



**VILLAGE OF BISCAYNE PARK**  
**Village Commission Agenda Report**

**#7.a**

**REGULAR MEETING**

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**TO:** Honorable Mayor & Members of the  
Biscayne Park Village Commission

**FROM:** Sharon P. Ragoonan, Village Manager

**DATE:** October 6, 2016

**TITLE:** FY 2015-2016 Monthly Financials as of August 31, 2016

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The purpose of this memorandum is to provide a monthly update on the 2015/2016 fiscal year as of August 31, 2016 (Exhibit 1). The highlights of the financial report are provided below:

Revenues:

- Ad valorem tax revenue exceeded projections in the amount of \$63,114.
- A positive increase in charges for services is directly related to the rise in building permit activity and inspection fees. Over \$23,544 additional revenue was generated due to this heightened activity.
- A law enforcement grant reimbursement in the amount of \$1,404 and two donations totaling \$1,250 resulted in the 117.01% change in operating contributions/grants.
- All other revenue items expected to meet projections.

Expenditures:

- Village Commission expenditures are lower than expected due to the retention of \$2,000 in compensation and \$3,500 in professional fees for the Biscayne Park Foundation audit.
- Administration shows savings related to the compensation, stipends, and benefits such as training and education that was allocated to the vacant Village Manager position, which was filled on September 19, 2016.
- Planning & Zoning will show a savings of \$3,500 for the mail-in ballot not used for annexation. This savings will be posted and shown in the financials as of September 30, 2016.
- An overage in Police is anticipated due to the increase in overtime compensation

since the department is short one police officer and the other sworn personnel assumed the person's duties but have also continued to provide coverage for police officers on sick or vacation leave.

- All other funds expected to meet expenditure projections.

Special Funds:

- CITT- Transportation allocations for storm drainage (\$6,000), street address signs (\$41,123), and road professional fees (\$25,000) in the amount of \$72,123 were not expended.
- CITT- Transit funding in the amount of \$24,030 remained unencumbered.
- Capital Improvement Fund is expected to show an overage caused by the timing of grants received (e.g. Historic Preservation, The Villagers, Miami-Dade County) and were not reflected in the adopted fiscal year budget, and the expenditures incurred for the construction costs associated with the Log Cabin, Village Hall and community signage. Additionally, the Village received a \$150,000 grant for a storm water study and master plan. The current cost to prepare the storm water master plan is \$116,466, and is expected to be reimbursed in the current fiscal year.
- All other special funds are expected to meet projections.

Furthermore, staff developed a new financial tracking tool to keep the Village Commission apprised on the financial status of initiatives that are earmarked in the current 2016/2017 fiscal year - the Project Financial Update Report (Exhibit 2). It will accompany both the monthly and quarterly reports presented to the elected body. The goal is to improve transparency on funded items and provide the information in a reader-friendly format for Village constituents. Since priorities may change throughout the fiscal year, this document will aid in assessing project completion rates, funding availability for new endeavors, and resource allocation. The report will service as a guide in short- and long- term financial planning decisions.

**Attachment**

Exhibit 1 – Financial Report as of August 31, 2016

Exhibit 2 – FY 2016/2017 Project Financial Update Report

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Prepared by: Claude Charles, Finance Manager

08/31/2016

## REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BISCAYNE PARK

Calculations as of 08/31/2016

BUDGET COMPLETION 91.80%

FUND 001

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 ACTIVITY THRU 08/31/16	remaining	2015-16 Projected % CHANGE
<b>REVENUES</b>					
	AD VALOREM TAXES	1,474,664	1,537,779	(63,114.88)	104.28%
	UTILITY FEES	278,626	259,041	19,585.28	92.97%
	CHARGE FOR SERVICES	191,153	214,697	(23,544.35)	112.32%
	FRANCHISE FEES	169,339	156,615	12,724.05	92.49%
	OPERATING CONTRIBUTIONS	7,600	8,892	(1,292.46)	117.01%
	INTERGOVERNMENTAL REVENUES	289,406	268,481	20,925.29	92.77%
	JUDGEMENTS & FINES	62,669	59,398	3,270.65	94.78%
	MISCELLANEOUS REVENUES	14,500	3,697	10,802.81	25.50%
	TRANSFERS IN	96,964	77,102	19,862.25	79.52%
<b>TOTAL REVENUES</b>		<b>2,584,921</b>	<b>2,585,702</b>	<b>(781)</b>	<b>100.03%</b>
<b>EXPENDITURES</b>					
	TRANSFER OUT	192,400	187,000	5,400.00	97.19%
	511-Village Commission	23,818	14,582	9,235.73	61.22%
	512-Administration	212,449	179,494	32,954.76	84.49%
	513-Finance	108,418	90,998	17,419.93	83.93%
	515-Planning & Zoning	14,000	14,000	0.00	100.00%
	519-General Government	407,876	328,255	79,620.84	80.48%
	521-Police	1,009,816	961,974	47,842.43	95.26%
	524-Building Department	124,366	115,492	8,873.66	92.86%
	529-Code Enforcement	75,759	65,111	10,647.96	85.94%
	539-Public Works	281,334	227,168	54,165.92	80.75%
	572-Parks and Recreation	134,685	111,969	22,716.29	83.13%
<b>TOTAL EXPENDITURES</b>		<b>2,584,921</b>	<b>2,296,043</b>	<b>288,878</b>	<b>88.82%</b>

NET OF REVENUES/EXPENDITURES

289,659

08/31/2016

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BISCAYNE PARK

PERIOD ENDING 08/31/2016

% Fiscal Year Completed: 91.80 %

DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 08/31/2016 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
<b>Fund 101 - Road Fund</b>				
<b>Revenues</b>				
Intergovernmental Revenues	103,961	94,914	9,047	91.30%
Charge For Services	23,173	708	22,465	3.06%
<b>Total Revenues:</b>	<b>127,134</b>	<b>95,622</b>	<b>31,512</b>	<b>75.21%</b>
<b>Expenditures</b>				
Total Dept 541-Streets and Roads	127,134	117,813	9,321	92.67%
<b>TOTAL Expenditures</b>	<b>127,134</b>	<b>117,813</b>	<b>9,321</b>	<b>92.67%</b>
Fund 101 - Road Fund:				
<b>TOTAL REVENUES</b>	<b>127,134</b>	<b>95,622</b>	<b>31,512</b>	<b>75.21%</b>
<b>TOTAL EXPENDITURES</b>	<b>127,134</b>	<b>117,813</b>	<b>9,321</b>	<b>92.67%</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>0</b>	<b>-22,191</b>		

08/31/2016

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BISCAYNE PARK

PERIOD ENDING 08/31/2016

% Fiscal Year Completed: 91.80

DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 08/31/2016 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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**Fund 103 - CITT-Transportation  
Revenues**

Intergovernmental Revenues	96,123	77,248	18,875	80.36%
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<b>TOTAL Revenues</b>	<b>96,123</b>	<b>77,248</b>	<b>18,875</b>	<b>80.36%</b>
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Expenditures

541-Streets and Roads	96,123	20,947	75,176	21.79%
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<b>TOTAL Expenditures</b>	<b>96,123</b>	<b>20,947</b>	<b>75,176</b>	<b>21.79%</b>
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<b>Fund 103 - CITT-Transportation:</b>				
<b>TOTAL REVENUES</b>	<b>96,123</b>	<b>77,248</b>	<b>18,875</b>	<b>80.36%</b>
<b>TOTAL EXPENDITURES</b>	<b>96,123</b>	<b>20,947</b>	<b>75,176</b>	<b>21.79%</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>0</b>	<b>56,301</b>		

08/31/2016

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BISCAYNE PARK

PERIOD ENDING 08/31/2016

% Fiscal Year Completed: 91.80

DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 08/31/2016 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
<b>Fund 104 - CITT-Transit Revenues</b>				
Intergovernmental Revenues	24,030	19,312	4,718	80.37%
<b>TOTAL Revenues</b>	<b>24,030</b>	<b>19,312</b>	<b>4,718</b>	<b>80.37%</b>
<b>Expenditures</b>				
541-Streets and Roads	0	0	0	0.00%
<b>TOTAL Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Fund 104 - CITT-Transit:</b>				
<b>TOTAL REVENUES</b>	<b>24,030</b>	<b>19,312</b>	<b>4,718</b>	<b>80.37%</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>24,030</b>	<b>19,312</b>	<b>4,718</b>	

08/31/2016

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BISCAYNE PARK  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 91.80

GL NUMBER	DESCRIPTION	2015-16	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2016 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	

Fund 302 - Capital Improvements Fund

Revenues

Dept 539-Public Works

302-539-3342500.000-DOHR	Grant-Historical Resources (Log Cabin)	0	50000	-50000	100.00
302-539-3342500.000-VILL	Grant-Historical Resources (Log Cabin)	0	25000	-25000	100.00
302-539-3343200.000-CDBG	Local Grants-CDBG Sign Grant	0	50793	-50793	100.00
302-539-3344000.000-DOEO	State Appropriations-DOEO Grant	0	0	0	0.00
Operating Grants		0	125793	-125793	100.00

Account Type: Transfers-In

302-539-3810000.000-DOHR	Transfers In	192400	187000	5400	97.19%
Transfers In		192400	187000	5400	97.19

<b>TOTAL Revenues</b>		<b>192400</b>	<b>312793</b>	<b>-120393</b>	<b>162.57</b>
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Expenditures

Dept 539-Public Works

302-539-5800000.210-DOEO	Design & Engineering-DOEO Grant	25000	21490	3510	85.96%
302-539-5800000.211	Stormwater Expenses	0	116446	-116446	0.00%
302-539-5800000.220-DOEO	Construction Costs-DOEO	135000	40614	94386	30.08%
302-539-5800000.220-DOHR	Construction Costs-DOHR Grant	32400	60772	-28372	187.57%
302-539-5800000.240-DOEO	Construction Project Management-DOEO	0	225894	-225894	0.00%

<b>TOTAL Expenditures</b>		<b>192400</b>	<b>465215</b>	<b>-272815</b>	<b>241.80%</b>
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<b>Fund 302 - Capital Improvements Fund:</b>					
<b>TOTAL REVENUES</b>		<b>192,400.00</b>	<b>312,793.17</b>	<b>(120,393.17)</b>	<b>162.57</b>
<b>TOTAL EXPENDITURES</b>		<b>192,400.00</b>	<b>465,215.00</b>	<b>(272,815.43)</b>	<b>222.83</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>0.00</b>	<b>(152,421.83)</b>	<b>152,422.26</b>	<b>100.00</b>

08/31/2016

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BISCAYNE PARK

PERIOD ENDING 08/31/2016

% Fiscal Year Completed: 91.80

DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 08/31/2016 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
<b>Fund 402 - Sanitation Fund</b>				
<b>Revenues</b>				
Waste/Franchise Fees	502,343	467,920	34,423	93.15%
<b>TOTAL Revenues</b>	<b>502,343</b>	<b>467,920</b>	<b>34,423</b>	<b>93.15%</b>
<b>Expenditures</b>				
534-Garbage/Solid Waste	502,343	440,291	62,052	87.65%
<b>TOTAL Expenditures</b>	<b>502,343</b>	<b>440,291</b>	<b>62,052</b>	<b>87.65%</b>
<b>Fund 402 - Sanitation Fund:</b>				
<b>TOTAL REVENUES</b>	<b>502,343</b>	<b>467,920</b>	<b>34,423</b>	<b>93.15%</b>
<b>TOTAL EXPENDITURES</b>	<b>502,343</b>	<b>440,291</b>	<b>62,052</b>	<b>87.65%</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>27,629</b>		



**Village of Biscayne Park**  
**Project Financial Update Report as of October 1, 2016**

GL NUMBER	DESCRIPTION/COMMENTS	FY16/17 FINAL ADOPTED BUDGET	FY16/17 Revenue Source	FY16/17 Actual Cost	FY16/17 Remaining Balance	FY16/17 % of Completion
<b>DEPT 519 GENERAL GOVERNMENT</b>						
001-519-5480000.100	Newsletter - 3 editions per year @ \$1,200 each	3,600	\$1,500 advertising revenue			
001-519-5690000.000	General Contingencies - Unbudgeted expenditures.	28,741	\$64,793 General Fund			
001-519-5690000.000	General Contingencies - Code rewrite <i>(from 515 Planning)</i>	10,000				
001-519-5690000.000	General Contingencies - Community signage (4) installs <i>(from 539 Public Works)</i>	12,500				
001-519-5690000.000	General Contingencies - Irrigation repairs <i>(from 539 Public Works)</i>	5,000				
001-519-5690000.000	General Contingencies - Repair to shade structure <i>(from 572 Parks &amp; Rec)</i>	8,552				
<b>DEPT 512 ADMINISTRATION</b>						
001-512-5520000.000	Laptop computer	1,200	1,300 General Fund			
001-512-5520000.000	Meeting timer	100				
<b>DEPT 519 GENERAL GOVERNMENT</b>						
001-51--5520000.000	Street file folders	750	750 General Fund			
<b>DEPT 521 POLICE</b>						
001-521-5460000.225	Installation of police radio in two vehicles	9,400	\$3,000 Traffic Fines; \$10,950 General Fund			
001-521-5460000.225	Replacement shoulder radios @\$130 x 5	650				
001-521-5460000.225	Portable vehicle radio chargers	2,400				
001-521-5460000.225	General repairs	1,500				
001-521-5520000.000	CPR masks	300	5,192 General Fund			
001-521-5520000.000	First aid kits for all vehicles	800				
001-521-5520000.000	Fire extinguishers for all vehicles	400				
001-521-5520000.000	ID equipment supplies	500				
001-521-5520000.000	Police vehicle tracking (@ \$19/mo per vehicle (14)	3,192				
001-521-5520000.300	Vests and Non-Leathal Weapons - Two Vests	1,400	\$1,400 General Fund			
001-521-5701000.000	Debt Serving-Principal - Lease year 1 (to replace 2009 Impala 121,360 miles)	6,000	24,000			
001-521-5701000.000	Debt Serving-Principal - Lease year 1 (to replace 2009 Impala 151,778 miles)	6,000				

GL NUMBER	DESCRIPTION/COMMENTS	FY16/17 FINAL ADOPTED BUDGET	FY16/17 Revenue Source	FY16/17 Actual Cost	FY16/17 Remaining Balance	FY16/17 % of Completion
001-521-5701000.000	Debt Serving-Principal - Lease year 1 (to replace 2006 Crown Vic 122,431 miles)	6,000	General Fund			
001-521-5701000.000	Debt Serving-Principal - Lease year 1 (to replace 2007 Crown Vic 122,188 miles)	6,000				
001-521-5800000.100	Byrne Grant Project	2,000	\$2,000 Byrne			

#### DEPT 529 CODE COMPLIANCE

001-529-5310000.000	Landlord permit inspection (CAP Govt @ \$75. ea)	13,500	\$13,500 Code Fines			
001-529-5520000.000	Laptop computer and auto mounting kit	1,500	\$1,500 Code Fines			

#### DEPT 539 PUBLIC WORKS

001-539-5460000.100	Village wide medians and buildings (plant materials, mulch, sod, soil)	15,000	32,500 General Fund			
001-539-5460000.100	Recreation Center Turf maintenance	17,500				
001-539-5460000.275	Paint interior/exterior of Recreation Center	8,000	\$24,500 General Fund			
001-539-5460000.275	Village Hall exterior bathroom repair	1,500				
001-539-5460000.275	General maintenance all buildings	8,000				
001-539-5460000.275	Fumigation all buildings	5,000				
001-539-5460000.275	Septic tank maintenance/cleaning	2,000				
001-539-5460000.280	Tree Trimming and Removal	12,000	\$12,000 General Fund			
001-539-5460000.280	Tree Trimming through Forestry Grant match of \$4,000	8,000	\$4,000 Forestry Grant			
001-539-5460000.300	Repairs & Maintenance-Sidewalks & Median	1,000	\$1,000 General Fund			
001-539-5640000.000	Auger (for Tree Planting)	1,070	\$3,570 General Fund			
001-539-5640000.000	Leaf Vacuum	1,000				
001-539-5640000.000	Chainsaw Blades/Chains	500				
001-539-5640000.000	Weed Eater	300				
001-539-5640000.000	Pallet Jack	300				
001-539-5640000.000	Backpack blower	400				
001-539-5701000.000	Debt Service - Principal - Lease year 1 (to replace 2001 Chevrolet Flat Bed Truck (95,000+ miles)	6,000	\$6,000 General Fund			

#### DEPT 572 PARKS & RECREATION

001-572-5460000.100	Replacement mulch for playground area	4,000	\$4,000 General Fund			
001-572-5460000.200	Paint for Tot Lot/Playground	800	\$4,100			
001-572-5460000.200	Two replacement slides for the playground	3,300	General Fund			

GL NUMBER	DESCRIPTION/COMMENTS	FY16/17 FINAL ADOPTED BUDGET	FY16/17 Revenue Source	FY16/17 Actual Cost	FY16/17 Remaining Balance	FY16/17 % of Completion
001-572-5460000.275	Recreation Center entrance lighting	4,000	\$2,000 BP Foundation; \$2,000 General Fund			
001-572-5490000.915	Halloween	2,000	\$9,200 General Fund			
001-572-5490000.915	Movie Nights @ \$400 per movie rental x 3	1,200				
001-572-5490000.915	Winter Fest	3,500				
001-572-5490000.915	Spring Fest	2,500				

**ROAD FUND EXPENDITURES**

101-541-5460000.300	Sidewalk repairs/mainenance around Rec Center/ Village Hall	1,250	\$1,250 Revenue Sharing			
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**CAPITAL IMPROVEMENT EXPENDITURES**

302-539-25800000.260	Repair/Improvements Rec Center parking/paving	14,000	\$17,000 General Fund			
302-539-25800000.000	Repair / Improvements - fencing for garbage containers at Village Hall and Rec Center	3,000				

**CITT-TRANSPORTATION EXPENDITURES**

103-541-5300000.200	New Street Address Signs	10,000	\$64,500 CITT- Transportation			
103-541-5310000.350	Professional Services-Road Repair	14,500				
103-541-5310000.450	Storm Drainage - Village Wide Drain vacuuming/Cleaning	40,000				

**CITT-TRANSIT EXPENDITURES**

104-000-5690000.000	General Contingencies - Bus Shelter	21,984	\$21,984 CITT- Transit			
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**SANITATION**

402	Recycling Bins for the Recreation Center Area	2,500	\$5,000 Contract (In- Kind)			
402	Refrigerator magnets of collection schedule	2,500				