

Manager

General Ledger Code/Description	FY 2015 Adopted	YTD @08/15/15	FY 2016 Proposed	VARIANCE	
NON-DISCRETIONARY EXPENSES:					
001.02.512.12100 F/T SALARIES - VILLAGE MANAGER	\$190,277	\$163,034	\$191,228	\$951	0.5%
001.02.512.12200 F/T SALARIES - FINANCE DIRECTOR	\$122,929	\$104,965	\$129,720	\$6,791	5.5%
001.02.512.12300 F/T SALARIES - CHIEF OF STAFF/DEPUTY CLERK	\$94,483	\$82,953	\$95,480	\$997	1.1%
001.02.512.12400 F/T SALARIES - HUMAN RESOURCES COORDINATOR	\$84,269	\$72,278	\$84,690	\$421	0.5%
001.02.512.12500 F/T SALARIES - IT ADMINISTRATOR	\$87,955	\$75,438	\$88,395	\$440	0.5%
001.02.512.12600 F/T SALARIES - PROCUREMENT/SUSTAINABILITY DIR.	\$19,651	\$17,390	\$66,032	\$46,381	236.0%
001.02.512.12700 F/T SALARIES - ASSISTANT TO IT ADMINISTRATOR	\$37,731	\$32,233	\$39,436	\$1,705	4.5%
001.02.512.12800 F/T SALARIES - RECEPTIONIST	\$0	\$0	\$35,000	\$35,000	100.0%
001.02.512.21100 PAYROLL TAXES	\$48,753	\$39,018	\$55,844	\$7,091	14.5%
001.02.512.22100 RETIREMENT CONTRIBUTIONS	\$76,475	\$65,718	\$87,598	\$11,123	14.5%
001.02.512.23100 LIFE, HEALTH, DISABILITY INSURANCE	\$42,771	\$37,369	\$57,147	\$14,376	33.6%
001.02.512.24100 WORKERS COMPENSATION	\$1,223	\$1,110	\$1,511	\$288	23.5%
001.02.512.32100 ACC. & AUD. - INDEPENDENT AUDITORS	\$58,000	\$58,000	\$58,000	\$0	0.0%
001.02.512.45000 INSURANCE PROPERTY & LIABILITY	\$11,272	\$10,265	\$11,272	\$0	0.0%
TOTAL NON-DISCRETIONARY EXPENSES	\$875,789	\$759,771	\$1,001,352	\$125,563	14.3%
DISCRETIONARY EXPENSES:					
001.02.512.31100 PROFESSIONAL SERVICES	\$15,000	\$13,950	\$15,000	\$0	0.0%
001.02.512.32200 ACC. & AUD. - ACCOUNTING & PAYROLL	\$114,737	\$105,175	\$114,737	\$0	0.0%
001.02.512.32300 ACC. & AUD. - FINANCIAL ADVISOR	\$50,000	\$37,500	\$50,000	\$0	0.0%
001.02.512.34100 CONTRACT SERVICES - FACILITY MAINTENANCE	\$6,108	\$6,101	\$6,108	\$0	0.0%
001.02.512.40100 TRAVEL & PER DIEM	\$19,180	\$11,821	\$20,275	\$1,095	5.7%
001.02.512.41100 COMMUNICATIONS - WEBSITE MAINTENANCE	\$4,685	\$26,626	\$30,000	\$25,315	540.3%
001.02.512.41200 COMMUNICATIONS	\$14,474	\$14,006	\$16,550	\$2,076	14.3%
001.02.512.42100 FREIGHT & POSTAGE	\$3,000	\$1,641	\$3,000	\$0	0.0%
001.02.512.43000 UTILITIES	\$8,500	\$7,722	\$8,500	\$0	0.0%
001.02.512.44100 RENTALS & LEASES	\$8,127	\$7,960	\$8,645	\$518	6.4%
001.02.512.46100 REPAIR & MAINTENANCE - VILLAGE HALL	\$5,915	\$3,799	\$5,915	\$0	0.0%
001.02.512.47100 PRINTING & BINDING	\$2,840	\$1,440	\$2,840	\$0	0.0%
001.02.512.48100 CHAMBER OF COMMERCE	\$77,500	\$58,124	\$77,500	\$0	0.0%
001.02.512.48200 25TH YEAR ANNIVERSARY	\$0	\$0	\$50,000	\$50,000	100.0%
001.02.512.48300 KEY BISCAYNE COMMUNITY FOUNDATION	\$0	\$0	\$125,000	\$125,000	100.0%
001.02.512.49100 OTHER CURR. CHARGES & OBLIGATIONS	\$65,000	\$55,262	\$79,000	\$14,000	21.5%
001.02.512.51100 OFFICE SUPPLIES	\$10,000	\$6,868	\$10,000	\$0	0.0%
001.02.512.52000 OPERATING SUPPLIES	\$19,600	\$9,360	\$9,600	(\$10,000)	-51.0%
001.02.512.54100 SUBSCRIPTIONS & MEMBERSHIPS	\$15,133	\$16,090	\$20,573	\$5,440	35.9%
001.02.512.64100 CAPITAL OUTLAY - EQUIPMENT	\$3,000	\$1,233	\$3,000	\$0	0.0%
001.02.512.64200 CAPITAL OUTLAY - FURNITURE & FIXTURES	\$1,000	\$0	\$1,000	\$0	0.0%
001.02.512.82000 GRANTS - EDUCATIONAL INITIATIVES	\$0	\$0	\$42,187	\$42,187	100.0%
001.02.512.99100 CONTINGENCY	\$55,000	\$83,317	\$55,000	\$0	0.0%
TOTAL DISCRETIONARY EXPENSES	\$498,799	\$467,995	\$754,430	\$255,631	51.2%
GRAND TOTAL MANAGER'S OFFICE	\$1,374,588	\$1,227,766	\$1,755,782	\$381,194	27.7%
Revenues:					
001.00.316.00300 LOCAL BUSINESS TAX RECEIPT	\$123,282	\$161,371	\$135,000	\$11,718	10%

BUDGET WORKSHEET	This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.		
TRAVEL AND PER DIEM OBJECT CODE 40.000			
DESCRIPTION	ADOPTED FY 2015	YTD @08/15/15	Proposed FY 2016
(40.100) Travel & Per Diem			
National League of Cities	\$550		\$550
Tallahassee	\$550		\$550
Florida Association of City Clerks	\$550		\$550
Miami Dade County League of Cities	\$550		\$550
Transponder renewal (commuter rate)	\$480	\$480	\$480
Car Allowance (2)	\$12,000	\$10,000	\$12,000
FGFOA Conference	\$2,000		\$2,000
National Hurricane Conference	\$2,000		\$2,000
Miami Foundation- The Good Gov't Initiative	\$500		\$0
Parking reimbursement		\$303	
Florida League of Cities		\$291	
FAPPO Fall Workshop			\$495
NGIP Class			\$1,100
Other		\$747	
TRAVEL & PER DIEM TOTAL	\$19,180	\$11,821	\$20,275

BUDGET WORKSHEET	The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts. Does not include custodial or janitorial services which are recorded under sub-object 34.		
REPAIRS AND MAINTENANCE OBJECT CODE 46.000			
DESCRIPTION	ADOPTED FY 2015	YTD @08/15/15	Proposed FY 2016
(46.100) Building Maintenance - Village Hall	\$5,915		\$5,915
Qtly Fire alarm service(Red Hawk)		\$74	
Semi Annual Sprinkler Inspection(All Fire)		\$85	
Sprinkler Refills (Miami Dade Fire Protection)		\$85	
Turtle fountain maint (Ozone Water)		\$19	
Quarterly elevator maint (Schindler)		\$211	
Mat service(ALSCO)		\$683	
AC maintenance(Pilar Services)		\$167	
Water			
Cleaning Supplies(Coastal)		\$417	
Card Reader Maint. (Convergent)		\$84	
Pest Control (Truly Nolen)		\$250	
Roof Repairs		\$174	
Electrical Repairs		\$238	
ArcGis		\$700	
Lightning Protection (Bonded Lightning Protection)		\$142	
Locksmith Service		\$414	
Plumbing Service		\$8	
Other		\$48	
Split:			
50% Police, 25% BZP, 8.33% Mgr , 8.33% Clerk, 8.33% P.W.			
REPAIRS & MAINTENANCE TOTAL	\$5,915	\$3,799	\$5,915

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

**OPERATING SUPPLIES
OBJECT CODE 52.000**

DESCRIPTION	ADOPTED FY 2015	YTD @08/15/15	Proposed FY 2016
(52.100) Operating Supplies	\$18,600		\$8,600
Manager's Expenses-K-8 School Volunteer Program		\$1,371	
Employees of the Year		\$430	
GFOA - CAFR Award			
Bank service charges (Northern, SunTrust, BB&T)			
Video Supplies		\$505	
Consumable supplies		\$2,346	
Sam's Club supplies		\$967	
Winn Dixie Store Supplies		\$560	
Zephyrhills Bottled Water Service		\$525	
Signal Technology		\$299	
Sanitizing stations		\$481	
Labor Law Posters		\$230	
Other		\$1,255	
(52.300) Uniforms/Village Shirts	\$1,000	\$391	\$1,000
OPERATING SUPPLIES TOTAL	\$19,600	\$9,360	\$9,600

BUDGET WORKSHEET	Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs.		
SUBSCRIPTIONS & MEMBERSHIPS OBJECT CODE 54.000			
DESCRIPTION	ADOPTED FY 2015	YTD @08/15/15	Proposed FY 2016
(54.100) Subscriptions & Memberships			
Florida League of Cities (Mgr)	\$500	\$1,280	\$1,300
Florida Shore & Beach Preservation (Mgr)	\$500	\$500	\$500
ICMA (Mgr)	\$1,400		\$1,400
MDCCMA (Mgr & Chief of Staff)	\$600	\$300	\$600
Miami Dade League of Cities (Mgr)	\$1,250	\$1,500	\$1,500
National League of Cities (Mgr)	\$1,000		\$1,000
Progressive Business Publications	\$235		\$310
International Institute Municipal Clerks (Chief of Staff)	\$180	\$180	\$180
Florida Association of City Clerks (Chief of Staff)	\$125	\$125	\$125
FGFOA (Mgr & Finance Director)	\$200	\$190	\$200
Miami Dade Broadband (IT Administrator)	\$730	\$741	\$750
Other	\$413	\$220	\$258
GFOA Conference		\$560	\$560
Notary renewal		\$180	
Annual Software Renewals	\$8,000	\$9,829	\$10,000
CAFR Award Submission		\$435	\$450
Florida Assoc. of Public Procurement		\$50	
FAPPO Membership			\$50
NGIP Membership			\$190
Smart Procure License			\$1,200
EDUCATION & TRAINING TOTAL	\$15,133	\$16,090	\$20,573

BUDGET WORKSHEET		Reserved for contingent events, conditions or emergencies that are unanticipated.	
OTHER USES			
OBJECT CODE 99.000			
DESCRIPTION	ADOPTED FY 2015	YTD @08/15/15	Proposed FY 2016
(99.100) Contingency for Emergencies:	\$55,000		\$55,000
Aerials of Beach and Causeway		\$3,004	
Food provisions for meetings		\$1,381	
Employee Service Pins		\$209	
K thru 8 PTSA Village Hall Field Trip			
Key Biscayne Chamber- Island Life Magazine			
PTA Gala			
Space Utilization Study			
Production Services		\$4,165	
Miami Dade County League of Cities Gala		\$1,500	
Message Board Rental			
Cat Trap/Neuter/Return Program		\$17,000	
Outdoor Alerting System Replacement			
Thanksgiving Luncheon		\$2,742	
Aqua Party tickets		\$1,500	
Portable A/C rentals		\$1,424	
Schwartz Media		\$48,274	
Miscellaneous		\$118	
Teatro Avante		\$1,500	
Investment Policy Review		\$500	
CONTINGENCY TOTAL	\$55,000	\$83,317	\$55,000