

MIAMI SHORES VILLAGE

A FLORIDA MUNICIPALITY

Presented to the
Village Council
July 14, 2020



FOR THE FISCAL YEAR
BEGINNING OCTOBER 1 AND
ENDING SEPTEMBER 30

**FY 2020 - 2021
PROPOSED
BUDGET**

FY 2020-2021 OPERATING & CAPITAL BUDGETS
Miami Shores Village, Florida

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Miami Shores Village

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Village Manager

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June 26, 2019

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

Subject: Fiscal Year 2020-2021 Operating and Capital Improvement Budgets

Dear Mayor Wagar and Village Council Members:

To comply with Florida State Statute 200.065 and the Village Charter Section 34 (2), I present you with the proposed Operating and Capital Improvement Budgets for the Village's fiscal year beginning October 1, 2020 and ending September 30, 2021. On June 1, 2020, the Village received the Miami-Dade County Tax Assessor's assessment of Village properties, which totaled \$1,254,000,000, representing an increase of 4.8% or \$451,722 in ad valorem revenue.

The combined budgets total **\$25,028,604** for all funds. The proposed budgets for each of the individual reporting funds for the new year are: **General Fund \$16,425,434**; **Special Revenue Funds \$878,570** (Local Option Gas Tax and Transportation Surtax Funds); **Enterprise Funds \$4,567,068** (Sanitation, Water & Sewer and Stormwater Funds); **Debt Service Fund \$454,180** (Charter School and Aquatic Center Bonds); **Internal Service Funds \$2,541,377** (Risk Management and Fleet Maintenance Funds); and the **Capital Project Fund \$161,975**. The total of capital projects included in all funds for the fiscal year 2020-2021 is **\$1,381,487**. The capital replacement schedule is included within the budget document.

The Village Administration is presenting a balanced budget with a proposed millage rate of **7.9**, the same millage rate levied the last five fiscal years. Because of the Covid-19 pandemic, the balancing of this

budget was extremely challenging, as we are predicting reductions in revenue in several of our funding sources. We are anticipating revenue losses in the following categories: Sales Tax Revenues \$161,910, Public Service Taxes \$29,600, Local Business Taxes \$14,750, Franchise Fees \$20,000, Revenue Sharing \$39,585, and Interest Income \$90,000. In addition to the loss of revenue from these accounts, we are also anticipating less participation in our recreation programming and activities because of the Covid-19 pandemic. The \$158,477 loss in recreation revenue includes the following: Administration \$7,833, Athletics \$27,211, Community Center \$113,121, and Aquatics \$10,312. Also in addition to the revenue losses, our pension actuary has advised us that our contribution to the police pension fund will increase by \$206,325 for a total contribution of \$1,336,493 next fiscal year and the General Employee Pension Fund will increase by \$51,496 for a total contribution of \$454,695.

As you are aware, Professional Course Management (PCM) has advised the Village that they do not intend to renew their lease agreement with the Village under the present terms and conditions due to the Covid-19 pandemic, which as you know closed down the entire facility for approximately two months. As of the writing of this budget message, the Golf Course facilities are only open 50% for golf, the restaurant and take-out are open on a limited basis, and the banquet business continues to remain closed. Because of these closures, we anticipate a loss in rent revenue from PCM of \$180,000. As instructed by the Village Council, I am negotiating with PCM to extend their lease for at least a year in hopes the golf/country club business will stay alive. As discussed with the Council, PCM has operated our Country Club for the past 30 years. During that time, the Village taxpayers have not had to put any tax dollars into the facility. PCM has borne all of the costs for the capital improvements, maintenance and operational costs throughout this period. The lease agreement with PCM was the last one of its kind in South Florida, as most municipal golf courses operate under a management agreement, whereby the city has to pay all of the expenses and operating costs and gets to keep whatever revenue is remaining at the end of the fiscal year. In most cases, there is an operating loss due to capital expenditures. The Village will certainly have to appropriate funding in the future to operate our Country Club. I have not budgeted any funding within this fiscal year's budget as we have not finalized a deal with PCM and the market remains extremely volatile. If any funding

becomes necessary to keep the club operational, I would recommend appropriating these funds from our fund balance account as necessary.

In order to balance this budget, cuts in funding to several vacant positions throughout the organization were necessary. These include two maintenance workers in Public Works, one position in the Finance Department, a Library Page and one Police Officer. In addition, it was necessary to eliminate all Capital Budget items from the General Fund budget, except those items that were absolutely necessary to maintain the service levels within the respective departments. The funded capital equipment and projects can be found at the tab at the rear of the budget book.

The Village has had Humana health insurance for 20 years now. Due to the longevity of this policy, we have been advised that our premiums will remain the same for the FY 2020-2021. Included in the Mayor and Council's budget is \$59,592 for the third payment to Miami-Dade County Public Schools for the I-prep Cambridge Curriculum Program at Miami Shores Elementary School. The Aquatic Center debt service millage will be **0.1513** mills and the Charter School debt service millage will be **0.2271** mills for a total debt service levy of **0.3784** mills.

During fiscal year 2019, the Village completed a garbage rate study to determine the amount of funding needed over a ten-year period and provided us with a recommended fee schedule. Next year's garbage rates were expected to increase 15%. However, as a result of our staff adjusting future capital increases in the Waste Department, we were able to bring the increase down to 10%, whereby our annual residential garbage fee will go from \$811.36 per year to \$892.50 per year. From this point on, our garbage rates are scheduled to increase by 3% annually for the next eight years. Our stormwater utility rate will increase 2.75% whereby our ESU rate per 500 sq. ft. will go from \$21.39 to \$21.98.

As you are aware, the warranty on our Downtown sewer system has expired and the Council recently approved an increase in the sewer system maintenance fees assessed to the Downtown property owners. All but one property increased to \$3,120 annually. Due to Covid-19, in an effort to assist the Downtown businesses, the Council passed a two-year rent abatement program allowing Downtown property owners

to receive a credit up to the amount of two years paid maintenance fees in return for providing rent abatement to their tenants.

As required by Florida Statutes, the Village must follow specific time frames and take certain steps to adopt and levy ad valorem taxes for the new fiscal year. On **Tuesday, July 14, 2020 at 6:00 PM**, the Council will hold the annual Village Council Budget Workshop. At that meeting, the Council will meet with the Manager and the Department Heads to review and consider each Department’s operating budget request. No formal action occurs at this workshop. However, this is the opportunity for the Council to ask questions and make any recommendations for amending the proposed budget.

Following the workshop meeting, a resolution will be presented during the regularly scheduled Council Meeting of Tuesday, July 21, 2020. The resolution tentatively sets the maximum millage rate for the capital and operating budget as well as the two debt service levies. The resolution will also set the date and time of the two required public hearings that will take place in September.

In order to comply with “Truth in Millage” legislation, the Council must conduct two public hearings prior to setting the millage and adopting the fiscal year budget. These meetings are conducted in September and cannot coincide with either the Miami Dade County Commission or the County School Board’s budget hearings. These hearings provide an opportunity for our residents to comment on the proposed tax millage rates and the proposed budgets. Resolutions presented for adoption at the second and final public hearing will formally set the final millage rates and adopt the 2020-2021 fiscal year budgets.

Respectfully submitted,



Tom Benton
Village Manager

TJB:eak

mgr-2808

Revenue Annual Budget by Account Classification Report

	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget
Fund: 001 General Fund				
Revenue				
<u>TAXES - Taxes</u>				
311 000 - Ad Valorem Taxes Current	8,555,473	8,989,268	8,989,268	9,440,990
314 100 - Utility Service Tax Electricity	-	850,000	847,245	845,000
314 300 - Utility Service Tax Water	-	132,000	127,245	130,000
314 310 - Utility Service Tax Water - North Miami	-	11,500	11,000	11,000
314 400 - Utility Service Tax Gas	49	27,500	26,315	27,000
315 000 - Communications Services Taxes CST	-	366,600	337,558	345,000
316 100 - Local Business Tax Village	78,475	83,000	72,000	70,000
316 200 - Local Business Tax Application Fee	1,000	2,250	500	500
TAXES - Taxes Totals	8,634,997	10,462,118	10,411,131	10,869,490
<u>PFS - Permits, Fees and Special Assessments</u>				
322 000 - Building Permits Building Permits	1,006,685	896,000	898,000	898,000
322 140 - Building Permits Work without Permit Fees	16,478	10,000	20,000	50,000
323 100 - Franchise Fees Electricity	-	615,000	591,600	595,000
323 400 - Franchise Fees Gas	-	13,500	13,000	13,500
323 700 - Franchise Fees Solid Waste	-	25,000	23,000	25,000
329 100 - Other Permits, Fees and Special Assessments Other Permits	11,058	20,000	7,000	10,000
329 110 - Other Permits, Fees and Special Assessments Structural Engineer Fees	35,855	61,000	48,000	50,000
329 120 - Other Permits, Fees and Special Assessments Certificate of Re-Occupancy	12,215	14,000	12,000	12,000
329 130 - Other Permits, Fees and Special Assessments Notary Fees	1,930	2,500	1,600	1,500
329 140 - Other Permits, Fees and Special Assessments Copies	685	900	500	500
329 200 - Other Permits, Fees and Special Assessments Zoning and Variance Fees	72,445	105,000	56,000	68,000
329 300 - Other Permits, Fees and Special Assessments Alarm Permits	33,226	30,000	33,000	33,000
PFS - Permits, Fees and Special Assessments Totals	1,190,577	1,792,900	1,703,700	1,756,500
<u>IGOVR - Intergovernmental Revenues</u>				
335 120 - State Revenue Sharing Revenue Sharing	284,319	254,585	230,000	220,000
335 140 - State Revenue Sharing Mobile Home License Tax	104	60	70	65
335 150 - State Revenue Sharing Alcoholic Beverage License Tax	734	680	685	675
335 180 - State Revenue Sharing Half-Cent Sales Tax	854,770	836,910	730,000	675,000
337 700 - Grants from Other Local Units Fireworks	-	-	-	-
338 100 - Shared Revenue From Other Local Units Local Business Tax County	21,582	25,000	22,500	20,000
338 900 - Shared Revenue From Other Local Units Crossing Guards	20,229	18,000	18,000	18,000
IGOVR - Intergovernmental Revenues Totals	1,181,738	1,135,235	1,001,255	933,740
<u>CFS - Charges for Services</u>				
339 000 - Payments in Lieu of Taxes Barry Pilot Program Fee	29,665	29,665	29,690	29,716
341 900 - General Government Services Other General Government Charges	10,462	13,000	8,000	10,500
341 910 - General Government Services Lien Searches	27,680	30,000	25,000	25,000
341 920 - General Government Services Property	1,230	1,230	630	500
342 100 - Public Safety Services Police Extra Duty Pay	265,594	284,360	265,000	200,000
342 110 - Public Safety Services Police Extra Duty Surcharge	67,006	71,090	66,250	40,000
342 200 - Public Safety Services Charter School Police Officer	105,654	120,000	75,000	75,000
342 300 - Public Safety Services Barry University Police Officers	-	240,000	240,000	260,000
343 910 - Physical Environment Lot Clearing	22,608	22,000	14,000	23,000
343 920 - Physical Environment Landscape Maintenance	24,304	20,000	19,905	19,905
344 500 - Transportation User Fees Parking Fees	684	250	600	600
347 100 - Culture/Recreation Service Charges Library Membership Fees	6,333	5,250	4,750	5,250
347 120 - Culture/Recreation Service Charges Lost Books	690	750	750	750
347 130 - Culture/Recreation Service Charges Miscellaneous - Library	496	600	500	600
347 200 - Culture/Recreation Service Charges Program Fees	1,053,197	1,114,269	641,755	959,751

Revenue Annual Budget by Account Classification Report

	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget
347 205 - Culture/Recreation Service Charges Swim Camp	21,632	17,251	135	18,700
347 210 - Culture/Recreation Service Charges Non-Resident Memberships	12,750	15,750	6,000	12,000
347 220 - Culture/Recreation Service Charges Basketball Passes	766	925	400	600
347 230 - Culture/Recreation Service Charges Aquatic Admissions	49,586	90,094	30,120	96,200
347 240 - Culture/Recreation Service Charges Tennis Admission Fees	452	225	450	500
347 245 - Culture/Recreation Service Charges Private Swim Lessons	14,470	9,960	450	12,500
347 260 - Culture/Recreation Service Charges Adventure Camp	48,548	55,040	24,548	47,000
347 270 - Culture/Recreation Service Charges Fine Arts Tours	-	-	-	-
347 400 - Culture/Recreation Service Charges 5K Run	-	6,500	9,690	9,600
347 410 - Culture/Recreation Service Charges Unity Day	11,014	10,993	11,838	12,000
347 430 - Culture/Recreation Service Charges Unity Day - Sponsors	2,650	2,650	2,450	2,000
347 440 - Culture/Recreation Service Charges Unity Day - Vendors	3,140	3,140	3,200	3,000
347 455 - Culture/Recreation Service Charges Halloween	760	1,520	1,988	1,500
347 500 - Culture/Recreation Service Charges Facility Rental	50,878	43,646	16,145	45,800
347 510 - Culture/Recreation Service Charges Community Center Bridge Rental	12,842	11,818	5,180	10,000
347 515 - Culture/Recreation Service Charges Field Rentals/Travel	7,115	6,804	4,800	4,800
347 520 - Culture/Recreation Service Charges Rental Staff Reimbursement	5,200	3,133	2,600	3,970
347 525 - Culture/Recreation Service Charges Goal Rental	860	520	400	400
347 530 - Culture/Recreation Service Charges Umbrella Rental Admission	664	6,700	1,500	7,600
347 535 - Culture/Recreation Service Charges Umbrella Rental Concession	745	6,700	1,500	7,600
347 540 - Culture/Recreation Service Charges Swim Team Rental	24,313	21,100	10,285	24,000
347 910 - Culture/Recreation Service Charges Luminaries	351	322	304	300
347 920 - Culture/Recreation Service Charges Snack Shack	2,022	2,200	1,162	1,162
347 930 - Culture/Recreation Service Charges Concessions	13,383	33,500	10,000	29,600
347 940 - Culture/Recreation Service Charges Insurance Fees	18,330	19,650	15,000	15,000
347 950 - Culture/Recreation Service Charges Fingerprinting	355	-	350	350
349 100 - Other Service Charges Returned Check Fee	633	400	850	350
CFS - Charges for Services Totals	1,919,061	2,323,005	1,553,175	2,017,104
<u>JFF - Judgments, Fines and Forfeitures</u>				
351 500 - Court Ordered Judgments and Fines Traffic Fines	12,259	10,365	10,000	10,000
352 000 - Fines - Library Library	5,507	6,500	6,000	5,500
354 100 - Fines - Local Ordinance Violations Local Business Tax	(684)	2,000	600	1,000
354 200 - Fines - Local Ordinance Violations Code Violations	208,663	1,050,000	915,000	150,000
354 210 - Fines - Local Ordinance Violations Code Enforcement Admin Fees	4,340	2,100	2,300	2,100
JFF - Judgments, Fines and Forfeitures Totals	230,085	1,070,965	933,900	168,600
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	162,557	120,000	95,000	30,000
362 100 - Rents and Royalties Country Club Base	30,250	30,000	16,516	-
362 110 - Rents and Royalties Country Club Supplemental	201,397	150,000	213,684	-
362 115 - Rents and Royalties Bay Harbor Islands Contract Fee	50,000	50,000	-	50,000
362 200 - Rents and Royalties Charter School	180,000	180,000	180,000	180,000
364 100 - Disposition of Fixed Assets Sale of Surplus Assets	38,770	10,000	10,950	15,000
365 000 - Sale of Surplus Materials and Scrap Recycling	1,716	1,000	500	500
366 115 - Contributions and Donations Donations	500	-	600	1,000
369 300 - Other Miscellaneous Revenues Settlements	-	-	-	-
369 900 - Other Miscellaneous Revenues Miscellaneous	9,949	9,000	7,100	3,500
369 910 - Other Miscellaneous Revenues Discounts	-	-	-	-
MISC - Miscellaneous Totals	675,139	550,000	524,350	280,000
<u>OS - Other Sources</u>				
381 001 - Inter-Fund Group Transfers In General Fund	-	-	-	-
381 120 - Inter-Fund Group Transfers In Excise Tax	3,143,601	-	-	-

Revenue Annual Budget by Account Classification Report

	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget
381 150 - Inter-Fund Group Transfers In Grants	-	-	-	-
381 201 - Inter-Fund Group Transfers In Debt Service	-	-	-	-
382 000 - Contributions from Enterprise Operations Management Fees	400,000	400,000	400,000	400,000
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	146,837	-	-
OS - Other Sources Totals	3,543,601	546,837	400,000	400,000
Fund Total: General Fund	17,375,198	17,881,060	16,527,511	16,425,434
Fund: 130 Local Option Gas Tax (LOGT)				
Revenue				
<u>TAXES - Taxes</u>				
312 410 - Local Option Taxes First Local Option Fuel Tax	196,642	179,300	174,750	177,495
312 420 - Local Option Taxes Second Local Option Fuel Tax	75,379	68,930	67,125	68,500
TAXES - Taxes Totals	272,021	248,230	241,875	245,995
<u>IGOVR - Intergovernmental Revenues</u>				
335 120 - State Revenue Sharing Revenue Sharing	88,803	82,110	79,425	76,830
335 490 - State Revenue Sharing Fuel Tax Refunds	16,251	14,000	14,000	14,000
IGOVR - Intergovernmental Revenues Totals	105,055	96,110	93,425	90,830
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	2,130	2,340	2,000	1,900
MISC - Miscellaneous Totals	2,130	2,340	2,000	1,900
<u>OS - Other Sources</u>				
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	102,251	-	100,945
OS - Other Sources Totals	-	102,251	-	100,945
Fund Total: Local Option Gas Tax (LOGT)	379,205	448,931	337,300	439,670
Fund: 135 Citizens' Indep Trust (CITT)				
Revenue				
<u>IGOVR - Intergovernmental Revenues</u>				
335 180 - State Revenue Sharing Half-Cent Sales Tax	438,583	441,060	370,000	437,500
IGOVR - Intergovernmental Revenues Totals	438,583	441,060	370,000	437,500
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	3,578	4,080	1,200	1,400
MISC - Miscellaneous Totals	3,578	4,080	1,200	1,400
<u>OS - Other Sources</u>				
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	49,057	-	-
OS - Other Sources Totals	-	49,057	-	-
Fund Total: Citizens' Indep Trust (CITT)	442,161	494,197	371,200	438,900
Fund: 201 Debt Service				
Revenue				
<u>TAXES - Taxes</u>				
311 000 - Ad Valorem Taxes Current	454,272	456,181	456,000	451,180
TAXES - Taxes Totals	454,272	456,181	456,000	451,180
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	20,557	12,000	9,000	3,000
MISC - Miscellaneous Totals	20,557	12,000	9,000	3,000
<u>OS - Other Sources</u>				
381 001 - Inter-Fund Group Transfers In General Fund	-	115,000	-	-
381 130 - Inter-Fund Group Transfers In Local Option Gas Tax (LOGT)	-	-	-	-
384 000 - Debt Proceeds Debt Proceeds	-	-	-	-
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	-	-	-
OS - Other Sources Totals	-	115,000	-	-
Fund Total: Debt Service	474,829	583,181	465,000	454,180
Fund: 301 Capital Projects				

Revenue Annual Budget by Account Classification Report

	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget
Revenue				
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	5,023	-	5,000	-
MISC - Miscellaneous Totals	5,023	-	5,000	-
<u>OS - Other Sources</u>				
381 001 - Inter-Fund Group Transfers In General Fund	1,495,994	1,566,040	1,566,040	161,975
381 161 - Inter-Fund Group Transfers In Special Purpose Revenue	-	-	-	-
381 501 - Inter-Fund Group Transfers In Risk	-	-	-	-
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	4,166,229	-	-
OS - Other Sources Totals	1,495,994	5,732,269	1,566,040	161,975
Fund Total: Capital Projects	1,501,017	5,732,269	1,571,040	161,975
Fund: 402 Stormwater				
Revenue				
<u>CFS - Charges for Services</u>				
343 900 - Physical Environment Stormwater Fees	244,765	556,515	556,515	573,778
CFS - Charges for Services Totals	244,765	556,515	556,515	573,778
<u>JFF - Judgments, Fines and Forfeitures</u>				
354 402 - Fines - Local Ordinance Violations Stormwater Penalties	1,040	1,000	890	875
JFF - Judgments, Fines and Forfeitures Totals	1,040	1,000	890	875
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	18,248	6,301	8,000	5,200
363 000 - Fixed Asset Transfer In Transfer In	-	-	-	-
364 100 - Disposition of Fixed Assets Sale of Surplus Assets	-	-	-	-
369 900 - Other Miscellaneous Revenues Miscellaneous	-	-	-	-
MISC - Miscellaneous Totals	18,248	6,301	8,000	5,200
<u>OS - Other Sources</u>				
389 700 - Proprietary Non-Operating Sources Contribution Other Public Source	-	-	-	-
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	-	-	166,905
OS - Other Sources Totals	-	-	-	166,905
Fund Total: Stormwater	264,053	563,816	565,405	746,758
Fund: 405 Sanitation				
Revenue				
<u>CFS - Charges for Services</u>				
343 400 - Physical Environment Garbage/Solid Waste Collection	2,607,664	2,969,300	2,969,300	3,250,895
343 410 - Physical Environment Special Pick-Up Waste	-	-	-	-
343 420 - Physical Environment Recycling - Biscayne Park	-	-	-	-
CFS - Charges for Services Totals	2,607,664	2,969,300	2,969,300	3,250,895
<u>JFF - Judgments, Fines and Forfeitures</u>				
354 405 - Fines - Local Ordinance Violations Sanitation Penalties	14,197	14,175	12,500	12,250
JFF - Judgments, Fines and Forfeitures Totals	14,197	14,175	12,500	12,250
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	6,139	7,700	2,800	2,900
363 000 - Fixed Asset Transfer In Transfer In	-	-	17,257	-
364 100 - Disposition of Fixed Assets Sale of Surplus Assets	-	-	10,775	-
MISC - Miscellaneous Totals	6,139	7,700	30,832	2,900
<u>OS - Other Sources</u>				
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	728,685	-	250,000
OS - Other Sources Totals	-	728,685	-	250,000
Fund Total: Sanitation	2,628,000	3,719,860	3,012,632	3,516,045
Fund: 410 Water & Sewer				
Revenue				

Revenue Annual Budget by Account Classification Report

	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget
<u>PFS - Permits, Fees and Special Assessments</u>				
325 100 - Special Assessments Capital Improvements	33,275	178,480	178,000	174,615
325 200 - Special Assessments Maintenance Fees	10,593	10,600	10,571	65,875
325 300 - Special Assessments Interest Revenue	-	-	-	-
PFS - Permits, Fees and Special Assessments Totals	43,868	189,080	188,571	240,490
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	3,416	1,000	250	200
363 000 - Fixed Asset Transfer In Transfer In	-	-	-	-
364 100 - Disposition of Fixed Assets Sale of Surplus Assets	-	-	-	-
MISC - Miscellaneous Totals	3,416	1,000	250	200
<u>OS - Other Sources</u>				
381 001 - Inter-Fund Group Transfers In General Fund	92,920	49,925	49,925	63,575
384 000 - Debt Proceeds Debt Proceeds	-	-	-	-
389 700 - Proprietary Non-Operating Sources Contribution Other Public Source	-	-	-	-
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	68,070	-	-
OS - Other Sources Totals	92,920	117,995	49,925	63,575
Fund Total: Water & Sewer	140,205	308,075	238,746	304,265
Fund: 501 Risk Management				
Revenue				
<u>IGOVR - Intergovernmental Revenues</u>				
337 500 - Grants from Other Local Units Grants	-	-	12,000	12,000
IGOVR - Intergovernmental Revenues Totals	-	-	12,000	12,000
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	19,782	22,000	9,000	5,900
369 300 - Other Miscellaneous Revenues Settlements	48,279	50,000	55,000	50,000
369 900 - Other Miscellaneous Revenues Miscellaneous	-	-	-	-
369 920 - Other Miscellaneous Revenues Country Club Insurance	80,341	101,378	82,524	96,696
369 930 - Other Miscellaneous Revenues Insurance Refund	30,721	30,000	-	-
MISC - Miscellaneous Totals	179,123	203,378	146,524	152,596
<u>OS - Other Sources</u>				
381 000 - Inter-Fund Group Transfers In Workers Comp	246,062	266,468	266,468	202,167
381 001 - Inter-Fund Group Transfers In General Fund	351,902	343,611	326,816	401,656
381 130 - Inter-Fund Group Transfers In Local Option Gas Tax (LOGT)	4,398	4,230	4,230	4,380
381 135 - Inter-Fund Group Transfers In Citizens' Indep Trust (CITT)	4,398	4,230	4,230	4,380
381 150 - Inter-Fund Group Transfers In Grants	-	-	-	-
381 402 - Inter-Fund Group Transfers In Stormwater	7,207	7,434	7,434	7,890
381 405 - Inter-Fund Group Transfers In Sanitation	41,699	38,018	38,018	40,208
381 550 - Inter-Fund Group Transfers In Fleet Maintenance	83,735	99,789	99,789	96,541
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	-	-	-
OS - Other Sources Totals	739,401	763,780	746,985	757,222
Fund Total: Risk Management	918,524	967,158	905,509	921,818
Fund: 550 Fleet Maintenance				
Revenue				
<u>CFS - Charges for Services</u>				
344 900 - Transportation User Fees Mileage Reimbursement	36,268	30,000	37,665	34,450
CFS - Charges for Services Totals	36,268	30,000	37,665	34,450
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	26,151	30,000	10,850	5,700
363 000 - Fixed Asset Transfer In Transfer In	-	-	-	-
364 100 - Disposition of Fixed Assets Sale of Surplus Assets	-	-	-	-
MISC - Miscellaneous Totals	26,151	30,000	10,850	5,700

Revenue Annual Budget by Account Classification Report

	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget
<u>OS - Other Sources</u>				
381 001 - Inter-Fund Group Transfers In General Fund	723,457	659,913	659,913	717,580
381 130 - Inter-Fund Group Transfers In Local Option Gas Tax (LOGT)	84,021	80,954	80,954	91,558
381 135 - Inter-Fund Group Transfers In Citizens' Indep Trust (CITT)	27,916	27,268	27,268	23,581
381 163 - Inter-Fund Group Transfers In Police Forfeiture	-	-	-	-
381 301 - Inter-Fund Group Transfers In Capital Projects	-	-	-	-
381 402 - Inter-Fund Group Transfers In Stormwater	13,017	14,198	14,198	17,665
381 405 - Inter-Fund Group Transfers In Sanitation	438,879	465,566	465,566	469,025
381 501 - Inter-Fund Group Transfers In Risk	29,933	-	-	-
389 700 - Proprietary Non-Operating Sources Contribution Other Public Source	-	-	-	-
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	354,241	-	260,000
OS - Other Sources Totals	1,317,223	1,602,140	1,247,899	1,579,409
Fund Total: Fleet Maintenance	1,379,641	1,662,140	1,296,414	1,619,559
Revenue Grand Totals:	25,502,832	32,360,687	25,290,757	25,028,604

Expense Annual Budget by Organization Report

	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget
Fund: 001 General Fund				
Expenditures				
001.10.0300 - General Fund,Village Manager,Village Manager	391,838	463,970	462,527	480,192
001.11.0100 - General Fund,Mayor & Council,Legislative	101,972	95,197	90,257	94,197
001.12.0303 - General Fund,Village Clerk,Village Clerk	211,441	177,134	167,424	211,018
001.13.0500 - General Fund,Finance,Finance	471,045	561,526	446,383	476,515
001.14.0200 - General Fund,Legal,Legal	297,115	250,800	232,800	236,800
001.15.0450 - General Fund,Planning & Zoning,Planning and Zoning	177,388	188,337	182,467	209,444
001.19.0800 - General Fund,Non-Departmental,Non-Departmental	1,065,950	1,303,059	1,210,977	1,298,577
001.21.0900 - General Fund,Police,Police	7,152,081	7,641,868	6,654,790	7,752,415
001.21.0901 - General Fund,Police,Crossing Guards	61,723	50,699	51,845	50,783
001.24.0400 - General Fund,Building Department,Building	619,101	612,023	639,076	611,867
001.29.0351 - General Fund,Code Compliance,Code Compliance	229,205	233,880	228,364	241,675
001.39.1201 - General Fund,Public Works,Parks	387,879	406,039	411,106	366,755
001.39.1202 - General Fund,Public Works,Facilities Maintenance/Streets	752,509	1,071,893	991,779	752,665
001.39.1203 - General Fund,Public Works,Public Works Administration	569,576	471,006	464,797	479,868
001.39.1204 - General Fund,Public Works,Recreation Maintenance	192,436	267,078	220,027	214,561
001.71.1500 - General Fund,Brockway Memorial Library,Library	637,131	511,405	490,102	474,411
001.72.1401 - General Fund,Recreation,Recreation Administration	267,537	284,141	296,557	268,414
001.72.1402 - General Fund,Recreation,Athletics	810,068	818,795	713,745	779,989
001.72.1403 - General Fund,Recreation,Community Center	886,927	775,516	718,478	685,343
001.72.1405 - General Fund,Recreation,Aquatics	1,661,630	1,675,646	1,651,694	718,611
001.72.1406 - General Fund,Recreation,Tennis	49,285	21,048	21,113	21,334
Fund Total: General Fund	(16,993,839)	(17,881,060)	(16,346,308)	(16,425,434)
Fund: 130 Local Option Gas Tax (LOGT)				
Expenditures				
130.39.1222 - Local Option Gas Tax (LOGT),Public Works,LOGT	389,927	448,931	444,310	439,670
Fund Total: Local Option Gas Tax (LOGT)	(389,927)	(448,931)	(444,310)	(439,670)
Fund: 135 Citizens' Indep Trust (CITT)				
Expenditures				
135.39.1210 - Citizens' Indep Trust (CITT),Public Works,CITT	811,345	494,197	428,999	438,900
Fund Total: Citizens' Indep Trust (CITT)	(811,345)	(494,197)	(428,999)	(438,900)
Fund: 201 Debt Service				
Expenditures				
201.19.0000 - Debt Service,Non-Departmental,None	455,290	583,181	456,183	454,180
Fund Total: Debt Service	(455,290)	(583,181)	(456,183)	(454,180)
Fund: 301 Capital Projects				
Expenditures				
301.12.0303 - Capital Projects,Village Clerk,Village Clerk	15,149	11,501	11,501	-
301.13.0500 - Capital Projects,Finance,Finance	-	-	12,000	-
301.19.0800 - Capital Projects,Non-Departmental,Non-Departmental	93,619	75,000	100,000	60,000
301.21.0900 - Capital Projects,Police,Police	171,258	360,995	360,995	70,000
301.24.0400 - Capital Projects,Building Department,Building	-	-	-	-
301.39.1201 - Capital Projects,Public Works,Parks	6,433	15,500	15,500	-
301.39.1202 - Capital Projects,Public Works,Facilities Maintenance/Streets	28,875	467,805	467,805	25,000
301.39.1203 - Capital Projects,Public Works,Public Works Administration	57,902	-	12,075	-
301.39.1204 - Capital Projects,Public Works,Recreation Maintenance	-	-	-	-
301.39.6000 - Capital Projects,Public Works,Fleet Maintenance	-	-	-	-
301.71.1500 - Capital Projects,Brockway Memorial Library,Library	-	22,325	22,325	-
301.72.1401 - Capital Projects,Recreation,Recreation Administration	26,026	19,418	19,418	-
301.72.1402 - Capital Projects,Recreation,Athletics	4,435	83,955	83,955	-

Expense Annual Budget by Organization Report

	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget
301.72.1403 - Capital Projects,Recreation,Community Center	12,416	144,508	144,508	6,975
301.72.1405 - Capital Projects,Recreation,Aquatics	1,807,405	4,531,262	1,626,000	-
301.72.1406 - Capital Projects,Recreation,Tennis	22,755	-	-	-
Fund Total: Capital Projects	(2,246,271)	(5,732,269)	(2,876,082)	(161,975)
Fund: 402 Stormwater				
<i>Expenditures</i>				
402.39.3500 - Stormwater,Public Works,Stormwater	329,258	563,816	600,312	746,758
Fund Total: Stormwater	(329,258)	(563,816)	(600,312)	(746,758)
Fund: 405 Sanitation				
<i>Expenditures</i>				
405.39.3000 - Sanitation,Public Works,Sanitation	3,211,158	3,719,860	3,415,982	3,516,045
Fund Total: Sanitation	(3,211,158)	(3,719,860)	(3,415,982)	(3,516,045)
Fund: 410 Water & Sewer				
<i>Expenditures</i>				
410.39.4000 - Water & Sewer,Public Works,Water & Sewer	4,497,974	308,075	322,300	304,265
Fund Total: Water & Sewer	(4,497,974)	(308,075)	(322,300)	(304,265)
Fund: 501 Risk Management				
<i>Expenditures</i>				
501.19.6500 - Risk Management,Non-Departmental,Risk Management	899,179	967,158	866,325	921,818
Fund Total: Risk Management	(899,179)	(967,158)	(866,325)	(921,818)
Fund: 550 Fleet Maintenance				
<i>Expenditures</i>				
550.39.6000 - Fleet Maintenance,Public Works,Fleet Maintenance	1,314,308	1,662,140	1,662,228	1,619,559
Fund Total: Fleet Maintenance	(1,314,308)	(1,662,140)	(1,662,228)	(1,619,559)
Expenditure Grand Totals:	31,148,549	32,360,687	27,419,029	25,028,604

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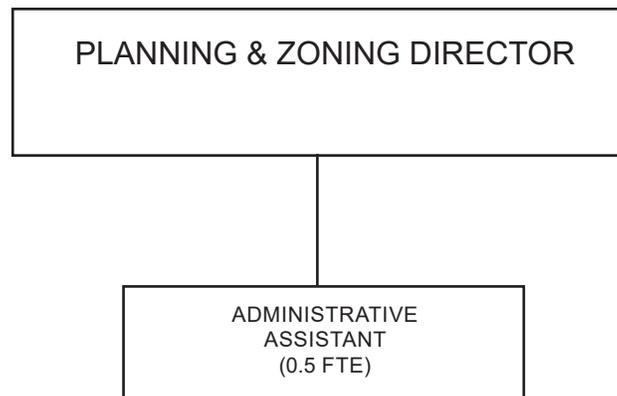
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PLANNING & ZONING ORGANIZATION CHART



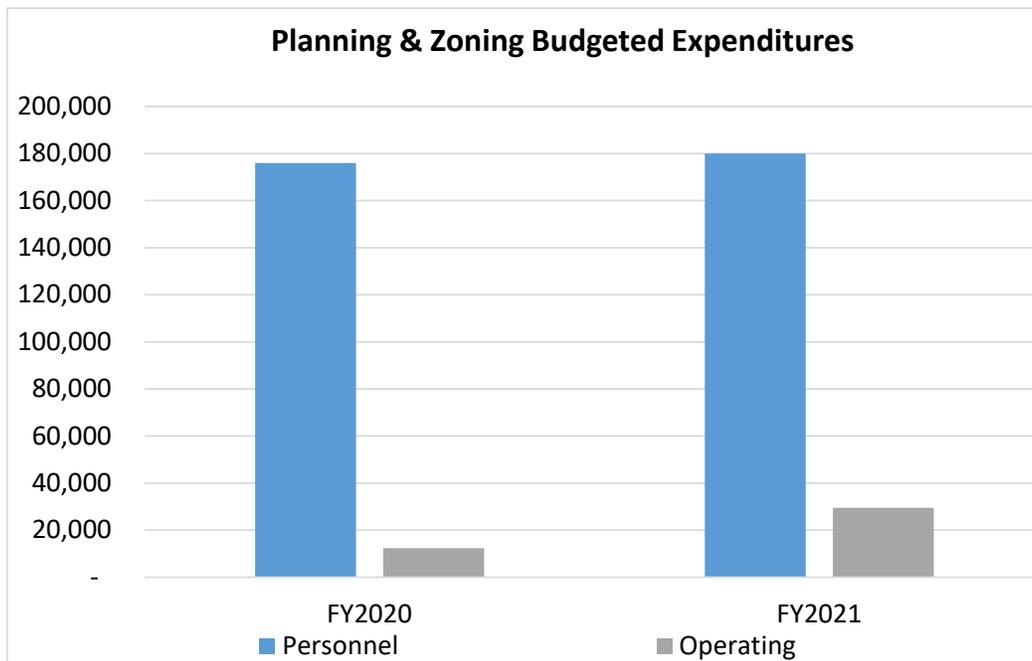
Planning & Zoning

Services, Functions and Activities

The mission of the Planning & Zoning Department is to provide Miami Shores Village with professional planning services that promote and facilitate the orderly and efficient development of the community; to protect existing neighborhoods through sound regulatory controls; and to promote development that is in conformity with the Comprehensive Plan, Village Code and Federal and State regulations.

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 175,947	\$ 179,958	\$ 4,011
Operating Expenditures/Expenses	<u>12,390</u>	<u>29,486</u>	<u>17,096</u>
TOTAL	<u>\$ 188,337</u>	<u>\$ 209,444</u>	<u>\$ 21,107</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 15 - Planning & Zoning						
Division: 0450 - Planning and Zoning						
Program: 00 - None						
Activity: 515 - Comprehensive Planning						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	121,555	126,640	125,179	129,936	Planning & Zoning Director base salary
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,500	Executive Benefit Package
12-000	Regular Salaries and Wages Salaries	18,521	18,225	18,016	18,698	Administrative Assistant (50% allocated with Code Compliance Department)
13-300	Other Salaries and Wages Seasonal	-	-	530	-	Temporary Personnel
14-000	Overtime Overtime	349	2,001	350	2,000	Overtime costs for Board hearings & workshops
21-000	Payroll Taxes Employer Fica and Medicare	10,583	11,733	11,519	12,020	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	10,458	10,265	10,278	10,265	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	221	222	222	222	Estimated annual employee costs for dental insurance benefits

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
23-200	Life and Health Insurance Long-Term Care	124	146	148	175	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	217	215	215	142	Allocated costs for workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		168,528	175,947	172,957	179,958	
<i>OE - Operating Expenditures/Expenses</i>						
31-000	Professional Services Professional Services	-	-	-	16,500	\$15,000 for South Florida Comprehensive Water Master Plan Update Study & \$1,500 for additional mapping layers
31-100	Professional Services Technology	3,760	3,000	5,000	5,200	Annual maintenance fees to Tyler Technology
40-000	Travel and Per Diem Travel	-	1,500	-	750	Travel for conferences & continuing education
40-100	Travel and Per Diem Per Diem Allowance	-	500	-	250	Per diem allowance while attending conferences & trainings
41-100	Communications Services Cellular	78	60	90	60	Estimated cost for cellular telephone
42-000	Freight and Postage Services Postage	210	300	-	300	Zoning hearing notices, certified mailings & miscellaneous correspondence

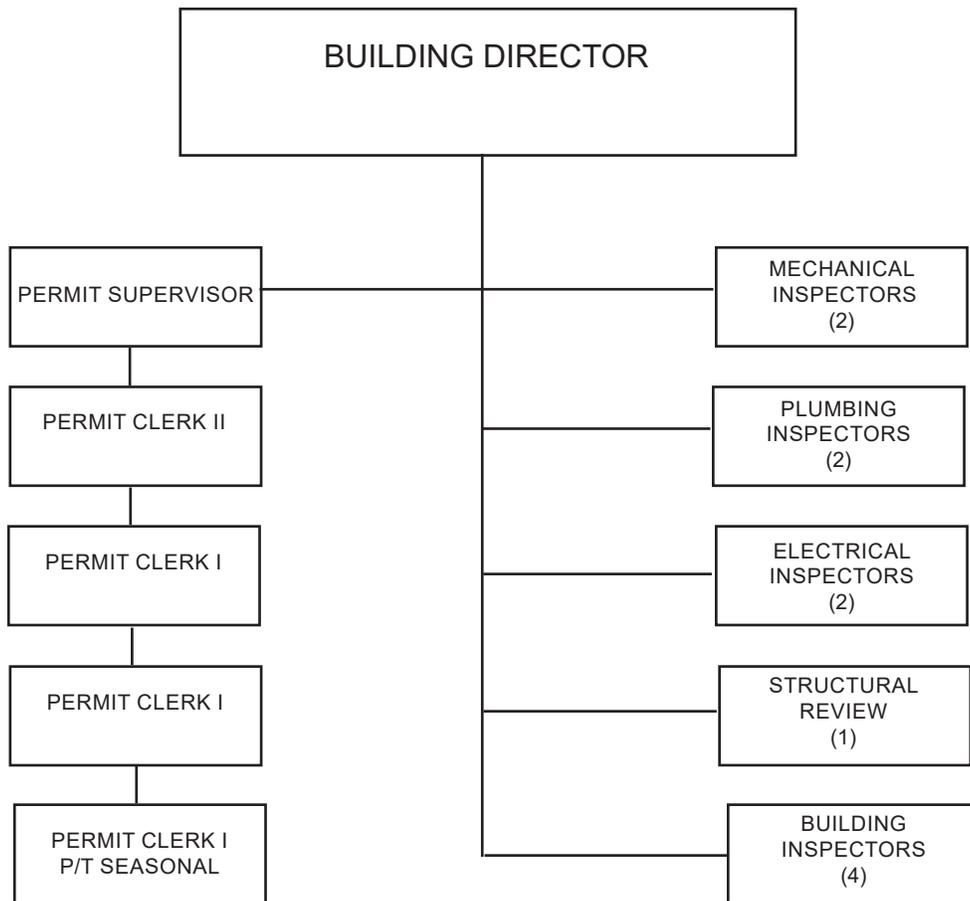
Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
45-000	Insurance ISF: Risk Management	2,806	2,561	2,561	3,176	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	499	469	469	-	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
47-000	Printing and Binding Printing	715	1,000	500	750	Printing costs
51-000	Office Supplies Office Supplies	449	500	400	500	General office supplies for (1.5) full-time employees
52-200	Operating Supplies Other Operating Supplies	332	750	400	500	Other operating supplies (included in this amount is signage for hearings)
52-400	Operating Supplies Uniforms	-	250	90	250	Uniform costs
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	-	500	-	500	American Planning Association membership
55-000	Training Training and Education	10	1,000	-	750	Registration & Training

<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	8,860	12,390	9,510	29,486
Activity Total: 515 - Comprehensive Planning	177,388	188,337	182,467	209,444
Program Total: 00 - None	177,388	188,337	182,467	209,444
Division Total: 0450 - Planning and Zoning	177,388	188,337	182,467	209,444
Department Total: 15 - Planning & Zoning	177,388	188,337	182,467	209,444



BUILDING ORGANIZATION CHART



Building

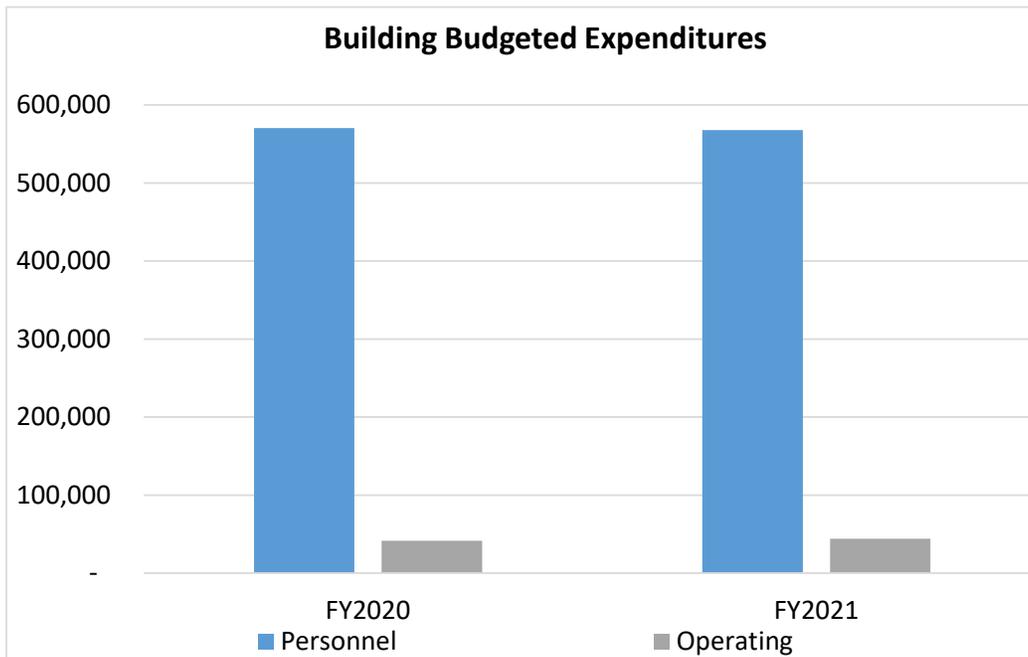
Services, Functions and Activities

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

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 570,331	\$ 567,869	\$ (2,462)
Operating Expenditures/Expenses	<u>41,692</u>	<u>43,998</u>	<u>2,306</u>
TOTAL	<u>\$ 612,023</u>	<u>\$ 611,867</u>	<u>\$ (156)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 24 - Building Department						
Division: 0400 - Building						
Program: 00 - None						
Activity: 524 - Protective Inspections						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	131,501	136,995	135,414	140,564	Building Director base salary
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,500	Executive benefit package
12-000	Regular Salaries and Wages Salaries	144,654	150,061	139,139	148,749	(2) Permit Clerk I, (1) Permit Clerk II & (1) Permit Supervisor
13-000	Other Salaries and Wages Other Salaries	207,981	192,400	215,372	192,400	(4) Building Inspector, (2) Electrical Inspector, (2) Mechanical Inspector, (2) Plumbing Inspector & (1) Structural Review *All Inspectors are employed on an as needed basis
13-300	Other Salaries and Wages Seasonal	-	-	5,000	4,558	(1) Permit Clerk I
14-000	Overtime Overtime	496	10,000	10,000	500	Estimated overtime costs
18-100	Compensated Compensatory Leave Longevity	500	500	500	1,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	37,083	33,596	39,162	33,762	Social Security & Medicare taxes

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
23-000	Life and Health Insurance Health Insurance	32,496	34,215	31,055	34,215	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	540	592	613	740	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	241	310	282	364	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	5,038	5,162	5,162	4,517	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		567,029	570,331	588,199	567,869	
<i>OE - Operating Expenditures/Expenses</i>						
31-100	Professional Services Technology	29,757	19,000	30,500	22,000	This account includes the following EnerGov, GIS, Laserfish, Bluebeam & MCCI annual support & maintenance. Due to electronic software required to operate the Building Department an increase on the cost associated with annual support & maintenance for these services is expected.
31-270	Professional Services Pre-employment Screening	-	-	50	100	Pre-employment screening costs
34-000	Other Services Contract Services	135	-	-	-	
40-000	Travel and Per Diem Travel	60	1,500	35	1,500	2020 & 2021 FEMA training at EMI & Building Officials State Conference. 2020 Conferences were cancelled due to COVID-19.

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
42-000	Freight and Postage Services Postage	677	950	850	850	Postage services to send notices to property owners for soon to expire permits & expired permits
45-000	Insurance ISF: Risk Management	8,499	7,679	7,679	10,403	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	7,983	5,913	5,913	2,545	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
47-000	Printing and Binding Printing	83	400	300	400	Business cards
51-000	Office Supplies Office Supplies	933	1,150	700	800	Office supplies for a 1 year period for (5) full-time employees. Due to electronic permit & plans submittal the cost associated with this account is expected to be much less than prior years.
52-200	Operating Supplies Other Operating Supplies	2,172	1,900	1,900	1,900	Operating supplies
52-400	Operating Supplies Uniforms	476	950	800	800	Uniforms for Building Department personnel
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	861	1,550	1,550	2,100	Books & memberships to the following professional organizations: 1. BOAF for the Building Director, Electrical Inspector & Permit Clerk Supervisor, 2. FFMA-State Flood Plain Managers Association, 3. ASFPM-National Association of State Flood Plain Manager, 4. Florida Roofing Association & 5. Notary renewals for (1) Permit Clerk I, (1) Permit Clerk II & (1) Permit Clerk Supervisor. In addition to purchasing new code publications.

Expense Budget Worksheet Report

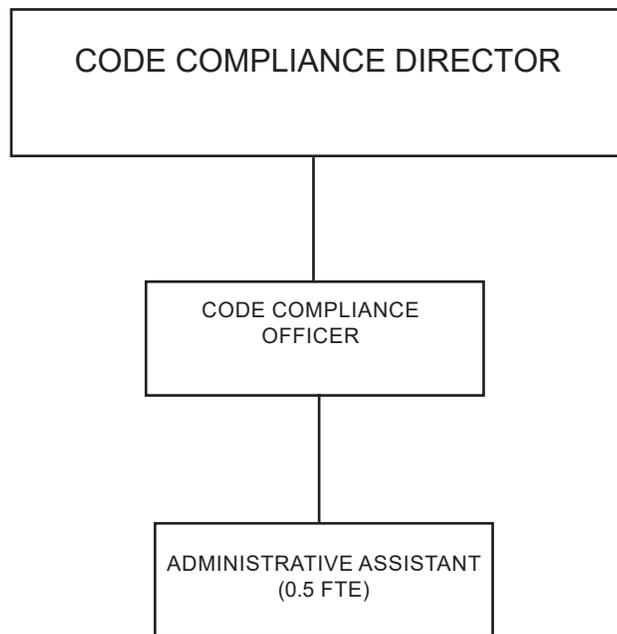
Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
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55-000	Training Training and Education	435	700	600	600 Required continuing education & certification for Permit Clerks & Inspectors
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<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	52,072	41,692	50,877	43,998
Activity Total: 524 - Protective Inspections	619,101	612,023	639,076	611,867
Program Total: 00 - None	619,101	612,023	639,076	611,867
Division Total: 0400 - Building	619,101	612,023	639,076	611,867
Department Total: 24 - Building Department	619,101	612,023	639,076	611,867



CODE COMPLIANCE ORGANIZATION CHART



CODE COMPLIANCE

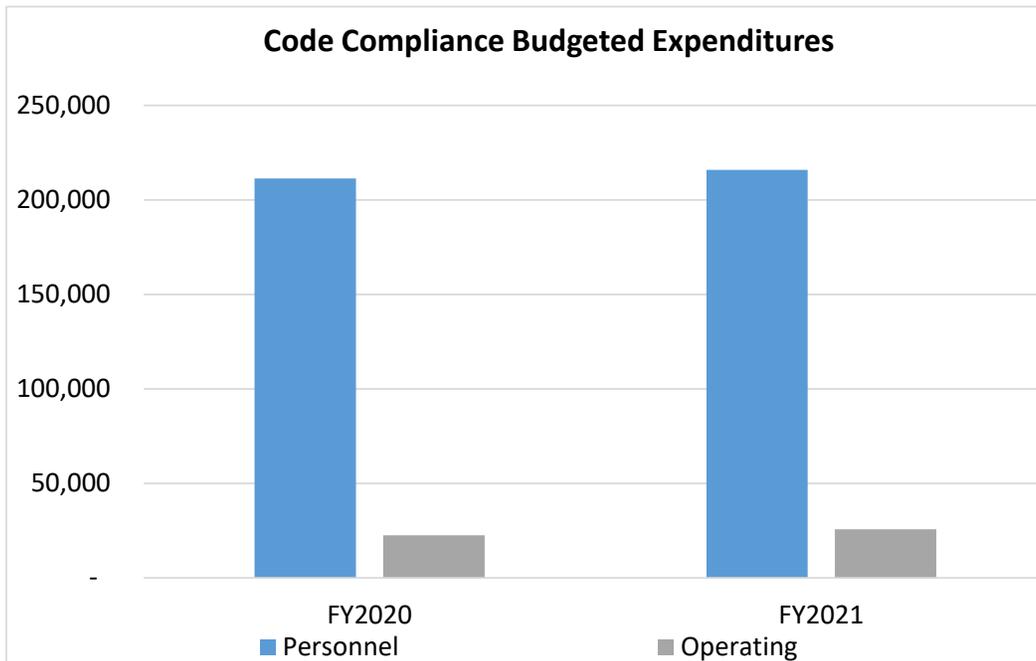
Services, Functions and Activities

The Code Compliance Department performs community-wide inspections to maintain the highest standards per the Code of Ordinances of Miami Shores Village. By forging an alliance with the community and its residents, staff is able to achieve an exceptionally high compliance percentage. Continuing violations are processed through our Code Enforcement Board which may impose fines in the form of property liens. The Department also administers the enforcement of the residential parking requirements in Miami Shores Village. Staff associates work closely with the Public Works, Finance and Police Departments in order to achieve Village wide community improvement programs.

The Code Compliance Department administers the Village's Local Business Tax Receipt program (LBTR) and the Short Term Rental program (STR). The Department processes all new businesses, Short Term Rental Applications and the issuing of the receipts on an annual basis. This program generates approximately \$85,000 in recurring revenues.

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 211,371	\$ 215,890	\$ 4,519
Operating Expenditures/Expenses	<u>22,509</u>	<u>25,785</u>	<u>3,276</u>
TOTAL	<u>\$ 233,880</u>	<u>\$ 241,675</u>	<u>\$ 7,795</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 29 - Code Compliance						
Division: 0351 - Code Compliance						
Program: 00 - None						
Activity: 529 - Other Public Safety						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	95,639	98,868	97,727	101,456	Code Compliance Director base salary
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,500	Executive benefit package
12-000	Regular Salaries and Wages Salaries	67,376	69,493	68,692	71,295	(1) Administrative Assistant (50% allocated with Planning & Zoning Department) & (1) Code Compliance Officer
14-000	Overtime Overtime	1,260	2,000	1,600	2,000	Estimated overtime costs for special compliance efforts & attendance at board meetings
18-100	Compensated Compensatory Leave Longevity	1,000	1,000	1,000	1,000	Benefits paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	12,751	13,530	13,427	13,865	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	17,472	17,107	17,093	17,107	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	370	370	369	370	Estimated annual employee costs for dental insurance benefits

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
23-200	Life and Health Insurance Long-Term Care	147	172	174	207	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	2,196	2,331	2,331	2,090	Allocated cost of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		204,711	211,371	208,913	215,890	
<i>OE - Operating Expenditures/Expenses</i>						
31-100	Professional Services Technology	3,862	3,600	4,800	4,800	EnerGov & GIS maintenance
40-000	Travel and Per Diem Travel	35	-	9	10	Travel costs (tolls if applicable)
41-100	Communications Services Cellular	956	-	840	1,680	Estimated cost for cellular telephone
41-200	Communications Services Internet	956	1,000	840	-	Estimated cost for mobile internet access
42-000	Freight and Postage Services Postage	3,960	3,000	1,400	3,400	Correspondence & certified mail costs
45-000	Insurance ISF: Risk Management	4,433	4,024	4,024	5,103	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League

Expense Budget Worksheet Report

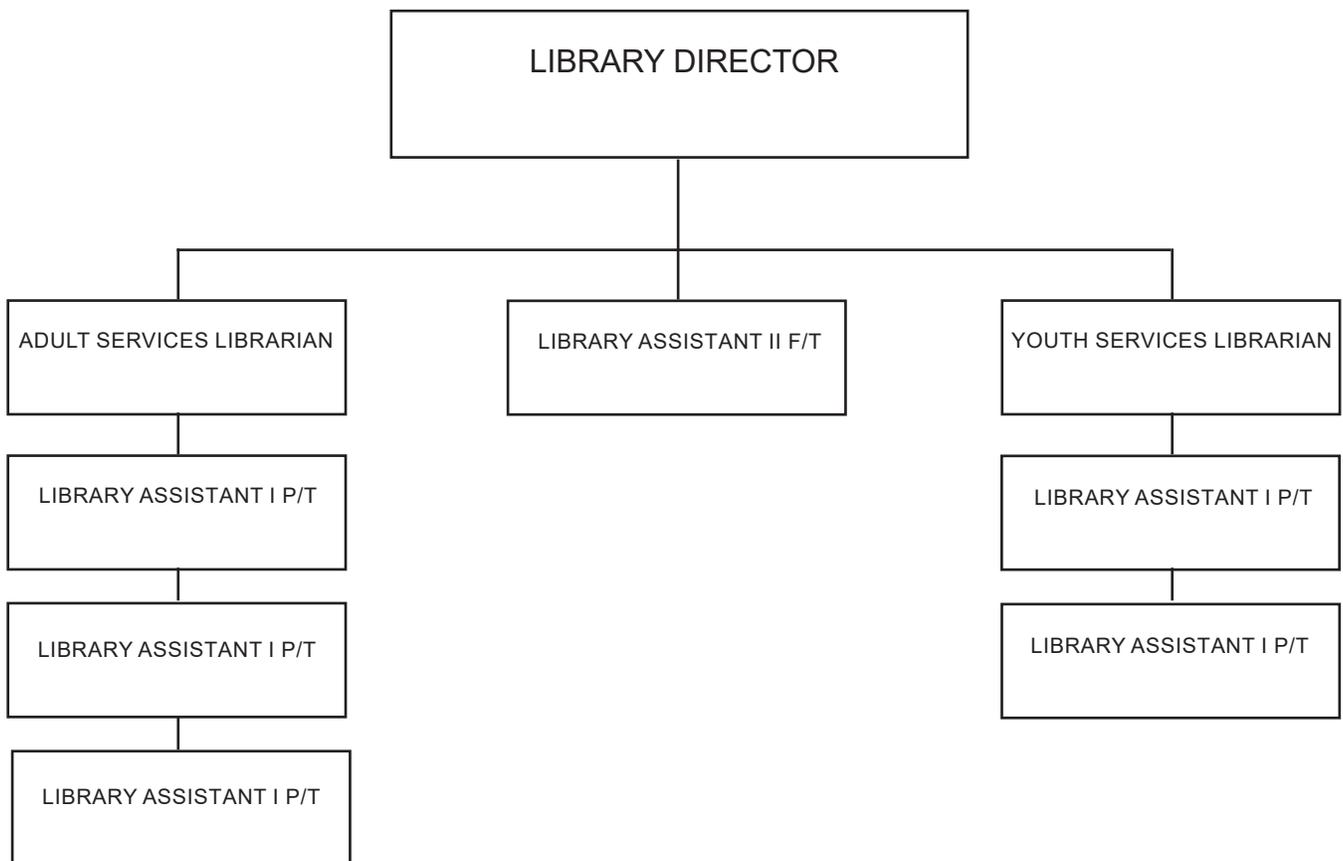
Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	4,939	4,625	4,625	5,082	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	-	100	-	-	Estimated funding requirement for repairs & maintenance to furniture, fixtures & equipment
47-000	Printing and Binding Printing	82	160	135	260	Printing of educational or advisory pamphlets, courtesy notices & business cards
49-600	Other Current Charges and Obligations Court Filing Fees	1,316	2,000	1,000	1,750	Costs to record notices, orders & lien releases
51-000	Office Supplies Office Supplies	33	300	100	300	Office supplies for a 1 year period for (2.5) full-time employees
52-200	Operating Supplies Other Operating Supplies	2,825	2,300	1,200	2,000	Toner for printers & special software requirements to support Code Compliance programs
52-400	Operating Supplies Uniforms	236	250	228	250	Uniform costs
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	255	250	250	250	Dues for Florida Association of Code Enforcement, South Florida Association of Code Enforcement & National Notary Association of Florida
55-000	Training Training and Education	605	900	-	900	Continuing education

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		24,494	22,509	19,451	25,785
Activity Total: 529 - Other Public Safety		229,205	233,880	228,364	241,675
Program Total: 00 - None		229,205	233,880	228,364	241,675
Division Total: 0351 - Code Compliance		229,205	233,880	228,364	241,675
Department Total: 29 - Code Compliance		229,205	233,880	228,364	241,675



LIBRARY ORGANIZATION CHART



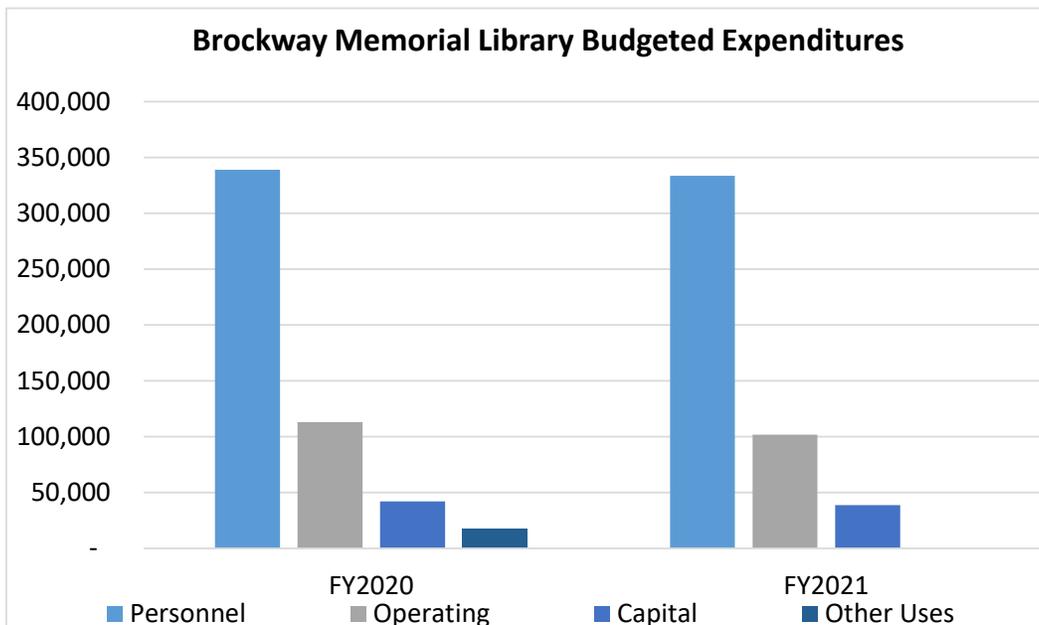
Brockway Memorial Library

Services, Functions and Activities

Brockway Memorial Library's mission is to acquire, organize and provide access and guidance to a wide variety of information and materials which help to fulfill the intellectual, educational and recreational needs of the people of Miami Shores. The Library staff is committed to providing a high level of personal assistance, enabling our patrons to gain access to information and fulfill various personal, educational and professional needs. The Library promotes community enrichment and individual achievement through reading and cultural programs, presenting more than 300 programs each year. The Library's collection is comprised of over 70,000 items, both in print and digital formats, and represents local interests and current trends. Offerings include adult and children's books, 8,000+ eBooks & eAudios, 200+ digital and print magazines and newspapers, 5,000+ Books-on-CD and DVDs, and popular electronic resources such as the Library Edition of Ancestry.com and Mango Languages. The Library budget is reviewed and approved by the Brockway Memorial Library Board of Trustees.

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 338,877	\$ 333,692	\$ (5,185)
Operating Expenditures/Expenses	113,032	101,909	(11,123)
Capital Outlay	42,171	38,810	(3,361)
Other Uses.....	<u>17,325</u>	<u>-</u>	<u>(17,325)</u>
TOTAL	<u>\$ 511,405</u>	<u>\$ 474,411</u>	<u>\$ (36,994)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 71 - Brockway Memorial Library						
Division: 1500 - Library						
Program: 00 - None						
Activity: 571 - Libraries						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	79,143	81,828	80,884	83,958	Library Director base salary
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,500	Executive benefit package
12-000	Regular Salaries and Wages Salaries	179,142	190,804	126,050	130,835	(1) Adult Services Librarian (Full-time), (1) Library Assistant II (Full-time) & (1) Youth Services Librarian (Full-time)
13-000	Other Salaries and Wages Other Salaries	203	-	60,557	59,969	(5) Library Assistant I (Part-time)
14-000	Overtime Overtime	966	1,250	200	250	Estimated overtime costs for special events & coverage
18-100	Compensated Compensatory Leave Longevity	1,000	1,000	1,000	1,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	20,437	21,449	21,052	21,673	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	15,590	27,372	15,310	22,329	Estimated annual employee costs for health insurance benefits

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
23-100	Life and Health Insurance Dental	148	444	148	444	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	344	406	407	483	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	7,579	7,824	7,824	6,251	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		311,051	338,877	319,932	333,692	
<i>OE - Operating Expenditures/Expenses</i>						
31-100	Professional Services Technology	4,329	14,173	14,173	5,050	Follett Software Upgrade, Annual Support/Renewal for Deep Freeze Computer Control, Envisionware Wireless Printing, IT Labor & Repairs
31-270	Professional Services Pre-employment Screening	60	86	86	86	Pre-employment screening costs
34-000	Other Services Contract Services	22,094	23,010	23,010	23,150	Digital consortium annual fees, online learning programs & services, fire & burglary alarm monitoring & service costs, janitorial services, pest control & annual movie license fee specific to Libraries
34-150	Other Services Program Instructors	5,930	6,800	6,800	6,800	Youth & Adult Programs: Museum of Discovery & Science on Wheels, Author Events, Fantasy Theater Productions, Book Discussion Facilitators & Seasonal Musical & Literary Performances
40-000	Travel and Per Diem Travel	867	910	910	928	Florida Library Association Annual Conference travel & lodging for (2)

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
40-100	Travel and Per Diem Per Diem Allowance	210	210	210	210	Florida Library Annual Conference per diem for (2) for 3 days in State
41-100	Communications Services Cellular	-	-	-	1,080	Estimated costs for cellular telephone/tablets
41-200	Communications Services Internet	1,166	1,150	1,400	1,400	Estimated cost for Internet
42-000	Freight and Postage Services Postage	54	670	595	595	Library correspondence & media mail
43-100	Utility Services Electric	13,188	12,683	12,683	13,060	Estimated annual cost for electrical services based on current actual FPL usage
43-200	Utility Services Water	219	275	275	275	Estimated cost for water usage
45-000	Insurance ISF: Risk Management	23,290	23,489	23,489	27,112	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	13,174	15,539	15,539	9,085	A/C monthly service, A/C parts not covered under contract (i.e. filters), electrical repairs, general building maintenance & repair, plumbing, carpet cleaning, furniture repair & anticipated increase for expansion A/C
47-000	Printing and Binding Printing	1,608	1,443	1,443	1,193	Application forms, bookmarks, brochures, envelopes, program advertising, annual report & etc.

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
48-000	Promotional Activities Promotional Activities	1,293	4,000	2,000	4,000	Costs associated with in-house monthly programs
51-000	Office Supplies Office Supplies	454	550	500	500	General office supplies
52-200	Operating Supplies Other Operating Supplies	7,452	6,800	6,800	6,500	Supplies needed for specific library functions (i.e. book jackets, DVD cases & etc.)
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	281	565	281	397	Florida Library Association Annual Membership for (3) Full-time Librarians
55-000	Training Training and Education	2,418	679	480	488	Conference registration fees for (2)
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		98,089	113,032	110,674	101,909	
<i>CAP - Capital Outlay</i>						
66-000	Books, Publications, and Library Materials Books and Publications	30,828	33,061	33,061	31,060	Print copy books for children & adults, large print books for adults & periodicals
66-100	Books, Publications, and Library Materials Media	8,985	9,110	9,110	7,750	Library audiovisual media, books on CD & DVDs. Due to recent popularity of streaming services (Overdrive, Netflix, etc.), usage of this format has dropped, hence the reduction.
<i>Account Classification Total: CAP - Capital Outlay</i>		39,813	42,171	42,171	38,810	
Activity Total: 571 - Libraries		448,952	494,080	472,777	474,411	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
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Activity: 581 - Inter-Fund Group Transfers Out

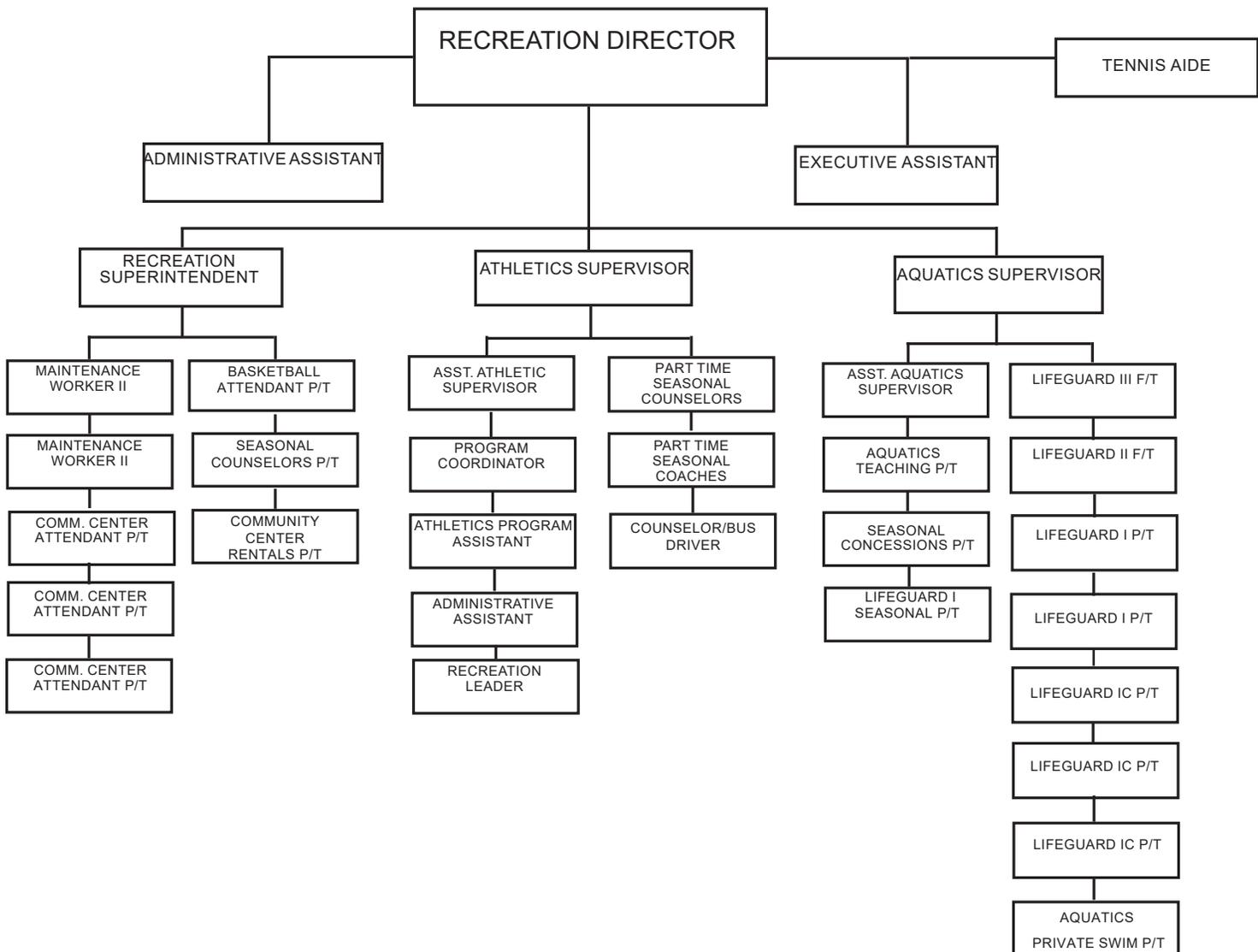
OTH - Other Uses

91-164	Interfund Transfers Brockway Memorial Expansion	183,179	-	-	
91-301	Interfund Transfers Capital Projects	5,000	17,325	17,325	- Transfer to Capital Projects

<i>Account Classification Total: OTH - Other Uses</i>	188,179	17,325	17,325	-
Activity Total: 581 - Inter-Fund Group Transfers Out	188,179	17,325	17,325	-
Program Total: 00 - None	637,131	511,405	490,102	474,411
Division Total: 1500 - Library	637,131	511,405	490,102	474,411
Department Total: 71 - Brockway Memorial Library	637,131	511,405	490,102	474,411



RECREATION ORGANIZATION CHART



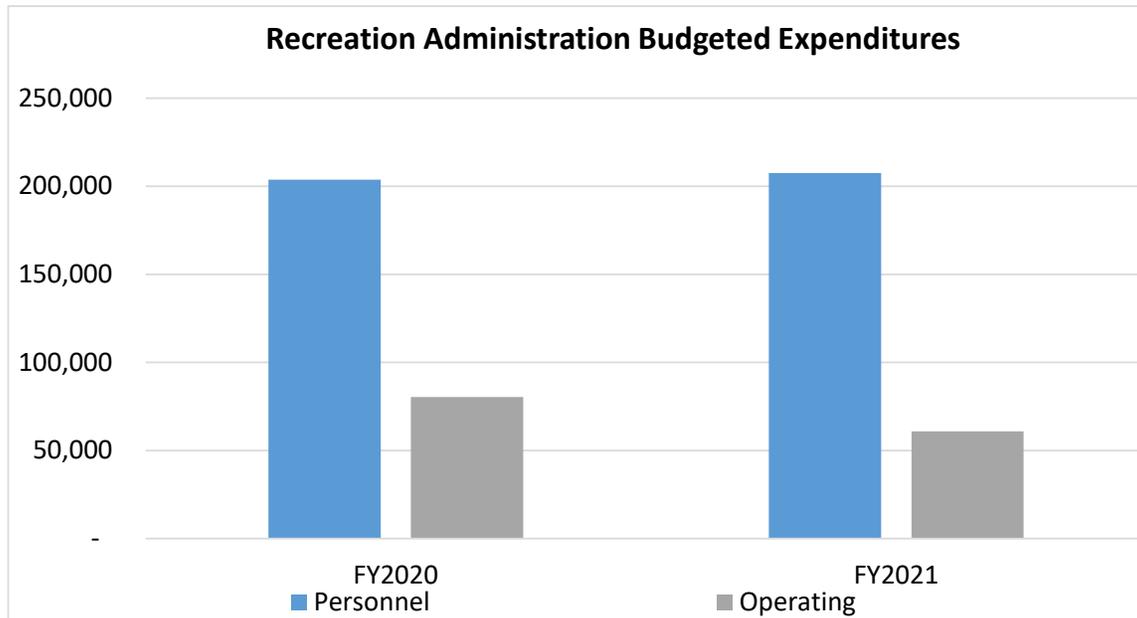
Recreation Recreation Administration

Services, Functions and Activities

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 203,746	\$ 207,566	\$ 3,820
Operating Expenditures/Expenses	<u>80,395</u>	<u>60,848</u>	<u>(19,547)</u>
TOTAL	<u>\$ 284,141</u>	<u>\$ 268,414</u>	<u>\$ (15,727)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 72 - Recreation						
Division: 1401 - Recreation Administration						
Program: 00 - None						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	99,836	103,207	102,016	105,903	Recreation Director base salary
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,500	Executive benefit package
12-000	Regular Salaries and Wages Salaries	57,864	59,820	58,010	61,387	(1) Executive Assistant
14-000	Overtime Overtime	1,205	3,654	1,600	3,000	Estimated cost for overtime required during summer, special events & Board meetings
18-100	Compensated Compensatory Leave Longevity	3,000	3,000	3,000	3,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	11,514	13,249	13,091	13,525	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	13,965	13,686	13,525	13,686	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	295	296	292	296	Estimated annual employee costs for dental insurance benefits

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
23-200	Life and Health Insurance Long-Term Care	78	92	91	110	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	245	242	242	159	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		194,503	203,746	198,367	207,566	
<i>OE - Operating Expenditures/Expenses</i>						
31-100	Professional Services Technology	6,871	4,364	6,400	6,700	Funding for the Recreation participant insurance, RecTrac & related reports
31-270	Professional Services Pre-employment Screening	9,029	8,346	3,000	3,000	Pre-employment screening including: Department of Family Services level 2 screening, drug test, Social Security report & background check
34-000	Other Services Contract Services	2,511	6,836	2,585	2,585	Service contract on department equipment & NRPA Participant Insurance Coverage
40-000	Travel and Per Diem Travel	1,013	1,200	1,100	1,100	Funding to attend the FRPA conference & World Waterpark Association conference
40-100	Travel and Per Diem Per Diem Allowance	175	770	205	205	Per diem cost for conferences
40-200	Travel and Per Diem Local Mileage Reimbursement	-	565	-	160	Funding to reimburse staff for use of personal vehicles

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
41-100	Communications Services Cellular	78	-	155	465	Estimated cost for cellular telephone
41-200	Communications Services Internet	1,860	8,300	1,975	-	Estimated cost for Internet
42-000	Freight and Postage Services Postage	74	75	75	100	Postage costs
45-000	Insurance ISF: Risk Management	4,516	4,276	4,276	5,094	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
45-200	Insurance Premium: Liability	4,250	4,400	4,250	4,500	Blanket Insurance Renewal for Recreation Programs
46-200	Repair and Maintenance Services Repairs and Maintenance	1,099	1,000	1,200	1,200	General repair cost for items not under maintenance or warranty agreements, included in this amount are Tot Lot repairs & replacement of damaged equipment
46-220	Repair and Maintenance Services Golf Course	-	-	37,000	-	Maintenance costs for the Miami Shores Country Club/Golf Course
49-220	Other Current Charges and Obligations Special Events - Fine Arts	5,569	14,200	5,000	8,000	Funding for the Fine Arts Commission to provide art exhibits, educational programs & concerts
49-800	Other Current Charges and Obligations Licenses and Permits	-	348	363	363	ASCAP music license fee

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
51-000	Office Supplies Office Supplies	1,078	475	325	500	General office supplies
52-200	Operating Supplies Other Operating Supplies	2,730	1,200	1,600	1,600	Funding for supplies necessary to maintain the operations of the Department
52-400	Operating Supplies Uniforms	165	120	200	226	Funding to provide uniforms to staff
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	645	645	450	450	FRPA & NRPA memberships
55-000	Training Training and Education	600	675	600	600	Estimated funding for staff to attend training
Account Classification Total: OE - Operating Expenditures/Expenses		42,262	57,795	70,759	36,848	
Activity Total: 572 - Parks and Recreation		236,765	261,541	269,126	244,414	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
91-301	Interfund Transfers Capital Projects	7,333	-	-	-	Transfer to Capital Projects
Account Classification Total: OTH - Other Uses		7,333	-	-	-	
Activity Total: 581 - Inter-Fund Group Transfers Out		7,333	-	-	-	
Program Total: 00 - None		244,098	261,541	269,126	244,414	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Program: 20 - Unity Day						
Activity: 572 - Parks and Recreation						
<i>OE - Operating Expenditures/Expenses</i>						
49-210	Other Current Charges and Obligations Special Events - Unity Day	23,439	22,600	27,431	24,000	Unity Day costs
Account Classification Total: OE - Operating Expenditures/Expenses		23,439	22,600	27,431	24,000	
Activity Total: 572 - Parks and Recreation		23,439	22,600	27,431	24,000	
Program Total: 20 - Unity Day		23,439	22,600	27,431	24,000	
Division Total: 1401 - Recreation Administration		267,537	284,141	296,557	268,414	

Recreation Athletics

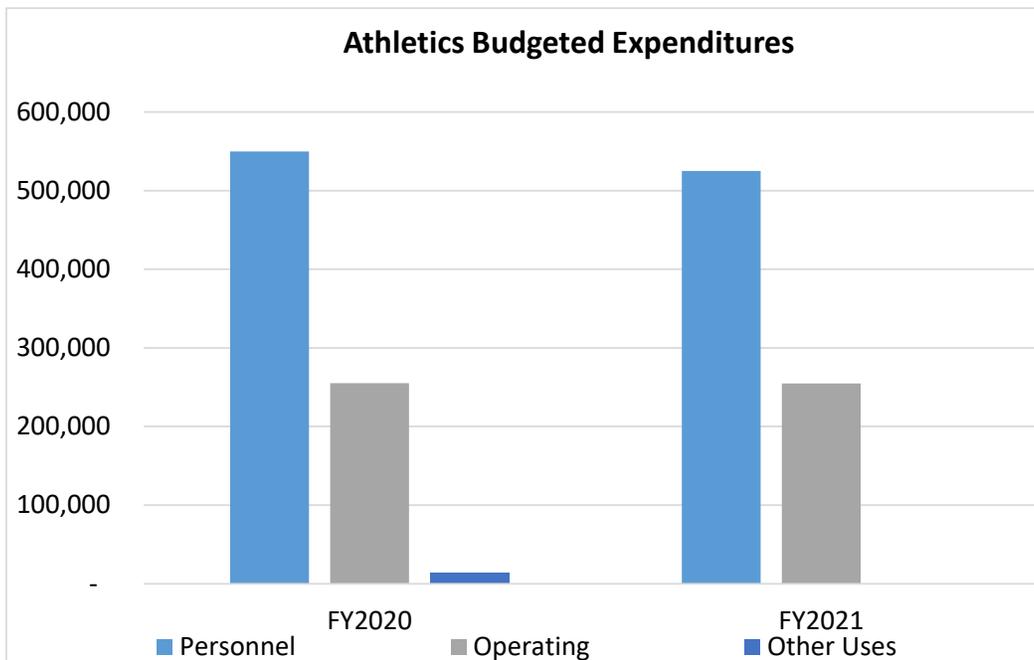
Services, Functions and Activities

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

The sports program runs all year round and offers intramural soccer, intramural basketball, intramural baseball, softball and flag football. The intramural programs average 200 participants per sport. The after school care program runs from August to June with an average of 70 children a week. The program hires an average of seven counselors throughout the year. The summer camp program runs from mid-June to mid-August with a maximum of 150 participants each week. We staff an average of 18 counselors each week with 4 supervisors who monitor the pool, field trips, arts and crafts, and facilities. Athletics also runs an average of 8 specialty sports camps throughout the year.

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 549,678	\$ 525,036	\$ (24,642)
Operating Expenditures/Expenses	255,312	254,953	(359)
Other Uses.....	13,805	-	(13,805)
TOTAL	<u>\$ 818,795</u>	<u>\$ 779,989</u>	<u>\$ (38,806)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 72 - Recreation						
Division: 1402 - Athletics						
Program: 00 - None						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	228,760	237,363	234,416	243,586	(1) Administrative Assistant, (1) Assistant Athletics Supervisor, (1) Athletics Program Assistant, (1) Athletics Supervisor & (1) Program Coordinator
13-000	Other Salaries and Wages Other Salaries	3,636	1,200	105	-	Athletic Field Monitors (Part-time Permanent)
13-100	Other Salaries and Wages Rental	326	500	500	1,400	Employees who cover facility rentals
13-300	Other Salaries and Wages Seasonal	18	-	1,722	1,708	Athletic Field Monitors (Part-time)
14-000	Overtime Overtime	5,139	2,200	3,000	218	Estimated costs for overtime required during summer & special events
18-100	Compensated Compensatory Leave Longevity	2,000	2,000	2,000	2,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	18,069	18,457	18,493	19,302	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	25,498	34,215	25,278	25,929	Estimated annual employee costs for health insurance benefits

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
23-100	Life and Health Insurance Dental	442	740	440	740	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	222	267	269	322	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	6,543	6,730	6,730	5,481	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		290,653	303,672	292,953	300,686	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	5,037	5,100	4,180	5,200	Funding for annual service agreements on athletic equipment & sport official fees
34-150	Other Services Program Instructors	34,415	19,000	15,800	24,000	Funding for specialty camp instructors not engaged as employees
41-100	Communications Services Cellular	1,087	1,000	1,425	1,565	Estimated costs for cellular telephone
43-100	Utility Services Electric	7,366	7,800	6,900	7,400	Estimated annual cost for electric services based on current actual FPL usage
43-200	Utility Services Water	442	480	400	480	Annual funding for water consumption

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
45-000	Insurance ISF: Risk Management	24,130	24,525	24,525	30,447	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	24,031	41,533	41,533	35,562	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	8,542	9,800	12,000	10,000	Athletic equipment & facility maintenance & repair
47-000	Printing and Binding Printing	-	200	200	250	Special printing
51-000	Office Supplies Office Supplies	1,221	1,800	1,900	2,200	General office supplies for (5) staff members including pens & etc.
52-200	Operating Supplies Other Operating Supplies	9,775	8,200	6,500	8,200	Funding for supplies used by participants & equipment needs. Included in this amount is \$6,923 for outdoor picnic tables & umbrellas.
52-400	Operating Supplies Uniforms	205	1,350	1,250	900	Staff uniforms & uniforms for special camp programs
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	-	200	440	400	FRPA & NRPA memberships
55-000	Training Training and Education	25	350	350	600	FRPA training

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		116,275	121,338	117,403	127,204
Activity Total: 572 - Parks and Recreation		406,928	425,010	410,356	427,890
Activity: 581 - Inter-Fund Group Transfers Out					
<i>OTH - Other Uses</i>					
91-301	Interfund Transfers Capital Projects	46,850	13,805	13,805	- Transfer to Capital Projects
<i>Account Classification Total: OTH - Other Uses</i>		46,850	13,805	13,805	-
Activity Total: 581 - Inter-Fund Group Transfers Out		46,850	13,805	13,805	-
Program Total: 00 - None		453,778	438,815	424,161	427,890

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 72 - Recreation						
Division: 1402 - Athletics						
Program: 10 - Afterschool						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
13-000	Other Salaries and Wages Other Salaries	87,477	88,380	14,783	13,239	(1) Recreation Leader
13-300	Other Salaries and Wages Seasonal	436	-	58,798	70,668	Part-time Seasonal Counselors
14-000	Overtime Overtime	199	200	20	500	Estimated overtime costs
21-000	Payroll Taxes Employer Fica and Medicare	6,776	6,777	5,630	6,457	Social Security & Medicare taxes
24-000	Workers' Compensation Workers' Compensation	2,689	2,472	2,472	1,874	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		97,579	97,829	81,703	92,738	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	162	250	642	650	Specialty Instructors
34-150	Other Services Program Instructors	3,115	1,800	1,910	2,000	Sub-contracted aftercare (i.e. Lego, fitness & math tutoring)

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
34-400	Other Services Field Trips	11,196	14,200	6,282	13,850	Events & trips sponsored during kids day off programs
34-500	Other Services Transport Services	4,623	5,200	2,568	5,200	Buses for field trips
40-000	Travel and Per Diem Travel	50	-	-	-	
45-000	Insurance ISF: Risk Management	2,137	1,226	1,226	2,152	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
52-200	Operating Supplies Other Operating Supplies	10,100	7,500	7,500	8,000	Supplies used for programs
52-400	Operating Supplies Uniforms	2,454	650	425	650	Uniforms for Counselors
Account Classification Total: OE - Operating Expenditures/Expenses		33,837	30,826	20,553	32,502	
Activity Total: 572 - Parks and Recreation		131,415	128,655	102,256	125,240	
Program Total: 10 - Afterschool		131,415	128,655	102,256	125,240	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 72 - Recreation						
Division: 1402 - Athletics						
Program: 11 - Summer Camp						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
13-000	Other Salaries and Wages Other Salaries	94,986	100,950	2,843	3,310	(1) Recreation Leader
13-300	Other Salaries and Wages Seasonal	-	-	100,950	91,443	(1) Counselor/Bus Driver (Part-time) & Seasonal Counselors/Instructors
14-000	Overtime Overtime	654	275	275	600	Estimated overtime costs required during summer camp & special events
21-000	Payroll Taxes Employer Fica and Medicare	7,281	7,744	7,961	7,294	Social Security & Medicare taxes
24-000	Workers' Compensation Workers' Compensation	3,194	2,823	2,823	2,117	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		106,114	111,792	114,852	104,764	
<i>OE - Operating Expenditures/Expenses</i>						
34-150	Other Services Program Instructors	2,840	-	1,680	2,850	Summer Camp Specialty Instructors
34-400	Other Services Field Trips	27,429	31,400	258	31,000	Events & trips sponsored by the Summer Camp Program

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
34-500	Other Services Transport Services	12,570	13,800	9,660	11,845	Payment of transportation & special programs assigned to outside vendors
44-000	Rentals and Leases Equipment Rental	1,584	3,600	5,600	4,200	Rental of inflatables & other equipment for Summer Camp Program
45-000	Insurance ISF: Risk Management	2,538	1,401	1,401	2,431	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
51-000	Office Supplies Office Supplies	30	-	-	-	
52-200	Operating Supplies Other Operating Supplies	9,020	8,100	5,670	8,200	Art supplies, board games, balls, supplies & equipment used for Summer Camp Program
52-400	Operating Supplies Uniforms	3,000	3,800	1,608	1,800	Uniform costs for staff, participants & CITs
55-000	Training Training and Education	600	600	-	400	Summer staff training
Account Classification Total: OE - Operating Expenditures/Expenses		59,611	62,701	25,877	62,726	
Activity Total: 572 - Parks and Recreation		165,726	174,493	140,729	167,490	
Program Total: 11 - Summer Camp		165,726	174,493	140,729	167,490	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 72 - Recreation						
Division: 1402 - Athletics						
Program: 12 - Soccer						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
13-000	Other Salaries and Wages Other Salaries	7,885	6,855	-	-	This line item is being budgeted below in 13-300 for FY2021 & moving forward
13-300	Other Salaries and Wages Seasonal	19	-	8,401	7,878	Seasonal Coaches
21-000	Payroll Taxes Employer Fica and Medicare	605	524	651	602	Social Security & Medicare taxes
24-000	Workers' Compensation Workers' Compensation	246	191	191	175	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		8,754	7,570	9,243	8,655	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	210	650	420	725	Payments made to Referees
45-000	Insurance ISF: Risk Management	196	95	95	201	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
52-200	Operating Supplies Other Operating Supplies	2,364	4,200	3,253	3,253	Equipment, trophies & supplies

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
52-400	Operating Supplies Uniforms	3,375	3,900	2,713	2,750 Uniform costs for participants & coaches
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		6,145	8,845	6,481	6,929
Activity Total: 572 - Parks and Recreation		14,898	16,415	15,724	15,584
Program Total: 12 - Soccer		14,898	16,415	15,724	15,584

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 72 - Recreation						
Division: 1402 - Athletics						
Program: 13 - Basketball						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
13-000	Other Salaries and Wages Other Salaries	10,781	13,000	-	-	This line item will be budgeted in 13-300 in FY2021 & moving forward
13-300	Other Salaries and Wages Seasonal	-	-	9,358	9,357	Seasonal Coaches
21-000	Payroll Taxes Employer Fica and Medicare	825	995	716	716	Social Security & Medicare taxes
24-000	Workers' Compensation Workers' Compensation	408	363	363	208	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		12,014	14,358	10,437	10,281	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	1,365	1,500	670	1,300	Payments made to Referees
45-000	Insurance ISF: Risk Management	324	180	180	239	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
52-200	Operating Supplies Other Operating Supplies	6,121	4,200	4,213	4,200	Equipment, trophies & supplies used for the Basketball Program
52-400	Operating Supplies Uniforms	3,017	3,020	2,842	2,850	Uniform costs for participants & coaches
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		10,828	8,900	7,905	8,589	
Activity Total: 572 - Parks and Recreation		22,841	23,258	18,342	18,870	
Program Total: 13 - Basketball		22,841	23,258	18,342	18,870	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 72 - Recreation						
Division: 1402 - Athletics						
Program: 14 - Baseball						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
13-000	Other Salaries and Wages Other Salaries	5,067	9,000	-	-	This line item will be budgeted in 13-300 for FY2021 & moving forward
13-300	Other Salaries and Wages Seasonal	-	-	4,199	4,200	Seasonal Coaches
14-000	Overtime Overtime	10	-	-	-	
21-000	Payroll Taxes Employer Fica and Medicare	388	689	322	321	Social Security & Medicare taxes
24-000	Workers' Compensation Workers' Compensation	246	251	251	93	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		5,711	9,940	4,772	4,614	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	490	1,800	-	500	Payments made to Umpires
45-000	Insurance ISF: Risk Management	196	145	145	107	Allocated costs for property, casualty & general liability insurance premiums pad to the Florida League

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
52-200	Operating Supplies Other Operating Supplies	2,428	3,300	545	2,400	Equipment, trophies & supplies used for the Baseball Program
52-400	Operating Supplies Uniforms	4,417	5,100	2,806	4,694	Uniform costs for participants & coaches
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		7,531	10,345	3,496	7,701	
Activity Total: 572 - Parks and Recreation		13,242	20,285	8,268	12,315	
Program Total: 14 - Baseball		13,242	20,285	8,268	12,315	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 72 - Recreation						
Division: 1402 - Athletics						
Program: 15 - Softball						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
13-000	Other Salaries and Wages Other Salaries	687	2,290	-	-	This line item will be budgeted in 13-300 for FY2021 & moving forward
13-300	Other Salaries and Wages Seasonal	-	-	486	1,002	Seasonal Coaches
21-000	Payroll Taxes Employer Fica and Medicare	53	175	38	77	Social Security & Medicare taxes
24-000	Workers' Compensation Workers' Compensation	77	64	64	22	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		816	2,529	588	1,101	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	895	900	40	700	Payments made to Umpires
45-000	Insurance ISF: Risk Management	61	32	32	26	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
52-200	Operating Supplies Other Operating Supplies	3,250	1,400	651	3,200	Equipment, trophies & supplies used for the Softball Program

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
52-400	Operating Supplies Uniforms	1,823	2,000	939	1,200 Uniform costs for participants & coaches
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	180	-	-	-
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		6,209	4,332	1,662	5,126
Activity Total: 572 - Parks and Recreation		7,025	6,861	2,250	6,227
Program Total: 15 - Softball		7,025	6,861	2,250	6,227

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 72 - Recreation						
Division: 1402 - Athletics						
Program: 16 - Flag football						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
13-000	Other Salaries and Wages Other Salaries	311	1,800	-	-	This line item will be budgeted in 13-300 for FY2021 & moving forward
13-300	Other Salaries and Wages Seasonal	-	-	1,500	2,000	Seasonal Coaches
21-000	Payroll Taxes Employer Fica and Medicare	24	138	115	153	Social Security & Medicare taxes
24-000	Workers' Compensation Workers' Compensation	168	50	50	44	Allocated costs for workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		503	1,988	1,665	2,197	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	-	2,600	-	2,000	Payments made to Referees
45-000	Insurance ISF: Risk Management	134	25	25	51	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
52-200	Operating Supplies Other Operating Supplies	326	2,000	325	325	Equipment for the Flag Football Program (i.e. footballs, flag belts, etc.)

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
52-400	Operating Supplies Uniforms	-	2,200	-	1,800 Uniform costs for participants & coaches
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	180	1,200	-	-
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		640	8,025	350	4,176
Activity Total: 572 - Parks and Recreation		1,143	10,013	2,015	6,373
Program Total: 16 - Flag football		1,143	10,013	2,015	6,373

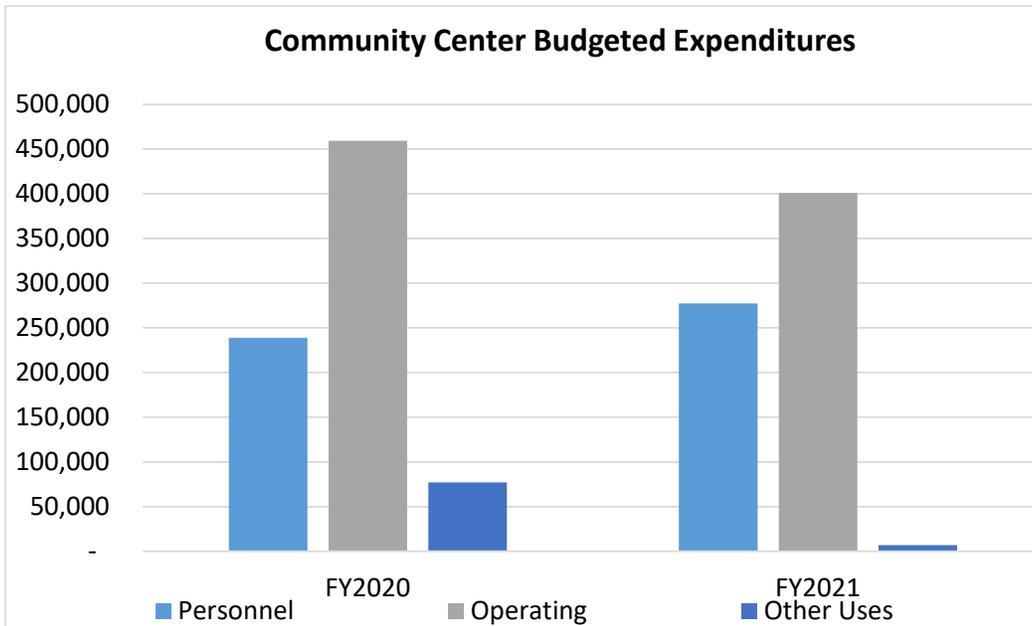
Recreation Community Center

Services, Functions and Activities

The Recreation Community Center Division runs over 40 recreation classes a week and coordinates special events throughout the year. During the summer months, it oversees 30 various speciality summer camps. Special events include Unity Day, Spooktacular, Winterfest, Father/Daughter Dance, Marshmallow Drop, Memorial Day and Independence Day programs.

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 238,996	\$ 277,251	\$ 38,255
Operating Expenditures/Expenses	459,310	401,117	(58,193)
Other Uses.....	<u>77,210</u>	<u>6,975</u>	<u>(70,235)</u>
TOTAL	<u>\$ 775,516</u>	<u>\$ 685,343</u>	<u>\$ (90,173)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 72 - Recreation						
Division: 1403 - Community Center						
Program: 00 - None						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	150,724	154,559	168,232	180,883	(1) Administrative Assistant, (2) Maintenance Worker II & (1) Recreation Superintendent
13-000	Other Salaries and Wages Other Salaries	44,099	37,050	37,050	31,211	(1) Basketball Attendant (Part-time) & (3) Community Center Attendant (Part-time)
13-100	Other Salaries and Wages Rental	1,766	1,950	544	1,848	Staff working facility rentals
13-300	Other Salaries and Wages Seasonal	-	-	500	12,342	(1) Counselor/Bus Driver (Part-time) & Seasonal Adventure Camp Counselors
14-000	Overtime Overtime	1,135	1,365	1,365	1,618	Maintenance staff overtime for facility rentals, vacations & special events
18-100	Compensated Compensatory Leave Longevity	2,000	500	500	1,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	15,138	14,914	15,927	17,664	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	22,036	20,529	22,632	23,529	Estimated annual employee costs for health insurance benefits

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
23-100	Life and Health Insurance Dental	422	444	432	592	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	210	266	269	325	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	7,657	7,419	7,419	6,239	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		245,187	238,996	254,870	277,251	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	6,348	7,865	6,350	6,668	ADA elevator service, exterminating, A/C & alarm services
34-150	Other Services Program Instructors	300,201	305,183	220,902	239,040	Class/Program Instructors
34-400	Other Services Field Trips	24,482	16,959	7,344	18,000	Adventure Camp field trips
40-000	Travel and Per Diem Travel	-	1,200	200	200	Travel costs associated with the FRPA Conference
40-100	Travel and Per Diem Per Diem Allowance	-	-	175	175	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
41-100	Communications Services Cellular	78	-	90	-	Estimated costs for cellular telephone
41-200	Communications Services Internet	6,044	-	6,100	8,020	Estimated costs for Internet
43-100	Utility Services Electric	20,343	21,750	19,728	21,000	Estimated annual cost for electrical services based on current actual FPL usage
43-200	Utility Services Water	2,259	3,250	3,600	3,200	Annual funding for water consumption
44-000	Rentals and Leases Equipment Rental	342	4,000	3,300	3,300	Rental of equipment & moving trucks to transport gymnastic equipment between facilities for Summer Recreation
45-000	Insurance ISF: Risk Management	26,166	27,368	27,368	30,842	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	13,780	14,150	11,822	12,177	On-going maintenance & repairs to building & equipment at the Community Center
47-000	Printing and Binding Printing	276	200	300	300	Printing costs for special flyers
48-000	Promotional Activities Promotional Activities	1,644	3,900	-	1,675	Promotional materials

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
48-100	Promotional Activities Fireworks Display	13,000	14,000	-	-	This line item will be budgeted under Community Center Special Events for FY2021 & moving forward
49-000	Other Current Charges and Obligations Other Current Charges	642	715	650	650	Annual fire safety permit & elevator permit
51-000	Office Supplies Office Supplies	197	250	200	200	General office supplies
52-200	Operating Supplies Other Operating Supplies	24,660	19,000	20,935	22,200	Supplies for Community Center classes
52-400	Operating Supplies Uniforms	765	845	800	845	Uniforms for Community Center Staff & Summer Counselors
52-450	Operating Supplies 5K	-	5,100	-	-	This account for FY21 & forward is being budgeted under program 24 (Special Events) in the Community Center
52-455	Operating Supplies Halloween	1,939	2,000	-	-	This account for FY21 & forward is being budgeted under program 24 (Special Events) in the Community Center
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	265	300	300	300	
55-000	Training Training and Education	450	350	475	475	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		443,880	448,385	330,639	369,267	
Activity Total: 572 - Parks and Recreation		689,067	687,381	585,509	646,518	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
91-301	Interfund Transfers Capital Projects	65,598	77,210	77,210	6,975	Transfer to Capital Projects
91-550	Interfund Transfers Fleet Maintenance	125,000	-	-	-	
<i>Account Classification Total: OTH - Other Uses</i>		190,598	77,210	77,210	6,975	
Activity Total: 581 - Inter-Fund Group Transfers Out		190,598	77,210	77,210	6,975	
Program Total: 00 - None		879,665	764,591	662,719	653,493	
Fund: 001 - General Fund						
Department: 72 - Recreation						
Division: 1403 - Community Center						
Program: 22 - Dog Park						
Activity: 572 - Parks and Recreation						
<i>OE - Operating Expenditures/Expenses</i>						
46-200	Repair and Maintenance Services Repairs and Maintenance	3,495	1,600	-	-	Repairs to benches, water fountains & awnings as needed
52-500	Operating Supplies Fertilizer and Chemicals	225	1,175	3,150	3,150	Commercial spraying of turf for insects & weeds
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		3,720	2,775	3,150	3,150	
Activity Total: 572 - Parks and Recreation		3,720	2,775	3,150	3,150	
Program Total: 22 - Dog Park		3,720	2,775	3,150	3,150	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 72 - Recreation						
Division: 1403 - Community Center						
Program: 24 - Special Events						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	-	-	5,600	-	Full-time Employees Salaries for Special Events
13-000	Other Salaries and Wages Other Salaries	-	-	3,000	-	Part-time Permanent Employee Salaries for Special Events
13-300	Other Salaries and Wages Seasonal	-	-	10,800	-	Seasonal Salaries for Special Events
14-000	Overtime Overtime	-	-	1,300	-	Estimated overtime costs for Special Events
21-000	Payroll Taxes Employer Fica and Medicare	-	-	1,584	-	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	-	-	1,000	-	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	-	-	100	-	Estimated annual employee costs for dental insurance benefits

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
23-200	Life and Health Insurance Long-Term Care	-	-	30	-	Estimated annual employee costs for long-term care insurance benefits
<i>Account Classification Total: PS - Personnel Services</i>		-	-	23,414	-	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	1,950	1,500	-	-	
48-100	Promotional Activities Fireworks Display	-	-	15,000	15,000	4th of July Fireworks
49-800	Other Current Charges and Obligations Licenses and Permits	161	900	-	-	
52-200	Operating Supplies Other Operating Supplies	1,432	750	-	-	
52-450	Operating Supplies 5K	-	-	7,087	6,500	Estimated costs for the 5K
52-455	Operating Supplies Halloween	-	-	1,363	1,100	Estimated costs for the Halloween event
52-460	Operating Supplies Plaza 98	-	5,000	4,837	5,000	Estimated costs for Plaza 98

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
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52-465	Operating Supplies Father Daughter Dance	-	-	908	1,100 Estimated costs for the Father Daughter Dance
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<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	3,543	8,150	29,195	28,700
Activity Total: 572 - Parks and Recreation	3,543	8,150	52,609	28,700
Program Total: 24 - Special Events	3,543	8,150	52,609	28,700
Division Total: 1403 - Community Center	886,927	775,516	718,478	685,343

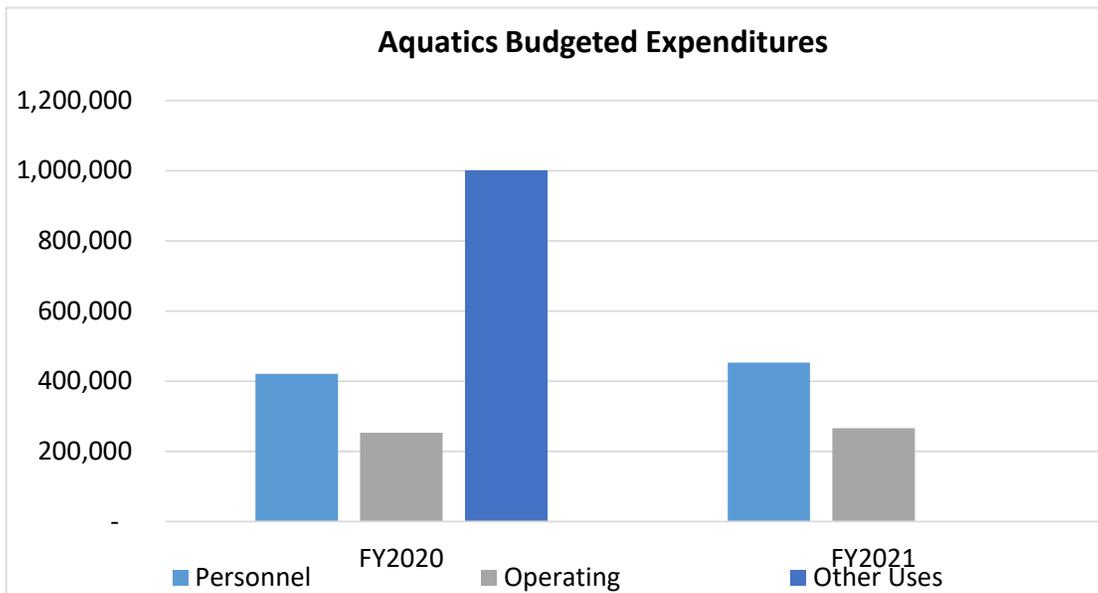
Recreation Aquatics

Services, Functions and Activities

The Miami Shores Aquatic Facility is comprised of an 8 lane competition pool, activity pool and spa offering comprehensive aquatic programs including adult and youth swimming lessons, swim team competitions, water exercise classes and free swim. The Aquatic Center also features an AQUAGLIDE obstacle course for kids ages 6 and up. The activity pool features slides, spray features and interactive toys. This state-of-the-art facility offers the best aquatics facility in the area, competing with several large capacity facilities. The Aquatic Center also hosts several special events including egg dive, teen nights, dive-in theater and family nights.

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 420,911	\$ 452,989	\$ 32,078
Operating Expenditures/Expenses	253,235	265,622	12,387
Other Uses.....	1,001,500	-	(1,001,500)
TOTAL	<u>\$ 1,675,646</u>	<u>\$ 718,611</u>	<u>\$ (957,035)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Division: 1405 - Aquatics						
Program: 00 - None						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	167,239	184,595	196,193	205,208	(1) Aquatics Supervisor, (1) Assistant Aquatics Supervisor, (1) Lifeguard II & (1) Lifeguard III
13-000	Other Salaries and Wages Other Salaries	159,840	160,420	36,000	65,919	(2) Lifeguard I (Part-time), (3) Lifeguard IC (Part-time) & Funding for Aquatics Teaching
13-200	Other Salaries and Wages Private Swim Lessons	6,475	6,200	6,200	6,200	Private Swim Lessons
13-300	Other Salaries and Wages Seasonal	97	-	124,420	104,695	Funding for Concession & Seasonal Lifeguards
14-000	Overtime Overtime	3,087	3,500	1,700	3,239	Estimated costs for overtime required during summer & special events
18-100	Compensated Compensatory Leave Longevity	1,000	1,000	1,000	1,500	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	25,635	27,135	27,962	29,473	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	25,821	27,372	27,144	27,372	Estimated annual employee costs for health insurance benefits

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
23-100	Life and Health Insurance Dental	538	592	586	592	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	154	198	200	241	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	10,637	9,899	9,899	8,550	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		400,522	420,911	431,304	452,989	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	1,619	3,000	1,619	1,700	Pest control, office equipment, fire extinguishers & Thorguard (lightning detection)
34-150	Other Services Program Instructors	300	-	-	-	
40-000	Travel and Per Diem Travel	408	900	-	408	Mileage & hotel costs
40-100	Travel and Per Diem Per Diem Allowance	-	300	-	210	Per diem costs
41-100	Communications Services Cellular	156	-	170	-	Estimated costs for cellular telephone

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
41-200	Communications Services Internet	7,128	7,390	7,200	7,200	Estimated costs for Internet
43-100	Utility Services Electric	39,007	38,000	35,100	40,200	Estimated annual cost for electrical services based on current actual FPL usage
43-200	Utility Services Water	55,163	34,000	40,000	27,000	Annual funding for water consumption
45-000	Insurance ISF: Risk Management	48,993	51,786	51,786	58,698	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	41,134	35,000	38,000	39,900	Maintenance & repair of equipment located at the Aquatics facility
47-000	Printing and Binding Printing	101	270	100	200	Printing of notices
48-000	Promotional Activities Promotional Activities	870	1,764	870	1,764	Promotional & lifeguard ads
49-000	Other Current Charges and Obligations Other Current Charges	934	2,000	1,800	2,000	Pool, spa & activity area permits, engineer fees & fees to the State of Florida & Miami-Dade County
51-000	Office Supplies Office Supplies	646	900	645	885	General office supplies

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
52-200	Operating Supplies Other Operating Supplies	20,161	18,500	16,000	27,792	Supplies for non-food related operations. Included in this amount is \$7,592 for funbrella tops.
52-250	Operating Supplies Food for Resale	8,213	23,000	8,000	22,000	Concession stand supplies
52-400	Operating Supplies Uniforms	2,372	2,600	1,600	2,665	Uniform costs
52-500	Operating Supplies Fertilizer and Chemicals	21,115	31,000	15,000	31,000	Chlorine & other chemicals
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	-	600	-	-	Membership fees to FRPA & ASCA (America Swim Coaches Association)
55-000	Training Training and Education	1,575	2,225	1,000	2,000	Training fees required by the State
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		249,894	253,235	218,890	265,622	
Activity Total: 572 - Parks and Recreation		650,417	674,146	650,194	718,611	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
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Activity: 581 - Inter-Fund Group Transfers Out

OTH - Other Uses

91-301	Interfund Transfers Capital Projects	1,011,213	1,001,500	1,001,500	- Transfer to Capital Projects
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<i>Account Classification Total: OTH - Other Uses</i>	1,011,213	1,001,500	1,001,500	-
Activity Total: 581 - Inter-Fund Group Transfers Out	1,011,213	1,001,500	1,001,500	-
Program Total: 00 - None	1,661,630	1,675,646	1,651,694	718,611
Division Total: 1405 - Aquatics	1,661,630	1,675,646	1,651,694	718,611

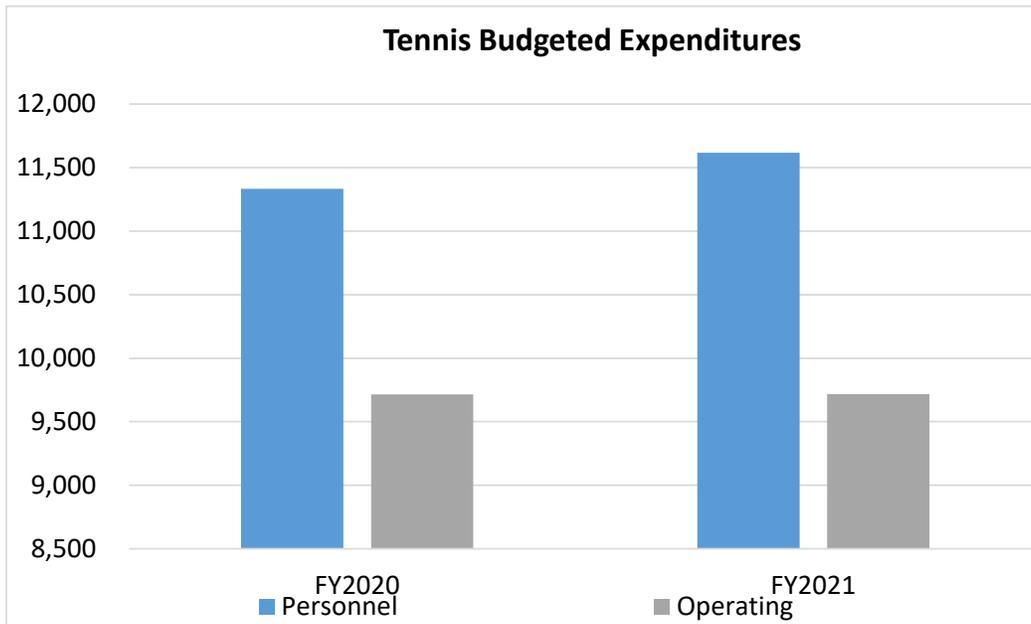
Recreation Tennis

Services, Functions and Activities

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 11,334	\$ 11,617	\$ 283
Operating Expenditures/Expenses	<u>9,714</u>	<u>9,717</u>	<u>3</u>
TOTAL	<u>\$ 21,048</u>	<u>\$ 21,334</u>	<u>\$ 286</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Division: 1406 - Tennis						
Program: 00 - None						
Activity: 572 - Parks and Recreation						
<i>PS - Personnel Services</i>						
13-000	Other Salaries and Wages Other Salaries	9,997	10,262	10,262	10,573	(1) Tennis Aide (Part-time)
21-000	Payroll Taxes Employer Fica and Medicare	765	785	785	809	Social Security & Medicare taxes
24-000	Workers' Compensation Workers' Compensation	280	287	287	235	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		11,042	11,334	11,334	11,617	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	410	100	410	450	Reimbursement to tennis contractor for evening play as per contract
43-200	Utility Services Water	132	200	180	200	Annual funding for water consumption
45-000	Insurance ISF: Risk Management	6,009	8,089	8,089	7,517	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	1,465	300	500	750	Wind screen, tennis nets & general facility maintenance

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
52-200	Operating Supplies Other Operating Supplies	1,227	975	600	800 Supplies for Tennis Center
52-400	Operating Supplies Uniforms	-	50	-	- Staff uniforms
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		9,243	9,714	9,779	9,717
Activity Total: 572 - Parks and Recreation		20,285	21,048	21,113	21,334
Activity: 581 - Inter-Fund Group Transfers Out					
<i>OTH - Other Uses</i>					
91-301	Interfund Transfers Capital Projects	29,000	-	-	-
<i>Account Classification Total: OTH - Other Uses</i>		29,000	-	-	-
Activity Total: 581 - Inter-Fund Group Transfers Out		29,000	-	-	-
Program Total: 00 - None		49,285	21,048	21,113	21,334
Division Total: 1406 - Tennis		49,285	21,048	21,113	21,334

Police Operations

Services, Functions and Activities

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

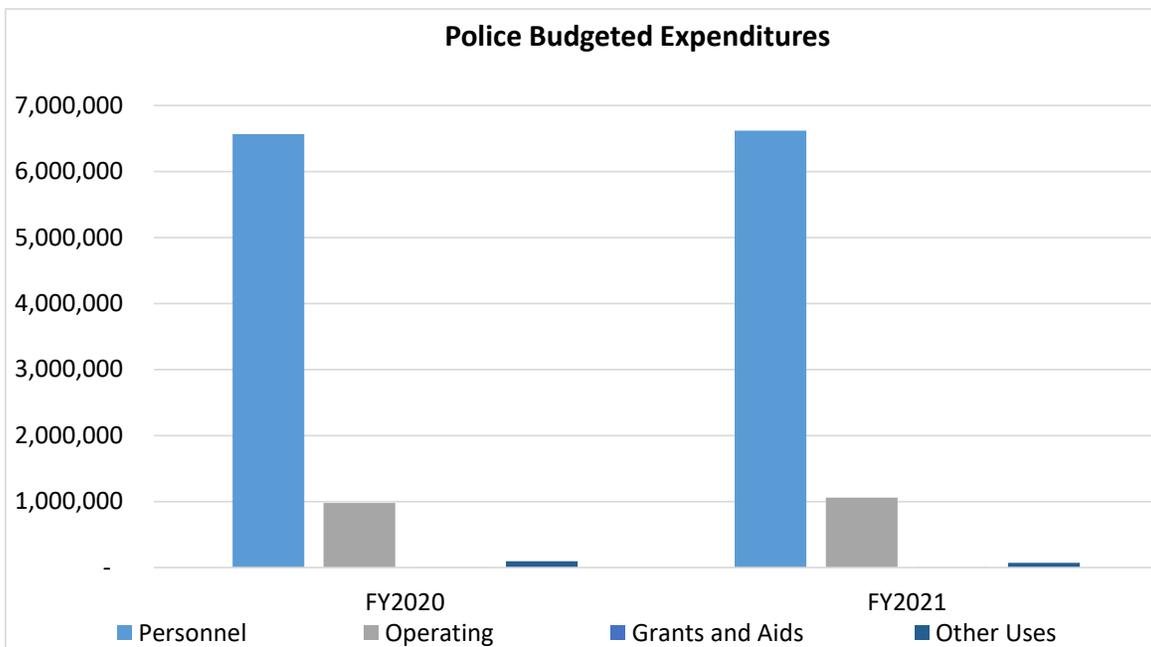
The Mission Statement of the Police Department is as follows:

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

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 6,564,965	\$ 6,620,749	\$ 55,784
Operating Expenditures/Expenses	977,603	1,058,766	81,163
Grants and Aids.....	3,100	2,900	(200)
Other Uses.....	96,200	70,000	(26,200)
TOTAL	<u>\$ 7,641,868</u>	<u>\$ 7,752,415</u>	<u>\$ 110,547</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
Fund: 001 - General Fund					
Department: 21 - Police					
Division: 0900 - Police					
Program: 00 - None					
Activity: 521 - Law Enforcement					
<i>PS - Personnel Services</i>					
11-000	Executive Salaries Salaries	503,332	491,715	484,874	504,375 (3) Lieutenant & (1) Chief of Police
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,500 Executive benefit package
11-200	Executive Salaries Executive Benefits Additional	9,125	18,980	18,980	19,500 ICMA Retirement contribution
12-000	Regular Salaries and Wages Salaries	3,152,898	3,535,757	3,245,458	3,320,879 (1) Communication Officer Supervisor, (4) Communication Officer, (1) Courier (allocated), (1) Crime Analyst II, (4) Detective, (1) Executive Assistant, (25) Police Officer, (1) Records Clerk, (6) Sergeant & funding for holiday pay, supervisor's relief pay, state supplement & longevity
14-000	Overtime Overtime	158,249	185,000	150,000	175,000 Overtime for minimum staffing, required task force operations, court appearances & depositions
15-000	Special Pay Extra Duty Pay	279,223	284,360	265,000	200,000 Security details provided to private entities - services are provided off-duty, do not interfere with general operations & are fully funded by fees charged to the vendor along with a 20% administrative surcharge added to general fund revenue
18-100	Compensated Compensatory Leave Longevity	5,000	5,500	5,500	6,000 Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	305,910	332,637	323,313	317,387 Social Security & Medicare taxes

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
22-000	Retirement Contributions Pension Contribution	1,116,211	1,130,168	387,616	1,336,493	The contribution calculated by the Actuary, requiring the Village to fund the benefits paid to retirees of the Police Retirement Plan
23-000	Life and Health Insurance Health Insurance	381,876	420,108	373,033	394,875	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	6,285	7,339	6,256	6,889	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	2,096	2,799	2,555	3,115	Estimated annual employee costs for long-term care insurance benefits
23-400	Life and Health Insurance Bonus	31,390	36,480	26,688	30,720	Per Collective Bargaining Agreement, employer will provide an insurance reimbursement of \$160 per month to grandfathered officers that do not have dependent or family health insurance coverage
24-000	Workers' Compensation Workers' Compensation	104,200	107,622	107,622	79,522	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		6,062,293	6,564,965	5,403,395	6,401,255	
<i>OE - Operating Expenditures/Expenses</i>						
31-100	Professional Services Technology	80,657	82,370	86,600	86,600	Software maintenance (Advantage Networking, Spillman RMS system & USA legacy software)
31-270	Professional Services Pre-employment Screening	23,817	23,460	13,635	18,564	Pre-employment testing (Polygraph, psychological, toxicology & physical) & funding for Collective Bargaining Agreement employee physicals

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
31-280	Professional Services County Court Standby	1,711	3,880	2,200	2,500	Payment made to Miami-Dade County prorating the costs for the court coordinator
34-000	Other Services Contract Services	47,667	44,950	43,755	44,000	Contractual services including: Veterinary service, radios, A/C, dry cleaning, decontamination services & etc.
40-000	Travel and Per Diem Travel	6,722	6,800	3,725	5,000	Travel & lodging costs for staff attending training related events
40-100	Travel and Per Diem Per Diem Allowance	-	-	-	1,000	
41-000	Communications Services Telephone	1,959	-	4,300	4,350	Emergency police lines
41-100	Communications Services Cellular	16,632	17,000	18,280	39,192	Cellphones & in-vehicle data communications
41-200	Communications Services Internet	18,236	17,500	18,540	18,540	Estimated cost for Internet
42-000	Freight and Postage Services Postage	1,753	1,500	1,625	1,500	Correspondence & certified mail
42-100	Freight and Postage Services Courier and Delivery	-	675	380	675	Hand delivery & overnight service

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
43-100	Utility Services Electric	21,580	20,687	20,687	21,192	Estimated costs for electrical services based on current actual FPL usage
43-200	Utility Services Water	1,751	1,575	590	1,500	Estimated costs for water consumption
44-000	Rentals and Leases Equipment Rental	600	750	925	1,000	Fees related to the use of County based computer equipment & lease of night vision lenses
44-100	Rentals and Leases Vehicle Rental - Special Detail	7,455	7,000	1,974	1,900	Costs for special detail car rentals
45-000	Insurance ISF: Risk Management	76,875	67,222	67,222	85,079	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	427,271	469,880	469,880	538,349	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	30,352	23,675	21,485	24,500	Repairs & maintenance not under warranty or separate coverage including radar, calibrations, copy machine maintenance, pistol range, mold location, removal & remediation & miscellaneous repairs
47-000	Printing and Binding Printing	919	2,961	1,500	2,000	Stationary, business cards, ID stickers, survey cards & etc.
48-000	Promotional Activities Promotional Activities	10,738	11,950	8,635	10,200	Annual Police Chief's dinner & LEO Foundation

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
49-300	Other Current Charges and Obligations Software Licensing	5,191	7,400	6,000	6,000	Software & network licensing
51-000	Office Supplies Office Supplies	5,323	6,900	6,785	6,600	Office supplies for a 1 year period for department staff
52-200	Operating Supplies Other Operating Supplies	39,776	47,000	42,000	41,000	Ammo, gun range, K9 supplies, DB supplies, commissary supplies & AED batteries
52-400	Operating Supplies Uniforms	60,232	83,343	63,000	65,000	Uniforms & equipment identified in the Collective Bargaining Agreement
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	4,456	6,325	6,385	9,725	Annual memberships & subscriptions
55-000	Training Training and Education	21,064	17,800	16,125	17,800	Mandatory police re-certification, training & specialized training activities
55-200	Training Tuition Reimbursement	6,556	5,000	5,000	5,000	Contractually required funding for eligible staff
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		919,289	977,603	931,233	1,058,766	
<i>GRANTS - Grants and Aids</i>						
83-200	Other Grants and Aids Crime Watch	1,869	3,100	2,988	2,900	Funding for Crime Watch programs including promotional materials, volunteer recognition & Police Explorer Program
<i>Account Classification Total: GRANTS - Grants and Aids</i>		1,869	3,100	2,988	2,900	
Activity Total: 521 - Law Enforcement		6,983,452	7,545,668	6,337,616	7,462,921	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
91-301	Interfund Transfers Capital Projects	164,500	96,200	96,200	70,000	Transfer to Capital Projects
<i>Account Classification Total: OTH - Other Uses</i>		164,500	96,200	96,200	70,000	
Activity Total: 581 - Inter-Fund Group Transfers Out		164,500	96,200	96,200	70,000	
Program Total: 00 - None		7,147,952	7,641,868	6,433,816	7,532,921	
Fund: 001 - General Fund						
Department: 21 - Police						
Division: 0900 - Police						
Program: 94 - Barry Police						
Activity: 521 - Law Enforcement						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	3,807	-	173,057	178,224	(2) Police Officer
14-000	Overtime Overtime	35	-	15,000	-	Estimated overtime costs
21-000	Payroll Taxes Employer Fica and Medicare	287	-	14,386	13,781	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	-	-	16,268	21,547	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	-	-	280	296	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	-	-	101	126	Estimated annual employee costs for long-term care insurance benefits

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
23-400	Life and Health Insurance Bonus	-	-	1,882	1,920	Per Collective Bargaining Agreement, employer will provide an insurance reimbursement of \$160 per month to grandfathered officers that do not have dependent or family health insurance coverage
24-000	Workers' Compensation Workers' Compensation	-	-	-	3,600	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		4,129	-	220,974	219,494	
Activity Total: 521 - Law Enforcement		4,129	-	220,974	219,494	
Program Total: 94 - Barry Police		4,129	-	220,974	219,494	
Division Total: 0900 - Police		7,152,081	7,641,868	6,654,790	7,752,415	

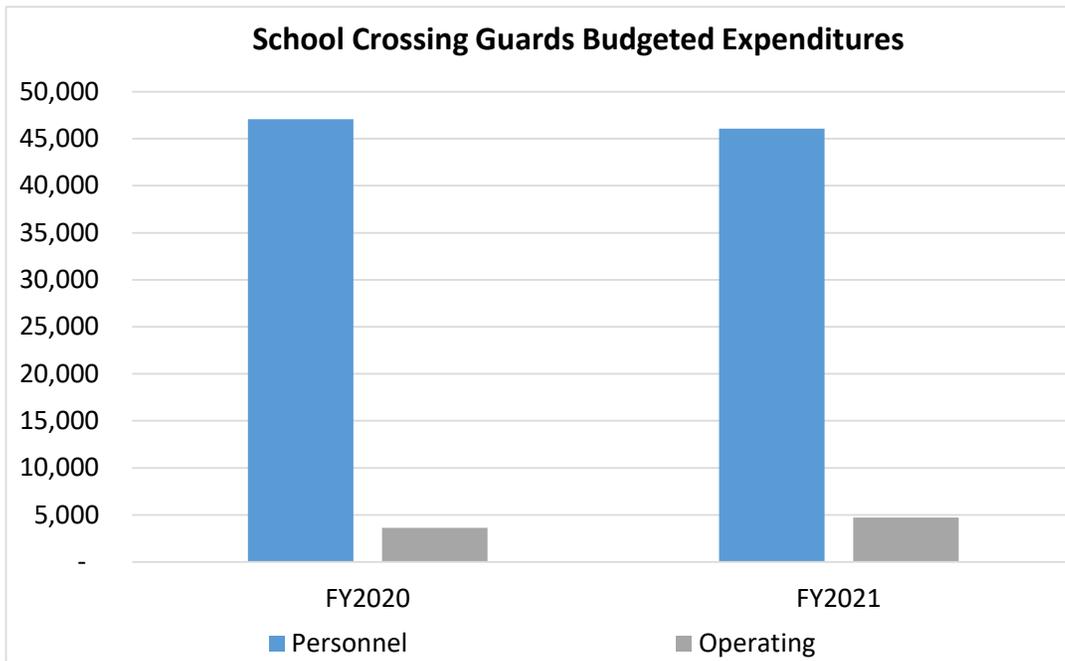
Police Crossing Guards

Services, Functions and Activities

The Miami Shores Police Department provides crossing guards for the safety of the children as they come and go to school during the year. They assist children in crossing several major thoroughfares in the Village in addition to monitoring their safety.

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 47,067	\$ 46,073	\$ (994)
Operating Expenditures/Expenses	3,632	4,710	1,078
TOTAL	\$ 50,699	\$ 50,783	\$ 84



Expense Budget Worksheet Report

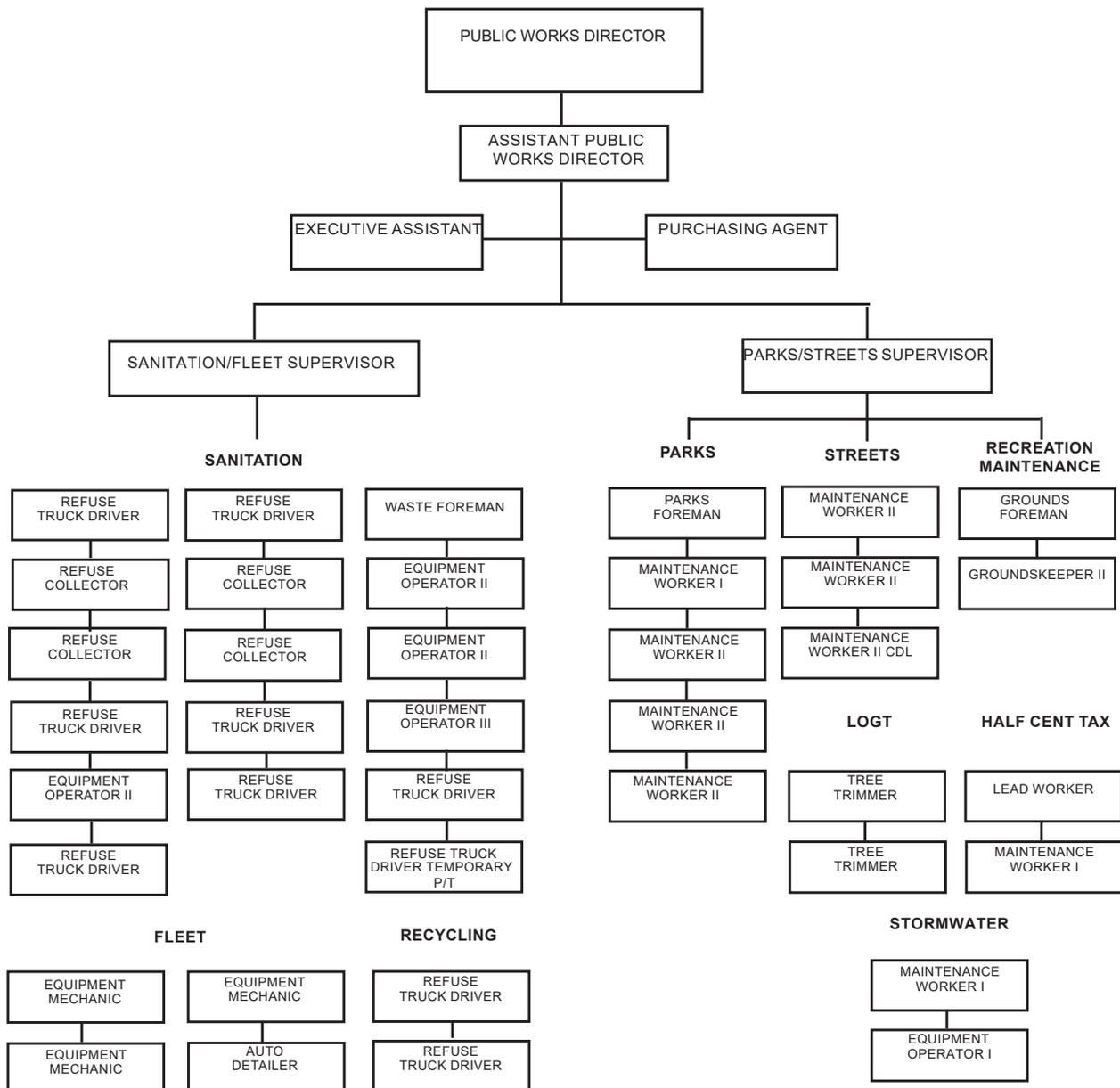
Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Division: 0901 - Crossing Guards						
Program: 00 - None						
Activity: 521 - Law Enforcement						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	9,486	9,883	9,911	10,142	(1) School Crossing Guard/Courier (allocated)
13-000	Other Salaries and Wages Other Salaries	31,983	31,224	32,281	30,248	(3) School Crossing Guard (Part-time)
21-000	Payroll Taxes Employer Fica and Medicare	3,140	3,144	3,228	3,091	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	1,718	1,711	1,764	1,711	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	36	37	38	37	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	20	24	25	28	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	1,010	1,044	1,044	816	Allocated costs of workers' compensation premiums paid to the Florida League
Account Classification Total: PS - Personnel Services		47,392	47,067	48,291	46,073	
<i>OE - Operating Expenditures/Expenses</i>						

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
45-000	Insurance ISF: Risk Management	3,463	2,642	2,642	3,720 Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
52-400	Operating Supplies Uniforms	10,868	990	912	990 Uniform costs
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		14,331	3,632	3,554	4,710
Activity Total: 521 - Law Enforcement		61,723	50,699	51,845	50,783
Program Total: 00 - None		61,723	50,699	51,845	50,783
Division Total: 0901 - Crossing Guards		61,723	50,699	51,845	50,783



PUBLIC WORKS ORGANIZATION CHART



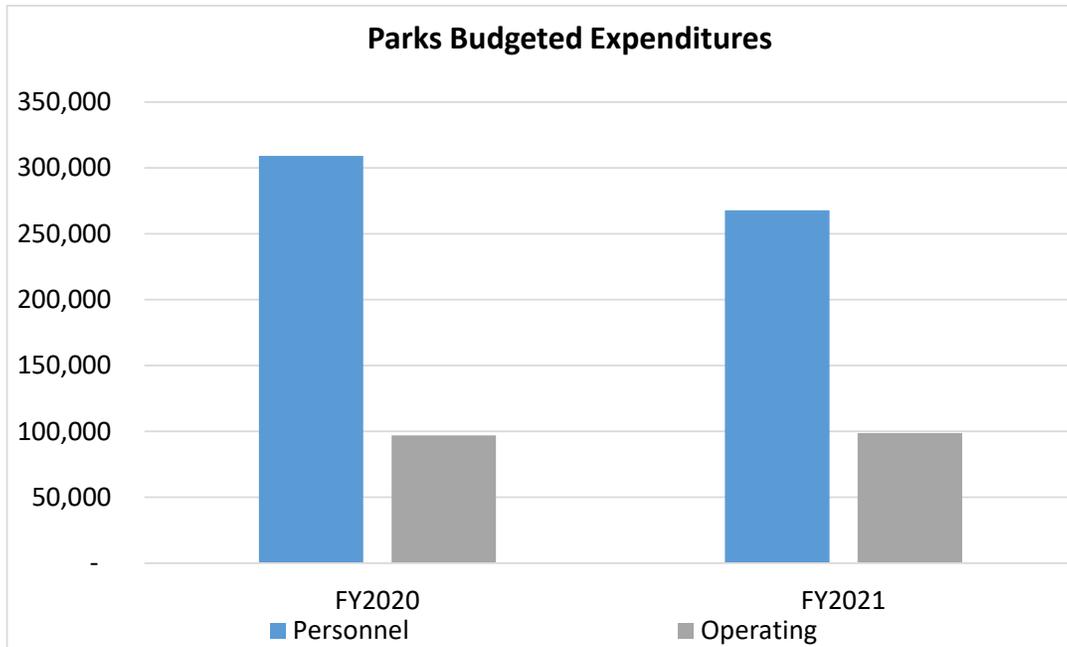
**Public Works
Parks**

Services, Functions and Activities

The Parks Division of the Public Works Department maintains the grounds/landscaping needs for all Village non-recreational facilities, rights-of-way areas, plants and trees throughout Miami Shores. The Division maintains dozens of automated and manual irrigation systems, develops and cares for approximately fifty specialized plant beds and barricade landscapes. The Division routinely accomplishes both beautification and irrigation capital improvement upgrades or projects to enhance the image of "The Village Beautiful."

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 309,124	\$ 267,954	\$ (41,170)
Operating Expenditures/Expenses	96,915	98,801	1,886
TOTAL	<u>\$ 406,039</u>	<u>\$ 366,755</u>	<u>\$ (39,284)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 39 - Public Works						
Division: 1201 - Parks						
Program: 00 - None						
Activity: 539 - Other Physical Environment						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	199,677	207,483	205,026	177,417	(1) Maintenance Worker I, (3) Maintenance Worker II & (1) Parks Foreman
14-000	Overtime Overtime	14,479	20,379	20,379	25,000	Estimated costs for overtime for excess hours & special events
18-100	Compensated Compensatory Leave Longevity	3,500	4,000	4,000	4,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	16,307	17,425	17,550	15,485	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	41,947	41,058	41,056	34,215	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	887	888	886	740	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	469	552	555	571	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	13,971	17,339	17,339	10,526	Allocated costs of workers' compensation premiums paid to the Florida League

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
<i>Account Classification Total: PS - Personnel Services</i>		291,237	309,124	306,791	267,954	
<i>OE - Operating Expenditures/Expenses</i>						
34-000	Other Services Contract Services	260	400	-	-	Contract services
34-100	Other Services Temporary Personnel	-	3,000	300	300	Additional staff required to work on additional beautification projects
40-000	Travel and Per Diem Travel	-	-	100	100	Travel to educational seminars
43-200	Utility Services Water	2,768	3,000	3,000	3,000	Funding for estimated water consumption at non-welled locations
44-000	Rentals and Leases Equipment Rental	-	300	1,500	1,500	Rental of specialized equipment for projects identified during the year
45-000	Insurance ISF: Risk Management	14,336	10,381	10,381	9,786	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	32,453	39,834	39,834	42,165	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	2,056	2,000	2,000	2,100	Repairs to various parks & structures not covered by service agreements

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
51-000	Office Supplies Office Supplies	-	100	100	100	General office supplies
52-200	Operating Supplies Other Operating Supplies	29,488	20,500	31,000	25,000	Costs associated with drain & curb repairs & supplies, tools & equipment for park maintenance
52-210	Operating Supplies Beautification	4,805	7,000	6,000	4,000	Village-wide beautification projects
52-300	Operating Supplies Kitchen	492	500	500	500	Kitchen supplies
52-400	Operating Supplies Uniforms	1,236	1,500	1,700	1,850	Per employee funding for contractually specified uniforms (5) shirts & (5) pants
52-500	Operating Supplies Fertilizer and Chemicals	8,627	8,000	7,500	8,000	Special fertilizer & chemicals to maintain landscaping
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	-	100	100	100	Annual subscription renewals
55-000	Training Training and Education	120	300	300	300	Training on use of machinery & equipment
Account Classification Total: OE - Operating Expenditures/Expenses		96,642	96,915	104,315	98,801	
Activity Total: 539 - Other Physical Environment		387,879	406,039	411,106	366,755	
Program Total: 00 - None		387,879	406,039	411,106	366,755	
Division Total: 1201 - Parks		387,879	406,039	411,106	366,755	

Public Works Streets

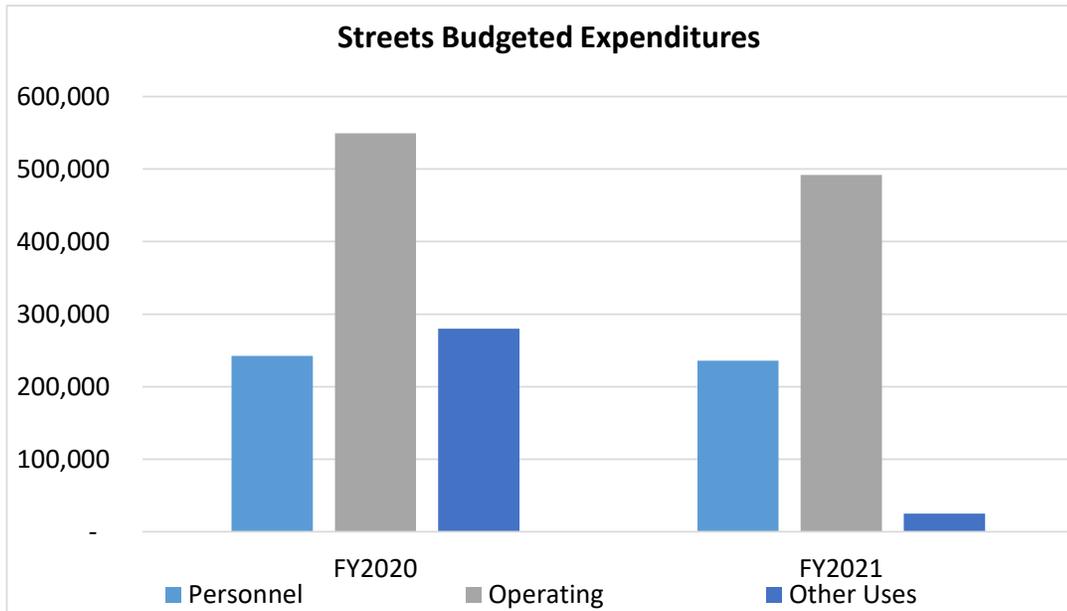
Services, Functions and Activities

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

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 242,442	\$ 235,817	\$ (6,625)
Operating Expenditures/Expenses	549,451	491,848	(57,603)
Other Uses.....	280,000	25,000	(255,000)
TOTAL	<u>\$1,071,893</u>	<u>\$ 752,665</u>	<u>\$ (319,228)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 39 - Public Works						
Division: 1202 - Facilities Maintenance/Streets						
Program: 00 - None						
Activity: 539 - Other Physical Environment						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	136,973	173,606	145,988	173,137	(2) Maintenance Worker II, (1) Maintenance Worker II (CDL) & (1) Parks & Streets Supervisor
14-000	Overtime Overtime	2,948	11,379	10,000	11,380	Estimated costs for overtime required for special events & staff shortages
15-250	Special Pay Hurricane	12,952	-	-	-	
18-100	Compensated Compensatory Leave Longevity	500	1,000	1,000	1,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	10,783	14,142	12,010	14,482	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	18,498	27,372	12,696	25,329	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	294	592	289	592	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	169	260	225	302	Estimated annual employee costs for long-term care insurance benefits

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
24-000	Workers' Compensation Workers' Compensation	8,987	14,091	14,091	9,595	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		192,105	242,442	196,299	235,817	
<i>OE - Operating Expenditures/Expenses</i>						
31-100	Professional Services Technology	-	2,500	-	-	GPS upgrades
34-000	Other Services Contract Services	19,276	23,000	18,000	20,000	Engineering, pest control & roof repairs
34-200	Other Services Janitorial Services	21,468	25,000	25,000	25,000	Village-wide maintenance contracts including A/C, extermination & janitorial services
40-000	Travel and Per Diem Travel	14	100	100	100	Travel associated with seminars & training sessions
41-100	Communications Services Cellular	-	-	-	570	Estimated costs for cellular telephone
43-110	Utility Services Electric - Streets	211,640	235,000	215,000	215,000	Estimated annual costs for electrical services based on current actual FPL usage
43-120	Utility Services Electric - Village Hall	17,233	17,500	17,000	17,500	Estimated annual costs for electrical services based on current actual FPL usage

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
43-130	Utility Services Electric - Public Works	8,452	10,000	1,124	-	Estimated annual costs for electrical services based on current actual FPL usage
43-150	Utility Services Electric - 9900 Building	6,727	8,500	7,000	7,000	Estimated annual costs for electrical services based on current actual FPL usage
43-200	Utility Services Water	4,441	3,000	6,000	4,500	Village Hall, Public Works & Rights-of-way water & sewer
44-000	Rentals and Leases Equipment Rental	2,143	1,000	2,200	2,500	Equipment rental as required for various jobs & projects
45-000	Insurance ISF: Risk Management	23,006	25,281	25,281	30,104	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	46,180	41,120	41,120	42,724	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	33,318	45,000	40,000	42,000	Repairs to buildings & structures, miscellaneous parts not covered by service agreements & roadway & sidewalk repair
46-210	Repair and Maintenance Services 9900 Building	2,450	6,000	2,000	6,000	Repair & maintenance of 9900 building
48-000	Promotional Activities Promotional Activities	-	-	5	-	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
49-800	Other Current Charges and Obligations Licenses and Permits	403	-	900	900	
51-000	Office Supplies Office Supplies	144	150	150	150	General office supplies to support staff
52-200	Operating Supplies Other Operating Supplies	56,481	48,000	60,000	48,000	Safety equipment, paper towels, tools, equipment, replacement lights throughout the Village & other miscellaneous supplies. Included in this amount is \$7,000 for sign inventory.
52-210	Operating Supplies Beautification	29,127	40,000	40,000	18,000	Village-wide roadway landscape projects including tree replacement
52-215	Operating Supplies Holiday Decorations	2,011	10,000	4,000	4,000	Holiday decorations including electrical work
52-300	Operating Supplies Kitchen	573	600	800	800	Kitchen supplies
52-310	Operating Supplies Hurricane Supplies	21,117	-	-	-	
52-400	Operating Supplies Uniforms	1,385	1,000	800	900	Per employee funding for contractually specified uniforms (5) shirts & (5) pants
52-500	Operating Supplies Fertilizer and Chemicals	2,301	3,500	3,500	3,500	Fertilizer & chemicals for street side plantings

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
52-600	Operating Supplies Code Compliance	117	2,500	5,000	2,000	Costs associated with enforcement of code issues
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	50	400	200	300	Annual subscription renewals
55-000	Training Training and Education	349	300	300	300	Training on the use of machinery & equipment
Account Classification Total: OE - Operating Expenditures/Expenses		510,404	549,451	515,480	491,848	
Activity Total: 539 - Other Physical Environment		702,509	791,893	711,779	727,665	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
91-301	Interfund Transfers Capital Projects	50,000	280,000	280,000	25,000	Transfer to Capital Projects
Account Classification Total: OTH - Other Uses		50,000	280,000	280,000	25,000	
Activity Total: 581 - Inter-Fund Group Transfers Out		50,000	280,000	280,000	25,000	
Program Total: 00 - None		752,509	1,071,893	991,779	752,665	
Division Total: 1202 - Facilities Maintenance/ Streets		752,509	1,071,893	991,779	752,665	

**Public Works
Public Works Administration**

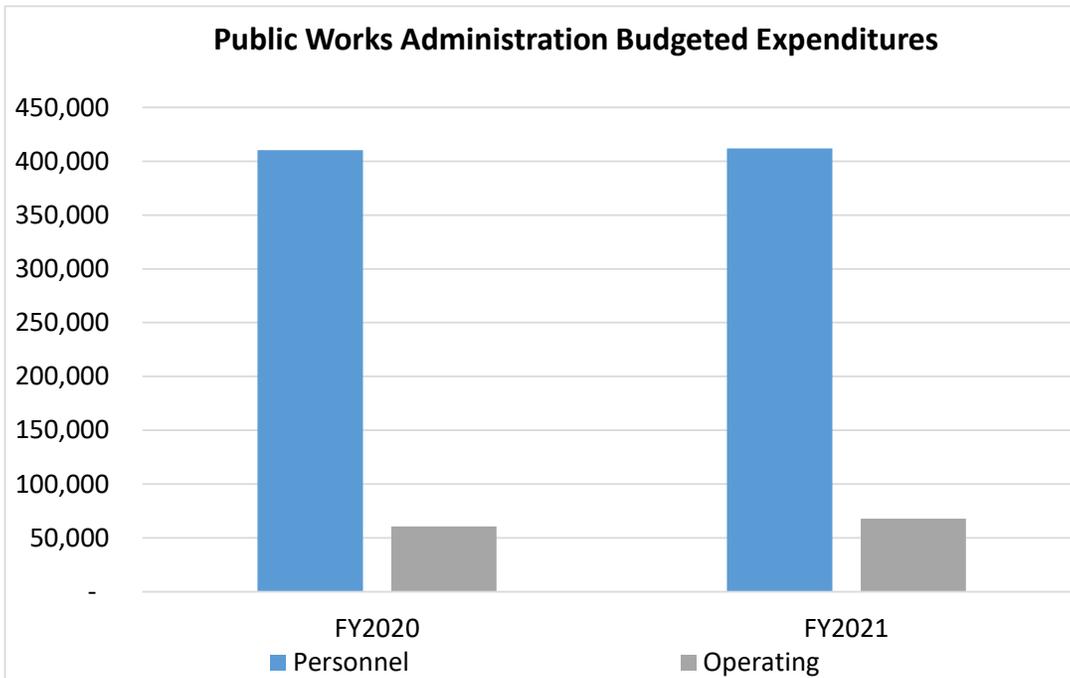
Services, Functions and Activities

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

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 410,353	\$ 411,861	\$ 1,508
Operating Expenditures/Expenses	<u>60,653</u>	<u>68,007</u>	<u>7,354</u>
TOTAL	<u>\$ 471,006</u>	<u>\$ 479,868</u>	<u>\$ 8,862</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 39 - Public Works						
Division: 1203 - Public Works Administration						
Program: 00 - None						
Activity: 539 - Other Physical Environment						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	127,108	131,419	129,903	134,843	Public Works Director base salary
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,500	Executive benefit package
12-000	Regular Salaries and Wages Salaries	206,585	213,582	211,134	219,136	(1) Assistant Public Works Director, (1) Executive Assistant & (1) Purchasing Agent
14-000	Overtime Overtime	111	-	500	500	Estimated overtime costs
18-100	Compensated Compensatory Leave Longevity	2,500	2,500	2,500	2,500	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	25,024	26,579	26,816	27,887	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	12,824	27,372	17,752	18,243	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	3	592	148	592	Estimated annual employee costs for dental insurance benefits

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
23-200	Life and Health Insurance Long-Term Care	369	435	437	519	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	1,319	1,374	1,374	1,141	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		382,342	410,353	397,064	411,861	
<i>OE - Operating Expenditures/Expenses</i>						
31-100	Professional Services Technology	4,845	-	7,000	1,000	Estimated costs for GIS services & Tyler Technologies
31-270	Professional Services Pre-employment Screening	641	900	900	900	Costs associated with pre-employment screening
34-000	Other Services Contract Services	1,215	4,500	3,000	3,500	DERM fees & other regulatory fees paid to State & County agencies & office machine maintenance contracts
34-300	Other Services Security	79,557	9,000	9,000	12,000	Contracted security services at Public Works compound
40-000	Travel and Per Diem Travel	444	1,000	1,200	1,500	Travel associated with management seminars & training
41-100	Communications Services Cellular	3,863	4,000	3,910	4,000	Estimated costs for cellular telephone

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
41-200	Communications Services Internet	7,116	7,380	7,200	7,900	Estimated costs for Internet
42-000	Freight and Postage Services Postage	76	100	100	100	Letters to staff & residents
45-000	Insurance ISF: Risk Management	5,203	3,418	3,418	4,739	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	21,444	21,555	21,555	20,318	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
47-000	Printing and Binding Printing	45	200	200	200	Costs for publication of employment ads & mandatory reporting
48-000	Promotional Activities Promotional Activities	76	600	600	650	Public notices, advertisements & other public documents
49-000	Other Current Charges and Obligations Other Current Charges	75	-	-	-	
51-000	Office Supplies Office Supplies	1,178	1,500	1,500	1,500	General office supplies for a 1 year period
52-200	Operating Supplies Other Operating Supplies	610	1,000	1,150	1,200	Materials required that are not specifically classified in other departmental line items

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
52-300	Operating Supplies Kitchen	13	1,000	500	500	Kitchen supplies
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	698	500	500	500	Annual subscription renewals
55-000	Training Training and Education	135	1,000	1,000	1,000	Staff reimbursement for educational advancements
55-200	Training Tuition Reimbursement	-	3,000	5,000	6,500	Tuition reimbursement
Account Classification Total: OE - Operating Expenditures/Expenses		127,234	60,653	67,733	68,007	
Activity Total: 539 - Other Physical Environment		509,576	471,006	464,797	479,868	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
91-301	Interfund Transfers Capital Projects	60,000	-	-	-	
Account Classification Total: OTH - Other Uses		60,000	-	-	-	
Activity Total: 581 - Inter-Fund Group Transfers Out		60,000	-	-	-	
Program Total: 00 - None		569,576	471,006	464,797	479,868	
Division Total: 1203 - Public Works Administration		569,576	471,006	464,797	479,868	

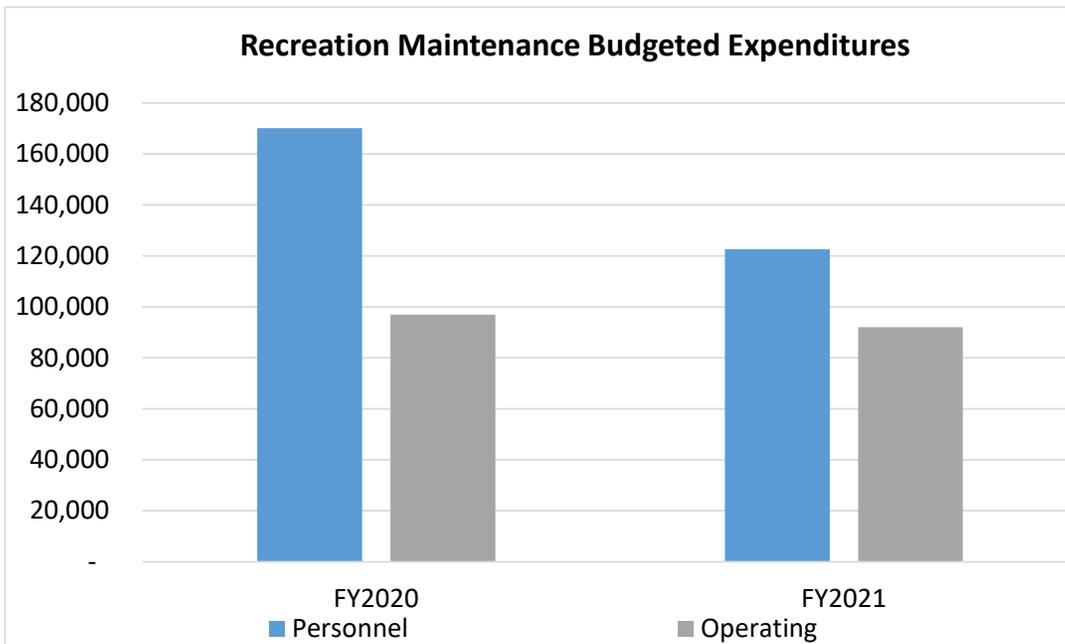
**Public Works
Recreation Maintenance**

Services, Functions and Activities

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 170,073	\$ 122,554	\$ (47,519)
Operating Expenditures/Expenses	97,005	92,007	(4,998)
TOTAL	<u>\$ 267,078</u>	<u>\$ 214,561</u>	<u>\$ (52,517)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 39 - Public Works						
Division: 1204 - Recreation Maintenance						
Program: 00 - None						
Activity: 539 - Other Physical Environment						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	84,116	118,314	89,746	91,580	(1) Grounds Foreman & (1) Groundskeeper II
14-000	Overtime Overtime	3,523	10,380	4,000	4,005	Estimated overtime costs for special events
18-100	Compensated Compensatory Leave Longevity	500	500	500	500	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	6,606	9,838	7,516	7,312	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	13,848	20,529	13,660	13,686	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	293	444	295	296	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	147	237	174	205	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	5,609	9,831	9,831	4,970	Allocated costs of workers' compensation premiums paid to the Florida League

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
<i>Account Classification Total: PS - Personnel Services</i>		114,642	170,073	125,722	122,554	
<i>OE - Operating Expenditures/Expenses</i>						
43-100	Utility Services Electric	1,329	1,500	1,500	1,400	Estimated annual costs for electrical services based on current actual FPL usage
44-000	Rentals and Leases Equipment Rental	-	500	500	500	Rental of specialized equipment for projects identified during the year
45-000	Insurance ISF: Risk Management	4,546	5,150	5,150	4,773	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	26,981	25,355	25,355	21,034	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	4,671	6,000	6,000	3,500	Minor repairs to building & Tot Lot equipment
52-200	Operating Supplies Other Operating Supplies	14,854	20,000	25,000	25,000	Costs for materials required that are not specifically classified in other departmental line items
52-400	Operating Supplies Uniforms	146	300	500	500	Per employee funding for contractually specified uniforms (5) shirts & (5) pants
52-500	Operating Supplies Fertilizer and Chemicals	25,148	38,000	30,000	35,000	Chemicals & fertilizers to ensure proper growth of field turf

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	-	100	100	100 Memberships & subscriptions
55-000	Training Training and Education	120	100	200	200 Training on use of machinery & equipment
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		77,794	97,005	94,305	92,007
Activity Total: 539 - Other Physical Environment		192,436	267,078	220,027	214,561
Program Total: 00 - None		192,436	267,078	220,027	214,561
Division Total: 1204 - Recreation Maintenance		192,436	267,078	220,027	214,561

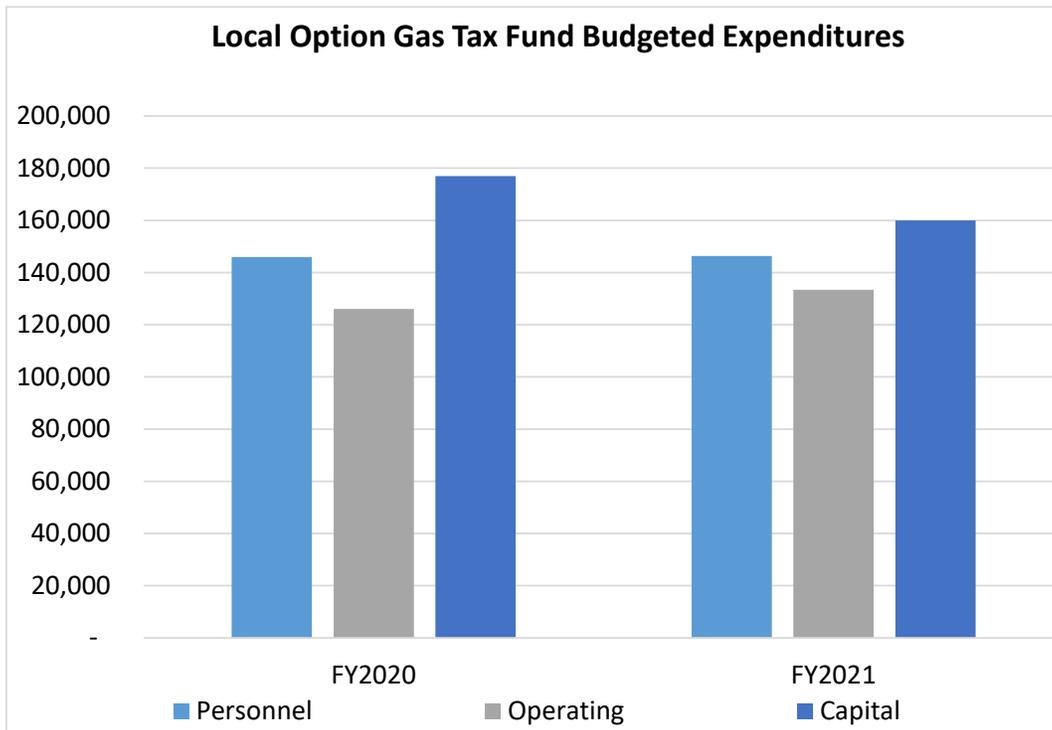
**Public Works
Local Option Gas Tax**

Services, Functions and Activities

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 145,848	\$ 146,332	\$ 484
Operating Expenditures/Expenses	126,083	133,338	7,255
Capital Outlay	<u>177,000</u>	<u>160,000</u>	(17,000)
TOTAL	<u>\$ 448,931</u>	<u>\$ 439,670</u>	<u>\$ (9,261)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 130 - Local Option Gas Tax (LOGT)						
Department: 39 - Public Works						
Division: 1222 - LOGT						
Program: 00 - None						
Activity: 541 - Road and Street Facilities						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	102,406	107,441	106,211	110,225	(2) Tree Trimmer
14-000	Overtime Overtime	2,535	6,000	5,000	6,000	Estimated overtime costs
18-100	Compensated Compensatory Leave Longevity	500	1,000	1,000	1,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	7,770	8,678	8,584	8,891	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	13,801	13,686	13,686	13,686	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	292	296	296	296	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	135	160	162	191	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	6,897	8,587	8,587	6,043	Allocated costs for workers' compensation premiums paid to the Florida League

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
<i>Account Classification Total: PS - Personnel Services</i>		134,335	145,848	143,526	146,332	
<i>OE - Operating Expenditures/Expenses</i>						
44-000	Rentals and Leases Equipment Rental	19,036	-	-	-	
45-000	Insurance ISF: Risk Management	4,398	4,230	4,230	4,380	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	84,021	80,954	80,954	91,558	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid tot the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	1,938	12,000	2,200	3,000	On-going maintenance & repairs to Village streets & alleys
51-000	Office Supplies Office Supplies	-	99	100	100	General office supplies
52-200	Operating Supplies Other Operating Supplies	9,960	6,500	14,000	12,000	Road materials, signage, concrete & other supplies needed to maintain the Village's streets, sidewalks, roads, easements, curbs & right-of-ways
52-210	Operating Supplies Beautification	7,825	15,000	15,000	15,000	Village-wide roadway landscape projects
52-400	Operating Supplies Uniforms	281	300	300	300	Per employee funding for contractually specified uniforms (5) shirts & (5) pants

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
52-500	Operating Supplies Fertilizer and Chemicals	-	5,000	5,000	5,000	Sprays, fertilizers & other chemicals
53-000	Road Materials and Supplies Road Materials	-	2,000	2,000	2,000	Materials for road repairs
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		127,459	126,083	123,784	133,338	
<i>CAP - Capital Outlay</i>						
63-100	Infrastructure Transportation Improvements	128,132	177,000	177,000	160,000	96th Street JPA Matching Funds
<i>Account Classification Total: CAP - Capital Outlay</i>		128,132	177,000	177,000	160,000	
Activity Total: 541 - Road and Street Facilities		389,927	448,931	444,310	439,670	
Program Total: 00 - None		389,927	448,931	444,310	439,670	
Division Total: 1222 - LOGT		389,927	448,931	444,310	439,670	
Department Total: 39 - Public Works		389,927	448,931	444,310	439,670	
Fund EXPENSE	Total: 130 - Local Option Gas Tax (LOGT)	389,927	448,931	444,310	439,670	

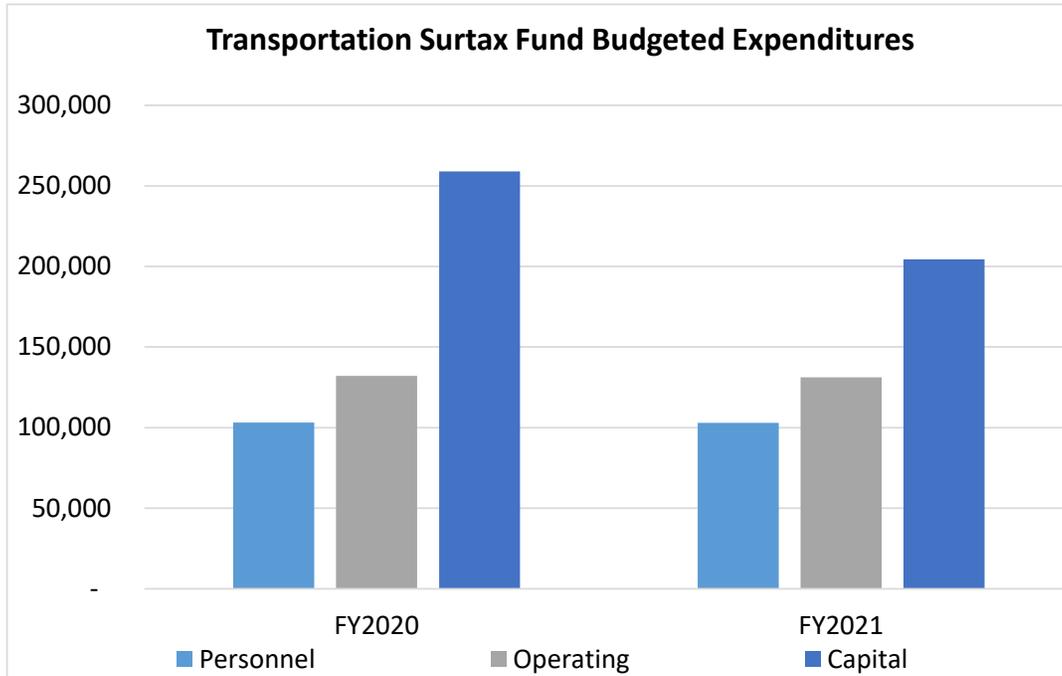
Public Works Transportation Surtax

Services, Functions and Activities

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 103,085	\$ 103,077	\$ (8)
Operating Expenditures/Expenses	132,058	131,311	(747)
Capital Outlay	<u>259,054</u>	<u>204,512</u>	<u>(54,542)</u>
TOTAL	<u>\$ 494,197</u>	<u>\$ 438,900</u>	<u>\$ (55,297)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 135 - Citizens' Indep Trust (CITT)						
Department: 39 - Public Works						
Division: 1210 - CITT						
Program: 41 - Transportation						
Activity: 541 - Road and Street Facilities						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	67,082	69,755	63,059	70,887	(1) Lead Worker & (1) Maintenance Worker I
14-000	Overtime Overtime	5,182	7,000	8,500	7,000	Estimated overtime costs for additional assignments & services
18-100	Compensated Compensatory Leave Longevity	500	500	500	1,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	5,510	5,873	5,513	5,958	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	13,631	13,686	11,681	13,686	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	288	296	252	296	Estimated employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	137	165	122	200	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	4,572	5,810	5,810	4,050	Allocated costs of workers' compensation premiums paid to the Florida League

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
<i>Account Classification Total: PS - Personnel Services</i>		96,902	103,085	95,437	103,077	
<i>OE - Operating Expenditures/Expenses</i>						
31-000	Professional Services Professional Services	3,021	2,500	2,000	2,000	Consulting services
32-000	Accounting and Auditing Accounting and Auditing	2,500	2,500	2,500	2,500	Funding for annual external audit to comply with Local, State & Federal statutory provisions
45-000	Insurance ISF: Risk Management	4,398	4,230	4,230	4,380	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	27,916	27,268	27,268	23,581	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
49-110	Other Current Charges and Obligations Special Projects - Manager	4,000	-	-	4,000	
52-200	Operating Supplies Other Operating Supplies	2,912	7,000	7,000	7,000	Road materials, signs, concrete & other supplies needed to maintain the Village's streets, sidewalks, roads, easements, curbs & right-of-ways
52-400	Operating Supplies Uniforms	215	350	350	350	Per employee funding for contractually specified uniforms (5) shirts & (5) pants
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		44,962	43,848	43,348	43,811	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
<i>CAP - Capital Outlay</i>						
63-100	Infrastructure Transportation Improvements	352,383	259,054	259,054	204,512	TAP Grant Match
64-000	Machinery and Equipment Machinery and Equipment	244,041	-	-	-	
<i>Account Classification Total: CAP - Capital Outlay</i>		596,424	259,054	259,054	204,512	
Activity Total: 541 - Road and Street Facilities		738,288	405,987	397,839	351,400	
Program Total: 41 - Transportation		738,288	405,987	397,839	351,400	
Program: 44 - Transit						
Activity: 544 - Mass Transit Systems						
<i>OE - Operating Expenditures/Expenses</i>						
34-500	Other Services Transport Services	73,057	88,210	31,160	87,500	Funding to engage an outside agent to manage & operate the Village's shuttle bus transportation program
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		73,057	88,210	31,160	87,500	
Activity Total: 544 - Mass Transit Systems		73,057	88,210	31,160	87,500	
Program Total: 44 - Transit		73,057	88,210	31,160	87,500	
Division Total: 1210 - CITT		811,345	494,197	428,999	438,900	
Department Total: 39 - Public Works		811,345	494,197	428,999	438,900	
Fund EXPENSE	Total: 135 - Citizens' Indep Trust (CITT)	811,345	494,197	428,999	438,900	

Public Works Stormwater

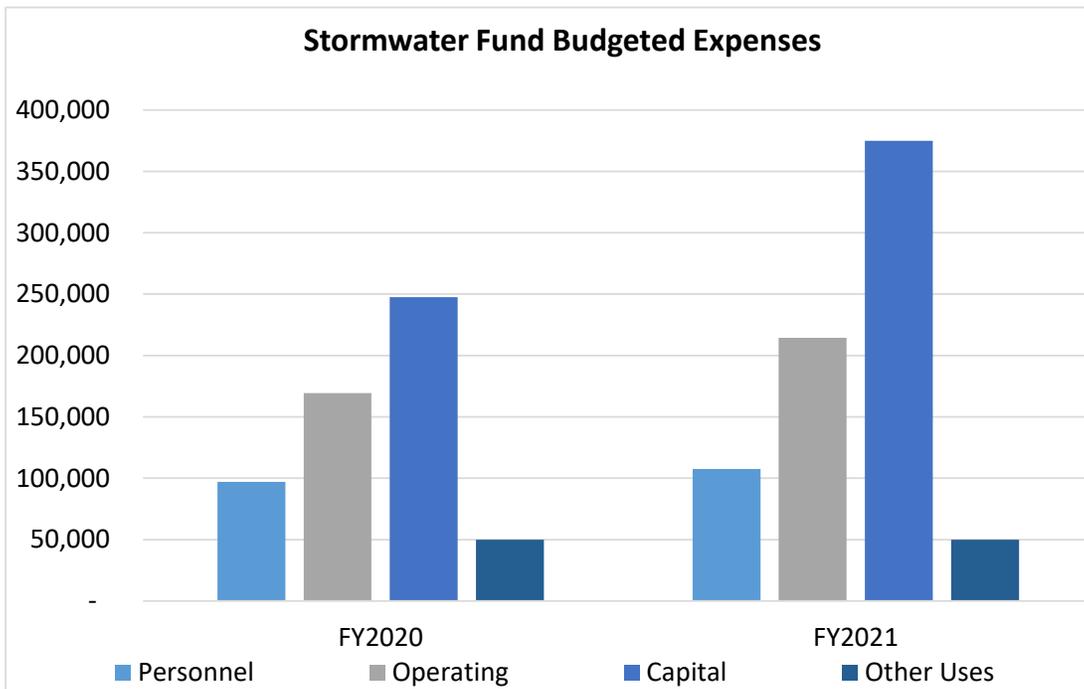
Services, Functions and Activities

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

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 96,990	\$ 107,468	\$ 10,478
Operating Expenditures/Expenses	169,282	214,290	45,008
Capital Outlay	247,544	375,000	127,456
Other Uses.....	50,000	50,000	-
TOTAL	<u>\$ 563,816</u>	<u>\$ 746,758</u>	<u>\$ 182,942</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 402 - Stormwater						
Department: 39 - Public Works						
Division: 3500 - Stormwater						
Program: 00 - None						
Activity: 538 - Flood Control/Stormwater Mgmt						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	59,824	62,042	62,100	64,247	(1) Equipment Operator I & (1) Maintenance Worker I
14-000	Overtime Overtime	1,346	2,500	8,500	10,000	Estimated overtime costs for excess hours & special events
16-000	Compensated Annual Leave Vacation	(1,863)	-	-	-	
18-100	Compensated Compensatory Leave Longevity	500	500	500	500	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	4,670	4,937	5,440	5,679	Social Security & Medicare taxes
22-000	Retirement Contributions Pension Contribution	(9,190)	8,064	8,064	8,695	Pension contribution
23-000	Life and Health Insurance Health Insurance	13,927	13,686	14,305	13,686	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	295	296	309	296	Estimated annual employee costs for dental insurance benefits

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
23-200	Life and Health Insurance Long-Term Care	105	124	132	150	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	3,488	3,841	3,841	3,215	Allocated costs of workers' compensation premiums paid to the Florida League
26-000	Other Postemployment Benefits (OPEB) OPEB	(1,586)	1,000	1,000	1,000	GASB required Other Postemployment Benefits (OPEB). OPEB for health, dental & other contractually obligated non-liability benefits.
<i>Account Classification Total: PS - Personnel Services</i>		71,516	96,990	104,191	107,468	
<i>OE - Operating Expenditures/Expenses</i>						
31-000	Professional Services Professional Services	76,827	-	2,000	-	Estimated costs for studies
31-300	Professional Services Engineering	8,808	20,000	20,000	20,000	Professional services engineering
34-000	Other Services Contract Services	8,500	12,000	45,000	45,000	Preliminary cost for Stormwater basin rehabilitation program - Vacocon Truck Service
43-100	Utility Services Electric	2,736	3,000	3,000	3,000	Estimated annual cost for electrical services based on current actual FPL usage
43-300	Utility Services Stormwater	2,587	4,000	3,000	3,000	Miami-Dad County Stormwater fee

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
45-000	Insurance ISF: Risk Management	7,207	7,434	7,434	7,890	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	13,017	14,198	14,198	17,665	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	6,825	20,000	10,000	20,000	Repairs & maintenance
48-000	Promotional Activities Promotional Activities	-	500	500	500	Drain marking program
49-800	Other Current Charges and Obligations Licenses and Permits	2,301	2,500	3,000	3,000	Annual filling fee with DERM
51-000	Office Supplies Office Supplies	-	50	50	50	General office supplies
52-200	Operating Supplies Other Operating Supplies	-	6,500	8,000	8,500	Costs for materials required that are not specifically classified in other departmental line items (i.e. safety equipment & tools)
52-400	Operating Supplies Uniforms	135	300	300	300	Per employee funding for contractually specified uniforms (5) shirts & (5) pants
59-000	Depreciation Depreciation	78,800	78,800	82,095	85,385	Year-end depreciation charges for fund assets

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		207,743	169,282	198,577	214,290	
<i>CAP - Capital Outlay</i>						
63-400	Infrastructure Land Improvements	-	197,544	197,544	300,000	Drainage System Installation
64-000	Machinery and Equipment Machinery and Equipment	-	50,000	50,000	75,000	Bayshore Pump Station Generator
<i>Account Classification Total: CAP - Capital Outlay</i>		-	247,544	247,544	375,000	
Activity Total: 538 - Flood Control/Stormwater Mgmt		279,258	513,816	550,312	696,758	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
95-000	Other Nonoperating Uses - Proprietary Funds Management Fees	50,000	50,000	50,000	50,000	Management fees paid to General Fund to offset administrative service costs provided for non-Stormwater staff
<i>Account Classification Total: OTH - Other Uses</i>		50,000	50,000	50,000	50,000	
Activity Total: 581 - Inter-Fund Group Transfers Out		50,000	50,000	50,000	50,000	
Program Total: 00 - None		329,258	563,816	600,312	746,758	
Division Total: 3500 - Stormwater		329,258	563,816	600,312	746,758	
Department Total: 39 - Public Works		329,258	563,816	600,312	746,758	
Fund EXPENSE	Total: 402 - Stormwater	329,258	563,816	600,312	746,758	

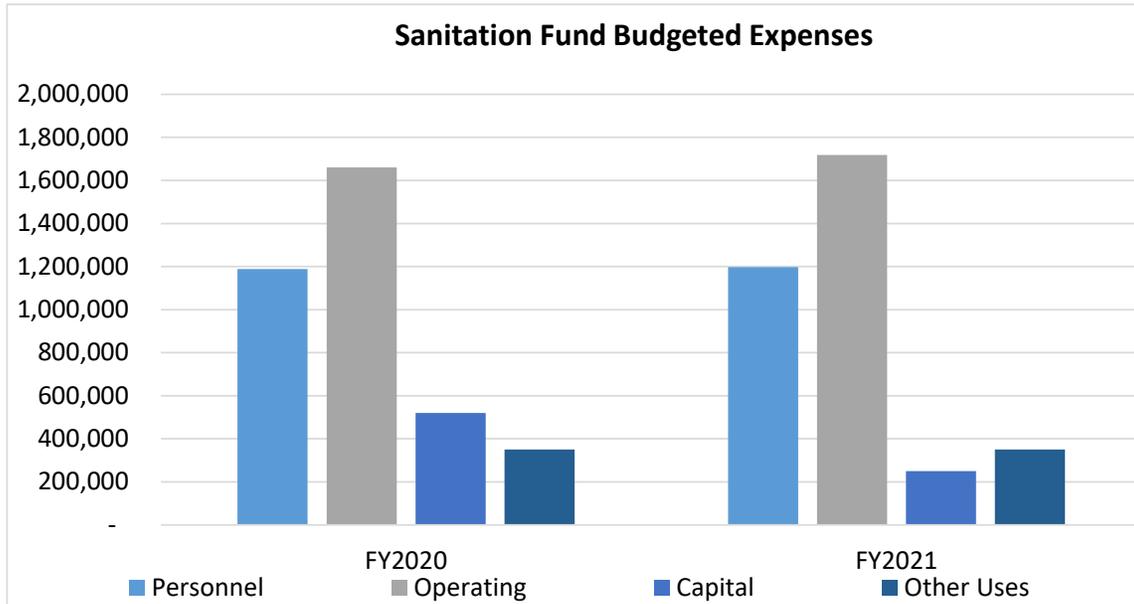
**Public Works
Sanitation**

Services, Functions and Activities

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 1,188,692	\$ 1,197,464	\$ 8,772
Operating Expenditures/Expenses	1,660,671	1,718,581	57,910
Capital Outlay	520,497	250,000	(270,497)
Other Uses.....	350,000	350,000	-
TOTAL	<u>\$ 3,719,860</u>	<u>\$ 3,516,045</u>	<u>\$ (203,815)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 405 - Sanitation						
Department: 39 - Public Works						
Division: 3000 - Sanitation						
Program: 00 - None						
Activity: 534 - Garbage/Solid Waste Services						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	724,482	783,700	722,840	769,804	(3) Equipment Operator II, (1) Equipment Operator III, (4) Refuse Collector, (9) Refuse Truck Driver (Full-time), (1) Sanitation & Fleet Supervisor & (1) Waste Foreman
13-000	Other Salaries and Wages Other Salaries	101	-	7,000	9,500	(1) Refuse Truck Driver (Employed on an as needed basis)
13-300	Other Salaries and Wages Seasonal	-	-	1,000	-	Temporary Personnel
14-000	Overtime Overtime	55,073	63,000	70,000	75,000	Holiday pay, special events & labor for drivers & helpers to pick-up garbage on Saturdays & emergencies
16-000	Compensated Annual Leave Vacation	(36,019)	-	-	-	
18-100	Compensated Compensatory Leave Longevity	12,500	13,500	13,500	12,500	Benefit paid to tenured employees per policy
18-200	Compensated Compensatory Leave Accumulated Leave Settlement	-	8,000	40,000	35,000	Payout of accumulated leave for employees expected to retire or separate employment
21-000	Payroll Taxes Employer Fica and Medicare	58,290	64,772	65,357	65,808	Social Security & Medicare taxes

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
22-000	Retirement Contributions Pension Contribution	(2,519)	68,545	68,545	61,275	Pension contribution
23-000	Life and Health Insurance Health Insurance	112,856	130,017	103,046	122,266	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	2,138	2,812	2,708	2,812	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	1,305	1,632	1,537	1,916	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	43,217	45,214	45,214	34,083	Allocated costs of workers' compensation premiums paid to the Florida League
26-000	Other Postemployment Benefits (OPEB) OPEB	(4,077)	7,500	7,500	7,500	GASB required Other Postemployment Benefits (OPEB). OPEB for health, dental & other contractually obligated non-liability benefits.
<i>Account Classification Total: PS - Personnel Services</i>		967,348	1,188,692	1,148,247	1,197,464	
<i>OE - Operating Expenditures/Expenses</i>						
31-100	Professional Services Technology	-	-	1,999	2,500	System upgrade for truck diagnostics
31-250	Professional Services Legal Other	12,231	-	-	-	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
34-000	Other Services Contract Services	29,916	3,000	3,000	20,000	Auction of disposal of unused vehicles & bio-technical services for ongoing chipper field environmental reporting
34-100	Other Services Temporary Personnel	70,906	52,000	55,310	60,000	Temporary staff during vacancies, vacations, special events, emergencies & chipper field remediation services
40-000	Travel and Per Diem Travel	1,123	600	700	800	Sunpass in garbage trucks to facilitate shorter travel times & distances to dump
41-100	Communications Services Cellular	1,036	1,000	1,000	460	Estimated costs for cellular telephone
43-400	Utility Services Miami-Dade Solid Waste Fees	272,632	330,000	340,000	330,000	Estimated annual cost for dumping services paid to Miami-Dade County
43-410	Utility Services Waste Management Fees	433,118	355,000	370,000	384,985	Estimated annual cost for solid waste disposal
43-430	Utility Services Recycling	64,955	62,000	60,000	66,000	Estimated cost for recycling disposal
45-000	Insurance ISF: Risk Management	41,699	38,018	38,018	40,208	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	438,879	465,566	465,566	469,025	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
46-100	Repair and Maintenance Services Vehicle Maintenance	4,290	3,000	4,000	4,200	Monthly routine vehicle maintenance costs
46-200	Repair and Maintenance Services Repairs and Maintenance	7,757	15,000	18,000	15,000	Repairs & maintenance (i.e. walls, fences & alleys)
47-000	Printing and Binding Printing	450	-	-	-	
48-000	Promotional Activities Promotional Activities	5,818	6,500	8,000	6,000	Vacant position advertisements & promotion of recycling & waste services
49-800	Other Current Charges and Obligations Licenses and Permits	806	1,000	1,000	1,000	Annual DERM review fee
51-000	Office Supplies Office Supplies	-	300	300	300	General office supplies
52-200	Operating Supplies Other Operating Supplies	24,702	45,000	45,000	44,263	Specialized items related to sanitation, not specifically identified in other line items (i.e. dumpsters, recycling bins, trash cans, safety equipment & tools)
52-220	Operating Supplies Vehicle Conversion Costs	2,003	-	5,000	5,000	Repairs, materials & supplies to upgrade older vehicles
52-230	Operating Supplies Outfitting	-	5,000	-	3,000	Costs included in outfitting new vehicles

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
52-300	Operating Supplies Kitchen	694	1,200	1,200	1,300	Kitchen supplies
52-400	Operating Supplies Uniforms	3,786	4,000	4,000	4,000	Per employee funding for contractually specified uniforms (5) shirts & (5) pants
55-000	Training Training and Education	49	-	-	-	
59-000	Depreciation Depreciation	228,463	272,487	247,145	260,540	Year-end depreciation charges for fund assets
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		1,645,313	1,660,671	1,669,238	1,718,581	
<i>CAP - Capital Outlay</i>						
64-000	Machinery and Equipment Machinery and Equipment	146,805	306,805	146,805	-	
64-100	Machinery and Equipment Vehicles	101,692	213,692	101,692	250,000	Purchase New Trash Truck
<i>Account Classification Total: CAP - Capital Outlay</i>		248,497	520,497	248,497	250,000	
Activity Total: 534 - Garbage/Solid Waste Services		2,861,158	3,369,860	3,065,982	3,166,045	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
Activity: 581 - Inter-Fund Group Transfers Out					
<i>OTH - Other Uses</i>					
95-000	Other Nonoperating Uses - Proprietary Funds Management Fees	350,000	350,000	350,000	350,000 Management fee paid to General Fund to offset administrative services cost provided by non-Sanitation staff
<i>Account Classification Total: OTH - Other Uses</i>		350,000	350,000	350,000	350,000
Activity Total: 581 - Inter-Fund Group Transfers Out		350,000	350,000	350,000	350,000
Program Total: 00 - None		3,211,158	3,719,860	3,415,982	3,516,045
Division Total: 3000 - Sanitation		3,211,158	3,719,860	3,415,982	3,516,045
Department Total: 39 - Public Works		3,211,158	3,719,860	3,415,982	3,516,045
Fund EXPENSE	Total: 405 - Sanitation	3,211,158	3,719,860	3,415,982	3,516,045

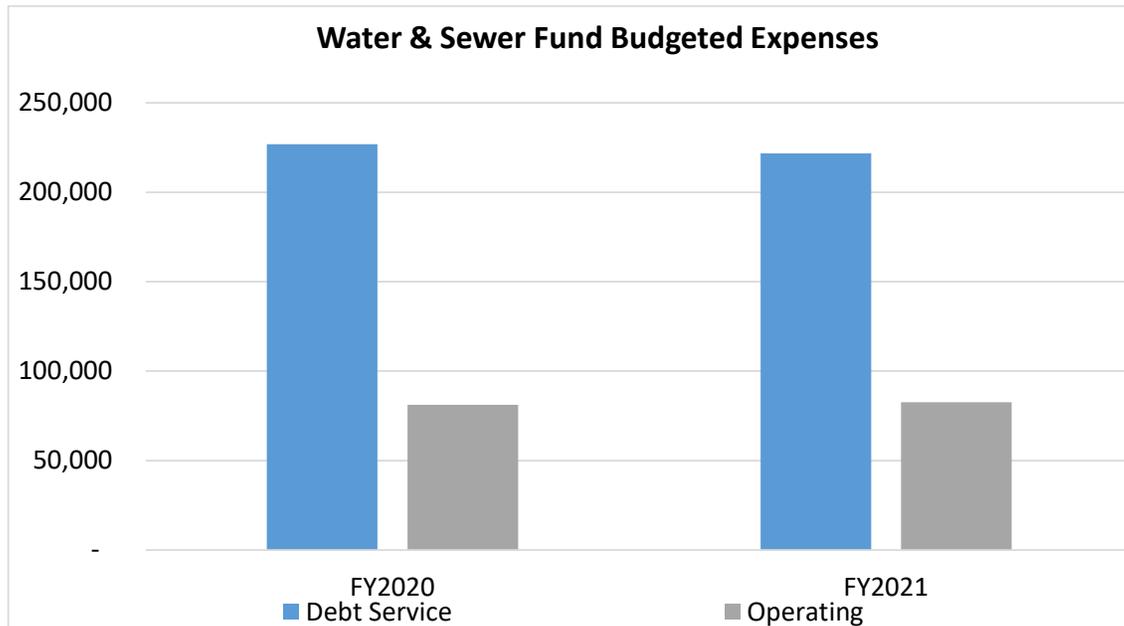
**Public Works
Water & Sewer**

Services, Functions and Activities

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Debt Service.....	\$ 226,885	\$ 221,715	\$ (5,170)
Operating Expenditures/Expenses	81,190	82,550	1,360
TOTAL	<u>\$ 308,075</u>	<u>\$ 304,265</u>	<u>\$ (3,810)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 410 - Water & Sewer						
Department: 39 - Public Works						
Division: 4000 - Water & Sewer						
Program: 00 - None						
Activity: 517 - Debt Service Payments						
<i>DS - Debt Service</i>						
71-100	Principal Principal Payments	-	109,000	160,000	111,715	Principal payments
72-100	Interest Interest Payments	123,526	117,885	105,300	110,000	Interest payments
<i>Account Classification Total: DS - Debt Service</i>		123,526	226,885	265,300	221,715	
Activity Total: 517 - Debt Service Payments		123,526	226,885	265,300	221,715	
Activity: 535 - Sewer Services						
<i>OE - Operating Expenditures/Expenses</i>						
31-000	Professional Services Professional Services	10,266	-	9,000	-	Rate study
46-200	Repair and Maintenance Services Repairs and Maintenance	35,680	80,190	48,000	75,600	Parts & maintenance on grinders
49-800	Other Current Charges and Obligations Licenses and Permits	941	-	-	950	Permits
52-200	Operating Supplies Other Operating Supplies	-	1,000	-	6,000	Other Operating Supplies
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		46,886	81,190	57,000	82,550	
Activity Total: 535 - Sewer Services		46,886	81,190	57,000	82,550	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
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Activity: 590 - Proprietary Other Non-Op Disb

OTH - Other Uses

95-100	Other Nonoperating Uses - Proprietary Funds Transfers Out	4,327,561	-	-	-
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<i>Account Classification Total: OTH - Other Uses</i>		4,327,561	-	-	-
Activity Total: 590 - Proprietary Other Non-Op Disb		4,327,561	-	-	-
Program Total: 00 - None		4,497,974	308,075	322,300	304,265
Division Total: 4000 - Water & Sewer		4,497,974	308,075	322,300	304,265
Department Total: 39 - Public Works		4,497,974	308,075	322,300	304,265
Fund EXPENSE	Total: 410 - Water & Sewer	4,497,974	308,075	322,300	304,265

Public Works Fleet Maintenance

Services, Functions and Activities

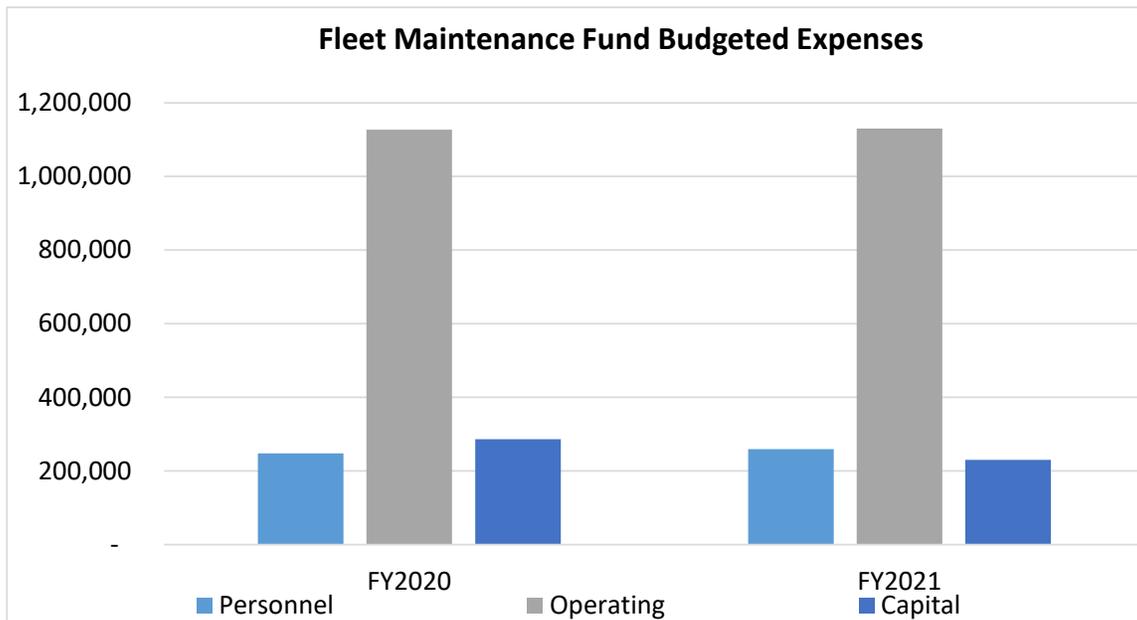
The Fleet Maintenance Fund, created in FY 2000 as an Internal Service Fund of the Public Works Department, is responsible for the acquisition and maintenance of all Village owned vehicles in the municipal inventory. Assets managed by this Fund include: police or squad units, heavy trucks, the Village's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

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

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 247,972	\$ 259,083	\$ 11,111
Operating Expenditures/Expenses	1,127,427	1,130,476	3,049
Capital Outlay	<u>286,741</u>	<u>230,000</u>	<u>(56,741)</u>
TOTAL	<u>\$ 1,662,140</u>	<u>\$ 1,619,559</u>	<u>\$ (42,581)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 550 - Fleet Maintenance						
Department: 39 - Public Works						
Division: 6000 - Fleet Maintenance						
Program: 00 - None						
Activity: 539 - Other Physical Environment						
<i>PS - Personnel Services</i>						
12-000	Regular Salaries and Wages Salaries	166,959	172,962	171,293	177,480	(3) Mechanic & (1) Shop Helper
14-000	Overtime Overtime	7,198	7,000	12,000	10,000	Estimated overtime costs for unanticipated operational needs
16-000	Compensated Annual Leave Vacation	(8,185)	-	-	-	
18-100	Compensated Compensatory Leave Longevity	1,500	2,000	2,000	2,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	13,375	13,768	14,175	14,341	Social Security & Medicare taxes
22-000	Retirement Contributions Pension Contribution	7,105	20,160	20,160	24,020	Pension contribution
23-000	Life and Health Insurance Health Insurance	27,761	27,372	27,004	27,372	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	587	592	583	592	Estimated annual employee costs for dental insurance benefits

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
23-200	Life and Health Insurance Long-Term Care	210	248	248	297	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	3,818	3,870	3,870	2,981	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		220,329	247,972	251,333	259,083	
<i>OE - Operating Expenditures/Expenses</i>						
40-000	Travel and Per Diem Travel	3	-	100	100	SunPass
43-100	Utility Services Electric	7,669	6,000	14,000	15,000	Estimated annual cost for electrical services based on current actual FPL usage
43-200	Utility Services Water	2,038	2,200	2,000	2,200	Estimated funding for water consumption
45-000	Insurance ISF: Risk Management	18,450	16,036	16,036	16,541	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
45-100	Insurance ISF: Auto Insurance	65,285	83,753	83,753	80,000	Consolidated costs for automobile & equipment liability for the Village's fleet
46-200	Repair and Maintenance Services Repairs and Maintenance	10,055	6,000	6,500	6,000	Repairs & maintenance

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
47-000	Printing and Binding Printing	154	-	-	-	
49-800	Other Current Charges and Obligations Licenses and Permits	1,678	1,000	1,500	1,500	Annual fee to operate facility
51-000	Office Supplies Office Supplies	24	100	100	100	General office supplies
52-110	Operating Supplies Solvents	597	750	750	750	Special fleet solvent costs
52-120	Operating Supplies Oil, Lubricants and Other Fluids	3,431	3,800	3,800	3,900	Specialized oil used on Police vehicles
52-130	Operating Supplies Village Hall Generator - Gas	4,156	-	700	5,000	Gas for the generator at Village Hall
52-200	Operating Supplies Other Operating Supplies	33,287	25,000	28,000	33,000	Materials & supplies used in the division not specifically listed in other lines (i.e. equipment & supplies to operate Fleet garage)
52-220	Operating Supplies Vehicle Conversion Costs	15,283	15,000	16,000	18,000	Repairs, materials & supplies to upgrade older vehicles
52-230	Operating Supplies Outfitting	78,472	67,500	67,500	30,000	Costs included in outfitting new vehicles

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
52-300	Operating Supplies Kitchen	919	900	900	1,000	Kitchen supplies
52-400	Operating Supplies Uniforms	910	1,000	1,000	1,000	Per employee funding for contractually specified uniforms (5) shirts & (5) pants
55-000	Training Training and Education	1,194	1,500	1,500	1,600	Re-certification training for mechanics
59-000	Depreciation Depreciation	293,187	331,238	359,965	375,160	Year-end depreciation charges for fund assets
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		536,791	561,777	604,104	590,851	
<i>CAP - Capital Outlay</i>						
64-000	Machinery and Equipment Machinery and Equipment	-	119,000	119,000	85,000	Public Works Underground Fuel Tank Replacement (2 of 3)
64-100	Machinery and Equipment Vehicles	32,741	167,741	167,741	145,000	Purchase 3 Police Vehicles & Purchase New Service Truck (to replace V-9664)
<i>Account Classification Total: CAP - Capital Outlay</i>		32,741	286,741	286,741	230,000	
Activity Total: 539 - Other Physical Environment		789,861	1,096,490	1,142,178	1,079,934	
Program Total: 00 - None		789,861	1,096,490	1,142,178	1,079,934	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
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Program: 60 - Fleet Maintenance

Activity: 539 - Other Physical Environment

OE - Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	1,473	1,000	1,000	1,500	Vehicles maintenance costs - Service Trucks
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52-100	Operating Supplies Gas, Oil and Lubricants	5,689	2,500	2,500	2,500	Fuel & lubricant costs
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52-700	Operating Supplies Tires	400	400	400	425	Tires
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<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	7,562	3,900	3,900	4,425
Activity Total: 539 - Other Physical Environment	7,562	3,900	3,900	4,425
Program Total: 60 - Fleet Maintenance	7,562	3,900	3,900	4,425

Program: 61 - Building

Activity: 539 - Other Physical Environment

OE - Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	161	300	200	250	Vehicles maintenance costs
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52-100	Operating Supplies Gas, Oil and Lubricants	523	700	550	650	Fuel & lubricant costs
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52-700	Operating Supplies Tires	-	400	400	200	Tires
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<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	684	1,400	1,150	1,100
Activity Total: 539 - Other Physical Environment	684	1,400	1,150	1,100
Program Total: 61 - Building	684	1,400	1,150	1,100

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
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Program: 62 - Code Compliance

Activity: 539 - Other Physical Environment

OE - Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	429	750	450	650 Vehicles maintenance costs
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52-100	Operating Supplies Gas, Oil and Lubricants	838	800	850	800 Fuel & lubricant costs
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52-700	Operating Supplies Tires	-	800	800	800 Tires
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<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	1,267	2,350	2,100	2,250
Activity Total: 539 - Other Physical Environment	1,267	2,350	2,100	2,250
Program Total: 62 - Code Compliance	1,267	2,350	2,100	2,250

Program: 63 - Police

Activity: 539 - Other Physical Environment

OE - Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	40,490	60,000	45,000	50,000 Vehicles maintenance costs
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52-100	Operating Supplies Gas, Oil and Lubricants	119,439	125,000	125,000	112,500 Fuel & lubricant costs
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52-700	Operating Supplies Tires	11,355	18,000	14,000	17,600 Tires
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<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	171,284	203,000	184,000	180,100
Activity Total: 539 - Other Physical Environment	171,284	203,000	184,000	180,100
Program Total: 63 - Police	171,284	203,000	184,000	180,100

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
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Program: 64 - Parks Division
Activity: 539 - Other Physical Environment
OE - Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	6,055	4,000	5,000	6,000	Vehicles maintenance costs - Summer lawn mowing equipment
52-100	Operating Supplies Gas, Oil and Lubricants	7,952	10,000	10,000	9,000	Fuel & lubricant costs
52-700	Operating Supplies Tires	1,273	800	800	800	Tires

<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	15,280	14,800	15,800	15,800
Activity Total: 539 - Other Physical Environment	15,280	14,800	15,800	15,800
Program Total: 64 - Parks Division	15,280	14,800	15,800	15,800

Program: 65 - Facilities Maintenance/Streets
Activity: 539 - Other Physical Environment
OE - Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	5,439	9,000	8,500	9,000	Vehicles maintenance costs
52-100	Operating Supplies Gas, Oil and Lubricants	5,957	6,000	5,000	4,500	Fuel & lubricant costs
52-700	Operating Supplies Tires	1,949	2,000	2,000	2,500	Tires

<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	13,345	17,000	15,500	16,000
Activity Total: 539 - Other Physical Environment	13,345	17,000	15,500	16,000
Program Total: 65 - Facilities Maintenance/Streets	13,345	17,000	15,500	16,000

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
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Program: 66 - Public Works Administration

Activity: 539 - Other Physical Environment

OE - Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	169	1,500	1,000	1,500	Vehicles maintenance costs
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52-100	Operating Supplies Gas, Oil and Lubricants	2,648	3,500	2,500	2,500	Fuel & lubricant costs
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52-700	Operating Supplies Tires	500	500	500	550	Tires
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<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	3,316	5,500	4,000	4,550
Activity Total: 539 - Other Physical Environment	3,316	5,500	4,000	4,550
Program Total: 66 - Public Works Administration	3,316	5,500	4,000	4,550

Program: 67 - Recreation Maintenance

Activity: 539 - Other Physical Environment

OE - Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	1,498	5,000	4,500	4,500	Vehicles maintenance costs - Reel Master
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52-100	Operating Supplies Gas, Oil and Lubricants	3,051	3,000	3,000	3,000	Fuel & lubricant costs
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52-700	Operating Supplies Tires	932	500	300	500	Tires
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<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	5,481	8,500	7,800	8,000
Activity Total: 539 - Other Physical Environment	5,481	8,500	7,800	8,000
Program Total: 67 - Recreation Maintenance	5,481	8,500	7,800	8,000

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
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Program: 68 - Recreation
Activity: 539 - Other Physical Environment
OE - Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	2,610	2,200	3,000	3,000	Vehicles maintenance costs
52-100	Operating Supplies Gas, Oil and Lubricants	2,337	2,300	2,300	2,300	Fuel & lubricant costs
52-700	Operating Supplies Tires	924	500	500	500	Tires

<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	5,871	5,000	5,800	5,800
Activity Total: 539 - Other Physical Environment	5,871	5,000	5,800	5,800
Program Total: 68 - Recreation	5,871	5,000	5,800	5,800

Program: 69 - Village Manager
Activity: 539 - Other Physical Environment
OE - Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	40	300	200	300	Vehicles maintenance costs
52-100	Operating Supplies Gas, Oil and Lubricants	984	1,000	1,000	1,000	Fuel & lubricant costs
52-700	Operating Supplies Tires	-	400	400	400	Tires

<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	1,024	1,700	1,600	1,700
Activity Total: 539 - Other Physical Environment	1,024	1,700	1,600	1,700
Program Total: 69 - Village Manager	1,024	1,700	1,600	1,700

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
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Program: 71 - Sanitation

Activity: 539 - Other Physical Environment

OE - Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	85,838	90,000	90,000	85,000	Vehicles maintenance costs - old vehicles
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52-100	Operating Supplies Gas, Oil and Lubricants	104,783	125,000	105,000	115,000	Fuel & lubricant costs
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52-700	Operating Supplies Tires	54,418	45,000	45,000	50,000	Tires
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<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	245,040	260,000	240,000	250,000
Activity Total: 539 - Other Physical Environment	245,040	260,000	240,000	250,000
Program Total: 71 - Sanitation	245,040	260,000	240,000	250,000

Program: 72 - Stormwater

Activity: 539 - Other Physical Environment

OE - Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	2,690	2,000	2,000	2,500	Vehicles maintenance costs - pump at Bay
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52-100	Operating Supplies Gas, Oil and Lubricants	5,288	5,000	5,500	5,500	Fuel & lubricant costs
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52-700	Operating Supplies Tires	2,605	1,000	1,000	1,500	Tires
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<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	10,583	8,000	8,500	9,500
Activity Total: 539 - Other Physical Environment	10,583	8,000	8,500	9,500
Program Total: 72 - Stormwater	10,583	8,000	8,500	9,500

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
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Program: 73 - LOGT

Activity: 539 - Other Physical Environment

OE - Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	14,892	17,000	12,000	15,500	Vehicles maintenance costs
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52-100	Operating Supplies Gas, Oil and Lubricants	9,573	8,000	6,500	7,000	Fuel & lubricant costs
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52-700	Operating Supplies Tires	6,969	1,000	1,000	2,500	Tires
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<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	31,434	26,000	19,500	25,000
Activity Total: 539 - Other Physical Environment	31,434	26,000	19,500	25,000
Program Total: 73 - LOGT	31,434	26,000	19,500	25,000

Program: 74 - Transportation Surtax

Activity: 539 - Other Physical Environment

OE - Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	7,699	1,500	1,500	2,000	Vehicles maintenance costs
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52-100	Operating Supplies Gas, Oil and Lubricants	2,292	5,000	3,500	4,500	Fuel & lubricant costs
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52-700	Operating Supplies Tires	2,285	2,000	1,500	2,000	Tires
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<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	12,276	8,500	6,500	8,500
Activity Total: 539 - Other Physical Environment	12,276	8,500	6,500	8,500
Program Total: 74 - Transportation Surtax	12,276	8,500	6,500	8,500

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
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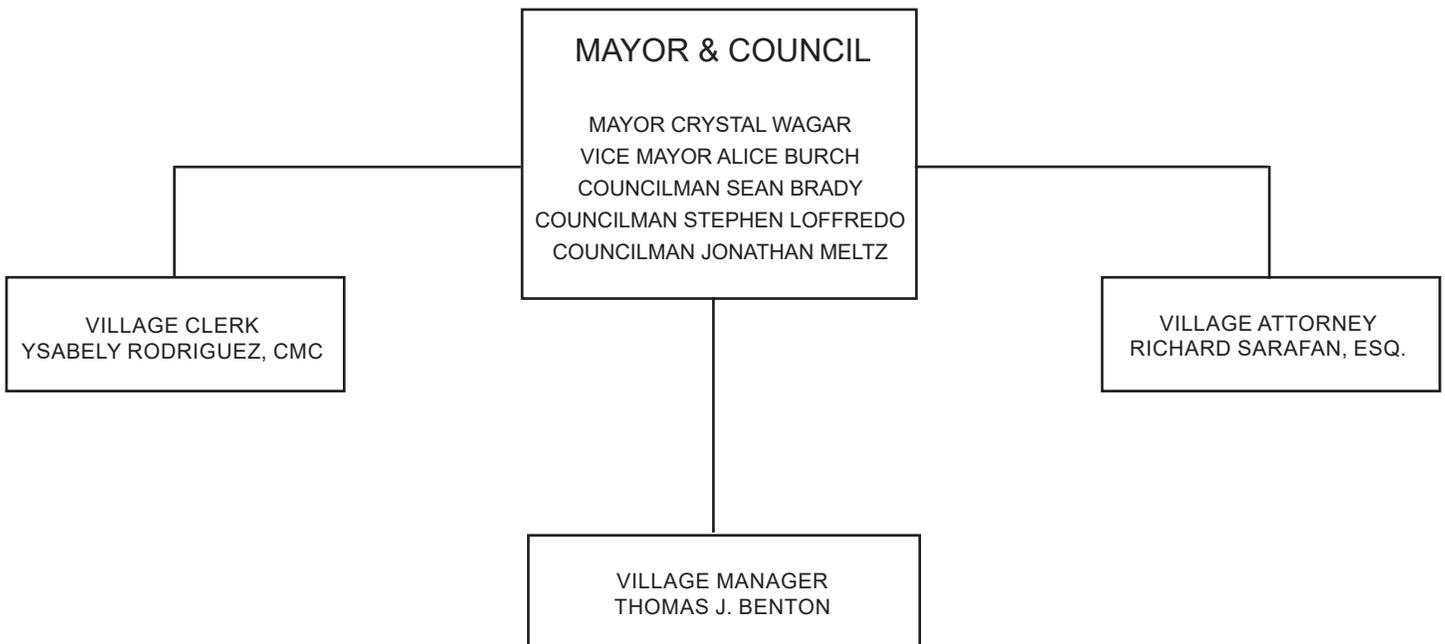
Program: 94 - Barry Police
Activity: 539 - Other Physical Environment
OE - Operating Expenditures/Expenses

46-100	Repair and Maintenance Services Vehicle Maintenance	-	-	2,000	3,000	Vehicles maintenance costs
52-100	Operating Supplies Gas, Oil and Lubricants	-	-	1,500	3,500	Fuel & lubricant costs
52-700	Operating Supplies Tires	-	-	400	400	Tires

<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	-	-	3,900	6,900	
Activity Total: 539 - Other Physical Environment	-	-	3,900	6,900	
Program Total: 94 - Barry Police	-	-	3,900	6,900	
Division Total: 6000 - Fleet Maintenance	1,314,308	1,662,140	1,662,228	1,619,559	
Department Total: 39 - Public Works	1,314,308	1,662,140	1,662,228	1,619,559	
Fund EXPENSE Total: 550 - Fleet Maintenance	1,314,308	1,662,140	1,662,228	1,619,559	



MAYOR & COUNCIL ORGANIZATION CHART



Mayor & Council

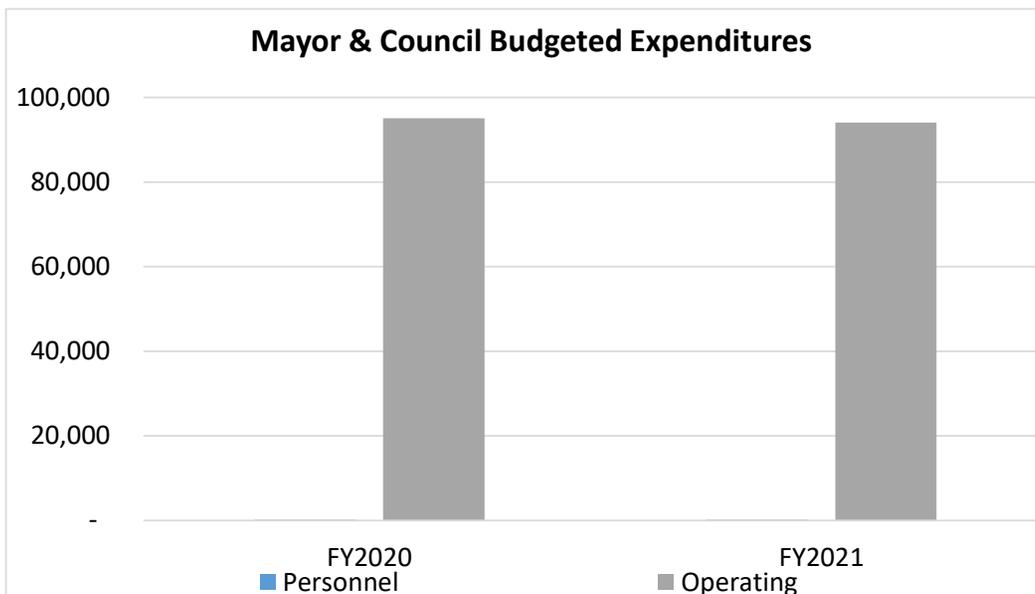
Services, Functions and Activities

Miami Shores Village is governed by a Council-Manager form of government. Within this framework, the Miami Shores Village Council consists of five Councilmembers who are elected at large, on a nonpartisan basis, and serve as the legislative body of the Miami Shores Village government. The Mayor is the head of Village government for all ceremonial purposes. Village Councilmember terms are four years for the candidates receiving the first and second highest number of votes. The candidate receiving the third highest number of votes is elected to the Village Council for a two-year term. Village-wide elections are held the second Tuesday in April in odd-numbered years.

Under the Village Charter, authority is vested in the Village Council to establish laws and policies through the enactment of ordinances and resolutions to provide community leadership and guide the Village Administration's delivery of services. Additionally, the Village Council appoints the Village Manager, Village Clerk, and Village Attorney.

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 150	\$ 150	\$ -
Operating Expenditures/Expenses	<u>95,047</u>	<u>94,047</u>	<u>(1,000)</u>
TOTAL	<u>\$ 95,197</u>	<u>\$ 94,197</u>	<u>\$ (1,000)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 11 - Mayor & Council						
Division: 0100 - Legislative						
Program: 00 - None						
Activity: 511 - Legislative						
<i>PS - Personnel Services</i>						
24-000	Workers' Compensation Workers' Compensation	150	150	150	150	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		150	150	150	150	
<i>OE - Operating Expenditures/Expenses</i>						
34-250	Other Services Mayor & Council Salaries	10	5	5	5	Mayor & Council receive \$1 per year
40-000	Travel and Per Diem Travel	-	2,500	5,000	6,000	Costs associated with Council travel to conferences & trainings
40-100	Travel and Per Diem Per Diem Allowance	-	500	500	600	Per diem allowance associated with Council attendance at conferences & trainings
41-100	Communications Services Cellular	763	1,500	2,210	2,100	Estimated costs for cellular telephone/tablets
45-000	Insurance ISF: Risk Management	900	900	900	900	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
47-000	Printing and Binding Printing	206	600	1,200	2,200	Stationary, business cards & nameplates for new Council Members

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
48-000	Promotional Activities Promotional Activities	243	1,300	1,300	1,800	Promotional materials, plaques, flowers & awards for functions & presentations
49-000	Other Current Charges and Obligations Other Current Charges	1,040	3,500	1,000	7,250	Annual Chamber dinner, Pelican Harbor donation, Inauguration reception, & Volunteer Appreciation Celebration
49-140	Other Current Charges and Obligations Council Appropriations	6,000	10,000	5,000	5,000	\$1,000/Councilmember expenses (Additional \$5,000 Plaza 98 funding was transferred to Recreation Budget)
49-180	Other Current Charges and Obligations Miami-Dade Schools	86,992	67,592	67,592	59,592	Miami-Dade Public Schools- MSES Cambridge Program
51-000	Office Supplies Office Supplies	-	-	200	200	Office Supplies
52-400	Operating Supplies Uniforms	155	200	500	500	Village logo shirts for Council Members
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	4,778	3,200	3,200	3,400	Annual membership fees to the Florida League of Cities & the Miami-Dade League of Cities
55-000	Training Training and Education	375	2,400	1,000	4,000	Registration fees for conferences & trainings
55-100	Training Organizational Meetings	360	850	500	500	Attendance at the Miami-Dade County League of Cities meetings

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		101,822	95,047	90,107	94,047
Activity Total: 511 - Legislative		101,972	95,197	90,257	94,197
Program Total: 00 - None		101,972	95,197	90,257	94,197
Division Total: 0100 - Legislative		101,972	95,197	90,257	94,197
Department Total: 11 - Mayor & Council		101,972	95,197	90,257	94,197

Village Attorney

Services, Functions and Activities

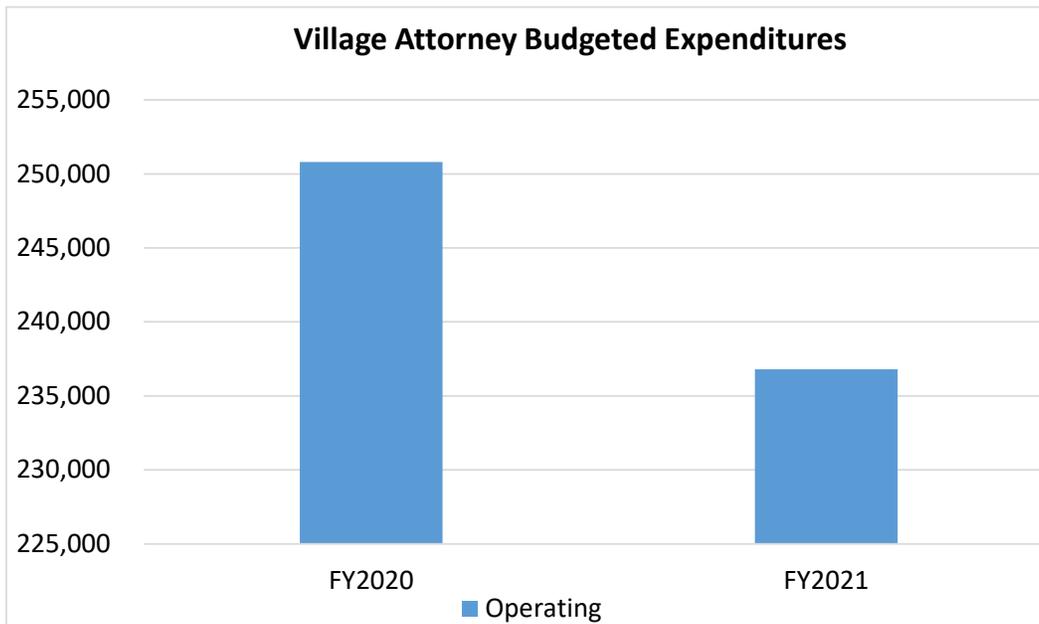
The Village Attorney, appointed by the Village Council, provides legal counsel to the Village Council, the Village Manager, Village departments and various advisory boards.

The Village Attorney has the primary responsibility to coordinate legal matters of the Village. The Village Attorney provides legal counsel in the preparation of contracts or agreements, as well as other legal documents.

The Village contracts a separate and independent labor attorney to provide counsel and representation on labor-related matters, such as employment contracts and collective bargaining agreements.

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Operating Expenditures/Expenses	\$ 250,800	\$ 236,800	\$ (14,000)
TOTAL	\$ 250,800	\$ 236,800	\$ (14,000)

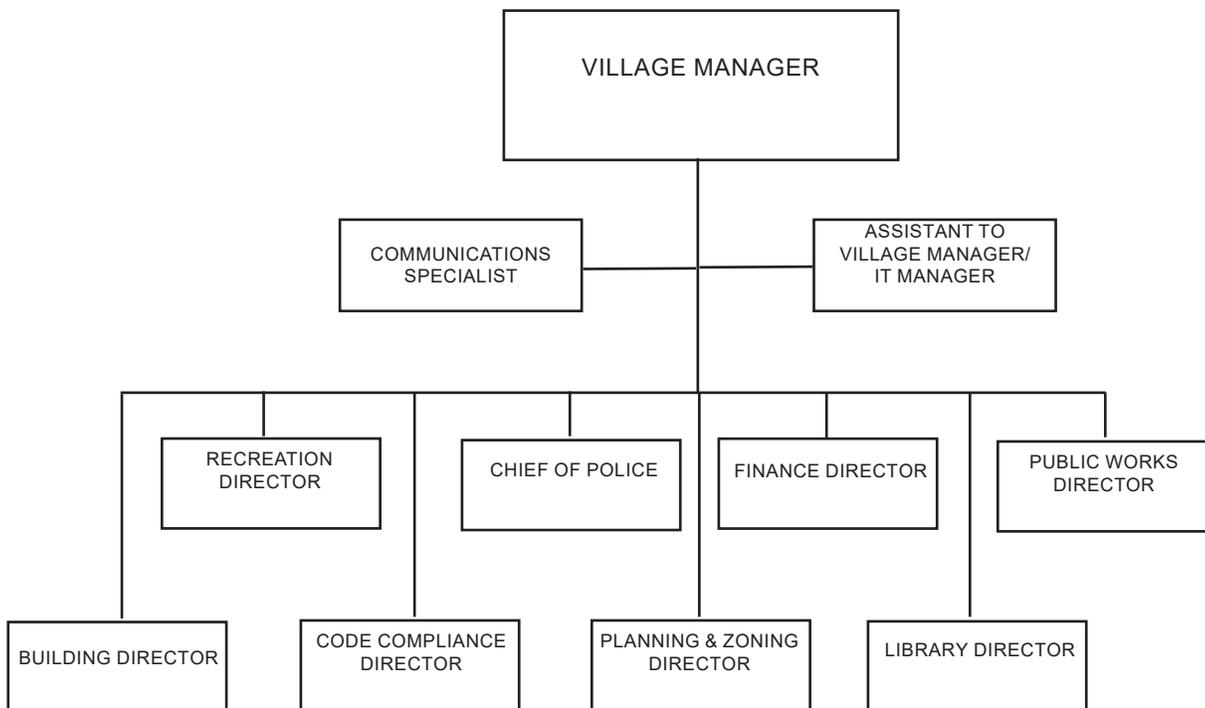


Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 14 - Legal						
Division: 0200 - Legal						
Program: 00 - None						
Activity: 514 - Legal Counsel						
<i>OE - Operating Expenditures/Expenses</i>						
31-200	Professional Services Legal General	89,096	60,000	80,000	80,000	Fees anticipated for special legal research, opinions or supplemental representation
31-210	Professional Services Legal Retainer	50,400	50,400	50,400	50,400	Legal retainer for Village Attorney
31-220	Professional Services Legal Labor	54,921	65,000	100,000	65,000	Labor Attorney costs & fees associated with labor issues, including union contract negotiations
31-230	Professional Services Legal Litigation	79,475	60,000	-	30,000	Legal fees anticipated for Village representation brought to the court system
31-240	Professional Services Legal Pension	22,873	15,000	1,000	10,000	Legal fees associated with amending the Village's pension plan ordinances
31-250	Professional Services Legal Other	-	-	1,000	1,000	Other legal fees not otherwise covered
55-000	Training Training and Education	350	400	400	400	Registration fees for conferences & trainings
Account Classification Total: OE - Operating Expenditures/Expenses		297,115	250,800	232,800	236,800	
Activity Total: 514 - Legal Counsel		297,115	250,800	232,800	236,800	
Program Total: 00 - None		297,115	250,800	232,800	236,800	
Division Total: 0200 - Legal		297,115	250,800	232,800	236,800	
Department Total: 14 - Legal		297,115	250,800	232,800	236,800	



VILLAGE MANAGER ORGANIZATION CHART



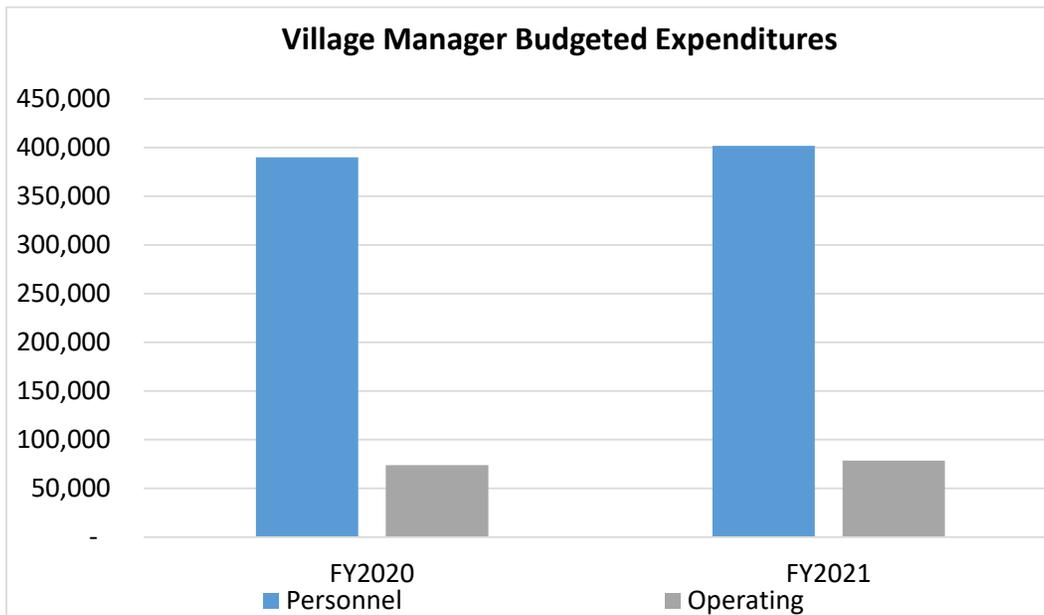
Village Manager

Services, Functions and Activities

The Village Manager is responsible for the management and operation of all aspects of the Village. As Chief Executive and Administrative Officer for the Village, the Manager is appointed by and serves at the discretion of the Village Council. This department also manages the information technology functions and communications for the Village.

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 390,126	\$ 401,620	\$ 11,494
Operating Expenditures/Expenses	<u>73,844</u>	<u>78,572</u>	<u>4,728</u>
TOTAL	<u>\$ 463,970</u>	<u>\$ 480,192</u>	<u>\$ 16,222</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 10 - Village Manager						
Division: 0300 - Village Manager						
Program: 00 - None						
Activity: 512 - Executive						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	171,086	176,881	174,840	181,489	Village Manager base salary
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,500	Executive benefit package
11-200	Executive Salaries Executive Benefits Additional	13,000	13,000	13,000	13,000	ICMA Retirement contribution
12-000	Regular Salaries and Wages Salaries	102,063	145,800	144,678	150,002	(1) Assistant to Village Manager/IT Manager & (1) Communications Specialist
14-000	Overtime Overtime	1,989	1,000	3,000	3,000	Estimated overtime costs
18-100	Compensated Compensatory Leave Longevity	3,000	3,000	3,000	3,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	18,847	22,319	26,394	23,156	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	14,368	20,529	20,529	20,529	Estimated annual employee costs for health insurance benefits

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
23-100	Life and Health Insurance Dental	304	444	444	444	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	99	173	153	181	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	514	480	480	319	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		331,769	390,126	393,018	401,620	
<i>OE - Operating Expenditures/Expenses</i>						
31-000	Professional Services Professional Services	18,603	24,000	24,000	24,000	Funding for Village grant writer
31-260	Professional Services Lobbyist	24,090	24,000	25,250	26,000	Funding for the Village's lobbyist
40-000	Travel and Per Diem Travel	970	500	1,040	1,000	Local & intermediate training & administrative events
41-100	Communications Services Cellular	444	960	185	1,680	Estimated costs for cellular telephone
45-000	Insurance ISF: Risk Management	5,246	4,755	4,755	6,066	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
46-000	Repair and Maintenance Services ISF: Fleet Maintenance	6,692	9,629	9,629	9,801	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage paid to the Florida League
47-000	Printing and Binding Printing	-	150	150	150	Printing of miscellaneous forms & letterhead
48-000	Promotional Activities Promotional Activities	660	-	-	-	Costs for special advertisements, notices & reporting requirements
51-000	Office Supplies Office Supplies	-	125	100	125	General office supplies
52-200	Operating Supplies Other Operating Supplies	89	350	350	350	Printer supplies & other operating supply costs
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	2,607	3,300	3,300	3,300	Annual association dues (ICMA, FCCMA, DCCMA, FLGISA & etc.)
55-000	Training Training and Education	668	6,075	750	6,100	Attendance at regional meetings, luncheons & other educational activities

<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	60,069	73,844	69,509	78,572
Activity Total: 512 - Executive	391,838	463,970	462,527	480,192
Program Total: 00 - None	391,838	463,970	462,527	480,192
Division Total: 0300 - Village Manager	391,838	463,970	462,527	480,192
Department Total: 10 - Village Manager	391,838	463,970	462,527	480,192



VILLAGE CLERK ORGANIZATION CHART



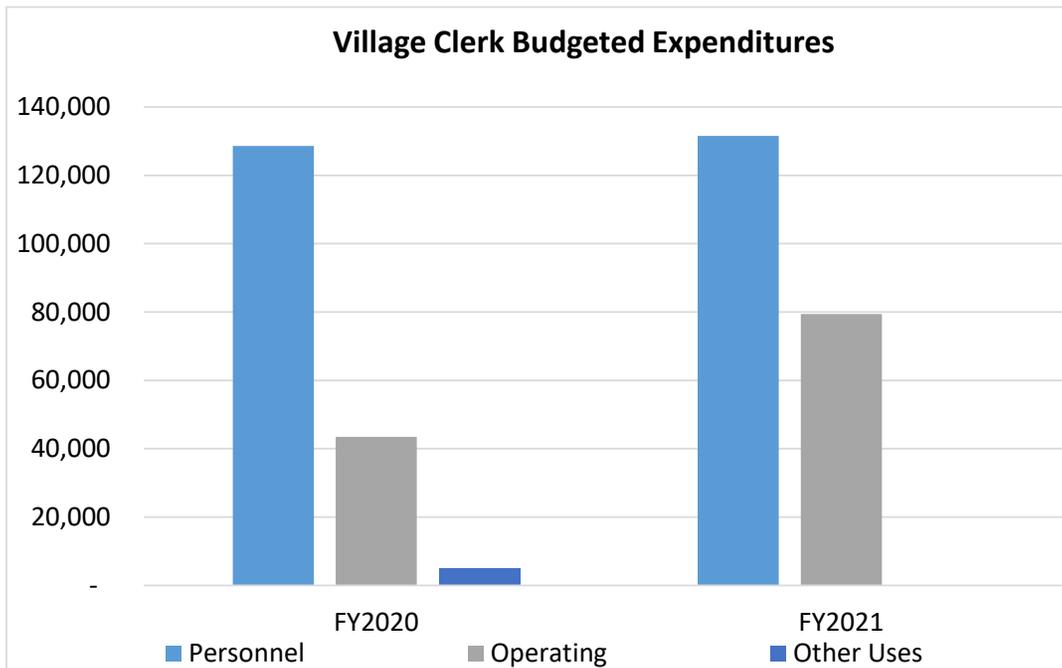
Village Clerk

Services, Functions and Activities

As the Corporate Secretary, the Village Clerk's Office is the keeper of the official Council minutes, legislation, lobbyist registration, original contracts, keeping meeting schedules, and attendance records for all Village boards and committees. The elections function entails the administration, supervision and certification of Municipal and Police Retirement Pension Board elections, any charter amendment, and referenda. In furtherance of our Records Management Program, this office sets guidelines and standards for all Village Records, incorporates management technologies, and establishes a repository for inactive, archival and vital records. Special projects include collaborative projects, public access as it pertains to our legislative and document management application, our Boards and Committees public meeting process, our enterprise content management process, as well as our reporting process in furtherance of accountability, transparency, and reportability. Direct services include: research in response to public informational requests, notarization, certification, attestation, advertise and post public notices regarding meetings of the Council, advisory boards, elections, etc. The Village Clerk is the appointed Custodian of Public Records for the Village.

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 128,622	\$ 131,560	\$ 2,938
Operating Expenditures/Expenses	43,512	79,458	35,946
Other Uses.....	5,000	-	(5,000)
TOTAL	<u>\$ 177,134</u>	<u>\$ 211,018</u>	<u>\$ 33,884</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 12 - Village Clerk						
Division: 0303 - Village Clerk						
Program: 00 - None						
Activity: 512 - Executive						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	102,802	106,288	105,062	109,056	Village Clerk base salary
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,500	Executive benefit package
21-000	Payroll Taxes Employer Fica and Medicare	8,215	8,628	8,534	8,840	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	6,983	6,843	6,843	6,843	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	148	148	148	148	Estimated annual employee costs for dental insurance benefits
23-200	Life and Health Insurance Long-Term Care	48	57	58	69	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	155	158	158	104	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		124,850	128,622	127,303	131,560	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
<i>OE - Operating Expenditures/Expenses</i>						
31-100	Professional Services Technology	-	11,000	10,816	13,000	Granicus Legislative Management
34-000	Other Services Contract Services	9,921	15,101	10,400	15,900	Document scanning, codification & records destruction services
40-000	Travel and Per Diem Travel	738	1,930	2,000	2,180	Travel costs to attend conferences & trainings
40-100	Travel and Per Diem Per Diem Allowance	140	475	475	475	Per diem costs while attending conferences & trainings
41-100	Communications Services Cellular	-	100	300	720	Estimated costs for cellular telephone
42-000	Freight and Postage Services Postage	89	150	300	300	Postage charges for general mail services
45-000	Insurance ISF: Risk Management	1,993	1,830	1,830	2,212	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
46-200	Repair and Maintenance Services Repairs and Maintenance	-	2,000	1,000	2,500	Council Chambers audiovisual equipment repair

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
47-000	Printing and Binding Printing	215	300	300	600	Printing of stationary & various forms
48-200	Promotional Activities Legal Advertisements	3,063	6,500	4,000	6,500	Legal advertising & notices
49-200	Other Current Charges and Obligations Elections	48,567	-	-	30,000	2021 Village Council Elections
51-000	Office Supplies Office Supplies	556	1,000	700	1,000	General office supplies
52-200	Operating Supplies Other Operating Supplies	100	300	300	1,100	Supplies for department equipment
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	1,720	1,815	1,700	1,960	Annual fees for various organization memberships
55-000	Training Training and Education	488	1,011	1,000	1,011	Registration for conferences & trainings
Account Classification Total: OE - Operating Expenditures/Expenses		67,591	43,512	35,121	79,458	
Activity Total: 512 - Executive		192,441	172,134	162,424	211,018	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
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Activity: 581 - Inter-Fund Group Transfers Out

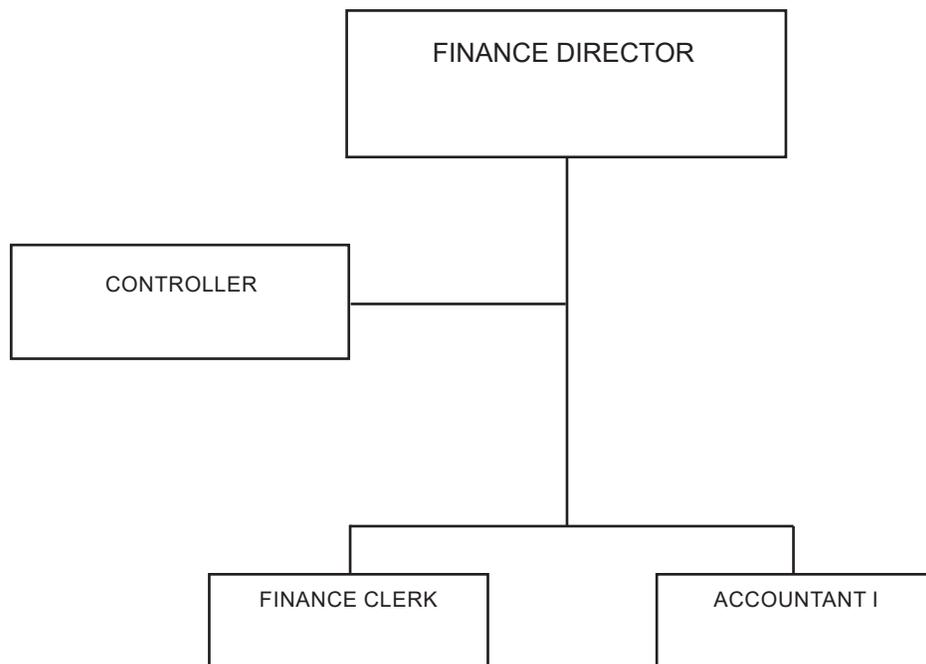
OTH - Other Uses

91-301	Interfund Transfers Capital Projects	19,000	5,000	5,000	- Transfer to Capital Projects
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<i>Account Classification Total: OTH - Other Uses</i>	19,000	5,000	5,000	-
Activity Total: 581 - Inter-Fund Group Transfers Out	19,000	5,000	5,000	-
Program Total: 00 - None	211,441	177,134	167,424	211,018
Division Total: 0303 - Village Clerk	211,441	177,134	167,424	211,018
Department Total: 12 - Village Clerk	211,441	177,134	167,424	211,018



FINANCE ORGANIZATION CHART



Finance

Services, Functions and Activities

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

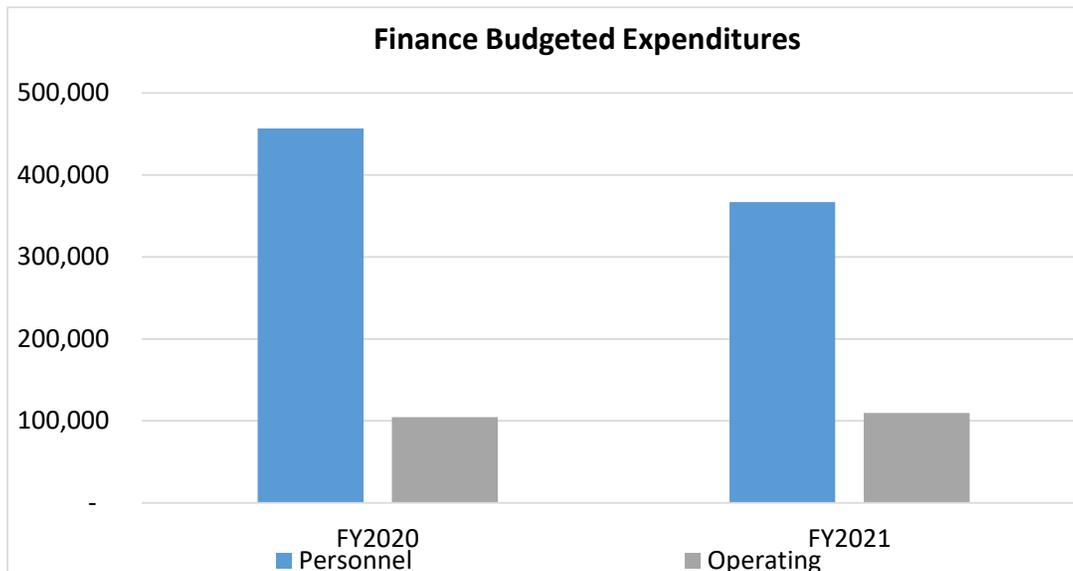
The Department is responsible for the timely and accurate reporting of all financial activities. This includes the recording of the purchase orders, direct payments, invoices and daily deposits. The department is responsible for reconciling monthly bank statements as well as confirming all cash and electronic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

The department monitors and coordinates the Village's four retirement plans: the General Employees' Pension System, the Police Officers' Retirement System, the ICMA-457 Deferred Compensation Plan and the VALIC-457 Deferred Compensation Plan. The responsibilities include timely deposits of employee and Village contributions to all funds and coordinating the year-end financial data for audit and year-end state reporting requirements.

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 456,785	\$ 366,741	\$ (90,044)
Operating Expenditures/Expenses	104,741	109,774	5,033
TOTAL	<u>\$ 561,526</u>	<u>\$ 476,515</u>	<u>\$ (85,011)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 13 - Finance						
Division: 0500 - Finance						
Program: 00 - None						
Activity: 513 - Financial and Administrative						
<i>PS - Personnel Services</i>						
11-000	Executive Salaries Salaries	127,108	131,419	129,903	134,843	Finance Director base salary
11-100	Executive Salaries Executive Benefit	6,500	6,500	6,500	6,500	Executive benefit package
12-000	Regular Salaries and Wages Salaries	181,163	248,881	165,895	171,750	(1) Accountant I, (1) Controller, (1) Courier (allocated) & (1) Finance Clerk
14-000	Overtime Overtime	-	2,000	500	2,000	Estimated overtime costs
18-100	Compensated Compensatory Leave Longevity	1,000	1,000	1,000	1,000	Benefit paid to tenured employees per policy
21-000	Payroll Taxes Employer Fica and Medicare	24,414	29,373	23,172	24,204	Social Security & Medicare taxes
23-000	Life and Health Insurance Health Insurance	20,320	35,453	19,834	24,655	Estimated annual employee costs for health insurance benefits
23-100	Life and Health Insurance Dental	623	767	544	622	Estimated annual employee costs for dental insurance benefits

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
23-200	Life and Health Insurance Long-Term Care	508	658	575	727	Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	735	734	734	440	Allocated costs of workers' compensation premiums paid to the Florida League
<i>Account Classification Total: PS - Personnel Services</i>		362,370	456,785	348,657	366,741	
<i>OE - Operating Expenditures/Expenses</i>						
31-000	Professional Services Professional Services	8,900	9,500	9,000	9,500	Actuary & consulting fees
31-100	Professional Services Technology	9,351	7,100	4,000	7,100	Technical support for financial system
31-270	Professional Services Pre-employment Screening	-	135	-	135	Pre-employment testing associated with Village Hall departmental staffing
32-000	Accounting and Auditing Accounting and Auditing	34,485	30,000	30,000	31,000	Funding for annual external audit to comply with Local, State & Federal statutory provisions
34-000	Other Services Contract Services	25,046	27,000	26,000	27,000	Departmental & centralized service contracts
40-000	Travel and Per Diem Travel	1,627	2,600	1,100	3,600	Local & intermediate training & conference attendance

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
40-100	Travel and Per Diem Per Diem Allowance	305	725	175	675	Per diem allowance while attending conferences & trainings
41-100	Communications Services Cellular	-	60	60	60	Estimated costs for cellular telephone
42-000	Freight and Postage Services Postage	1,822	2,400	2,275	3,000	Mailing of A/P checks, correspondence & certified mail
45-000	Insurance ISF: Risk Management	8,825	7,971	7,971	8,379	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League
47-000	Printing and Binding Printing	861	1,750	500	500	Printing CAFR, Budget, Pension reports & other State mandated documents
48-000	Promotional Activities Promotional Activities	7,160	4,000	7,750	8,200	Annual budget notices & other finance related notices
49-600	Other Current Charges and Obligations Court Filing Fees	949	850	425	625	Lien filing & release fees
51-000	Office Supplies Office Supplies	198	500	350	500	General office supplies
52-200	Operating Supplies Other Operating Supplies	3,246	4,000	3,500	4,000	Operating supplies required for Finance related equipment, not already funded in the Village-wide supply account

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	3,376	2,970	3,420	2,500 Subscriptions to various journals & memberships to various organizations including: GFOA for the Village, the CAFR, Budget Award & PAFR for the Village, the FICPA, AICPA, FGFOA & SFGFOA for the Finance Director & Controller
55-000	Training Training and Education	2,524	3,180	1,200	3,000 Conference registration fees, charges to attend local training sessions & other educational activities
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		108,675	104,741	97,726	109,774
Activity Total: 513 - Financial and Administrative		471,045	561,526	446,383	476,515
Program Total: 00 - None		471,045	561,526	446,383	476,515
Division Total: 0500 - Finance		471,045	561,526	446,383	476,515
Department Total: 13 - Finance		471,045	561,526	446,383	476,515

Finance Non-Departmental

Services, Functions and Activities

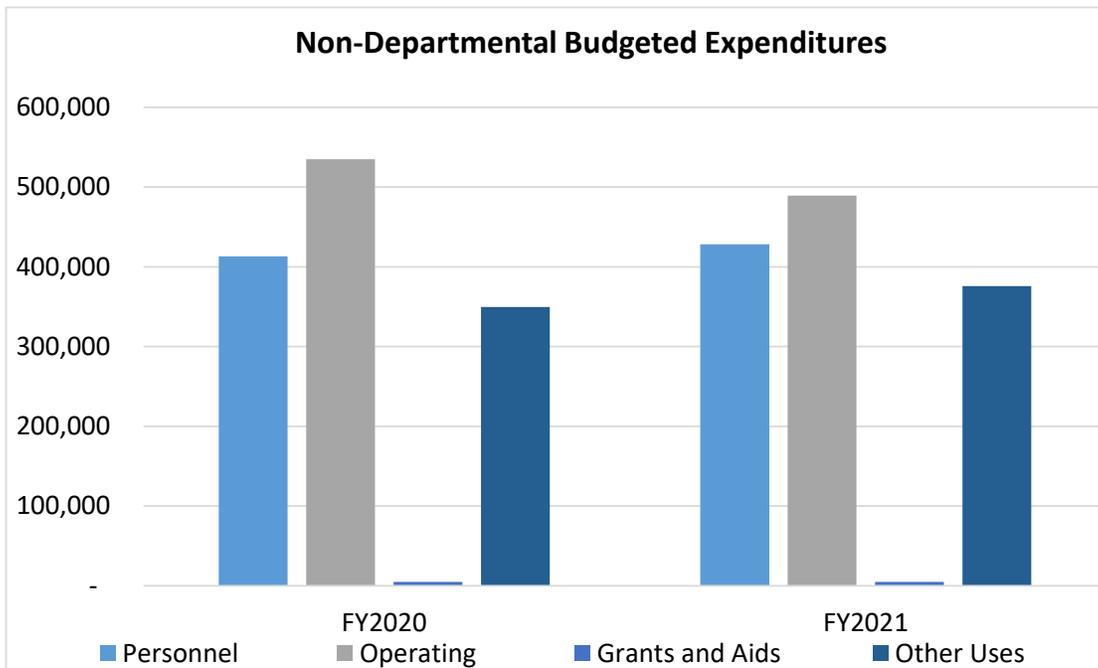
The Non-Departmental group of accounts represents administrative costs or services of the General Fund that do not necessarily affect a single department or, to the contrary, affect multiple departments. The Non-Departmental account is also the central funding source for interfund transfers (i.e. - transfers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

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

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 413,358	\$ 428,196	\$ 14,838
Operating Expenditures/Expenses	535,063	489,408	(45,655)
Grants and Aids.....	5,000	5,000	-
Other Uses.....	<u>349,638</u>	<u>375,973</u>	<u>26,335</u>
TOTAL	<u>\$ 1,303,059</u>	<u>\$ 1,298,577</u>	<u>\$ (4,482)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 001 - General Fund						
Department: 19 - Non-Departmental						
Division: 0800 - Non-Departmental						
Program: 00 - None						
Activity: 519 - Other General Government Service						
<i>PS - Personnel Services</i>						
18-200	Compensated Compensatory Leave Accumulated Leave Settlement	72,728	50,000	15,000	15,000	Payout of accumulated leave for employees expected to retire or separate employment
21-000	Payroll Taxes Employer Fica and Medicare	5,564	3,825	1,148	1,148	Social Security & Medicare taxes
22-000	Retirement Contributions Pension Contribution	306,430	306,430	306,430	360,705	Actuarially calculated required employer contribution for the General Employee Pension Plan
23-600	Life and Health Insurance Life Insurance	42,749	48,103	45,000	46,343	Life & long-term disability insurance for general employees
25-000	Unemployment Compensation Re-Employment Tax	-	5,000	5,000	5,000	Contribution mandated by the State for employees filing for unemployment
<i>Account Classification Total: PS - Personnel Services</i>		427,470	413,358	372,578	428,196	
<i>OE - Operating Expenditures/Expenses</i>						
31-100	Professional Services Technology	176,270	211,356	211,356	195,500	Contractual services for IT & web consulting
34-000	Other Services Contract Services	5,439	6,820	6,820	6,820	Contractual services for shredding & copy machine maintenance

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
41-000	Communications Services Telephone	2,359	7,100	7,100	7,100	Village Hall telephone service
41-100	Communications Services Cellular	1,004	1,000	1,020	1,080	Estimated costs for cellular telephone
41-200	Communications Services Internet	17,967	14,900	14,900	14,900	Estimated costs for Internet connections for Village Hall
41-300	Communications Services Long Distance	2,039	4,200	4,200	4,200	Estimated costs for long distance calls
41-400	Communications Services Maintenance	-	-	6,310	6,500	Estimated costs for telephone maintenance
42-000	Freight and Postage Services Postage	10,512	11,572	11,572	11,575	Costs associated with mailing the monthly newsletter
42-100	Freight and Postage Services Courier and Delivery	-	-	25	-	
44-000	Rentals and Leases Equipment Rental	17,777	17,253	17,253	17,300	Rental agreement for postage machine & Village Hall copy machine
45-000	Insurance ISF: Risk Management	8,837	9,728	9,728	10,593	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League (9900 Building)

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
46-200	Repair and Maintenance Services Repairs and Maintenance	3,415	3,500	3,500	3,500	Maintenance agreement for Village-wide phone system, copy machine, recording equipment & website.
47-000	Printing and Binding Printing	19,708	38,665	18,000	28,045	Costs associated with printing the Village newsletter, notices, special mailings & forms not specifically associated with a single department or division
48-000	Promotional Activities Promotional Activities	357	375	375	375	Costs associated with Green Day
48-200	Promotional Activities Legal Advertisements	156	1,000	1,000	1,000	Costs associated with legal advertisements
49-110	Other Current Charges and Obligations Special Projects - Manager	6,160	15,000	15,000	15,000	Projects identified by the Village Manager on an as needed basis which are not normally budgeted or presented to staff by Council
49-120	Other Current Charges and Obligations Special Projects - Village Hall	115	500	500	500	Funding for employee morale & appreciation programs in Village Hall
49-300	Other Current Charges and Obligations Software Licensing	59,188	63,844	80,000	34,305	Software license fees for computer programs
49-400	Other Current Charges and Obligations Bank Charges	43,940	40,100	35,000	40,100	Bank & credit card fees
49-500	Other Current Charges and Obligations Ad Valorem Tax Reimbursement	67,452	68,000	69,983	70,000	Reimbursement to Country Club for MSV component of annual tax bill

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
51-000	Office Supplies Office Supplies	5	250	100	250	Village-wide supply for general office supplies
52-200	Operating Supplies Other Operating Supplies	2,840	8,000	8,000	8,000	Paper, Toner, drums & other copy machine supplies not covered by the maintenance agreement, Village Hall supplies, replacement of small office equipment & other supplies as needed for unallocated Village-wide use
52-225	Operating Supplies Computer	4,527	5,600	8,000	7,000	Supplies necessary to operate technology
52-300	Operating Supplies Kitchen	3,587	2,800	2,800	2,800	Supplies necessary to operate Village Hall kitchen facilities
52-315	Operating Supplies Preparedness Supplies	-	-	125,000	-	Supplies purchased to prepare for and/or in unforeseen events & circumstances (i.e. Coronavirus)
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	5,164	3,500	3,500	2,965	Village memberships
<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>		458,816	535,063	661,042	489,408	

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
<i>GRANTS - Grants and Aids</i>						
82-000	Aids to Private Organizations North Miami Foundation	5,000	5,000	5,000	5,000	Annual appropriation for service organization
<i>Account Classification Total: GRANTS - Grants and Aids</i>		5,000	5,000	5,000	5,000	
<i>OTH - Other Uses</i>						
99-000	Other Uses Contingency	-	62,281	-	200,692	Reserve for unanticipated expenses
<i>Account Classification Total: OTH - Other Uses</i>		-	62,281	-	200,692	
Activity Total: 519 - Other General Government Service		891,286	1,015,702	1,038,620	1,123,296	
Activity: 581 - Inter-Fund Group Transfers Out						
<i>OTH - Other Uses</i>						
91-201	Interfund Transfers Debt Service	-	115,000	-	-	Transfer to Debt Service
91-301	Interfund Transfers Capital Projects	37,500	75,000	75,000	60,000	Transfer to Capital Projects
91-410	Interfund Transfers Water & Sewer	92,920	49,925	49,925	63,575	Transfer to Water & Sewer
91-501	Interfund Transfers Risk Management	44,244	47,432	47,432	51,706	Transfer to Risk Management
<i>Account Classification Total: OTH - Other Uses</i>		174,664	287,357	172,357	175,281	
Activity Total: 581 - Inter-Fund Group Transfers Out		174,664	287,357	172,357	175,281	
Program Total: 00 - None		1,065,950	1,303,059	1,210,977	1,298,577	
Division Total: 0800 - Non-Departmental		1,065,950	1,303,059	1,210,977	1,298,577	
Department Total: 19 - Non-Departmental		1,065,950	1,303,059	1,210,977	1,298,577	

Finance Debt Service

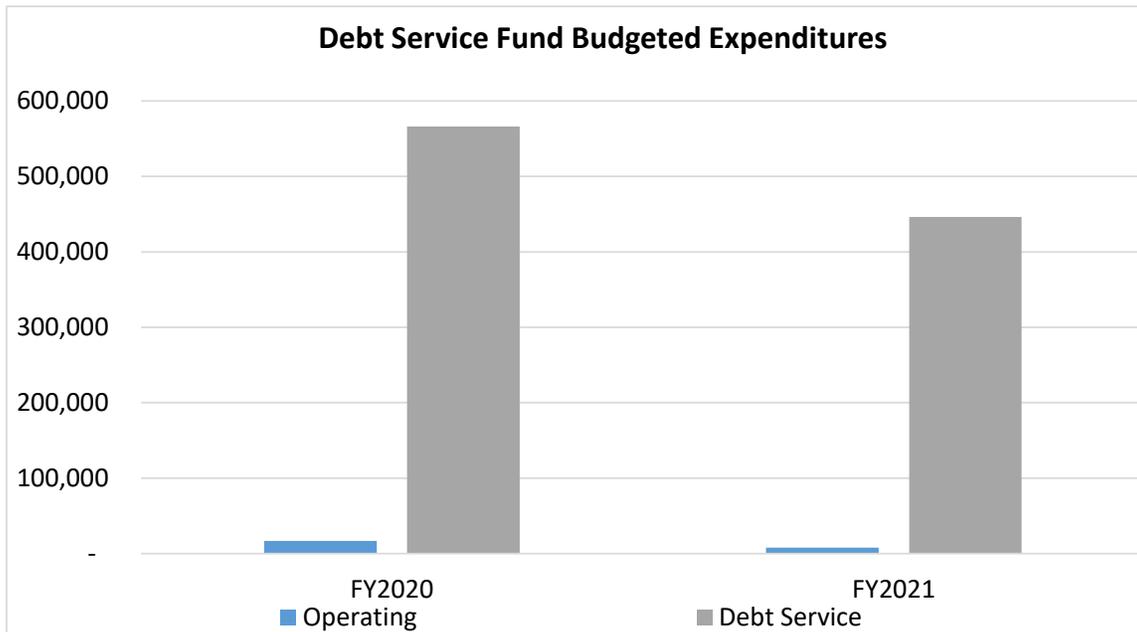
Services, Functions and Activities

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

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Operating Expenditures/Expenses	\$ 17,000	\$ 8,000	\$ (9,000)
Debt Service.....	<u>566,181</u>	<u>446,180</u>	<u>(120,001)</u>
TOTAL	<u>\$ 583,181</u>	<u>\$ 454,180</u>	<u>\$ (129,001)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
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Fund: 201 - Debt Service
Department: 19 - Non-Departmental
Division: 0000 - None
Program: 00 - None
Activity: 519 - Other General Government Service

OE - Operating Expenditures/Expenses

31-000	Professional Services Professional Services	-	12,000	-	3,000	Annual disclosure reports
32-000	Accounting and Auditing Accounting and Auditing	5,000	5,000	5,000	5,000	Pro-rated portion of the financial audit

<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	5,000	17,000	5,000	8,000
Activity Total: 519 - Other General Government Service	5,000	17,000	5,000	8,000
Program Total: 00 - None	5,000	17,000	5,000	8,000

Program: 02 - Aquatics Center Upgrade

Activity: 517 - Debt Service Payments

DS - Debt Service

71-100	Principal Principal Payments	-	90,000	-	-	Principal payments
72-100	Interest Interest Payments	-	25,000	-	-	Interest payments

<i>Account Classification Total: DS - Debt Service</i>	-	115,000	-	-
Activity Total: 517 - Debt Service Payments	-	115,000	-	-
Program Total: 02 - Aquatics Center Upgrade	-	115,000	-	-

Program: 03 - Aquatics Center

Activity: 517 - Debt Service Payments

DS - Debt Service

71-100	Principal Principal Payments	133,000	136,000	136,000	138,000	Principal payments
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Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
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72-100	Interest Interest Payments	48,766	44,033	44,033	39,890	Interest payments
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<i>Account Classification Total: DS - Debt Service</i>	181,766	180,033	180,033	177,890
Activity Total: 517 - Debt Service Payments	181,766	180,033	180,033	177,890
Program Total: 03 - Aquatics Center	181,766	180,033	180,033	177,890

Program: 06 - Charter School

Activity: 517 - Debt Service Payments

DS - Debt Service

71-100	Principal Principal Payments	184,100	191,400	191,400	193,400	Principal payments
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72-100	Interest Interest Payments	84,425	79,748	79,750	74,890	Interest payments
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<i>Account Classification Total: DS - Debt Service</i>	268,525	271,148	271,150	268,290
Activity Total: 517 - Debt Service Payments	268,525	271,148	271,150	268,290
Program Total: 06 - Charter School	268,525	271,148	271,150	268,290
Division Total: 0000 - None	455,290	583,181	456,183	454,180
Department Total: 19 - Non-Departmental	455,290	583,181	456,183	454,180
Fund EXPENSE Total: 201 - Debt Service	455,290	583,181	456,183	454,180

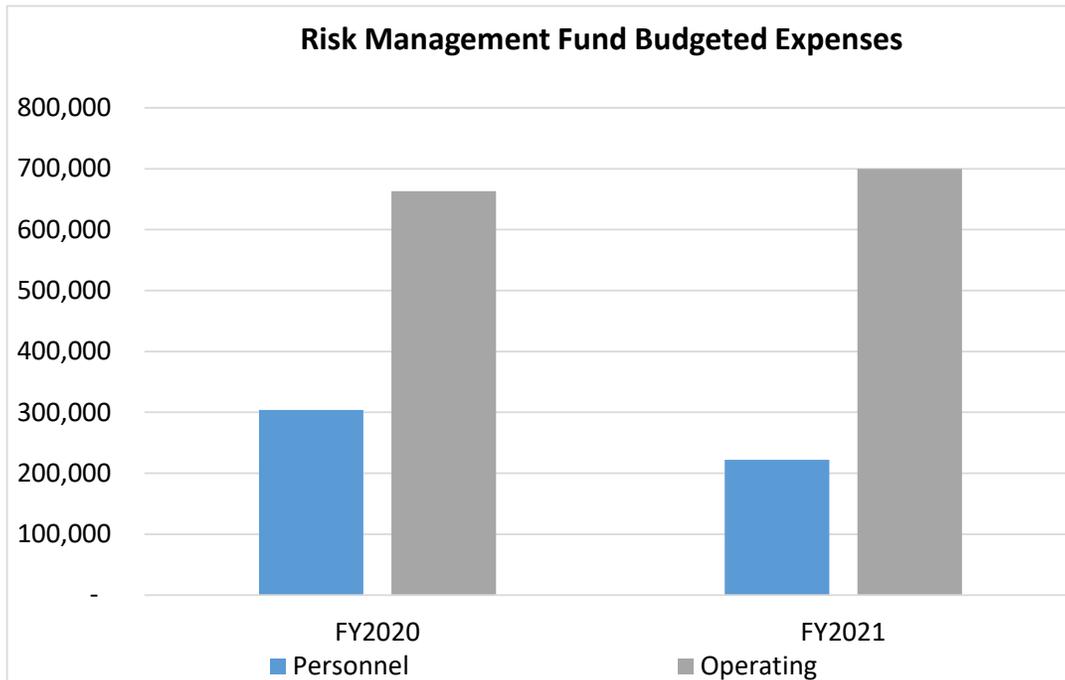
**Finance
Risk Management**

Services, Functions and Activities

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

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Personnel Services.....	\$ 303,968	\$ 222,167	\$ (81,801)
Operating Expenditures/Expenses	<u>663,190</u>	<u>699,651</u>	<u>36,461</u>
TOTAL	<u>\$ 967,158</u>	<u>\$ 921,818</u>	<u>\$ (45,340)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
Fund: 501 - Risk Management						
Department: 19 - Non-Departmental						
Division: 6500 - Risk Management						
Program: 00 - None						
Activity: 519 - Other General Government Service						
<i>PS - Personnel Services</i>						
24-100	Workers' Compensation Premium: Workers' Compensation	244,370	266,468	199,464	202,167	Annual component of premiums paid to the Florida League for primary workers' compensation coverage
24-110	Workers' Compensation Workers' Comp-Audit Premium	12,543	12,500	1,367	5,000	End of year audit adjustment based on payroll
24-120	Workers' Compensation Workers' Comp-Deductibles Paid	12,640	25,000	12,000	15,000	Deductible for claims
<i>Account Classification Total: PS - Personnel Services</i>		269,553	303,968	212,831	222,167	
<i>OE - Operating Expenditures/Expenses</i>						
31-000	Professional Services Professional Services	6,750	5,000	-	-	Estimated fees for actuarial costs & studies for outstanding workers' compensation & liability claims pending from the self-insurance fund
31-230	Professional Services Legal Litigation	1,260	1,000	1,000	1,000	Other legal fees related to Risk
31-250	Professional Services Legal Other	-	-	2,200	2,000	
31-400	Professional Services TPA Charges	1,212	1,500	1,212	1,500	Estimated cost to manage outstanding self-insurance claims pending

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget	Comments
34-000	Other Services Contract Services	1,100	-	-	-	
45-100	Insurance ISF: Auto Insurance	69,859	83,753	83,753	80,000	Annual premium paid to the Florida League for automobile liability coverage
45-200	Insurance Premium: Liability	159,391	157,861	187,440	185,829	Annual premium paid to the Florida League for general liability coverage
45-210	Insurance Premium: Storage Tank	1,820	1,820	1,870	2,000	Annual premium for 5 storage tanks
45-220	Insurance Premium: Deductibles Paid	8,500	10,000	10,000	10,000	Estimated cost for loss deductibles for all claims for the fiscal year paid to the Florida League
45-300	Insurance Premium: Property	298,829	350,256	315,978	365,822	Annual premium paid to the Florida League for property value coverage
45-310	Insurance Premium Adjustments	-	1,000	41	1,500	Additional items insured during the year
45-320	Insurance Direct Payments	-	1,000	-	-	Estimated cost of direct claims not processed through carrier or insurances
46-200	Repair and Maintenance Services Repairs and Maintenance	44,688	50,000	50,000	50,000	Repairs & maintenance for damages not covered by insurance & claims paid pending subrogation

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
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49-000	Other Current Charges and Obligations Other Current Charges	6,285	-	-	-
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<i>Account Classification Total: OE - Operating Expenditures/Expenses</i>	599,694	663,190	653,494	699,651
Activity Total: 519 - Other General Government Service	869,247	967,158	866,325	921,818

Activity: 581 - Inter-Fund Group Transfers Out
OTH - Other Uses

91-550	Interfund Transfers Fleet Maintenance	29,933	-	-	-
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<i>Account Classification Total: OTH - Other Uses</i>	29,933	-	-	-
Activity Total: 581 - Inter-Fund Group Transfers Out	29,933	-	-	-
Program Total: 00 - None	899,179	967,158	866,325	921,818
Division Total: 6500 - Risk Management	899,179	967,158	866,325	921,818
Department Total: 19 - Non-Departmental	899,179	967,158	866,325	921,818
Fund EXPENSE Total: 501 - Risk Management	899,179	967,158	866,325	921,818

Capital Projects

Services, Functions and Activities

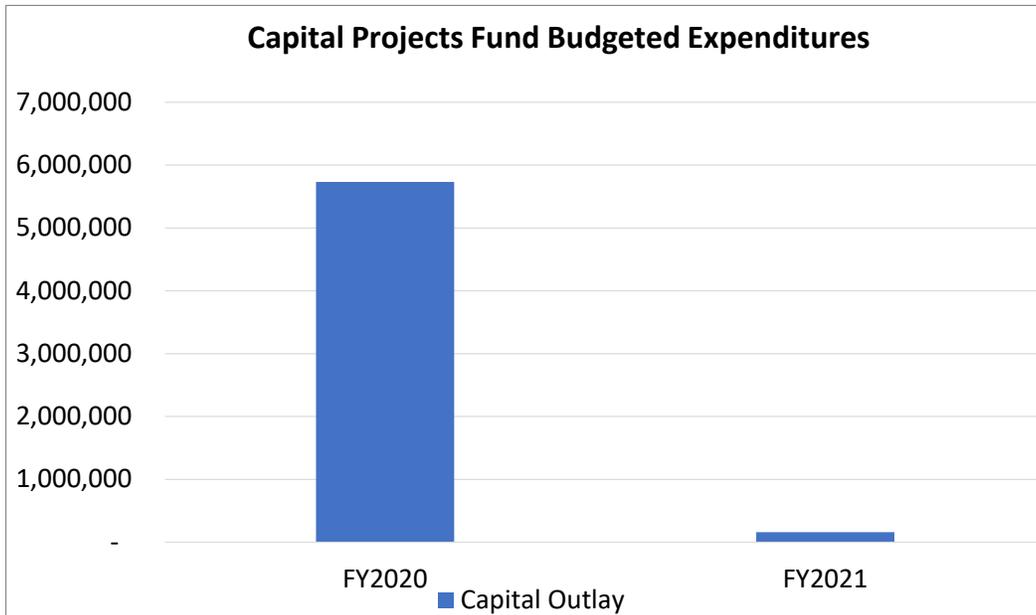
The Capital Project Fund is used to account for the funding of municipal capital expenditures for the acquisition, construction or improvement of major capital facilities or infrastructure; machinery and equipment; and other general improvements with a life expectancy of more than three years.

Assets of \$5,000 or more are depreciated using the straight line method based on the estimated useful life of the asset depending upon the asset classification.

Many of the capital projects are multi-year projects and may not actually begin in FY 2021. The funds are encumbered to the subsequent year's budget as an obligation until used or released. This year's budget includes a transfer from the General Fund to the Capital Project Fund for several projects.

Budget Highlights

	<u>FY'20</u>	<u>FY'21</u>	<u>Change</u>
Capital Outlay	\$ 5,732,269	\$ 161,975	\$ (5,570,294)
TOTAL	<u>\$ 5,732,269</u>	<u>\$ 161,975</u>	<u>\$ (5,570,294)</u>



Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
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Fund: 301 - Capital Projects
Department: 12 - Village Clerk
Division: 0303 - Village Clerk
Program: 00 - None
Activity: 512 - Executive

CAP - Capital Outlay

64-000	Machinery and Equipment Machinery and Equipment	3,291	5,000	5,000	-
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68-000	Intangible Assets Intangible Assets	11,858	6,501	6,501	-
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<i>Account Classification Total: CAP - Capital Outlay</i>	15,149	11,501	11,501	-
Activity Total: 512 - Executive	15,149	11,501	11,501	-
Program Total: 00 - None	15,149	11,501	11,501	-
Division Total: 0303 - Village Clerk	15,149	11,501	11,501	-
Department Total: 12 - Village Clerk	15,149	11,501	11,501	-

Fund: 301 - Capital Projects
Department: 13 - Finance
Division: 0500 - Finance
Program: 00 - None
Activity: 513 - Financial and Administrative

CAP - Capital Outlay

64-000	Machinery and Equipment Machinery and Equipment	-	-	10,000	- Timeclock hardware
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68-000	Intangible Assets Intangible Assets	-	-	2,000	- Timeclock software updates
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<i>Account Classification Total: CAP - Capital Outlay</i>	-	-	12,000	-
Activity Total: 513 - Financial and Administrative	-	-	12,000	-
Program Total: 00 - None	-	-	12,000	-
Division Total: 0500 - Finance	-	-	12,000	-
Department Total: 13 - Finance	-	-	12,000	-

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
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Fund: 301 - Capital Projects
Department: 19 - Non-Departmental
Division: 0800 - Non-Departmental
Program: 00 - None
Activity: 519 - Other General Government Service
CAP - Capital Outlay

64-000	Machinery and Equipment Machinery and Equipment	82,167	50,000	75,000	-
68-000	Intangible Assets Intangible Assets	11,451	25,000	25,000	60,000 Domain Upgrade

<i>Account Classification Total: CAP - Capital Outlay</i>	93,619	75,000	100,000	60,000
Activity Total: 519 - Other General Government Service	93,619	75,000	100,000	60,000
Program Total: 00 - None	93,619	75,000	100,000	60,000
Division Total: 0800 - Non-Departmental	93,619	75,000	100,000	60,000
Department Total: 19 - Non-Departmental	93,619	75,000	100,000	60,000

Fund: 301 - Capital Projects
Department: 21 - Police
Division: 0900 - Police
Program: 00 - None
Activity: 521 - Law Enforcement
CAP - Capital Outlay

62-000	Buildings Buildings	-	130,915	130,915	-
64-000	Machinery and Equipment Machinery and Equipment	140,610	230,080	230,080	70,000 Computer Server Replacement (3 of 3) & Portable Police Radios (1 of 3)
68-000	Intangible Assets Intangible Assets	30,648	-	-	-

<i>Account Classification Total: CAP - Capital Outlay</i>	171,258	360,995	360,995	70,000
Activity Total: 521 - Law Enforcement	171,258	360,995	360,995	70,000
Program Total: 00 - None	171,258	360,995	360,995	70,000
Division Total: 0900 - Police	171,258	360,995	360,995	70,000
Department Total: 21 - Police	171,258	360,995	360,995	70,000

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
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Fund: 301 - Capital Projects
Department: 39 - Public Works
Division: 1201 - Parks
Program: 00 - None
Activity: 539 - Other Physical Environment

CAP - Capital Outlay

63-400	Infrastructure Land Improvements	6,433	8,000	8,000	-
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64-000	Machinery and Equipment Machinery and Equipment	-	7,500	7,500	-
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<i>Account Classification Total: CAP - Capital Outlay</i>	6,433	15,500	15,500	-
Activity Total: 539 - Other Physical Environment	6,433	15,500	15,500	-
Program Total: 00 - None	6,433	15,500	15,500	-
Division Total: 1201 - Parks	6,433	15,500	15,500	-

Fund: 301 - Capital Projects
Department: 39 - Public Works
Division: 1202 - Facilities Maintenance/Streets
Program: 00 - None
Activity: 539 - Other Physical Environment

CAP - Capital Outlay

62-000	Buildings Buildings	-	249,477	249,477	-
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63-100	Infrastructure Transportation Improvements	9,500	80,500	80,500	25,000 Street Name Signs
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63-400	Infrastructure Land Improvements	19,375	57,828	57,828	-
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Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
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64-000	Machinery and Equipment Machinery and Equipment	-	80,000	80,000	-
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<i>Account Classification Total: CAP - Capital Outlay</i>	28,875	467,805	467,805	25,000
Activity Total: 539 - Other Physical Environment	28,875	467,805	467,805	25,000
Program Total: 00 - None	28,875	467,805	467,805	25,000
Division Total: 1202 - Facilities Maintenance/Streets	28,875	467,805	467,805	25,000

Fund: 301 - Capital Projects
Department: 39 - Public Works
Division: 1203 - Public Works Administration
Program: 00 - None
Activity: 539 - Other Physical Environment

CAP - Capital Outlay

64-000	Machinery and Equipment Machinery and Equipment	57,902	-	12,075	-
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<i>Account Classification Total: CAP - Capital Outlay</i>	57,902	-	12,075	-
Activity Total: 539 - Other Physical Environment	57,902	-	12,075	-
Program Total: 00 - None	57,902	-	12,075	-
Division Total: 1203 - Public Works Administration	57,902	-	12,075	-
Department Total: 39 - Public Works	93,209	483,305	495,380	25,000

Fund: 301 - Capital Projects
Department: 71 - Brockway Memorial Library
Division: 1500 - Library
Program: 00 - None
Activity: 571 - Libraries

CAP - Capital Outlay

62-000	Buildings Buildings	-	12,750	12,750	-
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64-000	Machinery and Equipment Machinery and Equipment	-	9,575	9,575	-
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<i>Account Classification Total: CAP - Capital Outlay</i>	-	22,325	22,325	-
Activity Total: 571 - Libraries	-	22,325	22,325	-
Program Total: 00 - None	-	22,325	22,325	-
Division Total: 1500 - Library	-	22,325	22,325	-
Department Total: 71 - Brockway Memorial Library	-	22,325	22,325	-

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
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Fund: 301 - Capital Projects
Department: 72 - Recreation
Division: 1401 - Recreation Administration
Program: 00 - None
Activity: 572 - Parks and Recreation

CAP - Capital Outlay

64-000	Machinery and Equipment Machinery and Equipment	6,608	-	-	-
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68-000	Intangible Assets Intangible Assets	19,418	19,418	19,418	-
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<i>Account Classification Total: CAP - Capital Outlay</i>	26,026	19,418	19,418	-
Activity Total: 572 - Parks and Recreation	26,026	19,418	19,418	-
Program Total: 00 - None	26,026	19,418	19,418	-
Division Total: 1401 - Recreation Administration	26,026	19,418	19,418	-

Fund: 301 - Capital Projects
Department: 72 - Recreation
Division: 1402 - Athletics
Program: 00 - None
Activity: 572 - Parks and Recreation

CAP - Capital Outlay

62-000	Buildings Buildings	-	27,850	27,850	-
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63-400	Infrastructure Land Improvements	-	32,605	32,605	-
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64-000	Machinery and Equipment Machinery and Equipment	4,435	23,500	23,500	-
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<i>Account Classification Total: CAP - Capital Outlay</i>	4,435	83,955	83,955	-
Activity Total: 572 - Parks and Recreation	4,435	83,955	83,955	-
Program Total: 00 - None	4,435	83,955	83,955	-
Division Total: 1402 - Athletics	4,435	83,955	83,955	-

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
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Fund: 301 - Capital Projects
Department: 72 - Recreation
Division: 1403 - Community Center
Program: 00 - None
Activity: 572 - Parks and Recreation
CAP - Capital Outlay

62-000	Buildings Buildings	-	95,390	95,390	6,975 Community Center Carpet Replacement
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64-000	Machinery and Equipment Machinery and Equipment	12,416	49,118	49,118	-
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<i>Account Classification Total: CAP - Capital Outlay</i>	12,416	144,508	144,508	6,975
Activity Total: 572 - Parks and Recreation	12,416	144,508	144,508	6,975
Program Total: 00 - None	12,416	144,508	144,508	6,975
Division Total: 1403 - Community Center	12,416	144,508	144,508	6,975

Fund: 301 - Capital Projects
Department: 72 - Recreation
Division: 1405 - Aquatics
Program: 00 - None
Activity: 572 - Parks and Recreation
CAP - Capital Outlay

62-000	Buildings Buildings	20,500	9,500	9,500	-
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63-400	Infrastructure Land Improvements	1,766,815	4,505,262	1,600,000	-
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64-000	Machinery and Equipment Machinery and Equipment	20,090	16,500	16,500	-
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<i>Account Classification Total: CAP - Capital Outlay</i>	1,807,405	4,531,262	1,626,000	-
Activity Total: 572 - Parks and Recreation	1,807,405	4,531,262	1,626,000	-
Program Total: 00 - None	1,807,405	4,531,262	1,626,000	-
Division Total: 1405 - Aquatics	1,807,405	4,531,262	1,626,000	-

Fund: 301 - Capital Projects

Expense Budget Worksheet Report

Account Number	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Estimated Amount	2021 Budget Comments
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Department: 72 - Recreation
Division: 1406 - Tennis
Program: 00 - None
Activity: 572 - Parks and Recreation
CAP - Capital Outlay

63-400	Infrastructure Land Improvements	22,755	-	-	-
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<i>Account Classification Total: CAP - Capital Outlay</i>	22,755	-	-	-
Activity Total: 572 - Parks and Recreation	22,755	-	-	-
Program Total: 00 - None	22,755	-	-	-
Division Total: 1406 - Tennis	22,755	-	-	-
Department Total: 72 - Recreation	1,873,037	4,779,143	1,873,881	6,975
Fund EXPENSE Total: 301 - Capital Projects	2,246,271	5,732,269	2,876,082	161,975

Project Description	Dept	FY 2021	Fund Source
FINANCE			
Domain Upgrade	NON	60,000	Gen
		\$ 60,000	
POLICE			
Computer Server Replacement (3 of 3)	POL	20,000	Gen
Portable Police Radios (1 of 3)	POL	50,000	Gen
		\$ 70,000	
PUBLIC WORKS			
Street Name Signs	PW-1202	25,000	Gen
		\$ 25,000	
RECREATION			
Community Center Carpet Replacement	REC-1403	6,975	Gen
		\$ 6,975	
LOGT FUND (F. 130)			
96th Street JPA Matching Funds	PW-LOGT	160,000	LOGT - FB
		\$ 160,000	
CITT FUND (F. 135)			
TAP Grant Match	PW-CITT	204,512	CITT
		\$ 204,512	
STORMWATER FUND (F. 402)			
Bayshore Pump Station Generator	PW-STM	75,000	STM
Draingage System Installation	PW-STM	300,000	STM - FB
		\$ 375,000	
SANITATION FUND (F. 405)			
Purchase New Trash Truck (to replace V-3148 (2003))	PW-SAN	250,000	SAN - FB
		\$ 250,000	
FLEET MAINTENANCE FUND (F. 550)			
Public Works Underground Fuel Tank Replacement (2 of 3)	PW-FF	85,000	FF - FB
Purchase 3 Police Vehicles	PW-FF	100,000	FF - FB
Purchase New Service Truck (to replace V-9664)	PW-FF	45,000	FF -FB
		\$ 230,000	
TOTAL: ALL DEPARTMENTS		\$ 1,381,487	

Project Name:	Domain Upgrade					
Fund:	Capital Projects					
Department/Division:	Non-Departmental					
Project Start Date:	Oct-20					
Cost Estimate:	\$60,000					
Description of Item(s) or Project:	Upgrade of the current domain infrastructure.					
Funding Sources & Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Fund	60,000	60,000	-	-	-	-
Grant Fund	-	-	-	-	-	-
Half Cent Transportation Fund	-	-	-	-	-	-
LOGT Fund	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-
Sanitation Fund	-	-	-	-	-	-
Fleet Maintenance Fund	-	-	-	-	-	-
TOTAL	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Expenditure Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Building Improvements	-	-	-	-	-	-
Infrastructure Improvements	-	-	-	-	-	-
Machinery & Equipment	60,000	60,000	-	-	-	-
Software	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-
TOTAL	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -

Project Name:	Computer Server Replacement					
Fund:	Capital Projects					
Department/Division:	Police					
Project Start Date:	Oct-20					
Cost Estimate:	\$120,000					
Description of Item(s) or Project:	Computer Server Replacement 3 of 3 for FY2021.					
Funding Sources & Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Fund	120,000	20,000	-	-	-	-
Grant Fund	-	-	-	-	-	-
Half Cent Transportation Fund	-	-	-	-	-	-
LOGT Fund	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-
Sanitation Fund	-	-	-	-	-	-
Fleet Maintenance Fund	-	-	-	-	-	-
TOTAL	\$ 120,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Expenditure Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Building Improvements	-	-	-	-	-	-
Infrastructure Improvements	-	-	-	-	-	-
Machinery & Equipment	120,000	20,000	-	-	-	-
Software	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-
TOTAL	\$ 120,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -

Project Name:	Portable Police Radios					
Fund:	Capital Projects					
Department/Division:	Police					
Project Start Date:	Oct-20					
Cost Estimate:	\$211,500					
Description of Item(s) or Project:	Current portable radios are over 10 years old and the model is being phased out. The radios are showing their age and the repair rate is increasing. Funding is for replacement portable radios with new technology and greater reliability.					
Funding Sources & Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Fund	211,500	50,000	70,500	70,500	-	-
Grant Fund	-	-	-	-	-	-
Half Cent Transportation Fund	-	-	-	-	-	-
LOGT Fund	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-
Sanitation Fund	-	-	-	-	-	-
Fleet Maintenance Fund	-	-	-	-	-	-
TOTAL	\$ 211,500	\$ 50,000	\$ 70,500	\$ 70,500	\$ -	\$ -
Expenditure Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Building Improvements	-	-	-	-	-	-
Infrastructure Improvements	-	-	-	-	-	-
Machinery & Equipment	211,500	50,000	70,500	70,500	-	-
Software	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-
TOTAL	\$ 211,500	\$ 50,000	\$ 70,500	\$ 70,500	\$ -	\$ -

Project Name:	Street Name Signs
Fund:	Capital Projects
Department/Division:	Public Works/Streets
Project Start Date:	Oct-20
Cost Estimate:	\$25,000
Description of Item(s) or Project:	

Funding Sources & Schedule: Do not use if less than \$5,000

	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Fund	25,000	25,000	-	-	-	-
Grant Fund	-	-	-	-	-	-
Half Cent Transportation Fund	-	-	-	-	-	-
LOGT Fund	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-
Sanitation Fund	-	-	-	-	-	-
Fleet Maintenance Fund	-	-	-	-	-	-
TOTAL	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -

Expenditure Schedule: Do not use if less than \$5,000

	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Building Improvements	-	-	-	-	-	-
Infrastructure Improvements	25,000	25,000	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Software	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-
TOTAL	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -

Project Name:	Community Center Carpet Replacement					
Fund:	Capital Projects					
Department/Division:	Recreation/Community Center					
Project Start Date:	FY2021					
Cost Estimate:	\$6,975					
Description of Item(s) or Project:	Measured area - Royal Palm/Sable palm/Hallways Carpet/Adhesive - Removal and Disposal of existing carpet Installation					
Funding Sources & Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Fund	6,975	6,975	-	-	-	-
Grant Fund	-	-	-	-	-	-
Half Cent Transportation Fund	-	-	-	-	-	-
LOGT Fund	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-
Sanitation Fund	-	-	-	-	-	-
Fleet Maintenance Fund	-	-	-	-	-	-
TOTAL	\$ 6,975	\$ 6,975	\$ -	\$ -	\$ -	\$ -
Expenditure Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Building Improvements	6,975	6,975	-	-	-	-
Infrastructure Improvements	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Software	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-
TOTAL	\$ 6,975	\$ 6,975	\$ -	\$ -	\$ -	\$ -

Project Name:	96th Street JPA Matching Funds					
Fund:	LOGT					
Department/Division:	Public Works/LOGT					
Project Start Date:	Oct-20					
Cost Estimate:	\$160,000					
Description of Item(s) or Project:	96th Street reconstrction - JPA matching funds (for the design & CEI of the project).					
Funding Sources & Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Fund	-	-	-	-	-	-
Grant Fund	-	-	-	-	-	-
Half Cent Transportation Fund	-	-	-	-	-	-
LOGT Fund	160,000	160,000	-	-	-	-
Stormwater Fund	-	-	-	-	-	-
Sanitation Fund	-	-	-	-	-	-
Fleet Maintenance Fund	-	-	-	-	-	-
TOTAL	\$ 160,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -
Expenditure Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Building Improvements	-	-	-	-	-	-
Infrastructure Improvements	160,000	160,000	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Software	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-
TOTAL	\$ 160,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -

Project Name:	TAP Grant Match					
Fund:	CITT					
Department/Division:	Public Works/CITT					
Project Start Date:	Oct-20					
Cost Estimate:	\$204,512					
Description of Item(s) or Project:	Matching Funds for Approved FDOT LAP Tap Grant.					
Funding Sources & Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Fund	-	-	-	-	-	-
Grant Fund	-	-	-	-	-	-
Half Cent Transportation Fund	204,512	204,512	-	-	-	-
LOGT Fund	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-
Sanitation Fund	-	-	-	-	-	-
Fleet Maintenance Fund	-	-	-	-	-	-
TOTAL	\$ 204,512	\$ 204,512	\$ -	\$ -	\$ -	\$ -
Expenditure Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Building Improvements	-	-	-	-	-	-
Infrastructure Improvements	204,512	204,512	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Software	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-
TOTAL	\$ 204,512	\$ 204,512	\$ -	\$ -	\$ -	\$ -

Project Name:	Bayshore Pump Station Generator					
Fund:	Stormwater					
Department/Division:	Public Works/Stormwater					
Project Start Date:	Oct-20					
Cost Estimate:	\$75,000					
Description of Item(s) or Project:						
Funding Sources & Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Fund	-	-	-	-	-	-
Grant Fund	-	-	-	-	-	-
Half Cent Transportation Fund	-	-	-	-	-	-
LOGT Fund	-	-	-	-	-	-
Stormwater Fund	75,000	75,000	-	-	-	-
Sanitation Fund	-	-	-	-	-	-
Fleet Maintenance Fund	-	-	-	-	-	-
TOTAL	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -
Expenditure Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Building Improvements	-	-	-	-	-	-
Infrastructure Improvements	-	-	-	-	-	-
Machinery & Equipment	75,000	75,000	-	-	-	-
Software	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-
TOTAL	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -

Project Name:	Drainage System Installation					
Fund:	Stormwater					
Department/Division:	Public Works/Stormwater					
Project Start Date:	Oct-20					
Cost Estimate:	\$300,000					
Description of Item(s) or Project:	Install a new drainage system along NE 8th Ave and 92nd St.					
Funding Sources & Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Fund	-	-	-	-	-	-
Grant Fund	-	-	-	-	-	-
Half Cent Transportation Fund	-	-	-	-	-	-
LOGT Fund	-	-	-	-	-	-
Stormwater Fund	300,000	300,000	-	-	-	-
Sanitation Fund	-	-	-	-	-	-
Fleet Maintenance Fund	-	-	-	-	-	-
TOTAL	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -
Expenditure Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Building Improvements	-	-	-	-	-	-
Infrastructure Improvements	300,000	300,000	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Software	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-
TOTAL	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -

Project Name:	Purchase New Trash Truck					
Fund:	Sanitation					
Department/Division:	Public Works/Sanitation					
Project Start Date:	Oct-20					
Cost Estimate:	\$250,000					
Description of Item(s) or Project:	Purchase New Trash Truck to replace V-3148 (2003)					
Funding Sources & Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Fund	-	-	-	-	-	-
Grant Fund	-	-	-	-	-	-
Half Cent Transportation Fund	-	-	-	-	-	-
LOGT Fund	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-
Sanitation Fund	250,000	250,000	-	-	-	-
Fleet Maintenance Fund	-	-	-	-	-	-
TOTAL	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -
Expenditure Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Building Improvements	-	-	-	-	-	-
Infrastructure Improvements	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Software	-	-	-	-	-	-
Vehicles	250,000	250,000	-	-	-	-
TOTAL	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -

Project Name:	Public Works Underground Fuel Tank Replacement (2 of 3)					
Fund:	Fleet Maintenance					
Department/Division:	Public Works/Fleet Maintenance					
Project Start Date:	Oct-20					
Cost Estimate:	\$85,000					
Description of Item(s) or Project:	Continued funding for the replacement of the Underground Fuel Tanks at the Public Works Compound. This is year 2 of 3 years. The total project cost is \$250,000.					
Funding Sources & Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Fund	-	-	-	-	-	-
Grant Fund	-	-	-	-	-	-
Half Cent Transportation Fund	-	-	-	-	-	-
LOGT Fund	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-
Sanitation Fund	-	-	-	-	-	-
Fleet Maintenance Fund	250,000	85,000	-	-	-	-
TOTAL	\$ 250,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -
Expenditure Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Building Improvements	-	-	-	-	-	-
Infrastructure Improvements	-	-	-	-	-	-
Machinery & Equipment	250,000	85,000	-	-	-	-
Software	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-
TOTAL	\$ 250,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -

Project Name:	Purchase 3 Police Vehicles					
Fund:	Fleet Maintenance					
Department/Division:	Public Works/Fleet Maintenance					
Project Start Date:	Oct-20					
Cost Estimate:	\$100,000					
Description of Item(s) or Project:	These vehicles have met thier life expectancy and need to be replaced.					
Funding Sources & Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Fund	-	-	-	-	-	-
Grant Fund	-	-	-	-	-	-
Half Cent Transporation Fund	-	-	-	-	-	-
LOGT Fund	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-
Sanitation Fund	-	-	-	-	-	-
Fleet Maintenance Fund	100,000	100,000	-	-	-	-
TOTAL	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Expenditure Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Building Improvements	-	-	-	-	-	-
Infrastructure Improvements	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Software	-	-	-	-	-	-
Vehicles	100,000	100,000	-	-	-	-
TOTAL	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -

Project Name:	Purchase New Service Truck (to replace V-9664)					
Fund:	Fleet Maintenance					
Department/Division:	Public Works/Fleet Maintenance					
Project Start Date:	Oct-20					
Cost Estimate:	\$45,000					
Description of Item(s) or Project:	Vehicle #9664 has met its life expectancy and needs to be replaced.					
Funding Sources & Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Fund	-	-	-	-	-	-
Grant Fund	-	-	-	-	-	-
Half Cent Transportation Fund	-	-	-	-	-	-
LOGT Fund	-	-	-	-	-	-
Stormwater Fund	-	-	-	-	-	-
Sanitation Fund	-	-	-	-	-	-
Fleet Maintenance Fund	45,000	45,000	-	-	-	-
TOTAL	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -
Expenditure Schedule: Do not use if less than \$5,000						
	TOTAL	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Building Improvements	-	-	-	-	-	-
Infrastructure Improvements	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Software	-	-	-	-	-	-
Vehicles	45,000	45,000	-	-	-	-
TOTAL	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -

5 Year Capital Improvement Plan FY2021-2025

Services, Functions and Activities

The **FY2021-2025 Capital Improvement Plan (CIP)** represents department requests for capital equipment and projects with a life expectancy of at least three years. Assets of \$5,000 or more are depreciated using the straight line method based on the estimated useful life of the asset depending upon the asset classification. The purpose of the CIP is to establish a long term plan of proposed capital expenditures with the means and methods of financing. The Village is required to adopt a five-year comprehensive plan in order to comply with state requirements.

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

The Proposed Budget is divided into each funding year and identifies the following: 1) project or program description; 2) the department submitting the request; 3) the division that will benefit from the investment; and, 4) the cost of the project by funding source. For the five-year period scheduled to begin on October 1, 2020 and continue through September 30, 2025, **\$7,788,443** is planned for investment in Village assets and infrastructure as follows:

FISCAL YEAR	REQUESTED
2020-2021	\$ 1,381,487
2021-2022	\$ 1,422,771
2022-2023	\$ 1,676,000
2023-2024	\$ 1,556,465
2024-2025	\$ 1,751,720
TOTAL	\$ 7,788,443

DEPARTMENT	FIVE-YEAR TOTAL
Village Clerk	\$ -
Finance	\$ 60,000
Library	\$ 90,000
Police	\$ 231,000
Public Works	\$ 6,792,512
Recreation	\$ 614,931
TOTAL	\$ 7,788,443

Project Description	Dept	FY 2021	Fund Source
FINANCE			
Domain Upgrade	NON	60,000	Gen
		\$ 60,000	
POLICE			
Computer Server Replacement (3 of 3)	POL	20,000	Gen
Portable Police Radios (1 of 3)	POL	50,000	Gen
		\$ 70,000	
PUBLIC WORKS			
Street Name Signs	PW-1202	25,000	Gen
		\$ 25,000	
RECREATION			
Community Center Carpet Replacement	REC-1403	6,975	Gen
		\$ 6,975	
LOGT FUND (F. 130)			
96th Street JPA Matching Funds	PW-LOGT	160,000	LOGT - FB
		\$ 160,000	
CITT FUND (F. 135)			
TAP Grant Match	PW-CITT	204,512	CITT
		\$ 204,512	
STORMWATER FUND (F. 402)			
Bayshore Pump Station Generator	PW-STM	75,000	STM
Draingage System Installation	PW-STM	300,000	STM - FB
		\$ 375,000	
SANITATION FUND (F. 405)			
Purchase New Trash Truck (to replace V-3148 (2003))	PW-SAN	250,000	SAN - FB
		\$ 250,000	
FLEET MAINTENANCE FUND (F. 550)			
Public Works Underground Fuel Tank Replacement (2 of 3)	PW-FF	85,000	FF - FB
Purchase 3 Police Vehicles	PW-FF	100,000	FF - FB
Purchase New Service Truck (to replace V-9664)	PW-FF	45,000	FF -FB
		\$ 230,000	
TOTAL: ALL DEPARTMENTS		\$ 1,381,487	

Project Description	Dept	FY 2022	Fund Source
POLICE			
AED Replacement (2 of 4)	POL	10,000	Gen
Portable Police Radios (2 of 3)	POL	70,500	Gen
		\$ 80,500	
PUBLIC WORKS			
Purchase 2 Lawn Mowers	PW-1201	15,000	Gen
ADA Improvements	PW-1202	15,000	Gen
Public Works Renovation	PW-1202	20,000	Gen
Purchase Lawn Trailer (to replace 2012 one currently have)	PW-1202	8,000	Gen
Replace Damaged Walls	PW-1202	20,000	Gen
Speed Limit Signs	PW-1202	75,000	Gen
Street Name Signs	PW-1202	100,000	Gen
Traffic Calming	PW-1202	100,000	Gen
Village Hall Renovation	PW-1202	50,000	Gen
Purchase Toro Reelmaster (to replace 2003 one currently have)	PW-1204	50,000	Gen
		\$ 453,000	
LIBRARY			
Library Carpet	LIB	60,000	Gen
Library Front Steps	LIB	5,000	Gen
Replacement of Library's Original Front Windows	LIB	25,000	Gen
		\$ 90,000	
RECREATION			
Afterschool Homework Tables, Tables & Benches	REC-1402	6,476	Gen
Mobile Shade Unit	REC-1402	16,000	Gen
Water Cannon	REC-1405	5,795	Gen
		\$ 28,271	
LOGT FUND (F. 130)			
Replace Damaged Sidewalks	PW-LOGT	50,000	LOGT
Roadway & Alley Resurfacing	PW-LOGT	120,000	LOGT
Sign Inventory	PW-LOGT	7,000	LOGT
		\$ 177,000	
CITT FUND (F. 135)			
TAP Grant Match	PW-CITT	124,000	CITT
		\$ 124,000	
SANITATION FUND (F. 405)			
Purchase Trash Truck (to replace V-1110)	PW-SAN	120,000	SAN
		\$ 120,000	

Project Description	Dept	FY 2022	Fund Source
FLEET MAINTENANCE FUND (F. 550)			
Public Works Underground Fuel Tank Replacement (3 of 3)	PW-FF	85,000	FF
Purchase 5 Police Vehicles	PW-FF	200,000	FF
Purchase Stump Grinder (to replace V-0710)	PW-FF	35,000	FF
Purchase Vehicle (for PV 1101)	PW-FF	30,000	FF
		\$ 350,000	
TOTAL: ALL DEPARTMENTS		\$ 1,422,771	

Project Description	Dept	FY 2023	Fund Source
POLICE			
AED Replacement (4 of 4)	POL	10,000	Gen
Portable Police Radios (3 of 3)	POL	70,500	Gen
		\$ 80,500	
PUBLIC WORKS			
ADA Improvements	PW-1202	15,000	Gen
Public Works Renovation	PW-1202	30,000	Gen
Repair Damaged Walls	PW-1202	20,000	Gen
Village Hall Renovation	PW-1202	50,000	Gen
		\$ 115,000	
RECREATION			
Community Center Electrical Room Renovation	REC-1403	18,500	Gen
Lasel Level/Verticut Main & Tot Lot Field	REC-1402	55,000	Gen
		\$ 73,500	
LOGT FUND (F. 130)			
Bayshore Pump & Generator (Partial 2019)	PW-LOGT	50,000	LOGT
Replace Damaged Sidewalks	PW-LOGT	100,000	LOGT
Resurface Roadways & Alleys	PW-LOGT	100,000	LOGT
Sign Inventory	PW-LOGT	7,000	LOGT
Speed Limit Signs	PW-LOGT	75,000	LOGT
Street Name Signs	PW-LOGT	100,000	LOGT
Traffic Calming	PW-LOGT	100,000	LOGT
		\$ 532,000	
CITT FUND (F. 135)			
TAP Grant Match	PW-CITT	300,000	CITT
		\$ 300,000	
SANITATION FUND (F. 405)			
Purchase Vehicle (to replace V-37 Loader)	PW-SAN	140,000	SAN
Replace V-3161 (Grabber)	PW-SAN	140,000	SAN
		\$ 280,000	
FLEET MAINTENANCE FUND (F. 550)			
Purchase 4 Police Vehicles	PW-FF	160,000	FF
Purchase Electric Car for Code Compliance	PW-FF	35,000	FF
Purchase New Vehicle (to replace V-0601 (F250)	PW-FF	30,000	FF
Purchase Vehicle (for V-0201)	PW-FF	35,000	FF
Purchase Vehicle (to replace V-1350 Street Supervisor)	PW-FF	35,000	FF
		\$ 295,000	
TOTAL: ALL DEPARTMENTS		\$ 1,676,000	

Project Description	Dept	FY 2024	Fund Source
PUBLIC WORKS			
ADA Improvements	PW-1202	15,000	Gen
Public Works Renovation	PW-1202	30,000	Gen
Purchase New Police Generator (1 of 2)	PW-1202	70,000	Gen
Replace Damaged Walls	PW-1202	20,000	Gen
Village Hall Renovation	PW-1202	50,000	Gen
		\$ 185,000	
RECREATION			
Thermal Pool Covers	REC-1405	14,465	Gen
		\$ 14,465	
LOGT FUND (F. 130)			
Purchase 2 Light Towers	PW-LOGT	20,000	LOGT
Purchase Bucket Truck	PW-LOGT	190,000	LOGT
Replace Damaged Sidewalks	PW-LOGT	50,000	LOGT
Roadway & Alley Resurfacing	PW-LOGT	120,000	LOGT
Sign Inventory	PW-LOGT	7,000	LOGT
Speed Limit Signs	PW-LOGT	75,000	LOGT
Street Name Signs	PW-LOGT	100,000	LOGT
Traffic Calming	PW-LOGT	100,000	LOGT
		\$ 662,000	
CITT FUND (F. 135)			
TAP Grant Match	PW-CITT	300,000	CITT
		\$ 300,000	
SANITATION FUND (F. 405)			
Purchase Grabber	PW-SAN	160,000	SAN
		\$ 160,000	
FLEET MAINTENANCE FUND (F. 550)			
Purchase 5 Police Vehicles	PW-FF	200,000	FF
Purchase New Vehicle (to replace V-0704 (Assistant Public Works Director))	PW-FF	35,000	FF
		\$ 235,000	
TOTAL: ALL DEPARTMENTS		\$ 1,556,465	

Project Description	Dept	FY 2025	Fund Source
PUBLIC WORKS			
ADA Improvements	PW-1202	15,000	Gen
Public Works Renovation	PW-1202	30,000	Gen
Purchase New Police Generator (2 of 2)	PW-1202	70,000	Gen
Purchase Village Hall Generator (to replace V-0401)	PW-1202	145,000	Gen
Replace Damaged Walls	PW-1202	20,000	Gen
		\$ 280,000	
RECREATION			
Tot Lot Equipment Replacement	REC-1401	325,000	Gen
Fieldhouse Roof Replacement	REC-1402	59,000	Gen
Community Center Gym/Courts Restroom	REC-1403	46,500	Gen
Community Center Roof	REC-1403	40,400	Gen
Starting Blocks	REC-1405	20,820	Gen
		\$ 491,720	
LOGT FUND (F. 130)			
Replace Damaged Sidewalks	PW-LOGT	50,000	LOGT
Roadway & Alley Resurfacing	PW-LOGT	120,000	LOGT
Sign Inventory	PW-LOGT	7,000	LOGT
Speed Limit Signs	PW-LOGT	75,000	LOGT
Street Name Signs	PW-LOGT	100,000	LOGT
Traffic Calming	PW-LOGT	100,000	LOGT
		\$ 452,000	
CITT FUND (F. 135)			
TAP Grant Match	PW-CITT	188,000	CITT
		\$ 188,000	
SANITATION FUND (F. 405)			
Purchase Backhoe (to replace V-0318)	PW-SAN	140,000	SAN
		\$ 140,000	
FLEET MAINTENANCE FUND (F. 550)			
Purchase 5 Police Vehicles	PW-FF	200,000	FF
		\$ 200,000	
TOTAL: ALL DEPARTMENTS		\$ 1,751,720	

Glossary of Funds & Key Terms

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

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

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

General Fund: The balanced group of accounts used to record all financial

resources except those required to be recorded and accounted for in another fund. The General Fund is normally used to record day-to-day operating activities.

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

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

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

Ad Valorem Taxes: Taxes paid on the assessed value of land, buildings and personal properties including business inventory and equipment as determined by the Miami-Dade County Property

Appraiser's Office. The ad valorem taxes represent the largest source of revenues for general operations and are used to support the general operations and debt service obligations of the Village. (*Cross reference "Property Taxes" and "Millage Rate"*).

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

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

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

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

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

Fund Balance: The equity position or net worth of the General, Special Revenue and Trust Funds resulting from the residual cash balance accumulated through the excess of revenues over expenditures from operations. (*Cross reference to "retained*

earnings" to explain equity positions of Proprietary Funds).

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

Local Government ½-Cent Sales Tax: The value of a State-imposed \$0.005 (1/2-cent tax levy collected on all taxable sales State-wide which is subsequently allocated to all Counties then apportioned to the local taxing authorities within the Counties' jurisdiction based upon the population of the municipality.

Local Option Gas Taxes: A two-part County-imposed levy on each gallon of motor fuel or other petroleum related products. The tax, levied with State approval, is comprised of two portions: a six-cent levy and a three-cent levy. These funds are restricted to repairs to roads, rights-of-ways, easements, sidewalks, streetlights, curbs and alleys. General provisions of this tax are defined in Florida State Statute Section 206, and further defined by the Miami-Dade County Home Rule Charter.

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

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

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

Prior Year Encumbrances: Outstanding financial obligations of the Village to purchase goods and/or services which had not yet been paid at the end of any given fiscal period. It is not necessary to ascertain whether or not the product or service had been received, but that the obligation existed. The transaction to record the obligation is identified in each respective Funds' appropriate Fund Balance account, requiring re-appropriation in the subsequent fiscal budget. This procedure is required to conform with Generally Accepted Accounting Principles (GAAP).

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

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

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

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

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