	500
Dept 521-Police					
105-521-3511000.000	Federal/State Forfeitures	6,000			
Totals for dept 521-Police		6,000			
Dept 541-Streets and Roads					
105-541-3611000.000	Interest Earnings		3		
Totals for dept 541-Streets and Roads			3		
TOTAL ESTIMATED REVENUES		<b>6,000</b>	<b>203</b>	<b>200</b>	<b>500</b>
APPROPRIATIONS					
Dept 513-Finance					
105-513-5300000.000	Bank Service Charges		20	25	25
Totals for dept 513-Finance			20	25	25
Dept 521-Police					
105-521-5520000.000	Operating Supplies	6,000	1,142	1,200	475
Totals for dept 521-Police		6,000	1,142	1,200	475

TOTAL APPROPRIATIONS

6,000

1,162

1,225

500



## Village of Biscayne Park Commission Agenda Report

<b>Village Commission Meeting Date:</b>	<b>July 17, 2014</b>
<b>Subject:</b>	<b>Informational Item – Public Services Coordinator Position</b>
<b>Prepared By:</b>	<b>Heidi Shafran, AICP, Village Manager</b>
<b>Sponsored By:</b>	<b>Staff</b>

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Due to the resignation of the Assistant to the Village Manager/Public Services Director a vacancy has been created. This vacancy has created an opportunity for the Village to address our collective priority of **improving customer and resident services** immediately. The vacancy will allow the position to be shifted from an internal focus (administrative) to an external focus (resident services). These are unprecedented times for the Village. We have so many projects and transformations taking place that require the attention of professional staff.

At the July 1<sup>st</sup> Village Commission meeting members of the Commission asked for more information regarding the proposed reclassification of this position. Over the last few months there has been a continuous analysis and review of the Village organizational chart and all current employees' job duties. As a result of this analysis and changes within the Village, a revised organizational chart has been created.

The new organizational chart includes the reclassification of the previous Assistant to the Village Manager/Public Services position to a Public Service Coordinator position. Additionally staff have been aligned in areas that accurately reflect their responsibility to the Village.

- The “**Administrative Services**” Division includes the Village Clerk and Finance Department including the contracted Finance Director.
- The “**Public Safety**” Division represents the Police Department.
- The “**Residents Services**” Division will be comprised of Parks and Recreation, Code Compliance, Building Services, the Public Services Coordinator, Public Works and Sanitation (contractual services).

As a major goal is to concentrate efforts in assuring our staff works efficiently and improves customer service, the Public Services Coordinator will resolve issues within the Resident Services Division while improving customer service and maintaining the Village's grants portfolio.

July 17, 2014

**Commission Agenda Report**

**Informational Item - Public Services Coordinator Position**

Upon evaluating the Assistant to the Manager/Public Services Director job description, revisions were made that reflect a focus on quality of and response time for resident services. The revised job description states: *"This position serves as an additional resource to the residents, property owners & contractors; identifies and proactively resolves issues raised by the Village Commission, Staff and residents, property owners and contractors..."* By contrast, the previous position job stated: *"This highly responsible position provides support and guidance to the activities of various departments..."* **This position is will primarily provide the community with a positive experience and resolution within the Village while delivering the level of services the residents deserve.**

These revisions are a result of listening to Commissioners, Village staff and input from residents regarding the roles and responsibilities of the Assistant to the Village Manager/Public Services Director position. While this position may have served a valuable role previously, our professional assessment is that the current needs of the Village have evolved and requires a different emphasis. Some of the feedback received included comments regarding that the Village is "top heavy", the salary is "too high" and "why does the Manager need an assistant?". We also heard that the Village has never had so many employees – when in fact, we are currently at our lowest number of full-time employees in 10 years (See page 63 of Fiscal Year Ended September 30, 2013 Comprehensive Annual Financial Report).

The reclassified position and revised organizational chart addresses this feedback in the following ways:

- The position has been reclassified to focus on residential issues and is no longer an Assistant to the Village Manager or administrative position.
- The salary range has been decrease by approximately \$10,000-15,000.
- The Public Services Coordinator role and responsibilities will be to resolve issues of importance to primarily to residents.

One large component of the Public Services Coordinator position will be to focus on the intricate details of resident generated concerns in an efficient and timely manner. **The Coordinator will respond in a way that is accurate, transparent, and supportive of the residents.**

Additionally, in recent years the Village has expanded its grants funding. This supplements the Village's budget and allows us to provide enhancements such as landscaping, tree maintenance, signage and the restoration of Village Hall. These grants require attention to details, rules, coordination with Village Boards and contractors, deadlines and paperwork. These tasks need to be handled directly by one person. The Coordinator will also be tasked with this responsibility.

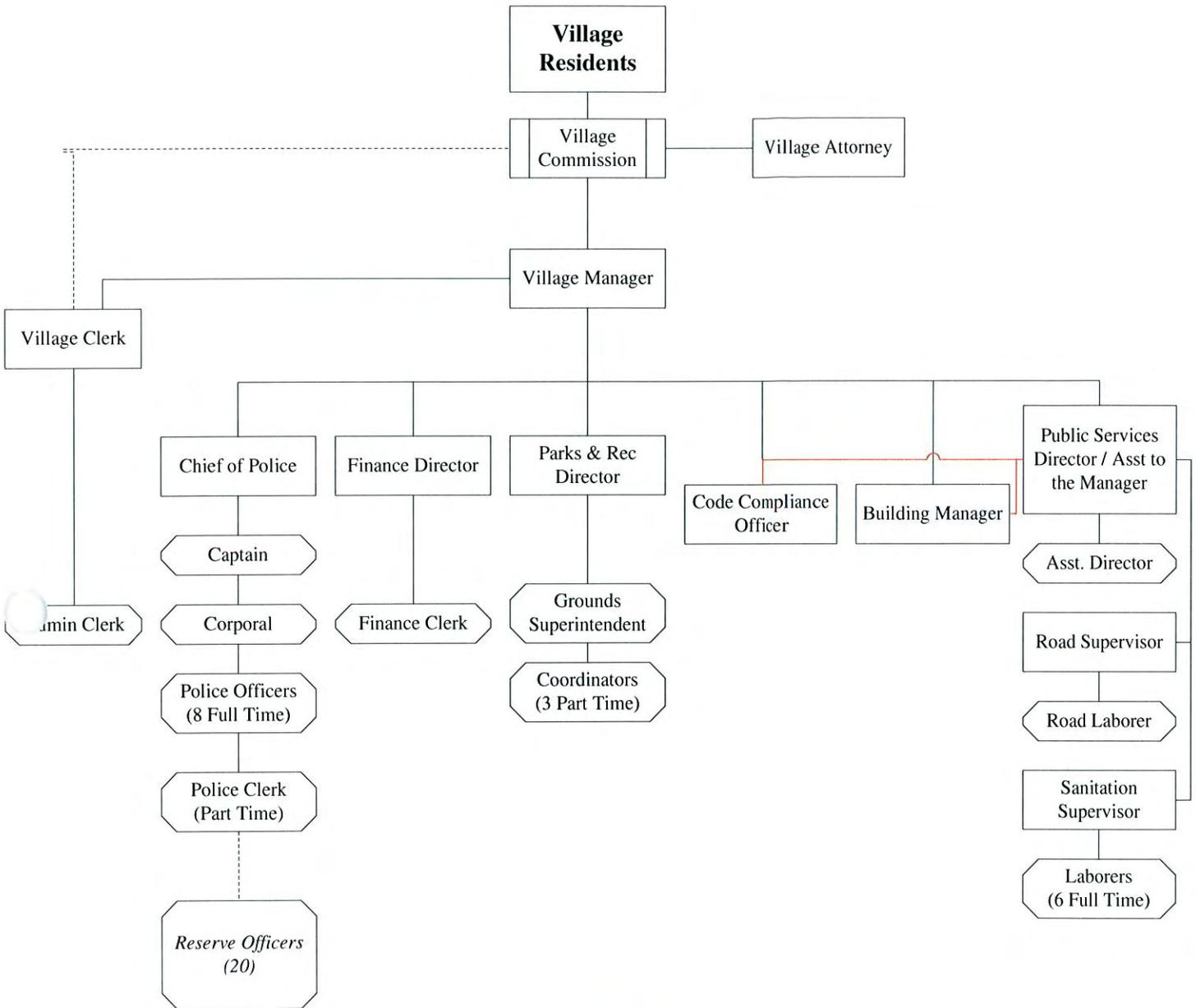
In conclusion, we are committed to continue to implement changes that will improve the quality of life in the Village for all residents. Without this position being filled we cannot complete all of our ongoing tasks and the new projects we have been asked to take on. We appreciate your support with this position so we can refocus the Village to meet our collective vision.

**ATTACHMENTS**

- Previous Organizational Chart
- Revised Organizational Chart
- Previous Assistant to the Manager/Public Services Director position job description
- Current Public Services Coordinator job description

# Organizational Chart

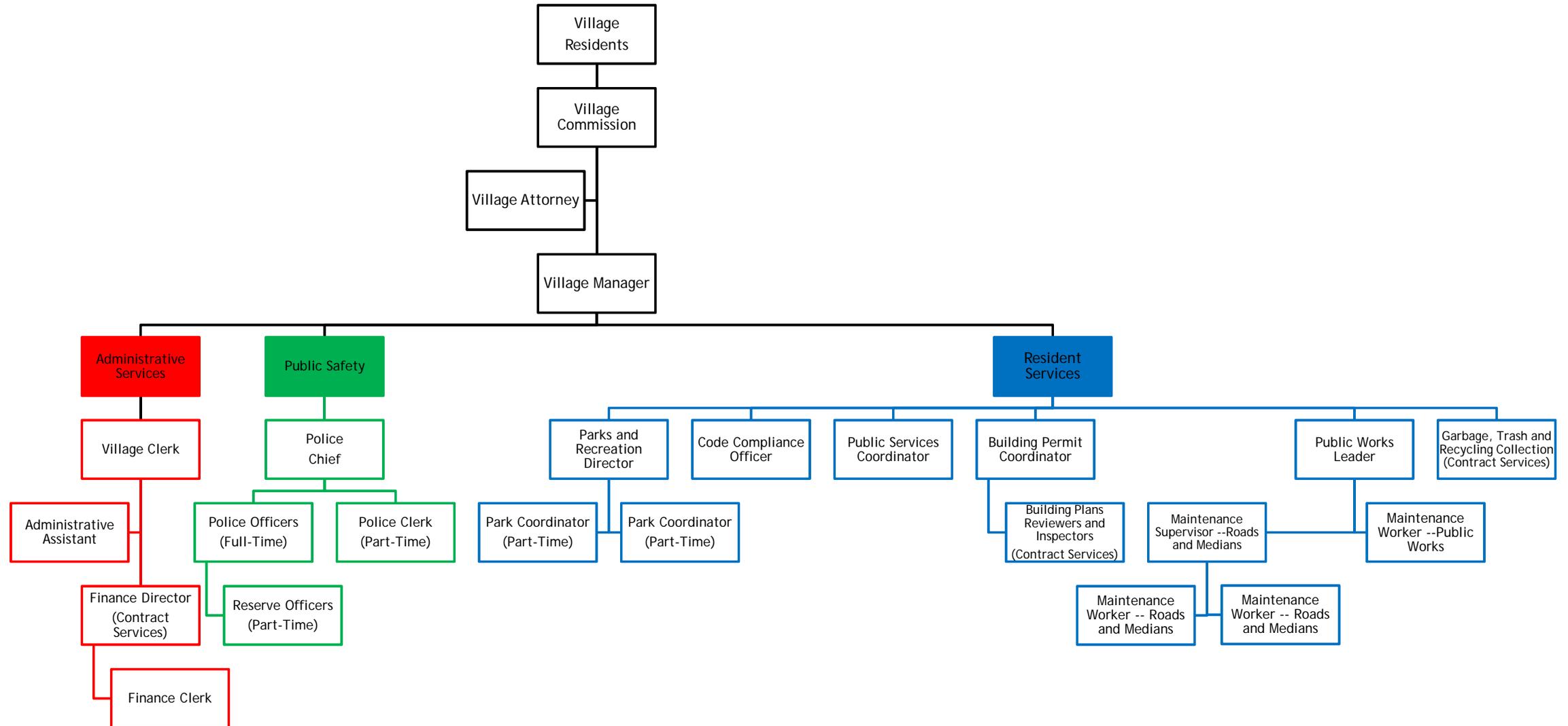
PREVIOUS  
Organizational Chart



*Proudly Serving the Village of Biscayne Park*

# Village Of Biscayne Park July 2014

REVISED  
Organizational Chart





## ASSISTANT TO MANAGER

### NATURE OF WORK

This highly responsible position provides support and guidance to the activities of various Departments. Additionally, will oversee special projects to ensure they are in concert with the policies and goals of the Village Manager, Village Clerk and Commission; provide administrative guidance to departments to ensure the Village's goals and objectives are achieved in a timely and professional manner; provide the Village Manager, Village Clerk and Commission with accurate and timely information to support decision-making and policy direction. This position provides effective, professional leadership, positioning the Village to meet the community's current and future needs through appropriate technologies, services and the continued implementation of our strategic plan.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

#### Supporting Department Directors

- Support various departments by providing knowledge in finance, budget, and cost containment by minimizing operating expenses while providing optimum customer service, maximizing revenues, and minimizing legal exposure.
- Working with all departments to ensure all inventory is properly tagged and accounted for and that departments have a capital plan in place for equipment replacement.
- Support and encourage employee participation in the areas of continuous quality improvement, cost containment, and performance management.
- Implement strategies and systems to enhance operations, management of employees, customer satisfaction and budget management.
- Analyzes methods, procedures and work flows for the purpose of identifying bottlenecks, duplications, error sources, workload imbalances, and other problem areas.
- Assesses personnel training needs of departments in order to plan, organize, and implement appropriate training programs.

#### Resident Needs

- Investigate and resolve resident complaints and recommendations regarding Village services through the implementation of polling software and surveys.
- Research and write reports identifying problems and pattern areas in services provided by the Village.
- Provide recommendations in order to manage certain areas that require improvement and a higher level of customer service.
- Tracking of assignments provided by Village Manager to assist in resident needs and services.

#### Identifying Grant Funds

- Identify and research government sources of funding for the Village Planners; identify and proofread funding for grants to obtain funds for on-going or new programs and for special projects; demonstrate knowledge and understanding of all aspects of government contracting requirements and budgeting.
- Research government or private funding sources requirements and submission deadlines. Interact and communicate with manager, commissioners, and other government agencies on funding requirements.
- Communicate with various department directors to determine goals and objectives, scope, feasibility, and department funding needs.
- Assist manager in researching background information, statistical, and analytical information to support grants.
- Prepare, coordinate, assemble, and/or deliver proposal, government grant applications and renewals for submission.

## **Volunteers/Interns**

- Research, develop and maintain lists of potential volunteer and interns from local Universities and Colleges.
- Help manage volunteer outreach using social networking tools such as Facebook, Twitter, and Craigslist.
- Seek out community events and speaking engagements in order to recruit volunteers.
- Reply to volunteer inquiries providing information about the Village and matching to specific volunteer role.
- Schedule and coordinate groups and individuals for Village Special Projects/Events.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of laws and policies governing public administration and sound business practices.
- Knowledge of municipal bonds, contracts and available investment opportunities to the Village.
- Knowledge of finance, accounting, and budgeting practices and policies.
- Knowledge of the principles, practices and processes of code compliance.
- Knowledge of administration in employee benefits.
- Knowledge of supervisory principles and practices and ability to direct and coordinate staff activities.
- Attention to detail skills and high level of accuracy.
- Very effective organizational skills.
- Time management skills.
- Ability to effectively communicate to large groups as well as individuals of varied backgrounds; express oneself clearly and concisely both orally and in writing.
- Ability to formulate and install methods, procedures, forms and record systems.
- Ability to supervise maintenance of complex administrative records and prepare reports.
- Ability to maintain satisfactory working relationships with employees, government officials, private organizations, and the general public.

## **MINIMUM REQUIREMENTS**

- Outstanding professional with a minimum of ten (10) years of total experience, including a minimum of five (5) years in public administration
- Bachelor's Degree in Public Administration or Business Administration or related field.
- Master's Degree in Public Administration or Business Administration (preferred).
- Experience overseeing large programs including operations and capital budgeting.
- Advanced-level proficiency in Microsoft Excel and PowerPoint, as well as proficient knowledge of other Microsoft applications
- Flexibility to work nights, weekends, holidays, and extended hours when required.
- Bilingual (preferred)

## **PHYSICAL REQUIREMENTS**

- Light physical demands. Approximately seventy (70) percent of the day is spent at a desk, ten (10) percent standing, and twenty (20) percent moving to locations within the Village and on uneven surfaces at various field sites.
- Lifting and moving up to twenty (20) pounds frequently when handling books, files, and reports.
- Frequent use of a personal computer and telephone.
- No strenuous physical requirements noted. Considerable flexibility to structure daily activities between sitting, standing, and walking.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **SUPERVISION EXERCISED**

Supervision is exercised over the work of Department Heads and other office staff.



# ***The Village of Biscayne Park***

640 NE 114<sup>th</sup> St., Biscayne Park, FL 33161  
Telephone: 305-899-8000 Facsimile: 305 891 7241

## **JOB DESCRIPTION**

### **Public Services Coordinator**

#### **Position Goal**

This position will serve as an additional resource to the residents, property owners & contractors. The primary focus will be to:

- Identify and proactively resolve issues and concerns raised by the residents, property owners, contractors, and Village staff.
- Facilitate proper implementation of special projects to include grants and other non-tax based municipal funded community projects to assure task completion and compliance.
- Perform related duties as assigned and work as a resource to the Village staff to assure efficient and timely completion of Village business.

#### **Essential Performance Responsibilities**

- Works with Village residents, property owners, and contractors to maintain positive and seamless communication among all stakeholders with regards to Village services, business and community outreach.
- Facilitate efficient and equitable resolution of the day to day questions, issues, concerns, and problems impacting the residents, contractors and staff of the Village.
- Provide strong written and oral feedback to individuals and groups as well as monitoring and responding to community feedback on the Village's website.
- Assists all departments in the planning, monitoring, implementation, and evaluation of special projects and programs.
- Provide process improvement recommendations and feedback loop to assure a high level of Village customer service while improving efficiency.
- Identify and apply for additional non-tax revenue sources align to long term Village strategic plan.
- Facilitate proper implementation of special projects to include grants and other non-tax based municipal funded community projects to assure task completion and compliance.



# ***The Village of Biscayne Park***

640 NE 114<sup>th</sup> St., Biscayne Park, FL 33161  
Telephone: 305-899-8000 Facsimile: 305 891 7241

- Facilitate community outreach informational meetings to assure residents are aware of important Village issues and events.
- Responsible for conducting resident surveys including individualized contact as well as electronic and hard copy questionnaires. Analyze and prepare written reports, present findings and make recommendations.
- Keep accurate logs of all communications and tasks to provide transparency and accurate records.
- Perform and promote all activities in compliance with all the guidelines of the Village policies and procedures.

## **Knowledge, Skills and Abilities:**

- Knowledge of laws and policies governing public administration and sound business practices.
- Strong problem-solving and interpersonal skills.
- Demonstrate high level of integrity and self-initiative.
- Ability to maintain strong and cohesive working relationships with employees, government officials, private organizations, and the general public in a diverse and multicultural setting.
- Attention to detail skills and high level of accuracy.
- Very effective organizational and time management skills.
- Ability to effectively communicate to large groups as well as individuals of varied backgrounds; express oneself clearly and concisely both orally and in writing.
- Ability to formulate and install methods, procedures, forms and record systems.
- Ability to prepare and present various municipal reports.

## **Minimum Qualification:**

Education: Bachelor's Degree in Public Administration, Political Science, Sociology, Business Administration or related field.



# ***The Village of Biscayne Park***

640 NE 114<sup>th</sup> St., Biscayne Park, FL 33161  
Telephone: 305-899-8000 Facsimile: 305 891 7241

**Experience:** Ten (10) years of total related experience, including a minimum of three (3) years in government and/or community outreach programs.

**Additional:** Advanced-level computer skills including: Microsoft Word, Excel, and PowerPoint; Adobe Professional, and other related business software applications.

Flexibility to be available by phone and email and to work nights, weekends, holidays, and extended hours when required.

A valid Florida driver's license is required.

## **Physical Requirements:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

## **Terms of Employment:**

Salary and benefits shall be paid consistent with the Village of Biscayne Park's policy. Length of the work year and hours of employment shall be those established by the Village Manager.



# Village of Biscayne Park Commission Agenda Report

**Village Commission Meeting Date:** July 17, 2014

**Subject:** Discussion of Roads and Stormwater Drainage Assessment

**Prepared By:** Heidi Shafran, AICP, Village Manager

**Sponsored By:** Staff

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As has been discussed for many years, the Village lacks a Master Plan of the existing storm water drainage and roads conditions within the Village. Our road conditions continue to be impacted by age, proximity to mature trees and high traffic areas.

The creation of a Roads and Stormwater Drainage Improvements Assessment will defray the cost of the master plan and estimated costs of the repairs and improvements. The Assessment will be used to complete a road and stormwater drainage improvements Master Plan to identify all areas within the Village in need of repair and improvement.

In order to establish a non-ad valorem assessment to be paid by each property owner, the Village must follow procedures set forth in Florida State Statutes 197.3622 regarding the method for the levy, collection and enforcement of non-ad valorem assessments. The next step would be for the Commission to pass a Resolution at a future meeting authorizing Staff to follow the procedures set forth in the Florida State Statutes. This will allow Staff to prepare all necessary Village Commission resolutions and ordinances and notifications within in the required time frames. Through future ordinance, the Village Commission will amend its Code of Ordinances to allow for a Roads and Stormwater Drainage Improvement Assessment.

These procedures require Staff to prepare all necessary Village Commission resolutions and ordinances and notifications within the required time frames. The final step will be an ordinance to be approved by the Village Commission that will amend its Code of Ordinances to allow for a Roads and Stormwater Drainage Improvement Assessment.

Should the Village Commission wish to proceed, all steps must be completed by January 1, 2015 for billing and implementation for the October 1, 2015 fiscal year.

**July 17, 2014**

**Commission Agenda Report**

**Discussion of Road and Stormwater Drainage Assessment**

Staff recommends the Village Commission consider the creation of the Roads and Stormwater Drainage Assessment to assist the Village in providing funds for short term and long term infrastructure improvements.



## **Village of Biscayne Park Commission Agenda Report**

**Village Commission Meeting Date:** July 17, 2014

**Subject:** Discussion - Village Hall Annex  
Ad Hoc Committee

**Prepared By:** Commissioner Bob Anderson

**Sponsored By:** Commission

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### **Background**

After many years of trying, our Village has finally able to get an appropriation from the State that will be large enough to not only rehab our log cabin, but to build an annex that will be our Village Hall. At the July regular commission meeting Manager Shafran mentioned putting together an Ad Hoc committee to work with her on this project.

I believe it is important that the commission have a public discussion so that our residents are aware of how we are proceeding with this project.

### **Fiscal/Budget Impact**

None

### **Recommendation**

Commission discussion.