



## North Bay Village

Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: [www.nbvillage.com](http://www.nbvillage.com)

### OFFICIAL AGENDA

#### **SPECIAL VILLAGE COMMISSION MEETING FY 15/16 BUDGET PRESENTATION**

**VILLAGE HALL  
1666 KENNEDY CAUSEWAY, #101  
NORTH BAY VILLAGE, FL 33141**

**TUESDAY, JULY 28, 2015**

**7:30 P.M.**

NOTICE IS HEREWITH GIVEN TO ALL INTERESTED PARTIES THAT IF ANY PERSON SHOULD DECIDE TO APPEAL ANY DECISION MADE AT THE FORTHCOMING MEETING OF THE VILLAGE COMMISSION, SUCH PERSON WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, HE OR SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE VILLAGE FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

TO REQUEST THIS MATERIAL IN ACCESSIBLE FORMAT, SIGN LANGUAGE INTERPRETERS, INFORMATION ON ACCESS FOR PERSON WITH DISABILITIES, AND/OR ANY ACCOMMODATION TO REVIEW ANY DOCUMENT OR PARTICIPATE IN ANY VILLAGE-SPONSORED PROCEEDING, PLEASE CONTACT (305) 756-7171 FIVE DAYS IN ADVANCE TO INITIATE YOUR REQUEST. TTY USERS MAY ALSO CALL 711 (FLORIDA RELAY SERVICE).

**1. CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

**3. PUBLIC COMMENTS**

**4. RESOLUTION**

- A. A RESOLUTION OF THE COMMISSION OF NORTH BAYVILLAGE, FLORIDA DETERMINING THE PROPOSED MILLAGE RATES AND SETTING THE DATE, TIME AND PLACE OF PUBLIC HEARINGS TO ADOPT THE TENTATIVE AND FINAL MILLAGE AND BUDGET FOR FISCAL YEAR 2015-16 AS REQUIRED BY LAW; DIRECTING THE VILLAGE CLERK TO FILE SAID RESOLUTION WITH THE PROPERTY APPRAISER OF MIAMI-DADE COUNTY; AND PROVIDING FOR AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)**

Mayor  
Connie Leon-Kreps

Vice Mayor  
Jorge Gonzalez

Commissioner  
Dr. Richard Chervony

Commissioner  
Wendy Duvall

Commissioner  
Eddie Lim

**1.) Commission Action**

**5. ADJOURNMENT**

Mayor  
**Connie Leon-Kreps**

Vice Mayor  
**Jorge Gonzalez**

Commissioner  
**Dr. Richard Chervony**

Commissioner  
**Wendy Duvall**

Commissioner  
**Eddie Lim**



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### **NORTH BAY VILLAGE RECOMMENDATION MEMORANDUM**

**DATE:** July 23, 2015

**TO:** Mayor Connie Leon Kreps  
Vice-Mayor Jorge Gonzalez  
Commissioner Dr. Richard Chervony  
Commissioner Wendy Duvall  
Commissioner Eddie Lim

**RECOMMENDED BY STAFF:** Frank Rollason, Village Manager

**PRESENTED BY STAFF:** Frank K. Rollason, Village Manager

**SUBJECT:** TRIM Tentative Millage Rate

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#### **RECOMMENDATION:**

It is recommended that the Village Commission approve the attached Resolution that establishes the tentative millage rate at 6.4740 mills for the General Fund and .8254 for the Debt Service Fund. The Public Hearings can be scheduled for September 8 and September 24, 2015 at 6:30 p.m.

#### **BACKGROUND:**

As part of the annual budget process, the State of Florida requires all units of government that levy Ad Valorem Taxes to establish a Tentative Millage rate and set the dates for the two (2) public hearings required under the Truth-In-Millage (TRIM) Laws of Florida. A Tentative millage rate has to be formally adopted by the Village Commission and reported to the Miami Dade County Property Appraiser, no later than August 4, 2015. The Commission has to also establish and report the public hearing dates along with the Tentative Millage. The Property Appraiser is required to notify all property owners within the Village of the date, time and place of the first public hearing, as well as the amount of taxes the tentative millage will levy on their properties.

The tentative millage rate sets the maximum millage that the Village can levy for FY 2016. The millage can always be lowered at either of the two (2) public hearings that the Commission must hold in September 2015, but it can never be higher than the tentative millage.

Mayor  
Connie Leon-Kreps

Vice Mayor  
Jorge Gonzalez

Commissioner  
Dr. Richard Chervony

Commissioner  
Wendy Duvall

Commissioner  
Eddie Lim

**BUDGETARY IMPACT:**

The Village cannot adopt an operating or debt service budget without going through these procedures. The FY 2016 Tentative Millage is recommended at 6.4740 mills for the Operating Fund and .8254 mills for the Debt Service Fund. The proposed budget provides for additional personnel, increases in personnel cost, additional training, casualty insurance, as well as police vehicles and equipment.

**PERSONNEL IMPACT:**

The Proposed FY 2016 Budget provides for an additional three (3) full time police officers, up to 3 additional part time police officers, one (1) full time dispatcher, and continuation of the part time clerk position.



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### MEMORANDUM

North Bay Village

**DATE:** July 23, 2015

**TO:** Yvonne P. Hamilton  
Village Clerk

**FROM:** Frank K. Rollason  
Village Manager 

**SUBJECT:** Introduction of Resolution

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Pursuant to Section 3.08 of the Village Charter, I hereby introduce the following Resolution:

**A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA DETERMINING THE PROPOSED MILLAGE RATES AND SETTING THE DATE, TIME AND PLACE OF PUBLIC HEARINGS TO ADOPT THE TENTATIVE AND FINAL MILLAGE AND BUDGET FOR FISCAL YEAR 2015-16 AS REQUIRED BY LAW; DIRECTING THE VILLAGE CLERK TO FILE SAID RESOLUTION WITH THE PROPERTY APPRAISER OF MIAMI-DADE COUNTY; AND PROVIDING FOR AN EFFECTIVE DATE.**

Accordingly, please place the item on the next available agenda.

FKR:yph

Mayor  
Connie Leon-Kreps

Vice Mayor  
Jorge Gonzalez

Commissioner  
Dr. Richard Chervony

Commissioner  
Wendy Duvall

Commissioner  
Eddie Lim

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA DETERMINING THE PROPOSED MILLAGE RATES AND SETTING THE DATE, TIME AND PLACE OF PUBLIC HEARINGS TO ADOPT THE TENTATIVE AND FINAL MILLAGE AND BUDGET FOR FISCAL YEAR 2015-16 AS REQUIRED BY LAW; DIRECTING THE VILLAGE CLERK TO FILE SAID RESOLUTION WITH THE PROPERTY APPRAISER OF MIAMI-DADE COUNTY; AND PROVIDING FOR AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER FRANK K. ROLLASON)**

**WHEREAS**, on July 1, 2015, Pedro J. Garcia, Property Appraiser of Miami-Dade County, Florida (the "Property Appraiser") served upon North Bay Village, Florida (the "Village"), a Certification of Taxable Value (the "Certification") certifying to the City its 2015 taxable value; and

**WHEREAS**, the provisions of Section 200.065, Florida Statutes, require that the Village, within thirty-five (35) days of service of the Certification, furnish to the Property Appraiser the proposed millage rate, the current year rolled-back rate and the date, time and place at which public hearings will be held to consider the proposed millage rate and the tentative budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF NORTH BAY VILLAGE, FLORIDA AS FOLLOWS:**

**Section 1. Recitals.** The foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are made a specific part of this Resolution.

**Section 2. Declaration of Proposed Millage Rate.** The proposed millage rate for North Bay Village for Fiscal Year 2015-16 is declared to be 6.4740mills, which is \$6.47 per \$1,000.00 of assessed property within North Bay Village.

**Section 3. Computation of Rolled-back rate.** The current year rolled-back rate as computed pursuant to Section 200.065, Florida Statutes, is **4.8458**, which is \$4.8458 per \$1,000.00 of assessed property within North Bay Village.

**Section 4. Declaration of Proposed Debt-Service Millage Rate.** The proposed debt service millage is .8257.

**Section 5. Schedule of Millage and Budget Hearings.** The proposed date, time and place of the first and second public hearings are set by the Village Commission as follows:

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Place</u></b>
<b><u>FIRST PUBLIC HEARING:</u></b>		
Tuesday, September 8, 2015	6:30 PM	Village Hall 1666 Kennedy Causeway, #101 North Bay Village, FL 33141
<b><u>SECOND PUBLIC HEARING:</u></b>		
Tuesday, September 24, 2015	6:30 PM	Village Hall 1666 Kennedy Causeway, #101 North Bay Village, FL 33141

**PASSED AND ADOPTED** this 14th day of July, 2015.

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Connie Leon-Kreps, Mayor

**ATTEST:**

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Yvonne P. Hamilton, CMC  
Village Clerk

**APPROVED AS TO FORM FOR USE ONLY BY  
NORTH BAY VILLAGE:**

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Robert L. Switkes & Associates, P.A.  
Village Attorney

North Bay Village Resolution: Proposed Millage Rates/Setting Time of Budget Public Hearings

The Village Commission will conduct a public hearing on the proposed General Fund millage rate first. At the conclusion of the General Fund millage rate hearing, the Commission will conduct a public hearing on the Debt Service millage rate. These items will be followed by a public hearing on the Annual Budget.

In the event that the Board of County Commissioners of Miami-Dade County, Florida or School Board schedule any County Budget Hearing on a date set for a Village Budget Hearing, the Village Manager is authorized to change the date of either or both the Budget Hearings.

**Section 6. Authorization of Village Clerk.** The Village Clerk is directed to send the original Certification of Taxable Value and a certified copy of this Resolution to the Property Appraiser on or before August 4, 2015.

**Section 7. Effective Date.** This Resolution shall take effect immediately upon its adoption.

The motion to adopt the foregoing Resolution was offered by \_\_\_\_\_, seconded by \_\_\_\_\_.

**FINAL VOTE AT ADOPTION:**

Mayor Connie Leon-Kreps	_____
Vice Mayor Jorge Gonzalez	_____
Commissioner Richard Chervony	_____
Commissioner Wendy Duvall	_____
Commissioner Eddie Lim	_____

**NORTH BAY VILLAGE**  
**FY 2016 BUDGET PRESENTATION JULY 28, 2015**

Total Taxable Value	\$832,553,896
Current Millage Rate	5.4740
Revenue at 5.4740 (95%)	\$4,329,530
Revenue Increase - 1 Mill	\$790,926

<u><i>GENERAL FUND</i></u>						
Ad Valorem Funded: Mandatory Additional Expenses:					Property Tax Impact/ Average Value	Property Tax Impact/ Average Value
	Description	July 14th	July 28th	Millage Rate Increase	\$200,000	\$300,000
<b>1</b>	Merit Increases (Non-union general employees and uniform police )	\$ 16,791	\$ 16,791	0.0212	\$ 4.25	\$ 6.37
<b>2</b>	Health Insurance (General Fund Employees 10% increase Estimate)	\$ 57,104	\$ 57,104	0.0722	\$ 14.44	\$ 21.66
<b>3</b>	FMIT General, Auto Liability,W/C,Property Insurance	\$ 61,827	\$ 61,827	0.0782	\$ 15.63	\$ 23.45
<b>4</b>	FRS Retirement Increase	\$ 54,403	\$ 54,403	0.0688	\$ 13.76	\$ 20.64
<b>5</b>	Boat Maintenance & Fuel	\$ 8,000	\$ 8,000	0.0101	\$ 2.02	\$ 3.03
<b>6</b>	Code Red System Renewal	\$ 5,000	\$ 5,000	0.0063	\$ 1.26	\$ 1.90
<b>7</b>	GPS Rental Operation	\$ 5,000	\$ 5,000	0.0063	\$ 1.26	\$ 1.90
<b>8</b>	Increase SFM Contract	\$ 5,000	\$ 5,000	0.0063	\$ 1.26	\$ 1.90
<b>9</b>	Village Hall Lease increase	\$ 7,516	\$ 7,516	0.0095	\$ 1.90	\$ 2.85
<b>10</b>	Annual Maintenance Phone System - New System	\$ 1,500	\$ 1,500	0.0019	\$ 0.38	\$ 0.57
<b>11</b>	<b>Total Mandatory Additional Expenses for FY 2016 Budget</b>	<b>\$ 222,141</b>	<b>\$ 222,141</b>	<b>0.2809</b>	<b>\$ 56.17</b>	<b>\$ 84.26</b>

**NORTH BAY VILLAGE**  
**FY 2016 BUDGET PRESENTATION JULY 28, 2015**

Total Taxable Value	\$832,553,896
Current Millage Rate	5.4740
Revenue at 5.4740 (95%)	\$4,329,530
Revenue Increase - 1 Mill	\$790,926

<u>GENERAL FUND</u>						
Ad Valorem Funded: Village Manager's Recommendations					Property Tax Impact/ Average Value	Property Tax Impact/ Average Value
Description	July 14th	July 28th	Millage Rate Increase	\$200,000	\$300,000	
<b>12</b>	<b>3 new Full-Time Police Officers</b>					
<b>13</b>	3 Full-Time Officers (including all personnel costs)	\$ 285,000	\$ 285,000			
<b>14</b>	Equip. for new officers (including vehicle, uniforms, radios, phone, etc)	\$ 175,000	\$ 175,000			
<b>15</b>	Increase gasoline expense for new vehicles	\$ 13,000	\$ 13,000			
<b>16</b>	<b>Total for 3 New Full -Time Police Officers</b>	<b>\$ 473,000</b>	<b>\$ 473,000</b>	<b>0.5980</b>	<b>\$ 120</b>	<b>\$ 179</b>
<b>17</b>	<b>Part-Time Officers Funding</b>					
<b>18</b>	Increase funding for additional Part-Time Police Officers	\$ 80,000	\$ 80,000			
<b>19</b>	Equipment for additional Part-time Officers (uniform, radio, phone, etc)	\$ 8,000	\$ 8,000			
<b>20</b>	<b>Total for Part-Time Officers Funding</b>	<b>\$ 88,000</b>	<b>\$ 88,000</b>	<b>0.1113</b>	<b>\$ 22</b>	<b>\$ 33</b>
<b>21</b>	<b>Other Recommendations</b>					
<b>22</b>	Marketing/Branding Consultant to include a PR video on the Village	\$ 75,000	\$ 75,000	0.0948	\$ 19	\$ 28
<b>23</b>	1 Full-Time Dispatcher (including benefits)	\$ 50,000	\$ 50,000	0.0632	\$ 13	\$ 19
<b>24</b>	Code Enforcement Officer's Training	\$ 2,600	\$ 2,600	0.0033	\$ 1	\$ 1
<b>25</b>	Litigation Cost	\$ 50,000	\$ 50,000	0.0632	\$ 13	\$ 19
<b>26</b>	Reserves for employee severance costs (estimate)	\$ 100,000	\$ 100,000	0.1264	\$ 25	\$ 38
<b>27</b>	Additional employee Office Clerk (Best Buddies Program)	\$ 16,000	\$ 16,000	0.0202	\$ 4	\$ 6
<b>28</b>	Compensation & Benefits for all Gen Employees (6% max.)	\$ 256,062	\$ 29,678	0.0375	\$ 8	\$ 11
<b>29</b>	<b>Sub-Total Other Recommendations</b>	<b>\$ 549,662</b>	<b>\$ 323,278</b>	<b>0.4087</b>	<b>\$ 82</b>	<b>\$ 123</b>
<b>30</b>	<b>Sub-Total Village Manager's Recommendation</b>	<b>\$ 1,110,662</b>	<b>\$ 884,278</b>	<b>1.1180</b>	<b>\$ 224</b>	<b>\$ 335</b>

**NORTH BAY VILLAGE**  
**FY 2016 BUDGET PRESENTATION JULY 28, 2015**

Total Taxable Value	\$832,553,896
Current Millage Rate	5.4740
Revenue at 5.4740 (95%)	\$4,329,530
Revenue Increase - 1 Mill	\$790,926

<u>GENERAL FUND</u>						
Ad Valorem Funded: Programs in addition to Manager's Recommendations					Property Tax Impact/ Average Value	Property Tax Impact/ Average Value
	Description	July 14th	July 28th	Millage Rate Increase	\$200,000	\$300,000
31	Deco Bike/CitiCorp-Capital cost to implement (Charging Station & Install.)	\$ 50,000	\$ 50,000	0.0632	\$ 13	\$ 19
32	Doggie Park-Fencing at Schonberger & Vogel Parks	\$ 10,000	\$ 10,000	0.0126	\$ 3	\$ 4
33	Refurbishment of TIES Basketball Courts	\$ 30,000	\$ 30,000	0.0379	\$ 8	\$ 11
34	<b>Senior Recreation Program</b>					
35	Senior Recreation Program - 1.5 New Employees	<del>\$ 75,000</del>	0			
36	Senior Recreation Program - Increased bus service - P/T Bus Driver	<del>\$ 22,000</del>	0			
37	Senior Recreation Program - Expenses	\$ 53,000	\$ 50,000			
38	<b>Total for Senior Recreation Program</b>	<b>\$ 150,000</b>	<b>\$ 50,000</b>	<b>0.0632</b>	<b>\$ 13</b>	<b>\$ 19</b>
39	<b>Motorcycle Unit</b>					
40	1 Additional Police Officer for Motorcycle Unit (including benefits)	<del>\$ 95,000</del>	\$ -			
41	Equipment for new officers (including vehicle, uniforms, radios, phone, etc)	<del>\$ 58,333</del>	\$ -			
42	Motorcycle Unit (Lease \$500 per month)	<del>\$ 6,000</del>	\$ -			
43	<b>Total for Motorcycle Unit</b>	<b>\$ 159,333</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>
44	<b>Police Department New Equipment</b>					
45	License Plate Reader System	\$ 15,000	\$ 15,000	0.0190	\$ 4	\$ 6
46	Body Cameras for Police Officers - New Program(25)	<del>\$ 50,000</del>	\$ -	-	\$ -	\$ -
47	<b>Total for Police Department New Equipment</b>	<b>\$ 65,000</b>	<b>\$ 15,000</b>	<b>0.0190</b>	<b>\$ 4</b>	<b>\$ 6</b>
48	<b>Vehicle Replacement program for Police Department</b>					
49	Replace 3 Police vehicles	<del>\$ 105,000</del>	\$ -	-	\$ -	\$ -
50	<b>Total Vehicle Replacement program for Police Department</b>	<b>\$ 105,000</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>
51	<b>Sub-total - for Programs in addition to Manager's Recommendations</b>	<b>\$ 569,333</b>	<b>\$ 155,000</b>	<b>0.1960</b>	<b>\$ 39</b>	<b>\$ 59</b>
52	<b>FY 2016 Proposed Increase</b>	<b>\$ 1,902,136</b>	<b>\$ 1,261,419</b>	<b>1.5949</b>	<b>\$ 319</b>	<b>\$ 478</b>
	<b>*****Difference between July 24th to July 28th</b>		<b>\$640,717</b>			

**NORTH BAY VILLAGE**  
**FY 2016 BUDGET PRESENTATION JULY 28 2015**

		14-Jul-15		28-Jul-15		Difference in MILLS
<b>53</b>	<b>Current Rollback Millage Rate</b>		4.8458		4.8458	
	FY 2016 Required Increase	0.2809	5.1267	0.2809	5.1267	0.0000
	FY 2016 Manager's Recommendation Increase	1.4043	6.5310	1.1180	6.2447	0.2863
	FY 2016 Programs in addition to Manager's Recommendations	0.7198	7.2507	0.1960	6.4407	0.5238
	FY 2016 NET decrease on Revenue and Expenditures			(0.1503)	6.2904	0.1503
	<b>Total Millage Increase</b>	<b>2.4049</b>		<b>1.4446</b>		<b>0.9603</b>

<b>54</b>	FY 2016 Estimated increase on other general revenue	\$ (50,582)	(0.0640)	
	FY 2016 Proposed Increase with changes in Mandatory Expenses:	\$ 222,141	0.2809	
	FY 2016 Proposed Increase with changes in Village Manager's Recommendations:	\$ 884,278	1.1180	
	FY 2016 Proposed Increase with changes in Programs in Addition to Manager's Recommendations:	\$ 155,000	0.1960	
	FY 2016 incidental operating increases/decreases in expenditures from general fund (LED signage, car allowance, telephone, training, office supplies, tires, etc) our decreases were greater than the increases in the incidentals.	\$ (68,280)	(0.0863)	
	<b>FY 2016 Proposed Increase (with changes)</b>	<b>\$ 1,142,557</b>	<b>1.4446</b>	<b>6.2904</b>

**NORTH BAY VILLAGE**  
**FY 2016 BUDGET PRESENTATION JULY 28, 2015**

<i>UTILITY FUND</i>		
<i>ADMINISTRATION, WATER, SEWER, SANITATION, STORMWATER, TRANSPORTATION</i>		
<b>MANDATORY ADDITIONAL EXPENSES</b>		
	<b>Description</b>	<b>Amount</b>
<b>55</b>	Increase County pass-through for water, sewer, disposal cost (estimated 2.5% overall)	\$ <b>50,000</b>
<b>56</b>	Health Insurance (estimated 10%)	\$ <b>12,800</b>
<b>57</b>	Vehicle lease cost (4 vehicles)	\$ <b>14,500</b>
<b>58</b>	Cost Allocation (General Fund)	\$ <b>49,000</b>
<b>59</b>	GPS System (9 vehicles)	\$ <b>2,500</b>
<b>60</b>	Maintenance costs for 4 lift stations including wet well	\$ <b>65,000</b>
<b>61</b>	Lift station pumps - Emergency repairs and replacement	\$ <b>100,000</b>
<b>62</b>	Water and Sewer line - Emergency repairs	\$ <b>100,000</b>
<b>63</b>	<b>Total for Utility Fund Mandatory Additional Expenses</b>	<b>\$ 693,800</b>

<i>UTILITY FUND</i>		
<i>ADMINISTRATION, WATER, SEWER, SANITATION, STORMWATER, TRANSPORTATION</i>		
<b>Village Manager's Recommendations</b>		
	<b>Description</b>	<b>Amount</b>
<b>64</b>	Compensation & Benefits - Union Negotiations are on going (7 employees)	<b>\$48,000</b>

<b>65</b>	<p>There are several cost that go to individual departments and are consolidated here for discussion purpose.</p> <p>The Utility Fund consists of water, sewer, sanitaion operations along with the stormwater, transportation and utility administration. The stormwater and transporation departments have their own funding sources and are not supported by water, sewer and sanitation rates.</p> <p>The Village has received 4 contracts from the Florida Department of Environmental Protection (DEP) for the repair and replacement of elemets of the water, sewer and stormwater systems. Some of the funding is a 100% grant and other portions are a part of the State's Revolving Loan Fund (RLF). When the projects funded by the loans are completed, the Village will be requiered to make semi-annual principal and interest payments. The earliest this repayment plan will start would be after October 1, 2016 or FY 2017.</p>
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**NORTH BAY VILLAGE  
FY 2016 BUDGET PRESENTATION JULY 28, 2015**

**TRUST FUNDS**

**IMPACT FEES FUNDS**

**FY 2015**

		<b>FY 2014 Fund Balance</b>	<b>Revenue</b>		<b>Expenses Y-T-D</b>	<b>Projected Exp. Year End</b>	<b>FY 2016 Beginning Balance</b>
<b>66</b>	Police Impact Fees	\$ 133,654	\$ -		\$ 61,900	\$ 132,900	\$ 754
<b>67</b>	Park Impact Fees-Capital Construction	\$ 397,000	\$ -		\$ 16,795	\$ 397,000	\$ -
<b>68</b>	Park Impact Fees-Open Space	\$ 256,756	\$ -		\$ -	\$ -	\$ 256,756

**FORFEITURE FUNDS**

**FY 2015**

		<b>FY 2014 Fund Balance</b>	<b>Revenue</b>		<b>Expenses Y-T-D</b>	<b>Projected Exp. Year End</b>	<b>FY 2016 Beginning Balance</b>
<b>69</b>	Federal Forfeiture Fund	\$ 211,296	\$ 261,704		\$ 257,222	\$ 425,000	\$ 48,000
<b>70</b>	State Forfeiture Fund	\$ 73,855	\$ 45,367		\$ 16,795	\$ 102,427	\$ 16,795
<b>71</b>	Federal Forfeiture Notes: This will only produce \$48,000 to start FY 2016. Any additional funds received through September 30, 2015 will be added to the carry over. Any reduction in spending through September 30, 2015 will add to the carryover. The overtime alone is costing about \$25,000 per month.						

**NORTH BAY VILLAGE  
FY 2016 BUDGET PRESENTATION JULY 28, 2015**

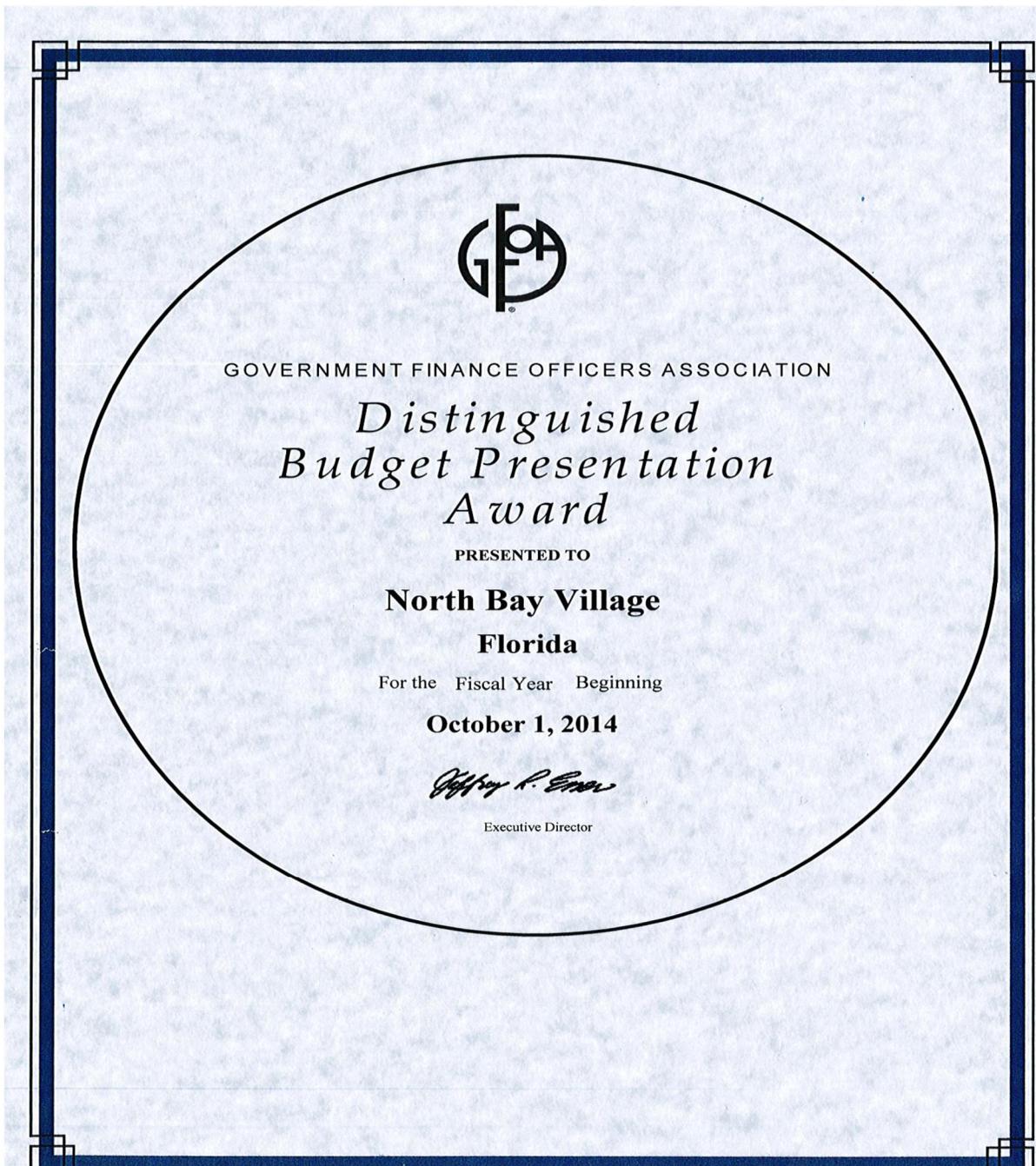
**CAPITAL PROJECTS FUND**

Capital Projects Fund							
FY 2015							
Capital Projects Fund	FY 2014 Fund Balance	Revenue		Expenses Y-T-D	Projected Exp. Year End	FY 2016 Beginning Balance	
72	Capital Projects -New Village Hall/Police/Fire	\$ 1,106,403	\$ 453		\$ 63,227	\$ 63,227	\$ 1,043,176



# **FY 2016 PROPOSED BUDGET**

**JULY 28, 2015**



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the **North Bay Village, FL** for its annual budget for the fiscal year beginning **October 1, 2014**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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## ***Transmittal Letter***

Mayor and Commissioners,

Transmitted herein please find the FY 2016 Annual budget presented as required by the Village Charter. It is proposed that the final formal FY 2016 Budget will be adopted effective October 1, 2015. This transmittal letter will bring the budget together and focus the all funds budget as it relates to the current level of services provided by the Village to the services that will be needed in the future.

The major expense of the General Fund is the cost of police services. This consumes approximately 65% of the General Fund budget. This proposed budget will increase the number of full time sworn officers from 24 to 27 in FY 2016. The three additional officer positions will be filled as quickly as possible after October 1, 2015. The proposed budget also includes one full time dispatch position and three part time sworn officers.

The Village is in the center of Miami Dade County in South Florida and has to deal with issues and situations that occur in surrounding Miami areas and has to plan for the growth in the general area that may affect the Village as well as plan for the growth in the services provided to our residents and businesses.

The FY 2016 proposed budget recommendation includes funding for several new recreation programs. These include the funding for PAL program, funding for recreational projects for seniors as well as refurbishing the basketball courts at the Treasure Island Elementary School (TIES). The FY 2016 budget also continues the funding for the international Baccalaureate (IB) Program. The proposed budget contains funding for the initial stages of implementing a DECO Bike service to the residents and visitors of North Bay Village.

The Village is surrounded by the beautiful waters of Biscayne Bay and the Village has purchased a police marine patrol boat to increase the services provided by the Village. The Village is also considering implementing a PAL program in conjunction with some local not for profit groups such as the Optimist Club and the police department. This will be the beginning of increasing the Villages goal of more community wide youth services and community policing.

## **Revenue Forecasting**

North Bay Village taxable property is grown back to about 72% of the value that the Village had in 2009. It has been a slow but steady climb back. South Florida is showing to be an excellent location for real estate investments as well as North Bay Village being an ideal location in South Florida. The property tax base has been increasing 5 % to 10 % over the last 2 years. Based on the major mixed use developments that the Commission has approved over the past 2 years, this trend should continue for several years as this new development continues through the development process. Florida is experiencing a similar growth pattern and the Villages shared revenues is about 22% of the General Fund revenues. The majority of the Village's revenues after property taxes are the franchise fees and utility taxes (17%). These have been on a steady increase over the past 5 years and are projected to continue a moderate growth over next the few years.

North Bay Village operates the water distribution and sewer collection systems in the Village. We receive services from Miami Dade for fresh water production and sewage disposal. The Village was developed in the 1950 and the water and sewer systems have not been maintained well nor had any major improvements over the past years. The Village has experienced a high rate of equipment and facility failures over the past 2 years. The Village has just undertaken a complete renovation of the water and sewer lines as well as a water meter replacement program. This will be in the area of \$9.2 million for utility projects. In FY 2015 the Village will be undertaking a major rebuilding of the two (2) stormwater deep well injection systems and will be moving on to rebuilding the stormwater outfall lines next. This will be funded initially with low interest rate loans through the Florida Department of Environmental Protection, (FDEP). These loans will be paid back through increased utility system user fees but will be offset with some actual dollar cost reductions due to reduced inflow and infiltration and more efficient water and sewer systems.

I am recommending the Proposed FY 2016 Budget at a total \$7,050,830 plus the required transfer of \$ 262,382 to other funds. The major source of revenue to fund the General Fund is the revenue from Ad Valorem taxes. Actually it makes us 67.9% of the total General funds revenues. The second largest revenue is the revenues shared by the State of Florida to local governments which makes 12.1% of our budget.

This Budget includes the recommended Ad Valorem Millage rate at 6.4740 mills as compared to the current millage of 5.4740. The current year Rollback Rate is 4.8458 mills. One mill is equal to \$1.00 of taxes per

\$ 1,000 of property taxable value. The millage rate of 6.2679 will fully fund the operating budget. The millage rate of 6.4740 will provide \$163,000 for the unreserved fund balance. The Village Commission is required to set the Tentative Millage Rate prior to August 4 each year and officially notify the Miami Dade Property Appraiser of the Tentative Millage Rate and the date, time and place of the required public hearings on the Village's FY 2016 budget. The Property Appraiser is required to notify all property owners of this information and how much the tentative millage rates will be.

I am recommending that the Debt Service Ad Valorem Millage rate be set at 0.8254 mills. This will provide the revenues necessary to pay the debt service on the voter approved GO bonds. The General Ad Valorem and the Debt Ad Valorem combined Millages are FY 2015 at 6.3313 and FY 2016 at 7.2994.

North Bay Village operates the water distribution and sewer collection systems in the Village. We receive services from Miami Dade for fresh water production and sewage disposal. The Village was developed in the 1950's and the water and sewer systems have not been maintained well nor have any major improvements taken place over the past years. The Village has experienced a high rate of equipment and facility failures over the past 2-3 years. The Village is in the process of undertaking a complete renovation of the water and sewer lines as well as a water meter replacement program; this will be in the area of \$11.4 million in utility projects. These projects will be funded through low interest loans from the Florida Department of Environmental Protection, (FDEO). In FY 2015 the Village undertook a major rebuilding of the two (2) stormwater deep injection well systems and will be moving on to rebuilding the stormwater outfall lines next. This project is funded initially with a direct grant of \$600,000 from the State of Florida. The loans will be paid back through increased utility system user fees but will be offset with some actual dollar cost reductions due to reduced inflow and infiltration and more efficient water and sewer systems.

The Village is moving forward with the construction of a New Village Hall on the same property that the previous facility was located. The Old Village Hall was torn down in 2013 to make way for the new Village Hall. The voters have approved \$7.9 million dollars for General Obligation debt for a new Village Hall. The voters also approved \$9.4 million for parks and open space development. The Village has spent \$5.2 million for the purchase and development of one new park. These 2 projects along with the over \$12,000,000 in water, sewer and stormwater projects the Village is undertaking over \$23 million in capital improvements over the

next 2 to 3 years. The Parks and Village Hall are voter approved GO debt and will become additional line item increases on the annual property tax bill. The Village Commission recently approved increases in the water and sewer consumption customer charges which will go to increase the financial stability of the Utility System of the Village. When the projects being financed by the State backed loans, are completed the Village will have to look at rate increases to meet the new debt services. However, since the system is experiencing inflow and infiltration issues the correction of these problems should lead to reductions in the operating costs of the utility system. These reduced expenses should help hold down any necessary rate increases.

The Village has been going through a slow recovery with the General Fund Reserves being used to supplement some of the increased annual costs. The Village Charter requires a Restricted Reserve in the amount 20% of the current years General Fund expenditures. The General Fund reserves have increased over the past 2 years from \$1,450,000 in FY 2013 to over \$1,765,881 in FY 2015 with \$1,112,200 of the \$1,765,881 in the 20% Restricted Reserves. The FY 2016 budget does not use any of these funds to fund this budget.

The Village Commission has started requiring that the annual budget include performance measures for all departments and functions. This was started with the FY 2015 budget and will be improved in the Village's future budgets. The Manager will be presenting performance accomplishments throughout the fiscal year. When there is some history on performance measurement management can use this to increase the delivery of services to our residents and businesses.



Frank Rollason, Village Manager  
July 28, 2015

## ***GUIDE TO READERS***

The Fiscal Year 2016 Budget for North Bay Village serves four fundamental purposes:

1. **Policy Document** - as a policy document, the Budget serves to educate the reader about the Village and its policies. The Budget contains organization-wide financial and programmatic policies and goals that address long-term concerns and issues. It also includes short-term financial and operational policies that guide the development of the annual Budget. This Budget document details the services that the Village will provide during the twelve-month period from October 1, 2015 through September 30, 2016.
2. **Financial Plan** - as a financial plan, the Budget details the costs associated with providing municipal services and how these services will be funded. The General Fund section includes a summary and detailed description of all revenues and expenditures. Specific Fund sections also describe revenues and expenditures. The Budget document explains the underlying assumptions for the revenue estimates and discusses significant revenue trends. In addition, there is a discussion of the Village's accounting structure and budgetary policies.
3. **Operations Guide** - as an operations guide, the Budget details how departments and funds are organized. The Budget informs the reader of all activities, services and functions carried out by each department. Each departmental budget section includes a description of the department's function, measurable goals, budget highlights, and budgetary appropriation.
4. **Communications Device** - as a communications device, the Budget provides summary information to aid the reader in interpreting the document. Charts, graphs, tables and text are included to consolidate the information as much as possible. The budget document also includes a detailed table of contents and a glossary of terms to make it easy to locate and understand its contents. Finally, the Budget includes the Budget Message section, which provides readers with a condensed analysis of the fiscal plans of North Bay Village for the upcoming fiscal year.

# PROPOSED BUDGET FY 2016

## NORTH BAY VILLAGE

Submitted by the Village Manager  
to the Mayor & Commission  
Fiscal Year 2016

### Village Commission

Mayor – Connie Leon-Kreps (Term expires Nov. 2016)  
Vice Mayor – Jorge Gonzalez (Term expires Nov. 2018)  
Commissioner-Eddie Lim (Term expires Nov. 2018)  
Commissioner – Dr. Richard Chervony (Term expires Nov. 2016)  
Commissioner-Wendy Duvall (Term expires Nov. 2016)



# **NORTH BAY VILLAGE**

## **Administrative Officials**

Frank Rollason  
Village Manager

Jenice Rosado  
Deputy Village Manager/Human Resources

Yvonne P. Hamilton  
Village Clerk

Robert L. Switkes  
Village Attorney,  
Law Offices of Robert L. Switkes  
& Associates, P.A.

Incorporated on May 16, 1945
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## ***Administrative Staff***

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- Bert Wrains, Finance Director
- Brian Collins, Acting Police Chief
- Raul Rodriguez, Building Official
- Rodney Carrero-Santana, Public Works Director

## **Village Mission Statement**

The Village Commission will work to serve the diverse community and enhance the quality of life for all inhabitants of this “Three Island Paradise” by preserving our natural resources, stimulating economic activity, maintaining a safe environment, and improving the appearance of the Village through effective and transparent leadership.

## **Village-Wide Goals**

- ❖ Provide a Professional Village Government: Financially Responsible with Personal Customer Service.
- ❖ Develop a Strong Sense of Community Identity and Pride.
- ❖ Maintain our Beautiful and Quaint Village on the Bay.
- ❖ Strive to Create an On-going Great Place to Live for all Generations.

## **ADVISORY BOARDS**

### **Planning & Zoning Board**

- Reinaldo Trujillo, Chair
- J.F. Bud Farrey, Vice Chair
- Dr. Douglas Hornsby
- Bonifacio Lopez
- Marvin Wilmoth

### **Business Development Advisory Board**

- Scott Greenwald
- Mohammed Hossain
- Kamrul Hasan Khan
- Nazrul Khan
- Miguel Barbagallo

### **Youth & Education Services Board**

- Kerry Allen
- Jason Strom
- Keir Roca
- Rosa Neely
- Ana Fonseca

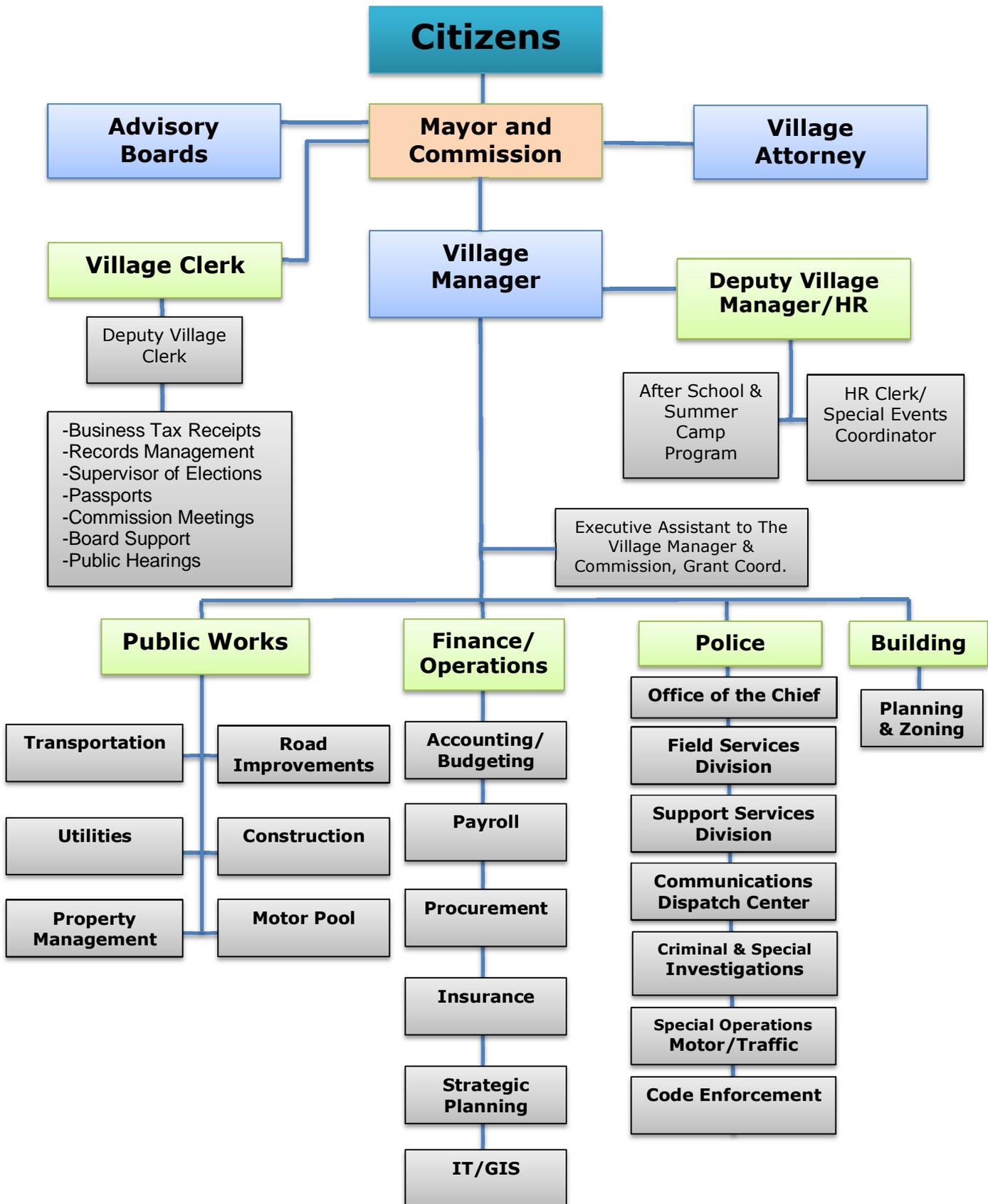
### **Citizens Budget & Oversight**

- Temante Leary, Vice Chair
- Vacant
- Vacant
- Vacant
- Vacant

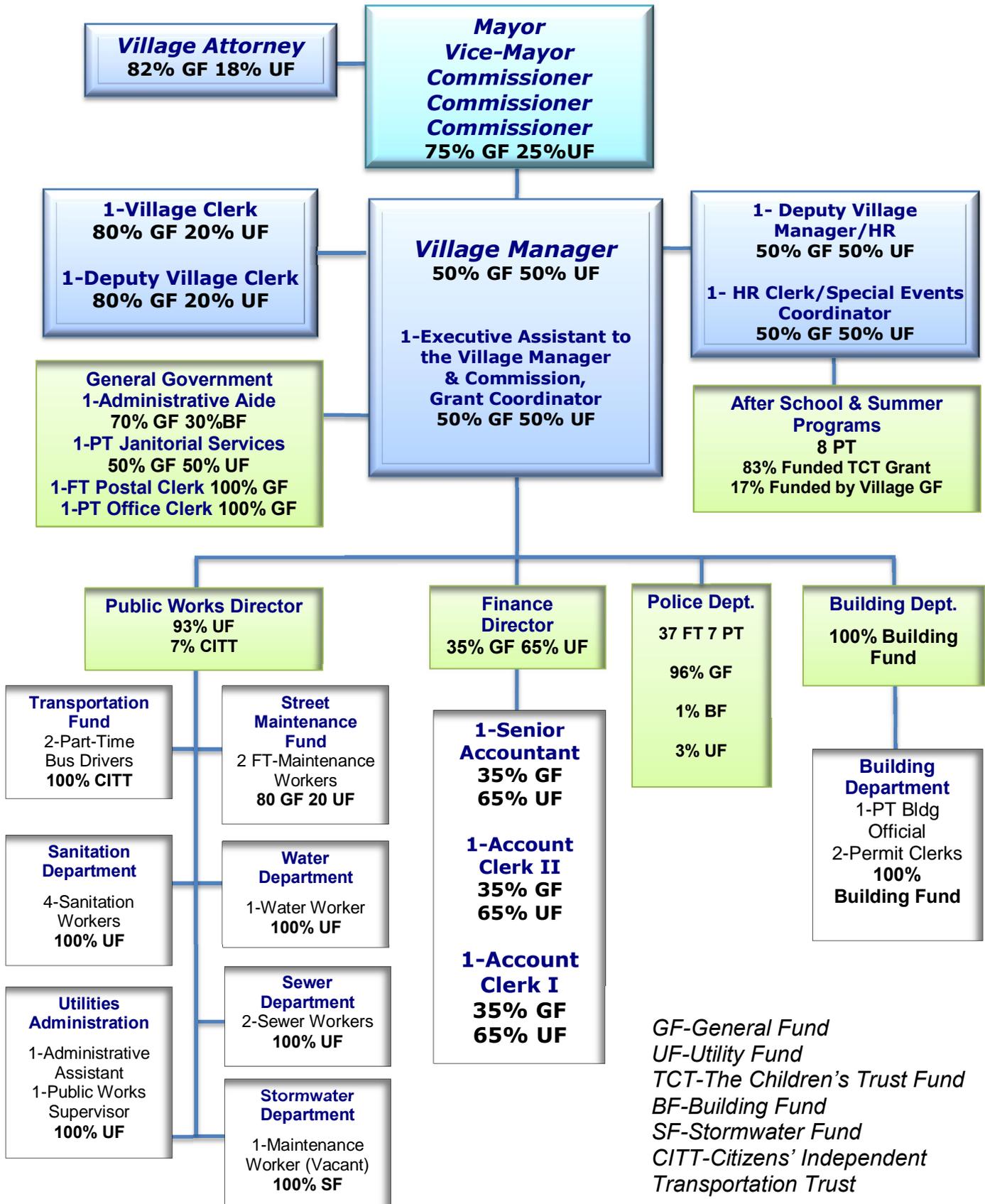
### **Community Enhancement Board**

- Andreanna D. Jackson, Chair
- Diana Quintero, Vice Chair
- Dora Tano
- Ana Watson

# ORGANIZATIONAL CHART



**POSITION FUNDING SOURCES**



GF-General Fund  
 UF-Utility Fund  
 TCT-The Children's Trust Fund  
 BF-Building Fund  
 SF-Stormwater Fund  
 CITT-Citizens' Independent Transportation Trust

## AUTHORIZED STAFFING LEVELS

<b>GENERAL FUND</b>	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY2014</b>	<b>FY 2015</b>	<b>FY 2016</b>
Village Commission Department	5 PT	5 PT	5 PT	5 PT	5 PT
Village Manager Department	2 FT	4 FT	4 FT	4 FT	4 FT
Village Clerk Department	2 FT 1 PT	2 FT 1 PT	3 FT	2 FT	2 FT
Finance Department	3 FT	4 FT	4 FT	4 FT	4 FT
General Government Department	2 FT 4 PT	1 FT 3 PT	1 FT 3 PT	2 FT 1 PT	2 FT 2 PT
Police Department	30 FT 3 PT	30 FT 3 PT	31 FT 4 PT	33 FT 4 PT	37 FT 7 PT
Recreation & Human Services Department	1 PT	1 PT	1 PT	0 PT	0
<b>TOTAL GENERAL FUND</b>	<b>53</b>	<b>54</b>	<b>56</b>	<b>55</b>	<b>63</b>
<b>SPECIAL REVENUE FUNDS</b>					
Building	1 FT 1 PT	1 FT 1 PT	1 FT 1PT	2 FT 1PT	2 FT 1PT
Street Maintenance	2 FT	2 FT	2 FT	2 FT	2 FT
After School & Summer	8 PT	8 PT	8 PT	8 PT	8 PT
Transportation	1 PT	1 PT	2 PT	2 PT	2 PT
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>15</b>
<b>ENTERPRISE FUNDS</b>					
Utility Administration	2 FT	2 FT	3 FT	3 FT	3 FT
Water Operation	1 FT	1 FT	1 FT	1 FT	1 FT
Sewer Operation	2 FT	2 FT	2 FT	2 FT	2 FT
Sanitation Department	4 FT	4 FT	4 FT	4 FT	4 FT
Storm Water	0	0	0	1 FT	1 FT
<b>TOTAL UTILITY FUNDS</b>	<b>9</b>	<b>9</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>TOTAL ALL FUNDS</b>	<b>75</b>	<b>76</b>	<b>81</b>	<b>81</b>	<b>89</b>
<b>Budget Staffing Level Changes</b>					
<b>General Fund: Add 1 Part-Time Office Clerk (Best Buddies Program)</b>					
<b>Police Department: Add 3 New PT Police Officers (POOL FUNDING)</b>					
<b>Police Department: Add 3 New Full-Time Police Officers</b>					
<b>Police Department: Add 1 New Full-Time Dispatcher</b>					

**ALL FUNDS-BUDGET ANALYSIS BY DEPARTMENT FY 2016**

FUND	NUMBER OF PERSONNEL	PERSONNEL SERVICES	MATERIALS SUPPLIES AND SERVICES	TOTAL OPERATING BUDGET	CAPITAL OUTLAY & OTHER	TOTAL PROPOSED BUDGET
<b>GENERAL FUND</b>						
Village Commission Department	5 PT	35,607	14,087	49,694	-	49,694
Village Manager Department	4 FT	204,838	7,512	212,350	-	212,350
Village Clerk Department	2 FT	162,389	45,050	207,439	-	207,439
Finance Department	4 FT	159,514	10,085	169,599	-	169,599
Legal Services Department	-	-	212,000	212,000	-	212,000
General Government Department	2 FT 2 PT	39,763	972,345	1,012,109	9,500	1,021,609
Police Department	37 FT 7 PT	4,190,146	441,693	4,631,839	198,000	4,829,839
Recreation & Human Svces Dep.	-	-	268,300	268,300	80,000	348,300
Compensated Absences	-	-	-	-	-	-
<b>TOTAL GENERAL FUND</b>	<b>63</b>	<b>4,792,257</b>	<b>1,971,073</b>	<b>6,763,330</b>	<b>287,500</b>	<b>7,050,830</b>
<b>SPECIAL REVENUE FUNDS</b>						
Building	2 FT 1PT	232,099	569,357	801,456	-	801,456
Street Maintenance	2 FT	74,357	275,210	349,567	6,000	355,567
After School & Summer	8 PT	131,590	70,367	201,957	-	201,957
Transportation	2 PT	65,399	75,760	141,159	439,210	580,369
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>15</b>	<b>503,445</b>	<b>990,694</b>	<b>1,494,139</b>	<b>445,210</b>	<b>1,939,349</b>
<b>TOTAL CAPITAL</b>	-	-	-	-	<b>1,122,340</b>	<b>1,122,340</b>
<b>ENTERPRISE FUNDS</b>						
Utility Administration	3 FT	938,456	482,790	1,421,247	24,000	1,445,247
Water Operation	1 FT	78,942	773,600	852,542	-	852,542
Sewer Operation	2 FT	167,412	1,558,320	1,725,732	-	1,725,732
Sanitation Department	4 FT	293,995	591,069	885,064	-	885,064
Compensation for on-going union nego	-	-	-	-	48,000	48,000
<b>TOTAL UTILITY FUND</b>	<b>10</b>	<b>1,478,805</b>	<b>3,405,780</b>	<b>4,884,585</b>	<b>72,000</b>	<b>4,956,585</b>
Water Improvements Trust	-	-	-	-	75,000	75,000
Sewer Improvements Trust	-	-	-	-	201,325	201,325
Sanitation Improvements Trust	-	-	-	-	65,000	65,000
<b>TOTAL IMPROVEMENTS TRUST</b>	-	-	-	-	<b>341,325</b>	<b>341,325</b>
Storm Water	1 FT	77,362	49,700	127,062	350,000	477,062
<b>TOTAL STORMWATER</b>	<b>1</b>	<b>77,362</b>	<b>49,700</b>	<b>127,062</b>	<b>350,000</b>	<b>477,062</b>
Debt Service	-	-	-	-	652,848	652,848
<b>TOTAL DEBT SERVICE</b>	-	-	-	-	<b>652,848</b>	<b>652,848</b>
<b>TOTAL ALL FUNDS</b>	<b>89</b>	<b>6,851,870</b>	<b>6,417,247</b>	<b>13,269,117</b>	<b>3,271,223</b>	<b>16,540,339</b>

## TOTAL PAYROLL COST FY 2016

Occupation	Proposed Earnings	COLA	Personnel Cost	Shift Diff	LON	Add'l Benefits	RET	FICA	W/Comp	Insurance	Employee Total
<b>General Fund-Village Commission</b>											
Mayor	7,800	-	-	-	-	-	-	597	20	-	8,416
Vice-Mayor	6,300	-	-	-	-	-	-	482	16	-	6,798
Commissioner	6,300	-	-	-	-	-	-	482	16	-	6,798
Commissioner	6,300	-	-	-	-	-	-	482	16	-	6,798
Commissioner	6,300	-	-	-	-	-	-	482	16	-	6,798
<b>Total Village Commission</b>	<b>33,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,525</b>	<b>83</b>	<b>-</b>	<b>35,607</b>
<b>General Fund-Village Manager</b>											
Village Manager	96,000	-	-	-	-	-	-	7,344	240	936	104,520
Deputy Village Manager/HR Executive Assist. to Village Mgr & Commission	89,591	1,792	-	-	300	3,600	20,035	7,152	224	11,937	134,632
HR Clerk/Special Events Coord.	58,440	1,169	-	-	-	-	4,243	4,471	146	11,434	79,903
	46,858	937	-	-	500	-	3,438	3,623	117	24,653	80,126
<b>Total Village Manager</b>	<b>290,889</b>	<b>3,898</b>	<b>-</b>	<b>-</b>	<b>800</b>	<b>3,600</b>	<b>27,716</b>	<b>22,590</b>	<b>727</b>	<b>48,960</b>	<b>399,180</b>
<b>General Fund-Village Clerk</b>											
Village Clerk	106,203	2,124	-	-	1,000	-	27,170	8,201	266	12,175	157,139
Deputy Village Clerk	55,115	1,102	-	-	-	-	4,001	4,216	138	11,062	75,635
<b>Total Village Clerk</b>	<b>161,318</b>	<b>3,226</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>31,172</b>	<b>12,417</b>	<b>403</b>	<b>23,238</b>	<b>232,775</b>
<b>General Fund-Finance Department</b>											
Finance Director	112,671	2,253	-	-	-	8,400	25,946	9,262	323	853	159,708
Senior Accountant	79,110	1,582	-	-	500	-	5,780	6,090	218	25,524	118,804
Account Clerk II	54,032	-	2,702	-	1,000	-	3,995	4,210	149	25,456	91,544
Account Clerk I	41,527	-	2,076	-	-	-	3,015	3,177	114	25,393	75,303
<b>Total Finance Department</b>	<b>287,341</b>	<b>3,836</b>	<b>4,778</b>	<b>-</b>	<b>1,500</b>	<b>8,400</b>	<b>38,735</b>	<b>22,739</b>	<b>803</b>	<b>77,226</b>	<b>445,358</b>
<b>General Fund-General Government</b>											
Administrative Aide-Vacant	41,912	-	-	-	-	-	3,043	3,206	105	16,726	64,991
Post Office Clerk	35,602	-	-	-	-	-	2,585	2,724	89	11,197	52,197
Office Clerk	13,095	262	-	-	-	-	951	1,002	33	-	15,342
Janitorial Services	17,726	355	-	-	-	-	1,287	1,356	899	-	21,622
<b>Total General Government</b>	<b>108,335</b>	<b>616</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,865</b>	<b>8,288</b>	<b>1,125</b>	<b>27,923</b>	<b>154,152</b>
<b>General Fund-Police Department</b>											
PT Code Enforcement	25,037	501	-	-	-	-	1,818	1,915	63	-	29,333
Records Clerk	44,277	-	-	-	1,000	-	3,287	3,464	113	17,185	69,326
PSA	42,345	-	-	-	500	-	3,111	3,278	107	11,823	61,163
Dispatcher	58,553	-	-	2,342	1,000	-	8,356	4,735	149	11,238	86,373
Dispatcher	48,382	-	-	968	500	-	3,619	3,814	122	18,077	75,482
Head Dispatcher	58,552	-	-	-	1,000	-	8,040	4,556	149	11,062	83,358
Dispatcher	33,868	-	-	1,355	-	-	2,557	2,695	85	24,956	65,515
Exec Assist to the Chief of Police	72,399	1,448	-	-	500	3,600	16,394	5,852	182	25,630	126,005
Code Enforcement	58,897	1,178	-	-	300	4,800	4,646	4,896	148	679	75,544
Dispatcher-Vacant	33,204	-	-	-	-	-	1,262	2,540	83	11,254	48,342
Dispatcher	33,204	-	-	-	-	-	1,262	2,540	83	11,254	48,342
<b>Total Non-Sworn Officers</b>	<b>508,718</b>	<b>3,127</b>	<b>-</b>	<b>4,664</b>	<b>4,800</b>	<b>8,400</b>	<b>54,350</b>	<b>40,284</b>	<b>1,284</b>	<b>143,156</b>	<b>768,783</b>
<b>Sub-Total</b>	<b>1,389,601</b>	<b>14,703</b>	<b>4,778</b>	<b>4,664</b>	<b>8,100</b>	<b>20,400</b>	<b>159,839</b>	<b>108,842</b>	<b>4,425</b>	<b>320,503</b>	<b>2,035,855</b>

**TOTAL PAYROLL COST FY 2016**

Occupation	Proposed Earnings	COLA	PERSONNEL COST	Shift Diff	LON	Add'l Benefits	RET	FICA	W/COMP	Insurance	Employee Total
<b>General Fund-Police Department</b>											
Police Chief	120,310	-	-	-	-	1,560	26,516	9,204	5,173	32,489	195,252
Lieutenant	93,667	-	-	-	1,000	1,080	20,865	7,242	4,071	17,237	145,160
Lieutenant	98,127	-	-	-	1,000	480	21,848	7,583	4,262	25,227	158,526
Sergeant	84,958	-	-	1,699	1,000	720	19,320	6,706	3,769	25,928	144,101
Sergeant	84,958	-	-	-	1,000	1,440	18,945	6,576	3,696	11,537	128,153
Sergeant	84,958	-	-	3,398	1,000	1,560	19,694	6,836	3,842	25,207	146,497
Detective	77,306	-	-	-	1,000	600	17,259	5,990	3,367	25,503	131,025
Detective	77,306	-	-	-	1,000	600	17,259	5,990	3,367	25,880	131,403
Detective	77,306	-	-	-	1,000	1,560	17,259	5,990	3,367	17,707	124,189
Detective	77,306	-	-	-	1,000	1,680	17,259	5,990	3,367	17,177	123,779
Detective	77,306	-	-	-	500	1,440	17,148	5,952	3,346	11,964	117,657
Corporal	75,833	-	-	1,517	1,000	240	17,268	5,994	3,369	17,659	122,880
Corporal	75,833	-	-	-	1,000	1,440	16,934	5,878	3,304	16,761	121,150
Corporal	75,833	-	-	3,033	500	4,800	17,492	6,439	3,619	1,980	113,697
Patrol Officer	73,625	-	-	-	1,000	1,560	16,447	5,709	3,209	11,901	113,451
Patrol Officer	73,625	-	-	2,945	1,000	1,200	17,096	5,934	3,336	25,112	130,247
Patrol Officer	73,625	-	-	-	1,000	5,040	16,447	6,076	3,415	1,390	106,994
Patrol Officer	73,625	-	-	-	1,000	480	16,447	5,709	3,209	25,908	126,378
Patrol Officer	73,625	-	-	1,472	1,000	1,200	16,772	5,821	3,272	11,419	114,582
Patrol Officer	73,625	-	-	1,472	500	6,360	5,488	6,150	3,457	1,596	98,650
Patrol Officer	73,625	-	-	1,472	500	240	16,662	5,783	3,251	18,749	120,282
Patrol Officer	70,793	-	-	2,832	500	240	16,337	5,671	3,187	17,985	117,545
Patrol Officer	70,793	-	-	2,832	500	1,200	16,337	5,671	3,187	17,239	117,758
Patrol Officer	52,289	-	-	-	-	-	11,524	4,000	2,248	18,520	88,582
PT Patrol Officer	26,898	-	-	-	-	-	-	2,058	1,157	-	30,113
PT Patrol Officer	26,898	-	-	-	-	-	-	2,058	1,157	-	30,113
3 Patrol Officer (VACANT)	156,866	-	-	-	-	-	34,573	18,451	10,371	64,739	285,000
Patrol Officers (Pool) VACANT	71,461	-	-	-	-	-	-	5,467	3,073	-	80,001
<b>Total Sworn-Officers</b>	<b>2,172,382</b>	<b>-</b>	<b>-</b>	<b>22,673</b>	<b>19,000</b>	<b>36,720</b>	<b>449,198</b>	<b>176,928</b>	<b>99,450</b>	<b>486,812</b>	<b>3,463,163</b>
<b>Building Fund</b>											
Chief Building Official	7,200	-	-	-	-	-	-	551	287	-	8,037
B&Z Permit Clerk	37,081	-	1,854	-	-	-	2,692	2,837	93	18,123	62,680
B&Z Permit Clerk	49,447	-	2,472	-	-	-	3,590	3,783	124	16,966	76,382
<b>Total Building Department</b>	<b>93,728</b>	<b>-</b>	<b>4,326</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,282</b>	<b>7,170</b>	<b>503</b>	<b>35,089</b>	<b>147,099</b>
<b>Sub-total</b>	<b>2,266,111</b>	<b>-</b>	<b>4,326</b>	<b>22,673</b>	<b>19,000</b>	<b>36,720</b>	<b>455,480</b>	<b>184,098</b>	<b>99,953</b>	<b>521,902</b>	<b>3,610,263</b>

## TOTAL PAYROLL COST FY2016

Occupation	Proposed Earnings	COLA	PERSONNEL COST	Shift Diff	LON	Add'l Benefits	RET	FICA	W/Comp	Insurance	Employee Total
<b>Street Maintenance Fund</b>											
Maintenance Worker	36,038	-	1,802	-	1,000	-	2,820	2,971	3,792	11,239	59,662
Maintenance Worker	34,990	-	1,750	-	500	-	2,704	2,849	3,681	11,222	57,695
<b>Total Street Maintenance</b>	<b>71,029</b>	<b>-</b>	<b>3,551</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>5,523</b>	<b>5,820</b>	<b>7,473</b>	<b>22,461</b>	<b>117,357</b>
<b>After School &amp; Summer Program</b>											
Program Director	41,280	-	-	-	-	-	-	3,158	130	-	44,567
Clerical Admin & Activity Coord.	20,192	-	-	-	-	-	-	1,545	63	-	21,800
Activity Coordinator 1	15,144	-	-	-	-	-	-	1,159	48	-	16,350
Activity Coordinator 2	3,840	-	-	-	-	-	-	294	12	-	4,146
Activity Coordinator 3	15,144	-	-	-	-	-	-	1,159	48	-	16,350
Activity Coordinator 4	3,840	-	-	-	-	-	-	294	12	-	4,146
ESE Coordinator 4	17,668	-	-	-	-	-	-	1,352	55	-	19,075
ESE Coordinator 5	4,480	-	-	-	-	-	-	343	14	-	4,837
<b>Total After School &amp; Summer Program</b>	<b>121,588</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,301</b>	<b>382</b>	<b>-</b>	<b>131,271</b>
<b>Transportation Fund</b>											
PT Bus Driver	22,551	451	-	-	-	-	1,670	1,725	1,302	-	27,699
PT Bus Driver	22,551	451	-	-	-	-	1,670	1,725	1,302	-	27,699
<b>Total Transportation Fund</b>	<b>45,103</b>	<b>902</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,340</b>	<b>3,450</b>	<b>2,604</b>	<b>-</b>	<b>55,399</b>
<b>Utilities Administration</b>											
Public Works Supervisor-VACANT	61,106	1,222	-	-	-	-	4,436	4,675	153	11,108	82,700
Administrative Assistant	56,388	1,128	-	-	1,000	-	7,747	4,390	141	11,342	82,137
<b>Total Utilities Administration</b>	<b>117,494</b>	<b>2,350</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>12,184</b>	<b>9,065</b>	<b>294</b>	<b>22,450</b>	<b>164,836</b>
<b>Water Department</b>											
Water Maintenance Worker	45,962	-	2,298	-	1,000	-	3,337	3,593	1,981	16,772	74,942
<b>Total Water Department</b>	<b>45,962</b>	<b>-</b>	<b>2,298</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>3,337</b>	<b>3,593</b>	<b>1,981</b>	<b>16,772</b>	<b>74,942</b>
<b>Sewer Department</b>											
Sewer Maintenance Worker	54,288	-	2,714	-	1,000	-	4,014	4,230	2,340	17,238	85,824
Sewer Maintenance Worker	45,818	-	2,291	-	1,000	-	3,399	3,582	1,975	18,523	76,588
<b>Total Sewer Department</b>	<b>100,107</b>	<b>-</b>	<b>5,005</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>7,413</b>	<b>7,811</b>	<b>4,315</b>	<b>35,761</b>	<b>162,412</b>
<b>Sanitation Department</b>											
Sanitation Maintenance Wkr	42,062	-	2,103	-	1,000	-	3,126	3,294	3,945	11,257	66,788
Sanitation Truck Driver	36,021	-	1,801	-	500	-	2,651	2,794	3,379	11,710	58,856
Sanitation Truck Driver	50,958	-	2,548	-	1,000	-	6,981	3,975	4,780	11,314	81,555
Sanitation Maintenance Wkr	47,335	-	2,367	-	1,000	-	6,491	3,698	4,440	11,289	76,620
<b>Total Sanitation Department</b>	<b>176,376</b>	<b>-</b>	<b>8,819</b>	<b>-</b>	<b>3,500</b>	<b>-</b>	<b>19,250</b>	<b>13,761</b>	<b>16,544</b>	<b>45,571</b>	<b>283,820</b>
<b>StormWater Department</b>											
New Vacant-Maintenance Worker	30,000	-	900	-	-	-	2,243	2,364	3,096	25,303	63,906
<b>Total StormWater Department</b>	<b>30,000</b>	<b>-</b>	<b>900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,243</b>	<b>2,364</b>	<b>3,096</b>	<b>25,303</b>	<b>63,906</b>
<b>Sub-Total</b>	<b>707,658</b>	<b>3,252</b>	<b>20,574</b>	<b>-</b>	<b>9,000</b>	<b>-</b>	<b>53,290</b>	<b>55,165</b>	<b>36,688</b>	<b>168,318</b>	<b>1,053,944</b>
<b>Grand Total</b>	<b>4,363,369</b>	<b>17,955</b>	<b>29,678</b>	<b>27,338</b>	<b>36,100</b>	<b>57,120</b>	<b>668,609</b>	<b>348,105</b>	<b>141,066</b>	<b>1,010,723</b>	<b>6,700,063</b>
*Retirement includes:      FRS General      FRS Department Head      FRS Police      ICMA REG 10/1/15-9/30/16      7.26%      21.43%      22.04%      13.50% *Additional Benefits Include: Car Allowance, Health Benefit, Educational Incentive, Clothing Allowance *Unemployment Compensation and Overtime are not included in this chart.											

## **VILLAGE MANAGER MESSAGE**

July 28, 2015

Honorable Mayor and Village Commissioners:

I am pleased to present North Bay Village's FY 2016 Proposed Budget for your consideration. This budget is a result of a preliminary review by staff, along with discussions with experts on the various issues that will affect our community during the next fiscal year. The Commission is required to adopt the Tentative Millage rate and establish the date, time and place of the first & final Public Hearings for the General and Debt Services Funds in September 2015. This information will be provided to the Miami-Dade Property Appraiser for inclusion in the TRIM mailing notices.

As we review the issues relating to the FY 2016 Budget, it is clear that the property values are improving over the past two to three years. The increase is 11.31% over the prior year Final Gross Taxable Value. The rolled back rate of 4.8458 mills will generate the same amount of revenue as the FY 2015 budget. The current millage rate of 5.4740 will generate \$ 439,996 more than FY 2015. At the proposed millage rate of 6.4740 the FY 2016 proposed budget will generate \$ 1,230,922 more than FY 2015.

I have been meeting with the Commissioners and Village residents. Many of which have expressed the need to enhance the level of services for the Village residents, property owners and businesses while minimizing the financial impact to the community.

The Village will be completing the major renovation of the Schonberger Park and several sewer and stormwater repairs and improvements prior to September 30, 2015. The following are major areas in which the Village will be involved during the FY 2016 budget year:

1. The design and development of the New Village Hall/Police/Fire complex.
2. Continued improvements at Village Parks through grants and impact fees.
3. Continued development of the educational and recreational projects for the youth of the Village including the International Baccalaureate Program (IB), funding for a basketball court and other recreation equipment for senior programs.
4. Explore business development activities through development of a business plan and a video promoting North Bay Village.
5. Continue the FP&L underground utility community education plan
6. Fund and implement repairs and upgrades to the Village's water, sewer and stormwater infrastructure through grants, loans and user fees.

The staff will be working on these projects during the FY 2016 budget year. Also, there are several items that should have an impact on the efficiency of our staff and providing services to our Citizens. The following are a few of those items:

### Youth Services:

The Children's Trust granted the Village additional funding for the After School Program and Summer Camp at Treasure Island Elementary School. This program has been a big success and will continue for FY 2016 as they have approved continuation of the program for another year and include additional funding to serve a larger base.

### Dr. Paul Vogel Park:

The park construction has been completed. We have applied to the Florida Inland Navigation District (FIND) for funding for the planning and design for a dock at the park. If the Village is successful in securing additional grant funds and with the use of impact fees we will be able to expand the park facilities by adding other facilities in the park, including new artificial turf and a new shade structure.

### Personnel Programs:

The Village implemented a personnel system approved by the Commission two years ago. The staff has implemented personnel manuals as well as a Compensation Plan for all positions. This has standardized compensation between similar positions and would be utilized in a performance or merit based compensation plan. The Village is currently negotiating Collective Bargaining Agreements (CBA) with both labor unions. The blue collar and clerical employees are currently working under an expired CBA and the CBA for the uniformed police officers expires on September 30, 2015. We are hopeful in getting contracts for both employee groups in the early part of FY 2016 budget year. These new personnel systems will be incorporated into the new contracts where possible.

In the past 2 annual budgets some of the police department expenses have been paid utilizing State and Federal forfeiture funds. However, currently the shared revenue from these sources is not as large as in past years. The remaining forfeiture funds will be utilized as efficiently as possible, however, some of the expenses may have to be absorbed back into the General Fund.

The police administration has requested that several new positions be included in the department's FY 2016 budget. The FY 2016 being presented to you has a recommendation for 3 full time sworn officers, up to 3 part time sworn officers and 1 full time dispatcher.

There was no new capital projects requested for FY 2016. We are continuing the current projects, including a New Village Hall which will include police and fire stations, continuation of the Bay Walk Plaza project as funds are available, as well as major rehabilitation and upgrades to the Village's water, sewer and storm water infrastructure.

The Proposed FY 2016 General Fund budget is a total of \$ 7,476,218 as compared to the current FY 2015 budget of \$6,194,714 The funding for the additional expenses is to be achieved primarily through my recommendation of a 1.0000 mill increase in the General Fund ad valorem tax rate.

#### Other Funds:

The Utility Fund in FY 2014 and FY 2015 had several capital projects. These have been mostly completed. In FY 2015 the Village had a large amount of repairs to the existing water and sewer systems. The Village in FY 2015 applied for and received 3 loan commitments from the Florida Department of Environmental Protection for upgrade and repairs to the Villages water and sewer system. The Utility projects are currently in the final stages of facilities planning or the projects are being designed.

The Village had a rate study completed in FY 2015 and increase in the water and sewer rates were recently approved by the Commission. The new rates will be applied with the September 2015 utility bills.

The 2015 Florida legislature provided a 100% grant of \$600,000 for restoring the Village's 2 deep injection wells for storm water disposal. The Storm Water Fund is planning on additional work on the storm drain discharge outlets. The Village grant writer has applied for several grants to assist the Village with the funding for this project.

The Transportation Fund was established to account for the revenues and expenditures for the CITT surtax monies the Village receives from Miami-Dade. The transit and transportation needs of the Village will be developed within this fund. The Village is planning on purchasing a new transit bus for our Village residents utilizing the CITT funds. When the water and sewer projects are completed the Village will be able to utilize some of the CITT funds for the repaving portions of the streets that were torn up.

The Local Option Gas Tax that is levied on gasoline and diesel sales is collected and distributed by the State of Florida. These monies must also be used for transportation needs of the Village and are accounted for in the Streets Fund.

The Debt Service Fund was established to account for the General Obligation (GO) Ad Valorem tax revenues and the principle and interest payments on the Village's two (2) GO bond obligations. The FY 2015 current millage rate is 0.8573 mills which allowed the Village to fully fund this Debt Service Trust Fund. The amount that is required for funding the FY 2016 debt service is \$ 652,848 . This will require a millage of 0.8254 to fund the FY 2016 GO Bond debt service, which equates to a (0.0319) reduction.

Proposed Budget:

The Proposed FY 2016 General Fund, Utility Fund, Special Revenue Funds and Capital Funds budgets are respectfully submitted for the Commission's review and consideration. The meeting on the Manager's FY 2016 Proposed Budget is scheduled for July 28, 2015. The first Public Hearing is tentatively scheduled for September 8, 2015 at 6:30 PM.

The FY 2015 General Fund budget was funded with the Adopted millage rate of 5.4740 mills. I recommend that the Village's General Fund be funded in the amount of \$ 7,050,830 , and the proposed operating millage rate be established at 6.4740 mills for FY 2016. The voter approved debt service for FY 2015 was 0.8573 mills and the millage rate to fully fund the GO debt service for FY 2016 would be 0.8254 mills. The overall total millage will go from 6.3313 to 7.2994 or an increase of 0.9681 mills.

Thank you for your attention to these issues. Should you have questions or want to discuss the Managers Proposed budget in more detail, please feel free to let me know.

Sincerely,



Frank Rollason, Village Manager

## **FINANCIAL POLICIES AND PROCEDURES**

### **Debt Service**

Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall not have a stated final maturity date that exceeds the debt service payment date. Funds shall be managed and invested with the objectives of safety, liquidity and yield (listed in order of priority). The performance of the debt service funds will be measured against the 3-month U.S. Treasury Bill index.

**I. Purpose and Objective** The purpose of this policy is to establish guidelines governing the amount and type of debt issued by the Village of North Bay Village, the issuance process, and the management of the debt portfolio. The Village, in keeping with its Village-wide goals, must issue debt from time to time in order to make certain improvements and to continue to create a positive atmosphere for its inhabitants.

The adoption of a written debt policy by the Village's Commission and its active use help ensure a consistent approach to debt issuance which will benefit existing and future holders of Village debt. Access to capital markets at reasonable interest rates and credit terms is a fundamental goal that is facilitated through the adoption of appropriate debt policies taking into consideration the amount and types of fixed and variable rate debt given the Village's risk tolerance to market fluctuations, capital market outlook, future capital needs, credit, rating agency considerations, tax implications and industry competition.

**II. Scope** This policy shall apply to all debt obligations of the Village, whether for the purpose of acquisition or construction of Village assets or the refunding of existing debt.

**III. Exceptions** Exceptions to this policy will be approved by the Village Commission.

### **IV. Debt Management Policy**

#### 1. Debt Limits

**a. Legal limits-** The Village shall incur no debt unless the incurrence of such debt is approved by a majority of the Commission. Any General Obligation debt must be approved by the voters. The legal debt limits are set as follows:

- (i) *Acquisition of real property* – The commission may acquire property within or without the corporate limits of the Village for any municipal purpose, in fee simple or any lesser interest or estate, by purchase, gift, devise, or lease provided such amount of expenditure for real property shall not exceed twenty (20) percent of the current annual fiscal budget of the Village.
- (ii) *Capital improvement projects* – The commission may, through proper procedure, propose, undertake and finance capital improvement projects to fulfill the necessary needs of the Village, provided that the amount of total expenditures for all such projects shall not exceed twenty (20) percent of the current annual budget of the Village in any one fiscal year.

- (iii) *Excess of 20 percent of annual budget.* In the event that the Adopted purchase (s) of property and/or total expenditure(s) do exceed twenty (20) percent of the current annual budget of the Village in any fiscal year, then a referendum will be held of the qualified electors of the Village and it shall require a majority of those voting in such election to authorize such projects.

Any funds specifically designated for the particular project, which are received from the Federal Government, State, County or from any source, other than municipal taxation, will not be included in calculating the project cost for the purposes of section 3.06, or the Village Charter

- (iv) *Waiver of referendum.* This referendum requirement may be waived, however, if the commission by four affirmative votes, finds and declares that an emergency exists, and that there is a threat to the health, welfare and safety of the citizens so the Village.
- (v) *Sale and lease of real property.* The commission shall not undertake to sell, mortgage, assign or otherwise dispose of or alienate the title to any real property owned by the Village, without first having secured the approval of the qualified electors of the Village, through a majority vote of the qualified electors participating in a regular or special election for such purpose. Such referendum shall state, generally and in substance, the terms and conditions of the Adopted sale, mortgage, assignment or other disposition or alienation of title.

Except where referendum is otherwise required by Miami-Dade County law, the commission may lease any real property owned by the Village to any other individual, group, business, corporation or other entity for a period not to exceed one (1) year and may renew the lease each year thereafter that it so desires. Leases for a period longer than one (1) year require approval in a referendum by the qualified electors of the Village. However, nothing contained herein shall preclude the Village, without referendum, from leasing Village real property to a governmental agency for governmental use for a period not to exceed ten (10) years; and except as prohibited by the Florida Constitution Miami-Dade County Charter or statutes of this state or restricted in this Charter.

### **Independent audits**

At the beginning of each calendar year, or as soon thereafter as practical, the Commission shall designate one or more qualified certified public accountants, who may be the regular auditors of the Village and who, as of the end of the fiscal year, shall make an independent audit of accounts and other evidences of financial transaction of the Village government. They shall submit their report to the Commission no later than at a regularly scheduled April Commission meeting. A copy of the audit shall be made available for inspection in the office of the Village Manager. The accountants shall have no personal interest, direct or indirect, in the fiscal affairs of the Village. Within specifications approved by the Commission the accountants shall post-audit the books and documents kept by or under the direction of the Village Manager and any and all separate or subordinate accounts kept by any other office, department or agency of the Village government. The Commission may also designate one or more qualified certified public accountants to conduct special audits at other times, or monthly or continuing audits as it may consider in the public interest. A copy of such special audits will also be made available for public inspection.

## **Annual Budget Policies and Procedures**

The Village Manager, at least sixty (60) days prior to the beginning of each fiscal year, shall submit to the Commission a budget and an explanatory budget message in the form and with the contents provided by the Village Charter, (Section 7.03). For such purpose, he shall obtain from the head of each office, department or agency of the Village estimates of revenue and expenditure of that office, department or agency detailed by organization units and character and object of expenditure, and such other supporting data as he may request; together with an estimate of all municipal projects pending, or which such department head believes should be undertaken:

- A. Within the budget year, and
- B. Within the five (5) next succeeding years.

In preparing the budget, the Village Manager shall review and revise the estimates as he may deem advisable.

### **I. Balanced Budget**

Each annual budget adopted by the Village Commission shall be a balanced budget in accordance with the Village of North Bay Village Code (Section 35.22). A budget ordinance is balanced when the sum of estimated net revenues and appropriated fund balances is equal to appropriations.

### **II. Budget Adoption**

The Commission shall, by resolution, adopt the budget on or before the thirtieth day of September of each year. If it fails to adopt the budget by this date, the Commission, by resolution, may direct that the amounts appropriated for current operation for the current fiscal year shall be deemed adopted for the ensuing fiscal year for a period of thirty (30) days and renewed by resolution each thirty (30) days with all items in it prorated accordingly, until such time as the Commission adopts a budget for the ensuing fiscal year. A resolution adopting an annual budget shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated. Village Charter Article VII (Section 7.03.L).

### **III. Specific Appropriation**

Except where formal contracting, bidding, or other procedures are required by law as a condition precedent to the expenditures of funds, the Village Manager is authorized to expend Village funds in accordance with the Village's annual adopted budget as it may exist from time to time, including all mid-year adjustments, without further action of the Village Commission.

### **IV. Budget Amendments**

The Village's annual budget may be amended from time to time in the following manner:

- (A) Minor amendments. Transfers between line items within a departmental budget, or decreases in line items, not amounting to more than 5% of the total budget of each department, may be made by the Village Manager by written statement describing the transfers and the reasons therefore. A copy of such statement shall be filed with the Village Clerk and delivered to the Mayor and each of the Village Commissioners. A copy shall also be posted at a conspicuous place in Village Hall. The transfers shall become effective 14 days after posting, unless within that time, the Mayor or any Village Commissioner shall notify the Village Clerk that they wish the transfer placed upon the Village Commission agenda for consideration by the Village Commission. Any transfer considered by the Commission must be approved by majority vote of the Commission.
- (B) Other amendments. All other budgetary transfers shall be approved by resolution of the Village Commission.

(C) Nothing in this section shall authorize the Village Manager to expend unanticipated revenues which may accrue to the Village during the course of the fiscal year, unless and until the unanticipated revenues have been budgeted by the Village Commission.  
(Ord. 84-14, passed 10-23-84)

## **V. Budget Basis**

The budgets of the governmental funds (for example, the General Fund, Street Maintenance, Building Fund, and the Debt Service Fund) are prepared on a modified accrual basis of accounting. This means revenues must be both measurable and available to liquidate liabilities of the current period. Likewise, expenditures generally are recognized when an event or transaction is expected to draw upon current expendable resources. There are no exceptions between the basis of budgeting and the basis of accounting for the governmental funds. Budgets for the proprietary funds and fiduciary funds are Adopted on the accrual basis of accounting, which means transactions and events are recognized as revenues/gains or expenditures/losses when they occur, regardless of the timing of related cash flows. The following are exceptions to the accrual basis of accounting, in the case of proprietary funds:

- Capital outlays are budgeted as expenditures.
- Proceeds from the issuance of debt are considered to be revenues, not an increase in liabilities.
- Principal payments are shown as expenditures rather than reductions of liabilities.

The Village applies all applicable Government Accounting Standards Board (GASB) pronouncements as well as the following pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements: Financial Accounting Standards Board (FASB) statements and interpretations, Accounting Principles Board (APB) opinions and Accounting Research Bulletins. During June 1999, GASB issued Statement No. 34. This statement established new accounting and financial reporting standards for state and local governments. The Village implemented the new financial reporting requirements of GASB 34. From a budgetary perspective, the statement requires a budget to actual comparison, showing both the original Adopted budget and the final working budget.

## **Enterprise Funds**

The Utility Fund and Stormwater Fund are budgeted on a full accrual basis. Expenditures are recognized when a commitment is made, but revenues are also recognized when they are earned and obligated to the Village.

## **Investment Policy**

It is the policy of the Village of North Bay Village (the "Village") that all available funds shall be invested in conformance with these legal and administrative guidelines.

Effective cash management is recognized as essential to good fiscal management. An effective cash management and investment policy will be pursued to take advantage of investment interest as viable and material revenue to all operating and capital funds. The Village's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and federal law.

Investments shall be made with the primary objectives in order of importance:

- ❖ Safety,
- ❖ Liquidity, and
- ❖ Risk-appropriate Yield.

To ensure these objectives are attained, the Village will pursue:

- ❖ Preservation of capital and protection of principal,
- ❖ Maintenance of sufficient liquidity to meet operating needs,
- ❖ Security of Village funds and investments,
- ❖ Diversification of investments to avoid unreasonable or avoidable risks, and
- Optimization of interest earnings.

This Policy is to be authorized by the Village Commission in accordance with Chapter 218, Section 415 of the Florida Statutes.

## **Annual Investment Policy Review**

The Policy shall be subject to revisions consistent with changing laws, regulations, and needs of the Village. The Village Commission shall review the Policy on an annual basis and adopt a resolution stating that it has reviewed the Policy and approves any changes or modifications.

## **Fund Balance/Retained Earnings Reserves**

The Village shall maintain 20% of the current fiscal year general fund and Utility Fund as a reserve fund balance/retained earnings balance. The fund balance/retained earnings may be utilized for the following purposes: unscheduled natural disasters/emergencies, unanticipated capital improvements and infrastructure needs, unforeseen contingent liabilities, acts of God or war, for the emergency health, safety, and welfare needs of the Village. For a more detailed discussion of the Fund Balance/Retained Earnings Reserves please refer to section 35.22 in the Village's Code.

## **Revenue Policies**

1. The Village will attempt to maintain a diversified and stable revenue system as a shelter from short-run fluctuations in any single revenue source.
2. The Village will attempt to obtain additional major revenue sources as a way of ensuring a balanced budget.
3. The Village will establish user charges and fees at a level to recover the full cost (direct and indirect) of providing the service in the Utility Fund, which is self-sustaining.
4. The Village will review fees/charges annually and will design or modify revenue systems to include provisions that automatically allow charges to grow at a rate that keeps pace with the cost of providing the service.
5. The Village will consider market rates and charges levied by other public and private organizations for similar services in establishing fees and charges.

## Budget Calendar Fiscal Year 2016

APR 30	Distributed budget documents to departments
MAY 25	Capital projects due into finance
MAY 25	Department budgets due to finance
JUNE 6	Final submittal to finance of department changes to budget request
JUNE 20-27	Village Manager and finance reviews budgets with departments
JULY 1	DR-420 Form received from County Property Appraiser
JULY 24	Proposed budget submitted to Village Commission
JULY 25	School Board first budget public hearing
JULY 28	North Bay Village's special budget meeting on preliminary FY 2016 budget and a regular Commission meeting to consider and adopt the Tentative Millage rate and set the Public Hearing dates and time
AUGUST 4	Final submission of DR-420 forms to County Property Appraiser a. Submit tentative millage rate b. Submit the current roll back rate c. Submit time, date and place of public hearings
SEPTEMBER 9	School Board final budget hearing
SEPTEMBER 3	County first budget hearing
SEPTEMBER 8	North Bay Village's first public hearing on the PROPOSED millage tax rate, FY 2016 budget. Adopt tentative Millage Rates and tentative budget
SEPTEMBER 17	County final budget hearing
SEPTEMBER 24	North Bay Village's final public hearing on the final millage tax rate and adoption of the FY 2016 budget
OCTOBER 1, 2015	FY 2016 Annual budget starts



# CERTIFICATION OF TAXABLE VALUE

Reset Form

Print Form

DR-420  
R. 5/12  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12

Year: 2015	County: MIAMI-DADE
Principal Authority: NORTH BAY VILLAGE	Taxing Authority: CITY OF NORTH BAY VILLAGE

**SECTION I : COMPLETED BY PROPERTY APPRAISER**

1.	Current year taxable value of real property for operating purposes	\$	813,392,317	(1)
2.	Current year taxable value of personal property for operating purposes	\$	18,926,651	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	0	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	832,318,968	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	-233,928	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	832,552,896	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	737,014,807	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Number 1 (9)
<b>Property Appraiser Certification</b>		I certify the taxable values above are correct to the best of my knowledge.		
<b>SIGN HERE</b>	Signature of Property Appraiser:	Date:		
	Electronically Certified by Property Appraiser	7/1/2015 11:15 AM		

**SECTION II : COMPLETED BY TAXING AUTHORITY**

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

10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>		5.4740	per \$1,000 (10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	4,034,419	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	4,034,419	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	832,552,896	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>		4.8458	per \$1000 (16)
17.	Current year proposed operating millage rate		6.4740	per \$1000 (17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	5,388,433	(18)

Continued on page 2

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

<b>DEPENDENT SPECIAL DISTRICTS AND MSTUs</b>		<b>STOP HERE - SIGN AND SUBMIT</b>
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22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>	\$	4,034,419	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		4.8458 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	4,033,251	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>	\$	5,388,433	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		6.4740 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		33.60 %	(27)

<b>First public budget hearing</b>	Date :	Time :	Place :
------------------------------------	--------	--------	---------

<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :			Date :	
	Title :		Contact Name and Contact Title :		
	VILLAGE MANAGER		BERT WRAINS, , FINANCE DIRECTOR		
	Mailing Address :		Physical Address :		
1666 KENNEDY CAUSEWAY		1666 KENNEDY CAUSEWAY			
City, State, Zip :		Phone Number :	Fax Number :		
NORTH BAY VILLAGE, FL 33141		305/756-7171	305/756-7722		



## CERTIFICATION OF VOTED DEBT MILLAGE

Reset Form

Print Form

DR-420DEBT  
R. 6/10  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12

Year : 2015	County : MIAMI-DADE
Principal Authority : NORTH BAY VILLAGE	Taxing Authority : CITY OF NORTH BAY VILLAGE

Levy Description :  
VOTED DEBT

**SECTION I: COMPLETED BY PROPERTY APPRAISER**

1.	Current year taxable value of real property for operating purposes	\$	813,392,317	(1)
2.	Current year taxable value of personal property for operating purposes	\$	18,926,651	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	0	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	832,318,968	(4)

<b>SIGN HERE</b>	<b>Property Appraiser Certification</b>		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :		Date :	
	Electronically Certified by Property Appraiser		7/1/2015 11:15 AM	

**SECTION II: COMPLETED BY TAXING AUTHORITY**

5.	Current year proposed voted debt millage rate	0.8254	per \$1,000	(5)
6.	Current year proposed millage voted for 2 years or less under s. 9(b) Article VII, State Constitution	0.0000	per \$1,000	(6)

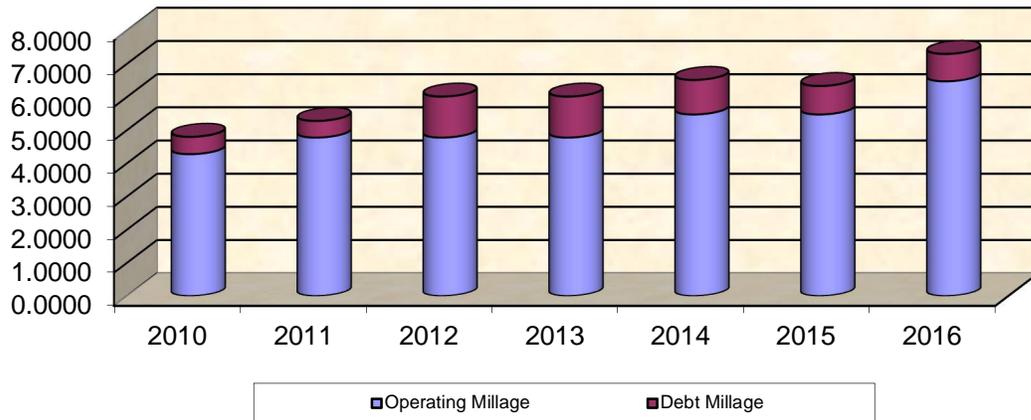
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>		I certify the proposed millages and rates are correct to the best of my knowledge.	
	Signature of Chief Administrative Officer :		Date :	
	Title : VILLAGE MANAGER		Contact Name and Contact Title : BERT WRAINS, , FINANCE DIRECTOR	
	Mailing Address : 1666 KENNEDY CAUSEWAY		Physical Address : 1666 KENNEDY CAUSEWAY	
	City, State, Zip : NORTH BAY VILLAGE, FL 33141		Phone Number : 305/756-7171	Fax Number : 305/756-7722

## TAX RATE COMPARISON

TAX RATE COMPARISON				TAX ROLL COMPARISON	
Fiscal Year	General Fund	Debt Service	TOTAL	Fiscal Year	Taxable Value
1991	4.4730	0.7810	5.254	1991	\$ 198,315,763
1992	4.9900	0.7960	5.786	1992	\$ 201,500,493
1993	5.4000	0.6800	6.08	1993	\$ 200,341,476
1994	5.6200	0.6700	6.29	1994	\$ 197,467,210
1995	5.1120	0.6310	5.743	1995	\$ 205,281,409
1996	5.0730	0.6410	5.714	1996	\$ 209,085,760
1997	5.1190	0.6540	5.773	1997	\$ 212,927,190
1998	4.8870	0.6260	5.513	1998	\$ 221,773,650
1999	4.8870	0.6172	5.5042	1999	\$ 227,572,848
2000	4.8870	0.5680	5.455	2000	\$ 240,381,315
2001	5.2300	0.5538	5.7838	2001	\$ 248,830,321
2002	5.7642	0.5169	6.2811	2002	\$ 253,254,682
2003	5.7642	0.4481	6.2123	2003	\$ 293,815,457
2004	5.8094	0.4029	6.2123	2004	\$ 324,965,284
2005	5.9250	0.2873	6.2123	2005	\$ 502,503,719
2006	5.9783	0.2340	6.2123	2006	\$ 606,687,342
2007	5.9000	0.1980	6.098	2007	\$ 726,025,509
2008	4.6697	0.1290	4.7987	2008	\$ 979,310,707
2009	4.6697	0.1290	4.7987	2009	\$ 1,162,487,427
2010	4.2772	0.5215	4.7987	2010	\$ 939,526,353
2011	4.7772	0.5008	5.278	2011	\$ 691,801,219
2012	4.7772	1.2355	6.0127	2012	\$ 644,791,383
2013	4.7772	1.2355	6.0127	2013	\$ 636,142,982
2014	5.4740	1.0405	6.5145	2014	\$ 669,073,746
2015	5.4740	0.8573	6.3313	2015	\$ 747,944,185
2016	6.4740	0.8254	7.2994	2016	\$ 832,553,896

## AD VALOREM TAX GRAPHS

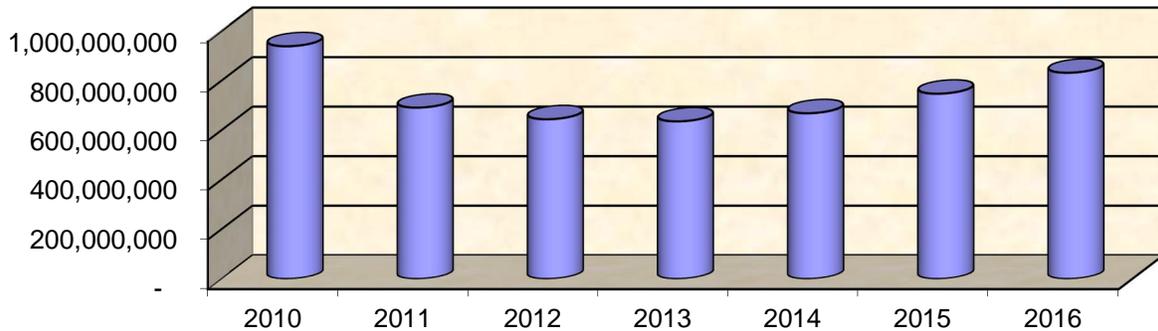
### 7 Year Tax Rates



	2010	2011	2012	2013	2014	2015	2016
Operating Millage	4.2772	4.7772	4.7772	4.7772	5.4740	5.4740	6.4740
Debt Millage	0.5215	0.5008	1.2355	1.2355	1.0405	0.8573	0.8254
Total Millage	4.7987	5.2780	6.0127	6.0127	6.5145	6.3313	7.2994

### 7 Year Property Assessments

Assessment



Tax Year	2010	2011	2012	2013	2014	2015	2016
Assessment	939,526,353	691,801,219	644,791,383	636,142,982	669,073,746	747,944,185	832,553,896

**PROPERTY TAX IMPACT/AVERAGE HOME**

<b>OPERATING MILLAGE RATE (\$) FOR A HOME APPRAISED AT \$250,000</b>		
	<b>ADOPTED FY 2015 MILLAGE RATE AT</b>	<b>PROPOSED FY 2016 MILLAGE RATE AT</b>
	<b>5.4740</b>	<b>6.4740</b>
TAXABLE VALUE OF HOME	\$ 250,000	\$ 250,000
DIVIDED BY \$1,000	\$ 250	\$ 250
MULTIPLIED BY MILLAGE RATE	\$ 1,369	\$ 1,619
(DECREASE) / INCREASE MUNICIPAL TAX		\$ 250

<b>DEBT MILLAGE RATE (\$) FOR A HOME APPRAISED AT \$250,000</b>		
	<b>ADOPTED FY 2015 DEBT MILLAGE RATE AT</b>	<b>PROPOSED FY 2016 DEBT MILLAGE RATE AT</b>
	<b>0.8573</b>	<b>0.8254</b>
TAXABLE VALUE OF HOME	\$ 250,000	\$ 250,000
DIVIDED BY \$1,000	\$ 250	\$ 250
MULTIPLIED BY MILLAGE RATE	\$ 214	\$ 206
(DECREASE) / INCREASE DEBT MILLAGE		\$ (8)

## BUDGET SUMMARY

ESTIMATED REVENUES	GENERAL FUND	BUILDING FEE FUND	STREET MAINTENANCE FUND	AFTER SCHOOL & SUMMER	TRANSPORTATION FUND	CAPITAL FUND	WATER SEWER SANITATION	WATER TRUST	SEWER TRUST	SANITATION TRUST	STORM WATER FUND	DEBT SERVICE FUND	TOTAL
<b>TAXES: MILLAGE PER \$1,000</b>													
Ad Valorem Taxes 6.4740 Current Value	5,120,456												5,120,456
Ad Valorem Taxes 0.8254 (voted debt)												652,848	652,848
Local Option Gas Tax			119,499										119,499
Sur-Tax - Transportation					227,000								227,000
Franchise Fees	439,500												439,500
Utility Tax Revenue	781,582												781,582
License & Permits	104,000	718,000											822,000
Grant/Intergovernmental Revenue	810,000		59,640	169,251									1,038,891
Charges for Services	64,680												64,680
Fine & Forfeitures	72,000												72,000
Miscellaneous Revenue	84,000						3,847						89,847
Debt Proceeds													-
Water/Sewer/Sanitation Revenue							5,379,000						5,379,000
Water Improvements Trust													-
Sewer Improvement Trust													-
Storm Water Fees											112,000		112,000
<b>TOTAL REVENUES</b>	<b>7,476,218</b>	<b>718,000</b>	<b>181,139</b>	<b>169,251</b>	<b>227,000</b>	<b>0</b>	<b>5,382,847</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>112,000</b>	<b>652,848</b>	<b>14,919,303</b>
Transfers In	0	0	174,428	32,706	55,248	0	0	75,000	201,325	65,000	0	0	603,707
Fund Balances/Reserves/Net Assets	1,973,879	108,089	0	0	298,121	1,122,340	(84,938)	0	0	0	575,788	0	3,993,279
<b>Total Rev., Transfers &amp; Bal</b>	<b>9,450,097</b>	<b>826,089</b>	<b>355,567</b>	<b>201,957</b>	<b>580,369</b>	<b>1,122,340</b>	<b>5,297,909</b>	<b>75,000</b>	<b>201,325</b>	<b>65,000</b>	<b>687,788</b>	<b>652,848</b>	<b>19,516,289</b>
<b>EXPENDITURES</b>													
Village Commission Department	49,694												49,694
Village Manager Department	212,350												212,350
Village Clerk Department	207,439												207,439
Finance Department	169,599												169,599
Legal Services Department	212,000												212,000
General Government Department	1,021,609												1,021,609
Police Department	4,829,839												4,829,839
Recreation/Human Services Dept.	348,300												348,300
Building Department		801,456											801,456
Public Works/Maintenance Division			355,567										355,567
After School & Summer				201,957									201,957
Transportation					580,369								580,369
Capital Projects Fund						1,122,340							1,122,340
Utilities Admin/Water/Sewer/Sanitation							4,956,585						4,956,585
Storm Water											477,062		477,062
Debt Service									201,325			652,848	854,173
<b>TOTAL EXPENDITURES</b>	<b>7,050,830</b>	<b>801,456</b>	<b>355,567</b>	<b>201,957</b>	<b>580,369</b>	<b>1,122,340</b>	<b>4,956,585</b>	<b>0</b>	<b>201,325</b>	<b>0</b>	<b>477,062</b>	<b>652,848</b>	<b>16,400,339</b>
Water Improvement Trust								75,000					75,000
Sewer Improvement Trust									0				-
Sanitation Improvement Trust										65,000			65,000
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75,000</b>	<b>0</b>	<b>65,000</b>	<b>0</b>	<b>0</b>	<b>140,000</b>
<b>TOTAL EXP &amp; CAP IMPROVEMENTS:</b>	<b>7,050,830</b>	<b>801,456</b>	<b>355,567</b>	<b>201,957</b>	<b>580,369</b>	<b>1,122,340</b>	<b>4,956,585</b>	<b>75,000</b>	<b>201,325</b>	<b>65,000</b>	<b>477,062</b>	<b>652,848</b>	<b>16,540,339</b>
Transfers Out	262,382	0	0	0	0	0	341,325	0	0	0	0	0	603,707
Fund Balances/Reserves/Net Assets	2,136,884	24,633	0	0	0	0	0	0	0	0	210,726	0	2,372,243
<b>Total Appropriated Expenditures</b>	<b>9,450,097</b>	<b>826,089</b>	<b>355,567</b>	<b>201,957</b>	<b>580,369</b>	<b>1,122,340</b>	<b>5,297,909</b>	<b>75,000</b>	<b>201,325</b>	<b>65,000</b>	<b>687,788</b>	<b>652,848</b>	<b>19,516,289</b>

THE TENTATIVE, ADOPTED AND / OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD

## ***FUND STRUCTURE***

### **Governmental Funds Group – General Fund**

General Fund

Building Fund

Street Maintenance Fund

### **Non-Major Governmental Funds Group – Special Revenue Funds**

After School & Summer Fund

Transportation Fund

### **Governmental Funds Group – Debt Service Fund**

Debt Service Fund – Series 2010 and 2010 Refunding Note

### **Governmental Funds Group – Capital Projects Fund**

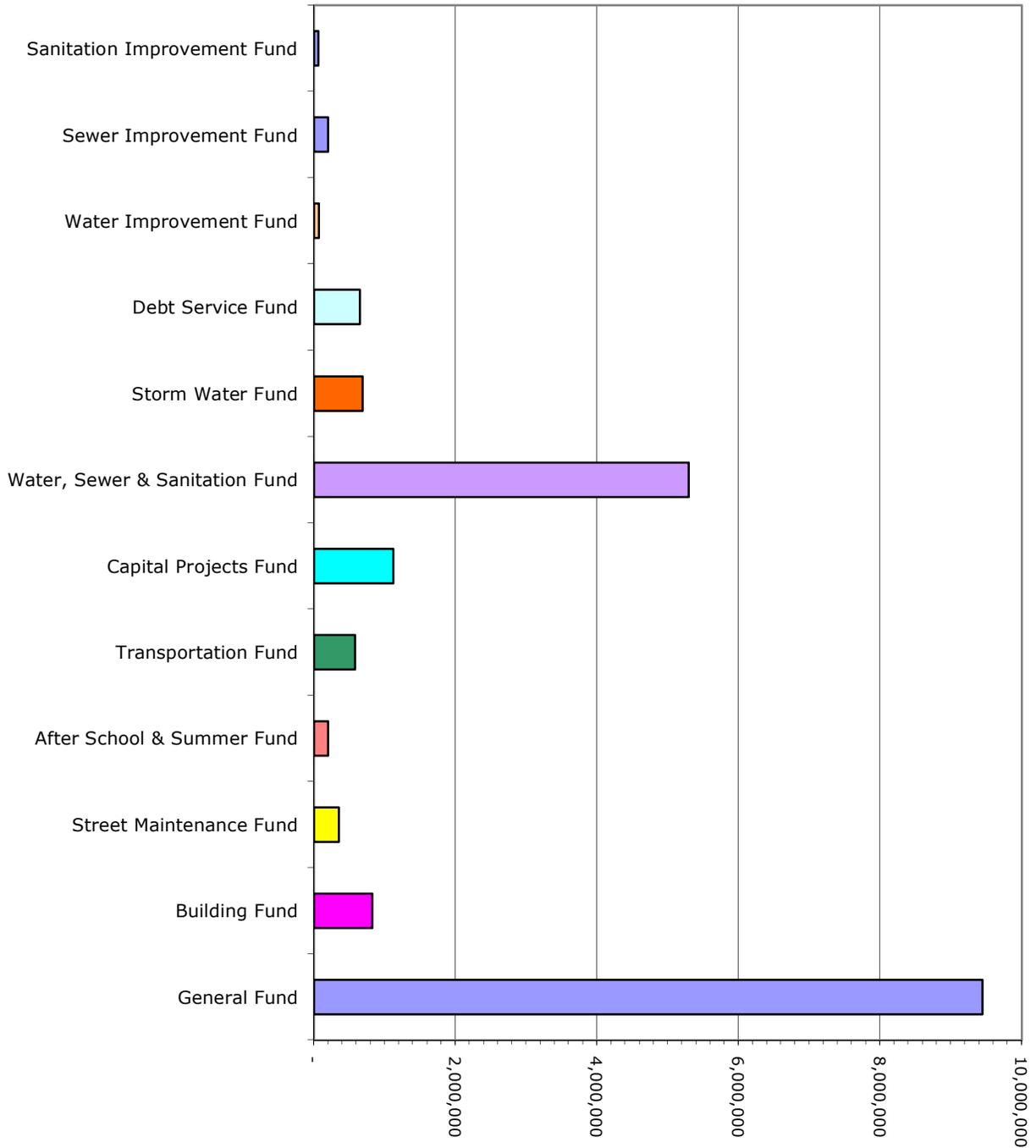
Capital Projects Fund

### **Proprietary Funds Group – Enterprise Funds**

Enterprise Fund – Water, Sewer, Sanitation Fund  
Water, Sewer & Sanitation Improvements Trust Fund

Enterprise Fund – Storm Water Fund

**NORTH BAY VILLAGE**  
**Summary of all Expenditures and Revenues (Balanced Budget)**  
**Fiscal Year 2016**



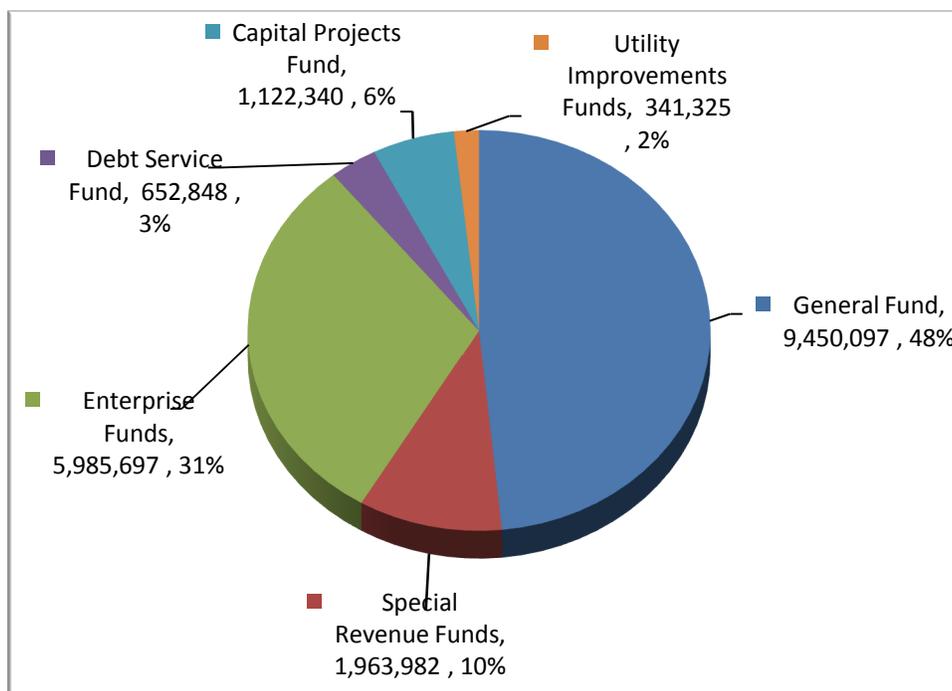
## FINANCIAL SUMMARY

### Budget Format

This Budget is prepared to meet the conformity of the Government Finance Officers Association's (GFOA) recommended budget format for municipal governments. This format provides that the budget be a policy document, financial plan, operations guide, and communications device. The budget, as presented, answers all four criteria while at the same time continuing to ensure that the goals established in the budget process are translated into results with resource allocation.

### Summary of all funds

The total Proposed Fiscal Year 2016 Budget, including revenues, expenditures, inter-fund transfers and fund balances of the Village of North Bay Village is \$19,516,289 . General Fund totals \$ 9,450,097 , Building Fee Fund \$ 826,089 Street Maintenance Fund \$ 355,567 After School and Summer Fund \$ 201,957 Transportation Fund \$ 580,369 , Capital Projects Fund Infrastructure \$ 1,122,340 Enterprise Fund-Water Sewer & Sanitation Utility \$ 5,297,909 , Storm Water Fund \$ 687,788 , Water Improvements Trust Fund \$75,000 , Sewer improvements Trust Fund \$ 201,325 , Sanitation Improvements Trust Fund \$ 65,000 and Debt Service Fund \$ 652,848 .



## ***Fund Balance***

General Fund	FY 2015	FY 2016
Beginning Fund Balance	1,765,881	1,973,879
Total Revenues	6,242,645	7,476,218
Transfer from Utility Fund	-	-
Total Expenditures	(5,818,924)	(7,050,830)
Transfer to Street Maintenance Fund	(152,642)	(174,428)
Transfer to After School & Summer Fund	(7,833)	(32,706)
Transfer to Transportation Fund	(55,248)	(55,248)
Transfer to Capital Fund	-	-
Ending Balance for General Fund	1,973,879	2,136,884
<b>Building Fee Fund</b>		
Beginning Fund Balance	70,455	108,089
Total Revenues	888,768	718,000
Transfer from General Fund	-	-
Total Expenditures	(851,134)	(801,456)
Ending Balance for Building Fee Fund	108,089	24,633
<b>Street Maintenance Fund</b>		
Beginning Fund Balance	-	-
Total Revenues	175,579	181,139
Transfer from General Fund	152,642	174,428
Total Expenditures	(328,222)	(355,567)
Ending Balance for Street Maintenance Fund	-	-
<b>After School &amp; Summer Fund</b>		
Beginning Fund Balance	12,105	-
Total Revenues	134,708	169,251
Transfer from General Fund	7,833	32,706
Total Operating Expenditures	(154,646)	(201,957)
Ending Balance for After School & Summer Fund	-	-
<b>Transportation Fund</b>		
Beginning Fund Balance	510,806	298,121
Total Revenues	209,766	227,000
Transfer from General Fund	55,248	55,248
Total Operating Expenditures	(477,699)	(580,369)
Transfer to Capital Fund	-	-
Ending Balance for Transportation Fund	298,121	-
<b>Debt Service Fund</b>		
Beginning Fund Balance	52,229	0
Total Revenues	605,058	652,848
Total Expenditures	(657,287)	(652,848)
Ending Balance for Debt Service Fund	0	0
<b>Sub-Total Ending Fund Balance</b>	<b>2,380,089</b>	<b>2,161,517</b>

## **Fund Balance**

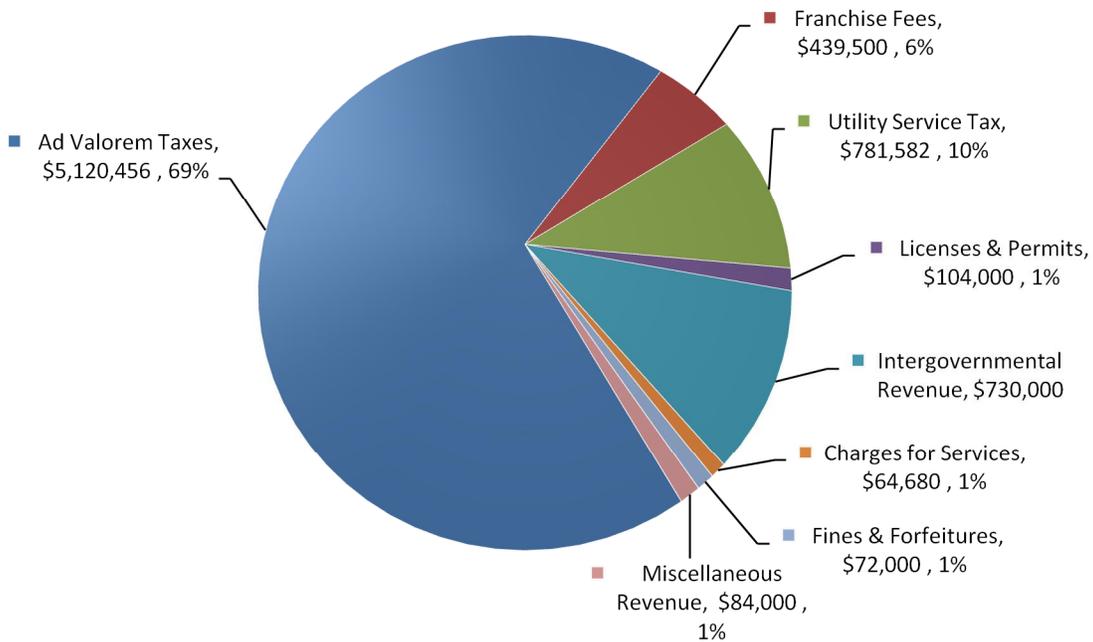
<b>Capital Fund</b>		
Beginning Fund Balance	1,196,131	1,122,340
Total Revenues	698	-
Transfer from Park Improvements Fund	-	-
Transfer from Transportation Fund	-	-
Total Operating Expenditures	(74,489)	(1,122,340)
Ending Balance for Capital Fund	1,122,340	-
<b>Water/Sewer/Sanitation Fund</b>		
Beginning Fund Balance	296,536	(84,938)
Total Revenues	4,880,114	5,382,847
Total Expenditures	(4,868,617)	(4,956,585)
Transfer to General Fund	-	-
Transfer to Water Improvement Trust Fund	(86,194)	(75,000)
Transfer to Sanitation Improvement Trust Fund	(65,000)	(65,000)
Transfer to Sewer Improvement Trust Fund	(241,776)	(201,325)
Ending Balance for Water/Sewer/Sanitation Fund	(84,938)	-
<b>Water Trust Fund</b>		
Beginning Fund Balance	-	-
Total Revenues	-	-
Transfer from Water Operations	86,194	75,000
Total Capital Improvement	(86,194)	(75,000)
Ending Balance for Water Improvements Trust Fund	-	-
<b>Sewer Trust Fund</b>		
Beginning Fund Balance	-	-
Total Revenues	-	-
Transfer from Sewer Operations	241,776	201,325
Total Expenditures	(241,776)	(201,325)
Total Capital Improvements	-	-
Ending Balance for Sewer Trust Fund	-	-
<b>Sanitation Trust Fund</b>		
Beginning Fund Balance	-	-
Total Revenues	-	-
Transfer from Sanitation Operations	65,000	65,000
Total Expenditures	(65,000)	(65,000)
Ending Balance for Sanitation Improvements Trust Fund	-	-
<b>Stormwater Fund</b>		
Beginning Fund Balance	593,139	575,788
Total Revenues	711,786	112,000
Total Expenditures	(729,137)	(477,062)
Transfer to Sewer Improvements	-	-
Ending Balance for Stormwater Fund	575,788	210,726
<b>Sub-Total Ending Fund Balance</b>		
	1,613,190	210,726
<b>Total Ending Fund Balance</b>		
	3,993,279	2,372,243

## Summary of General Fund

### General Fund Revenues

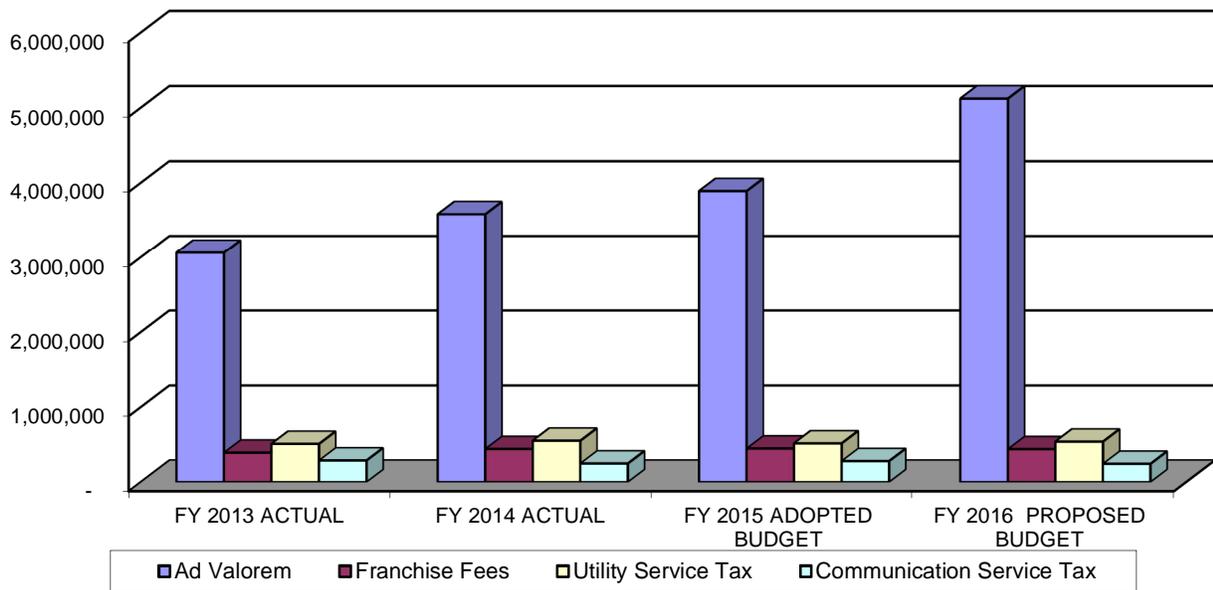
The General Fund is used to account for resources and expenditures that are available for the general operation of the Village government.

The revenues available for allocation in the 2016 Fiscal Year General Fund Proposed Budget total \$ 7,476,218 . This is an increase of \$ 1,281,504 over the current year budget.



**Locally Levied Taxes**

This category includes Ad Valorem Taxes, Franchise Fees, Utility Taxes, and the Communications Service Tax. The total revenue amount anticipated from this category is estimated at \$ 6,341,538. This amount includes \$ 5,120,456 from Ad Valorem Taxes based on operating millage rate of 6.4740. The proposed debt millage rate is 0.8254 . The proposed operating millage rate increase by 1.0000 mills and the debt millage decreased by (0.0319) mills compared to last fiscal year. Ad Valorem Taxes increased \$ 1,230,922 over the current year, due to an increase in assessed property value.

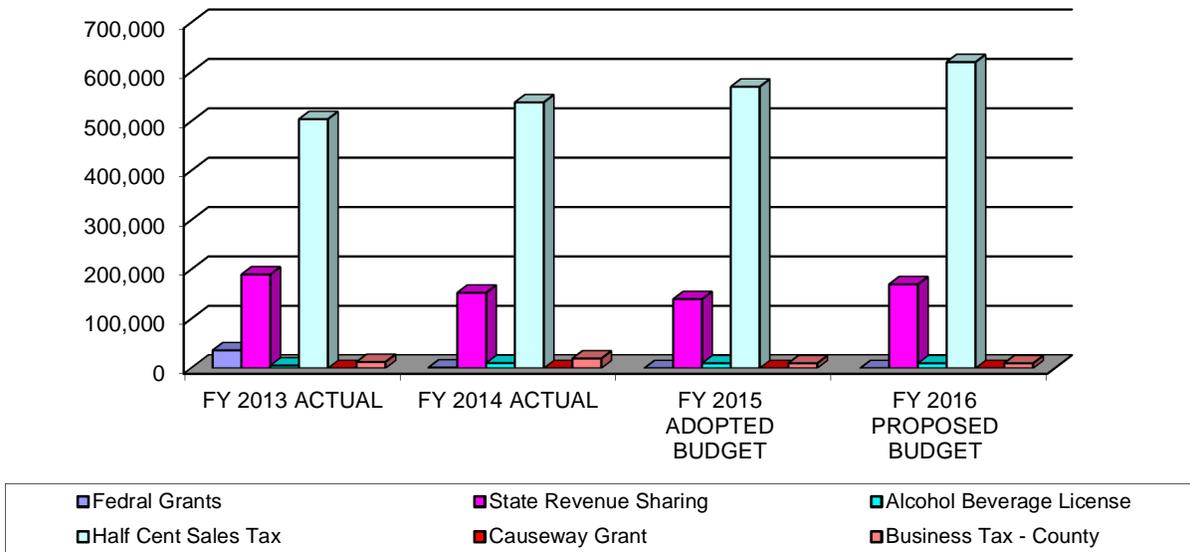


**Licenses and Permits**

This revenue category represents revenues from Village and County Local Business Tax. Total revenue anticipated to be collected in this category is \$ 104,000. This is an increase of \$ over the current year.

### ***Intergovernmental Revenues***

Total revenues in this category are projected to reach \$ 810,000 representing an increase of \$ 80,000 .



### ***Charges for Services***

This category is composed of revenues relating to services provided by the Village, such as Record Research Fee, Passport Fees and Advertising Fees. The total revenue anticipated to be collected in this category is \$ 64,680 representing an increase of \$ from the current year’s budget.

### ***Fines and Forfeitures***

Revenues projected to be available for allocation from this category total \$ 72,000. This is a decrease of \$ over the current year’s budget.

### ***Miscellaneous Revenue***

Projected revenues are anticipated to reach \$ 84,000 and are derived from interest earnings on the Village's general fund balance and other miscellaneous revenues that the Village does not account for in other revenue line items. The budget reflects a decrease of \$ from the current year's budget.

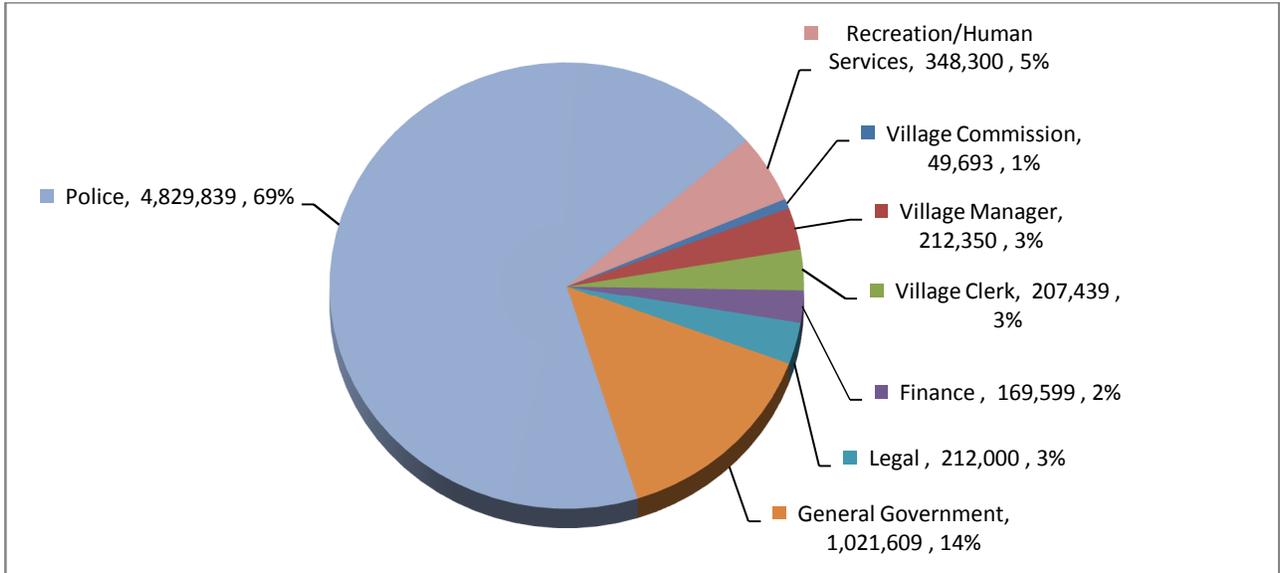
### ***Grants and Other Sources***

The Village was awarded a Children's Grant for After School and Summer Camp. These programs will be aimed at serving the elementary school children living within North Bay Village. The goal is to offer the child enriching activities and to alleviate any circumstances that either the child or parents are going through by the child being able to attend the after school and/or summer camp.

The Village will match the grant by \$32,706 and the Total revenue from the Children's Trust for the grant is \$ 169,251 .

## General Fund Expenditures

The estimated Fiscal Year 2016 General Fund operating expenditures total \$ 7,050,830 and are comprised of the following:



### Personnel Services

Personnel Services expenditures reflect the salaries and benefits of full and part time employees of the Village. Personnel Services account for \$ 4,792,257 or 68% of total General Fund Budget. This category reflects an increase of \$ 4,792,257 from the current year budget.

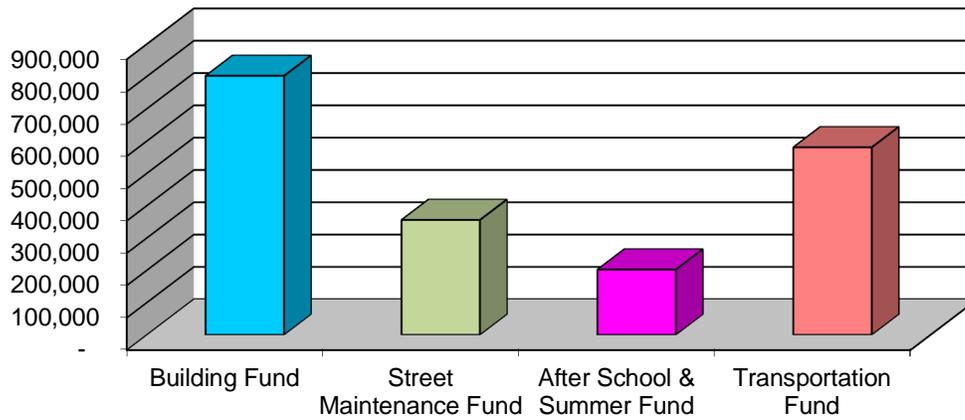
### Operating Expenditures

Operating Expenditures represent the general non-personnel services related costs of the Village and at \$ 1,971,073 represent 28% of the General Fund Budget. This category reflects an increase of \$ 422,413

### Capital Outlay

With expenses of \$ 287,500 , Capital Outlay represents 4.1% of the Budget. This category reflects an increase of \$ 269,485

## SUMMARY OF SPECIAL REVENUE FUNDS



### ***Building Fee Fund***

This fund is used to account for restricted revenues and expenses associated with the Building Department. Fiscal Year 2016 proposed expenditures include Contractual Services for the Building Department, Permit Clerk's Salary and other miscellaneous expenditures for office needs. The total revenue anticipated to be collected in this category for FY 2016 is 826,089 this represents an increase of \$ 219,226 over the current years' Budget.

### ***Street Maintenance Fund***

This fund is used to account for restricted local option gas tax revenues and expenditures which are designated by State Statutes for road maintenance and other related expenses. Fiscal Year 2016 proposed expenditures include repair and maintenance of roads, road drainage, street sweeping, signage and safety, re-striping Village's streets and miscellaneous improvements. Total fund expenditures are 355,567 . This represents a decrease of \$ (23,201) over the current years' Budget.

### ***Transportation Fund***

This fund is used to account for restricted revenues and expenditures associated with a county levied surtax and designated for public transit & transportation purposes. During Fiscal Year 2016 proposed revenue & expenditures include a total amount of 580,369 . This represents an increase of \$ 177,310 over the current years' Budget.

### ***After School & Summer Program Fund***

This fund is used to account for restricted revenues and expenditures associated with the Children's Trust Grant and serving Treasure Island Elementary School. During Fiscal Year 2016 proposed revenue & expenditures include a grant in the amount of \$ 201,957 . This represents an increase of \$ 47,311 over the current years' Budget.

## Capital Projects Fund

This fund is established to account for restricted funds anticipated from debt proceeds for the following project: The new Village Hall/Police/Fire Complex. The proposed budget for Fiscal Year 2016 totals \$ 1,122,340 and is primarily for Village Hall.

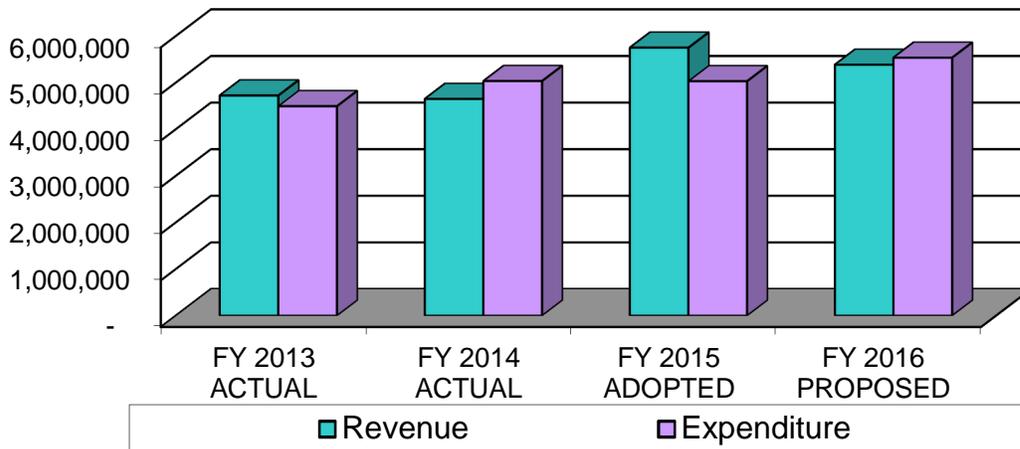
The Fund balance will decrease by more than 25% due to the completion of various capital projects, which include Kennedy Causeway Redevelopment.

## Enterprise Funds

### *Utility Funds - Water, Sewer and Sanitation Fund*

This fund is used to account for the revenues and expenditures associated with the provision of water, sewer and sanitation services to the residents of the Village. The revenues available for allocation in the 2016 Fiscal Year Proposed Budget are \$ 5,382,847. This is an increase of \$ 235,147 over current years' budget.

**WATER, SEWER AND SANITATION FUND**  
COMPARISON OF CURRENT FINANCIAL  
RESOURCES AND CURRENT EXPENDITURES  
FISCAL YEARS 2013-2016



## Storm Water Fund

This fund is used to account for the revenues and expenditures associated with the provision of storm water services to the residents of the Village. The revenues available for allocation in the 2016 Fiscal Year proposed Budget are \$ 477,062

### BUDGET SUMMARY-UTILITIES FUND & STORM WATER EXPENDITURES

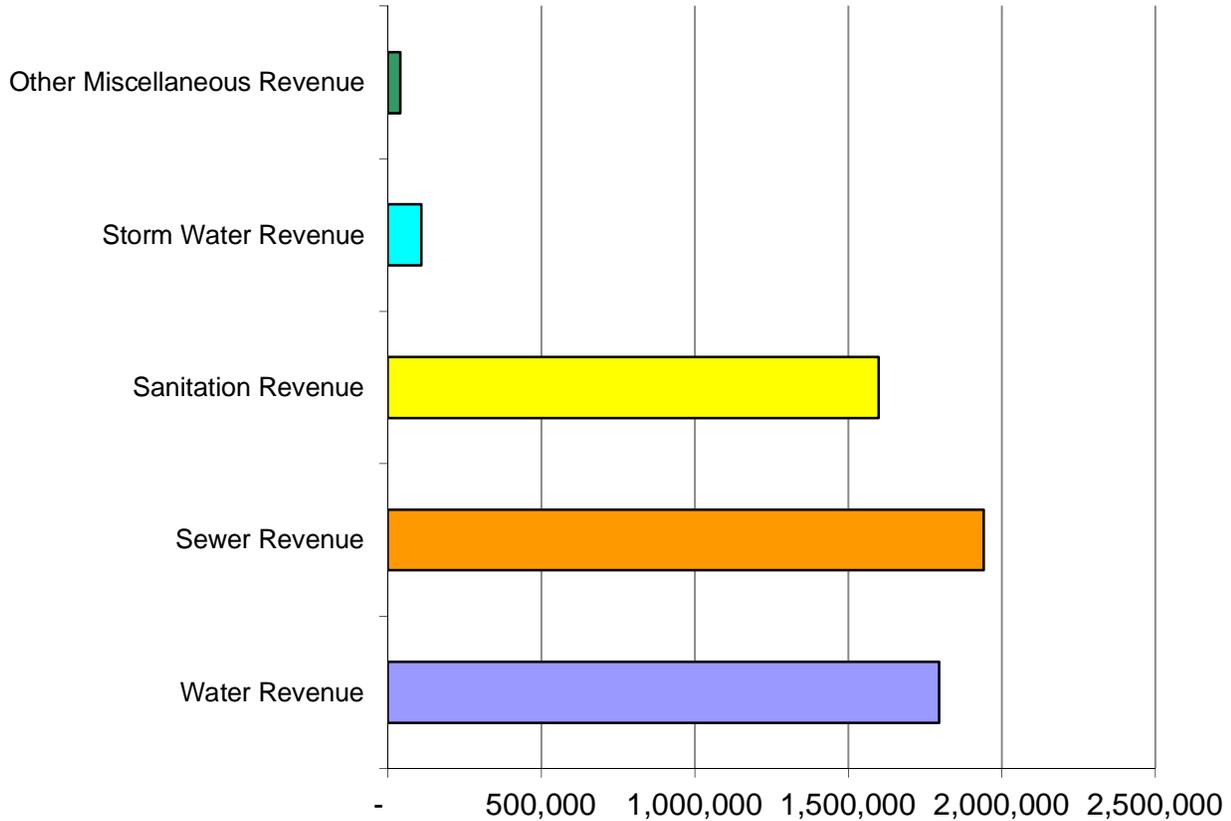
#### UTILITY FUNDS WATER, SEWER, SANITATION

ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	UTILITY FUNDS	PROPOSED BUDGET FY 2016	% OF TOTAL PROPOSED BUDGET	INCREASE/ (DECREASE)
1,154,477	1,318,866	1,405,320	Utilities Administration	1,445,247	29%	39,926
788,069	883,187	780,695	Water	852,542	17%	71,847
2,091,684	2,116,251	1,337,418	Sewer	1,725,732	35%	388,314
899,225	1,014,567	854,650	Sanitation	885,064	18%	30,414
0	0	0	Compensation for on- going union negotiations	48,000	1%	48,000
<b>4,933,454</b>	<b>5,332,871</b>	<b>4,378,084</b>	<b>TOTAL</b>	<b>4,956,585</b>	<b>100%</b>	<b>578,501</b>

#### STORMWATER FUND

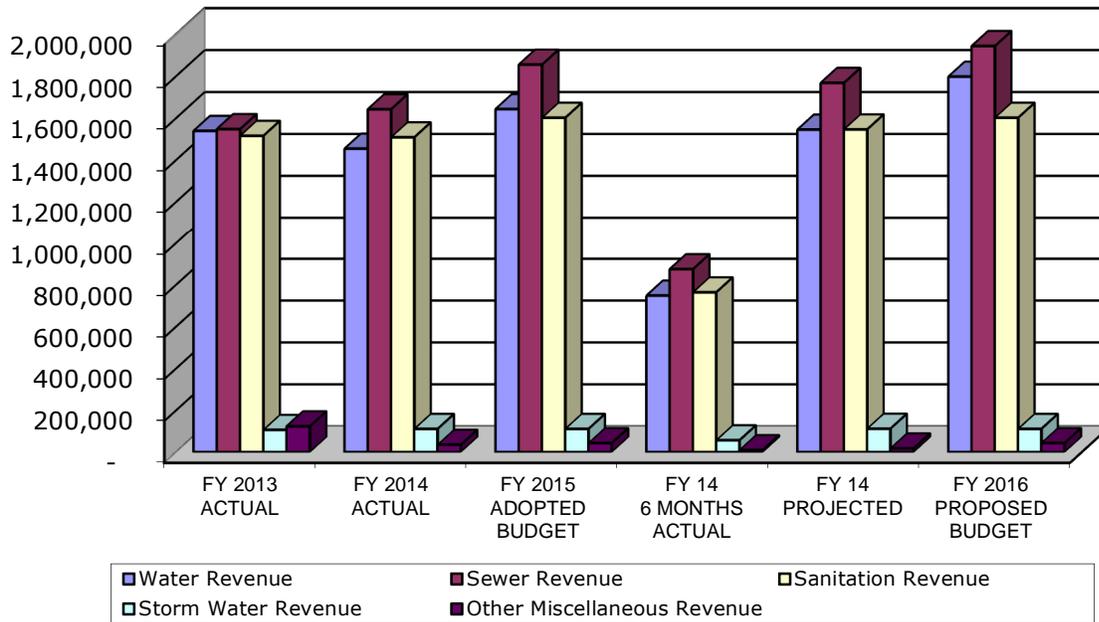
ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	STORMWATER FUND	PROPOSED BUDGET FY 2016	% OF TOTAL PROPOSED BUDGET	INCREASE/ (DECREASE)
114,344	85,522	1,073,255	Storm Water	477,062	100%	(596,193)
<b>114,344</b>	<b>85,522</b>	<b>1,073,255</b>	<b>TOTAL</b>	<b>477,062</b>	<b>100%</b>	<b>(596,193)</b>

**ENTERPRISE FUNDS-REVENUE SUMMARY FY 2015**



**ENTERPRISE FUNDS REVENUE-SUMMARY 2013-2016**

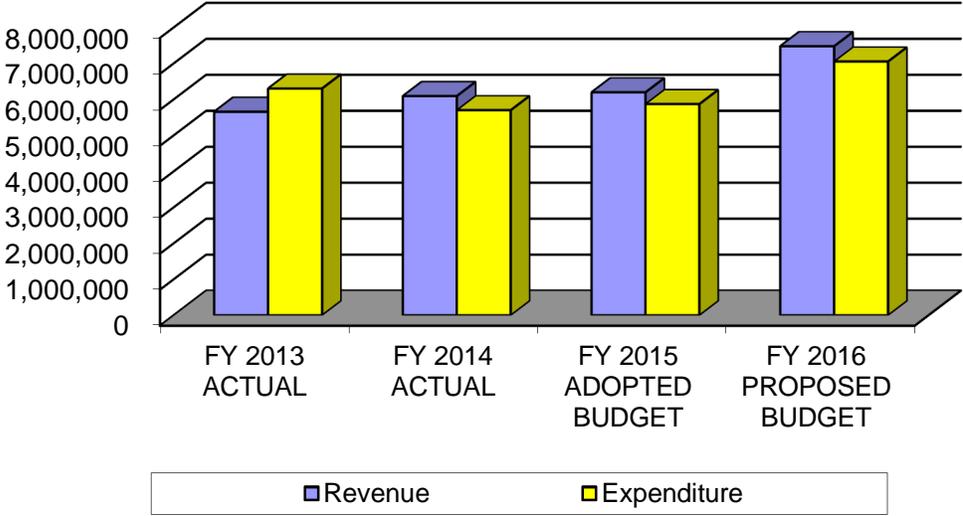
ENTERPRISE FUNDS  
Summary 2013 - 2016



## **Debt Service Fund**

The Village of North Bay Village Debt Service Funds are used to account for the accumulation of resources, payments of general obligation bond principal, Village's Series 2010 debt interest and Series 2010 Refunding Note Project Fund principal. Ad Valorem taxes in the amount of \$ 652,848 will be levied to fund this year's annual debt service requirement.

**GENERAL FUND - COMPARISON OF CURRENT REVENUES AND EXPENDITURES**



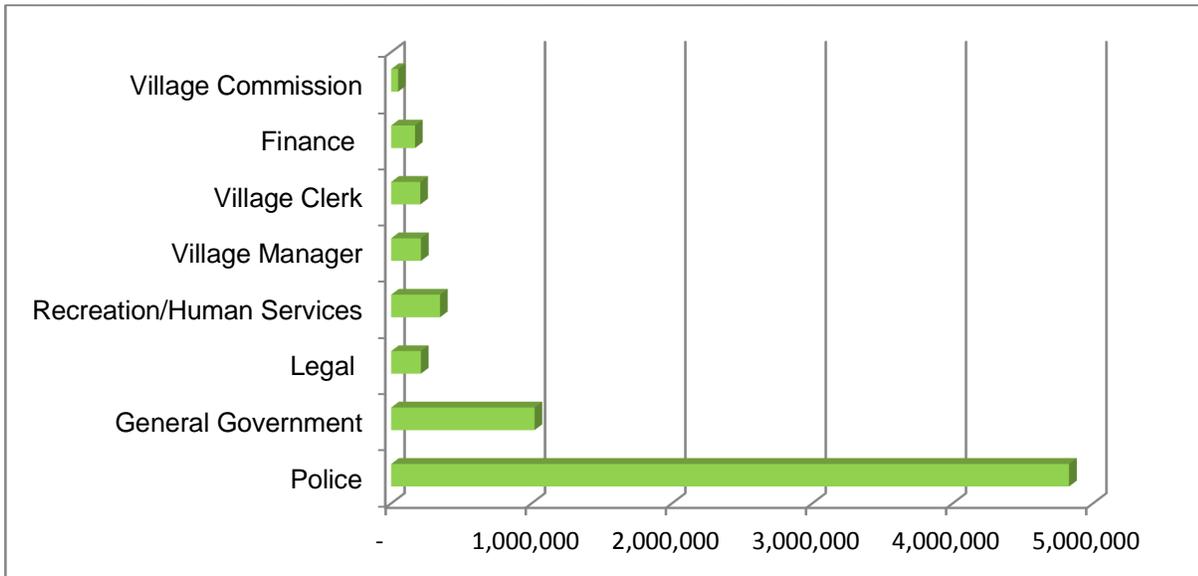
## GENERAL FUND REVENUES & EXPENDITURES

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Ad Valorem Taxes	3,062,516	3,579,598	3,889,534	3,375,183	3,935,802	5,120,456
Franchise Fees	392,198	441,194	447,500	143,821	431,821	439,500
Utility Service Tax	796,769	798,188	796,000	325,883	784,081	781,582
Licenses & Permits	92,363	174,164	97,000	51,916	118,752	104,000
Intergovernmental Revenue	748,852	724,980	730,000	321,049	738,611	810,000
General Service	64,246	61,101	61,680	30,133	63,266	64,680
Fines & Forfeitures	349,991	135,718	82,000	32,938	67,636	72,000
Miscellaneous Revenue	147,808	175,892	91,000	58,716	102,676	84,000
<b>Total Operating Revenues</b>	<b>5,654,742</b>	<b>6,090,835</b>	<b>6,194,714</b>	<b>4,339,638</b>	<b>6,242,645</b>	<b>7,476,218</b>
Other Source-Refunding Debt Proceeds	-	-	-	-	-	-
Appropriation of Fund Balance	-	-	1,679,591	-	1,765,881	1,973,879
<b>Total Non-Operating Revenues</b>	<b>-</b>	<b>-</b>	<b>1,679,591</b>	<b>-</b>	<b>1,765,881</b>	<b>1,973,879</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>5,654,742</b>	<b>6,090,835</b>	<b>7,874,305</b>	<b>4,339,638</b>	<b>8,008,526</b>	<b>9,450,097</b>
Village Commission	63,090	51,193	49,693	18,299	44,479	49,694
Village Manager	244,850	253,340	201,442	85,225	196,576	212,350
Village Clerk	170,759	122,525	199,269	106,962	198,870	207,439
Legal Services Department	526,807	184,975	166,750	80,817	166,537	212,000
Finance	134,261	179,037	156,284	56,566	154,446	169,599
General Government	1,198,610	1,058,130	795,668	497,156	795,212	1,021,609
Police	3,736,977	3,623,499	4,051,461	1,812,810	4,048,504	4,829,839
Recreation & Human Svces Dep.	224,909	225,459	214,300	93,052	214,300	348,300
<b>Total Operating Expenses</b>	<b>6,300,262</b>	<b>5,698,158</b>	<b>5,834,868</b>	<b>2,750,887</b>	<b>5,818,924</b>	<b>7,050,830</b>
Compensated Absences Liability-Reserve	-	-	-	-	-	-
Hurricane	-	-	-	-	-	-
Charter Required Additional 20% Reserve	-	-	33,437	-	-	-
<b>Non-Operating Expense</b>	<b>-</b>	<b>-</b>	<b>33,437</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfer to State Forfeiture	-	-	-	-	-	-
Transfer to Parks Improvements	-	-	-	-	-	-
Transfers to After School & Summer Fund	-	-	19,938	-	7,833	32,706
Transfers to Street Maintenance	-	-	210,020	-	152,642	174,428
Transfers to Transportation Fund	-	-	55,248	-	55,248	55,248
Transfer to Storm Water Fund	-	-	-	-	-	-
Transfer to Debt Service Fund	-	-	-	-	-	-
<b>Total Operating &amp; Transfers</b>	<b>6,300,262</b>	<b>5,698,158</b>	<b>6,153,511</b>	<b>2,750,887</b>	<b>6,034,648</b>	<b>7,313,213</b>
Fund Balances/Reserves/Net Assets	-	-	1,720,794	-	1,973,879	2,136,884
Total Non- Operating Expense	-	-	2,006,000	-	2,189,602	2,399,266
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>6,300,262</b>	<b>5,698,158</b>	<b>7,874,305</b>	<b>2,750,887</b>	<b>8,008,526</b>	<b>9,450,097</b>

## GENERAL FUND REVENUES-DETAIL

Locally Levied Taxes	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
<b>Locally Levied Taxes</b>						
Ad Valorem Taxes	3,062,516	3,579,598	3,889,534	3,375,183	3,935,802	5,120,456
Franchise - Sanitation	1,028	466	1,000	243	486	1,000
Utility Tax - Electric	494,010	537,160	500,000	216,876	520,502	520,000
Utility Tax - Gas	14,677	13,741	16,000	7,353	19,607	19,000
Communication Service Tax	288,083	247,287	280,000	101,655	243,972	242,582
Franchise Fee - Electric	363,253	408,755	408,000	127,912	393,736	400,000
Franchise Fee - Gas	16,034	13,474	20,000	7,958	19,100	20,000
Franchise - US Postal Service	11,883	18,499	18,500	7,708	18,499	18,500
<b>Sub - Total</b>	<b>4,251,483</b>	<b>4,818,980</b>	<b>5,133,034</b>	<b>3,844,888</b>	<b>5,151,704</b>	<b>6,341,538</b>
<b>Licenses &amp; Permits</b>						
Impact Fees Administrative	0	80,198	0	4,410	6,031	0
Local Business Tax	61,830	49,662	75,000	28,395	75,000	75,000
Registration Fee	6,100	4,350	3,000	1,154	2,308	3,000
Miscellaneous Permits	0	0	0	1,157	1,814	500
Foreclosure Registry	19,500	38,850	18,000	16,800	33,600	25,000
Miscellaneous Permits	800	875	500	1,157	1,814	500
Variance Fees	4,134	229	500	0	0	500
<b>Sub - Total</b>	<b>92,363</b>	<b>174,164</b>	<b>97,000</b>	<b>51,916</b>	<b>118,752</b>	<b>104,000</b>
<b>Intergovernmental Revenues</b>						
Federal Grants	36,248	1,322	0	0	0	0
State Revenue Sharing	189,928	152,924	140,000	74,596	149,193	170,000
Alcoholic Beverage License	5,531	10,498	10,000	49	5,017	10,000
Local 1/2 Cent Sales Tax	504,473	538,419	570,000	239,999	575,997	620,000
Business Tax - County	12,672	19,730	10,000	6,404	8,404	10,000
<b>Sub - Total</b>	<b>748,852</b>	<b>724,980</b>	<b>730,000</b>	<b>321,049</b>	<b>738,611</b>	<b>810,000</b>
<b>Charges For Services</b>						
Record Research and Review	55,267	46,431	50,000	22,658	45,316	50,000
Passport Fee	4,300	10,350	7,000	5,050	13,100	10,000
Burglar Alarm Revenues	95	30	0	85	170	0
Advertising / Bus Stop	4,584	4,290	4,680	2,340	4,680	4,680
<b>Sub - Total</b>	<b>64,246</b>	<b>61,101</b>	<b>61,680</b>	<b>30,133</b>	<b>63,266</b>	<b>64,680</b>
<b>Fines &amp; Forfeitures</b>						
Court Fines	60,269	52,699	50,000	14,980	35,951	40,000
Police Education	3,400	2,167	2,000	542	1,301	2,000
Traffic Safety System	185,459	6,799	0	771	1,850	0
Traffic Fines to ATS/STATE	(80,012)	0	0	0	0	0
Code Enforcement Hearing	180,875	74,053	30,000	16,645	28,534	30,000
<b>Sub - Total</b>	<b>349,991</b>	<b>135,718</b>	<b>82,000</b>	<b>32,938</b>	<b>67,636</b>	<b>72,000</b>
<b>Miscellaneous Revenues</b>						
Interest Earnings	30,551	41,077	42,000	19,332	38,663	40,000
Contributions & Donations	6,600	3,500	0	2,000	2,000	0
Reimbursement-Insurance Claims	21,087	38,604	0	21,856	33,712	0
Reimbursement-School Crossing Guard	590	585	1,000	158	366	1,000
Reimbursement-Mileage (take home veh)	11,928	15,183	22,000	9,460	18,921	20,000
Hurricane / Disaster Emergency	0	0	0	0	0	0
Other Miscellaneous Revenue	33,149	74,668	23,000	3,610	5,415	20,000
Lobbyist Registration Fee	1,525	2,275	3,000	2,300	3,600	3,000
<b>Sub - Total</b>	<b>147,808</b>	<b>175,892</b>	<b>91,000</b>	<b>58,716</b>	<b>102,676</b>	<b>84,000</b>
<b>TOTAL REVENUE</b>	<b>5,654,742</b>	<b>6,090,835</b>	<b>6,194,714</b>	<b>4,339,638</b>	<b>6,242,645</b>	<b>7,476,218</b>

## GENERAL FUND EXPENDITURES BY DEPARTMENT



## GENERAL FUND EXPENDITURES BY DEPARTMENT

ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	GENERAL FUND EXPENDITURES	PROPOSED BUDGET FY 2016	% OF TOTAL PROPOSED BUDGET	INCREASE/ (DECREASE)
63,090	51,193	49,693	Village Commission Department	49,694	1%	0
244,850	253,340	201,442	Village Manager Department	212,350	3%	10,908
170,759	122,525	199,269	Village Clerk Department	207,439	3%	8,170
134,261	179,037	156,284	Finance Department	169,599	2%	13,315
526,807	184,975	166,750	Legal Services Department	212,000	3%	45,250
1,198,610	1,058,130	795,668	General Government Department	1,021,609	14%	225,940
3,736,977	3,623,499	4,051,461	Police Department	4,829,839	66%	778,379
224,909	225,459	214,300	Recreation and Human Services Department	348,300	5%	134,000
0	0	0	Transfer to State Forfeiture	0	0%	0
0	0	0	Transfer to Parks Improvements	0	0%	0
0	0	19,938	Transfers to After School & Summer Fund	32,706	0%	12,768
0	0	210,020	Transfers to Street Maintenance	174,428	2%	(35,592)
0	0	55,248	Transfers to Transportation Fund	55,248	1%	0
<b>6,300,262</b>	<b>5,698,158</b>	<b>6,120,074</b>	<b>TOTAL</b>	<b>7,313,213</b>	<b>100%</b>	<b>1,193,139</b>

## GENERAL FUND-VILLAGE COMMISSION

### DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

The Village Commission is the legislative body, which acts as the policy-making entity that establishes legislation through ordinances and resolutions to meet the needs of the residents.

### PERFORMANCE INDICATORS

Regular Village Commission meetings are held the second Tuesday of every month at a site determined by the Commission.

Village Commission meetings are noted on the Village's website and the public is always welcome.

Village Commission meetings are also broadcast on North Bay Village TV & streamed live on NBV Website.

### DEPARTMENT GOALS

- ☀ *Develop a legislative action plan in the best interest of the residents, businesses and visitors of the Village.*
- ☀ *To act as a responsible governing body serving in the best interests of the Village*

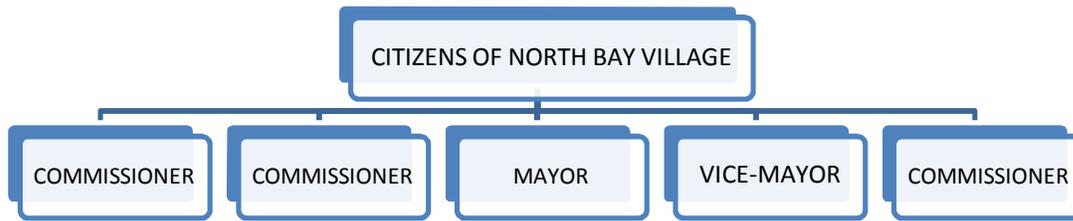
### DESCRIPTION OF SERVICES AND ACTIVITIES

- ❖ The Village Commission consists of five elected officials; Mayor at large, Vice Mayor and three commissioners; one at large and one representative for each island district, North Bay Island, Treasure Island, Harbor Island.
- ❖ The Village Commission represents the residents and businesses of North Bay Village by formulating Village legislation & policies.
- ❖ Commission activities include regular Commission Meetings the second Tuesday of each month and other meetings necessary to govern the Village of North Bay Village.

### Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	34,963	34,779	35,610	15,459	35,074	35,607
MATERIALS, SUPPLIES, SERVICES	28,127	16,414	14,083	2,840	9,405	14,087
TOTAL OPERATING BUDGET	63,090	51,193	49,693	18,299	44,479	49,694
CAPITAL	0	0	0	0	0	0
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
TOTAL NON-OPERATING BUDGET	0	0	0	0	0	0
<b>TOTAL DEPARTMENT BUDGET</b>	<b>63,090</b>	<b>51,193</b>	<b>49,693</b>	<b>18,299</b>	<b>44,479</b>	<b>49,694</b>

## GENERAL FUND-VILLAGE COMMISSION



### Expenditure Category Detail

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Salaries Commission	32,390	32,225	33,000	14,300	32,600	33,000
Fica	2,478	2,465	2,525	1,094	2,388	2,525
Workers' Compensation	95	89	86	65	86	83
<b>TOTAL PERSONNEL SERVICES</b>	<b>34,963</b>	<b>34,779</b>	<b>35,610</b>	<b>15,459</b>	<b>35,074</b>	<b>35,607</b>
Cost Allocation	0	0	(15,600)	(7,800)	(15,600)	(15,600)
Professional Services	0	0	0	0	0	0
Travel, Conferences & Meetings	19,992	7,377	20,000	6,675	16,350	20,000
Telephone	7,085	7,898	7,683	2,812	6,749	7,687
Equipment Rental	0	0	0	0	0	0
Special Promotions	0	0	0	0	0	0
Office Supplies	0	177	0	0	0	0
Special Department Supplies	0	237	0	0	0	0
Dues, Subscriptions & Memberships	1,050	725	2,000	1,153	1,906	2,000
<b>TOTAL MATERIALS, SUPPLIES, SERVICES</b>	<b>28,127</b>	<b>16,414</b>	<b>14,083</b>	<b>2,840</b>	<b>9,405</b>	<b>14,087</b>
<b>TOTAL OPERATING BUDGET</b>	<b>63,090</b>	<b>51,193</b>	<b>49,693</b>	<b>18,299</b>	<b>44,479</b>	<b>49,694</b>
Office Equipment	0	0	0	0	0	0
<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
<b>TOTAL NON OPERATING BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>63,090</b>	<b>51,193</b>	<b>49,693</b>	<b>18,299</b>	<b>44,479</b>	<b>49,694</b>

## GENERAL FUND-OFFICE OF THE VILLAGE MANAGER

### DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

The Village Manager is the Chief Executive Officer of the Village, whose primary responsibility is to carry out policies and directives of the Village Commission through the Village Administration and to ensure the proper conduct of the Village's day to day operations.

### DEPARTMENT GOALS

- ☀ *Ensure programs, policies and projects are implemented as approved by the Commission.*
- ☀ *Ensure Capital Projects are established and implemented.*
- ☀ *Ensure the FY 2016 Budget and long term plans are Adopted and implemented in accordance with the direction of the Village Commission.*
- ☀ *Continue to improve communications with the residents.*
- ☀ *Coordinate the application of funding for Capital Projects.*

### DESCRIPTION OF SERVICES AND ACTIVITIES

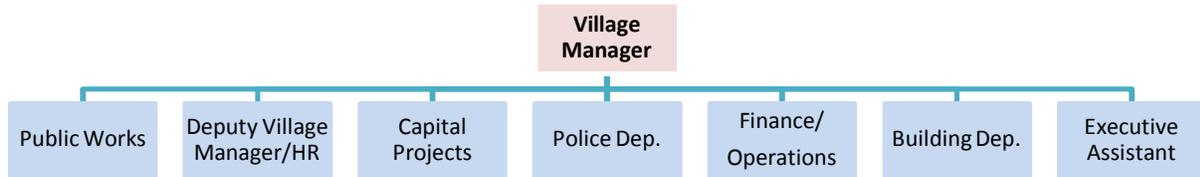
- ❖ The Village Manager directs and coordinates the operation of all Village departments. The Village Manager implements policy guidelines established by the Commission. The Village Manager is responsible for making appropriate studies, recommendations, and reports to the Village Commission on all matters of interest or concern to the Village.
- ❖ The Village Manager has the Charter assigned authority to see that all laws and ordinances are enforced, to appoint Village Department Directors with approval of the Commission, and to recommend an annual budget
- ❖ The Village Manager's Office also maintains positive and open relations with the media, Federal, State and County agencies and the general public; and prepares and presents reports to the commission on the daily operation of the Village.
- ❖ The Village Manager is responsible for the preparation of the annual budget and for overseeing the approved annual budget expenditures.

### Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED	FY 15 6 MONTHS	FY 15 PROJECTED	FY 16 PROPOSED
PERSONNEL SERVICES	236,679	240,950	193,930	82,569	189,223	204,838
MATERIALS, SUPPLIES, SERVICES	8,171	12,390	7,512	2,656	7,353	7,512
<b>TOTAL OPERATING BUDGET</b>	<b>244,850</b>	<b>253,340</b>	<b>201,442</b>	<b>85,225</b>	<b>196,576</b>	<b>212,350</b>
CAPITAL	0	0	0	0	0	0
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
<b>TOTAL NON-OPERATING BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>244,850</b>	<b>253,340</b>	<b>201,442</b>	<b>85,225</b>	<b>196,576</b>	<b>212,350</b>

## GENERAL FUND-OFFICE OF THE VILLAGE MANAGER

Performance Measures/Indicators	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Maintain Expenditures within the approved FY 2015 Budget	X	X	X	X
New Harbor Island Parking Plan		X		
Complete application for the Children's Trust grant	X			
Complete FOP Labor Contract Negotiations for Civilians		X		
Complete POLICE FOP Labor Contract			X	
Fill approved vacant budgeted personnel positions		X		
Prepare & Present FY 2016 Budget by July, 2015				X



### Expenditure Category Detail

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Regular Salaries	282,714	300,804	289,042	134,246	288,492	295,745
Overtime	1,207	2,311	3,500	841	1,823	3,500
Car Allowance	6,733	7,216	3,600	1,717	3,600	3,600
Fica	20,136	7,653	22,155	10,176	22,484	22,590
Retirement Contributions	15,510	23,684	26,779	12,259	26,518	27,716
Health, Life, Dental	39,621	42,597	46,134	21,799	43,599	48,960
Worker's Compensation	758	685	719	530	707	727
Cost Allocation	(130,000)	(144,000)	(198,000)	(99,000)	(198,000)	(198,000)
<b>TOTAL PERSONNEL SERVICES</b>	<b>236,679</b>	<b>240,950</b>	<b>193,930</b>	<b>82,569</b>	<b>189,223</b>	<b>204,838</b>
Travel, Conferences & Meetings	2,129	6,430	1,500	120	1,500	1,500
Telephone	4,500	5,088	4,512	1,952	4,685	4,512
R&M Vehicles	0	0	0	0	0	0
Office Supplies	0	38	0	0	0	0
Gas and Oil	0	0	0	0	0	0
Special Department Supplies	0	0	0	0	0	0
Dues, Subscriptions & Memberships	1,244	834	1,500	584	1,168	1,500
Education & Training	298	0	0	0	0	0
<b>TOTAL MATERIALS, SUPPLIES, SERVICES</b>	<b>8,171</b>	<b>12,390</b>	<b>7,512</b>	<b>2,656</b>	<b>7,353</b>	<b>7,512</b>
<b>TOTAL OPERATING BUDGET</b>	<b>244,850</b>	<b>253,340</b>	<b>218,520</b>	<b>85,225</b>	<b>196,576</b>	<b>212,350</b>
Office Equipment	0	0	0	0	0	0
<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
<b>TOTAL NON OPERATING BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>244,850</b>	<b>253,340</b>	<b>201,442</b>	<b>85,225</b>	<b>196,576</b>	<b>212,350</b>

## **GENERAL FUND-OFFICE OF THE VILLAGE CLERK**

### **DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE**

The Village Clerk ensures the integrity of municipal governance through the preparation, management, and distribution related to the Village Commission and Advisory Board agendas. This includes: preparation of agenda packages; preparation of Minutes for approval, all necessary arrangements to ensure legal, open, and effective meetings. Any person has access to all the above-mentioned documents of Village Government as it relates to Commission/Advisory Board Meetings. The Village Clerk department oversees the management and maintenance of the Commission Adopted Resolutions and Ordinances and causes the ordinances to be printed in the Municipal Code and in an up-to-date online code found on municode.com. The online code provides information to elected officials, Village staff, and all other members of the public.

The Village Clerk's Office compiles application packets for Commission appointed Boards/Committees.

The Village Clerk Department also manages the Records Management and supervises the Village's elections.

In addition, the Village Clerk is the keeper of lobbyist registration, bid openings, original contracts, and other records relating to the operation of the Village. The Village Clerk issues Business Tax Receipts, supervises the issuance of passports, and performs other assignments as directed by the Village Charter and the Village Commission

### **DESCRIPTION OF SERVICES AND ACTIVITIES**

- ❖ The Village Clerk prepares the Village Commission agendas, advertise public hearings, post notices, attend and take minutes of all Commission Meetings, administer follow-up of Commission action items and write Resolutions, Ordinances and Proclamations as necessary.
- ❖ Receive and respond to public records requests and inquiries and post legal notices. Prepares, posts and distributes monthly calendars. Codifies all ordinances, register lobbyists and ensure compliance with Village regulations.
- ❖ Liaison to Board/Committees relative to memberships advertises vacancies and administers financial disclosure forms. Prepares and distributes agendas for the Planning & Zoning Board Meetings.
- ❖ Scan long-term records, research records upon request, coordinate records disposition, destruction with Shred-it recycling in accordance with State law. Maintain all original Village documents (ordinances, resolutions, agreements, etc.).

### **DEPARTMENT GOALS**

- ✱ *Implement and maintain an electronic records management system.*
- ✱ *Implement an electronic Business Tax Receipt Program.*
- ✱ *Assist with the update of the Village Zoning Code.*
- ✱ *Complete and distribute Village Commission and Planning & Zoning Board Meeting agenda packets in a timely manner.*
- ✱ *Administer the publication of the Village Charter and Code.*
- ✱ *Publish notices required by law*
- ✱ *Prepare and distribute recaps of Village Commission Meetings on the website.*
- ✱ *Coordinate with staff for implementation of an electronic Business Tax Receipt program.*
- ✱ *As records custodian for the Village, disseminate information to the public.*

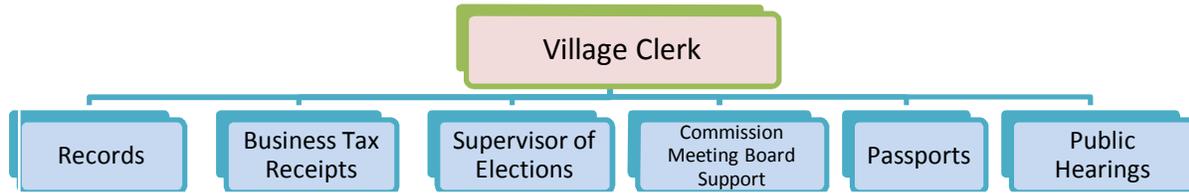
**GENERAL FUND-OFFICE OF THE VILLAGE CLERK**

<b>Performance Measures/Indicators</b>	<b>1<sup>st</sup> Qtr.</b>	<b>2<sup>nd</sup> Qtr.</b>	<b>3<sup>rd</sup> Qtr.</b>	<b>4<sup>th</sup> Qtr.</b>
Implement and maintain an electronic records management system			X	
Implement an Electronic Business Tax Receipt Program (Upon implementation of Financial Software)	X			
Prepare and distribute recaps of Village Commission Meeting on the website within 5 days after meeting	X	X	X	X
Implement a Records Disposition Policy		X		
Update Public Records Request Policy		X		

**Expenditure Category Summary**

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	109,937	95,948	162,629	78,412	154,933	162,389
MATERIALS, SUPPLIES, SERVICES	60,822	26,577	36,641	28,550	43,937	45,050
TOTAL OPERATING BUDGET	170,759	122,525	199,269	106,962	198,870	207,439
TOTAL NON-OPERATING BUDGET	0	0	0	0	0	0
<b>TOTAL DEPARTMENT BUDGET</b>	<b>170,759</b>	<b>122,525</b>	<b>199,269</b>	<b>106,962</b>	<b>198,870</b>	<b>207,439</b>

**GENERAL FUND-OFFICE OF THE VILLAGE CLERK**



**Expenditure Category Detail**

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Regular Salaries	150,557	153,311	162,334	80,065	160,130	167,159
Car Allowance	3,614	3,614	3,600	1,689	3,600	0
Fica Tax	11,241	11,842	12,333	6,319	12,525	12,417
Retirement Contributions	11,179	23,413	30,611	13,564	24,910	31,172
Health, Life, Dental	22,934	23,279	21,653	10,604	21,625	23,238
Workers' Compensation	397	489	395	320	442	403
Cost Allocation	(90,000)	(120,000)	(68,299)	(34,149)	(68,299)	(72,000)
<b>TOTAL PERSONNEL SERVICES</b>	<b>109,937</b>	<b>95,948</b>	<b>162,629</b>	<b>78,412</b>	<b>154,933</b>	<b>162,389</b>
Contractual Services - General	0	0	0	0	0	0
Travel, Conferences & Meeting	1,386	1,225	1,460	240	480	3,000
Telephone	1,653	1,532	1,680	484	969	1,200
R&M Office Equipment	0	0	0	0	0	0
Advertising	35,420	15,785	18,000	25,164	37,164	18,000
Ordinance Codification	8,768	7,032	10,000	2,067	4,135	22,000
Election Expense	13,255	0	5,000	345	690	0
Office Supplies	0	423	0	0	0	0
Gas & Oil	0	0	0	0	0	0
Special Department Supplies	0	0	0	0	0	0
Dues, Subscriptions & Memberships	340	580	500	250	500	850
Education & Training	0	0	0	0	0	0
<b>TOTAL MATERIALS, SUPPLIES, SVCS</b>	<b>60,822</b>	<b>26,577</b>	<b>36,641</b>	<b>28,550</b>	<b>43,937</b>	<b>45,050</b>
<b>TOTAL OPERATING BUDGET</b>	<b>170,759</b>	<b>122,525</b>	<b>199,269</b>	<b>106,962</b>	<b>198,870</b>	<b>207,439</b>
OFFICE EQUIPMENT	0	0	0	0	0	0
TOTAL CAPITAL	0	0	0	0	0	0
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
TOTAL NON OPERATING BUDGET	0	0	0	0	0	0
<b>TOTAL DEPARTMENT BUDGET</b>	<b>170,759</b>	<b>122,525</b>	<b>199,269</b>	<b>106,962</b>	<b>198,870</b>	<b>207,439</b>

## GENERAL FUND-FINANCE DEPARTMENT

### DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

The mission of the Finance Department is to account for all financial transactions of the Village using Generally Accepted Accounting Principles to maintain fiscal responsibility, and to provide quality information in a timely manner, while maintaining the highest level of ethical professional standards.

### DEPARTMENT GOALS

- ✦ *Implement new financial accounting and reporting system.*
- ✦ *Monitor and secure funding for voter approved capital projects.*
- ✦ *Ensure grant compliance.*
- ✦ *Review and improve procurement process.*
- ✦ *Reduce accounts receivable and implement performance measures to reflect the difference per year.*
- ✦ *Ensure that Departments and the public have timely and accurate reports.*
- ✦ *Prepare Budget on time and administer carefully during the year.*

### DESCRIPTION OF SERVICES AND ACTIVITIES

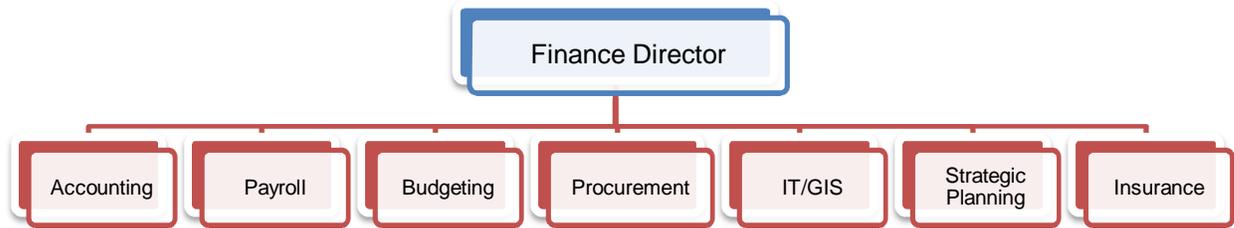
- ❖ The Finance Department processes and records all fiscal activity of the Village, as well as, manages Village computer hardware and network system. All cash receipts are recorded and deposited intact in the bank. Direct deposits of payroll are prepared biweekly in addition to other related functions as required. All Village expenditures are verified, recorded and disbursed weekly.
- ❖ Utility bills are prepared and mailed on a monthly basis. All the above fiscal information and activity is maintained on the Village's current computer system.
- ❖ All checks, bills and financial statements are generated by the Finance Department.

Performance Measures/Indicators	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Complete Annual Financial Report		X		
Implement new Village Website		X		
CAFR Preparation		X		
Complete Software Conversion -Financial			X	

### Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	122,994	150,666	150,514	54,813	148,813	159,514
MATERIALS, SUPPLIES, SERVICES	11,267	28,371	5,770	1,753	5,633	10,085
TOTAL OPERATING BUDGET	134,261	179,037	156,284	56,566	154,446	169,599
CAPITAL	0	0	0	0	0	0
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
TOTAL NON-OPERATING BUDGET	0	0	0	0	0	0
<b>TOTAL DEPARTMENT BUDGET</b>	<b>134,261</b>	<b>179,037</b>	<b>156,284</b>	<b>56,566</b>	<b>154,446</b>	<b>169,599</b>

## GENERAL FUND-FINANCE DEPARTMENT



### Expenditure Category Detail

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Regular Salaries	249,813	264,396	295,655	132,390	294,780	302,410
Overtime	1,815	903	2,000	7	14	2,000
Car Allowance	4,818	3,674	3,600	1,689	3,600	3,600
Fica Tax	18,295	18,611	21,963	9,242	22,827	22,739
Retirement Contributions	17,272	30,954	37,372	16,642	38,284	38,735
Life, Health, Dental Insurance	42,281	59,381	70,364	34,874	69,748	77,226
Workers' Compensation	699	747	761	567	756	803
Cost Allocation	(212,000)	(228,000)	(281,201)	(140,598)	(281,196)	(288,000)
<b>TOTAL PERSONNEL SERVICES</b>	<b>122,994</b>	<b>150,666</b>	<b>150,514</b>	<b>54,813</b>	<b>148,813</b>	<b>159,514</b>
Accounting & Audit	5,081	24,664	0	0	0	0
Professional Svc.	1,248	0	0	0	0	0
Travel, Conferences & Meeting	2,032	1,255	2,840	693	3,263	6,440
Telephone	2,543	1,636	1,200	780	1,560	1,200
R&M Office Equipment	0	0	0	0	0	0
Office Supplies	0	231	0	0	0	0
Gas & Oil	0	0	0	0	0	0
Special Department Supplies	123	0	250	0	250	250
Dues, Subscriptions & Memberships	240	565	480	280	560	1,195
Education & Training	0	20	1,000	0	0	1,000
<b>TOTAL MATERIALS, SUPPLIES, SERVICES</b>	<b>11,267</b>	<b>28,371</b>	<b>5,770</b>	<b>1,753</b>	<b>5,633</b>	<b>10,085</b>
<b>TOTAL OPERATING BUDGET</b>	<b>134,261</b>	<b>179,037</b>	<b>156,284</b>	<b>56,566</b>	<b>154,446</b>	<b>169,599</b>
Office Equipment	0	0	0	0	0	0
<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
<b>TOTAL DEPARTMENT BUDGET</b>	<b>134,261</b>	<b>179,037</b>	<b>156,284</b>	<b>56,566</b>	<b>154,446</b>	<b>169,599</b>

## GENERAL FUND LEGAL DEPARTMENT

### DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

The mission of the Legal Department is to provide guidance and assistance on legislative and administrative actions for effective and ethical deliverance of the public trust.

### PERFORMANCE INDICATORS

Evaluate lawsuits to reduce litigations cost.

### DEPARTMENT GOALS

- ✦ Practice preventative law with Village Commission and Village Administration to anticipate and avoid legal issues, challenges and litigation before they arise.
- ✦ Assist Village with contractual issues pertaining to completion of pending capital projects and implementation of new capital projects to ensure the Village is adequately legally protected in design, construction, grant and financing transactions from procurement through project completion.
- ✦ Assist Village on all legal issues pertaining to its Comprehensive Plan and Land Development regulations in all Quasi judicial proceedings.
- ✦ Timely and cost effectively defend all litigation, including administrative labor proceedings, on behalf of the Village, implementing the policy direction of the Village Commission on all litigation matters.
- ✦ Provide guidance to Village Commission, Village Administration and staff on ethics laws, including sunshine law, public records, voting conflicts and gifts.
- ✦ Assist Village Administration with implementation of updated human resources policies and union contracts to ensure Management's ability to effectively manage Village departments.

### DESCRIPTION OF SERVICES AND ACTIVITIES

- ❖ Advise Village Commission, Village Manager, and Staff on legal issues.
- ❖ Prepare and recommend ordinances, resolutions and contracts.
- ❖ Prosecute Violations of Village ordinances, act as trial and appellate counsel in litigation matters, and represent the Village in all legal proceedings.
- ❖ Provide the Village with superior contracted legal services that are flexible, multi-specialized, and economically competitive. Deliver legal services that are integrated and supportive of other Village departments.

### Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
TOTAL MATERIALS, SUPPLIES, SERVICES	526,807	184,975	166,750	80,817	166,537	212,000
TOTAL OPERATING BUDGET	526,807	184,975	166,750	80,817	166,537	212,000
TOTAL NON-OPERATING BUDGET	0	0	0	0	0	0
<b>TOTAL DEPARTMENT BUDGET</b>	<b>526,807</b>	<b>184,975</b>	<b>166,750</b>	<b>80,817</b>	<b>166,537</b>	<b>212,000</b>

## GENERAL FUND-LEGAL DEPARTMENT

### Expenditure Category Detail

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
General	196,210	148,569	120,000	60,596	120,596	120,000
Other Legal Services	310,596	17,228	75,500	30,345	74,689	125,500
Labor	57,249	55,926	8,500	8,500	8,500	8,500
Cost Allocation	(37,248)	(37,248)	(37,250)	(18,624)	(37,248)	(42,000)
TOTAL MATERIALS, SUPPLIES, SERVICES	526,807	184,975	166,750	80,817	166,537	212,000
TOTAL OPERATING BUDGET	526,807	184,975	166,750	80,817	166,537	212,000
<b>TOTAL DEPARTMENT BUDGET</b>	<b>526,807</b>	<b>184,975</b>	<b>166,750</b>	<b>80,817</b>	<b>166,537</b>	<b>212,000</b>

## GENERAL FUND-GENERAL GOVERNMENT

### DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

This Department is responsible for managing the Village Post Office and all Services that are non-departmental related.

### DEPARTMENT GOALS

- ✧ *Improve the availability and operation of public services and facilities.*
- ✧ *Promote saving Village's funds and our natural resources by establishing an electronic version of the newsletter.*

### DESCRIPTION OF SERVICES AND ACTIVITIES

- ❖ The budget reflects services not assigned to a particular department such as the post office, consulting services, utilities, Village-wide general liability insurance, public relations, citizen boards, general fund contingencies and Hurricane Disaster Emergency.

Performance Measures/Indicators	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Finalize updates to the policies and procedures manual /conduct safety meetings		X		
Begin monthly employee trainings		X		
Set up employee recognition pins			X	

### Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	37,299	40,586	31,098	(14,673)	(15,861)	39,763
MATERIALS, SUPPLIES, SERVICES	862,361	800,552	755,071	507,560	806,804	972,345
TOTAL OPERATING BUDGET	899,660	841,138	786,168	492,887	790,943	1,012,109
CAPITAL	21,774	19,858	9,500	4,269	4,269	9,500
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	277,176	197,134	0	0	0	0
TOTAL NON-OPERATING BUDGET	298,950	216,992	9,500	4,269	4,269	9,500
<b>TOTAL DEPARTMENT BUDGET</b>	<b>1,198,610</b>	<b>1,058,130</b>	<b>795,668</b>	<b>497,156</b>	<b>795,212</b>	<b>1,021,609</b>

## GENERAL FUND-GENERAL GOVERNMENT

### Expenditure Category Detail

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Regular Salaries	71,076	75,789	88,100	25,693	61,693	114,562
Overtime	335	320	0	19	38	0
FICA	5,192	5,293	6,394	1,906	4,720	8,288
Retirement Contributions	2,260	3,537	6,158	1,889	4,547	7,865
Life, Health & Dental Insurance	11,210	18,461	25,512	3,194	8,295	27,923
Workers' Compensation	2,209	786	934	607	810	1,125
Unemployment Compensation	5,017	2,400	0	19	37	0
Cost Allocation	(60,000)	(66,000)	(96,000)	(48,000)	(96,000)	(120,000)
<b>TOTAL PERSONNEL SERVICES</b>	<b>37,299</b>	<b>40,586</b>	<b>31,098</b>	<b>(14,673)</b>	<b>(15,861)</b>	<b>39,763</b>
Bank fees	1,091	1,261	1,000	483	966	1,000
Accounting & Auditing	19,336	10,950	20,500	12,500	20,500	20,500
Professional Services	205,240	184,928	172,000	79,580	179,160	172,000
Traffic Fines due to ATS	0	5,939	0	916	916	0
Contract Services/Data Processing	43,683	79,541	78,000	64,515	81,177	83,000
Contractual Service Medical	1,583	1,725	500	621	1,242	500
Travel, Conferences & Meetings	653	933	5,500	2,633	5,266	5,500
Telephone	9,447	7,531	9,000	3,700	7,401	9,000
Postage	9,084	5,452	7,200	2,165	4,331	7,200
Electric, Water, Sewer, & Garbage	3,310	0	0	0	0	0
Equipment Rental	8,738	9,139	7,877	4,454	7,909	10,757
Building Lease	166,553	189,658	187,900	113,555	195,535	191,163
General Insurance	151,979	192,644	158,613	158,583	205,780	191,505
R & M Equipment	33,511	10,074	18,131	12,665	13,665	18,131
Promotions - Public Relations	10,694	3,694	2,880	2,023	3,545	77,880
Promotions - Newsletter	14,966	19,024	10,000	1,260	6,015	10,000
Special Promotions	5,702	0	1,500	0	0	1,500
Animal Control	105	29	5,000	1,250	1,250	5,000
Miscellaneous	6	0	0	0	0	0
Legal Settlement Expense	0	7,572	0	0	0	0
Village Hall Relocation Expenses	109,526	16,589	0	5,600	5,600	0
Office Supplies	34,807	17,100	20,000	10,730	19,960	25,000
Uniforms	0	3,267	2,500	588	588	2,500
Copy Machine Supplies	418	0	2,200	0	0	2,200
Gas & Oil	0	0	0	0	0	0
Special Departmental Supplies	27,178	25,028	25,400	28,059	38,000	28,540
Dues, Subscriptions & Memberships	4,753	8,442	4,370	1,680	8,000	9,470
Education & Training	0	32	0	0	0	0
Hurricane Disaster Emergency	0	0	0	0	0	0
Compensation/Personnel	0	0	15,000	0	0	100,000
Compensated Absences Liability Reserves	0	0	0	0	0	0
<b>TOTAL MATERIALS, SUPPLIES, SERVICES</b>	<b>862,361</b>	<b>800,552</b>	<b>755,071</b>	<b>507,560</b>	<b>806,804</b>	<b>972,345</b>
<b>TOTAL OPERATING BUDGET</b>	<b>899,660</b>	<b>841,138</b>	<b>786,168</b>	<b>492,887</b>	<b>790,943</b>	<b>1,012,109</b>
Buildings	0	0	0	0	0	0
Office Equipment	21,774	19,858	9,500	4,269	4,269	9,500
Machinery and Equipment	0	0	0	0	0	0
Audio and video Communications	0	0	0	0	0	0
<b>TOTAL CAPITAL</b>	<b>21,774</b>	<b>19,858</b>	<b>9,500</b>	<b>4,269</b>	<b>4,269</b>	<b>9,500</b>
<b>TOTAL DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Grant Matching Fund	0	0	0	0	0	0
<b>TOTAL GRANTS &amp; AIDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Transfer to After School & Summer Program	19,938	23,530	0	0	0	0
Transfer to Building Fund	0	0	0	0	0	0
Transfer to Street Maintenance	201,990	118,356	0	0	0	0
Transfer to Transportation	55,248	55,248	0	0	0	0
Transfer to Utility Fund	0	0	0	0	0	0
Transfer to Debt Service Fund	0	0	0	0	0	0
Transfer to Parks Improvements Fund	0	0	0	0	0	0
Transfer to Storm Water Fund	0	0	0	0	0	0
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>298,950</b>	<b>216,992</b>	<b>9,500</b>	<b>4,269</b>	<b>4,269</b>	<b>9,500</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>1,198,610</b>	<b>1,058,130</b>	<b>795,668</b>	<b>497,156</b>	<b>795,212</b>	<b>1,021,609</b>

## **GENERAL FUND-POLICE DEPARTMENT**

### **DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE**

The Police Department is the department of the Village government entrusted with protection of life and property. The Police Department is dedicated to community oriented policing department-wide to facilitate closer contact with the citizens that we serve.

#### **Mission Statement:**

Provide the best professional Law Enforcement services to our community with the best personnel, through integrity, respect and teamwork.

Value Statement:

Fairness  
Integrity  
Respect  
Service

### **DESCRIPTION OF SERVICES AND ACTIVITIES**

- ❖ The Police Department has the responsibility to provide efficient and effective police services. This includes uniform road patrol with a community policing focus and criminal investigation.
- ❖ The Department develops strategic and tactical plans, providing staffing for special events and natural disasters. Village codes are strictly enforced along with County, State and Federal laws. Emphasis is placed upon the "Community Policing" Philosophy, with high visibility patrol.

### **DEPARTMENT GOALS**

- ✱ *Develop community policing into a department-wide philosophy.*
- ✱ *Develop comprehensive training programs for employees.*
- ✱ *Open avenues of communications between employees and the public.*
- ✱ *Implement performance measurement system to monitor the response time for calls for service.*

**GENERAL FUND-POLICE DEPARTMENT**

**Performance Measure #1: Crime Prevention**

Projected Budget Impact \$1,500

The Police Department will educate the community; residents and businesses, on crime prevention techniques and safety issues.

<b>Crime Prevention</b>	<b>1st Qtr</b>	<b>2nd Qtr</b>	<b>3rd Qtr</b>	<b>4th Qtr</b>	<b>Achieve Y/N</b>
Distribution and training of Smart Water CSI Kits	50%	100%			
Security Survey for Residents and Businesses	25%	50%	75%	100%	
Continue to recruit Crime Watch members and block captains	25%	50%	75%	100%	

**Performance Measure #2: National or State Accreditation Research**

Projected Budget Impact - To be determined

Research the cost and procedures to obtain accreditation from either National or State Agency and allocate funds.

<b>National or State Accreditation Research</b>	<b>1st Qtr</b>	<b>2nd Qtr</b>	<b>3rd Qtr</b>	<b>4th Qtr</b>	<b>Achieve Y/N</b>
Explore accreditation option	50%	100%			
Select an option			100%		
Develop Action Plan				100%	

**Performance Measure #3: Code Enforcement**

Projected Budget Impact \$35,000

Provide Code Enforcement with additional personnel to increase productivity which will help to improve both property value and quality of life.

<b>Code Enforcement</b>	<b>1st Qtr</b>	<b>2nd Qtr</b>	<b>3rd Qtr</b>	<b>4th Qtr</b>	<b>Achieve Y/N</b>
Hire and train one Part-Time Code Enforcement Officer	50%	100%			
Have all seawalls in the Village inspected for structural integrity	25%	50%	75%	100%	

**GENERAL FUND-POLICE DEPARTMENT**

**Performance Measure #4: Traffic Enforcement**

**Projected Budget Impact-None**

Increase traffic safety on Kennedy Causeway through education and enforcement.

<b>Traffic Enforcement</b>	<b>1st Qtr</b>	<b>2nd Qtr</b>	<b>3rd Qtr</b>	<b>4th Qtr</b>	<b>Achieve Y/N</b>
Create a Traffic Enforcement Unit on the Causeway	50%	100%			
Educate the public through enforcement	50%	100%			

**GENERAL FUND-POLICE DEPARTMENT**

**Expenditure Category Summary**

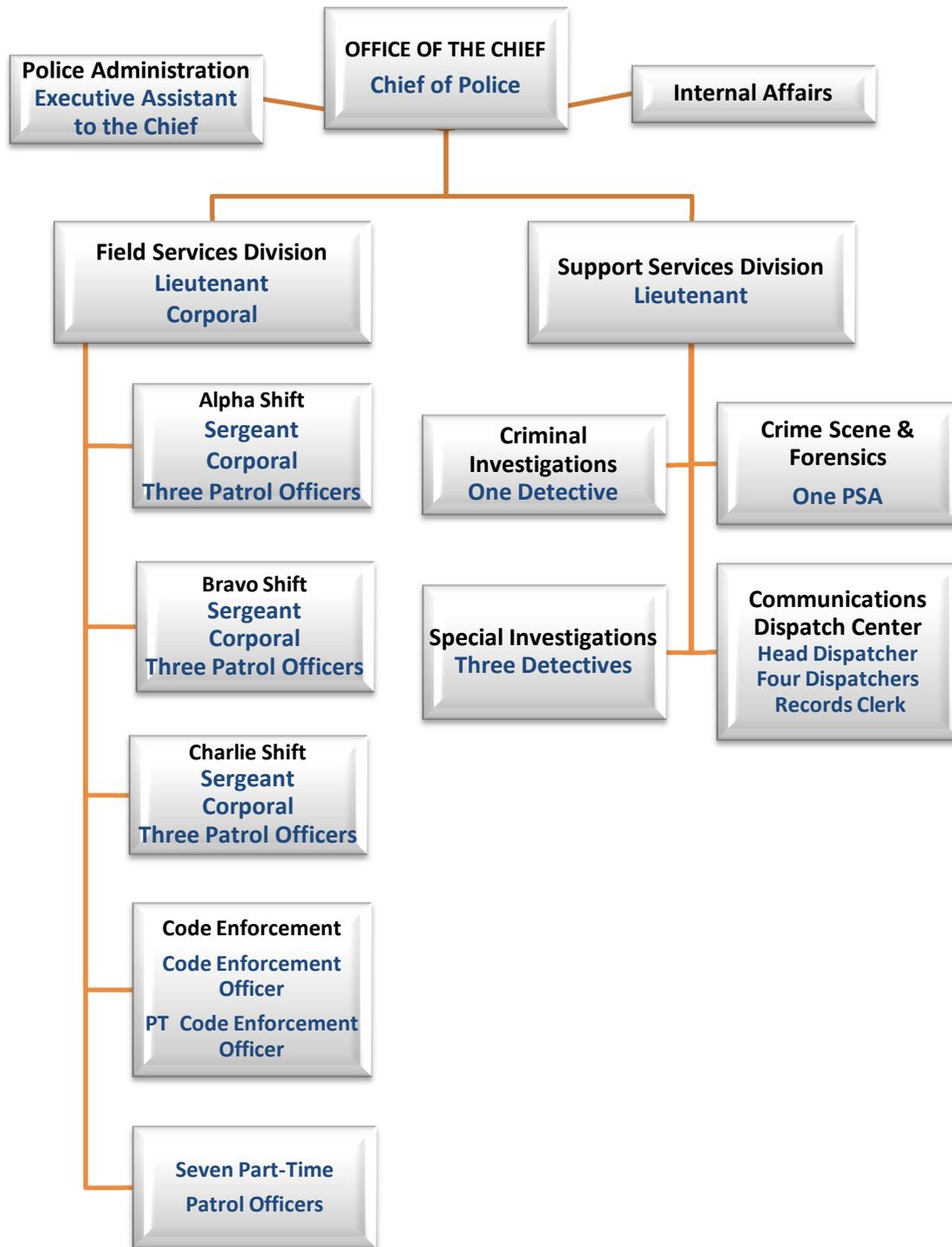
<u>ACCOUNT DESCRIPTION</u>	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	3,277,570	3,357,588	3,643,412	1,706,346	3,661,562	4,190,146
MATERIALS, SUPPLIES, SERVICES	420,785	262,329	399,533	102,714	379,439	441,693
TOTAL OPERATING BUDGET	3,698,356	3,619,917	4,042,946	1,809,059	4,041,002	4,631,839
CAPITAL	38,621	3,582	8,515	3,751	7,502	198,000
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
TOTAL NON-OPERATING BUDGET	38,621	3,582	8,515	3,751	7,502	198,000
<b>TOTAL DEPARTMENT BUDGET</b>	<b>3,736,977</b>	<b>3,623,499</b>	<b>4,051,461</b>	<b>1,812,810</b>	<b>4,048,504</b>	<b>4,829,839</b>

# GENERAL FUND-POLICE DEPARTMENT

## Expenditure Category Detail

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Regular Salaries	2,339,539	2,258,112	2,507,977	1,094,962	2,415,014	2,924,635
Overtime	41,121	20,071	15,000	17,160	34,320	15,000
Education Incentive	20,220	19,540	18,720	9,820	19,640	18,720
Car Allowance	2,451	3,614	3,600	1,689	3,600	3,600
Clothing Allowance	3,400	3,150	3,600	1,800	3,600	3,600
Fica Tax	154,469	169,159	187,163	83,624	189,427	199,291
Retirement Contributions	319,549	399,345	421,028	197,331	425,087	471,019
Health Ins.	382,096	442,792	489,662	245,858	498,819	553,976
Workers Compensation	98,725	125,805	92,662	102,101	168,056	96,305
Cost Allocation	(84,000)	(84,000)	(96,000)	(48,000)	(96,000)	(96,000)
<b>TOTAL PERSONNEL SERVICES</b>	<b>3,277,570</b>	<b>3,357,588</b>	<b>3,643,412</b>	<b>1,706,346</b>	<b>3,661,562</b>	<b>4,190,146</b>
Professional Services	9,312	0	0	0	0	0
Contract Services - Janitorial	0	840	1,000	1,313	2,627	1,000
Contract Services - Medical	1,175	1,312	6,500	1,080	3,285	6,500
Contract Services - Crossing Guards	18,718	36,823	36,000	17,825	35,650	36,000
Travel, Conferences & Meetings	2,843	2,940	4,500	198	3,862	4,000
Court Standby	770	661	1,000	634	1,268	1,000
Telephone	6,745	6,885	6,500	2,612	6,269	6,500
Electricity & Gas	312	0	0	0	0	0
Confidential Informant	0	399	0	0	0	0
Building Lease/Rental	584	0	0	0	0	0
R & M - Vehicles	35,676	34,674	25,000	22,487	49,974	32,000
R & M - Equipment	2,414	999	1,000	883	1,766	6,500
R & M - Radios & Radar	14	2,588	3,500	549	1,098	3,500
R & M Building	364	4,974	101,000	65	101,000	80,000
R & M - Office Equipment	901	17	0	0	0	0
Traffic Fines due to ATS	174,456	158	0	0	0	0
Compensation Personnel	0	0	13,700	0	0	33,700
Youth Services	3,185	1,770	4,000	348	696	4,000
P.A.L. Program	0	0	20,000	0	20,000	20,000
Investigations	975	0	0	0	0	0
Office Supplies	3,885	4,116	4,673	1,439	3,453	4,673
Uniforms & Accessories	11,937	14,217	13,660	3,809	9,141	15,000
Uniform Cleaning & Maintenance	7,453	7,387	10,000	1,938	6,895	12,000
Copy Machine Supplies	0	365	500	48	97	4,320
Gas & Oil	129,258	130,047	132,000	41,485	114,564	145,000
Tires	4,724	5,767	8,000	1,282	7,347	10,000
Minor Tools & Equipment	132	0	0	0	0	0
Ammunition	0	0	0	0	0	0
Photography	0	0	0	0	0	0
Special Departmental Supplies	3,279	2,777	2,000	2,772	5,543	4,000
Dues, Subscriptions & Memberships	1,323	1,990	2,000	495	2,000	7,000
Education & Training	350	623	3,000	1,452	2,903	5,000
<b>TOTAL MATERIALS, SUPPLIES, SERVICES</b>	<b>420,785</b>	<b>262,329</b>	<b>399,533</b>	<b>102,714</b>	<b>379,439</b>	<b>441,693</b>
<b>TOTAL OPERATING BUDGET</b>	<b>3,698,356</b>	<b>3,619,917</b>	<b>4,042,946</b>	<b>1,809,059</b>	<b>4,041,002</b>	<b>4,631,839</b>
Office Equipment	38,621	3,582	8,515	3,751	7,502	0
<b>TOTAL CAPITAL</b>	<b>38,621</b>	<b>3,582</b>	<b>8,515</b>	<b>3,751</b>	<b>7,502</b>	<b>198,000</b>
Principal	0	0	0	0	0	0
Interest	0	0	0	0	0	0
<b>TOTAL DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Grants & Aids	0	0	0	0	0	0
<b>TOTAL GRANTS &amp; AIDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NON-OPERATING BUDGET</b>	<b>38,621</b>	<b>3,582</b>	<b>8,515</b>	<b>3,751</b>	<b>7,502</b>	<b>198,000</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>3,736,977</b>	<b>3,623,499</b>	<b>4,051,461</b>	<b>1,812,810</b>	<b>4,048,504</b>	<b>4,829,839</b>

**GENERAL FUND-POLICE DEPARTMENT**



## GENERAL FUND- RECREATION AND HUMAN SERVICES

### DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

The mission of Recreation & Human Services Department is to enhance the quality of life for residents and visitors of North Bay Village by providing safe public parks and special event activities that are accessible and available to all members of the community.

### DEPARTMENT GOALS

- ☀ *Continue to improve Village Events in order to promote community Cohesiveness and involvement.*
- ☀ *Promote additional services for elderly and special needs.*

### DESCRIPTION OF SERVICES AND ACTIVITIES

- ❖ This department through the management of the Special Events Coordinator plans and implements community-wide special events and programs for various holidays and observances.
- ❖ Provide funding for the Treasure Island Elementary School (TIES) International Baccalaureate Program (IB).

### PERFORMANCE INDICATORS

Performance Measures/Indicators	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Halloween and Winter Wonderland Events	X			
Scholarship program		X		
Farmers Market / Spring egg hunt			X	
July the 4 <sup>th</sup> event				X

### Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	19,595	17,420	0	0	0	0
MATERIALS, SUPPLIES, SERVICES	205,313	207,234	213,300	93,052	213,300	268,300
TOTAL OPERATING BUDGET	224,909	224,654	213,300	93,052	213,300	268,300
CAPITAL	0	805	1,000	0	1,000	80,000
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
TOTAL NON-OPERATING BUDGET	0	805	1,000	1,000	0	80,000
<b>TOTAL DEPARTMENT BUDGET</b>	<b>224,909</b>	<b>225,459</b>	<b>214,300</b>	<b>93,052</b>	<b>214,300</b>	<b>348,300</b>

## GENERAL FUND- RECREATION AND HUMAN SERVICES

<b>Expenditure Category Detail</b>
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ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Regular Salaries	17,694	15,678	0	0	0	0
Overtime	0	0	0	0	0	0
Fica	1,354	1,199	0	0	0	0
Health, Life, Dental Ins.	0	0	0	0	0	0
Workers' Compensation	548	543	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>19,595</b>	<b>17,420</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Professional Services	164,250	146,249	136,800	39,100	136,800	186,800
Public Relations Orange Bowl	4,591	0	0	0	0	0
Special Events	36,473	60,852	76,500	53,952	76,500	81,500
CNG, Gasoline & Oil	0	0	0	0	0	0
Tires	0	0	0	0	0	0
Special Department Supplies	0	133	0	0	0	0
<b>TOTAL MATERIALS, SUPPLIES, SVCS</b>	<b>205,313</b>	<b>207,234</b>	<b>213,300</b>	<b>93,052</b>	<b>213,300</b>	<b>268,300</b>
<b>TOTAL OPERATING BUDGET</b>	<b>224,909</b>	<b>224,654</b>	<b>213,300</b>	<b>93,052</b>	<b>213,300</b>	<b>268,300</b>
Other Machinery & Equipment	0	805	1,000	0	1,000	80,000
<b>TOTAL CAPITAL</b>	<b>0</b>	<b>805</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>80,000</b>
<b>DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Community Recreation	0	0	0	0	0	0
<b>TOTAL GRANTS &amp; AIDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER NON-OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NON-OPERATING BUDGET</b>	<b>0</b>	<b>805</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>80,000</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>224,909</b>	<b>225,459</b>	<b>214,300</b>	<b>93,052</b>	<b>214,300</b>	<b>348,300</b>

## BUILDING FUND

### Detail of Revenues & Expenditure

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
<b>BUILDING FEE FUND</b>						
<i>Operating Revenues</i>						
Building Permit Fees	310,596	544,916	420,000	317,638	640,000	500,000
Electrical Permits	14,564	36,052	30,000	70,824	90,000	80,000
Plumbing Permits	16,614	42,234	30,000	56,389	70,000	60,000
Sign Permits	0	0	0	0	0	0
Mechanical Permits	7,020	23,284	12,500	63,129	75,000	65,000
Structural Permits	9,800	11,875	9,000	0	0	0
Misc Permits	266	2,097	3,000	2,050	2,050	3,000
Building Inspection Fees	3,220	0	1,221	0	0	0
Plans Review	325	400	1,221	0	0	0
Other Miscellaneous Revenue	30,039	3,891	36,000	2,930	11,719	10,000
<b>Total Operating Revenues</b>	<b>392,444</b>	<b>664,749</b>	<b>542,943</b>	<b>512,959</b>	<b>888,768</b>	<b>718,000</b>
<i>Non-Operating Revenue</i>						
Appropriation of Fund Balance	0	0	63,921	0	0	108,089
Transfer from General Fund	0	0	0	0	0	0
<b>Total Non-Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>63,921</b>	<b>0</b>	<b>0</b>	<b>108,089</b>
<b>TOTAL REVENUE</b>	<b>392,444</b>	<b>664,749</b>	<b>606,863</b>	<b>512,959</b>	<b>888,768</b>	<b>826,089</b>
<i>Expenditures</i>						
Expenditures	94,183	98,158	197,415	66,137	162,241	232,099
Personnel Services	293,299	496,135	380,968	80,709	688,894	569,357
<b>Operating Expenses</b>	<b>387,482</b>	<b>594,293</b>	<b>578,383</b>	<b>146,846</b>	<b>851,134</b>	<b>801,456</b>
<i>Non-Operating Expenses</i>						
Capital	2,351	0	0	0	0	0
Debt Service	0	0	0	0	0	0
<b>Total Non-Operating Expenses</b>	<b>2,351</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Fund Balance/Reserves/Net Assets	2,611	70,456	28,480	366,113	37,634	24,633
<b>TOTAL EXPENDITURES</b>	<b>392,444</b>	<b>664,749</b>	<b>606,863</b>	<b>512,959</b>	<b>888,768</b>	<b>826,089</b>

## BUILDING FUND

### DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

The Building Department serves to protect the health, safety and welfare of the public; and to enhance the general quality of life through interpretation and enforcement of the Florida Building Code, as well as other applicable regulations governing construction and land use.

### DESCRIPTION OF SERVICES AND ACTIVITIES

- ❖ The Division enforces the Florida Building Code, the Dade County Codes, the National Fire Protection agency code, and is responsible for implementing the Village's Zoning and Land Use Regulations.

### DEPARTMENT GOALS

- ✱ *Coordinate and oversee code amendments to ensure consistency throughout the code; with the Village's Master Plan and with the Village's Comprehensive Plan.*
- ✱ *Continue to improve the turnaround time for permit processing.*
- ✱ *Implement new permit software.*
- ✱ *Improve forms for ease of use by customers.*

Performance Measures/Indicators	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Implement new permit software	X			
Organize & File Boxes of files		X		
Destroy old records per records retention rules			X	
Train new Building Clerk				X

### Expenditure Category Summary

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED BUDGET	6 MONTHS ACTUAL	PROJECTED ACTUAL	PROPOSED BUDGET
PERSONNEL SERVICES	94,183	98,158	197,415	66,137	162,241	232,099
MATERIALS, SUPPLIES, SERVICES	293,299	496,135	380,968	80,709	688,894	569,357
TOTAL OPERATING BUDGET	387,482	594,293	578,383	146,846	851,134	801,456
CAPITAL	2,351	0	0	0	0	0
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
TOTAL NON-OPERATING BUDGET	2,351	0	0	0	0	0
<b>TOTAL DEPARTMENT BUDGET</b>	<b>389,833</b>	<b>594,293</b>	<b>578,383</b>	<b>146,846</b>	<b>851,134</b>	<b>801,456</b>

**BUILDING FUND**



**Expenditure Category Detail**

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Regular Salaries	45,585	48,291	85,493	26,720	72,017	98,055
Overtime	325	180	1,000	25	51	1,000
Car Allowance	0	0	0	0	0	0
Fica	2,095	3,092	6,540	1,880	5,509	7,170
Retirement Contributions	2,067	2,094	5,768	1,609	4,815	6,282
Health,Life,Dental, Disability	19,724	20,129	42,138	7,570	23,404	35,089
Workers Compensation	388	372	475	331	441	503
Salary Reimbursement	0	0	0	0	0	0
Cost Allocation	24,000	24,000	56,000	28,002	56,004	84,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>94,183</b>	<b>98,158</b>	<b>197,415</b>	<b>66,137</b>	<b>162,241</b>	<b>232,099</b>
Accounting & Auditing	0	0	0	0	0	0
Professional Services	288,376	462,450	326,079	43,594	613,935	502,600
Bank Fees	1,091	1,222	1,088	483	1,158	1,088
Contract Services-Data Processing	0	0	0	2,760	5,520	6,000
Temporary Personnel	0	0	0	0	0	0
Travel, Conference & Meetings	0	0	0	0	0	0
Telephone	1,463	1,020	2,000	551	1,322	2,000
Equipment Rental	895	1,674	1,800	792	1,901	1,800
Building Rental/Lease	0	22,904	50,000	29,540	59,079	50,868
R & M Building Maintenance	0	0	0	0	0	0
R & M - Office Equipment	0	0	0	0	0	0
Office Supplies	1,209	3,419	0	2,970	5,940	5,000
Gas & Oil	0	0	0	0	0	0
Relocation of Village Hall	0	3,296	0	0	0	0
Special Departmental Supplies	135	150	0	19	38	0
Dues, Subscriptions & Memberships	131	0	0	0	0	0
Education & Training	0	0	0	0	0	0
<b>TOTAL MATERIALS, SUPPLIES, SVCS</b>	<b>293,299</b>	<b>496,135</b>	<b>380,968</b>	<b>80,709</b>	<b>688,894</b>	<b>569,357</b>
<b>TOTAL OPERATING BUDGET</b>	<b>387,482</b>	<b>594,293</b>	<b>578,383</b>	<b>146,846</b>	<b>851,134</b>	<b>801,456</b>
Office Equipment	2,351	0	0	0	0	0
Other Machines & Equipment	0	0	0	0	0	0
Buildings	0	0	0	0	0	0
<b>TOTAL CAPITAL</b>	<b>2,351</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Principal	0	0	0	0	0	0
Interest	0	0	0	0	0	0
<b>DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
<b>TOTAL NON-OPERATING BUDGET</b>	<b>2,351</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>389,833</b>	<b>594,293</b>	<b>578,383</b>	<b>146,846</b>	<b>851,134</b>	<b>801,456</b>

## STREET MAINTENANCE FUND

### Detail of Revenues & Expenditures

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
<b>STREET MAINTENANCE FUND</b>						
<i>Operating Revenues</i>						
Local Option Gas Tax	78,204	80,313	79,841	35,644	85,545	86,268
Capital Imp Local Opt Gas Tax	30,223	34,892	30,633	13,905	33,373	33,231
<b>Total Operating Revenues</b>	<b>108,428</b>	<b>115,205</b>	<b>110,474</b>	<b>49,549</b>	<b>118,918</b>	<b>119,499</b>
<i>Intergovernmental Revenues</i>						
Motor Fuel Tax	0	53,090	52,974	25,987	51,974	56,808
<b>Total Intergovernmental Revenues</b>	<b>0</b>	<b>53,090</b>	<b>52,974</b>	<b>25,987</b>	<b>51,974</b>	<b>56,808</b>
<i>Non-Operating Revenues</i>						
Grants-Cswy Maintenance	5,294	6,618	5,300	708	2,832	2,832
Other Miscellaneous Revenue	0	131	0	855	1,855	2,000
Transfer from General Fund	201,731	117,032	210,020	69,742	152,642	174,428
Transfer from Storm Water Fund	0	0	0	0	0	0
<b>Total Non-Operating Revenues</b>	<b>207,025</b>	<b>123,781</b>	<b>215,320</b>	<b>71,305</b>	<b>157,329</b>	<b>179,261</b>
<b>TOTAL REVENUE</b>	<b>315,453</b>	<b>292,076</b>	<b>378,768</b>	<b>146,842</b>	<b>328,222</b>	<b>355,567</b>
<i>Expenditures</i>						
Personnel Services	57,656	85,273	68,718	34,834	74,603	74,357
Operating Expenses	257,797	206,803	235,050	112,008	253,619	275,210
<b>Total Operating Expenses</b>	<b>315,453</b>	<b>292,076</b>	<b>303,768</b>	<b>146,842</b>	<b>328,222</b>	<b>349,567</b>
<i>Non-Operating Expenses</i>						
Capital	0	0	75,000	0	0	6,000
Debt Service	0	0	0	0	0	0
<b>Total Non-Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>6,000</b>
<b>TOTAL EXPENDITURES</b>	<b>315,453</b>	<b>292,076</b>	<b>378,768</b>	<b>146,842</b>	<b>328,222</b>	<b>355,567</b>

## STREET MAINTENANCE FUND- PUBLIC WORKS DEPARTMENT

### DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

This fund is used to account for Restricted Revenues and expenditures associated with state distributed fuel taxes.

### DESCRIPTION OF SERVICES AND ACTIVITIES

❖ The Public Works Department maintains all Village streets including resurfacing, potholes repair, re-striping, and signage and landscaping.

### DEPARTMENT GOALS

- ✱ Ensure Streets are designed to be ADA (American Disability Act) safe.
- ✱ Establish and adopt public property landscape plan.
- ✱ Enhance and expand roadside maintenance and mowing.
- ✱ Implement stripping and signage programs for all roadways within Village.
- ✱ Implement a community outreach, anti-littering program.
- ✱ Continue implementing and enhancing Village's beautification program.
- ✱ Implement a community outreach, anti-littering program.
- ✱ To review existing infrastructure evaluate needs for future Capital Improvements projects.

Performance Measures/Indicators	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Ensure Streets are designed to be ADA (American Disability Act) safe		X		
Establish and adopt public property landscape plan.		X		
Enhance and expand roadside maintenance and mowing		X		
Continue implementing and enhancing Village's beautification program			X	
To review existing infrastructure evaluate needs for future Capital Improvements projects			X	
RFP for LED signage		X		
Implement stripping and signage programs for all roadways within Village				X
Implement a community outreach, anti-littering program				X

### Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	57,656	85,273	68,718	34,834	162,241	232,099
MATERIALS, SUPPLIES, SERVICES	257,797	206,803	235,050	112,008	688,894	569,357
TOTAL OPERATING BUDGET	315,453	292,076	303,768	146,842	851,134	801,456
CAPITAL	0	0	75,000	0	75,000	6,000
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
TOTAL NON-OPERATING BUDGET	0	0	75,000	0	75,000	6,000
<b>TOTAL DEPARTMENT BUDGET</b>	<b>315,453</b>	<b>292,076</b>	<b>378,768</b>	<b>146,842</b>	<b>403,222</b>	<b>355,567</b>

## STREET MAINTENANCE FUND- PUBLIC WORKS DEPARTMENT

### Expenditure Category Detail

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Regular Salaries	70,343	68,143	73,962	34,243	76,004	76,080
Overtime	6,681	6,101	5,000	3,921	7,843	5,000
Fica Tax	5,221	5,745	5,658	2,951	6,414	5,820
Retirement Contributions	4,214	5,343	5,449	2,813	6,179	5,523
Health, Life, Dental Insurance	16,568	17,550	20,446	10,206	20,413	22,461
Workers' Compensation	6,529	6,391	8,203	5,699	7,750	7,473
Cost Allocation	(51,900)	(24,000)	(50,000)	(25,000)	(50,000)	(48,000)
<b>TOTAL PERSONNEL SERVICES</b>	<b>57,656</b>	<b>85,273</b>	<b>68,718</b>	<b>34,834</b>	<b>74,603</b>	<b>74,357</b>
Contractual Services (Janitorial)	0	0	0	0	0	0
Contract Services - Grounds Maint	76,847	85,414	91,050	36,586	91,807	96,050
Temporary Personnel	37,501	28,627	30,000	14,761	34,521	30,000
Electric, Gas and Water	41,407	29,231	21,000	9,640	23,135	21,000
Street Lights	0	0	0	0	0	0
Equipment Rental	0	0	0	0	0	0
R & M Vehicles	7,961	10,833	8,000	3,267	6,533	8,000
R & M Equipment	501	1,500	8,000	3,954	35,000	33,000
R & M Building	10,379	1,430	1,000	785	1,570	11,000
R & M Grounds	64,238	44,346	57,000	38,687	52,394	57,000
Uniforms	1,027	1,085	1,000	906	1,811	1,160
Gasoline, CNG & Oil	9,745	3,652	10,500	1,614	3,227	10,500
Tires	5,385	282	4,600	1,040	2,080	4,600
Minor tools and equipment	63	20	100	0	0	100
Special Department Supplies	2,743	383	2,800	770	1,539	2,800
Road Repairs	0	0	0	0	0	0
<b>TOTAL MATERIALS, SUPPLIES, SERV.</b>	<b>257,797</b>	<b>206,803</b>	<b>235,050</b>	<b>112,008</b>	<b>253,619</b>	<b>275,210</b>
<b>TOTAL OPERATING BUDGET</b>	<b>315,453</b>	<b>292,076</b>	<b>303,768</b>	<b>146,842</b>	<b>328,222</b>	<b>349,567</b>
Vehicles	0	0	0	0	0	6,000
Other Machinery & Equipment	0	0	75,000	0	75,000	0
<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>75,000</b>	<b>0</b>	<b>75,000</b>	<b>6,000</b>
Lease Principal	0	0	0	0	0	0
Lease Interest	0	0	0	0	0	0
<b>TOTAL DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
<b>TOTAL NON OPERATING BUDGET</b>	<b>0</b>	<b>0</b>	<b>75,000</b>	<b>0</b>	<b>75,000</b>	<b>6,000</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>315,453</b>	<b>292,076</b>	<b>378,768</b>	<b>146,842</b>	<b>403,222</b>	<b>355,567</b>

## AFTER SCHOOL & SUMMER PROGRAM FUND

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
<b>AFTER SCHOOL &amp; SUMMER PROGRAM</b>						
<i>Operating Revenues</i>						
Contributions & Donations	0	0	0	0	0	0
<b>Total Operating Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Non-Operating Revenue</i>						
Grant from the Children's Trust	113,481	125,917	134,708	41,115	134,708	169,251
Transfer from General Fund	19,938	23,530	19,938	0	7,833	32,706
Appropriation of Fund Balance	0	0	0	0	12,105	0
<b>Total Non-Operating Revenues</b>	<b>133,419</b>	<b>149,447</b>	<b>154,646</b>	<b>41,115</b>	<b>154,646</b>	<b>201,957</b>
<b>TOTAL REVENUES</b>	<b>133,419</b>	<b>149,447</b>	<b>154,646</b>	<b>41,115</b>	<b>154,646</b>	<b>201,957</b>
<i>Expenditures</i>						
Personnel Services	102,862	104,961	109,976	39,732	109,976	131,590
Operating Expenses	26,620	24,098	44,670	5,384	44,670	70,367
<b>Total Operating Expense</b>	<b>129,482</b>	<b>129,059</b>	<b>154,646</b>	<b>45,116</b>	<b>154,646</b>	<b>201,957</b>
Fund Balance/Reserves/Net Assets	3,937	20,388	(0)	(4,001)	0	0
<b>TOTAL AFTER SCHOOL &amp; SUMMER PROGRAM</b>	<b>133,419</b>	<b>149,447</b>	<b>154,646</b>	<b>41,115</b>	<b>154,646</b>	<b>201,957</b>

## AFTER SCHOOL & SUMMER PROGRAM FUND

### DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

These programs will be aimed at serving the elementary school children living within the Village of North Bay Village with 1st priority for enrollment provided to children who currently live within the Village of North Bay Village, 2nd priority provided to children who already attend Treasure Island Elementary School and 3rd priority offered to families who have the following special circumstances: Military families, migrant families, children of incarcerated parents, abused, neglected and foster children, children affected by natural disasters, children of single or sick parents and low income families. The Village of North Bay Village has a diverse population consisting of Hispanic, Anglo, low income to middle income families.

### DESCRIPTION OF SERVICES AND ACTIVITIES

(Include overall intention of program, outline of program activities, target population to be served, etc.)

- ❖ After School/Summer Camp
- ❖ For the After School and Summer Camp Program we intend to serve 50 elementary school children approximate ages 5-11 for each program. Out of those 50, 9 child slots will be for special needs children.
- ❖ Serving elementary school children who live within the Village of North Bay Village and/or those who do not live within the Village but attend Treasure Island Elementary School or those who have "special circumstances".
- ❖ Programs will provide daily nutritious food and a daily schedule of literacy, physical fitness, social skills and family involvement.

### DEPARTMENT GOAL

- ☀ Offer the child enriching activities and to alleviate any circumstances that either the child or parents are going through by the child being able to attend the after school and/or summer camp.

### Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONAL SERVICES:	102,862	104,961	109,976	39,732	109,976	131,590
MATERIALS, SUPPLIES, SERVICES	26,620	24,098	44,670	5,384	44,670	70,367
TOTAL OPERATING BUDGET	129,482	129,059	154,646	45,116	154,646	201,957
CAPITAL	0	0	0	0	0	0
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
TOTAL NON-OPERATING BUDGET	0	0	0	0	0	0
<b>TOTAL DEPARTMENT BUDGET</b>	<b>129,482</b>	<b>129,059</b>	<b>154,646</b>	<b>45,116</b>	<b>154,646</b>	<b>201,957</b>

## AFTER SCHOOL & SUMMER FUND

### Expenditure Category Detail

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Regular Salaries	95,387	97,248	101,617	36,711	101,617	121,588
Fica Tax	7,196	7,440	7,774	2,808	7,774	9,301
Workers' Compensation	279	273	264	212	264	381
Unemployment	0	0	322	0	322	320
<b>TOTAL PERSONNEL SERVICES</b>	<b>102,862</b>	<b>104,961</b>	<b>109,976</b>	<b>39,732</b>	<b>109,976</b>	<b>131,590</b>
Professional Services	2,515	2,029	15,854	0	15,854	1,640
Accounting & Audit	1,300	0	1,300	0	1,300	2,500
Travel, Conferences & Meeting	9,743	5,016	9,758	(475)	9,758	39,278
Telephone	147	1,886	960	940	960	1,440
Electric, Gas & Water	0	0	0	0	0	0
Advertising	0	0	0	0	0	0
After School Program	2,272	6,322	3,545	1,607	3,545	12,535
Summer Program	1,509	1,237	2,163	0	2,163	2,000
Office Supplies	3,979	2,886	6,090	1,185	6,090	3,385
Minor Tools & Equipment	572	0	0	0	0	0
Special Department Supplies	4,584	4,722	5,000	2,127	5,000	6,639
Dues, Subscriptions & Memberships	0	0	0	0	0	0
Education & Training	0	0	0	0	0	950
<b>TOTAL MATERIALS, SUPPLIES, SERVICES</b>	<b>26,620</b>	<b>24,098</b>	<b>44,670</b>	<b>5,384</b>	<b>44,670</b>	<b>70,367</b>
<b>TOTAL OPERATING BUDGET</b>	<b>129,482</b>	<b>129,059</b>	<b>154,646</b>	<b>45,116</b>	<b>154,646</b>	<b>201,957</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>129,482</b>	<b>129,059</b>	<b>154,646</b>	<b>45,116</b>	<b>154,646</b>	<b>201,957</b>

## TRANSPORTATION FUND

### Detail of Revenues & Expenditures

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
<b>TRANSPORTATION FUND</b>						
<i>Operating Revenues</i>						
SurTax Revenue	261,476	277,402	225,000	69,922	209,766	225,000
<b>Total Operating Revenues</b>	<b>261,476</b>	<b>277,402</b>	<b>225,000</b>	<b>69,922</b>	<b>209,766</b>	<b>225,000</b>
<i>Non-Operating Revenue</i>						
Miscellaneous Revenue	0	6,151	0	1,760	209,766	0
Transfer from General Fund	55,248	55,248	55,248	27,624	55,248	55,248
Appropriation of Fund Balance	0	0	122,811	61,406	2,919	300,121
<b>Total Non-Operating Revenues</b>	<b>55,248</b>	<b>61,399</b>	<b>178,059</b>	<b>90,790</b>	<b>267,933</b>	<b>355,369</b>
<b>TOTAL REVENUE</b>	<b>316,724</b>	<b>338,801</b>	<b>403,059</b>	<b>160,712</b>	<b>477,699</b>	<b>580,369</b>
<i>Expenditures</i>						
Personnel Services	29,930	31,477	54,342	21,632	55,589	65,399
Operating Expenses	48,840	87,427	70,600	28,995	74,803	75,760
<b>Total Operating Expense</b>	<b>78,770</b>	<b>118,904</b>	<b>124,942</b>	<b>50,627</b>	<b>130,392</b>	<b>141,159</b>
<i>Non-Operating Expenses</i>						
Capital Outlay	0	0	0	0	0	0
Capital Projects	169,887	12,397	347,307	0	347,307	439,210
Debt Service	0	0	0	0	0	0
Transfer to Capital Project Fund	0	0	0	0	0	0
Fund Balance/Reserves/Net Assets	68,067	201,349	(69,190)	0	0	0
<b>Total Non-Operating Expenses</b>	<b>169,887</b>	<b>12,397</b>	<b>347,307</b>	<b>0</b>	<b>347,307</b>	<b>439,210</b>
<b>TOTAL TRANSPORTATION FUND</b>	<b>316,724</b>	<b>332,650</b>	<b>403,059</b>	<b>50,627</b>	<b>477,699</b>	<b>580,369</b>

## TRANSPORTATION FUND

### DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

This fund is used to account for revenues and expenditures for the administration and maintenance of the Village's Transportation program.

### DESCRIPTION OF SERVICES AND ACTIVITIES

- ❖ Miami-Dade County passed a one-half cent Sales & Use Tax, Rentals, Admission and Other Transactions Chapter 212, Florida Statutes, providing for the use and expenditure of Surtax Proceeds to support, maintain and operate the county transit system.

### DEPARTMENT GOALS

- ☀ *Update commuter bus route to meet public needs outside NBV by the end of the 1<sup>st</sup> quarter.*
- ☀ *Initiate street and sidewalks compliance by the end of the 4<sup>th</sup> Quarter.*

<b>FY 2015 Performance Measures/Indicators</b>	<b>1<sup>st</sup> Qtr.</b>	<b>2<sup>nd</sup> Qtr.</b>	<b>3<sup>rd</sup> Qtr.</b>	<b>4<sup>th</sup> Qtr.</b>
Perform assessment of the Village right-of-ways to determine the necessity of roadway improvements and sidewalk replacement throughout the Village		X		
Establish and adopt capital projects which includes: Street Resurfacing, Re-striping, Curb ramps, Landscaping, Crosswalks, Traffic calming devices and Street Lights via Kimley-Horn & Associates		X		

### Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	29,930	31,477	54,342	21,632	55,589	65,399
MATERIALS, SUPPLIES, SERVICES	48,840	87,427	70,600	28,995	74,803	75,760
TOTAL OPERATING BUDGET	78,770	118,904	124,942	50,627	130,392	141,159
CAPITAL	169,887	12,397	347,307	0	347,307	439,210
TOTAL NON-OPERATING BUDGET	362,281	12,397	347,307	0	347,307	439,210
<b>TOTAL DEPARTMENT BUDGET</b>	<b>441,051</b>	<b>131,301</b>	<b>472,249</b>	<b>50,627</b>	<b>477,699</b>	<b>580,369</b>

## TRANSPORTATION FUND

### Expenditure Category Detail

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Regular Salaries	17,747	17,245	36,673	17,472	37,857	46,005
Fica	1,244	1,319	2,805	1,337	2,896	3,450
Retirement	0	1,036	2,783	1,288	2,790	3,340
Workers Compensation	1,039	1,977	2,081	1,535	2,046	2,604
Cost Allocation	9,900	9,900	10,000	0	10,000	10,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>29,930</b>	<b>31,477</b>	<b>54,342</b>	<b>21,632</b>	<b>55,589</b>	<b>65,399</b>
Street Lights	41,789	41,635	45,000	18,318	43,962	45,000
Vehicle Rental	0	4,924	0	0	0	0
Repair & Maintenance Vehicle	3,022	12,788	4,000	(919)	7,993	4,000
Repair & Maintenance of Grounds	0	27,788	10,000	8,449	15,557	10,000
Uniforms	364	220	1,000	154	308	1,160
Gas & Oil	3,586	0	10,000	2,488	5,971	15,000
Tires	80	0	500	506	1,012	500
Special Department Supplies	0	72	100	0	0	100
<b>TOTAL MATERIALS, SUPPLIES, SVCS</b>	<b>48,840</b>	<b>87,427</b>	<b>70,600</b>	<b>28,995</b>	<b>74,803</b>	<b>75,760</b>
<b>TOTAL OPERATING BUDGET</b>	<b>78,770</b>	<b>118,904</b>	<b>124,942</b>	<b>50,627</b>	<b>130,392</b>	<b>141,159</b>
Storm Drains	0	0	0	0	0	0
Roads & Streets	9,050	12,397	347,307	0	347,307	439,210
Vehicles	0	0	0	0	0	0
Streetscape Improvements	160,837	0	0	0	0	0
<b>TOTAL CAPITAL</b>	<b>169,887</b>	<b>12,397</b>	<b>347,307</b>	<b>0</b>	<b>347,307</b>	<b>439,210</b>
Transfer to Capital Fund	192,394	0	0	0	0	0
<b>OTHER NON-OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NON-OPERATING BUDGET</b>	<b>362,281</b>	<b>12,397</b>	<b>347,307</b>	<b>0</b>	<b>347,307</b>	<b>439,210</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>441,051</b>	<b>131,301</b>	<b>472,249</b>	<b>50,627</b>	<b>477,699</b>	<b>580,369</b>

## ENTERPRISE FUND

### Detail of Revenues & Expenditures

	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Water Revenue	1,537,568	1,452,677	1,641,450	746,626	1,543,252	1,796,000
Sewer Revenue	1,546,163	1,640,758	1,853,250	873,168	1,766,336	1,942,000
Sanitation Revenue	1,513,949	1,506,823	1,600,000	762,249	1,544,498	1,600,000
Storm Water Revenue	104,934	109,834	110,000	55,456	110,911	110,000
Service & Late Charges	121,993	33,893	42,000	8,460	16,920	42,000
<b>Total Operating Revenue</b>	<b>4,824,608</b>	<b>4,743,985</b>	<b>5,246,700</b>	<b>2,445,959</b>	<b>4,981,918</b>	<b>5,490,000</b>
Licenses, Permits & Fees						
324.2130 Impact Fees-Water	0	8,138	0	0	871	0
324.2135 Impact Fees-Sewer	0	149,276	0	0	1,834	0
324.2136 Impact Fees-Sewer Lines	0	223,913	0	0	2,752	0
<b>Charges for Licenses,Fees &amp; Permits</b>	<b>0</b>	<b>381,327</b>	<b>0</b>	<b>0</b>	<b>5,457</b>	<b>0</b>
Water Meter Fee	769	482	1,000	270	540	1,000
Interest Earnings	14	13	0	8	16	17
Other State Grants / Stormwater	0	0	600,000	0	600,000	0
Other Miscellaneous Revenue	3,483	13,930	10,000	577	1,155	1,900
Water Disconnect Fee	760	2,000	2,000	1,220	1,940	1,930
Sewer Improvements	0	0	0	0	0	0
Loan Proceeds	0	0	0	0	0	0
Appropriation of Fund Balance-Utilities	0	0	(402,964)	0	296,536	(84,938)
Appropriation of Fund Balance-Stormwater	0	0	361,255	0	593,139	575,788
<b>Total Non-Operating Revenue:</b>	<b>5,026</b>	<b>397,752</b>	<b>571,291</b>	<b>2,075</b>	<b>1,498,782</b>	<b>495,697</b>
<b>TOTAL ENTERPRISE REVENUE</b>	<b>4,829,634</b>	<b>5,141,737</b>	<b>5,817,991</b>	<b>2,448,034</b>	<b>6,480,700</b>	<b>5,985,697</b>
Expenditures						
Utilities Administration	1,075,786	1,310,872	1,386,820	727,323	1,381,971	1,421,247
Water Operations	738,068	808,187	780,695	362,273	847,215	852,542
Sewer	1,374,578	1,601,713	1,337,418	829,125	1,668,321	1,725,732
Sanitation	836,225	949,567	854,650	474,299	952,610	885,064
Storm Water	75,788	85,522	123,255	39,228	48,570	127,062
<b>Total Operating Expenses</b>	<b>4,100,444</b>	<b>4,755,861</b>	<b>4,482,839</b>	<b>2,432,247</b>	<b>4,898,687</b>	<b>5,011,647</b>
Vehicles	0	0	0	0	0	48,000
Debt Principal-Sewer	0	0	213,047	84,167	198,047	171,853
Debt Interest-Sewer	37,133	34,680	28,354	16,495	28,354	29,471
UT Capital Outlay & other non-oper	125,150	7,994	353,500	0	699,067	374,000
Capital Improvements- Water	4,881	4,881	75,000	0	86,194	75,000
Capital Improvements- Sewer	301,914	315,141	0	10,375	15,375	0
Capital Improvement - Sanitation	0	0	65,000	0	65,000	65,000
Fund Balances/Reserves/Net Assets	260,111	23,180	600,251	(95,250)	489,975	210,726
<b>Total Non- Operating Expense</b>	<b>729,189</b>	<b>385,876</b>	<b>1,335,152</b>	<b>15,787</b>	<b>1,582,013</b>	<b>974,050</b>
<b>TOTAL ENTERPRISE EXPENSES</b>	<b>4,829,634</b>	<b>5,141,737</b>	<b>5,817,991</b>	<b>2,448,034</b>	<b>6,480,700</b>	<b>5,985,697</b>

## ENTERPRISE FUND-UTILITIES ADMINISTRATION

### DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

The mission of the Utilities Administration Department is to provide management and technical support and administer policy throughout its divisions.

### DESCRIPTION OF SERVICES & ACTIVITIES

- ❖ Provide administrative and decision making duties for above mentioned divisions, so that the Public Works Department can operate efficiently.

### DEPARTMENT GOALS

- ✨ *Renovation of Galleon Street Facility by the end of the 4<sup>th</sup> quarter.*

<b>FY 2015 Performance Measures/Indicators</b>	<b>1<sup>st</sup> Qtr.</b>	<b>2<sup>nd</sup> Qtr.</b>	<b>3<sup>rd</sup> Qtr.</b>	<b>4<sup>th</sup> Qtr.</b>
Research into methods to improve efficiency	X	X	X	X

### Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	706,420	815,752	923,346	463,746	935,212	938,456
MATERIALS, SUPPLIES, SERVICES	369,365	495,120	463,474	263,577	446,759	482,790
TOTAL OPERATING BUDGET	1,075,786	1,310,872	1,386,820	727,323	1,381,971	1,421,247
CAPITAL	1,672	7,994	3,500	0	3,500	24,000
DEBT SERVICE	0	0	15,000	0	15,000	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSE	77,019	0	0	0	0	48,000
TOTAL NON-OPERATING BUDGET	78,692	7,994	18,500	0	18,500	72,000
<b>TOTAL DEPARTMENT BUDGET</b>	<b>1,154,477</b>	<b>1,318,866</b>	<b>1,405,320</b>	<b>727,323</b>	<b>1,400,471</b>	<b>1,493,247</b>

# ENTERPRISE FUND-UTILITIES ADMINISTRATION

## Expenditure Category Detail

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Regular Salaries	72,824	105,710	115,072	53,951	115,376	120,864
Overtime	71	137	0	5	10	0
Car Allowance	1,080	795	0	0	0	0
FICA Tax	3,059	7,069	8,803	4,113	8,826	9,065
Retirement Contribution	8,456	10,100	11,897	5,642	12,014	12,184
Life, Dental & Health Insurance	13,358	16,372	20,937	10,232	20,464	22,450
Workers Compensation	324	6,221	288	1,627	2,170	294
Cost Allocation	607,248	669,348	766,350	388,176	776,352	773,600
<b>TOTAL PERSONNEL SERVICES</b>	<b>706,420</b>	<b>815,752</b>	<b>923,346</b>	<b>463,746</b>	<b>935,212</b>	<b>938,456</b>
Bank Fees	8,727	9,775	8,000	3,861	7,722	8,000
Professional Services	135,916	223,958	165,000	70,805	142,611	170,000
Accounting and Auditing	16,886	18,500	20,500	19,500	20,500	20,500
Contract Services-Janitorial	0	0	0	0	0	0
Contract Services-Data processing	47,533	82,567	77,400	47,700	64,213	74,400
Contract Services-Medical	0	600	2,000	35	70	2,000
Telephone	16,792	13,848	16,200	10,196	20,391	18,600
Postage	3,922	6,178	4,800	1,147	2,294	4,800
Electric, Gas & Water	3,486	0	0	0	0	0
Building Lease	15,955	22,904	50,000	31,266	53,749	50,868
General Insurance	50,175	50,952	52,871	53,376	68,618	63,835
Depreciation - Equipment	8,232	1,090	0	0	0	0
Depreciation - Improvements O/T Bldg.	42,758	45,294	0	0	0	0
Repairs & Maintenance of Building	10,085	4,286	18,000	14,048	16,036	18,000
Repairs & Maintenance of Office Equipme	222	0	250	0	0	250
Repairs & Maintenance of Vehicles	0	712	1,000	607	1,214	1,000
Uniforms	0	0	960	161	323	960
Gasoline, CNG & Oil	876	4,780	2,000	1,251	2,502	2,000
Special Department Supplies	6,003	4,213	5,176	4,368	6,444	5,760
Dues, Subscriptions & Memberships	(500)	720	1,000	0	1,000	3,500
Education & Training	2,298	3,810	4,500	5,255	5,255	4,500
Hurricane/Disaster Emergency	0	0	0	0	0	0
Contingency	0	0	33,817	0	33,817	33,817
<b>TOTAL MATERIALS, SUPPLIES, SVCS</b>	<b>369,365</b>	<b>495,120</b>	<b>463,474</b>	<b>263,577</b>	<b>446,759</b>	<b>482,790</b>
<b>TOTAL OPERATING BUDGET</b>	<b>1,075,786</b>	<b>1,310,872</b>	<b>1,386,820</b>	<b>727,323</b>	<b>1,381,971</b>	<b>1,421,247</b>
Office Equipment	1,672	7,994	3,500	0	3,500	3,500
Vehicles	0	0	0	0	0	20,500
<b>TOTAL CAPITAL OUTLAYS</b>	<b>1,672</b>	<b>7,994</b>	<b>3,500</b>	<b>0</b>	<b>3,500</b>	<b>24,000</b>
Lease Interest	0	0	0	0	0	0
<b>TOTAL DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>0</b>
Uncollectable accounts	77,019	0	0	0	0	0
Compensated & Benefits	0	0	0	0	0	48,000
<b>OTHER NON-OPERATING EXPENSES</b>	<b>77,019</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>48,000</b>
<b>TOTAL NON-OPERATING BUDGET</b>	<b>78,692</b>	<b>7,994</b>	<b>18,500</b>	<b>0</b>	<b>18,500</b>	<b>72,000</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>1,154,477</b>	<b>1,318,866</b>	<b>1,405,320</b>	<b>727,323</b>	<b>1,400,471</b>	<b>1,493,247</b>

# ENTERPRISE FUND-WATER DEPARTMENT

## DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

The mission of the Water Service Division is to operate the water facility and to maintain Village owned water lines and water meters in a reliable, efficient, and cost effective manner while keeping the water system free from known health and environmental risks.

## DESCRIPTION OF SERVICES AND ACTIVITIES

❖ The Water Division monitors water purchased from Miami-Dade Water & Sewer Authority, measures water consumption through residential and commercial water meters and changes and repairs water meters/pipes. Federally mandated water tests are conducted and meter readings are provided to the Finance Department for monthly billing.

## DEPARTMENT GOALS

- ✱ Create an inventory and replacement schedule for water meters.
- ✱ Create an inventory and replacement schedule for water meter box.
- ✱ Establish an equipment replacement schedule.
- ✱ Maintain a quality water distribution system.
- ✱ Increase the efficiency of water sales.

FY 2015 Performance Measures/Indicators	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
To provide the purest water to the residents by performing annual tests	X			
Create an inventory and replacement schedule for water meters via Kimley Horn & Associates		X		

## Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	84,922	76,417	71,486	40,078	82,835	78,942
MATERIALS, SUPPLIES, SERVICES	653,146	731,770	709,210	322,195	764,380	773,600
TOTAL OPERATING BUDGET	738,068	808,187	780,695	362,273	847,215	852,542
CAPITAL	0	0	0	0	0	0
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSE	50,000	75,000	0	0	0	0
TOTAL NON-OPERATING BUDGET	50,000	75,000	0	0	0	0
<b>TOTAL DEPARTMENT BUDGET</b>	<b>788,069</b>	<b>883,187</b>	<b>780,695</b>	<b>362,273</b>	<b>847,215</b>	<b>852,542</b>

## ENTERPRISE FUND-WATER DEPARTMENT

### Expenditure Category Detail

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Regular Salaries	60,658	44,205	44,773	22,048	47,066	49,260
Overtime	2,982	6,546	4,000	5,030	10,061	4,000
Car Allowance	0	0	0	0	0	0
Fica Tax	3,471	3,760	3,425	1,957	4,370	3,593
Retirement Contribution	2,677	3,711	3,225	1,996	4,210	3,337
Health, Life, Dental & Disability Ins.	11,698	14,473	14,181	7,598	15,195	16,772
Workers Compensation	3,436	3,722	1,881	1,450	1,933	1,981
<b>TOTAL PERSONNEL SERVICES</b>	<b>84,922</b>	<b>76,417</b>	<b>71,486</b>	<b>40,078</b>	<b>82,835</b>	<b>78,942</b>
Professional Services	0	0	0	0	0	0
Water Purchases	629,434	637,557	633,920	283,801	702,396	700,000
R & M Vehicles	614	3,451	2,000	400	800	500
R & M Equipment	79	2,476	2,500	460	920	2,500
R & M Water Lines	15,554	77,627	60,000	33,493	52,182	60,000
Uniforms	444	822	790	591	1,183	850
Gasoline, CNG & Oil	3,965	2,520	3,500	1,272	2,545	3,500
Tires	0	0	250	0	0	0
Minor Tools and Equipment	203	84	250	0	0	250
Special Department Supplies	2,852	7,233	6,000	2,177	4,354	6,000
<b>TOTAL MATERIALS, SUPPLIES, SERVICES</b>	<b>653,146</b>	<b>731,770</b>	<b>709,210</b>	<b>322,195</b>	<b>764,380</b>	<b>773,600</b>
<b>TOTAL OPERATING BUDGET</b>	<b>738,068</b>	<b>808,187</b>	<b>780,695</b>	<b>362,273</b>	<b>847,215</b>	<b>852,542</b>
Machinery & Equipment	0	0	0	0	0	0
Water Meters	0	0	0	0	0	0
<b>TOTAL CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Lease Purchase Principal	0	0	0	0	0	0
Lease Interest	0	0	0	0	0	0
<b>DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Transfer to Water Improvements Trust Fund	50,000	75,000	0	0	0	0
<b>OTHER NON-OPERATING EXPENSES</b>	<b>50,000</b>	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NON-OPERATING BUDGET</b>	<b>50,000</b>	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>788,069</b>	<b>883,187</b>	<b>780,695</b>	<b>362,273</b>	<b>847,215</b>	<b>852,542</b>

# ENTERPRISE FUND-SEWER DEPARTMENT

## DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

The Mission of the Sewer Service Division is to operate and maintain the wastewater collection system which includes the main station, lift stations, and their related infrastructures in a safe, reliable, efficient, and environmentally safe manner.

## DEPARTMENT GOALS

- ☀ *Ensure reserves funding for future needs of sewer utility systems.*
- ☀ *Establish a Sewer Cleaning and replacement schedule.*
- ☀ *Reduce infiltration and inflow of storm water into the sewer system.*
- ☀ *Ensure sewer capacity and transmission for current demand and future growth.*
- ☀ *Maintain a quality sewer transmission system.*
- ☀ *Increase the efficiency of sewer sales.*

## DESCRIPTION OF SERVICES & ACTIVITIES

❖ Maintain the Village-wide sanitary sewer system. Sewage is pumped from three branch lift stations to the main pumping facility where it is re-pumped to Miami-Dade regional treatment plant (WASA). The Sewer Division provides funding to support necessary Village equipment and personnel, as well as to cover the cost to the City of Miami for the transmission of the sewage.

<b>FY 2015 Performance Measures/Indicators</b>	<b>1<sup>st</sup> Qtr.</b>	<b>2<sup>nd</sup> Qtr.</b>	<b>3<sup>rd</sup> Qtr.</b>	<b>4<sup>th</sup> Qtr.</b>
Establish a Sewer Preventive Maintenance schedule				X
Evaluate the infiltration and inflow of storm water into the sewer system				X
Reduce infiltration and inflow of storm water into the sewer system				X

## Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	145,150	152,031	148,704	77,020	163,146	167,412
MATERIALS, SUPPLIES, SERVICES	1,229,428	1,449,682	1,188,714	752,105	1,505,175	1,558,320
TOTAL OPERATING BUDGET	1,374,578	1,601,713	1,337,418	829,125	1,668,321	1,725,732
CAPITAL	7,902	0	0	0	0	0
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	709,204	514,538	0	0	0	0
TOTAL NON-OPERATING BUDGET	717,106	514,538	0	0	0	0
<b>TOTAL DEPARTMENT BUDGET</b>	<b>2,091,684</b>	<b>2,116,251</b>	<b>1,337,418</b>	<b>829,125</b>	<b>1,668,321</b>	<b>1,725,732</b>

## ENTERPRISE FUND-SEWER DEPARTMENT

### Expenditure Category Detail

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Regular Salaries	86,342	97,292	97,340	47,214	103,933	107,112
Overtime	16,359	8,092	5,000	3,147	6,294	5,000
Car Allowance	0	0	0	0	0	0
Fica	8,446	7,726	7,446	3,713	8,432	7,811
Retirement Contribution	6,328	7,465	7,171	3,712	8,124	7,413
Health, Life, Dental, Disability Ins.	22,947	26,500	27,650	16,076	32,152	35,761
Workers' Compensation	4,728	4,956	4,097	3,158	4,211	4,315
<b>TOTAL PERSONNEL SERVICES</b>	<b>145,150</b>	<b>152,031</b>	<b>148,704</b>	<b>77,020</b>	<b>163,146</b>	<b>167,412</b>
Engineering & Planning	13,800	31,200	40,000	0	2,250	40,000
Professional Services	0	0	0	0	0	0
Temporary Personnel	2,309	1,996	1,000	0	0	1,000
Travel, Conferences	0	0	0	0	0	0
Electric, Gas & WT	50,681	52,999	48,000	21,908	52,580	48,000
Sewerage Disposal	960,351	976,440	843,214	442,339	993,089	950,000
R & M Vehicles	5,210	12,884	2,500	1,670	3,340	500
R & M Equipment	28,161	126,911	60,000	44,698	67,047	60,000
R & M Building	173	8,825	2,000	24	47	2,000
R & M Lift Stations	77,936	194,467	100,000	217,185	350,000	265,000
R & M Sewer Lines	56,465	33,987	30,000	20,968	30,194	130,000
Uniforms	950	943	1,200	754	1,508	1,320
Gasoline, CNG & Oil	9,759	5,863	8,200	2,011	4,023	8,200
Tires	650	0	300	530	1,060	0
Chemicals	667	682	600	0	0	600
Minor Tools & Equipment	592	1,689	700	0	0	700
Special Department Supplies	1,471	796	1,000	18	36	1,000
Miscellaneous	0	0	0	0	0	0
Contingency	20,253	0	50,000	0	0	50,000
<b>TOTAL MATERIALS, SUPPLIES, SVCS</b>	<b>1,229,428</b>	<b>1,449,682</b>	<b>1,188,714</b>	<b>752,105</b>	<b>1,505,175</b>	<b>1,558,320</b>
<b>TOTAL OPERATING BUDGET</b>	<b>1,374,578</b>	<b>1,601,713</b>	<b>1,337,418</b>	<b>829,125</b>	<b>1,668,321</b>	<b>1,725,732</b>
Improvements Other than Bldg	0	0	0	0	0	0
Machinery & Equipment	7,902	0	0	0	0	0
<b>TOTAL CAPITAL OUTLAYS</b>	<b>7,902</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Principal	0	0.00	0	0	0	0
Interest	0	0	0	0	0	0
<b>DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
GRANTS & AIDS	0	0	0	0	0	0
Transfers to Sewer Trust	709,204	514,538	0	0	0	0
<b>TOTAL OTHER NON-OPERATING EXPENSES</b>	<b>709,204</b>	<b>514,538</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NON OPERATING BUDGET</b>	<b>717,106</b>	<b>514,538</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>2,091,684</b>	<b>2,116,251</b>	<b>1,337,418</b>	<b>829,125</b>	<b>1,668,321</b>	<b>1,725,732</b>

## ENTERPRISE FUND-SANITATION DEPARTMENT

### DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

The mission of the Sanitation Division is to collect solid waste from Village customers for transfer to the county land fill in a timely, safe and cost effective manner, while protecting the environment.

### DESCRIPTION OF SERVICES & ACTIVITIES

❖ The Sanitation Division is responsible for pick up and disposal of solid wastes, which includes garbage (food and household waste), trash (tree and limbs) and white goods (discarded appliances). Recycling products are collected by a private hauler hired by the Village.

### DEPARTMENT GOALS

- ☀ Create an inventory and replacement schedule for vehicles.
- ☀ To provide waste hauling services to the Village as economically and efficient as possible.
- ☀ To optimize the routes as needed throughout the year.
- ☀ Create an inventory and replacement schedule for dumpsters.

FY 2015 Performance Measures/Indicators	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Implement Multi-Residential Recycling Program		X		
Create an inventory and replacement schedule for vehicles			X	

### Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	264,732	274,046	288,671	135,551	284,048	293,995
MATERIALS, SUPPLIES, SERVICES	571,493	675,521	565,980	338,747	668,563	591,069
TOTAL OPERATING BUDGET	836,225	949,567	854,650	474,299	952,610	885,064
CAPITAL	0	0	0	0	0	0
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	63,000	65,000	0	0	0	0
TOTAL NON-OPERATING BUDGET	63,000	65,000	0	0	0	0
<b>TOTAL DEPARTMENT BUDGET</b>	<b>899,225</b>	<b>1,014,567</b>	<b>854,650</b>	<b>474,299</b>	<b>952,610</b>	<b>885,064</b>

## ENTERPRISE FUND-SANITATION DEPARTMENT

### Expenditure Category Detail

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Regular Salaries	170,369	177,762	188,343	85,222	188,348	188,870
Overtime	3,104	3,369	10,000	427	854	10,000
Fica	13,598	13,708	13,118	6,442	14,409	13,761
Retirement Contribution	18,086	19,657	18,429	9,256	21,016	19,250
Life, Health, Dental, Disability Ins.	34,918	39,139	41,118	20,722	41,443	45,571
Workers' Compensation	24,657	20,411	17,662	13,483	17,977	16,544
Unemployment	0	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>264,732</b>	<b>274,046</b>	<b>288,671</b>	<b>135,551</b>	<b>284,048</b>	<b>293,995</b>
Professional Services	0	0	0	0	0	0
Temporary Personnel	89,559	108,019	65,000	52,876	96,431	65,000
Solid Waste Disposal	324,876	338,280	358,440	159,639	359,278	369,193
Recycling Service Contract	74,246	79,532	73,504	46,082	78,998	87,600
R & M Vehicles	34,432	74,682	10,000	34,657	54,315	10,000
R & M Equipment	9,664	29,829	15,000	21,445	31,445	15,000
Uniforms	2,256	2,476	2,036	1,360	2,720	2,276
Gasoline, CNG & Oil	23,979	22,621	22,000	14,582	29,163	22,000
Tires	8,877	15,587	15,000	4,551	9,101	15,000
Chemicals	3,537	4,195	3,000	3,478	6,956	3,000
Special Department Supplies	67	259	1,000	28	56	1,000
Education & Training	0	41	1,000	50	100	1,000
<b>TOTAL MATERIALS, SUPPLIES, SERVICES</b>	<b>571,493</b>	<b>675,521</b>	<b>565,980</b>	<b>338,747</b>	<b>668,563</b>	<b>591,069</b>
<b>TOTAL OPERATING BUDGET</b>	<b>836,225</b>	<b>949,567</b>	<b>854,650</b>	<b>474,299</b>	<b>952,610</b>	<b>885,064</b>
Transfers to Sanitation Improvements	63,000	65,000	0	0	0	0
<b>OTHER NON-OPERATING EXPENSES</b>	<b>63,000</b>	<b>65,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NON OPERATING BUDGET</b>	<b>63,000</b>	<b>65,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>899,225</b>	<b>1,014,567</b>	<b>854,650</b>	<b>474,299</b>	<b>952,610</b>	<b>885,064</b>

## ENTERPRISE FUND-STORMWATER FUND

### DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

The Storm Water Division was established in response to the Federal EPA Mandate to reduce storm water pollution from entering into Biscayne Bay.

### DEPARTMENT GOALS

- ☀ *Ensure reserves funding for future needs of storm water utility systems.*
- ☀ *Upgrade Storm water inlets, lines and outfalls as needed.*
- ☀ *Rehabilitate the North Bay Island and Treasure Island Deep Injection Wells.*
- ☀ *Create an inventory and replacement schedule for Deep Injection Pumps.*
- ☀ *Maintain a quality storm water transmission system*

### DESCRIPTION OF SERVICES AND ACTIVITIES

- ❖ All municipalities within Miami-Dade County have to obtain a National Pollutant Discharge Elimination System (NPDES) permit. These are federal regulations requiring local governments to institute management programs that will reduce and eliminate the harmful pollutants associated with storm water runoff into a natural body of water.

<b>FY 2015 Performance Measures/Indicators</b>	<b>1<sup>st</sup> Qtr.</b>	<b>2<sup>nd</sup> Qtr.</b>	<b>3<sup>rd</sup> Qtr.</b>	<b>4<sup>th</sup> Qtr.</b>
Obtain funding for future needs of storm water utility systems Legislative/Bonds				X
Start to upgrade Storm water inlets, lines and outfalls as needed				X
Maintain a quality storm water transmission system			X	
Rehabilitate the North Bay Island and Treasure Island Deep Injection Well			X	

### Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	24,000	2,834	73,555	7,458	13,277	77,362
MATERIALS, SUPPLIES, SERVICES	51,788	82,688	49,700	31,770	35,293	49,700
TOTAL OPERATING BUDGET	75,788	85,522	123,255	39,228	48,570	127,062
CAPITAL	14,169	0	950,000	183,181	680,567	350,000
OTHER NON-OPERATING EXPENSES	24,387	0	0	0	0	0
TOTAL NON-OPERATING BUDGET	38,556	0	950,000	183,181	680,567	350,000
<b>TOTAL DEPARTMENT BUDGET</b>	<b>114,345</b>	<b>85,522</b>	<b>1,073,255</b>	<b>222,408</b>	<b>729,137</b>	<b>477,062</b>

## ENTERPRISE FUND-STORMWATER FUND

### Expenditure Category Detail

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Regular Salaries	0	0	32,356	0	0	32,356
Overtime	0	0	0	0	0	0
FICA Tax	0	0	2,364	0	0	2,364
Retirement Contribution	0	0	2,277	0	0	2,243
Life, Health, Dental, Disability Ins.	0	0	23,061	0	0	25,303
Workers' Compensation	0	2,834	3,498	2,458	3,277	3,096
Cost Allocation	24,000	0	10,000	5,000	10,000	12,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>24,000</b>	<b>2,834</b>	<b>73,555</b>	<b>7,458</b>	<b>13,277</b>	<b>77,362</b>
Storm Water Compliance	212	2,223	6,000	3,482	6,964	6,000
General Overhead	0	0	0	0	0	0
Electric, Gas & Water	1,152	108	200	41	81	200
Depreciation of Equipment	49,544	78,797	0	0	0	0
R & M Vehicles	0	0	0	0	0	0
R & M Equipment	0	0	2,500	0	0	2,500
R & M Lines	880	0	8,000	0	0	8,000
R & M of Streets	0	1,560	24,000	28,248	28,248	24,000
Tires	0	0	0	0	0	0
Minor tools and equipment	0	0	0	0	0	0
Bad Debt	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
Contingency	0	0	9,000	0	0	9,000
<b>TOTAL MATERIALS, SUPPLIES, SERVICES</b>	<b>51,788</b>	<b>82,688</b>	<b>49,700</b>	<b>31,770</b>	<b>35,293</b>	<b>49,700</b>
<b>TOTAL OPERATING BUDGET</b>	<b>75,788</b>	<b>85,522</b>	<b>123,255</b>	<b>39,228</b>	<b>48,570</b>	<b>127,062</b>
Other Machinery & Equipment	0	0	0	0	0	0
Vehicles	0	0	0	0	0	0
Storm Drains	14,169	0	950,000	183,181	680,567	350,000
<b>TOTAL CAPITAL</b>	<b>14,169</b>	<b>0</b>	<b>950,000</b>	<b>183,181</b>	<b>680,567</b>	<b>350,000</b>
Loan Principal	0	0	0	0	0	0
Loan Interest	0	0	0	0	0	0
<b>TOTAL DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Grants and Aids	0	0	0	0	0	0
<b>TOTAL GRANTS &amp; AIDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Bad Debts	24,387	0	0	0	0	0
Reserves	0	0	0	0	0	0
<b>TOTAL OTHER NON-OPERATING EXPENSES</b>	<b>24,387</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NON OPERATING BUDGET</b>	<b>38,556</b>	<b>0</b>	<b>950,000</b>	<b>183,181</b>	<b>680,567</b>	<b>350,000</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>114,344</b>	<b>85,522</b>	<b>1,073,255</b>	<b>222,408</b>	<b>729,137</b>	<b>477,062</b>

# ENTERPRISE FUND-WATER IMPROVEMENTS TRUST FUND

## DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

The Water Improvement Division has been established to maintain the Village's water mains and laterals. The Division is primarily financed by a transfer from the water division of the Village's Utility Fund. By setting aside a relatively small amount of funds each fiscal year, the Village will be in a better position to address its future water system needs. In 1997, the Village estimated the cost for future improvements for the water laterals would be approximately \$150,000. This established a reserve to fund the cost of repairs over a 5 year period.

## DESCRIPTION OF SERVICES AND ACTIVITIES

- ❖ Replacement of existing water mains, which deteriorate throughout the years and eventually cause low water pressure.
- ❖ Funds are used to increase the water pressure and replace damaged water mains and laterals.
- ❖ Upgrade water meters.

## DEPARTMENT GOALS

- ✱ Establish a meter replacement program.
- ✱ Maintain a quality water distribution system.

Performance Measures/Indicators	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Establish a meter replacement program via Kimley-Horn & Associates		X		
Establish Lateral Replacement Program via Kimley-Horn & Associates		X		

## Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	0	0	0	0	0	0
MATERIALS, SUPPLIES, SERVICES	4,881	4,881	0	5,597	11,194	0
TOTAL OPERATING BUDGET	4,881	4,881	0	5,597	11,194	0
CAPITAL	0	0	75,000	0	75,000	75,000
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSE:	0	0	0	0	0	0
TOTAL NON-OPERATING BUDGET	0	0	75,000	0	75,000	75,000
<b>TOTAL DEPARTMENT BUDGET</b>	<b>4,881</b>	<b>4,881</b>	<b>75,000</b>	<b>5,597</b>	<b>86,194</b>	<b>75,000</b>

## ENTERPRISE FUND-WATER IMPROVEMENTS TRUST FUND

<b>Expenditure Category Detail</b>
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ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Regular Salaries	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	0	0	0	0	0	0
Depreciation -Water Lines	4,881	4,881	0	0	0	0
Water Meters	0	0	0	5,597	11,194	0
TOTAL MATERIALS, SUPPLIES, SERVICES	4,881	4,881	0	5,597	11,194	0
TOTAL OPERATING BUDGET	4,881	4,881	0	5,597	11,194	0
Water Lateral /Meter Replacements	0	0	75,000	0	75,000	75,000
TOTAL CAPITAL	0	0	75,000	0	75,000	75,000
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
TOTAL NON OPERATING BUDGET	0	0	75,000	0	75,000	75,000
<b>TOTAL DEPARTMENT BUDGET</b>	<b>4,881</b>	<b>4,881</b>	<b>75,000</b>	<b>5,597</b>	<b>86,194</b>	<b>75,000</b>

# ENTERPRISE FUND-SEWER IMPROVEMENTS TRUST FUND

## DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

The Sewer Improvements Division funds provide for sewer upgrades, primarily financed by the State of Florida low interest (under 3%) loan program.

## DESCRIPTION OF SERVICES AND ACTIVITIES

- ❖ The Division's funds are used for engineering services, loan repayments, and contingency items. Funding is also provided to eliminate infiltration from ground water and exfiltration that contaminates ground water.

## DEPARTMENT GOALS

- ✱ *Maintain a quality sewer transmission system.*
- ✱ *Reduce infiltration and inflow.*
- ✱ *Ensure sewer capacity and transmission for current demand and future growth.*
- ✱ *Complete Sewer Main Project.*

<b>FY 2015 Performance Measures/Indicators</b>	<b>1<sup>st</sup> Qtr.</b>	<b>2<sup>nd</sup> Qtr.</b>	<b>3<sup>rd</sup> Qtr.</b>	<b>4<sup>th</sup> Qtr.</b>
Prepare Remediation Action Plan for Sewer I&I project via Kimley-Horn & Associates			X	
Start repairs of sewer lines				X

## Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	0	0	0	0	0	0
MATERIALS, SUPPLIES, SERVICES	301,914	315,141	0	0	0	0
TOTAL OPERATING BUDGET	301,914	315,141	0	0	0	0
CAPITAL	8,400	0	0	10,375	15,375	0
DEBT SERVICE	37,133	34,680	226,401	100,662	226,401	201,325
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
TOTAL NON-OPERATING BUDGET	45,533	34,680	226,401	111,037	241,776	201,325
<b>TOTAL DEPARTMENT BUDGET</b>	<b>347,447</b>	<b>349,821</b>	<b>226,401</b>	<b>111,037</b>	<b>241,776</b>	<b>201,325</b>

## **ENTERPRISE FUND-SEWER IMPROVEMENTS TRUST FUND**

<b>Expenditure Category Detail</b>
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ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
TOTAL PERSONNEL SERVICES	0	0	0	0	0	0
Depreciation Equipment	301,914	315,141	0	0	0	0
Amortization Expense	0	0	0	0	0	0
TOTAL MATERIALS, SUPPLIES, SERVICES	301,914	315,141	0	0	0	0
TOTAL OPERATING BUDGET	301,914	315,141	0	0	0	0
Utilities Relocation	0	0	0	0	0	0
Sewer Mains Clnng, Videoing & Rehab	0	0	0	0	0	0
Sewer Improvement Project	8,400	0	0	10,375	15,375	0
West Bound Sewer Transmission	0	0	0	0	0	0
TOTAL CAPITAL	8,400	0	0	10,375	15,375	0
Loan Principal	0	0	198,047	84,167	198,047	171,853
Loan Interest	37,133	34,680	28,354	16,495	28,354	29,471
TOTAL DEBT SERVICE	37,133	34,680	226,401	100,662	226,401	201,325
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
TOTAL NON OPERATING BUDGET	45,533	34,680	226,401	111,037	241,776	201,325
<b>TOTAL DEPARTMENT BUDGET</b>	<b>347,447</b>	<b>349,821</b>	<b>226,401</b>	<b>111,037</b>	<b>241,776</b>	<b>201,325</b>

## ENTERPRISE FUND-SANITATION IMPROVEMENTS TRUST FUND

### DESCRIPTION OF SERVICES AND ACTIVITIES

### DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

Sanitation provides funds for repair and replacement of equipment as needed.

❖ This account Funds the cost of repairing and replacing equipment to keep Sanitation trucks in good working order.

### DEPARTMENT GOALS

- ☀ *Continue allocating funds for future replacements of our sanitation trucks.*

FY 2015 Performance Measures/Indicators	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Continue allocating funds for future replacements of our sanitation trucks				X

### Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	0	0	0	0	0	0
MATERIALS, SUPPLIES, SERVICES	0	0	0	0	0	0
TOTAL OPERATING BUDGET	0	0	0	0	0	0
CAPITAL	0	0	0	0	0	0
DEBT SERVICE	0	0	65,000	0	3,000	65,000
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
TOTAL NON-OPERATING BUDGET	0	0	65,000	0	3,000	65,000
<b>TOTAL DEPARTMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>0</b>	<b>3,000</b>	<b>65,000</b>

**ENTERPRISE FUND-SANITATION IMPROVEMENTS TRUST FUND**

**Expenditure Category Detail**

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
TOTAL PERSONNEL SERVICES	0	0	0	0	0	0
MATERIALS, SUPPLIES, SERVICES	0	0	0	0	0	0
TOTAL OPERATING BUDGET	0	0	0	0	0	0
Other Machinery & Equipment	0	0	0	0	0	0
TOTAL CAPITAL	0	0	0	0	0	0
TOTAL DEBT	0	0	65,000	0	65,000	65,000
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
TOTAL NON-OPERATING BUDGET	0	0	65,000	0	65,000	65,000
<b>TOTAL DEPARTMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>0</b>	<b>65,000</b>	<b>65,000</b>

## DEBT SERVICE FUND

### Detail of Revenues & Expenditures

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
<b>DEBT SERVICE FUND</b>						
G/O Bond Ad Valorem Debt Service Tax	808,982	747,657	661,375	528,568	605,058	652,848
Interest Earnings	0	0	0	0	0	0
Appropriation of Fund Balance	0	0	0	0	0	0
<b>TOTAL FUND REVENUE</b>	<b>808,982</b>	<b>747,657</b>	<b>661,375</b>	<b>528,568</b>	<b>605,058</b>	<b>652,848</b>
<i>Expenditures</i>						
OPERATING BUDGET	0	0	0	0	0	0
DEBT SERVICE	670,287	661,375	657,287	231,049	657,287	652,848
Fund Balance/Reserves/Net Assets	138,695	86,282	4,088	297,519	(52,229)	0
<b>TOTAL DEPARTMENT BUDGET</b>	<b>808,982</b>	<b>747,657</b>	<b>661,375</b>	<b>528,568</b>	<b>605,058</b>	<b>652,848</b>

## DEBT SERVICE FUND

### DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

This Fund accounts for revenues and debt service expenditures associated with the the Village's two 2010 General Obligation Debt Refunding Notes.

### DESCRIPTION OF SERVICES & ACTIVITIES

- ❖ This fund will continue to account for payments of debt service expenditure on Village General Government and Capital Improvements.

### DEPARTMENT GOALS

- ☀ *Ensure timely payment of Debt Service.*
- ☀ *To ensure the Debt and Investment Policies are updated and remain current.*

### Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
TOTAL PERSONNEL SERVICES	0	0	0	0	0	0
MATERIALS, SUPPLIES, SERVICES	0	0	0	0	0	0
TOTAL OPERATING BUDGET	0	0	0	0	0	0
CAPITAL	0	0	0	0	0	0
DEBT SERVICE	670,287	661,375	657,287	231,049	657,287	652,848
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	0	0	0	0	0	0
TOTAL NON-OPERATING BUDGET	670,287	661,375	657,287	231,049	657,287	652,848
<b>TOTAL DEPARTMENT BUDGET</b>	<b>670,287</b>	<b>661,375</b>	<b>657,287</b>	<b>231,049</b>	<b>657,287</b>	<b>652,848</b>

**DEBT SERVICE FUND**

<b>Expenditure Category Detail</b>
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ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Professional Services	0	0	0	0	0	0
TOTAL MATERIALS, SUPPLIES, SVCS	0	0	0	0	0	0
TOTAL OPERATING BUDGET	0	0	0	0	0	0
G/O Bonds Principal	387,857	392,857	402,857	102,857	402,857	412,857
G/O Bonds Interest	282,430	268,518	254,430	128,192	254,430	239,991
G/O Bonds Miscellaneous Fees	0	0	0	0	0	0
TOTAL DEBT SERVICE	670,287	661,375	657,287	231,049	657,287	652,848
TOTAL NON OPERATING BUDGET	670,287	661,375	657,287	231,049	657,287	652,848
<b>TOTAL DEPARTMENT BUDGET</b>	<b>670,287</b>	<b>661,375</b>	<b>657,287</b>	<b>231,049</b>	<b>657,287</b>	<b>652,848</b>

## CAPITAL PROJECTS FUND

### DEPARTMENT MISSION STATEMENT AND BUDGET MESSAGE

The mission of the Capital Projects fund is to account for the revenue and expenditures associated with large capital projects that will enhance Village infrastructure and beautify the Village.

### DESCRIPTION OF SERVICES & ACTIVITIES

- ❖ Provide specified enhancements that will improve the quality and standard of life in North Bay Village

### DEPARTMENT GOALS

- ☀ *Develop a Capital Improvements Program (CIP).*
- ☀ *Coordinate implementation of 12 Capital Projects totaling \$31 million in public investment over the next five years.*
- ☀ *Administer competitive consultant's selection processes related to capital projects.*
- ☀ *Coordinate grant processes for capital projects.*
- ☀ *Assist in creating marketing materials for Village initiatives and projects.*

<b>FY 2015 Performance Measures/Indicators</b>	<b>1<sup>st</sup> Qtr.</b>	<b>2<sup>nd</sup> Qtr.</b>	<b>3<sup>rd</sup> Qtr.</b>	<b>4<sup>th</sup> Qtr.</b>
Coordinate implementation of Capital Projects totaling \$31 million in public investment over the next ten years				X
Prepare Invitation for Architectural & Engineering Services for Village Public Safety/Municipal Complex		X		
Complete renovations for Schonberger Park and Vogel Park				X
Complete Design & Permit plans of Baywalk Project Plaza via Kimley-Horn & Associates				X

### Expenditure Category Summary

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
PERSONNEL SERVICES	0	0	0	0	0	0
MATERIALS, SUPPLIES, SERVICES	0	0	0	0	0	0
TOTAL OPERATING BUDGET	0	0	0	0	0	0
CAPITAL	705,115	117,078	1,106,403	55,641	74,489	1,122,340
DEBT SERVICE	0	0	0	0	0	0
GRANTS & AIDS	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES	705,115	117,078	1,106,403	55,641	74,489	1,122,340
<b>TOTAL IMPROVEMENT EXPENDITURES</b>	<b>705,115</b>	<b>117,078</b>	<b>1,106,403</b>	<b>55,641</b>	<b>74,489</b>	<b>1,122,340</b>

## CAPITAL PROJECTS FUND

### Expenditure Category Detail

ACCOUNT DESCRIPTION	FY 13 ACTUAL	FY 14 ACTUAL	FY 15 ADOPTED BUDGET	FY 15 6 MONTHS ACTUAL	FY 15 PROJECTED ACTUAL	FY 16 PROPOSED BUDGET
Cost Allocation	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES	0	0	0	0	0	0
Cost of Issuance	0	0	0	0	0	0
Professional Services	0	0	0	0	0	0
TOTAL MATERIALS, SUPPLIES, SERVICES	0	0	0	0	0	0
TOTAL OPERATING BUDGET	0	0	0	0	0	0
City Hall and Public Safety Facility	65,891	6,550	1,106,403	23,788	35,068	1,122,340
Park Improvements	235,462	96,707	0	0	0	0
Street Scape Improvements	400,762	(21,754)	0	0	0	0
Baywalk Project Phase I	3,000	35,575	0	31,853	39,421	0
TOTAL CAPITAL	705,115	117,078	1,106,403	55,641	74,489	1,122,340
Loan Principal	0	0	0	0	0	0
Loan Interest	0	0	0	0	0	0
TOTAL DEBT SERVICE	0	0	0	0	0	0
OTHER NON-OPERATING EXPENSES						
Transfer to General Fund	0	0	0	0	0	0
TOTAL NON OPERATING BUDGET	705,115	117,078	1,106,403	55,641	74,489	1,122,340
<b>TOTAL DEPARTMENT BUDGET</b>	<b>705,115</b>	<b>117,078</b>	<b>1,106,403</b>	<b>74,489</b>	<b>74,489</b>	<b>1,122,340</b>

## CAPITAL SUMMARY

FUNDING SOURCE FUND	FY 2015 DESCRIPTION	Prior Years	2015	2016	2017	2018	2019
<b>12-STREET MAINTENANCE FUND</b>							
Street Maintenance Fund	Name: 1841 Galleon Street Renovations	0	68,000	0	0	0	0
<b>TOTAL STREET MAINTENANCE FUND CAPITAL OUTLAY</b>		<b>0</b>	<b>68,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>15-TRANSPORTATION FUND</b>							
	Name: Treasure Island Resurfacing of Streets	51,818	347,307	50,000	50,000	50,000	50,000
	Speed Humps	0	0	0	0	0	0
<b>TOTAL TRANSPORTATION FUND CAPITAL IMPROVEMENTS</b>		<b>51,818</b>	<b>347,307</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>25-CAPITAL IMPROVEMENTS FUND</b>							
	Name: Public Safety / Municipal Complex	5,411	1,106,403	3,387,295	3,387,295	3,387,295	0
	Name: Kennedy Causeway Redevelopment	2,166,880	0	0	0	0	0
	Name: Parks Facility	5,423,956	0	2,173,190	2,173,190	0	0
	Name: Baywalk Project	0	0	200,000	200,000	2,000,000	0
	Name: Underground Utility Lines Project	0	0	3,000,000	6,100,000	0	0
<b>TOTAL CAPITAL IMPROVEMENTS FUND</b>		<b>7,596,247</b>	<b>1,106,403</b>	<b>8,760,485</b>	<b>11,860,485</b>	<b>5,387,295</b>	<b>0</b>
<b>40-STORM WATER FUND</b>							
	Name: Deep Injection System Repairs	0	350,000	0	0	0	0
<b>TOTAL STORM WATER IMPROVEMENTS FUND</b>		<b>0</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>60-WATER IMPROVEMENTS FUND</b>							
	Name: Water Lateral/Meter Replacement	0	75,000	75,000	75,000	75,000	75,000
<b>TOTAL WATER IMPROVEMENTS FUND CAPITAL IMPROVEMENTS</b>		<b>0</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>65-SEWER IMPROVEMENTS FUND</b>							
	Name: Lift Station	0	100,000	0	0	0	0
	Name: Sewer Mains Cleaning, Videoing & Rehabilitation	242,600	0	150,000	150,000	150,000	150,000
<b>TOTAL SEWER IMPROVEMENTS FUND CAPITAL IMPROVEMENTS</b>		<b>242,600</b>	<b>100,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>TOTAL ALL FUND CAPITAL IMPROVEMENTS</b>		<b>7,890,665</b>	<b>2,046,710</b>	<b>9,035,485</b>	<b>12,135,485</b>	<b>5,662,295</b>	<b>275,000</b>

**CAPITAL IMPROVEMENTS**

**Name: Treasure Island Resurfacing of Streets** **AMOUNT 599,125**

**DESCRIPTION:**  
 FY 2015 Milling Resurfacing of all streets and replacement of speed humps

**IMPACT OF CAPITAL IMPROVEMENTS ON GENERAL FUND OPERATING BUDGET:**  
 There is no effect on the General Fund Operating Budget because the funding source for this project derives from the Citizen Independent Transportation Trust (CITT) Funded by Department of Transportation and LOGT Local Capital Improvements Gas Tax. .No property tax increase was required to fund this project.

<b>FUNDING SOURCES:</b>	<b>Prior Years</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Balance Forward	0	0	0	0	0	0
CIP LOGT (Local Opt Gas Tax)	29,600	208,384	30,000	30,000	30,000	30,000
CITT Fund - Surtax	22,218	138,923	20,000	20,000	20,000	20,000
						0
<b>TOTAL</b>	<b>51,818</b>	<b>347,307</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
Planning and Design	0	0	0	0	0	0
Construction	51,818	347,307	50,000	50,000	50,000	50,000
Speed Humps	0	0	0	0	0	0
<b>TOTAL</b>	<b>51,818</b>	<b>347,307</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>PROJECT BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CAPITAL IMPROVEMENTS

Name: Public Safety / Municipal Complex		AMOUNT					11,273,698
<b>DESCRIPTION:</b>							
Construction of a facility to house Village administrative offices, Commission Chambers, the Police Department, a Fire Rescue Station and a community room, consolidated on Village-owned property located at the former municipal facilities site on the Kennedy Causeway. The proposed complex will be constructed to LEED certification standards to deliver a green, energy efficient "landmark" building to serve Village and County administrative and public safety functions.							
<b>IMPACT OF CAPITAL IMPROVEMENTS ON GENERAL FUND OPERATING BUDGET:</b>							
The revenues for this project derived from the 2008 General Obligation Bond. The annual Debt Service mileage rate has increased to be able to fund the first phase of this project. The Village will save money on Office Rent.							
<b>FUNDING SOURCES:</b>							
	Prior Years	2015	2016	2017	2018	2019	
Balance Forward	0	1,106,403	0	0	0	0	0
Debt Proceeds	1,111,814	0	3,387,295	3,387,295	3,387,295	0	0
	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>1,111,814</b>	<b>1,106,403</b>	<b>3,387,295</b>	<b>3,387,295</b>	<b>3,387,295</b>	<b>0</b>	<b>0</b>
<b>APPROPRIATION / COST CENTER</b>							
Planning & Design	5,411	1,106,403	827,295	827,295	827,295	0	0
Site Preparation	0	0	0	0	0	0	0
Construction	0	0	2,560,000	2,560,000	2,560,000	0	0
Construction Administration	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>5,411</b>	<b>1,106,403</b>	<b>3,387,295</b>	<b>3,387,295</b>	<b>3,387,295</b>	<b>0</b>	<b>0</b>
<b>PROJECT BALANCE</b>	<b>1,106,403</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>*Plus \$4,600,000 from County Fire Rescue Bonds, 2009 Sale.</b>							

**CAPITAL IMPROVEMENTS**

**Name: 1841 Galleon Street Renovations** **AMOUNT \$ 68,000**

**DESCRIPTION:**

Renovate 1841 Galleon Street Police Dispatch Center and Public Works

**IMPACT OF CAPITAL IMPROVEMENTS ON GENERAL FUND OPERATING BUDGET:**

There is an effect on the General Fund Operating Budget because \$68,000 of the the funding source for this project derives from General Fund.

<b>FUNDING SOURCES:</b>	<b>Prior Years</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Balance Forward	0	0	0	0	0	0
General Fund	0	68,000	0	0	0	0
Utility Fund	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>68,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**APPROPRIATION / COST CENTER**

Construction	0	68,000	0	0	0	0
	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>68,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PROJECT BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CAPITAL IMPROVEMENTS

<b>Name: Parks Facility</b>		<b>AMOUNT</b>					<b>9,770,336</b>
<b>DESCRIPTION:</b>							
Continued park development of a .51 acre waterfront parcel, acquired by the Village for park purposes in September 2008. Improvements were made to open the park to the public in April 2009. Proposed improvements during the next phase of the park's development include seawall repairs.							
<b>IMPACT OF CAPITAL IMPROVEMENTS ON GENERAL FUND OPERATING BUDGET:</b>							
There is no effect on the General Fund Operating Budget because the funding source for this project derives from Miami-Dade General Obligation Bond.							
<b>FUNDING SOURCES:</b>	<b>Prior Years</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	
Balance Forward	0	0	0	0	0	0	0
Debt Proceeds	5,423,956	0	2,173,190	2,173,190	0	0	0
Village Parks Trust Fund	0	0	0	0	0	0	0
FIND Grant	0	0	0	0	0	0	0
STATE DEP Grant	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>5,423,956</b>	<b>0</b>	<b>2,173,190</b>	<b>2,173,190</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>APPROPRIATION / COST CENTER</b>							
Land Acquisition	4,508,494	0	1,938,771	1,938,771	0	0	0
Soft Cost	358,759	0	0	0	0	0	0
Construction	531,073	0	234,419	234,419	0	0	0
Construction Administration	25,630	0	0	0	0	0	0
<b>TOTAL</b>	<b>5,423,956</b>	<b>0</b>	<b>2,173,190</b>	<b>2,173,190</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PROJECT BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CAPITAL IMPROVEMENTS

<b>Name: Underground Utility Lines Project</b>		<b>AMOUNT</b>		<b>9,100,000</b>		
<b>DESCRIPTION:</b>						
Underground construction of electric, phone and cable lines throughout the Village is under consideration, in accordance with the general obligation bond program authorized in 2006 by a voters' referendum for this purpose.						
<b>IMPACT OF CAPITAL IMPROVEMENTS ON GENERAL FUND OPERATING BUDGET:</b>						
There will be an effect on the Debt Fund Budget because the Debt Service Millage rate will increase to be able to fund this project.						
<b>FUNDING SOURCES:</b>	<b>Prior Years</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Balance Forward	0	0	0	0	0	0
G.O. Bonds Authorized '06	0	0	3,000,000	6,100,000	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>3,000,000</b>	<b>6,100,000</b>	<b>0</b>	<b>0</b>
<b>APPROPRIATION / COST CENTER</b>						
Preliminary	0	0	37,500	6,100,000	0	0
Design & Engineering	0	0	417,500	0	0	0
Construction	0	0	2,545,000	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>3,000,000</b>	<b>6,100,000</b>	<b>0</b>	<b>0</b>
<b>PROJECT BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CAPITAL IMPROVEMENTS

<b>Name: Deep Injection System Repairs</b>		<b>AMOUNT 350,000</b>				
<b>DESCRIPTION:</b>						
This project involves the repairs to the stormwater deep well injection system located in West Treasure Dr. and in Bay Terrace. Rehabilitation of the pumps, electrical panel and controls. The Bay Terrace well will be rehabilitated as well.						
<b>IMPACT OF CAPITAL IMPROVEMENTS ON GENERAL FUND OPERATING BUDGET:</b>						
There is no effect on the General Fund Operating Budget because the funding source for this project derives from revenues generated by the Stormwater Fund. No property tax increase is required to fund this project.						
<b>FUNDING SOURCES:</b>	Prior Years	2015	2016	2017	2018	2019
Balance Forward	0	0	0	0	0	0
Debt Proceeds	0	0	0	0	0	0
Operations	0	350,000	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>APPROPRIATION / COST CENTER</b>						
Construction	0	350,000	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PROJECT BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CAPITAL IMPROVEMENTS

<b>Name: Water Lateral/Meter Replacement</b>		<b>AMOUNT</b>					<b>375,000</b>
<b>DESCRIPTION:</b>							
To upgrade/replace water laterals/meters							
<b>IMPACT OF CAPITAL IMPROVEMENTS ON GENERAL FUND OPERATING BUDGET:</b>							
There is no effect on the General Fund Operating Budget because the funding source for this project derives from revenues generated by the Enterprise Utility Fund. No property tax increase was required to fund this project.							
<b>FUNDING SOURCES:</b>	Prior Years	2015	2016	2017	2018	2019	
Balance Forward	0	0	0	0	0	0	
Water Operations	0	75,000	75,000	75,000	75,000	75,000	
<b>TOTAL</b>	<b>0</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	
<b>APPROPRIATION / COST CENTER</b>							
To upgrade/replace water laterals							
	0	75,000	75,000	75,000	75,000	75,000	
<b>TOTAL</b>	<b>0</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	
<b>PROJECT BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

## CAPITAL IMPROVEMENTS

<b>Name: Baywalk Project</b>		<b>AMOUNT</b>					<b>2,400,000</b>
<b>DESCRIPTION:</b>							
Design and development of a linear park along the Biscayne Bay waterfront. The project will include public access point for resident and visitors as ROW is acquired.							
<b>IMPACT OF CAPITAL IMPROVEMENTS ON GENERAL FUND OPERATING BUDGET:</b>							
There is no financial impact on the General Fund Operating Budget because the funding source for this project derives from revenues generated by the Park Improvement Fund and FIND Grants. No property tax increase is required to fund this project.							
<b>FUNDING SOURCES:</b>	<b>Prior Years</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	
Balance Forward	0	0	0	0	0	0	0
Village Match (Parks Trust Fur		0	100,000	100,000	1,500,000		0
FIND Grant Phase I 50%	0	0	0	0	0	0	0
Find Grant Phase II			100,000	100,000	500,000		0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>2,000,000</b>		<b>0</b>
<b>APPROPRIATION / COST CENTER</b>							
Design/Permitting	0	0	200,000	200,000	0		0
Construction	0	0	0	0	2,000,000		0
							0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>2,000,000</b>		<b>0</b>
<b>PROJECT BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CAPITAL IMPROVEMENTS

<b>Name: Lift Station</b>		<b>AMOUNT</b>					<b>100,000</b>
<b>DESCRIPTION</b>							
Lift Station Repairs							
<b>IMPACT OF CAPITAL IMPROVEMENTS ON GENERAL FUND OPERATING BUDGET:</b>							
There is no effect on the General Fund Operating Budget because the funding source for this project derives from Miami-Dade General Obligation Bond.							
<b>FUNDING SOURCES:</b>	<b>Prior Years</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	
Balance Forward	0	0	0	0	0	0	
Loan Proceeds	0	100,000	0	0	0	0	
State Revolving Loan Fund	0	0	0	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL</b>							
Design & Engineering	0	0	0	0	0	0	
Equipment	0	0	0	0	0	0	
Construction	0	100,000	0	0	0	0	
Construction Administration	0	0	0	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>PROJECT BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**CAPITAL IMPROVEMENTS**

<b>Name: Sewer Mains Cleaning, Videoing &amp; Rehabilitation</b>		<b>AMOUNT</b>					<b>842,600</b>
<b>DESCRIPTION:</b>							
Evaluation of approximately 116,400 linear feet of the existing sewer system by televising the sewer mains and cleaning of 34,100 linear feet to improve capacity, as may be required, as preventative maintenance to keep the system operation.							
<b>IMPACT OF CAPITAL IMPROVEMENTS ON GENERAL FUND OPERATING BUDGET:</b>							
There is no effect on the General Fund Operating Budget because the funding source for this project derives from Miami-Dade General Obligation Bond.							
<b>FUNDING SOURCES:</b>	<b>Prior Years</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	
Balance Forward	0	0	0	0	0	0	0
DEP Grant LP6845	0	0	0	0	0	0	0
Loan Proceeds	242,600	0	150,000	150,000	150,000	150,000	150,000
<b>TOTAL</b>	<b>242,600</b>	<b>0</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>APPROPRIATION / COST CENTER</b>							
Construction	242,600	0	150,000	150,000	150,000	150,000	150,000
<b>TOTAL</b>	<b>242,600</b>	<b>0</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>PROJECT BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CENSUS

### **Miscellaneous Statistics**

#### **General Information**

Date of incorporation	1945
Form of Government	Commission - Manager
Area in square miles	2.2

#### **Culture & Recreation**

Tot Lot & Community Park (West Drive)	2
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#### **Fire Protection**

Number of Stations	1
Number of fire personnel	7
Number of calls answered (Approximate)	1,440
Number of inspections conducted (Approximate)	360

#### **Police Protection**

Number of Stations	1
Chief	1
Detectives	4
Lieutenants	2
Sergeants	3
Corporals	4
Patrol Officers	9FT & 3PT

#### **Number of Violations:**

Arrest	340
Traffic violations	1,863
Parking violations	1,042

#### **Sewage System**

Miles of sanitary sewers	5.6
Daily average treatment in gallons	1.2 MGD

#### **Water System**

Miles of water mains	5.6
Number of service connections	725
Number of fire hydrants	57

#### **Post Office**

Station	1
Postal Workers	1 FT

#### **Education**

Number of Elementary Schools	1
Number of Students	701
Number of Teachers	57

## North Bay Village demographics profile

Statistic	North Bay Village Florida	National
Population (2013)estimate	7,667	19.3 Million
Population (2000)	7,137	281.4 Million
Population growth	7.4%	10.6%
Male/Female ratio	1.1:1	1.0:1
Married (15yrs & older)	49%	58%
Speak English	32%	88%
Speak Spanish	48%	7%

The North Bay Village population was 7,667 in 2013 compared to 7,137 in 2000. The North Bay Village, FL population has increased by 7.4% from 2000 to 2013.

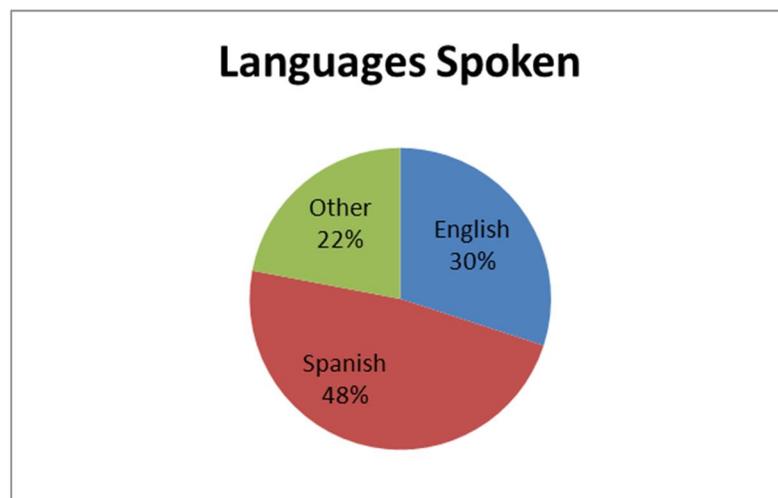
In North Bay Village 32% of the people speak English and 48% of people speak Spanish, also in North Bay Village 48.6% of people are married.

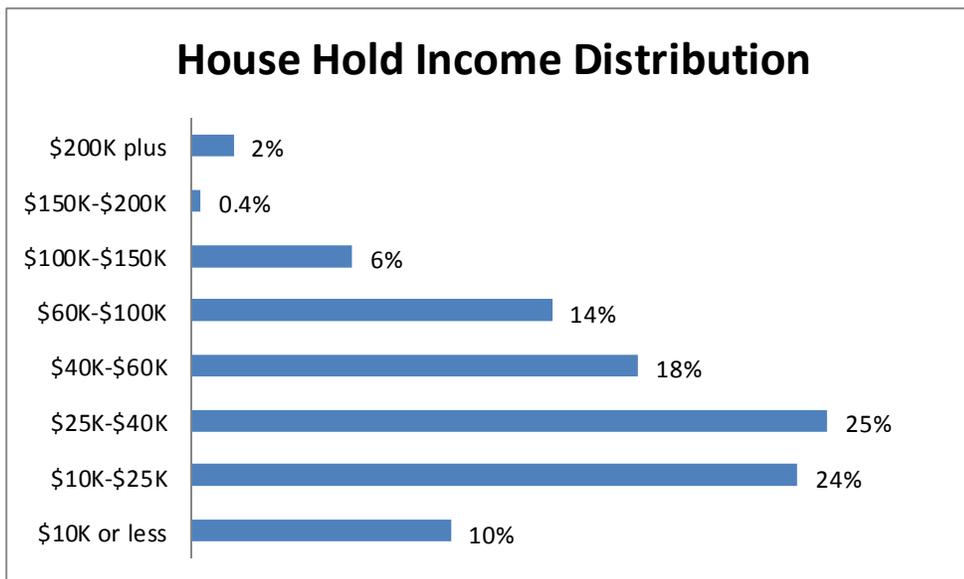
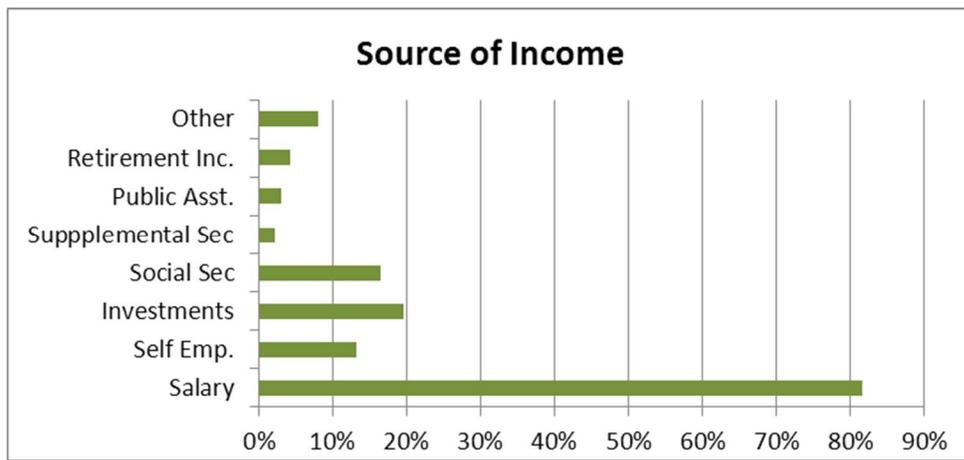
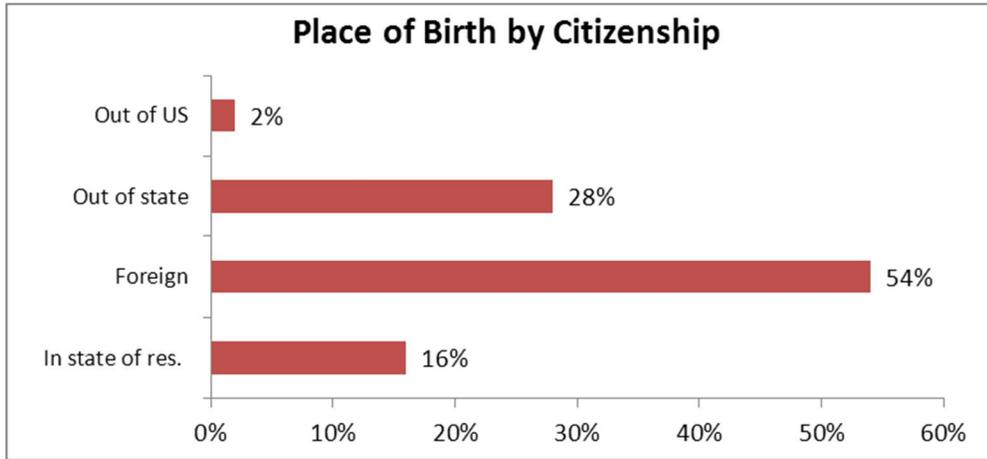
## North Bay Village population breakdown by race

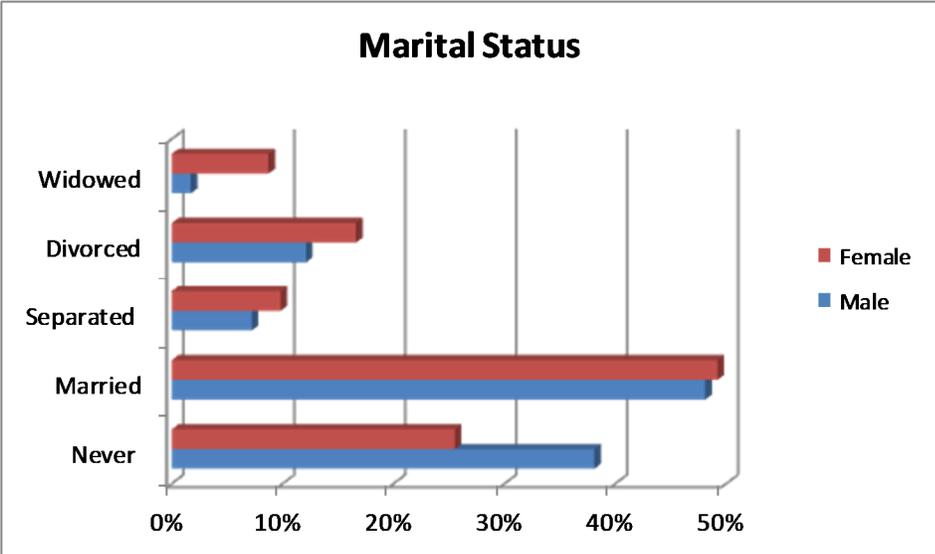
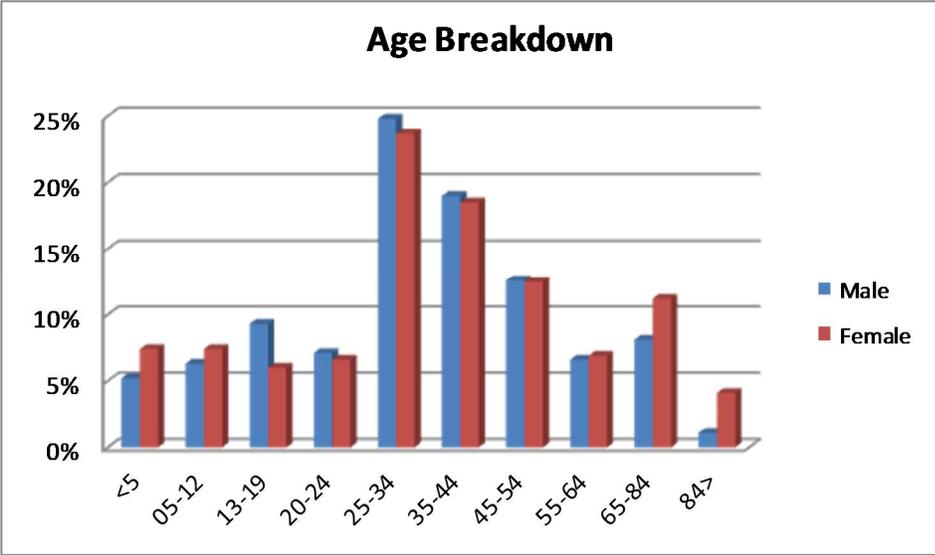
Race	North Bay Village Florida	National
Caucasian	79.56%	78.25%
African American	6.10%	14.83%
Asian	3.42%	1.25%
American Indian	0.16%	0.33%
Native Hawaiian	0.00%	0.04%
Mixed race	5.23%	2.31%
Other race	5.53%	3.47%

In North Bay Village, 48.8% of people are of Hispanic or Latino origin.

Please note: Hispanics may be of any race, so also are included in any/all of the applicable race categories above.

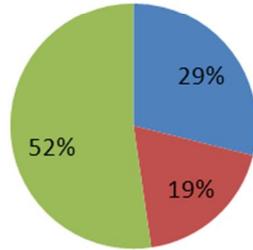






### Age of children in married couples

- Younger than 6 only
- Both younger than 6 & between 6 and 17
- 6 to 17 only



Data displayed in the above graphs is based on 2000 Census data.

## **NORTH BAY VILLAGE-ADDITIONAL DATA**

### **Demographics**

About one third of the 7,667 residents of North Bay village are between the ages of 25 and 39 and 17% are 18 or under. The median age is 37, which points to a non-retirement oriented community.

About half of the households are family households with 20% having children under 18 years of age. Almost two-thirds of the occupied housing units are rentals, which reflects a fairly mobile population.

40% of the population have a bachelor's degree or higher, which is well above the US population as a whole, of which 28% have a bachelor's degree or higher.

North Bay Village is an international community with 54% of the population foreign-born. 27% of the population does not have US citizenship, and 58% of the population identifies as Hispanic.

The leading industries in North Bay Village are arts, entertainment, recreation, accommodation and food services, 24%; professional, scientific, management, administrative and waste management services, 16%; finance, insurance, real estate and rental and leasing, 13%; retail trade, 11%; and educational, health and social services, 10%.

The leading occupations of North Bay Village residents are in management, business, science and arts, 35%; sales and office, 32.5%; and service related areas, 19%.

According to recent government data, the median income in North Bay Village is \$32,045, and the median income of households in North Bay Village is \$49,386. While median household income is fairly high, 9.4% of persons residing in North Bay Village are living in poverty. This is still well below the national poverty level of 15.3%.

### **Village History**

Prior to 1940, most of what is now North Bay Village lay beneath the waters of Biscayne Bay. The only dry land was Broadcast Key, a five-acre island from which pioneer radio station WIOD began broadcasting in 1926. Today, television station WSVN-TV maintains its headquarters at this same site, now joined with Treasure Island.

In 1940, dredging and bulk-heading created North Bay Island. By 1941, palm-lined streets had been laid out, and 12 homes had been built and occupied. Today, the island has grown into a lush neighborhood of attractive single-family residences.

During the mid 1940's, dredging and filling created Harbor Island and Treasure Island. Harbor Island is composed primarily of multi-family buildings. Treasure Island, whose street names were drawn from Robert Louis Stevenson's novel Treasure Island, is a mixture of single family dwellings on the westerly end and multi-family dwellings on the eastern end.

North Bay Village was incorporated in 1945. Harbor and Treasure Islands were annexed several years later. Broadcast Key, also known as Cameo Island, was annexed in 1963. During its early years, North Bay Village was primarily a haven for winter residents. The Village became widely known for its popular restaurants and nightclubs, which attracted celebrities like Frank Sinatra and Judy Garland.

Most of today's residents live here year-round. North Bay Village continues to be home to several of South Florida's most popular restaurants, as well as a variety of business enterprises, apartment buildings, condominiums and 376 single-family homes.

## GLOSSARY

### - A -

**Account.** A term used to identify an individual asset, liability, expenditure control, revenue control, encumbrance control, or fund balance.

**Accounting System.** The total structure of records and procedures which discover, record, classify, summarize, and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.

**Accrual Basis of Accounting.** The method which records revenues when earned (whether or not cash is then received) and records expenditures when goods or services are received (whether or not cash is disbursed at that time)

**Ad Valorem Tax.** Property taxes calculated as a percentage of the value of real or personal property. The percentage is expressed in mils (thousandths of dollars).

**Appropriation.** The authorization by the governing body to make payments or incur obligations for specific purposes.

**Appropriated Fund Balance.** The amount of surplus funds available to finance operations of that fund in a subsequent year or years.

**Assessed Value.** A valuation set upon real estate by County Property Appraiser as a basis for levying real property taxes (Ad Valorem Tax).

**Asset.** Resources owned or held by a government, which have monetary value.

### - B -

**Balanced Budget - State of Florida definition.** Occurs when planned expenditures equal anticipated revenues. In Florida, it is a requirement that all budgets be balanced.

**Balanced Budget - Village of North Bay Village definition.** Occurs when current operating expenditures equal current revenues and appropriated fund balance.

**Balance Sheet.** The basic financial statement, which discloses the assets, liabilities, and equities of an entity at a specified date in conformity with Generally Accepted Accounting Principals (GAAP).

**Bond.** A written promise to pay a designated sum of money (the principal) at a specific date in the future, along with periodic interest at a specific rate. The payment on bonds are identified as Debt Service. Bonds are generally used to obtain long-term financing for capital improvements.

**Bond Funds.** Resources derived from issuance of bonds for specific purposes and related Federal project grants used to finance capital expenditures.

**Bond Rating.** A rating (made by an established bond rating company) from a schedule of grades indicating the probability of timely repayment of principal and interest on bonds issued.

**Budget (capital).** A fiscal year budget for capital expenditures, i.e. items or projects of significant value with a probable life of one or more years, and the means of financing them.

## **GLOSSARY**

**Budget (operating).** A plan of financial operation embodying an estimate of Adopted expenditures for a given fiscal year and the Adopted means of financing them (revenue estimates). The term is also used for the officially authorized maximum expenditure under which a government and its departments operate.

**Budget Basis.** The specific method used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

**Budget Document (Program and Financial Plan).** The official written statement prepared by the Village staff reflecting the decisions made by the Commission in their budget deliberations.

**Budget Message.** A general discussion of the Adopted budget written by the Village Manager to the Village Commission.

**Budget Schedule.** The schedule of key dates which a government follows in the preparation and adoption of the budget.

### **- C -**

**Capital Improvement Program.** A projection of capital (long-lived and significant) expenditures over the coming five years. The method of financing is also indicated.

**Capital Improvement Fund.** An account used to segregate a portion of the government's equity to be used for future capital program expenditures.

**Capital Outlay.** Expenditures on fixed assets, which have a value of \$750 or more and have a useful economic lifetime of more than one year; or assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

**Capital Project.** Major construction, acquisition, or renovation activities, which add value to a government's physical assets

or significantly increase their useful life. Also called capital improvement.

**Consumer Price Index (CPI).** A statistical description of price levels provided by the U.S. Department of labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

**Contingency Account.** An appropriation of money set aside for unexpected expenses.

**Contractual Services.** Services rendered to a government by private firms, individuals, or other governmental agencies. In North Bay Village, a number of services are provided on a contractual basis.

### **- D -**

**Debt Service Fund.** Fund used to account for the accumulation of resources for and payment of general long term debt principal, interest, and related costs. The payment of principal and interest on borrowed funds.

**Department.** A major administrative segment of the Village, which indicates overall management responsibility for an operation or a group of related operations within a functional area. A department usually has more than one program and may have more than one fund.

**Disbursement.** The expenditure of monies from an account.

**Distinguished Budget Presentation Awards Program.** A voluntary award program administered by the Government Finance Officers Association (GFOA) to encourage governments to prepare effective budget documents.

### **- E -**

**Employee (or Fringe), Benefits.** Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the deferred compensation, medical, and life insurance plans.

## **GLOSSARY**

**Encumbrance.** Commitments of funds for contracts and services to be performed. When encumbrances are recorded, available appropriations are correspondingly reduced.

**Enterprise Fund.** Funds established to account for operations, which are financed and operated in a manner similar to private enterprises. The intent is that the expense of providing services to the public on a continuing basis (including depreciation) be financed or recovered primarily through user fees.

**Estimated Revenues.** Projections of funds to be received during the fiscal year.

**Expenditure.** The cost of goods delivered or services provided, including operating expenses, capital outlays, and debt service. Includes such things as paying salaries of police, fire and others, purchasing materials, electricity, water and gas and making long-term debt payments.

### **- F -**

**Financial Policy.** A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investments. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year.** The 12-month period to which the annual budget applies. The Village's fiscal year begins October 1st and ends on September 30th.

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

**Franchise.** A special privilege granted by a government permitting the continuing use of public property, such as Village streets, and usually involving the elements of monopoly and regulation.

**Franchise Fees.** Fees levied by the Village in return for granting a privilege, which permits the continual use of public property such as Village streets, and usually involves the elements of monopoly and regulation.

**Fund.** An independent fiscal and accounting entity with a self-balancing set of accounts. Funds are established to attain certain objectives or to simply segregate activities. Examples are the General Fund and the Enterprise Fund - Water & Sewer Utility.

**Fund Balance.** The excess of entity's assets over liabilities for a fund. A negative fund balance is sometimes called a deficit.

### **- G -**

**Generally Accepted Accounting Principles (GAAP).** Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**General Fund.** The fund that is available for any legal authorized purpose and which is therefore used to account for all revenues and all activities except those required to be accounted for in another fund.

**General Ledger.** A book, file, or other device, which contains the accounts needed to reflect the financial position and the results of operations of an entity. In double entry bookkeeping, the debits and credits in the general ledger are equals.

**General Obligation Bonds.** Bonds for the payment of which the full faith and credit of the issuing government are pledged. The Village currently has one series of General Obligations Bonds outstanding.

**Goal.** An attainable target for an organization. An organization's vision of the future.

**Grant.** A contribution by one governmental unit to another. The contribution is usually made to aid in the support of a specified function (for example recreation), but it is sometimes also for general purposes.

## GLOSSARY

- O-

- I-

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

**Inter-fund Transfer.** Funds transferred from one fund to another.

**Intergovernmental Revenue.** Funds received from federal, state, and other local governmental sources in the form of shared revenues.

**Objective.** A specific, measurable and observable activity which advances the organization toward its goal.

**Objects of Expenditure.** Expenditure classifications based upon the types or categories of goods and services purchased.

**Obligations.** Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

**Operating Revenue.** Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earning, and grant revenues. Operating revenues are used to pay for day to day services.

**Ordinance.** A formal legislative enactment by a government. A law.

- L -

**Liabilities.** Debts or other legal obligation arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

**Line Item.** A specific item defined by detail in a separate account in the financial records. Revenue and expenditure Justifications are reviewed, anticipated and appropriated at this level.

-P-

- M -

**Mil of Tax.** A rate of tax equal to \$1 for each \$1,000 of assessed property value. For instance, if a property has a taxable value of \$250,000 and the millage rate is 1, then the tax amount would be \$250.

**Millage Rate.** One mil equals \$1 of tax for each \$1,000 of property value. The millage rate is the total number of mils of tax assessed against this value.

**Modified Accrual Accounting.** A basis of accounting in which revenues are recorded when collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period, and expenditures are recognized when the related liability is incurred.

**Personnel Services.** Expenditures for salaries, wages, and related employee benefits.

**Policy.** A plan, course of action or guiding principle, designed to set parameters for decisions and actions.

**Productivity.** A measure of the service output of Village programs compared to the per unit of resource input invested.

**Programs and Objectives.** The descriptions of the structure, purposes, activities, tasks and volumes or frequencies of each organizational unit shown in the budget. The period spans the fiscal year.

**Property Tax Rate.** A tax based on the value of the property. It is also called an Ad Valorem tax. The tax is determined by multiplying the taxable value of the property by the millage rate.

## GLOSSARY

### - R -

**Reserve.** An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**Revenue.** Money that the Village receives from a variety of sources such as taxes, fees and charges, grants, etc. that it uses to pay for service delivery and other items.

**Risk Management.** The identification and control of risk and liabilities incurred by a local government to conserve resources from accidental loss.

**Rollback Millage Rate.** The millage necessary to raise the same amount of Ad Valorem tax revenue as the previous year, excluding taxes from new construction. It represents the millage rate level for no tax increase.

### - S -

**Special Assessment.** A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties. Some tax-exempt property in the affected area will also have to pay the special assessment. In Weston there are currently special assessments for the Indian Trace and Bonaventure

**Surplus.** The use of the term "surplus" in governmental accounting is generally discouraged because it creates a potential for misleading inference. Undesignated fund balance is used instead. The concept of "net worth" in commercial accounting is comparable to "fund balance" in government accounting. That portion of the fund balance, which is not reserved for specific purposes or obligations is called the undesignated fund balance: it is the true "surplus".

### - T -

**Tax Base.** Total assessed valuation of real property within the Village.

**Tax Levy.** The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

**Tax Rate.** The amount of tax levied for each \$1,000 of assessed valuation.

**Taxing Limit.** The maximum rate at which the Village may levy a tax, which for Florida municipalities is 10 mills, or \$10 per thousand dollars of assessed value.

**Truth-in-Millage (TRIM).** A statement sent to all taxpayers in Florida advising them of the changes in the specific amounts of taxes they may be required to pay in the upcoming year and providing them with information on public hearing dates during which these tax levies will be decided (section 200.065

### - U -

**Undesignated Fund Balance.** That portion of the fund balance available for use in subsequent budgets

**User Fees.** Charges for specific services provided only to those paying such charges

**Utility Taxes.** Municipal charges levied by the Village on every purchase of a public service within its corporate limits. Public service levied by the Village of North Bay Village include electric and gas service utility taxes.

