NOTE: A three-minute maximum time limit will be imposed on all comments from the public, regardless of the subject matter. A request form is available from the Deputy Town Clerk; fill it in and return it to her prior to the start of the meeting. When you speak, you must come to the podium in the front and clearly state your name and address for the record. Please turn off or mute your cell phone or pager at the start of the meeting.

TOWN OF BAY HARBOR ISLANDS
BUDGET PUBLIC HEARING
September 26, 2018

AGENDA

CALL TO ORDER: 7:00 p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

1. **Consideration** and **Approval** of an ordinance on **second** reading providing for a millage rate of 3.7199 which is equal to the rolled-back rate for fiscal year 2018-2019. Enclosed is a copy of the proposed ordinance.

2. **Consideration** and **Approval** of an ordinance on **second** reading making appropriations for the operation of the General Fund, Water Fund, Sewer Fund, Parking Fund, Solid Waste Fund, Causeway Fund, and Stormwater Fund. Enclosed is a copy of the proposed ordinance.

ADJOURNMENT: Approximately 7:15 p.m.

Pursuant to Florida Statutes 286.0105, the Town hereby advises the public that should any person decide to appeal any decision of the Town Council with respect to any matter to be considered at this meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

AGENDA ITEM REPORT
September 26, 2018

ITEM NUMBER: 1.

ITEM: Consideration and **Approval** of an ordinance on **second** reading providing for a millage rate of 3.7199 which is equal to the rolled-back rate for fiscal year 2018-2019. Enclosed is a copy of the proposed ordinance.

DESCRIPTION:
Consideration of a proposed ordinance on first reading to levy the Town's property tax millage for the fiscal year commencing October 1, 2018 and ending September 30, 2019.

Enclosed is a memo from Finance Director, Melissa Cruz and supporting documents.

RECOMMENDED ACTION:
Council Discreation

FINANCIAL ANALYSIS:

BUDGET IMPACT:

Submitted By: Marlene Siegel, Town Clerk

ATTACHMENTS
1. Finance Director - Working Papers
2. ORD-MILLG 2018-19

TOWN OF BAY HARBOR ISLANDS

SEPTEMBER 26, 2018

SECOND BUDGET HEARING

FISCAL YEAR

2018-2019

MEMORANDUM

DATE:	September 20, 2018
TO:	Honorable Mayor and Members of the Town Council
THROUGH:	Ronald J. Wasson, Town Manager
FROM:	Melissa Cruz, Finance Director
SUBJECT:	**BUDGET WORK PAPERS FOR FISCAL 2018/2019**

Revisions subsequent to the July 19th Budget Workshop

- Reduced assumed millage from 3.8995 to 3.7199, which is equal to the rollback rate.
- Increased building permits revenue by $10,000.
- Increased Stormwater revenue by $8,000.
- Added $29,419 to Parks and Recreation part-time wages.
- Added $15,748 for Enterprise fund salaries (due to allocation change).
- Added $10,000 to Town Manager other current charges for an SRO at Ruth K. Broad School.
- Added $10,000 to Finance contractual services for financial transparency portal on the Town's web site.
- Added $6,000 to Parks and Recreation other current charges for Halloween parade and other Town programming.
- Added $7,500 to Water other contractual services for Water meter annual support.
- Added $9,000 to Town Manager other current charges for a Mental Health Professional at Ruth K. Broad School.
- Added $2,000 to Sewer fund transfer to the General Fund.
- Removed $135,000 for tot lot surface replacement (to be funded from Park Impact fees).
- Reduced estimate for increase in health insurance from 18% to 6%.
- Reduced retirement contribution from 20.5% to 18.0%.

General Comments and Budget Assumptions

The Town's taxable value for the upcoming budget year is $ 1,214,738,329; up from last year's July 1st number of $1,031,587,742. We have budgeted for an increase of 6% in the cost of health insurance. Miami-Dade County has indicated wholesale rates for water will decrease by 3.89% and sewage disposal rates will be held flat.

The current budget draft assumes a millage of 3.7199, the sixth straight yearly decrease since 2012's millage of 5.2971. The proposed millage is equal to the rolled-back rate of 3.7199. The rolled-back rate is the rate that produces a tax levy equal to that of the preceding year. Based on the current July 1, 2018 certification of taxable value for operating purposes of $1,214,738,329, the millage rate of 3.7199 will yield revenue of $4,292,770, or about $373,000 more than was anticipated at this time last year.

There is no change in our water and sewage rates as the Miami-Dade wholesale water rates decreased and sewer rates remained flat. We pay Miami Beach to transmit our sewage to

Miami-Dade; their rates are based on the Miami-Dade wholesale rates plus a surcharge to cover their costs. The sewage disposal rate coverage covenant related to the loan from the State Revolving Fund requires revenues less operation and maintenance expenses (excluding depreciation and debt service) to equal or exceed $86,618 (1.15 times annual debt service). The current budget draft provides a debt coverage amount of about $989,000.

Solid waste rates for 2018/2019 will remain flat due to cost savings realized from the new solid waste contract.

Transfers from the enterprise funds to the general fund increased in aggregate to a total of $1,997,630. Of this amount, about $282,000 is necessary to fund the portion of Community Enhancements debt service not funded by shared Transportation Surtax receipts. The balance represents support of general fund operations by the enterprise funds.

The present draft of the budget projects net revenues available for debt coverage of approximately $7,200,000 in the Causeway fund. The rate covenant requires that net revenues be at least $1,400,986 (125% of debt service).

Salaries: A 1.5% across-the-board increase was budgeted for general employees, less than the 2.4% increase in the CPI. A 4% across-the-board increase was budgeted for police based on the proposed contract. Sergeants and Lieutenants will get 3.5%. Allowances for step increases were also included in the current budget: 2.5% for general employees and 5% for police. Employees earning the maximum for their pay grade do not receive step increases.

Health insurance costs for employees were estimated assuming a 6% rate increase based on discussions with our insurer and our broker.

Workers' compensation costs and premiums for the property, automobile, and liability package are projected to be fairly constant. The cost of the ICW Bridge inland marine policy declined almost 17%.

The allocation method for distributing general government salary costs between the General Fund and the Town's other funds is based on proportion of operating revenues, except that no allocation is made to the solid waste fund since its operations are subcontracted. The actual percentage allocations used change slightly from year to year based upon the preceding year's actual operating results.

Health insurance costs are allocated between funds on the same basis. I am also allocating general insurance costs (except where those costs can be specifically identified) based upon proportion of operating revenues. Allocation of workers' compensation insurance costs reflects the different rates charged for different job classifications where possible, as well as specific identification. Where neither of those methods was feasible, proportion of operating revenues was used as an allocation basis.

Pension costs were budgeted based on the October 1, 2017 actuarial valuation report which determines the required contribution for fiscal 2018/2019. I have projected investment earnings conservatively based upon the current (extremely low) Federal Funds Rate.

GENERAL FUND

Legislative

Professional Services ($18,000) - Services related to the newsletter.

Travel and per diem ($18,000) - Funding for travel to conferences and meetings.

Communications ($16,470) - Newsletter postage and mailing.

Insurance ($1,529) – Allocated portion of insurance costs.

Printing & binding ($38,400) – Town newsletter.

Promotional Activities ($5,500) - Flowers/greeting cards ($2,000), promotional materials ($1,500) and promotional advertising ($2,000).

Other current charges ($24,700) - Attendance at League of Cities meetings ($7,500), Miami Beach Chamber of Commerce membership ($7,500), donations to the schools and other groups ($5,000), FL League of Cities membership ($1,500), Miami Beach High School scholarship award ($1,000), Aventura Marketing Council membership ($1,000), plaques and awards ($850) and FL League of Mayors membership ($350).

Operating Supplies ($1,500) – Shirts, name tags, badges.

Publications & Training ($4,500) - Attendance at conferences and seminars.

Capital Outlay ($93,690) - Council chambers recording system upgrade ($50,000), live streaming module ($25,000), closed captioning – ADA compliance ($18,690).

Executive

Personnel Services ($242,784) – This amount includes the general fund portion for 5 full-time employees.

Professional Services ($69,500) - Town's lobbyist ($60,000), preparation of grant applications ($5,000) and appraisals (land/TDR's) ($4,500).

Other Contractual Services ($5,000) – Special projects.

Travel and Per Diem ($11,000) – Funding for the Manager's auto and telephone expense allowance ($6,000) and travel related to lobbying and grants ($5,000).

Communication services ($48,500) – Telephone and communications ($33,000), FEDEX charges ($1,000), cell phone charges ($2,500) and postage ($12,000).

Rentals & Leases ($1,700) - Funding for rental of postage meter.

Insurance ($3,822) – Allocated portion of insurance cost.

Printing & Binding ($3,000) – Printing costs for letterhead, envelopes, business cards, and brochures.

Promotional Activities ($31,000) - Employee dinner ($25,000) and holiday lunch ($6,000).

Other Current Charges ($29,500) – SRO ($10,000) and mental health professional ($9,000) for Ruth K Broad school, postal permit ($500) and newspaper ads ($10,000).

Office Supplies ($20,000) – Funding for all departments is centralized with the Town Manager.

Operating Supplies ($2,150) – Water for Annex ($650), and petty cash purchases ($1,500).

Books, Publications, Memberships, & Training ($8,500) – Memberships & seminars.

Town Clerk's Office

Personnel Services ($95,541) – This includes the General Fund portion of the salaries of the Town Clerk and Assistant Clerk.

Professional Services ($25,000) – Funding for scanning existing permanent records.

Other Contractual Services ($20,577) - Technical support for the agenda management system ($6,000), support for A/V equipment ($4,480), ordinance codification ($3,500), technical support for the Council Chambers recording system ($2,347), Laserfiche support ($2,750) and posting the minutes on the internet ($1,500).

Travel & Per Diem ($4,500) – Travel to conferences and seminars for training.

Communication Services ($500) - FEDEX charges ($500).

Rentals & Leases ($7,320) – Lease for a color copier ($3,300) and rental of outside storage ($4,020).

Insurance ($2,293) – Allocated portion of insurance costs.

Repairs and Maintenance ($4,200) - Copier maintenance.

Printing & Binding ($2,500) – Funding for brochures, business cards, letterhead, public notice signs and new election signs.

Other Current Charges ($50,000) - Legal advertising ($35,000) and election expenses ($15,000).

Operating Supplies ($1,000) – Ordinance registers, wood plaques and signage.

Books, Publications, Memberships, & Training ($1,800) – Memberships ($500), seminars ($800), and Daily Business Review subscription ($500).

Financial and Administrative

Personnel Services ($127,075) – This is the General Fund portion of the salaries and benefits for the Finance Director and staff of three.

Professional Services ($36,500) - 350 hours of supplemental accounting services ($31,500) and the General funds portion of training/implementation costs related to Town's new financial system software ($5,000).

Accounting and Auditing ($21,525) – This is the General Fund portion of the annual audit.

Other Contractual Services ($21,179) – General Fund portion of the support agreement for financial system software ($11,179) and financial transparency portal for the Town's website ($10,000).

Travel & Per Diem ($2,500) - Travel, meals, and lodging for GFOA and FGFOA conference and seminar attendance.

Communication Services ($200) – Postage, courier and FEDEX charges.

Rentals and Leases ($3,600) – Lease payments for network-capable color copier.

Insurance ($764) – Allocated portion of overall insurance cost.

Repairs & Maintenance ($250) – Repairs to copy machine and other office equipment.

Printing & Binding ($2,550) – Cost for replenishing check stock and W-2 forms ($750) and per-copy charges for Annex copier ($1,800).

Other Current Charges ($500) – GFOA Certificate of Achievement program participation fee.

Operating Supplies ($600) – Uniform shirts, stamps and ink pads.

Books, Publications, Memberships, & Training ($2,055) – GFOA and FGFOA conference fees ($1,000), finance staff training fees ($600), GASB subscription ($200), GFOA membership ($170), FGFOA membership ($60), and SFGFOA local chapter dues ($25).

Capital Outlay ($33,750) – General Fund portion of the Town's new financial system software.

Information Technology
Personnel Services ($55,536) – The General Fund portion of the salaries and benefits for the Information Technology Director.

Professional Services ($76,000) – Installation of new virtual server for BHIPD ($30,000), Citizenserve software licenses ($20,000), outside network and application support ($10,000), upgrade BHI exchange server ($8,000) and upgrade BHIPD exchange server ($8,000).

Other Contractual Services ($67,980) – BHI online backup ($21,600), BHIPD online backup ($14,400), BHI and BHIPD internet connections ($15,600), Community Center internet connection ($12,000), spam filters ($2,880) and General fund portion of the server upgrade required for Town's new financial system software ($1,500).

Travel & Per Diem ($3,500) - Travel, meals, and lodging IT conference and seminar attendance.

Communications Services ($48,000) – The Town's cell phone and hotspot costs.

Insurance ($1,529) – allocated portion of overall insurance cost.

Repairs and Maintenance ($20,000) – Computer repairs and wire maintenance for all departments ($6,000), website and "app" maintenance ($8,000) and video camera/equipment maintenance ($6,000).

Other Current Charges ($25,000) – Costs to attain PCI Compliance for the Town.

Operating Supplies ($51,500) – Replacement computers, monitors, and printers for all departments ($25,000), software licensing/upgrade to Office 2016 for BHI and Community Center ($8,000), software licensing/upgrade to Office 2016 for BHIPD ($6,500), switches and extenders ($5,000) and security licenses ($7,000).

Books, Publications, Memberships, & Training ($7,000) – Staff training.

Legal
Legal services ($163,000) –Town Attorney's retainer ($60,000) and litigation and special counsel (labor, land use, contracts, hearings) ($103,000).

Public Buildings
Other Contractual Services ($90,952) - Contract cleaning service ($66,000), pest control ($6,000), HVAC maintenance for the Community Center ($4,692), HVAC maintenance for Town Hall ($3,312), elevator maintenance ($2,940), generator maintenance ($2,400), air duct cleaning ($1,800), water dispensers ($1,500), elevator phone ($1,008) and other services ($1,300).

Utility Services ($36,000) - Electricity ($20,100), water ($15,900) for Town properties.

Rentals and Leases ($28,000) – Rental fee for generator.

Insurance ($18,617) – Allocated portion of insurance costs.

Repairs & Maintenance ($28,550) – maintenance of Town Hall, Annex and Community Center including air conditioning systems, elevators, doors, locks, lighting and electrical systems.

Operating Supplies ($5,500) – Fuel for generator ($2,500) and consumables used in the operation of Town Hall (bathroom supplies, light bulbs, cleaning supplies, paper goods, miscellaneous tools and fittings)($3,000).

Law Enforcement

Personnel Services ($3,484,810) - Salaries for members of the PBA bargaining unit were projected based upon 5% step increases and a 4% across-the-board (COLA) increase. Twenty-two full time sworn positions are budgeted, one part-time officer's position (Accreditation Coordinator), along with six civilian positions.

Professional Services ($11,000) – Code Red ($4,800), Sergeants test ($3,000), applicant physical ($1,200) legal transcripts ($1,000) and polygraph examinations ($1,000).

Other Contractual Services ($30,850) – Database fees - Tritech ($9,500), LPR user fees ($8,000), scheduling and payroll software ($3,000), CFA Policy/training distribution software ($3,000), court subpoena notification ($1,550), crime analysis software ($1,500), evidence tracking software ($1,500), Linx data sharing software ($1,100), FACELOGICS ($1,000), investigative software ($600) and Florida PAC ($100).

Travel & Per Diem ($9,200) – Travel for training, seminars, meetings, FPCA/IACP and Explorer functions.

Communication Services ($1,500) – PD landlines.

Rentals and Leases ($124,685) – Leases for twenty vehicles ($118,285), undercover car rental ($1,000), offsite storage ($3,000) and copier rental ($2,400).

Insurance ($42,046) – Allocated portion of overall insurance cost.

Repairs and Maintenance ($60,760) - Repairs and maintenance to vehicles and equipment ($50,760) and boat maintenance ($10,000).

Printing and Binding ($3,000) – police report and other administrative forms, case cards, business cards, and stationary.

Promotional Activities ($1,000) – trophies and awards for officers and citizens.

Other Current Charges ($9,000) –Dade County Chiefs' dues and annual dinner ($4,500); LEO Awards Gala ($3,000) and Explorer competition and banquet ($1,500).

Operating Supplies ($160,130) – Vehicle and marine fuel ($86,000), uniforms and duty gear ($35,000), firearms ($7,500), training equipment ($6,000), vehicle handgun safe ($4,180), community relations events ($4,000), Honor Guard uniforms ($2,850), Explorers gear ($2,500), first aid training kits ($2,500) and other supplies ($9,600).

Books, Publications, Memberships, & Training ($18,770) – Memberships ($4,000), active shooter training ($4,000), leadership/management training ($4,000), investigative databases ($4,300), CFA accreditation ($1,750) and law enforcement handbooks ($720).

Capital Outlays ($77,055) – Video surveillance cameras RKB/parking garage ($20,455), new vehicle equipment ($14,400), vehicle radio base system ($13,800), handheld radios ($8,000), rifle plates ($7,200), replacement vests ($5,400), tasers ($4,400), office furniture ($2,400) and surveillance equipment ($1,000).

Building Department

Personnel Services ($215,300) - Includes funding for salaries and benefits for two full-time building department employees and one part-time clerk.

Professional services ($270,037) – Funding for Town Planning - redevelopment reviews, zoning amendments, comprehensive plan amendments ($162,500) and outside building plans examiner and inspector ($107,537).

Other Contractual Services ($1,000) – Scan plans for digital storage.

Travel & Per Diem ($1,600) – Travel to conferences and seminars for recertification.

Communication Services ($11,400) – Telephone and fax lines, air cards for laptops, and cell phones ($10,800), and FEDEX charges ($600).

Rentals and Leases ($1,260) – Copier lease.

Insurance ($5,351) – allocated portion of insurance expense.

Repairs and Maintenance ($1,500) –charges for color copier.

Printing and Binding ($650) - Brochures, cards, forms, and notices.

Operating Supplies ($1,000) – vehicle fuel and consumable supplies.

Books, Publications, Memberships, & Training ($1,555) – Staff training and memberships in professional organizations.

Code Enforcement
Personnel Services ($184,493) – Includes salaries and benefits for Director of Code Compliance and two staff.

Professional services ($4,000) – Funding for Town Attorney attendance at special master hearings

Travel & Per Diem ($3,450) – Travel to FACE and FFMA annual conferences.

Communication Services ($4,812) - Office phone service.

Insurance ($764) – Allocated portion of insurance expense.

Repairs and Maintenance ($3,620) – Lawn service for private properties ($2,400), repairs to equipment such as telephones, radios, fax machines, and vehicles ($1,220).

Printing and Binding ($850) - Brochures, cards, forms, and new code enforcement manual.

Other Current Charges ($550) – Recording fees for liens and other documents.

Operating Supplies ($4,400) – Vehicle fuel, uniforms, and miscellaneous supplies.

Books, Publications, Memberships, & Training ($2,090) – FACE and FFPM memberships, conferences, and seminars.

Other Public Safety
6,000 hours were budgeted. Total budgeted expenditures for the department are $70,199.

Streets & Parkways
Personnel Services ($231,606) - includes funding for salaries and benefits for six full-time streets and parkways employees, five of whom are partially charged to enterprise funds.

Other Contractual Services ($212,400) – Funding for the landscape maintenance contract ($135,000), additional landscaping services ($75,000), software fees ($1,500) and bee removal ($900).

Travel & Per Diem ($2,600) – Travel for staff training, including the public works expo.

Communication Services ($3,600) – Funding for landline phones ($2,640) and FEDEX, UPS, or courier charges ($960).

Utility Services ($80,000) - Electricity for street lighting ($50,000) and water for landscape irrigation ($30,000).

Rentals & Leases ($5,000) – Saws, lifts, grinders, message boards for emergency work and other rented equipment.

Insurance ($6,880) – Allocation of overall insurance cost.

Repairs and Maintenance ($40,900) - Funding for asphalt and concrete repairs, street light parts and repairs, vehicle repairs and parts, and other repairs and parts.

Other Current Charges ($525) – Vaccinations, drug/alcohol testing, medical charges for minor injuries.

Operating Supplies ($34,620) – Various consumables used by the department: vehicle fuel, uniforms and cleaning, safety equipment, plant materials, chemicals, hardware supplies and small tools, ($19,320)Dog station supplies ($8,400) and fuel for vehicles ($6,900).

Books, Publications, Memberships, & Training ($5,150) – Town Engineer license continuing education ($2,000), FLAGGER training ($1,250), Public Works director training ($1,200), APWA membership fees ($700).

Capital Outlays ($190,000) – Mill and resurface roadways – Zone 3.

Public Transportation

Other Contractual Services ($120,000) – Estimate based upon five day per week service.

Operating Supplies ($12,000) – Gasoline and other supplies.

Recreation

Personnel Services ($618,159) - Includes funding for salary and benefits for seven full-time recreation employees and $100,002 for part-time wages.

Other Contractual Services ($38,750) – Cleaning services ($22,000), pest control services for parks and community center ($12,000), sanding of brick pavers at 92nd St Park ($2,500), beehive removal ($1,500) and time card system ($750).

Travel and Per Diem ($930) – Travel to NRPA and FRPA meetings and conferences.

Communication Services ($4,800) – Landline phone service for the community center.

Utilities ($30,060) - Water usage at parks ($17,040) and electricity costs at parks, tennis courts, and the community center ($13,020).

Rentals & Leases ($3,200) – Copier in the community center ($2,700) and man-lift rental for tennis court light change ($500).

Insurance ($11,325) – allocated portion of general insurance plus funding for recreation liability policy.

Repairs and Maintenance ($23,200) – Community center repairs (paint and plumbing) ($5,000), repair parts and supplies ($4,500), 98th Street Park repairs ($4,500), 92nd Street Park repairs ($2,500), 95th Street park repairs and pressure washing ($2,000), fencing repairs for all parks ($2,000), repair of playground shades ($1,200), Tot Lot repairs ($1,000) and painting at Tot Lot ($500).

Printing and Binding ($4,000) – Program brochures for summer camp and aftercare.

Other current charges ($427,050) - Funding for Aftercare program ($200,000), Miami Shores aquatic center/pool ($50,000), Summer Camp ($35,500), Community Center programs (Tai-Chi, Yoga, Zumba, Computer class) ($29,600), Snow day ($20,000), the 5K/10K Run ($20,000), Town Picnic ($20,000 – a contribution of $20,000 from the Broad family is anticipated), bus service for aftercare ($10,000), other new programs ($8,000), Pee Wee Soccer ($5,000), awards program ($5,000), other Town programming ($5,000), Seniors-on-the-Go ($3,600), Veterans' Day celebration ($3,000), Spring egg hunt ($3,000), Halloween parade ($9,000), eight movies ($2,600), ten Storytime sessions ($2,250), and background checks ($500).

Operating Supplies ($1,200) – Park signs.

Transfer to Reserves – the seventh of ten planned $65,000 budgeted "transfers" to replenish reserves appropriated to construct the Scott Winters Park improvements.

Debt Service

The total amount of the debt service ($507,323) for fiscal 2019 on the community enhancements debt service is budgeted here. The 2003 bonds were partially refinanced three years ago to take advantage of low interest rates. As a result, annual debt service declined by more than $65,000. The remaining bonds were refunded two years ago, resulting in an additional $40,000 decline in annual debt service. Resources from the water and sewer funds, along with receipts from the transportation surtax are utilized to fund the cost. Contributions from the other funds have been budgeted as revenues for the general fund.

Water Fund
Rates will remain flat with the decrease in wholesale rates from the Miami-Dade Water and Sewer Department.

Personnel Services ($387,692) - includes funding for salaries and benefits for water department personnel, the water billing clerk, and allocated general administrative salaries.

Water Purchases ($575,000) – water purchases from Miami-Dade Water and Sewer.

Professional Services ($3,400) - The Water fund's portion of training/implementation costs related to Town's new financial system software ($3,000) and updates to water GIS ($400).

Accounting & Auditing ($4,920) – Allocated portion of the Town's audit costs.

Other Contractual Services ($35,288) - Water quality, bacterial and disinfectant by-product testing ($18,600), Water meter annual support ($7,500), Water fund's portion of the maintenance agreement for the Town's financial system software ($6,726), hosting fees ($1,250), Water fund's portion of the server upgrade ($900), and other services ($312).

Travel & Per Diem ($500) - Travel for staff training.

Communication Services ($500) – Water meters/parts shipping charges.

Rentals & Leases ($2,000) – Equipment rental for repair work.

Insurance ($17,987) – Allocated portion of insurance expense.

Repairs & Maintenance ($17,300) – Vehicle maintenance, meters and installations, beehive removal, emergency water main repairs, and plumbing fittings.

Printing and Binding ($1,000) – Customer quality reports and other forms.

Other Current Charges ($240) – Vaccines and drug testing fees.

Operating Supplies ($37,150) – Water meters, registers, and meter boxes for inventory ($28,500), plumbing supplies ($3,600), uniforms and cleaning, safety equipment and tools ($1,600), fuel ($1,500) and miscellaneous parts and supplies ($1,950).

Publications & Training ($2,250) – Continuing education training ($1,250), and water distribution level 2 and 3 staff training ($1,000).

Capital Outlay ($20,250) - Water Fund portion of the Town's new financial system software.

Transfer to General Fund ($218,000) - this amount is primarily to contribute to debt service on the $9.4 million borrowed for the Community Enhancements Project.

Sewer Fund
Sewer rates will remain flat as Miami-Dade County is keeping its wholesale sewage rate flat.

Personnel Services ($469,439) - Includes funding for salaries and benefits for sewer department personnel and allocated general administrative salaries.

Sewage Disposal ($726,000) – Sewage disposal fees paid to Miami Beach.

Professional Services ($10,000) – Engineering services for special studies and GIS issues ($5,400) and Sewer fund's portion of training/implementation costs related to Town's new financial system software ($4,600).

Accounting & Auditing ($7,380) – Allocated portion of the Town's audit costs.

Other Contractual Services ($8,515) – Software fees, maintenance contract for air compressors, and meter calibration services ($5,300), Sewer fund's portion of server upgrade ($1,380), hosting fees ($1,250), and other services ($585).

Communications ($2,940) – Phones ($1,440) and express freight charges for replacement parts ($1,500).

Utility Services ($50,100) - Electricity for sewage pumps.

Rentals & Leases ($3,600) - Excavator and generator rental.

Insurance ($26,981) – allocated portion of Town's overall insurance costs.

Repairs and Maintenance ($62,200) – repairs to vehicles, sewer line cleaning, and various plumbing, electrical, welding, lift station, sewage pump repairs, and sewer line point repairs.

Other Current Charges ($540) – utility location services, vaccinations, drug testing, and minor medical services.

Operating Supplies ($25,430) – Inventory for repairs ($14,800), fuel for vehicles ($4,980), other consumable supplies ($3,250) and protective equipment ($2,400).

Capital Outlay ($298,550) - Sewer lateral lines ($240,000), Sewer Fund portion of the Town's new financial system software ($31,050), refurbish sanitary lift station ($20,000) and engineering opinion report on replacement of sewer force main on West island ($7,500).

Debt Service ($75,320) - this amount covers interest and principal payments for the semiannual loan repayments to the State Revolving Loan Fund. This loan was used to help fund the major sewer infrastructure recapitalization carried out in past years.

Transfer to General Fund ($499,630) - this amount will be used to fund the year's debt service on funds borrowed for the Community Enhancements Project.

Parking Fund

Parking receipts estimates are based on recent experience and current rates. Rental income from the Miami-Dade Fire Department is included in the amount of $127,000.

Personnel Services ($240,649) - Wages and related benefits for the parking enforcement specialist as well as costs for meter collections, coin counting, sorting, and wrapping, and an allocated portion of general administrative salaries.

Professional Services ($1,000) – Parking fund portion of training/implementation costs related to Town's new financial system software.

Accounting & Auditing ($2,460) – Allocated portion of the cost of the Town's audit.

Other Contractual Services ($16,100) – Elevator maintenance and inspection ($8,800), fire alarm system maintenance and monitoring ($5,000), server maintenance ($2,000) and Parking fund portion of server upgrade ($300).

Communications ($18,850) – Wireless data connections for master parking meters ($13,900), and hot spot equipment ($4,950).

Utility Services ($23,940) – Electricity for parking garage ($22,500) and water charges ($1,440).

Rentals and Leases ($15,860) – Funding for lease of lots 9, 10, 12, & 13 (located in the business district parking lot adjacent to Town Hall).

Insurance ($8,994) – Allocated portion of overall insurance cost.

Repairs & Maintenance ($22,350) – Repairs to parking garage, lots, and meters and parking enforcement vehicle ($13,500), garage server maintenance ($3,500), clean elevator shafts ($3,000), miscellaneous repairs ($2,350).

Printing & Binding ($8,000) – Parking permits, forms, and signs.

Other Current Charges ($28,150) – Taxes on land leased for use as municipal parking ($27,750) and armored car services ($400).

Operating Supplies ($7,750) – Supplies for the master meters and garage ($6,250), fuel ($1,200) and uniforms ($300).

Capital Outlay ($191,750) – Installation of 12 master meters ($85,000), re-surface 100th Street lot ($50,000), replace flexible expansion joints in parking garage ($40,000), LED fixtures ($10,000) and Parking Fund portion of the Town's new financial system software ($6,750).

Debt Service ($427,124) – Interest ($76,124) and principal ($351,000) on the parking garage loan. This debt was refunded in 2012 at a net present value savings of $636,000.

Solid Waste Fund

Operating Revenues – no increase is proposed. A four percent increase had been scheduled for 2017/2018 as the final step in a three-year ten percent rate increase. Prior to the 3% increases in each of the last two years, rates were last raised in 2000. Anticipated cost savings from the new solid waste contract allow an increase to be eliminated from the current proposed budget.

Solid Waste Disposal ($731,574) - consists of an estimate for regular service of $651,534, along with $80,040 for daily service. Costs for regular service are estimated based upon the agreement with the solid waste contractor, and include an estimate for increases based upon changes in County tipping fees and contractual CPI adjustments.

Professional Services ($1,000) – Solid Waste fund portion of training/implementation costs related to Town's new financial system software.

Accounting & Auditing ($2,460) – Allocated portion of Town's audit cost.

Other Contractual Services ($1,300) – Tipping fees incurred by the Town ($1,000) and Solid Waste fund portion of server upgrade ($300).

Repairs & Maintenance ($500) – Vehicle maintenance.

Other Current Charges ($850) – Dumping permit from Miami-Dade County.

Operating Supplies ($3,965) - 95-gallon toters.

Capital Outlay ($6,750) – Solid Waste Fund portion of the Town's new financial system software.

Causeway Fund

Revenue estimates were prepared based upon the first eight months of 2017/2018 adjusted for historical seasonal fluctuations. Traffic and toll receipts for the current year have increased very significantly over last year.

Personnel Services ($1,659,095) – Wages and related benefits for toll plaza, bridge, and causeway maintenance personnel, and allocated charges for general administrative salaries.

Professional Services ($187,000) - Annual engineer's report ($25,000), bridge maintenance ($75,000), service and support for the toll management and collection system (Transcore) ($75,000), partially fund lobbyist contract ($7,000) and Causeway fund portion of training/implementation costs related to Town's new financial system software ($5,000).

Accounting & Auditing ($21,525) – Allocated portion of the Town's audit cost.

Other Contractual Services ($312,212) - Landscaping services and supplies ($265,000), monthly pressure cleaning Kane Concourse sidewalks ($40,100), uniform rental and cleaning ($2,100), Causeway Fund portion of the server upgrade ($1,500), pest control ($1,272), generator maintenance ($1,200) and other services ($1,040).

Communication Services ($27,004) – T-1 data lines ($25,000), and mobile telephones ($2,004).

Utility Services ($50,000) – Electricity ($20,000) and water ($30,000).

Rentals & Leases ($81,200) – Holiday decorative lighting ($80,000) and rental equipment ($1,200).

Insurance ($230,518) – The inland marine policy on the bridge is budgeted at $133,539, and the boiler and machinery policy on the bridge is estimated at $5,640. The remainder is an allocated portion of the Town's overall insurance cost for property, liability, and workers' compensation.

Repairs & Maintenance ($85,000) – Toll gantry electronic repair ($20,400), asphalt/concrete repairs ($15,000), generator repairs ($15,750), electrical repairs ($9,600), vehicle repairs and maintenance ($8,050), chain link fence repairs ($6,000), repair parts ($6,000), faded/broken signage repair ($3,000) and other miscellaneous repairs ($1,200).

Other Current Charges ($120) – Vaccines and drug testing.

Operating Supplies ($33,350) – Gas and diesel fuel ($15,000), and uniforms and other consumable supplies ($18,350).

Capital Outlay ($838,250) – Spalling repairs, bridge maintenance and upkeep as per FDOT inspection report ($750,000), Causeway Fund portion of the Town's new financial system software ($33,750), boat with trailer ($35,000), lease payments for 3 new vehicles (van for Town electrician, replacement pickup truck and vehicle for Town Engineer) ($19,500).

Debt Service ($1,120,789) - Includes principal ($873,000) and interest ($247,789) for the Series 2012 Promissory Note issued to fund the SunPass conversion and causeway corridor rehabilitation project.

Transfers ($1,280,000) – transfer to the General Fund.

Stormwater Fund

Revenue estimates assume no increase in the stormwater fee.

Personnel Services ($69,556) - Wages and related benefits for the Town's street sweeping operation are charged here, along with allocated general administrative salaries.

Professional Services ($400) – Stormwater Fund portion of training/implementation costs related to Town's new financial system software.

Accounting & Auditing ($1,230) – Allocated portion of the Town's audit cost.

Other Contractual Services ($105,120) – Street sweeping contract ($105,000) and Stormwater fund portion of the server upgrade ($120).

Travel and Per Diem ($500) – Travel for NPDES training.

Utility Services ($1,200) – Electricity for deep well injection pumps.

Insurance ($4,497) – an allocated portion of overall insurance costs.

Repairs and Maintenance ($75,500) – Vacuum clean basins and culverts ($37,500), repair P-3 structures ($6,000), point repairs of outfalls ($30,000) and replacement of decaying storm grates ($2,000).

Other Current Charges ($3,337) –NPDES Permit

Operating Supplies ($2,800) – Gutter buddies ($1,800), absorbent for spills ($500) and other supplies ($500)

Publications & Training ($1,800) – NPDES training.

Capital Outlay ($174,700) – Road culvert crossing improvements ($100,000), valley gutter replacements ($72,000) and Stormwater Fund portion of the Town's new financial system software ($2,700).

TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2018-2019

Draft date 9/21/2018
BUDG1819 2nd Hearing

		Proposed Budget 2018-2019		Adopted Budget 2017-2018		Increase (Decrease)	% Increase (Decrease)
GENERAL FUND							
GENERAL GOVERNMENT							
Legislative (Town Council):							
Executive Salaries	$	7	$	7	$	-	0.0%
Professional Services		18,000		17,400		600	3.4%
Other Contractual Services						-	
Travel and Per Diem		18,000		15,000		3,000	20.0%
Communications		16,740		19,560		(2,820)	-14.4%
Insurance		1,529		1,709		(180)	-10.5%
Printing and Binding		38,400		39,000		(600)	-1.5%
Promotional Activities		5,500		21,000		(15,500)	-73.8%
Other Current Charges and Obligations		24,700		14,700		10,000	68.0%
Office Supplies		-				-	
Operating Supplies		1,500		1,500		-	0.0%
Books, Publications, Memberships, & Training		4,500		5,250		(750)	-14.3%
	$	128,876	$	135,126	$	(6,250)	-4.6%
Capital Outlay	$	93,690				93,690	
Total Executive	$	222,566	$	135,126		87,440	64.7%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
GENERAL FUND (CONTINUED)				
GENERAL GOVERNMENT				
Executive (Town Manager):				
Personnel Services:				
Salaries & Wages	$ 174,269	$ 183,131	$ (8,862)	-4.8%
Overtime Pay			-	
FICA Taxes	13,332	14,010	(678)	-4.8%
Retirement Contribution	31,456	39,190	(7,734)	-19.7%
Group Insurance	20,633	21,670	(1,037)	-4.8%
Workers' Compensation	2,223	2,279	(56)	-2.5%
Unemployment Compensation	871	916	(45)	-4.9%
	242,784	261,196	(18,412)	-7.0%
Operating Expenditures:				
Professional Services	69,500	59,900	9,600	16.0%
Other Contractual Services	5,000	5,000	-	0.0%
Travel & Per Diem	11,000	11,000	-	0.0%
Communication Services	48,500	52,500	(4,000)	-7.6%
Rentals & Leases	1,700	1,700	-	0.0%
Insurance	3,822	4,272	(450)	-10.5%
Repairs & Maintenance	-	-	-	
Printing and Binding	3,000	3,000	-	0.0%
Promotional Activities	31,000	51,500	(20,500)	-39.8%
Other Current Charges and Obligations	29,500	18,000	11,500	63.9%
Office Supplies	20,000	-	20,000	
Operating Supplies	2,150	2,150	-	0.0%
Books, Publications, Memberships, & Training	8,500	3,000	5,500	183.3%
	233,672	212,022	21,650	10.2%
Capital Outlay			-	
Total Executive	476,456	473,218	3,238	0.7%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
GENERAL FUND (CONTINUED)				
GENERAL GOVERNMENT				
Town Clerk's Office:				
Personnel Services:				
Salaries & Wages	63,834	68,644	(4,810)	-7.0%
Overtime Pay	1,277	1,373	(96)	-7.0%
FICA Taxes	4,981	5,356	(375)	-7.0%
Retirement Contribution	11,522	14,690	(3,168)	-21.6%
Group Insurance	12,713	20,898	(8,185)	-39.2%
Workers' Compensation	895	810	85	10.5%
Unemployment Compensation	319	343	(24)	-7.0%
	95,541	112,114	(16,573)	-14.8%
Operating Expenditures:				
Professional Services	25,000	-	25,000	
Other Contractual Services	20,577	23,985	(3,408)	-14.2%
Travel & Per Diem	4,500	4,500	-	0.0%
Communication Services	500	1,220	(720)	-59.0%
Rentals & Leases	7,320	13,964	(6,644)	-47.6%
Insurance	2,293	2,563	(270)	-10.5%
Repairs & Maintenance	4,200	5,400	(1,200)	-22.2%
Printing and Binding	2,500	1,500	1,000	66.7%
Promotional Activities			-	
Other Current Charges			-	
and Obligations	50,000	45,000	5,000	11.1%
Office Supplies	-	15,000	(15,000)	-100.0%
Operating Supplies	1,000	5,000	(4,000)	-80.0%
Books, Publications,			-	
Memberships, & Training	1,800	2,450	(650)	-26.5%
	119,690	120,582	(892)	
Capital Outlay			-	
Total Town Clerk	215,231	232,696	(17,465)	-7.5%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
GENERAL FUND (CONTINUED)				
GENERAL GOVERNMENT				
Financial & Administrative:				
Personnel Services:				
Salaries & Wages	$ 83,993	$ 88,848	$ (4,855)	-5.5%
Overtime Pay	4,200	4,442	(242)	-5.4%
FICA Taxes	6,747	7,137	(390)	-5.5%
Retirement Contribution	15,161	19,013	(3,852)	-20.3%
Group Insurance	14,574	15,307	(733)	-4.8%
Workers' Compensation	1,980	1,089	891	81.8%
Unemployment Compensation	420	444	(24)	-5.4%
	127,075	136,280	(9,205)	-6.8%
Operating Expenditures:				
Professional Services	36,500	31,500	5,000	15.9%
Accounting and Auditing	21,525	21,525	-	0.0%
Other Contractual Services	21,179	7,000	14,179	202.6%
Travel & Per Diem	2,500	1,400	1,100	78.6%
Communication Services	200	600	(400)	-66.7%
Rentals and Leases	3,600	4,800	(1,200)	-25.0%
Insurance	764	854	(90)	-10.5%
Repairs & Maintenance	250	250	-	0.0%
Printing and Binding	2,550	750	1,800	240.0%
Other Current Charges and Obligations	500	500	-	0.0%
Office Supplies			-	
Operating Supplies	600	1,000	(400)	-40.0%
Books, Publications, Memberships, & Training	2,055	1,580	475	30.1%
	92,223	71,759	20,464	28.5%
Capital Outlay	33,750		33,750	
Total Financial & Adm.	253,048	208,039	45,009	21.6%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
GENERAL FUND (CONTINUED)				
GENERAL GOVERNMENT				
Information Technology				
Personnel Services:				
Salaries & Wages	$ 36,916	$ 39,080	$ (2,164)	-5.5%
Overtime Pay	1,846	1,954	(108)	-5.5%
FICA Taxes	2,965	3,139	(174)	-5.5%
Retirement Contribution	6,663	8,363	(1,700)	-20.3%
Group Insurance	6,428	7,019	(591)	-8.4%
Workers' Compensation	533	426	107	25.1%
Unemployment Compensation	185	195	(10)	-5.1%
	55,536	60,176	(4,640)	-7.7%
Operating Expenditures:				
Professional Services	76,000	70,000	6,000	8.6%
Accounting and Auditing			-	
Other Contractual Services	67,980		67,980	
Travel & Per Diem	3,500		3,500	
Communication Services	48,000	1,800	46,200	2566.7%
Rentals and Leases	-		-	
Insurance	1,529	1,709	(180)	-10.5%
Repairs & Maintenance	20,000	14,000	6,000	42.9%
Printing and Binding			-	
Other Current Charges and Obligations	25,000		25,000	
Office Supplies			-	
Operating Supplies	51,500	46,000	5,500	12.0%
Books, Publications, Memberships, & Training	7,000	5,000	2,000	40.0%
	300,509	138,509	162,000	117.0%
Capital Outlay				
Total Information Technology	356,045	198,685	157,360	79.2%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
Legal:				
Professional Services	163,000	159,000	4,000	2.5%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
GENERAL FUND (Continued)				
Public Buildings				
Personnel Services:				
Salaries & Wages	$ -	$ -	$ -	
Overtime Pay	-	-	-	
FICA Taxes	-	-	-	
Retirement Contribution	-	-	-	
Group Insurance	-	-	-	
Workers' Compensation	-	-	-	
Unemployment Compensation	-	-	-	
	-	-	-	
Operating Expenditures:				
Professional Services			-	
Other Contractual Services	90,952	93,100	(2,148)	-2.3%
Communication Services	-	-	-	
Utility Services	36,000	37,800	(1,800)	-4.8%
Rentals and Leases	28,000		28,000	
Insurance	18,617	19,067	(450)	-2.4%
Repairs & Maintenance	28,550	27,100	1,450	5.4%
Other Current Charges and Obligations			-	
Office Supplies			-	
Operating Supplies	5,500	9,120	(3,620)	-39.7%
	207,619	186,187	21,432	11.5%
Capital Outlay				
Total Public Buildings	207,619	186,187	21,432	11.5%
TOTAL GENERAL GOVERNMENT	**$ 1,893,965**	**$ 1,592,951**	**$ 49,964**	**18.9%**

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
GENERAL FUND (CONTINUED)				
PUBLIC SAFETY				
Police Department				
Personnel Services:				
Salaries & Wages	$ 2,341,213	$ 2,395,389	$ (54,176)	-2.3%
Overtime Pay	150,000	175,000	(25,000)	-14.3%
FICA Taxes	190,578	196,635	(6,057)	-3.1%
Retirement Contribution	460,716	511,892	(51,176)	-10.0%
Group Insurance	286,638	317,057	(30,419)	-9.6%
Workers' Compensation	43,959	42,555	1,404	3.3%
Unemployment Compensation	11,706	11,977	(271)	-2.3%
	3,484,810	3,650,505	(165,695)	-4.5%
Operating Expenditures:				
Professional Services	11,000	22,702	(11,702)	-51.5%
Other Contractual Services	30,850	26,919	3,931	14.6%
Travel & Per Diem	9,200	6,000	3,200	53.3%
Communication Services	1,500	37,875	(36,375)	-96.0%
Rentals and Leases	124,685	110,420	14,265	12.9%
Insurance	42,046	46,992	(4,946)	-10.5%
Repairs & Maintenance	60,760	60,900	(140)	-0.2%
Printing and Binding	3,000	2,315	685	29.6%
Promotional Activities	1,000	1,000	-	0.0%
Other Current Charges and Obligations	9,000	14,930	(5,930)	-39.7%
Office Supplies			-	
Operating Supplies	160,130	165,650	(5,520)	-3.3%
Books, Publications, Memberships, & Training	18,770	23,020	(4,250)	-18.5%
	471,941	518,723	(46,782)	-9.0%
Capital Outlay	77,055	61,950	15,105	24.4%
Total Police Department	$ 4,033,806	$ 4,231,178	$ (197,372)	-4.7%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
GENERAL FUND (CONTINUED)				
PUBLIC SAFETY				
Building Inspections				
Personnel Services:				
Salaries & Wages	$ 142,231	$ 116,229	$ 26,002	22.4%
Overtime Pay			-	
FICA Taxes	10,881	8,892	1,989	22.4%
Retirement Contribution	25,673	24,873	800	3.2%
Group Insurance	33,524	26,361	7,163	27.2%
Workers' Compensation	2,280	2,203	77	3.5%
Unemployment Compensation	711	581	130	22.4%
	215,300	179,139	36,161	20.2%
Operating Expenditures:				
Professional Services	270,037	272,288	(2,251)	-0.8%
Other Contractual Services	1,000	1,000	-	0.0%
Travel and per diem	1,600	1,600	-	0.0%
Communication Services	11,400	12,000	(600)	-5.0%
Rentals and Leases	1,260	1,260	-	0.0%
Insurance	5,351	5,981	(630)	-10.5%
Repairs and Maintenance	1,500	1,500	-	0.0%
Printing and Binding	650	650	-	0.0%
Other Current Charges and Obligations	-	-	-	
Office Supplies			-	
Operating Supplies	1,000	1,000	-	0.0%
Books, Publications, Memberships, & Training	1,555	1,555	-	0.0%
	295,353	298,834	(3,481)	-1.2%
Capital Outlay				
Total Building Inspections	$ 510,653	$ 477,973	$ 32,680	6.8%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
GENERAL FUND (CONTINUED)				
PUBLIC SAFETY				
Code Enforcement				
Personnel Services:				
Salaries & Wages	$ 128,165	$ 76,170	$ 51,995	68.3%
Overtime Pay			-	
FICA Taxes	9,805	5,827	3,978	68.3%
Retirement Contribution	23,134	16,300	6,834	41.9%
Group Insurance	21,668	21,315	353	1.7%
Workers' Compensation	1,080	817	263	32.2%
Unemployment Compensation	641	381	260	68.2%
	184,493	120,810	63,683	52.7%
Operating Expenditures:				
Professional Services	4,000	8,000	(4,000)	-50.0%
Other Contractual Services			-	
Travel and per diem	3,450	3,500	(50)	-1.4%
Communication Services	4,812	4,940	(128)	-2.6%
Rentals and Leases			-	
Insurance	764	854	(90)	-10.5%
Repairs and Maintenance	3,620	3,000	620	20.7%
Printing and Binding	850	850	-	0.0%
Other Current Charges and Obligations	550	550		0.0%
Office Supplies			-	
Operating Supplies	4,400	2,750	1,650	60.0%
Books, Publications, Memberships, & Training	2,090	1,650	440	26.7%
	24,536	26,094	(1,558)	-6.0%
Capital Outlay				
Total Code Enforcement	$ 209,029	$ 146,904	$ 62,125	42.3%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
Other Public Safety (Crossing Guards)				
Personnel Services:				
Salaries & Wages	$ 61,232	$ 54,252	$ 6,980	12.9%
FICA Taxes	4,684	4,150	534	12.9%
Retirement Contribution			-	
Group Insurance			-	
Workers' Compensation	597	652	(55)	-8.4%
Unemployment Compensation	306	271	35	12.9%
	66,819	59,325	7,494	12.6%
Operating Expenditures:				
Other contractual services			-	
Other Current Charges and Obligations	500		500	
Operating Supplies	2,880	2,880	-	0.0%
Books, Publications, Memberships, & Training			-	
	3,380	2,880	500	17.4%
Total Other Public Safety	70,199	62,205	7,994	12.9%
TOTAL PUBLIC SAFETY	**$ 4,823,687**	**$ 4,918,260**	**$ (156,698)**	**-1.9%**

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
GENERAL FUND (CONTINUED)				
Streets and Parkways				
Personnel Services:				
Salaries & Wages	$ 142,130	$ 112,065	$ 30,065	26.8%
Overtime Pay	2,843	2,241	602	26.9%
FICA Taxes	11,090	8,744	2,346	26.8%
Retirement Contribution	25,654	23,982	1,672	7.0%
Group Insurance	48,098	60,426	(12,328)	-20.4%
Workers' Compensation	1,080	1,675	(595)	-35.5%
Unemployment Compensation	711	560	151	27.0%
	231,606	209,693	21,913	10.5%
Operating Expenditures:				
Other Contractual Services	212,400	212,980	(580)	-0.3%
Professional services			-	
Travel and Per Diem	2,600	750	1,850	246.7%
Communications	3,600	6,360	(2,760)	-43.4%
Utility Services	80,000	84,000	(4,000)	-4.8%
Rentals & Leases	5,000	3,600	1,400	38.9%
Insurance	6,880	7,690	(810)	-10.5%
Repairs and Maintenance.	40,900	57,000	(16,100)	-28.2%
Printing & Binding		420	(420)	-100.0%
Other Current Charges			-	
and Obligations	525	920	(395)	-42.9%
Office Supplies			-	
Operating Supplies	34,620	29,220	5,400	18.5%
Books, Publications,				
Memberships, & Training	5,150	4,250	900	21.2%
	391,675	407,190	(15,515)	-3.8%
Capital Outlay	190,000	125,000	65,000	52.0%
Total Streets and Parkways	$ 813,281	$ 741,883	$ 71,398	9.6%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
GENERAL FUND (Continued)				
Public Transportation				
Personnel Services:				
Salaries & Wages				
FICA Taxes				
Retirement Contribution				
Group Insurance				
Workers' Compensation				
Unemployment Compensation				
	-	-		
Operating Expenditures:				
Other Contractual Services	$ 120,000	$ 110,000	$ 10,000	9.1%
Travel and Per Diem				
Utility Services				
Insurance				
Repairs and Maintenance.			-	
Other Current Charges and Obligations				
Operating Supplies	$ 12,000	$ 12,000	-	0.0%
	132,000	122,000	10,000	8.2%
TOTAL PUBLIC TRANSPORTATION	$ 132,000	$ 122,000	$ 10,000	8.2%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
GENERAL FUND (Continued)				
Department of Recreation				
Personnel Services:				
Salaries & Wages	414,222	$ 393,766	$ 20,456	5.2%
FICA Taxes	31,688	30,123	1,565	5.2%
Retirement Contribution	74,767	84,266	(9,499)	-11.3%
Group Insurance	90,134	99,975	(9,841)	-9.8%
Workers' Compensation	5,277	4,832	445	9.2%
Unemployment Compensation	2,071	1,969	102	5.2%
	618,159	614,931	3,228	0.5%
Operating Expenditures:				
Other Contractual Services	38,750	35,000	3,750	10.7%
Professional services			-	
Travel and Per Diem	930	450	480	106.7%
Communication Services	4,800	11,100	(6,300)	-56.8%
Utility Services	30,060	27,000	3,060	11.3%
Rentals & Leases	3,200	-	3,200	
Insurance	11,325	12,224	(899)	-7.4%
Repairs and Maintenance.	23,200	25,000	(1,800)	-7.2%
Printing & Binding			-	
Promotional Activities	4,000	2,000	2,000	100.0%
Other Current Charges and Obligations	427,050	369,550	57,500	15.6%
Operating Supplies	1,200	4,500	(3,300)	-73.3%
	544,515	486,824	57,691	11.9%
Capital Outlay	-	-	-	100.0%
Transfer to reserves	65,000	65,000	-	0.0%
TOTAL RECREATION	$ 1,227,674	$ 1,166,755	$ 60,919	5.2%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
GENERAL FUND (Continued)				
Debt Service				
Principal	324,000	312,000	12,000	3.8%
Interest	183,323	190,788	(7,465)	-3.9%
Combined				
TOTAL DEBT SERVICE	$ 507,323	$ 502,788	$ 4,535	0.9%

TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2018-2019

Draft date 9/21/2018
BUDG1819 2nd Hearing

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
GENERAL FUND SUMMARY:				
Financial Sources:				
Revenues	$7,400,300	$7,117,963	$ 282,337	4.0%
Interfund Transfers	1,997,630	1,926,674	70,956	3.7%
Appropriated Fund Balance	0	0	-	
Loan Proceeds	0	0	-	
	9,397,930	9,044,637	353,293	3.9%
Financial Uses:				
Personnel Services	5,322,130	5,404,176	(82,046)	-1.5%
Operating Expenditures	3,108,982	2,885,723	223,259	7.7%
Capital Outlay	394,495	186,950	207,545	111.0%
Debt Service	507,323	502,788	4,535	0.9%
Grants and Aids	0	0	-	
Transfers	65,000	65,000	-	0.0%
	$9,397,930	$9,044,637	353,293	3.9%
Excess of Sources Over (Deficiency of Sources Under) Uses	$ -	$ -	$ (0)	

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
GENERAL FUND (CONTINUED)				
GENERAL FUND RECAP				
Personnel Services:				
Salaries & Wages	3,588,212	3,527,581	60,631	1.7%
Overtime Pay	160,166	185,010	(24,844)	-13.4%
FICA Taxes	286,751	284,013	2,738	1.0%
Retirement Contribution	674,746	742,569	(67,823)	-9.1%
Group Insurance	534,410	590,028	(55,618)	-9.4%
Workers' Compensation	59,904	57,338	2,566	4.5%
Unemployment Compensation	17,941	17,637	304	1.7%
	5,322,130	5,404,176	-82,046	-1.5%
Operating Expenditures:				
Professional Services	673,037	640,790	32,247	5.0%
Accounting & Auditing	21,525	21,525	-	0.0%
Other Contractual Services	608,688	514,984	93,704	18.2%
Travel & Per Diem	57,280	44,200	13,080	29.6%
Communication Services	140,052	147,955	(7,903)	-5.3%
Rentals & Leases	174,765	135,744	39,021	28.7%
Insurance	94,920	103,915	(8,995)	-8.7%
Repairs & Maintenance	182,980	194,150	(11,170)	-5.8%
Printing and Binding	50,950	48,485	2,465	5.1%
Promotional Activities	41,500	75,500	(34,000)	-45.0%
Other Current Charges and Obligations	567,325	464,150	103,175	22.2%
Office Supplies	20,000	15,000	5,000	33.3%
Operating Supplies	278,480	282,770	(4,290)	-1.5%
Utility Services	146,060	148,800	(2,740)	-1.8%
Books, Publications, Memberships, & Training	51,420	47,755	3,665	7.7%
	3,108,982	2,885,723	223,259	7.7%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
Capital Outlay	394,495	186,950	207,545	111.0%
Debt Service				
Principal	324,000	312,000	12,000	3.8%
Interest	183,323	190,788	(7,465)	-3.9%
Combined	0	0	-	
	507,323	502,788	4,535	0.9%
Grants and Aids	-	-	-	0.0%
Transfers and Reserves	65,000	65,000	-	
TOTAL GEN FUND BUDGET	$9,397,930	$9,044,637	$ 353,293	3.9%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
WATER FUND				
Estimated Sources:				
Water Sales	$ 1,275,000	$ 1,284,997	$ (9,997)	-0.8%
Interest Income	25,000	40,800	(15,800)	-38.7%
Change in Fair Value of Investments				
Gain/Loss on Investments			-	
Miscellaneous Income	30,000	47,000	(17,000)	-36.2%
Grant-Automated Meter Read			-	
Appropiated Retained Earnings			-	
Total Sources	$ 1,330,000	$ 1,372,797	$ (42,797)	-3.1%

		Proposed Budget 2018-2019		Adopted Budget 2017-2018		Increase (Decrease)	% Increase (Decrease)
WATER FUND							
Personnel Services:							
Salaries & Wages	$	257,236	$	239,091	$	18,145	7.6%
Overtime Pay		12,862		11,955		907	7.6%
FICA Taxes		20,662		19,205		1,457	7.6%
Retirement Contribution		46,431		51,165		(4,734)	-9.3%
Group Insurance		46,495		45,520		975	2.1%
Workers' Compensation		2,720		2,958		(238)	-8.0%
Unemployment Compensation		1,286		1,195		91	7.6%
		387,692		371,089		16,603	4.5%
Operating Expenses:							
Water Purchases		575,000		625,000		(50,000)	-8.0%
Professional Services		3,400				3,400	
Accounting and Auditing		4,920		4,920		-	0.0%
Other Contractual Services		35,288		20,800		14,488	69.7%
Travel and per diem		500				500	
Communications		500		980		(480)	-49.0%
Utility Services						-	
Rentals and Leases		2,000		-		2,000	
Insurance		17,987		17,987		-	0.0%
Repairs & Maintenance		17,300		11,100		6,200	55.9%
Printing and Binding		1,000		1,000		-	0.0%
Other Current Charges and Obligations		240		9,600		(9,360)	-97.5%
Office Supplies						-	
Operating Supplies		37,150		45,150		(8,000)	-17.7%
Books, Publications, Memberships, & Training		2,250		4,500		(2,250)	-50.0%
		697,535		741,037		(43,502)	-5.9%
Capital Outlay		20,250				20,250	
Transfers:							
General Fund (Debt Service)		218,000		231,146		(13,146)	-5.7%
Sewer Fund						-	
		218,000		231,146		(13,146)	-5.7%
Increase in Operating Balance		6,523		29,525		(23,002)	-78%
Total Resources Allocated WATER FUND	$	1,330,000	$	1,372,797	$	(42,797)	-3.1%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
::				
SEWER FUND				
Estimated Sources:				
Sewage Charges	$ 2,375,000	$ 2,355,755	$ 19,245	0.8%
Interest Income			-	
Change in Fair Value of Investments				
Gain/Loss on Investment Sales			-	
Miscellaneous Income	10,000	10,000	-	0.0%
Appropiated Retained Earnings			-	
Transfer from Water Fund			-	
Loan Proceeds			-	
Total Sources	$ 2,385,000	$ 2,365,755	$ 19,245	0.8%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
SEWER FUND				
Personnel Services:				
Salaries & Wages	$ 273,831	$ 254,826	$ 19,005	7.5%
Overtime Pay	54,766	50,965	3,801	7.5%
FICA Taxes	25,138	23,393	1,745	7.5%
Retirement Contribution	49,426	54,533	(5,107)	-9.4%
Group Insurance	62,515	60,980	1,535	2.5%
Workers' Compensation	2,394	2,416	(22)	-0.9%
Unemployment Compensation	1,369	1,274	95	7.5%
	469,439	448,387	21,052	4.7%
Operating Expenses:				
Sewage Disposal	726,000	875,000	(149,000)	-17.0%
Professional Services	10,000	40,000	(30,000)	-75.0%
Accounting and Auditing	7,380	7,380	-	0.0%
Other Contractual Services	8,515	6,300	2,215	35.2%
Travel & Per Diem			-	
Communications	2,940	3,180	(240)	-7.5%
Utility Services	50,100	54,000	(3,900)	-7.2%
Rentals and Leases	3,600		3,600	
Insurance	26,981	26,981	-	0.0%
Repairs & Maintenance	62,200	68,800	(6,600)	-9.6%
Printing and Binding			-	
Other Current Charges and Obligations	540	600	(60)	-10.0%
Office Supplies			-	
Operating Supplies	25,430	14,500	10,930	75.4%
Books, Publications, Memberships, & Training			-	
	923,686	1,096,741	(173,055)	-15.8%
Capital Outlay:	298,550	275,000	23,550	8.6%
	298,550	275,000	23,550	8.6%
Debt Service (Int & Principal):	75,320	75,320	-	0.0%
Transfers:				
General Fund (Debt Service)	499,630	465,528	34,102	7.3%
Increase in Operating Balance	118,375	4,779	113,596	2377%
Total Resources Allocated SEWER FUND	$ 2,385,000	$ 2,365,755	$ 19,245	0.8%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
::				
PARKING FUND				
Estimated Sources:				
Operating Income				
Meters	$ 175,000	$ 143,000	32,000	22.4%
Permits	$ 420,000	$ 425,000	-5,000	-1.2%
Fines	$ 25,000	$ 42,000	-17,000	-40.5%
Interest Income				
Miscellaneous Income	175,000	148,000	27,000	18.2%
Loan Proceeds				
Land Sale Proceeds				
Appropiated Retained Earnings	217,977	9,513	208,464	2191.4%
Total Sources	$ 1,012,977	$ 767,513	$ 245,464	32.0%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
PARKING FUND				
Personnel Services:				
Salaries & Wages	$ 155,947	$ 127,934	$ 28,013	21.9%
Overtime Pay	14,035	11,514	$ 2,521	
FICA Taxes	13,004	10,668	2,336	21.9%
Retirement Contribution	28,148	27,378	770	2.8%
Group Insurance	27,243	23,064	4,179	18.1%
Workers' Compensation	1,492	1,524	(32)	-2.1%
Unemployment Compensation	780	640	140	21.9%
	240,649	202,722	37,927	18.7%
Operating Expenses:				
Professional Services	1,000		1,000	
Accounting and Auditing	2,460	2,460	-	0.0%
Other Contractual Services	16,100	3,000	13,100	
Travel and per diem			-	
Communications	18,850	12,600	6,250	49.6%
Utility Services	23,940	25,920	(1,980)	-7.6%
Rentals and Leases	15,860	15,860	-	0.0%
Insurance	8,994	8,994	-	0.0%
Repairs & Maintenance	22,350	21,000	1,350	6.4%
Printing and Binding	8,000	11,200	(3,200)	-28.6%
Other Current Charges and Obligations	28,150	12,200	15,950	130.7%
Office Supplies			-	
Operating Supplies	7,750	11,400	(3,650)	-32.0%
Books, Publications, Memberships, & Training				
	153,454	124,634	28,820	23.1%
Capital Outlay	191,750	80,000	111,750	139.7%
	191,750	80,000	111,750	139.7%
Debt Service:				
Interest Payments	76,124	82,157	(6,033)	-7.3%
Principal Payments	351,000	278,000	73,000	26.3%
	427,124	360,157	66,967	18.6%
Increase in Operating Balance	(0)	-	(0)	
Total Resources Allocated PARKING FUND	$ 1,012,977	$ 767,513	$ 245,464	32.0%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
::				
SOLID WASTE FUND				
Estimated Sources:				
Collection Fees				
Collection Fees - Single Family	$ 95,000	$ 84,000	$ 11,000	13.1%
Collection Fees - Multi Family	$ 490,000	$ 437,000	53,000	12.1%
Recycling Only Fees			-	
Collection Fees - Apartments	$ 125,000	$ 123,000	2,000	1.6%
Collection Fees (Daily)	60,000	65,000	(5,000)	-7.7%
Collect Fees (Offices)	35,000	32,150	2,850	8.9%
Contrib From Gen Fd.			-	
Interest Income			-	
Miscellaneous Income	15,000	2,000	13,000	650.0%
State Grant-Recycling			-	
Transfers In			-	
Appropiated Retained Earnings	-	-	-	
Total Sources	$ 820,000	$ 743,150	$ 76,850	10.3%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
SOLID WASTE FUND				
Personnel Services:				
Salaries & Wages	$ -	$ -	$ -	
FICA Taxes	-	-	-	
Retirement Contribution	-	-	-	
Group Insurance			-	
Workers' Compensation	-	-	-	
Unemployment Compensation	-	-	-	
	-	-	-	
Operating Expenses:				
Solid Waste Disposal - Regular	651,534	621,797	29,737	4.8%
Solid Waste Disposal - Daily	80,040	71,820	8,220	11.4%
Professional Services	1,000		1,000	
Accounting and Auditing	2,460	2,460	-	0.0%
Other contractual Services	1,300	1,100	200	18.2%
Travel & per diem			-	
Communications			-	
Utility Services			-	
Insurance			-	
Repairs & Maintenance	500	1,000	(500)	-50.0%
Printing and Binding			-	
Other Current Charges and Obligations	850	800	50	6.3%
Office Supplies			-	
Operating Supplies	3,965	4,500	(535)	-11.9%
Rentals and Leases			-	
Books, Publications, Memberships, & Training			-	
	741,649	703,477	38,172	5.4%
Capital Outlay:	6,750	-	6,750	
	6,750	-	6,750	
Increase in Operating Balance	71,601	39,673	31,928	80.5%
Total Resources Allocated SOLID WASTE FUND	$ 820,000	$ 743,150	$ 76,850	10.3%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
::				
CAUSEWAY FUND				
Estimated Sources:				
SunPass/Toll-by-Plate Receipts	$9,333,020	$7,799,000	$ 1,534,020	19.7%
Annual Passes	531,354	453,000	78,354	17.3%
Commuter & Other Passes			-	
Bus Revenue			-	
Rents & Royalties	64,000	87,000	(23,000)	-26.4%
Transponder Fees			-	
Interest Income	28,000	38,400	(10,400)	-27.1%
Change in Fair Value of Investments				
Gain/Loss on Investment Sales			-	
Gain/Loss on Sale of Fixed Assets			-	
Miscellaneous Income			-	
Grant - West Relief Bridge			-	
Appropiated Retained Earnings			-	
Debt Proceeds			-	
Total Sources	$9,956,374	$8,377,400	$ 1,578,974	18.8%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
CAUSEWAY FUND				
Personnel Services:				
Salaries & Wages	$ 1,089,366	$ 975,009	$ 114,357	11.7%
Overtime Pay	49,021	43,875	5,146	11.7%
FICA Taxes	87,087	77,945	9,142	11.7%
Retirement Contribution	196,631	208,652	(12,021)	-5.8%
Group Insurance	225,115	208,060	17,055	8.2%
Workers' Compensation	6,428	6,211	217	3.5%
Unemployment Compensation	5,447	4,875	572	11.7%
	1,659,095	1,524,627	134,468	8.8%
Operating Expenses:				
Professional Services	187,000	185,000	2,000	1.1%
Accounting and Auditing	21,525	21,525	-	0.0%
Other Contractual Services	312,212	300,000	12,212	4.1%
Travel and Per Diem			-	
Communication Services	27,004	47,000	(19,996)	-42.5%
Utility Services	50,000	50,000	-	0.0%
Rentals and Leases	81,200	80,000	1,200	1.5%
Insurance	230,518	247,898	(17,380)	-7.0%
Repairs & Maintenance	85,000	85,000	-	0.0%
Promotional Activities			-	
Printing and Binding			-	
Other Current Charges and Obligations	120		120	
Office Supplies			-	
Operating Supplies	33,350	30,000	3,350	11.2%
Books, Publications, Memberships, & Training			-	
	1,027,929	1,046,423	(18,494)	-1.8%
Capital Outlay	838,250	95,000	743,250	782.4%
	838,250	95,000	743,250	782.4%
Debt Service:				
Interest Payments	247,789	269,319	(21,530)	-8.0%
Principal Payments	873,000	851,000	22,000	2.6%
	1,120,789	1,120,319	470	0.0%
Transfers:				
Reserve for Replacement			-	
General Fund	1,280,000	1,230,000	50,000	4.1%
	1,280,000	1,230,000	50,000	4.1%
Increase in Operating Balance	4,030,311	3,361,031	669,280	19.9%
Total Resources Allocated CAUSEWAY FUND	$ 9,956,374	$ 8,377,400	$ 1,578,974	18.8%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
STORMWATER FUND				
Estimated Sources:				
Stormwater Fee	214,080	203,100	$ 10,980	5.4%
Appropriated Retained Earnings	228,000	228,332	(332)	-0.1%
Total Sources	$ 442,080	$ 431,432	$ 10,648	2.5%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
STORMWATER FUND				
Personnel Services:				
Salaries & Wages	51,419	37,412	14,007	37.4%
FICA Taxes	3,934	2,862	1,072	37.5%
Retirement Contribution	9,281	8,006	1,275	15.9%
Group Insurance	4,232	4,118	114	2.8%
Workers' Compensation	433	528	(95)	-18.0%
Unemployment Compensation	257	187	70	37.4%
	69,556	53,113	16,443	31.0%
Operating Expenses:				
Professional Services	400		400	
Accounting and Auditing	1,230	1,230	-	0.0%
Other Contractual Services	105,120	105,000	120	0.1%
Travel and Per Diem	500	455	45	9.9%
Communication Services			-	
Utility Services	1,200	1,200	-	0.0%
Rentals and Leases			-	
Insurance	4,497	4,497	-	0.0%
Repairs & Maintenance	75,500	56,500	19,000	33.6%
Printing and Binding			-	
Promotional Activities			-	
Other Current Charges and Obligations	3,337	5,000	(1,663)	-33.3%
Office Supplies			-	
Operating Supplies	2,800	500	2,300	460.0%
Books, Publications, Memberships, & Training	1,800	2,300	(500)	-21.7%
	196,384	176,682	19,702	11.2%
Capital Outlay	174,700	200,000	(25,300)	-12.7%
Transfers:				
General Fund (for Debt Service)	-	-	-	
	-	-	-	
Increase in Operating Balance	1,440	1,637	(197)	
Total Resources Allocated STORMWATER FUND	$ 442,080	$ 431,432	$ 10,648	2.5%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
Recap All Funds Estimated Sources:				
Ad Valorem Taxes	$ 4,292,770	$ 3,919,543	$ 373,227	9.5%
Franchise Fees	345,000	347,000	(2,000)	-0.6%
Utility Taxes	466,000	452,000	14,000	3.1%
Telecommunications Tax	205,000	200,000	5,000	2.5%
Intergovernmental Rev.	1,005,000	988,000	17,000	1.7%
Licenses & Permits	582,000	667,000	(85,000)	-12.7%
Professional & Occup Lics	57,500	60,000	(2,500)	-4.2%
Charges For Services	315,030	339,820	(24,790)	-7.3%
Fines & Forfeitures	102,000	117,000	(15,000)	-12.8%
Interest Income	108,000	148,800	(40,800)	-27.4%
Miscellaneous Income	230,000	207,000	23,000	11.1%
Operating Income-Ent Funds	15,192,454	13,492,002	1,700,452	12.6%
Appropiated Retained Earnings/Fund Balance	445,977	237,845	208,132	87.5%
Loan Proceeds	-	-	-	
Land Sale Proceeds	-	-	-	
Total Sources Before				1%
Interfund Transfers	23,346,731	21,176,010	2,170,721	10.3%
Interfund Transfers:				
Water Fund to General (Debt Service)	218,000	231,146	(13,146)	-5.7%
Sewer Fund to General (Debt Service)	499,630	465,528	34,102	7.3%
Stormwater Fund to General (Debt Svc)	-	-	-	
Water Fund to Sewer Fund	-	-	-	
Reimb-Causeway to General	1,280,000	1,230,000	50,000	4.1%
Total Interfund	1,997,630	1,926,674	70,956	3.7%
Total Financial Sources:	$ 25,344,361	$ 23,102,684	$ 2,241,677	9.7%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
Recap All Funds Estimated Uses by Object:				
Personnel Services	$ 8,148,561	$ 8,004,114	$ 144,447	1.8%
Operating Expenses/Expenditures	6,849,619	6,774,717	74,902	1.1%
Capital Outlay	1,924,745	836,950	1,087,795	130.0%
Debt Service	2,130,556	2,058,584	71,972	3.5%
Grants and Aids	-	-	-	0.0%
	$ 19,053,481	$ 17,674,365	$ 1,379,116	7.8%
Transfers:				
Water Fund to Sewer Fund	-	-	-	
Transfer to Reserves	65,000	65,000	-	0.0%
Causeway to General Fund	1,280,000	1,230,000	50,000	4.1%
Water to General for Debt Service	218,000	231,146	(13,146)	-5.7%
Sewer to General for Debt Service	499,630	465,528	34,102	7.3%
Stormwater to General for Debt Service	-	-	-	
	2,062,630	1,991,674	70,956	3.6%
Increase in Operating Balance	4,228,250	3,436,645	791,605	23.0%
Total Financial Uses	$ 25,344,361	$ 23,102,684	$ 2,241,677	9.7%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
Recap All Funds				
Estimated Uses by Sub-Object				
Personnel Services:				
Salaries & Wages	$ 5,416,011	$ 5,161,853	$ 254,158	4.9%
Overtime Pay	290,850	303,319	(12,469)	-4.1%
FICA Taxes	436,576	418,086	18,490	4.4%
Retirement Contribution	1,004,663	1,092,303	(87,640)	-8.0%
Group Insurance	900,010	931,770	(31,760)	-3.4%
Workers' Compensation	73,371	70,975	2,396	3.4%
Unemployment Compensation	27,080	25,808	1,272	4.9%
	8,148,561	8,004,114	144,447	1.8%
Operating Expenses:				
Professional Services	875,837	865,790	10,047	1.2%
Accounting and Auditing	61,500	61,500	-	0.0%
Other Contractual Services	2,544,797	2,519,801	11,896	1.0%
Water Purchases	575,000	625,000	(50,000)	-8.0%
Travel and Per Diem	58,280	44,655	13,625	30.5%
Communication Services	189,346	211,715	(22,369)	-10.6%
Utility Services	271,300	279,920	(8,620)	-3.1%
Rentals and Leases	277,425	231,604	45,821	19.8%
Insurance	383,897	410,272	(26,375)	-6.4%
Repairs & Maintenance	445,830	437,550	8,280	1.9%
Printing and Binding	59,950	60,685	(735)	-1.2%
Promotional Activities	41,500	75,500	(34,000)	-45.0%
Other Current Charges and Obligations	600,562	492,350	108,212	22.0%
Office Supplies	20,000	15,000	5,000	33.3%
Operating Supplies	388,925	388,820	105	0.0%
Books, Publications, Memberships, & Training	55,470	54,555	915	1.7%
	6,849,619	6,774,717	61,802	1.1%

	Proposed Budget 2018-2019	Adopted Budget 2017-2018	Increase (Decrease)	% Increase (Decrease)
Capital Outlay	1,924,745	836,950	1,087,795	130.0%
Debt Service:				
Combined Interest/Principal	75,320	75,320	-	0.0%
Interest Payments	507,236	542,264	(35,028)	-6.5%
Principal Payments	1,548,000	1,441,000	107,000	7.4%
	2,130,556	2,058,584	71,972	3.5%
Grants and Aids	-	-	-	
Transfers:				
Water Fund to Sewer Fund	-	-	-	
General Fund Reserves	65,000	65,000	-	0.0%
Causeway to General Fund	1,280,000	1,230,000	50,000	4.1%
Water to General (for debt service)	218,000	231,146	(13,146)	-5.7%
Sewer to General (for debt service)	499,630	465,528	34,102	7.3%
Stormwater to General (for debt service)	-	-	-	
	2,062,630	1,991,674	70,956	3.6%
Increase in Operating Balance	4,228,250	3,436,645	791,605	23.0%
Total All Funds Financial Uses:	$ 25,344,361	$ 23,102,684	$ 2,228,577	9.7%
Excess (Deficiency) of Sources Over (Under) Uses	$ -	$ -	$ -	

ORDINANCE NO. ______

AN ORDINANCE PROVIDING FOR A MILLAGE OF 3.7199 WHICH IS EQUAL TO THE ROLLED-BACK RATE FOR THE TOWN OF BAY HARBOR ISLANDS FOR THE CURRENT YEAR, A.D. 2018; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the legislative charter of the TOWN OF BAY HARBOR ISLANDS, FLORIDA, provides, among other things, that the Town Council shall determine the amount and fix the rate of taxation and make the annual tax levy for the current year,

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS HEREBY ORDAINS:

Section 1. That after careful consideration of the estimates of receipts and operating and capital expenditures for the fiscal year beginning October 1, 2018, and ending September 30, 2019, it is hereby agreed that a millage of 3.7199 is needed.

The millage of 3.7199 is equal to the rolled-back rate.

Section 2. That the Town Clerk is hereby directed to certify a copy of this ordinance and to forward the same to the Board of County Commissioner of Miami-Dade County, Florida, for the purpose of noting the levy on the assessment roll for the tax year A.D. 2018 and for the purpose of collection of taxes upon the taxable property within the corporate limits of said Town.

Section 3. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance, but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 4. This ordinance shall become effective immediately upon passage by the Town Council on second reading.

PASSED AND ADOPTED THIS 17th DAY OF SEPTEMBER 2018 on first reading.

PASSED AND ADOPTED THIS 26th DAY OF SEPTEMBER 2018 on second reading.

____
MAYOR

ATTEST:

____
TOWN CLERK

AGENDA ITEM REPORT
September 26, 2018

ITEM NUMBER: 2.

ITEM: Consideration and **Approval** of an ordinance on **second** reading making appropriations for the operation of the General Fund, Water Fund, Sewer Fund, Parking Fund, Solid Waste Fund, Causeway Fund, and Stormwater Fund. Enclosed is a copy of the proposed ordinance.

DESCRIPTION:

RECOMMENDED ACTION:
Council Discretion

FINANCIAL ANALYSIS:

BUDGET IMPACT:

Submitted By: Marlene Siegel, Town Clerk

ATTACHMENTS
1. ORD-APPRO 2018-19
2. Ord- appro -Exhibit A

ORDINANCE NO. ______

AN ORDINANCE MAKING APPROPRIATIONS FOR THE GENERAL, WATER, SEWER, PARKING, SOLID WASTE, CAUSEWAY, AND STORMWATER FUNDS FOR THE YEAR BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019, IN THE TOTAL SUM OF $21,116,111; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

THE TOWN COUNCIL OF THE TOWN OF BAY HARBOR ISLANDS HEREBY ORDAINS:

Section 1. That the amounts as detailed on Exhibit “A” entitled “Town of Bay Harbor Islands Proposed Operating Budgets 2018-2019", attached hereto and made a part hereof, aggregating Twenty-one Million, One Hundred Sixteen Thousand, One Hundred Eleven Dollars and No cents ($21,116,111) or so much thereof as may be necessary, are hereby appropriated in the Town’s General, Water, Sewer, Parking, Solid Waste, Causeway, and Stormwater Funds for the use of the several departments of the Town for the fiscal year beginning October 1, 2018 and ending September 30, 2019.

Section 2. That the budgets of the Town may be amended during the budget year by a motion approved by the Town Council to include the carryforward of unexpended appropriations from the previous year’s budget or to authorize additional appropriations of available funds.

Section 3. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance, but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 4. This ordinance shall become effective immediately upon passage by the Town Council on second reading.

PASSED AND ADOPTED THIS 17th DAY OF SEPTEMBER 2018 on first reading.

PASSED AND ADOPTED THIS 26th DAY OF SEPTEMBER 2018 on second reading.

____
MAYOR

ATTEST:

____
TOWN CLERK

Exhibit A
TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2018-2019

		Proposed Budget 2018-2019
GENERAL FUND		
GENERAL GOVERNMENT		
Legislative (Town Council):		
Executive Salaries	$	7
Professional Services		18,000
Travel and Per Diem		18,000
Communications		16,740
Insurance		1,529
Printing and Binding		38,400
Promotional Activities		5,500
Other Current Charges and Obligations		24,700
Operating Supplies		1,500
Books, Publications, Memberships, & Training		4,500
Capital Outlay		93,690
Executive (Town Manager):		
Salaries & Wages	$	174,269
Overtime Pay		
FICA Taxes		13,332
Retirement Contribution		31,456
Group Insurance		20,633
Workers' Compensation		2,223
Unemployment Compensation		871
Professional Services		69,500
Other Contractual Services		5,000
Travel & Per Diem		11,000
Communication Services		48,500
Rentals & Leases		1,700
Insurance		3,822
Printing and Binding		3,000
Promotional Activities		31,000
Other Current Charges and Obligations		35,500
Office Supplies		20,000
Operating Supplies		2,150
Books, Publications, Memberships, & Training		8,500

Exhibit A
TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2018-2019

		Proposed Budget 2018-2019
Town Clerk's Office:		
Salaries & Wages	$	63,834
Overtime Pay		1,277
FICA Taxes		4,981
Retirement Contribution		11,522
Group Insurance		12,713
Workers' Compensation		895
Unemployment Compensation		319
Professional Services		25,000
Other Contractual Services		20,577
Travel & Per Diem		4,500
Communication Services		500
Rentals & Leases		7,320
Insurance		2,293
Repairs & Maintenance		4,200
Printing and Binding		2,500
Other Current Charges and Obligations		50,000
Operating Supplies		1,000
Books, Publications, Memberships, & Training		1,800
Financial & Administrative:		
Salaries & Wages	$	83,993
Overtime Pay		4,200
FICA Taxes		6,747
Retirement Contribution		15,161
Group Insurance		14,574
Workers' Compensation		1,980
Unemployment Compensation		420
Professional Services		36,500
Accounting and Auditing		21,525
Other Contractual Services		21,179
Travel & Per Diem		2,500
Communication Services		200
Rentals and Leases		3,600
Insurance		764
Repairs & Maintenance		250
Printing and Binding		2,550
Other Current Charges and Obligations		500
Operating Supplies		600
Books, Publications, Memberships, & Training		2,055
Capital Outlay		33,750

Exhibit A
TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2018-2019

		Proposed Budget 2018-2019
Information Technology:		
Salaries & Wages	$	36,916
Overtime Pay		1,846
FICA Taxes		2,965
Retirement Contribution		6,663
Group Insurance		6,428
Workers' Compensation		533
Unemployment Compensation		185
Professional Services		76,000
Other Contractual Services		67,980
Travel & Per Diem		3,500
Communication Services		48,000
Insurance		1,529
Repairs & Maintenance		20,000
Other Current Charges and Obligations		25,000
Operating Supplies		51,500
Books, Publications, Memberships, & Training		7,000
Legal:		
Professional Services		163,000
TOTAL DEPARTMENT OF GENERAL GOVERNMENT	**$**	**1,692,346**

Exhibit A
TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2018-2019

		Proposed Budget 2018-2019
GENERAL FUND		
DEPARTMENT OF PUBLIC BUILDINGS		
Other Contractual Services		90,952
Utility Services		36,000
Rentals and Leases		28,000
Insurance		18,617
Repairs & Maintenance		28,550
Operating Supplies		5,500
TOTAL DEPARTMENT OF PUBLIC BUILDINGS	**$**	**207,619**
GENERAL FUND		
POLICE DEPARTMENT		
Salaries & Wages	$	2,341,213
Overtime Pay		150,000
FICA Taxes		190,578
Retirement Contribution		460,716
Group Insurance		286,638
Workers' Compensation		43,959
Unemployment Compensation		11,706
Professional Services		11,000
Other Contractual Services		30,850
Travel & Per Diem		9,200
Communication Services		1,500
Rentals and Leases		124,685
Insurance		42,046
Repairs & Maintenance		60,760
Printing and Binding		3,000
Promotional Activities		1,000
Other Current Charges and Obligations		9,000
Operating Supplies		160,130
Books, Publications, Memberships, & Training		18,770
Capital Outlay		77,055
TOTAL POLICE DEPARTMENT	**$**	**4,033,806**

Exhibit A
TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2018-2019

		Proposed Budget 2018-2019
GENERAL FUND		
BUILDING INSPECTIONS DEPARTMENT		
Salaries & Wages	$	142,231
FICA Taxes		10,881
Retirement Contribution		25,673
Group Insurance		33,524
Workers' Compensation		2,280
Unemployment Compensation		711
Professional Services		270,037
Other Contractual Services		1,000
Travel and per diem		1,600
Communication Services		11,400
Rentals and Leases		1,260
Insurance		5,351
Repairs and Maintenance		1,500
Printing and Binding		650
Operating Supplies		1,000
Books, Publications, Memberships, & Training		1,555
TOTAL BUILDING INSPECTIONS DEPARTMENT	**$**	**510,653**
GENERAL FUND		
CODE ENFORCEMENT		
Salaries & Wages	$	128,165
FICA Taxes		9,805
Retirement Contribution		23,134
Group Insurance		21,668
Workers' Compensation		1,080
Unemployment Compensation		641
Professional Services		4,000
Travel and per diem		3,450
Communication Services		4,812
Insurance		764
Repairs and Maintenance		3,620
Printing and Binding		850
Other Current Charges and Obligations		550
Operating Supplies		4,400
Books, Publications, Memberships, & Training		2,090
TOTAL DEPARTMENT OF CODE ENFORCEMENT	**$**	**209,029**

Exhibit A
TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2018-2019

		Proposed Budget 2018-2019
GENERAL FUND		
DEPARTMENT OF OTHER PUBLIC SAFETY		
Salaries & Wages	$	61,232
FICA Taxes		4,684
Workers' Compensation		597
Unemployment Compensation		306
Other Current Charges and Obligations		500
Operating Supplies		2,880
TOTAL DEPARTMENT OF OTHER PUBLIC SAFETY	**$**	**70,199**
GENERAL FUND		
DEPARTMENT OF STREETS AND PARKWAYS		
Salaries & Wages	$	142,130
Overtime Pay		2,843
FICA Taxes		11,090
Retirement Contribution		25,654
Group Insurance		48,098
Workers' Compensation		1,080
Unemployment Compensation		711
Other Contractual Services		212,400
Travel and Per Diem		2,600
Communications		3,600
Utility Services		80,000
Rentals & Leases		5,000
Insurance		6,880
Repairs and Maintenance.		40,900
Other Current Charges and Obligations		525
Operating Supplies		34,620
Books, Publications, Memberships, & Training		5,150
Capital Outlay		190,000
TOTAL DEPARTMENT OF STREETS AND PARKWAYS	**$**	**813,281**

Exhibit A
TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2018-2019

		Proposed Budget 2018-2019
GENERAL FUND		
DEPARTMENT OF PUBLIC TRANSPORTATION		
Other Contractual Services	$	120,000
Operating Supplies		12,000
TOTAL DEPARTMENT OF PUBLIC TRANSPORTATION	**$**	**132,000**
GENERAL FUND		
DEPARTMENT OF RECREATION		
Salaries & Wages		414,222
FICA Taxes		31,688
Retirement Contribution		74,767
Group Insurance		90,134
Workers' Compensation		5,277
Unemployment Compensation		2,071
Other Contractual Services		38,750
Travel and Per Diem		930
Communication Services		4,800
Utility Services		30,060
Rentals & Leases		3,200
Insurance		11,325
Repairs and Maintenance.		23,200
Promotional Activities		4,000
Other Current Charges and Obligations		421,050
Operating Supplies		1,200
Transfer to reserves		65,000
TOTAL DEPARTMENT OF RECREATION	**$**	**1,221,674**
Debt Service		
Principal		324,000
Interest		183,323
TOTAL DEBT SERVICE	**$**	**507,323**
TOTAL GENERAL FUND APPROPRIATIONS		**$9,397,930**

Exhibit A

TOWN OF BAY HARBOR ISLANDS

Proposed Operating Budgets

2018-2019

		Proposed Budget 2018-2019
WATER FUND		
WATER DEPARTMENT		
Salaries & Wages	$	257,236
Overtime Pay		12,862
FICA Taxes		20,662
Retirement Contribution		46,431
Group Insurance		46,495
Workers' Compensation		2,720
Unemployment Compensation		1,286
Water Purchases		575,000
Professional Services		3,400
Accounting and Auditing		4,920
Other Contractual Services		35,288
Travel and per diem		500
Communications		500
Rentals and Leases		2,000
Insurance		17,987
Repairs & Maintenance		17,300
Printing and Binding		1,000
Other Current Charges and Obligations		240
Operating Supplies		37,150
Books, Publications, Memberships, & Training		2,250
Capital Outlay		20,250
Transfer to General Fund		218,000
TOTAL WATER FUND APPROPRIATIONS	**$**	**1,323,477**

Exhibit A
TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2018-2019

		Proposed Budget 2018-2019
SEWER FUND		
SEWER DEPARTMENT		
Salaries & Wages	$	273,831
Overtime Pay		54,766
FICA Taxes		25,138
Retirement Contribution		49,426
Group Insurance		62,515
Workers' Compensation		2,394
Unemployment Compensation		1,369
Sewage Disposal		726,000
Professional Services		10,000
Accounting and Auditing		7,380
Other Contractual Services		8,515
Communications		2,940
Utility Services		50,100
Rentals and Leases		3,600
Insurance		26,981
Repairs & Maintenance		62,200
Other Current Charges and Obligations		540
Operating Supplies		25,430
Capital Outlay		298,550
Debt Service (Int & Principal):		75,320
Transfer to General Fund		499,630
TOTAL SEWER FUND APPROPRIATIONS	**$**	**2,266,625**

Exhibit A
TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2018-2019

	Proposed Budget 2018-2019
PARKING FUND	
PARKING DEPARTMENT	
Salaries & Wages	$ 155,947
Overtime Pay	14,035
FICA Taxes	13,004
Retirement Contribution	28,148
Group Insurance	27,243
Workers' Compensation	1,492
Unemployment Compensation	780
Professional Services	1,000
Accounting and Auditing	2,460
Other Contractual Services	16,100
Communications	18,850
Utility Services	23,940
Rentals and Leases	15,860
Insurance	8,994
Repairs & Maintenance	22,350
Printing and Binding	8,000
Other Current Charges and Obligations	28,150
Operating Supplies	7,750
Capital Outlay	191,750
Debt Interest Payments	76,124
Debt Principal Payments	351,000
TOTAL PARKING FUND APPROPRIATIONS	**$ 1,012,977**

Exhibit A
TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2018-2019

	Proposed Budget 2018-2019
SOLID WASTE FUND	
DEPARTMENT OF SOLID WASTE	
Solid Waste Disposal - Regular	651,534
Solid Waste Disposal - Daily	80,040
Professional Services	1,000
Accounting and Auditing	2,460
Other contractual Services	1,300
Repairs & Maintenance	500
Other Current Charges and Obligations	850
Operating Supplies	3,965
Capital Outlay:	6,750
TOTAL SOLID WASTE APPROPRIATIONS	**$ 748,399**

Exhibit A
TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2018-2019

	Proposed Budget 2018-2019
CAUSEWAY FUND	
CAUSEWAY DEPARTMENT	
Salaries & Wages	$ 1,089,366
Overtime Pay	49,021
FICA Taxes	87,087
Retirement Contribution	196,631
Group Insurance	225,115
Workers' Compensation	6,428
Unemployment Compensation	5,447
Professional Services	187,000
Accounting and Auditing	21,525
Other Contractual Services	312,212
Communication Services	27,004
Utility Services	50,000
Rentals and Leases	81,200
Insurance	230,518
Repairs & Maintenance	85,000
Other Current Charges and Obligations	120
Operating Supplies	33,350
Capital Outlay	838,250
Debt Interest Payments	247,789
Debt Principal Payments	873,000
Transfer to General Fund	1,280,000
TOTAL CAUSEWAY FUND APPROPRIATIONS	**$ 5,926,063**

Exhibit A
TOWN OF BAY HARBOR ISLANDS
Proposed Operating Budgets
2018-2019

	Proposed Budget 2018-2019
STORMWATER FUND	
STORMWATER DEPARTMENT	
Salaries & Wages	51,419
FICA Taxes	3,934
Retirement Contribution	9,281
Group Insurance	4,232
Workers' Compensation	433
Unemployment Compensation	257
Professional Services	400
Accounting and Auditing	1,230
Other Contractual Services	105,120
Travel and Per Diem	500
Utility Services	1,200
Insurance	4,497
Repairs & Maintenance	75,500
Other Current Charges and Obligations	3,337
Operating Supplies	2,800
Books, Publications, Memberships, & Training	1,800
Capital Outlay	174,700
TOTAL STORMWATER FUND APPROPRIATIONS	**$ 440,640**
ALL FUNDS TOTAL APPROPRIATIONS	**$ 21,116,111**