

Proposed Operating Budget  
2013/14



**Bal Harbour Village Council**

Mayor Jean Rosenfield  
Assistant Mayor Joni D. Blachar  
Councilwoman Patricia Cohen  
Councilman Martin Packer  
Councilman Jaime M. Sanz

**Interim Village Manager**

Jay R. Smith

**Village Clerk**

Ellisa L. Horvath, MMC

**Village Attorney**

Weiss Serota Helfman  
Pastoriza Cole & Boniske

**Finance Director**

Christopher Wallace

**Budget Committee**

Councilman Martin Packer, Chair  
Dina V. Cellini  
Michael M. Krop  
Seth E. Salver  
Raj Singh

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## MEMORANDUM

**To:** Honorable Mayor and Council  
**From:** Jay R. Smith, Interim Village Manager  
**Date:** September 23, 2013  
**Re:** Fiscal Year 2014 Operating Budget

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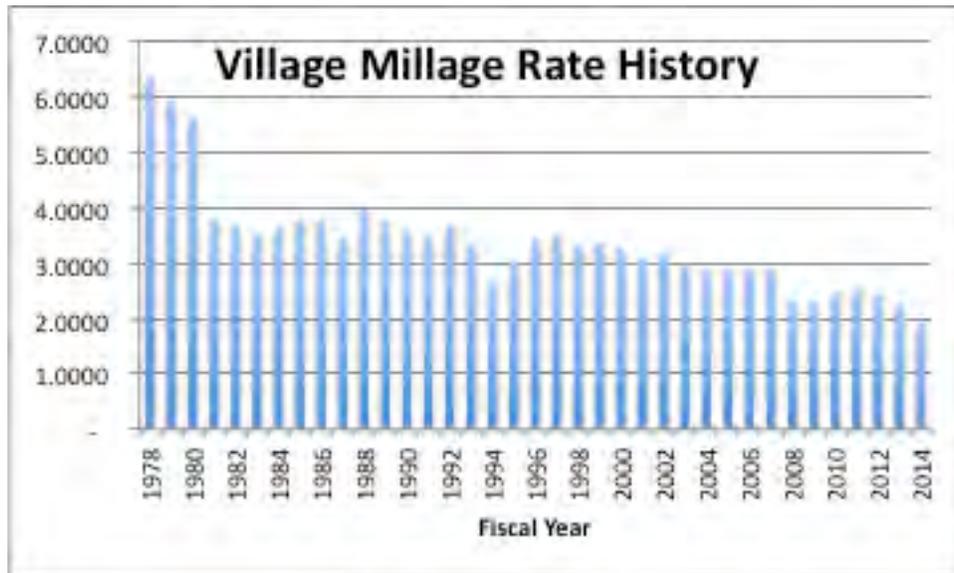
Attached is the BAL HARBOUR VILLAGE OPERATING BUDGET FOR FISCAL YEAR 2014, which begins on October 1, 2013, continuing through September 30, 2014. This document is respectfully submitted in accordance with Section 29 (2) of the Charter of Bal Harbour Village.

This budget document emphasizes a professional and conservative fiscal approach to the delivery of services by the Village. The Bal Harbour Village millage rate for the 2012/2013 fiscal year is \$2.2678 per thousand dollars of assessed property value.

**The Bal Harbour Village millage rate for the 2013/2014 fiscal year is \$1.9192 per thousand dollars of assessed property value.**

This is the rolled-back millage rate. The rolled-back rate is the millage rate that provides the same amount of taxes for the taxing authority that it had during the previous year, calculated exclusive of any new construction or major improvements to existing property.

In order to compute the maximum millage rate, the rolled-back millage rate gets adjusted upward by the growth in per-capita Florida personal income and by the amount that the prior year millage exceeded the maximum millage rate.



The 2012/2013 (prior year) adjusted taxable value (without new construction) is \$2,427,750,445. This represents a 7.89% increase in our property values. New taxable value in the amount of \$2,000,000 was added from new construction, additions, and rehabilitative improvements. With the new taxable value added in, the 2013 Estimated Gross Taxable Value for Operating Purposes is \$3,660,000,000 which is an increase of 15.4% from last year's taxable value.

#### **Cap on Annual Property Assessment Increases**

By law, annual assessments on properties eligible for Homestead Exemption are capped at the increase in the consumer price index, with a maximum allowable increase of 3% per year. The only exception to this 3% cap is when a property is sold or improved. Overall taxable property values generally increase more than the consumer price index due to the fact that commercial properties and many residential property owners are not eligible for the homestead exemption. A 10% cap on increases in the annual assessment of non-homestead properties took effect in fiscal year (2009/10), but it does not apply to taxes levied by the School Board.

#### **Document Format**

This budget document, which includes all Village funds and service programs, has been prepared to provide the public with a comprehensive overview of all Village services and financial framework. The document is divided by department accounts, as well as budgets prepared for the Water and Sewer Fund, Resort Tax Fund, and the Special Assessment Fund collected for security and landscaping in the Gated Residential Section.

#### **Factors Affecting the Preparation of the Budget**

After years of decline due to the economic recession, the Village's taxable value has increased again for the second consecutive year and overall property values have shown a modest increase. This year the Village experienced a 35% increase in taxable property values according to the Miami-Dade County Property Appraiser. It was also

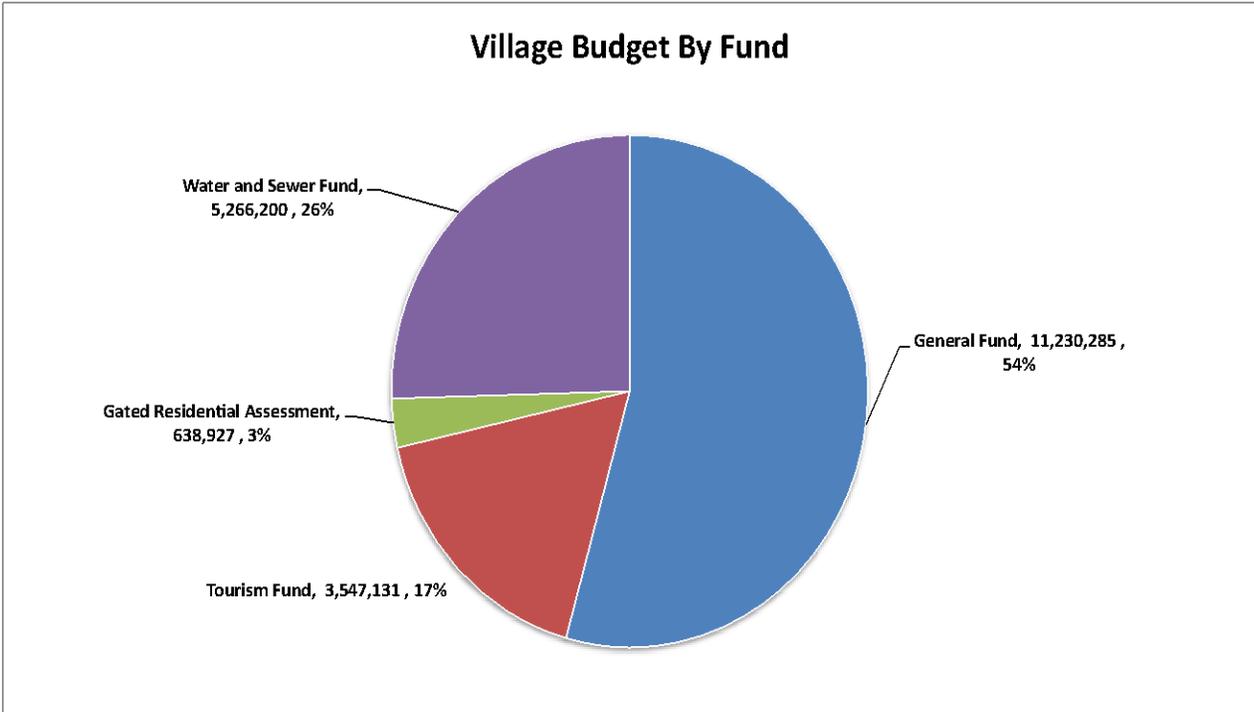
noted on the Property Appraiser’s Web Site that this remarkable increase was due to the St. Regis Development. Without this property, the increase would have been 3.6%, which is more inline with that experienced by other local municipalities.

Likewise, the Village will benefit from the development of the former Bal Harbour Club property that was sold to the Consultatio Group. It will be built under an agreement related to the Planned Development (PD) Zoning.

Finally, the change in the Village Manager has created some uncertainty in the document’s preparation. As a permanent Village Manager has not yet been selected during the budget process, many of the budgeted line items are projected in anticipation of this selection.

**Summary of All Budgeted Funds**

The total budget for 2013/2014 including all funds is \$20,682,543. The fund comparison is presented below.

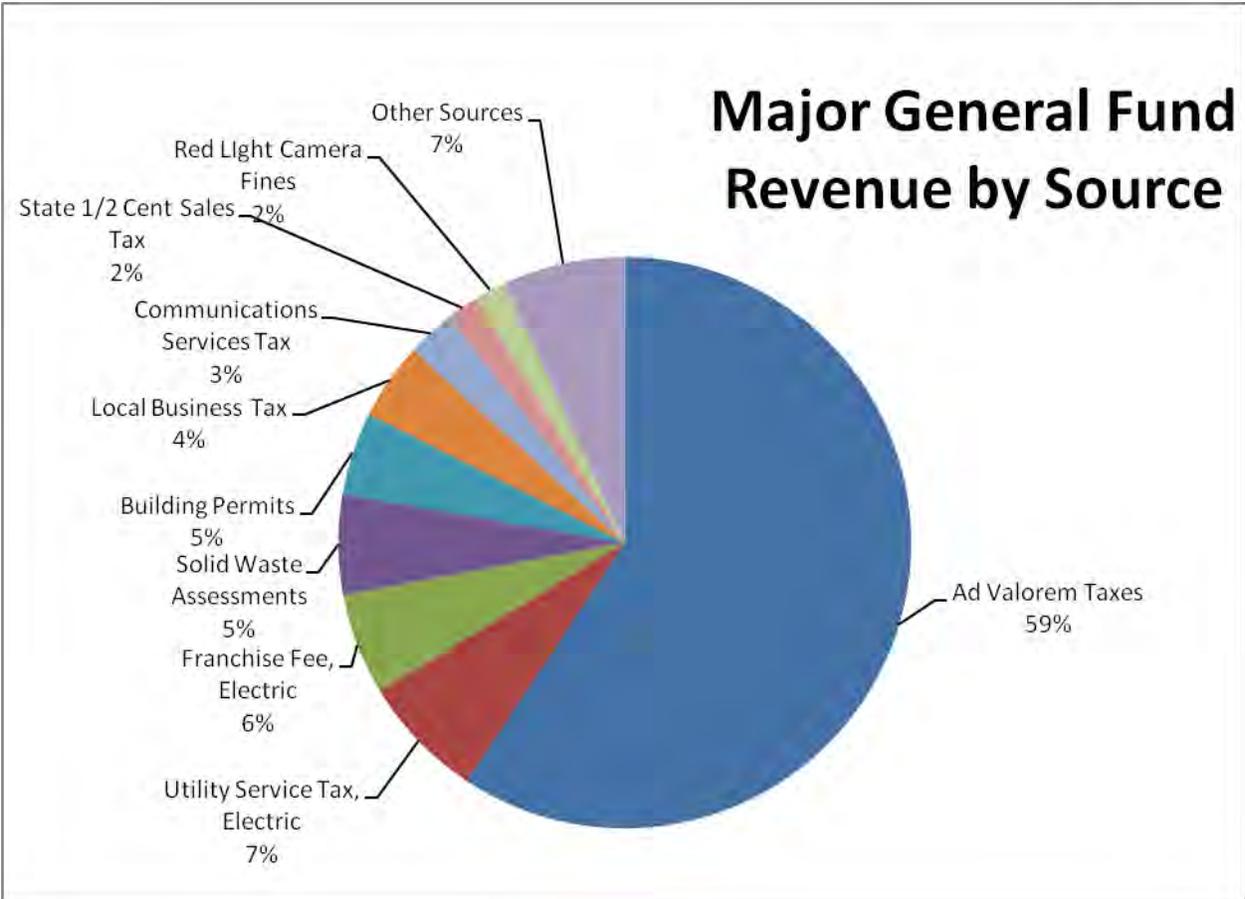


**General Fund Overview**

The Village's General Fund is used to account for resources and expenditures that are not accounted for in any other fund and are generally available for the Village's general operations and government functions.

**General Fund Revenues**

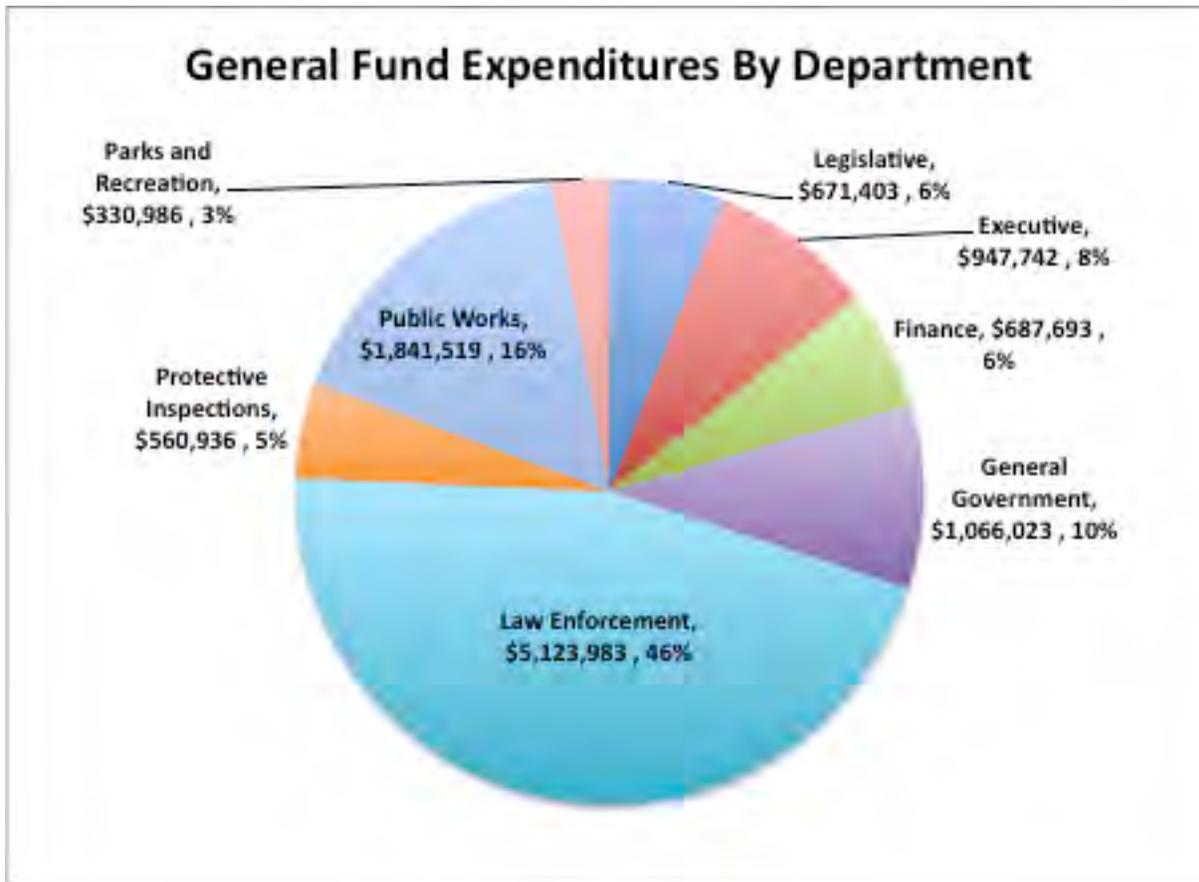
The revenues available for allocation in the 2013/2014 fiscal year General Fund Budget are anticipated to be \$11,230,285. This is a decrease of \$641,240 or 5.40%, from last fiscal year's projected revenue.



**General Fund Expenditures**

The following chart provides a comparison of each department's budget for the past two years. The total budget is 9.95% or \$1,241,239 lower than the previous fiscal year.

Department/Account	2012/2013	2013/2014	Amount Changed	% Change
Legislative	\$460,412	\$671,403	\$210,991	46%
Executive	\$757,835	\$947,742	\$189,907	25%
Finance	\$412,070	\$687,693	\$275,623	67%
General Government	\$1,717,558	\$1,066,023	(\$651,535)	-38%
Law Enforcement	\$5,663,517	\$5,123,983	(\$539,534)	-10%
Protective Inspections	\$371,133	\$560,936	\$189,803	51%
Public Works	\$2,029,736	\$1,841,519	(\$188,217)	-9%
Parks and Recreation	\$459,263	\$330,986	(\$128,277)	-28%
<b>Totals</b>	<b>\$12,471,524</b>	<b>\$11,230,285</b>	<b>(\$1,241,239)</b>	<b>-9.95%</b>



#### Resort Tax Overview

The Tourism Fund is used to account for proceeds of resort tax revenue sources that are legally restricted to expenditures for tourism development and beach restoration. Resort taxes are paid monthly by establishments doing business within the Village

based on 4% of their revenues from hotel room rentals and 2% of food and beverage sales.

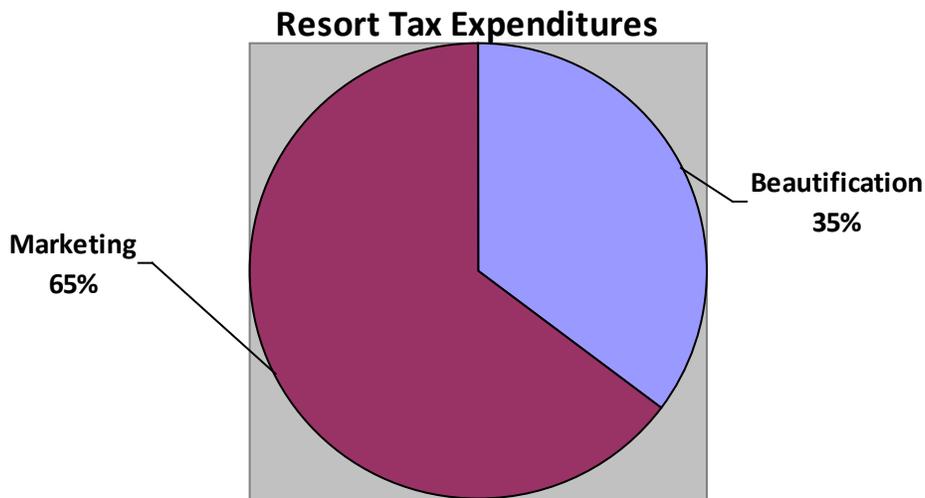
#### **Resort Tax Revenues**

The Resort Tax revenues are based upon projects made by the Village's Director of Tourism Marketing and the Finance Director. The projections are based both upon historical tax returns, as well as through marketing insight from individual venues. The projected revenue for the 2013/14 fiscal year is \$3,547,131.00. This amount represents an increase of \$202,072 over the previous year's projections.

The individual projects and tax revenues are proprietary information and confidential from disclosure. Consequently, they will not appear within this document.

#### **Resort Tax Expenditures**

The use of the Resort Tax funds is limited to expenditures that promote the Village as a tourist destination. As in previous years, the funds are budgeted between two focuses: the Tourism Marketing Program administered by the Village Council with input from the Village's Resort Tax Committee. It is managed by the Director of Tourism Marketing; and the Beautification Program directed at maintaining the picturesque setting along our roadways and on the Village's beachfront. It is managed by the Public Works Director.



#### **Gated Area Overview**

Bal Harbour Village administers a Special Assessment District (Gated Residential Section) that consists of the walled-in single and multi-family residential area. It is located behind the low-rise apartment buildings west of Collins Avenue. The Village collects a special assessment from all property owners in the Gated Residential Section and administers these funds for the provision of security and landscaping maintenance services.

The assessment was considered by the Village Council at an equalization hearing on September 12, 2013.

**Gated Area Revenues**

Assessments for gated area services had risen significantly over the previous two years in order to establish a contingency amount to address unforeseen situations. This year’s assessment is a marked reduction from previous years. A contingency fund has been established, and funding is not expected to be needed for its maintenance.

The Assessment formula remains the same as in previous years, and is as follows:

Single Family Residential Unit: \$2,616.15

**Multi-Family Residential Establishment Formula:**

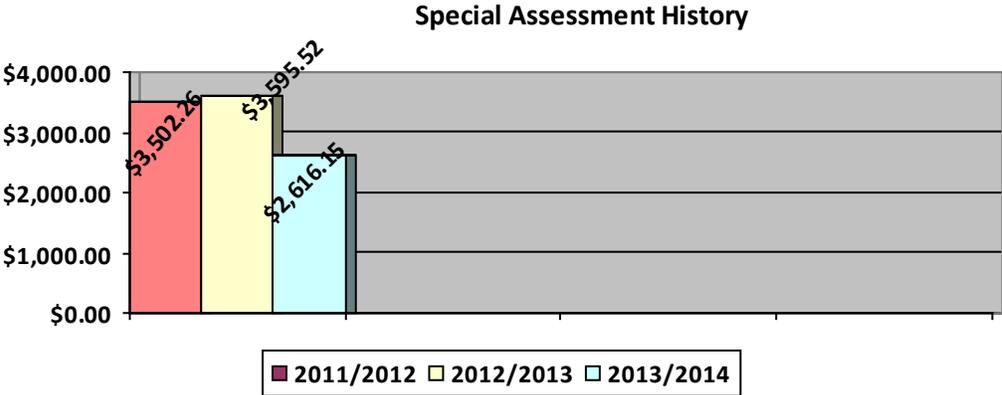
The Multi-Family Residential Establishment is assessed at a rate which is the sum of (a) the Single Family residential unit for the first unit in the Multi-Family Residential Establishment and (b) the product of 40% of the Single Family Residential Unit Rate multiplied by number of remaining units in the Multi-Family Residential Establishment. Each dwelling unit within a Multi-Family Residential Establishment shall be apportioned an equal share of the Multi-Family Residential Establishment Rate.

First apartment in each complex: \$2,616.15

Each additional apartment:  
(40% of Single Family Home Rate) \$1,046.46

Unimproved Lot: \$1,308.08

Bal Harbour Yacht Club:  
(4 X Single Family Home Rate) \$10,464.60



**Gated Area Expenditures**

The Village Council appointed gated section property owners to the Gated Residential Section Advisory Committee (RAC). The Committee makes recommendations to the Village Council with regard to the expenditure of funds from the special assessment. The Village receives a fee for administering the funds.

The Gated Section pays for 24-hour private security personnel to staff the guardhouse located at Harbour Way and Park Drive. The funds also pay for the entrance and exit gates located in the Gated Section as well as a system that permits vehicles equipped with electronic passes access into the Gated District by automatically opening the gate. Those without passes can only gain vehicular access to the Gated District by being admitted by the guard.

#### **Water and Sewer Fund**

The water and sewer fund is used to account for water and sewer utility operations, that are financed and operated in a manner similar to a private business enterprise. The intent of the Village is that the costs (expenses including depreciation) of providing services to the general public on a continuing basis be financed or recovered primarily through user charges.

#### **Water and Sewer Rates**

The rate the Village charges for water are expected to remain at the same level which they have been in previous years, at \$4.15 per 1000 gallons.

The rates for sewer service are expected to increase to \$6.60 per 1000 gallons processed.

#### **Water and Sewer Expenditures**

The Village is anticipating several improvement programs to the water and sewer system in the 2013/2014 fiscal year. The project includes the Collins Avenue waterline improvement, manhole adjustments corresponding to the FDOT Roadway Project, and the installation of grinders at the sewer stations.

It is also worthy of mention that a study completed during the 2012/2013 fiscal year identified a critical need to replace the existing water and sewer infrastructure throughout Bal Harbour Village. That infrastructure is over sixty years old. While it is not considered in the budget, it may become necessary to secure funding for this project, estimated at approximately \$15 million.

#### **Summary**

The budget that I am presenting is balanced and adheres to the Village Council's direction to be both fiscally responsible while maintaining the service level that has become the standard for Bal Harbour Village. The millage rate presented is the lowest in the history of Bal Harbour Village.

Some of the major points emphasized in the budget document are:

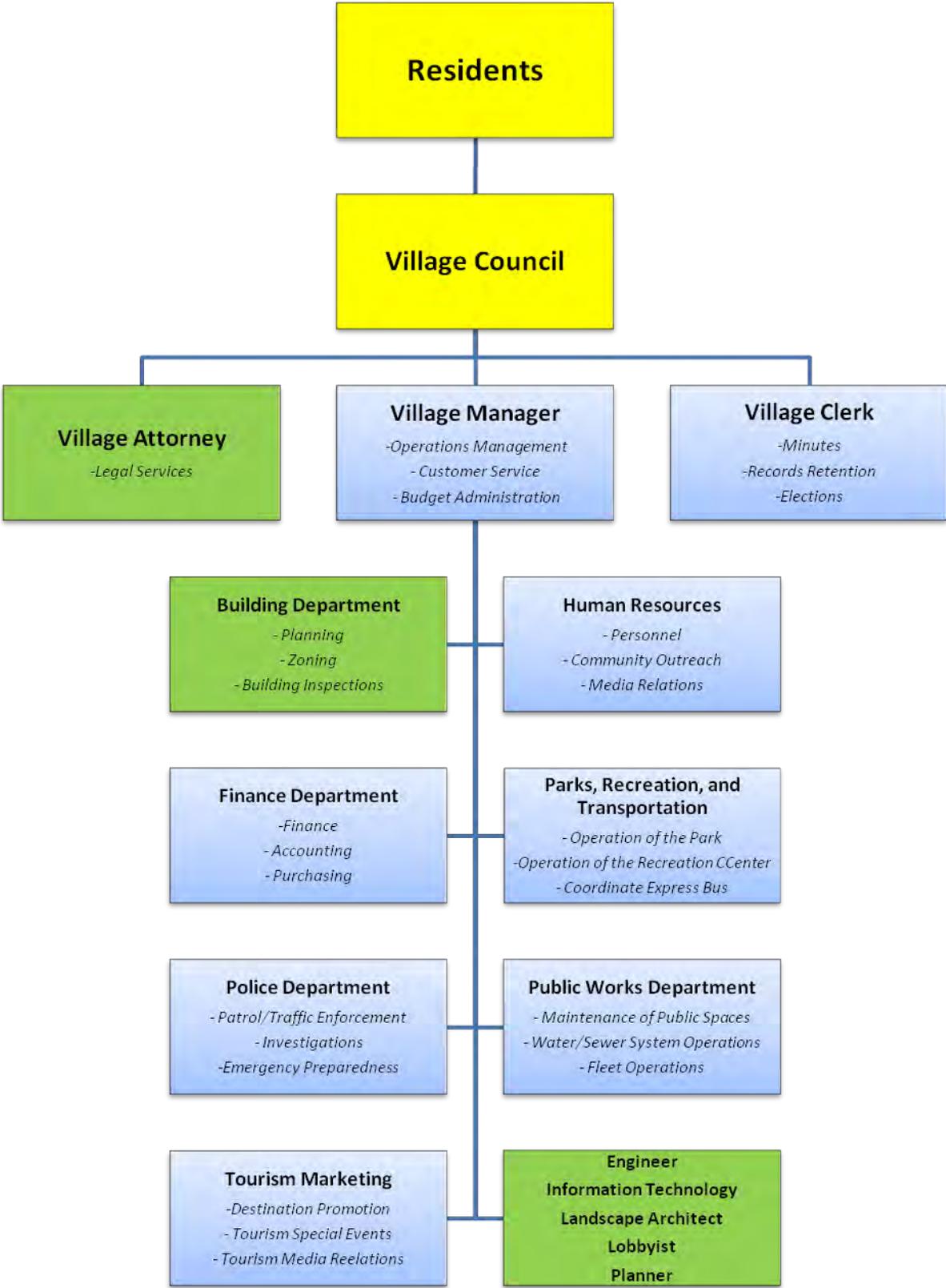
- The rolled-back millage rate was again attained;
- Total expenditures were decreased by almost 10% which was attained by a closer examination and reduction of account contingencies;

- Personnel within the police department were reduced due to the elimination of that department's forfeiture program. Other costs previously borne by this program were absorbed within the General Fund Budget;
- Pension costs remain at a high percentage rate of payroll salary expense.

The preparation of this documentation could not be completed without the assistance of certain key Village personnel and community members. The dedicated efforts of the Village's Department Heads and Finance Director Christopher Wallace have led to preparation and formulation of this document.

The hard work of the Village's Budget Committee chaired by Councilman Martin Packer led to a most thorough review of the budget document. Finally, the support efforts of Village Clerk Ellisa Horvath and Executive Assistant Andrea Greenblatt cannot ever be overstated.

BAL HARBOUR VILLAGE ORGANIZATIONAL CHART



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# (300) Revenue

Proposed Operating Budget  
2013/14



This account addresses projected General Fund Revenue.

Account Number	Account Description	Budgeted Revenue	FY14 Forecast	Amount Changed From FY2013	Percent Changed From FY2013	Comments
						Taxable Value of \$3.652 billion and rate of 1.9192 mills. Prior rate was 2.2678. rollback rate is 1.9192
01-00-311000	Ad Valorem Taxes	6,834,803	6,659,900	(174,903)	-2.56%	
01-00-311100	Delinquent Ad Valorem Taxes	20,000	20,000	-	0.00%	Based on Current Budget
01-00-314100	Utility Service Tax, Electric	742,739	787,384	44,645	6.01%	growth factor of 1.5%
01-00-314400	Utility Service Tax, Gas	9,800	9,227	(573)	-5.85%	growth factor of .93%
01-00-315000	Communications Services Tax	314,912	305,407	(9,505)	-3.02%	
01-00-316000	Local Business Tax	485,000	489,000	4,000	0.82%	
01-00-323100	Franchise Fee, Electric	651,956	645,000	(6,956)	-1.07%	
01-00-323900	Towing Franchise Fee	1,000	1,600	600	60.00%	
01-00-335120	State Revenue Sharing	63,617	65,018	1,401	2.20%	100% of State Estimate
01-00-335150	City Share of Alcohol License	8,100	6,673	(1,427)	-17.62%	
01-00-335180	State 1/2 Cent Sales Tax	170,225	208,244	38,019	22.33%	95% of State Estimate
01-00-341300	Administrative Services	7,500	19,000	11,500	153.33%	
01-00-341350	Planning and Zoning Fees	0	-	-	NA	
	Administrative Fees From Other					
01-00-343100	Funds	120,000	120,000	-	0.00%	
01-00-343901	Radon Certification	0	100	100	NA	
01-00-344500	Parking Meter Collection	60,000	60,000	-	0.00%	
01-00-361100	Interest On Deposits	27,000	12,000	(15,000)	-55.56%	
01-00-361101	Interest On SBA	25,000	12,000	(13,000)	-52.00%	
01-00-366000	Contributions And Donations	25,000	23,000	(2,000)	-8.00%	Employee Holiday Fund
01-00-369300	Settlements	0	-	-	NA	
01-00-369900	Other Miscellaneous	2,500	2,500	-	0.00%	
	St. Regis Developer' Property					
01-00-369904	Taxes	0	-	-	NA	
01-00-369907	Lobbying Fees	0	2,500	2,500	NA	
01-00-384000	Debt Proceeds	498,563	-	(498,563)	-100.00%	

01-21-342100	Off Duty Detail Officers Portion	0	148,800	148,800	NA	Consultatio and Village Pays This Directly Rather Than Thru Union Adm fee on off duty detail
01-21-342105	Off Duty Administrative Fee	0	18,600	18,600	NA	
01-21-351000	Penalties	100	100	-	0.00%	
01-21-351103	Reimburseable Police Costs	0	3,600	3,600	NA	
01-21-351500	Judgments And Fines-Traffic Court	65,000	70,000	5,000	7.69%	
01-21-351501	Judgments And Fines- Civil Court	2,500	3,500	1,000	40.00%	
01-21-354000	Fines-Code Enforcement	1,000	1,000	-	0.00%	
01-21-354001	Red Light Camera Fines	405,000	200,000	(205,000)	-50.62%	Previous estimate included DOR funds
01-21-354003	Fines-Burglar Alarm	6,200	6,000	(200)	-3.23%	
01-24-322000	Building Permits	300,000	528,571	228,571	76.19%	Based on Building Officials Estimates and tied to CAP contract. Village nets 30% of this revenue
01-24-322005	Burglar Alarm Permit	3,500	4,000	500	14.29%	
01-24-343900	Radon Gas Surcharge	0	-	-	NA	
01-34-325200	Solid Waste Assessments	634,762	634,762	-	0.00%	
01-34-329000	Commercial Solid Waste Fees	15,000	34,000	19,000	126.67%	
01-34-365001	Sales Of Surplus Materials	0	-	-	NA	
01-41-312300	County Ninth-Cent Gas Tax	85,049	88,000	2,951	3.47%	
01-41-312410	First Local Option Fuel Tax	24,513	23,576	(937)	-3.82%	State Estimates Not Available Yet
01-41-312420	Second Local Option Fuel Tax	9,487	9,323	(164)	-1.73%	
01-41-331420	Fed Grant: Bus Shelter	250,000	-	(250,000)	-100.00%	Project expected to be completed in FY13
01-41-334490	State Grant-FDOT Lights	0	6,201	6,201	NA	
01-72-347200	Service Charge-Parks and Recreation	1,700	1,700	-	0.00%	
<b>Total General Fund Revenues</b>		<b>11,871,526</b>	<b>11,230,286</b>	<b>(641,240)</b>	<b>-5.40%</b>	

## **Explanation of Revenue by Line Item – General Fund**

01-00-311000 Ad Valorem Taxes - Ad Valorem or property taxes are authorized by Chapter 166, Florida Statutes. The Florida Constitution limits local governments to a maximum of 10 mills of Ad Valorem taxation. The amount of revenue is based on the tax rate multiplied by the taxable value of the Village, which is provided by the County Property Appraiser.

01-00-311100 Delinquent Ad Valorem Taxes - This revenue source is derived by those taxpayers who do not pay their taxes by March 31 of any given year. On average the total revenue received in this category is minimal when compared to the total Ad Valorem taxes collected.

01-00-314100 Utility Service Tax, Electric - Section 166.231(1)(A), Florida Statutes, authorizes a municipality to collect Public Service or Utility Taxes. Miami-Dade County previously established by Ordinance utility taxes for unincorporated areas in the amount of 10% on electricity. The Village enacted Ordinance 427 which mirrored the County's utility tax levies. The projection is based on actual collections for the past two fiscal years.

01-00-314400 Utility Service Tax, Gas - Section 166.231(1) (A), Florida Statutes, authorizes a municipality to collect Public Service or Utility Taxes. Miami-Dade County previously established by Ordinance utility taxes for unincorporated areas in the amount of 10% on gas and fuel oil. The Village enacted Ordinance 427 which mirrored the County's utility tax levies. The projection is based on actual collections for the past two fiscal years.

01-00-315000 Communications Services Tax - Effective October 1, 2001, the Unified Communications Tax replaced municipal utility taxes and franchise fees on all telecommunication, cable, satellite, and other communication services. The projection is based upon estimates provided by the State of Florida's Revenue Estimating Conference.

01-00-316000 Local Business Tax - Pursuant to Chapter 205, Florida Statutes, the Village has adopted an ordinance imposing a business tax for the privilege of engaging in or managing any business, profession, or occupation within the Village. The amount budgeted is based on anticipated collections in the 2012/13 fiscal year.

01-00-323100 Franchise Fee, Electric - A municipality may charge electric companies for the use of its rights-of-way per Florida Statutes 166.021 and 337.401. The Village levies a rate of 5.9%, which is added to the customer's monthly bill. The amount projected is based on anticipated collections compared to the actual amount collected for the 2011/12 fiscal year.

01-00-323900 Towing Franchise Fee - The Village awarded a franchise agreement for towing services within our corporate limits. The amount is based on that agreement.

01-00-335120 Municipal Revenue Sharing - Revenues received in this category come from a Trust Fund established under various sections of the Florida Statutes. The fund receives 1.3409% of the sales and use tax collections, 12.5% of the state alternative fuel user decal, and the net collections from the one-cent municipal fuel tax for transportation-related expenditures. The amount distributed to each municipality is based upon a population-based apportionment formula, with large municipalities receiving relatively larger shares. The projection is based upon estimates provided by the State of Florida's Revenue Estimating Conference.

01-00-335150 Village Share of Alcohol License – 28% of the annual state license tax levied on manufacturers, distributors, vendors and sales agents of certain alcoholic beverages in the Village are given back to the . The tax is collected by the State and 38% of the amount collected in the Village is distributed back and is used at the discretion of the governing body. The amount projected is based upon prior years' receipts.

01-00-335180 State 1/2 Cent Sales Tax —This state-provided revenue comes from a trust fund that receives a transfer of 8.814% of the net sales tax proceeds into that trust fund, plus an addition .095% of net sales tax proceeds which provides additional supplemental or emergency funding to the Village. The distribution follows a several-step apportionment formula that is largely based on the Village's population. The projection is based upon estimates provided by the State of Florida's Revenue Estimating Conference.

01-00-341300 Administrative Services – This revenue stream stems largely from lien searches provided at the request of property owners, copying fees for public records, and other minor fees charged for the cost of providing public records. The projection is based upon the annualized amount received for the current year.

01-00-343100 Administrative Fees from Other Fund – The Village charges an administrative fee for administering and managing the other funds identified in this budget. These funds are the Water and Sewer Fund, the Resort Tax/Tourism Fund, and the Gated Residential Section Landscape and Security Assessment. These fees are expenses or expenditures of those funds.

01-00-344500 Parking Meter Collection – The Village operates two parking meters in the North Municipal Parking Lot under the Haulover Bridge. A portion of these receipts are owed to the State of Florida as payment for lease of the property owned by the Florida Department of Transportation. Sales taxes are also collected on the parking revenue and remitted to the State Department of Revenue. Forecasted revenues are based on prior years.

01-00-361100 Interest on Deposits – Earnings on deposits held at qualified public depositories are recorded in this account. The forecast is based upon earnings of 24 basis points of the average collected balance in these accounts.

01-00-361101 Interest on State Board of Administration (SBA) Investments – The Village's excess deposits are held by the State Board of Administration and the forecast is based on the estimates of earnings on the investments held by the State. The forecast is based upon earnings of 24 basis points of the average collected balance in these accounts.

01-00-366000 Contributions and Donations – Receipts into this fund generally represent donations made to the Village for particular purposes. The forecast anticipates an amount received from residents and businesses for the purpose of providing employee holiday bonuses. A like amount is budgeted as an expenditure.

01-00-369900 Other Miscellaneous – Revenue not otherwise categorized is credited to this line-item. The amount forecasted is based upon prior year's receipts.

01-00-369907 Lobbying Fees – Bal Harbour Ordinance 490 establishes fees for registering and acting as a lobbyist before the Village Council. The funds projected from this activity are based upon revenues in previous years.

01-21-342100 Off Duty Detail Officers Portion - This revenue represents charges to businesses or residents that request sworn law enforcement personnel for a particular detail. The Village charges the requesting party a fixed hourly amount to cover the pay and benefits of the officers assigned to the detail. The forecast includes anticipated extended off duty details for the new Consultatio development. An offsetting expenditure has likewise been budgeted in the Law Enforcement Department.

01-21-342105 Off Duty Administrative Fee — The Village charges an \$5/hour administrative fee to offset its administrative costs associated with the off duty detail provided businesses or residents requesting the detail.

01-21-351000 Penalties - Generally, charges into this account are for returned check fees to the General Fund.

01-21-351103 Reimbursable Police Costs – This line item is for revenue generated against a cost, usually fingerprint processing.

01-21-351500 Judgments and Fines-Traffic Court – The Village receives a portion of the revenues resulting from traffic enforcement activities within its corporate limits. The projection is based on annualized revenues FY2013.

01-21-351501 Judgments And Fines- Circuit Court - The Village receives a portion of the revenue resulting from circuit court cases arising from prosecutions initiated by the police department. The projection is based on the annualized revenue for FY2013.

01-21-354000 Fines-Code Enforcement - Revenues in this category are generated when the owner of property within the Village's corporate limits violates a Village code and is assessed a fine. The projection is based upon the current amounts received.

01-21-354001 Red Light Camera Fines – Amounts posted to this account represent the Village's share of revenue collected from traffic fines assessed as a result of red light camera operations. The forecast is based upon the annualized amount received in FY2013.

01-21-354003 Fines-Burglar Alarm – Village Code Section 3-74 authorizes fines for false alarms that generate a police response. The revenue generated from these alarms is credited to this line-item, and is projected based upon historical review.

01-24-322000 Building Permits - Permits must be issued to any individual or business that performs construction work within the corporate limits of the Village. These permits are issued for construction, such as plumbing, electrical, structural, mechanical, etc. The fees are set by Village Ordinance. The projection includes amounts based upon annualized activity for FY2013 plus amounts expected to arise because of the Consultatio project. The forecast is based upon the revenue sharing agreement with the company providing building permit services to the Village. A lesser amount has been recorded as an expenditure in the Building Department. Building permit revenue and expenditures should be budget neutral.

01-24-322005 Burglar Alarm Permit – Authorized in Section 3-51 of the Village Code, operators of burglar alarms must obtain a Village permit. The revenue from these permits is credited to this line-item, and is projection is based upon a historical comparison.

01-34-325200 Solid Waste Assessments – The Village levies an annual non ad valorem special assessment on residential properties to pay for the cost of solid waste collection and disposal for those properties that benefit from this service. The forecast is a calculation based upon the rates adopted and the number of single-family or multi-family units.

01-34-329000 Commercial Solid Waste Fees – The Village assesses an annual commercial franchise fee on solid waste haulers providing service in the Village. The forecast is based upon the amounts received in FY2013.

01-34-365001 Sales Of Surplus Materials – When the Village sells surplus property that is not source-restricted, the proceeds of the sale of that property are reflected in this account. The budget does not anticipate any receipts during FY2014.

01-41-312300 County Ninth-Cent Gas Tax - This tax is authorized by Florida Statutes and is a local option gas tax of 1¢/gallon on highway fuels. Miami Dade County voters approved this additional levy and it is generally referred to as the Citizen's Independent Transportation Trust (CITT) funds. The Village's share of the levy is provided for under an interlocal agreement that is population based. The Village uses this money to pay for its shuttle bus service and street sweeper activities. The projection is based upon estimates provided by the State of Florida's Revenue Estimating Conference.

01-41-312410 First Local Option Fuel Tax - The County has adopted two phases of the local option gas tax. The first phase is six cents per gallon on fuel and is collected by the State's Department of Revenue and remitted monthly based on an interlocal agreement with the County. The formula provides a weight of 75% to population and 25% to center line mileage in each municipality. These funds must be used for transportation related expenditures. The second phase must be used for transportation expenditures needed to meet the requirements of the capital improvements elements of an adopted comprehensive plan. The projection is based upon estimates provided by the State of Florida's Revenue Estimating Conference

01-41-312420 Second Local Option Fuel Tax - The County has adopted two phases of the local option gas tax. The first phase is six cents per gallon on fuel and is collected by the State's Department of Revenue and remitted monthly based on an interlocal agreement with the County. The formula provides a weight of 75% to population and 25% to center line mileage in each municipality. These funds must be used for transportation related expenditures. The second phase must be used for transportation expenditures needed to meet the requirements of the capital improvements elements of an adopted comprehensive plan. The projection is based upon estimates provided by the State of Florida's Revenue Estimating Conference

01-41-334490 State Grant-FDOT Lights - Under an agreement with the Florida Department of Transportation, the Village is reimbursed for the cost of street lighting for fixtures not maintained by FDOT. The amount forecasted is based upon the most recent agreement.

01-72-347200 Service Charge-Parks and Recreation - This includes user fees associated with the Park. The amount forecasted is based upon amounts actually received over the last two years.

# (01-11) Legislative

## Proposed Operating Budget 2013/14



This account provides funds for the Village Council salaries and insurance as well as an expense account for sending flowers and other memorials on behalf of the Council and employees of Bal Harbour Village.

Account Number	Description	FY11 Actual	FY12 Actual	FY13 Budget	FY14 Adopted	Dollar Change From FY13 Budget	% Change From FY13 Budget	Comments
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### Legislative

01-11-501200	Salaries	6,379	5,086	6,600	6,600	-	0%	
01-11-502100	F.I.C.A.	505	505	505	505	(0)	0%	
01-11-502300	Health Insurance	14,388	34,690	31,417	31,732	315	1%	
01-11-502301	Ltd/Life Insurance	232	232	250	265	15	6%	
01-11-502400	Workers Compensation	-	317	40	701	661	1651%	
01-11-502500	Unemployment Compensation	300	-	-	-	-	NA	
01-11-503100	Litigation	7,738	20,706	100,000	-	(100,000)	-100%	
01-11-503101	Legal Fees	216,620	231,181	190,000	481,000	291,000	153%	
01-11-503102	Defense Of Officials	-	-	50,000	50,000	-	0%	
01-11-503103	Engineering & Arch	38,062	8,956	10,000	10,000	-	0%	
01-11-503105	Professional Services	45,830	50,355	45,000	25,000	(20,000)	-44%	
01-11-504200	Postage	741	30	300	7,500	7,200	2400%	
01-11-504601	Maintenance Of Equipment	-	-	5,000	5,000	-	0%	
01-11-504700	Printing And Binding	1,301	96	1,000	5,000	4,000	400%	
01-11-504901	Management Expenses	7,164	6,389	15,000	42,000	27,000	180%	
01-11-504902	Monthly Meetings O	200	118	1,000	500	(500)	-50%	
01-11-504990	Miscellaneous	112	270	300	300	-	0%	
01-11-505200	Operating Supplies	10,471	59	500	300	(200)	-40%	
01-11-505400	Books, Publications, & Dues	2,610	1,695	3,500	5,000	1,500	43%	
	<b>Totals</b>	<b>352,652</b>	<b>360,684</b>	<b>460,412</b>	<b>671,403</b>	<b>210,991</b>	<b>46%</b>	

## Explanation of Expenditure by Line Item - Legislative

501200 Salaries – Line item covers salaries for Village Council members. As per section 2-26 of the Village Code, the salary of the Mayor shall be \$1,800 annually and \$1,200 for the other Councilmembers.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$6,600	\$6,600	\$6,600
Comments:		

502100 F.I.C.A. – Federal Insurance Contributions Act requires the Village pay this tax to fund Medicare and Social Security.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$505	\$505	\$505
Comments:		

502300 Health Insurance – Health insurance is offered at no cost to the Mayor and Councilmembers during their term in office.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$31,732	\$31,732	\$31,732
Comments:		

502301 LTD/Life Insurance – Long Term Disability/Life Insurance is provided at no cost to the Mayor and Councilmembers during their term in office.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$265	\$265	\$265
Comments:		

502400 Workers Compensation – Provides coverage for duty related injuries.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$701	\$701	\$701
Comments:		

503101 Legal Fees – This line item includes legal fees for routine legal matters for all Village departments, with the exception of the Gated Residential Section. The Village Attorney receives an automatic cost of living raise annually in the same percentage as employees of the Village receive. The amount budgeted represents a consolidation of the litigation line from previous budgets, as well as a change in methodology for calculations to directly charge legal fees to the actual Village budgets.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$481,000	\$481,000	\$481,000
Comments:		

503102 Defense of Officials – This line item covers legal fees for elected officials, the Village Manager, Village Clerk, and Department Heads accused of ethics violations. The official would have to reimburse the Village if they are found guilty of such violation or if the violation was found to be out of the scope of their duties.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$50,000	\$50,000	\$50,000
Comments:		

503103 Engineering and Architecture – Provides funds for outsourced services.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$10,000	\$10,000	\$10,000
Comments:		

503105 Professional Services – This line item covers costs for court reporters for Executive Sessions, official Council photographs, and any special studies which may be necessary.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$25,000	\$25,000	\$25,000
Comments:		

504200 Postage – Cost for mailing of official businesses. Postage budget is increased to accommodate project mailing of quarterly newsletter.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$7,500	\$7,500	\$7,500
Comments:		

504601 Maintenance of Equipment – Provides funds for maintenance and support for equipment.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$5,000	\$5,000	\$5,000
Comments:		

504700 Printing/Binding - This account covers the cost of printing of materials for the Village Council that are used in official Village business. Items in this account include business cards, letterhead, and newsletters.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$5,000	\$5,000	\$5,000
Comments:		

504901 Management Expenses – This line funds expenses which are incurred on behalf of the Village Council such as sending flowers on special occasions, funding business lunches, League of Cities meetings, and any other Council-related business expenses.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$42,000	\$42,000	\$42,000
Comments:		

504902 Monthly Meeting of Boards – The Code Enforcement Special Masters receive \$100 for each day that they hear only code enforcement related cases. Citations issued through the Red Light Camera Program are also heard by Special Masters, but their fees are paid through the Red Light Camera Program funds.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$500	\$500	\$500
Comments:		

504990 Miscellaneous – Covers expenses not otherwise classified.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$300	\$300	\$300
Comments:		

505200 Operating Supplies – Covers the cost of supplies necessary to maintain current operational programs.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$300	\$300	\$300
Comments:		

505400 Books, Publications, and Dues - Costs associated with this line item are subscriptions to professional journals and membership in professional organizations.

- Florida League of Cities
- Miami-Dade League of Cities
- Gold Coast Chamber of Commerce
- Aventura Marketing Council
- Municipal Code Corporation
- Technology Hosting Service

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$5,000	\$5,000	\$5,000
Comments:		

# (01-12) Executive

## Proposed Operating Budget 2013/14

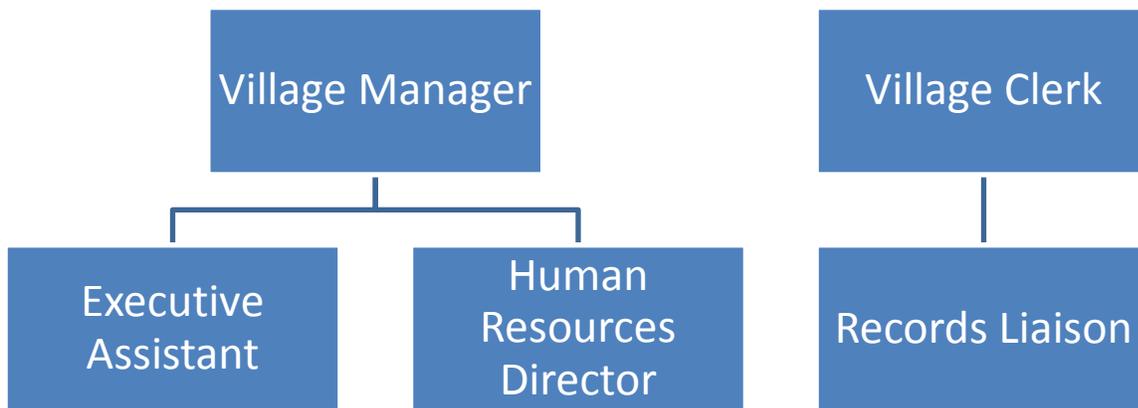


This account provides for the operations of the Offices of the Village Manager, the Village Clerk, and the Human Resources/Community Outreach Director.

Personnel Allocation

<b>Position/Title</b>	<b>2012/2013</b>	<b>2013/2014</b>
Village Manager	1	1
Village Clerk	1	1
Human Resources Director	1	1
Executive Assistant	1	1
Records Liaison	0	1
Total Personnel	5	6

Organizational Chart



Account Number	Description	FY11 Actual	FY12 Actual	FY13 Budget	FY14 Adopted	Dollar Change From FY13 Budget	% Change From FY13 Budget	Comments
<b>Executive</b>								
01-12-501200	Salaries	429,402	434,780	423,508	545,893	122,385	29%	
01-12-501400	Overtime	-	465	500	500	-	0%	
01-12-502100	F.I.C.A.	27,758	27,728	32,398	41,761	9,363	29%	
01-12-502200	Retirement	28,377	69,869	104,596	178,904	74,308	71%	
01-12-502300	Health Insurance	21,351	30,701	37,764	55,950	18,186	48%	
01-12-502301	Ltd/Life Insurance	3,490	3,490	3,300	3,836	536	16%	
01-12-502400	Workers Compensation	543	1,165	2,579	1,662	(917)	-36%	
01-12-503105	Professional Services	880	11,831	20,000	5,000	(15,000)	-75%	
01-12-503405	Other Contractual	4,809	4,516	4,000	3,500	(500)	-13%	
01-12-504000	Travel & Per Diem	-	-	1,500	1,500	-	0%	
01-12-504100	Telephone	5,858	10,798	8,000	7,500	(500)	-6%	
01-12-504200	Postage	5,298	5,918	3,500	5,000	1,500	43%	
01-12-504400	Rental /Leases	17,432	16,979	18,490	20,000	1,510	8%	
01-12-504600	Maintenance Of Vehicles	1,195	1,870	3,000	3,500	500	17%	
01-12-504601	Maintenance Of Equipment	4,814	6,653	11,000	7,000	(4,000)	-36%	
01-12-504700	Printing And Binding	3,503	2,403	5,000	4,000	(1,000)	-20%	
01-12-504901	Management Expenses	2,032	5,817	5,000	2,500	(2,500)	-50%	
01-12-504930	Election Expense	-	176	30,000	40,000	10,000	33%	
01-12-504950	Legal Ads	31,240	11,849	30,000	25,000	(5,000)	-17%	
01-12-504990	Miscellaneous	30	(158)	500	500	-	0%	
01-12-505200	Operating Supplies	3,610	242	3,000	2,000	(1,000)	-33%	
01-12-505201	Fuel	5,821	4,749	6,000	6,000	-	0%	
01-12-505204	Uniforms	876	650	500	1,500	1,000	200%	
01-12-505400	Books, Publications, & Dues	1,704	5,094	2,200	1,500	(700)	-32%	
01-12-505500	Education Expenses	125	-	1,500	1,000	(500)	-33%	
	<b>Totals</b>	<b>600,145</b>	<b>657,586</b>	<b>757,835</b>	<b>965,506</b>	<b>207,671</b>	<b>27%</b>	

## Explanation of Expenditure by Line Item - Executive

501200 Salaries – Line item covers salaries for Department employees. Staffing at the end of FY 2012/13 is as follows:

- 1 Village Manager
- 1 Village Clerk
- 1 Human Resources Director
- 1 Executive Assistant

For FY 2013/14, the following position is proposed in addition to those above:

- 1 Records Liaison (\$40,000 annually)

The proposed position will assist the Village Clerk in responding to public records requests; inventorying records; establish new records retention schedules and to ensure the appropriate disposition of records eligible for destruction; training and advising staff in records management practices; participating in decision-making for issues such as microfilming, imaging, storage, and disposal; responding to public questions regarding agency records and records management practices.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$545,893	\$505,893	\$505,893
<p>Comments:</p> <p>The position of Records Liaison was proposed by both the Interim Village Manager and Village Clerk to address an ongoing need to coordinate public records requests, existing records which are both on-site and in off-site storage, and to assist staff members with records related issues.</p> <p>Members of the Budget Committee felt that the work described for this position could be outsourced. The Budget Committee voted to oppose this position by a vote of 3-1.</p>		

501400 Overtime - Funds utilized to address essential additional work or cover meetings held outside of business hours.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$500	\$500	\$500
Comments:		

502100 F.I.C.A. – Federal Insurance Contributions Act requires the Village pay this tax to fund Medicare and Social Security.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$41,761	\$41,761	\$41,761
Comments:		

502200 Retirement – This item address the Village’s contribution to the eligible employee’s retirement benefit. This item is factored at a rate of 42% of pensionable income for general employees.

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$178,904	\$178,904	\$178,904
Comments:		

502300 Health Insurance – Provided to all employees working at least thirty hours weekly.

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$55,950	\$55,950	\$55,950
Comments:		

502301 LTD/Life Insurance –This line item is used to fund the Long Term Disability/Life Insurance coverage provided to all employees.

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$3,836	\$3,836	\$3,836
Comments:		

502400 Workers Compensation – This line item is used to fund the Workers Compensation coverage related to line of duty injuries.

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$1,662	\$1,662	\$1,662
Comments:		

503105 Professional Services – This line item is used for lapel pins, court reporters, and fees for consultants for various issues.

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$5,000	\$5,000	\$5,000
Comments:		

503405 Other Contractual – Includes funds for the indexing of minutes, supplements to our Village Code, code internet updating, scanning of resolutions, ordinances, minutes, and contracts.

- Municipal Code Corporation, \$2,500.00
- Ceredian COBRA Management, \$500.00
- Contingency, \$500.00

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$3,500	\$3,500	\$3,500
Comments:		

504000 Travel and Per Diem – Includes funds for the Village Manager and Village Clerk to attend position specific conferences.

- ICMA Conference, \$1,000.00
- Florida Clerk’s Association, \$500.00

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$1,500	\$1,500	\$1,500
Comments:		

504100 Telephone - Costs for mobile phones, cellular lines for data transmission, computer system communications and other communication devices.

- AT&T Landlines
- Cellular Telephone for Staff, \$5,000.00
- iPad Mobility for Staff/Council, \$2,000.00

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$7,500	\$7,500	\$7,500
Comments:		

504200 Postage – Includes funds for mailing post cards, notices, and other official business.

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$5,000	\$5,000	\$5,000
Comments:		

504400 Rentals/Leases – Covers rental and lease expenses.

- Lease vehicle for the Village Manager, \$6,000.00
- Lease vehicle for the Village Clerk, \$5,000.00
- Records Storage, \$9,000.00

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$20,000	\$20,000	\$20,000
Comments:		

504600 Maintenance of Vehicles - Covers costs associated with the repair and maintenance of department vehicles. Costs include preventative maintenance, washing and waxing, damage repair and replacement of worn and/or broken parts not covered under warranty.

- Routine Maintenance, \$2,000.00
- Washing/Waxing, \$ 1,500.00

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$3,500	\$3,500	\$3,500
Comments:		

504601 Maintenance of Equipment - Funds allocated to this account will be used for repair and maintenance of equipment, and copiers.

- Copier Service Agreement, \$800
- Software Maintenance Agreements, \$5,000
- Contingency, \$1,200.00

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$7,000	\$7,000	\$7,000
Comments:		

504700 Printing/Binding - This account covers the cost of printing of materials for the official Village business. Items in this account include business cards, forms, and letterhead.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$4,000	\$4,000	\$4,000
Comments:		

504901 Management Expenses – This line funds the managerial functions and expenses.

- Miami-Dade Clerks' Association Lunches
- Miami-Dade Managers' Association Lunches

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$2,500	\$2,500	\$2,500
Comments:		

504930 Election Expense – This line provides contingent funds in the event that an election needs to be held.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$40,000	\$40,000	\$40,000
Comments:		

504950 Legal Ads – The line provides contingent funding for legal advertising such as for public hearings and elections.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$25,000	\$25,000	\$25,000
Comments:		

504990 Miscellaneous – This line covers expenses not otherwise categorized.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$500	\$500	\$500
Comments:		

505200 Operating Supplies – This is a contingent amount to address operating supplies.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$2,000	\$2,000	\$2,000
Comments:		

505201 Fuel – Fuel for use by the Village Manager and Village Clerk in their official vehicles.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$6,000	\$6,000	\$6,000
Comments:		

505204 Uniforms – This line item includes uniform costs for executive office staff.

- Uniforms for office staff, \$1,000.00
- Embroidered Polo Shirts, \$500.00

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,500	\$1,500	\$1,500
Comments:		

505400 Books, Publications, and Dues - Costs associated with this line item are subscriptions to professional journals, training materials used to update employees on changing laws and procedures within their activity and membership in professional organizations.

- International City Manager's Association
- Florida Clerk's Association
- Miami-Dade County Clerk's Association
- Miami-Dade City Manager's Association

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,500	\$1,500	\$1,500
Comments:		

505500 Educational Expenses - Costs associated with this account are related to attendance at professional conferences and training sessions. Educational reimbursement is paid through this line as well.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,000	\$1,000	\$1,000
Comments:		

# (01-13) Finance

## Proposed Operating Budget 2013/14

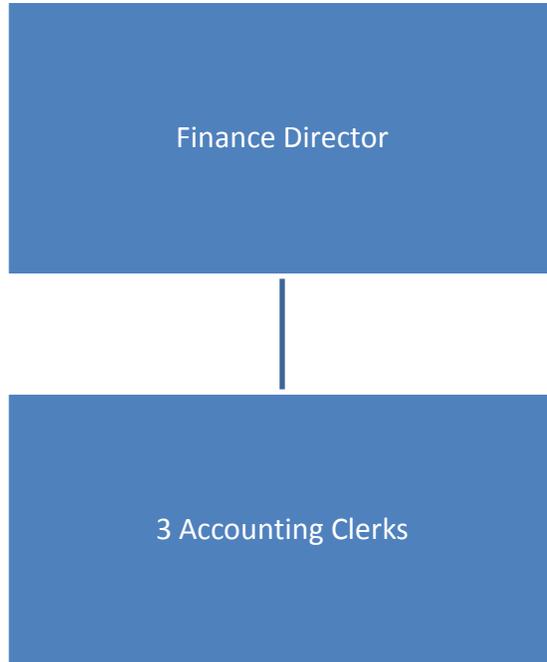


This account provides funds for the operation of the Village's Finance Department. This Department provides overall fiscal and support services to the Village including accounting, purchasing, financial planning, and budgetary control.

Personnel Allocation

<b>Position/Title</b>	<b>2012/2013</b>	<b>2013/2014</b>
Finance Director	0	1
Accounting Clerk	3	3
Total Personnel	3	4

Organizational Chart



Account Number	Description	FY11 Actual	FY12 Actual	FY13 Budget	FY14 Adopted	Dollar Change From FY13 Budget	% Change From FY13 Budget	Comments
<b>Finance</b>								
01-13-501200	Salaries	143,990	147,043	144,850	304,939	160,089	111%	
01-13-501400	Overtime	2,023	4,838	2,100	3,500	1,400	67%	
01-13-502100	F.I.C.A.	9,817	10,097	11,081	23,596	12,515	113%	
01-13-502200	Retirement	28,419	37,480	56,202	142,193	85,991	153%	
01-13-502300	Health Insurance	16,589	22,203	35,422	48,052	12,630	36%	
01-13-502301	Ltd/Life Insurance	1,374	1,399	1,400	1,664	264	19%	
01-13-502400	Workers Compensation	256	397	2,579	1,857	(722)	-28%	
01-13-503105	Professional Services	74,563	68,542	70,000	70,000	-	0%	Contract is \$66,684 plus costs
01-13-503200	Auditors Fees	45,281	41,887	37,000	46,000	9,000	24%	do not expect as much audit work
01-13-503402	Payroll Processing	20,433	19,073	18,619	18,769	150	1%	current cost plus 3%
01-13-504000	Travel & Per Diem	-	63	100	500	400	400%	
01-13-504100	Telephone	140	443	427	2,000	1,573	368%	
01-13-504200	Postage	1,414	202	1,000	600	(400)	-40%	
01-13-504400	Rental /Leases	1,289	1,490	1,490	1,491	1	0%	
01-13-504601	Maintenance Of Equipment	13,366	16,237	20,000	21,751	1,751	9%	software maintenance; hardware, copier xcharges
01-13-504700	Printing And Binding	1,287	-	1,200	1,000	(200)	-17%	printed envelopes; labels
01-13-504901	Management Expenses	-	40	500	300	(200)	-40%	not needed
01-13-504990	Miscellaneous	0	25	100	100	-	0%	
01-13-504991	Bank Charges	9,923	11,160	5,800	11,200	5,400	93%	
01-13-505204	Uniforms	1,668	1,681	1,500	1,500	-	0%	
01-13-505400	Books, Publications, & Dues	100	377	200	300	100	50%	GFOA Certificate and CIPPA programs
01-13-505500	Education Expenses	-	585	500	500	-	0%	
	<b>Totals</b>	<b>371,932</b>	<b>385,263</b>	<b>412,070</b>	<b>701,812</b>	<b>289,742</b>	<b>70%</b>	

## Explanation of Expenditure by Line Item - Finance

501200 Salaries – Line item covers salaries for Department employees. Staffing at the end of FY 2012/13 is as follows:

3 Accounting Clerks

\*Finance Director function was performed by a private consultant.

For FY 2013/14, the following position is proposed in addition to those above:

1 Finance Director (\$130,000.00)

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$304,939	\$304,939	\$304,939
Comments:		

501400 Overtime - Funds utilized to address essential additional work or cover meetings held outside of business hours.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$3,500	\$3,500	\$3,500
Comments:		

502100 F.I.C.A. – Federal Insurance Contributions Act requires the Village pay this tax to fund Medicare and Social Security.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$23,596	\$23,596	\$23,596
Comments:		

502200 Retirement – This item address the Village's contribution to the eligible employee's retirement benefit. This item is factored at a rate of 42% of pensionable income for general employees.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$142,193	\$142,193	\$142,193
Comments:		

502300 Health Insurance – Provided to all employees working at least thirty hours weekly.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$48,052	\$48,052	\$48,052
Comments:		

502301 LTD/Life Insurance – Covers Long Term Disability/Life Insurance which is provided to all full-time employees.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,664	\$1,664	\$1,664
Comments:		

502400 Workers Compensation – Provides coverage for injuries which occur in the performance of official duties.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,857	\$1,857	\$1,857
Comments:		

503105 Professional Services – This line item provides funds for consultants to assist in accomplishing the Department's mission. This also includes funds for previous consultant to conclude his service to the Village and prepare for Village audit.

- Munitytics Financial Services, \$70,000.00

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$70,000	\$70,000	\$70,000
Comments:		

503200 Auditor's Fees – The cost of an audit firm to perform the Village's yearend financial audit, including any State and Federal Single audits, in addition to, any other auditing-related services that may be required.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$46,000	\$46,000	\$46,000
Comments:		

503402 Payroll Processing – Provides funds for the processing of the Village's payroll through ADP.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$18,769	\$18,769	\$18,760
Comments:		

504000 Travel and Per Diem – Includes funds for the Finance Director and staff to attend conferences and training.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$500	\$500	\$500
Comments:		

504100 Telephone - Costs for mobile phones, landlines, and communications devices.

- AT&T Landlines, \$400.00
- Cellular Telephone for Finance Director, \$1,300.00
- iPad Mobility for Director, \$300.00

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$2,000	\$2,000	\$2,000
Comments:		

504200 Postage – Includes funds for mailing bills and other official businesses.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$600	\$600	\$600
Comments:		

504400 Rentals/Leases – Covers rental and lease expenses.

- Copier Lease, \$1,491.00

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,491	\$1,491	\$1,491
Comments:		

504601 Maintenance of Equipment - Funds allocated to this account will be used for repair and maintenance of equipment, and copiers.

- Springbook Maintenance Support, \$6,535.00
- Computer Service, \$1,000.00
- Handheld Water Meter Reader, \$1,650.00

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$21,751	\$21,751	\$21,751
Comments:		

504700 Printing/Binding - This account covers the cost of printing of materials for the official Village business. Items in this account include business cards, forms and letterhead.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,000	\$1,000	\$1,000
Comments:		

504901 Management Expenses – This line funds the managerial functions and expenses.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$300	\$300	\$300
Comments:		

504990 Miscellaneous – Addresses expenses not otherwise categorized.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$100	\$100	\$100
Comments:		

504991 Bank Charges – Addresses service charges from financial institutions.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$11,200	\$11,200	\$11,200
Comments:		

505204 Uniforms – This line item includes uniform costs for accounting clerks.

- Uniforms for the Account Staff, \$1,500.00

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,500	\$1,500	\$1,500
Comments:		

505400 Books, Publications, and Dues - Costs associated with this line item are subscriptions to professional journals, training materials used to update employees and membership in professional organizations.

- GAAP Publication, \$200.00

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$300	\$300	\$300
Comments:		

505500 Educational Expenses – Provides funding for tuition reimbursement and other training for Finance Department personnel.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$500	\$500	\$500
Comments:		

# (01-19) General Government

## Proposed Operating Budget 2013/14



This account provides funds for the operation of all Village owned buildings such as Village Hall and the Public Works Facility. The position of Receptionist is charged to this account.

## Personnel Allocation

Position/Title	2012/2013	2013/2014
Receptionist	1	1
Total Personnel	1	1

## Organizational Chart



Account Number	Description	FY11 Actual	FY12 Actual	FY13 Budget	FY14 Adopted	Dollar Change From FY13 Budget	% Change From FY13 Budget	Comments
<b>General Government</b>								
01-19-501200	Salaries	75,486	78,085	37,709	40,005	2,296	6%	
01-19-501400	Overtime	3,548	3,608	2,300	2,000	(300)	-13%	
01-19-502100	F.I.C.A.	5,237	5,415	2,885	3,213	328	11%	
01-19-502200	Retirement	15,137	20,040	14,631	18,655	4,024	28%	
01-19-502300	Health Insurance	15,334	6,238	7,366	5,923	(1,443)	-20%	
01-19-502301	Ltd/Life Insurance	739	743	800	424	(376)	-47%	
01-19-502400	Workers Compensation	1,303	2,304	230	122	(108)	-47%	
01-19-502500	Unemployment Compensation	-	21,496	-	-	-	NA	
01-19-503103	Engineering & Arch	36,943	86,404	100,000	75,000	(25,000)	-25%	
01-19-503104	Medical Services	-	-	500	-	(500)	-100%	
01-19-503105	Professional Services	43,767	31,033	50,000	35,000	(15,000)	-30%	
01-19-503404	Janitorial Contract	34,488	34,468	36,000	38,000	2,000	6%	
	Transportation Surcharge							
01-19-503440	Expenditures	106,420	106,635	107,000	107,000	-	0%	
01-19-504100	Telephone	25,686	29,981	25,000	25,000	-	0%	
01-19-504300	Utilities	44,532	42,319	40,000	40,000	-	0%	
01-19-504301	Water Usage	10,298	9,423	10,000	10,000	-	0%	
01-19-504400	Rental /Leases	14,336	15,514	13,500	13,500	-	0%	
01-19-504500	Insurance	156,517	128,195	120,000	120,000	-	0%	
01-19-504600	Maintenance Of Vehicles	4,682	4,914	5,000	3,000	(2,000)	-40%	
01-19-504601	Maintenance Of Equipment	102,548	101,994	100,000	100,000	-	0%	
01-19-504700	Printing And Binding	701	2,479	5,000	3,000	(2,000)	-40%	
01-19-504990	Miscellaneous	89	6,240	8,000	4,000	(4,000)	-50%	
01-19-505100	Office Supplies	19,994	17,396	25,000	15,000	(10,000)	-40%	
01-19-505200	Operating Supplies	37,723	45,280	30,000	31,000	1,000	3%	
01-19-505201	Fuel	10,710	8,223	8,000	8,000	-	0%	
01-19-505202	Tires	-	-	500	-	(500)	-100%	
01-19-505203	Laundry/Dry Cleaner	36	-	200	-	(200)	-100%	
01-19-505204	Uniforms	1,323	1,990	1,500	500	(1,000)	-67%	
01-19-505205	Landscape Material	126	20,560	25,000	25,000	-	0%	
01-19-505299	Employee Holiday Fund	624	624	1,000	1,000	-	0%	
01-19-505400	Books, Publications, & Dues	868	661	1,000	-	(1,000)	-100%	
01-19-505500	Education Expenses	10	-	500	500	-	0%	
01-19-506100	Village Hall Renovations	115,824	-	10,000	-	(10,000)	-100%	
01-19-508100	Library-Located In Surfside	3,100	3,400	2,500	3,000	500	20%	
01-19-508800	Debt Service	-	-	30,000	29,571	(429)	-1%	
01-19-509902	General Contingency	7,166	501,109	846,437	149,930	(696,507)	-82%	
01-19-509904	Hurricane Contingency	190	2,050	50,000	50,000	-	0%	
	<b>Totals</b>	<b>895,483</b>	<b>1,338,824</b>	<b>1,717,558</b>	<b>957,344</b>	<b>(760,214)</b>	<b>-44%</b>	

## Explanation of Expenditure by Line Item – General Government

501200 Salaries – Line item covers salaries for Department employees. Staffing at the end of FY 2012/13 is as follows:

1 Receptionist

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$40,005	\$40,005	\$40,005
Comments:		

501400 Overtime - Funds utilized to address essential additional work or cover meetings held outside of business hours.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$2,000	\$2,000	\$2,000
Comments:		

502100 F.I.C.A. – Federal Insurance Contributions Act requires the Village pay this tax to fund Medicare and Social Security.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$3,213	\$3,213	\$3,213
Comments:		

502200 Retirement – This item address the Village's contribution to the eligible employee's retirement benefit. This item is factored at a rate of 42% of pensionable income for general employees.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$18,655	\$18,655	\$18,655
Comments:		

502300 Health Insurance – Provided to all employees working at least thirty hours weekly.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$5,923	\$5,923	\$5,923
Comments:		

502301 LTD/Life Insurance –This line item is used to fund the Long Term Disability/Life Insurance coverage provided to all employees.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$424	\$424	\$424
Comments:		

502400 Workers Compensation – This line item is used to fund the Workers Compensation coverage related to line of duty injuries.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$122	\$122	\$122
Comments:		

503103 Engineering and Architecture – This line item addresses fees for planning and engineering services provided by the Village's consulting engineer and planner. Includes fees for Evaluation and Appraisal of the Comprehensive Plan.

- Engineering for new restroom improvements at the park;
- Potential modifications to Comprehensive Plan

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$75,000	\$75,000	\$75,000
Comments:		

503105 Professional Services – This line item addresses a variety of external professional consultants/contractors, including:

- The hiring of temporary Help during personnel shortages and for special projects (\$5,000.00),
- Pension Calculations (\$5,000.00)
- Lobbyist services, \$30,000/yr. (55% to General Fund (\$16,500.00),
- Internet Hosting and updating for Village web site (\$2, 150.00),
- Vanpool for Public Works employees (the Village pays most of the fees/riders make \$20 per pay period contribution) for the vans used in the program (\$6,000).

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$35,000	\$35,000	\$35,000
Comments:		

503404 Janitorial Contract – This line-item pays for the Village's cleaning service for Village Hall and the Public Works facility.

- Kelly Janitorial Systems, Inc. (\$29,000).
- Dustbusters, which provides mats for all entrances/exits (\$2,000)
- Window cleaning company (\$2,000),
- Miscellaneous janitorial services (\$5,000).

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$38,000	\$38,000	\$38,000
Comments:		

503440 Transportation Surcharge Expenditures – Miami-Dade County provides us with revenue from the 2 cent transportation tax each year. These funds must be spent on transportation related items. The Village, through Limousines of South Florida, operates *Bal Harbour Express*, a shuttle service for residents seven days per week. The cost for operation is \$108,360.00, with the fuel cost estimated at \$10,500.00. The shuttle goes through Bay Harbor, Surfside, to Aventura Mall. The Village must continue to budget the base-line of \$30,000.00 per year prior to being able to use the transportation tax revenue.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$107,000	\$107,000	\$107,000
Comments:		

504100 Telephone - Includes \$600.00 per month for T-1 phone line for Internet/Email access and Village Hall phone service.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$25,000	\$25,000	\$25,000
Comments:		

504300 Utilities – This line item is used to pay utility charges for operating Village buildings.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$40,000	\$40,000	\$40,000
Comments:		

504301 Water Usage – This line item is used to fund water used in the Village's buildings.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$10,000	\$10,000	\$10,000
Comments:		

504400 Rentals/Leases – provides funds for rental and leases including:

- Postage meter, (\$540.00)
- Plant service for office plants at Village Hall, (\$3,700.00)
- Dock Land Lease (\$200.00),
- Lease of a pickup truck for Public Works (Vehicle #342) @ \$350.00 per month (Lease Expires 11/30/14),
- Main Copier Lease (\$373.53/mo), and
- Receptionist Copier Maintenance (\$27.50/mo).

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$13,500	\$13,500	\$13,500
Comments:		

504500 Insurance – This line covers expenses insurance for the Village buildings.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$120,000	\$120,000	\$120,000
Comments:		

504600 Maintenance of Vehicles - Covers costs associated with the repair and maintenance of department vehicle (#342). Costs include preventative maintenance, washing and waxing, damage repair and replacement of worn and/or broken parts not covered under warranty.

- Routine Maintenance, \$1,000.00
- Washing/Waxing, \$ 1,500.00
- Contingency, \$500.00

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$3,000	\$3,000	\$3,000
Comments:		

504601 Maintenance of Equipment - Provides funds for the maintenance of Village owned equipment, including:

- Air Conditioning Service for Village Buildings (\$5,000.00),
- Pest Control (\$1 ,200.00),
- Telephone Maintenance (Avaya \$4,250.00),
- Copier Maintenance (Copyco \$2,500.00),
- Elevator Maintenance (\$2,000.00),
- Anti- virus software upgrade (\$500.00),
- Computer maintenance (\$30,000.00),
- Microfilm reader maintenance (\$650.00),
- Monitoring of burglar alarm system (\$1 ,260/yr monitoring)
- Miscellaneous maintenance & repairs to Village owned buildings/equipment

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$100,000	\$100,000	\$100,000
Comments:		

504700 Printing/Binding - This account covers the cost of printing of materials for the official Village business. Items in this account include business cards, forms, and letterhead.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$3,000	\$3,000	\$3,000
Comments:		

504990 Miscellaneous – This line covers expenses not otherwise categorized.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$4,000	\$4,000	\$4,000
Comments:		

505100 Office Supplies – This line item provides funds for office supplies.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$15,000	\$15,000	\$15,000
Comments:		

505200 Operating Supplies – includes funds for coffee supplies, distilled water for the Village Hall and Public Works buildings, first aide supplies, pooper scooper bags, miscellaneous hardware, mobile phone accessories, garbage bags/cleaning rags for public works. Amount is creased to due projected greater number of meetings.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$31,000	\$31,000	\$31,000
Comments:		

505201 Fuel – Fuel for use by vehicles assigned to this account.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$8,000	\$8,000	\$8,000
Comments:		

505204 Uniforms – This line item includes uniform costs for executive office staff.

- Uniforms for Receptionist, \$500.00

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$500	\$500	\$500
Comments:		

505205 Landscape Material – includes funds for the maintenance of Village Hall grounds and parking lots by Brickman through a contract.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$25,000	\$25,000	\$25,000
Comments:		

505299 Employee Holiday Fund – Mailing and preparation of Holiday Letter. Paid for with donated funds.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,000	\$1,000	\$1,000
Comments:		

505500 Educational Expenses - Costs associated with this account are related to attendance at professional conferences and training sessions. Educational reimbursement is paid through this line as well.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$500	\$500	\$500
Comments:		

508100 Library Card Reimbursement - Funds are budgeted to reimburse residents for Miami-Dade Library cards, which cost \$100.00 each. Residents are eligible for reimbursement for two library cards per household.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$3,000	\$3,000	\$3,000
Comments:		

508800 Debt Service – Principal and interest on General Fund's share of debt.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$29,571	\$29,571	\$29,571
Comments:		

598892 General Contingency – Provides funds for unforeseen costs.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$149,928	\$149,928	\$149,928
Comments:		

509904 Hurricane Contingency – Provides funds for supplies and equipment in the event that a hurricane threatens our area.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$50,000	\$50,000	\$50,000
Comments:		

# (01-21) Law Enforcement

## Proposed Operating Budget 2013/14

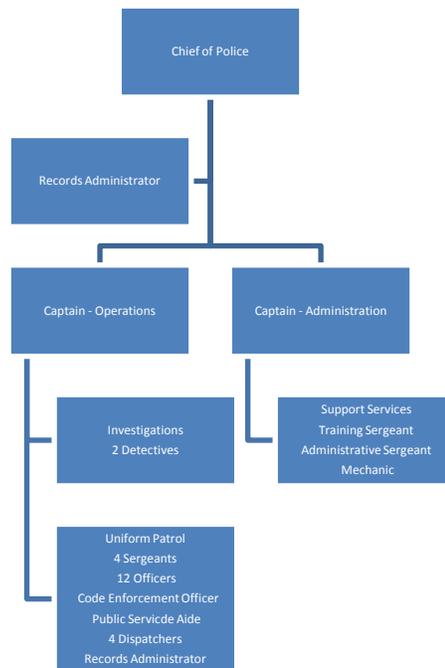


This account provides for the operations of the police department. The salaries and benefits of the Police Chief and all other police department employees are included in this account.

## Personnel Allocation

Position/Title	2012/2013	2013/2014
Police Chief	1	1
Captain	3	2
Commander	1	-
Lieutenant	1	-
Training Sergeant	1	1
Investigation Sergeant	1	-
Administrative Sergeant	0	1
Patrol Sergeant	4	4
Detective	2	2
Motorcycle Officer	3	2
Canine Officer/Handler	2	1
Officer	10	9
Code Enforcement Officer	1	1
Public Service Aide	1	1
Dispatcher	4	4
Records Administrator	2	2
Mechanic	1	1
<b>Total Personnel</b>	<b>38</b>	<b>32</b>

## Organizational Chart



Account Number	Description	FY11 Actual	FY12 Actual	FY13 Budget	FY14 Adopted	Dollar Change From FY13 Budget	% Change From FY13 Budget	Comments
<b>Law Enforcement</b>								
01-21-501200	Salaries	2,611,645	2,829,542	2,445,139	2,225,697	(219,442)	-9%	
01-21-501400	Overtime	217,975	34,167	22,000	111,285	89,285	406%	Expenditures moved from Forfeiture
01-21-501405	Off Duty Detail	-	-	-	148,800	148,800	NA	
01-21-502100	F.I.C.A.	189,510	172,085	187,053	190,162	3,109	2%	
01-21-502200	Retirement	1,319,026	996,617	1,567,582	1,208,670	(358,912)	-23%	
01-21-502300	Health Insurance	303,380	234,330	362,871	305,677	(57,194)	-16%	
01-21-502301	Ltd/Life Insurance	22,288	21,376	23,000	24,108	1,108	5%	
01-21-502400	Workers Compensation	50,243	57,616	121,072	55,910	(65,162)	-54%	
01-21-503101	Legal Fees	12,788	24,583	40,000	60,000	20,000	50%	
01-21-503104	Medical Services	10,524	7,140	15,000	12,000	(3,000)	-20%	
01-21-503105	Professional Services	30,782	11,208	8,000	8,000	-	0%	
01-21-503106	Red Light Camera Expense	257,728	266,500	310,000	200,000	(110,000)	-35%	
01-21-503405	Other Contractual	1,023	980	4,000	2,000	(2,000)	-50%	
01-21-503500	Undercover Investigations	22,188	-	-	-	-	NA	
01-21-504000	Travel & Per Diem	13,554	9,895	8,000	6,000	(2,000)	-25%	Expenditures moved from Forfeiture
01-21-504100	Telephone	6,276	9,020	7,000	35,000	28,000	400%	Expenditures moved from Forfeiture
01-21-504200	Postage	3,005	898	2,000	1,500	(500)	-25%	
01-21-504400	Rental /Leases	115,762	120,189	115,000	195,000	80,000	70%	Expenditures moved from Forfeiture
01-21-504600	Maintenance Of Vehicles	87,977	122,660	135,000	80,000	(55,000)	-41%	
01-21-504601	Maintenance Of Equipment	78,835	88,871	80,000	60,000	(20,000)	-25%	
01-21-504700	Printing And Binding	5,287	1,838	7,000	7,000	-	0%	
01-21-504901	Management Expenses	16,413	27,951	25,000	15,000	(10,000)	-40%	
01-21-504904	PAL Donation	-	68	-	-	-	NA	
01-21-504950	Legal Ads	-	-	1,500	1,500	-	0%	
01-21-504990	Miscellaneous	372	3,880	500	1,000	500	100%	
01-21-505100	Office Supplies	206	179	300	500	200	67%	
01-21-505200	Operating Supplies	23,662	35,667	20,000	40,000	20,000	100%	
01-21-505201	Fuel	94,715	78,376	90,000	120,000	30,000	33%	Expenditures moved from Forfeiture
01-21-505202	Tires	3,206	146	3,500	-	(3,500)	-100%	
01-21-505203	Laundry/Dry Cleaner	7,930	10,756	10,000	8,000	(2,000)	-20%	
01-21-505204	Uniforms	29,449	32,453	30,000	30,000	-	0%	
01-21-505206	Reimbursable Expenses	43,206	46,398	-	-	-	NA	
01-21-505400	Books, Publications, & Dues	9,328	12,079	8,000	8,000	-	0%	
01-21-505500	Education Expenses	15,086	9,455	15,000	20,000	5,000	33%	Expenditures moved from Forfeiture
01-21-509991	Undocumented P.Car	-	-	-	-	-	NA	
	<b>Totals</b>	<b>5,603,367</b>	<b>5,266,923</b>	<b>5,663,517</b>	<b>5,180,810</b>	<b>(482,707)</b>	<b>-9%</b>	

## Explanation of Expenditure by Line Item – Law Enforcement

501200 Salaries – Line item covers salaries for Department employees. Staffing has been reduced at the conclusion of FY 2012/13 to the following strength:

- 2 Captains (Exempt)
- 6 Sergeants
- 14 Officers
- 7 Civilian Support Staff
- 1 P/T Support Staff

For FY 2013/14, the following positions are proposed in addition to those above:

- 1 Chief (\$150,000 Annually)
- 1 Executive Secretary (\$50,000 Annually)

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$2,225,697	\$2,225,697	\$2,225,697
Comments:		

501400 Overtime - Funds utilized to address essential additional work or situations identified in the Collective Bargaining Agreement. This item is factored at 5% of payroll.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$111,285	\$111,285	\$111,285
Comments:		

5014050 Off Duty Details - Funds utilized to address off-duty police employment. This line item is off-set by a matching revenue line item (01-21-342101) paid by those contracting for off-duty police service. This is the first fiscal year that the Village is performing the billing service for this function.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$148,800	\$148,800	\$148,800
Comments:		

502100 F.I.C.A. – Federal Insurance Contributions Act requires the Village pay this tax to fund Medicare and Social Security.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$190,162	\$190,162	\$190,162
Comments:		

502200 Retirement – This item address the Village's contribution to the eligible employee's retirement benefit. The item is factored at a rate of 72% of pensionable income for police officers and 42% of pensionable income for general employees.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,208,670	\$1,208,670	\$1,208,670
Comments:		

502300 Health Insurance – Provided to all employees working in excess of thirty (30) hours per week.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$305,677	\$305,677	\$305,677
Comments:		

502301 LTD/Life Insurance – Long Term Disability/Life Insurance provided to all full-time employees.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$24,108	\$24,108	\$24,108
Comments:		

502400 Workers Compensation – Provides funds for Workers Compensation coverage.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$55,910	\$55,910	\$55,910
Comments:		

503101 Legal Fees - This line-item covers legal fees specific to the police department such as for collective bargaining, human resource issues and possible arbitration hearings on disciplinary action cases and/or any police-specific legal fees such as the Department of Justice inquiry.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$60,000	\$60,000	\$60,000
Comments:		

503104 Medical Services - This line-item covers medical testing which is required by State Statute or by the Collective Bargaining Agreement.

- Psychological examinations as a part of the pre-employment process
- Physical examinations as a part of the pre-employment process or for certain specialized positions
- Polygraph examinations as a part of the pre-employment process
- Drug testing
- Hepatitis Immunization, as required by State Statute
- Wellness Physical Examination ("Life Scan") as required by the Collective Bargaining Agreement (22 officers @ \$350 each) (\$7,700)
- Veterinary Treatment, \$1,300
- Contingency, \$3,000

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$12,000	\$12,000	\$12,000
Comments:		

503105 Professional Services – This line item is used for outsourcing of certain administrative functions, as well as outside internal affairs investigations, if needed.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$8,000	\$8,000	\$8,000
Comments:		

503106 Red Light Camera Expense - Costs associated with the Traffic Safety Program including payments to the vendor for the equipment, which as per the agreement with American Traffic Solutions (ATS), is set at \$4,750.00 per month per intersection for operation of the red light camera program. A change in State Statute will require hearings to be administered locally, rather than through traffic court, which is necessitating increased funding for these expenses.

Budgeted amount reduced to reflect contractual safeguards related to fee/fine ratio.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$200,000	\$200,000	\$200,000
Comments:		

503405 Other Contractual – Utilized to fund contractual services not otherwise listed.

- Court Standby Program, \$500.00
- Contingency, \$1,500

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$2,000	\$2,000	\$2,000
Comments:		

504000 Travel and Per Diem - Used to pay for travel and other expenses associated with employees on Village business.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$6,000	\$6,000	\$6,000
Comments:		

504100 Telephone - Costs for mobile phones, cellular lines for data transmission, computer system communications and other communication devices.

- AT&T Landlines, \$3,240
- AT&T Cellular provided to Supervisors and on-call personnel (\$20,000)
- Sprint Air Card/Data Plan (\$10,000)

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$35,000	\$35,000	\$35,000
Comments:		

504200 Postage – For use in mailing of official business.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,500	\$1,500	\$1,500
Comments:		

504400 Rentals/Leases – Covers rental and lease expenses.

- The Village is in the fifth year of a seven year lease with the Bal Harbour Shops with an annual payment of \$58,363.44.
- The Department leases 14 motor vehicles at an annual cost of \$70,195.32.
 

Veh #332 - 2010 Dodge Ram 1500	Lease ends 04/2014	\$455.00/month
Veh #336 - 2010 Ford F150 Lariat	Lease ends 07/2014	\$444.31/month
Veh #343 – 2010 Ford Explorer	Lease ends 01/2015	\$375.00/month
Veh #344 – 2011 Jeep Cherokee	Lease ends 01/2015	\$395.00/month
Veh #345 – 2011 Ford F150 Lariat	Lease ends 03/2015	\$444.31/month

Veh #346 – 2011 Ford F150	Lease ends 04/2015	\$400.00/month
Veh #347 – 2011 Ford F150	Lease ends 04/2015	\$400.00/month
Veh #348 – 2011 Ford F150	Lease ends 04/2015	\$400.00/month
Veh #350 – 2011 Dodge Charger	Lease ends 06/2015	\$375.00/month
Veh #351 – 2010 Dodge Charger	Lease ends 06/2015	\$400.00/month
Veh #355 – 2012 Dodge Charger	Lease ends 02/2016	\$399.98/month
Veh #356 – 2012 Dodge Charger	Lease ends 02/2016	\$399.98/month
Veh #362 – 2013 Harley Motorcycle	Lease year to year	\$475.00/month
Veh #363 – 2013 Harley Motorcycle	Lease year to year	\$475.00/month

- One additional lease vehicle is proposed for use by the Chief of Police, \$8,400.00
- Rental Fee for the Training Trailer, \$3,600
- Boat Dockage, \$2,400

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$195,000	\$195,000	\$195,000
Comments:		

504600 Maintenance of Vehicles - Covers costs associated with the repair and maintenance of department vehicles. Costs include preventative maintenance, washing and waxing, damage repair and replacement of worn and/or broken parts not covered under warranty.

- Oil Change, \$3,200
- Air Filter, \$640
- Tune Up, \$3,200
- Car Wash, \$16,640
- Contingency, \$76,920

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$80,000	\$80,000	\$80,000
Comments:		

504601 Maintenance of Equipment - Funds allocated to this account will be used for repair and maintenance of Police Department radios, computers, recording equipment, and copiers.

- Copier Service Agreement, \$800 annually
- Software Maintenance Agreements, \$12,000 annually
- Alarm Monitoring, \$2,500 annually

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$60,000	\$60,000	\$60,000
Comments:		

504700 Printing/Binding - This account covers the cost of printing of materials for the police department used in official police or City business. Items in this account include business cards and letterhead.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$7,000	\$7,000	\$7,000
Comments:		

504901 Management Expenses – This line funds the managerial functions of the Department.

- Partial Sponsorship of the Miami-Dade Chief of Police Dinner, \$5,000.00
- LEO Awards Gala, \$2,000.00
- Officer of the Month/Year Awards, \$3,000.00

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$15,000	\$15,000	\$15,000
Comments:		

504950 Legal Ads – For legal advertizing specific to the police department.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,500	\$1,500	\$1,500
Comments:		

504990 Miscellaneous – For expenditures not otherwise categorized.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,000	\$1,000	\$1,000
Comments:		

505100 Office Supplies –

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$500	\$500	\$500
Comments:		

505200 Operating Supplies – This amount is increased due to the Accreditation Mock and Assessment occurring during this budget year.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$40,000	\$40,000	\$40,000
Comments:		

505201 Fuel –

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$120,000	\$120,000	\$120,000
Comments:		

505203 Laundry/Dry Cleaning – Uniform cleaning service is a condition of the Collective Bargaining Agreement.

Police Uniform Cleaning (23 officers @ \$303 each), \$6,969  
Contingency, \$1,000

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$8,000	\$8,000	\$8,000
Comments:		

505204 Uniforms – This line item includes uniform costs for all police employees, including non-sworn positions. Also includes contractually mandated replacement of body armor.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$30,000	\$30,000	\$30,000
Comments:		

505400 Books, Publications, and Dues - Costs associated with this line item are subscriptions to professional journals, training materials used to update employees on changing laws and procedures within their activity and membership in professional and regional law enforcement organizations.

- International Association of Chiefs
- Florida Police Chiefs Association
- Miami-Dade County Association of Chiefs of Police

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$8,000	\$8,000	\$8,000
Comments:		

505500 Educational Expenses - Costs associated with this account are related to maintain state standards and having a highly trained, professional police force. Educational reimbursement identified in the Collective Bargaining Agreement is paid through this line as well as training costs associated with Accreditation.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$20,000	\$20,000	\$20,00
Comments:		

# (01-24) Protective Inspections

## Proposed Operating Budget 2013/14

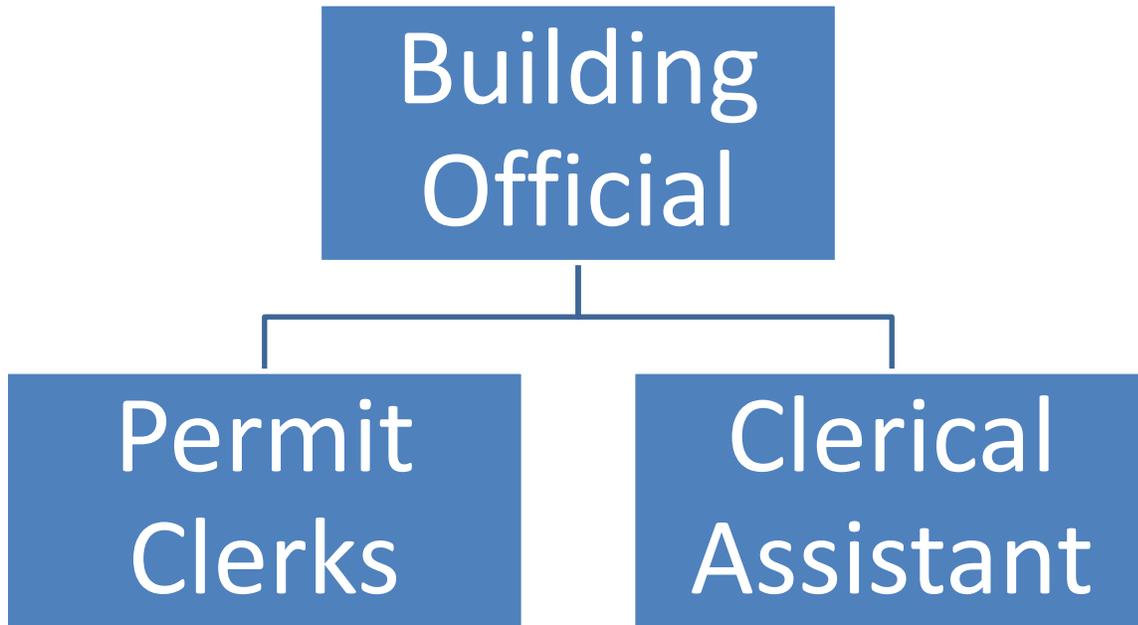


This account funds the operation of our Building Department. The management and inspection services of the Building Department are handled through a consulting agreement with CAP Government..

Personnel Allocation

Position/Title	2012/2013	2013/2014
P/T Building Official	1	1
Permit Clerks	2	2
P/T Clerical Assistant	1	1
P/T Inspectors	5	0
Total Personnel	4	4

Organizational Chart



Account Number	Description	FY11 Actual	FY12 Actual	FY13 Budget	FY14 Adopted	Dollar Change From FY13 Budget	% Change From FY13 Budget	Comments
<b>Building Department</b>								
01-24-501200	Salaries	108,686	89,884	91,688	103,496	11,808	13%	
01-24-501400	Overtime	-	259	250	500	250	100%	
01-24-502100	F.I.C.A.	6,928	5,996	7,014	11,225	4,211	60%	
01-24-502200	Retirement	25,346	26,274	28,959	43,135	14,176	49%	
01-24-502300	Health Insurance	25,512	19,764	30,828	22,810	(8,018)	-26%	
01-24-502301	Ltd/Life Insurance	888	452	900	484	(416)	-46%	
01-24-502400	Workers Compensation	1,041	770	1,559	518	(1,041)	-67%	
01-24-503105	Professional Services	181,316	188,040	180,000	370,000	190,000	106%	Based on FY13 revenues, Consultatio Project estimated Schedule, and CAP Cost Sharing provisions of 70% of revenue to be paid to CAP.
01-24-503403	Prof. Services Adt	101,370	7,793	-	-	-	NA	If this arises, revenue will also rise to cover it with the 70/30 CAP cost sharing
01-24-503405	Other Contractual	7,830	-	-	-	-	NA	
01-24-504000	Travel & Per Diem	-	-	500	-	(500)	-100%	not required with outsourced services
01-24-504100	Telephone	140	586	500	500	-	0%	
01-24-504200	Postage	1,439	374	500	350	(150)	-30%	
01-24-504400	Rental /Leases	12,982	6,787	7,000	3,200	(3,800)	-54%	jeep and copier leases
01-24-504600	Maintenance Of Vehicles	1,007	690	1,726	-	(1,726)	-100%	car washing and waxing
01-24-504601	Maintenance Of Equipment	10,025	7,498	7,000	2,800	(4,200)	-60%	repairs and maintenance on computers
01-24-504700	Printing And Binding	1,311	2,176	1,859	1,200	(659)	-35%	letterhead and forms
01-24-504901	Management Expenses	105	-	350	-	(350)	-100%	not needed
01-24-504902	Monthly Meetings Of ARB	2,813	3,390	3,500	2,800	(700)	-20%	
01-24-504990	Miscellaneous	-	120	500	300	(200)	-40%	
01-24-505200	Operating Supplies	214	86	1,000	500	(500)	-50%	
01-24-505201	Fuel	2,910	2,375	2,500	-	(2,500)	-100%	based on current consumption
01-24-505202	Tires	-	-	250	-	(250)	-100%	
01-24-505204	Uniforms	911	2,011	1,750	1,400	(350)	-20%	Inspectors Outsourced
01-24-505400	Books, Publications, & Dues	39	768	250	-	(250)	-100%	
01-24-505500	Education Expenses	575	659	750	-	(750)	-100%	
	<b>Totals</b>	<b>493,386</b>	<b>366,752</b>	<b>371,133</b>	<b>565,219</b>	<b>194,086</b>	<b>52%</b>	

## Explanation of Expenditure by Line Item – Building Department

501200 Salaries – Line item covers salaries for Department employees. Though being paid through a consulting agreement, the Building Official must be listed as an employee of Bal Harbour Village. Consequently, he is designated as part-time, and receives a minimal salary.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$103,496	\$103,496	\$103,496
Comments:		

501400 Overtime - Funds utilized to address essential additional.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$500	\$500	\$500
Comments:		

502100 F.I.C.A. – Federal Insurance Contributions Act requires the Village pay this tax to fund Medicare and Social Security.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$11,225	\$11,225	\$11,225
Comments:		

502200 Retirement – This item address the Village's contribution to the eligible employee's retirement benefit. The item is factored at a rate of 42% of pensionable income for general employees.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$43,135	\$43,135	\$43,135
Comments:		

502300 Health Insurance – This line item addresses the cost of health insurance, which is supplied to all Village employees working in excess of thirty hours per week.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$22,810	\$22,810	\$22,810
Comments:		

502301 LTD/Life Insurance – This line covers long term disability and life insurance which is provided to all full-time Village employees.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$484	\$484	\$484
Comments:		

502400 Workers Compensation – Provides coverage for work related injuries.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$518	\$518	\$518
Comments:		

503105 Professional Services – This line item is used for outsourcing of certain administrative functions. Budgeted amount is based upon current budget, factored with Consultatio Project, and CAP Fee structure of 70%/30%.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$370,000	\$370,000	\$370,000
Comments:		

504100 Telephone - Costs for computer system communications and other communication devices.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$500	\$500	\$500
Comments:		

504200 Postage – This line item address the cost of postage on official department business.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$350	\$350	\$350
Comments:		

504400 Rentals/Leases – Covers copier lease expenses.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$3,200	\$3,200	\$3,200
Comments:		

504601 Maintenance of Equipment - Funds allocated to this account will be used for repair and maintenance of Department equipment.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$2,800	\$2,800	\$2,800
Comments:		

504700 Printing/Binding - This account covers the cost of printing of materials for the building department used in official business. Items in this account include business cards and letterhead.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,200	\$1,200	\$1,200
Comments:		

504902 Monthly Meetings of ARB – This line covers costs associated with the Architectural Review Board, to include lunch for Members on the day of the meeting.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$2,800	\$2,800	\$2,800
Comments:		

504990 Miscellaneous – Addresses expenses not otherwise categorized.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$300	\$300	\$300
Comments:		

505200 Operating Supplies –

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$500	\$500	\$500
Comments:		

505204 Uniforms – This line item includes uniform costs for building clerks, and polo shirts for use by inspectors.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,400	\$1,400	\$1,400
Comments:		

# (01-41) Public Works

## Proposed Operating Budget 2013/14

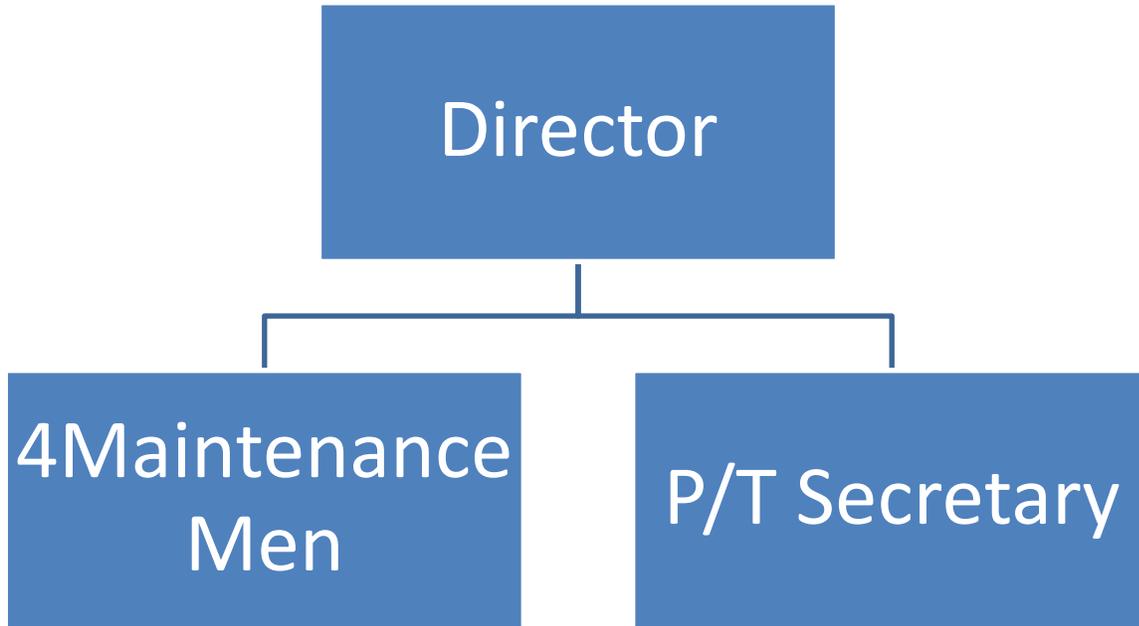


This account funds the maintenance of the north and west parking lots, including parking meters and storm drains. It also includes funds for the solid waste and recycling collection contract. Five employees are charged to the Public Works department along with a part-time secretary to assist the Public Works Director.

Personnel Allocation

<b>Position/Title</b>	<b>2012/2013</b>	<b>2013/2014</b>
Public Works Director	1	1
Maintenance Man	4	4
P/T Secretary	1	1
Total Personnel	6	6

Organizational Chart



Account Number	Description	FY11 Actual	FY12 Actual	FY13 Budget	FY14 Adopted	Dollar Change From FY13 Budget	% Change From FY13 Budget	Comments
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### Public Works

01-41-501200	Salaries	129,979	80,354	137,637	239,451	101,814	74%	
01-41-501400	Overtime	9,662	13,322	8,200	15,000	6,800	83%	
01-41-502100	F.I.C.A.	9,405	6,470	11,156	19,465	8,309	74%	
01-41-502200	Retirement	35,400	44,025	50,081	111,656	61,575	123%	
01-41-502300	Health Insurance	17,305	12,530	28,760	38,157	9,397	33%	
01-41-502301	Ltd/Life Insurance	1,051	614	1,100	2,376	1,276	116%	
01-41-502400	Workers Compensation	3,108	6,819	13,202	20,350	7,148	54%	
01-41-503103	Engineering & Arch	32,415	37,427	25,000	75,000	50,000	200%	
01-41-503104	Medical Services	-	-	500	500	-	0%	
01-41-503105	Professional Services	-	-	14,000	14,000	-	0%	
01-41-503400	Utilities Location	8,349	6,044	6,500	6,500	-	0%	
01-41-503405	Other Contractual	-	-	7,500	7,500	-	0%	
01-41-503409	Recycling Costs	-	-	3,000	3,000	-	0%	
01-41-503410	Solid Waste Collections	-	-	614,000	614,000	-	0%	
01-41-504100	Telephone	1,018	815	1,750	1,750	-	0%	
01-41-504200	Postage	556	-	100	100	-	0%	
01-41-504300	Utilities	55,641	55,628	60,000	52,000	(8,000)	-13%	
01-41-504301	Water Usage	63,730	20,644	60,600	24,000	(36,600)	-60%	
01-41-504400	Rental /Leases	27,696	26,014	5,000	5,000	-	0%	
01-41-504600	Maintenance Of Vehicles	10,384	20,230	12,500	20,000	7,500	60%	
01-41-504601	Maintenance Of Equipment	11,094	2,271	51,000	35,000	(16,000)	-31%	
01-41-504603	Maintenance Of Par	27,630	28,763	25,000	25,000	-	0%	
01-41-504608	Maintenance Of Sto	-	-	2,500	2,500	-	0%	
01-41-504990	Miscellaneous	-	-	800	800	-	0%	
01-41-505200	Operating Supplies	16,213	4,689	35,500	20,000	(15,500)	-44%	
01-41-505201	Fuel	26,309	19,920	22,500	22,500	-	0%	
01-41-505202	Tires	156	1,071	2,750	-	(2,750)	-100%	
01-41-505203	Laundry/Dry Cleaner	400	25	100	-	(100)	-100%	
01-41-505204	Uniforms	2,124	1,486	6,000	4,000	(2,000)	-33%	
01-41-505205	Landscape Material	1,348	-	5,000	5,000	-	0%	
01-41-505300	Maintenance Of Streets	-	8,287	7,500	7,500	-	0%	
01-41-505500	Education Expenses	98	-	500	500	-	0%	
01-41-506315	Storm Drain Project	5,110	26,586	460,000	460,000	-	0%	
01-41-506400	Machinery & Equipment	4,500	14,473	350,000	-	(350,000)	-100%	
	<b>Totals</b>	<b>500,681</b>	<b>438,505</b>	<b>2,029,736</b>	<b>1,852,606</b>	<b>(177,130)</b>	<b>-9%</b>	

## Explanation of Expenditure by Line Item – Public Works

501200 Salaries – Line item covers salaries for Department employees. Staffing at the end of FY 2012/13 is as follows:

- 1 Director
- 4 Maintenance Men
- 1 P/T Secretary

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$239,451	\$239,451	\$239,451
Comments:		

501400 Overtime - Funds utilized to address essential additional work or staffing requirements.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$15,000	\$15,000	\$15,000
Comments:		

502100 F.I.C.A. – Federal Insurance Contributions Act requires the Village pay this tax to fund Medicare and Social Security.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$19,465	\$19,465	\$19,465
Comments:		

502200 Retirement – This item address the Village's contribution to the eligible employee's retirement benefit. This item is factored at a rate of 42% of pensionable income for general employees.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$111,656	\$111,656	\$111,656
Comments:		

502300 Health Insurance – Provided to all employees working at least thirty hours weekly.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$38,157	\$38,157	\$38,157
Comments:		

502301 LTD/Life Insurance –This line item is used to fund the Long Term Disability/Life Insurance coverage provided to all employees.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$2,376	\$2,376	\$2,376
Comments:		

502400 Workers Compensation – This line item is used to fund the Workers Compensation coverage related to line of duty injuries.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$20,350	\$20,350	\$20,350
Comments:		

503103 Engineering and Architecture – This line item includes fees for National Pollutant Discharge Elimination System (NPDES) permitting and annual report preparation.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$75,000	\$75,000	\$75,000
Comments:		

503104 Medical Services – This line item provides funding for Hepatitis B inoculations as required by OSHA regulations. These inoculations are offered to any employees who may, by the nature of their job, be exposed to sources of Hepatitis such as sewage, garbage, etc. Funds are also included for required DOT drug screenings for drivers of large trucks.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$500	\$500	\$500
Comments:		

503105 Professional Services – This line item covers the cost of the services of our landscape architect who supervises the extensive Village landscape operations.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$14,000	\$14,000	\$14,000
Comments:		

503400 Utility Locates – This line item provides funds for the Village to act in accordance with Florida State laws, the Village is required to locate underground utilities prior to any excavation work by contractors. This line-item includes funds for storm drainage pipe locates. Our engineering firm handles this task for the Village.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$6,500	\$6,500	\$6,500
Comments:		

503405 Other Contractual – Includes funds for insecticide spraying as needed.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$7,500	\$7,500	\$7,500
Comments:		

503409 Recycling Costs – This line provides funding for our recycling operation. Some revenues are received from WSI, the company that purchases our recyclables.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$3,000	\$3,000	\$3,000
Comments:		

504410 Solid Waste Costs – Provides funds for the removal and disposal of solid waste. Costs are offset by solid waste assessment.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$614,000	\$614,000	\$614,000

504100 Telephone – Provides funds for the Department’s portion of Village telephone and internet charges, as well as cellular telephone coverage for designated Department personnel.

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$1,750	\$1,750	\$1,750
Comments:		

504200 Postage – Includes funds for mailing of official business documents.

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$100	\$100	\$100
Comments:		

504300 Utilities – This line item is used to pay utility charges for operating our two storm drainage systems that the Village maintains and operates to drain the residential area and 96<sup>th</sup> Street.

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$52,000	\$52,000	\$52,000
Comments:		

504301 Water Usage – This line item funds water used by this Department.

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$24,000	\$24,000	\$24,000
Comments:		

504400 Rentals/Leases – provides funds for equipment and vehicles which are needed such as industrial equipment and barricade rental.

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$5,000	\$5,000	\$5,000
Comments:		

504600 Maintenance of Vehicles - Covers costs associated with the repair and maintenance of the street sweeper and trash truck, including vehicle washes.

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$20,000	\$20,000	\$20,000
Comments:		

504601 Maintenance of Equipment - Provides funds for the maintenance of Village equipment or maintenance of street lights, maintenance of the storm drainage pump station in the residential area, and maintenance of D.O.T. pumps for 96<sup>th</sup> Street.

Manager’s Recommendation	Committee’s Recommendation	Council’s Approval
\$35,000	\$35,000	\$35,000
Comments:		

504603 Maintenance of Parking Meters – This line item provides funds for the collection and deposit of money from the parking meters as per agreement with Laz Parking. Royce parking cleans the meters monthly for \$150.00 per month and performs repairs as needed at hourly rates.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$25,000	\$25,000	\$25,000
Comments:		

504608 Maintenance of Storm Drains – Provides funds for the maintenance of the storm drain system.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$2,500	\$2,500	\$2,500
Comments:		

504990 Miscellaneous – This line covers expenses not otherwise categorized.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$800	\$800	\$800
Comments:		

505200 Operating Supplies – includes funds for sweeper brooms, signs and posts, paper towels, truck wash, and other miscellaneous supplies.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$20,000	\$20,000	\$20,000
Comments:		

505201 Fuel – Fuel for use by vehicles assigned to this account.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$22,500	\$22,500	\$22,500
Comments:		

505204 Uniforms – This line item provides funds for uniforms for Department personnel.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$4,000	\$4,000	\$4,000
Comments:		

505205 Landscape Material – This line-item funds materials and services utilized in the maintenance of landscaped areas in Bal Harbour Village in parking lots and any other public area not paid by Resort Tax funds.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$5,000	\$5,000	\$5,000
Comments:		

505300 Maintenance of Streets – This line item contains funds for striping and maintaining our north and west parking lots.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$7,500	\$7,500	\$7,500
Comments:		

505500 Educational Expenses - Costs associated with this account are related to attendance at professional conferences and training sessions. Educational reimbursement is paid through this line as well.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$500	\$500	\$500
Comments:		

506315 Storm Drain Project – Provides funds for the storm drain improvement project.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$460,000	\$460,000	\$460,000
Comments:		

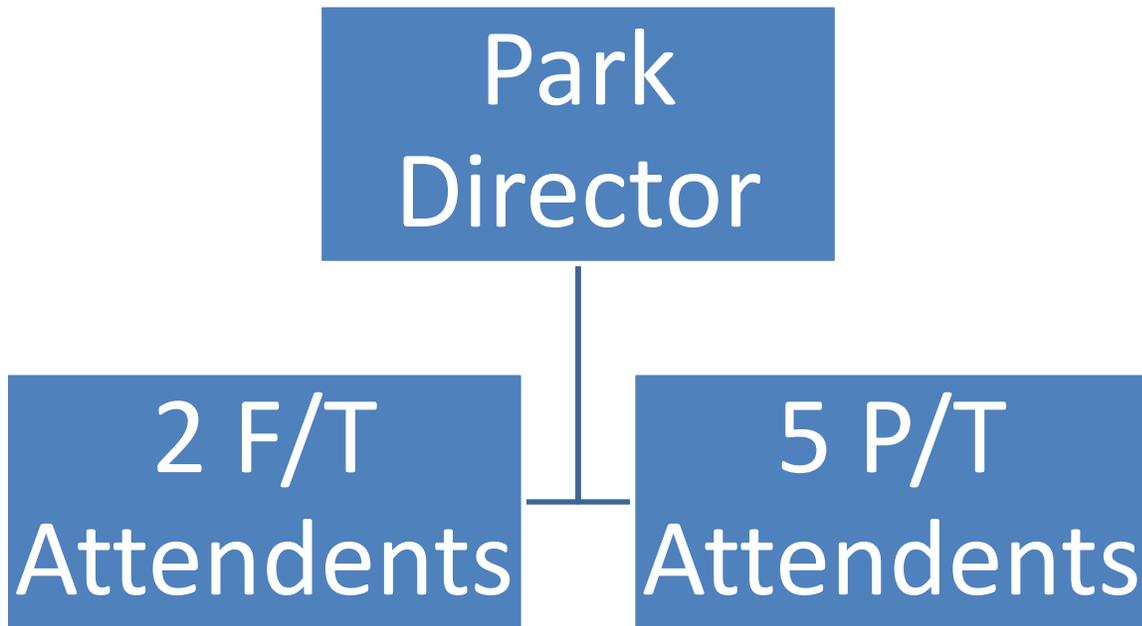


This account funds the operation and maintenance of Bal Harbour Park and Recreation Center. The salary and benefits of the Park Director, two full-time employees, and five part-time employees are charged to this account. Funds are also included for hiring temporary help for special events.

Personnel Allocation

<b>Position/Title</b>	<b>2012/2013</b>	<b>2013/2014</b>
Park Director	1	1
F/T Park Attendants	2	2
P/T Park Attendants	5	5
Total Personnel	8	8

Organizational Chart



Account Number	Description	FY11 Actual	FY12 Actual	FY13 Budget	FY14 Adopted	Dollar Change From FY13 Budget	% Change From FY13 Budget	Comments
<b>Parks and Recreation</b>								
01-72-501200	Salaries	177,540	185,589	121,814	137,550	15,736	13%	
01-72-501400	Overtime	5,209	6,255	4,800	5,000	200	4%	
01-72-502100	F.I.C.A.	12,778	13,857	9,319	10,905	1,586	17%	
01-72-502200	Retirement	56,100	45,600	29,748	46,340	16,592	56%	
01-72-502300	Health Insurance	13,557	12,326	21,394	15,339	(6,055)	-28%	
01-72-502301	Ltd/Life Insurance	998	964	1,000	1,124	124	12%	
01-72-502400	Workers Compensation	5,280	17,710	9,058	10,228	1,170	13%	
01-72-503105	Professional Services	-	7,085	5,000	5,000	-	0%	
01-72-503404	Janitorial Contract	7,800	7,800	7,800	7,000	(800)	-10%	
01-72-503405	Other Contractual	5,517	6,143	7,000	7,000	-	0%	
01-72-504000	Travel & Per Diem	-	-	250	250	-	0%	
01-72-504100	Telephone	4,326	1,845	4,500	3,000	(1,500)	-33%	
01-72-504200	Postage	1,389	-	1,000	1,000	-	0%	
01-72-504300	Utilities	7,758	8,135	8,500	8,500	-	0%	
01-72-504301	Water Usage	16,101	13,281	10,000	10,000	-	0%	
01-72-504400	Rental /Leases	620	481	1,330	1,200	(130)	-10%	
01-72-504600	Maintenance Of Vehicles	-	1,060	1,800	1,800	-	0%	
01-72-504601	Maintenance Of Equipment	9,641	11,967	10,000	10,000	-	0%	
01-72-504853	Special Events	25,029	27,458	31,000	31,000	-	0%	
01-72-504901	Management Expenses	130	112	250	350	100	40%	
01-72-504990	Miscellaneous	236	818	500	-	(500)	-100%	
01-72-505200	Operating Supplies	5,882	6,510	15,000	15,000	-	0%	
01-72-505201	Fuel	-	10	2,500	2,500	-	0%	
01-72-505202	Tires	-	-	200	-	(200)	-100%	
01-72-505204	Uniforms	1,065	1,408	1,500	1,500	-	0%	
01-72-505205	Landscape Material	-	-	4,000	4,000	-	0%	
01-72-506400	Machinery & Equipment	-	-	150,000	-	(150,000)	-100%	
	<b>Totals</b>	<b>356,956</b>	<b>376,415</b>	<b>459,263</b>	<b>335,587</b>	<b>(123,676)</b>	<b>-27%</b>	

## Explanation of Expenditure by Line Item – Parks and Recreation

501200 Salaries – Line item covers salaries for Department employees. Staffing at the end of FY 2012/13 is as follows:

- 1 Director
- 2 F/T Park Attendants
- 5 P/T Park Attendants

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$137,550	\$137,550	\$137,550
Comments:		

501400 Overtime - Funds utilized to address essential additional work or staffing needs.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$5,000	\$5,000	\$5,000
Comments:		

502100 F.I.C.A. – Federal Insurance Contributions Act requires the Village pay this tax to fund Medicare and Social Security.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$10,905	\$10,905	\$10,905
Comments:		

502200 Retirement – This item address the Village's contribution to the eligible employee's retirement benefit. This item is factored at a rate of 42% of pensionable income for general employees.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$46,340	\$46,340	\$46,340
Comments:		

502300 Health Insurance – Provided to all employees working at least thirty hours weekly.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$15,339	\$15,339	\$15,339
Comments:		

502301 LTD/Life Insurance –This line item is used to fund the Long Term Disability/Life Insurance coverage provided to all employees.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,124	\$1,124	\$1,124
Comments:		

502400 Workers Compensation – This line item is used to fund the Workers Compensation coverage related to line of duty injuries.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$10,228	\$10,228	\$10,228
Comments:		

503105 Professional Services – This line item provides for fees for Landscape Architect services as needed and any other service required.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$5,000	\$5,000	\$5,000
Comments:		

503404 Janitorial Contract – This line-item pays for the cleaning service for the Recreation Center.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$7,000	\$7,000	\$7,000
Comments:		

503405 Other Contractual – This line item provides for insecticide treatments of the date palm trees and other landscaping in the park.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$7,000	\$7,000	\$7,000
Comments:		

504000 Travel and Per Deim – Provided for business related travel.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$250	\$250	\$250
Comments:		

504100 Telephone - Includes funds for the T-1 phone line for Internet/email access and phone service in the recreation center, as well as cellular service for designated employees..

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$3,000	\$3,000	\$3,000
Comments:		

504200 Postage – For event mailings and other official business.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,000	\$1,000	\$1,000
Comments:		

504300 Utilities – This line item is used to pay for electricity used in the operation of Bal Harbour Park and Recreation Center.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$8,500	\$8,500	\$8,500
Comments:		

504301 Water Usage – This line item is used to fund water used in the Recreation Center and within the Park.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$10,000	\$10,000	\$10,000
Comments:		

504400 Rentals/Leases – This covers alarm monitoring (\$770.00) and the submerged land lease for the dock (\$460.00).

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,200	\$1,200	\$1,200
Comments:		

504600 Maintenance of Vehicles - Covers costs associated with the repair and maintenance of department vehicle (#264). Costs include preventative maintenance, washing and waxing, damage repair and replacement of worn and/or broken parts.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,800	\$1,800	\$1,800
Comments:		

504601 Maintenance of Equipment - Provides funds for the maintenance of Village owned equipment, including:

- Pest Control Service, \$500
- Air Conditioning Service, \$1,000
- Computer Maintenance, \$2,000
- Park Cover Removal, \$4,000
- Contingency, \$2,500

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$10,000	\$10,000	\$10,000
Comments:		

504853 Special Events – This line-item is for events organized for the community in the Park by the Director. These events include:

- Halloween costume contest & Carnival (\$3,000.00)
- Senior Citizen Valentine's Brunch (\$3,300.00)
- Snow Festival (\$10,000.00)
- Egg Hunt (\$3,100.00)
- Senior Citizen Field Trips (\$3,000.00)
- Mother's Day Brunch (\$3,300.00)
- Senior St. Patrick's Day (\$3,300.00)
- Miscellaneous (\$2,000.00).

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$31,000	\$31,000	\$31,000
Comments:		

5504901 Management Expenses – For managerial operations as determined by the Director.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$350	\$350	\$350
Comments:		

505200 Operating Supplies – Covers items such as athletic equipment, first aid supplies, insect repellent, suntan lotion, paper towels, cleaning products, signs, and supplies for the recreation center.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$15,000	\$15,000	\$15,000
Comments:		

505201 Fuel – Fuel for use by the vehicle assigned to this account.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$2,500	\$2,500	\$2,500
Comments:		

505204 Uniforms – This line item addresses uniforms worn by Park personnel.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,500	\$1,500	\$1,500
Comments:		

505205 Landscape Material – Provides funds for landscaping materials used in the Park and around the Recreation Center.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$4,000	\$4,000	\$4,000
Comments:		

(40-36) Water and Sewer  
Fund

Proposed Operating Budget  
2013/14



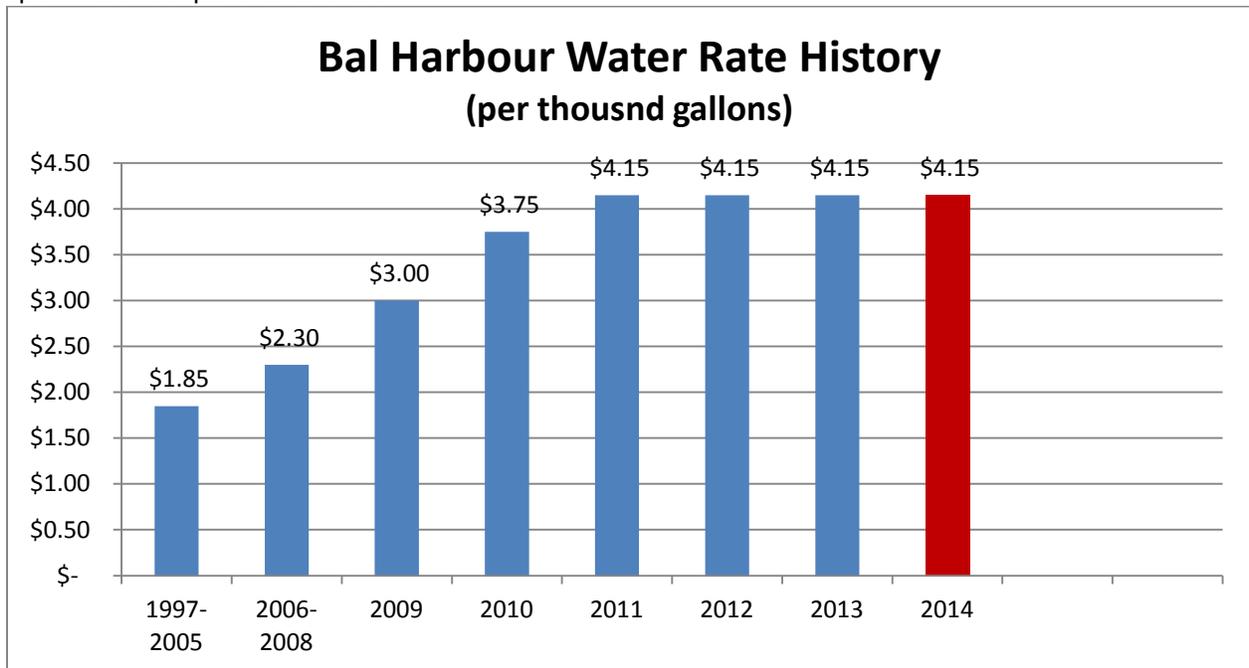
The **water & sewer fund** is used to account for water and sewer utility operations, which are financed and operated in a manner similar to a private business enterprise. The intent of the Village is that the costs (expenses including depreciation) of providing services to the general public on a continuing basis be financed or recovered primarily through user charges.

Personnel Allocation

Position/Title	2012/2013	2013/2014
Maintenance Man	1	1
Total Personnel	1	1

Water Rates

The Bal Harbour water rate is remaining at \$4.15 per thousand gallons. Miami-Dade County is proposing to maintain the wholesale water rate at \$1.7142 per thousand gallons. The annual Utility Service tax of 7.5% of receipts from water and sewer operations, which is charged by Miami-Dade County, is collected from customers and remitted to the County. The Village does not benefit at all from this fee. All adjustments in line-items are based on recommendations from our Engineering firm or factored based upon historic expenditure levels.



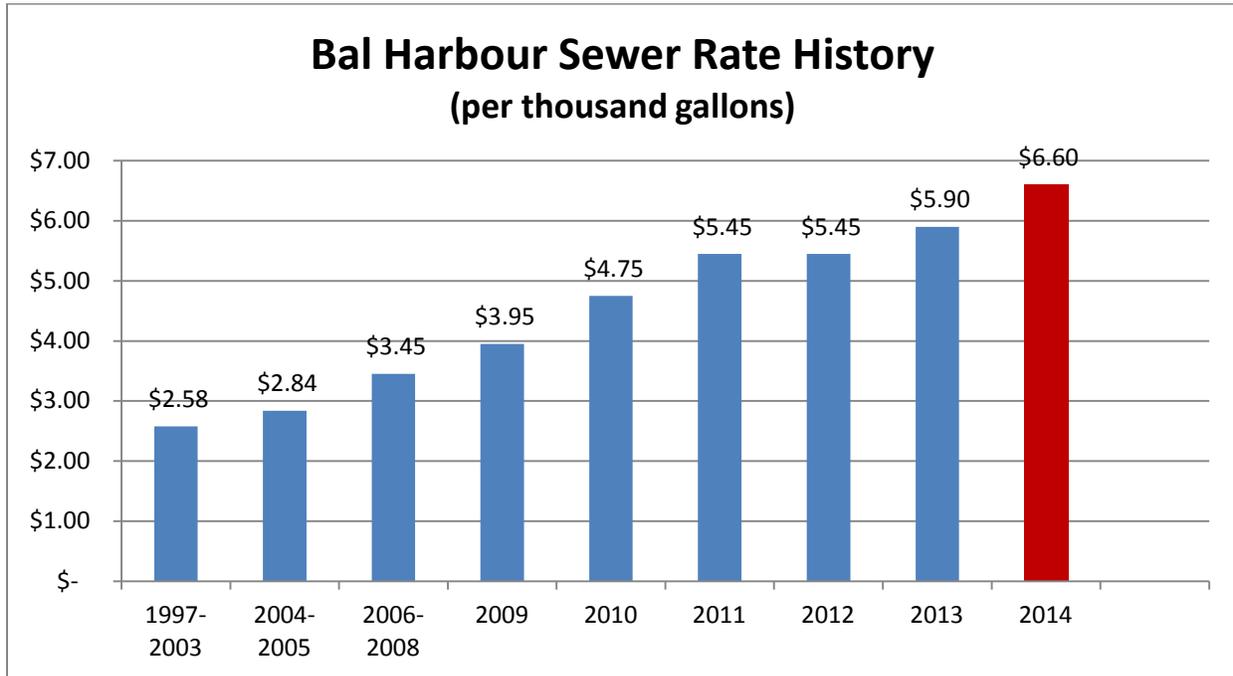
The minimum monthly water bill (3,000 gallons) is \$13.38 (7.5% tax included).

Sewer Rates

The Bal Harbour sewer rate is increasing to \$6.60 per thousand gallons from \$5.90. Miami Beach has not yet provided us their official notification of their rates. The annual Utility Service tax of 7.5% of receipts from water and sewer operations, which is charged by Miami-Dade County, is collected from our customers and remitted to the City of Miami Beach. The Village does not benefit from this fee.

In order to make up for the difference between their prior year (2010/11) projections and the actual final audited revenues vs. expenditures, the County imposes a true-up charge or credit, whichever applies. The true-up imposed by the County is + 13% which translates to an 8.25% increase in our rate.

We do not have notification from the City of Miami Beach of their rates. County sewer rates are increasing through the true-up, but not through a higher rate.



The minimum monthly sewer bill (3,000 gallons) is \$21.28 (7.5% tax included).

Account Number	Account Description	Budgeted Revenue	FY14 Forecast	Amount Changed From FY2013	Percent Changed From FY2013	Comments
40-36-343001	Water Tapping Charge	5,000.00	3,750			
40-36-343300	Water Sales	1,800,000.00	1,800,000			rates stay same
40-36-343500	Sewer Sales	1,600,000.00	1,800,000			rates increase to 6.60 (11.88%)
40-36-354002	Fines-Water Fund Pen	3,500.00	3,500			
40-36-361101	Interest	18,000.00	12,500			
40-36-361102	Interest	0				
40-36-361103	Interest	0				
40-36-361300	Net Decrease, Fmv	0				
40-36-369900	Other Miscellaneous	1,000.00	1,000			
40-36-384000	Use of Debt Proceeds	3,245,000.00	1,675,000			
<b>Totals</b>		<b>6,672,500.00</b>	<b>5,295,750.00</b>	<b>0.00</b>	<b>0.00</b>	

Account Number	Description	FY11 Actual	FY12 Actual	FY13 Budget	YTD Amount May 6th	FY2014 Department Request	Dollar Change From FY13 Budget	% Change From FY13 Budget	Comments
<b>Water and Sewer</b>									
40-36-501200	Salaries	55,131	53,321	52,893	27,248	-	(52,893)	-100%	
40-36-501400	Overtime	38,701	43,804	35,000	13,169	28,000	(7,000)	-20%	
40-36-502100	F.I.C.A.	6,768	7,276	6,724	3,033	2,142	(4,582)	-68%	
40-36-502200	Retirement	18,615	13,752	20,522	-	-	(20,522)	-100%	
40-36-502300	Health Insurance	10,006	5,292	5,391	1,445	-	(5,391)	-100%	
40-36-502301	Ltd/Life Insurance	515	522	520	166	285	(235)	-45%	
40-36-502400	Workers Compensation	1,403	1,559	3,444	1,239	-	(3,444)	-100%	
40-36-503101	Legal Fees	100,645	101,706	78,000	85,219	30,000	(48,000)	-62%	
40-36-503103	Engineering & Arch	152,342	544,297	210,000	152,065	240,000	30,000	14%	pw turnover, new management, more breaks expected
40-36-503105	Professional Services	21,646	17,876	25,000	9,804	25,000	-	0%	
40-36-503200	Auditors Fees	20,886	26,979	25,000	25,000	25,000	-	0%	
40-36-503400	Utilities Location	35,163	23,667	25,000	21,329	35,000	10,000	40%	
40-36-503406	Bulk Water Purchases	829,726	776,200	860,000	312,300	860,000	-	0%	CSA Estimate \$750 plus \$100 true up
40-36-503407	Bulk Sewer Treatment	319,424	638,707	760,000	487,739	870,000	110,000	14%	14% MB increase
40-36-503408	Emergency Interconnections	-	278,793	-	162	-	-	NA	
40-36-504100	Telephone	4,210	3,212	3,000	1,292	3,100	100	3%	
40-36-504200	Postage	1,406	50	2,000	-	2,000	-	0%	
40-36-504300	Utilities	31,054	25,582	25,000	10,148	25,000	-	0%	
40-36-504301	Water Usage	729	730	700	1,545	2,000	1,300	186%	
40-36-504400	Rental /Leases	29,647	14,900	14,600	8,960	9,600	(5,000)	-34%	
40-36-504500	Insurance	42,579	47,423	53,000	35,323	53,000	-	0%	
40-36-504600	Maintenance Of Vehicles	2,777	3,298	2,000	5,916	2,000	-	0%	
40-36-504601	Maintenance Of Equipment	74,009	67,735	75,000	88,256	75,000	-	0%	
40-36-504605	Tapping Expense	1,900	500	1,000	1,100	1,100	100	10%	
40-36-504606	Maintenance Of Hydrants	12,387	252,152	20,000	51,410	20,000	-	0%	
40-36-504607	Maintenance Of Sewer	50,399	114,030	30,000	19,300	100,000	70,000	233%	anticipate likelihood of more failures before reconstruction
40-36-504608	Infiltration Studies	394,865	-	-	-	-	-	NA	
40-36-504990	Miscellaneous	283	346	600	-	600	-	0%	
40-36-504991	Bank Charges	-	-	400	-	-	(400)	-100%	
40-36-505200	Operating Supplies	3,190	1,993	2,200	-	2,000	(200)	-9%	
40-36-505201	Fuel	8,731	7,124	7,200	4,290	7,600	400	6%	
40-36-505202	Tires	-	1,924	500	-	-	(500)	-100%	
40-36-505203	Laundry/Dry Cleaner	214	-	500	-	250	(250)	-50%	
40-36-505204	Uniforms	667	854	1,600	-	800	(800)	-50%	
40-36-505990	Depreciation Expense	136,484	-	-	-	215,000	215,000	NA	
40-36-506300	Collins Ave WL Imp	-	458,307	1,500,000	31,481	1,200,000	(300,000)	-20%	collins avenue hi rise water lines and meters
40-36-506301	Residential Meter	-	150,771	200,000	17,819	-	(200,000)	-100%	project under consideration by council

	96th St and Collins Ave Utility								adjust utility plant assets to conform to FDOT road resurfacing and additional interconnect
40-36-506302	Adjustments	-	-	350,000	6,357	350,000	-	0%	
40-36-506304	Infiltration/Inflow	(197,433)	-	100,000	98,372		(100,000)	-100%	
40-36-506306	Pump Station # 2	-	14,150	100,000	-	100,000	-	0%	
40-36-506309	Pump Station # 1 Upgrade	-	99,921	65,000	-	25,000	(40,000)	-62%	installation cost of grinder
40-36-506315	Storm Drain Project	-	4,366	-	-	-	-	NA	
40-36-506400	Water Loss Detection System	-	22,821	25,000	-	-	(25,000)	-100%	
40-36-506402	Purchase Of Meters	0	-	5,000	2,291	5,000	-	0%	
40-36-506440	Sewer FM PS2 to Miami Beach	-	805,767	-	-	-	-	NA	
40-36-506442	Gravity Sewer Replacement	-	-	900,000	-	-	(900,000)	-100%	project under consideration by council
40-36-507100	Debt Service-Principal	-	-	617,902	-	603,729	(14,173)	-2%	
40-36-507200	Interest on Debt	-	236,064	234,700	117,348	211,578	(23,122)	-10%	
40-36-509900	Emergency Repairs	35,593	-	-	-	-	-	NA	
40-36-509990	Administrative Fee	60,000	60,000	60,000	60,000	60,000	-	0%	
	<b>Totals</b>	<b>2,304,663</b>	<b>4,927,772</b>	<b>6,504,396</b>	<b>1,701,126</b>	<b>5,189,784</b>	<b>(1,314,612)</b>	<b>-20%</b>	

## Explanation of Expenditure by Line Item – Water and Sewer Fund

40-36-501200 Salaries – This line item addresses the salary of one Public Works Department employee who is charged to this account.

Manager's Recommendation	Council's Approval
\$43,855	\$43,855

Comments:

40-36-501400 Overtime – This line item addresses overtime costs associated with water and sewer related emergency work.

Manager's Recommendation	Council's Approval
\$28,000	\$28,000

Comments:

40-36-502104 F.I.C.A. – Federal Insurance Contributions Act requires the Village pay this tax to fund Medicare and Social Security.

Manager's Recommendation	Council's Approval
\$5,497	\$5,497

Comments:

40-36-502200 Retirement – This item address the Village's contribution to the eligible employee's retirement benefit. This item is factored at a rate of 42% of pensionable income for general employees.

Manager's Recommendation	Council's Approval
\$18,419	\$18,419

Comments:

40-36-502300 Health Insurance – Provided to all employees working at least thirty hours weekly.

Manager's Recommendation	Council's Approval
\$5,901	\$5,901

Comments:

40-36-502301 LTD/Life Insurance – Covers Long Term Disability/Life Insurance which is provided to all full-time employees.

Manager's Recommendation	Council's Approval
\$285	\$285

Comments:

40-36-502400 Workers Compensation – Provides coverage for injuries which occur in the performance of official duties.

Manager's Recommendation	Council's Approval
\$2,856	\$2,856

Comments:

40-36-503101 Legal Fees – This line item addresses legal fees generated by Water and Sewer fund issues.

Manager's Recommendation	Council's Approval
\$30,000	\$30,000
Comments:	

40-36-503103 Engineering and Architecture – This line-item covers miscellaneous engineering for our water and sewer system, including the formulation of water conservation plans, rate studies, peak flow study, and mapping of the water meters.

Manager's Recommendation	Council's Approval
\$240,000	\$240,000
Comments:	

40-36-503105 Professional Services – This line item provides funds for technical assistance provided outside of Village Staff.

- Lead and Copper analysis and reporting
- Bacteriological Testing
- Marble testing (\$10,500)
- 30% of Village Lobbyist Fees (\$9,000)

Manager's Recommendation	Council's Approval
\$25,000	\$25,000
Comments:	

40-36-503200 Auditor's Fees – The Water and Sewer Funds portion of the cost of an audit firm to perform the Village's yearend financial audit, in addition to, any other auditing-related services that may be required.

Manager's Recommendation	Council's Approval
\$25,000	\$25,000
Comments:	

40-36-503400 Utility Locates – In accordance with Florida law, the Village is required to locate underground utilities prior to any excavation work by contractors. This line item includes funds for water and sewer line locates. Our engineering firm handles this task for the Village.

Manager's Recommendation	Council's Approval
\$35,000	\$35,000
Comments:	

40-36-503406 Bulk Water Purchases – This is the amount paid to Miami Dade County for purchases of water from their system.

Manager's Recommendation	Council's Approval
\$860,00	\$860,000
Comments:	

40-36-503407 Bulk Waste Water Treatment – This is the amount paid to the City of Miami Beach for treating the waste water from the Village.

Manager's Recommendation	Council's Approval
\$870,000	\$870,000

Comments:

40-36-504100 Telephone – This line item covers the Water and Sewer Fund's cost of the Village communications system.

Manager's Recommendation	Council's Approval
\$3,100	\$3,100

Comments:

40-36-504200 Postage – Includes funds for mailing of official businesses.

Manager's Recommendation	Council's Approval
\$2,000	\$2,000

Comments:

40-36-504300 Utilities – This line item covers the Funds share of Village utility costs..

Manager's Recommendation	Council's Approval
\$25,000	\$25,000

Comments:

40-36-504301 Water Usage – The line item covers the water and sewer's use of Village water.

Manager's Recommendation	Council's Approval
\$2,000	\$2,000

Comments:

40-36-504400 Rentals/Leases – Two vehicles are leased by the water and sewer fund for use by the public works department. The vehicles, #359 and #360 are Ford F-150 Crew Cabs equipped with 4-wheel drive. The lease agreements expire August 30, 2016.

Manager's Recommendation	Council's Approval
\$9,600	\$9,600

Comments:

40-36-504500 Insurance – This is the Fund's share of property, liability, auto, and other insurances, but not workers' compensation insurance.

Manager's Recommendation	Council's Approval
\$53,000	\$53,000

Comments:

40-36-504600 Maintenance of Vehicles – This line item provides funds for repair of vehicles assigned to this account.

Manager's Recommendation	Council's Approval
\$2,000	\$2,000

Comments:

40-36-504601 Maintenance of Equipment – This line item provides for the maintenance agreement for Springbrook, which is the water and sewer accounting software package. Also covers pumping and cleaning of wet wells, generator maintenance and other miscellaneous maintenance.

Manager's Recommendation	Council's Approval
\$75,000	\$75,000

Comments:

40-36-504605 Tapping Expenses – This covers the cost of customer's connecting to our utility system. The customer is charged for this activity.

Manager's Recommendation	Council's Approval
\$1,100	\$1,100

Comments:

40-36-504606 Maintenance of Hydrants – This line-item funds routine maintenance and repair of hydrants and mains.

Manager's Recommendation	Council's Approval
\$20,000	\$20,000

Comments:

40-36-504607 Maintenance of Sewers – Provides for the routine maintenance and repairs of our sewer mains.

Manager's Recommendation	Council's Approval
\$100,000	\$100,000

Comments:

40-36-504990 Miscellaneous – Addresses expenses not otherwise categorized.

Manager's Recommendation	Council's Approval
\$600	\$600

Comments:

40-36-505200 Operating Supplies – This covers costs of shop supplies, gloves, safety equipment and other items used in the day-to-day maintenance activities.

Manager's Recommendation	Council's Approval
\$2,000	\$2,000

Comments:

40-36-505201 Fuel – Provides funds for fuel for vehicles assigned to this account.

Manager's Recommendation	Council's Approval
\$7,600	\$7,600

Comments:

40-36-505203 Laundry/Dry Cleaning – Provides for cleaning of uniforms.

Manager's Recommendation	Council's Approval
\$250	\$250

Comments:

40-36-505204 Uniforms – This line item provides funds for uniforms for personnel assigned to this account.

Manager's Recommendation	Council's Approval
\$800	\$800

Comments:

40-36-505990 Depreciation Expenses – This is a non-cash expense of the annual depreciation on fixed assets used in the utility system.

Manager's Recommendation	Council's Approval
\$3215,000	\$215,000

Comments:

40-36-506300 Collins Avenue Water Line Improvement – The water lines and meters for high rise buildings along Collins Avenue will continue to be replaced or improved.

Manager's Recommendation	Council's Approval
\$1,200,000	\$1,200,000

Comments:

40-36-506302 96<sup>th</sup> Street and Collins Avenue Utility Adjustments – As FDOT resurfaces these roads, the Village will have to pay to align valves, manholes, and other infrastructure with the new roadway surface.

Manager's Recommendation	Council's Approval
\$350,000	\$350,000

Comments:

40-36-506306 Pump Station #2 – Improvements the pump station so that it can continue to function efficiently will be made.

Manager's Recommendation	Council's Approval
\$100,000	\$100,000

Comments:

40-36-506309 Pump Station #1 Upgrade – This is the expected cost in FY2014 to install grinders that have been ordered in FY2013.

Manager's Recommendation	Council's Approval
\$25,000	\$25,000

Comments:

40-36-506402 Purchase of Meters – These funds are for the purchase of new water meters.

Manager's Recommendation	Council's Approval
\$5,000	\$5,000

Comments:

40-36-507100 Debt Service Principal – The amount of principal that will be retired during the fiscal year under the bond issue.

Manager's Recommendation	Council's Approval
\$603,729	\$603,729

Comments:

40-36-507200 Interest on Debt – These funds are budgeted to cover payments/interest on debt for capital projects.

Manager's Recommendation	Council's Approval
\$211,578	\$211,578

Comments:

40-36-509990 Administrative Fee – This line item addresses the administrative fee charged by Bal Harbour Village for management of this fund.

Manager's Recommendation	Council's Approval
\$60,000	\$60,000

Comments:

(10-52/53)

# Tourism

Proposed Operating Budget  
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## **10-52 Marketing**

This account provides funding for activities related to the promotion of Bal Harbour Village as a tourist destination. Resort tax funds are derived from a 4% tax on hotel room stays and a 2% tax on restaurant food and beverage sales. The Resort Tax proceeds can only be used for items related to tourism such as beach improvements, landscaping, beautification, advertising, and special events to promote Bal Harbour Village as a tourist destination.

## **10-53 Beautification and Maintenance**

This budget funds all operations involved in purchasing and maintaining the landscaping on Collins Avenue, 96<sup>th</sup> Street, and on the beach. The costs for the maintenance of the bus stops are also included here.

(10-52)

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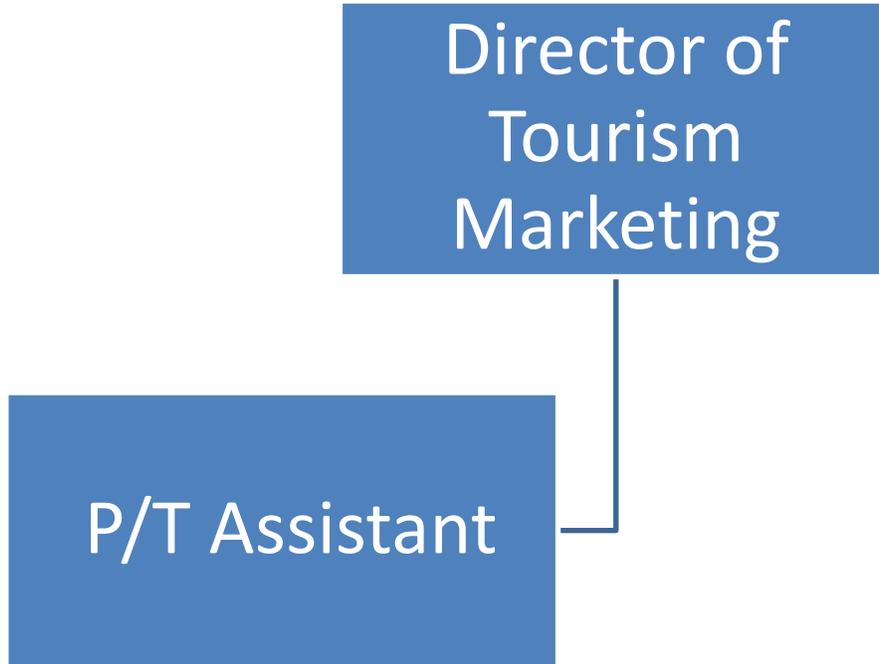
**10-52 Marketing**

This account provides funding for activities related to the promotion of Bal Harbour Village as a tourist destination. Resort tax funds are derived from a 4% tax on hotel room stays and a 2% tax on restaurant food and beverage sales. The Resort Tax proceeds can only be used for items related to tourism such as beach improvements, landscaping, beautification, advertising, and special events to promote Bal Harbour Village as a tourist destination.

Personnel Allocation

<b>Position/Title</b>	<b>2012/2013</b>	<b>2013/2014</b>
Director of Tourism Marketing	1	1
P/T Assistant	1	1
Total Personnel	2	2

Organizational Chart



Account Number	Description	FY11 Actual	FY12 Actual	FY13 Budget	FY14 Adopted	Dollar Change From FY13 Budget	% Change From FY13 Budget	Comments
<b>Tourism Marketing</b>								
10-52-501200	Salaries	149,990	168,023	139,891	161,034	21,143	15%	
10-52-501210	Bonuses	-	-	15,000	15,000	-	0%	
10-52-501400	Overtime	2,212	1,509	500	-	(500)	-100%	
10-52-502100	F.I.C.A.	10,302	10,612	10,702	12,319	1,617	15%	
10-52-502200	Retirement	39,363	31,521	47,039	61,014	13,975	30%	
10-52-502300	Health Insurance	5,812	5,277	5,391	5,924	533	10%	
10-52-502301	Ltd/Life Insurance	342	1,025	1,100	1,157	57	5%	
10-52-502400	Workers Compensation	270	400	852	981	129	15%	
10-52-503101	Legal Fees	66,768	62,737	39,000	39,000	-	0%	
10-52-503105	Professional Services	20,598	7,300	4,500	4,500	-	0%	
10-52-503200	Auditors Fees	-	1,400	2,500	7,500	5,000	200%	
10-52-504100	Telephone	10,014	11,542	10,000	10,000	-	0%	
10-52-504200	Postage	31,996	12,094	10,000	5,000	(5,000)	-50%	
10-52-504601	Maintenance Of Equipment	4,103	383	1,250	1,250	-	0%	
10-52-504809	Media Purchasing	(12,300)	-	-	-	-	NA	
10-52-504812	Advertising	684,495	672,015	650,000	657,892	7,892	1%	
10-52-504813	Advertising Agencies	81,122	40,430	20,000	140,000	120,000	600%	
10-52-504814	Production/Collateral	46,307	160,366	58,000	99,100	41,100	71%	
10-52-504824	Entertainment/Trav	168,915	233,220	223,499	246,475	22,976	10%	
10-52-504826	Organizations/Contingencies Greater MB Convention & Visitors	4,060	2,415	5,000	40,000	35,000	700%	
10-52-504835	Bureau	75,000	-	50,000	100,000	50,000	100%	
10-52-504836	Sales Managers	153,757	422,942	450,900	378,000	(72,900)	-16%	
10-52-504837	PR Firms	114,832	(26,746)	-	91,650	91,650	NA	
10-52-504844	Internet/Web Page	9,463	20,027	20,000	94,500	74,500	373%	
10-52-504891	Bus	75,309	74,885	72,000	-	(72,000)	-100%	
10-52-504892	Special Events/Promotions	200,514	209,162	200,000	89,000	(111,000)	-56%	
10-52-504902	RTC Monthly Meeti	1,018	743	1,500	1,500	-	0%	
10-52-504911	Schedule Events -	18,150	18,150	20,000	20,000	-	0%	
10-52-505200	Operating Supplies	1,195	2,216	1,250	1,250	-	0%	
10-52-505201	Fuel	7,800	5,848	8,000	-	(8,000)	-100%	
10-52-505999	Beach Renourishment	13,900	-	-	-	-	NA	
10-52-509990	Administrative Fee	30,000	30,000	30,000	30,000	-	0%	
10-52-509991	Undocumented P.Car	29,602	-	-	-	-	NA	
10-52-509992	Tourism Support of Parks	163,000	-	-	-	-	NA	
	<b>Totals</b>	<b>2,207,907</b>	<b>2,179,496</b>	<b>2,097,874</b>	<b>2,314,045</b>	<b>216,171</b>	<b>10%</b>	

## Explanation of Expenditure by Line Item – Resort Tax/Marketing

501200 Salaries – Line item covers salaries for the Director of Tourism Marketing and a part-time assistant.

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$161,034	\$161, 034	\$161,034
Comments:		

501210 Bonuses – Covers bonus program for the Director of Tourism Marketing.

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$15,000	\$15,000	\$15,000
Comments:		

502100 F.I.C.A. – Federal Insurance Contributions Act requires the Village pay this tax to fund Medicare and Social Security.

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$12,319	\$12,319	\$12,319
Comments:		

502200 Retirement – This line item funds the Village's contribution for the Tourism Director's retirement. Factored at a rate of 42% of salary.

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$61,014	\$61,014	\$61,014
Comments:		

502300 Health Insurance – Health insurance is supplied to the Director of Tourism Marketing.

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$5,924	\$5,924	\$5,924
Comments:		

502301 LTD/Life Insurance – Long Term Disability/Life Insurance is provided at no cost to all full-time employees of the Village.

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$1,157	\$1,157	\$1,157
Comments:		

502400 Workers Compensation – Provides coverage for duty related injuries.

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$981	\$981	\$981
Comments:		

503101 Legal Fees – This line item is utilized for Department specific legal expenses.

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$39,000	\$39,000	\$39,000
Comments:		

503105 Professional Services – This line item covers costs for outside services not otherwise categorized within this account. This line item funds 15% of the fees for the Village’s Lobbyist.

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$4,500	\$4,500	\$4,500
Comments:		

503200 Auditor’s Fees – This line item funds the accounts portion of the Village’s Comprehensive Annual Financial Report.

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$7,500	\$7,500	\$7,500
Comments:		

504100 Telephone – This line item covers costs for the Department’s communication services such as landline telephone, internet service, and international cellular service.

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$10,000	\$10,000	\$10,000
Comments:		

504200 Postage – Cost for mailing of official businesses. The following are anticipated mailings during this budget cycle:

- Art Chat, \$600
- Movie Post Cards, \$300
- Museum Update, \$600
- In-Market Mailings, \$3,500

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$5,000	\$5,000	\$5,000
Comments:		

504601 Maintenance of Equipment – Provides funds for maintenance and support for equipment within the Department.

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$1,250	\$1,250	\$1,250
Comments:		

504812 Advertising – These funds are for purchasing advertising-both national and local. The following expenditures are anticipated during this budget cycle:

- Departures
- Travel and Leisure
- New York Times
- Virtuoso
- Wall Street Journal

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$657,892	\$657,892	\$657,892
Comments:		

504813 Advertising Agencies – This pays for monthly retainer for Creative work plus incidentals and ad hoc projects. This item is factored as follows:

- Creative Brand work, \$120,000
- Yearly Creative, \$20,000

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$140,000	\$140,000	\$140,000
Comments:		

504814 Production Collateral – This line item pays for all support materials, gifts, sales and pr materials. This line is factored on the following basis:

- Photography for Branding Ad, \$75,000
- Business Cards, \$3,000
- Post Card Printing, \$12,200
- Children’s Program, \$3,000
- Sales Flyer, \$900
- Contingency, \$5,000

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$99,100	\$99,100	\$99,100
Comments:		

504824 Entertainment/Travel – This line item pays for all travel, entertaining expenses, in market promotions for the Director of Tourism and outside representatives. Travel is anticipated to the following markets:

- U.S./Canada
- Brazil
- Argentina
- Mexico
- Russia
- Shows
  - TravelMart
  - ILTM
  - Bal Harbour Retreat

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$246,475	\$246,475	\$246,475
Comments:		

504826 Organizations/Contingencies – This line item addresses membership costs in industry related organizations or funding for the cultural museum program, to include:

- MOCA, \$10,000
- PAMM, \$10,000
- BASS, \$5,000
- Wolfsonian, \$5,000
- International Travel Association, \$3,000

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$40,000	\$40,000	\$40,000
Comments:		

504835 Greater Miami Conventions and Visitors Bureau – This is for a possible contribution to the Greater Miami Convention and Visitors Bureau. They include the Village in their promotional materials, and are a resource to us for coop opportunities.

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$100,000	\$100,000	\$100,000
Comments:		

504836 Sales Managers – This pays for Director of Leisure/Corporate Sales, Director of Group Sales, and Catering Sales. This is factored on the following consultants:

- Suzanna Corbo (US Marketing/Sales), \$54,000
- LDPR (US Public Relations), \$84,000
- Mara Franco (Mexico), \$56,400
- Flavia Pacheco (Brazil PR), \$36,000
- Marcia Chiota (Brazil Marketing/Sales), \$42,000
- Carmen Florio (Argentina/Chile), \$33,600
- Jane Gill (Canada PR), \$42,000
- Janna Safanova (Russia), \$30,000

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$378,000	\$378,000	\$378,000
Comments:		

504837 FAM Trips – Covers the cost of FAM Trips to Bal Harbour Village for media from the following countries:

- Argentina, \$11,600
- Brazil, \$11,600
- Mexico, \$12,000
- Canada, \$15,400
- Russia, \$12,250
- United States, \$8,800

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$91,650	\$91,650	\$91,650
Comments:		

504844 Internet/Web Page – This line item will pay for pay per click marketing and structural additions to the site throughout year. This is factored on the following proposed expenditures:

- Web Design, \$22,500
- Blog Writer, \$18,000
- Maintenance, \$24,000
- Social Media, \$30,000

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$94,500	\$94,500	\$94,500
Comments:		

504892 Special Events/Promotions – Will help fund special events and programs for Bal Harbour. Programs will be accessible to all residents and guests of Bal Harbour Village.

- Movies, \$54,000
- Art Chats, \$30,000
- Books and Books, \$5,000

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$89,000	\$89,000	\$89,000
Comments:		

504902 Monthly Resort Tax Committee Meetings – Covers the cost of the Monthly Resort Tax Committee Meetings.

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$1,500	\$1,500	\$1,500
Comments:		

504911 Scheduled Events/Forth of July – This line item covers the cost of the Independence Day fireworks display

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$20,000	\$20,000	\$20,000
Comments:		

505200 Operating Supplies – Covers the cost of supplies necessary to maintain current operational programs.

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$1,250	\$1,250	\$1,250
Comments:		

509990 Administrative Fee/Management – This line covers the fee charged by Bal Harbour Village for administering the Resort Tax Funds.

Resort Tax Committee Recommendation	Budget Committee Recommendation	Village Council Approval
\$30,000	\$30,000	\$30,000
Comments:		

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**10-53 Beautification and Maintenance**

This budget funds all operations involved in purchasing and maintaining the landscaping on Collins Avenue, 96<sup>th</sup> Street, and on the beach. The costs for the maintenance of the bus stops are also included here.

Personnel Allocation

<b>Position/Title</b>	<b>2012/2013</b>	<b>2013/2014</b>
Maintenance Man	2	2
Total Personnel	2	2

Organizational Chart



Account Number	Description	FY11 Actual	FY12 Actual	FY13 Budget	FY14 Adopted	Dollar Change From FY13 Budget	% Change From FY13 Budget	Comments
<b>Tourism Beautification</b>								
10-53-501200	Salaries	-	135,220	128,970	136,717	7,747	6%	
10-53-501400	Overtime	-	27,367	20,000	15,000	(5,000)	-25%	
10-53-502100	F.I.C.A.	-	10,911	9,866	11,606	1,740	18%	
10-53-502200	Retirement	-	35,974	50,040	63,751	13,711	27%	
10-53-502300	Health Insurance	-	14,976	14,963	10,220	(4,743)	-32%	
10-53-502301	LTD/Life Insurance	-	1,249	1,500	741	(759)	-51%	
10-53-502400	Workers Compensation	-	6,972	9,590	16,889	7,299	76%	
10-53-503105	Professional Services	-	100,018	100,000	70,000	(30,000)	-30%	
10-53-503405	Other Contractual	-	107,980	100,000	100,000	-	0%	
10-53-504100	Telephone	-	2,563	4,500	4,500	-	0%	
10-53-504300	Utilities	-	16,780	20,000	20,000	-	0%	
10-53-504301	Water Usage	-	1,332	2,000	2,000	-	0%	
10-53-504400	Rental /Leases	-	3,973	4,560	4,560	-	0%	
10-53-504600	Maintenance Of Vehicles	-	530	1,726	1,800	74	4%	
10-53-504601	Maintenance Of Equipment	-	66,669	60,000	60,000	-	0%	
10-53-504604	Maintenance of Jogging Path	-	3,754	25,000	20,000	(5,000)	-20%	
10-53-504990	Miscellaneous	-	2,324	-	1,000	1,000	NA	
10-53-505200	Operating Supplies	-	49,030	65,000	10,000	(55,000)	-85%	
10-53-505201	Fuel	-	2,375	7,000	8,000	1,000	14%	
10-53-505202	Tires	-	-	250	-	(250)	-100%	
10-53-505203	Laundry/Dry Cleaner	-	0	220	-	(220)	-100%	
10-53-505204	Uniforms	-	1,136	2,500	1,500	(1,000)	-40%	
10-53-505205	Landscape Material	-	498,340	600,000	564,803	(35,197)	-6%	
10-53-505207	Tree Replacement	-	12,500	19,000	110,000	91,000	479%	
10-53-505400	Books, Publications, & Dues	-	-	500	-	(500)	-100%	
	<b>Totals</b>	-	<b>1,101,973</b>	<b>1,247,185</b>	<b>1,233,086</b>	<b>(14,099)</b>	<b>-1%</b>	

**Explanation of Expenditure by Line Item – Resort Tax/Beautification**

501200 Salaries – Line item covers salaries for Department employees. Staffing at the end of FY 2012/13 is as follows:

2 Maintenance Men

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$136,717	\$136,717	\$136,717
Comments:		

501400 Overtime - Funds utilized to address essential additional work or staffing requirements.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$15,000	\$15,000	\$15,000
Comments:		

502100 F.I.C.A. – Federal Insurance Contributions Act requires the Village pay this tax to fund Medicare and Social Security.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$11,836	\$11,836	\$11,836
Comments:		

502200 Retirement – This item address the Village's contribution to the eligible employee's retirement benefit. This item is factored at a rate of 42% of pensionable income for general employees.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$63,751	\$63,751	\$63,751
Comments:		

502300 Health Insurance – Provided to all employees working at least thirty hours weekly.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$10,220	\$10,220	\$10,220
Comments:		

502301 LTD/Life Insurance –This line item is used to fund the Long Term Disability/Life Insurance coverage provided to all employees.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$741	\$741	\$741
Comments:		

502400 Workers Compensation – This line item is used to fund the Workers Compensation coverage related to line of duty injuries.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$16,889	\$16,889	\$16,889
Comments:		

503105 Professional Services – This line-item provides funds for landscape architect services for maintaining the extensive landscaping on the beach as well as throughout the medians and sidewalk areas. Also includes 15% of lobbyist fees (\$4,500.00). Fees for engineering studies and other fees associated with a possible sand transfer station are included. The beach renourishment project will also require additional service by the landscape architect.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$70,000	\$70,000	\$70,000
Comments:		

503405 Other Contractual – This line item provides funds for the treatment of the Collins Avenue median coconut trees for lethal yellowing disease. The cost is: 190 trees @ \$14.00 per tree = \$2,660.00. Funds are also budgeted for root drenching of coconut trees for fungus 3 times per year @ \$5.00 per tree per treatment (\$2,850.00) The remainder is for treatments for our Medjool Date Palms: Lethal yellow treatments tree times per year on 172 Date Palms @ \$13.00 per tree per treatment (\$6,708.00) and pest control/fertilization of Date Palms 12 times per year on 172 Date Palms @ \$10.00 per tree per treatment (\$26,832.00). Also includes miscellaneous services (\$5,950.00).

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$100,000	\$100,000	\$100,000
Comments:		

504100 Telephone – Provides funds for the Department's portion of Village telephone and internet charges. Charges for the phone lines to the Code Blue phones on the beach are also included in this item.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$4,500	\$4,500	\$4,500
Comments:		

504300 Utilities – This line provides funds for the electricity for street lights on Collins Avenue and on 96th Street and landscape lights in the same areas.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$20,000	\$20,000	\$20,000
Comments:		

504301 Water Usage – This line item funds water used by this Department.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$2,000	\$2,000	\$2,000
Comments:		

504400 Rentals/Leases – This line funds a 4-wheel drive Ford F-150 Crew Cab truck, in which the lease is \$400.00 per month. The vehicle is #358, and the lease ends 8/30/16.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$5,000	\$5,000	\$5,000
Comments:		

504600 Maintenance of Vehicles – This line funds the maintenance of the vehicle assigned to this account.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,800	\$1,800	\$1,800
Comments:		

504601 Maintenance of Equipment - This line item funds maintenance of equipment charged to the tourism department. Includes maintenance of landscaping lights, signs, buoys, emergency life rings, warning flags, holiday decorations, ballard lights along the jogging path, benches/trash receptacles and call boxes. Includes funds for a maintenance agreement for the Code Blue emergency telephones.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$60,000	\$60,000	\$60,000
Comments:		

504604 Maintenance of Jogging Path – Provides for routine maintenance of the jogging path. The crushed shell on the path needs to be replenished with new material intermittently.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$20,000	\$20,000	\$20,000
Comments:		

504990 Miscellaneous – This line covers expenses not otherwise categorized.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,000	\$1,000	\$1,000
Comments:		

505200 Operating Supplies – Provides for routine maintenance of the beach service path. The crushed shell on the path needs to be replenished with new material intermittently.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$10,000	\$10,000	\$10,000
Comments:		

505201 Fuel – Fuel for use by the vehicle assigned to this account.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$8,000	\$8,000	\$8,000
Comments:		

505204 Uniforms – This line item provides funds for uniforms for Department personnel.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$1,500	\$1,500	\$1,500
Comments:		

505205 Landscape Material – This line item provides funding for The Brickman Group to maintain the landscaping and irrigation systems on the beach, on 96th Street and on Collins Avenue. The contract calls for seven full-time workers and one half-time superintendent. They remove the seed pods from the date palms and remove coconuts two times per year. Maintenance and replacement of all plant materials for the beach, Collins Avenue, and 96th Street are charged here.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$587,612	\$587,612	\$587,612
Comments:		

505207 Replacement of Trees – This line item funds replacement of trees in the areas maintained by Resort Tax Funds. Additional funding is anticipated due to the beach renourishment project.

Manager's Recommendation	Committee's Recommendation	Council's Approval
\$110,000	\$110,000	\$110,000
Comments:		

(11-29) Gated Residential  
Section

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This account is administered by Bal Harbour Village with input from the Gated Residential Section Advisory Committee. A Special Assessment is levied on properties in the Gated Residential Section to provide for security guards and landscape maintenance services. The Village receives a fee for administering the funds of the Gated Section.

**Gated Residential Section  
Advisory Committee Members**

Asst. Mayor Joni D. Blachar, Chair  
Jose Biton  
Daniel S. Holder  
Ira S. Lelchuk  
Stuart Sobel

Account Number	Account Description	Budgeted Revenue	FY14 Forecast	Amount Changed From FY2013	Percent Changed From FY2013	Comments
11-29-325200	Assessments	866,164.00	642,527	(223,637)	-25.82%	
11-29-325201	Discounts on Assessm	-34,647.00	(25,701)	8,946	-25.82%	
11-29-342900	Keys	1,500.00	1,400	(100)	-6.67%	
11-29-361100	Interest	600	600	-	0.00%	
11-29-363121	Smart Pass Rev	4,500.00	2,200	(2,300)	-51.11%	
11-29-363220	Construction Fees	5,000.00	18,000	13,000	260.00%	
11-29-369900	Other Miscellaneous	0	-	-		
11-29-369902	Contribution From Fu	33,855.00	-	(33,855)	-100.00%	
<b>Totals</b>		<b>876,972.00</b>	<b>639,026.00</b>	<b>-237,946.00</b>	<b>-27.13%</b>	

Account Number	Description	FY11 Actual	FY12 Actual	FY13 Budget	FY2014 Department Request	Dollar Change From FY13 Budget	% Change From FY13 Budget	Comments
<b>Residential Gated Area</b>								
11-29-503101	Legal Fees	-	42,482	15,000	25,000	10,000	67%	
11-29-503102	PA and TC Fees	-	-	8,662	8,662	-	0%	
11-29-503105	Professional Services	168,982	189,578	190,000	210,000	20,000	11%	
11-29-503200	Auditors Fees	-	1,607	2,000	2,500	500	25%	
11-29-503404	Janitorial Contract	2,120	2,040	2,500	2,160	(340)	-14%	
11-29-503405	Landscape Maintenance	1,576	104,617	90,000	93,836	3,836	4%	
11-29-503406	Pest Control and Fertilization	-	29,218	40,000	36,879	(3,121)	-8%	
11-29-503407	Charette	-	21,118	5,000	-	(5,000)	-100%	
11-29-504100	Telephone	3,145	3,445	3,300	3,480	180	5%	
11-29-504101	Cable Tv	859	943	960	984	24	2%	
11-29-504200	Postage	962	411	1,000	1,000	-	0%	
11-29-504300	Utilities	2,469	2,476	3,500	4,876	1,376	39%	
11-29-504301	Water Usage	938	10,819	20,000	11,000	(9,000)	-45%	
11-29-504500	Insurance	9,169	7,098	7,200	6,500	(700)	-10%	
11-29-504601	Maintenance Of Equipment	33,333	21,665	35,000	35,000	-	0%	
11-29-504700	Printing And Binding	2,146	398	500	200	(300)	-60%	
11-29-504950	Legal Ads	-	9,447	1,200	1,200	-	0%	
11-29-504990	Miscellaneous	37	-	150	150	-	0%	
11-29-505200	Operating Supplies	4,509	288	1,000	500	(500)	-50%	
11-29-505205	Landscape Material	-	92,532	75,000	50,000	(25,000)	-33%	
11-29-506404	Security Enhancements	-	-	95,000	40,000	(55,000)	-58%	
11-29-506400	Capital Improvements	-	-	-	25,000	25,000	NA	
11-29-509100	Interfund Transfer	30,000	30,000	30,000	30,000	-	0%	
11-29-509903	Contingency	8,050	3,456	250,000	50,000	(200,000)	-80%	
	<b>Totals</b>	<b>268,295</b>	<b>573,637</b>	<b>876,972</b>	<b>638,927</b>	<b>(238,045)</b>	<b>-27%</b>	

## Explanation of Expenditure by Line Item – Gated Residential Section

503101 Legal Fees – This line item is used for legal fees directly related to work performed on behalf of the Gated Residential Section.

Residential Section Advisory Committee Recommendation	Council's Approval
\$25,000	\$25,000

Comments:

503102 Property Appraiser and Tax Collector Fees – This line item is used for fees charged by Miami-Dade County for collection of the Special Assessment Funds.

Residential Section Advisory Committee Recommendation	Council's Approval
\$8,662	\$8,662

Comments:

503105 Professional Services – Covers the cost of Kent Security providing 24-hour guard services to the community and Landscape Architect fees.

Residential Section Advisory Committee Recommendation	Council's Approval
\$210,000	\$210,000

Comments:

503200 Auditors Fees – This line item is used for fees associated with the Comprehensive Annual Financial Report.

Residential Section Advisory Committee Recommendation	Council's Approval
\$2,500	\$2,500

Comments:

503404 Janitorial Contract – This line item is used for the cleaning service at the guardhouse three days per week. They currently charge \$130.00 per month, which includes supplies.

Residential Section Advisory Committee Recommendation	Council's Approval
\$2,160	\$2,160

Comments:

503405 Landscape Maintenance – This line item is used for the cost for Brickman to maintain the grass and landscaping.

Residential Section Advisory Committee Recommendation	Council's Approval
\$93,836	\$93,836

Comments:

503406 Pest Control and Fertilization – This line item is used for the pest control and nutrient treatments for gated area landscaping.

Residential Section Advisory Committee Recommendation	Council's Approval
\$36,879	\$36,879

Comments:

504100 Telephone – This line item is used for fees for the telephone service at the guardhouse.

Residential Section Advisory Committee Recommendation	Council's Approval
\$3,480	\$3,480

Comments:

504101 Cable Television – This line item is used for the cable television fees for service provided to the guardhouse.

Residential Section Advisory Committee Recommendation	Council's Approval
\$984	\$984

Comments:

504200 Postage – This line item is used for postal charges associated with gated area official business.

Residential Section Advisory Committee Recommendation	Council's Approval
\$1,000	\$1,000

Comments:

504300 Utilities – This line item is used for utility charges for the Gated Residential Section.

Residential Section Advisory Committee Recommendation	Council's Approval
\$4,876	\$4,876

Comments:

504301 Water Usage – This line item is used for water usage within the Gated Residential Section.

Residential Section Advisory Committee Recommendation	Council's Approval
\$11,000	\$11,000

Comments:

504500 Insurance – This line item is used for insurance costs associated with the gated residential area.

Residential Section Advisory Committee Recommendation	Council's Approval
\$6,500	\$6,500

Comments:

504601 Maintenance of Equipment - This line item is used for maintenance of both entry gates into the community, the guardhouse, and all associated equipment. Includes air conditioning contract and irrigation maintenance.

Residential Section Advisory Committee Recommendation	Council's Approval
\$35,000	\$35,000
Comments:	

504700 Printing/Binding - This account covers the cost of printing of materials for the official business related to the gated residential area.

Residential Section Advisory Committee Recommendation	Council's Approval
\$200	\$200
Comments:	

504950 Legal Ads – The line provides contingent funding for legal advertising such as for public hearings.

Residential Section Advisory Committee Recommendation	Council's Approval
\$1,200	\$1,200
Comments:	

504990 Miscellaneous – This line covers expenses not otherwise categorized.

Residential Section Advisory Committee Recommendation	Council's Approval
\$150	\$150
Comments:	

505200 Operating Supplies – This is a contingent amount to address operating supplies.

Residential Section Advisory Committee Recommendation	Council's Approval
\$500	\$500
Comments:	

505205 Landscaping Materials – This covers the purchase and installation of plant materials for landscaping around the guardhouse.

Residential Section Advisory Committee Recommendation	Council's Approval
\$50,000	\$50,000
Comments:	

506404 Security Enhancements – This line-item covers possible expenditures of the revenue generated by the .5% permit fee on renovations in excess of \$100,000.00 that occur in the gated residential area.

Residential Section Advisory Committee Recommendation	Council's Approval
\$40,000	\$40,000
Comments:	

506400 Capital Improvements – This line item is used for capital improvements within the Gated Residential Section.

Residential Section Advisory Committee Recommendation	Council's Approval
\$25,000	\$25,000
Comments:	

509100 Interfund Transfer – This fee helps offset the costs of the Village for the work involved in managing the gated residential section.

Residential Section Advisory Committee Recommendation	Budget Committee's Recommendation	Council's Approval
\$30,000	\$30,000	\$30,000
Comments:		

509903 Contingency – This is to be used for supplies, equipment, or services that were not anticipated during the budget process.

Residential Section Advisory Committee Recommendation	Council's Approval
\$50,000	\$50,000
Comments:	