



2011-12 Adopted Budget September 20, 2011



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LEGAL REQUIREMENTS

BUDGET ADVERTISEMENT – SEPTEMBER 15, 2011 MIAMI HERALD

THE MIAMI HERALD | MiamiHerald.com

NE THURSDAY, SEPTEMBER 15, 2011 | 9NE

NEIGHBORS CALENDAR

***CALENDAR, FROM ONE**

evolving concerns of the aviation industry throughout the 20th century and how they were tackled by developers, promoters, pilots and the hundreds of thousands of Miamians who were involved in the field, through July 22, 2012 (exhibition will be on hiatus between Jan. 5 and Feb. 22, 2012).

"Sovereign Maps and Plates:" Features a selection of sovereign plates and original maps from the museum's collection, through Jan. 15, 2012.

Notepad: Memorial: Among the permanent holdings is "Sculpture Garden" (features more than 100 figures and a 42-foot bronze sculpture designed by Kenneth Tinker. The sculptures are in family groupings, depicting human emotion and despair): 9 a.m.-5 p.m., daily, 5555-46 Meridian Ave., Miami Beach, hrs: 305-531-1667 or telosmuseum.org.

Jewish Museum of Florida: Among the permanent holdings is "Mosaic: Jewish Life in Florida" (includes more than 500 photos and artifacts that depict the Jewish experience in Florida since 1763. Thematic presentation of aspects of immigration, life cycles and rituals, building community, discrimination, making a living, assimilation and identity. Three films and a Timeline Wall of Jewish history augment the exhibit): 10 a.m.-5 p.m., Tuesday-Sunday, closed on Monday and civil and Jewish holidays; 307 Washington Ave., Miami Beach; \$12 family, \$6, \$5 senior and students, free for members, kids 6 and under and on Saturday. 305-672-5044 or www.jewishmuseum.com.

Latin Art Museum, University of Miami: Among the permanent holdings is "Frank Paull: An American Documentarian" (features 30 photographs by photographer Frank Paull in the Michael and Judi Natus Focus Gallery). Galleries include Hynes and Sheldon Pally Pavilion for Contemporary Glass and Studio Arts (features a \$5.5 million glass collection with masterpieces by Dale Chihuly, Richard Jolley and William Carlson plus 5-6 art by some of the most talented artists in contemporary art). Renaissance and Baroque, Ancient and Native American, African and Asian art; 10 a.m.-4 p.m., Tuesday-Saturday, noon-4 p.m., Sunday, closed on Monday and university holidays; 1303 Stanford Dr., Coral Gables; \$10, \$5 senior and students, free for members, University of Miami students, faculty and staff with ID and kids 12 and under. 305-294-5035 or www.latinmuseum.org.

"Alabá: @ The Lower:" "Women, Windward and the World: Diverging Perspectives on Islamic Art" explores the complex theme of Islamic art, concentrating on those defined but intertwining themes: the role of Muslim women as creators and subjects of art, Western views of the Islamic world, and the importance of decoration and the written word; through April 22.

"Sacred Stories, Timeless Tales: Mythic Perspectives in World Art from the Permanent Collection:" Featuring some 100 paintings, drawings, ceramics, glass and sculptures, the exhibition explores thematic connections between mythic traditions in world art, drawn from the Lower's permanent collection, which spans 5,000 years and represents the ethnic traditions of both western and non-western cultures; through Oct. 23.

Miami Art Museum: Among the permanent holdings are "Between Here and There" (the installation amplifies patterns of intercultural exchange by presenting the work of artists who have been influential in transmitting ideas across continents on equal terms with artists who have absorbed those ideas and adapted them to their own local conditions and concerns) and public exhibition tours (led by museum docents and trained guides every Sunday at 2 p.m.). Group tours are available in English and Spanish year-round, by appointment; 10 a.m.-5 p.m., Tuesday-Friday, noon-5 p.m., Saturday and Sunday, closed on Monday and holidays; 107 W. Flagler St., Downtown Miami; \$8, \$4 seniors, free for members, students with ID, kids 12 and under and on second Saturdays. 305-575-3000 or www.miamimuseum.org.

"Whimsical:" Features photographs (taken by Joel Meyerowitz, the only photographer granted right of entry into Ground Zero after the Sept. 11 attacks on the World Trade Center); through Nov. 6, Focus Gallery.

"Riviera Newsweekender: A Day Like Any Other:" Brazilian artist Ryane Neuwachsneider's work, which merges painting, photography, film, sculpture, installation and participatory actions, is based on social situations and frequently involves viewer interaction. The exhibition serves as a mid-career survey for the artist, punctuating the elements that have led to her reputation as one of the most unique contributors to Brazilian Conceptualism; through Oct. 30.

Miami Beach City Hall 1950: Convention Center Dr., Miami Beach; hrs: 305-864-0292 or www.miamibeachfl.gov.

"50th Annual Exhibit of the National Arts Program:" Features more than 75 works of art created by City of Miami Beach employees and their families; through Sept. 28; fourth-floor gallery.

Miami International Airport: Concourse Gallery, Concourse E, MIA, South Terminal Gallery in Terminal 3; 4030 NW 2nd St., Miami; hrs: 305-895-4749 or www.miami-airport.com.

"Captivating Costumes: A Study of wardrobe through the Ages:" (by kids in grades 4 through 12); through September (and date not given); E - D Connector Gallery, just past security checkpoint.

"Experiencing the Everglades:" Features a collection of 26 vivid, large-scale photographs of the reserve's wildlife and landscapes,

taken by photographers Alejandro Borjas, Rodney Gonzalez, Paul Marcolini, Judd Peterson, Katy Doran and Eric Rydy; through Oct. 31, North Terminal Gallery.

"Temporary Artists:" Site-specific series expresses artist Teresa Carrizo's search for her spiritual in the midst of a turbulent global environment.

Museum of the Americas: 11 a.m.-5 p.m., Tuesday-Friday and 11 a.m.-4 p.m., Saturday; 7500 NW 73rd Ave., Suite 104, Doral; hrs: 305-989-8088 or www.museumofamerica.org.

The Museum of Contemporary Art (MOCA): 11 a.m.-5 p.m., Tuesday-Thursday, Friday and Saturday, 1-9 p.m., Wednesday; noon-5 p.m., Sunday, 7-10 p.m., last Friday of each month; closed on Monday; 170 NE 25th St., North Miami; \$5, \$5 senior and students, free for members, kids 12 and under and North Miami residents and city employees. 305-885-6271 or www.mocamuseum.org.

Robert Family Collection/Contemporary Arts Foundation: Guided tours every Tuesday and Friday at 5 p.m., during summer (reservations required); 95 NW 29th St., Wynwood; \$10, \$5 students with ID and ages 18 and under; 305-575-6040 or www.rfamilycollection.com.

The Wolfsonian-Fla: Among the permanent holdings is "Art and Design in the Modern Age: Selections From The Wolfsonian Collection" (provides an intriguing overview of The Wolfsonian's exceptional holdings and showcases the museum's collection, which spans the period 1885 to 1945); noon-6 p.m., Saturday, Sunday, Monday, Tuesday and Thursday, noon-9 p.m., Friday; closed on Wednesday; 1001 Washington Ave., Miami Beach; \$1, \$5 senior, students and kids 6-12, free for members and kids 5 and under and after 6 p.m., on Friday; 305-531-1007 or www.wolfsonian.org.

World Bank Art Museum (WBAM): 11 a.m.-10 p.m., Monday-Thursday, 11 a.m.-midnight Friday-Sunday, closed on Thanksgiving Day, Christmas Day and New Year's Day; 1225 Washington Ave., Miami Beach; \$5, \$4 senior, \$25-50 students, free for members; 305-531-9336 or www.wbam.com.

"African Treasures:" The works in this presentation of the Neomi Wiegman African Art Collection range from objects used across the continent of Africa for fertility and divination practices. Artifacts highlighted within the exhibition illustrate the dimensions of fertility in art within the home and community and continue to play dynamic roles in the lives of many societies. This exhibition explores the significance, aesthetics and purposes of African material objects and their social contexts; through Oct. 17.

"Whimsical Rentals:" Paintings by Cuban artist Alejandro Galindo; through Sept. 26.

ART GALLERIES
Art Rubin Gallery: 1 NE 40th St., Sules 5, 6 and 7, Miami.

***TURN TO CALENDAR, ENR**

NOTICE OF BUDGET HEARING

The Village of Biscayne Park has tentatively adopted a budget for Fiscal Year 2011-2012. A public hearing to make a **FINAL DECISION** on budget **AND TAXES** will be held on:

Tuesday, September 20, 2011
6:30PM

Ed Burke Recreation Center
11400 NE 9th Court
Biscayne Park, Florida

BUDGET SUMMARY

Village of Biscayne Park, Florida - October 1, 2011 to September 30, 2012

ESTIMATED REVENUES:	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	ENTERPRISE FUND	TOTAL FUNDS
Taxes:					
Ad Valorem Taxes	8,900	1,092,868	-	-	1,092,868
Sales and Use Taxes	411,457	77,027	-	-	488,484
Permits, Fees & Special Assessments	115,250	-	-	-	115,250
Intergovernmental Revenue	279,887	128,900	-	-	408,887
Charges for Services	41,444	-	-	712,079	753,523
Judgments, Fines & Forfeitures	40,000	12,000	-	-	52,000
Miscellaneous Revenues	45,500	450	-	-	45,950
Other Sources	-	-	-	-	-
TOTAL SOURCES	2,028,016	216,437	-	712,079	2,956,532
Transfers In	-	-	-	-	-
Fund Balances/Reserves/Net Assets	-	121,738	-	-	121,738
TOTAL REVENUES, TRANSFERS & BALANCES	2,028,016	338,173	-	712,079	3,078,268
EXPENDITURES					
General Government	645,888	-	-	-	645,888
Public Safety	1,057,472	12,050	-	-	1,109,522
Physical Environment	161,989	-	-	890,894	1,052,883
Transportation	-	328,123	-	-	328,123
Economic Development	-	-	-	-	-
Human Services	-	-	-	-	-
Culture and Recreation	120,857	-	-	-	120,857
Other Uses	-	-	-	21,385	21,385
Other Non-Operating	-	-	-	-	-
TOTAL EXPENDITURES	2,028,016	338,173	-	712,079	3,078,268
Transfers Out	-	-	-	-	-
Fund Balances/Reserves/Net Assets	-	-	-	-	-
TOTAL APPROPRIATED EXPENDITURES	2,028,016	338,173	-	712,079	3,078,268

The tentative, adopted and / or final budgets are on file in the office of the above referenced taxing authority as a public record.



ORDINANCE FOR BUDGET

ORDINANCE NO. 2011-05

1
2
3 **AN ORDINANCE OF THE VILLAGE COMMISSION**
4 **OF THE VILLAGE OF BISCAYNE PARK, FLORIDA,**
5 **ADOPTING A BUDGET FOR FISCAL YEAR 2011-2012**
6 **FOR THE VILLAGE OF BISCAYNE PARK, FLORIDA;**
7 **PROVIDING FOR CONFLICTS; PROVIDING FOR**
8 **SEVERABILITY; PROVIDING FOR AN EFFECTIVE**
9 **DATE**

10
11
12 WHEREAS, the 2011-2012 Budget for the expenditures of the Village's funds and
13 departments have been prepared by the Village Manager and submitted to the Village
14 Commission; and

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

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

20
21 BE IT ORDAINED by the Village Commission of the Village of Biscayne Park, Florida,
22 as follows:

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

25 **Section 2.** The Budget, a copy of which is attached hereto and expressly made a part
26 hereof, is hereby adopted and shall be in full force and effect for the Fiscal Year of the Village of
27 Biscayne Park, Florida, commencing on October 1, 2011 and terminated on September 30, 2012.

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



LEGAL REQUIREMENTS

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

3 **Section 4.** The Budget for Fiscal Year 2011-2012, is attached hereto and made a
4 specific part hereof as Exhibit "1". All as set forth in detail in said Budget, is hereby approved
5 and adopted and accepted as the Budget for the Village of Biscayne Park, Florida for the Fiscal
6 Year 2011-2012.

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

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

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

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

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

21

22 The foregoing Ordinance was offered by Commissioner Al Childress who moved its adoption.

23 The motion was seconded by Vice Mayor Robert Anderson and upon being put to a vote, the
24 vote was as follows:



LEGAL REQUIREMENTS

1

2 PASSED AND ADOPTED upon first reading this 13th day of September, 2011.

3 PASSED AND ADOPTED upon second reading this 20th day of September, 2011.

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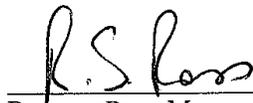
27

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



Roxanna Ross, Mayor

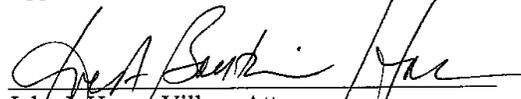
Mayor Ross: Yes
Vice Mayor Anderson: Yes
Commissioner Bernard: No
Commissioner Childress: Yes
Commission Cooper: No

Attest:



Maria C. Camara, Village Clerk

Approved as to form:



John J. Hearn, Village Attorney



LEGAL REQUIREMENTS

DR 420 FORM



CERTIFICATION OF TAXABLE VALUE

DR-420
R. 6/11
Rule 12DER11-13
Florida Administrative Code
Eff. 6/11

Year: 2011	County: MIAMI-DADE
Principal Authority: VILLAGE OF BISCAYNE PARK	Taxing Authority: VILLAGE OF BISCAYNE PARK

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	124,919,012	(1)
2.	Current year taxable value of personal property for operating purposes	\$	2,704,337	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	0	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	127,623,349	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	343,207	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	127,280,142	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	130,141,706	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, Certification of Voted Debt Millage forms attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (9)

Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.		
SIGN HERE	Signature of Property Appraiser :	Date :		
	Electronically Certified by Property Appraiser on 7/1/2011 11:49 AM			

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	8.9933	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	1,170,403	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	1,170,403	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	127,280,142	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	9.1955	per \$1000	(16)
17.	Current year proposed operating millage rate	8.9933	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	1,147,755	(18)



LEGAL REQUIREMENTS

DR-420
R. 6/11
Page 2

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)

DEPENDENT SPECIAL DISTRICTS AND MSTUs		STOP HERE - SIGN AND SUBMIT
--	--	------------------------------------

22.	Enter the total ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs at rolled-back rate. <i>(Total of Line 13 from all DR-420 forms)</i>	\$	1,170,403	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		9.1955 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	1,173,561	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(Total of Line 18 from all DR-420 forms)</i>	\$	1,147,755	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		8.9933 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		-2.20 %	(27)

First public budget hearing	Date : 9/13/2011	Time : 6:30 PM	Place : Ed Burke Recreation Center
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S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer : Electronically Certified by Taxing Authority on 8/3/2011 1:54 PM			Date :	
	Title :		Contact Name and Contact Title : CHARLES SMITH, FINANCE DIRECTOR		
	Mailing Address : ANA M. GARCIA, MANAGER		Physical Address : 640 NORTHEAST 114TH STREET		
	City, State, Zip : BISCAYNE PARK, FL 33161		Phone Number : 305/899-8000		Fax Number : 305/891-7241



INTRODUCTION

MESSAGE FROM THE MANAGER

To the Council and the Residents of Biscayne Park:

It is my privilege to present the annual budget for fiscal year 2011-2012. This document represents our village-wide action plan for allocating the resources that not only sustains us, but keeps the Village of Biscayne Park on a path of striving towards excellence in community services.

Our Village is experiencing a renaissance during one of the most challenging economic times in current history. In 2009-2010, our Village lost 7% or \$116,605 in revenues, and in 2010-2011 the loss was 21% or \$302,490. This year the property appraiser's official number is 3% or \$34,810. Declining property values has resulted in the Village of Biscayne Park losing more than 30% of its tax revenues (\$453,905) in a span of three years. Yet in the past two years we have not raised property taxes and that is my recommendation to you again for fiscal year 2011-2012.

While many cities throughout the county, state and nation raised taxes, eliminated personnel and or reduced services, the Village of Biscayne Park has weathered the storm through much sacrifice and commitment. ***"Pride and Perseverance"*** was a motto that this team embraced, and as a resident stated, "the Village of Biscayne Park is becoming ***The Little Village That Could***".

We have maximized our efforts through clearly defined goals and objectives integrated with the positive leadership needed to direct these efforts. Awards earned, donations, business partnerships and volunteer projects have resulted in approximately \$75,000 for our Village this year. Additionally initiating and completing grant projects on schedule has resulted in over \$400,000 in reimbursements to the Village of Biscayne Park. We have an understanding that if we seek we find, and it is during these times of great challenges and difficulties that opportunities exist. We have completed a grant and if awarded, we could be looking at funding for one full time police officer for 3 years, which would result in savings to the Village of approximately \$150,000. We don't have a grant writer like most cities do, or administrative assistants, but we do have individuals that are going above and beyond and exhibiting resolve and consistency, and that is something that I value and am truly proud of.

Our team is evaluating every avenue and continues to reach out to local businesses and organizations, as well as our county and state representatives for available dollars to fund and support programs, events and special projects for our Village. Additionally, our finance team working with department directors and the office of the Manager will continue to assess all contracts and vendors securing the best prices for services. This successful initiative has resulted in thousands of dollars in savings to the Village of Biscayne Park.

The Biscayne Park foundation is officially in place and working diligently to raise funds and sponsor events that positively impact the quality of life for our residents. Our dedicated volunteers that serve in all Village boards have contributed to fundraising efforts, the initiation of programs and the overall enhancements of our Village. We reach out to them and they come through for us, and we are grateful





INTRODUCTION

for every resource brings value to our Village and the necessary support we need to not only survive but to strive towards excellence in municipal services.

Major Accomplishments Include:

- A successfully executed 3-Year union contract with the PBA (Police Benevolent Association)
- Completion of the Public Works building
- Debut of Movie Night at the park
- Click it or Ticket Champions in 2010 and 2011
- Completion of drainage and street improvements project on 9th court from 113th to 109 streets
- Completion of the hardening and improvements Project at the Ed Burke Recreation Center
- Village-wide tree trimming and plantings through the Forestry grant
- Tree City USA 2010 designation
- A successfully executed 3-Year union contract with the PTA (Painter's & Allied Union for Public Works)



There are many more accomplishments that are not reflected above for they are included within their respective departments, yet all accomplishments reflect a philosophy of team work and coming together to achieve a goal for a better Village of Biscayne Park.

Responsive Government:

Throughout 2011-2012 our budget approach will continue to be a conservative one, yet we are



cautiously optimistic in an economic turnaround. As your Manager I have gained knowledge that only comes with hands on approach and time spent closely working with all departments. Education continues to be a two way street, we seek it and we share it. We are looking long term in regards to capital projects and continuing to enhance the infrastructure of our Village as well as the all around safety and aesthetics of the Village of Biscayne Park. Investing in our Village results in a trickle down effect, which instills pride in our community, our elected officials and Village staff. Furthermore, investing in necessary capital projects results in long term savings, and greatly contributes to increased property values. This budget will address pending communication needs (Information Technology) and the initial assessment of

the log cabin (Village Hall) as we begin to discuss a plan for a much needed Municipal Building / Police Station.



INTRODUCTION

Purchasing procedures implemented last year continue to produce savings. Requisition for purchases are examined and approved by the department director, funds are verified by Finance and the Village Manager has the final purchase approval. This year we changed our fuel provider and are currently using the Miami-Dade County provider. This decision alone will save the Village approximately \$5,000 in fuel costs annually. Existing positions have been re-evaluated; cross training has been implemented, with a focus on efficiency and the bottom line while providing essential education to Village personnel. Inclusion and empowering staff via their participation in weekly meetings and internal budget workshops along with clear communications of expectations has been the key in what we have been able to achieve. Much work remains to be done and obstacles and challenges will come our way, yet the pride and motivation we possess and the stride we have set allows us to overcome and recover and continue on a path to showcase the Village of Biscayne Park as one of the best and most unique places to live in South Florida. Our community is a place where we as your Village team provides excellence in municipal services in a responsive, respectful and efficient manner.

This budget reflects a reinvestment in Biscayne Park with a fiscally responsible position for ensuring a sustainable future. As much as we have adapted to reduced revenues, we need to be mindful that there are still challenging years ahead, and this budget was developed with that outlook in mind. Yet the vision for a better Biscayne Park is something that we should never lose sight of. It is our commitment to continue to minimize expenditures wherever possible, while maintaining a focus that maximizes the services we provide for the residents of the Village of Biscayne Park.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ana M. Garcia".

Ana M. Garcia

Village Manager



INTRODUCTION

HISTORY

Ever wonder about the Village's humble beginnings, its founder, why we have beautiful medians, the log cabin, and more? Read on...

In 1921, when Miami was preparing for the soon to arrive flood of land speculators, the area that was to become Biscayne Park was unincorporated, undeveloped and for the most part, fields of tomatoes belonging to Arthur Mertlow Griffing. Mr. Griffing was originally from Norwich, New York and had settled in Florida in 1903 to manage the Little River nursery. He built a large home and established Griffing Tropical Nurseries and Groves in and around a seven acre site that today is the Colonial Shopping Center along Dixie Highway and 125th Street in North Miami. Mr. Griffing was a landscaper for Carl Fischer's Miami Beach projects. By 1917, the horticulturalist changed hats to become a developer.

By the 1920's, Mr. Griffing had acquired and began developing land along Dixie Highway north of Miami. The nursery was sold and the land subdivided and named Griffing Biscayne Park Estates. Mr. Griffing continued his love of landscaping by carefully planting the area with shrubs and trees so that Biscayne Park Estates resembled a huge botanical garden.



Early in January 1923, Mr. Griffing began advertising in the Miami Daily Metropolis and set up a miniature of the Park on the grounds of the Halcyon Hotel on Flagler Street. Prospective buyers were shuttled from downtown Miami to the new "Gateway to Miami". Mr. Griffing combined his land sales with his nursery promotions by offering a free strawberry shortcake to potential buyers, particularly young families to live in his new development. In addition he produced safe environments for children to play near their homes by creating many cul-de-sacs. The well-landscaped streets, medians and park areas laid out by Mr. Griffing set the stage for the first homes erected in the development which cost between \$4,000 and \$4,500. The shortcake incentive was later upgraded to a mixed box of grapefruits and oranges.

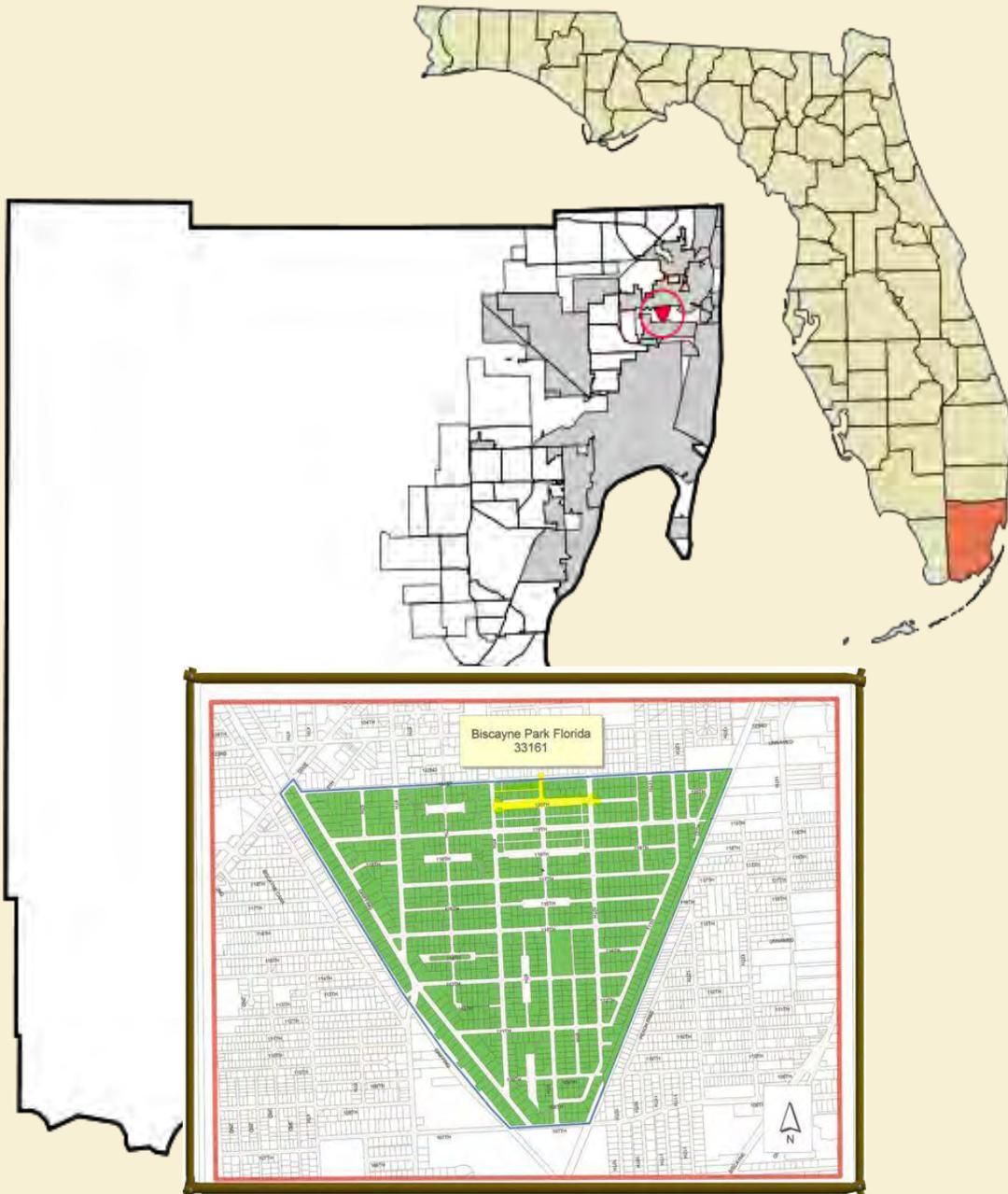
By a vote of its 113 citizens, the Town of Biscayne Park was incorporated on December 31, 1931, and on June 16th, 1933, a state charter was granted changing the name to the Village of Biscayne Park. The Works Progress Administration built a log cabin, a clear and distinct reference to the Depression as well as to the simplicity of the American frontier days. On February 1, 1933, at the height of the Depression, the Federal Emergency Relief Program provided the labor for the Dade County pine construction. William Green, a resident of the Park, as well as a Councilperson, was a regional administrator for the Federal program and was certainly instrumental in the creation of the Park's singular and distinctive building. The actual expenses incurred were a grand total of \$247, met by individual donations of \$5 to \$20 and gifts from the Card Club that ranged from \$10 to \$22. In light of today's multiple million dollar projects, these modest sums seem very quaint, but when held in light of the circumstances in which they occurred during the national depression, they reflect generous and caring residents and a community that was conscientious of their town. At a special ceremony on January 24th, 1935, the finished Log Cabin was officially turned over to the Village, and to this day has been the center for the daily operations of the Park. Since its creation in the thirties, it has been the prized symbol of the Village of Biscayne Park.



INTRODUCTION

LOCATION

The Village of Biscayne Park, Florida, is located in South Florida in North Eastern Miami-Dade County. Miami-Dade is bordered on the south by Monroe County and to the north by Broward County. Below shows the incorporated and unincorporated areas in Miami-Dade highlighting Biscayne Park in red.



** Map Content from the Wikimedia Commons licensed under the Creative Commons Attribution-Share Alike 2.5 Generic License.*



INTRODUCTION

DEMOGRAPHICS

BISCAYNE PARK AT A GLANCE

Date of Incorporation	December 31, 1931
Form of Government	Commission / Manager
Area	.6 Square Miles
Total Proposed Fiscal Year 2012 Budget	\$2.2 Million
Taxable Property Valuation	\$127.9 Million

DEMOGRAPHICS

Population*

1990 (est.)	3,068
2000 (est.)	3,269
2005 (est.)	3,128
2010 (est.)	3,055

* Based on US Census Bureau - American Community Study

Median Age	37
Average Household Size	2.76
Average Family Size	3.32
Number of Residences	1,283

Racial Composition

Caucasian (50.7% Non-Hispanic White)	74.1%
Hispanic or Latino	36.8%
African American	8.7%
Asian	10.8%
Other	6.4%

Land Usage

Residential	.6 sq. miles
-------------	--------------

Economic Environment**

Business Licenses

Median Household Income	\$ 72,750
Median Family Income	\$ 75,644
Per Capita Income	\$ 31,577

** Based on US Census Bureau - 2009 inflation adjusted dollars

Service Statistics

Public Safety

Police Protection

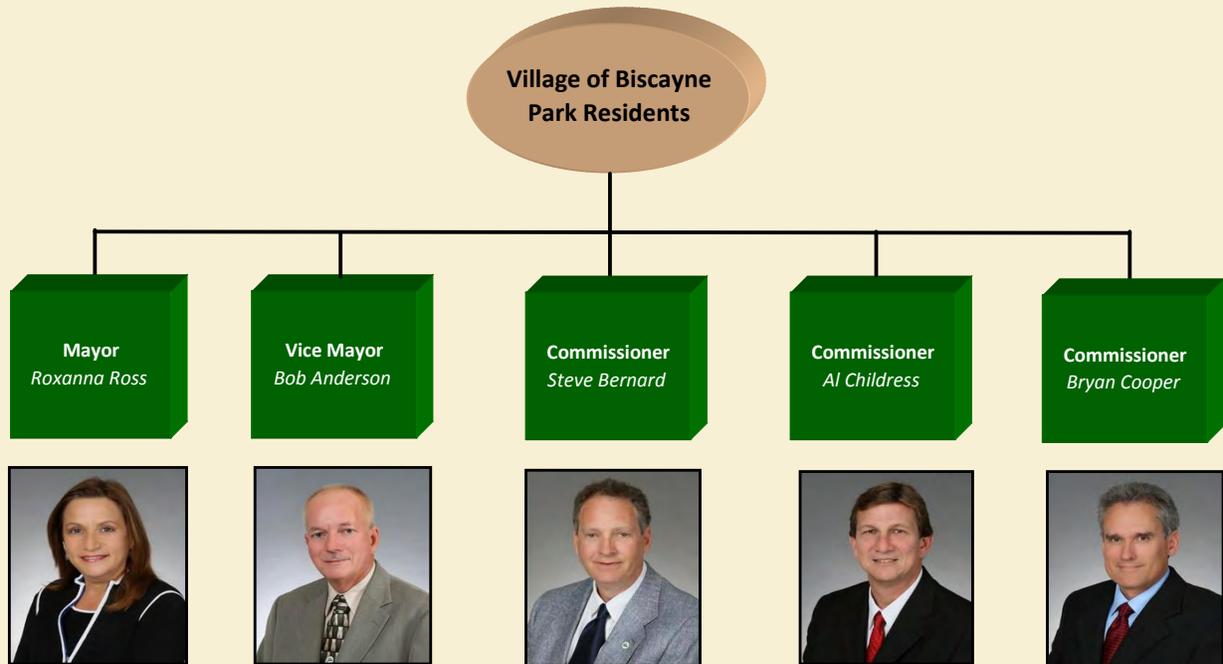
Ranking Officers	5
Sworn Police Officers	7
PT Reserve Officers	<u>9</u>
Total	21



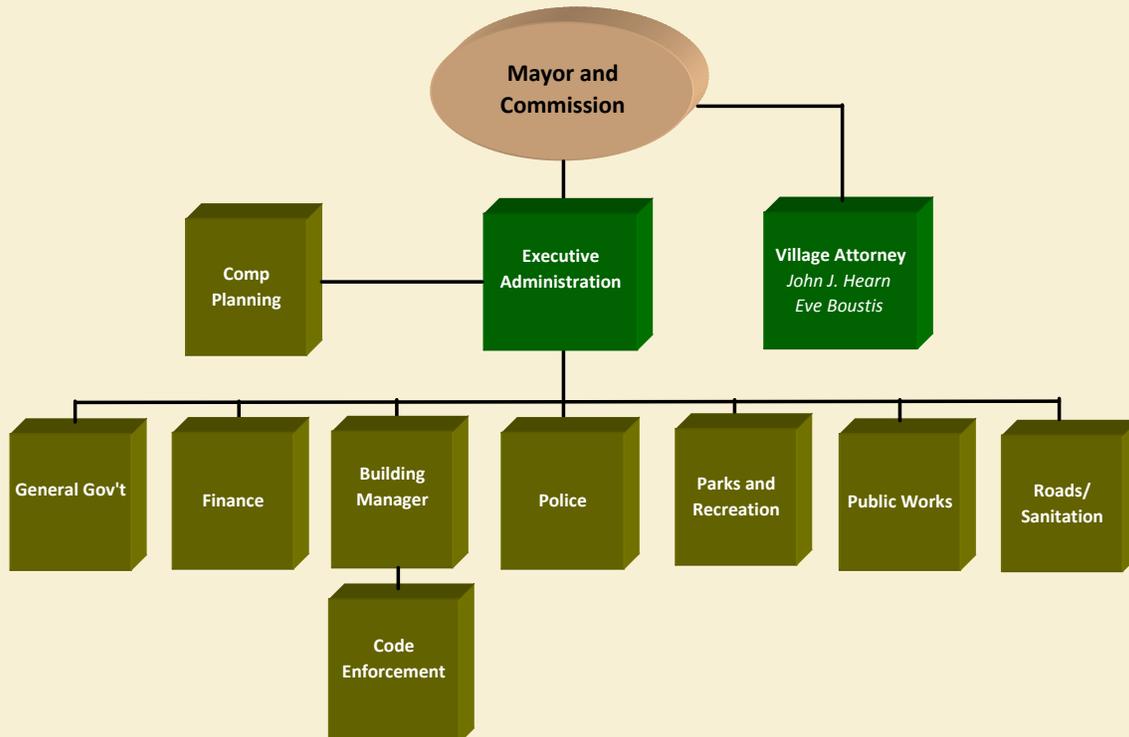
INTRODUCTION

ORGANIZATIONAL CHART

VILLAGE COMMISSION



VILLAGE OPERATIONS



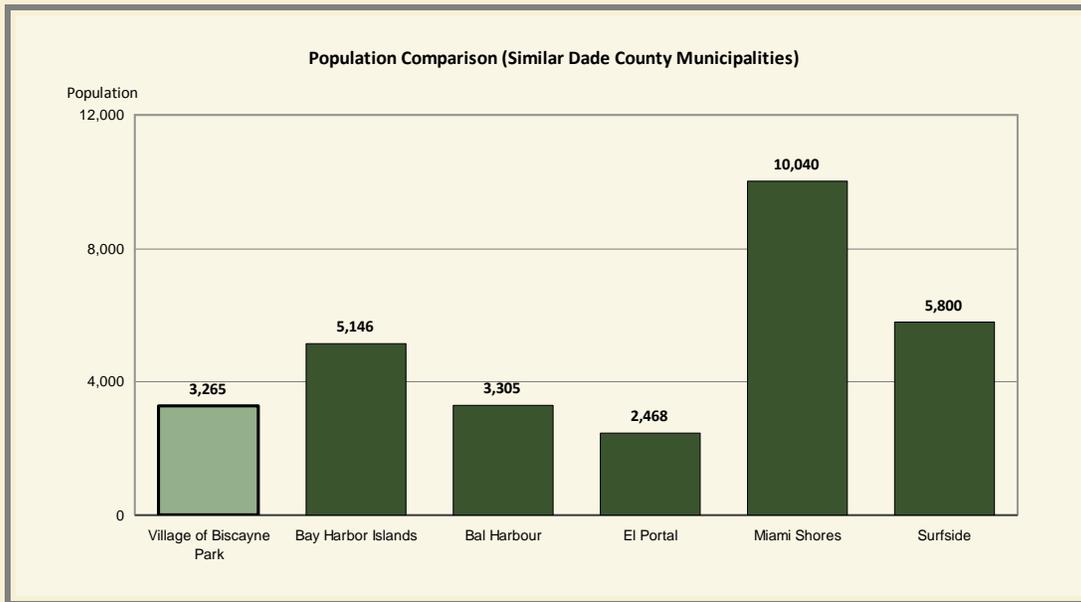


INTRODUCTION

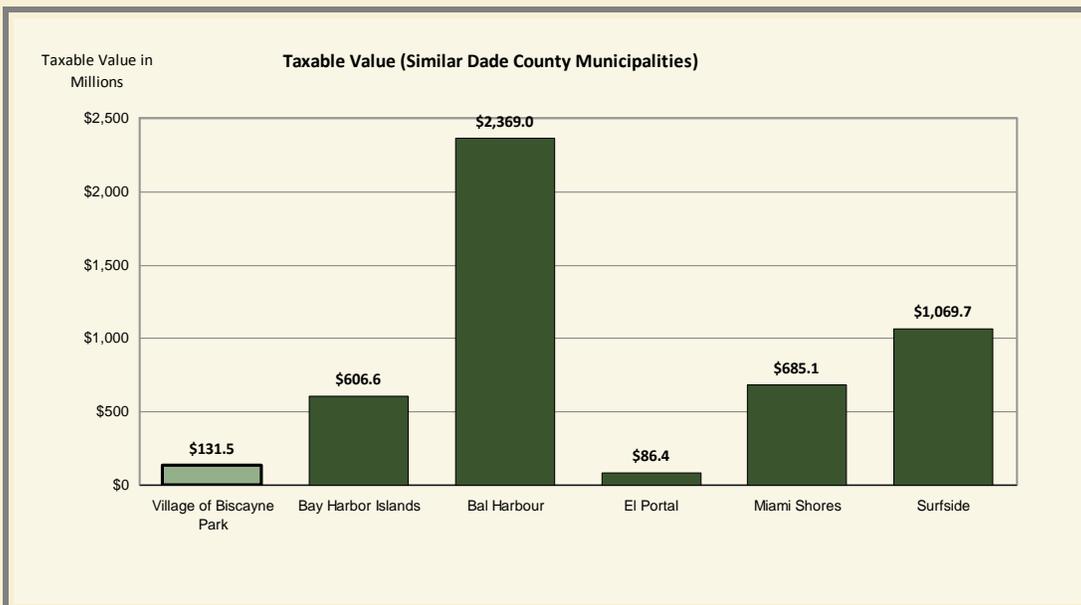
COMPARISON TO SIMILAR SIZED MUNICIPALITIES

The following charts compare population, taxable value, tax revenue, reserves general fund budget, and police allocation per resident for the Village of Biscayne Park and five other similar sized municipalities in Miami-Dade County using data from the 2010/2011 budget year. As the charts illustrate, because of Biscayne Park's lower taxable value and lack of commercial base, the millage rate is higher than the municipalities in the comparison. However, because of prudent planning the cost per resident for police protective services and other services provided by the Village are significantly lower.

POPULATION COMPARISON (SIMILAR MIAMI-DADE MUNICIPALITIES)



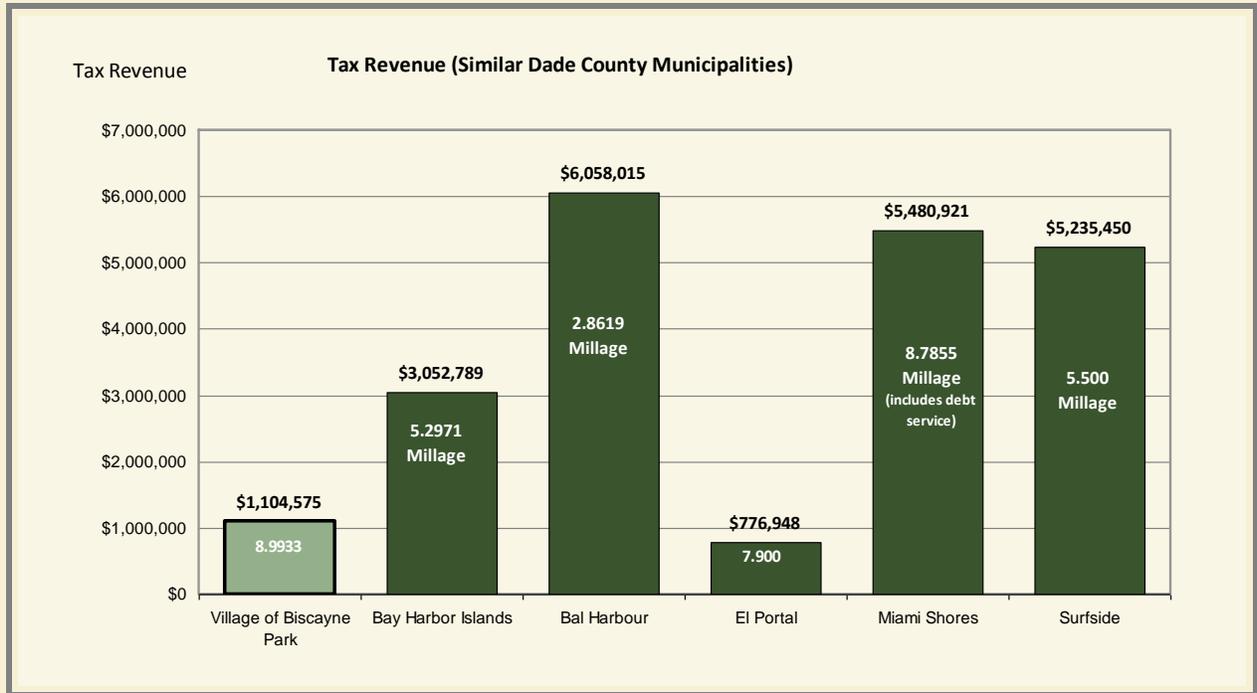
TAXABLE VALUE COMPARISON IN MILLIONS (SIMILAR MIAMI-DADE MUNICIPALITIES)



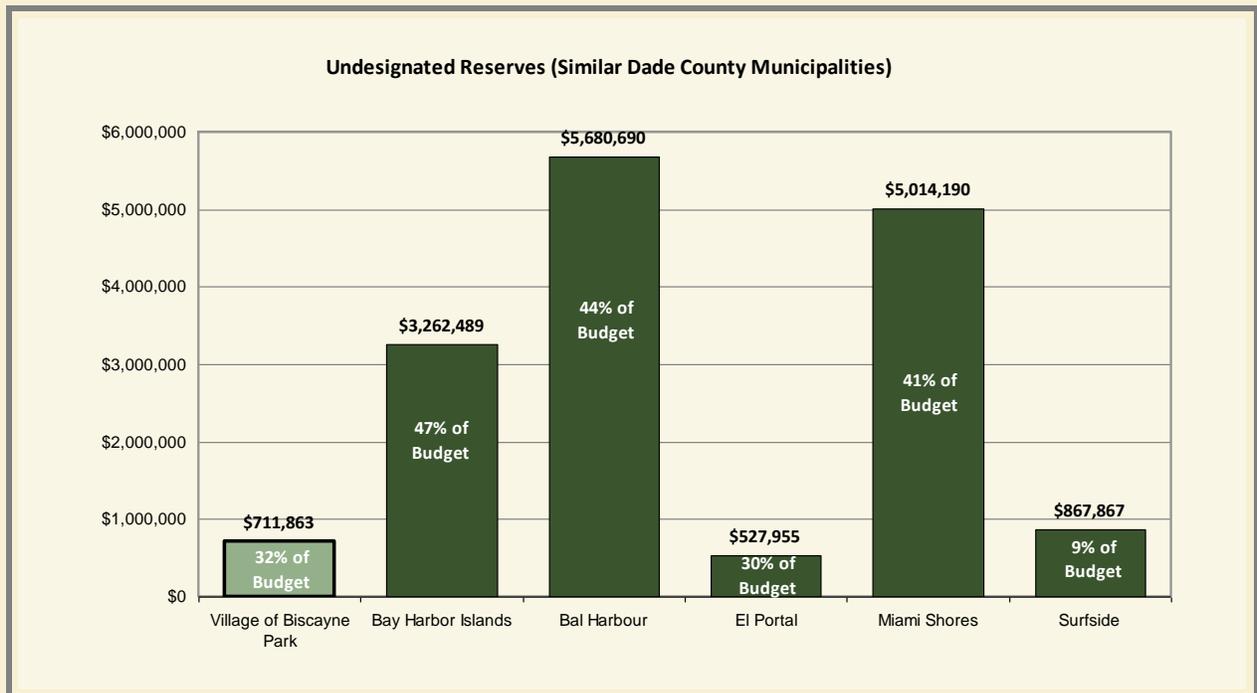


INTRODUCTION

TOTAL TAX REVENUE AND MILLAGE (COMPARISON SIMILAR MIAMI-DADE MUNICIPALITIES)



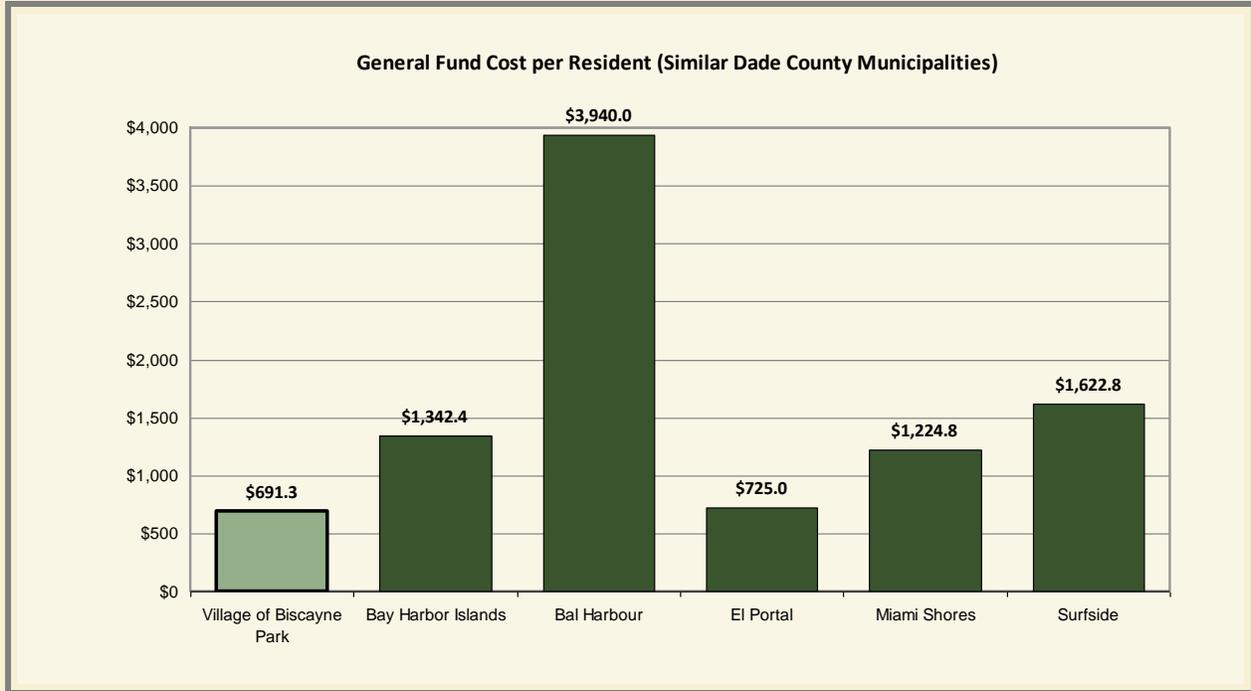
TOTAL RESERVE (COMPARISON SIMILAR MIAMI-DADE MUNICIPALITIES)



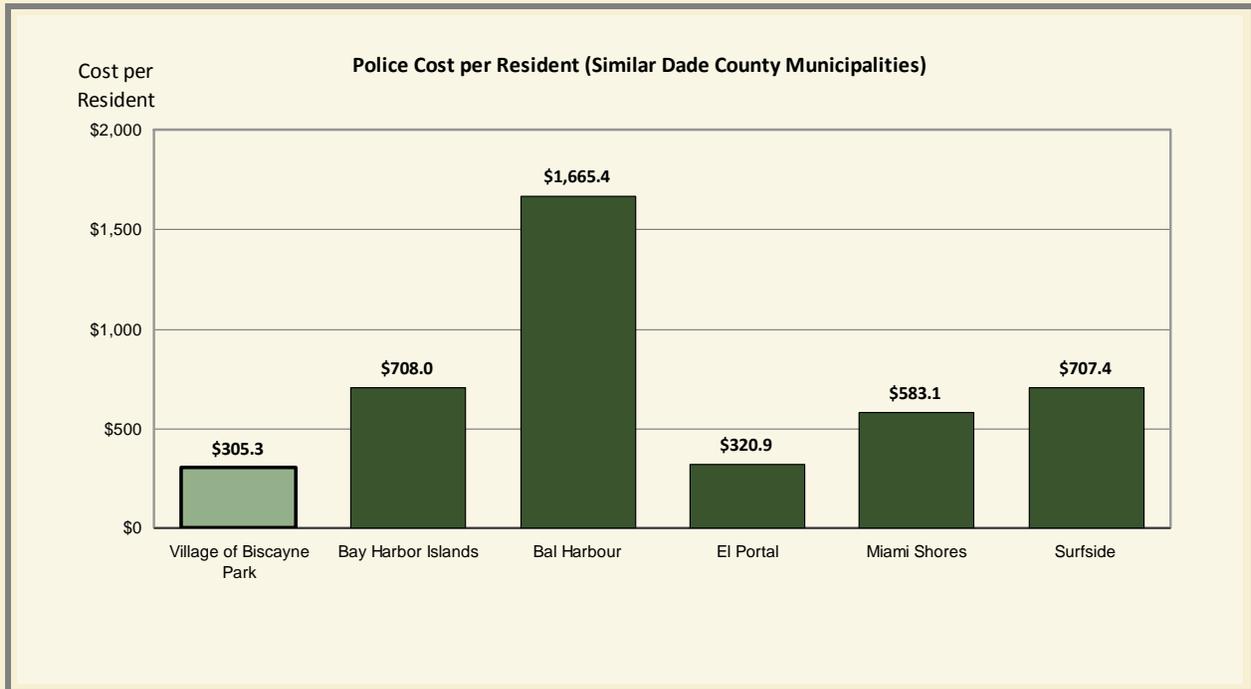


INTRODUCTION

TOTAL GENERAL FUND BUDGET PER PERSON (COMPARISON SIMILAR MIAMI-DADE MUNICIPALITIES)



POLICE COST PER RESIDENT (COMPARISON SIMILAR MIAMI-DADE MUNICIPALITIES)





INTRODUCTION

HOW TO USE THE BUDGET DOCUMENT

The budget presentation is intended to be a policy document, a financial plan, an operations guide and a communications device. The document has been prepared in a summary format intended to be easily understood by our residents. The guide below provides the reader with assistance on how to interpret the contents, and where to find the required information.

The following describes each of the major sections in this document:

INTRODUCTION

Contains the Vision and Mission statements, the Table of Contents, an introductory Letter to Council and residents, a history and map of locations, demographics which lists general facts and figures, comparisons to similar local municipalities, organizational chart of the leadership team and staff, and a How-To-Use guide for this document.

EXECUTIVE SUMMARY

Describes where the Village has been and where it is going in the upcoming year. The Executive Summary provides information concerning sources of funds (revenue) and use of funds (expenditures). Also included is a perspective of services provided, discusses taxes, millage rates, changes in operations, future concerns and the focus and direction of the budget year. The Economic Outlook portion of this section provides information and data used in compiling the FY 2012 budget.

BUDGET PROCESS

The Budget Process section presents an overview of the fiscal year 2012 Budget for all funds including the budget calendar and budget preparation process. Included in these steps are meetings with department heads to discuss goals, objectives and performance measures as well as analyses of financial performance. Each department will develop an operational plan that highlights the objectives for the upcoming year.

ORGANIZATION AND DEPARTMENT SUMMARIES

Department section presents an overview of Biscayne Park's organizational structure including overall staffing, personnel and operating costs. Each department is summarized including, an organization chart, mission statement, description of services, prior year accomplishments, selected performance measures, budget information, and explanation of variances if needed.

GLOSSARY

This section contains a Glossary of Frequently Used Terms, an Index and a List of Acronyms used throughout the budget document.



EXECUTIVE SUMMARY

OVERVIEW OF BUDGET

The guiding principle in budget preparation is to bring to the community a fiscally responsible document which funds the core services and facility needs of our residents. The adopted budget is a balance of revenues and expenditures, prepared according to Florida Statutes and Generally Accepted Accounting Principles. Development results from strategic planning that supports the mission, vision and commission initiatives. The budget includes all anticipated projects as well as related operating costs to be initiated. A summary of FY 2012 highlights includes:

- Biscayne Park's proposed FY 2012 General Fund budget totals \$2.21 million, a reduction of \$48,101 (2.1%) from the FY 2011 General Fund budget.
- The Manager has recommended that the millage rate will be reduced from 8.9933 to 8.9000.
- Governmental reserves are projected to remain at 30-35% of the operating budget.
- Significant changes in the FY 2012 budget are:
 - Increase of \$28,201 or 54.3% for capital investments including 2 patrol vehicles and new IT computer technology equipment.
 - Allocated \$4,000 for tree planting and beautification, consistent with continuing our award winning Tree City USA designation.
 - Implemented new employee contracts for both Public Works and Protective Services as well as salary adjustments for administration and clerical staff. All changes are designed for employee retention, recruitment and job satisfaction.
 - Transfer of all Electric, Sewer, Water, and Liability Insurance, into the newly created Utilities and Risk Management budgets for easier record keeping.

BUDGET SUMMARY

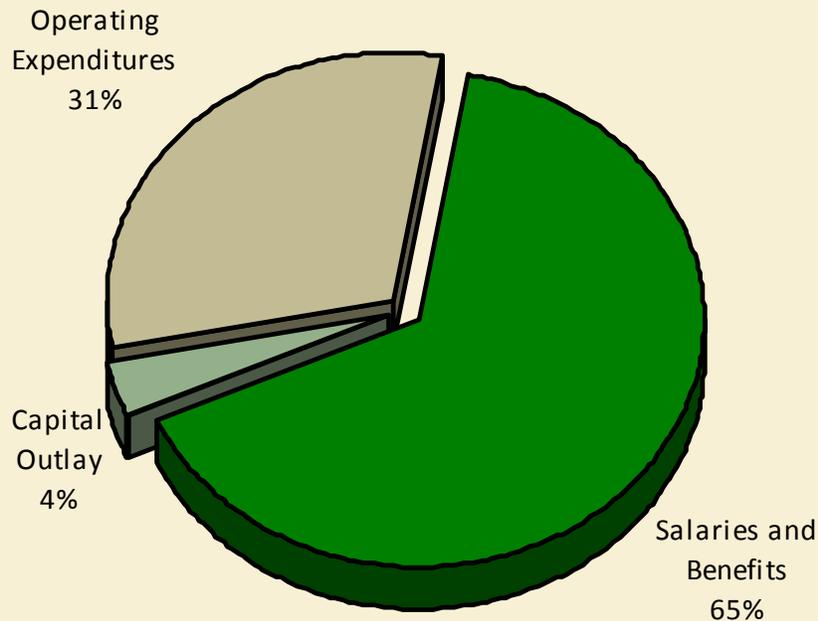


The services and associated budgetary expenditures are prioritized by Biscayne Park's Budget Team to enable the Village to provide appropriate services for our residents at a reasonable cost. As revenue estimates are developed, the level of service is established based on the available funding. Projected revenues first fund the municipal core operations that are mandated or essential in nature. Once these requirements are allocated, services that enhance the quality of life for residents and beautification of the Village are analyzed and included. The FY 2012 budget continues to fund all core services through a balance of reductions in strategic areas to offset increases. Daily municipal operations are realizing efficiencies throughout our Village by implementing cross functional employee responsibilities.



EXECUTIVE SUMMARY

GENERAL FUND BUDGET BY CATEGORY



Category	2011	2012	Difference	% Change
Salaries and Fringe Benefits	\$1,601,318	\$1,450,408	(\$150,910)	-9.4%
Operating Expense	603,813	678,421	74,608	12.4%
Capital	51,949	80,150	28,201	54.3%
TOTAL	\$2,257,080	\$2,208,979	(\$48,101)	-2.1%

REVENUES - WHERE THE MONEY COMES FROM

The primary policy consideration in the development of the revenue budget is current and future economic conditions. Many challenges are posed by slowed growth, reduced property values and interest rates, and escalated inflation influences, coupled with the limitations on municipal tax levies. Basic explanations of our most significant revenue categories are as follows:

Ad Valorem Taxes - Ad Valorem Taxes are locally levied assessments based on the taxable value of property in the municipality. This includes all residential properties that are assessed on a county-wide basis by the Miami-Dade County Property Appraiser as of January 1 each year. Property taxes levied by Biscayne Park are billed and collected by the County Revenue Collector and the County then provides monthly remittances to the Village for its respective collections.



EXECUTIVE SUMMARY

The millage rate is the ad valorem tax rate levied per \$1,000 of a property's taxable value. The Commission is accountable for adopting the millage rate and the Village Manager has proactively worked with staff to provide residents the lowest possible tax rates. Major determinates for the Village's taxable value are the taxable value of new construction appearing on the tax rolls for the first time and taxable values (net of exceptions) of current real and personal property. As a result of reductions in current taxable values and Florida's Property Tax Reform legislation, Biscayne Park has experienced a 39% decrease in taxable value since 2008-09.

Franchise Fees - Franchise fees are charged upon electric providers for the privilege of operating within our municipal corporate limits. The charge is levied based on a percentage of the provider's gross receipts pursuant to Chapter 180.14, Florida Statutes, which enables municipalities to collect such fees and limits the terms of such agreements to 30 years. As the electric service provider to our village, FPL compiles information regarding franchise fees expected to be collected by Biscayne Park for the privilege of operating in this designated area. The difficulty in predicting the amount of franchise fee revenue is because the fee is driven by actual usage.



Utility Services Tax - Utility taxes are imposed on all electricity, water and metered or bottled gas, and are based on consumption of these utility services within the city corporate limits. Chapter 166.231, Florida Statutes, authorizes municipalities to levy this tax based on a percentage of gross receipts from the sale of electricity, metered or bottled gas and water service.

Communication Service Tax - During the 2000 Regular Session, the Florida Legislature created the Communications Services Tax Simplification Law (CS/CS/CS/CB 1338), bringing with it the most comprehensive fiscal reform since the mid-eighties with an effective date of October 1, 2001. The legislation attempted to create a new simplified tax structure for communications services, by creating a two tiered tax composed of a state tax and a local option tax on communications services. Accordingly, the Local Communications Service Tax combined revenues that were previously budgeted separately – telephone utility tax and cable franchise fees.

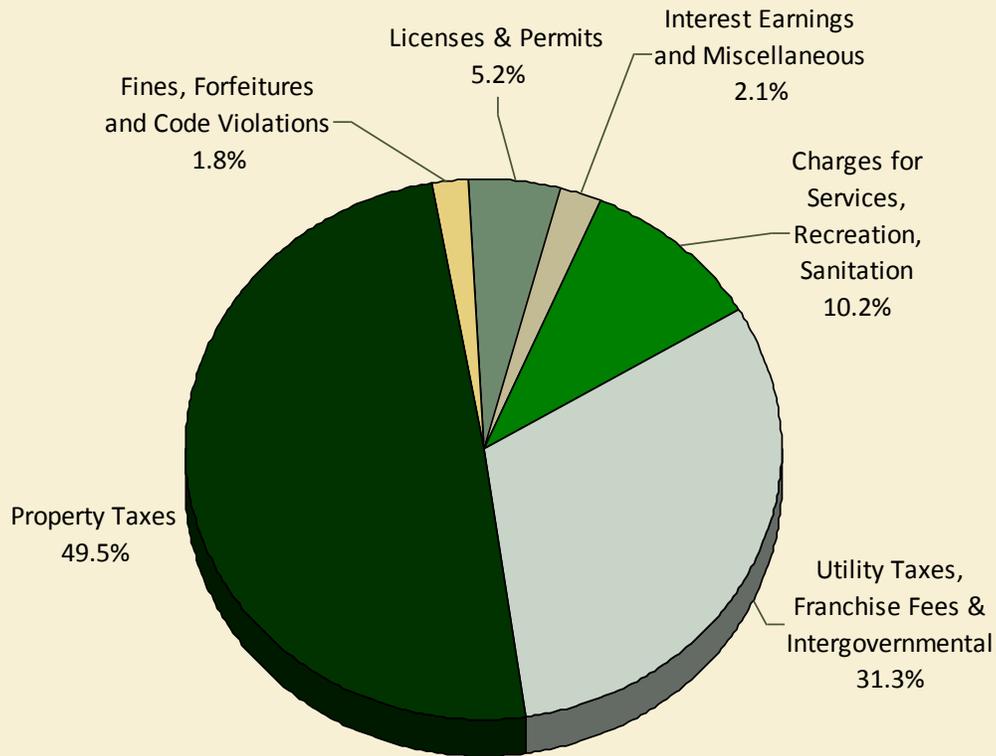
License & Permits - Municipalities generally collect fees for building permits arising from planning, zoning and building functions and are collected in order to offset the cost of administering the department functions.

Fines & Forfeitures - Fines, forfeitures and civil penalties collected by Miami-Dade County violations of municipal ordinances, violations of Chapter 316, Florida Statutes, committed within a municipality, or infractions under the provisions of Chapter 318 committed within a municipality shall be fully paid monthly to the municipality as provided by the Florida Statutes. Due to potential time delays associated with disputes over violations, court time, or other administrative processes at the County, receipt of these funds often lag.



EXECUTIVE SUMMARY

WHERE THE MONEY COMES FROM



Revenue Source	2011	2012	Difference	% Change
Property Taxes and Tax Discount	\$1,150,044	\$1,092,668	(\$57,376)	-5.0%
Utility Taxes, Franchise Fees & Intergovernmental	710,956	691,154	(19,802)	-2.8%
Charges for Services	194,280	224,407	30,127	15.5%
Interest & Miscellaneous	16,500	45,500	29,000	175.8%
Licenses & Permits	120,300	115,250	(5,050)	-4.2%
Fines, Forfeitures & Code Violations	65,000	40,000	(25,000)	-38.5%
TOTAL	\$2,257,080	\$2,208,979	(\$48,101)	-2.1%

Explanation of Budget Changes

- Taxable revenue down \$46,717 or 4%, Ad Valorem Discounts down \$10,659 or 33%
- FPL Franchise Fees down \$9,000 or 7%, Electric Utility Fees down \$14,000 or 10%
- Water Utility tax down \$14,000 or 11%
- Recreation Fees and Usage increase \$11,444 or 48%



EXECUTIVE SUMMARY

FISCAL YEAR 2011-12 PROJECTED G.F. REVENUES

OBJECT:	ACCOUNT NAME	Audited F.Y.E.	F.Y.E.	FY 2010-11	FY 2011-12	Change from	
		9-30-2009 Actual	9-30-2010 Actual	Adopted Budget	Adopted Budget	prior year Adopted Budget	Percent Change
311.10.00	Ad Valorum/Pers Property Tax	\$ 1,568,450	\$ 1,357,690	\$ 1,182,565	\$ 1,135,848	\$ (46,717)	-3.95%
	Ad Valorum Tax Discount (4%)	-	-	(32,521)	(43,180)	(10,659)	32.77%
313.10.00	Electric Franchise Fee	112,916	120,595	131,000	122,000	(9,000)	-6.87%
313.40.00	Gas/Propane Franchise Fee	2,356	-	4,800	4,800	-	0.00%
314.10.00	Electric Utility Tax	98,841	114,338	130,000	116,000	(14,000)	-10.77%
314.40.00	Gas/Propane Utility Tax	5,239	10,699	8,000	10,000	2,000	25.00%
314.xx.xx	Water Utility Tax	-	-	24,000	10,000	(14,000)	-58.33%
315.10.01	Communications Service Tax	140,178	148,807	150,205	148,657	(1,548)	-1.03%
321.10.00	Occupational License - Home	1,050	-	500	-	(500)	-100.00%
322.10.00	Building Permits	57,547	125,191	65,000	62,000	(3,000)	-4.62%
322.20.00	Electrical Permits	7,297	10,439	9,000	8,000	(1,000)	-11.11%
322.30.00	Plumbing Permits	12,311	14,706	14,000	10,000	(4,000)	-28.57%
322.40.00	Air Conditioning Permits	7,040	8,402	5,000	7,000	2,000	40.00%
322.60.00	Paint Permits	1,837	1,344	2,000	1,500	(500)	-25.00%
322.70.00	Garage Sale Permit	735	760	1,000	1,000	-	0.00%
322.80.00	Plan Review	600	-	1,000	1,000	-	0.00%
322.90.01	Variance Application Fees	1,344	926	1,500	1,000	(500)	-33.33%
322.99.00	Permit Administrative Fee	13,468	3,373	15,000	11,250	(3,750)	-25.00%
323.11.00	Contractor Registration	-	3,327	2,000	3,000	1,000	50.00%
323.10.00	Occupancy/Re-occupancy Fee	3,250	3,629	2,000	3,000	1,000	50.00%
323.12.00	Landlord Permit Fees	4,600	500	1,500	5,000	3,500	233.33%
323.13.00	Home Occupational Fee	1,155	350	800	1,500	700	87.50%
331.30.00	Federal Grant - FEMA Reimb.	-	-	-	-	-	0.00%
334.21.00	Federal Grant - Byrne	-	2,463	-	3,212	3,212	100.00%
335.12.00	State Revenue Sharing	56,501	60,793	62,104	81,206	19,102	30.76%
335.18.00	Local Govt 1/2 Cent Sales Tax	186,465	133,749	189,947	192,279	2,332	1.23%
	Fuel Tax Rebate	-	905	2,400	-	(2,400)	-100.00%
338.30.00	Occup Licenses - County	-	1,468	3,500	3,000	(500)	-14.29%
341.20.00	Cert, Copies & Lien Search	3,765	5,500	5,000	6,000	1,000	20.00%
347.20.01	Recreation Program Fees	21,983	4,115	5,000	20,844	15,844	316.88%
347.20.02	Recreation Concession Sales	8,536	7,103	7,000	7,600	600	8.57%
347.20.03	Other Rec Fees (Special)	12,765	11,640	12,000	7,000	(5,000)	-41.67%
351.01.00	Fines & Forfeitures	31,275	23,770	40,000	20,000	(20,000)	-50.00%
354.00.01	Code Violations	6,550	77,408	25,000	20,000	(5,000)	-20.00%
361.00.00	Miscellaneous	7,504	3,864	-	-	-	0.00%
361.10.00	Interest Earnings	-	5,125	6,000	3,000	(3,000)	-50.00%
369.02.00	Dividends	-	-	3,000	1,500	(1,500)	-50.00%
369.01.00	Miscellaneous Other	13,943	29,658	6,000	20,000	14,000	233.33%
369.01.02	Insurance Proceeds	1,885	14,285	-	-	-	0.00%
369.02.00	Misc Newsletter Ads	875	3,235	-	3,000	3,000	100.00%
369.03.00	Misc. Donations	313	9,815	-	-	-	0.00%
369.04.00	Donation Rec- Center	-	1,000	-	3,000	3,000	100.00%
369.05.00	Sale of Surplus Property	3,740	-	1,500	15,000	13,500	900.00%
380.00.00	Fund Balance Carryover	-	-	-	-	-	0.00%
380.01.00	Loan Proceeds	128,810	-	-	-	-	0.00%
380.02.01	Investments - Unrealized gain	4,410	-	-	-	-	0.00%
381.00.00	Admin Fee - Sanitation Fund	50,000	50,000	57,794	59,610	1,816	3.14%
381.00.00	Sanitation Fund	-	-	98,340	103,982	5,642	5.74%
381.00.00	Admin Fee - Road Fund	-	-	14,146	14,271	125	0.88%
381.00.00	Admin Fee - CITT Fund	-	-	-	5,100	5,100	100.00%
TOTAL GENERAL FUND REVENUES:		\$ 2,579,534	\$ 2,370,972	\$ 2,257,080	\$ 2,208,979	\$ (48,101)	-2.13%



EXECUTIVE SUMMARY

FISCAL YEAR 2011-12 PROJECTED G.F. REVENUES

OBJECT:	ACCOUNT NAME	FY 2011-12 Adopted Budget	Change from prior year Adopted Budget	Percent Change	Category Description
311.10.00	Ad Valorum/Pers Property Tax	\$ 1,135,848	\$ (46,717)	-3.95%	from Property Appraiser July 1, 2011 and based on 8.9 millage rate.
	Ad Valorum Tax Discount (4%)	(43,180)	(10,659)	32.77%	Reduced based on prior year collections.
313.10.00	Electric Franchise Fee	122,000	(9,000)	-6.87%	Per FPL Franchise Representative, fuel costs could drive this estimate higher.
313.40.00	Gas/Propane Franchise Fee	4,800	-	0.00%	Received \$1,200 in Franchise fee in July
314.10.00	Electric Utility Tax	116,000	(14,000)	-10.77%	Per FPL Franchise Representative, fuel costs could drive this estimate higher.
314.40.00	Gas/Propane Utility Tax	10,000	2,000	25.00%	Based on 2010-11 projection
314.xx.xx	Water Utility Tax	10,000	(14,000)	-58.33%	Based on 2010-11 projection and additional fees for 2011-12
315.10.01	Communications Service Tax	148,657	(1,548)	-1.03%	LCIR Municipal Revenue Sharing - Preliminary Final July 5 update Revision July 21 down from \$150,639
321.10.00	Occupational License - Home	-	(500)	-100.00%	Not receiving, eliminated
322.10.00	Building Permits	62,000	(3,000)	-4.62%	Reduced based on prior year.
322.20.00	Electrical Permits	8,000	(1,000)	-11.11%	Reduced based on prior year
322.30.00	Plumbing Permits	10,000	(4,000)	-28.57%	Reduced based on prior year
322.40.00	Air Conditioning Permits	7,000	2,000	40.00%	Increase based on prior year
322.60.00	Paint Permits	1,500	(500)	-25.00%	Reduced based on prior year
322.70.00	Garage Sale Permit	1,000	-	0.00%	
322.80.00	Plan Review	1,000	-	0.00%	
322.90.01	Variance Application Fees	1,000	(500)	-33.33%	
322.99.00	Permit Administrative Fee	11,250	(3,750)	-25.00%	Actual projected to increase for next year.
323.11.00	Contractor Registration	3,000	1,000	50.00%	Increase based on prior year
323.10.00	Occupancy/Re-occupancy Fee	3,000	1,000	50.00%	Increase based on prior year
323.12.00	Landlord Permit Fees	5,000	3,500	233.33%	Greater enforcement
323.13.00	Home Occupational Fee	1,500	700	87.50%	Greater enforcement
331.30.00	Federal Grant - FEMA Reimb.	-	-	0.00%	
334.21.00	Federal Grant - Byrne	3,212	3,212	100.00%	
335.12.00	State Revenue Sharing	81,206	19,102	30.76%	LCIR Municipal Revenue Sharing - Revised July 24 and further to conservative est.
335.18.00	Local Govt 1/2 Cent Sales Tax	192,279	2,332	1.23%	LCIR Half Cent Sales Tax - June 24 update
	Fuel Tax Rebate	-	(2,400)	-100.00%	Eliminated
338.30.00	Occup Licenses - County	3,000	(500)	-14.29%	Based on prior year and contact with County
341.20.00	Cert, Copies & Lien Search	6,000	1,000	20.00%	Projection increase in documentation approvals
347.20.01	Recreation Program Fees	20,844	15,844	316.88%	Based on prior year and opening of Ed Burke Recreation Center
347.20.02	Recreation Concession Sales	7,600	600	8.57%	Anticipated increase in sales because of increase in program participants
347.20.03	Other Rec Fees (Special)	7,000	(5,000)	-41.67%	Anticipated increase in facility rental from prior year
351.01.00	Fines & Forfeitures	20,000	(20,000)	-50.00%	Decrease based on prior year
354.00.01	Code Violations	20,000	(5,000)	-20.00%	Greater enforcement will increase actual from prior year
361.00.00	Miscellaneous	-	-	0.00%	
361.10.00	Interest Earnings	3,000	(3,000)	-50.00%	Reduction based on prior year
369.02.00	Dividends	1,500	(1,500)	-50.00%	Reduction based on prior year
369.01.00	Miscellaneous Other	20,000	14,000	233.33%	
369.01.02	Insurance Proceeds	-	-	0.00%	
369.02.00	Misc Newsletter Ads	3,000	3,000	100.00%	
369.03.00	Misc. Donations	-	-	0.00%	
369.04.00	Donation Rec- Center	3,000	3,000	100.00%	
369.05.00	Sale of Surplus Property	15,000	13,500	900.00%	Anticipated vehicle sales include Bus, and Toyota Camry
380.00.00	Fund Balance Carryover	-	-	0.00%	
380.01.00	Loan Proceeds	-	-	0.00%	
380.02.01	Investments - Unrealized gain	-	-	0.00%	
381.00.00	Admin Fee - Sanitation Fund	59,610	1,816	3.14%	Administration Fees
381.00.00	Sanitation Fund	103,982	5,642	5.74%	Indirect Costs
381.00.00	Admin Fee - Road Fund	14,271	125	0.88%	Administration Fees
381.00.00	Admin Fee - CITT Fund	5,100	5,100	100.00%	Administration Fees
TOTAL GENERAL FUND REVENUES:		\$ 2,208,979	\$ (48,101)	-2.13%	

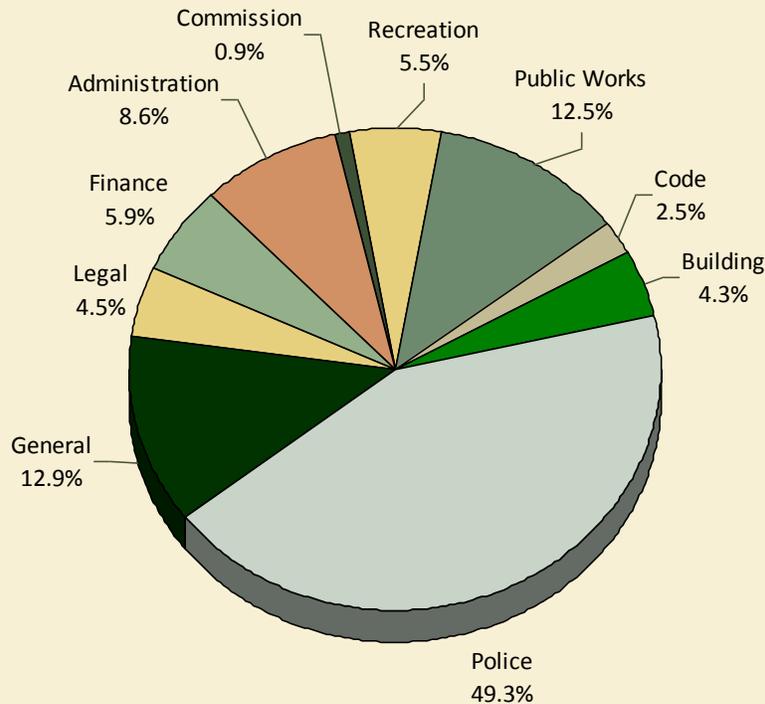


EXECUTIVE SUMMARY

EXPENDITURES - WHERE THE MONEY GOES

All services and expenditures are evaluated on an ongoing basis to determine the optimal level of return on investment. The budget continues to fund all core services through a balance of reductions in strategic areas, while realizing efficiencies in operations throughout the Village.

WHERE THE MONEY GOES



Department	2011	2012	Difference	% Change
Commission	\$19,663	\$20,443	\$780	4.0%
Administration	181,662	189,441	7,779	4.3%
Finance	117,084	129,881	12,797	10.9%
Legal	85,000	100,000	15,000	17.6%
General Government/Planning/Risk Management/Utilities	204,533	284,914	80,381	39.3%
Police	1,112,227	952,337	(159,890)	-14.4%
Building	96,229	95,351	(878)	-0.9%
Code Enforcement	55,421	49,784	(5,637)	-10.2%
Public Works	281,386	265,971	(15,415)	-5.5%
Recreation	103,875	120,857	16,982	16.3%
TOTAL	\$2,257,080	\$2,208,979	(\$48,101)	-2.1%

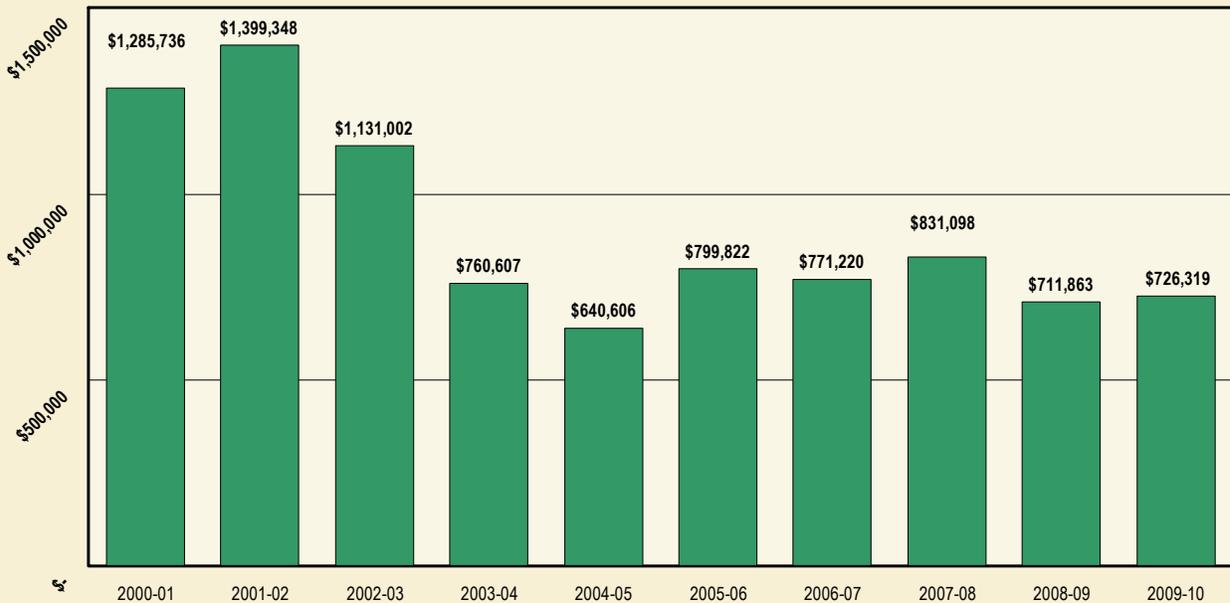


EXECUTIVE SUMMARY

Explanation of Budget Changes

- Executive Administration - Increase for Municipal Elections, \$13,500
- Finance - Increase for additional accounting support at year end, \$5,000
- Legal – Increase for transfer of Police legal to the Legal budget, increase of \$5,000 for Village Attorney and \$10,000 for Outside Attorney
- General Government – Increase for IT Project, \$29,805; Personnel, \$8,546; Transfer of Liability Insurance and Water/Sewer, \$43,435; and IT Services, \$10,000; Reduce Contingency, \$5,037
- Police – Restructuring of department, \$111,347; Transfer of Liability Insurance and Old Workers Comp Claims, \$50,500
- Building – Decrease for Building Inspections, \$2,200; Transfer of Liability Insurance, \$1,248
- Code Enforcement – Decrease for Personnel, \$6,605
- Public Works – Increase for additional tree plantings, \$4,000; decrease for Personnel, \$3,727; decrease Operating Supplies, \$3,000 and Transfer of Liability Insurance, Electric and Water/Sewer to General Government. \$10,100
- Recreation – Increase for Personnel, \$12,894; R/M Land, \$5,000; Transfer of Liability Insurance, Electric, and Sewer/Water, \$7,900

HISTORY OF UNDESIGNATED FUND BALANCES



Undesignated Fund Balance includes all Payables, Receivables, Cash Balances, Investments, and Pre-paids remaining at the end of the fiscal year.



EXECUTIVE SUMMARY

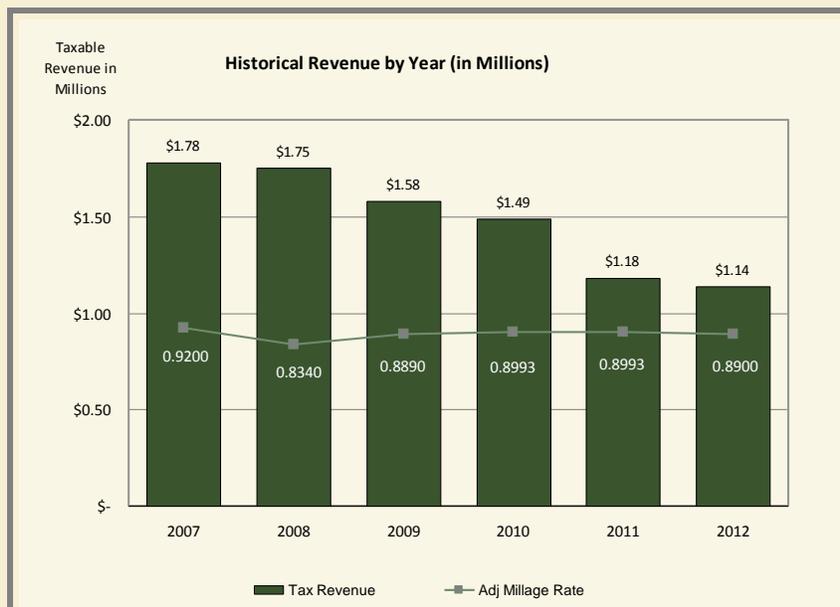
PROPERTY TAXES

The assessed valuation as received from the Miami-Dade County Property Appraiser decreased by approximately \$3.9 million or 3%, over the prior year final gross taxable value. Applying the millage of 8.9000 mills to the taxable assessed valuation of \$127.6 million, ad valorem revenue is projected to be \$1,135,848 or 49.3% of the total revenues. The adopted ad valorem tax rate of 8.9000 mills is 3.95% less than the roll-back rate of 9.2661.

PROPERTY TAX MILLAGE AND TAXABLE VALUE HISTORY



PROPERTY TAX MILLAGE AND TAX REVENUE HISTORY





EXECUTIVE SUMMARY

ECONOMIC OUTLOOK AND FORECAST ASSUMPTIONS

In 2010, Biscayne Park and most of the nation in general experienced a decline in its economic base and officially was declared to be in a national recession. Many market segments, including residential, retail, industrial, and office witnessed a contraction in their respective markets as evidenced by high vacancy rates and declining lease and sales prices.

Economic indicators are useful measurements in gauging the condition of the marketplace and in predicting future revenue generation. Various indicators suggest slow, continuous growth and overall economic improvement over the next two years. This section uses March statistics to analyze economic data including the Leading Economic Indicator Index (LEI), Consumer Price Index (CPI), Energy Prices, Housing Activity, and Interest Rates. Despite sharp rises in oil prices, equity markets continue to show strength. Intermediate interest rates have trended higher even though the Federal Reserve continues to maintain low overnight rates. Barring further increases in oil prices, a slow recovery is forecast to continue.

Other positive factors in the recovery are:

- Addition of more than 200,000 jobs for the second straight month, the first time this has happened since the onset of the recession.
- Better-than-expected retail sales
- Healthy spending on new plant and equipment and expanding manufacturing employment
- 61% reduction in Dade County foreclosures from last year.



The following charts illustrate some of the economic trends, which impact the estimates of revenues in our coming and future budget years. Also provided are some of the assumptions generated from the accumulated data, which drove the decisions for the FY 2012 budget and for the future.



EXECUTIVE SUMMARY

LEADING ECONOMIC INDICATORS

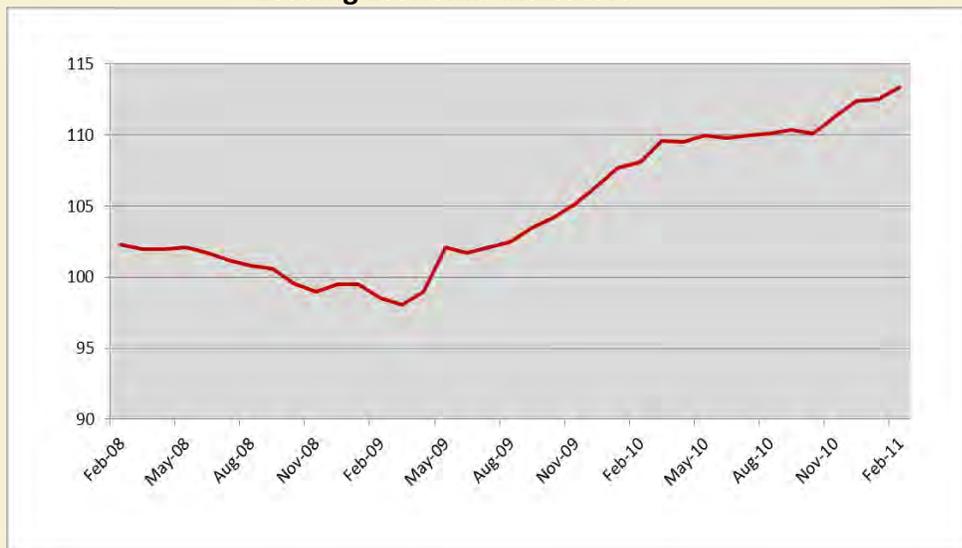
The Leading Economic Indicators (LEI) are composite indexes published by the Conference Boards, a global business membership and research association. The LEI signals peaks and troughs in the economic cycle and are mainly composed of the following important commodities and economic factors:

- Average Manufacturing Hours
- Weekly initial unemployment claims
- Vendor Performance (supplier deliveries)
- Manufacturing orders
- Building permits
- Stock prices
- Money supply and Interest rates
- Consumer expectation index



The updated LEI report was updated on March 17. As shown in the next graph the index has increased by 16% since March 2009 and is signaling a gradual recovery for 2011.

Leading Economic Indicators



Source: Conference Board, www.conferenceboard.org

CONSUMER PRICE INDEX

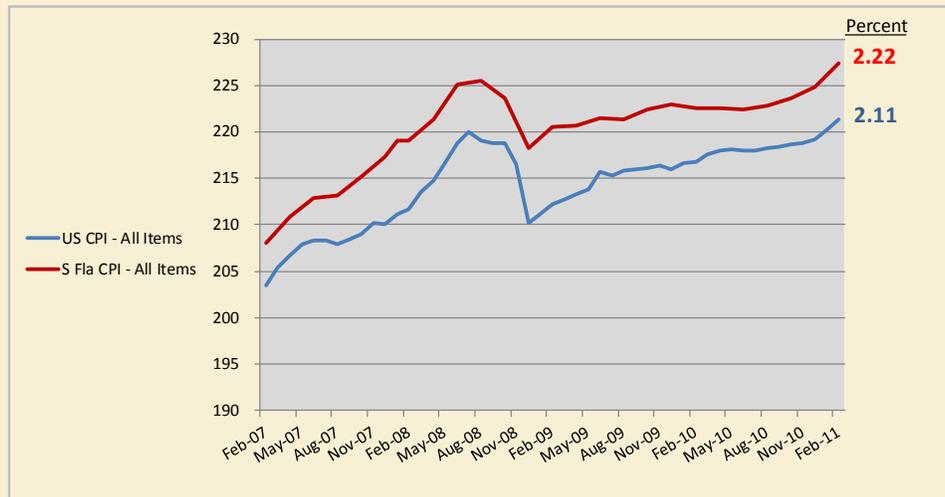
The Consumer Price Index (CPI) measures changes in the cost of prices paid by consumers for all goods and services. Based on recent activity the CPI is forecast to increase by 2.5 percent from December 2010 to December 2011, which follows an increase of 1.5 percent for the previous year and is a positive indicator reflecting a gradually growing economic trend. Sectors that have been the largest contributors to the CPI are energy, gasoline and food as follows:

- Energy increased 3.4 percent in February and 11 percent over the past twelve months
- Gasoline increased 19 percent over the past twelve months
- Food increased .6 percent in February and 2.3 percent over the past twelve months



EXECUTIVE SUMMARY

CPI – All Items (March 2011)



Source: Conference Board, www.conferenceboard.org

ENERGY

The Energy sector, especially crude oil and gasoline prices can potentially create inflation and are driven by speculative trading and world events rather than supply and demand. The short-term outlook is that the summer driving season will increase prices while long-term predictions will be determined by world events.

Market factors include:

- West Texas Intermediate crude is the benchmark for oil prices and will trade short-term at \$105-\$115 per barrel, as the summer driving season approaches prices will spike to \$120+ per barrel
- The crisis in Japan will reduce the price because traders feel the Japanese economy (third largest oil importer in the world) will be devastated for months and demand will ease
- The conflict in Libya, the potential for oil shut down and if the Middle East conflicts spread to large oil producers such as Saudi Arabia could offset the expected Japanese slowdown.





EXECUTIVE SUMMARY

Oil and Gas Prices (March 2011)



Source: Union Pacific/US Energy Information Administration

HOUSING

The Housing sector was at the center of the 2007-2009 financial crisis and continues to struggle, which will continue to impact our tax revenues. Local South Florida economists predict slight improvement in sales for the remainder of 2011 and for prices to continue drifting lower for the next two years. Market factors include:

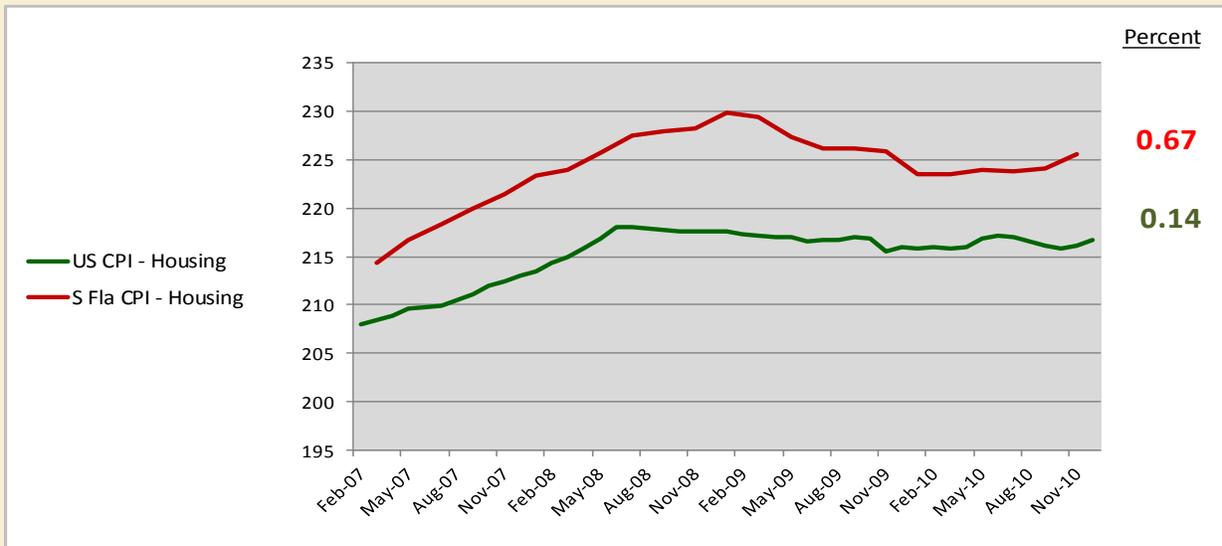


- U.S. home prices dropped 2 percent in the first month of the year and 3.1 percent over the prior 12 months and are anticipated to decline 4% by the middle of the year
- Economists predict that activity will pick up when job creation shows more strength, likely during the second half of the year
- Housing starts are predicted to increase to 625,000 this year, compared with 590,000 last year or a 6% increase.



EXECUTIVE SUMMARY

Housing CPI (March 2011)



Source: United States Department of Labor – Bureau of Labor Statistics

INTEREST RATES

The Federal Reserve System is responsible for the stability of the financial system and preventing inflation or deflation by controlling long-term interest rates. Current functions include:

- Serve as the central bank for the United States
- To supervise and regulate banking institutions
- Manage the money supply through formulating monetary policy
- Providing an elastic currency
- Stabilize prices

Because of the impact of current world events on economic growth:

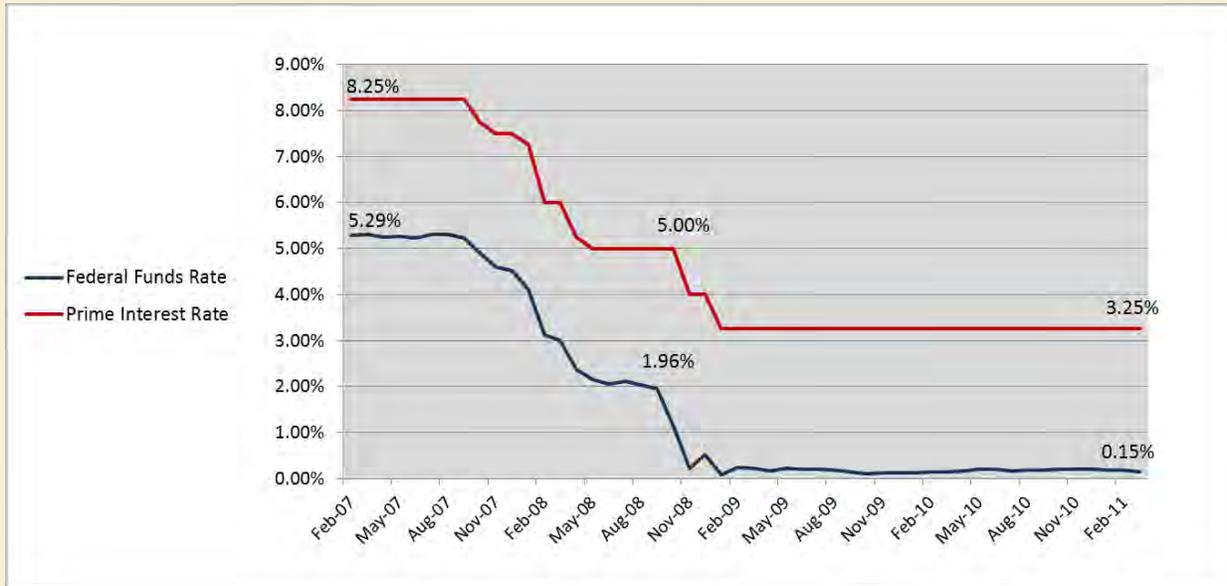
- The Federal Reserve will maintain its benchmark interest rate near zero into early 2012
- The Central Bank sees the US economy gradually improving
- March 15 policy statement notes longer-term inflation expectations are low and low interest rates are needed to stimulate the economy

The Prime Interest Rate is the lending rate charged by banks to their most creditworthy customers, usually the most prominent and stable business clients. The Prime Rate is almost always the same among major banking institutions and is usually adjusted at the same time and in correlation to the adjustments of the Federal Funds Rate. With the benchmark federal funds rate staying near zero since February 2009, banks will maintain their prime lending rate at 3.25%.



EXECUTIVE SUMMARY

Federal Funds and Prime Interest Rates



Source: Federal Reserve Bank of New York





BUDGET PROCESS

OVERVIEW OF PROCESS

BUDGET TEAM

The budget process incorporates development, implementation and evaluation of a team plan for the provision of services and capital assets. This team consists of Senior Leadership, which utilizes direct input from department directors. The budget that is developed serves as a management tool by measuring actual performance, focuses attention on future operations, and improves communication of goals and objectives. The more specific goals and objectives are to:

- Provide a high level of services and facilities for residents by establishing an appropriate taxation and financing structure while maintaining an appropriate level of reserves
- Focus on providing the maximum level of service allowable in light of property tax limitations
- Evaluate and advise Commission on initiatives which support beautification and maintenance of infrastructure while continuing to emphasize cost savings plans



Through this process an annual budget is developed that integrates priorities and goals as established by Commission in order to meet resident needs and establish annual financial allocations. These resource decisions address the desired quality of service, staffing levels, technology needs, equipment, capital improvements, beautification and community programs established as priorities.

ACCOUNTING BASIS

Biscayne Park prepares a comprehensive annual budget for each fiscal year, beginning October 1 and ending September 30, based on Generally Accepted Accounting Principles (GAAP). Both the government-wide and proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as eligibility requirements imposed by the provider have been met.

Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, revenues are recognized within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.



BUDGET PROCESS

PROCEDURAL STEPS

The budget process incorporates development, implementation and evaluation of a team plan for the provision of services and capital assets. The process relies on a timetable of tasks and the planning of meetings that must be maintained in order to comply with state requirements for Truth in Millage as well as internal requirements for fiscal responsibility. The first step begins with establishing a calendar of tasks for the coming months that meets all requirements and is approved by Commission.

BUDGET CALENDAR

FY 2011-12 BUDGET CALENDAR

DATES	RESPONSIBLE PARTY	START TIME	TRIM REQUIREMENT
May 12	Finance Director		Delivers Budget Worksheets to Departments
May 13 to 31	Departments		Prepare 2012 Budget
May 30	Village of Biscayne Park		Memorial Day Holiday, Village Offices Closed
June 1	Property Appraiser		Delivers an estimate of the total assessed value of nonexempt property to the taxing authority.
June 22	Manager, Finance Director City Clerk & Dept Director	1:00 PM	Review Village Manager Budget, Finance Department, General Government & Building Dept Budgets
June 23	Manager, Finance Director City Clerk & Dept Director	10:30 AM 1:00 PM	Review Recreation Department Budget Review Police Department and Code Enforcement Budgets
June 24	Manager, Finance Director City Clerk & Dept Director	1:00 PM	Review Public Works, Sanitation and Road Budgets
June 24	Manager, Finance Director City Clerk & Dept Director	1:00 PM	Review CITT & Capital Projects Budgets
July 1	Property Appraiser		Certifies to the taxing authority the taxable value within the jurisdiction on Form DR-420.
July 4	Village of Biscayne Park		Independence Day Holiday, Village Offices Closed
July 8	Finance Director		Draft of Proposed Budget to Manager for review
July 11 - 12	Manager, Clerk, & Finance Dir.		Final Review Manager's Proposed Budget
July 26	Manager		Manager submits 2012 Draft Budget to Commission
July 27	School Board	6:00 PM	Dade County Public Schools First Public Budget Hearing
August 2	Manager		Tentative Millage Rates and formal submission of updated 2012 Draft Budget to Commission
August 4	Village of Biscayne Park		Within 35 days of the Certification of Taxable Value, each taxing authority certifies the completed DR-420 and any additional forms to the Property Appraiser.
August 16	Budget Workshop Village of Biscayne Park	6:30 PM	Managers Budget Message <i>Review: Fund 001 - General Fund Revenues & Expenditures</i> <i>Review: Fund 001 - General Government</i> <i>Review: Fund 001 - Administrative</i> <i>Review: Fund 001 - Finance</i> <i>Review: Fund 001 - Parks and Recreation</i> <i>Review: Fund 001 - Legal</i> <i>Review: Fund 001 - Comprehensive Planning</i>



BUDGET PROCESS

August 17	Budget Workshop Village of Biscayne Park	6:30 PM	Review: Fund 001 - Public Works Review: Fund 101 - Road Fund Review: Fund 402 - Sanitation Fund Review: Fund 103 - CITT Fund Review: Fund 001 - Building Review: Fund 301 - Capital Projects Fund
August 18	Budget Workshop Village of Biscayne Park	6:30 PM	Review: Fund 001 - Police Review: Fund 001 - Code Enforcement Review: Fund 105 - Police Forfeiture Fund
August 24	Property Appraiser		Mails the TRIM Notice to Taxpayers
September 5	Village of Biscayne Park		Labor Day Holiday, Village Offices Closed
September 7	School Board	6:00 PM	Dade County Public Schools Second Public Budget Hearing
September 8	Miami Dade County	5:01 PM	Miami Dade County First Public Budget Hearing
September 13	Village of Biscayne Park	6:30 PM	First Public Hearing on the Proposed Millage Rate and Tentative Budget (Information is on TRIM Notice) (day 65 to 80)
September 16	Village of Biscayne Park		Within 15 days after the tentative budget hearing, the taxing authority advertises its intent to adopt a final millage and budget using the appropriate advertisement. (Before day 90, Sept 28)
September 20	Village of Biscayne Park	6:30 PM	Second Public hearing to adopt the final millage rate and budget within 2 to 5 days after the advertisement is published.
September 22	Miami Dade County	5:01 PM	Miami Dade County Second Public Budget Hearing
September 23	Village of Biscayne Park		Within 3 days of the final budget hearing, send a copy of the ordinance adopting the final millage rate to the property appraiser, tax collector and the DOR.
September 23	Village of Biscayne Park		Within 3 days of the receipt of the Form DR-422 the taxing authority completes and certifies final millages to the property appraiser.
October 1	Village of Biscayne Park		Budget Year Begins - Oct 1, 2011 to Sept 30, 2012
October 24	Village of Biscayne Park		Within 30 days following adoption of the millage and budget ordinances, each taxing authority uses Form DR-487, Certification of Compliance, to certify compliance with the provisions of Chapter 200 F.S. to the Property Tax Oversight Program.

TRIM COMPLIANCE REQUIREMENTS ARE HIGHLIGHTED IN BLUE BOLD LETTERS
OTHER AGENCY REQUIREMENTS ARE HIGHLIGHTED IN RED BOLD LETTERS



BUDGET PROCESS

SETTING PRIORITIES

One of the most important steps in the process is setting priorities. These goals and directives set the tone for the development of the budget. In this phase, the Village Manager and department directors have the opportunity to reassess goals and objectives in order to provide direction to the resource allocation and budgetary decision-making process. Annually the objectives for each fiscal year are evaluated and updated in order to set direction for the development of the budget that is properly aligned with our broad goals. This includes an assessment of services, capital needs, issues, and opportunities as well as a review of economic trends and financial forecasts.

DEPARTMENT ASSESSMENT

As part of the budget process, department directors assess their performance towards meeting current and past goals and objectives and review current conditions, programs and needs. Various evaluations are performed and services are reviewed internally to assess their value and their subsequent priority to our residents. These internal evaluations are necessary to determine service needs, delivery improvements, cost savings and, required staffing levels. Additionally, departments identify possible trade-offs in an attempt to provide the “best fit” of resources between service and workload estimates.

DEPARTMENT PREPARATION

Each department’s budget package includes personnel and operating worksheets to aid in the preparation of their budget requests. FY 2012 budget amounts to be requested were first evaluated based on current resources. Included in each workbook is a detailed expenditure history showing the past years’ expenses, a projection of current year expenditures and a worksheet to assist with the preparation of the proposed department budget. Based on this information department directors develop requests and formulate a recommendation for presentation to the Manager and Finance Director.

BUDGET REVIEW PHASE

Department budgets are reviewed in a two step process. The packages are presented to the budget team (Village Manager, Finance Director, Village Clerk and Finance Clerk) for an initial review. This administrative appraisal includes assessments for consistency, reasonableness, and compliance with policies. Directors then integrate these recommendations into their workbooks for the final administrative presentation. The overall document is compiled for final presentation to the Village Manager who evaluates the documents and makes funding level recommendations to the Commission. The review also includes a broader assessment of whether the departmental proposals address the Commission’s goals, and program service needs while maintaining our overall directive of ensuring fiscal accountability. Through budget workshops, the Commission reviews the draft budget alternatives and considers the Manager’s recommendations to arrive at the selected level of service and the corresponding final approved budget.





BUDGET PROCESS

FINAL ADOPTION PHASE

On August 2nd the Village Manager presents to Commission a proposed millage rate and draft budget for the fiscal year commencing October 1st for consideration and further input. This document includes all proposed operating and capital expenditures and the respective financing sources. Budget presentations are distributed to Commission and to participating residents. The Commission reviews the budget and holds workshops to provide an opportunity for management to offer additional information.

The budget is adopted in compliance with the Biscayne Park Charter and the Trust in Millage (TRIM) Act, which include strict requirements and timetables for notice of budget hearings and ensuring resident input before final action. The Florida Department of Revenue sets a schedule for governments to follow in adopting tax roll information in accordance with the county property appraiser offices. Accordingly, there are public hearings scheduled, conducted to obtain residents' comments. Revisions are made as appropriate, and the final budget is adopted by ordinance. Upon completion of the process, a copy of the final adopted budget is furnished to the Office of the Clerk of the Board of County Commissioners and to the State of Florida to certify compliance with all statutory requirements.

State of Florida Statutes requires that all municipal governments establish budgetary systems and approve annual operating budgets. The Commission annually adopts an operating budget and appropriates funds for the general, special revenue, capital and debt service funds. The procedures for establishing the budgetary data are as follows:

- Prior to September 1st, the Village Manager submits a proposed operating budget to the Council for the next fiscal year commencing the following October 1st. The operating budget includes proposed expenditures and the means of financing them.
- Public hearings are conducted to obtain taxpayer comments.
- Biscayne Park advises the County Property Appraiser of the proposed millage rate, special assessment levies, and date, time and place of the public hearing for budget acceptance.
- The budget and related millage rate and special assessment levies are legally enacted by ordinance.





DEPARTMENT OPERATIONS PLAN

Operation plans outline the mission, functions, goals and performance expectations of all Village departments. These plans are aligned with Biscayne Park's initiatives as part of the budget preparation, review and monitoring cycle. In the annual budget process, departments build from their core operations to determine what resources were needed to perform specific services. Components of the department plans are shown in the Department Summaries section of this document.

IDENTIFYING CUSTOMERS AND STAKEHOLDERS

Biscayne Park's operational plans identify our primary customers so that all stakeholders have knowledge of the residents they serve and can maximize service delivery. The value of each department service to our residents determines its relative importance. The following stakeholders have been identified as primary customers:

- Taxpayers and Ratepayers
- Residents and Homeowners
- Tourists and Guests
- Community & Service Organizations
- Sanitation Customers

GOALS AND OBJECTIVES

The vision and mission developed by Commission and the Village Manager are the basis from which multi-year goals and departmental operations plans are established and maintained. In the annual budget planning process, the Village's leaders revisit and refine goals to continually adjust to the current social and economic environment. Departments periodically review their business plans to align with the village-wide goals. For the future departments will provide the Village Manager with periodic updates on progress toward achieving these Strategic Goals and necessary changes to complete these tasks.

PERFORMANCE MEASURES

The budget planning and development process involves the setting of goals and objectives for the new fiscal year while evaluating the achievement of prior years' goals and objectives. To provide an assessment method, departments established a series of measures derived from the workload they performed. Workload indicators are quantified and reported to determine the level of service required of each department and to provide the data to track resources used, productivity and quality of service evaluation.

Each year management and supervisors may realign their workload indicators and performance measures to better reflect key overall outcomes and individual department objectives. Many of the measures shown in the Organization & Departments section are indicated as new or not measured due to the newness of the measurement plan and the realignment of performance measures to shifting external conditions that lead to changes in key measurements.



GENERAL FUND DEPARTMENTS

Personnel Summary

PERSONNEL OVERVIEW

Biscayne Park, like most municipalities, expends a large portion of its budget on salaries and fringe benefits of employees. Due to recent revenue reductions and the economic downturn, management has continually assessed the number of positions in order to maintain our standards of service levels and provide effective response to economic conditions. As a result the following changes were recommended in the FY 2011-12 budget:

- In order to attract and retain law enforcement officers in the highly competitive South Florida market, as part of their contract officers employed for one year will be allowed to take their vehicle home. This is a standard benefit in many government agencies. To implement this plan our capital budget will include the lease purchase of 2 patrol cars to replace worn out vehicles.
- Because of the anticipated COPS grant one vacant police officer position will be funded by this grant and enable reducing the law enforcement budget.
- The Public Works contract was approved and designed to retain employees while providing employment stability for management.
- Parks and Recreation increased one part-time position to assist with the increase in program attendance caused by the remodeling of the Ed Burke Recreation Center.
- Code Enforcement added one full-time code officer to assist with the increased need for code compliance and eliminated the part-time position.
- The salary schedule was revised to provide structure and employee incentives. The goal was to mirror market trends while allowing Biscayne Park to recruit and retain highly qualified employees and support a pay-for-performance organization. The plan will include a base salary for each clerical and administrative position and include a salary range of six steps each at 5% increments. Employees will be rewarded based on their annual performance and recognition of their achievements in the evaluation process.

Department Employees	2011	2012	Difference	% Change
Commission	5.0	5.0	0.0	0.0%
Administration	2.0	2.0	0.0	0.0%
Finance	2.0	2.0	0.0	0.0%
Legal	0.0	0.0	0.0	0.0%
General Government	0.5	1.0	0.5	100.0%
Police *	12.0	12.0	0.0	0.0%
Building	1.0	1.0	0.0	0.0%
Code Enforcement	1.5	1.0	-0.5	-33.3%
Public Works	5.0	5.0	0.0	0.0%
Roads	2.0	2.0	0.0	0.0%
Sanitation	6.0	6.0	0.0	0.0%
Recreation	2.0	2.5	0.5	25.0%
TOTAL	39.0	39.5	0.5	1.3%

* Police Officer funded by COPS Grant



GENERAL FUND DEPARTMENTS

Personnel Summary

VILLAGE OF BISCAYNE PARK SALARIES & WAGES

Job Title	Department	Annual Salary		Difference	Miami Shores	Doral
		2010-11	2011-12			
Village Clerk	Administrative	\$ 40,000	\$ 44,000	\$ 4,000	\$ 93,146	\$ 77,510
Village Manager	Administrative	83,000	83,000	0		
		123,000	127,000	4,000		
Building Mgr.	Building	29,641	33,280	3,639	103,835	126,627
FT Code Enf	Code Enforcement	32,000	33,500	1,500	40,974	43,751
Finance Director	Finance	47,000	60,000	13,000	111,540	126,628
Finance Clerk	Finance	29,120	30,576	1,456	35,082	50,000
* Director does not receive benefits.		76,120	90,576	14,456		
Administrative Clerk	General Govt	17,000	20,800	3,800	20,853	31,255
Officer	Police		34,125	34,125		
Officer	Police	39,562	42,577	3,015		
Officer	Police	35,831	37,606	1,775		
Officer	Police	37,623	39,499	1,876		
Officer	Police		34,125			
Police Clerk	Police	6,511	26,041	19,530		
Chief	Police	83,103	81,016	(2,087)		
Officer	Police	63,879	63,876	(3)		
Officer	Police	52,673	52,665	(8)		
Asst. Chief	Police	71,013	69,243	(1,770)		
Officer	Police	52,673	52,665	(8)		
		442,868	533,438	56,445		
Supervisor	Public Works	28,793	29,411	618		
Asst Director	Public Works	30,128	32,219	2,091	NA	53,550
Foreman	Public Works	25,498	26,042	544		
Director	Public Works	50,495	50,502	7	107,410	110,111
Laborer	Public Works	24,954	25,548	594		
		159,868	163,722	3,854		
P&R Aide	Recreation	0	7,800	7,800		
P&R Supervisor	Recreation	12,000	14,456	2,456	43,377	29,375
P&R Supervisor	Recreation	12,000	12,480	480	43,377	29,375
Director	Recreation	32,167	35,385	3,218	90,093	91,001
		56,167	70,121	13,954		
Supervisor	Road	28,132	28,746	614		
Laborer	Road	31,524	32,219	695		
		59,656	60,965	1,309		
Laborer	Sanitation	20,522	20,966	444		
Laborer	Sanitation	20,017	20,488	471		
Laborer	Sanitation	25,901	26,478	577		
Laborer	Sanitation	20,741	21,195	454		
Laborer	Sanitation	27,508	28,122	614		
Laborer	Sanitation	20,694	21,133	439		
		135,383	138,382	2,999		



GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

POSITION CLASSIFICATION AND SALARY SCHEDULE

The position classification and salary schedule contains compensatory plans and job descriptions for all non-union positions authorized by the Village Commission except for Village Attorney, and Village Manager. The following job descriptions illustrate the essential functions, duties, and responsibilities as well the minimum required qualifications. These descriptions are designed as a guide in recruiting and retention and allow evaluation in determining performance measures, training programs, and salary relationships.

- Job Titles are descriptive of the type of work assigned. By using the title on payrolls, budgets, personnel forms and other reports dealing with positions, a common terminology is provided.
- The purpose of the position description is to illustrate the major functions of the position and places emphasis on the main elements to establish the general nature of the job.
- The essential duties and responsibilities are the typical duties and tasks assigned to the position. This section is descriptive and explanatory but is not intended to be restrictive or limiting. The purpose is to illustrate the duties that are essential to the work performed by the position.
- Minimum qualifications are needed by an employee to successfully perform the duties of the position. There may be several combinations of knowledge, skills, education, and experience.
- Employees may progress through the salary ranges by receiving annual progressive increases based on the outcome of their yearly performance evaluation.
- Based on the availability of funds, employees are then eligible to receive pay steps that will elevate their salary.
- Once an employee has reached the maximum pay for the pay range in their position, the employee is no longer eligible for additional increases.
- The salary schedule is subject to periodic revisions based on market salary shifts, economic considerations, fiscal prudence, or regulatory demands that may cause the Village to change its compensation and benefit practices and policy decisions.

POSITION PAY RANGE SUMMARY

Classification (v) / Step(>)	Starting Salary	5% Step #1	5% Step #2	5% Step #3	5% Step #4	5% Step #5
Administrative Clerk	\$ 20,800	\$ 21,840	\$ 22,932	\$ 24,079	\$ 25,283	\$ 26,547
Building Manager	\$ 33,280	\$ 34,944	\$ 36,691	\$ 38,526	\$ 40,452	\$ 42,475
Code Enforcement Officer	\$ 33,500	\$ 35,175	\$ 36,934	\$ 38,781	\$ 40,720	\$ 42,756
Finance Director	\$ 60,000	\$ 63,000	\$ 66,150	\$ 69,458	\$ 72,931	\$ 76,578
Finance Clerk	\$ 30,576	\$ 32,105	\$ 33,710	\$ 35,396	\$ 37,166	\$ 39,024
Parks and Rec Director	\$ 35,385	\$ 37,154	\$ 39,012	\$ 40,963	\$ 43,011	\$ 45,162
Parks and Rec Supervisor	\$ 14,446	\$ 15,168	\$ 15,926	\$ 16,722	\$ 17,558	\$ 18,436
Police Chief	\$ 63,500	\$ 66,675	\$ 70,009	\$ 73,509	\$ 77,184	\$ 81,043
Public Works Director	\$ 50,502	\$ 53,027	\$ 55,678	\$ 58,462	\$ 61,385	\$ 64,454
Public Works Ass't Director	\$ 32,219	\$ 33,830	\$ 35,522	\$ 37,298	\$ 39,163	\$ 41,121
Village Clerk	\$ 40,000	\$ 42,000	\$ 44,100	\$ 46,305	\$ 48,620	\$ 51,051
Village Clerk CMC	\$ 42,000	\$ 44,100	\$ 46,305	\$ 48,620	\$ 51,051	\$ 53,604
Village Clerk/Chief of Staff	\$ 44,000	\$ 46,200	\$ 48,510	\$ 50,936	\$ 53,483	\$ 56,157



GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

ADMINISTRATIVE CLERK - GENERAL GOVERNMENT

SUMMARY

The Administrative Clerk is responsible for providing secretarial, clerical and administrative support in order to ensure that municipal services are provided in an effective and efficient manner. The Administrative Clerk reports to the Village Clerk, but is assigned tasks from all departments and is responsible for the coordination and prioritization of all tasks to insure completion within the required timeframes.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Greet visitors to Village Hall and direct them to the appropriate staff members.
- Receive, direct and relay telephone messages and fax messages.
- Sort and deliver mail.
- Maintain the multiple filing systems and file all correspondence and files.
- Assist in the planning and preparation of meetings, conferences and conference calls.
- Assist in the preparation of agenda packets for Commission meetings.
- Maintain an adequate inventory of office supplies, and when needed, prepare purchase requisition for the required approvals and place the order.
- Coordinate the meter readings and maintenance of leased copiers.
- Work with Village boards and committees to provide agendas, confirm quorums, and follow-up to receive approved minutes.
- Send and follow up on all open Special Pick Up Service invoices and maintain file of all invoices paid, voided and pending.
- Send and follow up on all rental properties to insure Landlord Permits have been applied and paid for.
- Send and follow up on all home-based businesses to insure Home Based Occupational Licenses have been applied and paid for.
- Maintain street files by organizing all documents in specific sections and in date order within each section.
- Assist the Village Manager and other staff as requested.
- Perform other related duties as required.

KNOWLEDGE, SKILLS & ABILITIES

- Computer skills including the ability to create and update a spreadsheet and word processing programs.
- Effective verbal and listening communication skills.
- Time management skills.
- General office practices and methods.

MINIMUM EDUCATION & EXPERIENCE

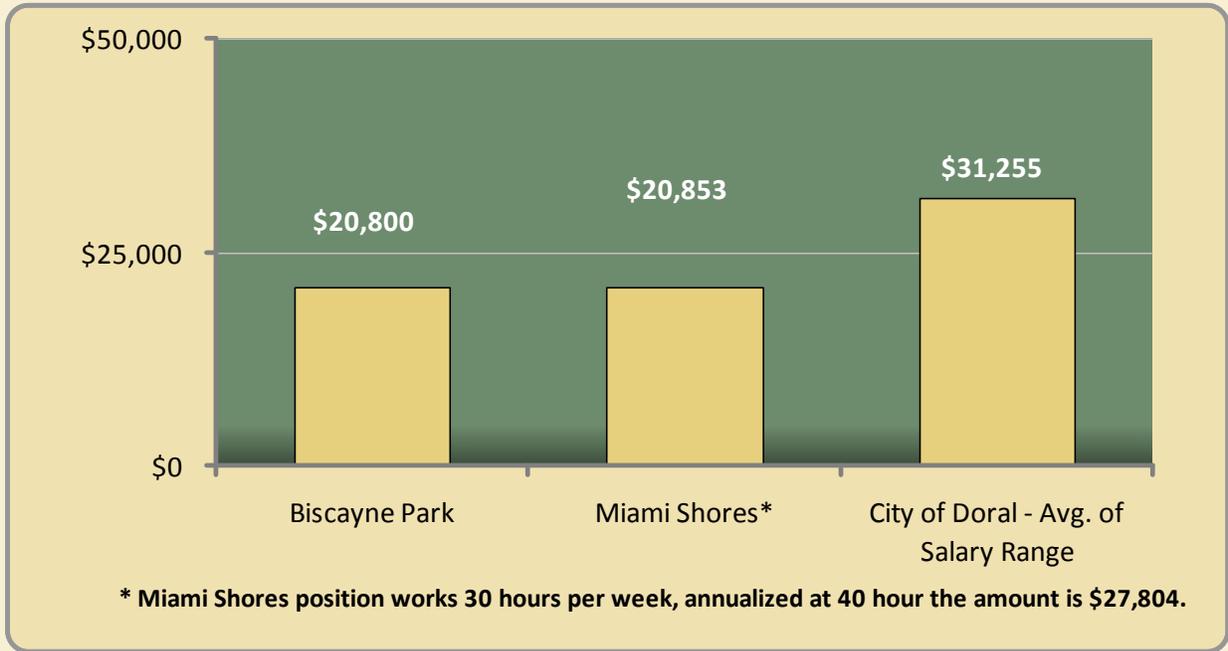
High school diploma or GED, supplemented by previous experience and/or training in clerical/secretarial support functions within a similar government agency; or an equivalent combination of education, training, and experience.



GENERAL FUND DEPARTMENTS Non-Union Salary Schedule

SALARY SCHEDULE & COMPARISONS TO LOCAL MUNICIPALITIES

Classification (v) / Step(>)	Starting Salary	5% Step #1	5% Step #2	5% Step #3	5% Step #4	5% Step #5
Administrative Clerk	\$ 20,800	\$ 21,840	\$ 22,932	\$ 24,079	\$ 25,283	\$ 26,547





GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

BUILDING MANAGER - BUILDING

SUMMARY

The Building Manager ensures uniform community standards and protects the health, safety, and welfare of residents through enforcement of the Florida Building Code, Biscayne Park Codes and Ordinances, and Property Maintenance Standards. The position manages the Code Enforcement division to assure uniform property maintenance and ensure quality service to the residents.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Oversees the permit process from submitting initial permit to the final inspection
- Works closely with the building official and all inspectors on a daily basis
- Schedules all inspections and meetings with and for the inspectors on behalf of the residents
- Provides resident guidance in selecting a qualified contractor
- Prepares and posts the bi-monthly planning and zoning meetings
- Attends the bi-monthly planning and zoning meetings
- Takes and prepares the minutes for the planning and zoning board meetings
- Works closely with the code department to provide permit information regarding current and past permit information
- Work with realtors and residents to issue certificates of re-occupancy
- Provides permit information to insurance companies and residents to aid in the renewal process for windstorm insurance policies
- Provides useful and current updates regarding for the quarterly newsletter
- Provides the village manager with bi-weekly updates via e-mail
- Verifies contractor license and insurance information using the state web-site
- Updates the Energov system on a daily basis regarding permits/contractor information and inspections scheduled and performed
- Submits the quarterly surcharge reports to Tallahassee
- Submits permit information on a monthly basis to the Dade County Property Appraisers office
- Files all copies of permits and inspections into the property files on a daily basis
- Provides copies of permit inspections to the residents for their home files
- Issues permits in timely and professional manner
- Receives all incoming monies for the village as cashier
- Oversees code department – code officer scheduling and resident complaint issues
- Works with local utilities during initial project stage - i.e. FPL
- Performs related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Administration and Management: principles and processes involved in business and organizational planning, coordination and execution.
- Public government experience related to permit processing, code enforcement, personnel and human resources policies and procedures.
- Working knowledge of computer software such as Energov, Word, Excel, and Outlook.
- Records Management: principles and processes in the preparation, filming, developing, storage, retrieval, and retention of building permit and re-occupancy records.



GENERAL FUND DEPARTMENTS Non-Union Salary Schedule

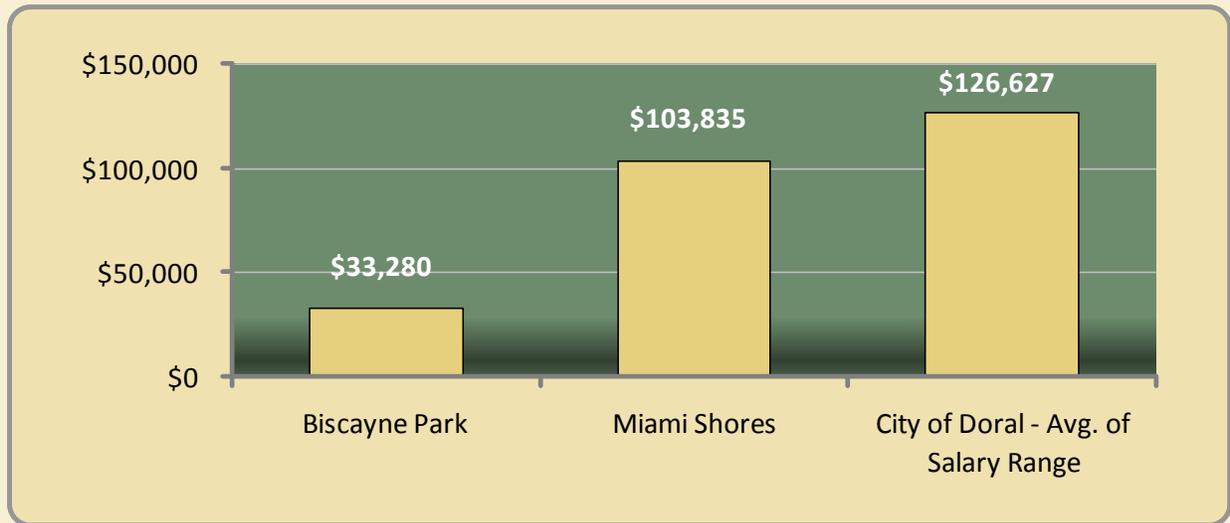
- Regulations: federal, state, and municipal restrictions, laws, and ordinances.
- Statistical Principles: principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.

MINIMUM EDUCATION & EXPERIENCE

High school diploma or GED, Bachelors Degree in related field preferred; supplemented by three to four years progressively responsible experience within a similar government agency; or an equivalent combination of education, training, and experience.

SALARY SCHEDULE & COMPARISONS TO LOCAL MUNICIPALITIES

Classification (v) / Step(>)	Starting Salary	5% Step #1	5% Step #2	5% Step #3	5% Step #4	5% Step #5
Building Manager	\$ 33,280	\$ 34,944	\$ 36,691	\$ 38,526	\$ 40,452	\$ 42,475





GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

CODE ENFORCEMENT OFFICER - CODE ENFORCEMENT

SUMMARY

Works under the general supervision of the Building Manager and coordinates all Code Enforcement programs and activities pertaining to the Village's Land Development Code and other relevant ordinances; performs a variety of other duties related to the assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Enforces, explains, and interprets Land Development Codes including nuisance abatement, clearing, grading, zoning and general appearance.
- Proactive inspections and meets with residents on a daily basis.
- Issue verbal, written notices and citations of code violations on a daily basis.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.
- Interactions with the Village attorney.
- Develop monthly Agenda and Minutes for Code board hearing.
- Maintains records and documents of customer service issues and resolutions.
- Remove any signage that is not permitted on right of way
- Answer resident calls about code complaints
- Search records and property appraiser web site for lien searches.
- Review street files in accordance to the research for liens
- Research codes and ordinances
- Maintain records and document of customer service issues
- Promptly responds to complaints of code violations within one hour of being notified.
- Performs 12 inspections per day

KNOWLEDGE, SKILLS & ABILITIES

- Effectively and courteously informs the public of violations as they apply to the Village of Biscayne Park Codes.
- Identifies problems and acts promptly to correct them by employing analytical thinking and sound judgment.
- Ability to prepare and present Code Compliance Cases before the Special Magistrate.
- Ability to meet and deal with the public and fellow workers in an effective and courteous manner.
- Ability to perform several tasks at one time.
- Promptly responds to complaints of code violations within one hour of being notified.



GENERAL FUND DEPARTMENTS Non-Union Salary Schedule

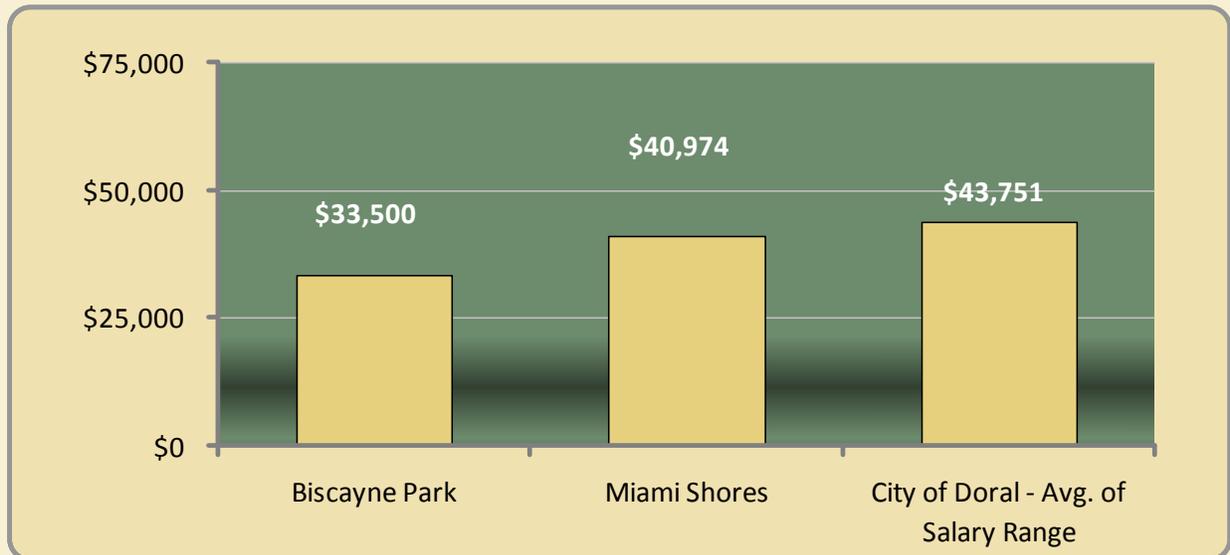
- Coordinates workshops during the year to assist the residents in learning more about the various codes and obtaining compliance.
- Compliance of violations is achieved with 95% of cases that have been assigned.
- Knowledge of federal, state, and municipal restrictions, laws, and ordinances.
- Statistical Principles: principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.

MINIMUM EDUCATION & EXPERIENCE

High school diploma or GED, Bachelors Degree in related field preferred; supplemented by three to four years progressively responsible experience in general public or in enforcement work. Must be computer literate with working knowledge of Microsoft Word and Excel; Ability to prepare and present Code Compliance Cases before the Special Master; Ability to meet and deal with the public and fellow workers in a courteous manner.

SALARY SCHEDULE & COMPARISONS TO LOCAL MUNICIPALITIES

Classification (v) / Step(>)	Starting Salary	5% Step #1	5% Step #2	5% Step #3	5% Step #4	5% Step #5
Code Enforcement Officer	\$ 33,500	\$ 35,175	\$ 36,934	\$ 38,781	\$ 40,720	\$ 42,756





GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

FINANCE DIRECTOR - FINANCE DEPARTMENT

SUMMARY

The Finance Director is an executive level and senior management position responsible for the overall management of all financial affairs including financial reporting, cash management, debt administration, billings and collections, accounts payable, budget, and payroll. The Director is responsible for coordination of the budget, capital plan and strategic plan, investments, preparation of reports, financial analysis and audit preparation.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Oversees the operation of the Department to achieve accurate and timely billings and collections, appropriate levels of risk retention, accurate and timely preparation of budgets, budgeting and financial operating reports and expedition of payment of bills due from the Village.
- Monitors the outstanding and proposed long term debt to produce the lowest borrowing costs.
- Reviews and analyses financial statements, cost reports, statement of receipts and expenditures made by administration.
- Composes the Annual Financial Report in cooperation with external auditors and coordinates the annual audit with these auditors.
- Prepares the annual budget and monitors budgetary expenditures throughout the year.
- Manages all investments, cash flow and oversees the investment and cash receipt functions.
- Directs cash management and performs investment activities.
- Ensures the effective operation of procurement and purchasing system.
- Compiles statements of current operating and capital outlay expenditures for use by the administration in preparing budget estimates.
- Administers employee payments to the Florida Retirement System.
- Confers with the Village Manager and Department Directors regarding financial and accounting policies, procedures and practices.
- Attends commission meetings as directed by the Village Manager.
- Develops and implements departmental operations and procedural manual.
- Develops and applies legal and policy provisions applicable to municipal financial accounting.
- Interactions with the Village attorney

KNOWLEDGE, SKILLS & ABILITIES

- Extensive knowledge of current financial theories, laws, and administrative policies governing municipal financial practices and procedures.
- Thorough knowledge of the polices and procedure of departmental budget preparation, justification, monitoring, analysis, and reporting.
- Thorough knowledge of the investment types and practices in the cash management area.



GENERAL FUND DEPARTMENTS Non-Union Salary Schedule

- Ability to balance work demands with limited resources in providing effective, efficient, and economical accounting, billing and collection services.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with Village officials, other employees, professional groups, vendors, department heads and the general public.
- Take a proactive approach to identifying and solving financial problems and situations.
- Contributes to maintaining a positive attitude and maintaining a high moral among employees.
- Effectively manages and supervises capital projects, research, statistical analysis as well as federal, state, and municipal restrictions, laws, and ordinances.
- Ensures that the Village Manager's policies, procedures, and directives are adhered to.

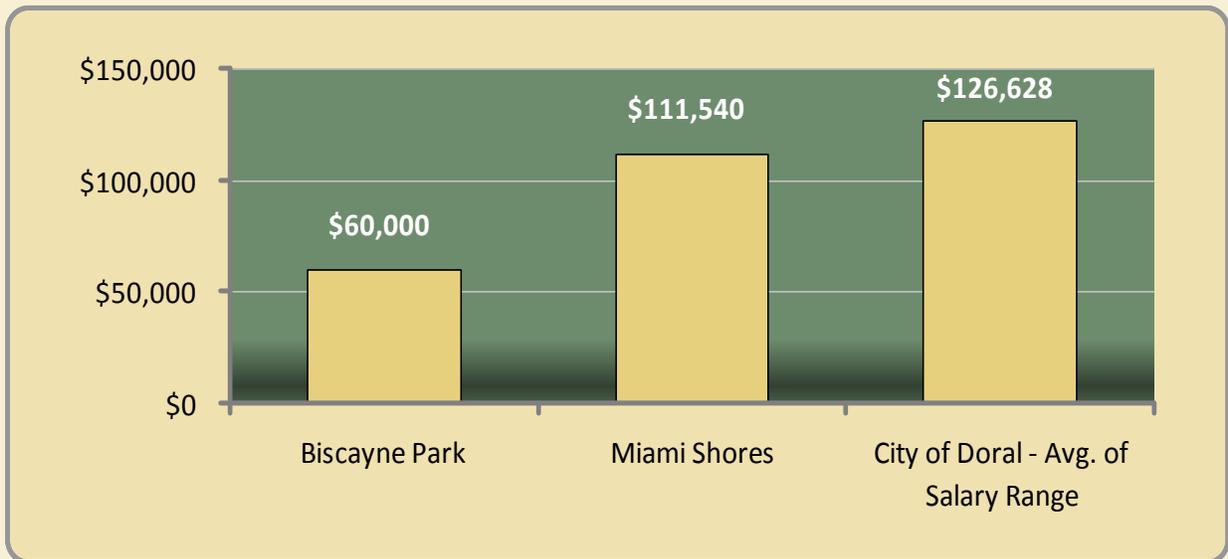
MINIMUM EDUCATION & EXPERIENCE

Master's degree in Business Administration in Finance, Accounting or related field, desired MBA and/or CPA; Minimum five years progressive responsible financial management experience with three years in a supervisory capacity. Must be computer literate with working knowledge of Microsoft Word and Excel; Ability to prepare and present financial analysis before the Biscayne Park Commission; Ability to meet and deal with the public and fellow workers in a courteous manner.

SALARY SCHEDULE & COMPARISONS TO LOCAL MUNICIPALITIES

Classification (v) / Step(>)	Starting Salary	5% Step #1	5% Step #2	5% Step #3	5% Step #4	5% Step #5
Finance Director	\$ 60,000	\$ 63,000	\$ 66,150	\$ 69,458	\$ 72,931	\$ 76,578

Benefits for Director are not paid by the Village.





GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

FINANCE CLERK - FINANCE DEPARTMENT

SUMMARY

The Finance Clerk is a highly responsible accounting, bookkeeping, human resources and clerical work in the performance of all accounts payable, receivables, payroll and FRS functions. The position reports directly to the Finance Director and also participates in financial reporting, billings and collections, budget preparation, and audit.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Performs accounts payable functions by examining, verifying, and reviewing invoices, statements, purchase orders and other records.
- Processes purchase orders and invoices for payment by verifying account codes, checking price quantity, extensions and discounts.
- Makes appropriate entries to computer software to prepare payment summaries and checks.
- Performs accounts receivable functions such as establishing and maintaining billing records for all accounts.
- Prepares financial reports and statements and other financial documents as required.
- Posts journal entries, performs bank reconciliations as directed by the Director.
- Processes vendor invoices, accounts payable and cash disbursement in accordance with the established Village procedures.
- Performs various analysis and reconciliations.
- Prepares daily bank deposits.
- Establishes new general ledger accounts as required.
- Manages and maintains all cash receipt information.
- Assists in other areas such as fixed asset management, capital projects.
- Member of the Budget preparation team.
- Serves as Payroll Accountant to process biweekly employee payrolls schedules.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of computerized payroll and time entry processes, practices, procedures, including equipment and standard clerical techniques.
- Knowledge of current financial theories, laws, and administrative policies governing municipal financial practices and procedures.
- Knowledge of the policies and procedures of departmental budget preparation, justification, monitoring, analysis, and reporting.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with Village officials, other employees, professional groups, vendors, department heads and the general public.
- Must maintain a high level of confidentiality.



GENERAL FUND DEPARTMENTS Non-Union Salary Schedule

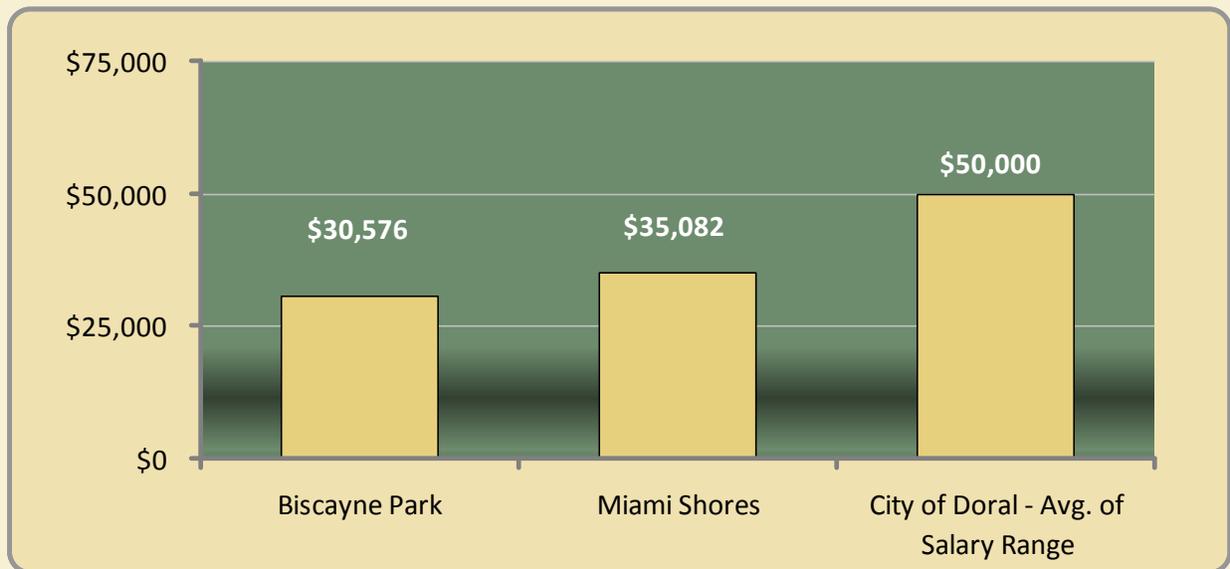
- Take a proactive approach to identifying and solving financial problems and situations.
- Contributes to maintaining a positive attitude and maintaining a high moral among employees.
- Performs any other duties as assigned.

MINIMUM EDUCATION & EXPERIENCE

A Bachelor's degree in Finance, Business Administration, Accounting or related field; Minimum five years experience in general bookkeeping and accounting principles; Additional experience can be substituted for lack of degree. Must be computer literate with working knowledge of Microsoft Word and Excel; Ability to perform detailed work and maintain high levels of confidentiality; Ability to meet and deal with the public and fellow workers in a courteous manner.

SALARY SCHEDULE & COMPARISONS TO LOCAL MUNICIPALITIES

Classification (v) / Step(>)	Starting Salary	5% Step #1	5% Step #2	5% Step #3	5% Step #4	5% Step #5
Finance Clerk	\$ 30,576	\$ 32,105	\$ 33,710	\$ 35,396	\$ 37,166	\$ 39,024





GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

PARKS AND RECREATION DIRECTOR - PARKS AND RECREATION DEPARTMENT

SUMMARY

The Parks and Recreation Director is responsible for the development and supervision of parks and recreation activities. The position works under the general supervision of the Village Manager and is responsible for the Parks Supervisors and department operations.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Directs and coordinates the installation and maintenance of park facilities including park structures and landscaped areas in the park.
- Plans, organizes, implements, and supervises the comprehensive parks and recreation program including, playgrounds, community center, athletics, and social events for residents of all ages.
- Manage and oversee existing and new contract program services and activities.
- Trains and supervises staff members in carrying out the overall recreation related activities.
- Explores and develops new techniques and approaches in recreational activities and make recommendations to the Village Manager for changes in parks and recreation related policies.
- Provides or arranges for facilities, material, and equipment for recreation and park activities.
- Supervises the daily operation and inventory of the concession stand.
- Prepares the Parks and Recreation budget and prepares periodic and special reports as required.
- Develops and implements recreation programs.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to work with residents and staff to develop athletic programs that are relevant to the needs of the Village. Knowledge of current recreation administrative policies governing municipal practices and procedures.
- Knowledge of the polices and procedures of departmental budget preparation, justification, monitoring, analysis, and reporting.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with Village officials, other employees, professional groups, vendors, department heads and the general public.
- Take a proactive approach to identifying and solving department challenges.
- Contributes to maintaining a positive attitude and maintaining a high moral among employees.
- Performs any other duties as assigned.
- Considerable knowledge of the fundamentals of recreation and the types of facilities required to carry out recreational programs.
- Ability to analyze and adjust activities to the needs of the community.



GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

MINIMUM EDUCATION & EXPERIENCE

A Bachelor's degree in recreation, leisure services or related field; Minimum five years of progressively more responsible experience including supervisory and park management experience or an equivalent combination of training and experience; Skill in planning, organization and implementation of the overall program. Must be computer literate with working knowledge of Microsoft Word and Excel; Ability to meet and deal with the public and fellow workers in a courteous manner.

SALARY SCHEDULE & COMPARISONS TO LOCAL MUNICIPALITIES

Classification (v) / Step(>)	Starting Salary	5% Step #1	5% Step #2	5% Step #3	5% Step #4	5% Step #5
Parks and Rec Director	\$ 35,385	\$ 37,154	\$ 39,012	\$ 40,963	\$ 43,011	\$ 45,162





GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

PARKS AND RECREATION SUPERVISOR - PARKS AND RECREATION DEPARTMENT

SUMMARY

The Parks and Recreation Supervisor is responsible for the implementation of and operation of Village recreation programs. The position is supervised by the Director of Parks and Recreation and works collaboratively to develop the department operation.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Plans, organizes and directs park activities and programs.
- Prepares work schedules and helps to prepare work orders for department needs.
- Assists in the supervision of daily program operations.
- Assists with the coordination of Village-wide special events as it pertains to maintenance and security.
- Performs related recreational work as required and assigned by the Parks and Recreation Director.
- Assists in the operations of the concession stand.
- Manages and maintains all cash receipt information.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of a wide range of recreational and athletic programs and their related facilities and equipment.
- Knowledge of landscaping practices and maintenance concerning athletic fields and parks.
- Knowledge of the materials, equipment, methods and practices essential to recreation and leisure programs.
- Ability to supervise the recreation activities as assigned.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with Village officials, other employees, professional groups, vendors, department heads and the general public.
- Contributes to maintaining a positive attitude and maintaining a high moral among employees.
- Performs any other duties as assigned.

MINIMUM EDUCATION & EXPERIENCE

An Associates degree in recreation, leisure services or related field; Minimum three years experience in the operations of a daily recreation program; Additional experience can be substituted for lack of degree. Must be computer literate with working knowledge of Microsoft Word and Excel; Ability to meet and deal with the public and fellow workers in a courteous manner.

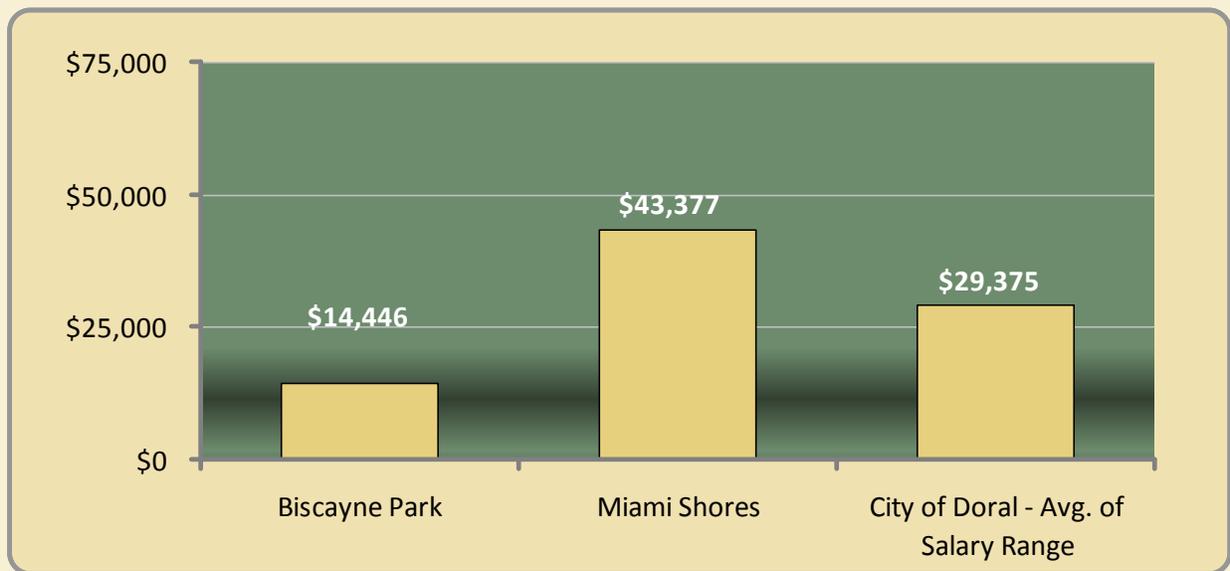


GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

SALARY SCHEDULE & COMPARISONS TO LOCAL MUNICIPALITIES

Classification (v) / Step(>)	Starting Salary	5% Step #1	5% Step #2	5% Step #3	5% Step #4	5% Step #5
Parks and Rec Supervisor	\$ 14,446	\$ 15,168	\$ 15,926	\$ 16,722	\$ 17,558	\$ 18,436





GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

POLICE CHIEF - POLICE DEPARTMENT

SUMMARY

To plan, direct, and review the activities and operations of the Police Department. Also, to coordinate assigned activities with the Village Manager, and other Village departments and outside agencies. General supervision of this executive position is from the Village Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Coordinates Police Department programs, services, and administrative matters with the Village Manager, including attending meetings with administrative staff and keeping the Village Manager informed of key needs, issues, and support requirements.
- Plans and implements Police Department goals and objectives and develops and administers policies and procedures.
- Confers with Village Manager, citizens and Village officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies.
- Assumes management responsibility for all Police Department services and activities, including enforcement of laws, statutes, and ordinances, crime prevention, criminal investigation, emergency communications, and other related law enforcement activities.
- Attends Village Commission meetings, public hearings, and relate proceedings to represent the Police Department.
- Provide timely, accurate and thorough Performance Reviews for supervised employees.
- Directs, oversees, and participates in the development and implementation and management of the Police Department's goals, objectives, work plan, and budget.
- Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures.
- Oversees planning, and supervision of the police training and staff evaluation programs.
- Monitors compliance with FDLE requirements, on police personnel matters and conferring with departmental staff and employees on personnel related issues.
- Initiates internal investigations when appropriate and directs corrective action as needed.
- Works with outside agencies and other departments to explain and justify Police Department programs, policies, and activities and to negotiate and resolve sensitive issues.
- Attends civic, professional, service, and community group meetings at schools, churches, and other places of public gathering to explain the activities and functions of the Police Department and to establish favorable public relations.
- Perform related duties as assigned.
- Makes recommendations to the Village Manager to initiate new programs and procedures to enhance the Police department and better serve our residents.
- Develops policy regarding interactions with media representatives.
- Works with a variety of boards and commissions, including attending and participating in professional groups and committees and staying abreast of new trends in law enforcement field.



GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of current municipal law enforcement developments, laws, and administrative policies governing municipal practices and procedures.
- Knowledge of Police Administration: modern principles, practices, and techniques of police administration.
- Knowledge of Administration and Management: principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Knowledge of Public Safety and Security: rules and regulations for the protection of people, data, and property, including the use of weapons and force.
- Knowledge of Law and Government: laws, penal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Skill in: Mechanical/Technical: safe operation of diverse equipment, including computers, weapons, and radios.
- Budget Management: developing plans and budgets, and monitoring them against actual activity.
- Program Assessment: evaluating existing and potential programs for effectiveness and efficiency.
- Critical Thinking: using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: actively looking for ways to help people.
- Social Perceptiveness: being aware of others' reactions and understanding why they react the way they do.
- Social Perceptiveness: being aware of others' reactions and understanding why they react the way they do.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations: maintain current knowledge.
- Use oral expression to communicate information and ideas in speaking so others will understand: oral expression.
- Combine separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together: inductive reasoning.
- Apply general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together: deductive reasoning.
- Communicate information in writing so others will understand and use oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews.
- Listen to and understand information and ideas presented through spoken words and sentences: oral comprehension.
- Take a proactive approach to identifying and solving problems and situations.



GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

MINIMUM EDUCATION & EXPERIENCE

A Bachelor's degree (B.A. or B.S.) from accredited four-year college or university in subject field related to position; Graduation from the FDLE Executive Institute, SPI Command Officers School and/or FBI National Academy; Ten years of increasingly responsible command and supervisory experience with a Local, State or Federal Law Enforcement Agency, including five years of administrative responsibility at the rank of Captain or above. Must have possession of a valid Class E Florida driver's license and Florida Police Officer Certification.

SALARY SCHEDULE

Classification (v) / Step(>)	Starting Salary	5% Step #1	5% Step #2	5% Step #3	5% Step #4	5% Step #5
Police Chief	\$ 63,500	\$ 66,675	\$ 70,009	\$ 73,509	\$ 77,184	\$ 81,043



GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

PUBLIC WORKS DIRECTOR - PUBLIC WORKS DEPARTMENT

SUMMARY

The Public Works Director is responsible for the directing and coordinating of all Public Works functions such as roads, stormwater management, public buildings, sanitation, beautification and capital improvement projects. The director supervises all Public Works, Roads and Sanitation employees and reports directly to the Village Manager

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develops, plans, and implements long and short term departmental goals and objectives.
- Makes recommendations to the Village Manager on hiring, terminating, training, motivation, and evaluation of personnel.
- Recommend and administer policies and procedures
- Plan, direct, and review the activities of the Department
- Establish and monitor employee performance objectives and prepare and present Supervisor's performance reviews.
- Coordinate staff training.
- Work with employees to correct deficiencies and execute a plan of action to correct.
- Prepare and manage budget estimates for the department.
- Supervise and participate in the development and implementation of Public Works projects, including preparing and monitoring project budgets and completion deadlines, staffing, and other project management issues.
- Approve all invoices and monitor expenses to make sure each department stays within budget
- Schedule and maintain all requested Leave Time for all Divisions of Public Works
- Review time cards and provide final sign off to Finance Department
- Respond to and resolve the most difficult citizen inquiries and complaints.
- Meet with the public in small and large groups to discuss Public Works policies, practices, and issues, and works to resolve them.
- Use of excellent customer service skills to establish and maintain an effective working relationship and communication with other Department Directors, Staff, Officials, and all members of the general public.
- Provides staffing support to various boards or committees as required.
- Attends various education, training and opportunities in the Public Works field.
- Collaborate with fellow colleagues County Wide.
- Meets with contractors and service providers as needed.
- Makes recommendations to Village Manager on implements for all Public Works department and services.
- Performs any other assigned duties.



GENERAL FUND DEPARTMENTS Non-Union Salary Schedule

KNOWLEDGE, SKILLS & ABILITIES

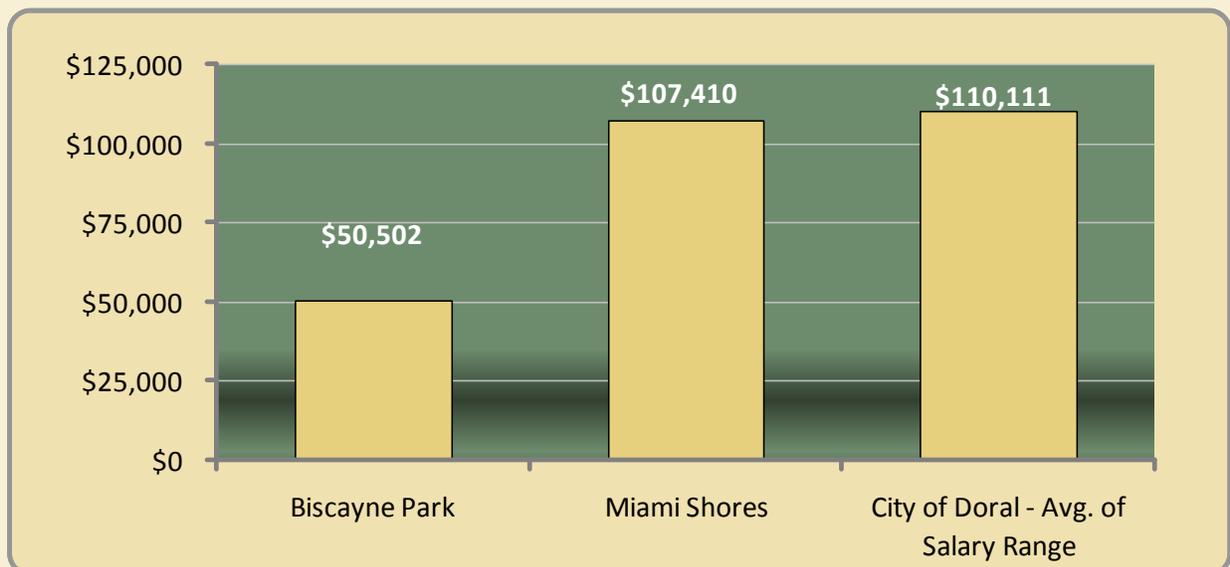
- Knowledge of current municipal public works developments, laws, and administrative policies governing municipal practices and procedures.
- Knowledge of the polices and procedures of departmental budget preparation, justification, monitoring, analysis, and reporting.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with Village officials, other employees, professional groups, vendors, department heads and the general public.
- Take a proactive approach to identifying and solving maintenance problems and situations.
- Contributes to maintaining a positive attitude and maintaining a high moral among employees.

MINIMUM EDUCATION & EXPERIENCE

A Bachelor's degree in Civil Engineering, Construction, Architecture or related field from an accredited university or a relevant combination of training and/or experience; A minimum of five years experience in Public Works with a minimum of three years of supervisory experience; Additional experience can be substituted for lack of degree. Must be computer literate with working knowledge of Microsoft Word and Excel; Ability to meet and deal with the public and fellow workers in a courteous manner.

SALARY SCHEDULE & COMPARISONS TO LOCAL MUNICIPALITIES

Classification (v) / Step(>)	Starting Salary	5% Step #1	5% Step #2	5% Step #3	5% Step #4	5% Step #5
Public Works Director	\$ 50,502	\$ 53,027	\$ 55,678	\$ 58,462	\$ 61,385	\$ 64,454





GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

PUBLIC WORKS ASSISTANT DIRECTOR - PUBLIC WORKS DEPARTMENT

SUMMARY

The Public Works Assistant Director is a cross functional position unique to the needs of the Village of Biscayne Park. Although assigned to Public Works under the direct supervision of the department director, the position provides diverse operational services including resident customer service, office administration, purchasing, payroll, supervisory, administrative, and information technology.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Communicates with residents on all aspects of services that Public Works provides and is the hub of all communication.
- Resolves any issues regarding all services that Public Works provides (i.e. missed garbage, garbage out on wrong day, etc.)
- Coordinates Director and Supervisor meetings to resolve operational service issues.
- Schedules all meetings for the Director, Supervisors and all personnel as needed.
- Creates departmental wide interoffice memos to ensure proper and timely communication.
- Provides all Project Reports as well as departmental weekly reports to the Village Manager.
- Assists Village Clerk to ensure that all bulletin boards and marquees are up to date.
- Procurement of supplies and equipment and prepares bid documents and specifications.
- Oversees inventory to ensure supplies are in stock.
- Maintains Paid/Unpaid Special Service Invoice log.
- Creates and maintains monthly Fuel Reports.
- Maintains the Accrual Log, reviews time cards and provide final Public Works time card signoff.
- Provides basic troubleshooting of all Telephone lines, Internet and E-mail accounts for all departments throughout the Village and is the first responder to resolve technology issues.
- Ensures that all computers and their related software are up to date.
- Maintains and updates all E-mail and computer passwords.
- Keeps Village wide computer and printer inventory up to date.
- Monitors audio at all Commission Meetings and Budget Workshops/Hearings.
- Creates CD's and DVD's of Commission Meetings for Records Request.
- Develops recommendations on what products would best suit the Village's infrastructure.
- Liaison between the communication vendors and Village staff.
- Acting Director in the absence of the Director of Public Works.
- Attends all Department Director meetings with the Village Manager.
- Meets with various department directors to plan and coordinate Village special events.
- Assists in the preparation of Departmental Budget.
- Attends various education, training and opportunities in the Public Works and Technology fields.
- Meets with contractors and service providers as needed.



GENERAL FUND DEPARTMENTS Non-Union Salary Schedule

KNOWLEDGE, SKILLS & ABILITIES

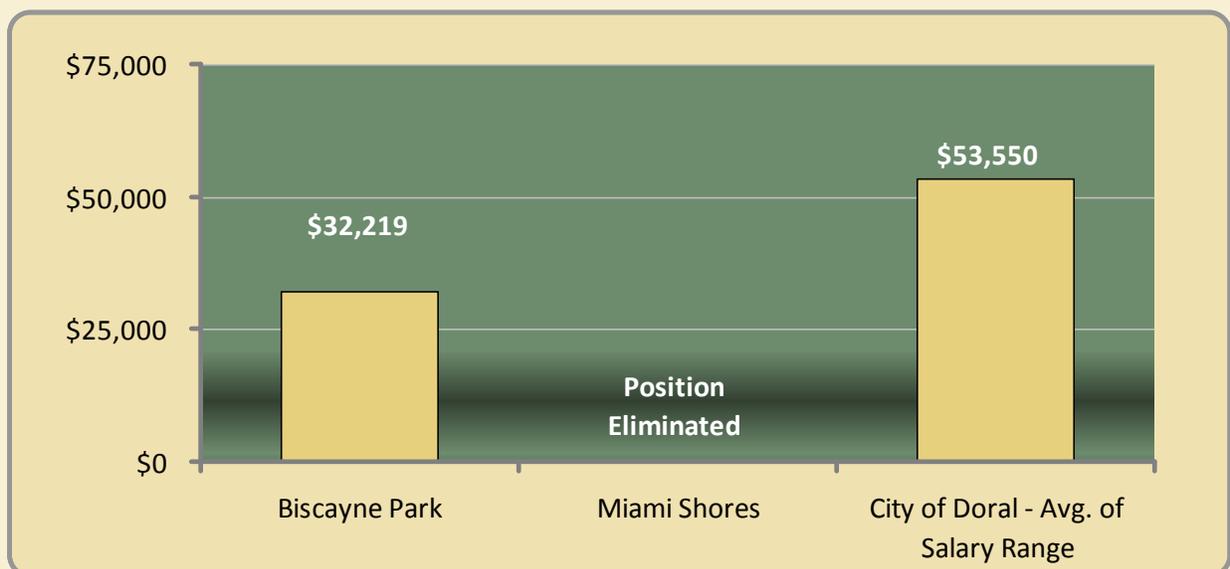
- Considerable knowledge of computerized systems processes, procedures, including equipment and software systems.
- Knowledge of current municipal public works developments, laws, and administrative policies governing municipal practices and procedures.
- Knowledge of the polices and procedures of departmental budget preparation, justification, monitoring, analysis, and reporting.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with Village officials, other employees, professional groups, vendors, department heads and the general public.
- Take a proactive approach to identifying and solving maintenance problems and situations.
- Contributes to maintaining a positive attitude and maintaining a high moral among employees.

MINIMUM EDUCATION & EXPERIENCE

A Bachelor's degree in related field; Minimum three years experience in Public Works and Municipal Technology issues; Additional experience can be substituted for lack of degree. Must have specific technology knowledge related to communications and information technology. Ability to perform detailed work and maintain high levels of confidentiality while working with sensitive municipal records. Ability to meet and deal with the public and fellow workers in a courteous manner.

SALARY SCHEDULE & COMPARISONS TO LOCAL MUNICIPALITIES

Classification (v) / Step(>)	Starting Salary	5% Step #1	5% Step #2	5% Step #3	5% Step #4	5% Step #5
Public Works Ass't Director	\$ 32,219	\$ 33,830	\$ 35,522	\$ 37,298	\$ 39,163	\$ 41,121





GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

VILLAGE CLERK - EXECUTIVE ADMINISTRATION

SUMMARY

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; performs a variety of other duties related to the assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develops, plans, and implements goals and objectives for the Village Clerk's office and recommends and administers policies and procedures.
- Attends all Commission meetings, records official votes, transcribes the minutes, and takes necessary action regarding Commission agenda items and minutes. Coordinates and produces the Commission agenda packet.
- Oversees a records management program for all required documents.
- Serves as custodian of legal documents, deeds, bonds, contracts, and other related documents and contracts belonging to the Village of Biscayne Park.
- Performs a variety of official duties including posting of all city meetings as required, signing official documents and seals with the official seal, notarizing Village of Biscayne Park documents as required, and administering oaths of office.
- Publishes all city ordinances, resolutions, proclamations and legislative files for such documents.
- Serves as the Supervisor of Elections for all special and regular municipal elections.
- Responds to and resolves resident inquiries and complaints.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of changes.
- Performs all necessary and timely updates to the Village of Biscayne Park website.
- Serves as Public Information Officer and processes public records requests.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Administration and Management: principles and processes involved in business and organizational planning, coordination and execution.
- Budget Management: developing plans and budgets, and monitoring them against actual activity.
- Confidentiality: methods and techniques of the proper handling and precautions for classified, confidential, and sensitive information.
- Customer Service Management: principles and processes for providing customer and personal services including quality service standards and customer satisfaction evaluation techniques.
- English Language: the structure and content of the English language, including the meaning of words and grammar.
- Government Policy: policies, operations, and processes at the local, state, and national levels.
- Law and Government: laws, legal codes, court procedures, precedents, government regulations, and the democratic political process.



GENERAL FUND DEPARTMENTS

Non-Union Salary Schedule

- Municipal Elections: local, state, and federal laws relating to municipal elections.
- Municipal Operations: current social, political, organizational, and economic trends affecting municipal government.
- Office Systems: administrative and clerical procedures and systems such as word-processing systems, filing and records management systems, forms design principles, and other office procedures and terminology.
- Public Records Law: laws and guidelines related to fulfillment of requests for information.
- Personnel and Human Resources: policies and practices involved in personnel/human resource functions.
- Records Management: principles and processes in the preparation, filming, developing, storage, retrieval, and retention of Village records.
- Regulations: federal, state, and municipal restrictions, laws, and ordinances.
- Statistical Principles: principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.

MINIMUM EDUCATION & EXPERIENCE

High school diploma or GED, Bachelors Degree in related field preferred; supplemented by three to four years progressively responsible experience in administrative/secretarial support functions within a similar government agency; or an equivalent combination of education, training, and experience. Candidate must be qualified to obtain certificate as Certified Municipal Clerk (CMC) after three years.

SALARY SCHEDULE & COMPARISONS TO LOCAL MUNICIPALITIES

Classification (v) / Step(>)	Starting Salary	5% Step #1	5% Step #2	5% Step #3	5% Step #4	5% Step #5
Village Clerk	\$ 40,000	\$ 42,000	\$ 44,100	\$ 46,305	\$ 48,620	\$ 51,051
Village Clerk CMC	\$ 42,000	\$ 44,100	\$ 46,305	\$ 48,620	\$ 51,051	\$ 53,604
Village Clerk/Chief of Staff	\$ 44,000	\$ 46,200	\$ 48,510	\$ 50,936	\$ 53,483	\$ 56,157





GENERAL FUND DEPARTMENTS

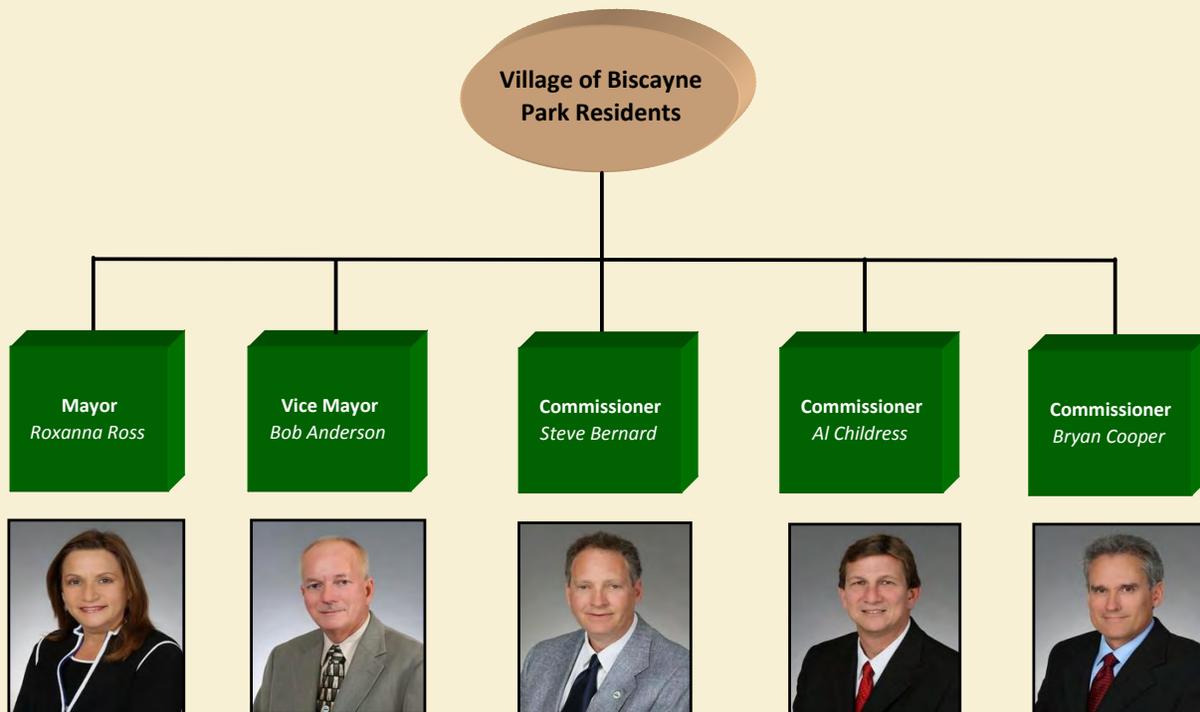
Village Commission

VILLAGE COMMISSION

MISSION STATEMENT

The Commission is the governing body of the Village committed to enhancing the quality of life for our residents. The Village Charter provides our Commission with broad powers to achieve this goal by being able to pass laws, set policy and provide direction to the Village Manager to implement and carry out policies.

ORGANIZATION CHART



BUDGET SUMMARY

	Projected	Budget		Budget Difference	Percent Change
	Actual 2010-11	Adopted 2010-11	Requested 2011-12		
Personnel	\$ 13,781	\$ 12,918	\$ 12,948	\$ 30	0.2%
Operating	4,212	6,745	7,495	750	11.1%
SUBTOTAL	\$ 17,993	\$ 19,663	\$ 20,443	\$ 780	4.0%
Capital	0	0	0	0	
TOTAL	\$ 17,993	\$ 19,663	\$ 20,443	\$ 780	4.0%
Positions	5.0	5.0	5.0	-	0.0%



GENERAL FUND DEPARTMENTS

Village Commission

BUDGET DETAIL BY LINE ITEM

Salaries & Benefits

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
120-00	Regular Salaries	12,000	6,000	12,000	12,000	0.0%	Mayor @ \$4,000, 4 Commissioners @ \$2,000 each.
Total Salaries & Wages		\$12,000	\$6,000	\$12,000	\$12,000	0.0%	
210-00	FICA Taxes & Medicare	918	1,183	918	918	0.0%	Calculated at 7.65%
220-00	Retirement	0	0	0	0	0.0%	
230-00	Life & Health Benefits	0	0	0	0	0.0%	
240-00	Workers Comp	0	30	30	30	0.0%	Calculated at .25%
250-00	Unemployment Compensation	0	833	833	0	0.0%	
Total Benefits		\$918	\$2,045	\$1,781	\$948	3.3%	
TOTAL SALARIES & BENEFITS		\$12,918	\$8,045	\$13,781	\$12,948	0.2%	

Operating Expenses

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
400-00	Travel & Per Diem	1,825	200	450	2,825	54.8%	Six (6) MDCLC monthly meetings for Mayor and Commission (\$1,200); \$325 for Mayor and Commission towards FLOC conference(\$1,625)
470-00	Printing & Binding	250	49	75	0	-100.0%	Transfer to General Government for FY 2011-12
480-00	Special Events	3,000	2,017	2,017	3,000	0.0%	Village planning/development & orientation for new commissioners - \$2,000. Remainder is for employee appreciation (Thanksgiving, recognition, bereavement, etc.)
540-00	Memberships, Dues & Subscriptions	1,670	750	1,670	1,670	0.0%	FLOC, MDCLC, Florida League of Mayors
TOTAL OPERATING EXPENSES		\$6,745	\$3,016	\$4,212	\$7,495	11.1%	

DEPARTMENT TOTAL **\$19,663** **\$11,062** **\$17,993** **\$20,443** **4.0%**

NOTES



GENERAL FUND DEPARTMENTS Village Commission

EXPLANATION OF SIGNIFICANT 2010-11 VARIANCES

Account	Account Description	2010-11			Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30		
210-00	FICA Taxes & Medicare	918	1,183	1,200	30.7%	Amount posted through 4/30 being confirmed.
250-00	Unemployment Compensation	0	833	833	0.0%	Amount paid under appeal with Division of Unemployment Compensation.
	Other Salaries and Benefits	12,000	6,029	11,748	-2.1%	
TOTAL SALARIES & BENEFITS		\$12,918	\$8,044	\$13,781	6.68%	
470-00	Printing & Binding	250	49	49	-80.4%	All printing & binding moved to General Government.
	Other Operating Expenses	6,495	2,967	4,163	-35.9%	
TOTAL OPERATING EXPENSES		\$6,745	\$3,016	\$4,212	-37.55%	
TOTAL DEPARTMENT		\$19,663	\$11,060	\$17,993	-8.49%	

NOTES





GENERAL FUND DEPARTMENTS Executive Administration

EXECUTIVE ADMINISTRATION

MISSION STATEMENT

The mission of the Executive Administration department is to manage the daily operations of the Village by following the direction of the Commission. The goal is to provide residents and guests with comprehensive core services and projects in a timely cost effective manner.



 Village of Biscayne Park
640 NE 114th Street Biscayne Park, FL 33161

PUBLIC RECORDS REQUEST
(Florida Statute 119.07)

DATE OF REQUEST: REQUEST TO VIEW PUBLIC RECORDS
 REQUEST TO OBTAIN COPIES OF PUBLIC RECORDS

PRINT NAME: _____
 ADDRESS: _____
 TELEPHONE: (_____) _____
 FAX: (_____) _____

DESCRIPTION OF SERVICES

- Executive Administration assists in transparent government by meeting and exceeding residents' expectations and provides effective communication and information services.
- The Village Manager provides leadership and oversight of governance, functions, services and projects for the residents of Biscayne Park.
- The Village Clerk performs functions related to government processing. The Clerk is responsible for agenda management services, election compliance services, legal advertising, and records management.
- The Village Clerk maintains official Village records, administers the electoral process consistent with the Village Charter and State/Federal law, and enables our residents to fully participate in the governmental process by providing accurate information and services in a professional and courteous manner.



GENERAL FUND DEPARTMENTS

Executive Administration

PRIOR YEAR ACCOMPLISHMENTS

- Implementation of projects for the beautification of the Village:
 - The completion of the new Tommy Nunn Public Works Facility
 - The completion of the hardening and improvements to the Ed Burke Recreation Center
 - Installation of shade structures at the Ed Burke park
 - Landscaping enhancements to northeast sixth avenue between 113th and 114th streets
 - Landscaping enhancements to the front entrance of the Ed Burke Recreation Center
- Tree City USA 2010 designation
- First Biscayne Park Martin Luther King Day of Service
- The naming of northeast sixth avenue from 121st street to 114th street as “Biscayne Park Way” by the 2010 Florida State Legislature
- Successful RFP process for Stormwater drainage project – phase III and Median maintenance service
- Updated the Village website to include a register of all resolutions and ordinances passed from 2007 to current, including the votes for each, along with other enhancements to the website to provide more information for residents.
- Village Clerk earned an additional 48 CMC credit hours towards the achievement of a Certified Municipal Clerk designation through participation in the Fall Academy, local mini-academies and webinars.
- Village Manager attended the City Manager’s annual conference.
- Obtained a reduction in employee medical and life insurance premium costs while still maintaining a high quality plan/benefits.
- Reviewed and organized every personnel file and obtained updated required forms.

PERFORMANCE MEASURES AND STANDARDS

Department Goals:

- Complete the codification of the Village’s Code of Ordinances.
- Organize and assess the records requirements for the Village and determine the best course of action for the current and future retentions process and policy.
- Continued enhancement of the Village website particularly with the inclusion of forms that can be filled out online, example, permit forms, job applications, etc.
- Reorganization of the street files for better access to historical information.
- Careful review of all open code citations and outstanding waste fees with the goal of placing the necessary liens to insure the enforcement and collection of what is owed to the Village.
- Successful municipal election in December 2011, including getting updated on all the newly passed changes to the election laws.
- Work with the Finance Department to research all payments made for Unemployment Compensation to insure accurate payments were made based on available benefits for eligible terminated employees, and to seek appeal and reimbursement if payments were made in error.

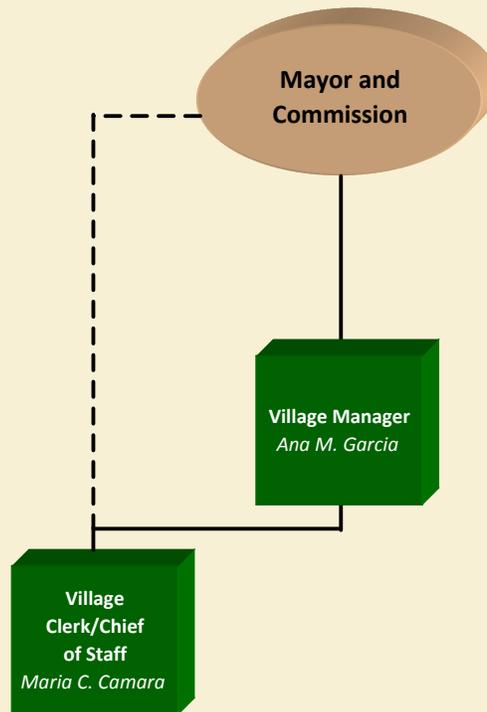


GENERAL FUND DEPARTMENTS

Executive Administration

- Participation in both the fall and summer FACC academies to earn the remaining hours needed to obtain the certified municipal clerk designation.
- Work with the Finance Department to research all payments made for Worker’s Compensation claims, both open and closed cases, to insure accurate payments and to seek reimbursement if payments were made in error. This includes claims during the time when the Village was self-insured, as well as from our current policy with the Florida Municipal Insurance Trust (FMIT).

ORGANIZATION CHART



BUDGET SUMMARY

	Projected	Budget		Budget Difference	Percent Change
	Actual 2010-11	Adopted 2010-11	Requested 2011-12		
Personnel	\$ 149,344	\$ 153,732	\$ 150,531	\$ (3,201)	-2.1%
Operating	19,701	27,930	38,910	10,980	39.3%
SUBTOTAL	\$ 169,045	\$ 181,662	\$ 189,441	\$ 7,779	4.3%
Capital	0	0	0	0	
TOTAL	\$ 169,045	\$ 181,662	\$ 189,441	\$ 7,779	4.3%
Positions	2.0	2.0	2.0	-	0.0%



GENERAL FUND DEPARTMENTS

Executive Administration

BUDGET DETAIL BY LINE ITEM

Salaries & Benefits

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
110-00	Executive Salaries	83,000	47,882	83,000	83,000	0.0%	Village Manager - To be determined per contract review in October 2011
120-00	Regular Salaries	40,000	23,076	40,000	44,000	10.0%	Village Clerk/Chief of Staff
Total Salaries & Wages		\$123,000	\$70,958	\$123,000	\$127,000	3.3%	
210-00	FICA Taxes & Medicare	9,410	5,115	9,000	9,716	3.3%	Calculated at 7.65%
220-00	Retirement	16,493	9,462	12,000	8,041	-51.2%	Calculated at 6.82% for Manager, 5.4% for Clerk. FRS rates effective 7/1/2011, with projected increase on 7/1/2012
230-00	Life & Health Benefits	4,485	4,205	5,000	5,456	21.6%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rate. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.
240-00	Workers Comp	344	284	344	318	-7.6%	Calculated at .25%
Total Benefits		\$30,732	\$19,066	\$26,344	\$23,531	-23.4%	
TOTAL SALARIES & BENEFITS		\$153,732	\$90,024	\$149,344	\$150,531	-2.1%	

Operating Expenses

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
310-30	Professional Services - Code	2,000	0	0	3,200	60.0%	MuniCode (codification of ordinances)
400-00	Travel & Per Diem	3,000	1,068	2,100	3,000	0.0%	Conferences - ICMA, FCCMA, FRPA or NRPA, FACC
400-10	Travel Allowance	4,800	2,880	4,800	4,800	0.0%	Village Manager
450-15	Insurance - Liability	2,930	535	912	0	-100.0%	Transfer to liability insurance to newly created Risk Management division
451-05	Communications - Telephone	1,500	963	1,680	2,160	44.0%	Village Manager cell phone (\$1,680) and monthly stipend of \$40 for Village Clerk (\$480)
470-00	Printing & Binding	200	39	39	0	-100.0%	All Printing and Binding moved to General Government
490-05	Advertising - Legal	10,000	1,981	6,500	8,500	-15.0%	Required advertising for ordinances, election and budget hearings.
510-00	Office Supplies	500	356	500	500	0.0%	General Office Supplies
512-49	Election	0	0	0	13,500	0.0%	Municipal election in December 2011
520-00	Operating Supplies	500	670	670	500	0.0%	General Operating Supplies
540-00	Memberships, Dues & Subscriptions	1,000	809	1,000	1,250	25.0%	Membership to professional organizations- ICMA, FCCMA, FRPA, NRPA, FACC, IIMC, MDCMCA
550-00	Education & Training	1,500	1,029	1,500	1,500	0.0%	Professional Development through conferences, academies, and webinars
TOTAL OPERATING EXPENSES		\$27,930	\$10,331	\$19,701	\$38,910	39.3%	
DEPARTMENT TOTAL		\$181,662	\$100,354	\$169,045	\$189,441	4.3%	

NOTES



GENERAL FUND DEPARTMENTS

Executive Administration

EXPLANATION OF SIGNIFICANT 2010-11 VARIANCES

Account	Account Description	2010-11			Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30		
220-00	Retirement	16,493	9,462	12,000	-27.2%	Reduction in FRS contributions as of 7/1/11.
	Other Salaries and Benefits	137,239	80,562	137,344	0.1%	
TOTAL SALARIES & BENEFITS		\$153,732	\$90,024	\$149,344	-2.85%	
310-30	Professional Services - Code	2,000	0	1,000	-50.0%	Based on timeline of codification from 2007 to current, part will be done this fiscal year and balance to be done in next fiscal year.
400-00	Travel & Per Diem	3,000	1,068	2,100	-30.0%	Reduction in conference attendance.
451-05	Communications - Telephone	1,500	963	1,680	12.0%	Based on \$140 per month charge which includes all associated carrier charges.
470-00	Printing & Binding	200	39	39	-80.5%	No additional projects planned.
190-05	Advertising - Legal	10,000	1,981	5,000	-50.0%	Decrease in the number of ordinances requiring second reading advertisement.
	Other Operating Expenses	11,230	6,280	9,882	-12.0%	
TOTAL OPERATING EXPENSES		\$27,930	\$10,331	\$19,701	-29.46%	
TOTAL DEPARTMENT		\$181,662	\$100,355	\$169,045	-6.95%	

NOTES





GENERAL FUND DEPARTMENTS

General Government

GENERAL GOVERNMENT

MISSION STATEMENT

The General Government budget provides government leadership and reflects items and services which are of village-wide significance and which are not allocated to a particular department. This includes allocations for General and Property insurance, other professional services, contract services, utilities, and other general government expenditures that benefit multiple departments.

DESCRIPTION OF SERVICES

This department provides general internal support, supplies, and expenditure distribution to affected departments. General Government reports directly to the Manager and Village Clerk for guidance and direction due to the express purpose of setting priorities and direction to support the Village departments equally. The role of this department has evolved to supply support in a variety of diverse functions including the following:

- **Front Desk** – Assisting with all visitors to Village Hall and answering incoming calls to Village Hall.
- **Finance Department** – Assisting with clerical duties assigned by the Finance Director and Finance Clerk.
- **Building Department** – Assisting with clerical duties assigned by the Building Manager; assisting residents and contractors at the front desk with basic permitting questions and forms.
- **Code Enforcement** – Assisting with clerical duties assigned by the Building Manager or requested by the Code Enforcement Officer. Taking calls/messages from residents regarding code violations and passing it to the Code Enforcement Officer.
- **Village Clerk** – Assisting with the organization of creating, organizing and maintaining records, log of ordinances and resolutions, agendas and minutes.
- **Residents** – Primary person assisting residents with questions, or providing the contact information they need to assist them, or delivering messages to the correct department on their behalf.

PRIOR YEAR ACCOMPLISHMENTS

- Sent second and third reminder notices for unpaid special services invoices from January 2010 to current that generated an additional 24% in payments made overall.
- Providing needed clerical assistance for all Village departments.

PERFORMANCE MEASURES AND STANDARDS

Department Goals:

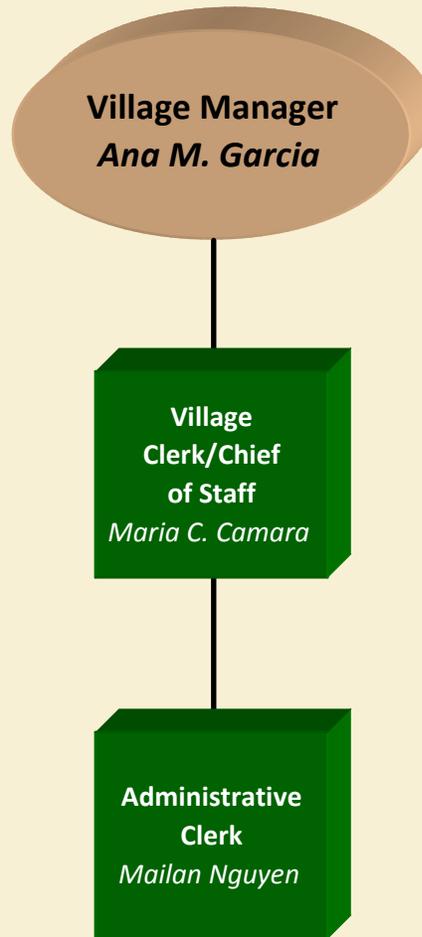
- Maintain a consistent schedule of sending reminders for unpaid special services invoices to maintain and improve the percentage of payments made.
- Work with each Village board to follow up on agendas, member attendance and obtaining completed minutes.
- Participate in the December 2011 municipal election and provide necessary support.
- Play a major role in the reorganization of the street files for better access to historical information.



GENERAL FUND DEPARTMENTS

General Government

ORGANIZATION CHART



BUDGET SUMMARY

	Projected Actual 2010-11	Budget		Budget Difference	Percent Change
		Adopted 2010-11	Requested 2011-12		
Personnel	\$ 17,695	\$ 20,218	\$ 28,764	\$ 8,546	42.3%
Operating	137,421	176,315	109,445	(66,870)	-37.9%
SUBTOTAL	\$ 155,116	\$ 196,533	\$ 138,209	\$ (58,324)	-29.7%
Capital	0	0	29,805	29,805	
TOTAL	\$ 155,116	\$ 196,533	\$ 168,014	\$ (28,519)	-14.5%
Positions	0.5	0.5	1.0	0.5	100.0%



GENERAL FUND DEPARTMENTS

General Government

BUDGET DETAIL BY LINE ITEM

Salaries and Benefits

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
120-00	Regular Salaries	17,000	9,291	15,927	20,800	22.4%	Administrative Clerk increase to full-time status.

Total Salaries & Wages **\$17,000** **\$9,291** **\$15,927** **\$20,800** **22.4%**

210-00	FICA Taxes & Medicare	1,300	2,306	1,218	1,591	22.4%	Calculated at .0765%
220-00	Retirement	1,870	229	500	1,122	-40.0%	FRS rates effective 7/1/2011
230-00	Life & Health Benefits	0	0	0	5,199	0.0%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rate. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.
240-00	Workers Comp	48	41	50	52	8.3%	Calculated at .25%

Total Benefits **\$3,218** **\$2,575** **\$1,768** **\$7,964** **147.5%**

TOTAL SALARIES & BENEFITS	\$20,218	\$11,866	\$17,695	\$28,764	42.3%
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Operating Expenses

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
310-10	Professional Services - Medical	1,400	735	1,000	1,000	-28.6%	Pre-employment drug testing, first aid supplies and Employee Assistance Program (EAP)
310-25	Professional Services - IT	12,000	2,393	4,000	2,000	-83.3%	IT maintenance services needed beyond scope of in-house ability.
310-35	Professional Services - Lobbyists	5,000	5,450	5,450	5,000	0.0%	David Caserta to continue efforts to investigate additional funding sources with the state legislature for construction of the police station.
420-00	Postage & Shipping	750	476	750	750	0.0%	Outgoing mail and packages.
430-10	Electric	30,000	15,653	30,000	0	-100.0%	Transfer all Electric costs to newly created Utilities division
430-15	Water & Sewer	150	830	1,000	0	-100.0%	Transfer all Water & Sewer costs to newly created Utilities division
440-00	Rent or Leased Equipment	4,200	1,417	4,200	4,200	0.0%	Outside document storage and lease agreement for copier.
450-15	Insurance - Liability	352	240	480	0	-100.0%	General/professional liability coverage through FMIT for all Village staff.
450-25	Insurance - Property	21,706	5,079	18,500	0	-100.0%	Real and personal property, valuable papers, crime declarations and bonding through FMIT, and flood insurance through Tannenbaum Harbor for all Village properties and Village staff..
451-05	Communications - Telephone	12,500	11,465	12,500	12,500	0.0%	Telephone lines for Village Hall through Windstream and AT&T.
460-20	R&M Equipment	3,000	1,830	3,000	3,000	0.0%	Maintenance for telephone system and fire alarm systems.
470-00	Printing & Binding	1,000	39	1,000	1,000	0.0%	Printing & binding for all Village departments.
480-00	Promotional Activities	3,000	0	1,450	3,500	16.7%	Newsletter 3 times per year. (Revenues from advertising offset the cost.)
510-00	Office Supplies	500	1,493	1,500	500	0.0%	General office supplies.
520-00	Operating Supplies	500	689	700	500	0.0%	General operating supplies.
540-00	Memberships, Dues & Subscriptions	725	1,254	1,254	1,000	37.9%	Web domain and web hosting.
550-00	Education & Training	150	0	0	150	0.0%	Professional Development through conferences, academies, and webinars

TOTAL OPERATING EXPENSES	\$ 96,933	\$ 49,042	\$ 86,784	\$ 35,100	-63.8%
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GENERAL FUND DEPARTMENTS

General Government

Other Expenses

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
310-10	Contingency	76,882	0	48,137	71,845	-6.6%	For unforeseen expenses not budgeted.
310-25	Aid to Private Organizations	2,500	0	2,500	2,500	0.0%	North Miami Foundation for Senior Citizen's Services.
	IT Capital Project	0	0	0	29,805	0.0%	Necessary IT infrastructure enhancements for all departments, both hardware and software using a lease purchase agreement. Please see Capital Section for detail.
TOTAL OTHER		\$ 79,382	\$ -	\$ 50,637	\$ 104,150	31.2%	
TOTAL DEPARTMENT		\$ 196,533	\$ 60,908	\$ 155,116	\$ 168,014	-14.5%	

EXPLANATION OF SIGNIFICANT 2010-11 VARIANCES

Account	Account Description	2010-11			Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30		
120-00	Regular Salaries	17,000	9,291	15,927	-6.3%	PT Admin Assistant hired at a lower per hourly rate than originally budgeted.
220-00	Retirement	1,870	229	500	-73.3%	Reduction in FRS contributions as of 7/1/11.
	Other Salaries and Benefits	1,348	2,347	1,268	-5.9%	
TOTAL SALARIES & BENEFITS		\$20,218	\$11,866	\$17,695	-12.48%	
310-25	Professional Services - IT	12,000	2,393	4,000	-66.7%	Since January 2011, back up services have been done in-house which did not require this service.
430-15	Water & Sewer	150	830	1,000	566.7%	Originally budgeted under Public Works.
450-15	Insurance - Liability	352	240	480	36.4%	Budgeted amounts and posted amounts being reviewed for accurate posting.
450-25	Insurance - Property	21,706	5,079	18,500	-14.8%	Budgeted amounts and posted amounts being reviewed for accurate posting.
510-00	Office Supplies	500	1,493	1,500	200.0%	Budgeted amounts and posted amounts being reviewed for accurate posting.
520-00	Operating Supplies	500	689	700	40.0%	Additional needed supplies.
540-00	Memberships, Dues & Subscriptions	725	1,254	1,254	73.0%	Monthly alarm services incorrectly posted to this line item and will be adjusted.
	Other Operating Expenses	61,000	37,064	59,350	-2.7%	
	Other Expenses	79,382	0	50,637	-36.2%	
TOTAL OPERATING EXPENSES		\$176,315	\$49,042	\$137,421	-22.06%	
TOTAL DEPARTMENT		\$196,533	\$60,908	\$155,116	-21.07%	

NOTES



GENERAL FUND DEPARTMENTS

General Government

CONTINGENCY FUND

DESCRIPTION OF SERVICES

The Contingency Fund is a separate account designed for emergencies or unbudgeted expenditures. The concept was developed in the early part of the nineteenth century in the United Kingdom and is still used for urgent expenditures approved by Parliament, or for small payments that were not included in the year's budget estimates. In the United States the Contingencies Fund Act 1974 sets the size of the fund as two percent of the amount of the government budget in the preceding year. For Biscayne Park the account is used for emergencies or unbudgeted expenditures as well as for special projects approved by the Commission or resident committee groups.

Based on recommendations from our auditors, the Biscayne Park contingency fund operates as follows:

- The expenditure would be charged to the appropriate account line
- The contingency fund would then incur a budget amendment moving the monies from the contingency account to the correct account line
- At the end of the year the commission will approve the appropriation transfer as part of the budget amendment process

CONTINGENCY FUND ITEMS

Designated 2011-12 Contingency Items

Description	Amount
Total 2011-12 Contingency Fund	\$ 71,845
Maintenance of Foreclosed Properties (Public Works)	\$ 5,000
Commission Attendance - Best Practices Trade Show	250
Total Contingency Funds Used	\$ 5,250
Remaining Funds 2011-12	\$ 66,595

Prior Year Contingency Fund Activity

Description	Amount
Total 2010-11 Contingency Fund	\$ 76,882
Hardening Project	\$ 913
Parks and Recreation improvement of field condition	3,699
Finance all year with HTE	12,300
Public Works for improvements to Ed Burke Recreation Center	6,500
Public Works Union Contract	8,419
Police Union Obligations	9,689
Code Enforcement employee retirement payout	6,617
Total Contingency Funds Used	\$ 48,137
Remaining Funds 2010-11	\$ 28,745



GENERAL FUND DEPARTMENTS

Comprehensive Planning

COMPREHENSIVE PLANNING

MISSION STATEMENT

The function of our Comprehensive Planning budget is to plan for the current and future development of the Village. The department's responsibility is to ensure that there is safe and quality development and our neighborhoods remain well-planned. Clear and timely information concerning all planning and development activities shall be available to the public.

DESCRIPTION OF SERVICES

This department provides support to the following Village functions:

- **Current Planning - \$1,000 or 5% of total** – Oversees all new development and growth such as a potential Charter School.
- **Long Range Planning - \$3,000 or 15% of total** – Formulates strategic plans to guide development and long-term outlook. These plans address such questions as: Where will the Village be 5 years from now? What kind of changes should be made to ensure that the Village's existing quality of life is maintained?
- **Zoning – \$2,000 or 10% of total** - Assists the Village by providing general zoning and/or land use information, such as zoning designation, setback, landscape requirements, signs and property information.
- **Planning Studies and Master Plans - \$6,000 or 30% of total** – Directed by the Village Commission and the Comprehensive Development Master Plan, the department provides input with the preparation of various planning studies. These studies may generate new regulations and policies with focus on design, transportation, annexation, and environmental which will shape the Village for years to come. These studies focus on a range of topics such as urban design, historic resources, Village History, transportation, annexation, and environmental issues.
- **Village Infrastructure - \$5,000 or 25% of total** – The scope of the needs assessment includes analysis of existing facilities, data and collection, conceptual plans, financial analysis, green design and space allocation.
- **Grants Writing - \$3,000 or 15%** – Provides opportunities to obtain funding for a variety of projects to include assessment of and renovations to the Village's historic log cabin and for future public facilities.

BUDGET DETAIL BY LINE ITEM

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
315-00	Professional Services - Eng / Planning	8,000	4,730	8,112	17,000	52.9%	Planning Studies, Master Plans, Village Infrastructure Needs assessments, Grants Writing, Zoning and Current Planning
	Professional Services - Other Planning Services	0	0	0	3,000	100.0%	Historical Operations Perspective Project - Gathering of all historical data to assist with the Village vision of a new Village Hall/Police Station and the renovation and maintenance plan of our historic log cabin.
TOTAL OPERATING EXPENSES		\$8,000	\$4,730	\$8,112	\$20,000	60.0%	



GENERAL FUND DEPARTMENTS

Risk Management

RISK MANAGEMENT

MISSION STATEMENT

The function of our Risk Management budget is to protect Biscayne Park assets and employees.

DESCRIPTION OF SERVICES

Provide professional risk management services including claims administration, risk assessment and mitigation to minimize risk exposure.



Village of Biscayne Park
Worker's Compensation Insurance
(While the Village was self-insured)

Miami Dade County
General Services Administration

FY 2010-2011

Qtr	Dates	Actual Claims	5% Admin Fee	Total	
1st	10-01-10 to 12-31-10	\$90,991.82	\$4,549.59	\$95,541.41	<i>(\$86,945.39 Claim + \$4347.27 admin fee is Marotta)</i>
2nd	01-01-11 to 03-31-11	\$2,818.70	\$140.94	\$2,959.64	
3rd	04-01-11 to 06-30-11	\$1,529.73	\$76.49	\$1,606.22	
4th	07-01-11 to 09-30-11	\$3,000.00	\$150.00	\$3,150.00	
		\$98,340.25	\$4,917.01	\$103,257.26	
	<i>Excluding Marotta Settlement====></i>	<i>\$11,394.86</i>	<i>\$569.74</i>	<i>\$11,964.60</i>	

Projected

FY 2009-2010

Qtr	Dates	Actual Claims	5% Admin Fee	Total
1st	10-01-09 to 12-31-09	\$11,857.23	\$592.86	\$12,450.09
2nd	01-01-10 to 03-31-10	\$12,213.72	\$610.69	\$12,824.41
3rd	04-01-10 to 06-30-10	\$9,231.34	\$461.57	\$9,692.91
4th	07-01-10 to 09-30-10	\$5,781.17	\$289.06	\$6,070.23
		\$39,083.46	\$1,954.17	\$41,037.63

FY 2008-2009

Qtr	Dates	Actual Claims	5% Admin Fee	Total
1st	10-01-08 to 12-31-08	\$16,634.43	\$0.00	\$16,634.43
2nd	01-01-09 to 03-31-09	\$12,315.37	\$0.00	\$12,315.37
3rd	04-01-09 to 06-30-09	\$12,019.51	\$0.00	\$12,019.51
4th	07-01-09 to 09-30-09	\$25,006.00	\$0.00	\$25,006.00
		\$65,975.31	\$0.00	\$65,975.31



GENERAL FUND DEPARTMENTS

Risk Management

PERFORMANCE MEASURES & STANDARDS

- Dollar amount of claims
- Loss ratio (property, worker's comp)

FY 2012 BUDGET CHANGES

- This division of the General Government department was newly created for FY 2011-12 to more easily track and account for Risk Management costs

BUDGET DETAIL BY LINE ITEM

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
450-15	Liability Insurance - Executive Administration	0	0	0	900	100.0%	Transfer General/professional liability coverage through FMIT from Executive Administration
450-15	Liability Insurance - Police	0	0	0	37,000	100.0%	Transfer General/professional liability coverage through FMIT from Police
450-15	Liability Insurance - Recreation	0	0	0	600	100.0%	Transfer General/professional liability coverage through FMIT from Recreation
450-20	Liability Insurance - Public Works	0	0	0	10,000	100.0%	Transfer General/professional liability coverage through FMIT from Public Works
450-15	Liability Insurance - General Government	0	0	0	500	100.0%	Transfer General/professional liability coverage through FMIT from General Government
450-15	Insurance Property	0	0	0	18,500	100.0%	Real and personal property, valuable papers, crime declarations and bonding through FMIT, and flood insurance through Tannenbaum Harbor for all Village properties and Village staff.
450-20	Insurance - Old Workers Comp Claims	0	0	0	10,000	100.0%	Transfer Old Workers Comp Claims from Police
TOTAL OPERATING EXPENSES		\$0	\$0	\$0	\$77,500	100.0%	

NOTES



GENERAL FUND DEPARTMENTS

Utilities

UTILITIES

DESCRIPTION OF SERVICES

The function of the newly created Utilities division of the General Government department is to track all Village operations Electric and Sewer expenditures.

PERFORMANCE MEASURES & STANDARDS

- Cost per department
- Utilitization

FY 2012 BUDGET CHANGES

- This division of the General Government department was newly created for FY 2011-12 to more easily track and account for Electric and Sewer costs

BUDGET DETAIL BY LINE ITEM

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
	Electric - Village Hall	0	0	0	5,000	100.0%	Village Hall Electric transferred to Utilities division for FY 2011-12
	Electric - Public Works	0	0	0	2,000	100.0%	Public Works Electric transferred to Utilities division for FY 2011-12
	Electric - Recreation Center	0	0	0	5,000	100.0%	Recreation Electric transferred to Utilities division for FY 2011-12
	Electric - Entrance Sign	0	0	0	250	100.0%	Entrance Sign Electric transferred to Utilities division for FY 2011-12
	Electric - Police Modular Unit	0	0	0	850	100.0%	Police Modular Unit Electric transferred to Utilities division for FY 2011-12
	Water & Sewer - All Village Facilities	0	0	0	6,300	100.0%	All Water & Sewer transferred to Utilities division for FY 2011-12
TOTAL OPERATING EXPENSES		\$0	\$0	\$0	\$19,400	100.0%	

NOTES



LEGAL

MISSION STATEMENT

To advise Village Commission on all legal matters and provide competent legal advice and counsel to administration in a timely manner. Provide legal drafts and review ordinances, resolutions and contracts while assisting in representation in Biscayne Park's interest and positions in negotiations and litigation.

DESCRIPTION OF SERVICES



- Identify judicial and administrative precedents that operate to prevent or delay the implementation of desired projects and services
- Provide legal guidance to enhance prevention of legal disputes
- Maximize use of electronic communications with staff

PERFORMANCE MEASURES AND STANDARDS

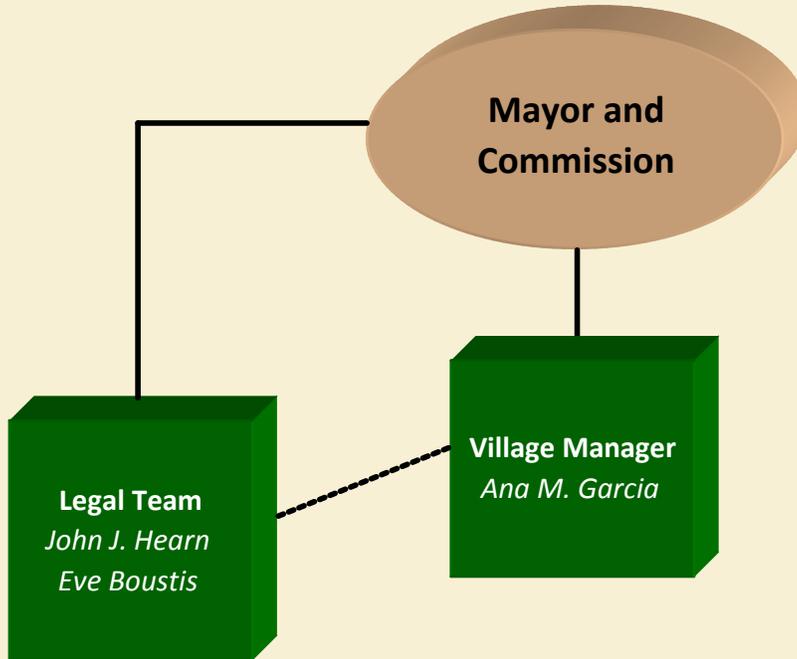
Department Goals:

- Endeavor to always provide the highest quality services.
- Vigorously maintain professional independent judgment and adhere to a high standard of ethics.
- Ensure that the legal process remains apolitical and provide clear and useful legal advice.
- Assist in implementing the ordinances, resolutions, contracts, and interlocal agreements necessary to assist the Village Manager establish the daily operations.





ORGANIZATION CHART



BUDGET SUMMARY

	Projected Actual 2010-11	Budget		Budget Difference	Percent Change
		Adopted 2010-11	Requested 2011-12		
Personnel	\$ -	\$ -	\$ -	\$ -	
Operating	120,000	85,000	100,000	15,000	17.6%
SUBTOTAL	\$ 120,000	\$ 85,000	\$ 100,000	\$ 15,000	17.6%
Capital	0	0	0	0	
TOTAL	\$ 120,000	\$ 85,000	\$ 100,000	\$ 15,000	17.6%
Positions	-	-	-	-	



GENERAL FUND DEPARTMENTS

Legal

BUDGET DETAIL BY LINE ITEM

Operating Expenses

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
315-00	Professional Services - Legal	60,000	24,363	75,000	65,000	8.3%	Village Attorney
316-00	Professional Services - Legal Other	25,000	36,975	45,000	35,000	40.0%	Outside legal including attorney, court reporting, and legal transcriptions, Miami Dade County State Attorney Office charges.
TOTAL OPERATING EXPENSES		\$85,000	\$61,338	\$120,000	\$100,000	17.6%	
DEPARTMENT TOTAL		\$85,000	\$61,338	\$120,000	\$100,000	17.6%	

NOTES

EXPLANATION OF SIGNIFICANT 2010-11 VARIANCES

Account	Account Description	2010-11			Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30		
315-00	Professional Services - Legal	60,000	24,363	75,000	25.0%	
316-00	Professional Services - Legal Other	25,000	36,975	45,000	80.0%	Open cases still under litigation
TOTAL OPERATING EXPENSES		\$85,000	\$61,338	\$120,000	41.18%	

NOTES



POLICE DEPARTMENT

MISSION STATEMENT

The Biscayne Park Police Department is responsible for the protection of life and property in the Village and serves the community 24 hours a day, seven days a week providing a variety of police services through highly skilled and experienced police officers and supervisors.

The mission, vision and values are directly linked to our core principle of providing a safe environment for the entire community we serve. Our vision is to maintain the highest standards of professional ethics and all employees are committed to the philosophy of police and community collaboration. We have established a true partnership with residents by adopting and training our staff in the community policing philosophy. The incorporation of this philosophy, in partnership with the community, has improved the quality of life for those we serve in an atmosphere of respect, courtesy and integrity.



We will maintain partnerships with the residential community with the goal of reducing crime while continually improving the quality of life. We value, appreciate and respect cultural diversity within our workforce and community. Our values are to:

- Display honesty, integrity and sincerity in personal conduct and interpersonal interactions.
- Accept full responsibility and accountability for your actions.
- Judge others by their actions, not their race, gender or other personal characteristics.
- Respect the dignity of all human beings.
- Have empathy and compassion for others.
- Always strive for excellence in everything you do.



DESCRIPTION OF SERVICES

Our Police Department is a full-service law enforcement agency dedicated to providing the highest level of service possible to the Biscayne Park community. We provide a comprehensive array of individualized services that residents appreciate and are involved in. These services include:

PATROL DIVISION: The primary core service is the patrol division, which is responsible for responding to calls for police service from our residents, traffic enforcement and crime prevention activities. The major functions of the patrol section are supported by the investigative services of all crimes except homicides.

CRIME WATCH: The Village Police Department has an active Crime watch organization with one of the few Chiefs of Police in the State of Florida who is a Certified Crime Prevention Practitioner, (CCPP) as designated by the Florida Attorney Generals Office. Utilizing the National Community Policing Model, the Police Department works directly with our residents to develop strategies to fight crime and reduce the fear of crime in the Village.

PRIOR YEAR ACCOMPLISHMENTS

- 295 Felony and Misdemeanor arrests, up over 30 % from FY 2007-08
- Overall crime rate is down 2.6% from previous year.
- Responded to 2,760 calls for services, 2% more calls for service from previous year.
- Wrote 4,267 traffic citations, up 29% from previous year.
- Employee complaints down 90% from prior year
- Citizen commendations up 50% from prior year
- Participation in Crime Watch focus group has increased every quarter
- Administration personally completed certifications as a Certified Fraud Examiner and Certified Professional in Human Resources with the intent to provide better support of the police personnel.
- Department participated in a midyear FDOT Safety Initiative "Click or Ticket it" whereas the Department earned 1st place in one category, and placed third in two other categories. This initiative earned the department \$39,000 in Police Equipment.
- Participation and support of Village Special Events such as Adult and Family Egg Hunt, Summer Fest, Halloween, Flea Market, Winter Fest, Village Market Quarterly and Groundbreaking and Ribbon cutting ceremonies.
- Instituted the Village of Biscayne Park on Patrol (VBPOP) crime prevention initiative partnering with Public Works
- Formalized the Post Crime Citizen Contact Program (PCCC) Community Policing.
- Trained supervisors and implemented formal performance appraisals.
- Solved several high profile cases e.g. (narcotics ring, armed robbery case and auto theft ring whereupon a 2007 vehicle was confiscated and awarded to the Village.
- Conducted an assessment of special needs residents and developed a client list to better serve these residents in the event of an emergency situation.



PERFORMANCE MEASURES AND STANDARDS

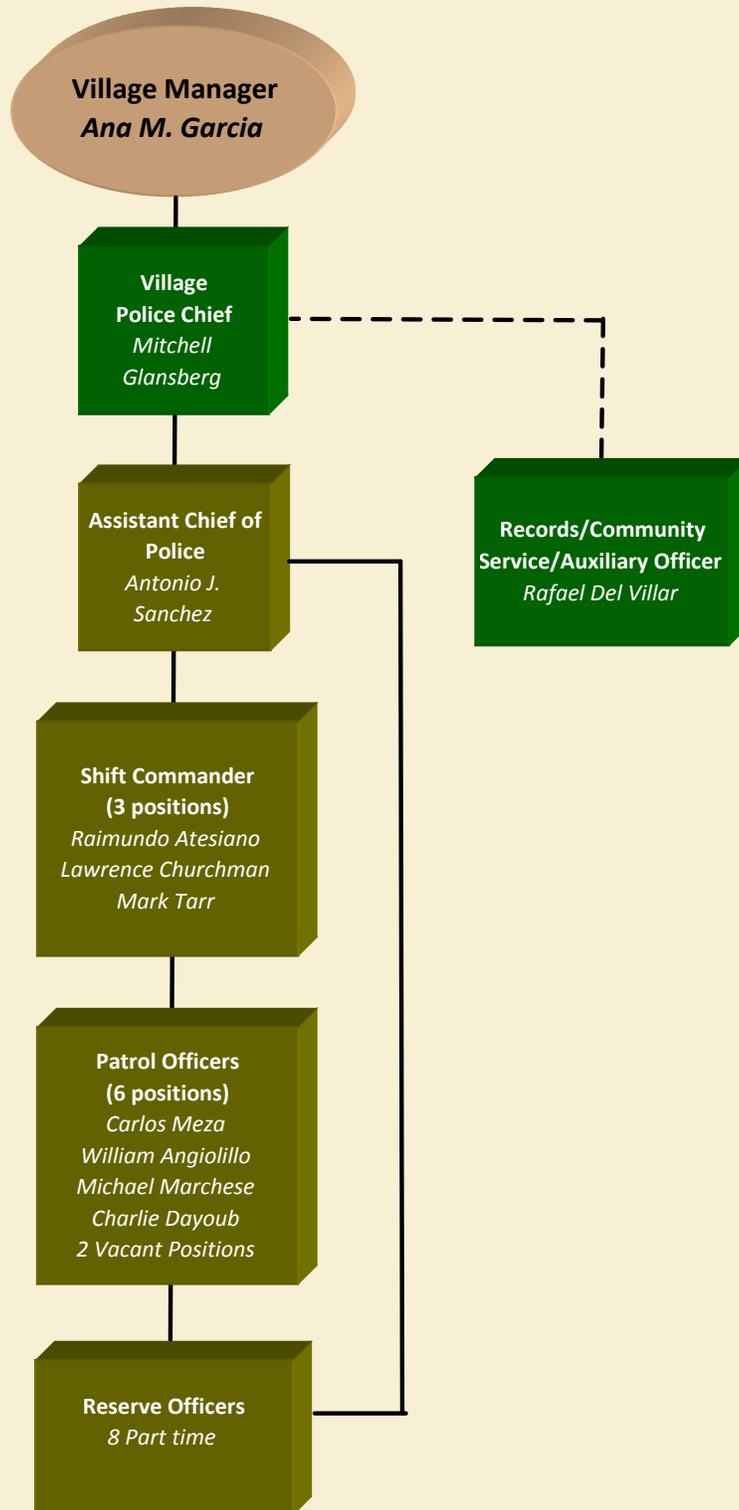
Department Goals:

- Reduce the overall part 1 crime rate by 2% from 2011 mid-year UCR statistics
- Performance Accountability, Development and Enrichment Improvement
- Develop a police-youth community partnership and build a Police Athletic League Program to engage young Village residents to partner as a public safety colleague to help fight crime.
- Formalize the commitment to Community policing and Public Safety throughout the organization from top to bottom as a culture.
- Improve Crime Solution, case solvability, and move forward in totally eradicating the incidence of violent crime within the Village of Biscayne Park
- Move ahead in reducing the incidence of residential burglaries within the Village
- Enhance public safety by aggressively tracking and monitoring sexual offenders residing within the Village
- Obtain and disseminate with other agencies, criminal intelligence information in an effort to impact multi jurisdictional criminal activity and move forward in reducing crime.
- Department Growth Organization and establish a comprehensive staffing strategy that responds to and supports target service levels should population and density changes in surrounding jurisdictions increase demand for public safety services.
- Employee enrichment and professionalism: The department shall maintain an environment which fosters the capabilities of each employee and enhances professionalism and community trust.
- Training and Technology: Department shall provide employees with the knowledge, skills and equipment required to enhance service to the community while insuring officer safety.
- Provide and administer police support services in an efficient, equitable and effective manner.
- Recruit and process the highest quality applicant for police officer positions using premier standards.
- To receive, store and dispose of found property and evidence in accordance with department polices and procedures in accordance with State and Federal statutes. Provide evidence preservation and assist in narcotic lab testing and court presentation.
- Monitor the budget through financial analysis, research, planning and training.
- Advance the training opportunities for each level of officer to provide the City with a competent, professional department member.





ORGANIZATION CHART





GENERAL FUND DEPARTMENTS

Police

BUDGET SUMMARY

	Projected	Budget		Budget Difference	Percent Change
	Actual 2010-11	Adopted 2010-11	Requested 2011-12		
Personnel	\$ 826,807	\$ 927,778	\$ 817,042	\$ (110,736)	-11.9%
Operating	218,158	132,500	84,950	(47,550)	-35.9%
SUBTOTAL	\$ 1,044,965	\$ 1,060,278	\$ 901,992	\$ (158,286)	-14.9%
Capital	55,161	51,949	50,345	(1,604)	
TOTAL	\$ 1,100,126	\$ 1,112,227	\$ 952,337	\$ (159,890)	-14.4%
Positions*	12.0	12.0	12.0	-	0.0%

* FY 2011-12 Pending COPS Grant

BUDGET DETAIL BY LINE ITEM

Salaries & Benefits

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
120-00	Regular Salaries	594,076	279,434	484,523	541,438	-8.9%	Chief of Police, Asst Chief of Police, 3 Commanders, 5* Police Officers and 1 Police Community Service Officer. (* Sixth police officer position to be paid through COPS Grant)
130-00	Other Salaries	28,629	11,551	13,344	28,629	0.0%	Utilization of Reserve Officers in covering shifts paid at \$15.00/hr.
140-00	Overtime	20,000	37,940	64,767	20,000	0.0%	Overtime needed to cover shifts.
150-00	Special Pay - Police Incentive	8,000	5,383	7,500	8,000	0.0%	Per the Florida Department of Law Enforcement educational and training guidelines, educational and advanced training pay based on Officer eligibility.
150-05	Special Pay - Court Time	10,000	9,934	12,000	12,000	20.0%	Court time paid at time and one half for court appearances on their off-duty time.
Total Salaries & Wages		\$660,705	\$344,241	\$582,134	\$610,067	-7.7%	
210-00	FICA Taxes & Medicare	50,544	25,202	50,544	46,669	-7.7%	Calculated at 7.65%
220-00	Retirement	140,691	74,548	125,691	87,859	-37.6%	Calculated at 16.47%. FRS rates effective 7/1/2011, with projected increase on 7/1/2012
230-00	Life & Health Benefits	48,180	23,385	36,180	50,470	4.8%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rate. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.
240-00	Workers Comp	23,658	20,670	26,584	17,977	-24.0%	Calculated at 3.37%.
250-00	Unemployment Benefits	4,000	4,675	5,674	4,000	0.0%	Unemployment compensation based on eligibility and federal guidelines.
Total Benefits		\$267,073	\$148,480	\$244,673	\$206,975	-22.5%	
TOTAL SALARIES & BENEFITS		\$927,778	\$492,721	\$826,807	\$817,042	-11.9%	



GENERAL FUND DEPARTMENTS

Police

Operating Expenses

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
310-06	Professional Services - Legal Other	1,000	1,376	1,763	0	-100.0%	All costs associated with Legal moved to Legal Department budget.
310-10	Professional Services - Medical	1,000	675	1,000	1,000	0.0%	Pre-employment drug, psychological, polygraph and physical testing for applicants.
	Professional Services - IT	0	91	150	2,900	0.0%	Set up video depot conferencing at station saving fuel and travel time to court on select cases.
330-00	Court Reporter - Transcription Fees	2,000	0	2,000	0	-100.0%	All costs associated with Legal moved to Legal Department budget.
400-00	Travel & Per Diem	1,000	208	1,000	1,000	0.0%	Attendance at conferences, FPCA, DCAOCOP, SHRM, and CFE
440-00	Rent or Leased Equipment	1,000	382	1,000	0	-100.0%	
445-00	Rent Storage Facilities	0	1,062	3,204	7,164	0.0%	Monthly rental for Police modular unit and outside storage facility to store police equipment.
450-10	Insurance - Vehicles	7,200	5,630	7,429	7,200	0.0%	Fleet of 11 vehicles.
450-15	Insurance - Liability	30,500	28,588	36,212	0	-100.0%	Liability insurance moved to Risk Management budget.
450-20	Insurance - Old Worker Comp Claims	20,000	95,541	100,000	0	-100.0%	Open Worker's Compensation Claims when self-insured moved to Risk Management.
451-05	Communications - Telephone	5,000	908	5,000	7,000	40.0%	4 air cards for laptop wireless connection, cell phone for Chief, monthly stipend for Asst Chief, Commanders and Officers for cell phone use.
460-20	R&M Equipment	3,800	258	3,800	3,800	0.0%	All general maintenance and repairs such as calibration of radar and speedometers in patrolcars, and repairs of tasers-firearms.
460-22	R&M Radios	1,000	168	1,000	1,000	0.0%	Repairs and maintenance for hand-held and car installed radios.
460-25	R&M Vehicles	13,300	7,408	12,000	10,000	-24.8%	Fleet of 11 vehicles.
470-00	Printing & Binding	600	125	600	0	-100.0%	Printing & binding moved to General Government.
490-00	Miscellaneous Charges	200	148	200	200	0.0%	
510-00	Office Supplies	2,000	364	1,000	1,000	-50.0%	General Office Supplies
520-00	Operating Supplies	3,500	1,371	3,500	4,000	14.3%	Standard operating supplies such as ammunition, first aid supplies, crime scene supplies, targets, and radios.
520-05	Uniforms & Clothing	5,400	1,574	5,400	6,386	18.3%	Includes purchase of 5 sets of uniforms, uniform related items, bullet proof vest, shoes and dry cleaning of two uniforms per week.
520-10	Gas & Oil	30,000	12,785	28,000	28,000	-6.7%	Fleet of 11 vehicles.
540-00	Memberships, Dues & Subscriptions	1,500	1,084	1,600	1,300	-13.3%	Membership in professional associations - MDCACP, FPCA, ACFE, SHRM
550-00	Education & Training	2,500	22	2,300	3,000	20.0%	Professional Development and advanced training classes for Police Officers and Supervisors at accredited training facilities.
TOTAL OPERATING EXPENSES		\$132,500	\$159,766	\$218,158	\$84,950	-35.9%	



GENERAL FUND DEPARTMENTS

Police

Debt Services

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
710-00	Principal	48,255	27,498	48,255	44,250	-8.3%	Cost includes 5 vehicles currently leased with expiration in May. Cost also includes two (2) additional marked units which will be lease/purchased in January.
720-00	Interest	3,694	2,375	3,694	3,560	-3.6%	Interest for above vehicles
	Grant - Byrne 2011	0	2,414	3,212	2,535	0.0%	The Byrne Grant for records improvement will be reimbursed with no match \$2,535
TOTAL OTHER		\$51,949	\$32,287	\$55,161	\$50,345	-3.1%	
DEPARTMENT TOTAL		\$1,112,227	\$684,774	\$1,100,126	\$952,337	-14.4%	

NOTES

EXPLANATION OF SIGNIFICANT 2010-11 VARIANCES

Account	Account Description	2010-11			Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30		
120-00	Regular Salaries	594,076	279,434	484,523	-18.4%	Reduction due to elimination of Lieutenants position and having two budgeted open positions.
130-00	Other Salaries	28,629	11,551	13,344	-53.4%	Reduction due to recent return of two dismissed Officers which lessened the need to pay Reserve Officers to work shifts.
140-00	Overtime	20,000	37,940	64,767	223.8%	Coverage of shifts
150-05	Special Pay - Court Time	10,000	9,934	12,000	20.0%	Increase in number of arrests and traffic citations
220-00	Retirement	140,691	74,548	125,691	-10.7%	Reduction in FRS contributions as of 7/1/11.
230-00	Life & Health Benefits	48,180	23,385	36,180	-24.9%	Reduction based on new health insurance rates which went into effect in June.
240-00	Workers Comp	23,658	20,670	26,584	12.4%	
250-00	Unemployment Benefits	4,000	4,675	5,674	41.9%	Government extended program.
	Other Salaries	58,544	30,585	58,044	-0.9%	
TOTAL SALARIES & BENEFITS		\$927,778	\$492,721	\$826,807	-10.88%	



GENERAL FUND DEPARTMENTS

Police

310-06	Professional Services - Legal Other	1,000	1,376	1,763	76.3%	Open cases still under investigation
450-20	Insurance - Old Worker Comp Claims	20,000	95,541	100,000	400.0%	Payout of workers compensation claim. Posted to this line item, but funds came out of reserves as per Commission directive.
460-25	R&M Vehicles	13,300	7,408	12,000	-9.8%	Reduction based on careful use of equipment
510-00	Office Supplies	2,000	364	1,000	-50.0%	Reduction based partially on utilization of forfeiture fund for appropriate purchases that are crime prevention related.
520-10	Gas & Oil	30,000	12,785	28,000	-6.7%	Reduction based in part to better fuel economy of the smaller engine Chevrolet police cars and the reduction in fuel cots as we are now on County fuel pricing.
550-00	Education & Training	2,500	22	2,300	-8.0%	Reduction due to the separation of a mid-level Supervisor who will not require further supervisor training and the utilization of in-house training for more training needs.
	Other Operating and Debt	115,649	42,270	128,256	10.9%	
TOTAL OPERATING EXPENSES		\$184,449	\$159,766	\$273,319	48.18%	
TOTAL DEPARTMENT		\$1,112,227	\$652,487	\$1,100,126	-1.09%	

NOTES





GENERAL FUND DEPARTMENTS

Code Enforcement

CODE ENFORCEMENT

MISSION STATEMENT

The code enforcement process is meant to encourage pride of ownership and provide a baseline for maintaining the charm of our village. Our department works with residents and together we all do our part to keep the Village an aesthetically beautiful municipality.

DESCRIPTION OF SERVICES

CODE ENFORCEMENT PROCESS: The process is meant to encourage pride of ownership and provide a baseline for maintaining the charm of our village. Here are the basics of how the system works:

- Courtesy notice - a door hanger telling you of an existing violation, date to comply, contact telephone number and name of Code Officer, for any questions or to request an extension.
- Citation - if the violation is not corrected within the allotted time a citation (looks like a traffic ticket) is sent via certified and regular mail. A copy of the citation is also posted at the property.
- Notice of Administrative Hearing – The property owner that has been issued a citation can request to be heard before the Code Enforcement Board. Or you may receive the Administrative Hearing notice if the violation has not been corrected or the fine not paid. You have the opportunity and the right to have your case heard before the Code Hearing Board. The Board makes the final decision as to the outcome of the case not the Code Enforcement Officer.
- Order of Enforcement – Code Hearing Board members make their findings and sign this document. A copy is sent via mail to the property owner.
- Affidavit of Compliance/Non-Compliance – this is the final step before the case goes into the lien process. At which time it will be deferred to the Clerks office for Municipal Lien recording.
- The department also serves as the citation arm of the Building Department. When a resident begins or has done any type of construction without permits, or a construction job has been abandoned, the Code Enforcement Department has the duty to a) stop the job in progress and place a Red Tag notice, b) cite the property owner and c) do both as may be needed.

PERFORMANCE MEASURES AND STANDARDS

Reduce and/or eliminate the eight most violated codes thru education, communication, resident contact, and necessary enforcement when needed with a goal of maximizing compliance.

YARD MAINTENANCE

- Trim all hedges to a height of three feet or less in front yard and six feet or less in the rear yard. All bare areas of yard must be sodded or landscaped.



GENERAL FUND DEPARTMENTS

Code Enforcement

PAVING/PARKING

- Driveways must be in good repair.
- All vehicles should be parked on your driveway.

GARAGE SALES – permit required

- Garage sales permitted two consecutive days, twice per calendar year, during weekends only.
- Signs advertising garage sales are not allowed on public property.

RENTAL PROPERTY

- It is the property owners responsibility whether absentee or residing on the property, to adhere and maintain all codes

VEHICLES

- All vehicles must be registered, operable and display a current tag.
- No commercial vehicles allowed in public right of way, except when loading and unloading.
- Vehicles must be in operable condition or be covered with a proper car cover
- Codes do not allow the parking or storage of vehicles of one ton or over in residential areas.



GARBAGE, TRASH AND YARD WASTE

- Residential garbage includes small kitchen, food and household discards Pick up twice weekly
- Trash includes mostly yard trimmings. Pick up once per week
- Special Pick Up is a call in service (at an additional charge) of bulk

PAINT

- Paint or other water resistant treatment is required on the exterior of structures
- Approved brick or stone siding that is well maintained and water resistant is also allowed
- A permit is required for painting. Call 305-899-8000 ext 203 for information regarding permits

OUTDOOR STORAGE

- Outdoor storage is prohibited. Any equipment, materials, or furnishings that are used indoors cannot be stored outside
- Indoor furniture, appliances, auto parts, or building materials cannot be stored outside
- You may store barbeque grills, lawn furniture, garden hoses, and outdoor play equipment
- Storage sheds are allowed to a maximum of 100 square feet and a permit is required.



GENERAL FUND DEPARTMENTS

Code Enforcement

ORGANIZATION CHART



BUDGET SUMMARY

	Projected Actual 2010-11	Budget		Budget Difference	Percent Change
		Adopted 2010-11	Requested 2011-12		
Personnel	\$ 53,451	\$ 50,546	\$ 43,941	\$ (6,605)	-13.1%
Operating	4,178	4,875	5,843	968	19.9%
SUBTOTAL	\$ 57,629	\$ 55,421	\$ 49,784	\$ (5,637)	-10.2%
Capital	0	0	0	0	
TOTAL	\$ 57,629	\$ 55,421	\$ 49,784	\$ (5,637)	-10.2%
Positions	1.5	1.5	1.0	(0.5)	-33.3%



GENERAL FUND DEPARTMENTS Code Enforcement

BUDGET DETAIL BY LINE ITEM

Salaries & Benefits

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
120-00	Regular Salaries	32,000	30,098	39,700	33,500	4.7%	FT Code Enforcement Officer
130-00	Other Salaries	6,000	0	3,600	0	-100.0%	
Total Salaries & Wages		\$38,000	\$30,098	\$43,300	\$33,500	-11.8%	
210-00	FICA Taxes & Medicare	2,907	2,204	2,700	2,563	-11.8%	Calculated at 7.65%
220-00	Retirement	4,180	2,530	3,580	1,809	-56.7%	Calculated at 5.4%. FRS rates effective 7/1/2011, with projected increase on 7/1/2012
230-00	Life & Health Benefits	4,380	1,564	2,659	4,940	12.8%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rate. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.
240-00	Workers Comp	1,079	944	1,212	1,129	4.6%	Calculated at 3.37%.
Total Benefits		\$12,546	\$7,241	\$10,151	\$10,441	-16.8%	
TOTAL SALARIES & BENEFITS		\$50,546	\$37,339	\$53,451	\$43,941	-13.1%	

Operating Expenses

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
310-25	Professional Services - IT	0	1,198	1,198	1,198	0.0%	EnerGov software annual software maintenance
420-00	Postage & Shipping	300	0	300	350	16.7%	Outgoing mail.
450-10	Insurance - Vehicles	600	258	600	600	0.0%	Toyota Corolla.
451-05	Communications - Telephone	600	372	600	1,020	70.0%	Verizon air card for mobile laptop use and cellular phone.
460-20	R&M Equipment	1,200	0	0	0	-100.0%	
460-25	R&M Vehicles	500	0	500	400	-20.0%	Toyota Corolla.
470-00	Printing & Binding	150	0	150	0	-100.0%	Printing & Binding moved to General Government
491-00	Filing Fees	1,000	0	150	1,000	0.0%	Lien processing fees.
510-00	Office Supplies	200	115	200	200	0.0%	Standard office supplies.
520-05	Uniforms & Clothing	125	89	150	175	40.0%	Standard purchase of uniforms for new Code Officer.
520-10	Gas & Oil	0	212	230	300	0.0%	Toyota Corolla.
540-00	Memberships, Dues & Subscriptions	100	0	50	100	0.0%	FACE
550-00	Education & Training	100	0	50	500	400.0%	Professional development through conferences, seminars, printed publications, etc.
TOTAL OPERATING EXPENSES		\$4,875	\$2,244	\$4,178	\$5,843	19.9%	
DEPARTMENT TOTAL		\$55,421	\$39,583	\$57,629	\$49,784	-10.2%	

NOTES



GENERAL FUND DEPARTMENTS

Code Enforcement

EXPLANATION OF SIGNIFICANT 2010-11 VARIANCES

Account	Account Description	2010-11			Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30		
120-00	Regular Salaries	32,000	30,098	39,700	24.1%	Increase is based in part on hiring of new full-time code officer
130-00	Other Salaries	6,000	0	3,600	-40.0%	
210-00	FICA Taxes & Medicare	2,907	2,204	2,700	-7.1%	Reduction in part due to reduction in payroll (utilizing a factor of .0765)
220-00	Retirement	4,180	2,530	3,580	-14.4%	Reduction in FRS contributions as of 7/1/11.
230-00	Life & Health Benefits	4,380	1,564	2,659	-39.3%	Reduction based on new health insurance rates which went into effect in June.
240-00	Workers Comp	1,079	944	1,212	12.3%	
TOTAL SALARIES & BENEFITS		\$50,546	\$37,339	\$53,451	5.75%	
491-00	Filing Fees	1,000	0	750	-25.0%	Filing fees reduced due to lack of early year filing of cases.
520-05	Uniforms & Clothing	125	89	150	20.0%	Increase due to the hiring of two new code employees that will require new uniforms.
520-10	Gas & Oil	0	212	230	0.0%	Nothing budgeted due to this line item being paid from police fuel.
	Other Operating Expense	3,750	1,943	3,048	-18.7%	No change projected.
TOTAL OPERATING EXPENSE		\$4,875	\$2,244	\$4,178	-14.30%	
DEPARTMENT TOTAL		\$55,421	\$39,583	\$57,629	3.98%	

NOTES



FINANCE

MISSION STATEMENT

The mission of the Finance Department is to provide professional and accurate financial information, analysis and recommendations to our residents, Council, outside agencies and staff in a timely fashion for the consumption and allocation of our resources.

Finance is responsible for a wide array of diverse functions, encompassing Purchasing, Accounts Payable, Accounts Receivable, Payroll, Budgeting, Fixed Assets, and General Accounting. The reporting of these activities is done by program in order to separately track the costs. Our department also provides critical financial and managerial support to operations, administration and the commission and works closely with the Manager on all issues related to financial services.

DESCRIPTION OF SERVICES

Finance has a variety of interrelated responsibilities that provide financial accountability to the Village. The Accounting function provides accurate financial services including governmental accounting, preparation of the Comprehensive Annual Financial Report, cash disbursements, payroll processing, fixed asset reporting, accounts payable and receivable. The Treasury function maintains our financial resources including collection, monitoring, and investing of revenues. The Budget function provides financial planning of the annual budget, analysis of operational productivity and special projects. The Purchasing function secures goods and services using ethical competitive procurement methods.

ACCOUNTS PAYABLE: Most Village expenditures are processed by purchase orders, petty cash receipts and third party administered funds (i.e. Worker's Compensation, etc.). Payment processing and account posting is entirely computerized and all bank statements are reconciled by the Department. Accounts Payable responsibilities include:

- Maintains open communication with Vendors regarding invoices, payments and any other issues.
- Review, negotiate and “shop around” existing contracts with cost efficiency and quality service as key elements of discussion.
- Enter invoices to Yardi Accounting System and properly allocate to line items.
- Review aging and process payments within terms.

ACCOUNTS RECEIVABLE: Using a computer tracking system, Finance monitors all expected payments from franchisers, other governments, vendors, etc. As payments are received, the system posts them to the appropriate revenue account, and maintains backup for audit.





Receivables responsibilities include:

- Prepare Deposit Ticket of collections from Parks & Recreation and Building Departments.
- Allocate monies to accounts for the Building Department.
- Track and monitor all property tax revenues.
- Prepare Journal Entries for the revenue received.

FINANCIAL ACCOUNTING: Accounting uses the Yardi computer accounting system and computer reconciliation spreadsheets to monitor and balance the following functions:

- Prepare State Fuel Reimbursement Report on a Quarterly basis.
- Prepare Garnishment, PAT Union & PBA Union report and process payments on a monthly basis.
- Make Journal Entries to correct transactions or make budget adjustments.
- Lien Searches verify:
 - Verify overdue waste fees, special pick up
 - Produce up to date Invoices on Fees that accrue.
 - Prepare estoppels letter for interested party
- Prepare Finance Department Report for the Village Manager. (bi-weekly)
- Develop Monthly Reports (Budget Report, Financial Report)
- Involved in the preparation of Grants and assist Directors with preparation.

PAYROLL: Responsible for the accurate record keeping and distribution of employee payroll distribution. This responsibility includes:

- Collect all Time Sheet/Time Cards from each Department and review totals before processing.
- Consult with Directors regarding any issues of time or pay for employees in their Department.
- Verify personal employee information and update both ADP as well as FRS.
- Update Employee's status via promotion, pay raise or changes submitted by Directors.
- Review, prepare, and allocate Insurance & Aflac charges.
- Create report allocating charges to appropriate department and line items.
- Enter Journal Entries to reflect charges and process payments.
- Review and make any necessary changes for accounts (due to/due from) that pertain to payroll.

PRIOR YEAR ACCOMPLISHMENTS

- Improved communication, cooperation and coordination (3C's).
- Implemented new Yardi software system which reduced costs and provides improved output.
- Recommended and implemented technology enhancements.
- Documented, analyzed and improved work flow.

PERFORMANCE MEASURES AND STANDARDS

- Attract and retain highly skilled individuals.
- Continued professional education and training
- Provide effective and efficient use of staff and Village resources
- Competitive salary and benefits
- Improve knowledge and involvement of Village policy and decisions



GENERAL FUND DEPARTMENTS

Finance

ORGANIZATION CHART



BUDGET SUMMARY

	Projected Actual 2010-11	Budget		Budget Difference	Percent Change
		Adopted 2010-11	Requested 2011-12		
Personnel	\$ 72,769	\$ 90,964	\$ 39,581	\$ (51,383)	-56.5%
Operating	55,660	26,120	90,300	64,180	245.7%
SUBTOTAL	\$ 128,429	\$ 117,084	\$ 129,881	\$ 12,797	10.9%
Capital	0	0	0	0	
TOTAL	\$ 128,429	\$ 117,084	\$ 129,881	\$ 12,797	10.9%
Positions	2.0	2.0	2.0	-	0.0%



GENERAL FUND DEPARTMENTS

Finance

BUDGET DETAIL BY LINE ITEM

Salaries & Benefits

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
120-00	Regular Salaries	69,120	42,896	54,096	30,576	-55.8%	Salary for Finance Clerk only, prior year included Finance Director. Salary increase from \$29,120 to \$30,576 or 5%.
Total Salaries & Wages		\$69,120	\$42,896	\$54,096	\$30,576	-55.8%	
210-00	FICA Taxes & Medicare	5,288	2,833	3,330	2,339	-55.8%	Calculated at 7.65%
220-00	Retirement	7,603	4,689	6,332	1,650	-78.3%	Calculated at 5.4%. FRS rates effective 7/1/2011, with projected increase on 7/1/2012
230-00	Life & Health Benefits	8,760	4,243	5,890	4,940	-43.6%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rate. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.
240-00	Workers Comp	193	162	162	76	-60.4%	Calculated at .25%
250-00	Unemployment	0	2,959	2,959	0	0.0%	
Total		\$21,844	\$14,886	\$18,673	\$9,005	-58.8%	
TOTAL SALARIES & BENEFITS		\$90,964	\$57,783	\$72,769	\$39,581	-56.5%	

Operating Expenses

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
	Professional Services - Finance Director	0	0	15,667	60,000	0.0%	Contracted services for Finance Director, benefits are not paid by the Village.
	Professional Services - Accounting Support	0	0	5,000	5,000	0.0%	Recommended to replace CPA with intern or accounting support to assist in developing budget and preparation for audit.
320-00	Professional Services - Audit Contract	18,000	0	18,000	18,000	0.0%	State mandated financial audit which requires using outside CPA firm.
340-05	Contract Services - Accounting Software	4,100	9,271	13,708	3,200	-22.0%	With the elimination of H.T.E., Yardi system will be used for 2011-12. Charges for H.T.E. for access to historical data are while Yardi annual maintenance fees are .
340-10	Contractual Services - Payroll	2,400	1,395	2,400	2,400	0.0%	ADP Payroll services for processing of bi-weekly payroll.
400-00	Travel & Per Diem	1,000	35	35	300	-70.0%	Professional growth will be emphasized by utilizing webinars and local seminars rather than out of county conferences.
510-00	Office Supplies	200	613	800	400	100.0%	Standard office supplies.
540-00	Memberships, Dues & Subscriptions	420	50	50	1,000	138.1%	Includes FGFOA membership and conference attendance for Finance Director and Finance Clerk.
TOTAL OPERATING EXPENSES		\$26,120	\$11,364	\$55,660	\$90,300	245.7%	
DEPARTMENT TOTAL		\$117,084	\$69,147	\$128,429	\$129,881	10.9%	



GENERAL FUND DEPARTMENTS

Finance

EXPLANATION OF SIGNIFICANT 2010-11 VARIANCES

Account	Account Description	2010-11			Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30		
120-00	Regular Salaries	69,120	42,896	54,096	-21.7%	Reduction due to the resignation of the Finance Director in May.
	Other Salaries and Benefits	21,844	14,887	18,673	-14.5%	

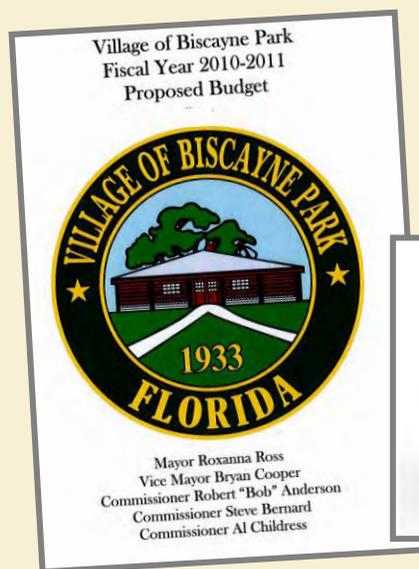
TOTAL SALARIES & BENEFITS	\$90,964	\$57,783	\$72,769	-20.00%
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	Professional Services - Finance Director	0	0	15,667	0.0%	New Finance Director hired on June 21 is paid by contract. The projected amount is the anticipated salary for the remainder fo the year.
	Professional Services - Accounting & Audit	0	0	5,000	0.0%	Will be expended at the endof the audit in September.
320-00	Professional Services - Audit Contract	18,000	0	18,000	0.0%	Will be expended at the endof the audit in September.
340-05	Contract Services - Accounting Software	4,100	9,271	13,708	234.3%	The current HTE contract will be needed for the entire 2010-11 fiscal year.
	Other Operating Expenses	4,020	2,093	3,285	-18.3%	

TOTAL OPERATING EXPENSES	\$26,120	\$11,364	\$55,660	113.09%
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DEPARTMENT TOTAL	\$117,084	\$69,147	\$128,429	9.69%
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GENERAL FUND DEPARTMENTS

Parks and Recreation

PARKS AND RECREATION

MISSION STATEMENT

"It Starts in Parks"

To offer leisure, educational, cultural, physical, and social activities to the residents and visitors of our community while enhancing their quality of life and inspiring personal growth, self esteem, pride and respect for the urban environment.

Our mission revolves around the responsibility of planning and providing, recreation activities in a safe, supervised environment and maintaining the Village's park grounds and facilities.



DESCRIPTION OF SERVICES

Under general supervision from the Village Manager, the department performs administrative, supervisory and professional work in the following services to our residents:

- Planning athletic programs
- Development and maximization of facilities
- Daily Operation and Special Events
- Ensure safety for all participants/visitors
- Provide programs that enhance quality of life
- Maintain facilities that provide rental opportunities



GENERAL FUND DEPARTMENTS

Parks and Recreation

PRIOR YEAR ACCOMPLISHMENTS

Special Events

- Halloween
- Movie Night
- Winter, Summer Fest
- Family Egg Hunt
- Village Market every Quarter

Athletic Programs

- In-house programs
 - Flag Football Program
 - Men's 3 on 3 Basketball Tournament
 - Saturday Fundamentals for Kids
- Contracted programs
 - Coach Joe's Soccer Program, Baseball/Tee-ball Program
 - Golden Gates After School Care
 - Eagles Soccer Program



Budget Highlights

- FRPA Membership - Advancing our department through workshops and conferences
- Revenue generated through facility rentals, concession sales and recreation programs
- Under budget for the projected fiscal year
- AED Training - All staff trained in the use of the electronic defibrillator

PERFORMANCE MEASURES AND STANDARDS

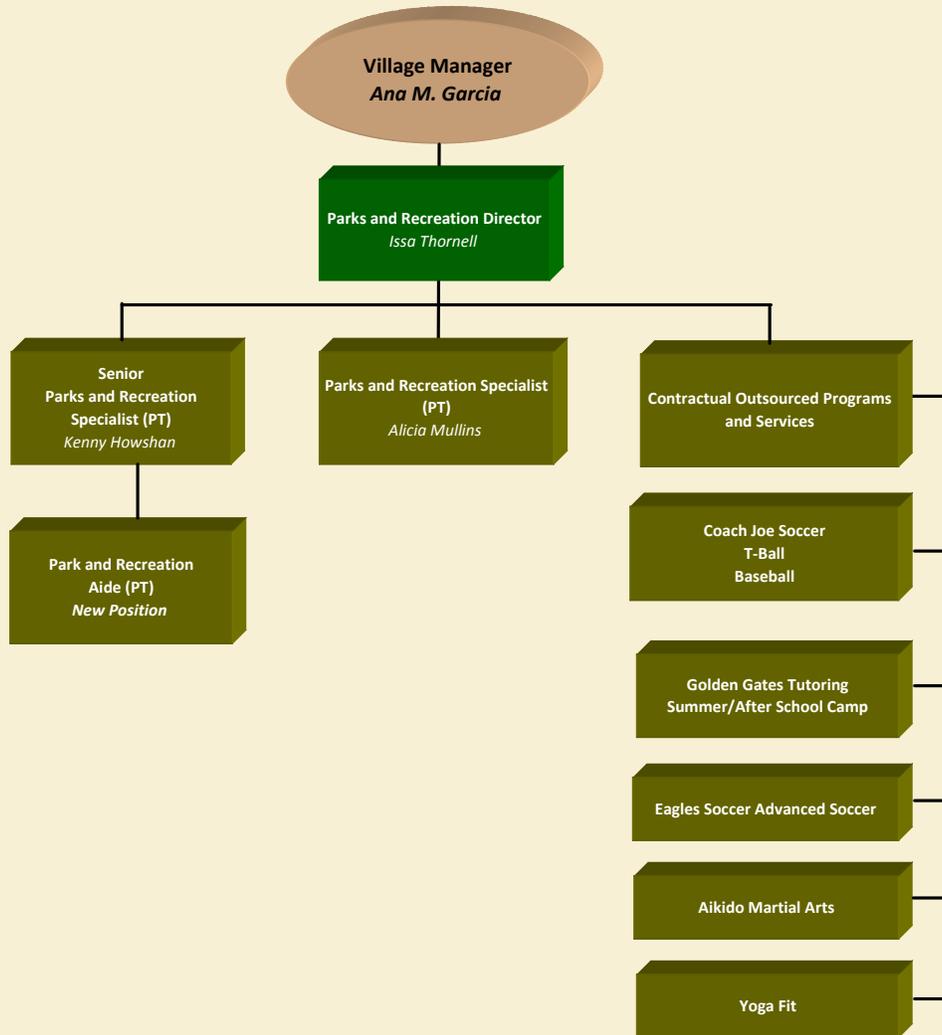
The Parks and Recreation Department understands the challenges faced by the Village and will continue to work within the means available. As an integral part of the community, the department will continue to offer our residents the best service programs possible. Our goal is to promote a happier, healthier citizen in a community that is a better place to live because it has an active Parks and Recreation Department. Performance Measures include:

- Revival of revenue generating programs, run in-house
- Expand current programs that offer more adult and senior oriented programs
- Operate a more cost effective concession stand by implementing a detailed bookkeeping and inventory system.
- Develop a survey system to record resident feedback to review contracted services
- Develop an athletics sponsorship program with neighboring businesses
- Structure a detailed program for community service



GENERAL FUND DEPARTMENTS Parks and Recreation

ORGANIZATION CHART



BUDGET SUMMARY

	Projected	Budget		Budget Difference	Percent Change
	Actual 2010-11	Adopted 2010-11	Requested 2011-12		
Personnel	\$ 75,880	\$ 73,383	\$ 86,277	\$ 12,894	17.6%
Operating	33,674	30,492	34,580	4,088	13.4%
SUBTOTAL	\$ 109,554	\$ 103,875	\$ 120,857	\$ 16,982	16.3%
Capital	0	0	0	0	
TOTAL	\$ 109,554	\$ 103,875	\$ 120,857	\$ 16,982	16.3%
Positions	2.0	2.0	2.5	0.5	25.0%



GENERAL FUND DEPARTMENTS

Parks and Recreation

BUDGET DETAIL BY LINE ITEM

Salaries & Benefits

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
110-00	Regular Salaries	32,168	19,440	33,330	35,385	10.0%	Director - Reclassification and salary adjustment
130-00	Other Salaries	24,000	9,715	17,000	34,726	44.7%	3 PT positions (2 Parks & Recreation Supervisor and 1 Parks & Recreation Aide).
Total Salaries & Wages		\$56,168	\$29,155	\$50,330	\$70,111	24.8%	
210-00	FICA Taxes & Medicare	4,297	2,073	3,564	5,363	24.8%	Calculated at 7.65%
220-00	Retirement	6,178	2,506	4,296	3,782	-38.8%	Calculated at 5.4% FRS rates effective 7/1/2011, with projected increase on 7/1/2012
230-00	Life & Health Benefits	4,380	2,050	3,516	4,940	12.8%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rate. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.
240-00	Workers Compensation	2,360	1,743	2,114	2,081	-11.8%	Calculated at 3.34%
	Unemployment Com	0	7,029	12,060	0	0.0%	
Total Benefits		\$17,215	\$15,402	\$25,550	\$16,167	-6.1%	
TOTAL SALARIES & BENEFITS		\$73,383	\$44,556	\$75,880	\$86,277	17.6%	

Operating Expense

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
430-10	Electric	6,000	2,670	4,157	0	-100.0%	Electric utilities moved to General Government
430-15	Water & Sewer	700	0	372	0	-100.0%	Water & Sewer moved to General Government
440-00	Rent or Leased Equipment	750	0	750	750	0.0%	Lease agreement for copier.
450-10	Insurance - Vehicles	592	845	1,452	600	1.4%	Chevy Van.
450-15	Insurance - Liability	1,200	245	500	0	-100.0%	Liability insurance moved to Risk Management budget
451-05	Communications - Telephone	1,400	781	1,344	1,760	25.7%	Telephone line and cell phone for Director.
460-10	R&M Land	5,000	4,767	9,733	14,720	194.4%	Applications for sports field maintenance include 6 for fertilizer, 4 for herbicide, 4 for insect control, 4 aerification and 1 top dressing.
460-20	R&M Equipment	5,500	2,231	5,500	2,500	-54.5%	General overall maintenance including playground maintenance.
460-25	R&M Vehicles	300	57	100	300	0.0%	Chevy Van.
	R&M Baseball Field	0	0	0	2,000	0.0%	Two loads of clay and one ton of conditioner annually.
	R&M Irrigation	0	0	0	2,000	0.0%	Sprinkler heads and piping
470-00	Printing & Binding	300	0	0	0	-100.0%	Printing & Binding moved to General Government
490-05	Misc Charges - Concession Purchase	3,800	1,623	3,500	3,800	0.0%	Supplies for concession stand, calculated at 50% of estimated revenue.
490-10	Misc Charges - Special Events	3,000	4,301	4,322	3,500	16.7%	Annual scheduled events including the addition of two annual Movie Nights.
510-00	Office Supplies	500	275	350	400	-20.0%	Standard office supplies.
520-00	Operating Supplies	500	281	575	750	50.0%	Standard operating supplies.
520-05	Uniforms & Clothing	200	0	150	200	0.0%	Staff uniforms.
520-10	Gas & Oil	250	33	200	250	0.0%	Chevy Van. (Utilization by Gates Tutoring for Summer Camp program is reimbursed to the Village.)
	Janitorial Supplies	0	194	194	200	0.0%	Standard janitorial supplies.
540-00	Memberships, Dues & Subscriptions	300	125	275	300	0.0%	Costco / FRPA Memberships
550-00	Education & Training	200	0	200	550	175.0%	Professional development through conferences, seminars, printed publications, etc.
TOTAL OPERATING EXPENSES		\$30,492	\$18,429	\$33,674	\$34,580	13.4%	
DEPARTMENT TOTAL		\$103,875	\$62,985	\$109,554	\$120,857	16.3%	



GENERAL FUND DEPARTMENTS

Parks and Recreation

NOTES

EXPLANATION OF SIGNIFICANT 2010-11 VARIANCES

Account	Account Description	2010-11			Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30		
	Unemployment Compensation	0	7,029	12,060	0.0%	Government extended program.
	Other Salaries and Benefits	73,383	37,527	63,820	-13.0%	
TOTAL SALARIES & BENEFITS		\$73,383	\$44,556	\$75,880	3.40%	
430-10	Electric	6,000	2,670	4,157	-30.7%	Decrease in utilization
430-15	Water & Sewer	700	0	372	-46.9%	Budgeted amounts and posted amounts being reviewed for accurate posting.
460-10	R&M Land	5,000	4,767	9,733	94.7%	ADA resurfacing of playgrounds. Main field maint.
470-00	Printing & Binding	300	0	0	-100.0%	Moved to General Government
490-10	Misc Charges - Special Events	3,000	4,301	4,322	44.1%	Revenues offset for added events
520-00	Operating Supplies	500	281	350	-30.0%	Needed supplies
520-05	Uniforms & Clothing	200	0	575	187.5%	New staff
	Janitorial Supplies	0	194	194	0.0%	Needed supplies
	Total Operating Expenses	14,792	6,216	13,971	-5.6%	
TOTAL OPERATING EXPENSE		\$30,492	\$18,429	\$33,674	10.44%	
DEPARTMENT TOTAL		\$103,875	\$62,985	\$109,554	5.47%	

NOTES



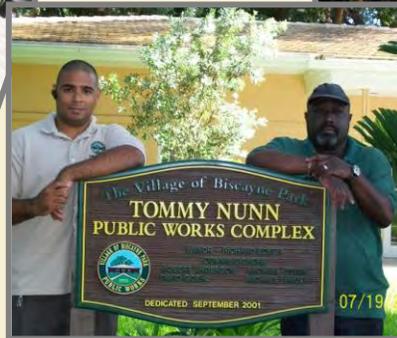
GENERAL FUND DEPARTMENTS

Public Works

PUBLIC WORKS

MISSION STATEMENT

The purpose is to provide quality timely service, within available resources, in an efficient manner. To provide these services, as well as to support economic growth and development, with the unity and trust of highly qualified and skilled personnel, and serve as first responders in emergency situations.



DESCRIPTION OF SERVICES

Public Works is responsible for the maintenance of the Village's Medians, Alleys, Parks, and Buildings as well as Sanitation which includes daily garbage and trash pick-up. Perform landscaping services to beautify the Village. Provide janitorial services to all Village buildings, including set-up and cleaning of the Recreation Center.

PRIOR YEAR ACCOMPLISHMENTS

- Performed landscaping around Village Hall to enhance its natural look.
- Our Fire Alarm and Fire Sprinkler had an annual inspection. A Fire drill also took place.
- Conducted a survey of all FPL poles that a few of our residents have identified as double poles.
- Assisted Recreation Center with first Annual Movie Night.
- Newly landscaped area at Griffin Park's planter.
- Phase 3 of Drainage project was completed.



GENERAL FUND DEPARTMENTS Public Works

- Took part in the Biscayne Park on Patrol program, held by Chief Glansberg.
- Painted "CAUTION" in yellow on the sidewalk where it was raised at the Rec. Center.
- Painted the outlines of the directional arrows on the road, paddleball court and parking lot in front of the Rec. Center.
- Performed maintenance work on all Foreclosed or Abandoned Houses throughout the Village.
- Work closely with DERM to obtain all required permits for 6th Ave project.
- Two Public Works employees were sent to take better educate themselves by participating in a pesticide application exam.
- Attended a seminar on White Fly Infestation. As part of our ongoing training.
- Attended a Tree Seminar. As part of our ongoing training.
- Installed new "Click-it or Ticket" signs at key entry points throughout the Village.
- Broken basketball gates have been removed and new "Sunrise to Sunset" signs have been installed in their place.
- The walkways and picnic benches of the pavilions at Rec. Center have been washed down.
- All newsletters have been delivered.
- North Miami had delivered mulch that they did not need. Which we used in main focal points in the Village.
- Laid mulch rings at Rec. Center, Butterfly Garden and other areas.
- Assisted the Rec. Center with their Summer Camp Field Trips.



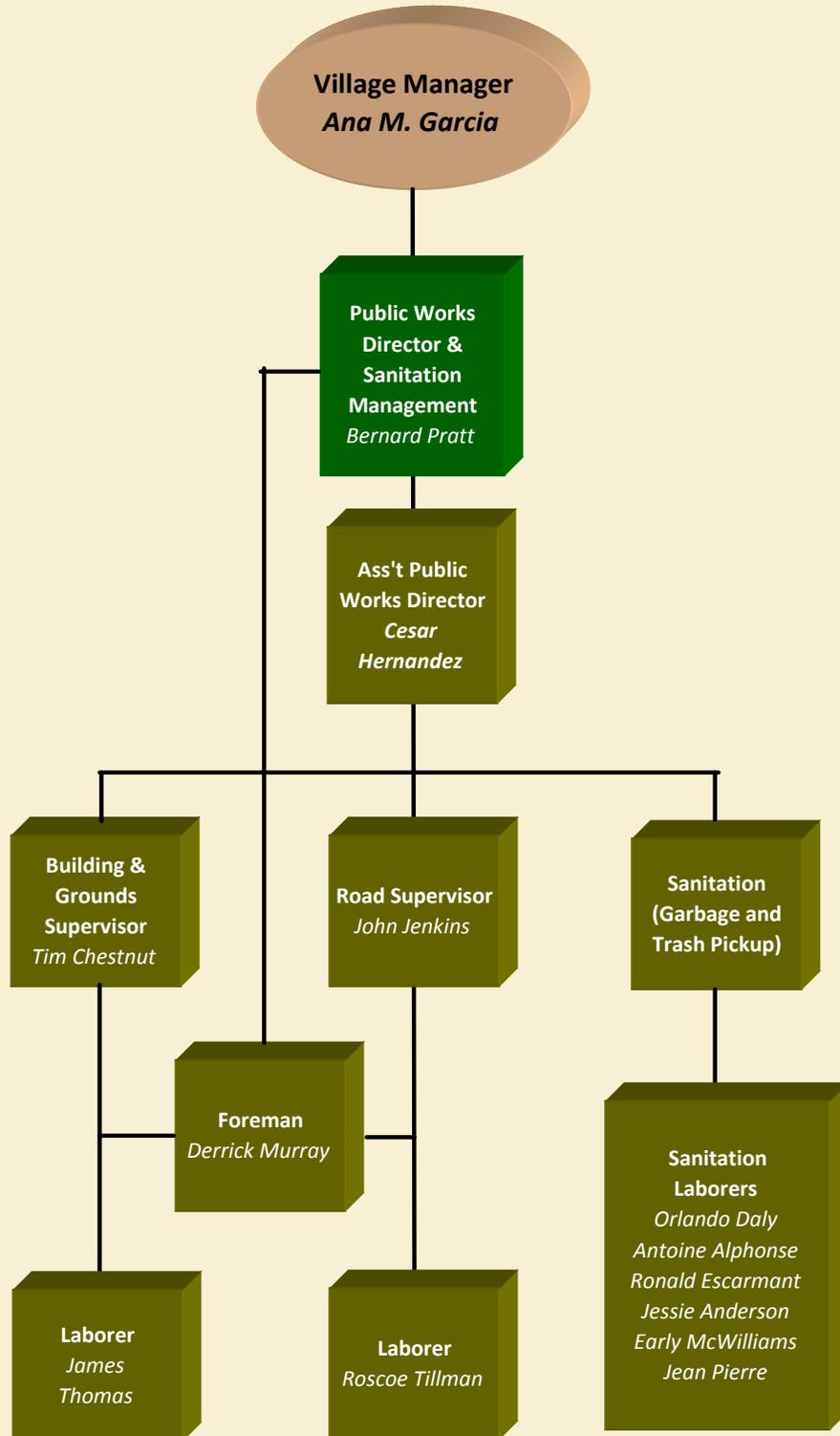
PERFORMANCE MEASURES AND STANDARDS

- Enhanced focus on employee training and development to professionalize the department with a goal to deliver better services to our residents.
- An emphasis on daily median inspections to contribute to the beauty of these linear parks throughout our Village by awareness of needs in maintenance.
- Preservation and prevention of deterioration by assigning specific maintenance tasks to personnel for upkeep of facility.
- Prepare and follow up on a regular maintenance plan for village infrastructure.
- Complete signage inventory and propose replacements of damaged and faded signs.



GENERAL FUND DEPARTMENTS Public Works

ORGANIZATION CHART





GENERAL FUND DEPARTMENTS

Public Works

BUDGET SUMMARY – PUBLIC WORKS

	Projected	Budget		Budget Difference	Percent Change
	Actual 2010-11	Adopted 2010-11	Requested 2011-12		
Personnel	\$ 234,072	\$ 232,148	\$ 228,421	\$ (3,727)	-1.6%
Operating	69,936	49,238	37,550	(11,688)	-23.7%
SUBTOTAL	\$ 304,008	\$ 281,386	\$ 265,971	\$ (15,415)	-5.5%
Capital	0	0	0	0	
TOTAL	\$ 304,008	\$ 281,386	\$ 265,971	\$ (15,415)	-5.5%
Positions	5.0	5.0	5.0	-	0.0%

BUDGET DETAIL BY LINE ITEM – PUBLIC WORKS

Salaries & Benefits

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
110-00	Regular Salaries	159,868	88,147	159,868	163,987	2.6%	Director, Asst Director, Supervisor, Foreman and 1 Laborer.
120-00	Overtime	600	92	300	1,300	116.7%	Overtime for Special Events, such as Winter Fest, Easter Egg Hunt, Weekend watering for newly planted trees, and Emergency Situations. situations.
Total Salaries & Wages		\$160,468	\$88,239	\$160,168	\$165,287	3.0%	
210-00	FICA Taxes & Medicare	12,230	6,912	12,230	12,644	3.4%	Calculated at .0765%.
220-00	Retirement	17,585	10,184	17,585	8,917	-49.3%	Calculated at 5.4%. FRS rates effective 7/1/2011, with projected increase on 7/1/2012
230-00	Life & Health Benefits	25,009	12,700	25,009	24,698	-1.2%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rate. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.
240-00	Workers Comp	12,856	15,332	17,000	16,874	31.3%	Calculated at 10.29%
250-00	Unemployment Compensation	4,000	2,080	2,080	0	-100.0%	
Total Benefits		\$71,680	\$47,208	\$73,904	\$63,134	-11.9%	
TOTAL SALARIES & BENEFITS		\$232,148	\$135,447	\$234,072	\$228,421	-1.6%	



GENERAL FUND DEPARTMENTS

Public Works

Operating Expense

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
410-05	Communications - Telephone	3,000	3,392	4,805	4,500	50.0%	Two (2) Landlines (One (1) Main line, One (1)Fax line) & DSL at Public Works Facility. Three (3) Cell phones, One (1) for Director & Two (2) Supervisors
410-10	Communications - Radio	500	0	500	500	0.0%	Two- way radios for communications between staff at different locations throughout the Village.
430-10	Electric	2,700	2,261	3,876	0	-100.0%	Electrical utilities moved to General Government
430-15	Water & Sewer	4,700	2,091	3,590	0	-100.0%	Water & Sewer moved to General Government
440-00	Rent or Leased Equipment	4,000	800	1,000	1,000	-75.0%	Rental of high-lift for annual removal of Coconuts and Palm Fronds throughout the Village
450-10	Insurance - Vehicles	563	597	1,000	600	6.6%	Vehicle Insurance for one (1) 2002 Chevy Van
450-20	Insurance - Liability	2,700	5,781	9,912	0	-100.0%	General Liability Insurance moved to General Government
460-10	R&M Land / Landscaping	10,000	2,826	12,500	10,000	0.0%	% Contractual service to Grounds Keeper on maintenance of small medians. An additional 4,000 for median tree planting
460-15	R&M Buildings	6,000	10,831	14,000	7,000	16.7%	All Village Buildings (Village Hall, Police Trailer, Rec. Center & Public Works Buildings)
460-20	R&M Equipment	2,500	373	950	2,000	-20.0%	Public Works Facility equipment, including two (2) off road vehicles
460-25	R&M Vehicles	625	4,003	4,500	2,000	220.0%	Repair of Public Works equipment, such as weed-eaters, blowers, edgers, etc. Including two (2) off road vehicles
510-00	Office Supplies	1,200	268	400	700	-41.7%	Standard office supplies utilizing User Access Program pricing with the County
520-00	Operating Supplies	7,000	2,392	8,120	4,000	-42.9%	Standard operating supplies such as work boots, raincoats, etc. Reduced because Police winnings included items usually budgeted in this category.
520-05	Uniforms & Clothing	1,750	1,299	2,600	2,500	42.9%	Uniform rental for Five (5) employees.
520-10	Gas & Oil	2,000	1,693	2,000	2,000	0.0%	One (1) 2001 Chevy Van and two (2) off road vehicles
	Education & Training	0	183	183	750	0.0%	Professional development through conferences, seminars, printed literature, etc.
TOTAL OPERATING EXPENSES		\$49,238	\$38,791	\$69,936	\$37,550	-23.7%	
DEPARTMENT TOTAL		\$281,386	\$174,238	\$304,008	\$265,971	-5.5%	

NOTES



GENERAL FUND DEPARTMENTS Public Works

EXPLANATION OF SIGNIFICANT 2010-11 VARIANCES

Account	Account Description	2010-11			Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30		
240-00	Workers Comp	12,856	15,332	17,000	32.2%	Distribution of FMIT Worker Comp policy premium was posted differently than how it was budgeted.
	Other Salaries and Benefits	219,292	120,115	217,072	-1.0%	
TOTAL SALARIES & BENEFITS		\$232,148	\$135,447	\$234,072	0.83%	
410-05	Communications - Telephone	3,000	3,392	4,805	60.2%	Initial year in new building, no expenditure history to use for budget.
450-15	Insurance - Liability	2,700	5,781	9,912	267.1%	Moved to General Government
460-10	R&M Land / Landscaping	10,000	2,826	10,000	0.0%	Landscaping projects were offset by donations
460-15	R&M Buildings	6,000	10,831	14,000	133.3%	Tenting of Village Hall and additional improvements to Recreation Center during hardening project.
460-25	R&M Vehicles	625	4,003	4,500	620.0%	Budgeted amounts and posted amounts being reviewed for accurate posting.
	Other Operating Expenses	26,913	11,957	26,719	-0.7%	
TOTAL OPERATING EXPENSE		\$49,238	\$38,791	\$69,936	42.04%	
DEPARTMENT TOTAL		\$281,386	\$174,238	\$304,008	8.04%	

NOTES





GENERAL FUND DEPARTMENTS

Building

BUILDING DEPARTMENT

MISSION STATEMENT

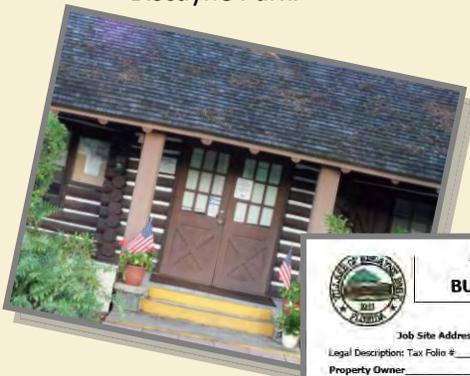
The purpose of the Building Department is to safeguard the health, property and public welfare by overseeing and regulating construction and the permits relating to construction within our Village.

This process carries with it certain responsibilities which include but are not limited to; plan review, presentation of permit applications to the village of Biscayne Park Planning and Zoning Board, issuance of permits in a timely manner and scheduling all applicable inspections as well as having a Building Official on-site, readily available for consultation and plan review.

We are committed in the Building Department to continuing to provide caring and personal customer service which includes but is not limited to phone conferences, one on one meetings with our residents, monthly updates as to any changes in our permit process and to ensure that our residents are treated with respect and provided with excellent customer service.

We also work closely with the Code Enforcement Department to provide current and relevant information regarding any code issue that our input would ensure an efficient and agreeable outcome.

The Building Clerk as well as all our inspectors involved in the day to day operation of the Building Department are and will continue to be committed to doing our best for the residents of the Village of Biscayne Park.



**VILLAGE OF BISCAYNE PARK
BUILDING PERMIT APPLICATION**

Job Site Address: _____ Today's Date: _____

Legal Description: Tax Folio #: _____ Lot/Blk/Subd: _____

Property Owner: _____

Owner's Address: _____ City: _____ ST/Zip: _____

Home Phone: _____ Cell /other Phone: _____

Contractor's Company Name: _____

Contact Name: _____ Phone: _____ (Attach business card)

**** Attach: Copy of Contractor's License/ Liability Insurance/Bonding Company/ Architect and/ or Engineer information and any other pertinent information ****

DESCRIPTION OF WORK: _____

Square Ft. _____ Estimated Cost: _____

DESCRIPTION OF SERVICES

BUILDING MANAGER: Oversee the permit process from submitting permit to final inspection

- Work closely with the Building Official and all inspectors on a daily basis
- Schedule all inspections and meetings with and for our inspectors on behalf of the residents
- Prepare and post Planning and Zoning Board Agendas
- Attend and prepare Minutes for the Planning and Zoning Board after each meeting
- Work closely with the Code Department to provide permit information assistance as needed
- Work with residents and Realtors to issue certificates of re-occupancy



GENERAL FUND DEPARTMENTS

Building

- Provide permit information to insurance companies and residents to aid in the renewal process for Windstorm Insurance policies
- Provide resident guidance in selecting a qualified contractor
- Provide useful and pertinent information in our quarterly newsletter
- Provide manager with bi-weekly updates via e-mail
- Verify license and insurance information with the state regarding contractor registration and license status
- Enter contractor information, permits and permit fee information into Energov on a daily basis
- Submit quarterly surcharge reports to Tallahassee
- Submit permit information on a monthly basis to the Dade County Property Appraisers Office
- File all copies of permits into the street files and provide copies to residents
- Issue permits on a daily basis

FRONT DESK RECEPTIONIST: Provides guidance for residents on any issues or concerns

- Greet and announce appointments for the Village Manager and the Village Clerk Office
- Greet all new residents and provide informative paperwork regarding the Village of Biscayne Park and the permit process
- Assist in directing in-coming calls and taking any applicable messages for all departments
- Receives all outgoing and incoming mail, correspondence, and or request forms
- Provides an orderly environment for the front desk Lobby area
- Help trouble shoot any resident problem, complaint or concern by:
 - A. Provide onsite solution if possible
 - B. Route concern to the proper department
 - C. Locate a senior staff employee to provide guidance/advice and or assistance
 - D. Complete cycle by making a follow up call to the resident

CASHIER: Receives and records all monies for the following:

- Permit fees
- Copies of files and or records
- Waste fees
- Lien search requests
- Code fines
- Records requests
- Public Work invoices
- Police copies
- Re-occupancy inspection fees
- All miscellaneous income
- Turns over all monies and receipts on a weekly basis to the Finance Department for deposit

PRIOR YEAR ACCOMPLISHMENTS

- Helped the Code Department make a smooth transition by aiding our new code Officer with pertinent information and resident assistance
- Assisted in the completion of our Stormwater Project by acting as a liaison between the Building Department and the contractor
- Worked closely with FPL officials to expedite the installation of the new power poles



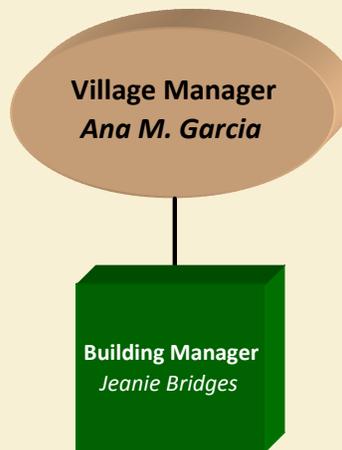
GENERAL FUND DEPARTMENTS

Building

PERFORMANCE MEASURES AND STANDARDS

- To continue to provide our residents with excellent customer service and support during the permit process
- Post upcoming Garage Sale information to foster community support and neighborhood interaction
- Host an open house with the Building and Code Enforcement departments within the next six months.
- Create paint permit log electronically within the next fiscal year to easily track paint colors.
- To obtain without cost to the Village a separate phone line for the Building Department-this line will have a two fold purpose:
 - A. To provide a message from the Building Clerk as to hours, meetings and the opportunity to leave a message
 - B. This will allow the Building Clerk to pick up the call if urgent or finish the at the moment transaction without interruption- all calls will be return with the hour.

ORGANIZATION CHART



BUDGET SUMMARY

	Projected	Budget		Budget Difference	Percent Change
	Actual 2010-11	Adopted 2010-11	Requested 2011-12		
Personnel	\$ 38,213	\$ 39,631	\$ 42,903	\$ 3,272	8.3%
Operating	50,185	56,598	52,448	(4,150)	-7.3%
SUBTOTAL	\$ 88,398	\$ 96,229	\$ 95,351	\$ (878)	-0.9%
Capital	0	0	0	0	
TOTAL	\$ 88,398	\$ 96,229	\$ 95,351	\$ (878)	-0.9%
Positions	1.0	1.0	1.0	-	0.0%



GENERAL FUND DEPARTMENTS

Building

BUDGET DETAIL BY LINE ITEM

Salaries & Benefits

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
120-00	Regular Salaries	\$ 29,641	\$ 17,100	\$ 29,641	\$ 33,280	12.3%	Building Manager
Total Salaries & Wages		\$ 29,641	\$ 17,100	\$ 29,641	\$ 33,280	12.3%	
210-00	FICA Taxes & Medicare	2,267	1,315	2,267	2,546	12.3%	Calculated at 7.65%
220-00	Retirement	3,260	1,842	1,842	1,795	-44.9%	Calculated at 5.4%. FRS rates effective 7/1/2011, with projected increase on 7/1/2012
230-00	Life & Health Benefits	4,380	2,172	4,380	5,199	18.7%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rate. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.
240-00	Workers Comp	83	70	83	83	0.2%	Calculated at .25%
Total Benefits		\$ 9,990	\$ 5,399	\$ 8,572	\$ 9,623	-3.7%	
TOTAL SALARIES & BENEFITS		\$ 39,631	\$ 22,499	\$ 38,213	\$ 42,903	8.3%	

Operating Expenses

310-25	Professional Services - IT	\$ 1,200	\$ 1,198	\$ 1,198	\$ 1,198	-0.2%	EnerGov software annual maintenance
310-45	Professional Services - Inspections	52,200	26,745	47,000	50,000	-4.2%	Fees for building official (50% of all permit fees and 75% of all review fees).
450-15	Insurance - Liability	1,248	129	1,200	0	-100.0%	Liability Insurance moved to General Government
510-00	Office Supplies	500	75	150	150	-70.0%	Standard office supplies.
520-00	Operating Supplies	1,200	637	637	50	-95.8%	Standard operating supplies.
540-00	Memberships, Dues & Subscriptions	100	0	0	50	-50.0%	The Building Department receives numerous publications at no cost such as Florida Roofing, Construction Inc., Pipeline, and HVAC as well as monthly internet updates on new products and procedures.
550-00	Education & Training	150	0	0	1,000	566.7%	Training for the Building Manager includes Manager development through webinars, publications and documentaries provided by the public library system.
TOTAL OPERATING EXPENSES		\$ 56,598	\$ 28,784	\$ 50,185	\$ 52,448	-7.3%	

TOTAL DEPARTMENT \$ 96,229 \$ 51,282 \$ 88,398 \$ 95,351 -0.9%

NOTES



OTHER FUND SUMMARIES

Road Fund

ROAD FUND

MISSION STATEMENT

The Road fund is under the direction of Public Works and the special revenue fund is used to segregate and capture activity for gas tax revenues and related expenditures. These funds can only be used for the maintenance and improvement of the roads, storm water systems, and landscaping of related easements. Public Works personnel maintain roadways, alleys, storm water systems, and trim trees to prevent safety hazards, drainage problems and beautify landscaped areas.

DESCRIPTION OF SERVICES



The Local Option Gas Tax is authorized by the Florida Statutes, Section 336.025 and municipalities must qualify for participation in the program under Chapter 218. The Local Option Gas Tax is levied by Miami-Dade County and distributed between all municipalities and the county. These monies can only be used for transportation expenses as defined by the State of Florida. Estimates are calculated by the State and based on the anticipated sales of motor fuel and special fuel sold within the County.

BUDGET SUMMARY – ROAD FUND

	Projected Actual 2010-11	Budget		Budget Difference	Percent Change
		Adopted 2010-11	Requested 2011-12		
<i>Revenue</i>	\$ 114,372	\$ 118,358	\$ 117,060	\$ (1,298)	-1.1%
<i>Personnel</i>	\$ 87,988	\$ 87,890	\$ 84,004	\$ (3,886)	-4.4%
<i>Operating</i>	25,391	30,468	33,056	2,588	8.5%
SUBTOTAL	\$ 113,379	\$ 118,358	\$ 117,060	\$ (1,298)	-1.1%
<i>Capital</i>	0	0	0	0	
Total Expense	\$ 113,379	\$ 118,358	\$ 117,060	\$ (1,298)	-1.1%
Net Income	\$ 993	\$ -	\$ -	\$ -	0.0%
Positions	2.0	2.0	2.0	-	0.0%



OTHER FUND SUMMARIES

Road Fund

BUDGET DETAIL BY LINE ITEM – ROAD FUND

Revenue

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
312.410-00	Local Option Fuel Tax	22,266	18,853	21,494	21,323	-4.2%	As authorized by Florida Statute.
312.420-00	Local Option Fuel Tax (6th Cent)	57,984	27,747	55,547	55,704	-3.9%	Levied by Miami Dade County and distributed between municipalities.
334.100-00	Forestry Grant	0	0	9,755	0	0.0%	Received April 29, 2011
334.200-00	FDOT 6th Avenue Median Maint.	3,980	0	3,980	3,980	0.0%	Agreement with the state for maintenance of the median landscaping on northeast sixth avenue.
335.120-00	State Revenue Sharing	25,366	15,667	23,496	27,748	9.4%	Village's portion of the state's revenue sharing.
361.00-00	Interest	0	25	100	100	0.0%	Interest
369.100-00	Appropriated Fund Balance	8,762	0	0	8,205	-6.4%	
TOTAL REVENUE		\$118,358	\$62,292	\$114,372	\$117,060	-1.1%	

Salaries & Benefits

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
120-00	Regular Salaries	59,656	35,943	61,616	60,963	2.2%	One (1) Supervisor and One (1) Laborer.
Total Salaries & Wages		\$59,656	\$35,943	\$61,616	\$60,963	2.2%	
210-00	FICA Taxes & Medicare	4,564	2,703	4,634	4,664	2.2%	Calculated at 7.65%.
220-00	Retirement	6,562	3,863	6,622	3,289	-49.9%	Calculated at 5.4%. FRS rates effective 7/1/2011, with projected increase on 7/1/2012
230-00	Life & Health Benefits	10,314	4,319	7,404	10,138	-1.7%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rates. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.
240-00	Workers Comp	6,794	4,499	7,712	4,950	-27.1%	Calculated at 8.12%.
Total Benefits		\$28,234	\$15,384	\$26,372	\$23,041	-18.4%	
TOTAL SALARIES & BENEFITS		\$87,890	\$51,327	\$87,988	\$84,004	-4.4%	



OTHER FUND SUMMARIES

Road Fund

Operating Expenses

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
340-00	Annual Audit	1,000	0	1,000	1,000	0.0%	Contracted service for annual audit.
440-00	Rent or Leased Equipment	1,500	0	1,500	2,000	33.3%	
450-10	Insurance - Vehicles	1,424	960	1,646	1,635	14.8%	One (1) 2004 Dodge Ram pick-up truck and One (1) 2002 Chevy Flatbed
450-15	Insurance - Liability	1,732	1,759	2,492	3,000	73.2%	Liability insurance remains in Road Fund
460-20	R&M Equipment	1,200	605	1,200	1,400	16.7%	Mowers, weed eaters, blowers, and etc.
460-25	R&M Vehicles	300	3,291	4,000	2,212	637.3%	Repair on 2002 Flatbed, 2004 Dodge Ram. Estimated that major repairs completed in the prior year will reduce the need for repairs in 2011-12.
	R&M Median and Road Maintenance	0	0	0	250	0.0%	New line item split 75/25 with Public Works
520-00	Operating Supplies	350	436	600	500	42.9%	Standard operating supplies such as work boots, raincoats, etc.
520-05	Uniforms & Clothing	700	1,094	1,200	1,000	42.9%	Uniform rentals for two (2) employees
520-10	Gas & Oil	500	1,262	2,160	2,200	340.0%	One (1) 2004 Dodge Ram pick-up truck and One (1) 2002 Chevy Flatbed.
530-00	Road Materials	7,616	1,312	2,244	2,300	-69.8%	Materials for roadway patch work, such as potholes.
	IT Capital Project	0	0	0	1,288	0.0%	Necessary IT infrastructure enhancement for all departments, both hardware and software using a lease purchase agreement. Portion allocated to Road Fund, see Capital Section for detail.
910-01	Admin Fee - General Fund	14,146	7,073	7,349	14,271	0.9%	Administrative fee paid back to the General fund.
TOTAL OPERATING EXPENSES		\$30,468	\$17,791	\$25,391	\$33,056	8.5%	
DEPARTMENT TOTAL		\$118,358	\$69,117	\$113,379	\$117,060	-1.1%	
NET INCOME		\$0	-\$6,825	\$993	\$0	0.0%	

ADMINISTRATIVE FEE CALCULATION – ROAD FUND

Indirect Administrative Cost to be Allocated:

Administrative Fee:

Position	Percent	Salary & Benefits	Cost Allocation
Finance Clerk	3.41%	\$ 39,581	\$ 1,350
Finance Director	3.41%	60,000	2,046
Village Manager	3.41%	100,606	3,431
Village Clerk	3.41%	49,924	1,702
Administrative Clerk	3.41%	28,764	981
Village Attorney	3.41%	100,000	3,410
Cashier	3.41%	39,631	1,351
Total Administrative Fee		\$ 418,506	\$ 14,271



OTHER FUND SUMMARIES

Sanitation Fund

SANITATION FUND

DESCRIPTION OF SERVICES

The Village of Biscayne Park uses one Enterprise Fund, the Sanitation Fund, which provides garbage and trash services to our residents. It is the policy of the Village to recover the cost of providing these services thru a service fee charged to the external users of the service.

BUDGET SUMMARY – SANITATION FUND

	Projected Actual 2010-11	Budget		Budget Difference	Percent Change
		Adopted 2010-11	Requested 2011-12		
Revenue	\$ 705,074	\$ 712,079	\$ 712,079	\$ -	0.0%
Personnel	\$ 212,004	\$ 206,982	\$ 218,899	\$ 11,917	5.8%
Operating	472,184	477,206	471,795	(5,411)	-1.1%
SUBTOTAL	\$ 684,188	\$ 684,188	\$ 690,694	\$ 6,506	1.0%
Capital	27,891	27,891	21,385	(6,506)	
Total Expense	<u>\$ 712,079</u>	<u>\$ 712,079</u>	<u>\$ 712,079</u>	<u>\$ -</u>	0.0%
Net Income	<u>\$ (7,005)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	0.0%
Positions	6.0	6.0	6.0	-	0.0%

BUDGET DETAIL BY LINE ITEM – SANITATION FUND

Revenue

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
340-00	Sanitation Assessment	727,074	677,134	727,074	727,074	0.00%	
340-15	Discount on Early Payment	-19,995	-24,612	-27,000	-19,995	35.03%	
340-20	Domestic Trash/Lot Clearing	5,000	4,030	5,000	5,000	0.00%	
TOTAL REVENUE		\$712,079	\$656,552	\$705,074	\$712,079	-0.98%	

Salaries & Benefits

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
120-00	Regular Salaries	135,382	82,619	138,354	141,377	2.20%	Second year of three year PTA union contract with a 1.1% COLA adjustment and an annual \$500 bonus.
130-00	Overtime	0	0	0	3,760	0.00%	Quarterly scheduled Village wide trash/yard debris sweep (July - October - January - April) - 8 employees and 1 supervisor for 6 hours on a Saturday.
Total Salaries & Wages		\$135,382	\$82,619	\$138,354	\$145,137	2.20%	



OTHER FUND SUMMARIES

Sanitation Fund

210-00	Fica Taxes & Medicare	10,357	6,302	10,548	11,026	1.84%	Calculated at .0765%.
220-00	Retirement	14,892	8,843	14,712	15,626	-1.21%	Calculated at 10.77%, and one employee at 12.25% in the DROP plan.
230-00	Employee Health Benefits	30,942	14,656	31,144	31,021	0.65%	As of June 1, 2011, changed to Coventry Health Plan with higher deductible and reduced rates. Calculated at current rate for 8 months, then with a 15% estimated increase for 4 months.
240-00	Workers Compensation	15,409	12,935	17,246	16,089	11.92%	Calculated at 11.38%.

Total Benefits **\$71,600** **\$42,737** **\$73,650** **\$73,762** **2.86%**

TOTAL SALARIES & BENEFITS **\$206,982** **\$125,356** **\$212,004** **\$218,899** **2.43%**

Operating Expenses

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
340-00	Accounting & Audit Svc	5,000	0	5,000	5,000	0.00%	Annual auditing services provided by Alberni Caballero & Company, L.L.P.
340-15	Landfill Tipping Fees	185,000	95,658	185,000	185,000	0.00%	Fees paid to the Department of Solid Waste Management - Miami Dade County. Will not estimate any reductions in fees due to new recycling service until we can assess a full year with the new service.
340-20	Recycling Contract	35,000	26,250	35,000	39,000	0.00%	Changed from service with Miami Shores (weekly with smaller containers) to Miami Dade County (bi-weekly with larger containers).
340-25	Admin Fee - Miami Dade County Billing	14,600	6,462	14,600	14,600	0.00%	Miami Dade County Fee of 2% for the collection of the non-ad valorem assessment through the property bill.
410-10	Communications - Radio	1,200	0	1,200	1,500	0.00%	Upgrades needed to radio inventory.
	Postage & Shipping	0	202	202	0		
450-10	Insurance Vehicles	8,500	1,937	8,500	8,925	0.00%	Insurance for four vehicles: 1995 Ford F-150*; 2000 Ford Sterling Packer garbage truck*; 2003 International 4300 Packer garbage truck; 2007 International garbage truck. (*Recommend replacing with new purchase.)
450-15	Insurance Liability	5,000	5,277	5,000	5,250	0.00%	Allocation of annual liability insurance premium.
460-25	R&M Vehicles	15,800	7,830	15,000	15,000	-5.06%	Repair and maintenance on four vehicles (as listed above.)
490-10	Advertising	75	0	75	2,000	0.00%	Printed informational pieces to residents on garbage / trash / recycling schedules; and notification of quarterly sweeps.
510-00	Office Supplies	250	0	0	0	0.00%	<i>Purchased under Public Works budget.</i>
250-00	Operating Supplies	2,500	109	2,500	2,500	0.00%	All supplies related to Sanitation operation.
520-05	Uniforms & Clothing	2,100	1,212	2,100	2,100	0.00%	Uniform service for six employees.
520-10	Gas / Oil	12,000	5,634	14,000	14,000	16.67%	Estimated increase in fuel costs.
550-01	Education & Training	0	0	0	1,500	0.00%	Calculated @ \$250 per employee.
590-15	Depreciation - Equipment	12,600	0	12,600	10,000	0.00%	Annual depreciation on two vehicles (2003 and 2007)
TOTAL OPERATING EXPENSES		\$299,625	\$150,571	\$300,777	\$306,375	0.38%	



OTHER FUND SUMMARIES

Sanitation Fund

Debt Service

710-00	Principal	27,020	13,180	27,020	18,000	0.00%	Principal and interest for five (5) year financing.
720-00	Interest	871	766	871	3,385	0.00%	
TOTAL DEBT SERVICE		\$27,891	\$13,945	\$27,891	\$21,385	0.00%	

Other Expenses

690-00	Contingency	21,447	0	15,273	1,828	-40.42%	Principal and interest for five (5) year financing.
910-00	Admin Fee - General Fund	57,794	28,897	57,794	59,610	0.00%	
910-39	Admin Fee - Public Works Direct Expense	98,340	49,170	98,340	103,982	0.00%	
TOTAL OTHER		\$177,581	\$78,067	\$171,407	\$165,420	-3.60%	
DEPARTMENT TOTAL		\$712,079	\$367,939	\$712,079	\$712,079	0.00%	
NET INCOME		\$0	\$288,613	-\$7,005	\$0		

NOTES





OTHER FUND SUMMARIES

Sanitation Fund

OVERHEAD AND ADMINISTRATIVE FEE CALCULATION – SANITATION FUND

Indirect Administrative Cost to be Allocated:

Direct Public Works Overhead:

Position	Percent	Salary & Benefits	Dept. Expenses	Total	Cost Allocation
Public Works Foreman	50%	\$ 37,186	\$ -	\$ 37,186	\$ 18,593
Public Works Director	45%	67,227	22,426	89,653	40,344
Public Works Admini Ass't	45%	44,677	-	44,677	20,105
Public Works Supervisor	25%	41,368	-	41,368	10,342
Public Works Laborer	40%	36,494	-	36,494	14,598
Total Overhead		\$ 226,952	\$ 22,426	\$ 249,378	\$ 103,982

Administrative Fee:

Position	Percent	Salary & Benefits	Dept. Expenses	Total	Cost Allocation
Finance Clerk	25%	\$ 39,581	\$ -	\$ 39,581	\$ 9,895
Finance Director	20%	60,000	27,953	87,953	17,591
Village Manager	20%	100,606	28,751	129,357	25,871
Village Clerk	8%	49,924	-	49,924	3,994
Administrative Clerk	3%	28,764	-	28,764	863
Village Attorney	1%	100,000	-	100,000	1,000
Cashier	1%	39,631	-	39,631	396
Total Administrative Fee		\$ 418,506	\$ 56,704	\$ 475,210	\$ 59,610

Total Indirect Costs	\$ 163,592
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CITIZEN'S INDEPENDENT TRANSPORTATION TRUST (CITT)

MISSION STATEMENT

The Citizen's Independent Transportation Trust (CITT) is the 15 member body created to oversee the People's Transportation Plan funded with the half-percent sales surtax. The Office of the CITT provides staff support and coordinates public outreach efforts to inform the community regarding the improvements that have been implemented using surtax funds.

DESCRIPTION OF SERVICES

Funds are provided by the CITT and can be spent only on transportation projects and transit mandated within the CITT provisions. The CITT requires 20% of the funds be used directly for transit. Funds are currently used for matching grants for storm water projects and for improvements provided through the Road Fund.

The powers and responsibilities of the CITT include the following:

- To monitor, oversee review, audit and investigate implementation of the transportation and transit projects listed in any levied by the County under authority of Florida Statute 212.055.
- To assure compliance with any limitations imposed in the levy on the expenditure of surtax proceeds, including but not limited to:
 - Any limitation that surtax proceeds only be expended for the transportation and transit purposes specified in Florida Statute 212.055(1)(d)1-3
 - Any limitation that no more than 5% of surtax proceeds be expended on administrative costs, exclusive of project management and oversight for projects funded by the surtax.
 - Any requirement with regard to maintenance of effort of general support for Miami-Dade Transit.
- To assure compliance with any applicable federal and state requirements.
- To require monthly reports from the Manager, County agencies and instrumentalities regarding the implementation of the projects funded by surtax proceeds (which reports shall be posted on-line, ie., made publicly accessible on the Internet).
- To file a report, including any recommendations, with the Mayor and the County Commission on a quarterly basis regarding the implementation of the projects funded by surtax proceeds.
- To monitor, oversee and periodically report to the County Commission on the level of CSBE's and CBE's contracts funded in whole or in part with surtax proceeds and to recommend ways to increase such participation.

COMMUNICATION AND COMMUNITY OUTREACH

- The membership recruitment campaign is both broad in its outreach to the general community and targeted in its outreach to community and business leaders.



OTHER FUND SUMMARIES

CITT Fund

- Transportation Trust has developed a comprehensive, positive, proactive and expanded multi-media community outreach and communication program that will inform the public about the Trust and tell the full story about the history, challenges and many positive advancements of the Trust. The Trust focuses on the future of public transit transportation in Miami-Dade County and the positive and proactive role of the Trust in achieving that future.
- Community coordination with the County as well as with other important transportation and community groups such as the Citizens Transportation Advisory Committee of the MPO and the Transportation Executive Committee of the Greater Miami Chamber of Commerce

PROJECT AND FINANCIAL REVIEW

- The Transportation Trust reviews a broad range and potentially high volume contracts and works cooperatively with the County and Board of County Commissioners to establish contract review thresholds and to change the order of contract review.
- The review process includes performance reviews of operating and capital expenditures of surtax funds in order to ensure that performance standards are being achieved and that capital equipment is being operated and maintained in accordance with industry standards.
- Major Capital Investment Project Reviews ensure that these investments are completed on time and within budget. This is essential to maintaining public trust and confidence that surtax funds are being spent properly and efficiently.

STRATEGIC AND FINANCIAL PLANNING

- The Transportation Trust assists in the research, analysis, development, and advocacy in cooperation with the County, of creative and innovative funding and financial solutions to increase future capital and operating fund availability for transit improvements.
- Reinitiate the annual review and analysis of the Miami-Dade Transit Pro-forma focusing on intermediate and long term funding resources for transit operations and maintenance.
- New Capital Projects are identified and developed to be funded with the 10% Capital Expansion Reserve Fund.
- The Transportation Trust prioritizes its financial management capabilities to ensure that surtax funds are fully and properly accounted for and managed by the respective user groups.

MUNICIPAL LIAISON

- Partnership opportunities between municipalities and between municipalities and Miami-Dade County Transit and Public Works are being enhanced.
 - Policy and program guidance has been established to provide a more formal mechanism of developing, recording and disseminating.



OTHER FUND SUMMARIES

CITT Fund

BUDGET SUMMARY – CITT FUND

	Projected	Budget		Budget Difference	Percent Change
	Actual 2010-11	Adopted 2010-11	Requested 2011-12		
Revenue	\$ 251,192	\$ 243,522	\$ 209,064	\$ (34,458)	-14.1%
Less Expenditures					
Personnel	\$ 1,193	\$ 15,813	\$ -	\$ (15,813)	0.0%
Operating	136,468	227,709	209,064	(18,645)	-8.2%
SUBTOTAL	\$ 137,661	\$ 243,522	\$ 209,064	\$ (34,458)	-14.1%
Capital	-	-	-	-	
Total Expense	\$ 137,661	\$ 243,522	\$ 209,064	\$ (34,458)	-14.1%
Net Income	\$ 113,531	\$ -	\$ -	\$ -	0.0%
Positions	-	-	-	-	0.0%

BUDGET DETAIL BY LINE ITEM – CITT FUND

Revenue

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
338.35.00	Transit Surtax	73,322	54,940	80,892	95,233	29.9%	Village's percentage of the CITT surtax.
361.00.00	Interest Earnings	200	174	300	300	50.0%	Interest
369.30.00	Fund Balance Appropriated	170,000	0	170,000	113,531	-33.2%	
TOTAL REVENUE		\$243,522	\$55,114	\$251,192	\$209,064	-14.1%	

Salaries & Benefits

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
120-00	Regular Salaries	12,480	0	0	0	-100.0%	
Total Salaries & Wages		\$12,480	\$0	\$0	\$0	-100.0%	
210-00	FICA Taxes & Medicare	955	0	0	0	-100.0%	
220-00	Retirement	1,373	0	0	0	-100.0%	
230-00	Life & Health Benefits	0	0	0	0	0.0%	
240-00	Workers Comp	1,005	1,193	1,193	0	-100.0%	
Total Benefits		\$3,333	\$1,193	\$1,193	\$0	-100.0%	
TOTAL SALARIES & BENEFITS		\$15,813	\$1,193	\$1,193	\$0	-100.0%	



OTHER FUND SUMMARIES

CITT Fund

Operating Expenses

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Adopted Budget		
340-23	Contract Svcs	0	3,000	7,850	1,600	0.0%	Completion of 121st Street study
430-10	Electric	0	0	22,132	22,132	0.0%	Electric for Streetlights and Traffic light
450-10	Insurance Vehicles	500	975	975	0	-100.0%	
450-15	Insurance Liability	0	1,580	1,580	0	0.0%	
460-10	R&M Land / Landscaping/Mowing	0	0	13,678	21,000	100.0%	Ground Keeper lawn service for median maintenance
460-25	R&M Vehicles	500	153	153	0	-100.0%	
520-10	Gas & Oil	2,600	0	0	0	-100.0%	
660-05	Transit Projects	0	0	0	19,047	100.0%	Transit projects include improving existing 6th Avenue bus stops with new benches, garbage cans, covered canopies and enclosures.
660-06	Transportation Projects	0	0	0	76,186	100.0%	Transportation projects include median closure studies, 121st Street Median closure, wayfinding and street label signage, repaving, street lining and traffic calming.
690-00	Contingency/Admin	46,423	2,905	5,100	69,099	48.8%	
710-00	Principal	7,446	0	0	0	-100.0%	
720-00	Interest	240	0	0	0	-100.0%	
911-00	Transfer to Capital Projects Fund	170,000	0	85,000	0	-100.0%	
TOTAL OPERATING EXPENSES		\$227,709	\$8,613	\$136,468	\$209,064	-8.2%	
DEPARTMENT TOTAL		\$243,522	\$9,805	\$137,661	\$209,064	-14.1%	
NET INCOME		\$0	\$45,309	\$113,531	\$0		



OTHER FUND SUMMARIES

Forfeitures Fund

FORFEITURE FUNDS

MISSION STATEMENT

To improve ongoing police services and technology programs by using Federal, State and Local funds generated by the forfeiture of property.

DESCRIPTION OF SERVICES

The Forfeiture funds account is a special revenue fund used to account for revenues received from Federal, State and Local law enforcement forfeitures and seizures which are restricted for use for law enforcement purposes. In prior years these monies were allocated to improve computer technology and software.



BUDGET SUMMARY – FORFEITURES

	Projected Actual 2010-11	Budget		Budget Difference	Percent Change
		Adopted 2010-11	Requested 2011-12		
<i>Revenue</i>	\$ 10,876	\$ 25,000	\$ 12,050	\$ (12,950)	-51.8%
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0.0%
<i>Operating</i>	7,878	25,000	12,050	(12,950)	-51.8%
SUBTOTAL	\$ 7,878	\$ 25,000	\$ 12,050	\$ (12,950)	-51.8%
<i>Capital</i>	-	-	-	-	
Total Expense	\$ 7,878	\$ 25,000	\$ 12,050	\$ (12,950)	-51.8%
Net Income	\$ 2,998	\$ -	\$ -	\$ -	0.0%
Positions	-	-	-	-	0.0%



OTHER FUND SUMMARIES

Forfeitures Fund

BUDGET DETAIL BY LINE ITEM

REVENUE

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Manager Recom.		
351.100-00	State Forfeitures	5,000	830	830	2,000	-60.0%	Police forfeitures through the state per Florida Statute.
351.200-00	Federal Forfeitures	20,000	0	9,996	10,000	-50.0%	Police forfeitures through the federal government.
361.100-00	Interest Earnings	0	38	50	50	100.0%	Interest.
361.110-00	Miscellaneous	0	0	0	0	0.0%	
369.100-00	Appropriated Fund Balance	0	0	0	0	0.0%	
TOTAL REVENUE		\$25,000	\$868	\$10,876	\$12,050	-51.8%	

OPERATING EXPENSES

Account	Account Description	2010-11			2011-12	Diff +/-	Explanation / Narrative
		Prior Year Adopted	YTD Actual Thru 4/30	Projected Thru 9/30	Manager Recom.		
445-00	Rent Storage Facilities	0	2,640	3,960	0	0.0%	Monthly rental for mobile modular unit moved to Police General Fund.
451-05	Communications - Telephone	0	975	1,668	1,700	0.0%	Cell phones assigned for VOBPOP
520-00	Operating Supplies	0	95	250	3,000	0.0%	Two (2) defibrillators
520-05	Uniforms & Clothing	0	1,249	1,500	1,936	0.0%	One (1) large protective shield.
540-00	Memberships, Dues and Subscriptions	0	375	500	0	0.0%	
690-00	Unappropriated Contingency	25,000	0	0	5,414	-78.3%	
TOTAL OPERATING EXPENSES		\$25,000	\$5,334	\$7,878	\$12,050	-51.8%	

TOTAL NET INCOME	\$0	-\$4,466	\$2,998	\$0	0.0%
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OTHER FUND SUMMARIES

Capital Purchases and Projects

CAPITAL PURCHASES AND PROJECTS – 5 YEAR PLAN

This section contains information on the following purchases and projects:

Item Description	Page	Year #1 2011-12	Year #2 2012-13	Year #3 2013-14	Year #4 2014-15	Year #5 2015-16	Estimated Cost
CITT Transit and Trans. Projects *	97	\$ 95,233	\$ -	\$ -	\$ -	\$ -	\$ 95,233
Tech. Upgrade - General, Road, San. Lease/Purchase Agreement	99	35,000	35,000	35,000	19,900	18,400	143,300
Police Patrol Cars - General Fund Lease/Purchase Agreement	101	47,810	38,010	59,730	65,286	65,622	276,458
Garbage Trucks - Sanitation Fund Lease/Purchase Agreement	104	22,787	22,787	22,787	45,574	45,574	159,509
Pickup Trucks - Sanitation Fund Lease/Purchase Agreement	105	5,104	5,104	5,104	5,104	10,208	30,624
Flat-bed Truck - General Fund PW Lease/Purchase Agreement	106	-	-	12,760	12,760	12,760	38,280
15 Passenger Vans Lease/Purchase Agreement	107	-	6,380	12,760	12,760	12,760	44,660
Gator Utility Vehicle Purchase	108	-	-	-	2,500	2,500	5,000
		<u>\$ 205,934</u>	<u>\$ 107,281</u>	<u>\$ 148,141</u>	<u>\$ 163,884</u>	<u>\$ 167,824</u>	<u>\$ 793,064</u>

* Long-term funding for CITT program related expenses is uncertain after the current year. Projects will be developed under the pretense that funding for the program will continue.



OTHER FUND SUMMARIES

Capital Purchases and Projects

CAPITAL PROJECT – TRANSIT AND TRANSPORTATION PROJECTS

DEPARTMENT – CITT

DESCRIPTION OF ITEMS

Funds are provided by the Citizen's Independent Transportation Trust and can be spent only on transportation projects and transit mandated within the CITT provisions. Long-term funding for the program is currently being contested by other Miami-Dade County municipalities and is uncertain after fiscal year 2011-12.

The Trust requires that 20% of the total allocation be utilized for transit related projects and the remainder expended for transportation expenditures. Transit related projects for FY 2011-12 emphasize improvements and purchases for 6th Avenue bus stops and include:

- New benches
- New garbage cans
- Covered canopies
- Enclosures

Transportation related projects for FY 2011-12 emphasize traffic safety improvements for all of Biscayne Park's roadways and include:

- Median closure studies
- 121st Street Median closure
- Way-finding and street identification signage with emphasis on Village entrances
- Street repaving, lane striping, and ongoing drainage projects





OTHER FUND SUMMARIES

Capital Purchases and Projects

BISCAYNE PARK COMPREHENSIVE TRAFFIC STUDY – JANUARY 2007

The Comprehensive Traffic Plan includes the following completed or ongoing improvements:

Completed

- Convert NE 9th Court to one-way southbound at the Ed Burke Recreation Center (between NE 115th Street and NE 113th Street)
- Median extension on NE 121st Street at NE 5th Avenue (restrict turning movements)
- Channelize eastbound right-turn only movement at NE 121st Street and NE 6th Avenue
- Implement 25mph speed limit on local street within the Village
- Re-route southbound Griffing Boulevard to NE 115th Street to avoid the skewed intersection at NE 6th Avenue (was implemented and then reversed)
- Where feasible, install lane width reduction striping that designates space for pedestrians and bicyclists (Commission voted down this element)

Ongoing

- Install traffic circles along NE 7th Avenue and NE 9th Avenue
- Install landscaped entry features on local street throughout the Village

POTENTIAL LONG TERM PROJECTS

Because of the uncertainty of future allocations due to Doral, Miami Gardens and Cutler Bay currently unfunded by CITT, the Village is taking a conservative but proactive approach to this funding source. Planners Kimley Horn and Bell David have grant writing expertise and are working to either find opportunities to either match the funding source or offset the potential loss of these revenues. With their assistance and the teamwork of Planning and Zoning Advisory Board CITT projects will continue to be developed and prioritized as funding becomes available. Transit related projects will continue to emphasize beautification and improving the functionality of Village bus stops. Transportation related projects will continue to improve traffic flow and resident safety. Future projects include:

- Develop possible multi-purpose pavilion/bus shelter including gazebo located in Griffing Park that can provide shelter for residents using transportation and also residents enjoying the beauty of the park.
- Implement Wi-Fi connect ability at bus stops.
- Purchase decorative bike racks that provide usability and Village beautification.
- Continue to maintain infrastructure by simultaneously repaving roads and adding drainage improvements adjacent to these roadways.
- Implement traffic calming projects such as circles, speedbumps, and designated paver walkways.

FUNDING SOURCES AND COST

FUNDING						
Funding Sources	Total Est Cost	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
CITT Fund Transit	\$ 19,047	\$ 19,047	\$ -	\$ -	\$ -	\$ -
CITT Fund Transportation	76,186	76,186	-	-	-	-
Total	\$ 95,233	\$ 95,233	\$ -	\$ -	\$ -	\$ -



OTHER FUND SUMMARIES

Capital Purchases and Projects

CAPITAL PROJECT – VILLAGE-WIDE TECHNOLOGY UPGRADE

DEPARTMENT – GENERAL GOVERNMENT

DESCRIPTION OF ITEMS

Years 1-3

<u>Equipment Purchase Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>
PC's	17	\$ 1,040	\$ 17,680
Server	1	4,649	4,649
MS SBS CALS	15	75	1,125
Dell Rack 24U, KBD, DRWR, KB/MOU	1	1,300	1,300
Barracuda Backup	1	5,863	5,863
Barracuda Mail Arch	1	5,290	5,290
Barracuda Web Filter	1	5,290	5,290
Barracuda Spam and Virus Firewall	1	5,995	5,995
Cisco Firewall	1	1,200	1,200
Trend Business Security Advanced	19	135	2,565
UPS Server	1	1,150	1,150
APC Workstations	18	46	828
Gigabit Switch	3	300	900
IDC Services	1	17,000	17,000
SUB-TOTAL YEARS 1-3 EQUIPMENT			\$ 70,835

<u>Fiber Infrastructure Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>
Labor and Material (5,000 feet) to connect three locations	1	\$ 17,500	\$ 17,500
Fiber Cable (5,000 feet)	5000	0.80	4,000
Fiber Patch Panels	3	300	900
Fiber Connectors	32	20	640
Fiber Labor	24	90	2,160
Fiber Tranceivers	4	630	2,520
SUB-TOTAL YEARS 1-3 FIBER INFRASTRUCTURE			\$ 27,720

TOTAL YEARS 1-3 \$ 98,555

Year 4

<u>Equipment Purchase Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>
PC's designated for power users installed	7	\$ 1,200	\$ 8,400
Original Server - 2 Year Warranty Extension	1	1,500	1,500
Technology refresher, reconfiguration, and Server to be implemented in Year 5	1	10,000	10,000
TOTAL YEAR 4 EQUIPMENT			\$ 19,900

Year 5

<u>Equipment Purchase Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>
PC's designated for mid-level users installed	7	\$ 1,200	\$ 8,400
Technology refresher, reconfiguration, and Server to be implemented in Year 5	1	10,000	10,000
TOTAL YEAR 5 EQUIPMENT			\$ 18,400



OTHER FUND SUMMARIES

Capital Purchases and Projects

JUSTIFICATION

A general overview of the current situation of the IT infrastructure and network throughout all of the Village's municipal buildings would show the following inefficiencies:

- Systems are not uniform with many units out of warranty which means costly maintenance and repair.
- Software versions are not uniform.
- Network perimeter security is non existent leaving all systems vulnerable to viruses.
- E-mail is hosted by a third party limiting the management of the messaging system. In addition, compliance and archival is difficult.
- Data backup and retention is inadequate and less than what is required for a municipality in regards to sound records retention and data recovery plans.

The proposed upgrade to the hardware, software and configuration is needed to bring the IT infrastructure to the required level.

FUNDING SOURCES AND COST

FUNDING						
Funding Sources	Total Est Cost	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
General Fund	\$ 108,691	\$ 29,805	\$ 25,494	\$ 25,494	\$ 14,495	\$ 13,403
Road Fund	\$ 5,273	\$ 1,288	\$ 1,288	\$ 1,288	\$ 732	\$ 677
Sanitation Fund	29,336	3,907	8,218	8,218	4,673	4,320
Total	\$ 143,300	\$ 35,000	\$ 35,000	\$ 35,000	\$ 19,900	\$ 18,400



OTHER FUND SUMMARIES

Capital Purchases and Projects

CAPITAL PURCHASE – POLICE PATROL VEHICLES

DEPARTMENT - POLICE

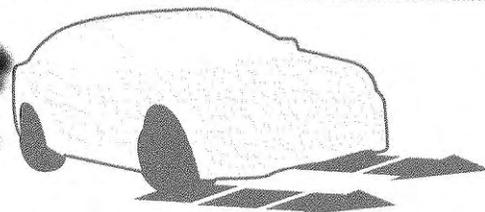
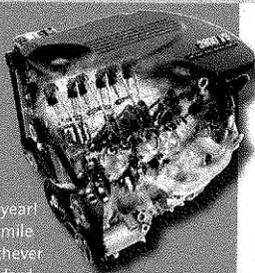
DESCRIPTION OF ITEMS



CHEVROLET IMPALA Many agencies have found Impala's combination of large car utility and performance and mid-size agility and ownership cost unbeatable in an era of shrinking public financial resources. Designed from the ground up as a police vehicle, Impala boasts an EPA-estimated MPG of 17 city and 24 highway. Plus it offers nearly equal or greater roominess than its competitors!

Impala's 230 hp 3.9L V6

is E85-capable¹ and is matched to GM's heavy-duty 4T65-E 4-speed transmission. This powertrain combination delivers an EPA-estimated 17 MPG city fuel economy. For municipalities struggling with fuel costs, this can represent significant savings each year! GM's transferable 5-year/100,000-mile powertrain limited warranty (whichever comes first) is one of the best standard coverages in the police segment. See your dealer for details.



Front-Wheel Drive

Police departments have chosen Impala's front-wheel drive for better traction in winter operations. And Impala's 38.0 foot curb-to-curb turning circle and 7.1 inch ground clearance beats both Crown Victoria and Charger!

Impala's interior offers plenty of room for both personnel and equipment. In fact, Impala's front head and hip room are nearly the same as Ford Crown Victoria and greater than Dodge Charger, both of which are based on longer wheelbases and are significantly heavier. Impala's front leg room exceeds both competitors!

Between Impala's supportive bucket seats are seat bottom frame structural tubes and a center floor-mounted tunnel crush box. These complement Impala's reinforced front seat structure to

protect occupants. Standard dual head curtain side air bags⁶ for front and rear outboard occupants add to Impala's impressive safety story.

Impala's certified analog speedometer offers a standard Driver's Information Center with redundant speed display that displays Oil Life Monitor, English/metric settings, Tire Pressure Monitor (non-programmed on optional full-size spare tire) and Remote Keyless Entry programming.

1. E85 is 85% ethanol and 15% gasoline. To see if there is an E85 station near you, go to www.gmaltfuel.com/e85-station-locator.

6. Always use safety belts and the correct child restraints for your child's age and size, even in vehicles equipped with air bags. Children are safer when properly secured in a rear seat. See your vehicle Owner's Manual and child safety seat instructions for more information.



OTHER FUND SUMMARIES

Capital Purchases and Projects

JUSTIFICATION

The patrol car purchase plan is to replace two Village Police Department vehicles by lease/purchase every year to keep the fleet current, updated and maximizes warranties. With the adoption of the police contract including take home vehicles for officers, the primary goal of the capital purchase plan is to have the majority of the fleet under a manufacturers warranty to reduce repairs over the entire period. The potential savings in repairs can assist in offsetting part of the purchase costs. The secondary goal is increased gas mileage in moving from older V-8 equipped vehicles to fuel efficient V-6 cars. The third goal is to increase trade-out value which can also assist in the ongoing purchase process by having a higher trade-out value at the end of the vehicle's life cycle.

Current Fleet:

Unit#	Year	Make	Model	Officer	Mileage	Notes	Warranty
#1 Marked Patrol	2004	Ford	C. Victoria	Reserve Ofc	90,435	Original- near end of service life, used as Reserve Officer unit.	NO
#2 Marked Patrol	2004	Ford	C. Victoria	Reserve Ofc	90,456	Original- near end of service life, used as Reserve Officer unit.	NO
#4 Marked Patrol	2004	Ford	C. Victoria	Reserve Ofc	116,438	At end of service life, used as Reserve Officer unit.	NO
#5 Marked Patrol	2009	Chevrolet	Impala	Churchman	33,407	Assigned to day shift Supervisor has extended warranty to 100,000 miles.	YES
#6 Marked Patrol	2009	Chevrolet	Impala	Atesiano	28,936	Assigned to afternoon shift Supervisor has extended warranty to 100,000 miles.	YES
#8 Marked Patrol	2007	Ford	C. Victoria	Tarr	56,257	Assigned to midnight shift Supervisor vehicle in very good condition.	NO
#10 Marked Patrol	2009	Chevrolet	Impala	Meza	20,004	Assigned to midnight shift officer has extended warranty to 100,000 miles.	YES
#11 Marked Patrol	2005	Ford	C. Victoria	Marchese	80,694	Totalled in accident	NO
#12 Unmarked Admin	2009	Chevrolet	Impala	Glansberg	39,601	Assigned to Chief of Police has extended warranty to 100,000 miles.	YES
#14 Unmarked-Patrol-DB	2001	Ford	C. Victoria	DB	188,507	Used as undercover and DB unit and City spare vehicle. Should be taken out of service.	NO
#15 Unmarked Admin	2009	Chevrolet	Impala	Sanchez	53,315	Assigned to Assistant Chief of Police has extended warranty to 100,000 miles.	YES
	2001	Ford	C. Victoria		109,094	Donation from Sunny Isles Beach	NO
	2001	Ford	C. Victoria		97,713	Donation from Sunny Isles Beach	NO



OTHER FUND SUMMARIES

Capital Purchases and Projects

FUNDING SOURCES, COST AND REPLACEMENT SCHEDULE

FUNDING						
Funding Sources	Total Est Cost	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
General Fund	\$ 276,458	\$ 47,810	\$ 38,010	\$ 59,730	\$ 65,286	\$ 65,622
Total	\$ 276,458	\$ 47,810	\$ 38,010	\$ 59,730	\$ 65,286	\$ 65,622

The 5 year patrol vehicle replacement schedule is based on three year lease purchases as follows:

- FY 2011-12 – Five (5) existing vehicle leases expiring in May 2012; two (2) replacement vehicles to be purchased in January 2012.
- FY 2012-13 – Two (2) existing vehicle leases entering second year; two (2) replacement vehicles to be purchased in January 2013.
- FY 2013-14 – Two (2) existing vehicle leases entering third year; two (2) existing vehicles entering second year; two (2) replacement vehicles to be purchased in January 2014.
- FY 2014-15 – Two (2) existing vehicle leases entering third year; two (2) existing vehicles entering second year; two (2) replacement vehicles to be purchased in January 2015.
- FY 2015-16 – Two (2) existing vehicle leases entering third year; two (2) existing vehicles entering second year; two (2) replacement vehicles to be purchased in January 2016.





OTHER FUND SUMMARIES

Capital Purchases and Projects

CAPITAL PURCHASE – GARBAGE TRUCK

DEPARTMENT - SANITATION

DESCRIPTION OF ITEMS



JUSTIFICATION

Currently the Village has three (3) Garbage Trucks in their Sanitation Fleet dated 2001, 2003 and 2007. The 2001 will be replaced in the current budget by a 5 year lease/purchase agreement and standard replacement for the 2003 vehicle will occur in FY 2014-15 by the same payment method.

FUNDING SOURCES, COST AND REPLACEMENT SCHEDULE

FUNDING						
Funding Sources	Total Est Cost	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Sanitation Fund	\$ 159,509	\$ 22,787	\$ 22,787	\$ 22,787	\$ 45,574	\$ 45,574

The 5 year garbage truck replacement schedule is based on five year lease purchases as follows:

- FY 2011-12 – One (1) replacement garbage truck to be purchased in October 2011.
- FY 2012-13 – One (1) existing garbage truck lease entering second year.
- FY 2013-14 – One (1) existing garbage truck lease entering third year.
- FY 2014-15 – One (1) existing garbage truck lease entering fourth year; one (1) replacement garbage truck to be purchased in October 2014.
- FY 2015-16 – One (1) existing garbage truck lease entering fifth and final year; one (1) existing garbage truck lease entering second year.



OTHER FUND SUMMARIES

Capital Purchases and Projects

CAPITAL PURCHASE – PICK-UP TRUCK

DEPARTMENT – SANITATION

DESCRIPTION OF ITEMS



JUSTIFICATION

Currently the Village has two (2) Pick-up Trucks in their Sanitation Fleet dated 2001 and 2004. The 2001 will be replaced in the current budget year by a 5 year lease/purchase agreement and standard replacement for the 2004 vehicle will occur in FY 2015-16 by the same payment method.

FUNDING SOURCES, COST AND REPLACEMENT SCHEDULE

FUNDING						
Funding Sources	Total Est Cost	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Sanitation Fund	\$ 30,624	\$ 5,104	\$ 5,104	\$ 5,104	\$ 5,104	\$ 10,208

The 5 year pickup truck replacement schedule is based on five year lease purchases as follows:

- FY 2011-12 – One (1) replacement pickup truck to be purchased in October 2011.
- FY 2012-13 – One (1) existing pickup truck lease entering second year.
- FY 2013-14 – One (1) existing pickup truck lease entering third year.
- FY 2014-15 – One (1) existing pickup truck lease entering fourth year.
- FY 2015-16 – One (1) existing pickup truck lease entering fifth and final year; one (1) replacement pickup truck to be purchased in October 2015.



OTHER FUND SUMMARIES

Capital Purchases and Projects

CAPITAL PURCHASE – FLAT BED TRUCK

DEPARTMENT – ROAD FUND

DESCRIPTION OF ITEMS



JUSTIFICATION

Currently the Village has one (1) Flat-bed Truck in the Road Fund Fleet dated 2002. Standard replacement for the vehicle will occur in FY 2013-14 by using a 5 year lease/purchase agreement

FUNDING SOURCES AND COST

FUNDING						
Funding Sources	Total Est Cost	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
Road Fund	\$ 38,280	\$ -	\$ -	\$ 12,760	\$ 12,760	\$ 12,760

The 5 year flat-bed truck replacement schedule is based on five year lease purchases as follows:

- FY 2013-14 – One (1) replacement flat-bed truck to be purchased in October 2013.
- FY 2014-15 – One (1) existing flat-bed truck lease entering second year.
- FY 2015-16 – One (1) existing flat-bed truck lease entering third year.



OTHER FUND SUMMARIES

Capital Purchases and Projects

CAPITAL PURCHASE – 15 PASSENGER VAN

DEPARTMENT – PARKS AND RECREATION

DESCRIPTION OF ITEMS



JUSTIFICATION

Currently the Village has two (2) 15 passenger vans dated 2001 designated for the Parks and Recreation Department for the transportation of attendees to functions outside the Village. Replacement for one vehicle will take place in FY 2012-13 and the other in FY 2013-14 using a 5 year lease/purchase payment schedule for both.

FUNDING SOURCES AND COST

FUNDING						
Funding Sources	Total Est Cost	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
General Fund	\$ 44,660	\$ -	\$ 6,380	\$ 12,760	\$ 12,760	\$ 12,760

The 5 year 15 passenger van replacement schedule is based on five year lease purchases as follows:

- FY 2012-13 – One (1) replacement van to be purchased in October 2012.
- FY 2013-14 – One (1) existing van lease entering second year; one (1) replacement van to be purchase in October 2013.
- FY 2014-15 – One (1) existing van lease entering third year; one (1) existing van lease entering second year.
- FY 2015-16 – One (1) existing van lease entering fourth year; one (1) existing van lease entering third year.



OTHER FUND SUMMARIES

Capital Purchases and Projects

CAPITAL PURCHASE – GATOR UTILITY VEHICLE

DEPARTMENT – PUBLIC WORKS

DESCRIPTION OF ITEMS



JUSTIFICATION

Currently the Public Works department has two (2) Gator Utility Vehicles purchased in 2004 designated for hauling and miscellaneous work loads. Replacement for one vehicle will take place in FY 2014-15 and the other in FY 2015-16 using a one-time purchase payment for both.

FUNDING SOURCES AND COST

FUNDING						
Funding Sources	Total Est Cost	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
General Fund	\$ 5,000	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500

The 5 year Gator Utility replacement schedule is based on one-time purchase payments as follows:

- FY 2014-15 – One (1) replacement utility vehicle to be purchased in October 2014.
- FY 2015-16 – One (1) replacement utility vehicle to be purchased in October 2015.



GLOSSARY OF TERMS

-A-

Accounting Groups

Groups used to establish accounting control and accountability for the general fixed assets and general long-term debt.

Accrual Basis of Accounting

The method of accounting under which revenues are recorded when they are earned (regardless of when cash is received) and expenditures are recorded when goods and services are received (regardless if disbursements are actually made at that time).

Ad Valorem Tax

A tax based “according to value” of property and used as the source of monies to pay general obligation debt and to support the general fund.

Adopted Budget

A financial plan that consists of policy and funding priorities, as well as a presentation of the economic outlook for a given fiscal year.

Amended Budget

The amended budget is the working budget. It is the adopted budget that incorporates all operating transfers and approved budget amendments (changes in the budget total that are approved subsequent to initial adoption).

American Disabilities Act (ADA)

The American Disabilities Act provides protection against discrimination to a qualified individual with a disability. This applies to job application procedures, hiring, advancement and discharge of employees, worker’s compensation, job training, and other terms, conditions, and privileges of employment.

American Institute of Certified Planners (AICP)

A professional certification for certified planners. The American Institute of Certified Planners has responsibilities for accreditation (through the Planning Accreditation Board), certification, and continuing education.

American Public Works Association (APWA)

The American Public Works Association exists to develop and support the people, agencies, and organizations that plan, build, maintain, and improve our communities. Working together, APWA and its membership contribute to a higher and sustainable quality of life.

American Youth Soccer Organization

This organization is credited as being the leader in establishing ground breaking youth soccer programs in the United States.



Appropriation

Authorization granted by the Council to make expenditures and to incur obligations for specific purposes as set forth in the budget.

Assessment

A tax imposed on a parcel of real property as certified by the property appraiser in each county.

Assessment Ratio

The ratio at which the tax rate is applied to the tax base.

Association of Certified Fraud Examiners (ACFE)

The ACFE is the world's largest anti-fraud organization and premier provider of anti-fraud training and education. Together with more than 55,000 members, the ACFE is reducing business fraud world-wide and inspiring public confidence in the integrity and objectivity within the profession.

Attrition

A method of achieving a reduction in personnel by not refilling the positions vacated through resignation, reassignment, transfer, retirement or means other than layoffs.

-B-

Balanced Budget

Florida Statutes 166.241(2) defines a balanced budget as follows: "The governing body of each municipality shall adopt a budget each fiscal year. The budget must be adopted by ordinance or resolution unless otherwise specified in the respective municipality's charter. The amount available from taxation and other sources, including amounts carried over from prior fiscal years, must equal the total appropriations for expenditures and reserves." This statute means a budget must contain revenues equal to planned expenditures.

Base Budget

Cost of continuing the existing levels of service in the current budget year.

Benchmark

Comparing local performance statistics with selected benchmarks is a valuable step in evaluating municipal operations. Benchmarking entails the analysis of performance gaps between the organization and best-in-class performers, the identification of process differences that account for the gap, and the adaptation of key processes for implementation in the organization in an effort to close the gap.

Bond

A long-term promise to repay a specified amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

Bond Refinancing

The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.



Budget

A plan of financial activity for a specified period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period.

Budget Amendment

An action which increases or decreases total appropriation amounts in any of the individual funds.

Budget Calendar

The schedule of key dates which the Village follows in the preparation and adoption of the budget.

Budget Transfer

An action which changes budget amounts from one budget unit (combination of department, division and object code) to another, but does not change total appropriations by fund.

Budgetary Basis

This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budgetary Control

The management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

Bureau of Economic and Business Research (BEBR)

Conducts studies and releases statistical data on Florida's population and economy.

-C-

Capital Improvement Plan

The plan which identifies and controls improvements in facilities and land acquisition pursuant to functions over a five year period.

Capital Outlay

Fixed assets which have a value of \$1,000 or more and have a useful economic lifetime of more than one year; or, assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

Capital Project

Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

Certified Public Accountant (CPA)

CPA is the statutory title of qualified accountants in the United States who have passed the Uniform Certified Public Accountant Examination and have met additional state education and experience requirements for certification.



Commission - Manager Government

A system of local government that combines political leadership of elected officials in the form of a governing body, with day to day management by a Manager.

Commodity

An expendable item used by operating activities. Examples include office supplies, repair and replacement parts for equipment, toilet supplies, gasoline and oil.

Comprehensive Annual Financial Report (CAFR)

A financial report that goes beyond the minimum requirements of generally accepted accounting principles thereby evidencing the spirit of transparency and full disclosure.

Consolidated Omnibus Budget Reconciliation Act

The act provides certain former employees, retirees, spouses, former spouses, and dependent children the right to temporary continuation of health coverage at group rates.

Consumer Price Index (CPI)

The CPI is a statistical description of price levels provided by the United States Department of Labor. The index is used as a measure of the increase in the cost of living.

Contingency

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services

A cost related to a legal agreement. Examples include insurance premiums, utility costs, printing services and temporary employees that are hired through a private firm.

Cost-of-living Adjustment

This adjustment is an increase in salaries to offset the adverse rate of inflation.

-D-

Dade County Association of Chiefs of Police (DCAOCOP)

The Association is committed to improving the quality of life of our citizens by enhancing public safety through enforcing laws, combating crime, and protecting life and property. To achieve this, we must combine advances in law enforcement technology with traditional community policing and focus on building better relationships with the communities we serve.

Debt Service

Principal and interest requirements on outstanding debt according to a predetermined payment schedule.

Debt Service Fund

Fund used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs for debt collateralized by a pledge to covenant to budget and appropriate from legally available non-ad valorem sources on an annual basis sufficient to make the annual debt service payments.

**Deficit**

On the balance sheet a Deficit is the excess of the liabilities of a fund over its assets. In budget the deficit is the excess of expenditures over revenues during an accounting period.

Department

Departments are the basic organizational units of government which is functionally unique in its delivery of services.

Department of Environmental Protection

A federal agency charged with proposing and enforcing environmental law.

Department of Transportation

The agency charged with the establishment, maintenance, and regulation of public transportation.

Depreciation

Depreciation is the expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

Designated Fund Balance

Designated Fund Balance is the on-hand available cash balances which are realized in one or more prior fiscal years and subsequently designated for use as a funding source in a future budget year.

Disbursement

Disbursements are the expenditure of monies from an account.

Distinguished Budget Presentation Awards Program

A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

-E-

Economic Development

Economic Development is the process of attracting new businesses by use of incentives or innovative financing methods.

Effectiveness

Producing a decided, decisive or desired effect.

Efficiency

Effective operation as measured by a comparison of production with cost as in energy, time and money, or the ratio of the useful energy delivered by a dynamic system to the energy supplied to it.

Environmental Protection Agency (EPA)



The Federal agency charged with protecting human health and with safeguarding the natural environment: air, water, and land.

Equal Employment Opportunity

Federal agency in charge of administrative and judicial enforcement of the federal civil rights laws, and providing compliance education and technical support to end employment discrimination in the United States.

Evaluation and Appraisal Report

Pursuant to Florida Statute each local government shall adopt an evaluation and appraisal report once every 7 years assessing the progress in implementing the local government's comprehensive plan.

-F-

Federal Communications Commission

The Federal Communications Commission (FCC) regulates interstate and international communications by radio, television, wire, satellite and cable.

Federal Emergency Management Association

US government agency tasked with Disaster Mitigation, Preparedness, Response & Recovery planning.

Financing

Furnishing the necessary funds to operate or conduct a program or business. Funds can be raised internally, borrowed or received from a grant.

Fiscal Year

A 12-month period of time for which the annual budget is developed and implemented. The fiscal year for Biscayne Park is October 1 through September 30.

Fixed Assets

Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

Florida Association of City Clerks (FACC)

On October 26, 1972, the Florida Association of City Clerks, Inc. (FACC) was founded with the objective of promoting and establishing the education of City Clerks. The objectives, as adopted in the 1972 Constitution, included:

- To discuss problems of mutual concern and to increase efficiency of the City Clerk's function
- To cooperate with and assist all city administrators
- To strive for greater educational standards for city clerks, and
- To gather and disseminate information to improve procedures and the efficiency of the administration of municipal government.

Florida City and County Management Association (FCCMA)

A professional organization of practicing public administration from throughout Florida local governments. The association chartered in 1946 as a non-profit corporation to elevate professionalism



among the state's 465 cities and counties, and to promote the council-manager form of government as the form that advances the highest ethical and professional standards.

Florida Department of Environmental Protection

The lead agency in state government for environmental management and stewardship.

Florida Department of Health

The mission of the Florida Department of Health is to promote and protect the health and safety of all Floridians.

Florida Department of Revenue

The lead agency in state government for the collection of general tax administration; administers 36 taxes and fees.

Florida Department of Transportation

A decentralized agency charged with the establishment, maintenance, and regulation of public transportation in the state of Florida.

Florida League of Cities

Comprised of city officials who wished to unite the municipal governments in Florida for the purpose of shaping legislation, sharing the advantages of cooperative action, and exchanging ideas and experiences.

Florida League of Mayors

The official nonpartisan organization of Florida mayors was created in November of 2005, during a meeting in Orlando of the Florida League of Cities members. The primary goal is to provide a platform of outreach to citizens for Florida's mayors, who are a part of a powerful tier of established and emerging leaders. From this platform, mayors may better serve cities by speaking out on important, urgent issues faced by Florida's cities.

Florida Municipal Insurance Trust

Insurance trust designed to provide cost effective insurance coverage for Florida's not for profit agencies.

Florida Municipal Loan Council

The authorizing body of the Florida Municipal Loan Program, sponsored and administered by the Florida League of Cities, to provide funds to state municipalities for capital improvements, renovations, additions and debt refinancing.

Florida Police Chiefs Association (FPCA)

The Florida Police Chiefs Association is the fourth largest state police chiefs association in the United States and is composed of more than 750 of the state's top law enforcement executives. FPCA serves city police departments, college and university police, private business and security firms, as well as federal, state and county law enforcement agencies. The Association was organized in 1952 to promote legislation that would enhance public security by providing superior police protection for the residents of Florida. Today its role has expanded to provide better communication, education, information sharing and training for the state's various police and security agencies.

Florida Power and Light



Investor-owned utility company providing electric power throughout Florida.

Florida Recreation Development Assistance Program

A competitive grant program that provides financial assistance to local governments for development or acquisition of land for public outdoor recreational purposes.

Florida Recreation and Park Association (FRPA)

The Florida Recreation and Park Association is a non-profit organization dedicated to the promotion, preservation, and advocacy of the Parks, Recreation, and Leisure Services profession. The Association has a membership base of 1,600 and growing. Members are professionals working for federal, state and local parks, recreation and leisure service agencies; local recreation and park advisory board members serving in local communities; faculty and students at colleges and universities; therapeutic recreation specialists and activity coordinators working in recreation settings; and suppliers of recreation and park products and services.

Florida Sterling Council

A public/private not-for-profit corporation supported by the Executive Office of the Governor that promotes performance excellence.

Full Time Equivalent

A measurement of manpower both planned and utilized. One FTE is equivalent to 2,080 work hours per year (One full time employee working 40 hours per week for 52 weeks is 2,080 work hours).

Function

A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

Fund

A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance

The excess of the assets of a fund over its liabilities, reserves, and carryover.

-G-

General Obligation Bonds

When a government pledges its full faith and credit to the repayment of the bonds it issues, those bonds are referred to as general obligation bonds. Sometimes the term is also used to refer to bonds which are to be repaid from taxes and other general revenues.

Generally Accepted Accounting Principles

GAAP is the uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.



Geographic Information System

A GIS is a specialized data management system designed for the entry, analyses and display of data commonly found on maps. GIS integrates maps with a database and allows analyses to be performed using location relationships of map features to the database.

Goal

A statement of broad direction, purpose or intent based on the needs of the community. a goal is general and timeless.

Government Finance Officers Association

Professional association of state/provincial and local finance officers in the United States and Canada.

Governmental Accounting Standards Board

The board is used to establish and improve standards of state and local governmental accounting and financial reporting that will result in useful information for users of financial reports and guide and educate the public, including issuers, auditors, and users of those financial reports.

-H-

Home Owners Association

The governance function of a common interest development. This governance, created by the real estate developer, is given the authority to enforce the covenants, conditions, and restrictions of managing the common amenities of the development.

HTE

SunGard is a company that offers enterprise-wide software and service solutions that excel in helping municipalities, government agencies, and utilities connect their departments, staff, citizens, and businesses with critical information. In this regard, HTE is contracted to provide comprehensive Information Technology management and support in addition to its best-in-class software.

-I-

Infrastructure

Infrastructure is the physical assets of a government (e.g., streets, water, sewer, public buildings and parks).

Inter-fund Transfers

Inter-fund transfers are the movement of moneys between funds of the same governmental entity.

International City Management Association (ICMA)

The ICMA is the professional organization for chief appointed managers, administrators and assistants in cities, counties and regional entities. Develops and advances professional local government management to create sustainable communities worldwide and provides support; publications; data



and information; results-oriented assistance; and training to nearly 9,000 city, and county experts and other organizations throughout the world.

International Institute of Municipal Clerks (IIMC)

The International Institute of Municipal Clerks is a professional, nonprofit association that promotes continuing education and certification through university and college-based institutes and provides networking solutions, services and benefits to its members worldwide.

-L-

Land Development Regulation

Land regulations adopted by the Commission to regulate the use of land, including: the development review process, comprehensive plan amendments, re-zonings, and plan reviews; establish zoning districts including planned development districts and the specific land uses permitted and prohibited within; building limits including height, size and setbacks; architectural review standards; subdivision and platting of land; landscaping and buffering; environmental preservation and tree protection; provision of adequate public services including drainage, traffic circulation standards, water and sewer, and parks and recreation; sign regulations; impact fees; and vehicle parking and loading standards.

Level of Service

Levels of services are the services or products which comprise actual or expected output of a given program.

Line-item Budget

A budget prepared along departmental expenditure lines items that focuses on what is to be bought.

-M-

Miami Dade County Associations of Chiefs of Police (MDCACP)

The primary purpose of the MDCACP is to support a thorough efficient, professional, and ethical police system throughout Miami-Dade County through coordination of all law enforcement agencies of various municipal, county, state and federal governments. Also, to obtain maximum law enforcement services with the facilities at hand so that they may function properly, such service to redound to the benefit of each city, town or village located in Miami-Dade County, Florida and the people of the United States.

Miami Dade County League of Cities (MDCLC)

Formed in 1953 for the purpose of assisting its members in cultivating and maintaining the most proficient ways of administering government for the general welfare of the residents and business in the County.

Miami Dade County Municipal Clerks Association (MDCMCA)



GLOSSARY

In October 1995, the Dade County Municipal Clerks Association was officially founded by the municipal clerks of Miami-Dade's villages, towns and cities. The association was founded to promote the improvement and efficiency in the operation and administration of the municipal clerks' offices. Today, the association continues to support Municipal Clerks as professionals, cooperation between clerks, promotion of the official duties and obligations of clerks, and greater education standards and recognition.

Mill

The property tax rate which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of taxable property valuation.

Millage Rate

Rate used in calculating taxes based upon the value of the property, expressed in mills per dollar of property value; a mill is equal to 0.1 percent.

Mission

The mission statement is a brief summary of why a program exists and what it is trying to achieve. It tells what the department does, who they do it for and why. The statement is specific enough to describe the program's purpose but general enough to last into the future.

Modified Accrual Basis

The basis of accounting under which expenditures (other than accrued interest on general long-term debt) are recorded at the time liabilities are incurred and revenues are recorded when received in cash or when they are measurable and available (i.e., to be collected in the very near term).

Multiple Transmitting Unit

A device used to remotely read water meters.

Multi Use Planned Development

A zoning district that encourages the development of a compatible mixture of land uses which may include residential, retail/commercial, professional and business offices, personal services, recreation and entertainment, and other related uses. The compatibility and interaction between mixed uses is addressed through adoption of Master Plan and a detailed site plan which provided for such items as design character, integration of uses, and internal compatibility of land uses.

Municipal Services Taxing Unit

A funding mechanism for community members to create, through approval of the Board of County Commissioners, a special taxing district to make improvements to their neighborhood and/or community area.

Municipality

A primarily urban political unit having corporate status and usually powers of self-government.

-N-



National Incident Management System

The National Incident Management System (NIMS) represents a core set of doctrine, concepts, principles, terminology, and organizational processes that enables effective, efficient, and collaborative incident management across all emergency management and incident response organizations and disciplines.

National Recreation and Parks Association (NRPA)

The leading advocacy organization dedicated to the advancement of public parks and recreation opportunities. Founded in 1965 through the merger of 5 national organizations dedicated to the same cause, NRPA has grown over the years – in total membership, in outreach efforts, in building partnerships, and in serving as the voice and defender of parks and recreation.

-O-

Objective

Something to be accomplished in specific, well-defined, and measurable terms and which is achievable within a specific time frame.

Operating Budget

A budget that applies to all outlays other than capital improvements. This refers more to the day-to-day operations of the city.

Operating Expenditures

The cost for personnel, materials and equipment required for a department to function on a daily basis.

Operating Revenue

Funds that the government receives as income to pay for ongoing operation. It includes such items as taxes, fees from specific services, interest earnings and grant revenues.

Other Post Employment Benefits

Refers to “other post-employment benefits,” meaning other than pension benefits. OPEB consist primarily of health care benefits, and may include other benefits such as life insurance, long term care and similar benefits.

Outside Services

All costs of fees and services purchased including all contracting, license fees, maintenance and repair services, training and travel, and financial and legal services.

-P-

Performance Measure

Data collected to determine how effective or efficient a program is in achieving its objectives.

Personal Services



GLOSSARY

All costs relating to compensating employees, including salaries, wages (compensation for services for permanent employees) and fringe benefits (all costs associated with employee benefits including retirement, FICA, Medicare, insurance, workers' compensation, unemployment compensation, managerial physicals, and uniform allowance.)

Principal

The principal of a loan is the base amount of a debt, which is the basis for interest computations.

Prior Year Encumbrance

Prior Year Encumbrances are an obligation from a previous fiscal year in the form of purchase orders or contracts which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Property Owners Association

The purpose of a property owners association (which is similar to a home owners association) is to maintain, enhance and protect the common areas and interests of an association (also called a subdivision or neighborhood).

Proprietary Fund

Fund used to account for operations which provide services on a user charge basis to the public and for activities where the period measurement of net income is deemed appropriate for capital maintenance, public policy, management control, accountability or other purposes.

-R-

REO – Real Estate Owned

Class of property owned by a lender, typically a bank, after an unsuccessful foreclosure auction.

Renewal, Replacement and Improvement Account

A designation of operating reserves for future capital needs.

Reserved Fund Balance

On-hand cash balances which are reserved for outstanding encumbrances/obligations which the city will expend and liquidate in a future budget year.

Resolution

Formally adopted Commission document that provides the legal authority to levy taxes and expend funds.

Revenue

Money received from all sources (with the exception of fund balances) which will be used to fund expenditures in a fiscal year. Taxes, user fees and other sources of income received into the city treasury for public use.



Revenue Bond

This type of bond is backed only by the revenues from a specific enterprise or project.

Roll-Back Rate

Millage necessary to raise the same amount of Ad Valorem Tax revenue as the previous year.

-S-

Service

A specific deliverable provided to the public. It has a specific budget, as well as performance measures to determine the benefits received.

Society of Human Resource Management (SHRM)

The global HR professional organization that exists to Build and sustain partnerships with human resource professionals, media, governments, nongovernmental organizations, businesses and academic institutions to address people management challenges that influence the effectiveness and sustainability of their organizations and communities. To provide a community for human resource professionals, media, governments, non-governmental organizations, businesses and academic institutions to share expertise and create innovative solutions on people management issues. To Proactively provide thought leadership, education and research to human resource professionals, media, governments, non-governmental organizations, businesses and academic institutions. To serve as an advocate to ensure that policy makers, law makers and regulators are aware of key people concerns facing organizations and the human resource profession.

Special Assessment

A compulsory levy imposed on certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Revenue Fund

This fund accounts for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Standard Operating Procedure

A set of instructions having the force of a directive, covering those features of operations that lend themselves to a definite or axes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met standardized procedure without loss of effectiveness.

Surplus

The excess of assets of a fund over its liabilities. The excess of revenues over expenditures during an accounting period.

-T-

Taxes

Compulsory assessments levied by a government for the purpose of financing services performed for the common benefit of the citizens.



Truth in Millage

A law is designed to inform taxpayers which governmental entity is responsible for the taxes levied and the amount of tax liability owed to each taxing entity. The Notice of Proposed Property Taxes is known as the TRIM notice.

-U-

Undesignated/Unreserved Fund Balance

On-hand cash which is not reserved or designated as a budget funding source.

Unencumbered Balance

The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

United States Department of Agriculture

A federal agency used to develop and execute policy on farming, agriculture and food. It aims to meet the needs of farmers and ranchers, promote agricultural trade and production, work to assure food safety, protect natural resources, foster rural communities and end hunger, in America and abroad.

User Fees

Revenue derived from payments made by the general public for the purpose of utilizing goods and services, such as entry fees, class registrations, tenant rental and concessions.