

# MIAMI SHORES VILLAGE

## A Florida Municipality

FY 2024 - 2025 Adopted Budget

FOR THE FISCAL YEAR  
BEGINNING OCTOBER 1, 2024  
AND ENDING SEPTEMBER 30, 2025





MIAMI SHORES VILLAGE, FL

# ELECTED OFFICIALS



**George Burch**

Mayor



**Jesse Valinsky**

Vice Mayor



**Neil Cantor**

Councilmember



**Jerome Charles**

Councilmember



**Sandra Harris**

Councilmember

# FY 2024-2025 OPERATING & CAPITAL BUDGETS

## Miami Shores Village, Florida

### Table of Contents

#### **Introduction**

Transmittal Letter .....	I-XIII
Supporting Budget Charts .....	17-23
Financial Summary – Revenues .....	24-30
Financial Summary – Expenditures .....	31-32

#### **General Fund**

##### *Administration*

Village Manager .....	33-39
Mayor & Council .....	40-45
Village Clerk .....	46-53
Finance .....	54-61
Village Attorney .....	62-63
Planning, Zoning & Resiliency .....	64-71
Human Resources.....	72-78
Non-Departmental.....	79-83

##### *Public Safety*

Police.....	84
Police Operations .....	85-86
Police Operations Program .....	87-94
Crossing Guards.....	95-96
Neighborhood Services .....	97-103

##### *Public Works*

Public Works .....	104
Parks .....	105-110
Streets .....	111-118
Public Works Administration .....	119-125
Recreation Maintenance .....	126-130
Facilities Management .....	131-139

##### *Culture & Recreation*

Brockway Memorial Library .....	140-147
Parks and Recreation .....	148
Parks and Recreation Administration .....	149
Parks and Recreation Administration Program .....	150-154
Athletics .....	155-156
Athletic Programs .....	157-170
Community Center .....	171-172
Community Center Programs .....	173-179
Aquatics .....	180-183
Tennis & Pickleball .....	184-187

#### **Special Revenue Funds**

<i>Local Option Gas Tax Fund</i> .....	188-193
<i>Citizens' Independent Trust (CITT) Fund</i> .....	194-198
<i>American Rescue Plan Act ("ARPA") Fund</i> .....	199-203
<i>Building Fund</i> .....	204-211

<b>Debt Service Fund</b> .....	212-213
--------------------------------	---------

<b>Capital Projects Fund</b> .....	214-219
------------------------------------	---------

#### **Enterprise Funds**

<i>Stormwater Fund</i> .....	220-226
<i>Solid Waste Fund</i> .....	227-234
<i>Water &amp; Wastewater Fund</i> .....	235-237

#### **Internal Service Funds**

<i>Risk Management Fund</i> .....	238-241
<i>Information Technology Fund</i> .....	242-261
<i>Fleet Management Fund</i> .....	262-278

#### **Appendix**

Capital Projects Five-Year Supplement.....	279-281
Glossary of Funds & Key Terms .....	282-286



# *Miami Shores Village*

Esmond K. Scott  
Village Manager

10050 N.E. SECOND AVENUE  
MIAMI SHORES, FLORIDA 33138-2382  
TELEPHONE: (305) 795-2207  
FAX: (305) 756-8972

September 17, 2024

The Honorable Mayor George Burch and  
Members of the Miami Shores Village Council  
10050 NE 2nd Avenue  
Miami Shores, FL 33138

## **Fiscal Year 2024-2025 Adopted Operating and Capital Improvement Plan Budgets**

Dear Mayor and Council:

In accordance with Florida State Statute 200.065 and Miami Shores Village Charter 34 (2), it is my duty to present the adopted Operating Budget for fiscal year 2025 (FY25) that begins on October 1, 2024, and ending on September 30, 2025. This Operating Budget also details the Five-Year Capital Improvement Plan.

Each fiscal year is impacted and shaped by various factors that span the confines of our Shores and beyond to other social economic and political factors on the local, state and federal levels. Then, given that continuity is, or should be, a given; our history, past practices, and “unfinished business” from previous fiscal years do play a part in successive fiscal years. Unfinished capital projects, encumbered and unencumbered ARPA dollars, the blueprint of our Strategic Management Plan, and the will, intention, and spirit of our residents are but a few of the other factors.

Best practices, new trends, economic factors, commitments, and varying capital needs, will dictate municipal budgets.

Last year we referenced the effect of The Great Resignation on the American workforce – including the government sector. Sometimes referenced as the Great Quit, its effect has cooled on the larger employment sector but there are still puzzling things to figure out in our government sector. Recruiting and, to a much lesser extent, retaining employees – admittedly the best and brightest – has become an issue. Shortage of qualified individuals to fill vacancies has proven to be a challenge particularly in the disciplines of Finance, Planning & Zoning, Engineering and Project Management within the Public Sector. That has caused a bidding war in our local economy as municipalities clamor to fill much needed vacancies. The position we have taken is to do an audit of job responsibilities associated with positions within our



municipality and to commission a compensation study to ascertain how we measure up. That will help in determining our pay structure and ranges and give us a good measure of where we are. The hope is that this study will conclude before we enter into the new budget year.

Notwithstanding the compensation study, as we have recruited, it has become patently obvious that more could be done with benefits. An audit of our pension plan is being conducted to determine if, based on our current vesting requirements, this aspect of our benefits package is inviting since current trends seem to dictate that pension plans – especially one that commands a 10 year vesting and 30 years of employment – do not hold such great allure to this changing workforce. In addition, municipalities are also realizing that 401A plans at times trump defined benefit plans.

The question then becomes one of compensation and benefits. Are those enough to make our village attractive when recruiting? These are but two of the factors. A third would be identifying, developing, and building upon an organizational culture that is attractive and offers value. This is a culture that not merely encourages what we do as public servants, but why we do what we do. And, a culture that places a value on this and invests in it. We are committed to doing so and this budget addresses investments in those areas.

It is often stated that budgets are an expression of our values. The document we present for this fiscal year exactly affirms that: it reaffirms our tireless commitment to support your endeavors, our residents, uplift our community, and invest in our employees, infrastructure, and technology with all transparency.

As I clearly outlined in last year's budget message, aging infrastructure, and in some cases lack of infrastructure, are at the forefront of our adopted Strategic Management Plan and call for immediate action on our part. However, this has to be well thought out and the approach has to be well measured and systematic, since there is major fiscal impact and several entities competing for scarce financial resources. We also wrote that, Master Plans within the framework of a Capital Improvement Plan chronicle a municipality's intention for the future and provide guidance to accomplish that vision in a structured way.

I am pleased to report that through your vision and support, several of these Master Plans are underway and are in various stages of delivery. They are as follows:

Septic to Sewer Master Plan – Consultant is working with outside agencies to collect data.

Parks Master Plan – Consultant has been identified and negotiations are underway.

Stormwater Master Plan – Proposals have been received and award is heading to committee.

Transportation Mobility Plan – Completed and presented to Council.

FY25 will be very telling in terms of how we invest in our future once these plans are all finalized.

Our community has always strived to enhance the quality of life for our residents, ensuring a safe, vibrant, and sustainable environment. To achieve this, we have diligently sought out and secured various grants, which provide the financial resources necessary to address our most pressing needs. We have been instrumental in this endeavor, working tirelessly to align our funding opportunities with the strategic goals of our municipality.

Grants play a crucial role in our efforts to improve community conditions. These financial investments, sourced from local, corporate, state, and federal entities, help us tackle unmet needs that continue to grow year after year. By applying for grants, we can determine our priorities, adopt best practices, and implement effective policies. This not only allows us to meet our goals but also ensures that we can measurably impact the areas we serve.

Overall, our efforts to secure grants have resulted in a total of \$19,679,714 in grant awards in recent years. This financial support has been instrumental in driving our community forward, enabling us to undertake numerous projects that would otherwise be beyond our reach. These grants have allowed us to improve infrastructure and transportation safety, to provide better environmental resilience from flooding, and to enhance our law enforcement capabilities and strengthen our community through best practices. As we look to the future, we remain committed to exploring new grant opportunities to continue our journey towards a safer, more resilient, and vibrant community. But first, we must continue to diligently monitor and manage those we have as the funding is critical.

The foregoing, are but some of the challenges and factors of which we are mindful, as we prepare for yet another fiscal year.

As we look at fund highlights, we will discuss what highlights are therein and tends to define not just the funds but our overall operations for the coming year.

### **FY25 Budget Highlights**

The FY25 budget presents, proposes and provides the most effective, efficient, and creative use of available resources necessary in a very transparent manner. Our Internal Service Funds are a good measure of this transparency – especially our Information Technology Department (IT). For years we have not really carved out the true cost of IT since our outside provider indicated their desire to terminate their services with us. The current operation and proposed infrastructure are all geared to utmost transparency.



The approach this year will also be one that factors in our Strategic Management Plan. What is it that our community desires? Our goals, objectives and priorities are clearly laid out in that document and this budget responds to what was, and has been signaled to us as being important elements for our community.

The adopted budget being presented is a balanced budget. It incorporates the collected voices of the community and its needs; the consensus of your leadership, governmental best practices, and continued investments as borne out in our detailed, inclusive, and Village-dictated, adopted Strategic Management Plan.

It is a budget that is well measured and clears a responsible path forward – one that sustains our historic progress, fans and continues to deliver on the promise of major projects across needed areas of our village. While our budget accomplishes all this and more without any increase in our millage rate, we will be honest and transparent about the challenges down the road so that they are well documented.

The millage rate remains at 7.8000 – the same as that adopted in FY24.

The budget reflects an ad valorem revenue increase of \$1,548,294 or 11.86% increase at 7.8 mils. This is the amount derived from the total assessment of Village properties received from the Miami-Dade County Tax Assessor. The total taxable assessed value of all properties totaled \$1,964,591,448 - an increase of 11.8% over the final gross taxable value of FY24. Our debt service millage rate is now 0.1459 - a decrease of 0.0142 - solely attributable to the Doctors Charter School's debt. Financed at 2.5 %, it will sunset in 2033.

### **Ad Valorem Taxes**

Property values in Miami-Dade County have been on a consistent upward trend, with significant increases observed across all municipalities. The countywide estimated taxable value rose to \$424.2 billion in 2023. This was a 12.3% increase from the previous year. In 2024, the taxable value increased by 10% to \$468.6 billion.

Miami Shores' 2023 taxable value was reported at \$2.12 billion, with a significant increase of 11.4% projected for 2024. This growth reflects the overall trend in Miami-Dade County, where increased sales volumes, prices, and new construction have driven property values upward([Miami Today](#)).

## Fiscal Year Highlights

Our FY25 Adopted Budget (Total Combined Funds):

<b>Funds</b>	<b>Adopted Budget</b>
<b>General Fund</b>	\$23,803,269
<b>Special Revenue Funds</b> Local Option Gas Tax, Transportation Surtax and Building Funds	\$3,017,727
<b>Debt Service Fund:</b> Charter School	\$273,175
<b>Capital Projects Fund (General Fund)</b>	\$348,483
<b>Enterprise Funds:</b> Stormwater, Solid Waste and Water & Wastewater Funds	\$5,439,525
<b>Internal Service Funds:</b> Risk Management, Fleet Management and Information Technology Funds	\$5,881,050
<b>Grant Fund:</b> The American Rescue Plan Act of 2021 (ARPA)	\$3,067,800
<b>Total</b>	<b>\$41,831,029</b>

The total of all combined funds is \$41,831,029. Among the highlights of this year's budget are:

**General Fund** – This is the primary operating fund of all municipalities. It accounts for all financial resources of the general government, except those required to be accounted for in other funds.

The General Fund Capital Improvement Plan Budget is essentially a one-time financially sound investment in infrastructure, recreation, parks, fleet, streets, technology, safety, planning, and aesthetics. It assures needed deliverables to our community and to our human resources. In FY25, the financing of these investments will be taken from funds across the different funds detailed here.

### Highlights

- An increase in Ad Valorem taxes of approximately 12%
- Contingency of \$1,698,703 to fund future projects and emergencies
- Health Insurance anticipated increase of 10%
- CIP projects within the General Fund reduced to \$348,483
- Cambridge Program of \$67,592 added to the Mayor and Council's Budget
- Increased DCS insurance cost of 24% resulting in insurance now exceeding rent received from the charter school
- Increase in pension obligation:
  - \$175,000 in Police Pension
  - \$100,000 in General Employees' Pension



- Investments in Human Resources – 5 full time and 1 part-time position
- Administrative Assistant
  - This position calls for an individual to perform general administrative duties for the manager and deputy manager. Currently there is an Executive Assistant to the manager who assumes major functions. In addition to general administrative duties, the individual also functions as a Communications Manager who supervises our outside vendor; takes the lead along with the manager designing the newsletter; manages \$19M of Grants and its associated projects; sits on the Budget Committee; does film shoots and other special permits; and is also the Special Projects Manager. The Executive Assistant will now be able to focus on the other non-administrative duties currently in the portfolio of responsibilities
- **Planning Technician:**
  - Position needed to assist in the Planning and Zoning Department given the tide of applications that have are received each year.
- **(1)Facility Maintenance Tech II and (2)Facility Maintenance Tech I**
- Created a new Facilities Maintenance Division in Public Works to facilitate work load and to track operations and expenses by building of the Village's inventory 105,772 square feet of facilities.
- School Resource Officer – Part Time for Charter School
  - This position will be paid by Doctor's Charter School and allows for us to bring back a full time officer back to fulltime police duties
- Budget includes the 3% COLA for police per contract or assigned for other general employees

## Special Revenue Funds

Local Option Gas Tax – This fund accounts for the revenues from the six cents and additional three cents sales tax levied on all petroleum products sold in Miami-Dade County and apportioned to municipalities.

### Highlights

- Matching Beautification Tree Grant of \$25K

Transportation Surtax (CITT) – Accounts for the Village's portion of the Miami-Dade County one-half percent transportation surtax approved by voters in November 2002.

### Highlights

There are five LAP projects (Grant) being funded through this fund. They are as follows:

- FM #447983-1 / Miami Shores Village ADA Ramp Improvement Project / Construction / RFP

- FM #447970-1 / Miami Shores Village Flagler Trail / Kick-off meeting with LAP end of July
- FM #446054-1 / Miami Shores Design - SR 915 / NE 6<sup>th</sup> Avenue Pedestrian Promenade / Kick-off meeting with LAP end of July
- FM #441638-1 / Multi-Mobility Improvements Project / NE 96<sup>th</sup> Street - includes neighborhood greenways. The proposed improvements are to provide connectivity between residential neighborhoods and Downtown Miami Shores.
- FM #440843-1 / Miami Shores Multimodal Mobility Improvements / N Miami Avenue between NW/NE 91 Street and NW/NE 111 Street; NW/NE 93 Street between NW 3 Avenue and NE 6 Avenue; NW/NE 96 Street between NW 2 Avenue and NE 2 Avenue; NW/NE 101 Street between NW 2 Avenue and Park Drive; and NW/NE 109 Street between NW 2 Avenue and NE 2 Avenue.

This fund enjoys a healthy reserve in the transit appropriation, and the Village is looking at alternate transportation free ride services; new circulator, as well as other roadway improvements.

Building Fund – This fund was created in FY2022 to comply with State Reporting Requirements.

#### Highlights

- *Subcontracted/outsourced inspector services due to market demand*
- We have estimated a 9 1/2 % increase in fees from this year's amended budget.
- Office Assistant Building
  - The Building Fund's current operation needs additional clerical support to assist in its operation; allow for shorter turn-around time; and to answer lobby telephone and questions while enhancing the building and permits experience

Debt Service Fund – Accounts for the 2004 General Obligation bonds issued to fund the design, development, and construction of the Miami Shores Doctors Charter School construction (2004).

#### Highlight

- The millage rate decreased. This was due to the increase in property cost.

Capital Improvement Fund (CIP) –Accounts for major acquisitions and projects to improve the Village. This five-year plan tends to be fluid as it projects 5 years out and not all projects are cast in stone or even yet realized. Available funding and timing are critical in any five year CIP Plan – sometimes referred to as six since it incorporates the previous fiscal year.



## Highlights

- A detailed CIP list showing funding is attached. This year's recommendations are balanced across funds and, as usual, based on overall needs. However you will note that Parks and Recreation do not have entries in CIP as they are anticipating a Parks Master Plan.

## Proprietary Funds

### Enterprise Funds

- *Solid Waste rates increasing by 3% per Resolution 2020-09*
  - While we have increased Solid Waste rates by the 3% as per the Resolution, we must make adjustments in this department as it relates to rates ASAP. It is commendable that a resolution exists that appropriates a 3% increase each FY for the next four years on homeowner's tax bill. However, the cost for Solid Waste has far outpaced the annual incremental increases. We are proposing a rate study to determine what annual percentage is necessary for actual collection and disposal. Solid Waste is an Enterprise Fund and by strict finance guidelines, the costs of services provided through an enterprise fund are generally recovered through charges to the users of the services. A fund balance and working capital are also essential.

**Stormwater Fund** – Accounts for the operations and maintenance of the Village's stormwater system.

There are 4 grant projects being paid for from this fund:

- *NE 105<sup>th</sup> Street Shores Estate Project*
- *NE 93<sup>rd</sup> Street Pump Station*
- *NE 104<sup>th</sup> Street Drainage*
- *NE 8<sup>th</sup> Avenue Drainage*

### *Highlight*

- *Stormwater rates increasing by 2.75% per Ordinance 2019-05*

**Solid Waste Fund** – Accounts for the operations and maintenance of the Village's solid waste system.

## Highlights

- *There has been significant decrease in bulk trash tonnage since putting the ordinance into effect that allows for fees*

- 5.7% increase in bulk waste tipping fees
- *We are in a cycle of 3% fee increases for another 4 fiscal years.*
- *Balanced by using fund balance*
- *Increase in equipment costs as well as lead time for delivery*

Water & Sewer Fund – Accounts for the annual assessments to pay for the construction cost and maintenance fees for the NE Second Avenue Business District Water & Sewer Project. Future maintenance costs for the grinder pumps will be paid for from this fund.

#### Highlight

- *Water & Wastewater maintenance fees increasing by 3% per Resolution 2020-12*

### Internal Service Funds

Risk Management Fund – Accounts for the accumulation and allocation of costs associated with insurance.

#### Highlights

- Increased IT budget to include software, copiers, phone and internet from the other departments to better show total IT costs. Transferred costs from other department budgets and included in ISF: IT costs in each department. That includes software maintenance previously budgeted for each department
- Light tower replacement to be funded from this source
- Last resort for additional seawall funding (\$500K), if needed
- Property Insurance:
  - This increased by a further 5% - up from 2024's whopping 212% increase
- Auto Insurance: 15% increase
- General Liability Insurance 3% increase
- Workers' Comp insurance: 24% increase as a result of increased loss runs and the heart and lung bill

Fleet Management Fund – Accounts for all direct and indirect costs to maintain and operate the Village's vehicles and equipment fleet.

#### Highlights

- Increase in commodities, parts, fuel, etc.
- Replacing fuel tanks and placing them above ground – final year of funding

Information Technology Fund – This is a newly added Internal Service Fund largely necessitated as a result of our current service provider amicably requesting an end to their daily service contract.



## Highlights

- \$100,000 for servers
- \$35,000 for Police laptops
- Need for security is outpacing investments and daily operational services and technology partners
- First year of operation and too early to assess. However, personalized services have reduced staffing issues and provide a 24/7 response.
- While capital needs cannot be altogether controlled because it is dictated by changing technology, operational expenses are being controlled.
- Information Technology (IT) - System Administrator specializing in Police Department
  - Over the last year, given the need for additional security, and predictable 24Hr response additional help is needed. As our IT infrastructure expands and the dependency on technology grows, the workload increases significantly at the same time, Village side and particularly within the Police Department. To manage this effectively, we need an additional body. The role of this extra person is to assist with the extra workload, ensure operational stability so we can dedicate one IT team member to the Police Department on a rotational basis.

## Grant Fund

Among our Grants portfolio is the ARPA (The American Rescue Plan Act of 2021) Fund Miami Shores Village was awarded \$5.19M. ARPA funding and usage are very specific and all grantees are held to specific reporting standards and usage terms. All funds must be encumbered by December 2024 and expended by December 2026. If either of those deadlines are not met, funds will be forfeited. We have reassessed the capital project list funded by ARPA dollars and have submitted projects that will meet the stringent terms of the grant funding and meet deadlines.

## Highlight

- *All of the appropriated \$5.19M are being used to fund one-time Capital Improvement Projects*
- Project Manager (PW Admin)
  - This is a temporary position to be paid by ARPA. This position will assure that ARPA projects are managed and completed by the deadlines. This position needs to be contracted by December 31, 2024 to be paid through December 31, 2026. Thereafter this position sunsets.

## Miami Shores Country Club

Professional Course Management has indicated that they intend to exercise the fourth of their four one-year options with Miami Shores Village. This fourth year option begins on November 1, 2024, and lasts through October 31, 2025.

Per the agreement, the Village will still continue to receive its annual \$36,000, plus the additional percentage revenue based on overall revenues.

Additionally, it will receive annual payments as follows:

- If Professional Course Management grosses between \$4M and up to \$5M, the Village will receive 5%
- If Professional Course Management grosses over \$5M, the Village will receive 10%

PCM will continue to fund capital improvements up to \$125K annually.

Highlight:

- Of interest is that since the initial management agreement in 1989, the Village has not invested in any capital improvements or operating expenses in the Country Club and Golf operations. As a result, we have engaged the services of National Golf Foundation (NGF) to assist us with how we move forward. NGF has been tasked with doing an assessment of the country club facilities and management structure and golf course design and repairs to maximize revenues.

## **Economic Development**

Miami Shores Village continues to maintain a strong, predominantly single-family tax base with an affluent, well-educated population comprised mainly of working professionals. Households in Miami Shores earn a median household income of \$136,157. Approximately 72% of the households earn more than the national average each year. With average annual household income (\$136,157) outpacing average annual household expenditures (\$129,492 per year), there is sufficient capital to adequately support local businesses. The data indicates the majority of earnings by Village residents is spent on: Shelter, Transportation, Food and Beverages, Health Care, and Utilities. (Data from the Miami-Dade Beacon Council)

The primary objective of Miami Shores Village's economic development strategy is to cultivate a healthy local economy and to facilitate a resilient tax base through fostering entrepreneurship, retaining and expanding local businesses, and investing in strategic partnerships and innovation.

With more than 95% of businesses in the Village representing small businesses, a key focus of Village administration has been in developing programs uniquely tailored to

support and strengthen small businesses with less than 10 employees. The Village continues to invest in entrepreneurship and innovation by providing small business workshops and one on one business coaching meetings through the Village's Business Clinic. These meetings give the Village the opportunity to provide technical expertise and to support local businesses who may benefit from additional support and access to critical business enhancing resources.

This year the Village signed a Strategic Alliance Memorandum with the Small Business Administration advancing the commitment of both agencies in supporting entrepreneurship and economic development in the Shores.

The **Shop, Savor and Socialize** program, in partnership with the Downtown Merchants, was a movement to strengthen the bonds within our community while boosting the success of local businesses. It encouraged all residents to shop locally, savor the flavor of downtown businesses, and to socialize with neighbors at local establishments.

This year, again, the Village was a major sponsor of the Greater Miami Shores Chamber of Commerce's Green Day event bringing more than 6,000 people to the downtown to enjoy a beautiful afternoon of shopping, eating, drinking and playing. There was something for everyone to enjoy from bouncing houses for the kids to local businesses selling their wares, to dogs in need of adoption. What a great display of Shores pride.

In FY25, continued efforts will be made to establish a Downtown Arts Overlay District to further encourage the presence of art, culture and a diversity of food and beverage options within the downtown district.

A municipality's budget is much more than balancing revenue and expenditures. Budgets give an insight into the organization, its focus, and long-term and short-term outlook. They serve as guides to the organization and its policies. It is also a financial plan detailing the costs and funding sources for your municipal services. It can also be viewed as a communication source that provides information helping in interpreting relevant data. And, since it highlights our annual operations, it is indeed a marketing instrument available to be used by potential investors, property owners, and residents. Our budget chronicles specific periods of operation – a review of the current year and a forecast of things to be achieved as we move forward into a new fiscal year accented with deliverables and expectations.

### **Fiscal Year 2025**

As we approach FY25, we are reminded that there is much to be accomplished – full slate with critical deadlines and timeframes.

In addition, I am grateful that, through your strong support, we have identified that there are much needed expenditures. However, those expenditures are not mere spending but deliberate investments.



To that end, this budget highlights the investments we have made in our infrastructure planning, civic infrastructure, employees, information technology, safety, and overall governance.

The budget represents continued fiscal conservatism and an uncompromising approach to financial health. We are meeting the current financial, service, and capital obligations and will continue to employ all measures necessary to ensure that we remain being healthy in the short and long run by planning and adapting to municipal finance best practices.

While we are realizing increased revenues through ad valorem and other taxes. We are also sourcing grants and looking at other revenue sources to ensure a bold future. The Budget Team and indeed all Department Directors are aware of this, and are of one mindset. I am quite proud of the efforts of our Department Directors and their diligence in preparing their budgets.

To the Budget Team: Elizabeth Keeley, Assistant to the Village Manager, Chris Miranda, Public Works Director, Kathleen Gunn, Deputy Village Manager, Holly Hugdahl, Chief Finance Officer, and Assistant Finance Director Georgina Rodriguez, I offer much thanks. Once again we were called to question what is generally accepted as a 24-hr day. Thank you for your time and effort as well as your knowledge of our process and our budget itself. Thank you for leading and being good fiscal guardians.

And, as we introduce this adopted budget, we are preparing for our CFO Holly Hugdahl to enter into a well-deserved retirement. We wish her well.

At its core, our budget remains driven by, and is a reflection of the residents of our Miami Shores Village. Together, we have fundamentally transformed leadership engagement. Government skepticism will remain a constant in our lives. So, it is more critical than ever before to engage directly with our neighbors, listen, and ensure that our budget reflects and supports them.

In that vein, we thank our many residents who remain involved and share their thoughts, opinions, expertise their voices. Special thanks to the 25 residents who enrolled in our inaugural Citizens' Academy. We enjoyed listening even more than we enjoyed sharing.

And, of course, endless thanks to you, our Council, for your leadership, guidance, and understanding. Thank you Mayor George Burch, Vice Mayor Jesse Valinsky, Councilmembers Jerome Charles, Sandra Harris, and Neil Cantor.

Respectfully Submitted,



Esmond K. Scott  
Village Manager

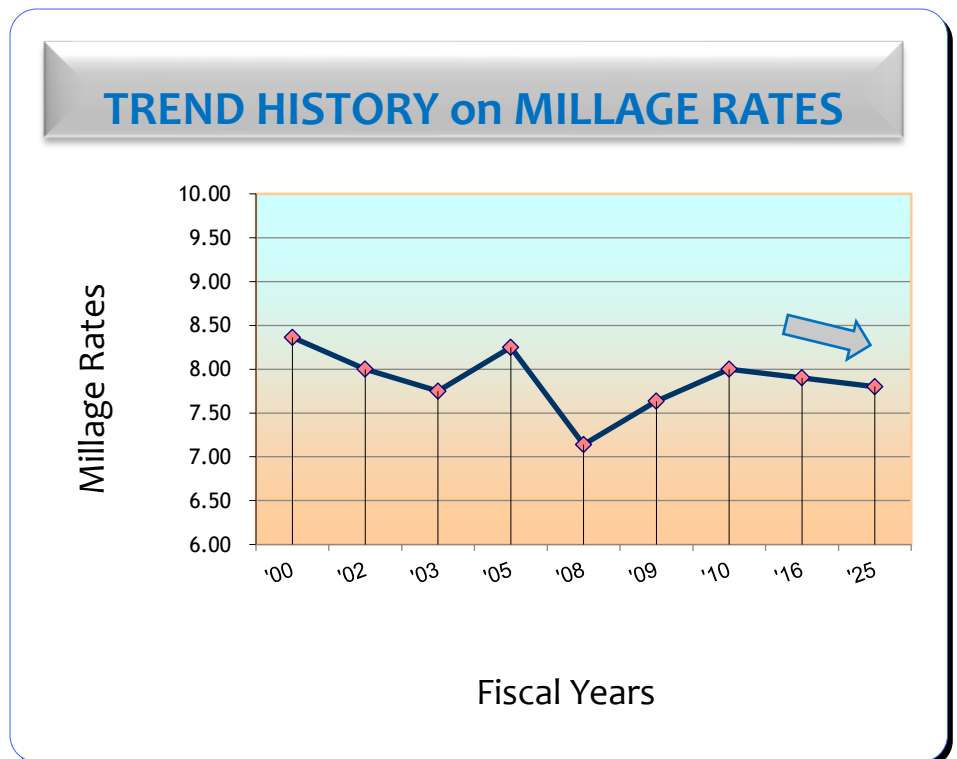
# What is a mil?

The millage rate is the amount per \$1,000 that is used to calculate taxes on a property.

In FY 2024, the Budget Millage Rate was 7.8 mils and remains the same for FY 2025.

One mil generates \$1,673,756 in ad valorem taxes.

FY	Millage Rate
'00	8.3627
'01	8.3627
'02	8.0000
'03	7.7500
'04	7.7500
'05 - '07	8.2500
'08	7.1400
'09	7.6351
'10 - '15	8.0000
'16 - '22	7.9000
'23 - '25	7.8000



# Millage Rate Trend

**Operating Millage:**

**FY16-FY22 – 7.9 mills**

**FY23-FY25 – 7.8 mills**

**Debt Service Millage:**

**FY16-FY25 – Decreased each year**

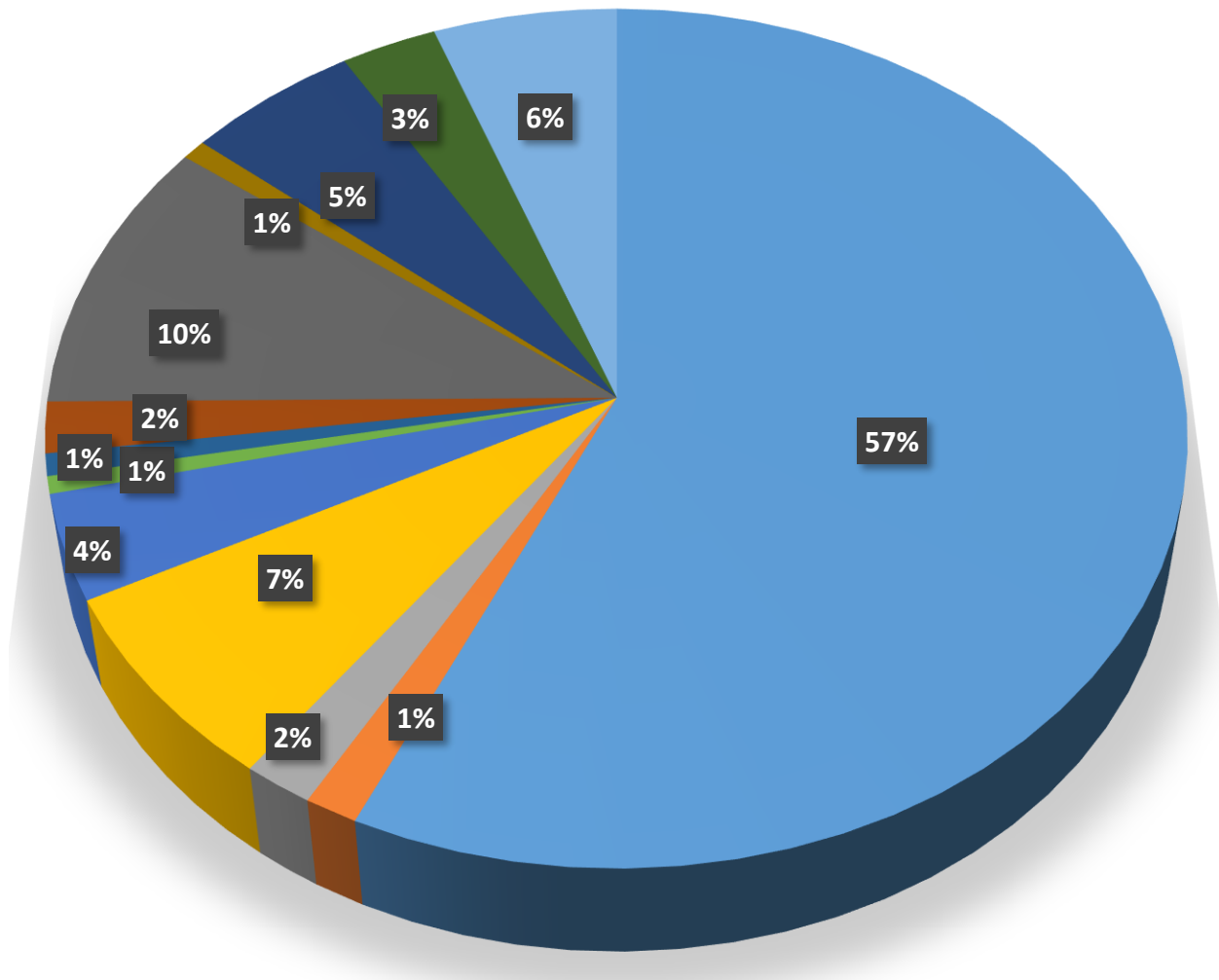




# Adopted Budget

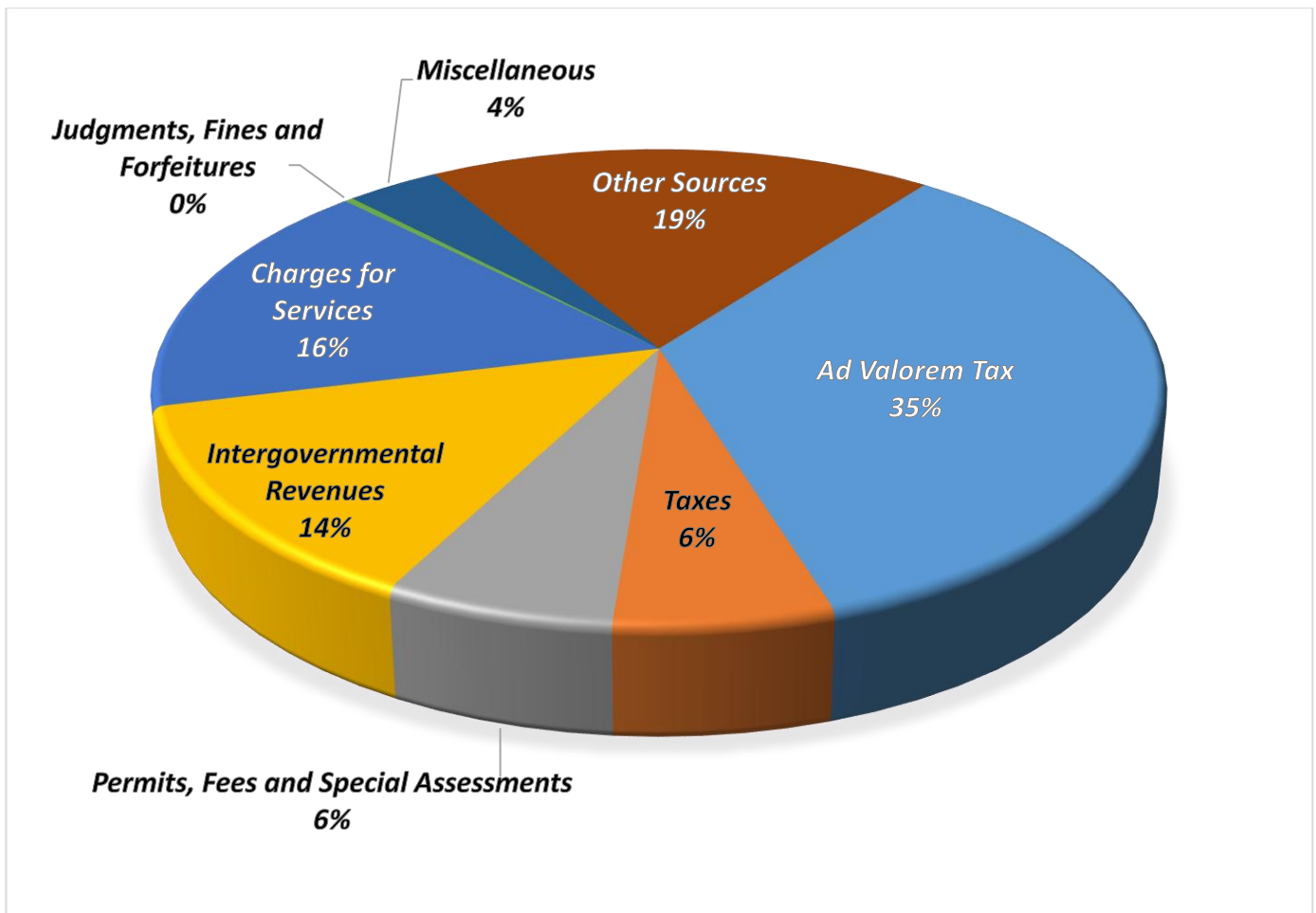
## ALL FUNDS

\$41,831,029



- |                                     |                        |                                   |
|-------------------------------------|------------------------|-----------------------------------|
| ■ General Fund                      | ■ Local Option Gas Tax | ■ Half-Cent Transportation Surtax |
| ■ American Rescue Plan Act ("ARPA") | ■ Building             | ■ Debt Service                    |
| ■ Capital Projects                  | ■ Stormwater           | ■ Solid Waste                     |
| ■ Water & Wastewater                | ■ Risk Management      | ■ Information Technology          |
| ■ Fleet Maintenance                 |                        |                                   |

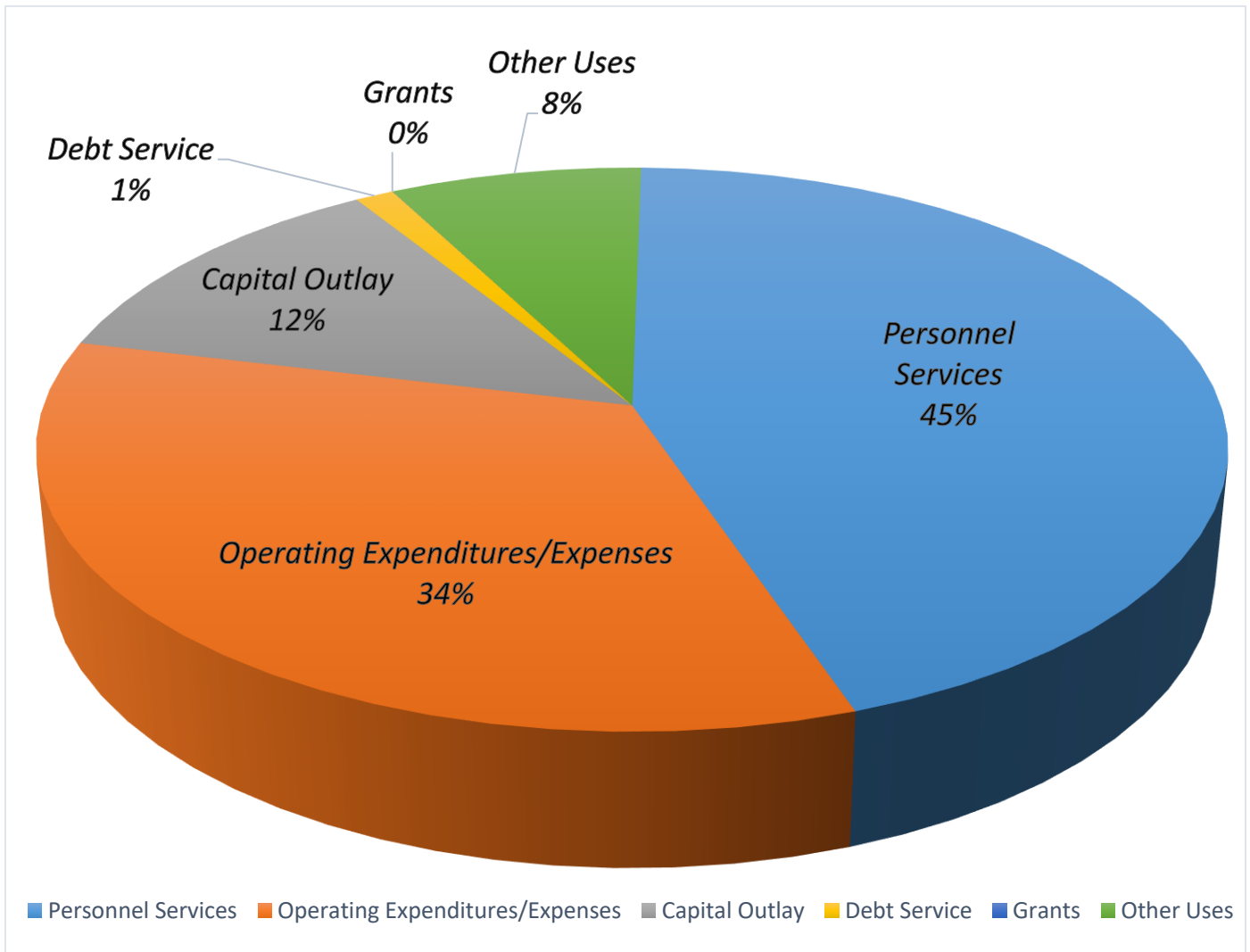
# Where does the money come from?



## Total Budget Adopted Revenues - \$41,831,029

- ▶ Ad Valorem - \$14,603,594
- ▶ Taxes - \$2,539,920
- ▶ Permits, Fees and Special Assessments - \$2,674,030
- ▶ Intergovernmental Revenues - \$5,640,360
- ▶ Charges for Services - \$6,881,275
- ▶ Judgments, Fines and Forfeitures - \$135,350
- ▶ Miscellaneous - \$1,466,811
- ▶ Other Sources - \$7,889,689

# Where does the money go?



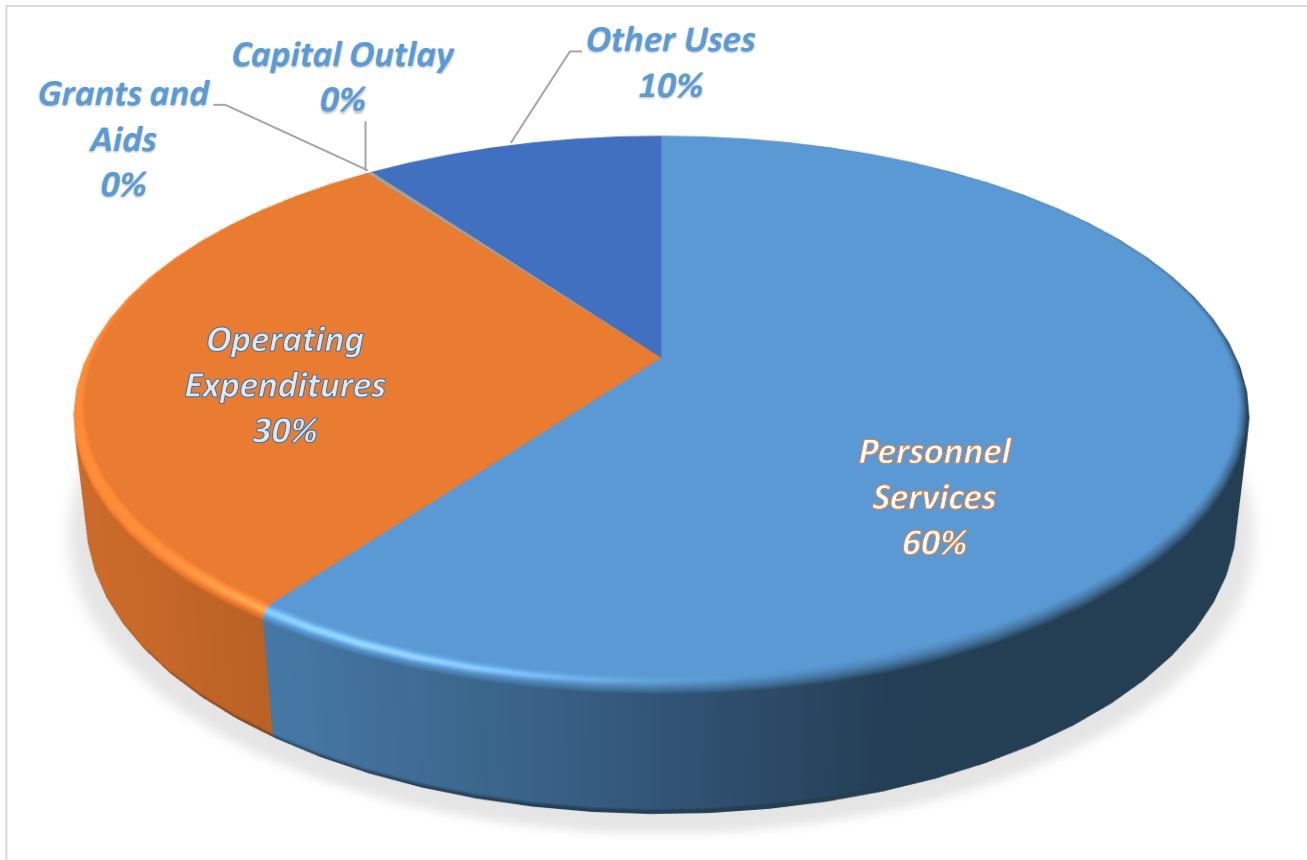
## Total Budget Expenditures by Classification - \$41,831,029

- ▶ Personnel Services - \$18,612,268
- ▶ Operating Expenditures - \$14,230,080
- ▶ Debt Service - \$508,675
- ▶ Capital Outlay - \$5,150,012
- ▶ Grants and Aids - \$2,500
- ▶ Other Uses - \$3,327,494



# General Fund Expenditures

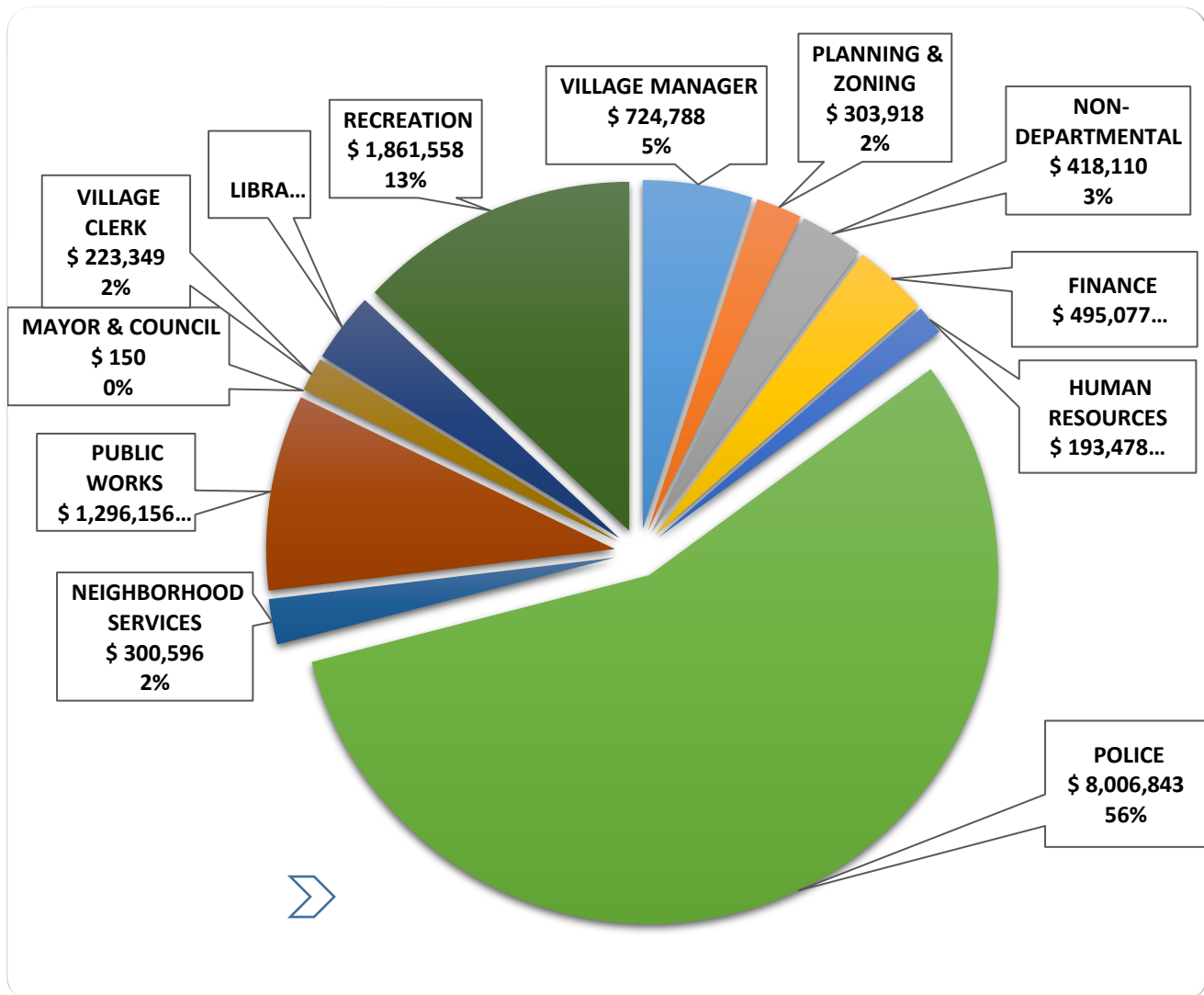
## By Classification



**Total - \$23,803,269**

- ▶ Personnel Services - \$14,285,976
- ▶ Operating Expenditures - \$7,124,642
- ▶ Capital Outlay - \$37,500
- ▶ Grants and Aids - \$2,500
- ▶ Other Uses - \$2,352,651

# General Fund Personnel Services Expenditures By Department



Includes Salary, Taxes, Benefits

**Total - \$14,285,976**

# Revenue by Account Classification

	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Adopted Budget
<b>Fund: 001 General Fund</b>				
<b>Revenue</b>				
<b><u>TAXES - Taxes</u></b>				
311 000 - Ad Valorem Taxes Current	11,479,799	13,055,300	13,055,300	14,603,594
314 100 - Utility Service Tax Electricity	1,119,843	1,025,000	1,200,000	1,200,000
314 300 - Utility Service Tax Water	207,019	200,000	207,000	207,000
314 310 - Utility Service Tax Water - North Miami	11,000	11,500	11,500	11,500
314 400 - Utility Service Tax Gas	30,194	31,000	28,000	30,000
315 100 - Communications Services Taxes CST	468,001	450,000	460,000	465,000
316 100 - Local Business Tax Village	52,398	76,000	76,000	80,000
TAXES - Taxes Totals	13,368,254	14,848,800	15,037,800	16,597,094
<b><u>PFS - Permits, Fees and Special Assessments</u></b>				
322 900 - Building Permits Other Permits	100,378.61	15,000.00	54,700.00	64,000.00
322 920 - Building Permits Certificate of Re-Occupancy	10,505.00	10,000.00	7,700.00	8,500.00
322 930 - Building Permits Notary Fees	375.00	400.00	300.00	325.00
322 940 - Building Permits Copies	69.30	200.00	350.00	350.00
323 100 - Franchise Fees Electricity	772,731.21	775,000.00	775,000.00	876,000.00
323 400 - Franchise Fees Gas	14,787.12	16,700.00	15,000.00	16,000.00
323 700 - Franchise Fees Solid Waste	20,831.80	15,000.00	18,000.00	20,000.00
329 500 - Other Permits, Fees and Special Assessments Zoning & Variance Fees	8,855.00	15,850.00	10,500.00	17,000.00
329 510 - Other Permits, Fees and Special Assessments Alarm Permits	27,571.40	27,500.00	35,000.00	35,000.00
329 520 - Other Permits, Fees and Special Assessments Residential Site Plan Review	72,265.00	25,000.00	60,000.00	50,000.00
329 530 - Other Permits, Fees and Special Assessments Commercial Site Plan Review	1,470.00	5,000.00	16,250.00	5,000.00
329 540 - Other Permits, Fees and Special Assessments Residential Building Plan Review	23,040.00	40,000.00	36,000.00	40,000.00
329 550 - Other Permits, Fees and Special Assessments Commercial Building Plan Review	170.00	1,000.00	10,000.00	6,500.00
329 560 - Other Permits, Fees and Special Assessments Redevelopment Review	200.00	5,000.00	1,000.00	5,000.00
329 570 - Other Permits, Fees and Special Assessments P,Z&R Miscellaneous	3,761.50	3,500.00	3,500.00	3,500.00
PFS - Permits, Fees and Special Assessments Totals	1,057,010.94	955,150.00	1,043,300.00	1,147,175.00
<b><u>IGOVR - Intergovernmental Revenues</u></b>				
335 125 - State Revenue Sharing Revenue Sharing	429,126	395,000	400,830	400,830
335 140 - State Revenue Sharing Mobile Home License Tax	624	130	130	150
335 150 - State Revenue Sharing Alcoholic Beverage License Tax	734	735	735	750
335 180 - State Revenue Sharing Half-Cent Sales Tax	1,232,497	1,250,000	1,222,800	1,250,000
338 100 - Shared Revenue From Other Local Units Local Business Tax County	15,290	20,000	20,000	20,000
338 900 - Shared Revenue From Other Local Units Crossing Guards	24,901	12,000	15,000	15,000
IGOVR - Intergovernmental Revenues Totals	1,703,172	1,677,865	1,659,495	1,686,730
<b><u>CFS - Charges for Services</u></b>				
339 000 - Payments in Lieu of Taxes Barry Pilot Program Fee	59,508	30,000	30,000	30,000
341 900 - General Government Services Other General Government Charges	87,850	11,500	500	11,000
341 910 - General Government Services Lien Searches	20,303	31,000	20,000	20,000
341 920 - General Government Services Property	-	500	-	-
342 100 - Public Safety Services Police Extra Duty Pay	372,974	240,000	265,000	375,000

# Revenue by Account Classification

	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Adopted Budget
342 110 - Public Safety Services Police Extra Duty Surcharge	69,675	48,000	75,000	75,000
342 120 - Public Safety Services Charter School Police Officer	91,666	75,000	75,000	75,000
342 130 - Public Safety Services Barry University Police Officers	281,791	250,000	265,000	418,954
342 900 - Public Safety Services Other Public Safety Charges/Fees	4,735	7,200	6,000	6,000
343 910 - Physical Environment Lot Clearing	13,012	13,000	15,000	15,000
343 920 - Physical Environment Landscape Maintenance	17,733	23,644	23,000	25,000
344 500 - Transportation User Fees Parking Fees	-	50	-	-
347 100 - Culture & Recreation Service Charges Library Membership Fees	6,185	5,800	5,800	6,000
347 120 - Culture & Recreation Service Charges Lost Books	644	650	650	650
347 130 - Culture & Recreation Service Charges Miscellaneous - Library	489	450	450	500
347 200 - Culture & Recreation Service Charges Program Fees	1,065,148	1,117,000	1,063,762	1,056,083
347 205 - Culture & Recreation Service Charges Swim Camp	10,971	14,000	13,826	14,508
347 210 - Culture & Recreation Service Charges Non-Resident Memberships	5,550	4,800	8,800	12,500
347 220 - Culture & Recreation Service Charges Basketball Passes	2,853	3,000	2,421	2,000
347 225 - Culture & Recreation Service Charges Pickleball Admissions	16,594	15,000	22,000	24,000
347 230 - Culture & Recreation Service Charges Aquatic Admissions	134,907	113,000	124,200	122,500
347 240 - Culture & Recreation Service Charges Tennis Admission Fees	360	-	-	-
347 245 - Culture & Recreation Service Charges Private Swim Lessons	6,660	10,000	6,500	6,500
347 260 - Culture & Recreation Service Charges Adventure Camp	47,637	42,000	39,000	42,000
347 300 - Culture & Recreation Service Charges Farmers Market	2,365	2,300	2,800	2,800
347 410 - Culture & Recreation Service Charges Unity Day	16,373	15,000	-	-
347 440 - Culture & Recreation Service Charges Unity Day - Vendors	3,455	3,500	-	-
347 450 - Culture & Recreation Service Charges Teen Night	(40)	-	-	-
347 455 - Culture & Recreation Service Charges Halloween	1,975	1,200	7,388	7,275
347 460 - Culture & Recreation Service Charges Tree Lighting	-	-	3,512	3,200
347 465 - Culture & Recreation Service Charges Santa Express	-	-	2,835	3,000
347 500 - Culture & Recreation Service Charges Facility Rental	77,174	38,000	29,500	25,500
347 510 - Culture & Recreation Service Charges Community Center Bridge Rental	150	-	700	1,200
347 515 - Culture & Recreation Service Charges Field Rentals/Travel	8,689	7,000	8,000	9,000
347 520 - Culture & Recreation Service Charges Rental Staff Reimbursement	2,393	2,000	500	500
347 525 - Culture & Recreation Service Charges Goal Rental	275	300	-	-
347 530 - Culture & Recreation Service Charges Umbrella Rental Admission	24,710	19,500	18,250	21,000
347 535 - Culture & Recreation Service Charges Umbrella Rental Concession	2,797	-	-	-
347 540 - Culture & Recreation Service Charges Swim Team Fee	37,570	36,000	41,984	38,000
347 600 - Culture & Recreation Service Charges Tennis Pro Fee	5,500	6,000	6,000	6,000



# Revenue by Account Classification

	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Adopted Budget
347 910 - Culture & Recreation Service Charges Luminaries	-	1,600	-	-
347 920 - Culture & Recreation Service Charges Snack Shack	1,864	2,160	2,160	2,160
347 930 - Culture & Recreation Service Charges Concessions	1,315	-	1,600	1,800
347 940 - Culture & Recreation Service Charges Insurance Fees	20,432	18,000	20,444	22,490
347 950 - Culture & Recreation Service Charges Fingerprinting	1,703	1,200	1,700	1,700
349 100 - Other Service Charges Returned Check Fee	183	150	150	150
CFS - Charges for Services Totals	2,526,128	2,209,504	2,209,432	2,483,970
<u>JFF - Judgments, Fines and Forfeitures</u>				
351 500 - Court Ordered Judgments and Fines Traffic Fines	16,339	15,500	15,000	15,500
351 510 - Court Ordered Judgments and Fines Parking Fines	-	-	3,200	3,600
352 000 - Fines - Library Library	7,070	5,000	5,000	7,000
354 100 - Fines - Local Ordinance Violations Local Business Tax	483	1,000	1,000	1,000
354 200 - Fines - Local Ordinance Violations Code Violations	147,960	230,000	75,000	100,000
354 210 - Fines - Local Ordinance Violations Code Enforcement Admin Fees	4,310	5,000	3,500	5,000
JFF - Judgments, Fines and Forfeitures Totals	176,161	256,500	102,700	132,100
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	454,723	512,000	506,000	512,000
362 100 - Rents and Royalties Country Club Base	-	-	-	-
362 110 - Rents and Royalties Country Club Supplemental	303,289	250,000	336,000	250,000
362 115 - Rents and Royalties Bay Harbor Islands Contract Fee	50,000	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	-	-	11,000	10,000
365 000 - Sale of Surplus Materials and Scrap Recycling	4,825	1,000	500	500
366 115 - Contributions and Donations Donations	-	2,000	-	2,000
369 300 - Other Miscellaneous Revenues Settlements	15,821	-	-	-
369 900 - Other Miscellaneous Revenues Miscellaneous	1,776	-	1,200	1,200
369 940 - Other Miscellaneous Revenues COVID-19	283,751	-	-	-
369 950 - Other Miscellaneous Revenues 90th Anniversary	49,900	-	931	-
369 960 - Other Miscellaneous Revenues Copies	435	500	500	500
MISC - Miscellaneous Totals	1,344,519	995,500	1,086,131	1,006,200
<u>OS - Other Sources</u>				
381 165 - Inter-Fund Group Transfers In Building	342,000	350,000	350,000	350,000
382 000 - Contributions from Enterprise Operations Management Fees	400,000	400,000	400,000	400,000
OS - Other Sources Totals	742,000	750,000	750,000	750,000
<b>Fund Total: General Fund</b>	<b>20,917,246</b>	<b>21,693,319</b>	<b>21,888,858</b>	<b>23,803,269</b>
<b>Fund: 130 Local Option Gas Tax (LOGT)</b>				
<b>Revenue</b>				
<u>TAXES - Taxes</u>				
312 410 - Local Option Taxes First Local Option Fuel Tax	204,162	193,442	193,442	199,245
312 430 - Local Option Taxes Second Local Option Fuel Tax	77,049	73,630	73,630	78,000
TAXES - Taxes Totals	281,211	267,072	267,072	277,245

# Revenue by Account Classification

	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Adopted Budget
<u>IGOVR - Intergovernmental Revenues</u>				
335 430 - State Revenue Sharing Revenue Sharing	115,450	105,000	107,830	107,830
335 450 - State Revenue Sharing Fuel Tax Refunds	8,953	18,000	16,000	16,000
IGOVR - Intergovernmental Revenues Totals	124,403	123,000	123,830	123,830
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	8,794	10,000	10,000	9,000
MISC - Miscellaneous Totals	8,794	10,000	10,000	9,000
<u>OS - Other Sources</u>				
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	20,037	-	176,902
OS - Other Sources Totals	-	20,037	-	176,902
<b>Fund Total: Local Option Gas Tax (LOGT)</b>	414,408	420,109	400,902	586,977
<b>Fund: 135 Citizens' Indep Trust (CITT)</b>				
<b>Revenue</b>				
<u>IGOVR - Intergovernmental Revenues</u>				
335 180 - State Revenue Sharing Half-Cent Sales Tax	679,258	655,000	735,000	756,000
IGOVR - Intergovernmental Revenues Totals	679,258	655,000	735,000	756,000
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	11,968	13,000	14,000	14,000
MISC - Miscellaneous Totals	11,968	13,000	14,000	14,000
<u>OS - Other Sources</u>				
<b>Fund Total: Citizens' Indep Trust (CITT)</b>	691,226	668,000	749,000	770,000
<b>Fund: 151 ARPA</b>				
<b>Revenue</b>				
<u>IGOVR - Intergovernmental Revenues</u>				
331 100 - Federal Grants General Government	528,906	-	-	-
332 000 - Other Financial Assistance Federal Source	-	5,189,601	-	3,067,800
IGOVR - Intergovernmental Revenues Totals	528,906	5,189,601	-	3,067,800
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	94,034	-	-	-
MISC - Miscellaneous Totals	94,034	-	-	-
<u>OS - Other Sources</u>				
<b>Fund Total: ARPA</b>	622,940	5,189,601	-	3,067,800
<b>Fund: 165 Building</b>				
<b>Revenue</b>				
<u>PFS - Permits, Fees and Special Assessments</u>				
322 000 - Building Permits Building Permits	1,302,324	1,250,000	535,640	1,180,000
322 140 - Building Permits Work without Permit Fees	31,321	24,000	58,000	45,000
322 910 - Building Permits Structural Engineer Fees	27,466	75,000	47,800	50,000
PFS - Permits, Fees and Special Assessments Totals	1,361,111	1,349,000	641,440	1,275,000
<u>OS - Other Sources</u>				
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	-	-	385,750
OS - Other Sources Totals	-	-	-	385,750
<b>Fund Total: Building</b>	1,361,111	1,349,000	641,440	1,660,750
<b>Fund: 201 Debt Service</b>				
<b>Revenue</b>				
<u>TAXES - Taxes</u>				
311 000 - Ad Valorem Taxes Current	274,497	267,961	267,961	269,175
TAXES - Taxes Totals	274,497	267,961	267,961	269,175
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	3,619	3,500	4,000	4,000

# Revenue by Account Classification

	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Adopted Budget
MISC - Miscellaneous Totals	3,619	3,500	4,000	4,000
<u>OS - Other Sources</u>				
<b>Fund Total: Debt Service</b>	278,115	271,461	271,961	273,175
<b>Fund: 301 Capital Projects</b>				
<b>Revenue</b>				
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	22,563	-	-	-
MISC - Miscellaneous Totals	22,563	-	-	-
<u>OS - Other Sources</u>				
381 001 - Inter-Fund Group Transfers In General Fund	1,215,950	444,500	737,700	348,483
OS - Other Sources Totals	1,215,950	444,500	737,700	348,483
<b>Fund Total: Capital Projects</b>	1,238,513	444,500	737,700	348,483
<b>Fund: 402 Stormwater</b>				
<b>Revenue</b>				
<u>CFS - Charges for Services</u>				
343 900 - Physical Environment Stormwater Fees	600,004	618,806	618,806	642,265
CFS - Charges for Services Totals	600,004	618,806	618,806	642,265
<u>JFF - Judgments, Fines and Forfeitures</u>				
354 402 - Fines - Local Ordinance Violations Stormwater Penalties	498	400	350	250
JFF - Judgments, Fines and Forfeitures Totals	498	400	350	250
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	26,705	30,000	30,000	30,000
MISC - Miscellaneous Totals	26,705	30,000	30,000	30,000
<u>OS - Other Sources</u>				
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	1,329,344	-	132,653
OS - Other Sources Totals	-	1,329,344	-	132,653
<b>Fund Total: Stormwater</b>	627,206	1,978,550	649,156	805,168
<b>Fund: 405 Solid Waste</b>				
<b>Revenue</b>				
<u>CFS - Charges for Services</u>				
343 400 - Physical Environment Garbage/Solid Waste Collection	3,462,467	3,604,894	3,604,894	3,713,040
343 410 - Physical Environment Special Pick-Up Waste	17,088	-	16,000	12,000
CFS - Charges for Services Totals	3,479,555	3,604,894	3,620,894	3,725,040
<u>JFF - Judgments, Fines and Forfeitures</u>				
354 405 - Fines - Local Ordinance Violations Solid Waste Penalties	6,260	6,000	4,000	3,000
JFF - Judgments, Fines and Forfeitures Totals	6,260	6,000	4,000	3,000
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	7,021	8,000	8,000	8,000
364 100 - Disposition of Fixed Assets Sale of Surplus Assets	-	-	-	-
MISC - Miscellaneous Totals	7,021	8,000	8,000	8,000
<u>OS - Other Sources</u>				
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	276,533	-	579,727
OS - Other Sources Totals	-	276,533	-	579,727
<b>Fund Total: Solid Waste</b>	3,492,835	3,895,427	3,632,894	4,315,767
<b>Fund: 410 Water &amp; Wastewater</b>				
<b>Revenue</b>				
<u>PFS - Permits, Fees and Special Assessments</u>				

# Revenue by Account Classification

	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Adopted Budget
325 100 - Special Assessments Capital Improvements	119,825	176,867	176,867	176,867
325 200 - Special Assessments Maintenance Fees	70,477	72,257	72,257	74,988
PFS - Permits, Fees and Special Assessments Totals	190,302	249,124	249,124	251,855
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	945	1,000	1,200	1,200
MISC - Miscellaneous Totals	945	1,000	1,200	1,200
<u>OS - Other Sources</u>				
381 001 - Inter-Fund Group Transfers In General Fund	64,525	65,025	65,025	65,535
OS - Other Sources Totals	64,525	65,025	65,025	65,535
<b>Fund Total: Water &amp; Wastewater</b>	255,772	315,149	315,349	318,590
<b>Fund: 501 Risk Management</b>				
<b>Revenue</b>				
<u>IGOVR - Intergovernmental Revenues</u>				
337 900 - Grants from Other Local Units Grants	-	6,000	6,000	6,000
IGOVR - Intergovernmental Revenues Totals	-	6,000	6,000	6,000
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	20,155	23,000	23,000	23,000
369 300 - Other Miscellaneous Revenues Settlements	36,015	50,000	28,000	30,000
369 900 - Other Miscellaneous Revenues Miscellaneous	-	-	-	-
369 920 - Other Miscellaneous Revenues Country Club Insurance	121,244	278,619	278,619	309,411
369 930 - Other Miscellaneous Revenues Insurance Refund	12,458	-	-	-
MISC - Miscellaneous Totals	189,872	351,619	329,619	362,411
<u>OS - Other Sources</u>				
381 000 - Inter-Fund Group Transfers In Workers Comp	214,597	189,187	189,187	436,772
381 001 - Inter-Fund Group Transfers In General Fund	538,006	1,024,443	1,024,443	1,043,688
381 130 - Inter-Fund Group Transfers In Local Option Gas Tax (LOGT)	6,764	9,197	9,197	16,446
381 135 - Inter-Fund Group Transfers In Citizens' Indep Trust (CITT)	6,764	9,197	9,197	11,678
381 151 - Inter-Fund Group Transfers In ARPA	-	-	-	5,515
381 165 - Inter-Fund Group Transfers In Building	19,597	26,162	26,162	35,386
381 402 - Inter-Fund Group Transfers In Stormwater	9,622	15,772	15,772	22,846
381 405 - Inter-Fund Group Transfers In Solid Waste	48,739	63,080	63,080	103,007
381 520 - Inter-Fund Group Transfers In Information Technology	5,892	8,218	8,218	12,762
381 550 - Inter-Fund Group Transfers In Fleet Management	133,307	155,029	155,029	194,677
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	730,000	-	-
OS - Other Sources Totals	983,288	2,230,285	1,500,285	1,882,777
<b>Fund Total: Risk Management</b>	1,173,160	2,587,904	1,835,904	2,251,188
<b>Fund: 520 Information Technology</b>				
<b>Revenue</b>				
<u>OS - Other Sources</u>				
381 001 - Inter-Fund Group Transfers In General Fund	435,873	442,038	442,038	1,041,287
381 130 - Inter-Fund Group Transfers In Local Option Gas Tax (LOGT)	-	-	-	6,559
381 135 - Inter-Fund Group Transfers In Citizens' Indep Trust (CITT)	-	-	-	6,559
381 165 - Inter-Fund Group Transfers In Building	26,737	89,632	89,632	154,620
381 405 - Inter-Fund Group Transfers In Solid Waste	2,971	5,817	5,817	13,976
381 550 - Inter-Fund Group Transfers In Fleet Management	8,912	7,858	7,858	22,974



# Revenue by Account Classification

	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Adopted Budget
OS - Other Sources Totals	474,493	545,345	545,345	1,245,975
<b>Fund Total: Information Technology</b>	474,493	545,345	545,345	1,245,975
<b>Fund: 550 Fleet Management</b>				
<b>Revenue</b>				
<u>CFS - Charges for Services</u>				
344 900 - Transportation User Fees Mileage Reimbursement	30,206	32,500	30,000	30,000
CFS - Charges for Services Totals	30,206	32,500	30,000	30,000
<u>MISC - Miscellaneous</u>				
361 100 - Interest and Other Earnings Interest Income	28,502	32,000	32,000	32,000
369 900 - Other Miscellaneous Revenues Miscellaneous	4,005	-	-	-
MISC - Miscellaneous Totals	32,508	32,000	32,000	32,000
<u>OS - Other Sources</u>				
381 001 - Inter-Fund Group Transfers In General Fund	757,412	761,031	761,031	863,547
381 130 - Inter-Fund Group Transfers In Local Option Gas Tax (LOGT)	102,116	103,054	103,054	82,840
381 135 - Inter-Fund Group Transfers In Citizens' Indep Trust (CITT)	25,013	25,243	25,243	37,814
381 165 - Inter-Fund Group Transfers In Building	3,843	3,879	3,879	6,344
381 402 - Inter-Fund Group Transfers In Stormwater	25,834	26,072	26,072	49,121
381 405 - Inter-Fund Group Transfers In Solid Waste	610,427	616,039	616,039	614,741
381 520 - Inter-Fund Group Transfers In Information Technology	6,745	6,807	6,807	12,480
389 900 - Proprietary Non-Operating Sources Appropriation from Fund Balance	-	329,500	-	655,000
OS - Other Sources Totals	1,531,390	1,871,625	1,542,125	2,321,887
<b>Fund Total: Fleet Management</b>	1,594,104	1,936,125	1,604,125	2,383,887
<b>Revenue Grand Totals:</b>	33,141,130	41,294,490	33,272,634	41,831,029

# Expense by Organization

	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Adopted Budget
<b>Fund: 001 General Fund</b>				
<b>Expenditures</b>				
001.10 - General Fund,Village Manager	806,730	897,359	839,199	993,224
001.11 - General Fund,Mayor & Council	47,015	126,775	48,535	171,773
001.12 - General Fund,Village Clerk	355,454	408,637	299,105	514,392
001.13 - General Fund,Finance	478,129	733,746	778,652	720,072
001.14 - General Fund,Legal	299,640	317,250	318,830	412,800
001.15 - General Fund,Planning, Zoning & Resiliency	447,070	500,890	393,595	632,751
001.16 - General Fund,Human Resources	168,204	273,221	194,030	288,430
001.19 - General Fund,Non-Departmental	921,060	2,613,697	936,686	2,787,258
001.21 - General Fund,Police	8,828,354	8,970,453	9,040,705	10,143,536
001.29 - General Fund,Neighborhood Services	273,661	312,901	322,585	395,044
001.39 - General Fund,Public Works	2,466,217	2,205,620	2,085,220	2,506,885
001.71 - General Fund,Brockway Memorial Library	774,445	753,622	741,729	760,752
001.72 - General Fund,Parks & Recreation	3,327,463	3,706,880	3,529,959	3,476,352
<b>Fund Total: General Fund</b>	<b>(19,193,442)</b>	<b>(21,821,051)</b>	<b>(19,528,830)</b>	<b>(23,803,269)</b>
<b>Fund: 130 Local Option Gas Tax (LOGT)</b>				
<b>Expenditures</b>				
130.39 - Local Option Gas Tax (LOGT),Public Works	412,071	451,926	294,491	586,977
<b>Fund Total: Local Option Gas Tax (LOGT)</b>	<b>(412,071)</b>	<b>(451,926)</b>	<b>(294,491)</b>	<b>(586,977)</b>
<b>Fund: 135 Citizens' Indep Trust (CITT)</b>				
<b>Expenditures</b>				
135.39 - Citizens' Indep Trust (CITT),Public Works	233,572	670,400	913,295	770,000
<b>Fund Total: Citizens' Indep Trust (CITT)</b>	<b>(233,572)</b>	<b>(670,400)</b>	<b>(913,295)</b>	<b>(770,000)</b>
<b>Fund: 151 ARPA</b>				
<b>Expenditures</b>				
151.21 - ARPA,Police,Police	-	102,900	-	100,000
151.39 - ARPA,Public Works	528,906	4,927,081	1,140,158	2,967,800
151.71 - ARPA,Brockway Memorial Library	198,464	208,084	281,093	-
151.72 - ARPA,Parks & Recreation	-	150,000	-	-
<b>Fund Total: ARPA</b>	<b>(727,370)</b>	<b>(5,388,065)</b>	<b>(1,421,251)</b>	<b>(3,067,800)</b>
<b>Fund: 165 Building</b>				
<b>Expenditures</b>				
165.24 - Building,Building Department	1,181,536	1,349,000	1,241,599	1,660,750
<b>Fund Total: Building</b>	<b>(1,181,536)</b>	<b>(1,349,000)</b>	<b>(1,241,599)</b>	<b>(1,660,750)</b>
<b>Fund: 201 Debt Service</b>				
<b>Expenditures</b>				
201.19 - Debt Service,Non-Departmental	266,688	271,461	271,461	273,175
<b>Fund Total: Debt Service</b>	<b>(266,688)</b>	<b>(271,461)</b>	<b>(271,461)</b>	<b>(273,175)</b>
<b>Fund: 301 Capital Projects</b>				
<b>Expenditures</b>				
301.19 - Capital Projects,Non-Departmental	2,100	-	-	-
301.21 - Capital Projects,Police	189,871	119,599	185,000	133,483
301.39 - Capital Projects,Public Works	299,713	174,374	130,000	215,000
301.71 - Capital Projects,Brockway Memorial Library	78,085	35,500	28,000	-
301.72 - Capital Projects,Parks & Recreation	307,639	340,350	394,700	-
<b>Fund Total: Capital Projects</b>	<b>(877,408)</b>	<b>(669,823)</b>	<b>(737,700)</b>	<b>(348,483)</b>

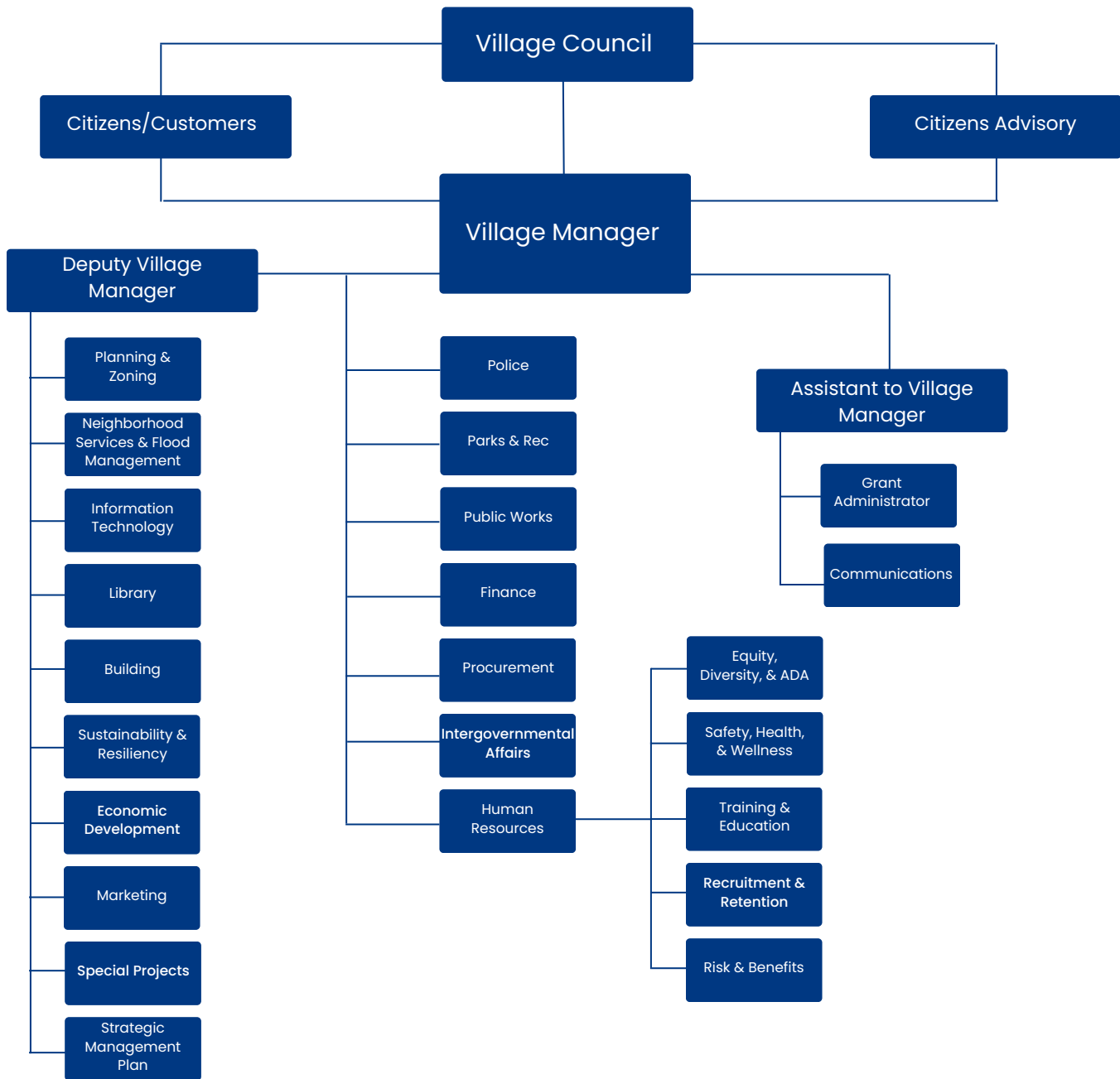
# Expense by Organization

	2023 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Adopted Budget
<b>Fund: 402 Stormwater</b>				
Expenditures				
402.39 - Stormwater,Public Works	390,284	1,989,027	455,014	805,168
<b>Fund Total: Stormwater</b>	(390,284)	(1,989,027)	(455,014)	(805,168)
<b>Fund: 405 Solid Waste</b>				
Expenditures				
405.39 - Solid Waste,Public Works	3,859,537	4,027,767	3,841,064	4,315,767
<b>Fund Total: Solid Waste</b>	(3,859,537)	(4,027,767)	(3,841,064)	(4,315,767)
<b>Fund: 410 Water &amp; Wastewater</b>				
Expenditures				
410.39 - Water & Wastewater,Public Works	306,498	387,749	392,600	318,590
<b>Fund Total: Water &amp; Wastewater</b>	(306,498)	(387,749)	(392,600)	(318,590)
<b>Fund: 501 Risk Management</b>				
Expenditures				
501.19 - Risk Management,Non-Departmental	1,070,949	2,587,904	1,818,078	2,251,188
<b>Fund Total: Risk Management</b>	(1,070,949)	(2,587,904)	(1,818,078)	(2,251,188)
<b>Fund: 520 Information Technology</b>				
Expenditures				
520.17 - Information Technology,Information Technology	636,556	747,426	797,646	1,245,975
<b>Fund Total: Information Technology</b>	(636,556)	(747,426)	(797,646)	(1,245,975)
<b>Fund: 550 Fleet Management</b>				
Expenditures				
550.39 - Fleet Management,Public Works	1,765,038	2,204,537	1,580,265	2,383,887
<b>Fund Total: Fleet Management</b>	(1,765,038)	(2,204,537)	(1,580,265)	(2,383,887)
<b>Revenue Grand Totals:</b>	-	-	-	-
<b>Expenditure Grand Totals:</b>	30,920,950	42,566,136	33,293,294	41,831,029
<b>Net Grand Totals:</b>	(30,920,950)	(42,566,136)	(33,293,294)	(41,831,029)



# MIAMI SHORES VILLAGE

## 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.

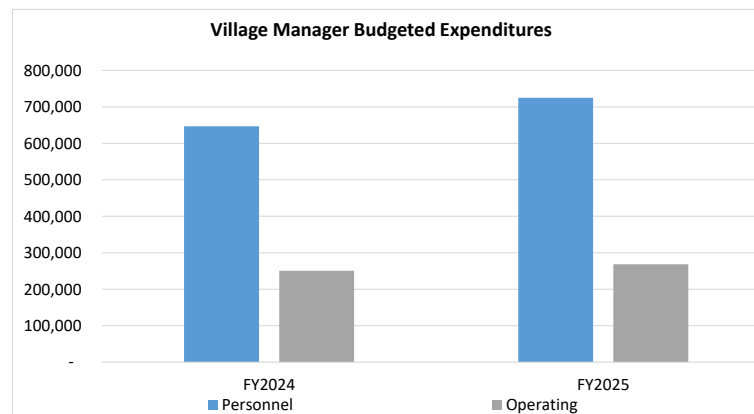
### *Goals & Objectives*

- The goals and objectives of the Village Manager include the following:
- Completion of a strategic management plan;
  - Meeting the goals and objectives of the Mayor & Council;
  - A Human Resources presence that offers resolve along with best practices;
  - Shovel ready projects that ready us for funding;
  - Sustainability and resiliency studies;
  - Job audits that align and maximize the knowledge, skills and abilities of employees;
  - To maximize our accreditations and certifications;
  - To create a workforce with a known sense of purpose;
  - Aggressive and responsible outlook to CIP.

## Village Manager

### **Budget Highlights**

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 646,943	\$ 724,788	\$ 77,845
Operating Expenditures/Expenses	250,416	268,436	18,020
TOTAL .....	\$ 897,359	\$ 993,224	\$ 95,865







# VILLAGE MANAGER

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
---------	---------------------	--------------------------	------------------------	--------------------------	------------------------

Fund **001 - General Fund**

Department **10 - Village Manager**

Division **0300 - Village Manager**

Program **00 - None**

Activity **512 - Executive**

11-000	Executive Salaries Salaries	341,494.69	351,796.00	351,796.00	365,964.00
--------	-----------------------------	------------	------------	------------	------------

Comments

Level

Comment

Department Entry (1) Village Manager & (1) Deputy Village Manager

11-100	Executive Salaries Executive Benefit	17,375.00	16,250.00	16,250.00	16,250.00
--------	--------------------------------------	-----------	-----------	-----------	-----------

Comments

Level

Comment

Department Entry Executive benefit package

11-200	Executive Salaries Executive Benefits Additional	27,854.40	29,747.00	30,000.00	30,937.00
--------	--	-----------	-----------	-----------	-----------

Comments

Level

Comment

Department Entry Mission Square retirement contribution

12-000	Regular Salaries and Wages Salaries	126,406.07	121,780.00	115,646.00	186,352.00
--------	-------------------------------------	------------	------------	------------	------------

Comments

Level

Comment

Department Entry (1) Grants & Special Projects Manager & (1) Administrative Assistant

13-000	Other Salaries and Wages Other Salaries	54,952.75	65,000.00	45,000.00	46,800.00
--------	---	-----------	-----------	-----------	-----------

Comments

Level

Comment

Department Entry (1) Procurement Administrator

14-000	Overtime Overtime	.00	.00	169.00	.00
--------	-------------------	-----	-----	--------	-----

Comments

Level

Comment

Department Entry Estimated overtime cost

18-100	Compensated Compensatory Leave Longevity	1,875.00	1,875.00	1,875.00	1,875.00
--------	--	----------	----------	----------	----------

Comments

Level

Comment

Department Entry Benefit paid to tenured employees per policy



# VILLAGE MANAGER

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
---------	---------------------	--------------------------	------------------------	--------------------------	------------------------

Fund **001 - General Fund**

Department **10 - Village Manager**

Division **0300 - Village Manager**

Program **00 - None**

Activity **512 - Executive**

21-000	Payroll Taxes Employer Fica and Medicare	37,754.40	39,855.00	39,200.00	44,199.00
--------	--	-----------	-----------	-----------	-----------

Comments

Level

Comment

Department Entry Social Security and Medicare taxes

23-000	Life and Health Insurance Health Insurance	17,593.41	15,436.00	11,000.00	27,077.00
--------	--	-----------	-----------	-----------	-----------

Comments

Level

Comment

Department Entry Estimated annual employee costs for health insurance benefits

23-100	Life and Health Insurance Dental	291.80	254.00	205.00	384.00
--------	----------------------------------	--------	--------	--------	--------

Comments

Level

Comment

Department Entry Estimated annual employee costs for dental insurance benefits

23-200	Life and Health Insurance Long-Term Care	411.84	412.00	390.00	407.00
--------	--	--------	--------	--------	--------

Comments

Level

Comment

Department Entry Estimated annual employee costs for long-term care insurance benefits

23-600	Life and Health Insurance Life Insurance	1,028.11	1,397.00	1,400.00	816.00
--------	--	----------	----------	----------	--------

Comments

Level

Comment

Department Entry Estimated annual employee costs for life insurance benefits for Village Manager per contract

23-700	Life and Health Insurance Short-Term Disability	2,714.90	2,714.00	2,600.00	2,714.00
--------	---	----------	----------	----------	----------

Comments

Level

Comment

Department Entry Estimated annual costs for short-term disability insurance benefits for Village Manager per contract

24-000	Workers' Compensation Workers' Compensation	501.00	427.00	427.00	1,013.00
--------	---	--------	--------	--------	----------

Comments

Level

Comment

Department Entry Allocated costs of workers' compensation premiums paid to the Florida League



# VILLAGE MANAGER

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 10 - Village Manager					
Division 0300 - Village Manager					
Program 00 - None					
Activity 512 - Executive					
31-000	Professional Services Professional Services	71,289.00	115,000.00	90,000.00	115,000.00
	Comments				
	Level	Comment			
	Department Entry	Funding for grant writer, digital services consultant, and other consultants			
31-260	Professional Services Lobbyist	41,090.00	42,000.00	42,000.00	42,000.00
	Comments				
	Level	Comment			
	Department Entry	Funding for state lobbyist			
34-000	Other Services Contract Services	135.00	25,000.00	25,000.00	25,000.00
	Comments				
	Level	Comment			
	Department Entry	Downtown development services			
40-000	Travel and Per Diem Travel	7,564.43	4,000.00	4,000.00	4,000.00
	Comments				
	Level	Comment			
	Department Entry	Training and administrative events, i.e. FCCMA, ICMA, & MDCCMA			
41-100	Communications Services Cellular	1,375.62	1,200.00	1,200.00	.00
	Comments				
	Level	Comment			
	Department Entry	Transfer to IT			
41-520	Communications Services ISF: Information Technology	14,854.00	11,430.00	11,430.00	23,152.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for operating the Village's information technology			
42-000	Freight and Postage Services Postage	1.17	10.00	10.00	.00
	Comments				
	Level	Comment			
	Department Entry	Estimated postage costs			



# VILLAGE MANAGER

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 10 - Village Manager					
Division 0300 - Village Manager					
Program 00 - None					
Activity 512 - Executive					
45-000	Insurance ISF: Risk Management	10,809.00	17,190.00	17,190.00	23,650.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Allocated costs for property, casualty & general liability insurance premiums paid to the Florida League				
46-000	Repair and Maintenance Services ISF: Fleet Management	19,259.00	19,436.00	19,436.00	24,484.00
	Comments				
	Level				
	Department Entry				
	Comment				
	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	64.71	100.00	25.00	100.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Printing of miscellaneous forms and letterhead				
48-000	Promotional Activities Promotional Activities	3,002.99	3,000.00	3,000.00	.00
51-000	Office Supplies Office Supplies	32.66	300.00	250.00	300.00
	Comments				
	Level				
	Department Entry				
	Comment				
	General office supplies				
52-200	Operating Supplies Other Operating Supplies	597.89	750.00	700.00	750.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Printer supplies & other operating supply costs				
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	3,110.00	5,000.00	3,000.00	5,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Annual association dues: ICMA, FCCMA, MDCCMA, FMCA & other professional organizations				

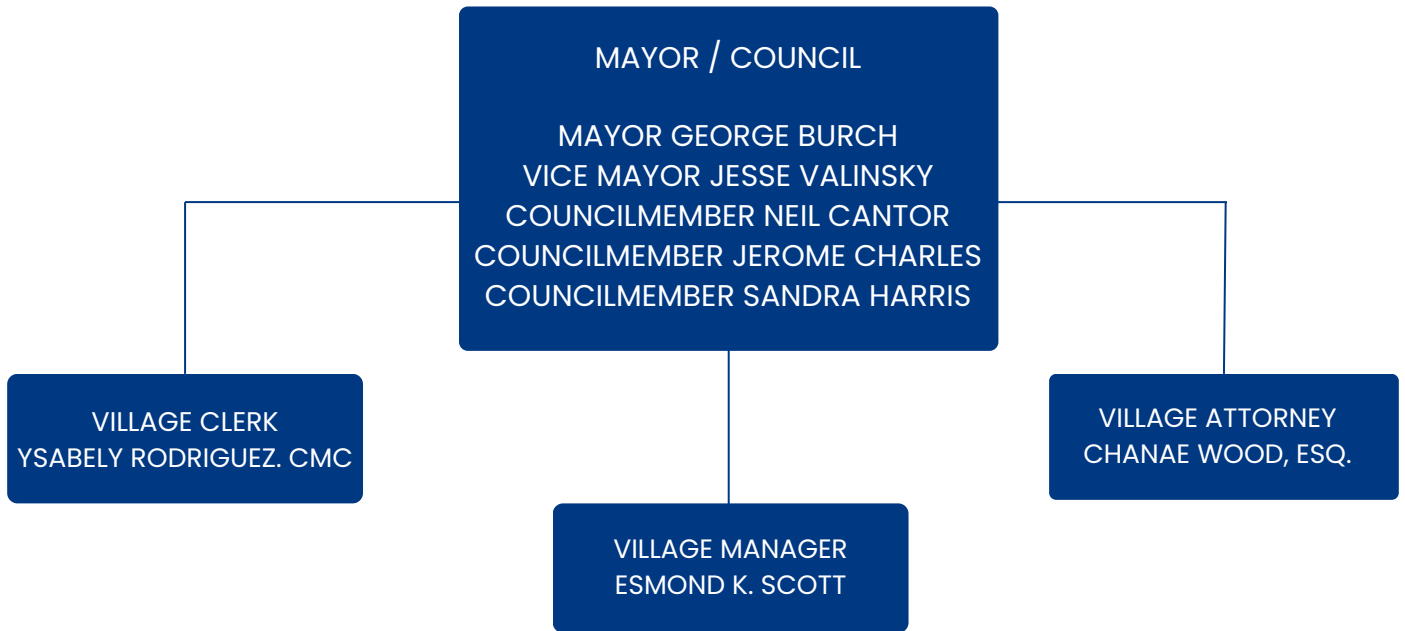


Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	001 - General Fund				
Department	10 - Village Manager				
Division	0300 - Village Manager				
Program	00 - None				
Activity	512 - Executive				
55-000	Training Training and Education	3,291.00	6,000.00	6,000.00	5,000.00
Comments					
Level		Comment			
Department Entry		Attendance at local & national meetings, luncheons & other educational activities			
Activity 512 - Executive Totals		\$806,729.84	\$897,359.00	\$839,199.00	\$993,224.00
Program 00 - None Totals		\$806,729.84	\$897,359.00	\$839,199.00	\$993,224.00
Division 0300 - Village Manager Totals		\$806,729.84	\$897,359.00	\$839,199.00	\$993,224.00
Department 10 - Village Manager Totals		\$806,729.84	\$897,359.00	\$839,199.00	\$993,224.00
Fund 001 - General Fund Totals		\$806,729.84	\$897,359.00	\$839,199.00	\$993,224.00
Net Grand Totals		\$806,729.84	\$897,359.00	\$839,199.00	\$993,224.00





# 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 and sets the compensation of the Village Manager, Village Clerk, and Village Attorney.

### *Goals & Objectives*

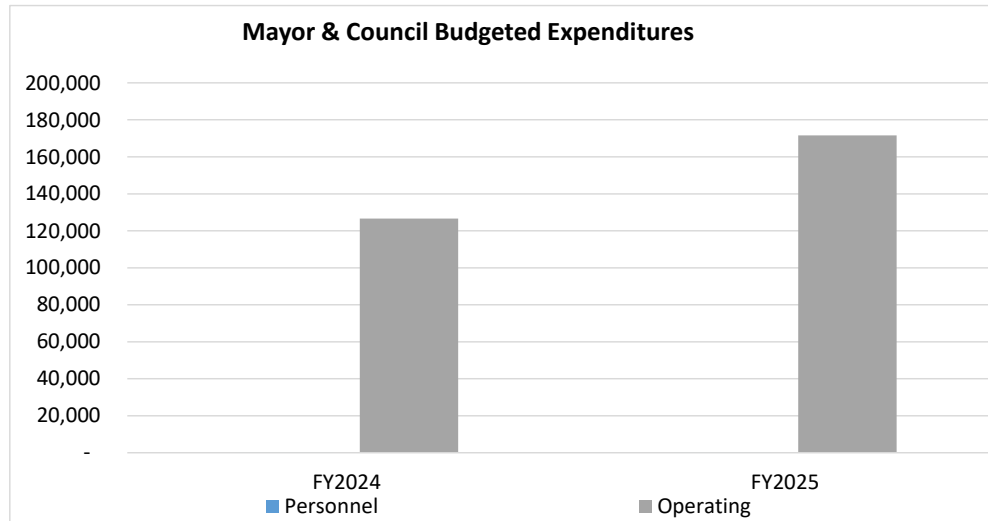
The goals and objectives of the Mayor & Council for the upcoming fiscal year include the following:

- Improve infrastructure to plan for the future
- Replace condemned seawall at Bayfront Park
- Plan for a new Community Center
- Plan to refurbish the Country Club
- Stripe the roadways
- Implement the septic to sewer conversion
- Improve stormwater drainage in the neighborhoods
- Expedite the permitting process
- Expedite bulk trash pickup
- Plant more trees
- Enforce Village codes
- Retain and celebrate the Village's history as a beautiful single family residential community
- Continue to be a good place to raise and educate children as "The Village Beautiful"

## Mayor & Council

### Budget Highlights

	<u>FY2024</u>		<u>FY2025</u>		<u>Change</u>
Personnel Services.....	\$ 150	\$	150	\$	-
Operating Expenditures/Expenses	<u>126,625</u>		<u>171,623</u>		<u>44,998</u>
TOTAL .....	<u>\$ 126,775</u>	\$	<u>171,773</u>	\$	<u>44,998</u>





# MAYOR & COUNCIL

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001	General Fund				
Department 11	Mayor & Council				
Division 0100	Legislative				
Program 00	None				
Activity 511	Legislative				
24-000	Workers' Compensation Workers' Compensation	150.00	150.00	150.00	150.00
34-250	Other Services Mayor & Council Salaries	14.00	5.00	.00	12.00
	Comments				
	Level				
	Department Entry				Mayor & Council receive \$1 per year
40-000	Travel and Per Diem Travel	1,229.18	8,000.00	2,500.00	3,000.00
	Comments				
	Level				
	Department Entry				Costs associated with Council travel to conferences & trainings
40-100	Travel and Per Diem Per Diem Allowance	.00	1,500.00	1,500.00	1,500.00
	Comments				
	Level				
	Department Entry				Per diem allowance associated with Council attendance at conferences & trainings
40-200	Travel and Per Diem Local Mileage Reimbursement	.00	1,000.00	600.00	1,000.00
	Comments				
	Level				
	Department Entry				Local mileage reimbursement
41-100	Communications Services Cellular	5,241.58	.00	665.00	.00
	Comments				
	Level				
	Department Entry				Five mobile devices and five tablets
	Manager Review				Transfer to IT
41-520	Communications Services ISF: Information Technology	14,854.00	17,553.00	17,553.00	19,319.00
	Comments				
	Level				
	Department Entry				Allocated costs for operating the Village's information technology
45-000	Insurance ISF: Risk Management	900.00	1,067.00	1,067.00	600.00



# MAYOR & COUNCIL

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	001 - General Fund				
Department	11 - Mayor & Council				
Division	0100 - Legislative				
Program	00 - None				
Activity	511 - Legislative				
47-000	Printing and Binding Printing	87.65	2,500.00	500.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Stationary, business cards & nameplates for new Council Members			
48-000	Promotional Activities Promotional Activities	638.38	2,500.00	500.00	2,500.00
	Comments				
	Level	Comment			
	Department Entry	Promotional materials, plaques, flowers & awards for functions & presentations			
49-000	Other Current Charges and Obligations Other Current Charges	1,845.84	26,000.00	6,000.00	26,000.00
	Comments				
	Level	Comment			
	Department Entry	Annual Chamber Dinner, Inauguration Reception & Volunteer Appreciation Celebration			
49-140	Other Current Charges and Obligations Council Appropriations	12,952.25	5,000.00	3,000.00	5,000.00
	Comments				
	Level	Comment			
	Department Entry	\$1,000/Councilmember discretionary expenses			
49-180	Other Current Charges and Obligations Miami-Dade Schools	.00	40,000.00	.00	67,592.00
	Comments				
	Level	Comment			
	Department Entry	Miami-Dade Public Schools - MSE Cambridge Program			
49-230	Other Current Charges and Obligations Special Events - Appropriations	.00	.00	.00	25,000.00
	Comments				
	Level	Comment			
	Manager Review	Appropriations to organizations			
51-000	Office Supplies Office Supplies	2,437.16	3,000.00	1,500.00	1,500.00
	Comments				
	Level	Comment			
	Department Entry	Operating Supplies			



# MAYOR & COUNCIL

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 11 - Mayor & Council					
Division 0100 - Legislative					
Program 00 - None					
Activity 511 - Legislative					
52-200	Operating Supplies Other Operating Supplies	1,051.52	1,000.00	1,000.00	600.00
	Comments				
	Level	Comment			
	Department Entry	Operating Supplies			
52-400	Operating Supplies Uniforms	2,350.90	1,500.00	1,000.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Village logo shirts for Council Members			
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	2,123.00	7,000.00	5,000.00	7,000.00
	Comments				
	Level	Comment			
	Department Entry	Annual membership fees to the Florida League of Cities & the Miami-Dade League of Cities			
55-000	Training Training and Education	40.00	6,000.00	3,000.00	6,000.00
	Comments				
	Level	Comment			
	Department Entry	Registration fees for conferences & trainings			
55-100	Training Organizational Meetings	1,100.00	3,000.00	3,000.00	3,000.00
	Comments				
	Level	Comment			
	Department Entry	Attendance at the Miami-Dade County League of Cities meetings			
Activity 511 - Legislative Totals		\$47,015.46	\$126,775.00	\$48,535.00	\$171,773.00
Program 00 - None Totals		\$47,015.46	\$126,775.00	\$48,535.00	\$171,773.00
Division 0100 - Legislative Totals		\$47,015.46	\$126,775.00	\$48,535.00	\$171,773.00
Department 11 - Mayor & Council Totals		\$47,015.46	\$126,775.00	\$48,535.00	\$171,773.00
Fund 001 - General Fund Totals		\$47,015.46	\$126,775.00	\$48,535.00	\$171,773.00
Net Grand Totals		\$47,015.46	\$126,775.00	\$48,535.00	\$171,773.00





# VILLAGE CLERK Organization Chart

VILLAGE CLERK

ASSISTANT VILLAGE  
CLERK

## Village Clerk

### *Services, Functions and Activities*

The Village Clerk's Office oversees a wide range of administrative services related to Village governance and fulfills various statutory and municipal duties. To promote open and transparent government, the Office maintains the Village's legislative history and serves as the custodian of all Village documents. Its responsibilities in elections include administering, supervising, and certifying Municipal and Police Retirement Pension Board elections, charter amendments, and referenda. In the realm of Records Management, the Office sets guidelines and standards for all Village records, integrates management technologies, and establishes a repository for inactive, archival, and vital records. Among other duties, the Village Clerk administers the appointment and meeting management of all Village boards and committees. Direct services provided include research in response to public information requests, notarization, certification, attestation, and the advertisement and posting of public notices for meetings of the Council, advisory boards, and elections. Additionally, the Village Clerk serves as the staff liaison to the Education Advisory Board.

### *Goals & Objectives*

- Develop a succession plan following the recruitment of an Assistant Village Clerk.
- Implement Public Records Policy and Records Management Program
- Establish a boards and committees Policy
- Evaluate the present purpose and roles of all Village boards concerning their relevance and compliance with their governing document and contemporary needs. This aims to assist the Village Council in comprehending the current responsibilities of each board and identifying potential avenues for establishing new boards, revitalizing, discontinuing, or retaining existing ones.
- Increase collaboration with Communications Firm to enhance media strategy, bolstering Public knowledge of election and legislative activities.
- Continue to digitize and maintain Village Records in compliance with applicable laws/regulations.

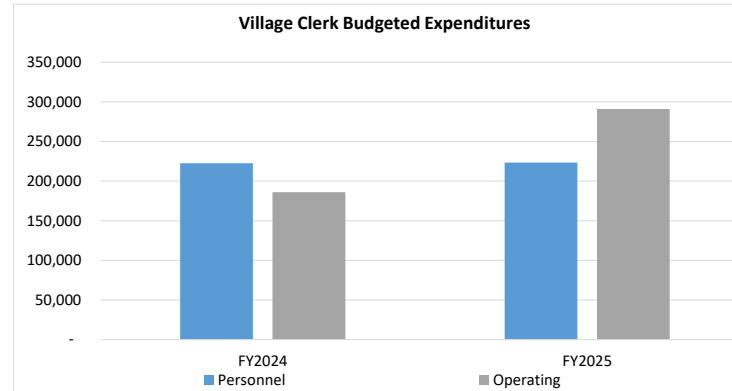
### *Performance Measures*

<i>Performance Metrics</i>	<i>Target</i>
% of Council Meeting, Special Meetings, and Workshops attended	100%
% of Council Agendas available online 6 days prior to the meeting	98%
% of Public Records Requests received and fulfilled by the Clerk's Office within 1	80%
% of Council Action Notes completed within three business days after the Council	95%
% of Resolutions/Ordinances processed/posted online within 30 days of final Council	90%
% of agenda packets delivered to Council at least 3 days prior to meeting	100%
% of Council documents distributed to requesting dept. within 24 hours	85%
% of minutes approved without corrections	90%
% of minutes prepared within 5 work days	85%
% of Council Meeting Videos available online 3 days after the Council Meeting	90%
% Percentage of board vacancy appointments presented to the council at least 7	100%
% of lists with at least one qualified applicant per vacancy	95%
% of Education Advisory Board Meetings attended as staff liaison	95%
% of information/research requests fulfilled within 10 days	90%

## Village Clerk

### Budget Highlights

	<u>FY2024</u>		<u>FY2025</u>		<u>Change</u>
Personnel Services.....	\$ 222,586	\$	223,349	\$	763
Operating Expenditures/Expenses ..	186,051		291,043		104,992
TOTAL .....	\$ 408,637	\$	514,392	\$	105,755





# VILLAGE CLERK

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 12 - Village Clerk					
Division 0303 - Village Clerk					
Program 00 - None					
Activity 512 - Executive					
11-000	Executive Salaries Salaries	118,640.03	123,942.00	123,942.00	128,282.00
11-100	Executive Salaries Executive Benefit	6,500.00	6,500.00	6,500.00	6,500.00
Comments					
Level Comment					
Department Entry Executive Bonus					
12-000	Regular Salaries and Wages Salaries	21,168.18	51,797.00	.00	52,146.00
Comments					
Level Comment					
Department Entry Assistant Village Clerk					
14-000	Overtime Overtime	72.12	10,000.00	102.00	5,000.00
Comments					
Level Comment					
Department Entry Overtime					
21-000	Payroll Taxes Employer Fica and Medicare	10,879.41	14,890.00	10,000.00	14,866.00
Comments					
Level Comment					
Department Entry Payroll Taxes Employer FICA and Medicare					
23-000	Life and Health Insurance Health Insurance	10,184.85	14,916.00	8,000.00	15,813.00
Comments					
Level Comment					
Department Entry Life and Health Insurance					
23-100	Life and Health Insurance Dental	173.96	254.00	140.00	256.00
Comments					
Level Comment					
Department Entry Life and Health Insurance Dental					
23-200	Life and Health Insurance Long-Term Care	68.64	138.00	70.00	169.00
Comments					
Level Comment					
Department Entry Life and Health Insurance Long-Term Care					



# VILLAGE CLERK

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 12 - Village Clerk					
Division 0303 - Village Clerk					
Program 00 - None					
Activity 512 - Executive					
24-000	Workers' Compensation Workers' Compensation	147.00	149.00	300.00	317.00
	Comments				
	Level	Comment			
	Department Entry	Workers' Compensation			
31-000	Professional Services Professional Services	39,345.50	50,000.00	30,000.00	50,000.00
	Comments				
	Level	Comment			
	Department Entry	Council Meeting videography services			
31-100	Professional Services Technology	23,446.24	16,000.00	17,000.00	.00
	Comments				
	Level	Comment			
	Department Entry	Transfer to IT			
34-000	Other Services Contract Services	8,822.42	38,000.00	25,000.00	58,000.00
	Comments				
	Level	Comment			
	Department Entry	Document scanning, Just FOIA, codification & records storage & destruction services			
40-000	Travel and Per Diem Travel	2,400.00	5,400.00	2,200.00	5,400.00
	Comments				
	Level	Comment			
	Department Entry	Travel costs to attend conferences & trainings			
40-100	Travel and Per Diem Per Diem Allowance	.00	600.00	600.00	800.00
	Comments				
	Level	Comment			
	Department Entry	Per diem costs while attending conferences & trainings			
41-100	Communications Services Cellular	630.66	600.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	Five mobile devices and five tablets			
	Manager Review	Transfer to IT			



# VILLAGE CLERK

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund <b>001 - General Fund</b>					
Department <b>12 - Village Clerk</b>					
Division <b>0303 - Village Clerk</b>					
Program <b>00 - None</b>					
Activity <b>512 - Executive</b>					
41-200	Communications Services Internet	216.42	.00	.00	.00
41-520	Communications Services ISF: Information Technology	11,883.00	16,533.00	16,533.00	42,278.00
Comments					
Level Comment					
Department Entry Allocated costs for operating the Village's information technology					
42-000	Freight and Postage Services Postage	1.83	300.00	100.00	300.00
Comments					
Level Comment					
Department Entry Certified Mail					
45-000	Insurance ISF: Risk Management	5,032.00	8,218.00	8,218.00	8,865.00
Comments					
Level Comment					
Department Entry Insurance ISF: Risk Management					
46-200	Repair and Maintenance Services Repairs and Maintenance	.00	11,000.00	11,000.00	11,000.00
Comments					
Level Comment					
Department Entry Council Chambers/9900 Building audiovisual equipment repair					
47-000	Printing and Binding Printing	.00	1,000.00	1,000.00	1,000.00
Comments					
Level Comment					
Department Entry Printing of stationary & various forms					
48-200	Promotional Activities Legal Advertisements	16,567.80	30,000.00	30,000.00	70,000.00
Comments					
Level Comment					
Department Entry Required Legal advertising & Notices					
49-000	Other Current Charges and Obligations Other Current Charges	1,058.74	1,000.00	1,000.00	1,000.00
Comments					
Level Comment					
Department Entry Costs associated with specialty services					





# VILLAGE CLERK

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	001 - General Fund				
Department	12 - Village Clerk				
Division	0303 - Village Clerk				
Program	00 - None				
Activity	512 - Executive				
49-200	Other Current Charges and Obligations Elections	21,290.65	.00	.00	35,000.00
	Comments				
	Level	Comment			
	Department Entry	Costs associated with upcoming Village election			
49-600	Other Current Charges and Obligations Court Filing Fees	.00	1,000.00	1,000.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Costs associated with Miami-Dade County filings			
51-000	Office Supplies Office Supplies	658.09	1,000.00	1,000.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	General office supplies			
52-200	Operating Supplies Other Operating Supplies	4,299.47	1,400.00	1,400.00	1,400.00
	Comments				
	Level	Comment			
	Department Entry	Supplies for department equipment			
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	1,866.65	2,000.00	2,000.00	2,000.00
	Comments				
	Level	Comment			
	Department Entry	Annual fees for various organization memberships			
55-000	Training Training and Education	100.00	2,000.00	2,000.00	2,000.00
	Comments				
	Level	Comment			
	Department Entry	Registration for conferences & trainings			
	Activity 512 - Executive Totals	\$305,453.66	\$408,637.00	\$299,105.00	\$514,392.00



# VILLAGE CLERK

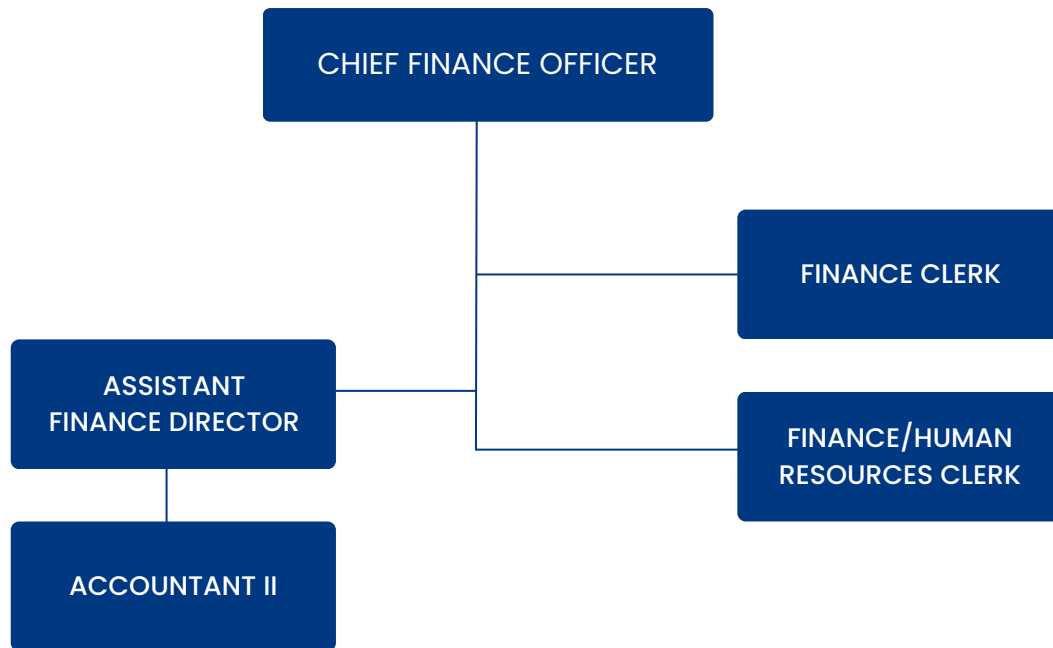
Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>001 - General Fund</b>				
Department	<b>12 - Village Clerk</b>				
Division	<b>0303 - Village Clerk</b>				
Program	<b>00 - None</b>				
Activity	<b>581 - Inter-Fund Group Transfers Out</b>				
91-301	Interfund Transfers Capital Projects	50,000.00	.00	.00	.00
Comments					
<i>Level</i> <i>Comment</i>					
Department Entry Council Chamber & AV Upgrades					
Activity	<b>581 - Inter-Fund Group Transfers Out</b>	\$50,000.00	\$0.00	\$0.00	\$0.00
Totals					
Program	<b>00 - None</b> Totals	\$355,453.66	\$408,637.00	\$299,105.00	\$514,392.00
Division	<b>0303 - Village Clerk</b> Totals	\$355,453.66	\$408,637.00	\$299,105.00	\$514,392.00
Department	<b>12 - Village Clerk</b> Totals	\$355,453.66	\$408,637.00	\$299,105.00	\$514,392.00
Fund <b>001 - General Fund</b> Totals					
Net Grand Totals		\$355,453.66	\$408,637.00	\$299,105.00	\$514,392.00



# FINANCE DEPARTMENT

## Organization Chart



## Finance

### *Services, Functions and Activities*

The Finance Department is responsible for the long-term financial resilience and sustainability of the Village and 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 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. Monthly reconciling of bank statements, as well as confirming all cash and electronic transactions, is part of the responsibilities as well.

The Village's six retirement plans: the General Employees' Pension Plan, the Police Officers' Pension Plan, the Mission Square-457 Deferred Compensation Plan, the VALIC-457 Deferred Compensation Plan, Nationwide-457 Deferred Compensation Plan and the Mission Square 401a Plan are monitored and coordinated by this department. 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 Village's employee benefit programs, cash management, debt service management, payroll, accounts payable, accounts receivable and other finance-related matters are managed in this department.

### *Goals & Objectives*

The goals and objectives of the Finance Department for the upcoming fiscal year include the following: 1) Making sure that regular work is accomplished in a timely and efficient manner, 2) Continuing to receive the Triple Crown Award from the Government Finance Officers Association (GFOA) for receiving the Distinguished Budget Presentation Award, Annual Financial Report Award & Popular Annual Financial Report Award and 3) Purging the necessary files in accordance with the State of Florida retention rules with the assistance of the Village Clerk.

Per the Strategic Management Plan, the department aims to put in place a succession plan and invest in staff training to ensure department staff remains current with industry standards and best practices.

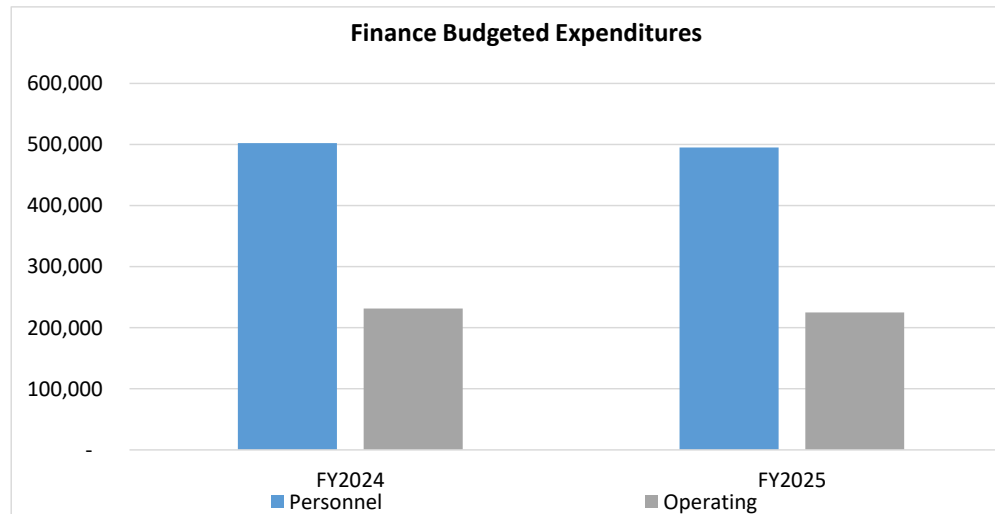
## Finance

### *Performance Measures*

	<i>FY2024 Estimated</i>	<i>FY2024 Actuals (through 3/31/24)</i>	<i>FY2025 Estimated</i>
Number of Payroll ACH Deposits/Checks processed	52	26	52
Number of AP checks/EFT's processed	4,750	2,385	4,750
GFOA Awards to be awarded	3	3	3

### **Budget Highlights**

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 502,443	\$ 495,077	\$ (7,366)
Operating Expenditures/Expenses .	231,303	224,995	(6,308)
TOTAL .....	<u>\$ 733,746</u>	<u>\$ 720,072</u>	<u>\$ (13,674)</u>





Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 13 - Finance					
Division 0500 - Finance					
Program 00 - None					
Activity 513 - Financial & Administrative					
11-000	Executive Salaries Salaries	142,511.40	156,169.00	156,169.00	161,690.00
	Comments				
	Level	Comment			
	Department Entry	(1) Chief Financial Officer			
11-100	Executive Salaries Executive Benefit	9,625.00	9,750.00	9,750.00	9,750.00
	Comments				
	Level	Comment			
	Department Entry	Executive benefit package			
12-000	Regular Salaries and Wages Salaries	165,921.09	265,713.00	250,000.00	248,590.00
	Comments				
	Level	Comment			
	Department Entry	(1) Assistant Finance Director, (1) Accountant II & (1) Finance Clerk			
13-000	Other Salaries and Wages Other Salaries	.00	.00	40,000.00	.00
	Comments				
	Level	Comment			
	Manager Review	Outside consultants			
14-000	Overtime Overtime	2,308.10	2,500.00	12,000.00	2,500.00
	Comments				
	Level	Comment			
	Department Entry	Estimated overtime costs			
18-100	Compensated Compensatory Leave Longevity	1,875.00	625.00	625.00	.00
	Comments				
	Level	Comment			
	Department Entry	Benefits paid to tenured employees per policy			
21-000	Payroll Taxes Employer Fica and Medicare	24,176.17	33,266.00	35,840.00	32,267.00
	Comments				
	Level	Comment			
	Department Entry	Social Security and Medicare taxes			



Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 13 - Finance					
Division 0500 - Finance					
Program 00 - None					
Activity 513 - Financial & Administrative					
23-000	Life and Health Insurance Health Insurance	18,282.99	33,062.00	26,500.00	38,653.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for health insurance benefits			
23-100	Life and Health Insurance Dental	294.38	571.00	550.00	512.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for dental insurance benefits			
23-200	Life and Health Insurance Long-Term Care	402.38	458.00	226.00	421.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for long-term care insurance benefits			
24-000	Workers' Compensation Workers' Compensation	343.00	329.00	329.00	694.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs of workers' compensation premiums paid to the Florida League			
31-000	Professional Services Professional Services	10,110.00	12,000.00	12,000.00	12,000.00
	Comments				
	Level	Comment			
	Department Entry	Actuary and consulting fees			
31-100	Professional Services Technology	25,969.36	8,000.00	25,610.00	.00
	Comments				
	Level	Comment			
	Manager Review	Transfer to IT			
32-000	Accounting and Auditing Accounting and Auditing	12,500.00	45,000.00	60,000.00	48,500.00
	Comments				
	Level	Comment			
	Department Entry	Funding for annual external audit to comply with Local, State & Federal statutory provisions			





Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 13 - Finance					
Division 0500 - Finance					
Program 00 - None					
Activity 513 - Financial & Administrative					
34-000	Other Services Contract Services	25,967.16	32,000.00	30,000.00	7,000.00
	Comments				
	Level	Comment			
	Department Entry	Departmental & centralized service contracts & financial system maintenance			
34-100	Other Services Temporary Personnel	1,165.25	10,000.00	.00	2,500.00
	Comments				
	Level	Comment			
	Department Entry	Temporary personnel as needed			
40-000	Travel and Per Diem Travel	1,305.23	3,500.00	.00	3,500.00
	Comments				
	Level	Comment			
	Department Entry	Local & intermediate training & conference attendance			
40-100	Travel and Per Diem Per Diem Allowance	.00	550.00	.00	550.00
	Comments				
	Level	Comment			
	Department Entry	Per diem allowance while attending conferences & trainings			
41-100	Communications Services Cellular	476.50	600.00	100.00	.00
	Comments				
	Level	Comment			
	Manager Review	Transfer to IT			
41-520	Communications Services ISF: Information Technology	14,854.00	80,958.00	80,958.00	115,360.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for operating the Village's information technology			
42-000	Freight and Postage Services Postage	1,795.06	1,500.00	1,800.00	1,500.00
	Comments				
	Level	Comment			
	Department Entry	Mailing of A/P checks, correspondence & certified mail			



Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	001 - General Fund				
Department	13 - Finance				
Division	0500 - Finance				
Program	00 - None				
Activity	513 - Financial & Administrative				
45-000	Insurance ISF: Risk Management	9,654.00	15,395.00	15,395.00	20,385.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for property, casualty & general liability insurance premiums			
47-000	Printing and Binding Printing	.00	500.00	1,500.00	500.00
	Comments				
	Level	Comment			
	Department Entry	Printing ACFR, Budget, Pension reports & other state-mandated documents			
48-000	Promotional Activities Promotional Activities	.00	8,000.00	8,000.00	.00
	Comments				
	Level	Comment			
	Manager Review	Legal Advertising transferred to Clerk			
49-600	Other Current Charges and Obligations Court Filing Fees	140.00	500.00	500.00	500.00
	Comments				
	Level	Comment			
	Department Entry	Lien filing & release fees			
51-000	Office Supplies Office Supplies	175.42	1,000.00	1,000.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	General office supplies			
52-200	Operating Supplies Other Operating Supplies	5,698.00	4,000.00	4,000.00	4,000.00
	Comments				
	Level	Comment			
	Department Entry	Operating supplies required for Finance-related activities, not already funded in the Village-wide supply account			



Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 13 - Finance					
Division 0500 - Finance					
Program 00 - None					
Activity 513 - Financial & Administrative					
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	2,055.00	3,800.00	3,800.00	4,200.00
	Comments				
	Level	Comment			
	Department Entry	Subscriptions to various journals & memberships to various organizations including: GFOA for the Village, the Comprehensive Annual Financial Report, Budget Award & Popular Annual Financial Report for the Village, the FICPA, AICPA, FGFOA & SFGFOA for the Chief Financial Officer, Assistant Finance Director & Accountant II			
55-000	Training Training and Education	525.00	4,000.00	2,000.00	3,500.00
	Comments				
	Level	Comment			
	Department Entry	Conference registration fees, charges to attend local training sessions & other educational activities			
Activity 513 - Financial & Administrative Totals		\$478,129.49	\$733,746.00	\$778,652.00	\$720,072.00
Program 00 - None Totals		\$478,129.49	\$733,746.00	\$778,652.00	\$720,072.00
Division 0500 - Finance Totals		\$478,129.49	\$733,746.00	\$778,652.00	\$720,072.00
Department 13 - Finance Totals		\$478,129.49	\$733,746.00	\$778,652.00	\$720,072.00
Fund 001 - General Fund Totals		\$478,129.49	\$733,746.00	\$778,652.00	\$720,072.00
Net Grand Totals		\$478,129.49	\$733,746.00	\$778,652.00	\$720,072.00

Village Attorney

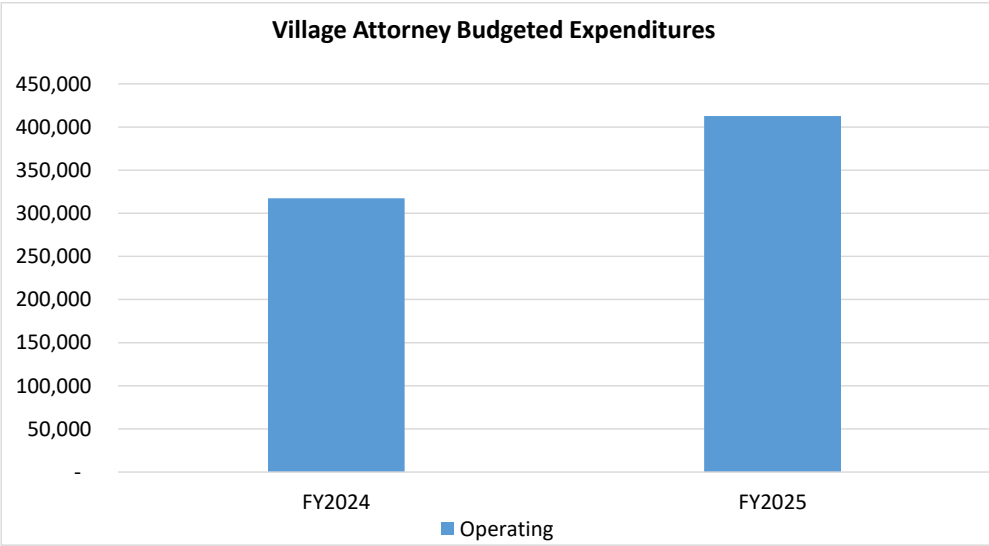
Services, Functions and Activities

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.

Budget Highlights

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Operating Expenditures/Expenses	\$ 317,250	\$ 412,800	\$ 95,550
TOTAL .....	\$ 317,250	\$ 412,800	\$ 95,550





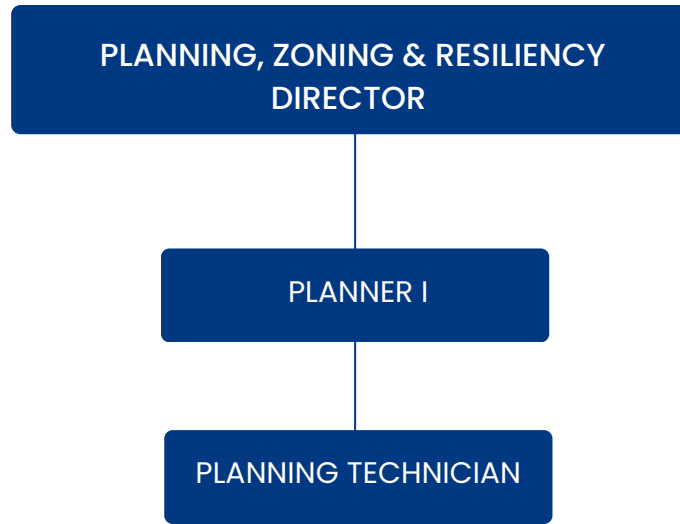
# VILLAGE ATTORNEY

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 14 - Legal					
Division 0200 - Legal					
Program 00 - None					
Activity 514 - Legal Counsel					
31-200	Professional Services Legal General	214,549.17	219,450.00	219,450.00	315,000.00
	Comments				
	Level	Comment			
	Department Entry	Contractual fee			
31-220	Professional Services Legal Labor	1,093.64	25,000.00	25,000.00	25,000.00
	Comments				
	Level	Comment			
	Department Entry	Labor attorney costs & fees associated with labor issues, including union contract negotiations			
31-230	Professional Services Legal Litigation	44,015.59	.00	1,580.00	.00
	Comments				
	Level	Comment			
	Department Entry	Legal fees for Village representation brought to the court system			
31-240	Professional Services Legal Pension	.00	10,000.00	10,000.00	10,000.00
	Comments				
	Level	Comment			
	Department Entry	Legal fees associated with amending the Village's pension plan ordinances			
31-250	Professional Services Legal Other	39,981.75	62,800.00	62,800.00	62,800.00
	Comments				
	Level	Comment			
	Department Entry	Other legal fees not otherwise covered including zoning code efforts			
Activity 514 - Legal Counsel Totals		\$299,640.15	\$317,250.00	\$318,830.00	\$412,800.00
Program 00 - None Totals		\$299,640.15	\$317,250.00	\$318,830.00	\$412,800.00
Division 0200 - Legal Totals		\$299,640.15	\$317,250.00	\$318,830.00	\$412,800.00
Department 14 - Legal Totals		\$299,640.15	\$317,250.00	\$318,830.00	\$412,800.00
Fund 001 - General Fund Totals		\$299,640.15	\$317,250.00	\$318,830.00	\$412,800.00
Net Grand Totals		\$299,640.15	\$317,250.00	\$318,830.00	\$412,800.00



# PLANNING, ZONING & RESILIENCY Organization Chart



## Planning , Zoning, and Resiliency

### *Services, Functions and Activities*

The Planning, Zoning, and Resiliency Department encourages sustainable development that protects the environment, fuels a viable economy, and preserves established neighborhoods where families can enjoy a favorable quality of life. This is achieved by the Department's primary responsibility of establishing clear goals, objectives, and policies in the Village's Comprehensive Plan, and implementing the standards of the Village's Zoning and Land Development Code, including State and County requirements.

The Department oversees several of the processes involving new and existing development and redevelopment within the Village including the coordination of the development review process; ensuring all development projects and new businesses within Miami Shores Village meet the requirements of the established Comprehensive Plan, Code of Ordinances, and have a positive impact on the quality of life of our residents, businesses, and visitors.

### *Goals & Objectives*

The goals for the upcoming fiscal year are to conduct a downtown business assessment and analysis for cultivating a thriving regional destination, complete updates to the Community Regulations Zoning Code and Single Family Residential Regulations Zoning Code, complete update to the 2018 Vulnerability Assessment, improve forms and documents to facilitate the application process.

### *Performance Measures*

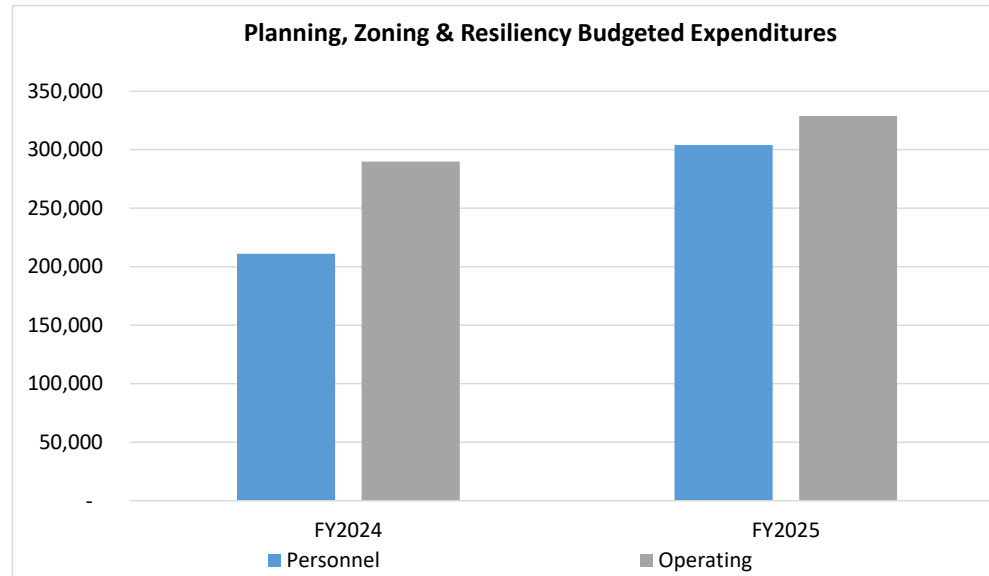
	<i>FY2023 Estimated</i>	<i>FY2024 Actuals (through 3/31/24)</i>	<i>FY2025 Estimated</i>
Process applications to the Planning & Zoning Board	108	42	100



## Planning, Zoning, and Resiliency

### Budget Highlights

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 211,008	\$ 303,918	\$ 92,910
Operating Expenditures/Expenses	289,882	328,833	38,951
TOTAL .....	<u>\$ 500,890</u>	<u>\$ 632,751</u>	<u>\$ 131,861</u>





# PLANNING, ZONING & RESILIENCY

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 15 - Planning, Zoning & Resiliency					
Division 0450 - Planning, Zoning & Resiliency					
Program 00 - None					
Activity 515 - Comprehensive Planning					
11-000	Executive Salaries Salaries	123,598.80	129,037.00	45,000.00	140,262.00
	Comments				
	Level	Comment			
	Department Entry	1 Planning, Zoning & Resiliency Director base salary			
11-100	Executive Salaries Executive Benefit	6,500.00	6,500.00	3,000.00	6,500.00
	Comments				
	Level	Comment			
	Department Entry	Executive benefit package			
12-000	Regular Salaries and Wages Salaries	49,138.36	45,936.00	50,936.00	109,079.00
	Comments				
	Level	Comment			
	Department Entry	(1) Planner 1			
	Manager Review	(1) Planning Technician (1) Planner I			
14-000	Overtime Overtime	2,745.13	3,600.00	3,000.00	3,600.00
	Comments				
	Level	Comment			
	Department Entry	After hours meetings & events			
18-100	Compensated Compensatory Leave Longevity	312.50	.00	.00	.00
21-000	Payroll Taxes Employer Fica and Medicare	14,047.91	14,387.00	7,800.00	19,846.00
	Comments				
	Level	Comment			
	Department Entry	Social Security & Medicare taxes			
23-000	Life and Health Insurance Health Insurance	12,514.95	11,210.00	1,300.00	23,619.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee cost for health insurance benefits			
23-100	Life and Health Insurance Dental	146.76	127.00	.00	384.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for dental insurance benefits			



# PLANNING, ZONING & RESILIENCY

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	001 - General Fund				
Department	15 - Planning, Zoning & Resiliency				
Division	0450 - Planning, Zoning & Resiliency				
Program	00 - None				
Activity	515 - Comprehensive Planning				
23-200	Life and Health Insurance Long-Term Care	272.44	69.00	.00	200.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for long-term care insurance			
24-000	Workers' Compensation Workers' Compensation	161.00	142.00	142.00	428.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs of workers' compensation premiums			
31-000	Professional Services Professional Services	190,212.92	233,155.00	233,155.00	250,000.00
	Comments				
	Level	Comment			
	Department Entry	Planning Consultant Administrative \$100,000 Zoning Code Rewrite \$100,000 Methodology/Policy Study \$25,000 Mapping/Urban Design consultant products \$25,000			
31-100	Professional Services Technology	15,371.24	7,650.00	12,500.00	.00
	Comments				
	Level	Comment			
	Department Entry	Annual fees, maintenance and registration of software, including the addition of upgraded Esri system			
31-270	Professional Services Pre-employment Screening	15.86	.00	.00	.00
40-000	Travel and Per Diem Travel	1,078.60	4,000.00	.00	2,000.00
	Comments				
	Level	Comment			
	Department Entry	Travel for Local, State and National APA Conferences			
40-100	Travel and Per Diem Per Diem Allowance	670.00	425.00	.00	750.00
	Comments				
	Level	Comment			
	Department Entry	State and National conferences			
41-100	Communications Services Cellular	476.50	2,015.00	150.00	.00
	Comments				
	Level	Comment			
	Department Entry	Transfer to IT			



# PLANNING, ZONING & RESILIENCY

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001	General Fund				
Department 15	Planning, Zoning & Resiliency				
Division 0450	Planning, Zoning & Resiliency				
Program 00	None				
Activity 515	Comprehensive Planning				
41-520	Communications Services ISF: Information Technology	5,941.00	8,369.00	8,369.00	43,359.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Allocated costs for operating the Village's information technology				
42-000	Freight and Postage Services Postage	433.23	1,000.00	.00	1,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Mailing of Public Notices				
45-000	Insurance ISF: Risk Management	5,032.00	8,218.00	8,218.00	12,974.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Insurance premiums				
47-000	Printing and Binding Printing	6,870.25	3,000.00	3,000.00	3,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Printing materials for Boards and Workshops				
48-200	Promotional Activities Legal Advertisements	.00	5,000.00	5,000.00	.00
49-250	Other Current Charges and Obligations Planning & Zoning Board	.00	1,000.00	1,000.00	.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Training and reports				
49-260	Other Current Charges and Obligations Historic Preservation Board	7,538.00	7,800.00	7,800.00	7,500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	2 historical markers \$5,000				
	5 historic designation plaques \$2,500				



# PLANNING, ZONING & RESILIENCY

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 15 - Planning, Zoning & Resiliency					
Division 0450 - Planning, Zoning & Resiliency					
Program 00 - None					
Activity 515 - Comprehensive Planning					
49-270	Other Current Charges and Obligations Sustainable & Resiliency Commit	550.00	1,500.00	1,500.00	1,500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Green Day activity, Outreach materials and supplies				
51-000	Office Supplies Office Supplies	971.97	1,000.00	350.00	1,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	General office supplies				
52-200	Operating Supplies Other Operating Supplies	1,042.89	1,500.00	500.00	2,500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	New office furniture				
52-400	Operating Supplies Uniforms	.00	300.00	150.00	300.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Uniform shirts				
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	722.75	950.00	425.00	950.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Professional registration (APA, AICP, AIA, CNU or other)				
55-000	Training Training and Education	705.00	3,000.00	300.00	2,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Professional Development, Conference registration or other educational activities for staff				
Activity 515 - Comprehensive Planning Totals		\$447,070.06	\$500,890.00	\$393,595.00	\$632,751.00
Program 00 - None Totals		\$447,070.06	\$500,890.00	\$393,595.00	\$632,751.00
Division 0450 - Planning, Zoning & Resiliency Totals		\$447,070.06	\$500,890.00	\$393,595.00	\$632,751.00
Department 15 - Planning, Zoning & Resiliency Totals		\$447,070.06	\$500,890.00	\$393,595.00	\$632,751.00



# PLANNING, ZONING & RESILIENCY

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>001 - General Fund</b> Totals	\$447,070.06	\$500,890.00	\$393,595.00	\$632,751.00
	Net Grand Totals	\$447,070.06	\$500,890.00	\$393,595.00	\$632,751.00



# HUMAN RESOURCES Organization Chart



## Human Resources

### *Services, Functions and Activities*

The Department is responsible for all personnel related activities such as benefits, risk management, recruitment, labor and employee relations, training and development, and compensation.

### *Goals & Objectives*

In keeping with the Village's values of inclusiveness and cohesiveness, the Human Resources Department is committed to treating each person as a valued customer while contributing positively to achieve the overall goals of the Village. The Department is actively dedicated to improving employee engagement through management best practices and process improvements. Comprehensive programming displays a thorough understanding of all aspects of the human resource profession including proactive involvement in areas of legal compliance and service that displays a genuine interest in the lives of others.



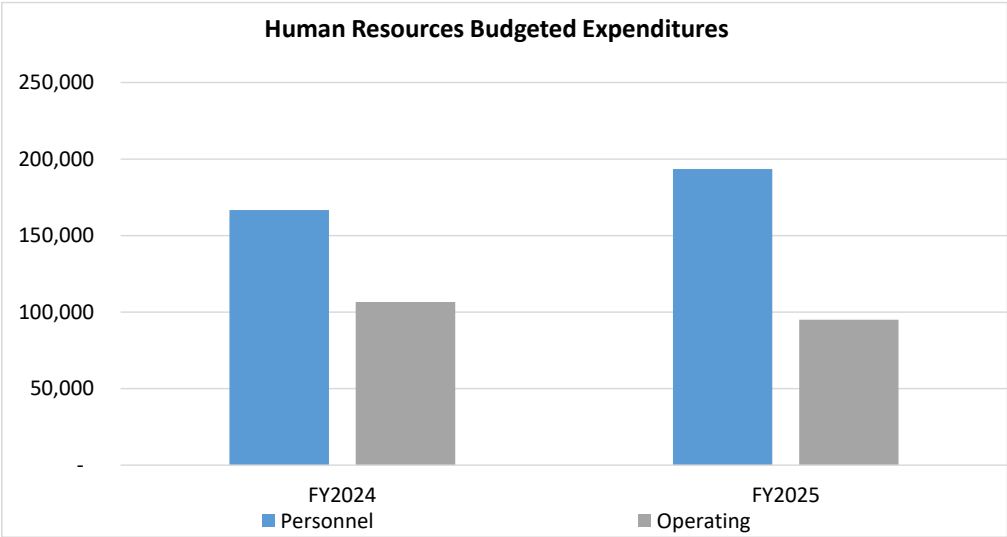
Human Resources

Budget Highlights

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 166,678	\$ 193,478	\$ 26,800
Operating Expenditures/Expenses ..	106,543	94,952	(11,591)
TOTAL .....	<u>\$ 273,221</u>	<u>\$ 288,430</u>	<u>\$ 15,209</u>

---

---





# HUMAN RESOURCES

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 16 - Human Resources					
Division 0600 - Human Resources					
Program 00 - None					
Activity 513 - Financial & Administrative					
11-000	Executive Salaries Salaries	.00	115,443.00	.00	144,900.00
	Comments				
	Level				
	Department Entry		(1) Human Resources Director		
11-100	Executive Salaries Executive Benefit	.00	6,500.00	.00	.00
	Comments				
	Level				
	Department Entry		Executive benefit package		
12-000	Regular Salaries and Wages Salaries	10,322.39	22,587.00	23,000.00	26,922.00
	Comments				
	Level				
	Department Entry		(1) PT HR Clerk		
13-000	Other Salaries and Wages Other Salaries	82,119.70	.00	78,000.00	.00
21-000	Payroll Taxes Employer Fica and Medicare	7,070.98	10,558.00	7,727.00	13,144.00
	Comments				
	Level				
	Department Entry		Social Security & Medicare Taxes		
23-000	Life and Health Insurance Health Insurance	1,134.97	11,187.00	3,900.00	8,002.00
	Comments				
	Level				
	Department Entry		Estimated annual employee costs for health insurance benefits		
23-100	Life and Health Insurance Dental	19.34	190.00	60.00	128.00
	Comments				
	Level				
	Department Entry		Estimated annual employee costs for dental insurance benefits		
23-200	Life and Health Insurance Long-Term Care	.00	103.00	.00	100.00
	Comments				
	Level				
	Department Entry		Estimated annual employee costs for long-term care benefits		



# HUMAN RESOURCES

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 16 - Human Resources					
Division 0600 - Human Resources					
Program 00 - None					
Activity 513 - Financial & Administrative					
24-000	Workers' Compensation Workers' Compensation	137.00	110.00	.00	282.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for workers' compensation premiums			
31-270	Professional Services Pre-employment Screening	10,478.21	10,000.00	10,000.00	10,000.00
	Comments				
	Level	Comment			
	Department Entry	Pre employment screening for new hires			
34-000	Other Services Contract Services	44,003.19	75,000.00	60,000.00	60,000.00
	Comments				
	Level	Comment			
	Department Entry	Insurance brokerage fees and medical service fees for workers comp injuries			
40-000	Travel and Per Diem Travel	.00	800.00	.00	800.00
	Comments				
	Level	Comment			
	Department Entry	Local and intermediate training and conference attendance			
40-100	Travel and Per Diem Per Diem Allowance	.00	200.00	.00	200.00
	Comments				
	Level	Comment			
	Department Entry	Per diem allowance while attending conferences and training			
41-100	Communications Services Cellular	.00	600.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	Transfer to IT			
41-520	Communications Services ISF: Information Technology	2,971.00	5,817.00	5,817.00	8,168.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for operating the Village's information technology			



# HUMAN RESOURCES

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 16 - Human Resources					
Division 0600 - Human Resources					
Program 00 - None					
Activity 513 - Financial & Administrative					
42-000	Freight and Postage Services Postage	.00	250.00	.00	250.00
	Comments				
	Level				
	Department Entry				
45-000	Insurance ISF: Risk Management	3,299.00	5,526.00	5,526.00	7,184.00
	Comments				
	Level				
	Department Entry				
47-000	Printing and Binding Printing	.00	100.00	.00	100.00
	Comments				
	Level				
	Department Entry				
51-000	Office Supplies Office Supplies	.00	250.00	.00	250.00
	Comments				
	Level				
	Department Entry				
52-200	Operating Supplies Other Operating Supplies	1,848.64	2,000.00	.00	2,000.00
	Comments				
	Level				
	Department Entry				
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	.00	1,000.00	.00	1,000.00
	Comments				
	Level				
	Department Entry				
55-000	Training Training and Education	4,800.00	5,000.00	.00	5,000.00
	Comments				
	Level				
	Department Entry				
Activity 513 - Financial & Administrative Totals		\$168,204.42	\$273,221.00	\$194,030.00	\$288,430.00



# HUMAN RESOURCES

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>001 - General Fund</b>				
Department	<b>16 - Human Resources</b>				
Division	<b>0600 - Human Resources</b>				
Program	<b>00 - None</b> Totals	\$168,204.42	\$273,221.00	\$194,030.00	\$288,430.00
Division	<b>0600 - Human Resources</b> Totals	\$168,204.42	\$273,221.00	\$194,030.00	\$288,430.00
Department	<b>16 - Human Resources</b> Totals	\$168,204.42	\$273,221.00	\$194,030.00	\$288,430.00
Fund	<b>001 - General Fund</b> Totals	\$168,204.42	\$273,221.00	\$194,030.00	\$288,430.00
	Net Grand Totals	\$168,204.42	\$273,221.00	\$194,030.00	\$288,430.00

## Finance Non-Departmental

### *Services, Functions and Activities*

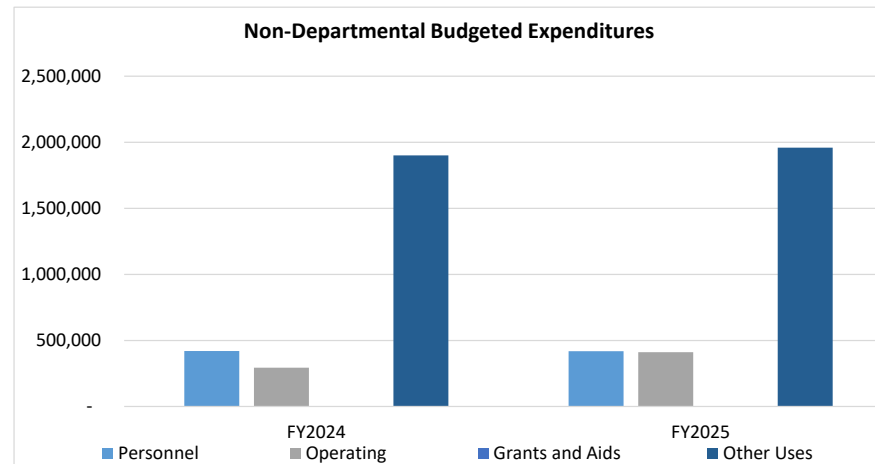
The Non-Departmental group of accounts represents administrative costs or services of the General Fund that do not necessarily affect a single department or, to the contrary, affect multiple departments. The Non-Departmental account is also the central funding source for interfund transfers (i.e. - transfers to fund capital projects, transfers out to the Debt Service Fund, etc.). Additionally, the Non-Departmental group 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 group 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>FY2024</u>		<u>FY2025</u>		<u>Change</u>
Personnel Services.....	\$ 420,447	\$	418,110	\$	(2,337)
Operating Expenditures/Expenses ....	293,035		409,980		116,945
Grants and Aids.....	-		-		-
Other Uses.....	1,900,215		1,959,168		58,953
<b>TOTAL .....</b>	<b>\$ 2,613,697</b>	<b>\$</b>	<b>2,787,258</b>	<b>\$</b>	<b>173,561</b>





# NON-DEPARTMENTAL

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 19 - Non-Departmental					
Division 0800 - Non-Departmental					
Program 00 - None					
Activity 519 - Other General Government Service					
18-200	Compensated Compensatory Leave Accumulated Leave Settlement	120,040.78	75,000.00	150,000.00	.00
21-000	Payroll Taxes Employer Fica and Medicare	9,156.43	5,740.00	11,475.00	.00
22-000	Retirement Contributions Pension Contribution	313,091.00	277,348.00	277,348.00	351,355.00
Comments					
Level Comment					
Department Entry Actuarially-calculated required employer contribution for the General Employee Pension Plan					
23-200	Life and Health Insurance Long-Term Care	6.45	.00	5.00	.00
23-600	Life and Health Insurance Life Insurance	46,358.85	56,621.00	48,000.00	65,755.00
Comments					
Level Comment					
Department Entry Life & long-term disability insurance for general employees					
25-000	Unemployment Compensation Re-Employment Tax	1,525.66	5,738.00	1,000.00	1,000.00
Comments					
Level Comment					
Department Entry Contribution mandated by the State for employees filing for unemployment					
31-000	Professional Services Professional Services	.00	12,000.00	.00	.00
31-100	Professional Services Technology	4,587.95	15,000.00	.00	.00
34-000	Other Services Contract Services	17,917.76	9,000.00	4,000.00	3,000.00
Comments					
Level Comment					
Department Entry Contractual services for shredding & copy machine maintenance					
41-000	Communications Services Telephone	301.90	.00	2,210.00	.00
41-200	Communications Services Internet	14,219.96	21,900.00	6,000.00	.00
41-300	Communications Services Long Distance	2,161.23	3,600.00	4,000.00	.00
41-400	Communications Services Maintenance	5,250.00	6,500.00	10,500.00	.00
42-000	Freight and Postage Services Postage	20,001.60	22,000.00	18,000.00	22,000.00
Comments					
Level Comment					
Department Entry Estimated cost for mailing the monthly newsletter					
42-100	Freight and Postage Services Courier and Delivery	1,146.39	.00	.00	.00



# NON-DEPARTMENTAL

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 19 - Non-Departmental					
Division 0800 - Non-Departmental					
Program 00 - None					
Activity 519 - Other General Government Service					
44-000	Rentals and Leases Equipment Rental	624.00	6,500.00	3,000.00	3,000.00
	Comments				
	Level	Comment			
	Department Entry	Rental agreement for postage machine & Village Hall copy machine			
45-000	Insurance ISF: Risk Management	13,988.00	35,485.00	35,485.00	220,930.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for property, casualty & general liability insurance premiums (9900 Building)			
46-200	Repair and Maintenance Services Repairs and Maintenance	.00	3,000.00	1,000.00	3,000.00
	Comments				
	Level	Comment			
	Department Entry	Maintenance agreement for Village-wide phone system copy machine, recording equipment & website			
47-000	Printing and Binding Printing	32,870.00	40,000.00	30,000.00	40,000.00
	Comments				
	Level	Comment			
	Department Entry	Costs associated with printing the Village newsletter, notices, special mailings & forms not specifically associated with a specific department or division			
48-000	Promotional Activities Promotional Activities	432.50	450.00	500.00	450.00
	Comments				
	Level	Comment			
	Department Entry	associated with ASCAP license			
49-110	Other Current Charges and Obligations Special Projects - Manager	2,880.25	15,000.00	5,000.00	15,000.00
	Comments				
	Level	Comment			
	Department Entry	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	1,114.36	3,000.00	3,000.00	3,000.00
	Comments				
	Level	Comment			
	Department Entry	Funding for employee morale & appreciation programs			





# NON-DEPARTMENTAL

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 19 - Non-Departmental					
Division 0800 - Non-Departmental					
Program 00 - None					
Activity 519 - Other General Government Service					
49-300	Other Current Charges and Obligations Software Licensing	4,200.00	.00	.00	.00
51-000	Office Supplies Office Supplies	56.65	100.00	100.00	100.00
	Comments				
	Level				
	Department Entry				
	Comment				
	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				
52-200	Operating Supplies Other Operating Supplies	3,626.94	8,000.00	5,000.00	8,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Supplies as needed for unallocated Village-wide use				
52-205	Operating Supplies 90th Anniversary	78,772.01	.00	3,433.00	.00
52-300	Operating Supplies Kitchen	4,239.98	6,000.00	5,000.00	6,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Supplies for the Village Hall kitchen facility				
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	2,964.52	5,500.00	5,000.00	5,500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Village memberships				
82-000	Aids to Private Organizations North Miami Foundation	(5,000.00)	.00	5,000.00	.00
99-000	Other Uses Contingency	.00	1,677,585.00	.00	1,698,703.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Reserve for unanticipated expenses subject to Council approval				
Activity 519 - Other General Government Service Totals		\$696,535.17	\$2,311,067.00	\$634,056.00	\$2,446,793.00



# NON-DEPARTMENTAL

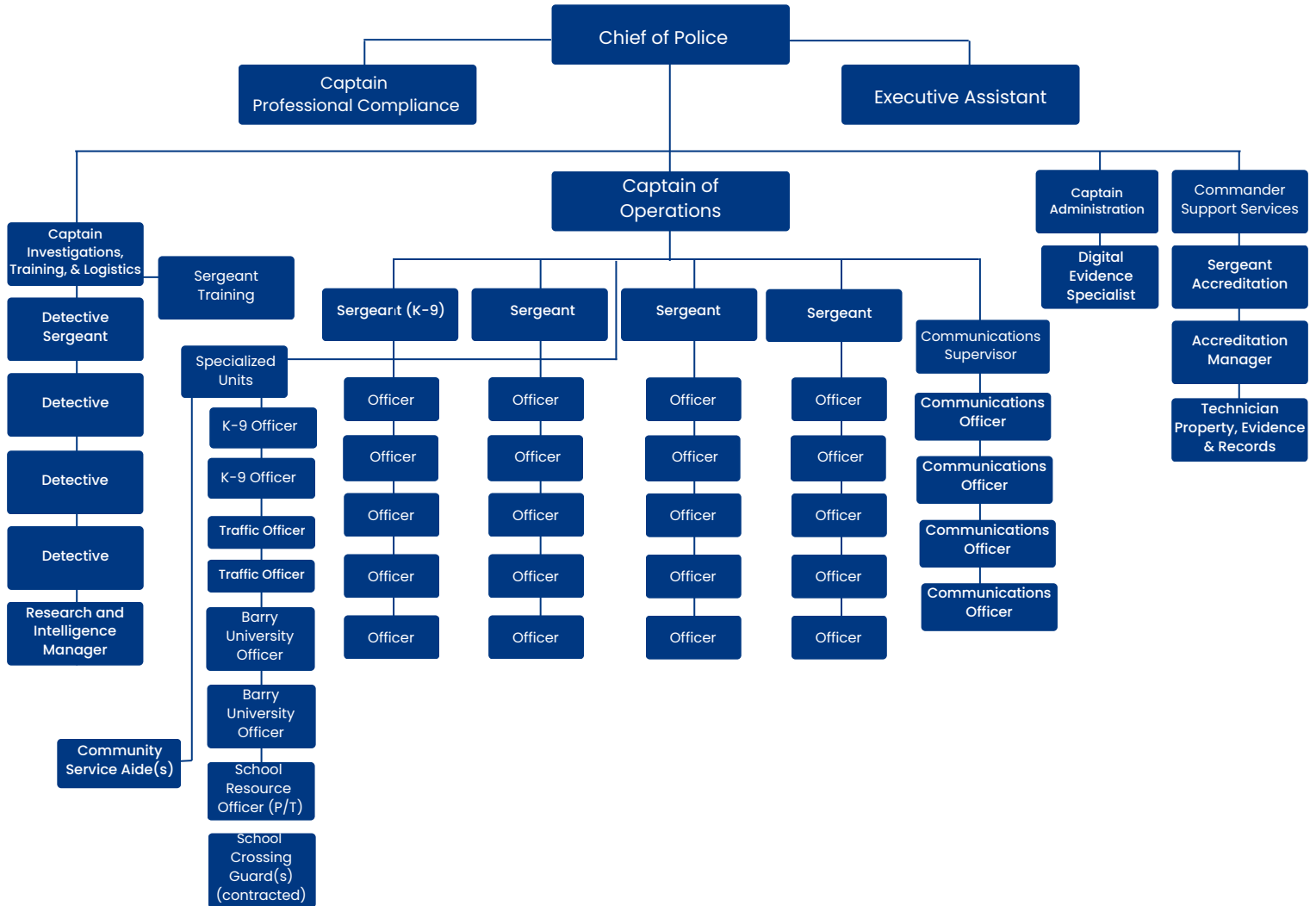
Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>001 - General Fund</b>				
Department	<b>19 - Non-Departmental</b>				
Division	<b>0800 - Non-Departmental</b>				
Program	<b>00 - None</b>				
Activity	<b>581 - Inter-Fund Group Transfers Out</b>				
91-410	Interfund Transfers Water & Wastewater	64,525.00	65,025.00	65,025.00	65,535.00
	Comments				
	Level	Comment			
	Department Entry	Transfer to Water & Wastewater for Village share of sewer system			
91-501	Interfund Transfers Risk Management	67,834.00	157,605.00	157,605.00	194,930.00
	Comments				
	Level	Comment			
	Department Entry	Transfer to Risk Management for Charter School insurance			
Activity	<b>581 - Inter-Fund Group Transfers Out Totals</b>	\$132,359.00	\$222,630.00	\$222,630.00	\$260,465.00
Activity	<b>587 - Bank Fees</b>				
49-400	Other Current Charges and Obligations Bank Charges	92,165.94	80,000.00	80,000.00	80,000.00
	Comments				
	Level	Comment			
	Department Entry	Bank & credit card fees			
Activity	<b>587 - Bank Fees Totals</b>	\$92,165.94	\$80,000.00	\$80,000.00	\$80,000.00
Program	<b>00 - None Totals</b>	\$921,060.11	\$2,613,697.00	\$936,686.00	\$2,787,258.00
Division	<b>0800 - Non-Departmental Totals</b>	\$921,060.11	\$2,613,697.00	\$936,686.00	\$2,787,258.00
Department	<b>19 - Non-Departmental Totals</b>	\$921,060.11	\$2,613,697.00	\$936,686.00	\$2,787,258.00
Fund	<b>001 - General Fund Totals</b>	\$921,060.11	\$2,613,697.00	\$936,686.00	\$2,787,258.00
	<b>Net Grand Totals</b>	\$921,060.11	\$2,613,697.00	\$936,686.00	\$2,787,258.00



# POLICE DEPARTMENT

## Organization Chart



## 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 and order; ensuring that everyone can live, work and play safely; the enforcement of all laws and ordinances; and the safeguarding of our Nation's 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, and providing responsive service. We will strive daily to nurture public trust by holding ourselves to the highest standards of performance, ethics, and transparency. 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, leadership, and inclusiveness.

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.

### *Goals & Objectives*

The goals and objectives of the Police Department for the upcoming fiscal year include the following: Reflect the integrity-driven principles of 21st Century Policing, focused on building trust, strengthening relationships, and fostering community collaboration. Prevent and effectively respond to criminal incidents, promote the safe flow of traffic through the community by promoting awareness and consistent speed and hazardous violation enforcement, create community dialogue concerning citizen's public safety concerns and to increase use of grant funding whenever available to purchase or supplement cost of equipment and projects.

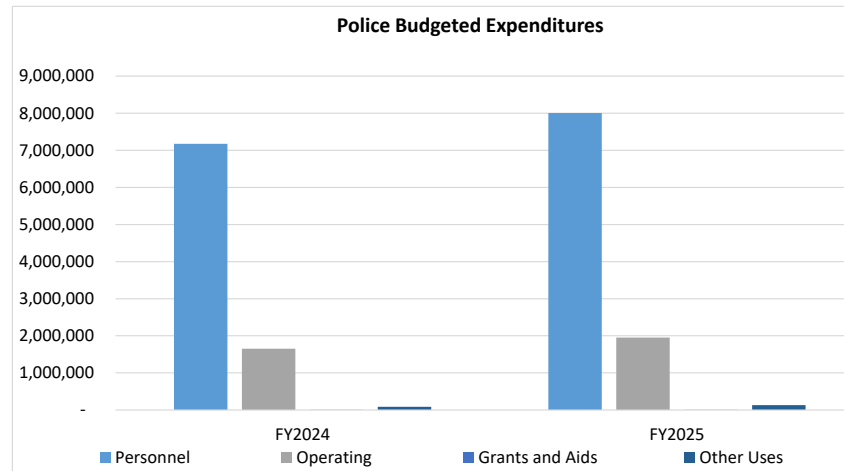
### *Performance Measures*

	<i>FY2024 Estimated</i>	<i>FY2024 Actuals (through 3/31/24)</i>	<i>FY2025 Estimated</i>
Average Response Times Met	Yes	Yes	Yes
Collaborate with Residents to Address Community Concerns	Yes	Yes	Yes
Consistent and Proactive Traffic Enforcement	Yes	Yes	Yes
Grants Applied for	4	2	3
Enhancements to building, equipment, training, and policies to meet accreditation standards			Yes

## Police Operations

### Budget Highlights

	<u>FY2024</u>		<u>FY2025</u>		<u>Change</u>
Personnel Services.....	\$ 7,174,746	\$	8,006,843	\$	832,097
Operating Expenditures/Expenses .....	1,654,207		1,950,710		296,503
Grants and Aids.....	3,000		2,500		(500)
Other Uses.....	88,500		133,483		44,983
<b>TOTAL .....</b>	<b>\$ 8,920,453</b>	<b>\$</b>	<b>10,093,536</b>	<b>\$</b>	<b>1,173,083</b>





# POLICE

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 21 - Police					
Division 0900 - Police					
Program 00 - None					
Activity 521 - Law Enforcement					
11-000	Executive Salaries Salaries	609,288.36	810,005.00	810,000.00	827,534.00
	Comments				
	Level				
	Department Entry	(1) Chief of Police, (4) Captains and (1) Commander			
11-100	Executive Salaries Executive Benefit	6,500.00	6,500.00	6,500.00	6,500.00
	Comments				
	Level				
	Department Entry	Executive Benefit Package			
12-000	Regular Salaries and Wages Salaries	3,405,534.61	3,539,308.00	3,539,300.00	3,763,229.00
	Comments				
	Level				
	Department Entry	27 Officers, 7 Sergeants, 3 Detectives, 1 Communications Supervisor, 4 Communications Officers, 1 Exec. Assistant, 1 Research and Intelligence Mgr, 1 Accreditation Mgr, 1 Digital Evidence Specialist, 1 Property, Evidence and Records Technician			
14-000	Overtime Overtime	275,941.13	250,000.00	275,000.00	300,000.00
	Comments				
	Level				
	Department Entry	Overtime for minimum staffing and required court appearances and depositions			
15-000	Special Pay Extra Duty Pay	376,624.46	240,000.00	265,000.00	375,000.00
	Comments				
	Level				
	Department Entry	Security details requested for private entities that do not interfere with general operations, fully funded by fees charged directly to the entity with a 20% administrative surcharge which is added to the general fund revenue			
18-100	Compensated Compensatory Leave Longevity	9,375.00	11,250.00	53,125.00	53,125.00
	Comments				
	Level				
	Department Entry	Benefits paid to tenured employees per policy			
21-000	Payroll Taxes Employer Fica and Medicare	349,441.91	355,737.00	355,730.00	418,382.00
	Comments				
	Level				
	Department Entry	Social Security and Medicare taxes			



Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	001 - General Fund				
Department	21 - Police				
Division	0900 - Police				
Program	00 - None				
Activity	521 - Law Enforcement				
22-000	Retirement Contributions Pension Contribution	1,194,308.00	1,081,000.00	1,081,000.00	1,250,000.00
	Comments				
	Level	Comment			
	Department Entry	Actuarially calculated required employer contribution to the Police Retirement Pension Plan			
23-000	Life and Health Insurance Health Insurance	506,440.67	443,953.00	442,000.00	466,371.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for health insurance benefits			
23-100	Life and Health Insurance Dental	5,554.81	6,223.00	6,000.00	6,144.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for dental benefits			
23-200	Life and Health Insurance Long-Term Care	2,566.63	2,906.00	2,600.00	2,691.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for long-term care insurance benefits			
23-400	Life and Health Insurance Bonus	17,145.76	18,400.00	18,400.00	18,400.00
	Comments				
	Level	Comment			
	Department Entry	Required insurance reimbursement to grandfathered officers that do not have dependent health insurance coverage per collective bargaining agreement			
24-000	Workers' Compensation Workers' Compensation	83,143.00	70,959.00	70,959.00	168,272.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs of workers' compensation premium paid to the Florida League of Cities			
31-100	Professional Services Technology	75,495.52	137,575.00	137,575.00	.00
	Comments				
	Level	Comment			
	Department Entry	2025 Budget moved to IT Account 520-17-0700-63-519-31-100			
31-270	Professional Services Pre-employment Screening	4,585.00	.00	.00	.00



Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	001 - General Fund				
Department	21 - Police				
Division	0900 - Police				
Program	00 - None				
Activity	521 - Law Enforcement				
31-280	Professional Services County Court Standby	844.17	2,000.00	2,170.00	2,300.00
	Comments				
	Level	Comment			
	Department Entry	Miami-Dade County prorated cost for court services			
34-000	Other Services Contract Services	48,583.32	80,010.00	80,010.00	73,250.00
	Comments				
	Level	Comment			
	Department Entry	Contractual services including: veterinary services, radio maintenance, A/C, uniform cleaning, decontamination services, elevator contract, etc			
40-000	Travel and Per Diem Travel	11,469.63	15,000.00	15,000.00	15,000.00
	Comments				
	Level	Comment			
	Department Entry	Travel and lodging costs for staff attending training related events			
41-000	Communications Services Telephone	7,219.78	6,900.00	7,200.00	.00
	Comments				
	Level	Comment			
	Department Entry	2025 Budget moved to IT Account 520-17-0700-63-519-41-000			
41-100	Communications Services Cellular	28,674.54	45,960.00	45,960.00	.00
	Comments				
	Level	Comment			
	Department Entry	2025 Budget moved to IT Account 520-17-0700-63-519-41-100			
41-110	Communications Services Cellular - ALPR	7,618.45	6,600.00	8,000.00	8,100.00
	Comments				
	Level	Comment			
	Department Entry	Cellular connectivity costs for ALPR			
41-200	Communications Services Internet	18,135.28	18,800.00	21,000.00	.00
	Comments				
	Level	Comment			
	Department Entry	2025 Budget moved to IT Account 520-17-0700-63-519-41-200			





Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 21 - Police					
Division 0900 - Police					
Program 00 - None					
Activity 521 - Law Enforcement					
41-520	Communications Services ISF: Information Technology	216,038.00	190,752.00	190,752.00	498,665.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Allocated costs for operating the Village's information technology				
42-000	Freight and Postage Services Postage	671.44	1,000.00	500.00	500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Correspondence and certified mail				
43-100	Utility Services Electric	24,660.68	23,500.00	25,000.00	25,500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Estimated costs for electrical services based on current FPL usage				
43-160	Utility Services Electric - ALPR	2,976.28	3,200.00	3,200.00	3,500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Estimated costs for electrical services based on current FPL usage associated with the ALPR				
43-200	Utility Services Water	1,025.38	1,100.00	1,100.00	1,500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Estimated costs based on current water usage				
44-000	Rentals and Leases Equipment Rental	1,098.28	5,000.00	2,500.00	2,500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Emergency traffic control/management				
44-100	Rentals and Leases Vehicle Rental - Special Detail	1,535.65	5,000.00	5,000.00	10,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Vehicle rentals for special/undercover operations				



Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 21 - Police					
Division 0900 - Police					
Program 00 - None					
Activity 521 - Law Enforcement					
45-000	Insurance ISF: Risk Management	103,453.00	115,840.00	115,840.00	153,197.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for property, casualty and general liability insurance premiums			
46-000	Repair and Maintenance Services ISF: Fleet Management	559,135.00	560,932.00	560,932.00	592,925.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for operating the Village's fleet including costs for automobile liability coverage paid to the Florida League			
46-200	Repair and Maintenance Services Repairs and Maintenance	43,956.10	32,000.00	32,000.00	70,800.00
	Comments				
	Level	Comment			
	Department Entry	Repairs and maintenance including radar/laser, copy machine maintenance, firearms range, ALPR, and misc repairs			
47-000	Printing and Binding Printing	2,286.94	3,000.00	3,000.00	11,100.00
	Comments				
	Level	Comment			
	Department Entry	Stationary, business cards, ID cards, etc., to include printing of forms that will not be provided by Miami-Dade County until transfer to Sheriff's Department			
48-000	Promotional Activities Promotional Activities	6,418.50	15,000.00	15,000.00	10,000.00
	Comments				
	Level	Comment			
	Department Entry	Annual MDCACP dinner, awards ceremony and other events			
49-300	Other Current Charges and Obligations Software Licensing	21,171.02	34,700.00	34,700.00	46,200.00
	Comments				
	Level	Comment			
	Department Entry	Software and networking licensing to include administration software			
51-000	Office Supplies Office Supplies	7,428.07	7,800.00	7,800.00	6,000.00
	Comments				
	Level	Comment			
	Department Entry	Office supplies			



Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 21 - Police					
Division 0900 - Police					
Program 00 - None					
Activity 521 - Law Enforcement					
52-200	Operating Supplies Other Operating Supplies	101,841.59	158,736.00	158,736.00	150,600.00
	Comments				
	Level	Comment			
	Department Entry	Operating supplies including ammo, K9 supplies, detective bureau supplies, taser replacements, etc			
52-300	Operating Supplies Kitchen	1,787.12	1,000.00	500.00	500.00
	Comments				
	Level	Comment			
	Department Entry	Coffee, cups and other supplies			
52-400	Operating Supplies Uniforms	96,360.18	108,802.00	108,802.00	104,518.00
	Comments				
	Level	Comment			
	Department Entry	Contractually obligated uniforms and equipment as identified in the Collective Bargaining Agreement as well as non-union police personnel			
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	3,236.71	7,000.00	7,000.00	8,700.00
	Comments				
	Level	Comment			
	Department Entry	Annual subscriptions and memberships including IACP, MDCACP, FPAC, etc.,			
55-000	Training Training and Education	35,573.91	50,500.00	50,500.00	50,950.00
	Comments				
	Level	Comment			
	Department Entry	Mandatory police recertification, training, specialized training and high liability training			
55-200	Training Tuition Reimbursement	2,686.10	6,000.00	5,000.00	6,000.00
	Comments				
	Level	Comment			
	Department Entry	Contractually required funding for eligible staff			
56-000	Accreditation Expenditures	.00	.00	.00	30,000.00
	Comments				
	Level	Comment			
	Department Entry	Expenditures for Mock Assessment and Accreditation			



Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 21 - Police					
Division 0900 - Police					
Program 00 - None					
Activity 521 - Law Enforcement					
83-200	Other Grants and Aids Crime Watch	415.00	3,000.00	1,000.00	2,500.00
Comments					
Level		Comment			
Department Entry		Funding for Crime Watch program including promotional materials, volunteer recognition and Police Explorer Program			
Activity 521 - Law Enforcement Totals		\$8,278,244.98	\$8,482,948.00	\$8,571,391.00	\$9,540,453.00
Activity 581 - Inter-Fund Group Transfers Out					
91-301	Interfund Transfers Capital Projects	298,100.00	88,500.00	185,000.00	133,483.00
Comments					
Level		Comment			
Department Entry		Transfer to Capital Projects			
Activity 581 - Inter-Fund Group Transfers Out Totals		\$298,100.00	\$88,500.00	\$185,000.00	\$133,483.00
Program 00 - None Totals		\$8,576,344.98	\$8,571,448.00	\$8,756,391.00	\$9,673,936.00
Program 94 - University Police Program					
Activity 521 - Law Enforcement					
12-000	Regular Salaries and Wages Salaries	155,705.56	186,064.00	100,000.00	201,689.00
Comments					
Level		Comment			
Department Entry		(2) Police Officers			
14-000	Overtime Overtime	6,220.26	4,998.00	.00	.00
21-000	Payroll Taxes Employer Fica and Medicare	11,728.07	14,501.00	7,650.00	15,430.00
Comments					
Level		Comment			
Department Entry		Social Security & Medicare taxes			
22-000	Retirement Contributions Pension Contribution	.00	94,000.00	94,000.00	100,000.00
Comments					
Level		Comment			
Department Entry		Actuarially calculated required employer contribution for the Police Retirement Pension Plan			



Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 21 - Police					
Division 0900 - Police					
Program 94 - University Police Program					
Activity 521 - Law Enforcement					
23-000	Life and Health Insurance Health Insurance	22,298.98	35,408.00	18,200.00	26,474.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for health insurance benefits			
23-100	Life and Health Insurance Dental	206.33	254.00	130.00	256.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for dental insurance benefits			
23-200	Life and Health Insurance Long-Term Care	101.63	109.00	63.00	126.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for long-term care insurance benefits			
23-400	Life and Health Insurance Bonus	1,254.56	.00	.00	.00
24-000	Workers' Compensation Workers' Compensation	3,764.00	3,171.00	3,171.00	7,220.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs of workers' compensation premiums			
41-520	Communications Services ISF: Information Technology	.00	.00	.00	21,622.00
45-000	Insurance ISF: Risk Management	.00	.00	.00	6,037.00
46-000	Repair and Maintenance Services ISF: Fleet Management	.00	.00	.00	29,646.00
52-200	Operating Supplies Other Operating Supplies	611.60	10,000.00	8,100.00	8,100.00
	Comments				
	Level	Comment			
	Department Entry	BWC and Fleet cameras and Licenses for two officers			
52-400	Operating Supplies Uniforms	170.00	500.00	3,000.00	3,000.00
	Comments				
	Level	Comment			
	Department Entry	Uniforms for (2) University Police Officers			
Activity 521 - Law Enforcement Totals		\$202,060.99	\$349,005.00	\$234,314.00	\$419,600.00
Program 94 - University Police Program Totals		\$202,060.99	\$349,005.00	\$234,314.00	\$419,600.00

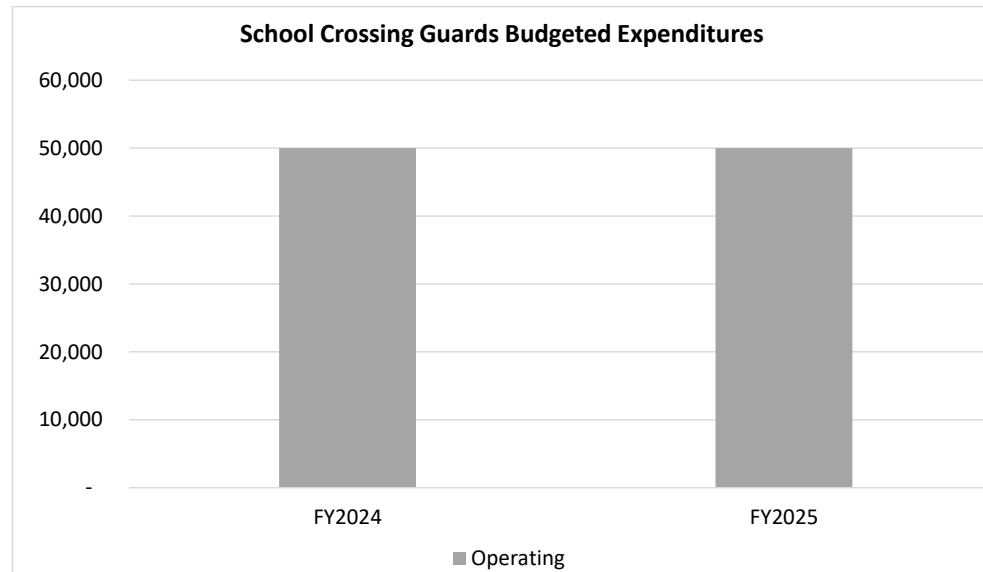
## Police Crossing Guards

### *Services, Functions and Activities*

The Miami Shores Police Department ensures the safety of children as they arrive at and depart from school each day by providing school crossing guards. These guards assist children in safely crossing roadways throughout the Village and monitor their overall safety. The school crossing guard services are provided through a private contractor.

### **Budget Highlights**

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Operating Expenditures/Expenses	\$ 50,000	\$ 50,000	\$ -
TOTAL .....	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ -</u>





# POLICE

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>001 - General Fund</b>				
Department	<b>21 - Police</b>				
Division	<b>0900 - Police Totals</b>	\$8,778,405.97	\$8,920,453.00	\$8,990,705.00	\$10,093,536.00
Division	<b>0901 - Crossing Guards</b>				
Program	<b>00 - None</b>				
Activity	<b>521 - Law Enforcement</b>				
34-100	Other Services Temporary Personnel	49,947.62	50,000.00	50,000.00	50,000.00
Comments					
Level		Comment			
Department Entry		Contracted crossing guards			
Activity	<b>521 - Law Enforcement Totals</b>	\$49,947.62	\$50,000.00	\$50,000.00	\$50,000.00
Program	<b>00 - None Totals</b>	\$49,947.62	\$50,000.00	\$50,000.00	\$50,000.00
Division	<b>0901 - Crossing Guards Totals</b>	\$49,947.62	\$50,000.00	\$50,000.00	\$50,000.00
Department	<b>21 - Police Totals</b>	\$8,828,353.59	\$8,970,453.00	\$9,040,705.00	\$10,143,536.00
Fund	<b>001 - General Fund Totals</b>	\$8,828,353.59	\$8,970,453.00	\$9,040,705.00	\$10,143,536.00
	Net Grand Totals	\$8,828,353.59	\$8,970,453.00	\$9,040,705.00	\$10,143,536.00



# NEIGHBORHOOD SERVICES Organization Chart





## Neighborhood Services

### *Services, Functions and Activities*

The Neighborhood Services Department is committed to preserving and promoting Miami Shores Village's character and small town feel. The department is dedicated to performing community-wide inspections to uphold the highest standards according to the Code of Ordinances of Miami Shores Village. By building strong alliances with the community and its residents, the staff achieves exceptionally high compliance rates. Any ongoing violations are handled by our Code Enforcement Board, which can impose fines in the form of property liens. Additionally, the Department oversees the enforcement of residential parking requirements within Miami Shores Village. Staff Associates collaborate closely with the Public Works, Finance, and Police Departments to implement Village-wide community improvement programs, as outlined in the Village's Strategic Management Plan.

### *Goals & Objectives*

The Neighborhood Services Department serves the community with integrity, transparency, compassion, and professionalism, while engaging our residents and enhancing the highest quality of life. In the upcoming fiscal year, we will focus on projects outlined in the Village's Strategic Management Plan. We aim to enhance enforcement of public right-of-way violations, such as vegetation encroachments on sidewalks and public pathways, which will require additional training and material costs. Furthermore, we plan to strengthen enforcement in the area of Short Term Rentals using software to identify and manage short-term rental activities within the Village, assisting with enforcement efforts. These goals align with the Strategic Management Plan's objectives to enhance community engagement, improve public safety, and ensure sustainable development across Miami Shores Village.

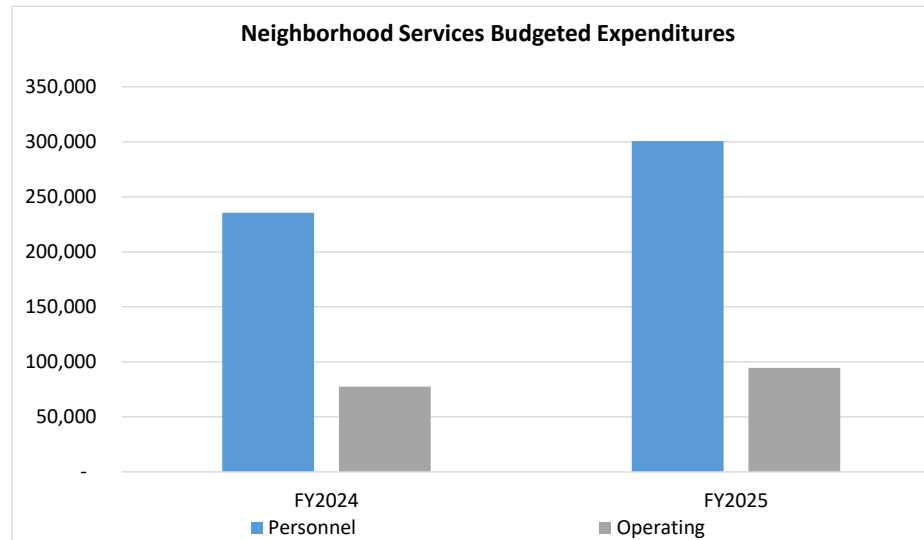
### *Performance Measures*

	<i>FY2024 Estimated</i>	<i>FY2024 Actuals</i>	<i>FY2025 Estimated</i>
Total Cases Written	700	587	785
Total Unresolved (Open) Cases	55	168	115
Total Closed Cases	645	419	670
Percentage Compliance Rate	92%	71%	85%

## Neighborhood Services

### Budget Highlights

	<u>FY2024</u>		<u>FY2025</u>		<u>Change</u>
Personnel Services.....	\$ 235,429	\$	300,596	\$	65,167
Operating Expenditures/Expenses	<u>77,472</u>		<u>94,448</u>		<u>16,976</u>
TOTAL .....	<u>\$ 312,901</u>	\$	<u>395,044</u>	\$	<u>82,143</u>





# NEIGHBORHOOD SERVICES

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
<b>Fund 001 - General Fund</b>					
Department <b>29 - Neighborhood Services</b>					
Division <b>0351 - Neighborhood Services</b>					
Program <b>00 - None</b>					
Activity <b>529 - Other Public Safety</b>					
11-000	Executive Salaries Salaries	75,194.40	.00	.00	.00
11-100	Executive Salaries Executive Benefit	5,375.00	3,250.00	3,250.00	3,250.00
Comments					
Level Comment					
Department Entry Executive benefit package					
12-000	Regular Salaries and Wages Salaries	82,222.48	189,420.00	189,420.00	240,525.00
Comments					
Level Comment					
Department Entry (1) Manager, (1) Code Officer, (1) Administrative Assistant, (1) Solid Waste Foreman (allocated 50% w/ Solid Waste) & (1) Solid Waste/Recycling Foreman (allocated 50% w/ Solid Waste)					
13-000	Other Salaries and Wages Other Salaries	4,187.50	.00	.00	.00
14-000	Overtime Overtime	2,975.25	1,500.00	15,000.00	1,500.00
Comments					
Level Comment					
Department Entry Estimated overtime cost for special compliance efforts & attendance at Board meetings					
18-100	Compensated Compensatory Leave Longevity	1,562.50	1,875.00	1,875.00	1,000.00
Comments					
Level Comment					
Department Entry Benefits paid to tenured employees per policy					
21-000	Payroll Taxes Employer Fica and Medicare	12,828.85	14,605.00	16,030.00	19,071.00
Comments					
Level Comment					
Department Entry Social Security & Medicare taxes					
23-000	Life and Health Insurance Health Insurance	15,342.69	22,374.00	22,370.00	27,834.00
Comments					
Level Comment					
Department Entry Estimated annual employee cost for health insurance benefits.					
23-100	Life and Health Insurance Dental	265.24	381.00	500.00	384.00
Comments					
Level Comment					
Department Entry Estimated annual employee cost for dental insurance benefits.					



# NEIGHBORHOOD SERVICES

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	001 - General Fund				
Department	29 - Neighborhood Services				
Division	0351 - Neighborhood Services				
Program	00 - None				
Activity	529 - Other Public Safety				
23-200	Life and Health Insurance Long-Term Care	(50.66)	266.00	140.00	136.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee cost for long-term care insurance benefits.			
24-000	Workers' Compensation Workers' Compensation	4,375.00	1,758.00	1,758.00	6,896.00
	Comments				
	Level	Comment			
	Department Entry	Allocated cost of workers' compensation premiums pad to the Florida League.			
31-100	Professional Services Technology	33,434.93	22,000.00	22,000.00	.00
	Comments				
	Level	Comment			
	Department Entry	Transfer to IT			
34-000	Other Services Contract Services	1,498.12	6,000.00	6,000.00	6,500.00
	Comments				
	Level	Comment			
	Department Entry	Flood Mitigation Program (CRS MAX Consultants) Printer contract transferred to IT (DEX IMAGING)			
40-000	Travel and Per Diem Travel	5.18	2,000.00	750.00	2,000.00
	Comments				
	Level	Comment			
	Department Entry	Travel costs. Conferences for Code & Flood Plain Management			
40-100	Travel and Per Diem Per Diem Allowance	.00	350.00	150.00	350.00
	Comments				
	Level	Comment			
	Department Entry	Meal allowance per policy			
41-000	Communications Services Telephone	203.98	.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	Transferred to IT			



# NEIGHBORHOOD SERVICES

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 29 - Neighborhood Services					
Division 0351 - Neighborhood Services					
Program 00 - None					
Activity 529 - Other Public Safety					
41-100	Communications Services Cellular	1,359.86	1,880.00	600.00	.00
	Comments				
	Level				
	Department Entry				
	Transferred to IT				
41-520	Communications Services ISF: Information Technology	8,912.00	10,154.00	10,154.00	39,492.00
	Comments				
	Level				
	Department Entry				
	Allocated costs for operating the Village's information technology.				
42-000	Freight and Postage Services Postage	2,268.45	4,000.00	4,000.00	5,000.00
	Comments				
	Level				
	Department Entry				
	Correspondence mailing costs				
45-000	Insurance ISF: Risk Management	9,654.00	15,395.00	15,395.00	15,830.00
	Comments				
	Level				
	Department Entry				
	Allocated costs for property, casualty & general liability insurance premiums.				
46-000	Repair and Maintenance Services ISF: Fleet Management	6,783.64	6,493.00	6,493.00	16,076.00
	Comments				
	Level				
	Department Entry				
	Allocated costs for operating the Village's fleet including the cost for automobile liability coverage paid to the Florida League.				
47-000	Printing and Binding Printing	462.53	600.00	600.00	600.00
	Comments				
	Level				
	Department Entry				
	Courtesy Notices, Business Cards, Flood Mgmt. & other materials.				
49-600	Other Current Charges and Obligations Court Filing Fees	1,102.35	2,000.00	2,000.00	2,000.00
	Comments				
	Level				
	Department Entry				
	Costs to record and release liens.				



# NEIGHBORHOOD SERVICES

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 29 - Neighborhood Services					
Division 0351 - Neighborhood Services					
Program 00 - None					
Activity 529 - Other Public Safety					
51-000	Office Supplies Office Supplies	732.90	600.00	600.00	600.00
	Comments				
	Level	Comment			
	Department Entry	Office supplies for one year period.			
52-200	Operating Supplies Other Operating Supplies	265.49	1,000.00	500.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	As needed.			
52-400	Operating Supplies Uniforms	971.42	1,000.00	1,000.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Uniform Costs			
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	792.47	1,000.00	1,000.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Dues for Florida Association of Code Enforcement, South Florida Association of Code Enforcement, National Notary Association of Florida, and CFM association for staff and Director.			
55-000	Training Training and Education	935.00	3,000.00	1,000.00	3,000.00
	Comments				
	Level	Comment			
	Department Entry	Cost for continuing education for Code, CFM, and other certifications.			
Activity 529 - Other Public Safety Totals		\$273,660.57	\$312,901.00	\$322,585.00	\$395,044.00
Program 00 - None Totals		\$273,660.57	\$312,901.00	\$322,585.00	\$395,044.00
Division 0351 - Neighborhood Services Totals		\$273,660.57	\$312,901.00	\$322,585.00	\$395,044.00
Department 29 - Neighborhood Services Totals		\$273,660.57	\$312,901.00	\$322,585.00	\$395,044.00
Fund 001 - General Fund Totals		\$273,660.57	\$312,901.00	\$322,585.00	\$395,044.00
Net Grand Totals		\$273,660.57	\$312,901.00	\$322,585.00	\$395,044.00



**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."

***Goals & Objectives***

The goal and objective of the Parks Division of the Public Works Department is to maintain a neat and clean environment in the Village's parks for the public to enjoy.

***Performance Measures***

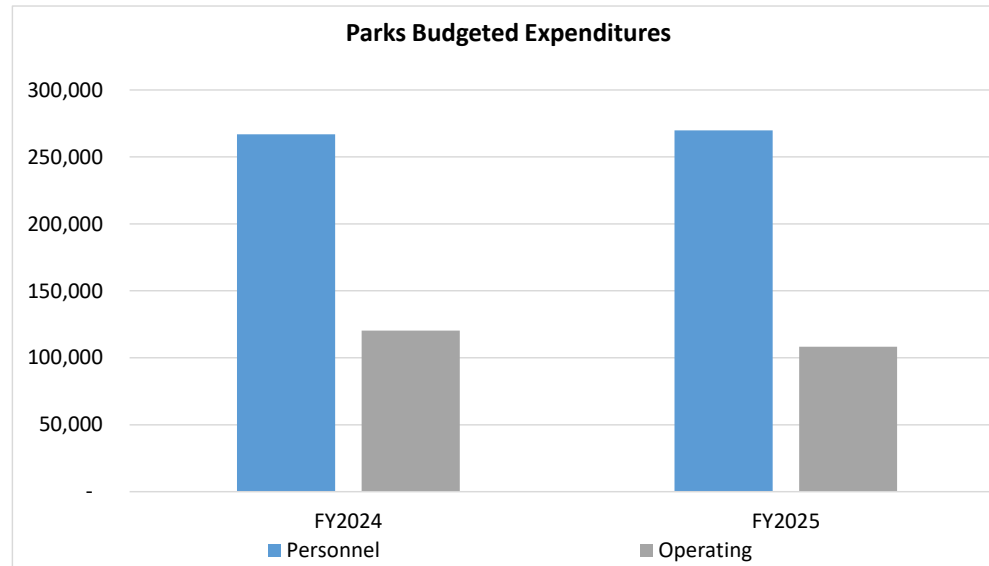
	<b><i>FY2024 Estimated</i></b>	<b><i>FY2024 Actuals (through 3/31/24)</i></b>	<b><i>FY2025 Estimated</i></b>
Acres of Dog Park Grounds Maintenance	0.3	0.3	0.3
Acres of Ground Maintenance at Municipal Buildings	1	1	1
Acres of Open Space (Parks) Maintained	3	3	3
Linear Feet of Lanscaped Median Maintained	9,000	9,000	9,000



**Public Works  
Parks**

**Budget Highlights**

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 266,855	\$ 269,832	\$ 2,977
Operating Expenditures/Expenses	120,271	108,236	(12,035)
TOTAL .....	<u>\$ 387,126</u>	<u>\$ 378,068</u>	<u>\$ (9,058)</u>





# PUBLIC WORKS PARKS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 39 - Public Works					
Division 1201 - Parks					
Program 00 - None					
Activity 539 - Other Physical Environment					
12-000	Regular Salaries and Wages Salaries	208,360.73	189,147.00	160,000.00	184,419.00
	Comments				
	Level	Comment			
	Department Entry	(1) Beautification/Landscaping Foreman (60%), (1) Maintenance Worker I, (3) Maintenance Worker II, (1) Operations Manager (16.67%)			
14-000	Overtime Overtime	25,422.51	15,750.00	16,900.00	15,000.00
	Comments				
	Level	Comment			
	Department Entry	Estimated costs for overtime for excess hours & special events			
18-100	Compensated Compensatory Leave Longevity	4,000.00	5,000.00	2,708.00	2,708.00
	Comments				
	Level	Comment			
	Department Entry	Benefit paid to tenured employees per policy			
21-000	Payroll Taxes Employer Fica and Medicare	18,002.39	15,674.00	13,740.00	14,946.00
	Comments				
	Level	Comment			
	Department Entry	Social security & Medicare taxes			
23-000	Life and Health Insurance Health Insurance	35,532.40	31,324.00	26,000.00	33,190.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for health insurance benefits			
23-100	Life and Health Insurance Dental	607.54	533.00	510.00	537.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs of dental insurance benefits			
23-200	Life and Health Insurance Long-Term Care	539.59	531.00	400.00	495.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs of long-term care insurance benefits			



# PUBLIC WORKS PARKS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 39 - Public Works					
Division 1201 - Parks					
Program 00 - None					
Activity 539 - Other Physical Environment					
24-000	Workers' Compensation Workers' Compensation	10,315.00	8,896.00	8,896.00	18,537.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs of workers' compensation premiums paid to the Florida League			
31-100	Professional Services Technology	.00	6,000.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	Purchase of Work Order System (\$30,000 allocated between Public Works, Parks, Streets, Stormwater, Administration, Solid Waste & Fleet Management)			
	Manager Review	Transfer to IT			
34-000	Other Services Contract Services	.00	500.00	500.00	.00
	Comments				
	Level	Comment			
	Department Entry	Contractual Monthly/Quarterly services			
34-100	Other Services Temporary Personnel	.00	1,500.00	1,300.00	500.00
	Comments				
	Level	Comment			
	Department Entry	Additional staff required to work on additional beautification projects as needed.			
40-000	Travel and Per Diem Travel	59.34	100.00	100.00	250.00
	Comments				
	Level	Comment			
	Department Entry	Travel to educational seminars for foreman CEU			
43-200	Utility Services Water	5,406.68	6,500.00	6,500.00	6,500.00
	Comments				
	Level	Comment			
	Department Entry	Funding for estimated water consumption at non-welled locations			
44-000	Rentals and Leases Equipment Rental	16.35	1,500.00	1,500.00	500.00
	Comments				
	Level	Comment			
	Department Entry	Rental of specialized equipment for projects identified during the year			



# PUBLIC WORKS PARKS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001	General Fund				
Department 39	Public Works				
Division 1201	Parks				
Program 00	None				
Activity 539	Other Physical Environment				
45-000	Insurance ISF: Risk Management	12,345.00	21,389.00	21,389.00	22,000.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs of property, casualty & general liability insurance premiums			
46-000	Repair and Maintenance Services ISF: Fleet Management	39,073.00	39,432.00	39,432.00	31,986.00
	Comments				
	Level	Comment			
	Department Entry	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	.00	500.00	1,500.00	500.00
	Comments				
	Level	Comment			
	Department Entry	Repairs to various parks			
51-000	Office Supplies Office Supplies	.00	100.00	100.00	100.00
	Comments				
	Level	Comment			
	Department Entry	General office supplies			
52-200	Operating Supplies Other Operating Supplies	32,587.92	30,000.00	30,000.00	32,500.00
	Comments				
	Level	Comment			
	Department Entry	Costs associated with drain & curb repairs & supplies, tools & equipment for park maintenance			
52-210	Operating Supplies Beautification	2,523.34	5,000.00	5,000.00	5,500.00
	Comments				
	Level	Comment			
	Department Entry	Village-wide beautification projects			
52-300	Operating Supplies Kitchen	771.53	500.00	500.00	500.00
	Comments				
	Level	Comment			
	Department Entry	Kitchen supplies			



# PUBLIC WORKS PARKS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	001 - General Fund				
Department	39 - Public Works				
Division	1201 - Parks				
Program	00 - None				
Activity	539 - Other Physical Environment				
52-400	Operating Supplies Uniforms	1,019.74	2,000.00	2,000.00	2,000.00
	Comments				
	Level	Comment			
	Department Entry	Per employee funding for contractually specified uniforms (10) shirts & (5) pants			
52-500	Operating Supplies IPM Initiative	3,738.53	5,000.00	5,000.00	5,000.00
	Comments				
	Level	Comment			
	Department Entry	Special fertilizer & product to maintain landscaping			
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	.00	100.00	150.00	250.00
	Comments				
	Level	Comment			
	Department Entry	Annual subscription renewals & membership			
55-000	Training Training and Education	67.04	150.00	150.00	150.00
	Comments				
	Level	Comment			
	Department Entry	Training on use of machinery & equipment			
Activity	539 - Other Physical Environment Totals	\$400,388.63	\$387,126.00	\$344,275.00	\$378,068.00
	Program 00 - None Totals	\$400,388.63	\$387,126.00	\$344,275.00	\$378,068.00
	Division 1201 - Parks Totals	\$400,388.63	\$387,126.00	\$344,275.00	\$378,068.00
	Department 39 - Public Works Totals	\$400,388.63	\$387,126.00	\$344,275.00	\$378,068.00
	Fund 001 - General Fund Totals	\$400,388.63	\$387,126.00	\$344,275.00	\$378,068.00
	Net Grand Totals	\$400,388.63	\$387,126.00	\$344,275.00	\$378,068.00

## Public Works Streets

### *Services, Functions and Activities*

The Facilities Management/Streets Division of the Public Works Department functions as a multifaceted workforce which accomplishes building maintenance and manages stormwater and local option (street maintenance) applications.

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

### *Goals & Objectives*

The Public Works Department's multifaceted Division aims to provide the highest level of service in maintaining the exterior of all Village facilities, ensuring they are clean and tidy. This involves regular inspection of the facilities and their equipment to meet life expectancies. Additionally, the Division aims to maintain the Village's streets and sidewalks in proper order, preventing deterioration and providing temporary repairs as needed. The ultimate goal is to foster a safe, welcoming, economically viable, innovative, and environmentally sustainable community, built on trust and a resident-centric approach, while highlighting its celebrated charm.

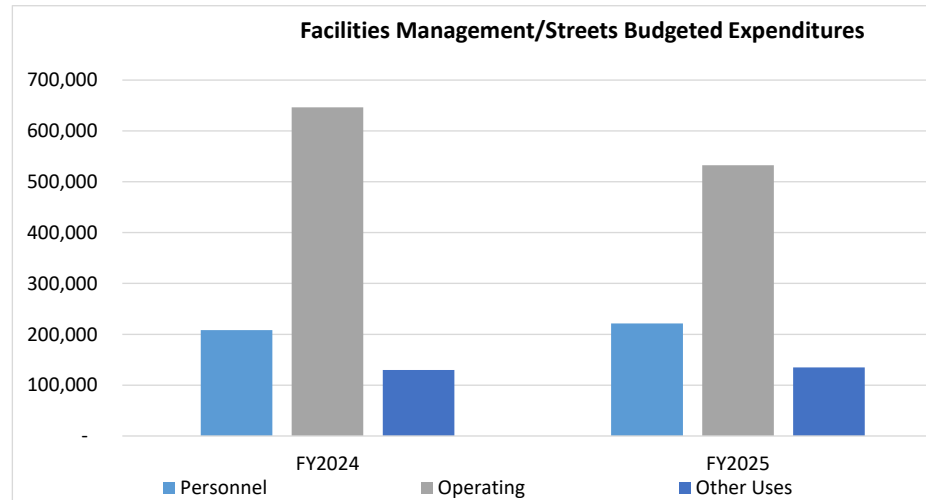
### *Performance Measures*

	<i>FY2024 Estimated</i>	<i>FY2024 Actuals (through 3/31/24)</i>	<i>FY2025 Estimated</i>
Linear Feet of Curb & Gutter Repaired	500	9,000	2,000
Linear Feet of Plant Beds Replaced	1,100	1,100	1,100
Linear Feet of Sidewalk Repaired	5,000	4,500	5,000
Number of Code Compliance Actions	200	125	200
Number of Doggie Waste Station Collections	4,650	5,000	9,240

**Public Works  
Streets**

**Budget Highlights**

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 208,079	\$ 221,333	\$ 13,254
Operating Expenditures/Expenses .....	646,291	532,599	(113,692)
Other Uses.....	130,000	135,000	5,000
TOTAL .....	<u>\$ 984,370</u>	<u>\$ 888,932</u>	<u>\$ (95,438)</u>





# PUBLIC WORKS STREETS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 39 - Public Works					
Division 1202 - Facilities Management/Streets					
Program 00 - None					
Activity 539 - Other Physical Environment					
12-000	Regular Salaries and Wages Salaries	196,172.66	156,186.00	156,000.00	158,107.00
	Comments				
	Level				
	Department Entry	(1) Facility Maintenance Technician, (3) Maintenance Worker II, (1) Operations Manager (allocated with Public Works Divisions: Half-Cent, Transportation (CITT) (16.66%), Local Option Gas Tax (LOGT) (16.66 %), Parks (16.67 %), Recreation Maintenance (16.67%), Stormwater (16.67%) & Streets (16.67 %)) & (1) Public Right-of-Way Foreman ( allocated with Public Works Divisions : Half-Cent, Transportation (CITT) (20%), Stormwater (40%) Streets (30%)			
14-000	Overtime Overtime	4,617.63	5,250.00	6,500.00	6,500.00
	Comments				
	Level				
	Department Entry	Estimated Overtime			
18-100	Compensated Compensatory Leave Longevity	1,250.00	1,250.00	958.00	958.00
	Comments				
	Level				
	Department Entry	Benefit paid to tenured employees per policy			
21-000	Payroll Taxes Employer Fica and Medicare	15,690.89	12,350.00	12,500.00	12,591.00
	Comments				
	Level				
	Department Entry	Social Security & Medicare taxes			
23-000	Life and Health Insurance Health Insurance	26,870.01	25,357.00	27,000.00	26,884.00
	Comments				
	Level				
	Department Entry	Life and Health insurance cost			
23-100	Life and Health Insurance Dental	380.90	432.00	500.00	435.00
	Comments				
	Level				
	Department Entry	Cost of dental insurance			
23-200	Life and Health Insurance Long-Term Care	300.34	257.00	255.00	268.00
	Comments				
	Level				
	Department Entry	Cost of long-term care insurance			





# PUBLIC WORKS STREETS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 39 - Public Works					
Division 1202 - Facilities Management/Streets					
Program 00 - None					
Activity 539 - Other Physical Environment					
24-000	Workers' Compensation Workers' Compensation	7,894.00	6,997.00	6,997.00	15,590.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs of Workers' compensation premiums paid to the Florida League			
31-100	Professional Services Technology	.00	11,000.00	11,000.00	.00
	Comments				
	Level	Comment			
	Department Entry	Transfer to IT			
34-000	Other Services Contract Services	13,046.98	20,000.00	20,000.00	16,000.00
	Comments				
	Level	Comment			
	Department Entry	All contracted services, engineering, pest control, gate maintenance services at all locations, etc			
34-200	Other Services Janitorial Services	20,110.00	25,000.00	25,000.00	25,000.00
	Comments				
	Level	Comment			
	Department Entry	Village-wide maintenance contracts for janitorial services			
40-000	Travel and Per Diem Travel	6.54	100.00	250.00	500.00
	Comments				
	Level	Comment			
	Department Entry	Travel associated with seminars & training			
41-100	Communications Services Cellular	476.50	600.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	Transfer to IT			
41-520	Communications Services ISF: Information Technology	2,971.00	5,817.00	5,817.00	12,895.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for operating the Village's information technology			



# PUBLIC WORKS STREETS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	001 - General Fund				
Department	39 - Public Works				
Division	1202 - Facilities Management/Streets				
Program	00 - None				
Activity	539 - Other Physical Environment				
43-110	Utility Services Electric - Streets	13,092.87	15,000.00	15,000.00	15,000.00
	Comments				
	Level	Comment			
	Department Entry	Estimated cost for electrical services based on current FPL usage			
43-115	Utility Services Street Lights	232,620.60	230,000.00	230,000.00	230,000.00
	Comments				
	Level	Comment			
	Department Entry	Estimated cost for electrical services based on current FPL usage			
43-120	Utility Services Electric - Village Hall	24,741.42	22,000.00	22,000.00	23,000.00
	Comments				
	Level	Comment			
	Department Entry	Estimated cost for electrical services based on current FPL usage			
43-150	Utility Services Electric - 9900 Building	8,208.49	7,500.00	7,500.00	7,500.00
	Comments				
	Level	Comment			
	Department Entry	Estimated cost for electrical services based on current FPL usage			
43-200	Utility Services Water	8,633.90	8,000.00	5,500.00	5,500.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual consumption of water for Village Hall, Public Works & right of way water and sewer			
44-000	Rentals and Leases Equipment Rental	4,050.00	2,500.00	2,500.00	2,500.00
	Comments				
	Level	Comment			
	Department Entry	Equipment rental as required for various jobs & projects			
45-000	Insurance ISF: Risk Management	31,147.00	70,902.00	70,902.00	20,654.00
	Comments				
	Level	Comment			
	Department Entry	Allocated cost for property, casualty & general liability insurance premiums			



# PUBLIC WORKS STREETS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 39 - Public Works					
Division 1202 - Facilities Management/Streets					
Program 00 - None					
Activity 539 - Other Physical Environment					
46-000	Repair and Maintenance Services ISF: Fleet Management	35,347.00	35,672.00	35,672.00	43,650.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Allocated cots for operating the Village's fleet including for automobile liability coverage paid to the Florida League				
46-200	Repair and Maintenance Services Repairs and Maintenance	33,014.17	35,000.00	35,000.00	32,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Repairs to buildings and structures, miscellaneous parts not covered by service agreements & roadway & walkway repair				
46-210	Repair and Maintenance Services 9900 Building	103.24	17,500.00	.00	.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Repair and maintenance of 9900 Building				
48-000	Promotional Activities Promotional Activities	.00	1,000.00	1,000.00	1,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Promotional items for Arbor day and Green day				
49-800	Other Current Charges and Obligations Licenses and Permits	24,252.51	24,500.00	.00	.00
	Comments				
	Level				
	Department Entry				
	Comment				
	DERM annual operating permits for private sanitary sewers Village-wide				
51-000	Office Supplies Office Supplies	.00	100.00	100.00	150.00
	Comments				
	Level				
	Department Entry				
	Comment				
	General office supplies				
52-200	Operating Supplies Other Operating Supplies	51,638.06	50,000.00	50,000.00	30,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	All supplies needed to operate an office, safety equipment, paper towels, tools, equipment, light bulbs for the entire Village, additional lights & other miscellaneous supplies				



# PUBLIC WORKS STREETS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 39 - Public Works					
Division 1202 - Facilities Management/Streets					
Program 00 - None					
Activity 539 - Other Physical Environment					
52-210	Operating Supplies Beautification	26,402.27	20,000.00	20,000.00	25,000.00
	Comments				
	Level	Comment			
	Department Entry	Village-wide roadway landscape projects including tree replacement			
52-215	Operating Supplies Holiday Decorations	38,875.60	35,000.00	35,000.00	35,000.00
	Comments				
	Level	Comment			
	Department Entry	Holliday decorations including electrical work			
52-300	Operating Supplies Kitchen	961.03	1,000.00	1,000.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Kitchen Supplies			
52-400	Operating Supplies Uniforms	1,633.96	1,500.00	1,500.00	1,650.00
	Comments				
	Level	Comment			
	Department Entry	Specific Uniform for employees 10 shirts & 5 pants			
52-500	Operating Supplies IPM Initiative	.00	3,500.00	3,500.00	3,500.00
	Comments				
	Level	Comment			
	Department Entry	IPM: Eligible expenditures aligned with the IPM initiative			
52-600	Operating Supplies Code Compliance	.00	2,500.00	500.00	500.00
	Comments				
	Level	Comment			
	Department Entry	Cost associated with enforcement of code issues			
54-000	Books, Publications, Subscriptions, and Memberships	.00	100.00	100.00	100.00
	Dues, Memberships and Subs				
	Comments				
	Level	Comment			
	Department Entry	Annual subscription renewals and memberships			



# PUBLIC WORKS STREETS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>001 - General Fund</b>				
Department	<b>39 - Public Works</b>				
Division	<b>1202 - Facilities Management/Streets</b>				
Program	<b>00 - None</b>				
Activity	<b>539 - Other Physical Environment</b>				
55-000	Training Training and Education	40.00	500.00	500.00	500.00
Comments					
Level		Comment			
Department Entry		Continued educational seminars for training on the use of machinery & equipment, chemicals, etc, for the Parks & Street Operations Manager, Foreman, etc			
Activity	<b>539 - Other Physical Environment Totals</b>	\$824,549.57	\$854,370.00	\$810,051.00	\$753,932.00
Activity	<b>581 - Inter-Fund Group Transfers Out</b>				
91-301	Interfund Transfers Capital Projects	461,400.00	130,000.00	130,000.00	135,000.00
Comments					
Level		Comment			
Department Entry		Transfer to Capital Projects			
Activity	<b>581 - Inter-Fund Group Transfers Out</b>	\$461,400.00	\$130,000.00	\$130,000.00	\$135,000.00
Totals					
Program	<b>00 - None Totals</b>	\$1,285,949.57	\$984,370.00	\$940,051.00	\$888,932.00
Division	<b>1202 - Facilities Management/Streets</b>	\$1,285,949.57	\$984,370.00	\$940,051.00	\$888,932.00
Totals					
Department	<b>39 - Public Works Totals</b>	\$1,285,949.57	\$984,370.00	\$940,051.00	\$888,932.00
Totals					
Fund	<b>001 - General Fund Totals</b>	\$1,285,949.57	\$984,370.00	\$940,051.00	\$888,932.00
Net Grand Totals		\$1,285,949.57	\$984,370.00	\$940,051.00	\$888,932.00

**Public Works  
Public Works Administration**

***Services, Functions and Activities***

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

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

***Goals & Objectives***

The goal and objective of the Public Works Administration Division of the Public Works Department is to ensure that the Department functions at the highest level of efficiency and optimal performance through guidance, i.e. employee training. Additionally, a goal of this Division is to perform a yearly audit of all documentation to ensure compliance with all statutes and laws.

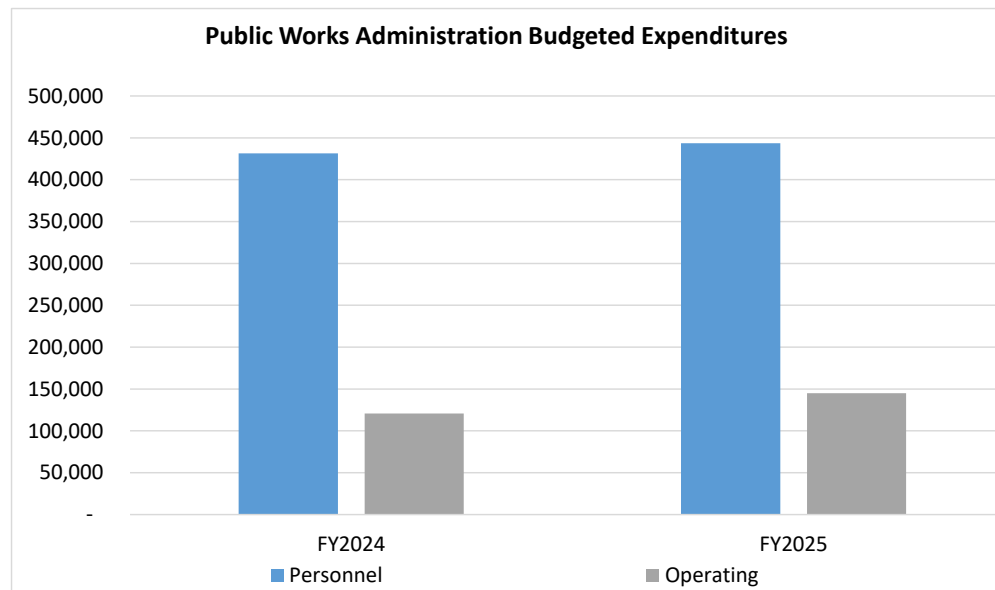
***Performance Measures***

	<i>FY2024 Estimated</i>	<i>FY2024 Actuals (through 3/31/24)</i>	<i>FY2025 Estimated</i>
Number of Customer Calls/Complaints Received	10,000	5,000	10,000

**Public Works  
Public Works Administration**

**Budget Highlights**

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 431,390	\$ 443,565	\$ 12,175
Operating Expenditures/Expenses .	120,879	145,013	24,134
TOTAL .....	<u>\$ 552,269</u>	<u>\$ 588,578</u>	<u>\$ 36,309</u>





# PUBLIC WORKS ADMINISTRATION

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 39 - Public Works					
Division 1203 - Public Works Administration					
Program 00 - None					
Activity 539 - Other Physical Environment					
11-000	Executive Salaries Salaries	128,757.20	134,422.00	134,400.00	139,128.00
	Comments				
	Level				
	Department Entry	(1) Public Works Director			
11-100	Executive Salaries Executive Benefit	9,750.00	9,750.00	9,750.00	9,750.00
	Comments				
	Level				
	Department Entry	Executive benefit package			
12-000	Regular Salaries and Wages Salaries	252,955.69	198,887.00	194,000.00	204,350.00
	Comments				
	Level				
	Department Entry	(1) Assistant Public Works Director (1) Executive Assistant & (1) Purchase Agent			
13-000	Other Salaries and Wages Other Salaries	.00	36,139.00	36,000.00	36,139.00
	Comments				
	Level				
	Department Entry	(1) Administrative Assistant (part time)			
14-000	Overtime Overtime	1,930.64	525.00	650.00	650.00
	Comments				
	Level				
	Department Entry	Estimated cost of overtime			
18-100	Compensated Compensatory Leave Longevity	1,875.00	2,500.00	1,563.00	1,563.00
	Comments				
	Level				
	Department Entry	Benefit paid to tenured employees per policy			
21-000	Payroll Taxes Employer Fica and Medicare	30,355.91	29,051.00	28,800.00	29,837.00
	Comments				
	Level				
	Department Entry	Social Security and Medicare Taxes			





# PUBLIC WORKS ADMINISTRATION

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
---------	---------------------	--------------------------	------------------------	--------------------------	------------------------

Fund **001 - General Fund**

Department **39 - Public Works**

Division **1203 - Public Works Administration**

Program **00 - None**

Activity **539 - Other Physical Environment**

23-000	Life and Health Insurance Health Insurance	22,161.11	18,645.00	22,500.00	19,769.00
--------	--	-----------	-----------	-----------	-----------

Comments

Level

Comment

Department Entry Cost of employee health insurance

23-100	Life and Health Insurance Dental	295.71	317.00	320.00	320.00
--------	----------------------------------	--------	--------	--------	--------

Comments

Level

Comment

Department Entry Cost of dental health insurance

23-200	Life and Health Insurance Long-Term Care	612.30	425.00	425.00	425.00
--------	--	--------	--------	--------	--------

Comments

Level

Comment

Department Entry Estimated annual employee costs for long-term care insurance benefits

24-000	Workers' Compensation Workers' Compensation	1,336.00	729.00	729.00	1,634.00
--------	---	----------	--------	--------	----------

Comments

Level

Comment

Department Entry Estimated cost of worker's compensation

31-100	Professional Services Technology	6,269.95	12,000.00	.00	.00
--------	----------------------------------	----------	-----------	-----	-----

Comments

Level

Comment

Department Entry Cost for GIS services and Purchase of Work Order System (36,000) allocated to several departments  
Manager Review Transfer to IT

34-000	Other Services Contract Services	2,725.35	5,000.00	5,000.00	5,000.00
--------	----------------------------------	----------	----------	----------	----------

Comments

Level

Comment

Department Entry DERM fees & other regulatory fees paid to State & County agencies & office machine maintenance contracts

34-300	Other Services Security	23,040.00	24,200.00	23,100.00	23,500.00
--------	-------------------------	-----------	-----------	-----------	-----------

Comments

Level

Comment

Department Entry Contracted security services at PW compound



# PUBLIC WORKS ADMINISTRATION

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
---------	---------------------	--------------------------	------------------------	--------------------------	------------------------

Fund **001 - General Fund**

Department **39 - Public Works**

Division **1203 - Public Works Administration**

Program **00 - None**

Activity **539 - Other Physical Environment**

40-000	Travel and Per Diem Travel	364.44	1,500.00	1,500.00	1,500.00
--------	----------------------------	--------	----------	----------	----------

Comments

Level

Comment

Department Entry Travel associated with management training and seminars for professional development

41-100	Communications Services Cellular	2,491.91	2,400.00	2,400.00	.00
--------	----------------------------------	----------	----------	----------	-----

Comments

Level

Comment

Department Entry Transfer to IT

41-200	Communications Services Internet	16,269.98	15,000.00	15,000.00	.00
--------	----------------------------------	-----------	-----------	-----------	-----

Comments

Level

Comment

Department Entry Transfer to IT

41-520	Communications Services ISF: Information Technology	14,854.00	16,788.00	16,788.00	32,314.00
--------	---	-----------	-----------	-----------	-----------

Comments

Level

Comment

Department Entry Allocated costs for operating the Village's information technology

42-000	Freight and Postage Services Postage	13.71	50.00	50.00	25.00
--------	--------------------------------------	-------	-------	-------	-------

Comments

Level

Comment

Department Entry Letters to staff and residents

45-000	Insurance ISF: Risk Management	7,507.00	9,950.00	9,950.00	30,189.00
--------	--------------------------------	----------	----------	----------	-----------

Comments

Level

Comment

Department Entry Allocated costs for property, casualty & general liability insurance premiums

46-000	Repair and Maintenance Services ISF: Fleet Management	26,819.00	27,066.00	27,066.00	44,135.00
--------	---	-----------	-----------	-----------	-----------

Comments

Level

Comment

Department Entry Allocated costs for operating Village's fleet including the costs for automobile liability coverage paid to Florida League



# PUBLIC WORKS ADMINISTRATION

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 39 - Public Works					
Division 1203 - Public Works Administration					
Program 00 - None					
Activity 539 - Other Physical Environment					
46-200	Repair and Maintenance Services Repairs and Maintenance	541.67	500.00	500.00	500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Repairs to the Security Cameras				
47-000	Printing and Binding Printing	.00	50.00	.00	.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Costs for publication of employment ads & mandatory reporting				
48-000	Promotional Activities Promotional Activities	.00	500.00	500.00	500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Public services & other promotional items				
48-200	Promotional Activities Legal Advertisements	101.58	.00	.00	.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Redirected for Clerk's office- Legal advertisement for procurement of projects				
49-000	Other Current Charges and Obligations Other Current Charges	50.00	125.00	100.00	100.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Fees paid to Miami Dade-County Fire and DERM				
49-800	Other Current Charges and Obligations Licenses and Permits	79.11	.00	100.00	.00
51-000	Office Supplies Office Supplies	642.62	1,000.00	1,000.00	1,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	General office supplies				
52-200	Operating Supplies Other Operating Supplies	2,229.18	1,500.00	3,000.00	3,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Items not specifically classified in other departmental line items				



# PUBLIC WORKS ADMINISTRATION

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 39 - Public Works					
Division 1203 - Public Works Administration					
Program 00 - None					
Activity 539 - Other Physical Environment					
52-300	Operating Supplies Kitchen	783.47	750.00	750.00	750.00
	Comments				
	Level	Comment			
	Department Entry	Kitchen supplies			
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	574.17	500.00	500.00	500.00
	Comments				
	Level	Comment			
	Department Entry	Books, publications subscriptions and membership dues			
55-000	Training Training and Education	235.00	1,000.00	1,000.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Staff reimbursement for educational advancements			
55-200	Training Tuition Reimbursement	.00	1,000.00	1,000.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Tuition reimbursement			
Activity 539 - Other Physical Environment Totals		\$555,621.70	\$552,269.00	\$538,441.00	\$588,578.00
Program 00 - None Totals		\$555,621.70	\$552,269.00	\$538,441.00	\$588,578.00
Division 1203 - Public Works Administration Totals		\$555,621.70	\$552,269.00	\$538,441.00	\$588,578.00
Department 39 - Public Works Totals		\$555,621.70	\$552,269.00	\$538,441.00	\$588,578.00
Fund 001 - General Fund Totals		\$555,621.70	\$552,269.00	\$538,441.00	\$588,578.00
Net Grand Totals		\$555,621.70	\$552,269.00	\$538,441.00	\$588,578.00

**Public Works  
Recreation Maintenance**

***Services, Functions and Activities***

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

***Goals & Objectives***

The goals and objectives of the Recreation Maintenance Division of the Public Works Department are to create and maintain safe, welcoming spaces for living, working, and playing. We aim to ensure that residents can engage in their highest quality of life, being mindful and responsible, while enjoying clean and neat Recreation Fields, Basketball/Tennis Courts, and Tot-Lot Playgrounds. Our division is committed to providing friendly, complete grounds care, including weed control and fertilization, and assisting with the setup and breakdown of special events. Additionally, we create large tented areas during the summer programs, promoting a safe and enjoyable environment for all.

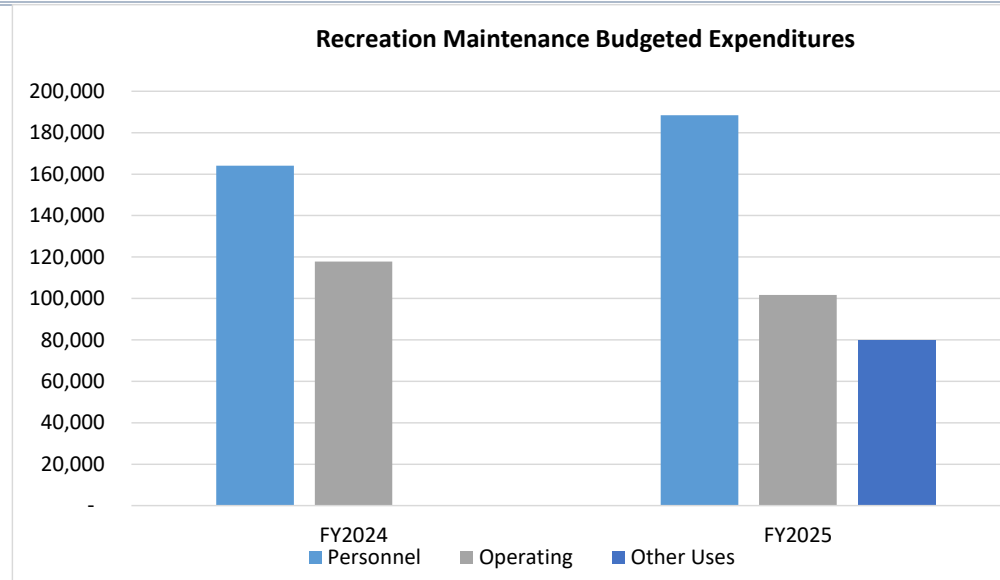
***Performance Measures***

	<b><i>FY2024 Estimated</i></b>	<b><i>FY2024 Actuals (through 3/31/24)</i></b>	<b><i>FY2025 Estimated</i></b>
Acres of Rec. Field Maintenance	6.8	4.4	6.8

**Public Works  
Recreation Maintenance**

**Budget Highlights**

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 164,037	\$ 188,451	\$ 24,414
Operating Expenditures/Expenses	117,818	101,641	(16,177)
Other Uses.....	-	80,000	80,000
TOTAL .....	<u>\$ 281,855</u>	<u>\$ 370,092</u>	<u>\$ 88,237</u>





# PUBLIC WORKS RECREATION MAINTENANCE

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 39 - Public Works					
Division 1204 - Recreation Maintenance					
Program 00 - None					
Activity 539 - Other Physical Environment					
12-000	Regular Salaries and Wages Salaries	79,336.76	123,888.00	100,000.00	119,369.00
	Comments				
	Level	Comment			
	Department Entry	(1) Beautification/Landscaping Foreman (60%), (2) Groundskeeper II, (1) Operations Manager (16.67 %)			
14-000	Overtime Overtime	14,961.68	4,200.00	8,500.00	9,500.00
	Comments				
	Level	Comment			
	Department Entry	Estimated overtime			
18-100	Compensated Compensatory Leave Longevity	750.00	625.00	833.00	833.00
	Comments				
	Level	Comment			
	Department Entry	Benefit paid to tenured employees per policy			
21-000	Payroll Taxes Employer Fica and Medicare	7,083.93	9,797.00	8,230.00	9,858.00
	Comments				
	Level	Comment			
	Department Entry	Estimated Social security and Medicare taxes			
23-000	Life and Health Insurance Health Insurance	14,689.73	19,391.00	16,200.00	20,599.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for health insurance			
23-100	Life and Health Insurance Dental	251.17	330.00	260.00	333.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for dental insurance benefits			
23-200	Life and Health Insurance Long-Term Care	184.98	244.00	200.00	263.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for long-term insurance benefits			



# PUBLIC WORKS RECREATION MAINTENANCE

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
---------	---------------------	--------------------------	------------------------	--------------------------	------------------------

Fund **001 - General Fund**

Department **39 - Public Works**

Division **1204 - Recreation Maintenance**

Program **00 - None**

Activity **539 - Other Physical Environment**

24-000	Workers' Compensation Workers' Compensation	6,833.00	5,562.00	5,562.00	12,220.00
--------	---	----------	----------	----------	-----------

Comments

Level

Comment

Department Entry Allocated costs of worker's compensation premiums paid to the Florida League

31-100	Professional Services Technology	.00	.00	1,000.00	.00
--------	----------------------------------	-----	-----	----------	-----

Comments

Level

Comment

Department Entry For Public Works work order system.

34-000	Other Services Contract Services	1,500.00	.00	1,500.00	1,500.00
--------	----------------------------------	----------	-----	----------	----------

43-100	Utility Services Electric	2,000.87	2,000.00	2,000.00	2,100.00
--------	---------------------------	----------	----------	----------	----------

Comments

Level

Comment

Department Entry Estimated annual cost for electrical services based on current actual FPL usage

44-000	Rentals and Leases Equipment Rental	.00	500.00	2,000.00	1,000.00
--------	-------------------------------------	-----	--------	----------	----------

Comments

Level

Comment

Department Entry Rental of specialized equipment for projects identified during year

45-000	Insurance ISF: Risk Management	8,542.00	15,379.00	15,379.00	11,982.00
--------	--------------------------------	----------	-----------	-----------	-----------

Comments

Level

Comment

Department Entry Allocated costs for property, casualty & general liability insurance premiums

46-000	Repair and Maintenance Services ISF: Fleet Management	34,865.00	34,939.00	34,939.00	25,658.00
--------	---	-----------	-----------	-----------	-----------

Comments

Level

Comment

Department Entry Allocated costs of operating the Village's fleet including the costs for automobile liability coverage

46-200	Repair and Maintenance Services Repairs and Maintenance	3,656.88	4,000.00	4,000.00	4,000.00
--------	---	----------	----------	----------	----------

Comments

Level

Comment

Department Entry Minor repairs to building and tot lot equipment





# PUBLIC WORKS RECREATION MAINTENANCE

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	001 - General Fund				
Department	39 - Public Works				
Division	1204 - Recreation Maintenance				
Program	00 - None				
Activity	539 - Other Physical Environment				
52-200	Operating Supplies Other Operating Supplies	25,214.19	25,000.00	25,000.00	25,000.00
	Comments				
	Level	Comment			
	Department Entry	Costs for material required that are not specifically classified in other departmental line items			
52-400	Operating Supplies Uniforms	1,573.20	500.00	1,350.00	1,500.00
	Comments				
	Level	Comment			
	Department Entry	Per employee funding for contractually-specified uniforms (10) shorts and (5) pants			
52-500	Operating Supplies IPM Initiative	22,813.84	35,000.00	35,000.00	35,000.00
	Comments				
	Level	Comment			
	Department Entry	IPM: Eligible expenditures aligned with the IPM initiative			
55-000	Training Training and Education	.00	500.00	500.00	500.00
	Comments				
	Level	Comment			
	Department Entry	Training on use of machinery and equipment and pesticide license			
Activity	539 - Other Physical Environment Totals	\$224,257.23	\$281,855.00	\$262,453.00	\$281,215.00
	Program 00 - None Totals	\$224,257.23	\$281,855.00	\$262,453.00	\$281,215.00
Division	1204 - Recreation Maintenance Totals	\$224,257.23	\$281,855.00	\$262,453.00	\$281,215.00
	Department 39 - Public Works Totals	\$224,257.23	\$281,855.00	\$262,453.00	\$281,215.00
	Fund 001 - General Fund Totals	\$224,257.23	\$281,855.00	\$262,453.00	\$281,215.00
	Net Grand Totals	\$224,257.23	\$281,855.00	\$262,453.00	\$281,215.00

**Public Works  
Facilities Management**

*Services, Functions and Activities*

The Facilities Management Division oversees the daily operations and maintenance of the Village's assets, which include seven buildings: Village Hall, the Police Department, the 9900 Building, Brockway Memorial Library, the Community Center, the Field House, the Aquatic Center, and the Public Works Compound.

Facilities Management serves as a single point of contact for asset management in their designated area, ensuring safe, efficient, and cost-effective operations. Their responsibilities span multiple disciplines to maintain the functionality and safety of the built environment.

*Goals & Objectives*

The objective of the Facilities Division is to effectively maintain and operate all public facilities, ensuring they are welcoming for residents and employees. Since employees spend a significant part of their day at work, it is crucial for the facilities management team to create a comfortable and productive environment. We are committed to "Serving our community with integrity and professionalism, while enhancing the highest quality of life for all."

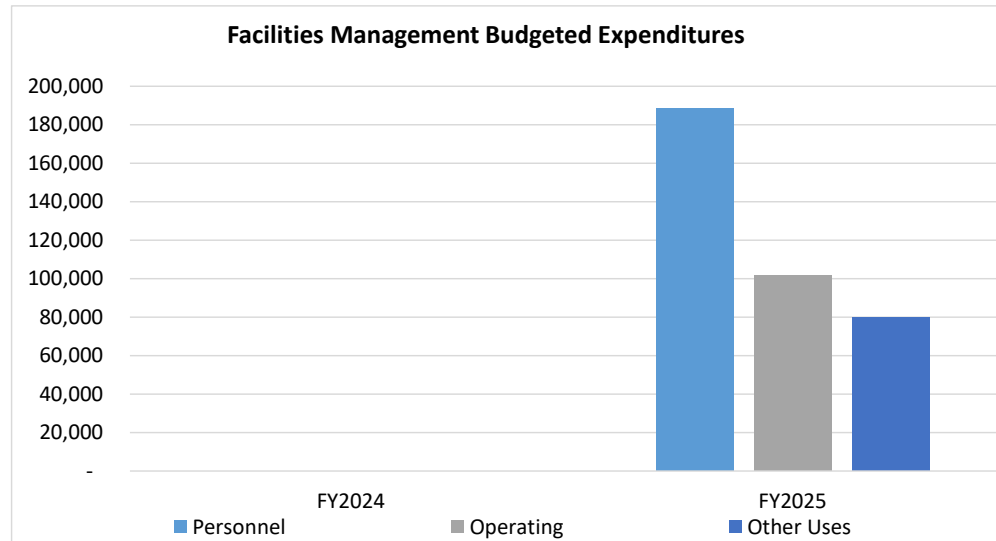
*Performance Measures*

	<i>FY2024 Estimated</i>	<i>FY2024 Actuals (through 3/31/24)</i>	<i>FY2025 Estimated</i>
Responsive Service	New Division	New Division	1,000 Calls

**Public Works  
Facilities Management**

**Budget Highlights**

	<u>FY2024</u>		<u>FY2025</u>		<u>Change</u>
Personnel Services.....	\$	-	\$	188,451	\$ 188,451
Operating Expenditures/Expenses .....		-		101,641	101,641
Other Uses.....		-		80,000	80,000
TOTAL .....	\$	-	\$	370,092	\$ 370,092





# PUBLIC WORKS FACILITIES MANAGEMENT

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 39 - Public Works					
Division 1205 - Facilities Management					
Program 00 - None					
Activity 539 - Other Physical Environment					
12-000	Regular Salaries and Wages Salaries	.00	.00	.00	135,071.00
	Comments				
	Level				
	Department Entry				(1) Facilities Tech II, (2) Facilities Tech I, Public Works ROW Foreman (10%), Operations Manager (16.6%)
14-000	Overtime Overtime	.00	.00	.00	5,000.00
	Comments				
	Level				
	Department Entry				Estimated cost of overtime
21-000	Payroll Taxes Employer Fica and Medicare	.00	.00	.00	10,715.00
	Comments				
	Level				
	Department Entry				Social Security and Medicare taxes
23-000	Life and Health Insurance Health Insurance	.00	.00	.00	23,716.00
	Comments				
	Level				
	Department Entry				Cost of employee health insurance
23-100	Life and Health Insurance Dental	.00	.00	.00	384.00
	Comments				
	Level				
	Department Entry				Cost of dental health insurance
23-200	Life and Health Insurance Long-Term Care	.00	.00	.00	300.00
	Comments				
	Level				
	Department Entry				Estimated annual cost for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	.00	.00	.00	13,265.00
	Comments				
	Level				
	Department Entry				Estimated cost of workers compensation



# PUBLIC WORKS FACILITIES MANAGEMENT

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>001 - General Fund</b>				
Department	<b>39 - Public Works</b>				
Division	<b>1205 - Facilities Management</b>				
Program	<b>00 - None</b>				
Activity	<b>539 - Other Physical Environment</b>				
41-520	Communications Services ISF: Information Technology	.00	.00	.00	10,592.00
	Comments				
	Level				
	Department Entry				Allocated cost of for operating the Village's Information Technology
45-000	Insurance ISF: Risk Management	.00	.00	.00	14,249.00
	Comments				
	Level				
	Department Entry				Allocated cost for property, casualty, and general liability insurance premiums
Activity	<b>539 - Other Physical Environment Totals</b>	\$0.00	\$0.00	\$0.00	\$213,292.00
Activity	<b>581 - Inter-Fund Group Transfers Out</b>				
91-301	Interfund Transfers Capital Projects	.00	.00	.00	80,000.00
	Comments				
	Level				
	Department Entry				Transfer to Capital Projects
Activity	<b>581 - Inter-Fund Group Transfers Out Totals</b>	\$0.00	\$0.00	\$0.00	\$80,000.00
Program	<b>00 - None Totals</b>	\$0.00	\$0.00	\$0.00	\$293,292.00
Program	<b>63 - Police</b>				
Activity	<b>539 - Other Physical Environment</b>				
34-000	Other Services Contract Services	.00	.00	.00	6,200.00
	Comments				
	Level				
	Department Entry				Gate and AC monthly maintenance, and pest control monthly service
34-200	Other Services Janitorial Services	.00	.00	.00	12,000.00
	Comments				
	Level				
	Department Entry				Calvin Butler Monthly Services



# PUBLIC WORKS FACILITIES MANAGEMENT

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 39 - Public Works					
Division 1205 - Facilities Management					
Program 63 - Police					
Activity 539 - Other Physical Environment					
46-200	Repair and Maintenance Services Repairs and Maintenance	.00	.00	.00	2,500.00
	Comments				
	Level				
	Department Entry				Miscellaneous electrical repairs, gate, toilet, plumbing repairs
49-800	Other Current Charges and Obligations Licenses and Permits	.00	.00	.00	200.00
	Comments				
	Level				
	Department Entry				DERM permit for grinder pump
52-200	Operating Supplies Other Operating Supplies	.00	.00	.00	1,500.00
	Comments				
	Level				
	Department Entry				Toilet paper, light bulbs, general repair supplies, i.e. door & window handles, toilet fixture, etc.
52-300	Operating Supplies Kitchen	.00	.00	.00	500.00
	Comments				
	Level				
	Department Entry				Paper towels, coffee cups
Activity 539 - Other Physical Environment Totals		\$0.00	\$0.00	\$0.00	\$22,900.00
Program 63 - Police Totals		\$0.00	\$0.00	\$0.00	\$22,900.00
Program 68 - Parks & Recreation					
Activity 539 - Other Physical Environment					
34-000	Other Services Contract Services	.00	.00	.00	2,000.00
	Comments				
	Level				
	Department Entry				Monthly service maintenances.
34-200	Other Services Janitorial Services	.00	.00	.00	500.00
	Comments				
	Level				
	Department Entry				special janitorial services



# PUBLIC WORKS FACILITIES MANAGEMENT

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 39 - Public Works					
Division 1205 - Facilities Management					
Program 68 - Parks & Recreation					
Activity 539 - Other Physical Environment					
46-200	Repair and Maintenance Services Repairs and Maintenance	.00	.00	.00	1,200.00
	Comments				
	Level				
	Department Entry				General material for building maintenance and repairs.
49-800	Other Current Charges and Obligations Licenses and Permits	.00	.00	.00	500.00
	Comments				
	Level				
	Department Entry				Permits for event tent.
52-200	Operating Supplies Other Operating Supplies	.00	.00	.00	1,000.00
	Comments				
	Level				
	Department Entry				Garbage bags and light bulbs for Tennis Facility.
Activity 539 - Other Physical Environment Totals		\$0.00	\$0.00	\$0.00	\$5,200.00
Program 68 - Parks & Recreation Totals		\$0.00	\$0.00	\$0.00	\$5,200.00
Program 76 - 9900 Building					
Activity 539 - Other Physical Environment					
34-000	Other Services Contract Services	.00	.00	.00	4,200.00
	Comments				
	Level				
	Department Entry				Monthly maintenance service for AC, and pest control service
34-200	Other Services Janitorial Services	.00	.00	.00	500.00
	Comments				
	Level				
	Department Entry				contracted cleaning services
46-200	Repair and Maintenance Services Repairs and Maintenance	.00	.00	.00	1,500.00
	Comments				
	Level				
	Department Entry				General building maintenance, electrical, plumbing, etc.



# PUBLIC WORKS FACILITIES MANAGEMENT

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 39 - Public Works					
Division 1205 - Facilities Management					
Program 76 - 9900 Building					
Activity 539 - Other Physical Environment					
49-800	Other Current Charges and Obligations Licenses and Permits	.00	.00	.00	200.00
	Comments				
	Level				
	Department Entry				
	Comment				
	DERM permit for grinder pump				
52-200	Operating Supplies Other Operating Supplies	.00	.00	.00	1,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Paper goods for kitchen and bathrooms				
Activity 539 - Other Physical Environment Totals		\$0.00	\$0.00	\$0.00	\$7,400.00
Program 76 - 9900 Building Totals		\$0.00	\$0.00	\$0.00	\$7,400.00
Program 77 - Village Hall					
Activity 539 - Other Physical Environment					
34-000	Other Services Contract Services	.00	.00	.00	4,200.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Pest control, AC maintenance, gate maintenance				
34-200	Other Services Janitorial Services	.00	.00	.00	10,500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Contracted janitorial monthly service				
46-200	Repair and Maintenance Services Repairs and Maintenance	.00	.00	.00	2,500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	general repairs of building				





# PUBLIC WORKS FACILITIES MANAGEMENT

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 39 - Public Works					
Division 1205 - Facilities Management					
Program 77 - Village Hall					
Activity 539 - Other Physical Environment					
49-800	Other Current Charges and Obligations Licenses and Permits	.00	.00	.00	400.00
	Comments				
	Level				
	Department Entry				DERM permit for (2) grinder pumps
52-200	Operating Supplies Other Operating Supplies	.00	.00	.00	15,000.00
	Comments				
	Level				
	Department Entry				items purchased for building, cleaning supplies, light bulbs, toilet paper, plumbing supplies, etc.
52-300	Operating Supplies Kitchen	.00	.00	.00	5,000.00
	Comments				
	Level				
	Department Entry				paper goods, cups, etc.
Activity 539 - Other Physical Environment Totals		\$0.00	\$0.00	\$0.00	\$37,600.00
Program 77 - Village Hall Totals		\$0.00	\$0.00	\$0.00	\$37,600.00
Program 80 - Brockway Memorial Library					
Activity 539 - Other Physical Environment					
34-000	Other Services Contract Services	.00	.00	.00	1,000.00
	Comments				
	Level				
	Department Entry				Monthly AC maintenance, etc.
34-200	Other Services Janitorial Services	.00	.00	.00	500.00
	Comments				
	Level				
	Department Entry				special cleaning services
46-200	Repair and Maintenance Services Repairs and Maintenance	.00	.00	.00	1,000.00
	Comments				
	Level				
	Department Entry				General building maintenance and repairs



# PUBLIC WORKS FACILITIES MANAGEMENT

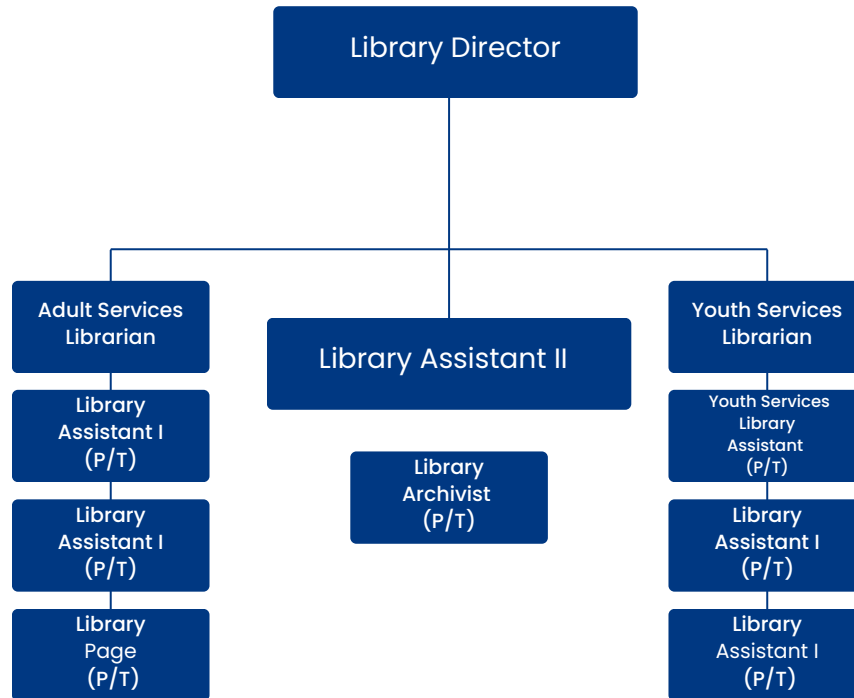
Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>001 - General Fund</b>				
Department	<b>39 - Public Works</b>				
Division	<b>1205 - Facilities Management</b>				
Program	<b>80 - Brockway Memorial Library</b>				
Activity	<b>539 - Other Physical Environment</b>				
49-800	Other Current Charges and Obligations Licenses and Permits	.00	.00	.00	200.00
	Comments				
	Level				
	Department Entry				
	Comment				
	DERM permit for grinder pump				
52-200	Operating Supplies Other Operating Supplies	.00	.00	.00	1,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Supplies for plumbing repairs, electrical repairs, light bulbs, etc.				
Activity	<b>539 - Other Physical Environment Totals</b>	\$0.00	\$0.00	\$0.00	\$3,700.00
Program	<b>80 - Brockway Memorial Library Totals</b>	\$0.00	\$0.00	\$0.00	\$3,700.00
Division	<b>1205 - Facilities Management Totals</b>	\$0.00	\$0.00	\$0.00	\$370,092.00
Department	<b>39 - Public Works Totals</b>	\$0.00	\$0.00	\$0.00	\$370,092.00
Fund	<b>001 - General Fund Totals</b>	\$0.00	\$0.00	\$0.00	\$370,092.00
	<b>Net Grand Totals</b>	\$0.00	\$0.00	\$0.00	\$370,092.00



# LIBRARY DEPARTMENT

## Organization Chart



## **Brockway Memorial Library**

### ***Services, Functions and Activities***

#### **Mission Statement Brockway Memorial Library**

The mission of the Brockway Memorial Library is to engage our community in opportunities for literacy and lifelong learning and to enrich the lives of our patrons by providing access to a wide variety of information, materials, and offerings, with a focus on education, the arts, and culture.

#### **Vision Statement Youth Services Department of the Brockway Memorial Library**

Children and young adults, along with their families, will experience a sense of joy and wonder by exploring the world through their library.

#### **Mission Statement Youth Services Department of the Brockway Memorial Library**

Brockway Memorial Library's Youth Services Department provides for the educational, recreational, and informational needs of the youth of the Miami Shores Community. This is accomplished through collection development and programming geared toward children and youth from birth through high school, respectively. The goal of the BML Youth Services Department is to foster an inviting environment that promotes literacy for youngsters and their caregivers. We strive to nurture and empower all youth by inspiring a love of reading, sparking curiosity and joy of discovery, and by providing access to information, knowledge, and diverse ideas.

### ***Goals & Objectives***

Brockway Memorial Library emphasizes service to individuals, and its collections and offerings reflect the local community's interests and needs. In the Village's 2022 Strategic Management Plan, 4 major areas were listed as key initiatives: Awareness & Access of Library Offerings and Services, Enhanced Educational Programming, Continued Expansion and Digitization of the Village Archives, and Maintenance and Improvements centered on the aging physical structure of the Library. These goals remain our focus this year and going forward. Numbers below reflect statistics related to Library usage and circulation of its materials.

## Brockway Memorial Library

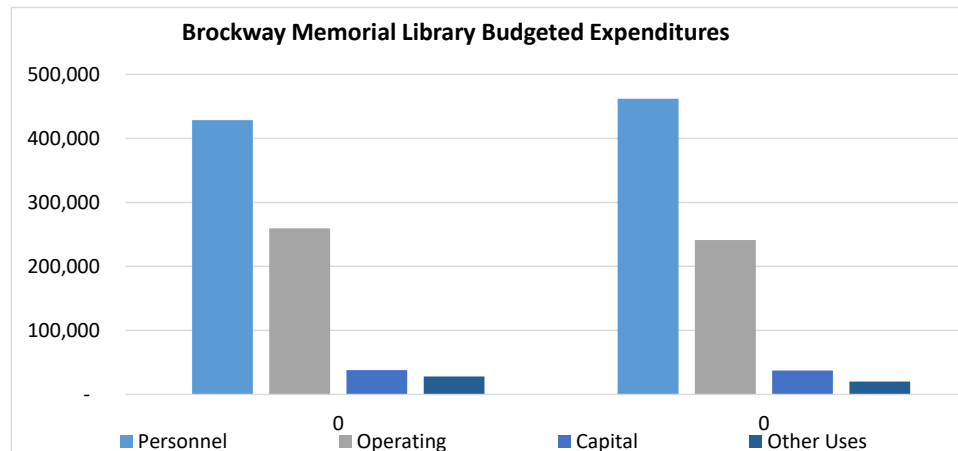
### *Performance Measures*

The following numbers are based on the Library's published Annual Reports which run through May 31st.

	<i><b>FY2024 Estimated</b></i>	<i><b>FY2024 Actuals (through 3/31/24)</b></i>	<i><b>FY2025 Estimated</b></i>
Total Circulation of Print & Digital	36,500	36,428	36,500
Total Programs Presented	200	262	200
Total Program Attendance	6,000	6,325	6,000
Total Registered Patrons	7,550	7,613	7,963
Total Number of New Patrons	330	418	350
Average Daily Visitors	85	112	103

### **Budget Highlights**

	<u><b>FY2024</b></u>	<u><b>FY2025</b></u>	<u><b>Change</b></u>
Personnel Services.....	\$ 428,359	\$ 461,953	\$ 33,594
Operating Expenditures/Expenses	259,363	241,299	(18,064)
Capital Outlay .....	37,900	37,500	(400)
Other Uses.....	28,000	20,000	(8,000)
<b>TOTAL .....</b>	<b>\$ 753,622</b>	<b>\$ 760,752</b>	<b>\$ 7,130</b>





# BROCKWAY MEMORIAL LIBRARY

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 71 - Brockway Memorial Library					
Division 1500 - Library					
Program 00 - None					
Activity 571 - Libraries					
11-000	Executive Salaries Salaries	109,990.40	114,830.00	114,830.00	118,849.00
	Comments				
	Level	Comment			
	Department Entry	Executive Salary Library Director			
11-100	Executive Salaries Executive Benefit	6,500.00	6,500.00	6,500.00	6,500.00
	Comments				
	Level	Comment			
	Department Entry	Executive Salary Executive Benefit Library Director			
12-000	Regular Salaries and Wages Salaries	142,599.73	155,706.00	160,000.00	162,319.00
	Comments				
	Level	Comment			
	Department Entry	Regular Wages and Salaries for (1) FT Adult Services Librarian (1) FT Youth Services Librarian (1) FT Library Assistant II			
13-000	Other Salaries and Wages Other Salaries	53,823.05	97,968.00	85,000.00	109,720.00
	Comments				
	Level	Comment			
	Department Entry	Other Salaries and Wages for (4) PT Library Assistant I (1) PT Youth Services Assistant (1) PT Archivist (1) Library Page			
14-000	Overtime Overtime	5.63	100.00	100.00	100.00
	Comments				
	Level	Comment			
	Department Entry	Overtime for PT staff			
18-100	Compensated Compensatory Leave Longevity	2,500.00	2,500.00	2,500.00	2,500.00
21-000	Payroll Taxes Employer Fica and Medicare	24,133.55	28,695.00	28,220.00	30,406.00
23-000	Life and Health Insurance Health Insurance	16,547.04	14,916.00	17,000.00	15,816.00
23-100	Life and Health Insurance Dental	127.56	127.00	126.00	128.00
23-200	Life and Health Insurance Long-Term Care	483.08	483.00	483.00	483.00
24-000	Workers' Compensation Workers' Compensation	7,273.00	6,534.00	6,534.00	15,132.00



# BROCKWAY MEMORIAL LIBRARY

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 71 - Brockway Memorial Library					
Division 1500 - Library					
Program 00 - None					
Activity 571 - Libraries					
31-100	Professional Services Technology	6,486.34	3,550.00	3,000.00	3,444.00
	Comments				
	Level	Comment			
	Department Entry	Tech and software annual costs specific to Library			
34-000	Other Services Contract Services	23,750.67	30,150.00	30,150.00	33,098.00
	Comments				
	Level	Comment			
	Department Entry	Fire/Security alarm monitoring and service Consortium fees Safety inspections and permits Digital offerings and licenses Cleaning Services, etc.			
34-150	Other Services Program Instructors	9,400.41	15,050.00	13,000.00	17,720.00
	Comments				
	Level	Comment			
	Department Entry	Special event hosts and monthly programming for youth and adults			
40-000	Travel and Per Diem Travel	1,265.91	1,510.00	1,510.00	2,420.00
	Comments				
	Level	Comment			
	Department Entry	In state travel expenses related to 2025 Florida Library Conference for 2 2025 Society of Florida Archivists Annual Conf. for 1 Gas-tolls-lodging			
40-100	Travel and Per Diem Per Diem Allowance	280.00	280.00	280.00	385.00
	Comments				
	Level	Comment			
	Department Entry	In state per diem reimbursements for 2 to attend 2025 Florida Library Conference and 1 to attend 2025 Society of Florida Archivists Annual Meeting.			
41-000	Communications Services Telephone	1,687.29	.00	.00	.00
41-100	Communications Services Cellular	285.93	575.00	.00	.00
41-200	Communications Services Internet	1,218.09	1,400.00	.00	.00



# BROCKWAY MEMORIAL LIBRARY

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 71 - Brockway Memorial Library					
Division 1500 - Library					
Program 00 - None					
Activity 571 - Libraries					
41-520	Communications Services ISF: Information Technology	56,444.00	33,882.00	33,882.00	64,423.00
Comments					
Level Comment					
Department Entry Allocated costs for operating the Village's information technology					
42-000	Freight and Postage Services Postage	333.87	400.00	400.00	485.00
Comments					
Level Comment					
Department Entry Stamps required for Library mail					
43-100	Utility Services Electric	18,848.64	18,000.00	18,000.00	19,000.00
Comments					
Level Comment					
Department Entry Annual electric paid to FPL					
43-200	Utility Services Water	1,138.07	800.00	1,200.00	1,200.00
Comments					
Level Comment					
Department Entry Annual water expense paid to Miami-Dade Water and Sewer					
44-000	Rentals and Leases Equipment Rental	3,935.18	1,285.00	1,285.00	1,926.00
Comments					
Level Comment					
Department Entry Monthly lease and copies for Library copy machine					
45-000	Insurance ISF: Risk Management	49,164.00	108,800.00	108,800.00	67,088.00
46-200	Repair and Maintenance Services Repairs and Maintenance	41,250.74	20,890.00	20,890.00	15,050.00
Comments					
Level Comment					
Department Entry AC monthly maintenance and parts General building maintenance and repair					





# BROCKWAY MEMORIAL LIBRARY

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 71 - Brockway Memorial Library					
Division 1500 - Library					
Program 00 - None					
Activity 571 - Libraries					
47-000	Printing and Binding Printing	1,388.21	2,747.00	2,500.00	2,000.00
	Comments				
	Level	Comment			
	Department Entry	Printed brochures Library forms and business items Marketing materials			
48-000	Promotional Activities Promotional Activities	2,389.38	6,500.00	6,500.00	3,000.00
	Comments				
	Level	Comment			
	Department Entry	In-house programming costs for youth and adults.			
51-000	Office Supplies Office Supplies	748.04	575.00	575.00	750.00
	Comments				
	Level	Comment			
	Department Entry	Office supplies			
52-200	Operating Supplies Other Operating Supplies	15,169.98	11,639.00	11,639.00	8,000.00
	Comments				
	Level	Comment			
	Department Entry	Operating supplies specific to Library i.e. book jackets General supplies for kitchen Archival supplies			
52-400	Operating Supplies Uniforms	415.24	425.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	Library shirts for staff and board			
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	397.00	465.00	465.00	485.00
	Comments				
	Level	Comment			
	Department Entry	3 individual memberships to the Florida Library Association 1 individual membership to the Society of Florida Archivists			



# BROCKWAY MEMORIAL LIBRARY

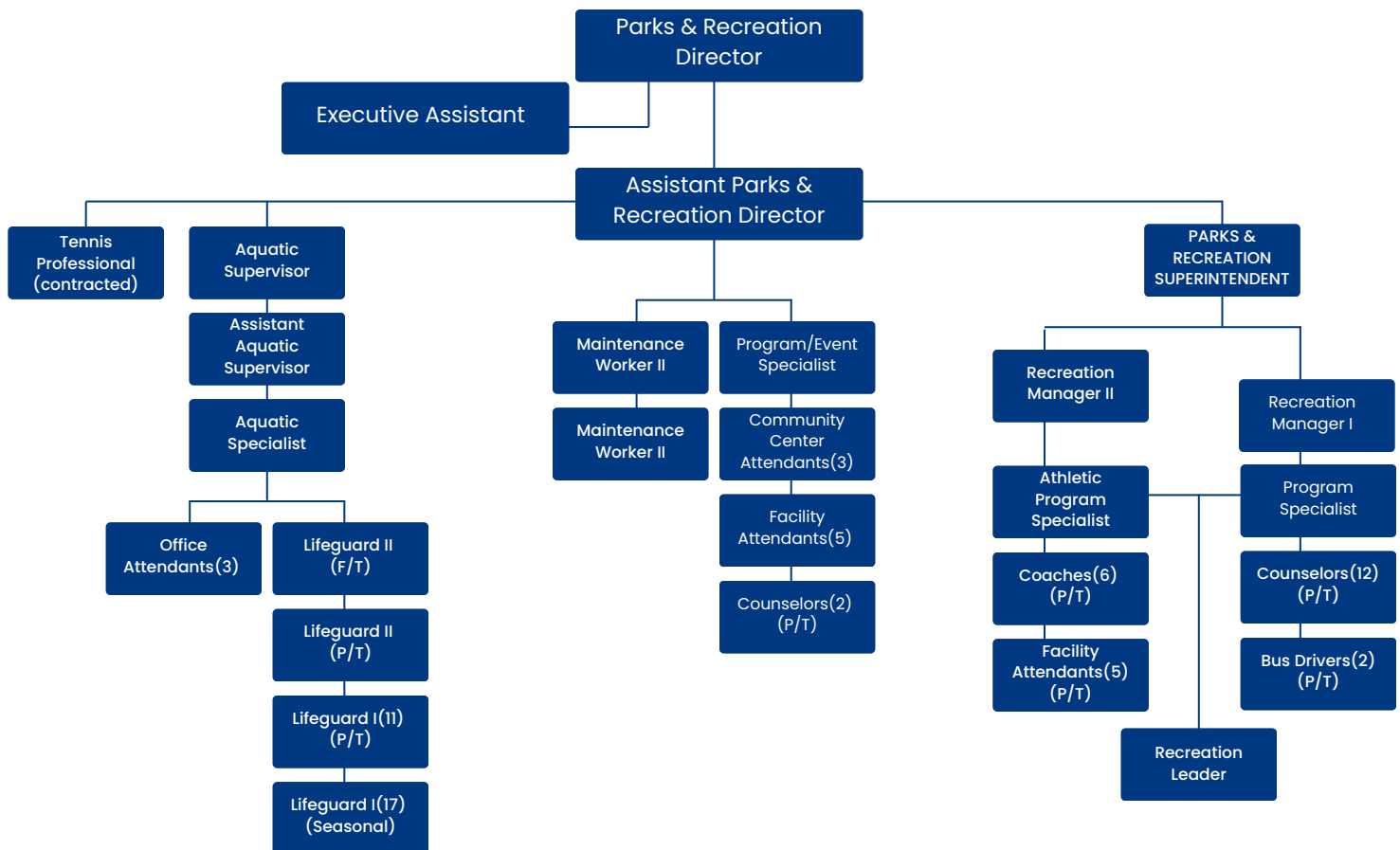
Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 71 - Brockway Memorial Library					
Division 1500 - Library					
Program 00 - None					
Activity 571 - Libraries					
55-000	Training Training and Education	654.00	440.00	460.00	825.00
	Comments				
	Level	Comment			
	Department Entry	Annual Florida Library Association Conference fee for 2 Annual Society of Florida Archivists Conference fee for 1 Allotment for training opportunities for Archivist			
66-000	Books, Publications, and Library Materials Books and Publications	32,428.29	32,500.00	32,500.00	32,500.00
	Comments				
	Level	Comment			
	Department Entry	Books Magazines Newspapers			
66-100	Books, Publications, and Library Materials Media	4,432.72	5,400.00	5,400.00	5,000.00
	Comments				
	Level	Comment			
	Department Entry	Audiobooks Movies on DVD VOX audiobooks for kids			
	Activity 571 - Libraries Totals	\$637,495.04	\$725,622.00	\$713,729.00	\$740,752.00
Activity 581 - Inter-Fund Group Transfers Out					
91-301	Interfund Transfers Capital Projects	136,950.00	28,000.00	28,000.00	20,000.00
	Comments				
	Level	Comment			
	Department Entry	Transfer to Capital Projects			
	Activity 581 - Inter-Fund Group Transfers Out Totals	\$136,950.00	\$28,000.00	\$28,000.00	\$20,000.00
	Program 00 - None Totals	\$774,445.04	\$753,622.00	\$741,729.00	\$760,752.00
	Division 1500 - Library Totals	\$774,445.04	\$753,622.00	\$741,729.00	\$760,752.00
	Department 71 - Brockway Memorial Library Totals	\$774,445.04	\$753,622.00	\$741,729.00	\$760,752.00
	Fund 001 - General Fund Totals	\$774,445.04	\$753,622.00	\$741,729.00	\$760,752.00
	Net Grand Totals	\$774,445.04	\$753,622.00	\$741,729.00	\$760,752.00



# PARKS AND RECREATION

## Organization Chart



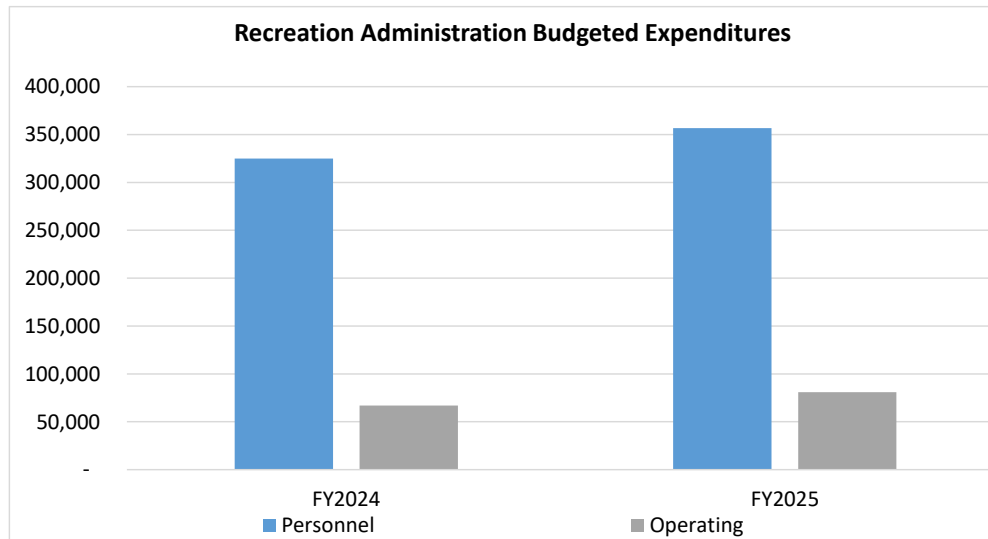
## Parks & Recreation Parks & Recreation Administration

### *Services, Functions and Activities*

The Parks and Recreation Administration Division plays a pivotal role in providing Village residents an atmosphere that provides a wide range of recreation and leisure programming, and charming parks. The Parks and Recreation Department provides innovative programs tailored to meet the needs of Village residents. Responsible for directing, planning, and implementing a diverse range of programs, the division also coordinates special events to foster the Shores Village's character of friendly living and small town feel. The Department oversees maintenance of parks, amenities and facilities providing for safe play and an inclusive welcoming environment. In addition, the Division oversees the Fine Arts programming providing cultural diversity for residents. Moreover, the division prepares and administers the annual Parks & Recreation operating budget, as well as the development and execution of a comprehensive five-year capital plan.

### **Budget Highlights**

	<b><u>FY2024</u></b>	<b><u>FY2025</u></b>	<b><u>Change</u></b>
Personnel Services.....	\$ 324,973	\$ 356,742	\$ 31,769
Operating Expenditures/Expenses	67,034	80,941	13,907
TOTAL .....	<u>\$ 392,007</u>	<u>\$ 437,683</u>	<u>\$ 45,676</u>





# PARKS AND RECREATION ADMINISTRATION

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1401 - Recreation Administration					
Program 00 - None					
Activity 572 - Parks & Recreation					
11-000	Executive Salaries Salaries	115,003.21	118,909.00	118,909.00	124,265.00
	Comments				
	Level	Comment			
	Department Entry	Recreation Director Salary			
11-100	Executive Salaries Executive Benefit	9,750.00	9,750.00	9,750.00	9,750.00
	Comments				
	Level	Comment			
	Department Entry	Executive Benefit Package			
12-000	Regular Salaries and Wages Salaries	147,935.46	154,354.00	154,354.00	165,865.00
	Comments				
	Level	Comment			
	Department Entry	(1) Assistant Parks and Recreation Director, (1) Executive Assistant			
14-000	Overtime Overtime	1,216.40	800.00	2,000.00	5,000.00
	Comments				
	Level	Comment			
	Department Entry	Executive Assistant OT for Fine Arts Commission Meetings and Recreation Advisory Meetings			
18-100	Compensated Compensatory Leave Longevity	3,750.00	3,750.00	3,750.00	3,750.00
	Comments				
	Level	Comment			
	Department Entry	Benefit paid to tenured employees per policy			
21-000	Payroll Taxes Employer Fica and Medicare	20,008.43	21,713.00	21,713.00	23,323.00
	Comments				
	Level	Comment			
	Department Entry	Social Security & Medicare Taxes			
23-000	Life and Health Insurance Health Insurance	18,042.13	14,916.00	24,000.00	23,724.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for Health Insurance			



# PARKS AND RECREATION ADMINISTRATION

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1401 - Recreation Administration					
Program 00 - None					
Activity 572 - Parks & Recreation					
23-100	Life and Health Insurance Dental	379.32	381.00	381.00	384.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for Dental Insurance			
23-200	Life and Health Insurance Long-Term Care	176.29	179.00	179.00	179.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for Long Term Care Insurance			
24-000	Workers' Compensation Workers' Compensation	244.00	221.00	221.00	502.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for workers compensation premiums paid			
31-100	Professional Services Technology	7,444.69	5,000.00	7,817.00	.00
	Comments				
	Level	Comment			
	Department Entry	Transfer to IT			
31-270	Professional Services Pre-employment Screening	2,977.82	.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	Pre-employment screening fees for new employees			
34-000	Other Services Contract Services	2,393.79	2,500.00	2,500.00	2,500.00
	Comments				
	Level	Comment			
	Department Entry	Copier monthly maintenance			
40-000	Travel and Per Diem Travel	149.24	1,200.00	1,200.00	1,400.00
	Comments				
	Level	Comment			
	Department Entry	Per diem expenses for conferences			



# PARKS AND RECREATION ADMINISTRATION

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1401 - Recreation Administration					
Program 00 - None					
Activity 572 - Parks & Recreation					
40-100	Travel and Per Diem Per Diem Allowance	434.15	350.00	350.00	350.00
	Comments				
	Level	Comment			
	Department Entry	FRPA and Directors Summit			
41-100	Communications Services Cellular	1,034.38	1,000.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	Cell phones for Director			
41-200	Communications Services Internet	4,370.05	4,775.00	.00	.00
41-520	Communications Services ISF: Information Technology	.00	.00	.00	21,416.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for operating the Village's information technology			
42-000	Freight and Postage Services Postage	100.05	100.00	100.00	100.00
	Comments				
	Level	Comment			
	Department Entry	mail fees			
45-000	Insurance ISF: Risk Management	12,207.00	24,147.00	24,147.00	19,416.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for property, casualty & general liability insurance premiums			
45-200	Insurance Premium: Liability	2,730.00	3,400.00	2,800.00	2,900.00
	Comments				
	Level	Comment			
	Department Entry	Liability insurance for recreation program participants through NRPA			
46-000	Repair and Maintenance Services ISF: Fleet Management	3,857.00	3,892.00	3,892.00	8,724.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for operating the Village's fleet including the cost for automobile liability coverage paid to the Florida League,			



# PARKS AND RECREATION ADMINISTRATION

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1401 - Recreation Administration					
Program 00 - None					
Activity 572 - Parks & Recreation					
46-200	Repair and Maintenance Services Repairs and Maintenance	14,027.73	5,400.00	4,500.00	8,335.00
	Comments				
	Level				
	Department Entry				
	General repair costs for items not under maintenance or warrant agreements, included in this amount are tot lot repairs, marquee repairs & other general maintenance items, such as windscreens				
48-000	Promotional Activities Promotional Activities	.00	700.00	.00	.00
	Comments				
	Level				
	Department Entry				
	Promotional items for events				
49-220	Other Current Charges and Obligations Special Events - Fine Arts	7,325.01	10,000.00	10,000.00	10,000.00
	Comments				
	Level				
	Department Entry				
	Fine Arts Concerts and Art Events				
49-800	Other Current Charges and Obligations Licenses and Permits	.00	420.00	450.00	450.00
	Comments				
	Level				
	Department Entry				
	ASCAP License Fee				
51-000	Office Supplies Office Supplies	128.03	100.00	150.00	150.00
	Comments				
	Level				
	Department Entry				
	General office supplies funding for supplies necessary to maintain the operations of the Department				
52-200	Operating Supplies Other Operating Supplies	5,589.62	.00	2,200.00	2,200.00
	Comments				
	Level				
	Department Entry				
	Administration office supplies and furniture				
52-400	Operating Supplies Uniforms	200.00	200.00	200.00	200.00
	Comments				
	Level				
	Department Entry				
	Staff shirts for administration				





# PARKS AND RECREATION ADMINISTRATION

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1401 - Recreation Administration					
Program 00 - None					
Activity 572 - Parks & Recreation					
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	1,249.88	1,200.00	1,200.00	1,200.00
	Comments				
	Level	Comment			
	Department Entry	FRPA, NRPA Memberships			
55-000	Training Training and Education	2,276.00	2,650.00	1,400.00	1,600.00
	Comments				
	Level	Comment			
	Department Entry	FRPA Conference, Agency Summit Conference			
Activity 572 - Parks & Recreation Totals		\$384,999.68	\$392,007.00	\$398,163.00	\$437,683.00
Program 00 - None Totals		\$384,999.68	\$392,007.00	\$398,163.00	\$437,683.00
Division 1401 - Recreation Administration Totals		\$384,999.68	\$392,007.00	\$398,163.00	\$437,683.00
Department 72 - Parks & Recreation Totals		\$384,999.68	\$392,007.00	\$398,163.00	\$437,683.00
Fund 001 - General Fund Totals		\$384,999.68	\$392,007.00	\$398,163.00	\$437,683.00
Net Grand Totals		\$384,999.68	\$392,007.00	\$398,163.00	\$437,683.00

## **Parks & Recreation Athletics**

### ***Services, Functions and Activities***

Within the Miami Shores Parks & Recreation Department, the Athletics Division plays a pivotal role in facilitating a wide range of programs and activities. From intramural sports to subcontracted travel sports, after school care, and summer camp programs, the division ensures that residents have ample opportunities for physical activity and recreational engagement. This division works diligently to coordinate schedules, manage facilities, and provide a safe and enriching environment for participants of all ages and abilities.

The sports programming, provides an array of intramural activities to the community. From soccer and basketball to baseball, softball, and flag football, participants have the opportunity to engage in their favorite sports. Additionally, the department's after school care program, accommodates up to 70 children. During the summer camp program, the division welcomes a maximum of 130 participants each week, overseen by a staff of 14 counselors and four supervisors who oversee various activities such as pool time, field trips, and other recreational activities. Furthermore, the Athletics Division enriches its offerings with an average of eight specialty sports camps throughout the year, ensuring there's something for everyone to enjoy.

### ***Goals & Objectives***

This fiscal year, the Athletics Division has set a goal aimed at enhancing participation in its after school care program. The objective is to reach and maintain the program's maximum capacity of 70 children, ensuring that a greater number of families in the community can benefit from this valuable service. Through outreach efforts, promotional activities, and community engagement initiatives, the division aims to raise awareness about the program's benefits and attract more participants. By achieving this goal, the division will not only provide essential care and supervision for children but also contribute to the overall well-being and convenience of families within Miami Shores.

### *Performance Measures*

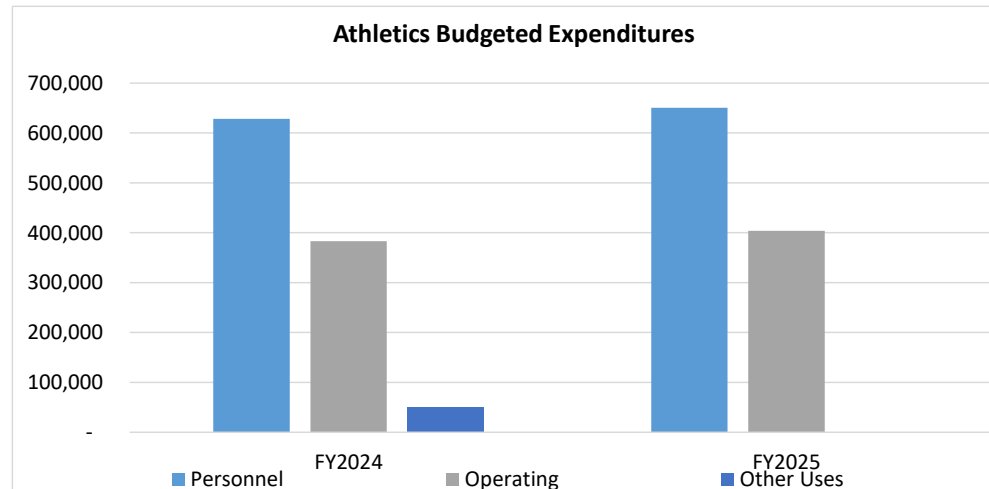
	<i>FY2024 Estimated</i>	<i>FY2024 Actuals (through 3/31/24)</i>	<i>FY2025 Estimated</i>
Increase participation in pre-school sports	N/A	Yes	10%
Increase participation in all sports	25%	25%	N/A
Increase Afterschool Care Program to full capacity	N/A	N/A	15%

### Parks & Recreation

#### Athletics

#### Budget Highlights

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 628,422	\$ 650,799	\$ 22,377
Operating Expenditures/Expenses	383,317	404,098	20,781
Other Uses.....	50,000	-	(50,000)
<b>TOTAL .....</b>	<b>\$ 1,061,739</b>	<b>\$ 1,054,897</b>	<b>\$ (6,842)</b>





# PARKS AND RECREATION ATHLETICS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1402 - Athletics					
Program 00 - None					
Activity 572 - Parks & Recreation					
12-000	Regular Salaries and Wages Salaries	271,836.48	295,370.00	225,000.00	288,660.00
	Comments				
	Level	Comment			
	Department Entry	(1) Parks & Recreation Superintendent, (1) Recreation Mgr II, (1) Recreation Mgr I, (2) Program Specialists			
13-000	Other Salaries and Wages Other Salaries	760.00	9,120.00	9,120.00	7,310.00
	Comments				
	Level	Comment			
	Department Entry	(3) Facility Attendants, (3) Field Monitors			
13-300	Other Salaries and Wages Seasonal	15,445.81	.00	17,200.00	.00
14-000	Overtime Overtime	10,688.03	1,000.00	5,200.00	999.00
	Comments				
	Level	Comment			
	Department Entry	Overtime to cover operations and programs as needed			
18-100	Compensated Compensatory Leave Longevity	3,125.00	3,125.00	1,875.00	1,875.00
	Comments				
	Level	Comment			
	Department Entry	Benefit Paid to tenured employees per policy			
21-000	Payroll Taxes Employer Fica and Medicare	21,484.95	23,369.00	19,770.00	22,719.00
	Comments				
	Level	Comment			
	Department Entry	Social Security & Medicare Taxes			
23-000	Life and Health Insurance Health Insurance	35,899.20	37,290.00	30,000.00	39,432.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs to health insurance benefits			
23-100	Life and Health Insurance Dental	613.80	635.00	500.00	640.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs to dental insurance benefits			



# PARKS AND RECREATION ATHLETICS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1402 - Athletics					
Program 00 - None					
Activity 572 - Parks & Recreation					
23-200	Life and Health Insurance Long-Term Care	231.33	242.00	200.00	311.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs to long term care benefits			
24-000	Workers' Compensation Workers' Compensation	5,920.00	5,235.00	5,235.00	11,201.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for workers' compensation			
34-000	Other Services Contract Services	6,286.72	6,300.00	6,300.00	6,800.00
	Comments				
	Level	Comment			
	Department Entry	Recurring monthly service fees for alarm monitoring, first aid (AED), and pest control			
34-150	Other Services Program Instructors	45,937.40	46,000.00	46,000.00	52,000.00
	Comments				
	Level	Comment			
	Department Entry	Athletic subcontracted classes payout (Super Soccer Stars etc)			
40-000	Travel and Per Diem Travel	335.61	750.00	750.00	820.00
	Comments				
	Level	Comment			
	Department Entry	Per diem for seminars and conferences			
40-100	Travel and Per Diem Per Diem Allowance	.00	350.00	350.00	400.00
	Comments				
	Level	Comment			
	Department Entry	Per diem travel allowance			
41-100	Communications Services Cellular	1,798.99	1,900.00	1,900.00	.00
	Comments				
	Level	Comment			
	Department Entry	Transfer to IT			



# PARKS AND RECREATION ATHLETICS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1402 - Athletics					
Program 00 - None					
Activity 572 - Parks & Recreation					
41-520	Communications Services ISF: Information Technology	38,619.00	15,002.00	15,002.00	30,256.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Allocated costs for operating the Village's information technology				
43-100	Utility Services Electric	9,841.96	9,000.00	9,000.00	9,800.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Estimated costs for electricity consumption				
43-200	Utility Services Water	294.60	275.00	300.00	375.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Estimated costs for water consumption				
45-000	Insurance ISF: Risk Management	35,820.00	77,450.00	77,450.00	64,606.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Allocated costs for property, casualty & general liability insurance premiums				
46-000	Repair and Maintenance Services ISF: Fleet Management	33,551.40	33,169.00	33,169.00	46,263.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Allocated insurance costs for operating the Village's Fleet				
46-200	Repair and Maintenance Services Repairs and Maintenance	15,255.39	12,000.00	12,000.00	12,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Estimated costs for the repairs and maintenance at the Field House				
47-000	Printing and Binding Printing	.00	300.00	300.00	300.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Athletics division printing costs				



# PARKS AND RECREATION ATHLETICS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1402 - Athletics					
Program 00 - None					
Activity 572 - Parks & Recreation					
51-000	Office Supplies Office Supplies	5,659.83	2,300.00	2,300.00	3,100.00
	Comments				
	Level	Comment			
	Department Entry	General office supplies for Fieldhouse			
52-200	Operating Supplies Other Operating Supplies	20,158.13	7,500.00	7,500.00	7,500.00
	Comments				
	Level	Comment			
	Department Entry	Funding for supplies & Equipment for Fieldhouse used by participants and staff			
52-400	Operating Supplies Uniforms	582.95	2,300.00	950.00	950.00
	Comments				
	Level	Comment			
	Department Entry	Staff uniforms			
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	1,119.89	580.00	1,100.00	1,200.00
	Comments				
	Level	Comment			
	Department Entry	FRPA and other membership dues			
55-000	Training Training and Education	685.84	1,200.00	800.00	800.00
	Comments				
	Level	Comment			
	Department Entry	Training sessions for staff to include CPR First Aid and others			
	Activity 572 - Parks & Recreation Totals	\$581,952.31	\$591,762.00	\$529,271.00	\$610,317.00
91-301	Activity 581 - Inter-Fund Group Transfers Out Interfund Transfers Capital Projects	130,000.00	50,000.00	200,000.00	.00
	Activity 581 - Inter-Fund Group Transfers Out	\$130,000.00	\$50,000.00	\$200,000.00	\$0.00
	Totals				
	Program 00 - None Totals	\$711,952.31	\$641,762.00	\$729,271.00	\$610,317.00



# PARKS AND RECREATION ATHLETICS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1402 - Athletics					
Program 10 - Afterschool					
Activity 572 - Parks & Recreation					
13-000	Other Salaries and Wages Other Salaries	17,026.01	15,600.00	.00	21,450.00
	Comments				
	Level	Comment			
	Department Entry	(1) P/T Recreation Leader			
13-300	Other Salaries and Wages Seasonal	93,963.34	89,320.00	89,320.00	98,600.00
	Comments				
	Level	Comment			
	Department Entry	(7) P/T Counselors			
14-000	Overtime Overtime	67.21	.00	.00	.00
21-000	Payroll Taxes Employer Fica and Medicare	8,495.87	8,030.00	8,030.00	9,184.00
	Comments				
	Level	Comment			
	Department Entry	Social Security & Medicare Taxes			
24-000	Workers' Compensation Workers' Compensation	2,336.00	1,568.00	1,568.00	4,682.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for workers' compensation			
34-000	Other Services Contract Services	.00	1,000.00	.00	.00
34-150	Other Services Program Instructors	16,964.00	5,300.00	5,300.00	5,600.00
	Comments				
	Level	Comment			
	Department Entry	Subcontracted enrichment services for afterschool			
34-400	Other Services Field Trips	20,539.69	9,200.00	6,000.00	6,000.00
	Comments				
	Level	Comment			
	Department Entry	Field Trips for Kids Days Off and Field trips			
34-500	Other Services Transport Services	3,935.00	5,200.00	5,000.00	5,000.00
	Comments				
	Level	Comment			
	Department Entry	Bus Transportation for Field Trips			





# PARKS AND RECREATION ATHLETICS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1402 - Athletics					
Program 10 - Afterschool					
Activity 572 - Parks & Recreation					
45-000	Insurance ISF: Risk Management	4,378.00	3,464.00	3,464.00	1,962.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for property, casualty & general liability insurance premiums			
52-200	Operating Supplies Other Operating Supplies	17,972.12	12,000.00	12,000.00	12,800.00
	Comments				
	Level	Comment			
	Department Entry	Supplies for after care			
52-400	Operating Supplies Uniforms	9.99	1,200.00	900.00	900.00
	Comments				
	Level	Comment			
	Department Entry	Staff shirts for after care staff			
	Activity 572 - Parks & Recreation Totals	\$185,687.23	\$151,882.00	\$131,582.00	\$166,178.00
	Program 10 - Afterschool Totals	\$185,687.23	\$151,882.00	\$131,582.00	\$166,178.00
	Program 11 - Summer Camp				
Activity 572 - Parks & Recreation					
13-000	Other Salaries and Wages Other Salaries	5,984.35	.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	(1) Summer Camp Rec Leader			
13-300	Other Salaries and Wages Seasonal	85,205.69	91,410.00	91,500.00	81,335.00
	Comments				
	Level	Comment			
	Department Entry	(16) Summer Camp Counselors			
14-000	Overtime Overtime	692.84	400.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	Overtime for staff if necessary			



# PARKS AND RECREATION ATHLETICS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1402 - Athletics					
Program 11 - Summer Camp					
Activity 572 - Parks & Recreation					
21-000	Payroll Taxes Employer Fica and Medicare	7,029.06	7,024.00	7,050.00	6,222.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Social Security & Medicare Taxes				
24-000	Workers' Compensation Workers' Compensation	1,551.00	1,643.00	1,643.00	3,172.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Allocated costs of workers' compensation premiums paid				
34-150	Other Services Program Instructors	.00	4,200.00	4,200.00	4,600.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Enrichment subcontractor fees				
34-400	Other Services Field Trips	37,911.02	42,000.00	42,000.00	42,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Field Trip Admission Fees				
34-500	Other Services Transport Services	14,545.00	16,800.00	16,800.00	17,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Subcontracted bus service for summer camp				
44-000	Rentals and Leases Equipment Rental	2,545.40	5,000.00	5,000.00	5,200.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Rentals for special event days at Summer Camp				
45-000	Insurance ISF: Risk Management	2,906.00	2,330.00	2,330.00	1,329.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Allocated costs for property, casualty & general liability insurance premiums				



# PARKS AND RECREATION ATHLETICS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
<b>Fund 001 - General Fund</b>					
Department <b>72 - Parks &amp; Recreation</b>					
Division <b>1402 - Athletics</b>					
Program <b>11 - Summer Camp</b>					
Activity <b>572 - Parks &amp; Recreation</b>					
52-200	Operating Supplies Other Operating Supplies	16,761.68	10,200.00	10,200.00	11,500.00
Comments					
Level		Comment			
Department Entry		Summer Camp equipment and supplies			
52-400	Operating Supplies Uniforms	8,781.30	4,800.00	4,800.00	4,900.00
Comments					
Level		Comment			
Department Entry		Camp shirts for field trips			
55-000	Training Training and Education	.00	860.00	860.00	880.00
Comments					
Level		Comment			
Department Entry		Summer staff training			
Activity <b>572 - Parks &amp; Recreation Totals</b>		\$183,913.34	\$186,667.00	\$186,383.00	\$178,138.00
Program <b>11 - Summer Camp Totals</b>		\$183,913.34	\$186,667.00	\$186,383.00	\$178,138.00
Program <b>12 - Soccer</b>					
Activity <b>572 - Parks &amp; Recreation</b>					
13-000	Other Salaries and Wages Other Salaries	112.14	.00	.00	.00
13-300	Other Salaries and Wages Seasonal	2,332.28	8,435.00	8,435.00	11,745.00
Comments					
Level		Comment			
Department Entry		(7) Seasonal Coaches			
21-000	Payroll Taxes Employer Fica and Medicare	186.99	645.00	645.00	898.00
Comments					
Level		Comment			
Department Entry		Social Security & Medicare Taxes			
24-000	Workers' Compensation Workers' Compensation	137.00	151.00	151.00	458.00
Comments					
Level		Comment			
Department Entry		Allocated costs of workers' compensation premiums paid			



# PARKS AND RECREATION ATHLETICS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
<b>Fund 001 - General Fund</b>					
Department <b>72 - Parks &amp; Recreation</b>					
Division <b>1402 - Athletics</b>					
Program <b>12 - Soccer</b>					
Activity <b>572 - Parks &amp; Recreation</b>					
34-000	Other Services Contract Services	530.37	600.00	600.00	680.00
Comments					
Level Comment					
Department Entry Referees for games					
45-000	Insurance ISF: Risk Management	257.00	204.00	204.00	192.00
Comments					
Level Comment					
Department Entry Allocated costs for property, casualty & general liability insurance premiums					
52-200	Operating Supplies Other Operating Supplies	7,267.10	6,800.00	6,800.00	6,900.00
Comments					
Level Comment					
Department Entry Equipment, trophies and supplies					
52-400	Operating Supplies Uniforms	.00	3,800.00	3,800.00	4,200.00
Comments					
Level Comment					
Department Entry Soccer Uniforms					
Activity <b>572 - Parks &amp; Recreation Totals</b>		\$10,822.88	\$20,635.00	\$20,635.00	\$25,073.00
Program <b>12 - Soccer Totals</b>		\$10,822.88	\$20,635.00	\$20,635.00	\$25,073.00
Program <b>13 - Basketball</b>					
Activity <b>572 - Parks &amp; Recreation</b>					
13-000	Other Salaries and Wages Other Salaries	691.11	.00	.00	.00
13-300	Other Salaries and Wages Seasonal	10,054.13	10,890.00	8,500.00	11,745.00
Comments					
Level Comment					
Department Entry (7) Seasonal Coaches					
21-000	Payroll Taxes Employer Fica and Medicare	821.95	833.00	650.00	898.00
Comments					
Level Comment					
Department Entry Social Security & Medicare Taxes					



# PARKS AND RECREATION ATHLETICS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1402 - Athletics					
Program 13 - Basketball					
Activity 572 - Parks & Recreation					
24-000	Workers' Compensation Workers' Compensation	208.00	195.00	195.00	458.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for workers' compensation form			
34-000	Other Services Contract Services	1,380.37	1,500.00	1,380.00	1,600.00
	Comments				
	Level	Comment			
	Department Entry	Basketball referee fees			
45-000	Insurance ISF: Risk Management	389.00	308.00	308.00	192.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for property, casualty & general liability insurance premiums			
52-200	Operating Supplies Other Operating Supplies	5,015.58	6,800.00	5,000.00	6,800.00
	Comments				
	Level	Comment			
	Department Entry	Equipment, trophies and supplies			
52-400	Operating Supplies Uniforms	2,568.00	4,400.00	1,900.00	2,100.00
	Comments				
	Level	Comment			
	Department Entry	Team uniforms for participants			
	Activity 572 - Parks & Recreation Totals	\$21,128.14	\$24,926.00	\$17,933.00	\$23,793.00
	Program 13 - Basketball Totals	\$21,128.14	\$24,926.00	\$17,933.00	\$23,793.00
Program 14 - Baseball					
Activity 572 - Parks & Recreation					
13-000	Other Salaries and Wages Other Salaries	446.15	.00	51.00	.00
13-300	Other Salaries and Wages Seasonal	3,255.33	8,435.00	.00	11,745.00
	Comments				
	Level	Comment			
	Department Entry	(7) seasonal coaches			



# PARKS AND RECREATION ATHLETICS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1402 - Athletics					
Program 14 - Baseball					
Activity 572 - Parks & Recreation					
21-000	Payroll Taxes Employer Fica and Medicare	313.09	645.00	4.00	898.00
	Comments				
	Level Comment				
	Department Entry Social Security & Medicare Taxes				
24-000	Workers' Compensation Workers' Compensation	133.00	151.00	151.00	458.00
	Comments				
	Level Comment				
	Department Entry Allocated costs for workers' compensation premiums paid				
34-000	Other Services Contract Services	380.37	400.00	.00	400.00
	Comments				
	Level Comment				
	Department Entry Umpires				
45-000	Insurance ISF: Risk Management	250.00	198.00	198.00	192.00
	Comments				
	Level Comment				
	Department Entry Allocated costs for property, casualty & general liability insurance premiums				
52-200	Operating Supplies Other Operating Supplies	2,108.20	3,800.00	2,000.00	3,800.00
	Comments				
	Level Comment				
	Department Entry Equipment and supplies for teams				
52-400	Operating Supplies Uniforms	4,531.36	4,600.00	.00	4,600.00
	Comments				
	Level Comment				
	Department Entry Uniforms for baseball team participants				
	Activity 572 - Parks & Recreation Totals	\$11,417.50	\$18,229.00	\$2,404.00	\$22,093.00
	Program 14 - Baseball Totals	\$11,417.50	\$18,229.00	\$2,404.00	\$22,093.00



# PARKS AND RECREATION ATHLETICS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1402 - Athletics					
Program 15 - Softball					
Activity 572 - Parks & Recreation					
13-300	Other Salaries and Wages Seasonal	.00	.00	.00	3,915.00
	Comments				
	Level				
	Department Entry				(5) seasonal Coaches
21-000	Payroll Taxes Employer Fica and Medicare	.00	.00	.00	300.00
	Comments				
	Level				
	Department Entry				Social Security taxes and Medicare Taxes
24-000	Workers' Compensation Workers' Compensation	21.00	.00	.00	153.00
	Comments				
	Level				
	Department Entry				Allocated costs for workers' compensation premiums paid
34-000	Other Services Contract Services	180.39	.00	.00	.00
	Comments				
	Level				
	Department Entry				Umpires
45-000	Insurance ISF: Risk Management	39.00	.00	.00	64.00
	Comments				
	Level				
	Department Entry				Allocated costs for workers' compensation premiums paid
52-200	Operating Supplies Other Operating Supplies	.00	.00	.00	1,000.00
	Comments				
	Level				
	Department Entry				Equipment and supplies for softball
52-400	Operating Supplies Uniforms	.00	.00	.00	1,200.00
	Comments				
	Level				
	Department Entry				Uniforms for team players
Activity 572 - Parks & Recreation Totals		\$240.39	\$0.00	\$0.00	\$6,632.00
Program 15 - Softball Totals		\$240.39	\$0.00	\$0.00	\$6,632.00



# PARKS AND RECREATION ATHLETICS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1402 - Athletics					
Program 16 - Flag football					
Activity 572 - Parks & Recreation					
13-000	Other Salaries and Wages Other Salaries	641.18	.00	.00	.00
13-300	Other Salaries and Wages Seasonal	9,592.39	7,000.00	7,930.00	8,370.00
	Comments				
	Level				
	Department Entry				(7) Seasonal Coaches
21-000	Payroll Taxes Employer Fica and Medicare	782.85	536.00	607.00	640.00
	Comments				
	Level				
	Department Entry				Social Security & Medicare Taxes
24-000	Workers' Compensation Workers' Compensation	120.00	125.00	125.00	326.00
	Comments				
	Level				
	Department Entry				Allocated costs for workers' compensation premiums paid
34-000	Other Services Contract Services	2,880.00	3,000.00	2,100.00	3,000.00
	Comments				
	Level				
	Department Entry				Referees for flag football games
45-000	Insurance ISF: Risk Management	224.00	177.00	177.00	137.00
	Comments				
	Level				
	Department Entry				Allocated costs for property, casualty & general liability insurance premiums
52-200	Operating Supplies Other Operating Supplies	8,579.14	4,000.00	6,933.00	7,000.00
	Comments				
	Level				
	Department Entry				Equipment and supplies for flag football
52-400	Operating Supplies Uniforms	2,521.44	2,800.00	3,027.00	3,200.00
	Comments				
	Level				
	Department Entry				Uniforms for teams and staff
	Activity 572 - Parks & Recreation Totals	\$25,341.00	\$17,638.00	\$20,899.00	\$22,673.00





# PARKS AND RECREATION ATHLETICS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>001 - General Fund</b>				
Department	<b>72 - Parks &amp; Recreation</b>				
Division	<b>1402 - Athletics</b>				
Program	<b>16 - Flag football</b> Totals	\$25,341.00	\$17,638.00	\$20,899.00	\$22,673.00
Division	<b>1402 - Athletics</b> Totals	\$1,150,502.79	\$1,061,739.00	\$1,109,107.00	\$1,054,897.00
Department	<b>72 - Parks &amp; Recreation</b> Totals	\$1,150,502.79	\$1,061,739.00	\$1,109,107.00	\$1,054,897.00
Fund	<b>001 - General Fund</b> Totals	\$1,150,502.79	\$1,061,739.00	\$1,109,107.00	\$1,054,897.00
	Net Grand Totals	\$1,150,502.79	\$1,061,739.00	\$1,109,107.00	\$1,054,897.00

## Parks & Recreation Community Center

### *Services, Functions and Activities*

The Community Center Division runs over 40 recreation and leisure classes each week and over 30 specialty camps during the summer. Additionally, this division coordinates over 25 special events throughout the year. Events include Marshmallow Drop, Memorial Day, Independence Day, Downtown Shores events, and Santa's Express.

### *Goals & Objectives*

In the upcoming fiscal year, the Community Center is dedicated to meeting the needs of our community through a strategic focus on enhancing toddlers and youth programs. Our objective is to cater to the evolving interests and requirements of our residents. Through thorough evaluation, all existing programs and amenities will be scrutinized to ensure optimal resource utilization. Additionally, we are committed to augmenting our service hours and program roster to accommodate the community's needs effectively.

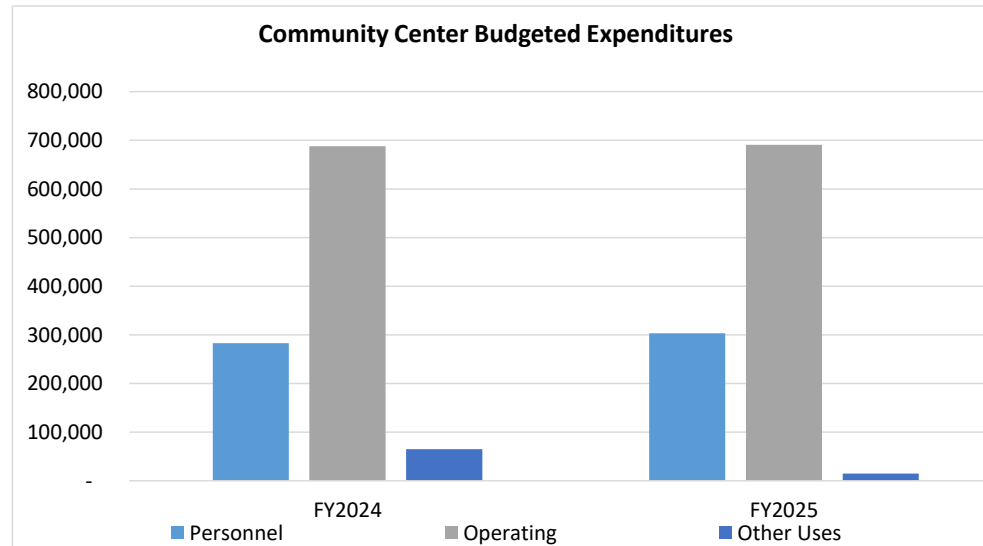
### *Performance Measures*

	<i>FY2024 Estimated</i>	<i>FY2024 Actuals (through 3/31/24)</i>	<i>FY2025 Estimated</i>
Increase fall and spring programming	20%	20%	N/A
Increase events that will enhance Village life	N/A	Yes	
Increase programming for toddlers & seniors	10%	10%	10%
Adding classes previously suspended due to COVID-19 Pandemic	Yes	Yes	N/A

## Parks & Recreation Community Center

### Budget Highlights

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 283,094	\$ 303,374	\$ 20,280
Operating Expenditures/Expenses	687,835	690,672	2,837
Other Uses.....	65,000	15,000	(50,000)
TOTAL .....	<u>\$ 1,035,929</u>	<u>\$ 1,009,046</u>	<u>\$ (26,883)</u>





# PARKS AND RECREATION COMMUNITY CENTER

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1403 - Community Center					
Program 00 - None					
Activity 572 - Parks & Recreation					
12-000	Regular Salaries and Wages Salaries	80,066.20	132,942.00	105,000.00	121,086.00
	Comments				
	Level	Comment			
	Department Entry	(1) Program Specialist, (2) Maintenance Workers			
13-000	Other Salaries and Wages Other Salaries	33,507.87	82,831.00	35,000.00	111,150.00
	Comments				
	Level	Comment			
	Department Entry	(3) Year Round attendants			
13-300	Other Salaries and Wages Seasonal	13,500.70	9,120.00	17,000.00	12,000.00
	Comments				
	Level	Comment			
	Department Entry	(2) Adventure Camp Counselors (3) Facility Attendants			
14-000	Overtime Overtime	4,860.99	2,000.00	4,500.00	1,700.00
	Comments				
	Level	Comment			
	Department Entry	Overtime for Community Center staff			
18-100	Compensated Compensatory Leave Longevity	1,875.00	625.00	625.00	625.00
	Comments				
	Level	Comment			
	Department Entry	Benefits to tenured employees per policy			
21-000	Payroll Taxes Employer Fica and Medicare	10,173.03	17,404.00	12,400.00	18,818.00
	Comments				
	Level	Comment			
	Department Entry	Social Security & Medicare taxes			
23-000	Life and Health Insurance Health Insurance	12,373.71	14,916.00	14,910.00	23,724.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for health insurance benefits			



# PARKS AND RECREATION COMMUNITY CENTER

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1403 - Community Center					
Program 00 - None					
Activity 572 - Parks & Recreation					
23-100	Life and Health Insurance Dental	202.41	254.00	250.00	384.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for dental insurance benefits			
23-200	Life and Health Insurance Long-Term Care	89.54	69.00	65.00	69.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for long term insurance benefits			
24-000	Workers' Compensation Workers' Compensation	6,220.00	5,683.00	5,683.00	13,818.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs of workers' compensation premiums			
34-000	Other Services Contract Services	7,860.05	10,000.00	9,000.00	10,000.00
	Comments				
	Level	Comment			
	Department Entry	ADA Elevator, exterminator, A/C and alarm services			
34-150	Other Services Program Instructors	327,698.53	395,000.00	335,000.00	345,000.00
	Comments				
	Level	Comment			
	Department Entry	Subcontracted instructors reimbursement			
34-400	Other Services Field Trips	16,911.45	15,000.00	8,500.00	8,500.00
	Comments				
	Level	Comment			
	Department Entry	Adventure Camp Field Trips, 3x per week for 9 weeks & Supplies			
40-100	Travel and Per Diem Per Diem Allowance	.00	.00	350.00	350.00
	Comments				
	Level	Comment			
	Department Entry	Travel and Per Diem for conferences			



# PARKS AND RECREATION COMMUNITY CENTER

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1403 - Community Center					
Program 00 - None					
Activity 572 - Parks & Recreation					
41-100	Communications Services Cellular	440.90	700.00	.00	.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Estimated costs for mifi's				
41-200	Communications Services Internet	6,773.69	7,000.00	.00	.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Estimated costs for internet				
41-520	Communications Services ISF: Information Technology	14,854.00	19,084.00	19,084.00	32,533.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Allocated costs for operating the Village's information Services				
43-100	Utility Services Electric	33,469.93	28,000.00	36,900.00	37,440.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Estimated costs for electric				
43-200	Utility Services Water	2,976.49	3,000.00	2,600.00	2,800.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Estimated costs for water				
44-000	Rentals and Leases Equipment Rental	244.40	.00	.00	1,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Light tower and other rentals for events				
45-000	Insurance ISF: Risk Management	39,472.00	85,351.00	85,351.00	131,579.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Allocated costs for property, casualty & general liability insurance premiums				



# PARKS AND RECREATION COMMUNITY CENTER

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1403 - Community Center					
Program 00 - None					
Activity 572 - Parks & Recreation					
46-200	Repair and Maintenance Services Repairs and Maintenance	19,860.11	22,000.00	19,800.00	21,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Ongoing maintenance & repairs to buildings and equipment				
47-000	Printing and Binding Printing	.00	250.00	275.00	300.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Printing cost for scheduling book				
48-000	Promotional Activities Promotional Activities	246.00	.00	.00	.00
49-000	Other Current Charges and Obligations Other Current Charges	75.00	400.00	400.00	425.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Annual elevator and Fire Safety permit				
51-000	Office Supplies Office Supplies	153.66	400.00	300.00	400.00
	Comments				
	Level				
	Department Entry				
	Comment				
	General office supplies				
52-200	Operating Supplies Other Operating Supplies	20,335.21	30,000.00	20,000.00	22,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	operating supplies, cleaning supplies				
52-400	Operating Supplies Uniforms	302.02	900.00	1,800.00	2,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Staff Uniforms				
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	.00	600.00	400.00	400.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Annual membership for FRPA				







# PARKS AND RECREATION COMMUNITY CENTER

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1403 - Community Center					
Program 24 - Special Events					
Activity 572 - Parks & Recreation					
12-000	Regular Salaries and Wages Salaries	7,119.29	5,500.00	2,500.00	.00
	Comments				
	Level Comment				
	Department Entry Part-time staff working special events				
13-000	Other Salaries and Wages Other Salaries	2,626.46	3,000.00	2,500.00	.00
13-300	Other Salaries and Wages Seasonal	5,176.70	4,500.00	4,500.00	.00
14-000	Overtime Overtime	3,616.64	3,000.00	3,000.00	.00
21-000	Payroll Taxes Employer Fica and Medicare	1,389.53	1,250.00	960.00	.00
23-000	Life and Health Insurance Health Insurance	1,340.85	.00	1,000.00	.00
23-100	Life and Health Insurance Dental	21.51	.00	25.00	.00
23-200	Life and Health Insurance Long-Term Care	11.21	.00	10.00	.00
44-000	Rentals and Leases Equipment Rental	.00	2,400.00	.00	2,000.00
	Comments				
	Level Comment				
	Department Entry amusements, helicopter, sound equipment and other rental items for events				
48-100	Promotional Activities Fireworks Display	18,000.00	21,000.00	19,000.00	21,000.00
	Comments				
	Level Comment				
	Department Entry Independence Day Fireworks				
49-800	Other Current Charges and Obligations Licenses and Permits	.00	.00	.00	700.00
	Comments				
	Level Comment				
	Department Entry Event permits				
52-200	Operating Supplies Other Operating Supplies	24,633.29	34,000.00	7,924.00	8,000.00
	Comments				
	Level Comment				
	Department Entry Special Event Items and Amusement Rentals				
52-450	Operating Supplies Green Day	.00	.00	.00	25,000.00



# PARKS AND RECREATION COMMUNITY CENTER

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>001 - General Fund</b>				
Department	<b>72 - Parks &amp; Recreation</b>				
Division	<b>1403 - Community Center</b>				
Program	<b>24 - Special Events</b>				
Activity	<b>572 - Parks &amp; Recreation</b>				
52-455	Operating Supplies Halloween	5,254.74	6,000.00	8,300.00	8,300.00
	Comments				
	Level	Comment			
	Department Entry	Operating Supplies for Halloween event			
52-460	Operating Supplies Plaza 98	2,012.04	1,800.00	1,980.00	3,000.00
	Comments				
	Level	Comment			
	Department Entry	Operating/Amusement Supplies for Plaza 98			
52-465	Operating Supplies Father Daughter Dance	976.44	1,600.00	3,200.00	3,200.00
	Comments				
	Level	Comment			
	Department Entry	Annual Father/Daughter dance			
Activity	<b>572 - Parks &amp; Recreation Totals</b>	\$72,178.70	\$84,050.00	\$54,899.00	\$71,200.00
Program	<b>24 - Special Events Totals</b>	\$72,178.70	\$84,050.00	\$54,899.00	\$71,200.00
Division	<b>1403 - Community Center Totals</b>	\$829,506.59	\$1,035,929.00	\$858,602.00	\$1,009,046.00
Department	<b>72 - Parks &amp; Recreation Totals</b>	\$829,506.59	\$1,035,929.00	\$858,602.00	\$1,009,046.00
Fund	<b>001 - General Fund Totals</b>	\$829,506.59	\$1,035,929.00	\$858,602.00	\$1,009,046.00
	Net Grand Totals	\$829,506.59	\$1,035,929.00	\$858,602.00	\$1,009,046.00

## Parks & Recreation Aquatics

### *Services, Functions and Activities*

The Miami Shores Aquatic Facility is comprised of an 8-lane competition pool, an activity pool, and a spa offering comprehensive aquatic programs including adult and youth swimming lessons, Eagle Aquatics Swim Team, water exercise classes and free swim. The new activity pool "Wild Waters" features 5 slides, spray features, a 350 gallon tipping bucket and interactive water toys. This state-of-the-art facility offers the best aquatics facility in the area, rivaling several large-capacity facilities. The Aquatic Center also hosts several special events throughout the year including an annual Egg Dive, Teen Nights, Dive-in Theater and Family Nights.

### *Goals & Objectives*

The Aquatic Center has set goals aimed at enhancing its community impact and safety initiatives. Focusing on expanding its Learn To Swim Classes, ensuring that individuals of all ages have access to vital swimming skills. Additionally, there's a commitment to bolstering Pre School Aged Swim Lessons, recognizing the importance of early aquatic education. Moreover, the center aims to strengthen its community outreach efforts by providing essential Red Cross CPR and First Aid Classes, empowering residents with life-saving knowledge and skills beyond the pool environment.

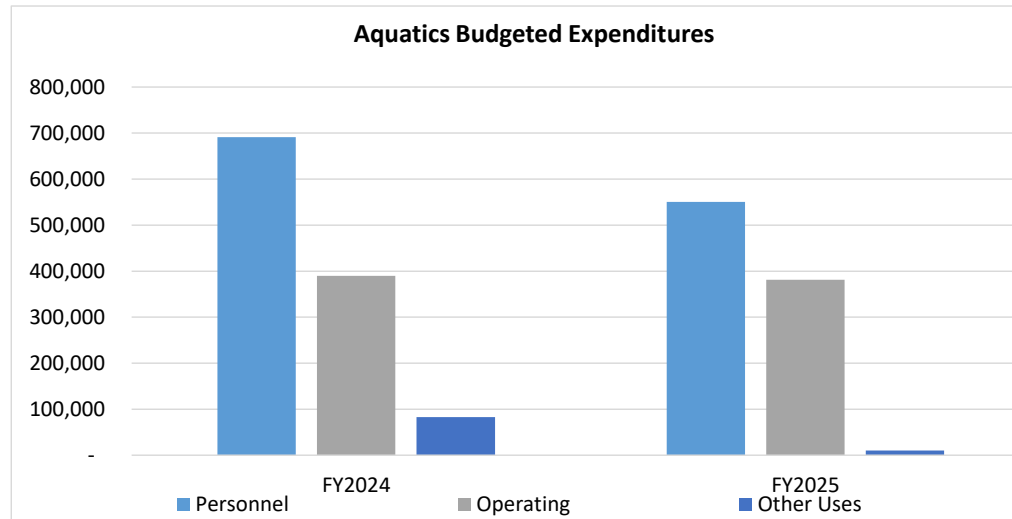
### *Performance Measures*

	<i>FY2024 Estimated</i>	<i>FY2024 Actuals (through 3/31/24)</i>	<i>FY2025 Estimated</i>
Increase Admission Revenue	20%	Yes	N/A
Increase attendance in swim instruction classe	N/A	N/A	10%
Increase Red Cross CPR Classes for public			10%

## Parks & Recreation Aquatics

### Budget Highlights

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 691,204	\$ 550,643	\$ (140,561)
Operating Expenditures/Expenses ....	389,588	381,137	(8,451)
Other Uses.....	83,000	10,000	(73,000)
<b>TOTAL .....</b>	<b>\$ 1,163,792</b>	<b>\$ 941,780</b>	<b>\$ (222,012)</b>





# PARKS AND RECREATION AQUATICS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1406 - Tennis					
Program 00 - None					
Activity 572 - Parks & Recreation					
13-000	Other Salaries and Wages Other Salaries	11,151.03	21,571.00	8,000.00	.00
	Comments				
	Level	Comment			
	Department Entry	P/T tennis attendant, moved to 1403 division			
21-000	Payroll Taxes Employer Fica and Medicare	853.10	1,650.00	612.00	.00
24-000	Workers' Compensation Workers' Compensation	235.00	386.00	386.00	.00
43-200	Utility Services Water	211.98	200.00	250.00	250.00
	Comments				
	Level	Comment			
	Department Entry	Water consumption			
45-000	Insurance ISF: Risk Management	9,389.00	22,306.00	22,306.00	22,546.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for property, casualty & general liability insurance premiums			
46-200	Repair and Maintenance Services Repairs and Maintenance	475.80	2,000.00	4,000.00	5,000.00
	Comments				
	Level	Comment			
	Department Entry	Repair fencing, nets, bathrooms as needed			
52-200	Operating Supplies Other Operating Supplies	5,947.56	5,200.00	3,500.00	5,000.00
	Comments				
	Level	Comment			
	Department Entry	Purchase nets, balls, signs as needed Supplies for socials and tournaments			



# PARKS AND RECREATION AQUATICS

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>001 - General Fund</b>				
Department	<b>72 - Parks &amp; Recreation</b>				
Division	<b>1406 - Tennis</b>				
Program	<b>00 - None</b>				
Activity	<b>572 - Parks &amp; Recreation</b>				
52-400	Operating Supplies Uniforms	.00	100.00	150.00	150.00
Comments					
Level		Comment			
Department Entry		Staff t-shirts			
Activity 572 - Parks & Recreation Totals		\$28,263.47	\$53,413.00	\$39,204.00	\$32,946.00
Activity	<b>581 - Inter-Fund Group Transfers Out</b>				
91-301	Interfund Transfers Capital Projects	.00	.00	46,700.00	.00
Activity	<b>581 - Inter-Fund Group Transfers Out</b>	\$0.00	\$0.00	\$46,700.00	\$0.00
Totals					
Program 00 - None Totals		\$28,263.47	\$53,413.00	\$85,904.00	\$32,946.00
Division 1406 - Tennis Totals		\$28,263.47	\$53,413.00	\$85,904.00	\$32,946.00
Department 72 - Parks & Recreation Totals		\$28,263.47	\$53,413.00	\$85,904.00	\$32,946.00
Fund 001 - General Fund Totals		\$28,263.47	\$53,413.00	\$85,904.00	\$32,946.00
Net Grand Totals		\$28,263.47	\$53,413.00	\$85,904.00	\$32,946.00

## Parks & Recreation Tennis & Pickleball Center

### *Services, Functions and Activities*

The Operation of the Tennis & Pickleball Division is run by a subcontracted Tennis Professional. The Center offers clinics, private lessons, and tournaments for both pickleball and tennis. The Tennis Professional oversees all tennis and pickleball programming. There are 2 tennis courts, and 4 pickleball courts and 1 mixed use court. A part-time recreation employee is present when the Tennis Pro is not on duty and the Recreation Department receives all fees for court usage while the pro is not on duty.

### *Goals & Objectives*

The goal of the Tennis & Pickleball Division is to enrich the social experience surrounding these sports by expanding programming. Through adding additional private lessons, clinics, socials, and tournaments, the division aims to increase revenue through additional programming. The division seeks to not only enhance the socialization aspect but also to strengthen the overall community around tennis and pickleball. By offering a comprehensive array of programming, the division seeks to engage players of all ages and skill levels, fostering a supportive and inclusive environment that encourages participation and fosters a love for these dynamic sports.

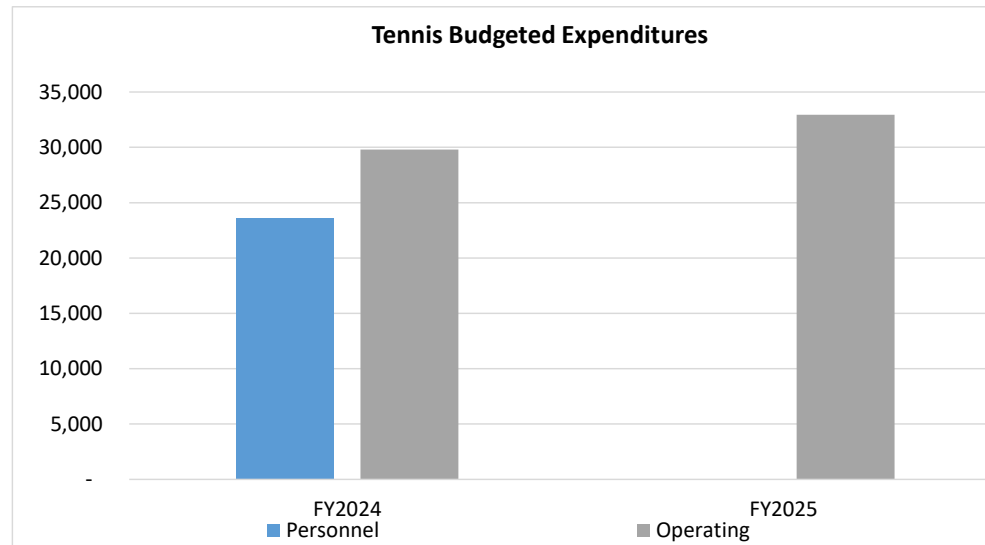
### *Performance Measures*

	<i>FY2024 Estimated</i>	<i>FY2024 Actuals (through 3/31/24)</i>	<i>FY2025 Estimated</i>
Increase Participation Revenue	10%	Yes	10%
Increase Pickleball & Tennis Tournaments	N/A	n/a	10%

**Parks & Recreation  
Tennis & Pickleball Center**

**Budget Highlights**

	<u>FY2024</u>		<u>FY2025</u>		<u>Change</u>
Personnel Services.....	\$ 23,607	\$	-	\$	(23,607)
Operating Expenditures/Expenses	<u>29,806</u>		<u>32,946</u>		<u>3,140</u>
TOTAL .....	<u>\$ 53,413</u>	\$	<u>\$ 32,946</u>	\$	<u>(20,467)</u>







# PARKS AND RECREATION TENNIS & PICKLEBALL CENTER

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1406 - Tennis					
Program 00 - None					
Activity 572 - Parks & Recreation					
13-000	Other Salaries and Wages Other Salaries	11,151.03	21,571.00	8,000.00	.00
	Comments				
	Level	Comment			
	Department Entry	P/T tennis attendant, moved to 1403 division			
21-000	Payroll Taxes Employer Fica and Medicare	853.10	1,650.00	612.00	.00
24-000	Workers' Compensation Workers' Compensation	235.00	386.00	386.00	.00
43-200	Utility Services Water	211.98	200.00	250.00	250.00
	Comments				
	Level	Comment			
	Department Entry	Water consumption			
45-000	Insurance ISF: Risk Management	9,389.00	22,306.00	22,306.00	22,546.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for property, casualty & general liability insurance premiums			
46-200	Repair and Maintenance Services Repairs and Maintenance	475.80	2,000.00	4,000.00	5,000.00
	Comments				
	Level	Comment			
	Department Entry	Repair fencing, nets, bathrooms as needed			
52-200	Operating Supplies Other Operating Supplies	5,947.56	5,200.00	3,500.00	5,000.00
	Comments				
	Level	Comment			
	Department Entry	Purchase nets, balls, signs as needed Supplies for socials and tournaments			



# PARKS AND RECREATION TENNIS & PICKLEBALL CENTER

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 001 - General Fund					
Department 72 - Parks & Recreation					
Division 1406 - Tennis					
Program 00 - None					
Activity 572 - Parks & Recreation					
52-400	Operating Supplies Uniforms	.00	100.00	150.00	150.00
Comments					
Level		Comment			
Department Entry		Staff t-shirts			
Activity 572 - Parks & Recreation Totals		\$28,263.47	\$53,413.00	\$39,204.00	\$32,946.00
Activity 581 - Inter-Fund Group Transfers Out					
91-301	Interfund Transfers Capital Projects	.00	.00	46,700.00	.00
Activity 581 - Inter-Fund Group Transfers Out		\$0.00	\$0.00	\$46,700.00	\$0.00
Totals					
Program 00 - None Totals		\$28,263.47	\$53,413.00	\$85,904.00	\$32,946.00
Division 1406 - Tennis Totals		\$28,263.47	\$53,413.00	\$85,904.00	\$32,946.00
Department 72 - Parks & Recreation Totals		\$28,263.47	\$53,413.00	\$85,904.00	\$32,946.00
Fund 001 - General Fund Totals		\$28,263.47	\$53,413.00	\$85,904.00	\$32,946.00
Net Grand Totals		\$28,263.47	\$53,413.00	\$85,904.00	\$32,946.00

**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.

***Goals & Objectives***

The Local Option Gas Tax Division of the Public Works Department is responsible for maintaining all Village trees, streets, easements, curbs, alleys, and medians, ensuring they are clean and safe for public use. Emphasis is placed on tree trimming to maintain clear, safe roadways and enhance the aesthetic appeal of the village. Regular street sweeping is conducted to ensure that all areas meet standards for safety, cleanliness, and environmental sustainability, highlighting the community's charm. Routine inspections are conducted to verify compliance and address any issues promptly.

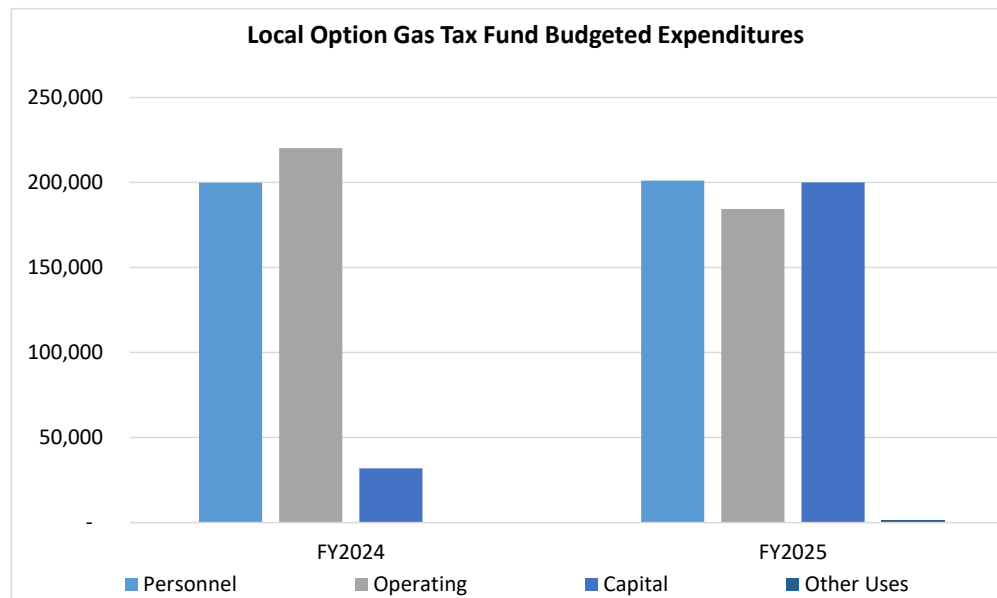
***Performance Measures***

	<i>FY2024 Estimated</i>	<i>FY2024 Actuals (through 3/31/24)</i>	<i>FY2025 Estimated</i>
Number of Trees Trimmed	2,500	1,250	2,500
Number of Street Miles Maintained Clean	1440	830	1440

**Public Works  
Local Option Gas Tax**

**Budget Highlights**

	<u>FY2024</u>		<u>FY2025</u>		<u>Change</u>
Personnel Services.....	\$ 199,858	\$	201,078	\$	1,220
Operating Expenditures/Expenses	220,251		184,445		(35,806)
Capital Outlay .....	31,817		200,000		168,183
Other Uses.....	-		1,454		1,454
<b>TOTAL .....</b>	<b>\$ 451,926</b>	<b>\$</b>	<b>586,977</b>	<b>\$</b>	<b>135,051</b>





# LOCAL OPTION GAS TAX (LOGT) FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 130 - Local Option Gas Tax (LOGT)					
Department 39 - Public Works					
Division 1222 - LOGT					
Program 00 - None					
Activity 541 - Road & Street Facilities					
12-000	Regular Salaries and Wages Salaries	116,770.79	144,170.00	135,000.00	146,359.00
	Comments				
	Level	Comment			
	Department Entry	(1) Beautification/Landscaping Foreman (LOGT) (20%), Operations Manager (LOGT) (16.66 %) & (2) Tree Trimmers			
14-000	Overtime Overtime	5,004.15	6,300.00	6,200.00	6,500.00
	Comments				
	Level	Comment			
	Department Entry	Estimated overtime			
18-100	Compensated Compensatory Leave Longevity	1,250.00	1,250.00	1,458.00	1,458.00
	Comments				
	Level	Comment			
	Department Entry	Benefit Paid to tenured employees per policy			
21-000	Payroll Taxes Employer Fica and Medicare	9,037.12	11,516.00	10,900.00	11,696.00
	Comments				
	Level	Comment			
	Department Entry	Social Security and Medicare taxes			
22-000	Retirement Contributions Pension Contribution	.00	13,188.00	13,188.00	10,610.00
	Comments				
	Level	Comment			
	Department Entry	Pension contribution			
23-000	Life and Health Insurance Health Insurance	15,047.07	16,407.00	8,500.00	9,469.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for health insurance			
23-100	Life and Health Insurance Dental	257.27	279.00	260.00	281.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for dental insurance			



# LOCAL OPTION GAS TAX (LOGT) FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 130 - Local Option Gas Tax (LOGT)					
Department 39 - Public Works					
Division 1222 - LOGT					
Program 00 - None					
Activity 541 - Road & Street Facilities					
23-200	Life and Health Insurance Long-Term Care	194.48	219.00	205.00	225.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for long-term care			
24-000	Workers' Compensation Workers' Compensation	7,623.00	6,529.00	6,529.00	14,480.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs of worker's compensation premiums paid to the Florida League			
41-520	Communications Services ISF: Information Technology	.00	.00	.00	6,559.00
	Comments				
	Level	Comment			
	Department Entry	Estimated costs for operating the Village's information technology			
45-000	Insurance ISF: Risk Management	6,764.00	9,197.00	9,197.00	16,446.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for property, casualty & general liability insurance premiums			
46-000	Repair and Maintenance Services ISF: Fleet Management	102,116.00	103,054.00	103,054.00	82,840.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage			
46-200	Repair and Maintenance Services Repairs and Maintenance	1,223.17	25,000.00	.00	25,000.00
	Comments				
	Level	Comment			
	Department Entry	On-going maintenance and repair to Village streets and alleys & streets sign replacement			
51-000	Office Supplies Office Supplies	.00	100.00	.00	100.00
	Comments				
	Level	Comment			
	Department Entry	General office supplies			



# LOCAL OPTION GAS TAX (LOGT) FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	130 - Local Option Gas Tax (LOGT)				
Department	39 - Public Works				
Division	1222 - LOGT				
Program	00 - None				
Activity	541 - Road & Street Facilities				
52-200	Operating Supplies Other Operating Supplies	24,469.80	45,000.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	Re-Allocated to proper department- Signage, concrete and other supplies needed to maintain the Village's streets, sidewalks, roads, easements, curbs and right - of- ways, included in this \$25,000 for Street Name signs			
52-210	Operating Supplies Beautification	3,599.38	32,500.00	.00	50,000.00
	Comments				
	Level	Comment			
	Department Entry	Included is \$50,000 for the Miami-Dade County Tree Program			
52-400	Operating Supplies Uniforms	286.05	400.00	.00	500.00
	Comments				
	Level	Comment			
	Department Entry	Per employee funding for contractually-specified uniforms (10) shirts and (5) pants			
52-500	Operating Supplies IPM Initiative	.00	2,000.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	IPM: Eligible expenditures aligned with the IPM initiative			
53-000	Road Materials and Supplies Road Materials	966.00	3,000.00	.00	3,000.00
	Comments				
	Level	Comment			
	Department Entry	Material for road repairs			
63-100	Infrastructure Transportation Improvements	117,463.04	31,817.00	.00	20,000.00
	Comments				
	Level	Comment			
	Department Entry	ADA Improvements			
64-100	Machinery and Equipment Vehicles	.00	.00	.00	180,000.00
	Comments				
	Level	Comment			
	Department Entry	Water Truck			
99-000	Other Uses Contingency	.00	.00	.00	1,454.00



# LOCAL OPTION GAS TAX (LOGT) FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>130 - Local Option Gas Tax (LOGT)</b>				
Department	<b>39 - Public Works</b>				
Division	<b>1222 - LOGT</b>				
Program	<b>00 - None</b>				
Activity	<b>541 - Road &amp; Street Facilities Totals</b>	\$412,071.32	\$451,926.00	\$294,491.00	\$586,977.00
Program	<b>00 - None Totals</b>	\$412,071.32	\$451,926.00	\$294,491.00	\$586,977.00
Division	<b>1222 - LOGT Totals</b>	\$412,071.32	\$451,926.00	\$294,491.00	\$586,977.00
Department	<b>39 - Public Works Totals</b>	\$412,071.32	\$451,926.00	\$294,491.00	\$586,977.00
Fund	<b>130 - Local Option Gas Tax (LOGT) Totals</b>	\$412,071.32	\$451,926.00	\$294,491.00	\$586,977.00
	<b>Net Grand Totals</b>	\$412,071.32	\$451,926.00	\$294,491.00	\$586,977.00



**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, 2004. 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.

***Goals & Objectives***

The Transportation Surtax Division of the Public Works Department aims to improve access to transportation. Serving our community with integrity and professionalism, we are dedicated to building an environmentally sustainable and resilient, community while engaging our residents and enhancing the highest quality of life for all.

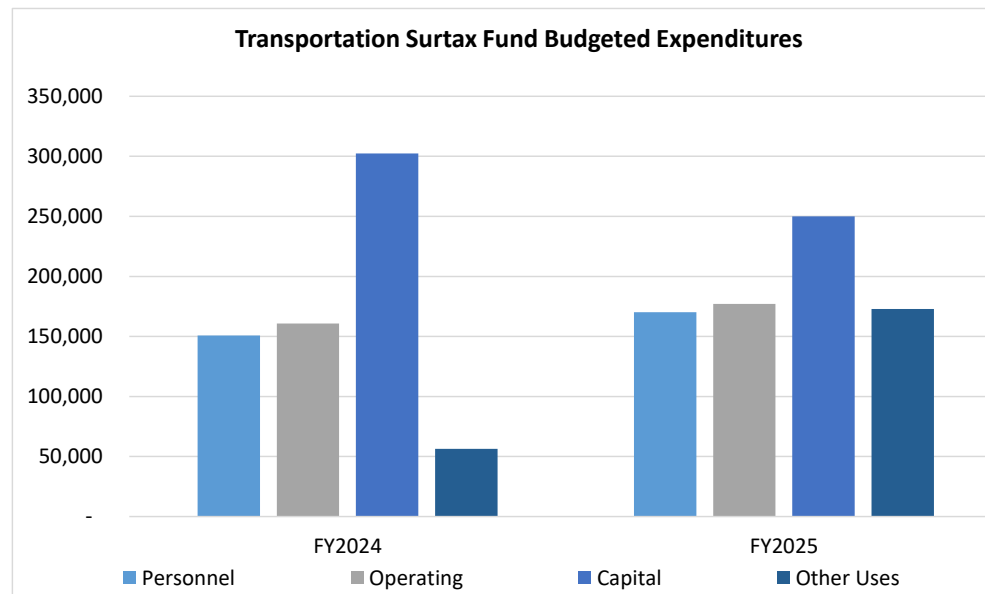
***Performance Measures***

	<i>FY2024 Estimated</i>	<i>FY2024 Actuals (through 3/31/24)</i>	<i>FY2025 Estimated</i>
Review the route to compare with needs of community	Quarterly	Quarterly	Quarterly
Number of inspections of the trolley/bus for cleanliness and safety	Quarterly	Quarterly	Quarterly

**Public Works  
Transportation Surtax**

**Budget Highlights**

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 150,841	\$ 170,106	\$ 19,265
Operating Expenditures/Expenses	160,840	177,051	16,211
Capital Outlay .....	302,400	250,000	(52,400)
Other Uses.....	56,319	172,843	116,524
TOTAL .....	<u>\$ 670,400</u>	<u>\$ 770,000</u>	<u>\$ 99,600</u>





# CITIZENS' INDEPENDENT TRUST (CITT) FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 135 - Citizens' Indep Trust (CITT)					
Department 39 - Public Works					
Division 1210 - CITT					
Program 41 - Transportation					
Activity 541 - Road & Street Facilities					
12-000	Regular Salaries and Wages Salaries	79,344.62	105,817.00	145,000.00	111,843.00
	Comments				
	Level	Comment			
	Department Entry	(1) Lead Worker, (1) Maintenance Worker I, (1) Operations Manager (16,66%) & (1) Public Right-of -Way Foreman (20%)			
14-000	Overtime Overtime	9,019.14	7,350.00	10,500.00	12,000.00
	Comments				
	Level	Comment			
	Department Entry	Estimated overtime			
18-100	Compensated Compensatory Leave Longevity	1,250.00	1,250.00	1,833.00	1,833.00
	Comments				
	Level	Comment			
	Department Entry	Benefit paid to tenured employees per policy			
21-000	Payroll Taxes Employer Fica and Medicare	6,662.82	8,659.00	12,035.00	8,579.00
	Comments				
	Level	Comment			
	Department Entry	Social Security and Medicare taxes			
22-000	Retirement Contributions Pension Contribution	.00	6,003.00	6,003.00	7,260.00
	Comments				
	Level	Comment			
	Department Entry	Estimated pension contribution			
23-000	Life and Health Insurance Health Insurance	13,035.48	16,408.00	26,000.00	17,395.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for health insurance benefits			
23-100	Life and Health Insurance Dental	222.37	279.00	410.00	282.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for dental insurance benefit			



# CITIZENS' INDEPENDENT TRUST (CITT) FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>135 - Citizens' Indep Trust (CITT)</b>				
Department	<b>39 - Public Works</b>				
Division	<b>1210 - CITT</b>				
Program	<b>41 - Transportation</b>				
Activity	<b>541 - Road &amp; Street Facilities</b>				
23-200	Life and Health Insurance Long-Term Care	133.74	166.00	165.00	266.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for long-term care insurance benefit			
24-000	Workers' Compensation Workers' Compensation	5,592.00	4,909.00	4,909.00	10,648.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs of worker's compensation premiums paid to the Florida League			
31-000	Professional Services Professional Services	.00	2,000.00	2,000.00	2,000.00
	Comments				
	Level	Comment			
	Department Entry	Consulting Services			
31-100	Professional Services Technology	.00	.00	1,000.00	.00
41-520	Communications Services ISF: Information Technology	.00	.00	.00	6,559.00
	Comments				
	Level	Comment			
	Department Entry	Estimated costs for operating the Village's information technology			
45-000	Insurance ISF: Risk Management	6,764.00	9,197.00	9,197.00	11,678.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for property, casualty & general liability insurance premiums			
46-000	Repair and Maintenance Services ISF: Fleet Management	25,013.00	25,243.00	25,243.00	37,814.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for operating Village's fleet including the costs for automobile liability coverage			
49-110	Other Current Charges and Obligations Special Projects - Manager	.00	5,000.00	250,000.00	.00
	Comments				
	Level	Comment			
	Department Entry	TAP Grant Match			



## American Rescue Plan Act Fund

### *Services, Functions and Activities*

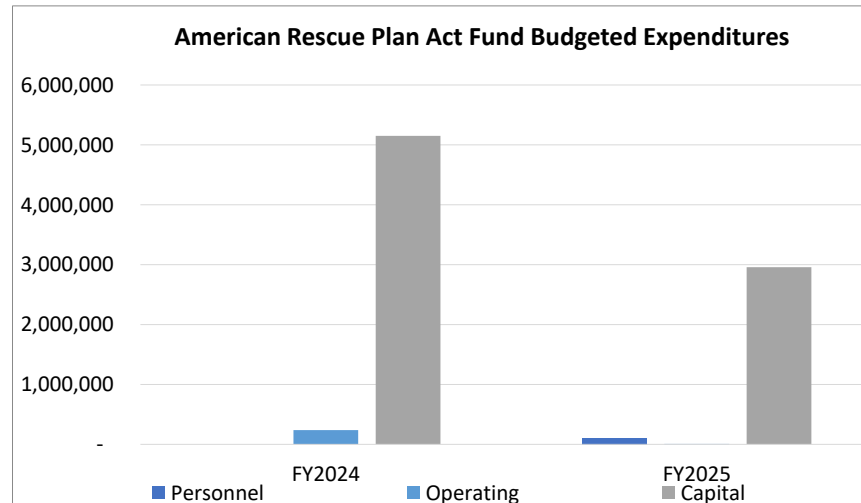
The American Rescue Plan Act Fund was created to account for the Federal Funds received from the U.S. Department of Treasury in response to the COVID-19 pandemic. The Village received a total of \$5,191,348, classifieds as revenue replacement funds. The funds have to be obligated by December 2024 and spent by December 2026.

### *Goals & Objectives*

The goal and objective of the American Rescue Plan Fund is to continue to the Village's commitment to resiliency, sustainability and investment in the Village based upon the adopted Strategic Management Plan.

### **Budget Highlights**

	<b><u>FY2024</u></b>	<b><u>FY2025</u></b>	<b><u>Change</u></b>
Personnel Services.....	-	105,256	\$ 105,256
Operaing Expenditures/Expenses	238,300	5,515	(232,785)
Capital Outlay .....	5,149,765	2,957,029	(2,192,736)
TOTAL .....	<u>\$ 5,388,065</u>	<u>\$ 3,067,800</u>	<u>\$ (2,320,265)</u>





# AMERICAN RESCUE PLAN ACT (ARPA) FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	151 - ARPA				
Department	21 - Police				
Division	0900 - Police				
Program	00 - None				
Activity	521 - Law Enforcement				
34-000	Other Services Contract Services	.00	17,500.00	.00	.00
62-000	Buildings Buildings	.00	85,400.00	.00	100,000.00
<div>Comments</div> <div><div>Level</div><div>Comment</div><div>Department Entry</div><div>Building Recertification costs</div></div>					
Activity 521 - Law Enforcement Totals		\$0.00	\$102,900.00	\$0.00	\$100,000.00
Program 00 - None Totals		\$0.00	\$102,900.00	\$0.00	\$100,000.00
Division 0900 - Police Totals		\$0.00	\$102,900.00	\$0.00	\$100,000.00
Department 21 - Police Totals		\$0.00	\$102,900.00	\$0.00	\$100,000.00
Department	39 - Public Works				
Division	1202 - Facilities Management/Streets				
Program	00 - None				
Activity	539 - Other Physical Environment				
31-000	Professional Services Professional Services	.00	20,800.00	.00	.00
52-210	Operating Supplies Beautification	.00	50,000.00	.00	.00
63-100	Infrastructure Transportation Improvements	65,766.85	1,996,383.00	1,065,158.00	927,029.00
<div>Comments</div> <div><div>Level</div><div>Comment</div><div>Department Entry</div><div>NE 104th St. Road Improvements &amp; NE 96th St. Milling &amp; Resurfacing</div></div>					
63-400	Infrastructure Land Improvements	.00	1,350,000.00	.00	1,000,000.00
<div>Comments</div> <div><div>Level</div><div>Comment</div><div>Department Entry</div><div>Bayfront Seawall</div></div>					
64-000	Machinery and Equipment Machinery and Equipment	.00	450,000.00	75,000.00	375,000.00
<div>Comments</div> <div><div>Level</div><div>Comment</div><div>Department Entry</div><div>Generators</div></div>					
Activity 539 - Other Physical Environment Totals		\$65,766.85	\$3,867,183.00	\$1,140,158.00	\$2,302,029.00
Program 00 - None Totals		\$65,766.85	\$3,867,183.00	\$1,140,158.00	\$2,302,029.00
Division 1202 - Facilities Management/Streets Totals		\$65,766.85	\$3,867,183.00	\$1,140,158.00	\$2,302,029.00



# AMERICAN RESCUE PLAN ACT (ARPA) FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 151 - ARPA					
Department 39 - Public Works					
Division 1203 - Public Works Administration					
Program 00 - None					
Activity 539 - Other Physical Environment					
12-000	Regular Salaries and Wages Salaries	.00	.00	.00	90,348.00
	Comments				
	Level				
	Department Entry				Project Manager
21-000	Payroll Taxes Employer Fica and Medicare	.00	.00	.00	6,912.00
	Comments				
	Level				
	Department Entry				FICA & Medicare Taxes
23-000	Life and Health Insurance Health Insurance	.00	.00	.00	7,615.00
	Comments				
	Level				
	Department Entry				Benefits
23-100	Life and Health Insurance Dental	.00	.00	.00	128.00
	Comments				
	Level				
	Department Entry				Benefits
23-200	Life and Health Insurance Long-Term Care	.00	.00	.00	100.00
	Comments				
	Level				
	Department Entry				Benefits
24-000	Workers' Compensation Workers' Compensation	.00	.00	.00	153.00
	Comments				
	Level				
	Department Entry				Workers' Compensation
45-000	Insurance ISF: Risk Management	.00	.00	.00	5,515.00
	Comments				
	Level				
	Department Entry				Risk allocation
Activity 539 - Other Physical Environment Totals		\$0.00	\$0.00	\$0.00	\$110,771.00
Program 00 - None Totals		\$0.00	\$0.00	\$0.00	\$110,771.00





# AMERICAN RESCUE PLAN ACT (ARPA) FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 151 - ARPA					
Department 39 - Public Works					
Division 1203 - Public Works Administration Totals		\$0.00	\$0.00	\$0.00	\$110,771.00
Division 1205 - Facilities Management					
Program 00 - None					
Activity 539 - Other Physical Environment					
62-000 Buildings Buildings		.00	.00	.00	55,000.00
Comments					
<i>Level</i> <i>Comment</i>					
Department Entry Village Hall Roof					
Activity 539 - Other Physical Environment Totals		\$0.00	\$0.00	\$0.00	\$55,000.00
Program 00 - None Totals		\$0.00	\$0.00	\$0.00	\$55,000.00
Division 1205 - Facilities Management Totals		\$0.00	\$0.00	\$0.00	\$55,000.00
Division 3500 - Stormwater					
Program 31 - Federal Grants					
Activity 538 - Flood Control/Stormwater Mgmt					
63-400 Infrastructure Land Improvements		.00	.00	.00	500,000.00
Comments					
<i>Level</i> <i>Comment</i>					
Department Entry Belvedere Stormwater Project					
64-100 Machinery and Equipment Vehicles		463,139.57	550,000.00	.00	.00
Activity 538 - Flood Control/Stormwater Mgmt		\$463,139.57	\$550,000.00	\$0.00	\$500,000.00
Totals					
Program 31 - Federal Grants Totals		\$463,139.57	\$550,000.00	\$0.00	\$500,000.00
Division 3500 - Stormwater Totals		\$463,139.57	\$550,000.00	\$0.00	\$500,000.00
Division 4000 - Water & Wastewater					
Program 00 - None					
Activity 535 - Sewer/Wastewater Services					
63-400 Infrastructure Land Improvements		.00	509,898.00	.00	.00
Activity 535 - Sewer/Wastewater Services		\$0.00	\$509,898.00	\$0.00	\$0.00
Totals					
Program 00 - None Totals		\$0.00	\$509,898.00	\$0.00	\$0.00
Division 4000 - Water & Wastewater Totals		\$0.00	\$509,898.00	\$0.00	\$0.00
Department 39 - Public Works Totals		\$528,906.42	\$4,927,081.00	\$1,140,158.00	\$2,967,800.00



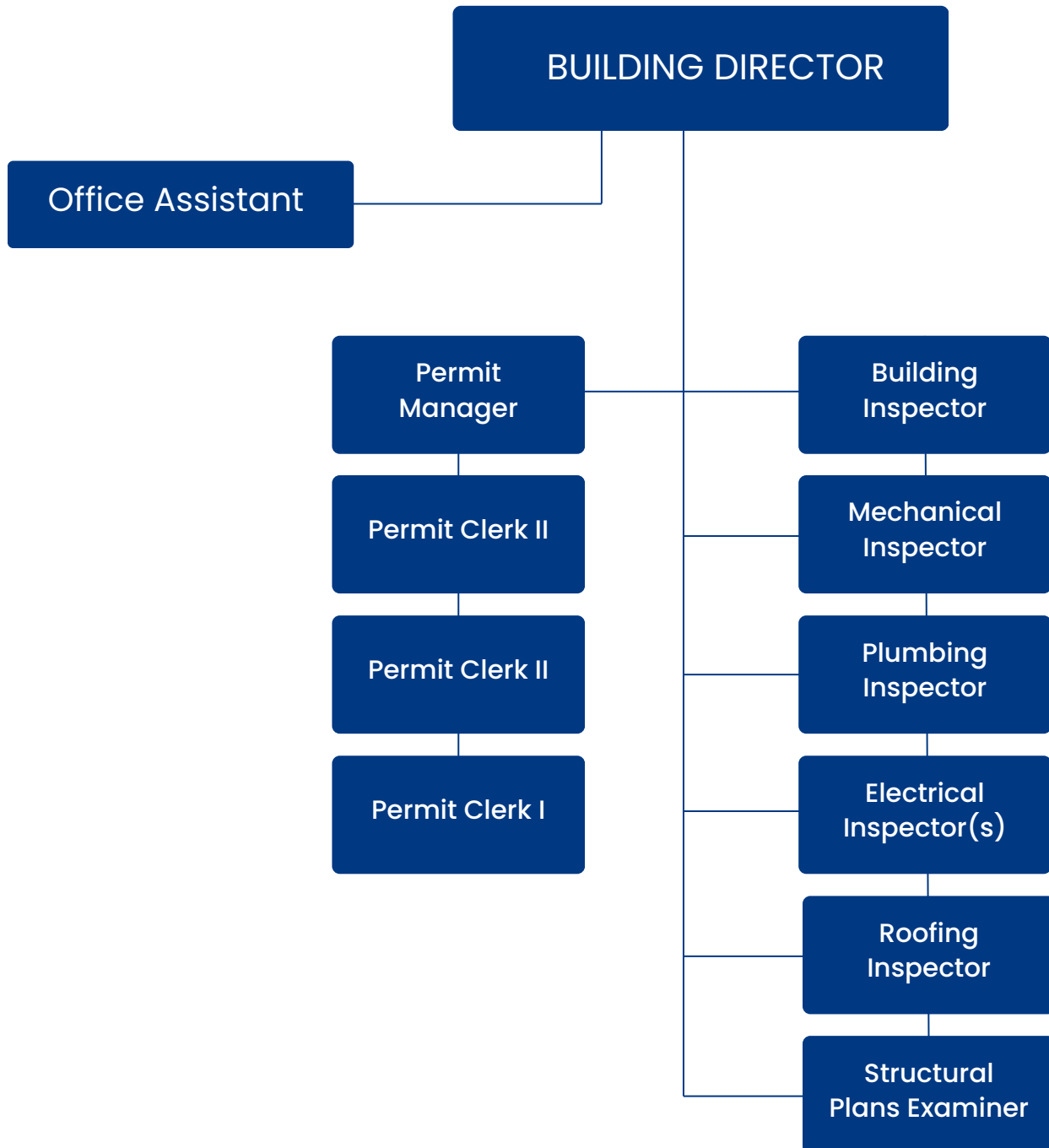
# AMERICAN RESCUE PLAN ACT (ARPA) FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 151 - ARPA					
Department 71 - Brockway Memorial Library					
Division 1500 - Library					
Program 00 - None					
Activity 571 - Libraries					
63-400	Infrastructure Land Improvements	198,463.50	208,084.00	281,093.00	.00
	Activity 571 - Libraries Totals	\$198,463.50	\$208,084.00	\$281,093.00	\$0.00
	Program 00 - None Totals	\$198,463.50	\$208,084.00	\$281,093.00	\$0.00
	Division 1500 - Library Totals	\$198,463.50	\$208,084.00	\$281,093.00	\$0.00
	Department 71 - Brockway Memorial Library Totals	\$198,463.50	\$208,084.00	\$281,093.00	\$0.00
Department 72 - Parks & Recreation					
Division 1401 - Recreation Administration					
Program 00 - None					
Activity 572 - Parks & Recreation					
31-000	Professional Services Professional Services	.00	150,000.00	.00	.00
	Activity 572 - Parks & Recreation Totals	\$0.00	\$150,000.00	\$0.00	\$0.00
	Program 00 - None Totals	\$0.00	\$150,000.00	\$0.00	\$0.00
	Division 1401 - Recreation Administration Totals	\$0.00	\$150,000.00	\$0.00	\$0.00
	Department 72 - Parks & Recreation Totals	\$0.00	\$150,000.00	\$0.00	\$0.00
	Fund 151 - ARPA Totals	\$727,369.92	\$5,388,065.00	\$1,421,251.00	\$3,067,800.00
	Net Grand Totals	\$727,369.92	\$5,388,065.00	\$1,421,251.00	\$3,067,800.00



# BUILDING DEPARTMENT Organization Chart



## Building

### *Services, Functions and Activities*

The Building Department is responsible for administering and enforcing all Federal, State, County, and municipal construction and building-related codes in a client-sensitive manner. Our duty is to protect the health, safety, and welfare of the people who live, work, and play in our community, including first responders. Permit Clerks handle the intake of permit applications and all pertinent submission documents. They verify the completeness of the application, check contractor information, and input the data into the permitting system before forwarding the documents for plan review.

Plan Examiners review permit applications, plans, and documents to ensure compliance with implemented codes and regulations before permits are issued. Building Inspectors ensure compliance with regulations and approved plans during construction. They verify that construction methods, materials, and workmanship adhere to standard practices. Upon project completion, the Department issues a Certificate of Occupancy or Certificate of Completion.

### *Goals & Objectives*

Our goal is to provide the highest level of customer service, while implementing the Village Code of Ordinances and the Florida Building Code. The Building Department aims to improve customer service by serving our community with integrity, transparency, compassion, and professionalism. We plan to reduce the turnaround time for reviewing permits and plans while ensuring full compliance with building codes and regulations to keep our community safe.

During the upcoming fiscal year, the Department's objective is to enhance our online permitting software. And launch several outreach programs, including a Citizen's Academy, to engage and educate stakeholders about permit requirements.

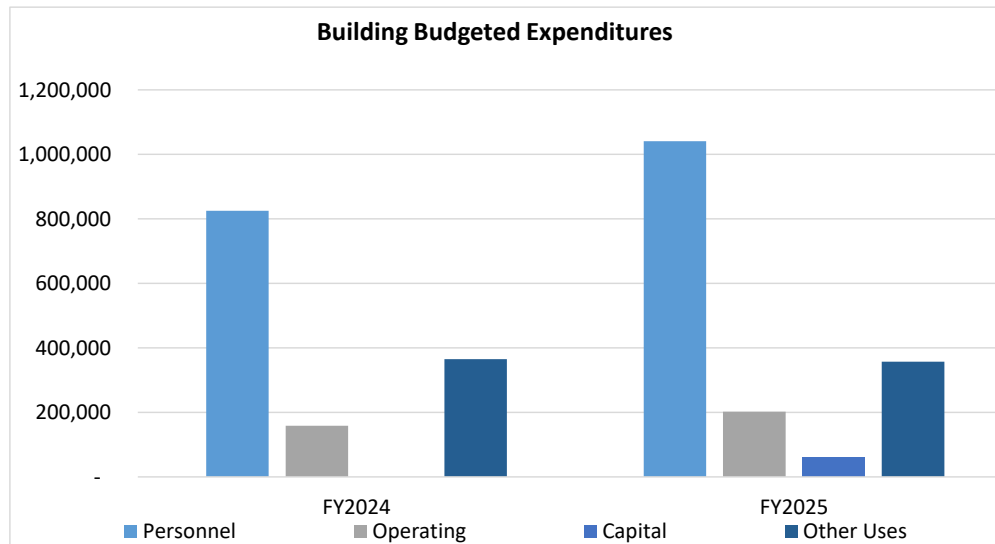
### Performance Measures

	<i>FY2023 Estimated</i>	<i>FY2024 Actuals (through 3/31/24)</i>	<i>FY2025 Estimated</i>
Number of Permits Issued	2,400	1,156	2,450
Number of Inspections	>7,000	4,078	9,100

### Building

#### Budget Highlights

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 825,359	\$ 1,041,082	\$ 215,723
Operating Expenditures/Expenses .	158,443	202,310	43,867
Capital Outlay .....	-	60,000	60,000
Other Uses.....	365,198	357,358	(7,840)
TOTAL .....	<u>\$ 1,349,000</u>	<u>\$ 1,660,750</u>	<u>\$ 311,750</u>





# BUILDING FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 165 - Building					
Department 24 - Building Department					
Division 0400 - Building					
Program 00 - None					
Activity 524 - Protective Inspections					
11-000	Executive Salaries Salaries	147,982.24	155,090.00	155,090.00	160,519.00
	Comments				
	Level	Comment			
	Department Entry	Building Director base salary			
11-100	Executive Salaries Executive Benefit	7,250.00	9,750.00	9,750.00	9,750.00
	Comments				
	Level	Comment			
	Department Entry	Executive benefit package			
12-000	Regular Salaries and Wages Salaries	287,577.59	317,672.00	275,000.00	425,045.00
	Comments				
	Level	Comment			
	Department Entry	(1) Building Inspector (Full-time), (1) Office Assistant, (3) Permit Clerk I, (2) Permit Clerk II & (1) Permit Manager			
13-000	Other Salaries and Wages Other Salaries	184,000.00	205,000.00	250,000.00	240,000.00
	Comments				
	Level	Comment			
	Department Entry	Part time building inspector, roofing inspector and plans examiner			
14-000	Overtime Overtime	7,762.36	2,500.00	10,800.00	6,500.00
	Comments				
	Level	Comment			
	Department Entry	In an effort to digitize the building department records we will need to budget \$11000.00 in overtime pay. This amount will allow our permit clerks to work extended hours and weekends in order to prepare the records to be digitized.			
18-100	Compensated Compensatory Leave Longevity	1,250.00	1,250.00	1,250.00	1,250.00
	Comments				
	Level	Comment			
	Department Entry	Benefit paid to tenured employees per policy			
21-000	Payroll Taxes Employer Fica and Medicare	46,983.72	50,009.00	53,700.00	59,444.00
	Comments				
	Level	Comment			
	Department Entry	Social Security & Medicare taxes			



# BUILDING FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	165 - Building				
Department	24 - Building Department				
Division	0400 - Building				
Program	00 - None				
Activity	524 - Protective Inspections				
22-000	Retirement Contributions Pension Contribution	31,691.00	31,691.00	31,691.00	58,870.00
	Comments				
	Level	Comment			
	Department Entry	Actuarially-calculated required employer contribution for the General Employee Pension Plan			
23-000	Life and Health Insurance Health Insurance	40,037.22	44,748.00	40,000.00	63,003.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for health insurance benefits			
23-100	Life and Health Insurance Dental	684.91	762.00	650.00	1,024.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for dental insurance benefits			
23-200	Life and Health Insurance Long-Term Care	427.28	610.00	500.00	675.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for long-term care insurance benefits			
24-000	Workers' Compensation Workers' Compensation	6,676.00	6,277.00	6,277.00	15,002.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs of workers' compensation premiums			
31-100	Professional Services Technology	17,247.49	25,500.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	Energov Annual \$44,667.00, EPL Assist Basic \$43,000.00, Q-Matic \$4000.00 Blue Beam \$4000.00  07-02-2024-The cost associated with this account has been transfer to IT.			
34-000	Other Services Contract Services	.00	.00	18,000.00	.00



# BUILDING FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 165 - Building					
Department 24 - Building Department					
Division 0400 - Building					
Program 00 - None					
Activity 524 - Protective Inspections					
40-000	Travel and Per Diem Travel	1,795.02	1,800.00	1,800.00	.00
	Comments				
	Level	Comment			
	Department Entry	Annual Building Official and ASFPM conferences paid from special revenue fund.			
41-000	Communications Services Telephone	241.26	.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	This service has been transferred to IT.			
41-100	Communications Services Cellular	2,960.38	3,500.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	This service has been transferred to IT.			
41-520	Communications Services ISF: Information Technology	26,737.00	89,632.00	.00	154,620.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for operating the Village's information technology			
42-000	Freight and Postage Services Postage	551.62	600.00	650.00	850.00
	Comments				
	Level	Comment			
	Department Entry	Certify and regular mail notifications			
45-000	Insurance ISF: Risk Management	19,597.00	26,162.00	26,162.00	35,386.00
46-000	Repair and Maintenance Services ISF: Fleet Management	3,843.00	3,879.00	3,879.00	6,344.00
	Comments				
	Level	Comment			
	Department Entry	Service for vehicle Maintenance has been transfer to fleet.			





# BUILDING FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 165 - Building					
Department 24 - Building Department					
Division 0400 - Building					
Program 00 - None					
Activity 524 - Protective Inspections					
46-200	Repair and Maintenance Services Repairs and Maintenance	.00	800.00	.00	.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Repair and maintenance for the building plans perforator.				
47-000	Printing and Binding Printing	465.80	170.00	300.00	480.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Business cards for BO, clerks and inspectors.				
51-000	Office Supplies Office Supplies	576.12	1,200.00	1,200.00	1,200.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Supplies for building department staff.				
52-200	Operating Supplies Other Operating Supplies	1,460.77	1,000.00	1,000.00	1,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Supplies require to operate equipment's such as printers and plotters.				
52-400	Operating Supplies Uniforms	301.72	1,500.00	900.00	1,580.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Clerks, and building department personal uniforms.				
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	810.00	1,500.00	1,700.00	850.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Building codes, electrical code, NFIP, ASCE, NFIP.				
55-000	Training Training and Education	626.92	1,200.00	1,300.00	.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Continue education classes for inspectors, including flood plain managements and NPDS paid from special revenue fund.				



# BUILDING FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>165 - Building</b>				
Department	<b>24 - Building Department</b>				
Division	<b>0400 - Building</b>				
Program	<b>00 - None</b>				
Activity	<b>524 - Protective Inspections</b>				
62-000	Buildings Buildings	.00	.00	.00	60,000.00
	Comments				
	Level				
	Department Entry				Building Renovation
99-000	Other Uses Contingency	.00	15,198.00	.00	7,358.00
	Comments				
	Level				
	Department Entry				Reserve for unanticipated expenses
	Activity <b>524 - Protective Inspections</b> Totals	\$839,536.42	\$999,000.00	\$891,599.00	\$1,310,750.00
91-001	Activity <b>581 - Inter-Fund Group Transfers Out</b>				
	Interfund Transfers Transfer to General Fund	342,000.00	350,000.00	350,000.00	350,000.00
	Activity <b>581 - Inter-Fund Group Transfers Out</b>	\$342,000.00	\$350,000.00	\$350,000.00	\$350,000.00
	Totals				
	Program <b>00 - None</b> Totals	\$1,181,536.42	\$1,349,000.00	\$1,241,599.00	\$1,660,750.00
	Division <b>0400 - Building</b> Totals	\$1,181,536.42	\$1,349,000.00	\$1,241,599.00	\$1,660,750.00
	Department <b>24 - Building Department</b> Totals	\$1,181,536.42	\$1,349,000.00	\$1,241,599.00	\$1,660,750.00
	Fund <b>165 - Building</b> Totals	\$1,181,536.42	\$1,349,000.00	\$1,241,599.00	\$1,660,750.00
	Net Grand Totals	\$1,181,536.42	\$1,349,000.00	\$1,241,599.00	\$1,660,750.00

## Finance Debt Service

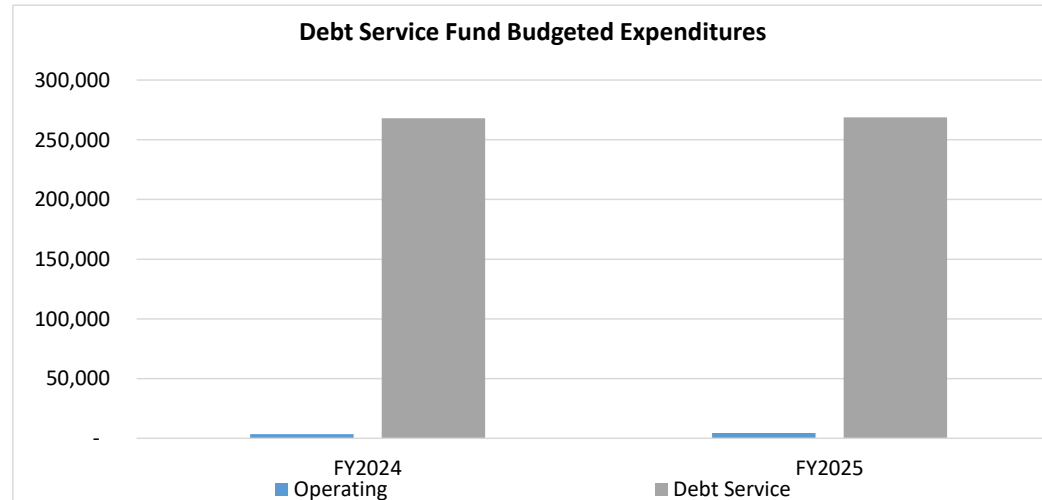
### *Services, Functions and Activities*

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>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Operating Expenditures/Expenses .....	\$ 3,500	\$ 4,500	\$ 1,000
Debt Service.....	<u>267,961</u>	<u>268,675</u>	<u>714</u>
TOTAL .....	<u>\$ 271,461</u>	<u>\$ 273,175</u>	<u>\$ 1,714</u>





# DEBT SERVICE FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 201 - Debt Service					
Department 19 - Non-Departmental					
Division 0000 - None					
Program 00 - None					
Activity 519 - Other General Government Service					
31-000	Professional Services Professional Services	.00	1,000.00	1,000.00	1,000.00
	Comments				
	Level				
	Department Entry				
	Annual disclosure reports				
32-000	Accounting and Auditing Accounting and Auditing	.00	2,500.00	2,500.00	3,500.00
	Comments				
	Level				
	Department Entry				
	Pro-rated portion of the financial audit				
	Activity 519 - Other General Government Service Totals	\$0.00	\$3,500.00	\$3,500.00	\$4,500.00
	Program 00 - None Totals	\$0.00	\$3,500.00	\$3,500.00	\$4,500.00
Program 06 - Charter School					
Activity 517 - Debt Service Payments					
71-100	Principal Principal Payments	201,800.00	208,200.00	208,200.00	214,200.00
	Comments				
	Level				
	Department Entry				
	Principal payments				
72-100	Interest Interest Payments	64,886.84	59,761.00	59,761.00	54,475.00
	Comments				
	Level				
	Department Entry				
	Interest payments				
	Activity 517 - Debt Service Payments Totals	\$266,686.84	\$267,961.00	\$267,961.00	\$268,675.00
	Program 06 - Charter School Totals	\$266,686.84	\$267,961.00	\$267,961.00	\$268,675.00
	Division 0000 - None Totals	\$266,686.84	\$271,461.00	\$271,461.00	\$273,175.00
	Department 19 - Non-Departmental Totals	\$266,686.84	\$271,461.00	\$271,461.00	\$273,175.00
	Fund 201 - Debt Service Totals	\$266,686.84	\$271,461.00	\$271,461.00	\$273,175.00
	Net Grand Totals	\$266,686.84	\$271,461.00	\$271,461.00	\$273,175.00

## 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 2025. 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.

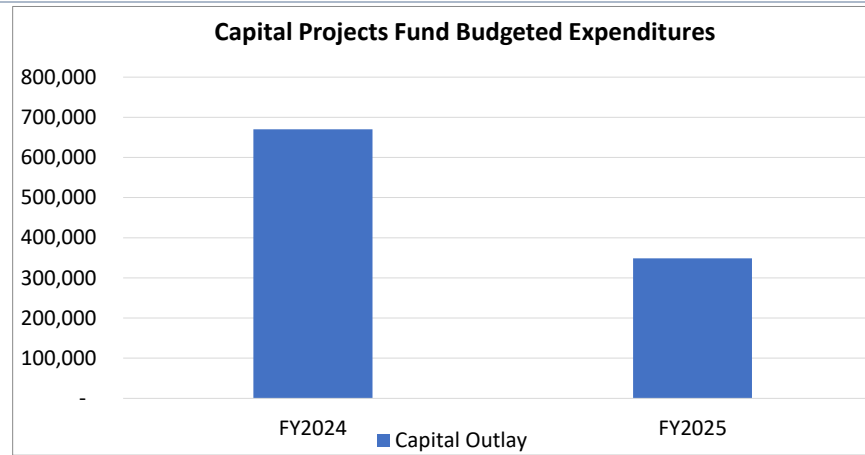
### *Goals & Objectives*

In the 2022 Strategic Management Plan, the top ranking priorities of the community were identified as septic to sewer conversion, development, parks & greenspace, building a community center, renovation the Country Club and upgrading the seawall.

Serving our community with integrity, transparency, compassion, and professionalism, while engaging our residents and enhancing the highest quality of life for all, the goal and objective of the Capital Projects Fund is to improve Village facilities and infrastructure in an environmentally sustainable manner, spotlighting the community's celebrated charm.

### **Budget Highlights**

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Capital Outlay .....	669,823	348,483	(321,340)
TOTAL .....	<u>\$ 669,823</u>	<u>\$ 348,483</u>	<u>\$ (321,340)</u>





# CAPITAL PROJECTS FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 301	Capital Projects				
Department 19	Non-Departmental				
Division 0800	Non-Departmental				
Program 00	None				
Activity 519	Other General Government Service				
62-000	Buildings Buildings	2,100.00	.00	.00	.00
	Activity 519 - Other General Government Service Totals	\$2,100.00	\$0.00	\$0.00	\$0.00
	Program 00 - None Totals	\$2,100.00	\$0.00	\$0.00	\$0.00
	Division 0800 - Non-Departmental Totals	\$2,100.00	\$0.00	\$0.00	\$0.00
	Department 19 - Non-Departmental Totals	\$2,100.00	\$0.00	\$0.00	\$0.00
Department 21	Police				
Division 0900	Police				
Program 00	None				
Activity 521	Law Enforcement				
62-000	Buildings Buildings	8,139.40	35,000.00	35,000.00	.00
64-000	Machinery and Equipment Machinery and Equipment	152,196.37	84,599.00	150,000.00	133,483.00
	Comments				
	Level	Comment			
	Department Entry	Portable Police Radios, Vehicle Cameras, Drone, Dispatch Console & K-9			
	Manager Review	Portable Police Radios and Vehicle Cameras			
68-000	Intangible Assets Intangible Assets	29,534.96	.00	.00	.00
	Activity 521 - Law Enforcement Totals	\$189,870.73	\$119,599.00	\$185,000.00	\$133,483.00
	Program 00 - None Totals	\$189,870.73	\$119,599.00	\$185,000.00	\$133,483.00
	Division 0900 - Police Totals	\$189,870.73	\$119,599.00	\$185,000.00	\$133,483.00
	Department 21 - Police Totals	\$189,870.73	\$119,599.00	\$185,000.00	\$133,483.00
Department 39	Public Works				
Division 1202	Facilities Management/Streets				
Program 00	None				
Activity 539	Other Physical Environment				
62-000	Buildings Buildings	283,055.71	104,374.00	60,000.00	.00
63-100	Infrastructure Transportation Improvements	10,207.30	60,000.00	60,000.00	75,000.00
	Comments				
	Level	Comment			
	Department Entry	Street Name Signs			
	Manager Review	Street Name Signs			



# CAPITAL PROJECTS FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 301 - Capital Projects					
Department 39 - Public Works					
Division 1202 - Facilities Management/Streets					
Program 00 - None					
Activity 539 - Other Physical Environment					
63-400	Infrastructure Land Improvements	.00	10,000.00	10,000.00	60,000.00
	Comments				
	Level				
	Department Entry				
	Manager Review				
	Comment				
	Village Parking Lot Damaged Walls & Re-stripe Parking Lots				
64-000	Machinery and Equipment Machinery and Equipment	6,450.00	.00	.00	.00
	Comments				
	Level				
	Department Entry				
	Manager Review				
	Comment				
	(2) Light Tower Units				
Activity 539 - Other Physical Environment Totals		\$299,713.01	\$174,374.00	\$130,000.00	\$135,000.00
Program 00 - None Totals		\$299,713.01	\$174,374.00	\$130,000.00	\$135,000.00
Division 1202 - Facilities Management/Streets Totals		\$299,713.01	\$174,374.00	\$130,000.00	\$135,000.00
Division 1205 - Facilities Management					
Program 00 - None					
Activity 539 - Other Physical Environment					
62-000	Buildings Buildings	.00	.00	.00	80,000.00
	Comments				
	Level				
	Department Entry				
	Manager Review				
	Comment				
	Village Hall & Public Works Renovations & Building Re-certification costs for 9900 Building				
	Village Hall and Public Works Renovations				
Activity 539 - Other Physical Environment Totals		\$0.00	\$0.00	\$0.00	\$80,000.00
Program 00 - None Totals		\$0.00	\$0.00	\$0.00	\$80,000.00
Division 1205 - Facilities Management Totals		\$0.00	\$0.00	\$0.00	\$80,000.00
Department 39 - Public Works Totals		\$299,713.01	\$174,374.00	\$130,000.00	\$215,000.00





# CAPITAL PROJECTS FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget						
Fund 301	301 - Capital Projects										
Department 71	71 - Brockway Memorial Library										
Division 1500	1500 - Library										
Program 00	00 - None										
Activity 571	571 - Libraries										
62-000	Buildings Buildings	78,084.53	35,500.00	28,000.00	.00						
	<div>Comments</div> <table><tr><th>Level</th><th>Comment</th></tr><tr><td>Department Entry</td><td>Front porch refresh</td></tr><tr><td>Manager Review</td><td></td></tr></table>					Level	Comment	Department Entry	Front porch refresh	Manager Review	
Level	Comment										
Department Entry	Front porch refresh										
Manager Review											
	Activity 571 - Libraries Totals	\$78,084.53	\$35,500.00	\$28,000.00	\$0.00						
	Program 00 - None Totals	\$78,084.53	\$35,500.00	\$28,000.00	\$0.00						
	Division 1500 - Library Totals	\$78,084.53	\$35,500.00	\$28,000.00	\$0.00						
Department 71	71 - Brockway Memorial Library Totals	\$78,084.53	\$35,500.00	\$28,000.00	\$0.00						
Department 72	72 - Parks & Recreation										
Division 1401	1401 - Recreation Administration										
Program 00	00 - None										
Activity 572	572 - Parks & Recreation										
64-000	Machinery and Equipment Machinery and Equipment	75,189.29	.00	.00	.00						
	Activity 572 - Parks & Recreation Totals	\$75,189.29	\$0.00	\$0.00	\$0.00						
	Program 00 - None Totals	\$75,189.29	\$0.00	\$0.00	\$0.00						
	Division 1401 - Recreation Administration Totals	\$75,189.29	\$0.00	\$0.00	\$0.00						
Division 1402	1402 - Athletics										
Program 00	00 - None										
Activity 572	572 - Parks & Recreation										
62-000	Buildings Buildings	138,700.00	129,950.00	150,000.00	.00						
63-400	Infrastructure Land Improvements	24,800.00	62,400.00	50,000.00	.00						
64-000	Machinery and Equipment Machinery and Equipment	1,933.00	.00	.00	.00						
	Activity 572 - Parks & Recreation Totals	\$165,433.00	\$192,350.00	\$200,000.00	\$0.00						
	Program 00 - None Totals	\$165,433.00	\$192,350.00	\$200,000.00	\$0.00						
	Division 1402 - Athletics Totals	\$165,433.00	\$192,350.00	\$200,000.00	\$0.00						
Division 1403	1403 - Community Center										
Program 00	00 - None										
Activity 572	572 - Parks & Recreation										
62-000	Buildings Buildings	5,893.78	40,000.00	40,000.00	.00						
63-400	Infrastructure Land Improvements	.00	25,000.00	25,000.00	.00						
	<div>Comments</div> <table><tr><th>Level</th><th>Comment</th></tr><tr><td>Department Entry</td><td>Vinyl Fencing behind Community Center</td></tr></table>					Level	Comment	Department Entry	Vinyl Fencing behind Community Center		
Level	Comment										
Department Entry	Vinyl Fencing behind Community Center										



# CAPITAL PROJECTS FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 301 - Capital Projects					
Department 72 - Parks & Recreation					
Division 1403 - Community Center					
Program 00 - None					
Activity 572 - Parks & Recreation					
	Manager Review				
64-000	Machinery and Equipment Machinery and Equipment	21,450.00	.00	.00	.00
	Activity 572 - Parks & Recreation Totals	\$27,343.78	\$65,000.00	\$65,000.00	\$0.00
	Program 00 - None Totals	\$27,343.78	\$65,000.00	\$65,000.00	\$0.00
	Division 1403 - Community Center Totals	\$27,343.78	\$65,000.00	\$65,000.00	\$0.00
Division 1405 - Aquatics					
Program 00 - None					
Activity 572 - Parks & Recreation					
64-000	Machinery and Equipment Machinery and Equipment	39,673.18	83,000.00	83,000.00	.00
	Comments				
	Level Comment				
	Department Entry Pool Vacuum				
	Manager Review				
	Activity 572 - Parks & Recreation Totals	\$39,673.18	\$83,000.00	\$83,000.00	\$0.00
	Program 00 - None Totals	\$39,673.18	\$83,000.00	\$83,000.00	\$0.00
	Division 1405 - Aquatics Totals	\$39,673.18	\$83,000.00	\$83,000.00	\$0.00
Division 1406 - Tennis					
Program 00 - None					
Activity 572 - Parks & Recreation					
63-400	Infrastructure Land Improvements	.00	.00	46,700.00	.00
	Comments				
	Level Comment				
	Department Entry Court resurfacing and court painting				
	Activity 572 - Parks & Recreation Totals	\$0.00	\$0.00	\$46,700.00	\$0.00
	Program 00 - None Totals	\$0.00	\$0.00	\$46,700.00	\$0.00
	Division 1406 - Tennis Totals	\$0.00	\$0.00	\$46,700.00	\$0.00
	Department 72 - Parks & Recreation Totals	\$307,639.25	\$340,350.00	\$394,700.00	\$0.00
	Fund 301 - Capital Projects Totals	\$877,407.52	\$669,823.00	\$737,700.00	\$348,483.00
	Net Grand Totals	\$877,407.52	\$669,823.00	\$737,700.00	\$348,483.00

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, and flooded locations during storms, as well as cleans streets and performs light maintenance.

*Goals & Objectives*

The goals and objectives of the Stormwater Division of the Public Works Department are to manage and maintain the stormwater system to prevent localized flooding during rain events. This includes inspecting Village-owned drainage systems for potential future flooding issues, ensuring responsive service. We are committed to serving our community with integrity, transparency, compassion, and professionalism, while engaging our residents and enhancing the highest quality of life. Our focus is on building an environmentally sustainable community based on trust and a resident-centric approach.

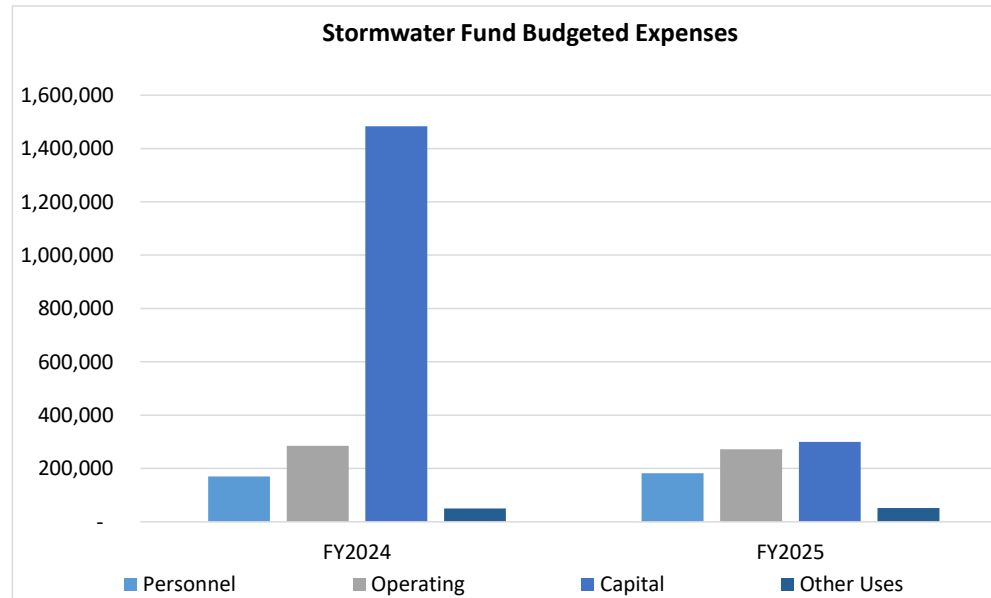
*Performance Measures*

	<i>FY2024 Estimated</i>	<i>FY2024 Actuals (through 3/31/24)</i>	<i>FY2025 Estimated</i>
Number of Inspections of Village-owned drainage systems	Bi-annually	Bi-annually	Bi-annually

**Public Works  
Stormwater**

**Budget Highlights**

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 170,455	\$ 181,885	\$ 11,430
Operating Expenditures/Expenses	285,471	271,817	(13,654)
Capital Outlay .....	1,483,101	300,000	(1,183,101)
Other Uses.....	50,000	51,466	1,466
TOTAL .....	<u>\$ 1,989,027</u>	<u>\$ 805,168</u>	<u>\$ (1,183,859)</u>





# STORM WATER FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 402 - Stormwater					
Department 39 - Public Works					
Division 3500 - Stormwater					
Program 00 - None					
Activity 538 - Flood Control/Stormwater Mgmt					
12-000	Regular Salaries and Wages Salaries	80,121.47	119,518.00	120,000.00	126,120.00
	Comments				
	Level	Comment			
	Department Entry	(1) Equipment Operator I, (1) Maintenance Worker II, (1) Operations Manager allocated (16.67%) & (1) Public Right-of Way Foreman (40%)			
14-000	Overtime Overtime	6,421.14	10,500.00	12,000.00	12,000.00
	Comments				
	Level	Comment			
	Department Entry	Estimated Overtime			
16-000	Compensated Annual Leave Vacation	4,813.20	.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	Payout of accrued leave for employees separating from the Village			
18-100	Compensated Compensatory Leave Longevity	1,250.00	1,250.00	2,208.00	2,208.00
	Comments				
	Level	Comment			
	Department Entry	Benefits paid to tenured employees per policy			
21-000	Payroll Taxes Employer Fica and Medicare	7,156.80	9,946.00	10,270.00	10,565.00
	Comments				
	Level	Comment			
	Department Entry	Social Security and Medicare Taxes			
22-000	Retirement Contributions Pension Contribution	11,263.00	6,716.00	6,716.00	9,140.00
	Comments				
	Level	Comment			
	Department Entry	Actuarially calculated required employer contribution for the General Employee Pension plan			
23-000	Life and Health Insurance Health Insurance	15,744.62	17,899.00	12,000.00	11,071.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for health insurance benefits			



# STORM WATER FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	402 - Stormwater				
Department	39 - Public Works				
Division	3500 - Stormwater				
Program	00 - None				
Activity	538 - Flood Control/Stormwater Mgmt				
23-100	Life and Health Insurance Dental	269.08	305.00	305.00	307.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for dental insurance			
23-200	Life and Health Insurance Long-Term Care	95.54	130.00	130.00	130.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual costs for long-term care insurance benefits			
24-000	Workers' Compensation Workers' Compensation	4,432.00	4,091.00	4,091.00	9,644.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs of workers' compensation premium's paid to the Florida League			
26-000	Other Postemployment Benefits (OPEB) OPEB	23.86	100.00	100.00	700.00
	Comments				
	Level	Comment			
	Department Entry	GASB required "Other Post employment Benefits (OPEB), OPEB health, dental & Other contractually obligated non-liability benefits			
31-000	Professional Services Professional Services	3,267.50	10,000.00	10,000.00	.00
31-100	Professional Services Technology	.00	6,000.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	Purchase of a Work Order System (\$36,000) allocated between Public Works, Parks, Stormwater, Administration, Solid Waste & Fleet			
31-300	Professional Services Engineering	39,062.75	40,477.00	40,000.00	40,000.00
	Comments				
	Level	Comment			
	Department Entry	Contractual services assist with NPDES compliance			
34-000	Other Services Contract Services	.00	50,000.00	20,000.00	10,000.00
	Comments				
	Level	Comment			
	Department Entry	Curb and gutter repairs			



# STORM WATER FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 402 - Stormwater					
Department 39 - Public Works					
Division 3500 - Stormwater					
Program 00 - None					
Activity 538 - Flood Control/Stormwater Mgmt					
43-100	Utility Services Electric	4,045.83	4,000.00	4,000.00	4,000.00
	Comments				
	Level	Comment			
	Department Entry	FPL monthly bill			
43-300	Utility Services Stormwater	2,587.05	3,000.00	3,000.00	3,000.00
	Comments				
	Level	Comment			
	Department Entry	Miami-Dade County Stormwater fee			
44-000	Rentals and Leases Equipment Rental	14,144.13	5,000.00	5,000.00	5,000.00
	Comments				
	Level	Comment			
	Department Entry	Rental of Equipment			
45-000	Insurance ISF: Risk Management	9,622.00	15,772.00	15,772.00	22,846.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for property, casualty & general Liability insurance premiums			
46-000	Repair and Maintenance Services ISF: Fleet Management	30,898.00	26,072.00	26,072.00	49,121.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for operating the Village's fleet including the costs for automobile liability coverage			
46-200	Repair and Maintenance Services Repairs and Maintenance	12,616.50	20,000.00	20,000.00	20,000.00
	Comments				
	Level	Comment			
	Department Entry	Repairs and maintenance to the Stormwater equipment i. e. pumps and generator			
48-000	Promotional Activities Promotional Activities	.00	1,000.00	1,000.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Drain making program to comply with the Department of Environmental Protection permit (NPDES)			



# STORM WATER FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 402 - Stormwater					
Department 39 - Public Works					
Division 3500 - Stormwater					
Program 00 - None					
Activity 538 - Flood Control/Stormwater Mgmt					
49-800	Other Current Charges and Obligations Licenses and Permits	2,011.00	3,000.00	.00	.00
	Comments				
	Level				
	Department Entry				
	Annual filling fee with DERM				
51-000	Office Supplies Office Supplies	.00	300.00	300.00	300.00
	Comments				
	Level				
	Department Entry				
	General office supplies				
52-200	Operating Supplies Other Operating Supplies	10,060.92	10,000.00	1,000.00	10,000.00
	Comments				
	Level				
	Department Entry				
	Costs for materials required that are not specifically classified in other departmental line items (i.e. safety equipment & tools)				
52-400	Operating Supplies Uniforms	67.40	350.00	550.00	550.00
	Comments				
	Level				
	Department Entry				
	Per employee funding for contractually-specified uniforms (10) shirts & (5) pants				
59-000	Depreciation Depreciation	82,149.00	90,500.00	90,500.00	106,000.00
	Comments				
	Level				
	Department Entry				
	Year-end depreciation charges for fund assets				
63-000	Infrastructure Infrastructure	.00	1,483,101.00	.00	100,000.00
	Comments				
	Level				
	Department Entry				
	Drainage Improvements				
63-400	Infrastructure Land Improvements	(1,839.00)	.00	.00	.00
64-000	Machinery and Equipment Machinery and Equipment	.00	.00	.00	200,000.00
	Comments				
	Level				
	Department Entry				
	Bayshore Pump Station Generator				





# STORM WATER FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 402 - Stormwater					
Department 39 - Public Works					
Division 3500 - Stormwater					
Program 00 - None					
Activity 538 - Flood Control/Stormwater Mgmt					
99-000	Other Uses Contingency	.00	.00	.00	1,466.00
Comments					
Level Comment					
Department Entry Reserve for unanticipated expenses					
Activity 538 - Flood Control/Stormwater Mgmt		\$340,283.79	\$1,939,027.00	\$405,014.00	\$755,168.00
	Totals				
Activity 581 - Inter-Fund Group Transfers Out					
95-000	Other Nonoperating Uses - Proprietary Funds	50,000.00	50,000.00	50,000.00	50,000.00
	Management Fees				
Comments					
Level Comment					
Department Entry Management fees paid to general fund offset administrative service costs provided for non- stormwater staff					
Activity 581 - Inter-Fund Group Transfers Out		\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
	Totals				
Program 00 - None	Totals	\$390,283.79	\$1,989,027.00	\$455,014.00	\$805,168.00
Division 3500 - Stormwater	Totals	\$390,283.79	\$1,989,027.00	\$455,014.00	\$805,168.00
Department 39 - Public Works	Totals	\$390,283.79	\$1,989,027.00	\$455,014.00	\$805,168.00
Fund 402 - Stormwater	Totals	\$390,283.79	\$1,989,027.00	\$455,014.00	\$805,168.00
	Net Grand Totals	\$390,283.79	\$1,989,027.00	\$455,014.00	\$805,168.00

**Public Works  
Solid Waste**

*Services, Functions and Activities*

The Solid Waste Division is responsible for the management and disposal of all non-hazardous solid waste for Miami Shores Village residents and businesses. Curbside recycling, commercial and residential garbage collection and bulk trash removal services constitute the Division's focus.

*Goals & Objectives*

Serving our community with integrity and professionalism, the Solid Waste Division of the Public Works Department aims to manage all non-hazardous solid waste collection and disposal. This includes curbside recycling, commercial and residential garbage collection, and bulk trash removal. Periodic inspections will ensure efficiency and quality. We are dedicated to building an environmentally sustainable community based on trust, responsive service and responsible, innovative, resilient, and sustainable practices.

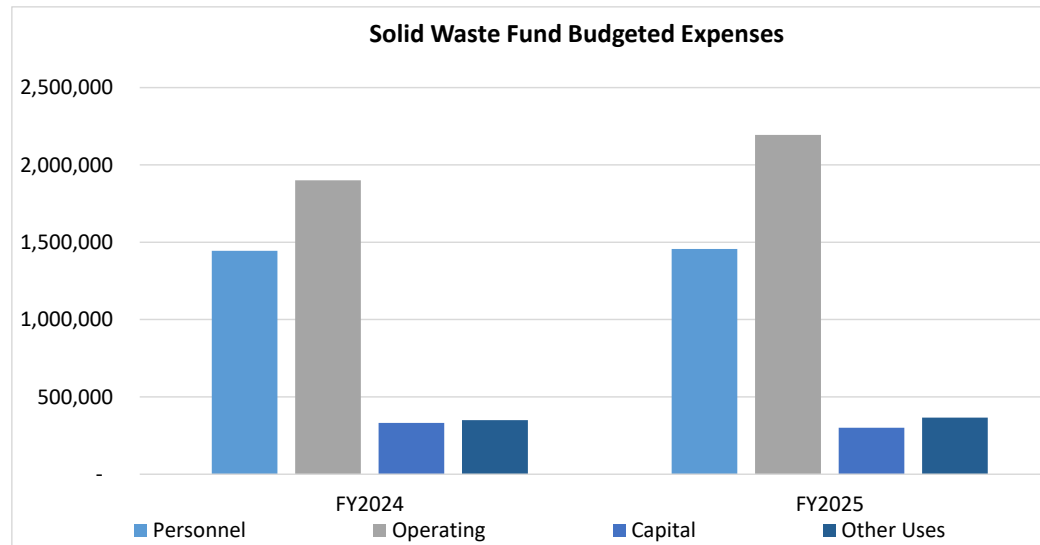
*Performance Measures*

	<i>FY2024 Estimated</i>	<i>FY2024 Actuals (through 3/33/24)</i>	<i>FY2025 Estimated</i>
Bulk Waste Collection by Number of Properties	10,300	7,725	10,300
Household Garbage Collection by Number of Properties	10,300	7,725	10,300

**Public Works  
Solid Waste**

**Budget Highlights**

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 1,445,056	\$ 1,456,422	\$ 11,366
Operating Expenditures/Expenses .....	1,900,371	2,193,534	293,163
Capital Outlay .....	332,340	300,000	(32,340)
Other Uses.....	350,000	365,811	15,811
TOTAL .....	<u>\$ 4,027,767</u>	<u>\$ 4,315,767</u>	<u>\$ 288,000</u>





# SOLID WASTE FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 405 - Solid Waste					
Department 39 - Public Works					
Division 3000 - Solid Waste					
Program 00 - None					
Activity 534 - Garbage/Solid Waste Services					
12-000	Regular Salaries and Wages Salaries	789,303.34	1,015,196.00	900,000.00	990,771.00
	Comments				
	Level				
	Department Entry	(1) Equipment Operator II, (3) Equipment operator III, 1 Operations Manager, (allocated with PW Divisions: Fleet Maintenance (50%) & Solid Waste (50%)), (6) solid waste Collectors, (1) Solid waste Foreman (allocated 50% Neighborhood Services) 3) Truck drivers, (1) Solid Waste/Recycling Foreman (allocated 50% Neighborhood Services) & (6) truck drivers			
13-000	Other Salaries and Wages Other Salaries	5,208.71	28,236.00	9,000.00	32,500.00
	Comments				
	Level				
	Department Entry	(1) Part time truck driver			
14-000	Overtime Overtime	93,983.14	68,250.00	100,000.00	50,000.00
	Comments				
	Level				
	Department Entry	estimated cost of overtime			
16-000	Compensated Annual Leave Vacation	108,676.28	.00	.00	.00
	Comments				
	Level				
	Department Entry	Payout of of accrued leave for employees separating from the Village			
18-100	Compensated Compensatory Leave Longevity	11,375.00	10,625.00	9,063.00	9,063.00
	Comments				
	Level				
	Department Entry	Benefit paid to tenured employees per policy			
21-000	Payroll Taxes Employer Fica and Medicare	67,122.21	85,177.00	77,900.00	82,106.00
	Comments				
	Level				
	Department Entry	Estimated cost of Social Security and Medicare taxes			
22-000	Retirement Contributions Pension Contribution	81,359.00	47,134.00	47,134.00	74,245.00
	Comments				
	Level				
	Department Entry	Actuarially calculated required employer contribution for the General Employee Pension Plan			



# SOLID WASTE FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 405 - Solid Waste					
Department 39 - Public Works					
Division 3000 - Solid Waste					
Program 00 - None					
Activity 534 - Garbage/Solid Waste Services					
23-000	Life and Health Insurance Health Insurance	105,831.47	154,624.00	114,000.00	146,128.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual cost for health insurance benefits			
23-100	Life and Health Insurance Dental	1,741.77	2,603.00	2,000.00	2,368.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee cost for dental insurance benefits			
23-200	Life and Health Insurance Long-Term Care	1,106.30	1,620.00	1,000.00	1,278.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee for long-term care insurance benefits			
24-000	Workers' Compensation Workers' Compensation	29,870.00	31,091.00	31,091.00	62,388.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs of workers' compensation premiums paid to the Florida League			
26-000	Other Postemployment Benefits (OPEB) OPEB	207.36	500.00	500.00	5,575.00
	Comments				
	Level	Comment			
	Department Entry	GASB required Other Postemployment Benefits (OPEB). OPEB health, dental & other contractually obligated non-liability benefits			
31-000	Professional Services Professional Services	.00	.00	.00	50,000.00
	Comments				
	Level	Comment			
	Department Entry	Rate study			
31-100	Professional Services Technology	.00	6,000.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	IT operations costs, included in this is the purchase of a work order system allocated between Parks, Streets, Stormwater, Solid Waste , Fleet & Administration			



# SOLID WASTE FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 405 - Solid Waste					
Department 39 - Public Works					
Division 3000 - Solid Waste					
Program 00 - None					
Activity 534 - Garbage/Solid Waste Services					
34-100	Other Services Temporary Personnel	135,268.84	120,000.00	120,000.00	120,000.00
	Comments				
	Level	Comment			
	Department Entry	Temporary staff during vacation or special events, emergencies, etc			
40-000	Travel and Per Diem Travel	25.84	1,000.00	1,000.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Sun Pass for toll			
41-100	Communications Services Cellular	451.08	525.00	525.00	.00
	Comments				
	Level	Comment			
	Department Entry	Estimated cost of cellular telephones			
41-520	Communications Services ISF: Information Technology	2,971.00	5,817.00	5,817.00	13,976.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for operating the Village's information technology			
43-400	Utility Services Miami-Dade Solid Waste Fees	403,038.21	300,000.00	300,000.00	440,000.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual cost for tipping fees paid to Miami Dade County			
43-410	Utility Services Waste Management Fees	551,881.98	505,000.00	505,000.00	550,500.00
	Comments				
	Level	Comment			
	Department Entry	Estimated costs for solid waste disposal			
43-420	Utility Services Waste Disposal-Transfer Station	.00	.00	25,000.00	25,000.00
	Comments				
	Level	Comment			
	Department Entry	Paid to Miami-Dade County			



# SOLID WASTE FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	405 - Solid Waste				
Department	39 - Public Works				
Division	3000 - Solid Waste				
Program	00 - None				
Activity	534 - Garbage/Solid Waste Services				
43-430	Utility Services Recycling	68,914.93	75,000.00	75,000.00	81,750.00
	Comments				
	Level	Comment			
	Department Entry	Estimated cost for recycling disposal			
45-000	Insurance ISF: Risk Management	48,739.00	63,080.00	63,080.00	103,007.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for property, casualty & general liability insurance premium			
46-000	Repair and Maintenance Services ISF: Fleet Management	610,427.00	616,039.00	616,039.00	614,741.00
	Comments				
	Level	Comment			
	Department Entry	Allocated cost for operating the Village's fleet, including the cost for automobile liability coverage			
46-100	Repair and Maintenance Services Vehicle Maintenance	7,701.74	.00	7,500.00	8,000.00
	Comments				
	Level	Comment			
	Department Entry	Monthly routine required cleaning cost and sanitizing cost of trucks			
46-200	Repair and Maintenance Services Repairs and Maintenance	9,160.50	10,000.00	10,000.00	10,000.00
	Comments				
	Level	Comment			
	Department Entry	Repair and maintenance			
47-000	Printing and Binding Printing	550.00	550.00	550.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Informational publication			
48-000	Promotional Activities Promotional Activities	3,230.98	1,000.00	1,000.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Promotional items for waste and recycling			



# SOLID WASTE FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 405 - Solid Waste					
Department 39 - Public Works					
Division 3000 - Solid Waste					
Program 00 - None					
Activity 534 - Garbage/Solid Waste Services					
49-800	Other Current Charges and Obligations Licenses and Permits	806.25	810.00	810.00	810.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Department Entry				
	Miami-Dade County DERM Permit				
51-000	Office Supplies Office Supplies	.00	300.00	300.00	300.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Department Entry				
	General office supplies				
52-200	Operating Supplies Other Operating Supplies	50,706.79	50,000.00	50,000.00	50,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Department Entry				
	Item related to solid waste, not specifically identified in other line items (i.e. dumpsters, recycling bins, trash cans, safety equipment, and tools)				
52-300	Operating Supplies Kitchen	698.87	1,000.00	1,000.00	1,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Department Entry				
	Kitchen Supplies				
52-400	Operating Supplies Uniforms	5,842.82	6,000.00	6,000.00	6,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Department Entry				
	Per employee funding for contractually specified uniforms (10 shirts, (5) pants				
55-000	Training Training and Education	.00	250.00	250.00	250.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Department Entry				
	For continuing education				
59-000	Depreciation Depreciation	180,996.86	138,000.00	138,000.00	115,200.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Department Entry				
	Year ends depreciation charges for fund assets				





# SOLID WASTE FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 405 - Solid Waste					
Department 39 - Public Works					
Division 3000 - Solid Waste					
Program 00 - None					
Activity 534 - Garbage/Solid Waste Services					
64-100	Machinery and Equipment Vehicles	132,340.00	332,340.00	272,505.00	300,000.00
	Comments				
	Level	Comment			
	Department Entry	Garbage Truck			
99-000	Other Uses Contingency	.00	.00	.00	15,811.00
	Comments				
	Level	Comment			
	Department Entry	Reserve for unanticipated expenses			
Activity 534 - Garbage/Solid Waste Services		\$3,509,537.27	\$3,677,767.00	\$3,491,064.00	\$3,965,767.00
	Totals				
Activity 581 - Inter-Fund Group Transfers Out					
95-000	Other Nonoperating Uses - Proprietary Funds Management Fees	350,000.00	350,000.00	350,000.00	350,000.00
	Comments				
	Level	Comment			
	Department Entry	Management fee paid to General fund to offset administrative services cost provided by non-Sanitation staff			
Activity 581 - Inter-Fund Group Transfers Out		\$350,000.00	\$350,000.00	\$350,000.00	\$350,000.00
	Totals				
Program 00 - None	Totals	\$3,859,537.27	\$4,027,767.00	\$3,841,064.00	\$4,315,767.00
Division 3000 - Solid Waste	Totals	\$3,859,537.27	\$4,027,767.00	\$3,841,064.00	\$4,315,767.00
Department 39 - Public Works	Totals	\$3,859,537.27	\$4,027,767.00	\$3,841,064.00	\$4,315,767.00
Fund 405 - Solid Waste	Totals	\$3,859,537.27	\$4,027,767.00	\$3,841,064.00	\$4,315,767.00
	Net Grand Totals	\$3,859,537.27	\$4,027,767.00	\$3,841,064.00	\$4,315,767.00

**Public Works**  
**Water & Wastewater**

*Services, Functions and Activities*

The Water & Wastewater Fund is responsible for the construction and payment of the Downtown Water & Wastewater 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.

*Goals & Objectives*

Serving our community with integrity and professionalism, while engaging our residents and enhancing the highest quality of life for all, the goal and objective of the Water & Wastewater Fund is to maintain the low-pressure sewer system for the NE 2nd Ave Business District. We strive to create an environmentally sustainable community built on trust and responsiveness, responsible, innovative, resilient, and sustainable practices.

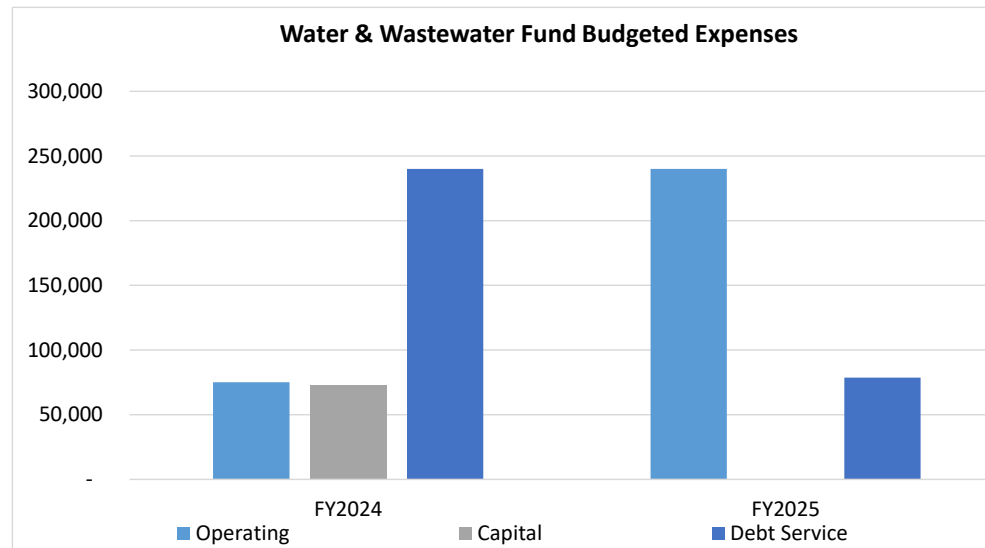
*Performance Measures*

	<i>FY2024 Estimated</i>	<i>FY2024 Actuals (through 3/31/24)</i>	<i>FY2025 Estimated</i>
Number of grinder pumps maintained	27	27	27

**Public Works  
Water & Wastewater**

**Budget Highlights**

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Operating Expenditures/Expenses \$	75,149	\$ 78,590	\$ 3,441
Capital Outlay .....	72,600	-	(72,600)
Debt Service.....	240,000	240,000	-
TOTAL .....	<u>\$ 387,749</u>	<u>\$ 318,590</u>	<u>\$ (69,159)</u>





# WATER AND WASTEWATER FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 410 - Water & Wastewater					
Department 39 - Public Works					
Division 4000 - Water & Wastewater					
Program 00 - None					
Activity 517 - Debt Service Payments					
71-100	Principal Principal Payments	.00	60,000.00	60,000.00	60,000.00
	Comments				
	Level				
	Department Entry				
	Principal payments				
72-100	Interest Interest Payments	166,222.97	180,000.00	180,000.00	180,000.00
	Comments				
	Level				
	Department Entry				
	Interest payments				
	Activity 517 - Debt Service Payments Totals	\$166,222.97	\$240,000.00	\$240,000.00	\$240,000.00
Activity 535 - Sewer/Wastewater Services					
46-200	Repair and Maintenance Services Repairs and Maintenance	67,674.84	75,149.00	80,000.00	78,590.00
	Comments				
	Level				
	Department Entry				
	Maintenance on grinder pumps				
	Activity 535 - Sewer/Wastewater Services Totals	\$67,674.84	\$75,149.00	\$80,000.00	\$78,590.00
	Program 00 - None Totals	\$233,897.81	\$315,149.00	\$320,000.00	\$318,590.00
Program 50 - Shores Estates					
Activity 535 - Sewer/Wastewater Services					
63-200	Infrastructure Water & Wastewater Project	72,600.00	72,600.00	72,600.00	.00
	Comments				
	Level				
	Department Entry				
	Cost for septic to sewer designs for Shores Estates				
	Activity 535 - Sewer/Wastewater Services Totals	\$72,600.00	\$72,600.00	\$72,600.00	\$0.00
	Program 50 - Shores Estates Totals	\$72,600.00	\$72,600.00	\$72,600.00	\$0.00
	Division 4000 - Water & Wastewater Totals	\$306,497.81	\$387,749.00	\$392,600.00	\$318,590.00
	Department 39 - Public Works Totals	\$306,497.81	\$387,749.00	\$392,600.00	\$318,590.00
	Fund 410 - Water & Wastewater Totals	\$306,497.81	\$387,749.00	\$392,600.00	\$318,590.00
	Net Grand Totals	\$306,497.81	\$387,749.00	\$392,600.00	\$318,590.00

## 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.

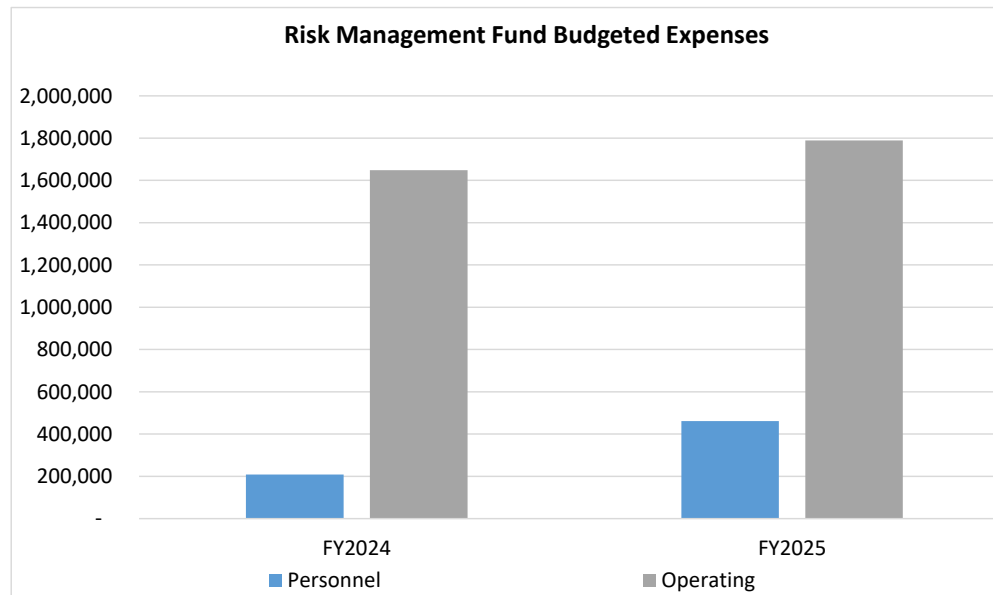
### *Goals & Objectives*

The goals and objectives of the Risk Management Fund for the upcoming fiscal year include the following: 1) Ensuring the successful submission and receipt of the safety grant offered by the Florida Municipal Insurance Trust, 2) The timely submission of all claims and corresponding information to the Florida Municipal Insurance Trust or outside insurance agencies if the Village is subrogating claims on their own and 3) Successful and timely receipt of payments for subrogation claims the Village is handling.

## Risk Management

### Budget Highlights

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 209,187	\$ 461,772	\$ 252,585
Operating Expenditures/Expenses .	1,648,717	1,789,416	140,699
Capital Outlay .....	730,000	-	(730,000)
TOTAL .....	<u>\$ 2,587,904</u>	<u>\$ 2,251,188</u>	<u>\$ (336,716)</u>





# RISK MANAGEMENT FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 501	Risk Management				
Department 19	Non-Departmental				
Division 6500	Risk Management				
Program 00	None				
Activity 519	Other General Government Service				
24-100	Workers' Compensation Premium: Workers' Compensation	181,673.00	189,187.00	189,187.00	436,772.00
<div>Comments</div>					
<div>LevelComment</div>					
Department EntryAnnual component of premiums paid for primary workers' compensation coverage					
24-110	Workers' Compensation Workers' Comp-Audit Premium	.00	5,000.00	3,000.00	5,000.00
<div>Comments</div>					
<div>LevelComment</div>					
Department EntryEnd of year audit adjustment based on payroll					
24-120	Workers' Compensation Workers' Comp-Deductibles Paid	12,518.35	15,000.00	20,000.00	20,000.00
<div>Comments</div>					
<div>LevelComment</div>					
Department EntryDeductible for claims					
31-400	Professional Services TPA Charges	40.85	.00	.00	.00
45-000	Insurance ISF: Risk Management	.00	2,000.00	.00	.00
45-100	Insurance ISF: Auto Insurance	115,060.00	114,850.00	114,850.00	134,080.00
<div>Comments</div>					
<div>LevelComment</div>					
Department EntryAnnual premium paid for auto & auto liability coverage					
45-200	Insurance Premium: Liability	242,939.76	241,867.00	241,867.00	274,832.00
<div>Comments</div>					
<div>LevelComment</div>					
Department EntryAnnual premium for general liability coverage					
45-210	Insurance Premium: Storage Tank	1,708.41	3,500.00	3,500.00	5,000.00
<div>Comments</div>					
<div>LevelComment</div>					
Department EntryAnnual premium for 5 storage tanks					
45-220	Insurance Premium: Deductibles Paid	27,922.73	20,000.00	.00	.00



# RISK MANAGEMENT FUND

Budget Year 2025

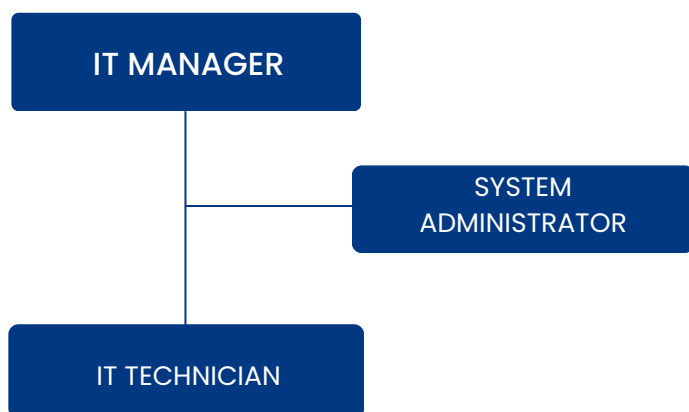
Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 501 - Risk Management					
Department 19 - Non-Departmental					
Division 6500 - Risk Management					
Program 00 - None					
Activity 519 - Other General Government Service					
45-300	Insurance Premium: Property	451,374.00	1,200,000.00	1,200,000.00	1,308,004.00
	Comments				
	Level	Comment			
	Department Entry	Annual premiums paid for property value coverage			
45-310	Insurance Premium Adjustments	.00	1,500.00	1,500.00	1,500.00
	Comments				
	Level	Comment			
	Department Entry	Additional premiums for coverage added during the year			
46-200	Repair and Maintenance Services Repairs and Maintenance	34,057.59	65,000.00	40,000.00	60,000.00
	Comments				
	Level	Comment			
	Department Entry	Repairs & maintenance for damages not covered by insurance & claims paid pending subrogation			
49-000	Other Current Charges and Obligations Other Current Charges	3,654.22	.00	4,174.00	6,000.00
	Comments				
	Level	Comment			
	Department Entry	Safety apparel			
63-400	Infrastructure Land Improvements	.00	730,000.00	.00	.00
	Activity 519 - Other General Government Service Totals	\$1,070,948.91	\$2,587,904.00	\$1,818,078.00	\$2,251,188.00
	Program 00 - None Totals	\$1,070,948.91	\$2,587,904.00	\$1,818,078.00	\$2,251,188.00
	Division 6500 - Risk Management Totals	\$1,070,948.91	\$2,587,904.00	\$1,818,078.00	\$2,251,188.00
	Department 19 - Non-Departmental Totals	\$1,070,948.91	\$2,587,904.00	\$1,818,078.00	\$2,251,188.00
	Fund 501 - Risk Management Totals	\$1,070,948.91	\$2,587,904.00	\$1,818,078.00	\$2,251,188.00
	Net Grand Totals	\$1,070,948.91	\$2,587,904.00	\$1,818,078.00	\$2,251,188.00





# INFORMATION TECHNOLOGY

## Organization Chart



## Information Technology

### *Services, Functions and Activities*

The Information Technology Fund, created in FY2023 as an Internal Service Fund of the Village Manager's Department, is committed to modernizing and optimizing the IT infrastructure in alignment with the Strategic Management Plan. This includes replacing outdated servers, addressing growing software requirements, and implementing robust cybersecurity measures. These efforts are designed to support the strategic goal of enhancing operational efficiency and ensuring the resilience and security of our IT systems.

### *Goals & Objectives*

The Information Technology department's goals, as outlined in the Strategic Management Plan, are resiliency and innovation. This translates to enhance the Village systems cybersecurity posture and deploy a robust disaster recovery and business continuity plan. Key initiatives include a Village-wide hardware refresh of our firewalls with a five-year lifecycle to strengthen network security, establishing a colocation contract for disaster recovery to ensure data resilience, and deploying an endpoint management system to better manage and secure user devices. We will also perform application upgrades that require new database licensing for records and finance applications, ensuring compliance and functionality for at least three years. Additionally, the deployment of new colocation infrastructure will include installing new switches and firewalls with a five-year lifecycle. Furthermore, we plan to migrate our email application to the cloud to enhance accessibility and reliability. Through these actions, we aim to prevent and mitigate any security incidents, ensure a comprehensive disaster recovery plan with regular drills and tests, secure full employee participation in cybersecurity training, and complete the planned hardware and software upgrades. These initiatives are crucial for achieving the strategic objectives of maintaining a resilient and secure IT environment, as detailed in the Strategic Management Plan.

### Performance Measures

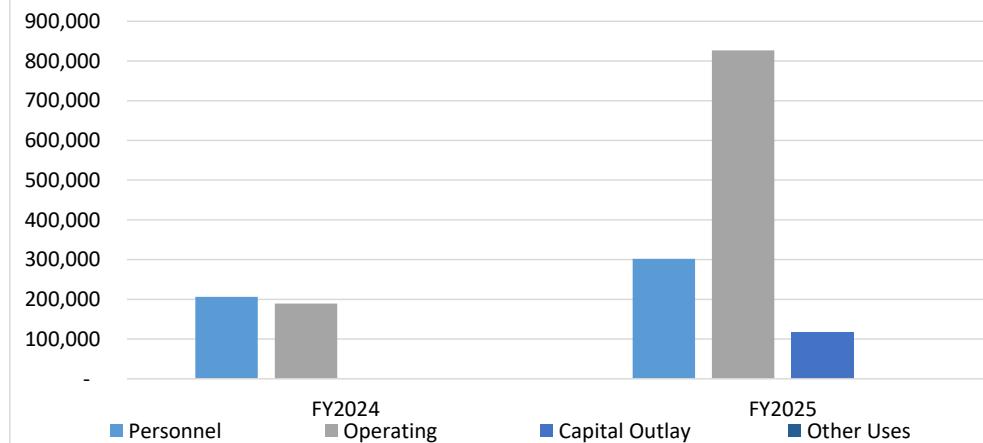
	<i>FY2024 Estimated</i>	<i>FY2024 Actuals (through 5/31/24)</i>	<i>FY2025 Estimated</i>
Ticket system tickets per month	80	171	180
Installation of new servers Village Hall	14	14	N/A

### Information Technology

#### Budget Highlights

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 206,476	\$ 302,116	\$ 95,640
Operating Expenditures/Expenses	189,369	826,859	637,490
Capital Outlay .....	351,581	117,000	(234,581)
Other Uses.....	-	-	-
TOTAL .....	<u>\$ 747,426</u>	<u>\$ 1,245,975</u>	<u>\$ 498,549</u>

#### Information Technology Budgeted Expenditures





# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 520	Information Technology				
Department 17	Information Technology				
Division 0700	Information Technology				
Program 00	None				
Activity 519	Other General Government Service				
11-100	Executive Salaries Executive Benefit	3,187.50	3,250.00	3,250.00	3,250.00
	Comments				
	Level	Comment			
	Department Entry	Executive benefit package			
12-000	Regular Salaries and Wages Salaries	141,858.17	154,816.00	154,816.00	236,791.00
	Comments				
	Level	Comment			
	Department Entry	(1) IT Manager, (1) IT Technician & (1) System Administrator			
14-000	Overtime Overtime	1,623.77	4,000.00	6,000.00	2,000.00
	Comments				
	Level	Comment			
	Department Entry	Estimated overtime costs			
21-000	Payroll Taxes Employer Fica and Medicare	9,871.87	12,398.00	12,550.00	18,514.00
	Comments				
	Level	Comment			
	Department Entry	Social Security & Medicare taxes			
22-000	Retirement Contributions Pension Contribution	13,546.49	16,552.00	16,552.00	17,160.00
	Comments				
	Level	Comment			
	Department Entry	Annual employer actuarially calculated pension contribution			
23-000	Life and Health Insurance Health Insurance	11,474.40	14,916.00	14,915.00	23,519.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for health insurance benefits			
23-100	Life and Health Insurance Dental	195.20	254.00	254.00	384.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for dental insurance benefits			



# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>520 - Information Technology</b>				
Department	<b>17 - Information Technology</b>				
Division	<b>0700 - Information Technology</b>				
Program	<b>00 - None</b>				
Activity	<b>519 - Other General Government Service</b>				
23-200	Life and Health Insurance Long-Term Care	.00	130.00	130.00	100.00
	Comments				
	Level	Comment			
	Department Entry	Estimated annual employee costs for long-term care insurance benefits			
24-000	Workers' Compensation Workers' Compensation	158.00	160.00	160.00	398.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs of workers' compensation premiums			
31-100	Professional Services Technology	26,008.07	15,000.00	10,000.00	15,000.00
	Comments				
	Level	Comment			
	Department Entry	To complete additional tasks and projects like keeping phone system up to date, assisting with the deployment of security equipment, transitioning email system to cloud.			
34-000	Other Services Contract Services	4,518.75	.00	45,000.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Contract services for monitoring network systems and phone system and maintain village server systems up to date.			
40-000	Travel and Per Diem Travel	3.16	1,000.00	250.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Allowance for traveling to conferences or training.			
40-100	Travel and Per Diem Per Diem Allowance	.00	.00	.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Travel allowance to conferences and training.			
41-100	Communications Services Cellular	520.46	1,100.00	1,000.00	1,800.00
	Comments				
	Level	Comment			
	Department Entry	Cellular plans for IT staff			



# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	520 - Information Technology				
Department	17 - Information Technology				
Division	0700 - Information Technology				
Program	00 - None				
Activity	519 - Other General Government Service				
45-000	Insurance ISF: Risk Management	5,892.00	8,218.00	8,218.00	12,762.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for property, casualty & general liability insurance premiums			
46-000	Repair and Maintenance Services ISF: Fleet Management	6,745.00	6,551.00	6,551.00	12,480.00
	Comments				
	Level	Comment			
	Department Entry	Fleet car maintenance and repairs.			
49-300	Other Current Charges and Obligations Software Licensing	93,667.33	130,000.00	130,000.00	125,000.00
	Comments				
	Level	Comment			
	Department Entry	Licensing dues for software and hardware that supports the village main systems.			
51-000	Office Supplies Office Supplies	824.41	500.00	500.00	500.00
	Comments				
	Level	Comment			
	Department Entry	Paper, pens, staples, desk items for day to day use.			
52-200	Operating Supplies Other Operating Supplies	84,402.56	3,000.00	3,000.00	2,000.00
	Comments				
	Level	Comment			
	Department Entry	Office supplies, work bench, tables or storage cabinets.			
52-225	Operating Supplies Computer	6,107.94	14,000.00	14,000.00	14,000.00
	Comments				
	Level	Comment			
	Department Entry	Replacing damaged/broken and aging hardware or purchasing needed software for IT troubleshooting operations.			
54-000	Books, Publications, Subscriptions, and Memberships Dues, Memberships and Subs	6,772.12	2,000.00	2,000.00	65,000.00
	Comments				
	Level	Comment			
	Department Entry	Subscriptions services including end point management, email cloud service, colocation disaster recovery and hosting, other subscriptions as necessary			



# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 520	Information Technology				
Department 17	Information Technology				
Division 0700	Information Technology				
Program 00	None				
Activity 519	Other General Government Service				
55-000	Training Training and Education	492.00	8,000.00	4,000.00	6,786.00
	Comments				
	Level	Comment			
	Department Entry	Training to maintain staff knowledge up to date with the current technologies that support the village.			
64-000	Machinery and Equipment Machinery and Equipment	202,081.00	337,081.00	350,000.00	23,000.00
	Comments				
	Level	Comment			
	Department Entry	Firewall upgrade and hardware for disaster recovery site			
68-000	Intangible Assets Intangible Assets	.00	14,500.00	14,500.00	.00
	Comments				
	Level	Comment			
	Department Entry	Endpoint Management System & Upgrade of Village-wide Firewalls			
	Activity 519 - Other General Government Service Totals	\$619,950.20	\$747,426.00	\$797,646.00	\$583,444.00
	Program 00 - None Totals	\$619,950.20	\$747,426.00	\$797,646.00	\$583,444.00
	Program 01 - Mayor & Council				
	Activity 519 - Other General Government Service				
34-000	Other Services Contract Services	.00	.00	.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Copier contract			
41-100	Communications Services Cellular	.00	.00	.00	4,200.00
	Comments				
	Level	Comment			
	Department Entry	FirstNet cell lines council and iPads data plans.			
	Activity 519 - Other General Government Service Totals	\$0.00	\$0.00	\$0.00	\$5,200.00
	Program 01 - Mayor & Council Totals	\$0.00	\$0.00	\$0.00	\$5,200.00



# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 520 - Information Technology					
Department 17 - Information Technology					
Division 0700 - Information Technology					
Program 03 - Aquatics Center					
Activity 519 - Other General Government Service					
41-200	Communications Services Internet	.00	.00	.00	7,800.00
	Comments				
	Level				
	Department Entry				Dedicated main internet connection and backup internet connection.
	Activity 519 - Other General Government Service Totals	\$0.00	\$0.00	\$0.00	\$7,800.00
	Program 03 - Aquatics Center Totals	\$0.00	\$0.00	\$0.00	\$7,800.00
Program 07 - Finance					
Activity 519 - Other General Government Service					
31-100	Professional Services Technology	.00	.00	.00	33,000.00
	Comments				
	Level				
	Department Entry				Software maintenance renewals.
34-000	Other Services Contract Services	.00	.00	.00	1,000.00
	Comments				
	Level				
	Department Entry				Copier contract
41-100	Communications Services Cellular	.00	.00	.00	600.00
	Comments				
	Level				
	Department Entry				Finance Director cell line
41-200	Communications Services Internet	.00	.00	.00	4,849.00
	Comments				
	Level				
	Department Entry				Internet services Village Hall cost.
68-000	Intangible Assets Intangible Assets	.00	.00	.00	24,000.00
	Comments				
	Level				
	Department Entry				Database licensing for ERP system upgrade
	Activity 519 - Other General Government Service Totals	\$0.00	\$0.00	\$0.00	\$63,449.00
	Program 07 - Finance Totals	\$0.00	\$0.00	\$0.00	\$63,449.00





# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 520	Information Technology				
Department 17	Information Technology				
Division 0700	Information Technology				
Program 08	Human Resources				
Activity 519	Other General Government Service				
34-000	Other Services Contract Services	.00	.00	.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Copier contract Village Hall			
41-100	Communications Services Cellular	.00	.00	.00	600.00
	Comments				
	Level	Comment			
	Department Entry	HR director cell line.			
41-200	Communications Services Internet	.00	.00	.00	539.00
	Comments				
	Level	Comment			
	Department Entry	Village Hall internet contract.			
	Activity 519 - Other General Government Service Totals	\$0.00	\$0.00	\$0.00	\$2,139.00
	Program 08 - Human Resources Totals	\$0.00	\$0.00	\$0.00	\$2,139.00
Program 09	Village Clerk				
Activity 519	Other General Government Service				
31-100	Professional Services Technology	.00	.00	.00	17,000.00
	Comments				
	Level	Comment			
	Department Entry	Software contracts yearly renewal. Granicus and others.			
34-000	Other Services Contract Services	.00	.00	.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Copier contract Village Hall.			
41-100	Communications Services Cellular	.00	.00	.00	1,320.00
	Comments				
	Level	Comment			
	Department Entry	Clerk iPad data plan and FirstNet cell plan.			



# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>520 - Information Technology</b>				
Department	<b>17 - Information Technology</b>				
Division	<b>0700 - Information Technology</b>				
Program	<b>09 - Village Clerk</b>				
Activity	<b>519 - Other General Government Service</b>				
41-200	Communications Services Internet	.00	.00	.00	1,078.00
	Comments				
	Level				
	Department Entry				Village Hall internet cost.
68-000	Intangible Assets Intangible Assets	.00	.00	.00	6,000.00
	Comments				
	Level				
	Department Entry				Cost of records application database licensing
	Activity	\$0.00	\$0.00	\$0.00	\$26,398.00
	Service Totals				
	Program	\$0.00	\$0.00	\$0.00	\$26,398.00
	Program				
	<b>30 - Parks &amp; Recreation Admin</b>				
Activity	<b>519 - Other General Government Service</b>				
31-100	Professional Services Technology	.00	.00	.00	8,500.00
	Comments				
	Level				
	Department Entry				Software subscription renewal
41-100	Communications Services Cellular	.00	.00	.00	1,080.00
	Comments				
	Level				
	Department Entry				Director Cell line and hotspot data plan.
	Activity	\$0.00	\$0.00	\$0.00	\$9,580.00
	Service Totals				
	Program	\$0.00	\$0.00	\$0.00	\$9,580.00
	Program				
	<b>30 - Parks &amp; Recreation Admin Totals</b>				



# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 520	Information Technology				
Department 17	Information Technology				
Division 0700	Information Technology				
Program 32	Athletics				
Activity 519	Other General Government Service				
34-000	Other Services Contract Services	.00	.00	.00	4,000.00
	Comments				
	Level				
	Department Entry				Copier contract Field House
41-100	Communications Services Cellular	.00	.00	.00	3,360.00
	Comments				
	Level				
	Department Entry				Cell lines and Data plans for iPads Field House
	Activity 519 - Other General Government Service Totals	\$0.00	\$0.00	\$0.00	\$7,360.00
	Program 32 - Athletics Totals	\$0.00	\$0.00	\$0.00	\$7,360.00
Program 33	Community Center				
Activity 519	Other General Government Service				
34-000	Other Services Contract Services	.00	.00	.00	6,000.00
	Comments				
	Level				
	Department Entry				Copier contracts
41-100	Communications Services Cellular	.00	.00	.00	600.00
	Comments				
	Level				
	Department Entry				Cell phones
41-200	Communications Services Internet	.00	.00	.00	12,000.00
	Comments				
	Level				
	Department Entry				Internet services
	Activity 519 - Other General Government Service Totals	\$0.00	\$0.00	\$0.00	\$18,600.00
	Program 33 - Community Center Totals	\$0.00	\$0.00	\$0.00	\$18,600.00



# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 520 - Information Technology					
Department 17 - Information Technology					
Division 0700 - Information Technology					
Program 41 - Transportation					
Activity 519 - Other General Government Service					
31-100	Professional Services Technology	.00	.00	.00	2,000.00
	Comments				
	Level				
	Department Entry				Work order system maintenance
34-000	Other Services Contract Services	.00	.00	.00	334.00
	Comments				
	Level				
	Department Entry				Copier costs
41-200	Communications Services Internet	.00	.00	.00	1,100.00
	Comments				
	Level				
	Department Entry				Internet services
	Activity 519 - Other General Government Service	\$0.00	\$0.00	\$0.00	\$3,434.00
	Service Totals				
	Program 41 - Transportation Totals	\$0.00	\$0.00	\$0.00	\$3,434.00
Program 60 - Fleet Management					
Activity 519 - Other General Government Service					
31-100	Professional Services Technology	.00	.00	.00	10,000.00
	Comments				
	Level				
	Department Entry				Software renewals Fleet
34-000	Other Services Contract Services	.00	.00	.00	667.00
	Comments				
	Level				
	Department Entry				Copier costs



# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 520	Information Technology				
Department 17	Information Technology				
Division 0700	Information Technology				
Program 60	Fleet Management				
Activity 519	Other General Government Service				
41-200	Communications Services Internet	.00	.00	.00	2,200.00
	Comments				
	Level				
	Department Entry				
	Internet services				
	Activity 519 - Other General Government Service Totals	\$0.00	\$0.00	\$0.00	\$12,867.00
	Program 60 - Fleet Management Totals	\$0.00	\$0.00	\$0.00	\$12,867.00
Program 61	Building				
Activity 519	Other General Government Service				
31-100	Professional Services Technology	.00	.00	.00	88,561.00
	Comments				
	Level				
	Department Entry				
	Software renewals Building department				
34-000	Other Services Contract Services	.00	.00	.00	1,000.00
	Comments				
	Level				
	Department Entry				
	Copier contract cost Village Hall				
41-100	Communications Services Cellular	.00	.00	.00	4,080.00
	Comments				
	Level				
	Department Entry				
	Cell Plans for Director and Plan Examiner plus data plans for all inspector iPads				
41-200	Communications Services Internet	.00	.00	.00	8,620.00
	Comments				
	Level				
	Department Entry				
	Internet cost Village Hall				
68-000	Intangible Assets Intangible Assets	.00	.00	.00	6,000.00
	Activity 519 - Other General Government Service Totals	\$0.00	\$0.00	\$0.00	\$108,261.00
	Program 61 - Building Totals	\$0.00	\$0.00	\$0.00	\$108,261.00



# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 520 - Information Technology					
Department 17 - Information Technology					
Division 0700 - Information Technology					
Program 62 - Neighborhood Services					
Activity 519 - Other General Government Service					
31-100	Professional Services Technology	.00	.00	.00	22,000.00
	Comments				
	Level				
	Department Entry				Neighborhood Services Software subscription cost.
34-000	Other Services Contract Services	16,606.08	.00	.00	2,000.00
	Comments				
	Level				
	Department Entry				Copier contract Neighborhood Services.
41-100	Communications Services Cellular	.00	.00	.00	2,040.00
	Comments				
	Level				
	Department Entry				Cell lines and iPad data plans for manager and code officer.
41-200	Communications Services Internet	.00	.00	.00	1,616.00
	Comments				
	Level				
	Department Entry				Internet cost Village Hall.
	Activity 519 - Other General Government Service Totals	\$16,606.08	\$0.00	\$0.00	\$27,656.00
	Program 62 - Neighborhood Services Totals	\$16,606.08	\$0.00	\$0.00	\$27,656.00
Program 63 - Police					
Activity 519 - Other General Government Service					
31-100	Professional Services Technology	.00	.00	.00	131,125.00
	Comments				
	Level				
	Department Entry				IT applications recurring subscriptions.
34-000	Other Services Contract Services	.00	.00	.00	14,400.00
	Comments				
	Level				
	Department Entry				Copier and printers lease contract.



# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>520 - Information Technology</b>				
Department	<b>17 - Information Technology</b>				
Division	<b>0700 - Information Technology</b>				
Program	<b>63 - Police</b>				
Activity	<b>519 - Other General Government Service</b>				
41-000	Communications Services Telephone	.00	.00	.00	18,000.00
	Comments				
	Level				
	Department Entry				Current copper backup lines monthly bill.
41-100	Communications Services Cellular	.00	.00	.00	52,000.00
	Comments				
	Level				
	Department Entry				Cellphone lines recurring cost, Command Staff phones, and mobile units wireless internet connections.
41-200	Communications Services Internet	.00	.00	.00	18,000.00
	Comments				
	Level				
	Department Entry				Main and backup Internet Services monthly recurring cost.
64-000	Machinery and Equipment Machinery and Equipment	.00	.00	.00	58,000.00
	Comments				
	Level				
	Department Entry				Access control server & (27) desktop computers
	Manager Review				27 Desktop Computers
	Activity	\$0.00	\$0.00	\$0.00	\$291,525.00
	Service Totals				
	Program	\$0.00	\$0.00	\$0.00	\$291,525.00
	Program				
	<b>65 - Facilities Management/Streets</b>				
Activity	<b>519 - Other General Government Service</b>				
31-100	Professional Services Technology	.00	.00	.00	4,000.00
	Comments				
	Level				
	Department Entry				Software renewal for Fleet



# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 520 - Information Technology					
Department 17 - Information Technology					
Division 0700 - Information Technology					
Program 65 - Facilities Management/Streets					
Activity 519 - Other General Government Service					
34-000	Other Services Contract Services	.00	.00	.00	666.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Copier costs				
41-200	Communications Services Internet	.00	.00	.00	2,200.00
	Activity 519 - Other General Government	\$0.00	\$0.00	\$0.00	\$6,866.00
	Service Totals				
	Program 65 - Facilities Management/Streets	\$0.00	\$0.00	\$0.00	\$6,866.00
	Totals				
Program 66 - Public Works Administration					
Activity 519 - Other General Government Service					
31-100	Professional Services Technology	.00	.00	.00	4,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Work order system maintenance				
34-000	Other Services Contract Services	.00	.00	.00	667.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Copier contract Public works				
41-100	Communications Services Cellular	.00	.00	.00	2,400.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Director cell plan plus iPad data plan, Assistant Director cell plan and purchasing cell line.				
41-200	Communications Services Internet	.00	.00	.00	2,200.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Main internet and backup connection Public Works.				
	Activity 519 - Other General Government	\$0.00	\$0.00	\$0.00	\$9,267.00
	Service Totals				





# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 520	Information Technology				
Department 17	Information Technology				
Division 0700	Information Technology				
Program 66	Public Works Administration Totals	\$0.00	\$0.00	\$0.00	\$9,267.00
Program 69	Village Manager				
Activity 519	Other General Government Service				
34-000	Other Services Contract Services	.00	.00	.00	1,000.00
	Comments				
	Level				
	Department Entry				Copier contract cost Village Hall.
41-100	Communications Services Cellular	.00	.00	.00	1,800.00
	Comments				
	Level				
	Department Entry				Cell data plans for Village Manager, Deputy Village Manager and Village Manager's Assistant.
41-200	Communications Services Internet	.00	.00	.00	2,155.00
	Comments				
	Level				
	Department Entry				Internet cost Village Hall.
	Activity 519 - Other General Government Service Totals	\$0.00	\$0.00	\$0.00	\$4,955.00
	Program 69 - Village Manager Totals	\$0.00	\$0.00	\$0.00	\$4,955.00
Program 70	Planning, Zoning & Resiliency				
Activity 519	Other General Government Service				
31-100	Professional Services Technology	.00	.00	.00	22,500.00
	Comments				
	Level				
	Department Entry				Software subscriptions Planning.
34-000	Other Services Contract Services	.00	.00	.00	1,000.00
	Comments				
	Level				
	Department Entry				Copier contract cost Village Hall.
41-100	Communications Services Cellular	.00	.00	.00	600.00
	Comments				
	Level				
	Department Entry				Director cell line cost.



# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 520	Information Technology				
Department 17	Information Technology				
Division 0700	Information Technology				
Program 70	Planning, Zoning & Resiliency				
Activity 519	Other General Government Service				
41-200	Communications Services Internet	.00	.00	.00	1,616.00
	Comments				
	Level				
	Department Entry				Internet connection cost Village Hall.
	Activity 519 - Other General Government Service Totals	\$0.00	\$0.00	\$0.00	\$25,716.00
	Program 70 - Planning, Zoning & Resiliency Totals	\$0.00	\$0.00	\$0.00	\$25,716.00
	Program 71 - Solid Waste				
	Activity 519 - Other General Government Service				
31-100	Professional Services Technology	.00	.00	.00	4,000.00
	Comments				
	Level				
	Department Entry				Software maintenance
34-000	Other Services Contract Services	.00	.00	.00	667.00
	Comments				
	Level				
	Department Entry				Copier costs
41-100	Communications Services Cellular	.00	.00	.00	1,080.00
	Comments				
	Level				
	Department Entry				Cell plan and iPad data plan for foreman.
41-200	Communications Services Internet	.00	.00	.00	2,200.00
	Comments				
	Level				
	Department Entry				Internet services
	Activity 519 - Other General Government Service Totals	\$0.00	\$0.00	\$0.00	\$7,947.00
	Program 71 - Solid Waste Totals	\$0.00	\$0.00	\$0.00	\$7,947.00



# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 520	Information Technology				
Department 17	Information Technology				
Division 0700	Information Technology				
Program 73	LOGT				
Activity 519	Other General Government Service				
31-100	Professional Services Technology	.00	.00	.00	2,000.00
	Comments				
	Level				
	Department Entry				Work order system maintenance
34-000	Other Services Contract Services	.00	.00	.00	333.00
	Comments				
	Level				
	Department Entry				Copier costs
41-200	Communications Services Internet	.00	.00	.00	1,100.00
	Comments				
	Level				
	Department Entry				Internet services
	Activity 519 - Other General Government Service Totals	\$0.00	\$0.00	\$0.00	\$3,433.00
	Program 73 - LOGT Totals	\$0.00	\$0.00	\$0.00	\$3,433.00
Program 78	Facilities Management				
Activity 519	Other General Government Service				
31-100	Professional Services Technology	.00	.00	.00	4,000.00
	Comments				
	Level				
	Department Entry				Software renewal and subscriptions.
34-000	Other Services Contract Services	.00	.00	.00	667.00
	Comments				
	Level				
	Department Entry				Copier costs
41-100	Communications Services Cellular	.00	.00	.00	600.00
	Comments				
	Level				
	Department Entry				Facilities manager cell phone plan.



# INFORMATION TECHNOLOGY FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 520 - Information Technology					
Department 17 - Information Technology					
Division 0700 - Information Technology					
Program 78 - Facilities Management					
Activity 519 - Other General Government Service					
41-200	Communications Services Internet	.00	.00	.00	2,200.00
	Comments				
	Level				
	Department Entry				
	Activity 519 - Other General Government Service	\$0.00	\$0.00	\$0.00	\$7,467.00
	Service Totals				
	Program 78 - Facilities Management Totals	\$0.00	\$0.00	\$0.00	\$7,467.00
	Program 80 - Brockway Memorial Library				
	Activity 519 - Other General Government Service				
31-100	Professional Services Technology	.00	.00	.00	3,444.00
	Comments				
	Level				
	Department Entry				
	Activity 519 - Other General Government Service	\$0.00	\$0.00	\$0.00	\$12,611.00
	Service Totals				
	Program 80 - Brockway Memorial Library Totals	\$0.00	\$0.00	\$0.00	\$12,611.00
	Division 0700 - Information Technology Totals	\$636,556.28	\$747,426.00	\$797,646.00	\$1,245,975.00
	Department 17 - Information Technology Totals	\$636,556.28	\$747,426.00	\$797,646.00	\$1,245,975.00
	Fund 520 - Information Technology Totals	\$636,556.28	\$747,426.00	\$797,646.00	\$1,245,975.00
	Net Grand Totals	\$636,556.28	\$747,426.00	\$797,646.00	\$1,245,975.00

## **Public Works Fleet Management**

### ***Services, Functions and Activities***

The Fleet Management Fund, created in FY2000 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 Management 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 receives the Fund's services.

### ***Goals & Objectives***

Serving our community with integrity and professionalism, the goals and objectives of the Fleet Management Division of Public Works are to acquire and maintain the entire Village-owned fleet of vehicles within the municipal inventory. Emphasizing responsive service and affordability, the Fleet Management Division will continue to support the construction or repair of other Village properties. This includes repairing and assembling damaged street signs and alley gates, as well as performing tasks such as metal and wood fabrication. This division will track the repairs to the Village fleet and maintain a record of all repairs made to Village facilities, ensuring they remain welcoming and economically viable..

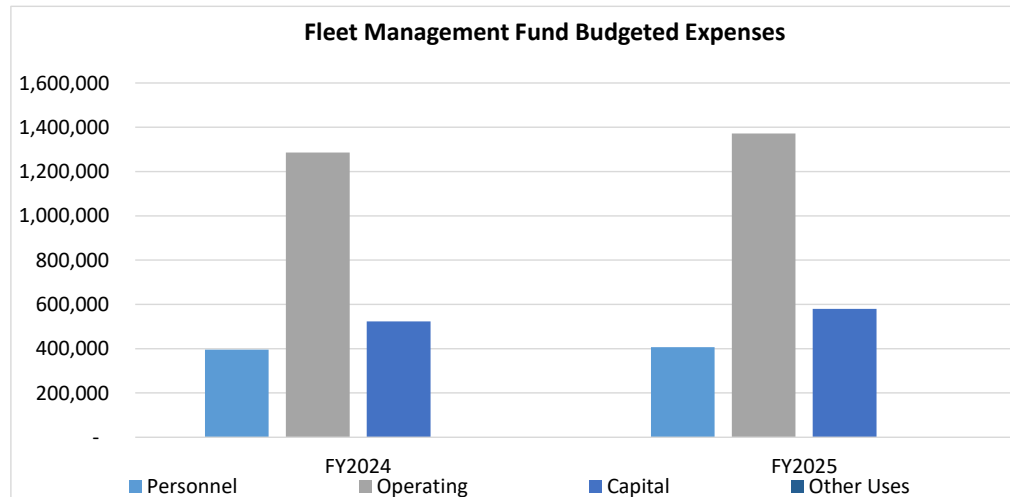
### *Performance Measures*

	<i>FY2024 Estimated</i>	<i>FY2024 Actuals (through 3/31/24)</i>	<i>FY2025 Estimated</i>
All Types of Tire Repairs	125	135	150
Garbage Truck Fleet Management Per Year	210	185	210
Heavy Equipment Fleet Management Per Year	240	175	240
Police Vehicle Fleet Management Per Year	1,040	520	1,040

### Public Works Fleet Management

#### Budget Highlights

	<u>FY2024</u>	<u>FY2025</u>	<u>Change</u>
Personnel Services.....	\$ 395,670	\$ 406,575	\$ 10,905
Operating Expenditures/Expenses .....	1,285,955	1,371,401	85,446
Capital Outlay .....	522,912	580,000	57,088
Other Uses.....	-	25,911	25,911
<b>TOTAL .....</b>	<b>\$ 2,204,537</b>	<b>\$ 2,383,887</b>	<b>\$ 179,350</b>





# FLEET MANAGEMENT FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 550 - Fleet Management					
Department 39 - Public Works					
Division 6000 - Fleet Management					
Program 00 - None					
Activity 539 - Other Physical Environment					
12-000	Regular Salaries and Wages Salaries	188,350.32	289,034.00	275,000.00	294,711.00
	Comments				
	Level				
	Department Entry	(1) Fleet Foreman, (3) Mechanics & (1) ,Operations Manager (allocated with Public Works Divisions: Fleet Maintenance (50%) & Solid Waste (50%)), (1) Small Equipment Service Technician			
14-000	Overtime Overtime	10,747.78	10,500.00	14,600.00	12,000.00
	Comments				
	Level				
	Department Entry	Estimated overtime costs			
16-000	Compensated Annual Leave Vacation	10,014.42	.00	.00	.00
18-100	Compensated Compensatory Leave Longevity	3,250.00	3,750.00	5,000.00	3,750.00
	Comments				
	Level				
	Department Entry	Benefit paid to tenured employees per policy			
21-000	Payroll Taxes Employer Fica and Medicare	15,269.66	22,913.00	22,550.00	23,463.00
	Comments				
	Level				
	Department Entry	Social Security & Medicare Taxes			
22-000	Retirement Contributions Pension Contribution	23,738.43	19,375.00	19,375.00	21,360.00
	Comments				
	Level				
	Department Entry	Actuarially calculated required employer contribution for the4 General Employee Pension Plan			
23-000	Life and Health Insurance Health Insurance	28,847.39	37,290.00	30,000.00	39,480.00
	Comments				
	Level				
	Department Entry	Estimated annual employee costs for health insurance benefits			
23-100	Life and Health Insurance Dental	493.27	634.00	600.00	640.00
	Comments				
	Level				
	Department Entry	Estimated annual employee costs for dental insurance benefits			



# FLEET MANAGEMENT FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 550	Fleet Management				
Department 39	Public Works				
Division 6000	Fleet Management				
Program 00	None				
Activity 539	Other Physical Environment				
23-200	Life and Health Insurance Long-Term Care	287.92	366.00	325.00	429.00
	Comments				
	Level				
	Department Entry				Estimated annual employee costs for long-term care insurance benefits
24-000	Workers' Compensation Workers' Compensation	5,101.00	4,308.00	4,308.00	9,142.00
	Comments				
	Level				
	Department Entry				Allocated costs of worker's compensation premiums paid to the Florida League
26-000	Other Postemployment Benefits (OPEB) OPEB	91.63	7,500.00	7,500.00	1,600.00
31-100	Professional Services Technology	.00	6,000.00	.00	6,000.00
	Comments				
	Level				
	Department Entry				Purchase of a Work Order System (30,000 allocated between Public Works Parks, Streets, Stormwater, Administration, Solid Waste & Fleet Management)
40-000	Travel and Per Diem Travel	21.28	100.00	20.00	100.00
	Comments				
	Level				
	Department Entry				Sunpass
41-520	Communications Services ISF: Information Technology	8,912.00	7,858.00	7,858.00	22,974.00
	Comments				
	Level				
	Department Entry				Allocated costs for operating the Village's information technology
43-100	Utility Services Electric	18,023.79	18,000.00	19,500.00	20,000.00
	Comments				
	Level				
	Department Entry				Estimated annual costs for electrical services based on current actual FPL usage
43-200	Utility Services Water	3,982.80	2,500.00	2,500.00	2,500.00
	Comments				
	Level				
	Department Entry				Estimated annual costs for water consumption, overage due to leak in the line





# FLEET MANAGEMENT FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 550 - Fleet Management					
Department 39 - Public Works					
Division 6000 - Fleet Management					
Program 00 - None					
Activity 539 - Other Physical Environment					
44-000	Rentals and Leases Equipment Rental	2,188.94	800.00	1,000.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Equipment Rental			
45-000	Insurance ISF: Risk Management	21,807.00	40,179.00	40,179.00	60,597.00
	Comments				
	Level	Comment			
	Department Entry	Allocated costs for property, casualty & general liability insurance premiums			
45-100	Insurance ISF: Auto Insurance	111,500.00	114,850.00	114,850.00	134,080.00
	Comments				
	Level	Comment			
	Department Entry	Consolidated costs for automobile & equipment liability for the Village Fleet			
46-200	Repair and Maintenance Services Repairs and Maintenance	14,491.12	5,000.00	7,500.00	5,000.00
	Comments				
	Level	Comment			
	Department Entry	Repair & Maintenance			
49-000	Other Current Charges and Obligations Other Current Charges	2,640.00	.00	.00	.00
49-800	Other Current Charges and Obligations Licenses and Permits	1,600.22	.00	.00	.00
	Comments				
	Level	Comment			
	Department Entry	Annual fee to operate Facility			
51-000	Office Supplies Office Supplies	.00	100.00	100.00	100.00
	Comments				
	Level	Comment			
	Department Entry	General office supplies			
52-110	Operating Supplies Solvents	2,233.58	1,500.00	2,000.00	2,000.00
	Comments				
	Level	Comment			
	Department Entry	Special Fleet solvent cost			



# FLEET MANAGEMENT FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 550 - Fleet Management					
Department 39 - Public Works					
Division 6000 - Fleet Management					
Program 00 - None					
Activity 539 - Other Physical Environment					
52-120	Operating Supplies Oil, Lubricants and Other Fluids	3,019.34	3,500.00	3,000.00	3,500.00
	Comments				
	Level	Comment			
	Department Entry	Specialized oil used on Police vehicles			
52-130	Operating Supplies Village Hall Generator - Gas	2,429.00	1,000.00	1,000.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Diesel for the generator at Village Hall			
52-200	Operating Supplies Other Operating Supplies	46,705.01	35,000.00	35,000.00	35,000.00
	Comments				
	Level	Comment			
	Department Entry	Material & 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	4,564.01	12,000.00	10,000.00	12,000.00
	Comments				
	Level	Comment			
	Department Entry	Repairs, materials & supplies to upgrade older vehicles			
52-230	Operating Supplies Outfitting	36,254.86	75,000.00	40,000.00	75,000.00
	Comments				
	Level	Comment			
	Department Entry	Costs for outfitting new vehicles			
52-300	Operating Supplies Kitchen	861.16	1,000.00	1,000.00	1,000.00
	Comments				
	Level	Comment			
	Department Entry	Kitchen supplies			
52-400	Operating Supplies Uniforms	1,107.15	1,250.00	1,250.00	1,500.00
	Comments				
	Level	Comment			
	Department Entry	Per employee funding for contractually specified uniform (10) shirts & (5) pants			



# FLEET MANAGEMENT FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>550 - Fleet Management</b>				
Department	<b>39 - Public Works</b>				
Division	<b>6000 - Fleet Management</b>				
Program	<b>00 - None</b>				
Activity	<b>539 - Other Physical Environment</b>				
55-000	Training Training and Education	269.85	1,600.00	1,000.00	1,500.00
	Comments				
	Level	Comment			
	Department Entry	Re-certification training for mechanics			
59-000	Depreciation Depreciation	321,352.99	310,518.00	301,700.00	328,000.00
	Comments				
	Level	Comment			
	Department Entry	Depreciation			
64-000	Machinery and Equipment Machinery and Equipment	.00	62,500.00	.00	500,000.00
	Comments				
	Level	Comment			
	Department Entry	Fuel Tank Replacement			
64-100	Machinery and Equipment Vehicles	268,411.01	460,412.00	.00	80,000.00
	Comments				
	Level	Comment			
	Department Entry	Building Director Vehicle & Police Van			
99-000	Other Uses Contingency	.00	.00	.00	25,911.00
Activity	<b>539 - Other Physical Environment Totals</b>	<b>\$1,158,566.93</b>	<b>\$1,556,337.00</b>	<b>\$968,715.00</b>	<b>\$1,725,337.00</b>
Program	<b>00 - None Totals</b>	<b>\$1,158,566.93</b>	<b>\$1,556,337.00</b>	<b>\$968,715.00</b>	<b>\$1,725,337.00</b>
Program	<b>60 - Fleet Management</b>				
Activity	<b>539 - Other Physical Environment</b>				
46-100	Repair and Maintenance Services Vehicle Maintenance	2,005.70	750.00	700.00	700.00
	Comments				
	Level	Comment			
	Department Entry	Vehicle Maintenance costs			



# FLEET MANAGEMENT FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 550 - Fleet Management					
Department 39 - Public Works					
Division 6000 - Fleet Management					
Program 60 - Fleet Management					
Activity 539 - Other Physical Environment					
52-100	Operating Supplies Gas, Oil and Lubricants	3,133.79	2,750.00	2,500.00	2,750.00
	Comments				
	Level	Comment			
	Department Entry	Fuel & Lubricant costs			
52-700	Operating Supplies Tires	.00	500.00	500.00	500.00
	Comments				
	Level	Comment			
	Department Entry	Tires			
Activity 539 - Other Physical Environment Totals		\$5,139.49	\$4,000.00	\$3,700.00	\$3,950.00
Program 60 - Fleet Management Totals		\$5,139.49	\$4,000.00	\$3,700.00	\$3,950.00
Program 61 - Building					
Activity 539 - Other Physical Environment					
46-100	Repair and Maintenance Services Vehicle Maintenance	730.85	500.00	.00	500.00
	Comments				
	Level	Comment			
	Department Entry	Vehicle maintenance costs			
52-100	Operating Supplies Gas, Oil and Lubricants	1,424.81	1,200.00	.00	1,200.00
	Comments				
	Level	Comment			
	Department Entry	Fuel & lubricant costs			
52-700	Operating Supplies Tires	.00	400.00	.00	800.00
	Comments				
	Level	Comment			
	Department Entry	Tires			
Activity 539 - Other Physical Environment Totals		\$2,155.66	\$2,100.00	\$0.00	\$2,500.00
Program 61 - Building Totals		\$2,155.66	\$2,100.00	\$0.00	\$2,500.00



# FLEET MANAGEMENT FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 550 - Fleet Management					
Department 39 - Public Works					
Division 6000 - Fleet Management					
Program 62 - Neighborhood Services					
Activity 539 - Other Physical Environment					
46-100	Repair and Maintenance Services Vehicle Maintenance	377.03	500.00	250.00	500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Vehicle maintenance costs				
52-100	Operating Supplies Gas, Oil and Lubricants	785.36	900.00	1,000.00	2,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Fuel & lubricant costs				
52-700	Operating Supplies Tires	.00	400.00	800.00	800.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Tires				
Activity 539 - Other Physical Environment Totals		\$1,162.39	\$1,800.00	\$2,050.00	\$3,300.00
Program 62 - Neighborhood Services Totals		\$1,162.39	\$1,800.00	\$2,050.00	\$3,300.00
Program 63 - Police					
Activity 539 - Other Physical Environment					
46-100	Repair and Maintenance Services Vehicle Maintenance	54,970.95	50,000.00	50,000.00	50,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Vehicle maintenance				
52-100	Operating Supplies Gas, Oil and Lubricants	134,331.77	125,000.00	120,000.00	125,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Fuel & lubricant costs				
52-700	Operating Supplies Tires	13,332.64	15,000.00	15,000.00	15,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Tires				
Activity 539 - Other Physical Environment Totals		\$202,635.36	\$190,000.00	\$185,000.00	\$190,000.00
Program 63 - Police Totals		\$202,635.36	\$190,000.00	\$185,000.00	\$190,000.00



# FLEET MANAGEMENT FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 550 - Fleet Management					
Department 39 - Public Works					
Division 6000 - Fleet Management					
Program 64 - Parks Division					
Activity 539 - Other Physical Environment					
46-100	Repair and Maintenance Services Vehicle Maintenance	5,841.19	6,000.00	6,000.00	6,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Vehicle Maintenance				
52-100	Operating Supplies Gas, Oil and Lubricants	10,679.10	10,000.00	10,000.00	10,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Fuel & lubricant costs				
52-700	Operating Supplies Tires	3,217.74	1,200.00	1,200.00	1,500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Tires				
Activity 539 - Other Physical Environment Totals		\$19,738.03	\$17,200.00	\$17,200.00	\$17,500.00
Program 64 - Parks Division Totals		\$19,738.03	\$17,200.00	\$17,200.00	\$17,500.00
Program 65 - Facilities Management/Streets					
Activity 539 - Other Physical Environment					
46-100	Repair and Maintenance Services Vehicle Maintenance	5,113.81	5,500.00	3,000.00	5,500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Vehicle Maintenance				
52-100	Operating Supplies Gas, Oil and Lubricants	7,063.16	6,000.00	6,000.00	6,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Fuel & lubricant costs				



# FLEET MANAGEMENT FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 550 - Fleet Management					
Department 39 - Public Works					
Division 6000 - Fleet Management					
Program 65 - Facilities Management/Streets					
Activity 539 - Other Physical Environment					
52-700	Operating Supplies Tires	.00	2,000.00	2,000.00	2,000.00
	Comments				
	Level				
	Department Entry				
	Tires				
Activity 539 - Other Physical Environment Totals		\$12,176.97	\$13,500.00	\$11,000.00	\$13,500.00
Program 65 - Facilities Management/Streets Totals		\$12,176.97	\$13,500.00	\$11,000.00	\$13,500.00
Program 66 - Public Works Administration					
Activity 539 - Other Physical Environment					
46-100	Repair and Maintenance Services Vehicle Maintenance	820.02	1,250.00	1,250.00	1,250.00
	Comments				
	Level				
	Department Entry				
	Vehicle Maintenance				
52-100	Operating Supplies Gas, Oil and Lubricants	5,281.29	6,000.00	6,000.00	6,000.00
	Comments				
	Level				
	Department Entry				
	Fuel & lubricant costs				
52-700	Operating Supplies Tires	.00	800.00	800.00	800.00
	Comments				
	Level				
	Department Entry				
	Tires				
Activity 539 - Other Physical Environment Totals		\$6,101.31	\$8,050.00	\$8,050.00	\$8,050.00
Program 66 - Public Works Administration Totals		\$6,101.31	\$8,050.00	\$8,050.00	\$8,050.00



# FLEET MANAGEMENT FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 550	Fleet Management				
Department 39	Public Works				
Division 6000	Fleet Management				
Program 67	Recreation Maintenance				
Activity 539	Other Physical Environment				
46-100	Repair and Maintenance Services Vehicle Maintenance	4,264.98	4,500.00	4,500.00	4,500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Vehicle Maintenance				
52-100	Operating Supplies Gas, Oil and Lubricants	4,010.09	3,800.00	3,500.00	3,500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Fuel & lubricant costs				
52-700	Operating Supplies Tires	.00	900.00	900.00	900.00
	Comments				
	Level				
	Department Entry				
	Comment				
	tires				
Activity 539	Other Physical Environment Totals	\$8,275.07	\$9,200.00	\$8,900.00	\$8,900.00
Program 67	Recreation Maintenance Totals	\$8,275.07	\$9,200.00	\$8,900.00	\$8,900.00
Program 68	Parks & Recreation				
Activity 539	Other Physical Environment				
46-100	Repair and Maintenance Services Vehicle Maintenance	4,984.75	2,000.00	1,500.00	2,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Vehicle Maintenance				
52-100	Operating Supplies Gas, Oil and Lubricants	4,298.22	3,500.00	2,000.00	2,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Fuel & lubricant costs				
52-700	Operating Supplies Tires	466.08	1,600.00	1,000.00	1,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Tires				
Activity 539	Other Physical Environment Totals	\$9,749.05	\$7,100.00	\$4,500.00	\$5,000.00
Program 68	Parks & Recreation Totals	\$9,749.05	\$7,100.00	\$4,500.00	\$5,000.00





# FLEET MANAGEMENT FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 550 - Fleet Management					
Department 39 - Public Works					
Division 6000 - Fleet Management					
Program 69 - Village Manager					
Activity 539 - Other Physical Environment					
46-100	Repair and Maintenance Services Vehicle Maintenance	639.24	500.00	500.00	500.00
	Comments				
	Level				
	Department Entry				
	Vehicle maintenance costs				
52-100	Operating Supplies Gas, Oil and Lubricants	2,950.20	3,500.00	3,000.00	2,500.00
	Comments				
	Level				
	Department Entry				
	Fuel & lubricant costs				
52-700	Operating Supplies Tires	.00	800.00	800.00	800.00
	Comments				
	Level				
	Department Entry				
	Tires				
Activity 539 - Other Physical Environment Totals		\$3,589.44	\$4,800.00	\$4,300.00	\$3,800.00
Program 69 - Village Manager Totals		\$3,589.44	\$4,800.00	\$4,300.00	\$3,800.00
Program 70 - Planning, Zoning & Resiliency					
Activity 539 - Other Physical Environment					
46-100	Repair and Maintenance Services Vehicle Maintenance	437.47	.00	.00	.00
Activity 539 - Other Physical Environment Totals		\$437.47	\$0.00	\$0.00	\$0.00
Program 70 - Planning, Zoning & Resiliency Totals		\$437.47	\$0.00	\$0.00	\$0.00
Program 71 - Solid Waste					
Activity 539 - Other Physical Environment					
46-100	Repair and Maintenance Services Vehicle Maintenance	107,655.53	100,000.00	110,000.00	110,000.00
	Comments				
	Level				
	Department Entry				
	Vehicle Maintenance costs				



# FLEET MANAGEMENT FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 550 - Fleet Management					
Department 39 - Public Works					
Division 6000 - Fleet Management					
Program 71 - Solid Waste					
Activity 539 - Other Physical Environment					
52-100	Operating Supplies Gas, Oil and Lubricants	129,977.42	160,000.00	160,000.00	160,000.00
	Comments				
	Level	Comment			
	Department Entry	Fuel & lubricant costs			
52-700	Operating Supplies Tires	49,775.55	65,000.00	65,000.00	65,000.00
	Comments				
	Level	Comment			
	Department Entry	Tires			
Activity 539 - Other Physical Environment Totals		\$287,408.50	\$325,000.00	\$335,000.00	\$335,000.00
Program 71 - Solid Waste Totals		\$287,408.50	\$325,000.00	\$335,000.00	\$335,000.00
Program 72 - Stormwater					
Activity 539 - Other Physical Environment					
46-100	Repair and Maintenance Services Vehicle Maintenance	2,794.83	3,200.00	3,200.00	2,500.00
	Comments				
	Level	Comment			
	Department Entry	Vehicle Maintenance costs			
52-100	Operating Supplies Gas, Oil and Lubricants	10,892.73	14,000.00	12,000.00	12,000.00
	Comments				
	Level	Comment			
	Department Entry	Fuel & lubricant costs			
52-700	Operating Supplies Tires	98.16	1,950.00	1,750.00	2,000.00
	Comments				
	Level	Comment			
	Department Entry	Tires			
Activity 539 - Other Physical Environment Totals		\$13,785.72	\$19,150.00	\$16,950.00	\$16,500.00
Program 72 - Stormwater Totals		\$13,785.72	\$19,150.00	\$16,950.00	\$16,500.00



# FLEET MANAGEMENT FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 550 - Fleet Management					
Department 39 - Public Works					
Division 6000 - Fleet Management					
Program 73 - LOGT					
Activity 539 - Other Physical Environment					
46-100	Repair and Maintenance Services Vehicle Maintenance	12,725.39	12,000.00	.00	16,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Vehicle Maintenance costs				
52-100	Operating Supplies Gas, Oil and Lubricants	9,656.42	12,000.00	.00	12,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Fuel & lubricant costs				
52-700	Operating Supplies Tires	2,932.77	3,250.00	.00	3,250.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Tires				
Activity 539 - Other Physical Environment Totals		\$25,314.58	\$27,250.00	\$0.00	\$31,250.00
Program 73 - LOGT Totals		\$25,314.58	\$27,250.00	\$0.00	\$31,250.00
Program 74 - Transportation Surtax					
Activity 539 - Other Physical Environment					
46-100	Repair and Maintenance Services Vehicle Maintenance	4,915.81	4,750.00	5,500.00	5,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Vehicle maintenance costs				
52-100	Operating Supplies Gas, Oil and Lubricants	2,479.53	3,500.00	3,000.00	3,500.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Fuel & lubricant costs				
52-700	Operating Supplies Tires	1,024.68	2,000.00	2,000.00	2,000.00
	Comments				
	Level				
	Department Entry				
	Comment				
	Tires				
Activity 539 - Other Physical Environment Totals		\$8,420.02	\$10,250.00	\$10,500.00	\$10,500.00
Program 74 - Transportation Surtax Totals		\$8,420.02	\$10,250.00	\$10,500.00	\$10,500.00



# FLEET MANAGEMENT FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund 550 - Fleet Management					
Department 39 - Public Works					
Division 6000 - Fleet Management					
Program 75 - Information Technology					
Activity 539 - Other Physical Environment					
46-100	Repair and Maintenance Services Vehicle Maintenance	.00	500.00	500.00	500.00
	Comments				
	Level				
	Department Entry				
	Vehicle maintenance costs				
52-100	Operating Supplies Gas, Oil and Lubricants	382.21	1,000.00	1,000.00	1,000.00
	Comments				
	Level				
	Department Entry				
	Fuel & lubricant costs				
52-700	Operating Supplies Tires	.00	400.00	200.00	400.00
	Comments				
	Level				
	Department Entry				
	Tires				
Activity 539 - Other Physical Environment Totals		\$382.21	\$1,900.00	\$1,700.00	\$1,900.00
Program 75 - Information Technology Totals		\$382.21	\$1,900.00	\$1,700.00	\$1,900.00
Program 94 - University Police Program					
Activity 539 - Other Physical Environment					
46-100	Repair and Maintenance Services Vehicle Maintenance	.00	3,000.00	500.00	3,000.00
	Comments				
	Level				
	Department Entry				
	Vehicle maintenance costs				
52-100	Operating Supplies Gas, Oil and Lubricants	.00	3,500.00	2,000.00	3,500.00
	Comments				
	Level				
	Department Entry				
	Fuel & lubricant costs				



# FLEET MANAGEMENT FUND

Budget Year 2025

Account	Account Description	2023 Actual Unaudited	2024 Amended Budget	2024 Estimated Actual	2025 Adopted Budget
Fund	<b>550 - Fleet Management</b>				
Department	<b>39 - Public Works</b>				
Division	<b>6000 - Fleet Management</b>				
Program	<b>94 - University Police Program</b>				
Activity	<b>539 - Other Physical Environment</b>				
52-700	Operating Supplies Tires	.00	400.00	200.00	400.00
Comments					
Level		Comment			
Department Entry		Tires			
Activity	<b>539 - Other Physical Environment Totals</b>	\$0.00	\$6,900.00	\$2,700.00	\$6,900.00
Program	<b>94 - University Police Program Totals</b>	\$0.00	\$6,900.00	\$2,700.00	\$6,900.00
Division	<b>6000 - Fleet Management Totals</b>	\$1,765,038.20	\$2,204,537.00	\$1,580,265.00	\$2,383,887.00
Department	<b>39 - Public Works Totals</b>	\$1,765,038.20	\$2,204,537.00	\$1,580,265.00	\$2,383,887.00
Fund	<b>550 - Fleet Management Totals</b>	\$1,765,038.20	\$2,204,537.00	\$1,580,265.00	\$2,383,887.00
Net Grand Totals		\$1,765,038.20	\$2,204,537.00	\$1,580,265.00	\$2,383,887.00

## 5 Year Capital Improvement Plan FY2025-2029

### *Services, Functions and Activities*

The **FY2025-2029 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, 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 Adopted Budget is divided into each funding year and identifies the following: 1) The 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, 2024 and continue through September 30, 2029, \$ is planned for investment in Village assets and infrastructure as follows:

FISCAL YEAR	REQUESTED
2024-2025	\$ 5,223,283
2025-2026	\$ 2,261,483
2026-2027	\$ 2,346,483
2027-2028	\$ 1,597,150
2028-2029	\$ 1,195,150
<b>TOTAL</b>	<b>\$ 12,623,549</b>

DEPARTMENT	FIVE-YEAR TOTAL
ARPA	\$ 3,067,800
Information Technology	\$ 951,000
Library	\$ 260,000
Police	\$ 626,749
Public Works	\$ 6,664,000
Parks & Recreation	\$ 1,054,000
<b>TOTAL</b>	<b>\$ 12,623,549</b>

<b>Miami Shores Village</b>		
<b>Five-Year Capital Improvement Plan</b>		
<b>Fiscal Year 2025-2029</b>		

LINE #	PROJECT NAME	FUNDING SOURCE						FIVE YEAR TOTAL	
			FY25	FY26	FY27	FY28	FY29		
Police	1	Portable Police Radios - Replacement radios with new technology and greater reliability (costs for required radios which cost approx \$706,750 over 8 years)	General-FB	\$ 113,150	\$ 113,150	\$ 113,150	\$ 113,150	\$ 113,150	\$ 565,750
	2	Axon Fleet - Six Fleet 3 Advanced Hardware/ Software Bundle, Five-Year Complete Service, Storage, and Installation to fully equip the entire fleet and spare vehicles.	General-FB	\$ 20,333	\$ 20,333	\$ 20,333			\$ 60,999
		Police Department Total		\$ 133,483	\$ 133,483	\$ 133,483	\$ 113,150	\$ 113,150	\$ 626,749
PW - Streets	3	Damaged Walls - Village Parking Lots	General-FB	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
	4	Traffic Calming	General-FB		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
	5	Re-stripe Parking Lots & On Street Parking - Replace Bumpers	General-FB	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	6	Street Name Signs Village Wide	General-FB	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
		Streets Total		\$ 135,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 1,075,000
PW - Facilities	7	Village Hall Renovations	General-FB	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	8	Public Works Renovation	General-FB	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
		Facilities Total		\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 400,000
Library	9	Women's and Men's Restroom Renovation	General-FB		\$ 30,000	\$ 30,000			\$ 60,000
	10	Tile Roof Replacement (1 of 4)	General-FB		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000
		Library Department Total		\$ -	\$ 80,000	\$ 80,000	\$ 50,000	\$ 50,000	\$ 260,000
PARKS & RECREATION - Athletics	11	Replace Air Conditioning in Fied House Locker Room	General-FB			\$ 16,000			\$ 16,000
	12	North Baseball Diamond Renovation	General-FB			\$ 20,000			\$ 20,000
	13	Mens Locker Room Restroom Renovation Restroom	General-FB			\$ 65,000			\$ 65,000
	14	Womens Locker Room Restroom Renovation Restroom	General-FB			\$ 65,000			\$ 65,000
	15	Field House Interior Paint	General-FB			\$ 12,000			\$ 12,000
	16	Field House Exterior Paint	General-FB				\$ 8,000		\$ 8,000
	17	Replace Carpet in Field House	General-FB					\$ 5,000	\$ 5,000
		Gray line items are pending the Parks Master Plan Athletics Total		\$ -	\$ -	\$ 178,000	\$ 8,000	\$ 5,000	\$ 191,000
PARKS & RECREATION - Community Center	18	Mens Lobby Restroom Renovations	General-FB			\$ 20,000	\$ 20,000	\$ 20,000	\$ 60,000
	19	Womens Lobby Restroom Renovations	General-FB			\$ 20,000	\$ 20,000	\$ 20,000	\$ 60,000
	20	Barrel Tile Repair and Replacement	General-FB			\$ 75,000	\$ 75,000	\$ 75,000	\$ 225,000
	21	Replace Interior Carpet	General-FB					\$ 12,000	\$ 12,000
	22	Replace Kitchen Cabinets	General-FB					\$ 8,000	\$ 8,000
	23	Gutter Replacement at Community Center	General-FB			\$ 9,000	\$ 9,000		\$ 18,000
	Gray line items are pending the Parks Master Plan Community Center Total		\$ -	\$ -	\$ 124,000	\$ 124,000	\$ 135,000	\$ 383,000	
PARKS & RECREATION - Aquatics	24	Wrap front of Bathrooms	General-FB		\$ 10,000				\$ 10,000
	25	Exterior Painting of Aquatic Center Office & Bathroom & Concession	General-FB		\$ 20,000				\$ 20,000
	26	Replace poured floor in Public Restrooms	General-FB		\$ 25,000	\$ 25,000			\$ 50,000
	27	Resurface Competition Pool	General-FB		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000
	28	Teaching Building	General-FB			\$ 200,000			\$ 200,000
	29	New Lightning Detection Systems (includes Field House)	General-FB				\$ 30,000		\$ 30,000
		Aquatics Total		\$ -	\$ 85,000	\$ 255,000	\$ 60,000	\$ 30,000	\$ 430,000
Tennis	30	Remodel Tennis Center Restroom	General-FB			\$ 50,000			\$ 50,000
		Gray line item is pending the Parks Master Plan Tennis Total		\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
		Parks & Recreation Total		\$ -	\$ 85,000	\$ 607,000	\$ 192,000	\$ 170,000	\$ 1,054,000
PW - LOGT	31	ADA Improvements	Special Revenue Fund	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
	32	V-1156 Water Truck	Special Revenue Fund	\$ 180,000					\$ 180,000
	33	Stump Grinder	Special Revenue Fund		\$ 65,000				\$ 65,000
	34	Bucket Truck V-0703 Replacement	Special Revenue Fund		\$ 200,000				\$ 200,000
	35	Nortax Skid Loader	Special Revenue Fund				\$ 75,000		\$ 75,000
		LOGT Total		\$ 200,000	\$ 285,000	\$ 20,000	\$ 95,000	\$ 20,000	\$ 620,000
PW - CITT	36	TAP Grant Match	Special Revenue Fund	\$ 188,000	\$ 188,000	\$ 188,000			\$ 564,000
	37	Road reconditioning	Special Revenue Fund	\$ 62,000	\$ 62,000	\$ 62,000	\$ 250,000	\$ 250,000	\$ 686,000
		CITT Total		\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
PW - Stormwater	38	Bayshore Drive Pump Station Generator	Enterprise Fund	\$ 200,000					\$ 200,000
	39	Localized Drainage Improvements Village Wide	Enterprise Fund	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
	40	Replace Monarch 6' Trash Pump	Enterprise Fund		\$ 90,000		\$ 90,000		\$ 180,000
	41	NE 93rd Street Bayshore Drive Pump Motor	Enterprise Fund		\$ 50,000		\$ 50,000		\$ 100,000
	42	Mini Excavator with Trailer	Enterprise Fund		\$ 150,000				\$ 150,000
		Stormwater Total		\$ 300,000	\$ 390,000	\$ 100,000	\$ 240,000	\$ 100,000	\$ 1,130,000
PW - Solid Waste	43	Replace V-4148 Garbage Truck	Enterprise Fund	\$ 300,000					\$ 300,000
	44	Purchase New Recycling Truck	Enterprise Fund		\$ 300,000				\$ 300,000
	45	Replace V-37 - Loader	Enterprise Fund		\$ 175,000				\$ 175,000
	46	Replace V-38 Loader	Enterprise Fund			\$ 175,000			\$ 175,000
	47	Replace V-1532 - Trash Truck	Enterprise Fund			\$ 150,000			\$ 150,000
		Solid Waste Total		\$ 300,000	\$ 475,000	\$ 325,000	\$ -	\$ -	\$ 1,100,000
	48	Replace 27 desktop computers & monitors incl 5 year warranty (Police)	Machinery 64-000 Pol	\$ 58,000					\$ 58,000
	49	Firewalls (Village-wide paid over 5 years)	Machinery 64-000 IT	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 80,000
	50	Colocation Hardware (Village & Police)	Machinery 64-000 IT	\$ 7,000					\$ 7,000
	51	SQL Licensing Laserfiche (Building & Clerk)	Intangible Asset 68-000	\$ 12,000					\$ 12,000
	52	SQL Licensing New World (Finance)	Intangible Asset 68-000	\$ 24,000					\$ 24,000

	LINE #	PROJECT NAME	FUNDING SOURCE						FIVE YEAR TOTAL
				FY25	FY26	FY27	FY28	FY29	
Information Technology	53	Network Switches Village Wide	Internal Sevices Fund		\$ 80,000				\$ 80,000
	54	Ticketing System	Internal Sevices Fund		\$ 12,000			\$ 15,000	\$ 27,000
	55	Antivirus Software 3 years Village Wide	Internal Sevices Fund		\$ 30,000	\$ 30,000	\$ 30,000		\$ 90,000
	56	Village Hall Laptops 5 years	Internal Sevices Fund			\$ 65,000			\$ 65,000
	57	Microsoft Licensing Village this is supposed to be every 3 years starting 2025	Internal Sevices Fund			\$ 33,000	\$ 33,000	\$ 33,000	\$ 99,000
	58	Microsoft Licensing PD this is supposed to be every 3 years starting 2025	Internal Sevices Fund			\$ 33,000	\$ 33,000	\$ 33,000	\$ 99,000
	59	Phone System upgrade Village wide	Internal Sevices Fund				\$ 100,000		\$ 100,000
	60	Village Hall Desktops	Internal Sevices Fund				\$ 65,000		\$ 65,000
	61	Backup Server Village	Internal Sevices Fund					\$ 40,000	\$ 40,000
	62	Backup Server PD	Internal Sevices Fund					\$ 40,000	\$ 40,000
	63	Village Hall Desktops	Internal Sevices Fund				\$ 65,000		\$ 65,000
		Information Technology Total		\$ 117,000	\$ 138,000	\$ 177,000	\$ 342,000	\$ 177,000	\$ 3,207,000
PW - Fleet Maintenance	64	Public Works Fuel Tank Replacement Complete (4 of 4)	Internal Sevices Fund	\$ 500,000					\$ 500,000
	65	Replace V-1400 - Building Director Vehicle	Enterprise Fund	\$ 35,000					\$ 35,000
	66	Replace V-1535 - Police Van	Internal Sevices Fund	\$ 45,000					\$ 45,000
	67	Replace V-1410 - E350 Recreation Van	Internal Sevices Fund		\$ 75,000				\$ 75,000
	68	V-1605 Ford Fusion Hybrid / 2016 / Crimewatch / Police	Internal Sevices Fund		\$ 35,000				\$ 35,000
	69	V-1710 Ford Explorer SUV / 2017 / Officer / Police	Internal Sevices Fund			\$ 44,000			\$ 44,000
	70	V-1711 Ford Explorer SUV / 2017 / Officer / Police	Internal Sevices Fund			\$ 44,000			\$ 44,000
	71	V-1714 Ford Explorer SUV / 2017 / Officer / Police	Internal Sevices Fund			\$ 44,000			\$ 44,000
	72	V-1715 Ford Explorer SUV / 2017 / Officer / Police	Internal Sevices Fund			\$ 44,000			\$ 44,000
	73	V-1716 Ford Explorer SUV / 2017 / Officer Police	Internal Sevices Fund			\$ 44,000			\$ 44,000
	74	V-1710 Ford Explorer SUV / 2017 / Officer / Police	Internal Sevices Fund			\$ 44,000			\$ 44,000
75	V-1501 - 15 Passenger Van	Internal Sevices Fund			\$ 75,000			\$ 75,000	
		Fleet Maintenance Total	\$ -	\$ 580,000	\$ 110,000	\$ 339,000	\$ -	\$ -	\$ 1,029,000
BLDG	76	Building Department Renovations	Special Revenue Fund	\$ 60,000					\$ 60,000
		BuildingDepartment Total		\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
MAJOR CIP	77	Community Center Building	TBD	TBD					\$ -
	78	Miami Shores Country Club	TBD	TBD					\$ -
	79	9900 Building: A/C units, re-roof and correct building recertification report deficiencies	TBD	TBD					\$ -
		Major Capital Improvements Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	80	Miami-Dade County NE 96th Street milling and resurfacing/curb and gutter		\$ 272,029					\$ 272,029
	81	Generators: Community Center, Library, Aquatic Center, Upgrade to Propane: Police Station, Village Hall @ \$150,000 EA		\$ 375,000					\$ 375,000
	82	Bayfront Park Seawall Construction		\$ 1,000,000					\$ 1,000,000
	83	NE 104th Street Roadway Improvements		\$ 655,000					\$ 655,000
	84	Village Hall Flat Roof Replacement		\$ 55,000					\$ 55,000
	85	Building Recertification Cost to bring buildings into compliance Police Department (See Report)		\$ 100,000					\$ 100,000
	86	Project Manager		\$ 110,771					\$ 110,771
	87	Belvedere Stormwater Project		\$ 500,000					\$ 500,000
		ARPA Total	\$ -	\$ 3,067,800		\$ -	\$ -	\$ -	\$ 3,067,800

CIP BUDGET SUMMARY FY2025							
DEPARTMENTS			FY25 AMOUNT	FY26 AMOUNT	FY27 AMOUNT	FY28 AMOUNT	FY29 AMOUNT
Police Department		General Fund	\$ 133,483	\$ 133,483	\$ 133,483	\$ 113,150	\$ 113,150
PUBLIC WORKS - Streets		General Fund	\$ 135,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000
PUBLIC WORKS - Facilities		General Fund	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
Library		General Fund	\$ -	\$ 80,000	\$ 80,000	\$ 50,000	\$ 50,000
PARKS & RECREATION - Athletics		General Fund	\$ -	\$ -	\$ 178,000	\$ 8,000	\$ 5,000
PARKS & RECREATION - Community Center		General Fund	\$ -	\$ -	\$ 124,000	\$ 124,000	\$ 135,000
PARKS & RECREATION - Aquatics		General Fund	\$ -	\$ 85,000	\$ 255,000	\$ 60,000	\$ 30,000
PARKS & RECREATION - Tennis		General Fund	\$ -	\$ -	\$ 50,000	\$ -	\$ -
GENERAL FUND			\$ 348,483	\$ 613,483	\$ 1,135,483	\$ 670,150	\$ 648,150
Public Works - LOGT		Special Revenue Fund	\$ 200,000	\$ 285,000	\$ 20,000	\$ 95,000	\$ 20,000
Public Works - CITT		Special Revenue Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
SPECIAL REVENUE FUND			\$ 450,000	\$ 535,000	\$ 270,000	\$ 345,000	\$ 270,000
Public Works - Stormwater		Enterprise Fund	\$ 300,000	\$ 390,000	\$ 100,000	\$ 240,000	\$ 100,000
Public Works - Solid Waste		Enterprise Fund	\$ 300,000	\$ 475,000	\$ 325,000	\$ -	\$ -
Building		Enterprise Fund	\$ 60,000	\$ -	\$ -	\$ -	\$ -
ENTERPRISE FUND			\$ 660,000	\$ 865,000	\$ 425,000	\$ 240,000	\$ 100,000
Information Technology		Internal Sevices Fund	\$ 117,000	\$ 138,000	\$ 177,000	\$ 342,000	\$ 177,000
Fleet Maintenance		Internal Sevices Fund	\$ 580,000	\$ 110,000	\$ 339,000	\$ -	\$ -
INTERNAL SERVICE FUND			\$ 697,000	\$ 248,000	\$ 516,000	\$ 342,000	\$ 177,000
ARPA		Grant Fund	\$ 3,067,800	\$ -	\$ -	\$ -	\$ -
CIP TOTAL ALL FUNDS			\$ 5,223,283	\$ 2,261,483	\$ 2,346,483	\$ 1,597,150	\$ 1,195,150



## Glossary of Funds & Key Terms

### Funds

---

---

**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 a minimum of \$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.

## Key Terms

---

---

**Accrual Basis of Accounting:** Proprietary Funds use this basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred.

**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. 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"*).

**American Institute of Certified Public Accountants (AICPA)** <sup>viii</sup>: Audit and attest standards are established by this organization for non-issuers.

**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.

**Compression:** As it relates to the new State of Florida Minimum Wage Law. The effect of the increases from the lowest wages being raised to comply and how it will impact the salaries throughout the Village.

**Consumer Price Index (CPI)** <sup>ix</sup>: "A measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services. Indexes are available for the U.S. and various geographic areas. Average price data for select utility, automotive fuel, and food items are also available."

**Contingency:** A line item in the budget that accounts for amounts budgeted for unforeseen emergencies and/or amounts that are for planning purposes which have not been finalized.

**Cost of Living Adjustment (COLA):** An annual amount budgeted for employee salaries.

**Current Financial Resources Measurement** <sup>viii</sup>: Used by Governmental Funds. Fiscal accountability is the focus of this measurement method. Only measures current assets and current liabilities.

**Drawdown:** Amount of money drawn on a loan. There are costs associated with each amount taken.

**Economic Measurement Focus** <sup>viii</sup>: Used by Proprietary and Fiduciary Funds, operational accountability is the focus. All assets and liabilities are included in the measurement.

**Equivalent Square Unit (ESU):** Amount by which Stormwater rates are calculated for

Miami Shores Village. 1 ESU = 500 sq. ft. of impervious area. (*Cross reference "Impervious Area"*).

**Fiduciary** <sup>viii</sup>: Fiduciary Funds are those funds where an organization holds resources for others.

**Financial Accounting Standards Board (FASB)** <sup>viii</sup>: Sets accounting standards for the following types of organizations: For-profit and Non-governmental Not for Profits.

**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.

**FTE**: Full-time equivalent. Used when discussing positions and the allotted amount of personnel assigned to the position.

**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*).

**Governmental Accounting Standards Board (GASB)** <sup>viii</sup>: The official standard-setting body for State and Local Governments, as well as Governmental Not for Profits.

**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 1<sup>st</sup> of each year. The proposed budgets are reviewed and considered by a community board. Once approved, the Village receives proceeds on a monthly basis.

**Historical Cost**: Original cost of an asset.

**Impervious Area**: Property that has no drainage and is concrete. Involved in the calculation of Stormwater rates for Miami Shores Village. (*Cross reference "Equivalent Square Unit (ESU)"*).

**Indenture**: An agreement as it relates to bonds.

**Levy/Levied**: As related to taxes. The amount of taxes that can be imposed upon property owners.

**Line Item**: Account and line in the budget associated with a specific Fund, Department and/or Division showing the amount that is allocated to be spent and giving the description of what is in that account.

**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' jurisdictions 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. Also referred to as mills.

**Modified Accrual Basis of Accounting**<sup>viii</sup>: Governmental Funds use this measurement focus. Revenues are recognized when they are both measureable and available.

**National Federation of Public & Private Employees (FPE):** The union that Miami Shores Village's Public Works employees have the option of contributing to and being a member of.

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

**Penalties:** Monthly fees accrued on each property of the Village which has an outstanding Sanitation or Stormwater balance from when the Village billed internally for these fees. These Non-Ad

Valorem assessments are now billed through the Truth in Millage (TRIM) notice.

**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 Fund's 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 Appraiser's Office on January 1<sup>st</sup> of each year.

**Retained Earnings:** The accumulated income less the costs incurred during operations and/or transferred out of a Fund, 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 Fund's 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 Appraiser's 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.

**Subrogation:** Process in which the Village works with insurance companies to recoup the costs of assets damaged by accidents when the property is not covered by the Village's insurance policy.

**Truth in Millage (TRIM):** Notices that property owners receive showing the proposed taxes for their property. Ad Valorem and Non-Ad Valorem taxes are shown here.

**True-up:** An annual budget amendment done in November for the prior fiscal year for departments and funds that have gone over the budgeted amounts.