VILLAGE OF KEY BISCAYNE

Village Council
Michael W. Davey, Mayor
Brett G. Moss, Vice Mayor
Franklin H. Caplan, Councilmember
Luis Lauredo, Councilmember
Edward London, Councilmember
Allison McCormick, Councilmember
Ignacio J. Segurola, Councilmember

BUDGET HEARING
TUESDAY, SEPTEMBER 06, 2022
6:00 PM

1. CALL TO ORDER/ROLL CALL OF MEMBERS

2. PLEDGE OF ALLEGIANCE

3. BRIEF COMMENTS BY COUNCIL

4. PUBLIC COMMENTS:

There is a (3) minute time limit for each speaker during public comments. Your cooperation is appreciated in observing the (3) minute rule. If you have a matter you would like to discuss during public comments, a request form is available at the entrance of the Council Chamber, please fill-it in and return it to the Village Clerk prior to the start of the meeting. When your name is called, please come forward to the podium. Or if you are joining the meeting remotely, please dial any of the following Zoom numbers, US: +1 (312) 626-6799 or +1 (929) 205-6099 or +1 (301) 715-8592, and enter the Zoom Meeting ID: 231 627 8415, followed by #. There is no participant ID. Press # again. Please press *9 to "raise your hand" which places you in a queue to speak. You will be called upon by the last three digits of your telephone number when it is your turn to speak. When called upon, please press *6 to unmute yourself. PLEASE STATE YOUR NAME, ADDRESS, IF YOU ARE A HIRED CONSULTANT OR VILLAGE EMPLOYEE AND/OR IF ENGAGED IN LOBBYING ACTIVITIES AND/OR REPRESENTING AN ORGANIZATION FOR THE RECORD.

5. MILLAGE RESOLUTION:

5.A. A RESOLUTION OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, **ADOPTING THE PROPOSED MILLAGE RATE OF THE VILLAGE OF KEY BISCAYNE**

FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022, THROUGH SEPTEMBER 30, 2023, PURSUANT TO FLORIDA STATUTE 200.065 (TRIM BILL); SETTING A DATE FOR A FINAL PUBLIC HEARING TO ADOPT THE MILLAGE RATE; PROVIDING FOR AN EFFECTIVE DATE. (VILLAGE MANAGER)

RECOMMENDATION: Approval

RESOLUTION TAB

6. FY23 Budget Book

6.A. BUDGET SUMMARY

TAB 1

6.B. CAPITAL IMPROVEMENT PROGRAM

TAB 2

6.C. REVENUES

TAB 3

6.D. EXPENDITURES

TAB 4

6.E. DEBT SERVICE

TAB 5

6.F. VILLAGE COUNCIL & INITIATIVES

TAB 6

6.G. OFFICE OF THE VILLAGE CLERK

TAB 7

6.H. ADMINISTRATION

TAB 8

6.I. OFFICE OF THE VILLAGE ATTORNEY

TAB 9

6.J. PLANNING, ZONING, AND CODE COMPLIANCE

TAB 10

6.K. PUBLIC WORKS DEPARTMENT TAB 11

6.L. POLICE DEPARTMENT TAB 12

6.M. FIRE RESCUE DEPARTMENT TAB 13

6.N. PARKS, COMMUNITY CENTER & ATHLETICS DEPARTMENT TAB 14

6.O. BUILDING DEPARTMENT TAB 15

6.P. SPECIAL REVENUE - TRANSPORTATION FUND TAB 16

6.Q. PARKS, RECREATION & OPEN SPACES LAND TRUST FUND TAB 17

6.R. STORMWATER ENTERPRISE FUND TAB 18

6.S. SOLID WASTE ENTERPRISE FUND TAB 19

6.T. BUDGET PROCESS TAB 20

6.U. FINANCIAL POLICIES TAB 21

6.V. FUND STRUCTURE TAB 22

6.W. FINANCIAL TERMS GLOSSARY TAB 23

7. ORDINANCE:

7.A. FIRST READING:
AN ORDINANCE OF THE VILLAGE OF KEY BISCAYNE, **FLORIDA ADOPTING THE BUDGETS FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023 PURSUANT TO SECTION 200.065, FLORIDA STATUES (TRIM BILL);** AND PROVIDING FOR AN EFFECTIVE DATE.
(VILLAGE MANAGER)

RECOMMENDATION: Approval

(SECOND READING WILL BE ON SEPTEMBER 21, 2022)

ORDINANCE TAB

8. SCHEDULE OF FUTURE MEETINGS/EVENTS:

A. 2nd BUDGET HEARING
WEDNESDAY, SEPTEMBER 21, 2022, 6:00 P.M., COUNCIL CHAMBER

B. REGULAR COUNCIL MEETING
TUESDAY, OCTOBER 11, 2022, 6:00 P.M., COUNCIL CHAMBER

C. KEY BISCAYNE MUNICIPAL ELECTION
TUESDAY, NOVEMBER 8, 2022, 7:00 A.M. TO 7:00 P.M., GYMNASIUM, KEY BISCAYNE COMMUNITY CENTER

D. REGULAR COUNCIL MEETING
TUESDAY, NOVEMBER 29, 2022, 6:00 P.M., COUNCIL CHAMBER

E. REGULAR COUNCIL MEETING
TUESDAY, DECEMBER 13, 2022, 6:00 P.M., COUNCIL CHAMBER

9. ADJOURNMENT

I. ANY PERSON WISHING TO ADDRESS THE VILLAGE COUNCIL ON AN ITEM ON THIS AGENDA IS ASKED TO REGISTER WITH THE VILLAGE CLERK PRIOR TO THAT ITEM BEING HEARD. PRIOR TO MAKING A STATEMENT, PLEASE STATE YOUR NAME, ADDRESS, IF YOU ARE A HIRED CONSULTANT OR VILLAGE EMPLOYEE/FORMER VILLAGE EMPLOYEE AND/OR IF ENGAGED IN LOBBYING ACTIVITIES AND/OR REPRESENTING AN ORGANIZATION FOR THE RECORD. II. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS WHO ARE DISABLED AND WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS PROCEEDING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE VILLAGE CLERK, 88 WEST MCINTYRE STREET, KEY BISCAYNE, FLORIDA 33149, TELEPHONE NUMBER (305) 365-5506, NOT LATER THAN TWO BUSINESS DAYS PRIOR TO SUCH PROCEEDINGS. III. IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE VILLAGE COUNCIL WITH RESPECT TO ANY

MATTER CONSIDERED AT A MEETING OR HEARING, THAT PERSON WILL NEED A RECORD OF THE PROCEEDINGS AND, FOR SUCH PURPOSE, 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 (F.S.286.0105). IV. IN ACCORDANCE WITH VILLAGE CODE SECTION 2-161, ADOPTING SECTION 2-11.1(s) OF THE MIAMI-DADE COUNTY CODE, ANY PERSON ENGAGING IN LOBBYING ACTIVITIES, AS DEFINED THEREIN, MUST REGISTER AT THE VILLAGE CLERK'S OFFICE BEFORE ADDRESSING THE COUNCIL ON THE ABOVE MATTERS OR ENGAGING IN LOBBYING ACTIVITIES

THE ABOVE MEETINGS ARE HELD IN THE COUNCIL CHAMBER, 560 CRANDON BOULEVARD AND ARE SUBJECT TO CHANGE. ZONING MEETINGS AND SPECIAL COUNCIL MEETINGS WILL BE SCHEDULED ON AN AS NEEDED BASIS. PLEASE VISIT www.keybiscayne.fl.gov TO VIEW THE MEETING SCHEDULE.

RESOLUTION NO. _____

A RESOLUTION OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, ADOPTING THE FINAL MILLAGE RATE OF THE VILLAGE OF KEY BISCAYNE FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022, THROUGH SEPTEMBER 30, 2023, PURSUANT TO FLORIDA STATUTE 200.065 (TRIM BILL); AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 200.065 of the Florida Statutes, the Property Appraiser has made tax assessments for all real property within jurisdiction of the Village of Key Biscayne (the "Village"); and

WHEREAS, on July 27th, 2022, the Village transmitted the Certificate of Taxable Value to the Property Appraiser determining the "Proposed Millage Rate" for the fiscal year commencing October 1, 2022, and the Council further scheduled the public hearings required by Section 200.065 of the Florida Statutes to be held on September 6, 2022 at 6:00 p.m. and on September 21, 2022 at 6:00 p.m.; and

WHEREAS, said public hearings, as required by Section 200.065(2)(c) and (d), were held by the Village Council on September 6, 2022, commencing at 6:00 p.m. and on September 21, 2022, commencing at 6:00 p.m., as previously noticed, and the public and all interested parties had the opportunity to address their comments to the Village Council and the Village Council considered the comments of the public regarding the final millage rate and complied with the "TRIM" requirements of the Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF KEY BISCAYNE, FLORIDA AS FOLLOWS:

Section 1. Recitals. That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. **Adoption of Final Millage Rate.** That the final millage rate for the Village of Key Biscayne for the fiscal year commencing October 1, 2022, through September 30, 2023, be and is hereby fixed at the rate of 3.2054 mills which is $3.21 dollars per $1,000.00 of assessed property value within the Village of Key Biscayne.

Section 3. **Rolled-Back Rate.** That the rolled-back rate is 2.8995 mills and the final millage rate is 3.2054 mills, which is 0.3059, or 10.55%, over the rolled-back rate.

Section 4. **Effective Date.** That this Resolution shall be effective immediately upon adoption and shall be applicable from and after October 1, 2022.

PASSED and ADOPTED this ____ day of September, 2022.

_____
MICHAEL W. DAVEY
MAYOR

ATTEST:

_____
JOCELYN B. KOCH
VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
WEISS SEROTA HELFMAN COLE & BIERMAN, P.L.
VILLAGE ATTORNEY

Budget Summary

Budget Year 2022-2023

Budget Summary

The proposed Fiscal Year 2023 General Fund Budget for the Village of Key Biscayne is $37,231,157 which includes operations and maintenance, the Parks, Recreation & Open Space Land Trust ("PROS Land Trust"), and funding for capital improvements. Fiscal Year 2023 total operating budget represents an increase of 4.9% from Fiscal Year 2022 Budget. The estimated property assessment for Fiscal Year 2023 is $9.1 billion, representing an increase of 10.0% from Fiscal Year 2022

General Fund FY2023 Budget
Consolidated Summary

	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2023 Proposed	variance dollar	%
Operating Revenues						
Property Taxes	25,532,172	25,242,898	25,130,245	27,700,010	2,569,765	10.2%
Utility Taxes	2,224,417	2,384,820	2,382,768	2,440,000	57,232	2.4%
Communication Services Tax	651,615	650,817	620,000	680,000	60,000	9.7%
Franchise Fees	837,835	1,216,940	1,224,000	1,250,000	26,000	2.1%
Licenses & Permits	1,251,238	2,160,920	1,800,000	276,000	(1,524,000)	-84.7%
Intergovernmental	1,846,525	2,093,545	1,879,089	2,255,000	375,911	20.0%
Charges for Services	3,095,796	1,510,582	2,350,000	2,305,000	(45,000)	-1.9%
Interest Income	193,369	36,920	20,000	225,000	205,000	1025.0%
Contributions	1,150	3,651	-	-	-	
Miscellaneous Revenue	120,614	214,403	99,908	100,147	239	0.2%
Total Revenues	**35,754,731**	**35,515,496**	**35,506,010**	**37,231,157**	**1,725,147**	**4.9%**
Operating Expenditures						
Council	102,296	43,448	22,984	59,484	36,500	159%
Council Initiatives	84,988		37,800	-	(37,800)	-100%
Clerk	364,561	355,605	407,309	412,587	5,278	1%
Administration	2,665,805	2,627,056	2,850,436	3,061,549	211,113	7%
Attorney	542,687	505,763	590,000	598,000	8,000	1%
Debt Service	4,152,212	13,453,302	2,051,917	2,014,833	(37,084)	-2%
Planning, Zoning & Code	532,349	376,865	550,976	545,548	(5,428)	-1%
Building	1,804,410	1,376,092	1,756,006		(1,756,006)	-100%
Public Works	2,187,424	2,912,245	3,455,151	4,721,415	1,266,264	37%
Police	8,576,831	8,125,951	8,932,062	9,205,989	273,927	3%
Fire Rescue	8,866,498	8,337,994	8,910,504	9,405,982	495,478	6%
Parks & Recreation	1,178,303	1,132,730	1,802,111	1,958,303	156,192	9%
Community Center	2,249,502	2,071,251	3,111,013	3,019,984	(91,029)	-3%
Athletic Division	474,720	421,433	577,709	1,000,483	422,774	73%
Community Groups	138,636	156,337	198,730	-	(198,730)	-100%
Total Operating Expenditures	**33,921,222**	**41,896,072**	**35,254,708**	**36,004,157**	**749,449**	**2.1%**
Other Sources / (Uses)						
Transfer to PROS Land Trust	(255,322)	(252,430)	(251,302)	(277,000)	(25,698)	10%
Grant Revenue	323,185	534,166	3,316,983	-	(3,316,983)	-100%
Refunding Bonds Proceeds	-	11,238,000	-	-	-	
Transfer to CIP Fund	(208,971)	(1,125,000)	(3,316,983)	(950,000)	2,366,983	-71%
Total Other Sources / (Uses)	**(141,108)**	**10,394,736**	**(251,302)**	**(1,227,000)**	**(975,698)**	**388%**
Change in Fund Balance	**1,692,401**	**4,014,160**	-	-	-	

Proposed Budget Structural Changes

In FY 2023, several structural changes were made to the budget to allow for increased financial control, better transparency, and ease of operations.

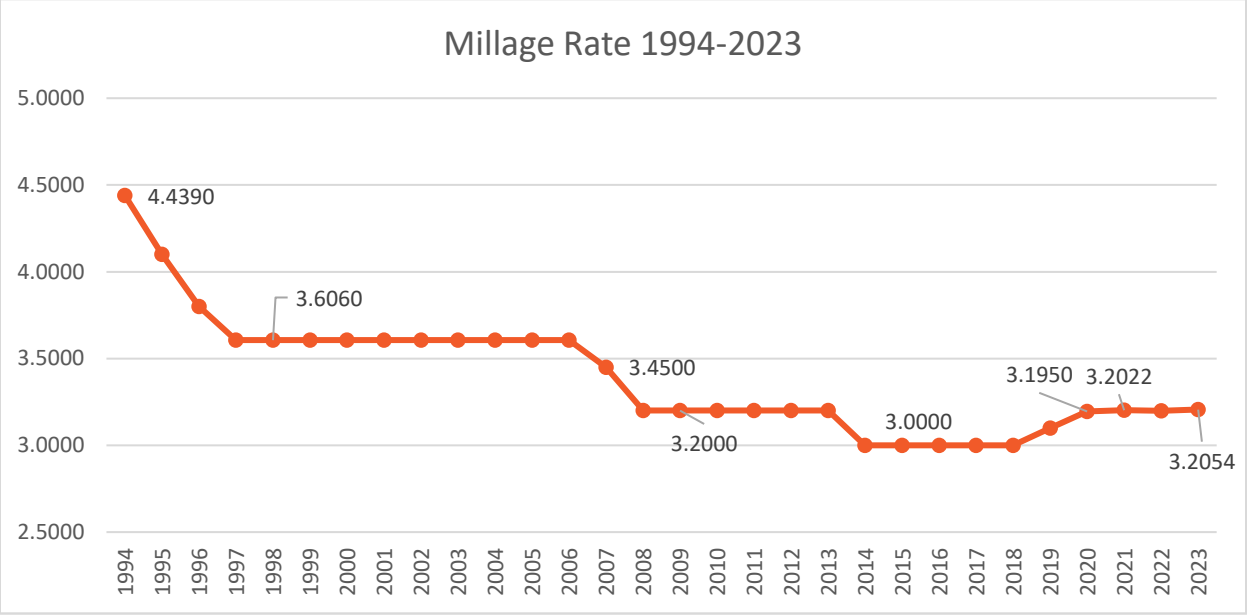
- Council & Council Initiatives are consolidated to align common efforts and simplify accounting
- A stand-alone Building Special Revenue Fund has been established to create a restricted account that captures building related revenues and expenses to centralize and better analyze operations
- All facilities maintenance & repairs have been centralized in the Public Works Department to better manage the program and improve budgeting, accounting and work return on investment
- All athletic field costs are transferred to the Athletics Department to capture all the expenses associated with athletic fields into a single account to better analyze operations
- Community Groups are moved into the Parks & Recreation and Public Works Departments to better align funding with the departments providing the services and to allow direct oversight of community program and event operations and funding
- Select employee costs proportions were reallocated across special revenue funds (Transportation, Building, Stormwater and Solid Waste) to better align costs to work performed and to free up more special revenue to pay for fund related investments
- Software expenses are moved from Subscriptions & Memberships to operating supplies due to changes in GFOA Uniform Accounting Systems Manual

Proposed Millage

The Village of Key Biscayne continues to hold the distinction of having the lowest overlapping millage rate of any municipality in Miami-Dade County. Despite significant ongoing economic pressures, the Proposed Budget levies property taxes on our residents and businesses using a millage rate of 3.2054.

Budget Summary

Budget Year 2022-2023



Revenue Summary

General fund revenues are expected to total $37,231,157 which represents a 4.9% increase from Fiscal Year 2022. Ad-Valorem taxes account for approximately 74% of all general fund revenues.

Expenditure Summary

The total proposed General Fund Budget for Fiscal Year 2023 is $37,231,157 which includes an operating expense of $36,004,157, a transfer to the PROS Land Trust of $277,000 and a transfer to the CIP Fund of $955,000. The operating expenditure budget increased by $749,449 or 2.1% from Fiscal Year 2022 budget.

Budget Summary

Budget Year 2022-2023

Village of Key Biscayne
Functional Organization Chart

VILLAGE RESIDENTS

VILLAGE COUNCIL
MAYOR
Hon. Michael Davey
VICE MAYOR
Hon. Brett Moss

Hon. Luis Lauredo
Hon. Allison McCormick
Hon. Ignacio Segurola

Hon. Edward London
Hon. Frank Caplan

VILLAGE CLERK
Jocelyn Koch

VILLAGE MANAGER
Steven C. Williamson

Leadership and Strategic Vision
Align Resources with Strategy and Priorities
Engage and Coordinate Solutions with Council
Carry out Council Directives
Costumer Service and Responsiveness
Deliver Public Services, Projects and Programs
Communicate and Engage with Community
Develop and Manage Critical Working Partnerships
Integrate Information Systems, Technology and Innovation

VILLAGE ATTORNEY
Chad Friedman

FINANCE & PROCUREMENT
Benjamin Nussbaum
Planning & Programming
Budgeting
Finance/Accounting
Investments/Debt
Grants
Procurement

HUMAN RESOURCES
Juan Gutierrez
Recruitment
Performance Measuring
Health & Safety
Training & Development
Incentives & Recognition
Risk Management
Compensation & Benefits

BUILDING, ZONING & PLANNING
Jeremy Calleros Gauger
Community Development
Building
Planning & Zoning
Geographic Info System
Flood Plain Management
Code Compliance

PUBLIC WORKS
Jake Ozyman
Capital Improvements
Stormwater Utilities
Rights-of-Way
Transportation & Transit
Shoreline Management
Solid Waste
Facility Maintenance

PARKS, RECREATION & OPEN-SPACES
Todd Hofferberth
Parks & Recreation
Public Spaces
Community Center
Community Programs
Athletic Programs
Real Property

POLICE DEPARTMENT
***Chief*, Frank Sousa**
Public Order & Safety
Law Enforcement Crime Prevention
Investigations
Community Programs & Partnerships

FIRE DEPARTMENT
Chief Eric Lang
Fire Prevention
Fire Response
Emergency Medical Services
Emergency Management
Community Programs & Partnerships

Budget Summary

Budget Year 2022-2023

Village Authorized Positions

Administration Full Time	FY19-20	FY20-21	FY21-22	FY22-23
Village Manager	1	1	1	1
Chief Financial Officer	1	1	1	1
Comptroller	1	1	1	1
Chief of Staff	1	1	1	1
Human Resources/Risk Management Director	1	1	1	1
IT Administrator	1	1	1	1
Accounting & Payroll Clerk	1	1	1	1
Assistant to IT Administrator	1	1	1	1
Receptionist/Executive Assistant	1	0	1	1
Procurement Officer	0	0	1	1
Procurement Spec./ Financial Analyst I	0	1	1	1
Chief Resiliency & Sustainability Officer	1	1	0	0
Community Engage & Comm. Officer	0	1	1	1
FT Total	***10***	***11***	***12***	***12***

Village Clerk Full Time	FY19-20	FY20-21	FY21-22	FY22-23
Village Clerk	1	1	1	1
Executive Assistant	1	1	1	1
FT Total	**2**	**2**	**2**	**2**

Intentionally left blank

Budget Summary

Budget Year 2022-2023

Building Full Time	FY19-20	FY20-21	FY21-22	FY22-23
BZP Director	1	0	1	1
Building Official	1	1	1	1
Chief Permit Clerk	1	0	0	0
Permit Clerks	2	2	2	2
Special Projects Coordinator	1	1	0	0
Admin. Assistant/Records Technician	1	0	1	1
Chief Building Inspector	1	1	1	1
Chief Electrical Inspector	1	1	1	1
Chief Plumbing Inspector	1	1	1	0
Building Inspector	1	1	1	1
Senior Executive Assistant	1	1	1	1
FT Sub-Total	*12*	*9*	*10*	*9*
Building Part Time	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**
PT Mechanical Inspector	1	1	1	1
PT Inspector	3	2	0	0
PT Plumbing Inspector	0	0	0	1
PT Permit Clerk	0	0	1	1
PT Sub-Total	*4*	*3*	*2*	*3*
Total	***16***	***12***	***12***	***12***

Planning, Zoning & Code Compliance Full Tim	FY19-20	FY20-21	FY21-22	FY22-23
Plan Reviewer	1	1	1	1
Executive Asst /BTR	1	1	1	1
Code Compliance Officer	0	1	2	2
FT Total	***2***	***3***	***4***	***4***

Intentionally left blank

Budget Summary

Budget Year 2022-2023

Police Full Time	FY19-20	FY20-21	FY21-22	FY22-23
Full Time				
Chief of Police	1	1	1	1
Deputy Chief of Police	2	2	1	1
Police Major	0	0	0	1
Police Lieutenant	3	3	4	3
Police Sergeant	5	5	5	5
Police Officer	25	25	27	27
Fleet Maintenance & Service Coordinator	1	1	1	1
Municipal Utility Worker	1	1	1	0
Information Systems Administrator	1	1	1	1
Senior Executive Assistant	1	1	1	1
Executive Assistant	1	1	1	1
Executive Services Administrator	1	1	1	1
Dispatcher Supervisor	1	1	1	1
Dispatchers	3	3	3	3
Administrative Services Coordinator	1	1	1	1
FT Total	***47***	***47***	***49***	***48***

Intentionally left blank

Budget Summary

Budget Year 2022-2023

Community Center Full Time	FY19-20	FY20-21	FY21-22	FY22-23
Youth Services Coordinator	1	1	1	1
Front Desk Manager	1	1	1	1
Adult Program Manager	1	1	1	1
Senior Recreation Supervisor	1	1	1	1
Gym Attendant	1	1	1	1
Head Lifeguard	1	1	1	1
FT Sub-Total	*6*	*6*	*6*	*6*
Community Center Part Time	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**
Life Guards	7	7	7	7
Room Monitors / Beach Rangers	23	23	23	23
Toddler Room	4	4	4	4
Front Desk	10	10	10	10
PT Sub-Total	*44*	*44*	*44*	*44*
Community Center Seasonal	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**
Summer Camp Counselor	10	10	10	10
Seasonal Sub-Total	*10*	*10*	*10*	*10*
Total	***60***	***60***	***60***	***60***

Athletics Full Time	FY19-20	FY20-21	FY21-22	FY22-23
Athletics Coordinator	1	1	1	1
FT Sub-Total	*1*	*1*	*1*	*1*
Athletics Part Time	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**
PT Athletics Staff	3	4	4	4
PT Sub-Total	*3*	*4*	*4*	*4*
Total	***4***	***5***	***5***	***5***

	FY19-20	FY20-21	FY21-22	FY22-23
TOTAL Full Time	***130***	***130***	***139***	***138***
TOTAL Part Time	53	52	51	52
TOTAL Seasonal	10	10	10	10
GRAND TOTAL	***193***	***192***	***200***	***200***

Intentionally left blank

Cost Allocation

Certain members of staff have responsibilities that span multiple functions. In such circumstances, the Village has allocated the cost of these employees to the appropriate funding sources based on the individual employee's time spent on each function. The result is a budget that more accurately aligns with the cost of providing services. The employees listed below have been allocated in the following manner:

Position	Home Department	Allocation
Building, Zoning, & Planning Director	Building	50% Building Fund 50% General Fund - Planning & Zoning
Senior Executive Assistant	Building	35% General Fund – Public Works 30% Buliding Fund 20% General Fund – Planning & Zoning 15% Solid Waste Fund
Chief Resiliency & Sustainability Officer	Public Works	75% General Fund – Public Works 25% Stormwater Fund
Public Works Director	Public Works	65% General Fund – Public Works 25% Stormwater Fund 10% Solid Waste Fund
Maintenance Supervisor	Public Works	80% General Fund – Public Works 20% Transportation Fund
Maintenance Laborer (2)	Public Works	80% General Fund – Public Works 10% Solid Waste Fund 10% Stormwater Fund
Resiliency Coordinator	Public Works	50% General Fund – Public Works 50% Building Fund
Horticulturist	Public Works	50% General Fund – Public Works 50% General Fund – Planning & Zoning
Superintendent	Public Works	75% General Fund - Public Works 25% Stormwater
CIP Program Manager	Public Works	75% General Fund - Public Works 25% Stormwater
Parks & Athletics Program Manager	Parks & Recreation	50% General Fund – Parks & Recreation 50% General Fund - Athletics
Code Compliance (2)	Planning & Zoning	50% General Fund - Planning & Zoning 50% Building Fund
Engineer	Public Works	75% General Fund - Public Works 25% Stormwater

Capital Improvement Program

Budget Year 2022-2023

Function

The Capital Improvement Program (CIP) is a thoughtful and deliberate blueprint for sustaining and improving the Village's infrastructure and assets. Projects on the CIP must align with the Village's Strategic Plan. The Village delivers CIP projects with a responsible and financially sound funding strategy. Each project in the CIP is categorized into the following focus areas.

- Resiliency
  - Stormwater, utility hardening, shoreline protection, sustainability initiatives, and alternative energy
- Parks and Recreation
  - Parks, opens space, recreation, beach access paths, and athletics
- Public Safety
  - Fire and police projects and purchases to improve public safety
- General/Equipment
  - Administrative, information technology, and software upgrades and additions
- Transportation
  - Right-of-way including roads, pedestrian, and bicycle infrastructure
- Facilities
  - Village owned and operated facility upgrades, additions, and major repairs

There are a total of 32 CIP projects with funding allocated in FY23. This year's CIP includes projects in preparation for future large investments in the Village's resilience including shoreline protection, roadway improvements, and stormwater infrastructure. The cumulative value of the FY23 CIP is $12,587,676 with $950,000 coming from the General Fund.

Intentionally left blank

Capital Improvement Program

Budget Year 2022-2023

FY23 CIP Projects

PRI.	PROJECT NAME	CATEGORY	FY23	GF	ARPA	SR	GOB	SRF	GRANT	OTHER
1	Improve Crandon Blvd & Harbor Drive	Transportation	$ 457,342	$ -	$ -	$ 7,342	$ -	$ -	$ -	$ 450,000
1	Design K-8 School Central Stormwater Basin (Zone 1)	Resiliency	$ 1,511,000	$ -	$ -	$ 125,000	$ -	$ -	$ 1,386,000	$ -
1	Formulate and Promote R&SI3P	Resiliency	$ 1,220,000	$ -	$ -	$ -	$ -	$ 870,000	$ 350,000	$ -
1	Underground Electrical and Telecom Utilities	Resiliency	$ 500,000	$ -	$ -	$ -	$ 500,000	$ -	$ -	$ -
1	Conduct USACE Beach and Back-Bay Feasibility Study	Resiliency	$ 400,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 400,000
1	R&SI3P Program Management/Construction Management	Resiliency	$ 350,000	$ -	$ -	$ -	$ 350,000	$ -	$ -	$ -
1	Install Village-Wide Security and Surveillance System	Public Safety	$ 300,000	$ 75,000	$ 75,000	$ 150,000	$ -	$ -	$ -	$ -
2	Improve West Heather Dr Roadway and Stormwater System	Resiliency	$ 650,000	$ -	$ -	$ -	$ -	$ -	$ 650,000	$ -
2	Install Stormwater Pump Station Back-up Generators	Resiliency	$ 150,000	$ -	$ 150,000	$ -	$ -	$ -	$ -	$ -
2	Improve Beach Park	Parks & Recreation	$ 500,000	$ -	$ 500,000	$ -	$ -	$ -	$ -	$ -
2	Renovate Women's Restroom Fire Department	Facilities	$ 110,000	$ -	$ 110,000	$ -	$ -	$ -	$ -	$ -
3	Reconstruct Traffic Circles and Mill + Repave Harbor Drive	Transportation	$ 2,675,886	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,675,886
3	Mill and Repave West Mashta	Transportation	$ 538,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 538,000
3	Repave Roadways Village-Wide	Transportation	$ 471,559	$ -	$ 471,559	$ -	$ -	$ -	$ -	$ -
3	Construct Beach Access Path at Island House	Transportation	$ 150,000	$ -	$ 90,000	$ -	$ -	$ -	$ 60,000	$ -
3	Monitor Beach and Dunes	Resiliency	$ 200,000	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000	$ -
3	Procure Mobile Generator for Pump Stations	Resiliency	$ 86,000	$ -	$ 86,000	$ -	$ -	$ -	$ -	$ -
3	Rehabilitate Village Green Bathroom	Parks & Recreation	$ 250,000	$ -	$ 250,000	$ -	$ -	$ -	$ -	$ -
3	Replace Playground Equipment (under 5 area)	Parks & Recreation	$ 200,000	$ -	$ 87,500	$ -	$ -	$ -	$ 112,500	$ -
3	Expand Community Center (Planning and Design)*	Parks & Recreation	$ 150,000	$ 150,000	$ -	$ -	$ -	$ -	$ -	$ -
3	Invest in Virginia Key Athletic Fields	Parks & Recreation	$ 150,000	$ 150,000	$ -	$ -	$ -	$ -	$ -	$ -
3	Replace Community Center Cardio Equipment	Parks & Recreation	$ 145,000	$ -	$ 145,000	$ -	$ -	$ -	$ -	$ -
3	Improve KB K-8 Athletic Field	Parks & Recreation	$ 75,000	$ 75,000	$ -	$ -	$ -	$ -	$ -	$ -
3	Purchase Village Fleet Vehicles	General/Equipment	$ 300,000	$ 300,000	$ -	$ -	$ -	$ -	$ -	$ -
3	Purchase Police Boat	General/Equipment	$ 150,000	$ 75,000	$ -	$ -	$ -	$ -	$ 75,000	$ -
3	Convert Streetlights to LED and Transition to FPL	Facilities	$ 250,000	$ -	$ 250,000	$ -	$ -	$ -	$ -	$ -
3	Develop Beach Raker Parking Facility	Facilities	$ 75,000	$ 25,000	$ 50,000	$ -	$ -	$ -	$ -	$ -
4	Replace Village Green Recreation Equipment	Parks & Recreation	$ 200,000	$ -	$ 200,000	$ -	$ -	$ -	$ -	$ -
4	Paint Village-Wide Facilities and Amenities	Facilities	$ 200,000	$ -	$ 200,000	$ -	$ -	$ -	$ -	$ -
4	Replace Entry Block Sign	Facilities	$ 50,000	$ -	$ 50,000	$ -	$ -	$ -	$ -	$ -
5	Improve Public Artwork	Parks & Recreation	$ 47,889	$ -	$ 47,889	$ -	$ -	$ -	$ -	$ -
5	Renovate Building Offices	Facilities	$ 75,000	$ -	$ -	$ 75,000	$ -	$ -	$ -	$ -
		TOTAL	**$ 12,587,676**	**$ 950,000**	**$ 2,762,948**	**$ 357,342**	**$ 850,000**	**$ 870,000**	**$ 2,733,500**	**$ 4,063,886**

GF: General Fund
ARPA: American Rescue Plan Act
SR: Special Revenue Fund
GOB: General Obligation Bond
SRF: State Revolving Loan Fund
Grant: Local, county, foundation, State, and Federal grant dollars
Other: additional external funding acquired outside of a grant process. (i.e., State and Federal Appropriations, Citizens Independent Transportation Trust (CITT))

Capital Improvement Program

Budget Year 2022-2023

Below is a summary of the FY23 budget projects including a brief project synopsis, total project cost, and funding sources.

Facilities

1. **Renovate Women's Restroom Fire Department**
   Restroom renovation to include repair of a leak from the shower pain and complete reconstruction of existing restroom.

   Total Project Cost: $110,000
   FY23 Proposed Allocation: $110,000 (ARPA)
   FY23 Project Phase: Design & Construction

2. **Convert Streetlights to LED and Transition to FPL**
   Full conversion of all streetlights to LED and transition to FPL.

   Total Project Cost: $250,000
   FY23 Proposed Allocation: $250,000 (ARPA)
   FY23 Project Phase: Construction

3. **Develop Beach Raker Parking Facility**
   Identify and improve the site for storing the beach raker equipment.

   Total Project Cost: $75,000
   FY23 Proposed Allocation: $75,000 (ARPA: $50,000, General Fund: $25,000)
   FY23 Project Phase: Construction

4. **Paint Village Wide Facilities and Amenities**
   Scheduled repainting of Village maintained amenities and facilities.

   Total Project Cost: $75,000
   FY23 Proposed Allocation: $75,000 (ARPA: $50,000, General Fund: $25,000)
   FY23 Project Phase: Construction

5. **Replace Entry-Block Sign**

Replace outdated entry block signage with new and upgraded sign to display public messaging.

Total Project Cost: $50,000
FY23 Proposed Allocation: $50,000 (ARPA)
FY23 Project Phase: Construction

6. **Renovate Building Offices**
   Replace 20-year-old carpet, baseboards, paint, and associated work in the building services area.

   Total Project Cost: $75,000
   FY23 Proposed Allocation: $75,000 (Building Fund)
   FY23 Project Phase: Construction

General/Equipment

7. **Purchase Village Fleet Vehicles**
   Regular reoccurring purchase of new vehicles to replace those that have met their useful life, ensuring the Village's fleet remains safe and well-operating over time.

   Total Project Cost: On-going
   FY23 Proposed Allocation: $300,000 (General Fund)
   FY23 Project Phase: Regular purchase

8. **Purchase Police Boat**
   The purchase of a replacement police boat.

   Total Project Cost: $150,000
   FY23 Proposed Allocation: $150,000 (ARPA: $75,000, Waterways Assistance Grant: $75,000)
   FY23 Project Phase: One-time purchase

Parks and Recreation

9. **Improve Beach Park**

First year of construction for the new design of Beach Park. Project scope includes renovation of existing structures, reconstruction of sidewalks, pathways, walls, and greenspaces.

Total Project Cost: $2,280,063
FY23 Proposed Allocation: $500,000 (ARPA)
FY23 Project Phase: Construction

10. Expand Community Center (Planning and Design)

Complete the full design of the expansion which includes an updated pool facility, theatre, larger exercise and weight rooms, additional storage, second gymnasium, and new outdoor playgrounds.

Total Project Cost: $20,000,000
FY23 Proposed Allocation: $150,000 (General Fund)
FY23 Project Phase: Design

11. Rehabilitate Village Green Bathroom

Design and construction of a new bathroom facility on the Village Green with storage capacity. The existing bathroom was opened in 1998 and lightly refurbished in 2015.

Total Project Cost: $250,000
FY23 Proposed Allocation: $250,000 (ARPA)
FY23 Project Phase: Design & Construction

12. Invest in Virginia Key Athletic Fields

The redevelopment of Virginia Key land as a public park with playing fields presents an opportunity to expand the Village's access to playing fields for its athletic programs. This line item represents the Village's investment in being a key stakeholder in the development of these plans.

Total Project Cost: $150,000
FY22 Proposed Allocation: $150,000 (General Fund)
FY22 Project Phase: Investment

13. Replace Playground Equipment (under 5)

Remove and replace the existing playground equipment in the under-5 area of the Village's playground.

Total Project Cost: $200,000
FY23 Proposed Allocation: $200,000 (ARPA: $87,500, FRDAP: 112,500)
FY23 Project Phase: Construction

14. Replace Community Center Cardio Equipment

Replace cardio equipment in the Community Center weight room that has met its useful life.

Total Project Cost: $145,000
FY23 Proposed Allocation: $145,000 (ARPA)
FY23 Project Phase: One-time purchase

15. Improve KB K-8 Athletic Field Park

Re-sodding and re-grading of KB K-8 athletic field.

Total Project Cost: $75,000
FY23 Proposed Allocation: $75,000 (General Funds)
FY23 Project Phase: Construction

16. Replace Village Green Recreation Equipment Replacement

Installation of new equipment and surface the area with an appropriate and safe surface.

Total Project Cost: $200,000
FY23 Proposed Allocation: $200,000 (ARPA)
FY23 Project Phase: Design & Construction

17. Improve Public Art

Major repairs, renovations, and new installations of public art throughout the Village. This project is reoccurring on an annual basis to ensure consistent upkeep and investment in the Village's public art.

Total Project Cost: On-going

FY22 Proposed Allocation: $471,559 (ARPA)
FY23 Project Phase: Planning, Design & Construction

Public Safety

18. Install Village-Wide Security and Surveillance System

The first phase of implementation for the Village-wide security and surveillance system including the foundational network infrastructure and first set of security cameras are to be installed in FY23.

Total Project Cost: $536,250
FY23 Proposed Allocation: $300,000 (General Fund: $75,000, ARPA: $75,000, Forfeiture Fund: $150,000)
FY23 Project Phase: Installation

Resiliency

19. Design K-8 School Central Stormwater Basin (Zone 1)

This line item funds the project's design criteria package and a portion of the design-build contract.

Total Project Cost: $33,208,130
FY23 Proposed Allocation: $1,511,000 (EPA STAG Community Grant: $500,000, Stormwater Revenue Fund: $125,000, Resilient Florida Grant: $886,000)
FY23 Project Phase: Design

20. Formulate and Promote Resilient & Sustainable Infrastructure Integration & Implementation Plan

Professional services for development of the Village's resilient infrastructure improvements including shoreline protection, utility undergrounding, stormwater infrastructure improvements, and raising roadways.

Total Project Cost: $1,870,000
FY23 Proposed Allocation: $1,220,000 (Clean Water State Revolving Loan Fund: $870,000, Resilient Florida Grant: $350,000)
FY23 Project Phase: Planning

21. Underground Electrical and Telecom Utilities

Implementation of the design and engineering performed for utility undergrounding.

Total Project Cost: $13,000,000
FY23 Proposed Allocation: $500,000 (General Obligation Bond)
FY23 Project Phase: Construction

22. Conduct USACE Back Bay and Beach Feasibility Study

U.S. Army Corp of Engineers study of the Village's vulnerability from Biscayne Bay inundation and ocean-side beach erosion.

Total Project Cost: $4,720,000
FY23 Proposed Allocation: $400,000 (US Army Corp of Engineers)
FY23 Project Phase: Study

23. Resilient Infrastructure Program and Construction Management

Professional services agreement for the program and construction management of the Village's resilient infrastructure integration and implementation plan.

Total Project Cost: On-going
FY23 Proposed Allocation: $350,000 (General Obligation Bond)
FY23 Project Phase: Program and Construction Management

24. Improve West Heather Drive Roadway and Stormwater System

Reconstruction of a portion of West Heather Drive, including roadway grading, drainage, landscaping, curbs & gutters, sidewalks, landscaping, and street lighting.

Total Project Cost: $4,000,000
FY23 Proposed Allocation: $650,000 (Biscayne Bay Water Quality Grant)
FY23 Project Phase: Design

25. Install Stormwater Pump Back-up Generators (2)

Back-up generators to be used in the event of primary generator failure during a flood event.

Total Project Cost: $150,000

FY23 Proposed Allocation: $150,000 (ARPA)
FY23 Project Phase: One-time purchase

26. Monitor Beach and Dune Renourishment

The final year of a three (3) year post construction monitoring process as required by FDEP for the 2021 beach and dune renourishment.

Total Project Cost: $200,000
FY23 Proposed Allocation: $200,000 (General Funds $100,000, Beach Management Assistance Grant: $200,000)
FY23 Project Phase: Monitoring

27. Procure Mobile Generator for Pump Stations

A mobile generator to be deployed in the event a fixed generator becomes inoperable during a flood event.

Total Project Cost: $86,000
FY23 Proposed Allocation: $86,000 (ARPA)
FY23 Project Phase: One-time purchase

Transportation

28. Improve Crandon Boulevard and Harbor Drive

Design and construction of improvements on Crandon Boulevard including reconfiguring intersections, signal optimization, updating regulatory signage, repositioning Rectangular Rapid Flashing Beacons, implementing leading pedestrian intervals, curb bump outs, street lighting improvements, and separated green bicycle lanes, among others.

Total Project Cost: $2,057,200
FY23 Proposed Allocation: $457,342 (Road Impact Fee: $450,000, Special Revenue Fund: $7,342)
FY23 Project Phase: Design & Construction

29. Reconstruct Traffic Circles and Mill and Repave Harbor Drive Roadway Pavers Village-Wide

Overall milling and resurfacing of Harbor Drive. Design and reconstruction of traffic circle at Harbor Drive and West Heather, Harbor Drive and Harbor Drive and West Mashta Drive to improve safe traffic mobility.

Total Project Cost: $2,675,886
FY23 Proposed Allocation: $2,675,886 (Road Impact Fee)
FY23 Project Phase: Design & Construction

30. Mill and Re-pave West Mashta Drive

Complete milling and resurfacing of West Mashta Drive to maintain the roads condition.

Total Project Cost: $538,000
FY23 Proposed Allocation: $538,000 (Road Impact Fee)
FY23 Project Phase: Design & Construction

31. Repave Roadways Village-Wide

The first phase of a full replacement of all roadway pavers Village-wide.

Total Project Cost: $2,605,661
FY23 Proposed Allocation: $471,559 (ARPA)
FY23 Project Phase: Construction

32. Construct Beach Access Path at Island House

Design and construction of the public beach access at the Sands condominium.

Total Project Cost: $150,000
FY23 Proposed Allocation: $150,000 (ARPA: $90,000, Coastal Partnerships Initiative: $60,000)
FY23 Project Phase: Design & Construction

Capital Improvement Program FY24-28

The following tables illustrate the projects, their cost, and anticipated funding sources for the next five program years following FY23.

Capital Improvement Program

Budget Year 2022-2023

Fiscal Year 2024

PRI.	PROJECT NAME	CATEGORY	FY24	GF	ARPA	SR	GOB	CWSRF	GRANT	OTHER
1	Construct R&SI3P Zone 1	Resiliency	$ 28,000,000	$ -	$ -	$ -	$ 20,000,000	$ 8,000,000	$ -	$ -
1	Conduct USACE Beach and Back-Bay Feasibility Study	Resiliency	$ 1,862,500	$ 280,000	$ -	$ -	$ -	$ -	$ -	$ 1,582,500
1	R&SI3P Program Management/Construction Management	Resiliency	$ 1,050,000	$ -	$ -	$ -	$ 1,050,000	$ -	$ -	$ -
1	Install Village-Wide Security and Surveillance System	Public Safety	$ 250,000	$ 250,000	$ -	$ -	$ -	$ -	$ -	$ -
2	Replace Community Center Roof*	Parks & Recreation	$ 5,000,000	$ 5,000,000	$ -	$ -	$ -	$ -	$ -	$ -
2	Acquire and Leverage Land to Support Enhanced Stormwater Systems	Resiliency	$ 5,000,000	$ -	$ -	$ -	$ 5,000,000	$ -	$ -	$ -
2	Improve West Heather Dr Roadway and Stormwater System	Resiliency	$ 3,350,000	$ -	$ -	$ -	$ 3,350,000	$ -	$ -	$ -
2	Renourish Beach and Dunes	Resiliency	$ 1,880,000	$ 940,000	$ -	$ -	$ -	$ -	$ -	$ 940,000
2	Improve Beach Park	Parks & Recreation	$ 551,250	$ 551,250	$ -	$ -	$ -	$ -	$ -	$ -
2	Replace KBFD Rescue 1	General/Equipment	$ 500,000	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -
2	Redesign Rights of Way to Support Enhanced Stormwater Systems	Resiliency	$ 500,000	$ -	$ -	$ -	$ -	$ 500,000	$ -	$ -
2	Renovate EOC and Integrate with Dispatch Room	Public Safety	$ 367,500	$ -	$ -	$ -	$ -	$ -	$ 367,500	$ -
2	Replace Gymnasium Floor	Parks & Recreation	$ 350,000	$ 350,000	$ -	$ -	$ -	$ -	$ -	$ -
2	Replace Cardiac Monitors x 4	Public Safety	$ 126,000	$ 126,000	$ -	$ -	$ -	$ -	$ -	$ -
3	Expand Community Center (Construction)*	Parks & Recreation	$ 15,000,000	$ 15,000,000	$ -	$ -	$ -	$ -	$ -	$ -
3	Renovate Community Center (OR Expand)*	Parks & Recreation	$ 5,250,000	$ 5,250,000	$ -	$ -	$ -	$ -		$ -
3	Invest in Virginia Key Athletic Fields	Parks & Recreation	$ 2,000,000	$ 2,000,000	$ -	$ -	$ -	$ -	$ -	$ -
3	Assess Offshore Submerged Barrier to Reduce Beach Erosion	Resiliency	$ 840,000	$ 100,000	$ -	$ -	$ -	$ -	$ 740,000	$ -
3	Replace Roadway and Crosswalk Pavers Village Wide	Transportation	$ 500,000	$ 500,000	$ -	$ -	$ -	$ -	$ -	$ -
3	Repave Roadways Village-Wide	Transportation	$ 495,137	$ 495,137	$ -	$ -	$ -	$ -	$ -	$ -
3	Purchase Village Fleet Vehicles	General/Equipment	$ 340,000	$ 340,000	$ -	$ -	$ -	$ -	$ -	$ -
3	Replace Playground Equipment (over 5 area)	Parks & Recreation	$ 315,000	$ 157,500	$ -	$ -	$ -	$ -	$ -	$ -
3	Replace Community Center Generator	Facilities	$ 262,500	$ -	$ -	$ -	$ -	$ -	$ 262,500	$ -
3	Construct Beach Access at Casa del Mar	Transportation	$ 157,500	$ 78,750	$ -	$ -	$ -	$ -	$ 78,750	$ -
4	Convert Community Center Interior Lighting to LED	Facilities	$ 275,000	$ 275,000	$ -	$ -	$ -	$ -	$ -	$ -
4	Convert Community Center to Solar Power	Facilities	$ 262,500	$ -	$ -	$ -	$ -	$ -	$ 262,500	$ -
4	Paint Village-Wide Facilities and Amenities	Facilities	$ 210,000	$ 210,000	$ -	$ -	$ -	$ -	$ -	$ -
4	Convert Village Hall to Solar Power	Facilities	$ 210,000	$ -	$ -	$ -	$ -	$ -	$ 210,000	$ -
4	Renovate Fire & Rescue Officers Bathroom	Facilities	$ 40,000	$ 40,000	$ -	$ -	$ -	$ -	$ -	$ -
5	Improve Public Artwork	Parks & Recreation	$ 75,000	$ 75,000	$ -	$ -	$ -	$ -	$ -	$ -
		TOTAL	**$ 75,019,887**	**$ 32,518,637**	**$ -**	**$ -**	**$ 29,400,000**	**$ 8,500,000**	**$ 1,921,250**	**$ 2,522,500**

Capital Improvement Program

Budget Year 2022-2023

Fiscal Year 2025

PRI.	PROJECT NAME	CATEGORY	FY25	GF	SR	GOB	CWSRF	GRANT	OTHER
1	Construct R&SI3P Zone 2	Resiliency	$30,000,000	$ -	$ -	$20,000,000	$10,000,000	$ -	$ -
1	Conduct USACE Beach and Back-Bay Feasibility Study	Resiliency	$ 1,457,500	$ 275,000	$ -	$ -	$ -	$ -	$ 1,182,500
1	R&SI3P Program Management/Construction Managemen	Resiliency	$ 1,205,000	$ 602,500	$ -	$ 602,500	$ -	$ -	$ -
1	Install Village-Wide Security and Surveillance System	Public Safety	$ 275,000	$ 275,000	$ -	$ -	$ -	$ -	$ -
2	Construct Northwest Boundary Berm & Trail	Resiliency	$ 3,307,500	$ -	$ -	$ 3,307,500	$ -	$ -	$ -
2	Replace MAST Athletic Field Turf	Parks & Recreation	$ 1,100,000	$ 1,100,000	$ -	$ -	$ -	$ -	$ -
2	Improve Beach Park	Parks & Recreation	$ 578,813	$ 578,813	$ -	$ -	$ -	$ -	$ -
2	Replace KBFD Rescue 2	General/Equipment	$ 525,000	$ 525,000	$ -	$ -	$ -	$ -	$ -
2	Improve Village Green Park Amenities	Parks & Recreation	$ 500,000	$ 500,000	$ -	$ -	$ -	$ -	$ -
2	Replace Fire Station Apparatus Room Doors	Facilities	$ 330,000	$ 330,000	$ -	$ -	$ -	$ -	$ -
2	Replace Rescue Stretchers	General/Equipment	$ 165,000	$ 165,000	$ -	$ -	$ -	$ -	$ -
3	Repave Roadways Village-Wide	Transportation	$ 519,894	$ 519,894	$ -	$ -	$ -	$ -	$ -
3	Replace Roadway and Crosswalk Pavers Village Wide	Transportation	$ 500,000	$ 500,000	$ -	$ -	$ -	$ -	$ -
3	Develop Towers Triangle Park	Parks & Recreation	$ 350,000	$ 350,000	$ -	$ -	$ -	$ -	$ -
3	Purchase Village Fleet Vehicles	General/Equipment	$ 345,000	$ 345,000	$ -	$ -	$ -	$ -	$ -
3	Improve Village-Wide Irrigation Systems	Facilities	$ 275,625	$ -	$ -	$ -	$ -	$ 275,625	$ -
3	Monitor Beach and Dunes	Resiliency	$ 220,000	$ 110,000	$ -	$ -	$ -	$ 110,000	$ -
3	Renovate Beach Park Exterior Plaza	Parks & Recreation	$ 200,000	$ 200,000	$ -	$ -	$ -	$ -	$ -
3	Connect Community Center to Gravity Sewer System	Facilities	$ 110,000	$ 110,000	$ -	$ -	$ -	$ -	$ -
4	Convert Village Hall & Fire Dept Interior Lighting to LED	Facilities	$ 350,000	$ 350,000	$ -	$ -	$ -	$ -	$ -
4	Paint Village-Wide Facilities and Amenities	Facilities	$ 220,000	$ 220,000	$ -	$ -	$ -	$ -	$ -
4	Mill and Repave Calusa Park Roadway	Transportation	$ 165,375	$ 165,375	$ -	$ -	$ -	$ -	$ -
5	Improve Public Artwork	Parks & Recreation	$ 79,000	$ 79,000	$ -	$ -	$ -	$ -	$ -
5	Construct EV Charging Stations	Facilities	$ 75,000	$ 75,000	$ -	$ -	$ -	$ -	$ -
5	Renew Key Biscayne Heritage Trail	Parks & Recreation	$ 50,000	$ 25,000	$ -	$ -	$ -	$ 25,000	$ -
		TOTAL	**$42,903,706**	**$ 7,400,581**	**$ -**	**$23,910,000**	**$10,000,000**	**$ 410,625**	**$ 1,182,500**

Capital Improvement Program

Budget Year 2022-2023

Fiscal Year 2026

PRI.	PROJECT NAME	CATEGORY	FY26	GF	SR	GOB	CWSRF	GRANT	OTHER
1	Perform Repairs for Building Recertification	Facilities	$ 500,000	$ 500,000	$ -	$ -	$ -	$ -	$ -
1	Construct RSI3P Zone 3	Resiliency	$ 33,500,000	$ -	$ -	$ 22,500,000	$ 11,000,000	$ -	$ -
1	R&SI3P Program Management/Construction Management	Resiliency	$ 1,157,625	$ 578,813	$ -	$ 578,813	$ -	$ -	$ -
1	Conduct USACE Beach and Back-Bay Feasibility Study	Resiliency	$ 500,000	$ 500,000	$ -	$ -	$ -	$ -	$ -
2	Improve Village Green Park Amenities	Parks & Recreation	$ 525,000	$ 525,000	$ -	$ -	$ -	$ -	$ -
2	Acquire and Leverage Land to Support Enhanced Stormwater Systems	Resiliency	$ 5,512,500	$ 5,512,500	$ -	$ -	$ -	$ -	$ -
2	Redesign Rights of Way to Support Enhanced Stormwater Systems	Resiliency	$ 551,250	$ 551,250	$ -	$ -	$ -	$ -	$ -
3	Convert Fire Station to Solar Power	Facilities	$ 250,000	$ -	$ -	$ -	$ -	$ 250,000	$ -
3	Convert Park Lights to LED	Facilities	$ 120,000	$ 120,000	$ -	$ -	$ -	$ -	$ -
3	Purchase Village Fleet Vehicles	General/Equipment	$ 460,000	$ 460,000	$ -	$ -	$ -	$ -	$ -
3	Install St. Agnes Athletic Field Turf	Parks & Recreation	$ 1,500,000	$ 1,500,000	$ -	$ -	$ -	$ -	$ -
3	Improve Police Boat Parking Area and Construct Boat Launch	Public Safety	$ 450,000	$ 450,000	$ -	$ -	$ -	$ -	$ -
3	Design Offshore Submerged Barrier to Reduce Beach Erosion	Resiliency	$ 1,500,000	$ -	$ -	$ 1,500,000	$ -	$ -	$ -
3	Monitor Beach and Dunes	Resiliency	$ 230,000	$ 115,000	$ -	$ -	$ -	$ 115,000	$ -
3	Replace Roadway and Crosswalk Pavers Village Wide	Transportation	$ 700,000	$ 700,000	$ -	$ -	$ -	$ -	$ -
3	Repave Roadways Village-Wide	Transportation	$ 545,888	$ 545,888	$ -	$ -	$ -	$ -	$ -
4	Paint Village-Wide Facilities and Amenities	Facilities	$ 231,000	$ 231,000	$ -	$ -	$ -	$ -	$ -
4	Improve Fire & Rescue Training Tower	Facilities	$ 80,000	$ 80,000	$ -	$ -	$ -	$ -	$ -
4	Improve Harbor Neighborhood Park	Parks & Recreation	$ 400,000	$ 200,000	$ -	$ -	$ -	$ 200,000	$ -
5	Improve Public Artwork	Parks & Recreation	$ 82,500	$ 82,500	$ -	$ -	$ -	$ -	$ -
		TOTAL	**$ 48,795,763**	**$ 12,651,951**	**$ -**	**$ 24,578,813**	**$ 11,000,000**	**$ 565,000**	**$ -**

Capital Improvement Program

Budget Year 2022-2023

Fiscal Year 2027

PRI.	PROJECT NAME	CATEGORY	FY27	GF	SR	GOB	CWSRf	GRANT	OTHER
1	Perform Repairs for Building Recertification	Facilities	$ 525,000	$ 525,000	$ -	$ -	$ -	$ -	$ -
1	Construct RSI3P Zone 4	Resiliency	$ 35,000,000	$ -	$ -	$ 15,000,000	$ 20,000,000	$ -	$ -
1	R&SI3P Program Management/Construction Management	Resiliency	$ 1,215,506	$ 607,753	$ -	$ 607,753	$ -	$ -	$ -
2	Improve Village Green Park Amenities	Parks & Recreation	$ 551,250	$ 551,250	$ -	$ -	$ -	$ -	$ -
3	Purchase Village Fleet Vehicles	General/Equipment	$ 360,000	$ 360,000	$ -	$ -	$ -	$ -	$ -
3	Purchase Parks and Rec Bus	General/Equipment	$ 250,000	$ 250,000	$ -	$ -	$ -	$ -	$ -
3	Replace Village Green Turf Fields	Parks & Recreation	$ 3,000,000	$ 3,000,000	$ -	$ -	$ -	$ -	$ -
3	Monitor Beach and Dunes	Resiliency	$ 240,000	$ 120,000	$ -	$ -	$ -	$ 120,000	$ -
3	Replace Roadway and Crosswalk Pavers Village Wide	Transportation	$ 800,000	$ 800,000	$ -	$ -	$ -	$ -	$ -
3	Repave Roadways Village-Wide	Transportation	$ 573,183	$ 573,183	$ -	$ -	$ -	$ -	$ -
4	Paint Village-Wide Facilities and Amenities	Facilities	$ 242,550	$ 242,550	$ -	$ -	$ -	$ -	$ -
5	Construct EV Charging Stations	Facilities	$ 100,000	$ 100,000	$ -	$ -	$ -	$ -	$ -
5	Rehabilitate Watch Area Bathroom	Facilities	$ 50,000	$ 50,000	$ -	$ -	$ -	$ -	$ -
5	Improve Public Artwork	Parks & Recreation	$ 87,000	$ 87,000	$ -	$ -	$ -	$ -	$ -
		TOTAL	**$ 42,994,489**	**$ 7,266,736**	**$ -**	**$ 15,607,753**	**$ 20,000,000**	**$ 120,000**	**$ -**

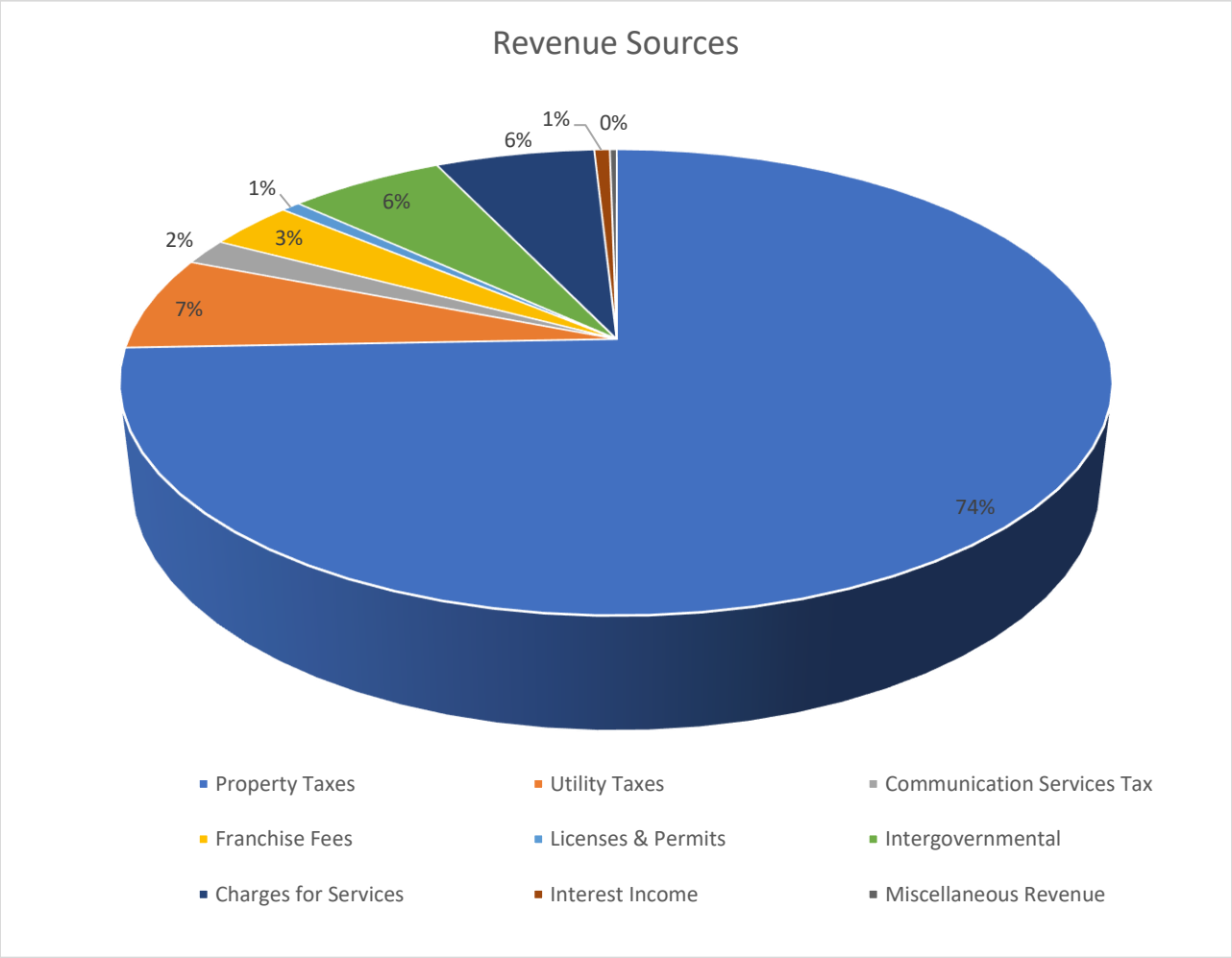
Fiscal Year 2028

PRI.	PROJECT NAME	CATEGORY	FY28	GF	SR	GOB	CWSRF	GRANT	OTHER
1	Perform Repairs for Building Recertification	Facilities	$ 551,250	$ 551,250	$ -	$ -	$ -	$ -	$ -
1	Construct RSI3P Zone 5	Resiliency	$ 36,000,000	$ -	$ -	$ 23,000,000	$ 13,000,000	$ -	$ -
1	R&SI3P Program Management/Construction Management	Resiliency	$ 1,276,282	$ 638,141	$ -	$ 638,141	$ -	$ -	$ -
2	Purchase Fire Engine (QUINT)	General/Equipment	$ 1,500,000	$ 1,500,000	$ -	$ -	$ -	$ -	$ -
2	Improve Village Green Park Amenities	Parks & Recreation	$ 578,813	$ 578,813	$ -	$ -	$ -	$ -	$ -
2	Replace Community Center Strength Equipment	Parks & Recreation	$ 350,000	$ 350,000	$ -	$ -	$ -	$ -	$ -
2	Acquire and Leverage Land to Support Enhanced Stormwater Systems	Resiliency	$ 6,077,531	$ 6,077,531	$ -	$ -	$ -	$ -	$ -
2	Redesign Rights of Way to Support Enhanced Stormwater Systems	Resiliency	$ 607,753	$ 607,753	$ -	$ -	$ -	$ -	$ -
3	Purchase Village Fleet Vehicles	General/Equipment	$ 400,000	$ 400,000	$ -	$ -	$ -	$ -	$ -
3	Replace Community Center Cardio Equipment	Parks & Recreation	$ 255,256	$ 255,256	$ -	$ -	$ -	$ -	$ -
3	Construct Offshore Submerged Barrier to Reduce Beach Erosion	Resiliency	$ 11,000,000	$ -	$ -	$ 11,000,000	$ -	$ -	$ -
3	Monitor Beach and Dunes	Resiliency	$ 260,000	$ 130,000	$ -	$ -	$ -	$ 130,000	$ -
3	Replace Roadway and Crosswalk Pavers Village Wide	Transportation	$ 840,000	$ 840,000	$ -	$ -	$ -	$ -	$ -
3	Repave Roadways Village-Wide	Transportation	$ 601,842	$ 601,842	$ -	$ -	$ -	$ -	$ -
4	Paint Village-Wide Facilities and Amenities	Facilities	$ 254,678	$ 254,678	$ -	$ -	$ -	$ -	$ -
4	Construct Skate Park	Parks & Recreation	$ 200,000	$ 87,500	$ -	$ -	$ -	$ 112,500	$ -
5	Improve Public Artwork	Parks & Recreation	$ 92,000	$ 92,000	$ -	$ -	$ -	$ -	$ -
		TOTAL	**$ 60,845,404**	**$ 12,964,763**	**$ -**	**$ 34,638,141**	**$ 13,000,000**	**$ 242,500**	**$ -**

Revenues

Budget Year 2022-2023

As a matter of general policy, Village revenue estimates are budgeted conservatively to avoid possible shortfalls due to unanticipated changes in the economy or slowing in the rate of construction activity. The projections are based on historic collection data, inflation, general economic growth/decline projections, and the Florid Department of Revenue's Office of Tax Research estimates. The main revenue category for the Village continues to be Ad-Valorem Tax which is projected to increase by 10.2% and accounts for 74% of all revenues in the General Fund.



Revenues
Budget Year 2022-2023

Summary

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2023 Proposed	variance dollar	%
Operating Revenues							
Property Taxes	25,400,645	25,532,172	25,242,898	25,130,245	27,700,010	2,569,765	10.2%
Utility Taxes	2,128,389	2,224,417	2,384,820	2,382,768	2,440,000	57,232	2.4%
Communication Services Tax	681,648	651,615	650,817	620,000	680,000	60,000	9.7%
Franchise Fees	192,753	837,835	1,216,940	1,224,000	1,250,000	26,000	2.1%
Licenses & Permits	1,658,676	1,251,238	2,160,920	1,800,000	276,000	(1,524,000)	-84.7%
Intergovernmental	2,006,651	1,846,525	2,093,545	1,879,089	2,255,000	375,911	20.0%
Charges for Services	3,155,092	3,095,796	1,510,582	2,350,000	2,305,000	(45,000)	-1.9%
Interest Income	146,174	193,369	36,920	20,000	225,000	205,000	1025.0%
Contributions	4,700	1,150	3,651	-	-	-	
Miscellaneous Revenue	257,811	120,614	214,403	99,908	100,147	239	0.2%
Total Revenues	**35,632,539**	**35,754,731**	**35,515,496**	**35,506,010**	**37,231,157**	**1,725,147**	**4.9%**

Ad-Valorem

Millage Rate

The Village's current year proposed millage rate is currently the lowest total millage rate among the thirty-five municipalities in Miami-Dade County and well below the statutory limit of 10.0 mills. Since its first year of incorporation, the Village averaged a millage rate of 3.4420, and was able to maintain the rate of 3.2000 since 2008 for six consecutive years. In 2014, the millage rate was further reduced to an all-time low of 3.0000 mills. The 3.0000 millage rate is the minimum rate to qualify for State Revenue Sharing per FL Statute 218.23(c).

Intentionally left blank

Revenues

Budget Year 2022-2023

Millage Code	Municipalities or County Areas	Total Millage 2022	City/ Unincorperated Millages			School Millages		Regional Millages				County Wide Millages				Other
			City / UMSA Millage	Debt Service	Misc. Millage	Operating	Debt Service	So Fla Wtr Mgnt	Evr Proj	Okeechobee Basin	FIND	County Millage	Debt Service	Fire & Rescue	Library	Children's Trust
2400	Key Biscayne	15.9432	3.2054			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853		0.2812	0.5000
1200	Bal Harbour	16.8185	1.9654			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965		0.5000
2800	Aventura	16.8604	1.7261			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
3000	Uninc. County	17.0433	1.9090			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
3100	Sunny Isles	17.1343	2.0000			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
3200	Miami Lakes	17.4470	2.3127			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
2000	Pinecrest	17.4843	2.3500			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
3300	Palmetto Bay	17.5343	2.4000			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
3500	Doral	17.4153	1.8000	0.4810		6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
3600	Cutler Bay	18.0731	2.9388			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
0300	Coral Gables	18.2968	5.5590			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853		0.2812	0.5000
0200	Miami Beach	18.7893	5.8155	0.2360		6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853		0.2812	0.5000
0400	Hialeah	18.7584	6.3018			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853			0.5000
1300	Bay Harbor Islan	18.3071	3.1728			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
2200	Medley	18.3343	3.2000			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
2500	Sweetwater	19.1291	3.9948			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
1400	Surfside	19.0531	4.2000			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965		0.5000
0900	South Miami	19.1342	3.9999			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
0201	Miami Beach	19.7610	5.8155	0.2360	0.9717	6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853		0.2812	0.5000
2600	Virginia Garden	19.7343	4.6000			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
2700	Hialeah Garden	20.2956	5.1613			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
0100	Miami	20.6152	7.5539	0.3235		6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853		0.2812	0.5000
0101	Miami (DDA)	21.0833	7.5539	0.3235	0.4681	6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853		0.2812	0.5000
2100	Indian Creek	21.4343	6.3000			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
0700	No. Miami Beac	21.5274	6.2000	0.4743		6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965		0.5000
2300	North Bay Villag	21.7944	5.8302	0.8299		6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
1500	West Miami	21.8135	6.6792			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
0600	North Miami	22.3531	7.5000			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965		0.5000
1600	Florida City	22.0642	6.9299			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
0500	Miami Springs	22.1333	6.9990			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
3400	Miami Gardens	22.6776	6.9363	0.6070		6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
1100	Miami Shores	22.9377	7.9000	0.1846		6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965		0.5000
1000	Homestead	21.4136	6.2055	0.3550		6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965		0.5000
1800	El Portal	23.4343	8.3000			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
1900	Golden Beach	23.5343	7.7350	0.6650		6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
0800	Opa-Locka	24.4843	9.3500			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000
1700	Biscayne Park	24.8343	9.7000			6.4240	0.1650	0.0948	0.0327	0.1026	0.0320	4.6202	0.4853	2.3965	0.2812	0.5000

Intentionally left blank

Revenues
Budget Year 2022-2023

Assessed Value History

Tax Roll Year	Budget Year	Prelim Taxable Value	% Change
2000	2001	2,499,049,161	11.9%
2001	2002	2,731,833,645	9.3%
2002	2003	3,259,919,981	19.3%
2003	2004	3,661,114,546	12.3%
2004	2005	3,875,335,376	5.9%
2005	2006	4,287,674,948	10.6%
2006	2007	5,630,046,023	31.3%
2007	2008	6,514,112,802	15.7%
2008	2009	6,434,727,418	-1.2%
2009	2010	5,936,216,017	-7.7%
2010	2011	5,429,760,280	-8.5%
2011	2012	5,522,872,647	1.7%
2012	2013	5,778,632,344	4.6%
2013	2014	6,151,903,029	6.5%
2014	2015	6,697,657,229	8.9%
2015	2016	7,721,748,524	15.3%
2016	2017	8,339,284,877	8.0%
2017	2018	8,646,769,884	3.7%
2018	2019	8,532,625,700	-1.3%
2019	2020	8,310,656,693	-2.6%
2020	2021	8,202,651,483	-1.3%
2021	2022	8,269,112,147	0.8%
2022	2023	9,096,495,184	10.0%

Property Demographics

Percent of Taxes Levied by Property Type								
Real Property							Tangible Prop.	Total
Residential (92.9%)			Non-Residential (6.5%)				Tangible Prop.	
Homestead	Non-Homestead	Vacant Lots	Commercial	Industrial	Institution.	Other	Bus.s Equip. & Furn.	
32.3%	58.9%	1.7%	6.4%	0.0%	0.0%	0.1%	0.6%	100.0%

Amendment 10 is a benefit of the homestead exemption that provides homeowners protection by limiting the maximum that the assessed value of their home for tax purposes can be raised to 3%, or the CPI whichever is lower. Voters approved this amendment in 1992 to the Florida Constitution, which was effective January 1, 1995.

Constitutional Amendment 1, approved by Florida voters on January 29, 2008, was a provision to limit increases in the annual assessment of Non-Homestead properties to ten percent (10%). The base-year for implementing this change was 2008 and assessments were capped beginning in 2009. It was set to expire on January 1, 2019 but was approved by more than 60% of Florida voters on November 6, 2018.

Setting the Millage

"Rolled Back Rate" - The rate that would generate the same amount of property tax revenues as approved for the prior year, less allowances for new construction, additions, deletions, and improvements increasing value by at least 100% and tangible personal property value in excess of 115% of the previous year's value.

- Established by the Truth in Millage (TRIM) law in the 1980s
- When the tax base increases, the rolled-back rate is less than the prior year's rate
- When the tax base decreases, the rolled back rate is more than the prior year's rate (in effect a "rolled-up" rate)
- A tax rate higher than the rolled-back rate must be advertised with a "NOTICE OF TAX INCREASE" for the Final Budget Public Hearing

Proposed Millage Rate

Taxable Value	Units	Mills	Discount Rate 95%	Millage Rate	Ad-Valorem Taxes
9,096,495,184	1,000	9,096,495	8,641,670	3.2054	27,700,010

Florida law requires municipalities to budget at minimum 95% of ad-valorem taxes which accounts for the 4% discount property owners get if they pay their bills in November plus a 1% contingency that is allowed for adjustments to the tax roll by the property appraiser or value adjustment board to the July 1st roll that is used for budget.

Utility Taxes

Section 166.231(A), Florida Statutes, authorizes the Village to collect Utility Taxes. The Utility Tax line item is derived from a 10% tax levied on each customer's electric, water and gas bill. The revenue trend is based on electricity consumption and is budgeted using the previous year's revenue. On March 12, 2021, Florida Power & Light Company (FPL) filed a petition with the Florida Public Service

Commission (PSC) for a base rate increase in order to recover costs of operating the utility and include the consolidation of Gulf Power Company's rates with FPL rates.

Communications Services Tax

Communications services tax is comprised of two portions: The Florida communications services tax and the local communications services tax. Dealers must itemize and separately show taxes on their customer's bill and the taxes must be identified as Florida communications services and local communications services tax, respectively. Dealers must add the communications services tax to the price of the communications services sold and may not absorb or relieve the customer of all or any part of the communications services tax. The tax is applied to all communications services bills issued to customers on and after October 1, 2001. The Village revenue projections are based on the State of Florida revenue estimates and show a declining trend as more customers are "cutting the cord"

Calculation of Communications Service Tax

State of Florida CST Rate	4.92%	
Gross Receipts additional rate	0.15%	
Total State Tax Rate		5.07%
Gross Receipts Tax Rate		2.37%
State Tax + Gross Receipts Tax = "Florida CST"		7.44%
VKB Local Rate	5.22%	
County Surtax	0.50%	
Total Local Rate		5.72%
Total CST Rate		**13.16%**

Franchise Fees

The Village entered into a new franchise agreement with FPL (Resolution 2019-7) providing for the payment of fees at the rate of 6% to the Village in exchange for the nonexclusive right and privilege of supplying electricity and other services within the Village free of competition from the Village. The new agreement is projected to earn revenue of $1.2 million compared to the previous $600 thousand agreement with Miami-Dade County when the rate was 3%.

Licenses & Permits

This category includes Business Tax Receipts, fire inspections, and other miscellaneous permits provided by the Village. The Village's adopted a new fire inspection permit fee schedule in 2022 which will more accurately reflect a revenue neutral fee schedule and generate an adequate fee to cover the costs of providing the service.

Intergovernmental - State Shared Revenue

Authorized in 1982, the Local Government Half-Cent Sales Tax Program generates the largest amount of revenue for local governments among the state-shared revenue sources currently authorized by the Florida Legislature. It distributes a portion of state sales tax revenue via three separate distributions to eligible county or municipal governments. Additionally, the program distributes a portion of communications services tax revenue to eligible local governments. Allocation formulas serve as the basis for these separate distributions. The program's primary purpose is to provide relief from ad valorem and utility taxes in addition to providing counties and municipalities with revenues for local programs.

Chapter 82-154, Florida Statutes, provides for local government half-cent sales tax funds generated by 9.653% of the state sales tax. The distribution formula is based on population. This revenue is leveling off as population in the Village is relatively stable.

During the 2021 session, the Florida Legislature passed the most significant Florida tax legislation in recent memory. Senate Bill 50 will modernize Florida's sales and use tax system to impose tax collection obligations on remote sellers and marketplace providers. The bill also deletes a provision that exempts an out-of-state dealer that makes retail sales into Florida from collecting and remitting any local option surtax

The State Revenue Sharing provides for revenue from 32.4% of the tax on each pack of cigarettes, plus $.01 municipal gas tax, plus 25% of the state alternative fuel decal user fee. The Village's share of this fund is determined by a complex formula involving State, County and Village population figures, property valuations and sales tax collections.

Intergovernmental Chapter 175 & 185

Chapter 175 Premium Tax Distribution: Gross premium tax receipts of 1.85% collected on property insurance policies

Chapter 185: Gross premium tax receipts of 0.85% on all casualty insurance premiums

Limitation on Chapter 175 disbursements:, any municipality or special fire control district participating in the firefighters' pension trust fund pursuant to the provisions of this chapter, whether under a chapter plan or local law plan, shall be limited to receiving any moneys from such fund in excess of that produced by one-half of the excise tax, as provided for in s. 175.101; however, any such municipality or special fire control district receiving less than 6 percent of its fire department

payroll from such fund shall be entitled to receive from such fund the amount determined under s. 175.121, in excess of one-half of the excise tax, not to exceed 6 percent of its fire department payroll. Payroll amounts of members included in the Florida Retirement System shall not be included. It means that Chapter 175 pension plans receive either: the maximum premium taxes available, 6% of its total calendar year payroll or no less than half the available premium taxes. Whichever amount is the middle figure, that is the amount the plan will receive

Year Calculated	Year Received	Fire	Fire Supp	Total Fire		Police		Grand Total
2015	2016	225,893	34,223	260,116		137,178		397,294
2016	2017	265,846	3,968	269,814		140,927		410,741
2017	2018	274,524	4,067	278,591		189,602		468,193
2018	2019	379,846	-	379,846		156,922		536,768
2019	2020	405,304	-	405,304		153,785		559,089
2020	2021	442,551	-	442,551		157,622		600,173
2021	2022	326,627	-	326,627		264,391		591,018

Intergovernmental – Firefighters' Supplemental Compensation Trust Fund

Additional state shared revenue comes from the Department of Revenue Firefighters' Supplemental Compensation Trust Fund. Section 175 premium taxes not distributed to a jurisdiction because of the payroll limitation are transferred to the Trust Fund which supports the supplemental compensation stipends available to firefighters who attain higher educational opportunities that directly relate to the improvement of the health and safety of the firefighters and the citizens they protect.

Service Charges

Service Charges are comprised of Community Center membership and activity fees, sports programs, fire rescue transport fees, and other miscellaneous services the Village provides.

Other Revenue - Fines & Forfeitures

Red light camera citations carry a $158 penalty. When the $158 penalty is the result of a local government enforcement, $75 is retained by the local government and $83 is deposited with the Department of Revenue (DOR). DOR subsequently distributes the penalty by depositing $70 in the General Revenue Fund, $10 in the Department of Health (DOH) Administrative Trust Fund, and $3 in the Brain and Spinal Injury Trust Fund

The Village of Key Biscayne remits the $75 to our red-light camera vendor, as it is a revenue neutral contract. Red Light camera fees are not shown as a revenue in Fiscal Years beginning 2021 because proceeds received by the Village are a liability.

This category also includes fines for building, fire code, and property violations.

Interest Income

The Village must adhere to its investment policy which optimizes investment returns only after first addressing safety and liquidity concerns. Due to the Federal Reserve raising interest rates in 2022, the Village expects higher interest rates to continue into FY23.

Expenditures
Budget Year 2022-2023

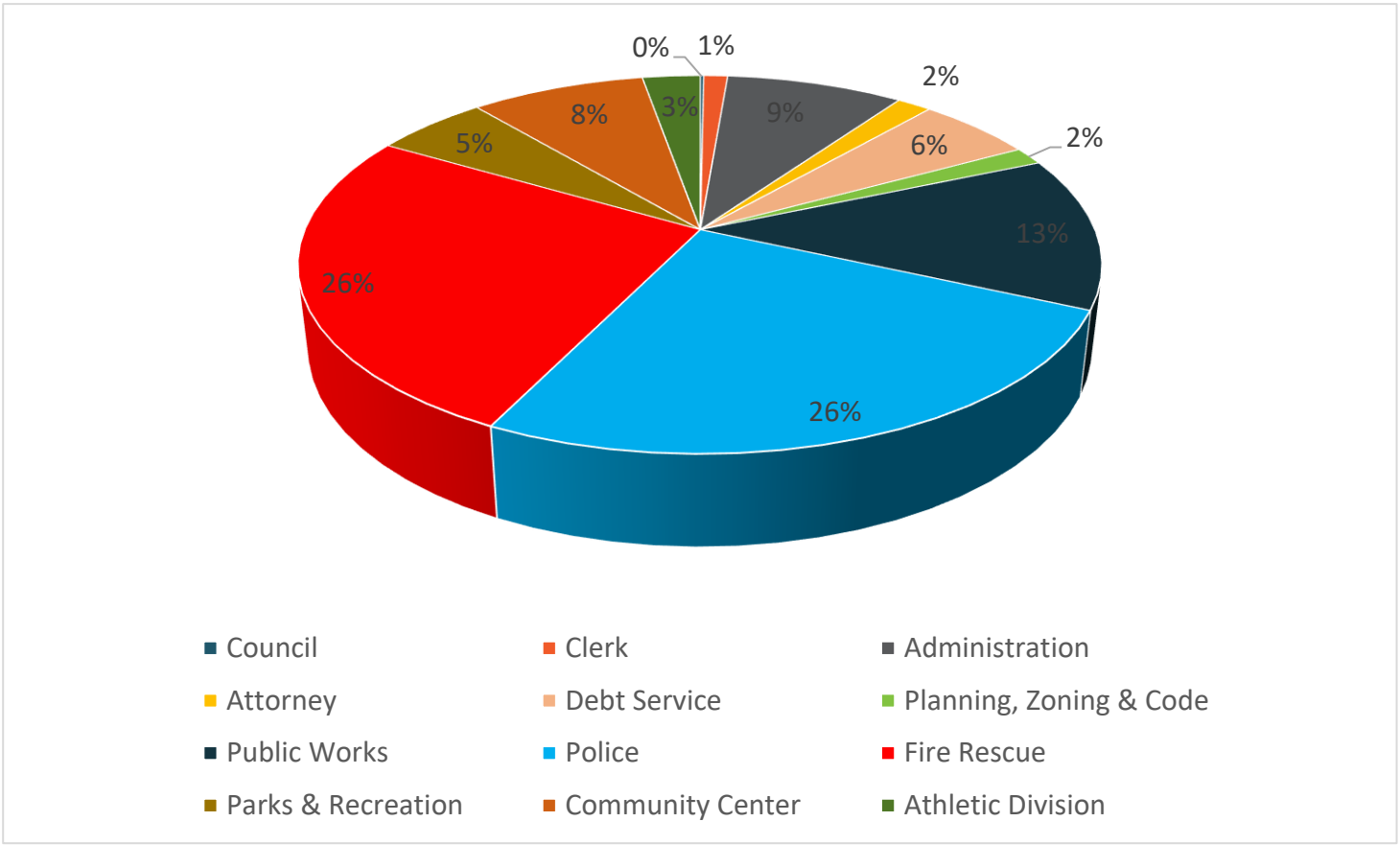
The Fiscal Year 2023 Budget allocates funds to the operating expenses of the Village Council and ten operational departments as outlined below. The department expenditure budgets itemize the funding that provides for the overall administration and management of all governmental functions and activities of the Village. The monies allocated to each department ensure the proper implementation of policies and ordinances adopted by the Village Council in an efficient and effective manner. The Adopted Fiscal Year 2023 Budget expenditures have increased over the Fiscal Year 2022 expenditures by 2.1%. This increase can be attributed to a steep rise in the national and local Consumer Price Index which affects personnel costs, vendor and contracted expenses, and the Village's enhanced focus on maintenance.

Budget Summary

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Budget	FY2023 Proposed	variance dollar	%
Operating Expenditures							
Council	130,491	102,296	43,448	22,984	59,484	36,500	159%
Council Initiatives	99,547	84,988		37,800	-	(37,800)	-100%
Clerk	387,395	364,561	355,605	407,309	412,587	5,278	1%
Administration	2,164,653	2,665,805	2,627,056	2,850,436	3,061,549	211,113	7%
Attorney	654,133	542,687	505,763	590,000	598,000	8,000	1%
Debt Service	4,259,117	4,152,212	13,453,302	2,051,917	2,014,833	(37,084)	-2%
Planning, Zoning & Code	658,106	532,349	376,865	550,976	545,548	(5,428)	-1%
Building	1,788,741	1,804,410	1,376,092	1,756,006		(1,756,006)	-100%
Public Works	2,094,389	2,187,424	2,912,245	3,455,151	4,721,415	1,266,264	37%
Police	7,682,898	8,576,831	8,125,951	8,932,062	9,205,989	273,927	3%
Fire Rescue	8,210,230	8,866,498	8,337,994	8,910,504	9,405,982	495,478	6%
Parks & Recreation	1,567,683	1,178,303	1,132,730	1,802,111	1,958,303	156,192	9%
Community Center	2,881,563	2,249,502	2,071,251	3,111,013	3,019,984	(91,029)	-3%
Athletic Division	563,859	474,720	421,433	577,709	1,000,483	422,774	73%
Community Groups	120,085	138,636	156,337	198,730	-	(198,730)	-100%
Total Operating Expenditures	**33,262,890**	**33,921,222**	**41,896,072**	**35,254,708**	**36,004,157**	**749,449**	**2.1%**

Expenditures
Budget Year 2022-2023

Operating Expenditures by Department



Operating Expenses by Category

Description	FY 22 Budget	FY 23 Proposed	Diff	% Diff	% of Total
Personnel Costs	20,043,529	21,498,218	1,454,689	7.3%	59.7%
Debt Service	2,051,917	2,014,833	(37,084)	-1.8%	5.6%
Prof./Contract Services	6,181,768	6,202,449	20,681	0.3%	17.2%
Other Operating Exp.	6,977,494	6,288,657	(688,837)	-9.9%	17.5%
Total	35,254,708	36,004,157	749,449	2.1%	

Debt Service
Budget Year 2022-2023

Bonds

Revenue Bonds which can be issued only by the authorization of the Village Council, must be secured by a pledge of an appropriate and adequate revenue stream. Revenue Bonds which can be issued only by the authorization of the Village Council, must be secured by a pledge of an appropriate and adequate revenue stream. All current debt is financed by Revenue Bonds as bank loans pledged by Covenant to Budget legally available non-ad-valorem revenues.

General Obligation Bonds can only be issued by voter approval at a referendum authorizing the pledge of the full faith and credit of the Village. The State of Florida does not impose a limit on the amount of debt a municipality may incur. The legal authority for borrowing monies is provided to the Village by Sections 166.021 and 166.111, Florida Statutes. The Village has no outstanding general obligation debt.

Debt Restrictions

The Village Charter requires five (5) affirmative votes for any borrowing (Section 4.10) and the adopted annual budget must be balanced (Section 4.05). Section 4.10 of the Charter requires the debt be limited by Ordinance. Also, State law prohibits a mill rate in excess of 10 mills. Section 4.03 (9) requires that each elector receive a notice by mail of the action by Council to initiate a capital project in excess of $500,000.

The Master Plan requires that the Village pursue a prudent policy of borrowing for capital improvements or other purposes (Policy 1.15). The Financial Policy Statement has six (6) guidelines regarding debt.

Ordinance 97-1, January 16, 1997 limits outstanding debt. Debt means any financial obligation of the Village which is not required to be repaid within one year of its incurrence, excluding debt payable from an Enterprise Fund. Based on the 2021 budget and in accordance with Section 4.10 of the Village Charter, the limit is 1% of assessed valuation or an amount that exceeds 15% of the annual general fund expenditures, whichever is greater.

Debt Service
Budget Year 2022-2023

Outstanding Debt

CAPITAL IMPROVEMENT REVENUE REFUNDING 2021

On January 15, 2021, the Village issued $11,238,000 of Capital Improvement Revenue Refunding Bonds, Series 2021 for the purpose of refunding and consolidating the Village's following existing debt:

1. *Capital Improve. Revenue Refunding Bonds, Series 2011B (1,430,325)*
2. *Capital Improve. & Land Acquisition Rev Refunding Bond 2011 ($372,258)*
3. *School Improve. Revenue Bonds, Series 2012 ($3,913,286)*
4. *School Improve. Revenue Bonds, Series 2014 ($2,988,619)*
5. *Sewer Improvement Revenue Bonds, Series 2016 ($2,493,546)*

The bond refunding and consolidation will save the Village $754,000 in present value savings. The bonds retain the original maturation date of each underlying original issuance, and the final maturity will occur on October 1, 2032. The Village has pledged non-ad valorem revenues to secure payment on the principal and interest on the bonds. The bonds bear interest on the outstanding principal balance from its date of issuance payable semi-annually on each April 1 and October 1, at an interest rate equal to 1.235% per annum

For historical purposes, the refunded debt is presented below:

1. CAPITAL IMPROVEMENTS REVENUE REFUNDING BONDS, SERIES 2011B

On August 1, 2011, the Village issued $7,130,000 of Capital Improvement Revenue Refunding Bonds, Series 2011B for the purpose of refunding the Village's Capital Improvement Revenue Bonds, Series 2002. The bonds mature on November 1, 2022. The Village has pledged non-ad valorem revenues to secure payment of the principal and interest on the bonds. The bonds bear interest on the outstanding principal balance from its date of issuance payable quarterly on the first day of each February, May, August and November commencing November 1, 2011, at an interest rate equal to 2.41% per annum.

Effective January 1, 2018, the Tax Cuts and Jobs Act amended the interest rate of this bond, increasing the interest to 2.81% per annum

2. *CAPITAL IMPROVEMENT AND LAND ACQUISITION REVENUE REFUNDING BONDS, SERIES 2011*

On August 1, 2011, the Village issued the $1,865,000 Capital Improvement and Land Acquisition Revenue Refunding Bonds, Series 2011 for the purpose of refunding the Capital Improvement and Land Acquisition Revenue Bonds, Series 2004. The Village has pledged non-ad valorem revenues to secure payment of the principal and interest on the bonds. The bonds mature on November 1, 2022. The bonds bear interest on the outstanding principal balance from its date of issuance payable quarterly on the first day of each February, May, August and November, commencing November 1, 2011, at an interest rate equal to 2.41% per annum.

Effective January 1, 2018, the Tax Cuts and Jobs Act amended the interest rate of this bond, increasing the interest rate to 2.92% per annum. As a result of this amended rate and the Village's historical principal payments on the bond, the bond's final debt service payment is expected to be August 1, 2022.

3. *SCHOOL IMPROVEMENT REVENUE BONDS, SERIES 2012*

On October 24, 2012, the Village issued $5,575,000 of School Improvement Revenue Bonds, Series 2012 for the purpose of providing a portion of the financing of a permanent secondary educational facility and recreational fields owned and operated by the School Board of Miami-Dade County for Village residents located at the Mast Academy campus as well as necessary renovations of the Key Biscayne K-8 Center, financing architectural, engineering, environmental, legal, and other planning costs related thereto, and paying cost of issuance of the bonds. The bonds mature on October 1, 2032. The bonds bear interest on the outstanding principal balance from its date of issuance payable semiannually on each April 1 and October 1 (the "interest payment dates") commencing April 1, 2013, at an interest rate equal to 3.35% per annum. The bonds require the Village to appropriate in its annual budget, from non-ad valorem revenues amounts sufficient to cover debt service.

4. *SCHOOL IMPROVEMENT REVENUE BONDS, SERIES 2014*

On July 1, 2014, the Village issued $4,575,000 of School Improvement Revenue Bonds, Series 2014 for the purpose of providing an additional portion of the financing of a permanent secondary educational facility and recreational

fields owned and operated by the School Board of Miami-Dade County for Village residents located at the Mast Academy campus as well as necessary renovations of the Key Biscayne K-8 Center, financing architectural, engineering, environmental, legal, and other planning costs related thereto, and paying cost of issuance of the bonds. The bonds mature on October 1, 2029. Principal pf the bones are paid in annual installments on each October 1, commencing October 1, 2015. The bonds bear interest on the outstanding principal balance from its date of issuance payable semi-annually on each April 1 and October 1 (the "interest payment dates") commencing October 1, 2014, at an interest rate equal to 2.76% per annum. The bonds require the Village to appropriate in its annual budget, from non-ad valorem revenues amounts sufficient to cover debt service

5. *SEWER IMPROVEMENT REVENUE BONDS, SERIES 2016*

On June 29, 2016, the Village issued $3,490,000 of Sewer Improvement Revenue Bonds, Series 2016 for the purpose of refinancing the State Revolving Fund Loan, 2009. The bonds require the Village to appropriate in its annual budget, from non-ad valorem revenue amounts sufficient to cover debt service. The bonds mature on February 15, 2030. The bonds bear interest on the outstanding principal balance from its date of issuance payable semi-annually on each February 15 and August 15, at an interest rate equal to 1.97% per annum

STATE REVOLVING FUND LOAN, 1996

In June 1996, the Village entered into a loan agreement in the amount of $887,983 for the financing of the planning and engineering of the proposed sanitary sewer construction project under a State Revolving Fund Loan. The loan is secured by the state revenue sharing funds. The loan is payable in semi-annual payments over 20 years beginning on April 15, 2003 at an interest rate of 2.56% per annum. The loan matures on October 15, 2022.

FIRE ENGINE BANK LOAN

On May 10, 2021, the Village entered into a loan agreement for the purpose of financing the acquisition of Fire Engine Truck. The loan matures on October 1, 2030. The loan bears interest on the outstanding principal balance from its date of issuance payable semiannually on each April 1 and October 1 commencing October 1, 2021, at an interest rate equal to 1.764% per annum.

Debt Service
Budget Year 2022-2023

Debt Service

Fiscal Year 2022-2023

DEBT SERVICE

Description	FY2020 Actual	FY2021 Actual	FY2022 YTD 6/30	FY2022 Budget	FY2023 Proposed	variance dollar	variance %
71.000 - PRINCIPAL - CIVIC CENTER #1	815,000	-	-			-	
71.100 - PRINCIPAL - CIVIC CENTER #2	750,000	770,000	-			-	
71.200 - PRINCIPAL - CIVIC CENTER #3	680,882	1,581,471	-			-	
71.300 - PRINCIPAL - CIVIC CENTER #4	175,000	425,000	-			-	
71005 - PRINCIPAL - SEWER LOAN #1	25,902	26,570	27,254	27,254	13,888	(13,366)	-49%
71.500 - PRINCIPAL - SEWER LOAN #2	234,887	2,476,853	-			-	
71.600 - PRINCIPAL - SCHOOL IMPROVE BOND #1	298,450	4,178,242	-			-	
71.700 - PRINCIPAL - SCHOOL IMPROVE BOND #2	280,000	3,250,000	-			-	
71.800 - PRINCIPAL - VEHICLE LEASES & EQUIPMENT	468,584	475,661	-			-	
71012 - PRINCIPAL - CAP IMPROVEMENT REV REFUNDING (2021)	-	-	1,631,000	1,819,000	1,819,000	-	0%
71013 - PRINCIPAL - FIRE ENGINE (2021)	-	-	-	75,000	75,000	-	0%
71.000 - INTEREST- CIVIC CENTER #1	20,657		-			-	
71.200 - INTEREST- CIVIC CENTER #2	32,174	10,819	-			-	
71.300 - INTEREST- CIVIC CENTER #3	59,187	31,992	-			-	
72.400 - INTEREST- CIVIC CENTER #4	15,787	5,439	-			-	
72005 - INTEREST - SEWER LOAN #1	2,232	1,565	880	880	178	(702)	-80%
72.600 - INTEREST - SEWER LOAN #2	53,145	16,693	-			-	
72.700 - INTEREST - SCHOOL IMPROVE BOND #1	136,493	36,756	-			-	
72.800 - INTEREST - SCHOOL IMPROVE BOND #2	89,571	23,619	-			-	
72.900 - INTEREST - VEHICLE LEASES & EQUIPMENT	14,261	3,962	-			-	
72012 - INTEREST - CAP IMPROVEMENT REV REFUNDING (2021)		138,661	59,323	118,647	96,183	(22,464)	-19%
72013 - INTEREST - FIRE ENGINE (2021)		-	-	11,136	10,584	(552)	-5%
Total Debt Service Expenses	**4,152,212**	**13,453,302**	**1,718,457**	**2,051,917**	**2,014,833**	**(37,084)**	**-1.81%**

Intentionally left blank

Function

The Council, as the legislative body of the Village, determines public policy and the budget to meet community needs and appoints a Village Manager who is responsible for administration of that policy and managing the Village's departments and services. The Council also appoints the Village Clerk and the Village Attorney. The Council is responsible for the overall direction of the Village and general welfare of Key Biscayne residents.

Village Council elections are held on the first Tuesday after the first Monday of November, every even numbered year. To be eligible to seek office, a person must be a resident of the Village of Key Biscayne for at least one year and be a qualified elector of the Village

Budget

Council

Fiscal Year 2022-2023

COUNCIL	FY2020	FY2021	FY2022	FY2022	FY2023	variance	
Description	Actual	Actual	YTD 6/ 30	Budget	Proposed	dollar	%
Discretionary							
(31.000) PROFESSIONAL SERVICES	62,905	-	-			-	0.00%
(40.000) TRAVEL & PER DIEM	7,663	215	2,150	9,000	9,000	-	0.00%
(41.000) COMMUNICATIONS	-	-	-		-	-	0.00%
(43.000) UTILITY SERVICES	2,063	-	-		-	-	0.00%
(45.000) PROPERTY & LIABILITY INSURANCE	21,029	-	-		-	-	0.00%
(47.000) PRINTING & BINDING	-	297	384	1,000	1,000	-	0.00%
(48.000) PROMOTIONAL ACTIVITIES	-	-	-		36,500	36,500	
(49.000) OTHER CURRENT CHARGES	-	-	-		-	-	0.00%
(52.000) OPERATING SUPPLIES	6,415	17,199	4,589	9,500	9,500	-	0.00%
(54.000) SUBSCRIPTIONS & MEMBERSHIPS	2,221	2,820	-	3,484	3,484	-	0.00%
Grand Total	**102,296**	**20,531**	**7,123**	**22,984**	**59,484**	**36,500**	**158.81%**

Village Council & Initiatives

Budget Year 2022-2023

Function

"Council Initiatives" members are either elected or appointed individuals whose purpose is to advise the Village Council about activities in the areas represented

Budget

Council Initiatives

Fiscal Year 2022-2023

COUNCIL INITIATIVES	FY2020	FY2021	FY2022	FY2022	FY2023	variance	
Description	Actual	Actual	YTD 6/30	Budget	Proposed	dollar	%
Discretionary							
(48.000) EDUCATION ADVISORY BOARD	84,988	-	3,800	37,800	36,500	(1,300)	-3.44%
(31.000) VISION BOARD		42,480	119,742		-	-	
Grand Total	84,988	42,480	123,542	37,800	36,500	(1,300)	-3.44%

Prior Year's Significant Accomplishments

- Finalized Vision board plan draft

Office of the Village Clerk

Budget Year 2022-2023

Function

The Village Clerk acts as Secretary to the Council by recording and maintaining accurate minutes of the proceedings of the Village Council, publishing public notices, and maintaining custody of all official records. The Village Clerk serves as the Supervisor of Elections for the Village. The Village Clerk administers the publication of the Village Code, code supplements and the Village Charter. The Village Clerk provides notary services and administers oaths of office to Village officials. Serves as Financial Disclosure Coordinator with the State of Florida Commission on Ethics and serves as the Records Management Liaison with the State of Florida Department of State.

Prior Year's Significant Accomplishments

- Implemented Laserfiche to improve document storage and sharing capabilities
- Successfully maintained custody of Village records and coordinated the optical-imaging and storage of said records
- Served as a liaison between the public and Council as required while maintaining the utmost level of professionalism and efficiency
- Completed and distributed Council meeting Agendas to the Council, staff and public five days prior to the scheduled meeting
- Facilitated the election process utilizing cutting edge technology for a more efficient process
- Implemented electronic Campaign Finance Software for municipal elections to improve the reporting process for Mayoral and Councilmember candidates and improve access by residents for reporting information.

Goals, Objectives, and Actions

The following goals, objectives, and actions were developed to provide strategic guidance of the department's priorities in FY23 as they relate to the Village's overall mission and values.

Effective and Efficient Government Services

- Improve public records request process to include a more streamlined online procedure
- Increase opportunities to serve as a liaison between Village staff and Council members

- Develop and maintain closed captioning services for public meetings

Authorized Positions

Village Clerk Full Time	FY19-20	FY20-21	FY21-22	FY22-23
Village Clerk	1	1	1	1
Executive Assistant	1	1	1	1
FT Total	2	2	2	2

Budget

Clerk

Fiscal Year 2022-2023

CLERK	FY2020	FY2021	FY2022	FY2022	FY2023	variance	
Description	Actual	Actual	YTD 6/30	Budget	Proposed	dollar	%
Non-Discretionary (Personnel)							
(12.000) REGULAR SALARIES	151,796	144,198	109,897	149,000	168,000	19,000	13%
(14.000) OVERTIME	-	-	-	1,000	1,000	-	0%
(15.000) SPECIAL PAY	50,359	-	4,577	17,000	13,000	(4,000)	-24%
(21.000) PAYROLL TAXES	15,644	10,594	8,569	13,000	14,000	1,000	8%
(22.000) RETIREMENT CONTRIBUTIONS	13,357	13,248	11,598	18,000	21,000	3,000	17%
(23.000) LIFE AND HEALTH INSURANCE	10,978	15,595	18,314	21,000	22,000	1,000	5%
(24.000) WORKERS' COMPENSATION	335	262	175	200	200	-	0%
Subtotal	**242,469**	**183,897**	**153,130**	**219,200**	**239,200**	**20,000**	**9%**
Discretionary							
(31.000) PROFESSIONAL SERVICES	-	16,969	-	2,500	-	(2,500)	0%
(34.000) CONTRACT SERVICES	8,587	8,676	2,841	3,963	9,900	5,937	150%
(40.000) TRAVEL & PER DIEM	48	2,022	2,130	5,880	5,928	48	1%
(41.000) COMMUNICATIONS	13,450	8,347	7,936	24,682	13,503	(11,179)	-45%
(42.000) FREIGHT & POSTAGE SERVICES	1,484	449	217	1,000	500	(500)	-50%
(43.000) UTILITY SERVICES	6,734	6,158	4,674	8,065	8,160	95	1%
(44.000) RENTALS & LEASES	5,079	5,208	4,097	4,350	4,350	-	0%
(45.000) PROPERTY & LIABILITY INSURANCE	15,985	8,109	8,038	8,022	8,269	247	3%
(46.000) REPAIR & MAINTENANCE SERVICES	7,283	2,060	3,291	6,240	-	(6,240)	0%
(47.000) PRINTING & BINDING	2,231	3,100	-	5,000	2,500	(2,500)	-50%
(49.000) OTHER CURRENT CHARGES	48,463	70,692	8,580	81,550	65,800	(15,750)	-19%
(51.000) OFFICE SUPPLIES	8,745	8,855	7,176	5,000	5,000	-	0%
(52.000) OPERATING SUPPLIES	84	17,290	44,586	2,000	23,891	21,891	1095%
(54.000) SUBSCRIPTIONS & MEMBERSHIPS	3,023	3,563	1,929	23,197	19,894	(3,303)	-14%
(55.000) TRAINING	-	2,350	150	5,000	5,000	-	0%
(64.000) CAPITAL OUTLAY	896	4,999	-	1,660	692	(968)	-58%
Subtotal	**122,092**	**168,848**	**95,646**	**188,109**	**173,387**	**(14,722)**	**-7.83%**
Grand Total	**364,561**	**352,744**	**248,776**	**407,309**	**412,587**	**5,278**	**1.30%**

Administration
Budget Year 2022-2023

Function

The Village Manager is the Chief Administrative Officer of the Village. The Manager is responsible to the Village Council for the administration of all Village affairs, including planning, organizing, directing, staffing, coordinating, and budgeting for the widespread programs and services provided to Village residents, businesses, and guests. The Village Manager is appointed by, and serves at the pleasure of the Village Council and is directly responsible for executing Village laws, ordinances, and implementation of policies set forth by the Village Council. The Manager's Office provides support to all Village operating departments for coordination of financial, human resources, procurement, communication, information technology and other administrative efforts.

Prior Year's Significant Accomplishments:

- Passed ordinance to use uniform tax collection for Solid Waste and Stormwater fees
- Launched new Village website
- Collected $220,000 in past due solid waste accounts
- Renegotiated property, liability, workers comp insurance, saving $109,000
- Installed Laserfiche web portal for review and access to Village contracts and documents
- Expanded employee recognition opportunities and events
- Implemented Village's Council meeting Cynapp/Zoom capability

Goals, Objectives, and Actions

The following goals, objectives, and actions were developed to provide strategic guidance of the department's priorities in FY23 as they relate to the Village's overall mission and values.

Effective and Efficient Government Services

- Improve resident experience and service whilst delivering superior public safety, services, programs and infrastructure to our residents
- Diversify revenue and funding sources to create a more agile financial system and to protect the Village from unforeseeable economic fluctuations

- Fiscal and procurement stewardship and transparency of the investment of tax-payer money in order to provide the services they expect

- A forward-looking recruitment and retention of talented employees to effectively administer a safe, thriving, engaging and resilient village

- Build and maintain an information technology systems network that improves interoperability, safeguards data, and simplifies and enhances communications



Communicate and Collaborate with Community and Partners

- Provide timely and accurate communications transmitted in the right places to keep our residents aware of village operations and activities

- Maintain engagement with and presence in the community to encourage community involvement, enthusiasm and support

- Develop a stronger and larger state and regional partner network to improve relationships and increase external support and resources to help achieve village goals
- Augment awareness of community group efforts
- Refine accessibility of information on website

Intentionally left blank

Administration
Budget Year 2022-2023

Authorized Positions

Administration Full Time	FY19-20	FY20-21	FY21-22	FY22-23
Village Manager	1	1	1	1
Chief Financial Officer	1	1	1	1
Comptroller	1	1	1	1
Chief of Staff	1	1	1	1
Human Resources/Risk Management Director	1	1	1	1
IT Administrator	1	1	1	1
Accounting & Payroll Clerk	1	1	1	1
Assistant to IT Administrator	1	1	1	1
Receptionist/Executive Assistant	1	0	1	1
Procurement Officer	0	0	1	1
Procurement Spec./ Financial Analyst I	0	1	1	1
Chief Resiliency & Sustainability Officer	1	1	0	0
Community Engage & Comm. Officer	0	1	1	1
FT Total	***10***	***11***	***12***	***12***

Intentionally left blank

Administration
Budget Year 2022-2023

Budget

Administration Fiscal Year 2022-2023							
	FY2020	FY2021	FY2022	FY2022	FY2023	variance	
Description	Actual	Actual	YTD 6/30	Budget	Proposed	dollar	%
Non-Discretionary (Personnel)							
(12.000) REGULAR SALARIES	1,101,824	1,041,202	906,853	1,357,000	1,456,000	99,000	7%
(14.000) OVERTIME	61,654	45,527	21,930	81,000	20,000	(61,000)	-75%
(15.000) SPECIAL PAY	25,689	14,342	20,668	42,000	37,000	(5,000)	-12%
(21.000) PAYROLL TAXES	85,669	93,591	77,675	107,000	108,000	1,000	1%
(22.000) RETIREMENT CONTRIBUTIONS	116,254	114,610	82,102	163,000	175,000	12,000	7%
(23.000) LIFE AND HEALTH INSURANCE	137,869	104,522	98,845	143,000	141,000	(2,000)	-1%
(24.000) WORKERS' COMPENSATION	1,763	(500)	1,113	2,000	2,000	-	0%
Subtotal	**1,530,722**	**1,413,294**	**1,209,186**	**1,895,000**	**1,939,000**	**44,000**	**2%**
Discretionary						-	
(31.000) PROFESSIONAL SERVICES	316,123	232,545	195,503	347,000	395,000	48,000	14%
(32.000) ACCOUNTING & AUDITING	167,085	111,104	83,765	88,000	87,500	(500)	-1%
(34.000) CONTRACT SERVICES	8,587	8,676	7,804	10,886	64,258	53,372	490%
(40.000) TRAVEL & PER DIEM	6,451	2,322	7,475	11,000	15,000	4,000	36%
(41.000) COMMUNICATIONS	25,870	22,290	10,726	58,129	41,062	(17,067)	-29%
(42.000) FREIGHT & POSTAGE SERVICES	3,814	1,861	1,233	4,000	4,000	-	0%
(43.000) UTILITY SERVICES	6,953	6,489	13,387	8,267	22,557	14,290	173%
(44.000) RENTALS & LEASES	9,010	11,833	9,338	7,617	7,760	143	2%
(45.000) PROPERTY & LIABILITY INSURANCE	21,376	28,289	25,164	24,441	24,821	380	2%
(46.000) REPAIR & MAINTENANCE SERVICES	7,939	14,676	9,620	7,790	-	(7,790)	-100%
(47.000) PRINTING & BINDING	4,045	1,486	402	1,000	1,000	-	0%
(48.000) PROMOTIONAL ACTIVITIES	206,375	125,000	600	112,035	135,535	23,500	21%
(49.000) OTHER CURRENT CHARGES	34,971	107,245	90,234	49,900	49,500	(400)	-1%
(51.000) OFFICE SUPPLIES	7,323	22,186	13,732	16,000	18,500	2,500	16%
(52.000) OPERATING SUPPLIES	14,584	116,752	88,582	-	135,514	135,514	0%
(54.000) SUBSCRIPTIONS & MEMBERSHIPS	27,229	5,686	9,007	138,832	9,156	(129,676)	-93%
(55.000) TRAINING	1,222	439	-	8,955	21,600	12,645	141%
(64.000) CAPITAL OUTLAY	38,401	-	-	6,084	4,485	(1,599)	-26%
(82.000) EDUCATIONAL INITIATIVES	-	4,817	12,988	35,000	35,000	-	0%
(91.000) CONTINGENCIES / EMERGENCIES	227,725	-	-	20,500	50,000	29,500	144%
Subtotal	**1,135,083**	**823,696**	**579,560**	**955,436**	**1,122,248**	**166,812**	**17%**
Grand Total	**2,665,805**	**2,236,990**	**1,788,747**	**2,850,436**	**3,061,248**	**210,812**	**7%**

Office of the Village Attorney

Budget Year 2022-2023

Function

The Office of the Village Attorney was created and is detailed in Section 3.05 of the Village Charter. The primary purpose of the Attorney is to provide legal services to the Village. The Village Attorney is appointed directly by the Village Council. As the Village's legal counsel, the Attorney is committed to serving the public of Key Biscayne by providing legal advice to the Village Council and Village Staff.

The Village of Key Biscayne receives legal services under contract with the law firm of Weiss, Serota, Helfman, Cole & Bierman, P.L.

The firm provides legal advice and services to the Village on a regular basis in the following areas:

- Personnel matters
- Land use & zoning matters
- Sunshine Law
- Drafting and/or review of contracts
- Litigation
- Stormwater utility
- Police related legal advice
- Conflict of interest issues
- Lien procedures
- Real estate and related matters
- Construction Law and related matters
- Public Records Law
- Drafting resolutions and ordinances
- Preventive advice relating to contested matters
- State and National Legislative matters

Prior Year's Significant Accomplishments

- Successfully defended the Village's General Obligation Bond
- Drafted numerous ordinances and resolutions including comprehensively amending and revising the Village's zoning code and stormwater fees
- Successfully obtained approximately $17,000 in surplus funds in order to pay off a delinquent solid waste account
- Handled several election related issues
- Provided high quality, cost efficient, and timely day to day legal counsel

Office of the Village Attorney

Budget Year 2022-2023

Goals, Objectives, and Actions

The following goals, objectives, and actions are developed to provide strategic guidance of the Attorney's priorities in FY23 as they relate to the Village's overall mission and values.

Effective and Efficient Government Services

- Provide the Village with legal advice that helps the Village accomplish its goals while continuing to avoid costly litigation
- Resolve pending litigation; if settlement is not possible, pursue litigation to a successful conclusion
- Approach problems as opportunities for arriving at creative solutions
- Provide unbiased legal advice
- Work with Administration to standardize forms and procedures to reduce necessity for legal work and associated costs

Budget

Attorney

Fiscal Year 2022-2023

ATTORNEY	FY2020	FY2021	FY2022	FY2022	FY2023	variance	
Description	Actual	Actual	YTD 6/30	Budget	Proposed	dollar	%
LEGAL COUNSEL - GENERAL	401,938	328,453	187,488	300,000	308,000	8,000	3%
LEGAL COUNSEL - LAWSUITS	50,901	129,857	53,754	100,000	100,000	-	0%
LEGAL COUNSEL - LABOR RELATIONS	68,398	35,887	4,403	60,000	60,000	-	0%
LEGAL COUNSEL-UNDERGROUND UTILITIES	2,080	420	45	50,000	50,000	-	0%
LEGAL COUNSEL - BOND COUNSEL	19,370	7,986	-	15,000	15,000	-	0%
LEGAL COUNSEL - SPECIAL PROJECTS		3,160	24,000	25,000	40,000	15,000	60%
LEGAL COUNSEL - CHARTER REVIEW COMMISSION		-	-	15,000	-	(15,000)	-100%
LEGAL COUNSEL - LITIGATION		-	-	25,000	25,000	-	0%
Grand Total	542,687	505,763	269,690	590,000	598,000	8,000	1.36%

Planning, Zoning, and Code

Budget Year 2022-2023

Function

Zoning and Planning Division

The Zoning and Planning Division is responsible for reviewing plans for enforcement with the zoning and land development regulations and providing information to residents and architects on the development potential of a property. Division makes recommendations to the Village Council regarding site plan Review applications and variances, and prepares studies as directed.

Code Compliance Division

The Code Compliance Division enforces the zoning and land development regulations, the property maintenance standards ordinance, and violations of the Florida building code. Division administers the Special Magistrates Board. Staff administers the issuance of Business Tax Receipts.

Prior Year's Significant Accomplishments

- Developed the Rickenbacker Causeway Concept
- Coordinated and hosted Vision Plan workshops
- Enhanced building recertification compliance and process
- Restructured building and fire permitting and Inspection fees
- Improved code compliance responsiveness and enforcement

Goals, Objectives, and Actions

The following goals, objectives, and actions are developed to provide strategic guidance of the department's priorities in FY23 as they relate to the Village's overall mission and values.



Thriving and Vibrant Community and Marketplace

- Update Village Master Plan based on Vision Plan adoption
- Develop Complete Street Master Plan
- Revise land-use & zoning codes and modify design & building standards (based on an approved Vision Plan) to compatibly shape and enrich village re/development, quality of life, safety and resilience
- Improving Business Tax Receipts process and collections

Planning, Zoning, and Code

Budget Year 2022-2023

- Complete design of new public library to provide space for cultural, social and educational activities and improved programs to better connect our community

Authorized Positions

Planning, Zoning & Code Compliance Full Time	FY19-20	FY20-21	FY21-22	FY22-23
Plan Reviewer	1	1	1	1
Executive Asst /BTR	1	1	1	1
Code Compliance Officer	0	1	2	2
FT Total	*2*	*3*	*4*	*4*

Budget

Zoning & Planning

Fiscal Year 2022-2023

PLANNING & ZONING

Description	FY2020 Actual	FY2021 Actual	FY2022 YTD 6/ 30	FY2022 Budget	FY2023 Proposed	variance dollar	variance %
Non-Discretionary (Personnel)							
(12.000) REGULAR SALARIES	214,110	253,518	259,161	267,000	278,000	11,000	4%
(14.000) OVERTIME	21	1,181	-	3,000	3,000	-	0%
(15.000) SPECIAL PAY	93,977	4,505	4,381	17,000	6,000	(11,000)	-65%
(21.000) PAYROLL TAXES	16,614	20,109	27,049	22,000	22,000	-	0%
(22.000) RETIREMENT CONTRIBUTIONS	19,851	8,583	16,256	32,000	34,000	2,000	6%
(23.000) LIFE AND HEALTH INSURANCE	16,709	20,005	19,983	52,000	43,000	(9,000)	-17%
(24.000) WORKERS' COMPENSATION	1,252	953	990	2,000	3,000	1,000	50%
SALARY ALLOCATION				84,000	89,000	5,000	6%
Subtotal	**362,534**	**308,854**	**327,819**	**479,000**	**478,000**	**(1,000)**	**-16%**
Discretionary							
(31.000) PROFESSIONAL SERVICES	135,110	36,186	-	31,200	31,200	-	0%
(33.000) COURT REPORTER SERVICES	1,950	1,248	361	2,000	2,000	-	0%
(34.000) CONTRACT SERVICES	2,410	2,490	799	1,114	1,459	345	31%
(40.000) TRAVEL & PER DIEM	60	316	1,079	3,280	3,340	60	2%
(41.000) COMMUNICATIONS	3,347	4,568	2,412	5,340	1,883	(3,457)	-65%
(42.000) FREIGHT & POSTAGE SERVICES	1,006	376	212	1,100	1,100	-	0%
(43.000) UTILITY SERVICES	1,902	6,211	2,003	8,208	2,484	(5,724)	-70%
(44.000) RENTALS & LEASES	707	397	1,574	495	495	-	0%
(45.000) PROPERTY & LIABILITY INSURANCE	5,321	3,527	3,017	3,011	3,437	426	14%
(46.000) REPAIR & MAINTENANCE SERVICES	2,270	1,863	2,236	524	-	(524)	-100%
(47.000) PRINTING & BINDING	2,917	502	880	3,000	3,000	-	0%
(51.000) OFFICE SUPPLIES	1,453	2,961	933	1,000	1,000	-	0%
(52.000) OPERATING SUPPLIES	10,566	5,693	2,912	5,000	14,919	9,919	198%
(54.000) SUBSCRIPTIONS & MEMBERSHIPS	796	135	1,195	3,844	-	(3,844)	-100%
(55.000) TRAINING		-	-	1,200	-	(1,200)	-100%
(64.000) CAPITAL OUTLAY		-	-	1,660	1,231	(429)	-26%
Subtotal	**169,815**	**66,472**	**19,610**	**71,976**	**67,548**	(4,428)	-6%
Grand Total	**532,349**	**375,326**	**347,430**	**550,976**	**545,548**	**(5,428)**	**-0.99%**

Public Works

Budget Year 2022-2023

Function

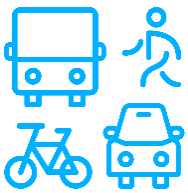
The Public Works Department is responsible for design, construction, renovation, operation, and maintenance of public assets including but not limited to stormwater infrastructure, roadway streets, sidewalks, street and landscape lighting, greenspace management, and shoreline management.

Prior Year's Significant Accomplishments

- Completed Crandon Boulevard Traffic Flow and Safety Study
- Completed data collection for village-wide Pavement Conditions Index
- Completed construction of Fernwood Road drainage and parking improvements project
- Gained inclusion on M-DC Transportation Improvement Program to receive Road Impact Fee (RIF) dollars for Crandon Blvd, Harbor Dr and West Mashta Dr roadway projects
- Completed Beach Club sewer extension
- Developed and implemented seaweed/sargassum removal and composting plan
- Further delineated the Vessel Exclusion Zone offshore Key Biscayne Beach
- Initiated a stormwater treatment technology pilot program
- Initiated the 30% design for the K-8 elementary school stormwater basin
- Secured easement agreement for beach access path at the Island House

Goals, Objectives, and Actions

The following goals, objectives, and actions are developed to provide strategic guidance of the department's priorities in FY23 as they relate to the Village's overall mission and values.



Accessible, Mobile, and Connected Transportation

- Construct a renewed Crandon Blvd to improve vehicle, golf cart, bicycle and pedestrian traffic flow, access and safety
- Develop a Rickenbacker Causeway concept plan that represents the village's interests and facilitates collaboration that leads to a joint master plan to guide future development

- Purchase three new FreeBees to help reduce automobile traffic, improve access to key destinations, alleviate parking concerns, and reduce environmental impacts
- Create a Complete Streets Master Plan to guide future roadway investment integrated with the resilient infrastructure plan and prioritizing safe multi-modal movement along Key Biscayne beautiful designed and functional rights-of-way
- Construct two new beach pathways to increase resident and visitor access to our seaside



Resilient and Sustainable Infrastructure and Environment

- Develop a long-term resilient infrastructure plan to guide the investment and construction necessary to protect our residents' lives, property and future economic viability
- Design stormwater systems, roadways, and utilities to address sea-level rise and more frequent and severe storms
- Become included in the US Army Corps of Engineers FY23 Work Plan to begin a Beach and Back-Bay Feasibility Study to safeguard the village against sea-level rise and storm-surge to protect our residents' lives, property and future economic viability
- Develop and manage an operations, maintenance and repair program to focus effort and improve our facilities, landscaping, parks, athletic fields, stormwater systems, and rights-of-way
- Enact a seawall ordinance to guide future requirements to protect bayside private property and the western side of the island
- Implement facility solar power options or participate in FPL Solar Together program

Effective and Efficient Government Services

- Review high value service contracts for solid waste and Village-wide landscaping

- Develop a facilities management program (OMR) - Village Hall, Fire Station, Community Center, Parks
- Develop a 20-Year Long-Term Infrastructure Plan (LTIP) and integrate with OM&R program

Authorized Positions

Public Works Full Time	FY19-20	FY20-21	FY21-22	FY22-23
Public Works Director	1	1	1	1
Chief Resiliency & Sustainability Officer	0	0	1	1
Superintendent	0	0	1	1
Engineer	1	1	1	1
CIP Program / Grants Manager	0	0	1	1
Maintenance Laborer	1	0	1	2
Maintenance Supervisor	1	1	1	1
Resiliency Coordinator	1	1	1	1
Horticulturist	1	1	1	1
Administrative Assistant/Records Technician	0	1	0	0
FT Total	***6***	***6***	***9***	***10***

Intentionally left blank

Public Works
Budget Year 2022-2023

Budget

Public Works Fiscal Year 2022-2023							
PUBLIC WORKS	FY2020	FY2021	FY2022	FY2022	FY2023	variance	
Description	Actual	Actual	YTD 6/30	Budget	Proposed	dollar	%
Non-Discretionary (Personnel)							
TRANSPORTATION							
(12.000) REGULAR SALARIES	172,464	317,925	417,696	894,000	1,007,000	113,000	13%
(14.000) OVERTIME	311	1,829	3,657	7,000	7,000	-	0%
(15.000) SPECIAL PAY	24,916	13,498	8,446	23,000	19,000	(4,000)	-17%
(21.000) PAYROLL TAXES	17,650	25,321	31,667	68,000	75,000	7,000	10%
(22.000) RETIREMENT CONTRIBUTIONS	28,372	27,916	31,565	108,000	121,000	13,000	12%
(23.000) LIFE AND HEALTH INSURANCE	38,541	51,634	51,856	124,000	125,000	1,000	1%
(24.000) WORKERS' COMPENSATION	11,193	7,496	6,722	12,000	12,000	-	0%
ALLOCATION OF SALARIES				(453,671)	(362,000)	91,671	-20%
Subtotal	**293,447**	**445,619**	**551,610**	**782,329**	**1,004,000**	**221,671**	**28%**
Discretionary							
TRANSPORTATION							
(31.000) PROFESSIONAL SERVICES	12,699	6,883	52,146	105,000	212,050	107,050	102%
(34.000) CONTRACT SERVICES	1,142,143	1,392,548	1,111,040	1,831,898	2,039,182	207,284	11%
(40.000) TRAVEL & PER DIEM	2,309	913	2,138	10,090	10,210	120	1%
(41.000) COMMUNICATIONS	10,478	16,215	4,726	7,409	7,440	31	0%
(42.000) FREIGHT & POSTAGE SERVICES	585	226	103	400	400	-	0%
(43.000) UTILITY SERVICES	297,402	211,704	275,571	281,207	321,501	40,294	14%
(44.000) RENTALS & LEASES	6,090	6,270	291	1,250	1,250	-	0%
(45.000) PROPERTY & LIABILITY INSURANCE	15,985	6,007	6,690	6,676	6,296	(380)	-6%
(46.000) REPAIR & MAINTENANCE SERVICES	261,393	272,138	253,304	309,380	990,664	681,284	220%
(49.000) OTHER CURRENT CHARGES	280	-	-	-	-	-	0%
(51.000) OFFICE SUPPLIES	991	4,862	657	2,000	2,000	-	0%
(52.000) OPERATING SUPPLIES	53,995	92,892	76,576	58,300	88,085	29,785	51%
(54.000) SUBSCRIPTIONS & MEMBERSHIPS	52,527	5,503	908	42,591	17,260	(25,331)	-59%
(55.000) TRAINING	16,184	6,031	575	13,500	16,100	2,600	19%
(64.000) CAPITAL OUTLAY	2,297	-	-	3,121	2,077	(1,044)	-33%
(91.000) CONTINGENCIES / EMERGENCIES	18,619	-	-		-	-	0%
Subtotal	**1,893,977**	**2,022,191**	**1,784,725**	**2,672,822**	**3,714,515**	**1,041,693**	39%
Grand Total	2,187,424	2,467,810	2,336,335	3,455,151	4,718,515	1,263,364	36.56%

Police

Budget Year 2022-2023

Function

The Village of Key Biscayne Police Department is a multi-functional organization that provides all law enforcement services to the Village, except for violent crime investigations, SWAT response, or the use of K-9 officers. The Police Department is staffed by 38 sworn law enforcement officers and 10 civilian professional staff personnel; which includes those in Communications, Accreditation, Special Pojects, Information Technology, Fleet Maintenance, Admoinistrative Support & Assistance, Computer Aided Dispatch & Records Management System, and a Property & Evidence Unit. Each of these functions combined provides the highest level of service and response to this community.

Prior Year's Significant Accomplishments

- Enacted a community policing program to reduce disorder and prevent crime while increasing citizen engagement
- Amended golf cart ordinance to enhance safety & compliance
- Developed and implemented "Scoot Safe" campaign to improve safety of electric scooters in the Village.
- Hosted over 50 public outreach events including quarterly joint Police & Fire Public Safety Days to showcase all the Village's public safety assets and programs.
- Partnered with adjacent law enforcement agencies to enhance traffic safety along Rickenbacker Causeway and in Crandon Park
- Extended vessel exclusion zones to safely delineate maritime recreation activities
- Achieved second safest city in Florida designation

Goals, Objectives, and Actions

The following goals, objectives, and actions are developed to provide strategic guidance of the department's priorities as they relate to the Village's overall mission and values.



Safe and Secure Village

- Maintain and improve the implemented village policing program to reduce disorder, address traffic safety and prevent crime while increasing citizen engagement

- Purchase a new marine patrol vessel to conduct high-visibility marine patrols to deter public nuisance and encourage safe boating through education and enforcement
- Install a new village-wide camera system to better surveil hot spots and to focus law enforcement efforts and resources to reduce disorder and crime
- Procure five additional police vehicles to improve law enforcement presence and mobility and to deploy advanced technology and communications capability

Authorized Positions

Police Full Time	FY19-20	FY20-21	FY21-22	FY22-23
Full Time				
Chief of Police	1	1	1	1
Deputy Chief of Police	2	2	1	1
Police Major	0	0	0	1
Police Lieutenant	3	3	4	3
Police Sergeant	5	5	5	5
Police Officer	25	25	27	27
Fleet Maintenance & Service Coordinator	1	1	1	1
Municipal Utility Worker	1	1	1	0
Information Systems Administrator	1	1	1	1
Senior Executive Assistant	1	1	1	1
Executive Assistant	1	1	1	1
Executive Services Administrator	1	1	1	1
Dispatcher Supervisor	1	1	1	1
Dispatchers	3	3	3	3
Administrative Services Coordinator	1	1	1	1
FT Total	***47***	***47***	***49***	***48***

Intentionally left blank

Police
Budget Year 2022-2023

Budget

Police Fiscal Year 2022-2023							
	FY2020	FY2021	FY2022	FY2022	FY2023	variance	
Description	Actual	Actual	YTD 6/30	Budget	Proposed	dollar	%
Non-Discretionary (Personnel)							
(12.000) REGULAR SALARIES	4,213,526	4,057,915	2,896,214	4,542,000	4,755,000	213,000	5%
(14.000) OVERTIME	368,433	485,627	200,590	334,000	377,000	43,000	13%
(15.000) SPECIAL PAY	344,419	406,653	285,537	413,000	413,000	-	0%
(21.000) PAYROLL TAXES	367,361	376,818	239,411	397,000	418,000	21,000	5%
(22.000) RETIREMENT CONTRIBUTIONS	1,144,082	650,276	371,422	777,000	898,391	121,391	16%
(23.000) LIFE AND HEALTH INSURANCE	609,472	423,722	382,058	621,000	594,000	(27,000)	-4%
(24.000) WORKERS' COMPENSATION	145,032	98,102	62,189	80,000	83,000	3,000	4%
Subtotal	**7,192,325**	**6,499,113**	**4,437,421**	**7,164,000**	**7,538,391**	**374,391**	**5%**
Discretionary							
(31.000) PROFESSIONAL SERVICES	12,085	34,573	14,243	112,295	48,825	(63,470)	-57%
(32.000) ACTUARIAL AND RED LIGHT MAGISTRATES		4,950	(1,000)		-	-	0%
(33.000) COURT REPORTER SERVICES	-	-	-	1,000	-	(1,000)	-100%
(34.000) CONTRACT SERVICES	160,827	255,758	225,480	257,466	261,281	3,815	1%
(35.000) INVESTIGATIONS	(1,490)	3,012	90	3,000	3,000	-	0%
(40.000) TRAVEL & PER DIEM	13,094	6,192	6,319	51,805	77,132	25,327	49%
(41.000) COMMUNICATIONS	61,218	73,038	43,924	76,825	95,472	18,647	24%
(42.000) FREIGHT & POSTAGE SERVICES	1,890	904	805	1,604	1,604	-	0%
(43.000) UTILITY SERVICES	40,560	36,186	33,382	47,236	55,632	8,396	18%
(44.000) RENTALS & LEASES	31,252	52,651	19,446	29,797	29,714	(83)	0%
(45.000) PROPERTY & LIABILITY INSURANCE	143,841	130,690	116,341	116,106	131,348	15,242	13%
(46.000) REPAIR & MAINTENANCE SERVICES	131,398	169,469	112,458	197,194	134,140	(63,054)	-32%
(47.000) PRINTING & BINDING	8,162	6,388	9,034	13,500	17,600	4,100	30%
(48.000) PROMOTIONAL ACTIVITIES	23,218	13,057	15,196	34,455	34,705	250	1%
(51.000) OFFICE SUPPLIES	12,792	14,274	18,231	14,500	23,000	8,500	59%
(52.000) OPERATING SUPPLIES	199,396	367,680	424,503	270,601	642,055	371,454	137%
(54.000) SUBSCRIPTIONS & MEMBERSHIPS	169,539	11,066	3,570	355,998	10,890	(345,108)	-97%
(55.000) TRAINING	30,534	17,061	22,568	64,680	52,200	(12,480)	-19%
(64.000) CAPITAL OUTLAY	205,650	44,299	505	120,000	49,000	(71,000)	-59%
(91.000) CONTINGENCIES / EMERGENCIES	140,540	-	-		-	-	0%
Subtotal	**1,384,506**	**1,241,247**	**1,065,095**	**1,768,062**	**1,667,598**	**(100,464)**	**-6%**
Grand Total	**8,576,831**	**7,740,360**	**5,502,516**	**8,932,062**	**9,205,989**	**273,927**	**3.1%**

Fire-Rescue

Budget Year 2022-2023

Function

The Fire-Rescue Department is a full service, all-hazards emergency response organization staffed with highly trained firefighter-paramedics. The Fire-Rescue Department responds to fire and medical emergencies and is trained to mitigate car accidents, hazardous material emergencies, boating accidents, emergencies on the water, entrapments underground, and high angle rescue are some examples of what the department is prepared for. Additionally, the department coordinates the Village's emergency management response.

Emergency Management guides the preparation, response and recovery phase of large-scale responses that impact the Village's safety, infrastructure, and ability to provide mission critical services.

Prior Year's Significant Accomplishments

- Replaced Key Biscayne Fire Engine 2
- Completed annual inspections on all multi-family (54/64 total units)
- Developed a Hurricane Plan and training and exercise program to better prepare Village and staff for disaster response

Goals, Objectives, and Actions

The following goals, objectives, and actions are developed to provide strategic guidance of the department's priorities as they relate to the Village's overall mission and values.

Safe and Secure Village

- Perform annual fire prevention inspections
- Approve engineered life safety plan for high-rise buildings
- Prepare for Accreditation Site Visit to pursue excellence
- Establish a well-trained Incident Management Team to manage small to large scale emergencies

Intentionally left blank

Fire-Rescue
Budget Year 2022-2023

Authorized Positions

Fire Full Time	FY19-20	FY20-21	FY21-22	FY22-23
Fire Chief	1	1	1	1
Deputy Fire Chief	2	2	2	2
Fire Captains	3	3	3	3
Fire Lieutenants	7	7	7	7
Drivers/Engineers	12	12	12	12
Firefighters/Paramedics	14	14	14	14
Inspector - Fire Prevention	0	0	1	1
Executive Assistant to the Fire Chief	1	1	1	1
Administrative Assistant/Records Technician	0	1	0	0
FT Sub-Total	*40*	*41*	*41*	*41*
Fire Part Time	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**
PT Inspector - Fire Prevention	1	1	1	1
PT Community Outreach Liaison	1	0	0	0
PT Sub-Total	*2*	*1*	*1*	*1*
Total	***42***	***42***	***42***	***42***

Intentionally left blank

Fire-Rescue
Budget Year 2022-2023

Budget

Fire-Rescue Fiscal Year 2022-2023							
	FY2020	FY2021	FY2022	FY2022	FY2023	variance	
Description	Actual	Actual	YTD 6/ 30	Budget	Proposed	dollar	%
Non-Discretionary (Personnel)							
(12.000) REGULAR SALARIES	4,260,244	4,224,829	3,140,085	4,600,000	4,876,000	276,000	6%
(14.000) OVERTIME	263,742	527,790	423,810	350,000	493,000	143,000	41%
(15.000) SPECIAL PAY	376,484	233,940	176,360	412,000	603,000	191,000	46%
(21.000) PAYROLL TAXES	353,564	357,403	253,426	394,000	430,000	36,000	9%
(22.000) RETIREMENT CONTRIBUTIONS	1,364,496	845,344	299,418	1,096,000	941,627	(154,373)	-14%
(23.000) LIFE AND HEALTH INSURANCE	570,403	424,812	382,794	584,000	599,000	15,000	3%
(24.000) WORKERS' COMPENSATION	223,009	150,778	87,262	138,000	160,000	22,000	16%
Subtotal	**7,411,942**	**6,764,896**	**4,763,154**	**7,574,000**	**8,102,627**	**528,627**	**7%**
Discretionary							
(31.000) PROFESSIONAL SERVICES	24,118	31,395	18,930	45,500	46,500	1,000	2%
(34.000) CONTRACT SERVICES	561,912	562,165	461,098	618,575	627,336	8,761	1%
(40.000) TRAVEL & PER DIEM	19,861	10,006	8,794	22,840	28,627	5,787	25%
(41.000) COMMUNICATIONS	45,430	47,230	25,556	51,459	28,742	(22,717)	-44%
(42.000) FREIGHT & POSTAGE SERVICES	1,066	778	432	500	500	-	0%
(43.000) UTILITY SERVICES	43,004	30,261	27,135	39,870	45,732	5,862	15%
(44.000) RENTALS & LEASES	6,643	7,901	3,945	6,549	5,749	(800)	-12%
(45.000) PROPERTY & LIABILITY INSURANCE	136,690	162,355	142,257	141,969	156,238	14,269	10%
(46.000) REPAIR & MAINTENANCE SERVICES	47,783	60,501	76,019	75,750	34,850	(40,900)	-54%
(47.000) PRINTING & BINDING	1,513	1,176	496	2,640	2,640	-	0%
(48.000) PROMOTIONAL ACTIVITIES	2,357	4,641	10,364	12,000	12,000	-	0%
(49.000) OTHER CURRENT CHARGES	102,998	20,944	12,392	19,800	20,120	320	2%
(51.000) OFFICE SUPPLIES	2,485	5,047	2,814	6,000	6,000	-	0%
(52.000) OPERATING SUPPLIES	86,084	191,185	102,855	79,724	154,646	74,922	94%
(54.000) SUBSCRIPTIONS & MEMBERSHIPS	34,548	15,027	8,315	80,702	52,598	(28,104)	-35%
(55.000) TRAINING	66,266	59,257	24,528	44,500	44,500	-	0%
(64.000) CAPITAL OUTLAY	93,077	48,825	-	88,126	36,577	(51,549)	-58%
(80.000) GRANTS & AID	15,427	-	-		-	-	0%
(91.000) CONTINGENCIES / EMERGENCIES	163,294	-	-		-	-	0%
Subtotal	**1,454,556**	**1,258,695**	**925,928**	**1,336,504**	**1,303,355**	**(33,149)**	**-2%**
Grand Total	**8,866,498**	**8,023,591**	**5,689,083**	**8,910,504**	**9,405,982**	**495,478**	**5.56%**

Parks, Community Center, and Athletics

Budget Year 2022-2023

Function

The primary function of the Parks, Community Center, and Athletics departments is to provide residents of the of Village of Key Biscayne with access to world class, environmentally sustainable facilities, programs, and events that meet the emotional, social, and physical needs of the community.

These departments program, manage, maintain, and operate parks and recreational facilities owned by the Village. Through inter-local and joint use agreements, a wide variety of cultural, recreational, and athletic events are held at Calusa Park, St. Agnes School field, Key Biscayne K8 School, and MAST Academy.

Prior Year's Significant Accomplishments

Parks Department

- Completed Lake Park renovation
- Resurfaced Village Green sidewalks and Calusa Park pathway
- Resurfaced and updated Calusa Park courts and facilities
- Applied and received a $200,000 grant for development of Paradise Park
- Implemented kite surfing program to improve safety and enjoyment

Community Center Department

- Replaced spin bikes
- Held a 10-week youth summer camp program
- Returned Community Center to pre-COVID 19 hours of operation
- Replaced HVAC unit
- Produced the first "Active Islander" since the summer 2020 brochure was canceled due to COVID-19.

Athletics Department

- Successfully managed (6) six field sports programs and (2) two indoor athletic programs.
- Re-sodded the St. Agnes field and negotiating the lease agreement extension
- Conducted the first online registration for the volleyball program

Goals, Objectives, and Actions

The following goals, objectives, and actions are developed to provide strategic guidance of the department's priorities in FY23 as they relate to the Village's overall mission and values.

Engaging and Active Open Spaces and Programs

Parks, Community Center, and Athletics

Budget Year 2022-2023

- Complete construction of Paradise Park as the prominent, inclusive and outdoor gathering space in the heart of our Village civic center
- Repair and renovate Beach Park for all our residents to enjoy the beachfront
- Increase maintenance of our beach to improve the waterfront access and experience for all our residents and visitors
- Complete Village Green bathroom improvements and playground renovations to enhance the Village's central park experience
- Enhance Community Center with advanced operations, more functional equipment and improved appearance
- Improve youth programs and senior programs to offer tailored, more appealing and engaging recreation, social and educational activities

Authorized Positions

Parks & Recreation Full Time	FY19-20	FY20-21	FY21-22	FY22-23
Parks, Recreation & Open Spaces Director	1	1	1	1
Assistant Parks & Recreation Director	1	1	1	1
Executive Administrative Assistant	1	1	1	1
Parks & Athletics Program Manager	1	1	1	1
Community Program Coordinator	0	0	1	1
FT Sub-Total	*4*	*4*	*5*	*5*

Community Center Full Time	FY19-20	FY20-21	FY21-22	FY22-23
Youth Services Coordinator	1	1	1	1
Front Desk Manager	1	1	1	1
Adult Program Manager	1	1	1	1
Senior Recreation Supervisor	1	1	1	1
Gym Attendant	1	1	1	1
Head Lifeguard	1	1	1	1
FT Sub-Total	6	6	6	6

Intentionally left blank

Parks, Community Center, and Athletics

Budget Year 2022-2023

Community Center Part Time	FY19-20	FY20-21	FY21-22	FY22-23
Life Guards	7	7	7	7
Room Monitors / Beach Rangers	23	23	23	23
Toddler Room	4	4	4	4
Front Desk	10	10	10	10
PT Sub-Total	*44*	*44*	*44*	*44*
Community Center Seasonal	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**
Summer Camp Counselor	10	10	10	10
Seasonal Sub-Total	*10*	*10*	*10*	*10*
Total	***60***	***60***	***60***	***60***

Athletics Full Time	FY19-20	FY20-21	FY21-22	FY22-23
Athletics Coordinator	1	1	1	1
FT Sub-Total	*1*	*1*	*1*	*1*
Athletics Part Time	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**
PT Athletics Staff	3	4	4	4
PT Sub-Total	*3*	*4*	*4*	*4*
Total	***4***	***5***	***5***	***5***

Intentionally left blank

Parks, Community Center, and Athletics

Budget Year 2022-2023

Parks, Recreation, and Open Spaces (PROS) Department

Parks & Recreation							
Fiscal Year 2022-2023							
	FY2020	FY2021	FY2022	FY2022	FY2023	variance	
Description	Actual	Actual	YTD 6/30	Budget	Proposed	dollar	%
Non-Discretionary (Personnel)							
(12.000) REGULAR SALARIES	354,056	396,183	324,484	495,000	533,000	38,000	8%
(14.000) OVERTIME	1,514	-	2,434	4,000	4,000	-	0%
(15.000) SPECIAL PAY	38,528	3,850	3,577	35,000	50,000	15,000	43%
(21.000) PAYROLL TAXES	27,027	24,817	22,926	38,000	42,000	4,000	11%
(22.000) RETIREMENT CONTRIBUTIONS	41,354	37,642	26,543	60,000	64,000	4,000	7%
(23.000) LIFE AND HEALTH INSURANCE	20,564	24,158	29,325	56,000	47,000	(9,000)	-16%
(24.000) WORKERS' COMPENSATION	1,628	1,101	863	1,000	1,000	-	0%
SALARY ALLOCATION	-	-		(62,000)	(66,000)	(4,000)	6%
Subtotal	**484,671**	**487,751**	**410,152**	**627,000**	**675,000**	**52,000**	**8%**
Discretionary							
(31.000) PROFESSIONAL SERVICES	32,050	9,048	20,750	35,000	20,000	(15,000)	-43%
(34.000) CONTRACT SERVICES		-	12,236	47,068	49,974	2,906	6%
(40.000) TRAVEL & PER DIEM	594	1,232	285	1,800	1,800	-	0%
(41.000) COMMUNICATIONS	16,884	7,215	5,243	10,167	9,506	(661)	-7%
(43.000) UTILITY SERVICES	18,034	49,681	10,555	64,076	75,190	11,114	17%
(44.000) RENTALS & LEASES	63,372	63,604	58,898	78,655	-	(78,655)	-100%
(45.000) PROPERTY & LIABILITY INSURANCE	31,544	64,647	53,803	53,694	55,696	2,002	4%
(46.000) REPAIR & MAINTENANCE SERVICES	215,213	197,357	231,719	289,500	258,500	(31,000)	-11%
(48.000) PROMOTIONAL ACTIVITIES	216,601	132,564	369,257	469,853	649,363	179,510	38%
(49.000) OTHER CURRENT CHARGES	50,097	40,417	30,839	85,055	139,805	54,750	64%
(51.000) OFFICE SUPPLIES	685	1,482	1,595	6,000	6,000	-	0%
(52.000) OPERATING SUPPLIES	30,757	28,612	19,827	22,250	14,431	(7,819)	-35%
(54.000) SUBSCRIPTIONS & MEMBERSHIPS	8,396	1,726	499	5,672	-	(5,672)	-100%
(55.000) TRAINING	2,579	1,775	-	2,000	2,000	-	0%
(64.000) CAPITAL OUTLAY	6,826	9,446	9,036	4,321	1,038	(3,283)	-76%
Subtotal	**693,632**	**608,807**	**824,542**	**1,175,111**	**1,283,303**	**108,192**	9%
Grand Total	**1,178,303**	**1,096,558**	**1,234,695**	**1,802,111**	**1,958,303**	**160,192**	**8.9%**

Community Center Department

Community Center Fiscal Year 2022-2023							
	FY2020	FY2021	FY2022	FY2022	FY2023	variance	
Description	Actual	Actual	YTD 6/30	Budget	Proposed	dollar	%
Non-Discretionary (Personnel)							
(12.000) REGULAR SALARIES	657,427	517,769	520,559	885,000	1,054,000	169,000	19%
(14.000) OVERTIME	2,580	69	2,407	12,000	12,000	-	0%
(15.000) SPECIAL PAY	18,530	6,452	-	22,000	15,000	(7,000)	-32%
(21.000) PAYROLL TAXES	52,027	38,443	40,530	71,000	92,000	21,000	30%
(22.000) RETIREMENT CONTRIBUTIONS	38,952	40,218	26,117	42,000	46,000	4,000	10%
(23.000) LIFE AND HEALTH INSURANCE	86,183	50,339	48,355	67,000	81,000	14,000	21%
(24.000) WORKERS' COMPENSATION	32,642	45,099	15,818	18,000	23,000	5,000	28%
Subtotal	**888,341**	**698,389**	**653,786**	**1,117,000**	**1,323,000**	**206,000**	**18%**
Discretionary							
(31.000) PROFESSIONAL SERVICES	479,125	366,758	586,786	956,250	956,250	-	0%
(34.000) CONTRACT SERVICES	248,654	251,235	187,513	261,553	298,734	37,181	14%
(40.000) TRAVEL & PER DIEM	435	1,272	60	-	-	-	0%
(41.000) COMMUNICATIONS	23,715	26,810	18,466	28,408	27,816	(592)	-2%
(42.000) FREIGHT & POSTAGE SERVICES	1,291	3,066	1,904	1,800	1,800	-	0%
(43.000) UTILITY SERVICES	96,289	86,574	85,834	115,120	125,600	10,480	9%
(44.000) RENTALS & LEASES	15,914	11,595	13,618	13,011	14,511	1,500	12%
(45.000) PROPERTY & LIABILITY INSURANCE	110,403	80,383	68,789	68,650	70,948	2,298	3%
(46.000) REPAIR & MAINTENANCE SERVICES	207,220	197,079	114,880	195,900	23,700	(172,200)	-88%
(48.000) PROMOTIONAL ACTIVITIES	12,147	2,549	6,617	15,000	-	(15,000)	-100%
(49.000) OTHER CURRENT CHARGES	50,756	11,107	34,679	59,800	59,800	-	0%
(51.000) OFFICE SUPPLIES	3,315	7,334	8,952	6,000	6,000	-	0%
(52.000) OPERATING SUPPLIES	64,786	84,475	62,225	81,000	109,055	28,055	35%
(54.000) SUBSCRIPTIONS & MEMBERSHIPS		3,396	317	34,499	-	(34,499)	-100%
(64.000) CAPITAL OUTLAY	3,686	31,058	-	157,022	2,770	(154,252)	-98%
(91.000) CONTINGENCIES / EMERGENCIES	43,425	-	-	-	-	-	0%
Subtotal	**1,361,161**	**1,164,690**	**1,190,640**	**1,994,013**	**1,696,984**	**(297,029)**	**-15%**
Grand Total	2,249,502	1,863,079	1,844,426	3,111,013	3,019,984	(91,029)	-3%

Intentionally left blank

Athletics Department

Athletics							
Fiscal Year 2022-2023							
ATHLETICS	FY2020	FY2021	FY2022	FY2022	FY2023	variance	
Description	Actual	Actual	YTD 6/30	Budget	Proposed	dollar	%
Non-Discretionary (Personnel)							
(12.000) REGULAR SALARIES	165,894	108,235	112,645	101,000	107,000	6,000	6%
(14.000) OVERTIME		288	3,376		-	-	
(15.000) SPECIAL PAY	6,214	-	-		-	-	
(21.000) PAYROLL TAXES	12,996	13,508	11,872	8,000	9,000	1,000	13%
(22.000) RETIREMENT CONTRIBUTIONS	8,962	17,088	12,007	6,000	6,000	-	0%
(23.000) LIFE AND HEALTH INSURANCE	10,002	5,241	8,366	7,000	8,000	1,000	14%
(24.000) WORKERS' COMPENSATION	3,676	2,557	1,771	2,000	3,000	1,000	50%
SALARY ALLOCATION				62,000	66,000	4,000	6%
Subtotal	**207,744**	**146,919**	**150,037**	**186,000**	**199,000**	**13,000**	**7%**
Discretionary							
(31.000) PROFESSIONAL SERVICES	2,923	13	27	-	-	-	0%
(34.000) CONTRACT SERVICES		494	-	3,500	3,500	-	0%
(40.000) TRAVEL & PER DIEM	84	252	-	-	-	-	0%
(41.000) COMMUNICATIONS	2,306	1,526	809	3,086	2,788	(298)	-10%
(42.000) FREIGHT & POSTAGE SERVICES		-	-	-	-	-	0%
(43.000) UTILITY SERVICES		-	-	-	18,000	18,000	0%
(44.000) RENTALS & LEASES		-	208	145	86,710	86,565	59700%
(45.000) PROPERTY & LIABILITY INSURANCE		0	1,554	1,551	1,619	68	4%
(46.000) REPAIR & MAINTENANCE SERVICES		-	-	-	215,000	215,000	
(48.000) PROMOTIONAL ACTIVITIES	261,663	253,762	319,675	380,500	449,500	69,000	18%
(51.000) OFFICE SUPPLIES		-	-	-	-	-	0%
(52.000) OPERATING SUPPLIES		171	436	-	21,301	21,301	0%
(54.000) SUBSCRIPTIONS & MEMBERSHIPS		728	-	1,821	1,503	(318)	-17%
(64.000) CAPITAL OUTLAY		-	2,916	1,106	1,563	457	41%
Subtotal	**266,976**	**256,946**	**325,626**	**391,709**	**801,483**	**409,774**	**105%**
Grand Total	474,720	403,864	475,664	577,709	1,000,483	422,774	73.2%

Intentionally left blank

Building
Budget Year 2022-2023

Function

The Building Division's primary responsibility is the administration of the Florida Building Code. The division provides for the orderly processing of permits, performs inspections in a timely and safe manner, and ensures that construction complies with the provisions of all applicable codes, and ensures that all construction work has received building permits. The Building Division verifies that contractors have the proper credentials and licenses to perform work in the Village. Property owners and contractors that are working without permits receive violation notices, fines, and penalties. Floodplain Management is administrated under the Building Division.

Prior Year's Significant Accomplishments

- Issued 2,263 permits, preformed 6,037 plan reviews, and conducted 7,007 inspections
- Implemented Accela Citizen Access Portal to increase efficiency and accuracy of permitting and provide timely service
- Ensured compliance with the 40-year certification program
- Implemented electronic plans review and Accela Citizens Access to improve plans, permit and inspection services

Objectives

The following goals, objectives, and actions are developed to provide strategic guidance of the department's priorities in FY23 as they relate to the Village's overall mission and values.

Thriving and Vibrant Community and Marketplace

- Continue focus on building recertification and safety to protect our residents and their property
- Reduce private property flood insurance through improvement of National Flood Insurance Program Community Rating System from 8 to 6
- Fully implement electronic plans review and Accela Citizens Access portal to improve customer service, plans review, permitting and inspection services

Building
Budget Year 2022-2023

Authorized Positions

Building Full Time	FY19-20	FY20-21	FY21-22	FY22-23
BZP Director	1	0	1	1
Building Official	1	1	1	1
Chief Permit Clerk	1	0	0	0
Permit Clerks	2	2	2	2
Special Projects Coordinator	1	1	0	0
Admin. Assistant/Records Technician	1	0	1	1
Chief Building Inspector	1	1	1	1
Chief Electrical Inspector	1	1	1	1
Chief Plumbing Inspector	1	1	1	0
Building Inspector	1	1	1	1
Senior Executive Assistant	1	1	1	1
FT Sub-Total	*12*	*9*	*10*	*9*
Building Part Time	**FY19-20**	**FY20-21**	**FY21-22**	**FY22-23**
PT Mechanical Inspector	1	1	1	1
PT Inspector	3	2	0	0
PT Plumbing Inspector	0	0	0	1
PT Permit Clerk	0	0	1	1
PT Sub-Total	*4*	*3*	*2*	*3*
Total	***16***	***12***	***12***	***12***

Intentionally left blank

Building
Budget Year 2022-2023

Budget

Building
Fiscal Year 2023

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 YTD 6/30	FY2022 Budget	FY2023 Proposed	variance dollar	variance %
BEGINNING FUND BALANCE	**$ 575,880**	**$ 221,505**	**$ (563,889)**		**$ 13,493**	**$(140,013)**		
Revenues								
BUILDING PERMITS	1,354,673	1,003,841	1,878,175	1,469,000	1,600,000	1,925,000	325,000	20%
CERTIFICATE OF OCCUPANCY	5,240	4,351	4,487	2,861	2,500	3,500	1,000	40%
LIEN SEARCH FEES	23,376	25,564	58,628	27,960	-	40,000	40,000	
BUILDING CODE VIOLATIONS	59,450	31,455	12,065	11,950	-	15,000	15,000	
MISCELLANEOUS REVENUES	-	-	-	425	-	500	500	
INTEREST INCOME	-	-	-		-	-	-	
Total Revenues (Less Appropriation of Fund Bala	**1,442,739**	**1,065,211**	**1,953,355**	**1,512,196**	**1,602,500**	**1,984,000**	**381,500**	**24%**
TOTAL RESOURCES AVAILABLE	**2,018,619**	**1,286,716**	**1,389,466**		**1,615,993**	**1,843,987**	**381,500**	**0**
Expenditures								
Non-Discretionary (Personnel)								
(12.000) REGULAR SALARIES	1,070,688	1,044,134	743,751	521,469	1,049,000	1,051,000	2,000	0%
(14.000) OVERTIME	3,377	6,591	3,668	548	6,000	6,000	-	0%
(15.000) SPECIAL PAY	38,063	63,121	36,156	11,773	46,000	43,000	(3,000)	-7%
(21.000) PAYROLL TAXES	78,052	82,617	73,775	48,116	86,000	83,000	(3,000)	-3%
(22.000) RETIREMENT CONTRIBUTIONS	142,009	123,573	83,182	60,490	118,000	115,000	(3,000)	-3%
(23.000) LIFE AND HEALTH INSURANCE	84,348	127,863	90,762	88,277	148,000	123,000	(25,000)	-17%
(24.000) WORKERS' COMPENSATION	11,515	16,481	13,554	7,666	8,000	8,000	-	0%
COST ALLOCATION					(97,000)	(46,000)	51,000	-53%
Subtotal	1,428,052	1,464,380	1,044,848	738,341	1,364,000	**1,383,000**	19,000	1%
Discretionary								
(31.000) PROFESSIONAL SERVICES	113,429	36,964	93,415	73,380	97,400	145,000	47,600	49%
(34.000) CONTRACT SERVICES	21,690	22,232	22,407	6,795	9,478	12,413	2,935	31%
(40.000) TRAVEL & PER DIEM	24,049	2,576	670	1,186	5,190	5,310	120	2%
(41.000) COMMUNICATIONS	18,569	8,640	9,526	6,458	15,722	13,838	(1,884)	-12%
(42.000) FREIGHT & POSTAGE SERVICES	222	529	355	550	500	500	-	0%
(43.000) UTILITY SERVICES	17,549	16,868	13,116	13,209	17,123	19,858	2,735	16%
(44.000) RENTALS & LEASES	10,091	7,899	3,744	6,983	5,748	5,748	-	0%
(45.000) PROPERTY & LIABILITY INSURANCE	31,704	32,120	25,110	22,091	22,046	21,789	(257)	-1%
(46.000) REPAIR & MAINTENANCE SERVICES	12,009	21,492	6,180	7,092	3,492	3,492	-	0%
(47.000) PRINTING & BINDING	22,296	44,697	4,810	24,374	74,000	33,500	(40,500)	-55%
(49.000) OTHER CURRENT CHARGES	36,573	20,902	56,720	39,607	30,000	30,000	-	0%
(51.000) OFFICE SUPPLIES	5,881	4,085	4,973	5,999	9,000	9,000	-	0%
(52.000) OPERATING SUPPLIES	41,808	104,556	69,211	45,597	11,500	11,500	-	0%
(54.000) SUBSCRIPTIONS & MEMBERSHIPS	3,881	1,848	4,409	880	64,473	77,202	12,729	20%
(55.000) TRAINING	938	297	2,237	198	2,950	2,950	-	0%
(64.000) CAPITAL OUTLAY	8,373	-	14,242	-	23,384	4,485	(18,899)	-81%
(91.000) CONTINGENCIES / EMERGENCIES	-	60,520	-	-	-		-	
Subtotal	369,062	386,225	331,125	254,400	392,006	**396,585**	4,579	3%
Total Expenditures	**1,797,114**	**1,850,605**	**1,375,973**	**992,740**	**1,756,006**	**1,779,585**	**23,579**	**1%**
Excess (Revenues)/Expenditures	**(354,375)**	**(785,394)**	**577,382**		**(153,506)**	**204,415**		
ENDING FUND BALANCE	**221,505**	**(563,889)**	**13,493**		**(140,013)**	**64,402**		

Special Revenue – Transportation Fund

Budget Year 2022-2023

Purpose

The Village of Key Biscayne is interested in promoting alternative mobility options to improve safety, reduce environmental impacts and enhance Villagers well-being with additional transportation options. By providing alternatives to personal vehicles and making necessary infrastructure improvements, the Village can reduce vehicular congestion, leverage new technologies, and promote safe and low impact mobility.

Prior Year's Significant Accomplishments

To date, use of the transit on-demand service remains high. Ridership has returned to pre-pandemic levels ranging from 5,000 to 7,000 passengers per month. Wait times (ride request to pick-up) have stayed relatively steady ranging from 9 to 11 minutes despite an increase in demand for the services. With the benefit of additional CITT funds and no additional cost to the community, the Village increased its fleet of vehicles from 5 to 6 in September 2022 to both reduce wait times and increase ridership.

Transit Overview

FreeBee, an on-demand ride service free to the community, was introduced to the Village in December 2016. Since then, the service has been widely accepted and utilized by Village residents.

The Village's share of the People's Transportation Plan ("PTP") dollars, administered by the Citizens' Independent Transportation Trust (CITT) fund the service. CITT is a restricted Miami-Dade County revenue source only be used for transit and transportation services or projects. This revenue source will be utilized in FY23 to support the FreeBee transit service on Key Biscayne.

The level of service included in the FY23 Proposed Budget includes six on-demand electric vehicles. The hours of operation within the Village of Key Biscayne for FY23 continue to be 8:00am to 8:00pm on Sunday through Thursday, 8:00am to 10:00pm on Friday, and 10:00am to 10:00pm on Saturday.

The Village is partnering with the Miami-Dade County Transportation Planning Organization (TPO) to expand its fleet. The Village plans to add three (3) additional FreeBee vehicles to the fleet for FY23 with a grant from the Transit Development Grant from the Florida Department of Transportation (FDOT). This grant was applied for in FY22 and, if awarded to the Village, would become available in July of FY23. Additional vehicles will reduce wait times for users and hopefully result in more ridership due to the improved convenience of the service.

Special Revenue – Transportation Fund

Budget Year 2022-2023

Village of Key Biscayne

Adopted Special Revenue Transportation Fund Budget

Fiscal Year 2023

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 YTD 6/30	FY2022 Budget	FY 2023 Proposed	variance dollar	variance %
BEGINNING FUND BALANCE	**$ 1,831,441**	**$ 2,036,456**	**$ 1,695,812**		**$ 1,759,093**	**$ 1,377,071**		
Revenues								
312.0041 LOCAL OPTION 6 CENT TAX (MOTOR & DIESEL FUEL)	156,198	135,801	140,581	85,271	139,000	148,000	9,000	6%
312.0042 LOCAL OPTION 5 CENT TAX (MOTOR FUEL ONLY)	59,783	50,843	53,315	32,927	51,000	55,000	4,000	8%
331.0035 TRANSPORTATION SURTAX (80% TRANSPORTATION)	440,230	385,516	469,264	294,566	450,400	720,000	269,600	60%
331.0035 TRANSPORTATION SURTAX (20% TRANSIT)	110,058	96,379	117,316	73,642	112,600	180,000	67,400	60%
331.0031 COUNTY TOLL BRIDGE REVENUE	365,000	365,000	365,000		-	-	-	
361.0036 INTEREST INCOME	230	17			150	400	250	167%
Total Revenues (Less Appropriation of Fund Balance)	**1,131,499**	**1,033,556**	**1,145,476**	**486,406**	**753,150**	**1,103,400**	**350,250**	**47%**
TOTAL RESOURCES AVAILABLE	**2,962,940**	**3,070,012**	**2,841,288**		**2,512,243**	**2,480,471**		
Expenditures								
539.1219 TRANSPORTATION ALLOCATION OF ADMIN EXPENSE	16,760	19,276	52,768	40,255	65,729	36,000	(29,729)	-45%
539.1219 TRANSIT ALLOCATION OF ADMIN EXPENSE	4,190	4,819	13,193	3,682	16,432	9,000	(7,432)	-45%
TRANSPORTATION ALLOCATION OF DIRECT EXPENSE	-	-	-		-	20,000	20,000	
TRANSIT ALLOCATION OF DIRECT EXPENSE	-	-	-		-	5,000	5,000	
541.63 TRANSIT - ON DEMAND	115,344	218,865	321,137	277,440	422,000	830,000	408,000	97%
541.63 TRANSIT - CIRCULATOR	184,167	134,603	98,491		-		-	
541.71 PRINCIPAL - TRANSPORTATION TAX REFUNDING, SERIES 2011	205,221	210,232	215,366	165,967	220,625	226,013	5,388	2%
541.711 PRINCIPAL - ROAD IMPROVEMENT PHASE III, 2006	311,913	325,110	341,411	104,556	89,129	-	(89,129)	-100%
541.72 INTEREST - TRANSPORTATION TAX REFUNDING, SERIES 2011	43,677	29,281	24,116	14,622	20,160	14,772	(5,388)	-27%
541.721 INTEREST - ROAD IMPROVEMENT PHASE III, 2006	45,212	32,014	15,713	1,372	1,097	-	(1,097)	-100%
581.91 OPERATING TRANSFER OUT (TO CIP FUND)	-	400,000	-	300,000	300,000		(300,000)	-100%
Total Expenditures and Transfers	**926,484**	**1,374,200**	**1,082,195**	**907,894**	**1,135,172**	**1,140,785**	**5,613**	**0%**
Excess (Revenues)/Expenditures	**205,015**	**(340,644)**	**63,281**	**(421,488)**	**(382,022)**	**(37,385)**		
ENDING FUND BALANCE	**$ 2,036,456**	**$ 1,695,812**	**$ 1,759,093**		**$ 1,377,071**	**$ 1,339,686**		

Major Budget Highlights & Changes

The fund is anticipated to receive more CITT revenue due to strong economic growth and the new census population totals which show an increase in population in the Village while the County-wide population decreased. The Village therefore will receive a larger portion of the ½ cent sales tax which due to increased economic activity, has resulted in a larger pool of funding overall. The existing on-demand transit service contract will expire at the end of June 2023. Consequently, we will competitively bid the service to increase capacity and continuously provide a quality transportation alternative for our residents.

In December 2021, the Village matured the Road Improvement Revenue Bonds, Series 2016, which financed a portion of the costs of road improvements within the Village (Crandon Boulevard Phase III)

Debt Service

TRANSPORTATION TAX REVENUE REFUNDING BONDS, SERIES 2011

On September 30, 2011, the Village issued $2,808,952 of Transportation Tax Revenue Refunding Bonds, Series 2011 for the purpose of refunding the Transportation Tax Revenue Bonds, Series 2005. The 2005 bonds financed a portion of the costs of road improvements within the Village (Crandon Boulevard Improvements – Phase II). The bonds mature on July 1, 2025. The bonds bear interest on the outstanding principal balance from its date of issuance payable quarterly on each January 1, April 1, July 1, and October 1 commencing January 1, 2012, at an interest rate equal to 2.42% per annum.

Parks, Rec & Open Spaces Land Trust Fund

Budget Year 2022-2023

Purpose

The Parks, Recreation and Open-Space Trust Fund was created in 2011 via Section 2-81 & 2-82 of the Village Code of Ordinances and presented as a separate fund in Fiscal Year 2018 to provide more transparency in the financial statements. The Trust is funded annually from a 1% transfer of Ad-Valorem revenues from the General Fund pursuant to Ordinance 2016-5. Disbursements from the PROS Lands Trust Fund shall be made only for the acquisition of properties which have been approved for purchase or lease by the Village Council, improvements to the property which enhance the recreational and open space purpose for which the land was acquired, and all costs associated with each acquisition including, but not limited to, appraisals, surveys, title search work, real property taxes, documentary stamps and surtax fees, and other transaction costs. Oversight of this fund is primarily the function of the Parks & Recreation Director.

Objectives

Improvements within Harbor Park will continue as the area is identified as green space and a public park that will contribute to the Village's overall flood management system.

The Village is seeking and will identify potential land acquisitions to provide additional parks, green spaces, and green based stormwater initiatives.

Major Budget Highlights & Changes

The Trust Fund will continue to receive the 1% transfer of ad-valorem revenue to build its reserve for targeted land acquisitions. It is projected that by the end of FY 23, the fund will have accumulated $4.27 million.

Intentionally left blank

Parks, Rec & Open Spaces Land Trust Fund

Budget Year 2022-2023

Budget

Village of Key Biscayne

Adopted Parks & Open Space Trust Fund Budget

Fiscal Year 2023

		FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 YTD 6/30	FY2022 Budget	FY2023 Proposed	variance dollar	variance %
	BEGINNING FUND BALANCE	$ 6,386,655	$ 6,637,162	$ 2,727,854		$ 2,916,682	$3,168,484		
	Revenues								
102.00.311.00300	1% AD VALOREM TRANSFER IN	254,007	255,322	252,429	245,610	251,302	273,510	22,208	9%
	INTEREST INCOME		557	5,526	15,055	500	5,000	4,500	900%
	Total Revenues (Less Appropriation of Fund Balance)	254,007	255,879	257,955	260,665	251,802	278,510	26,708	11%
	TOTAL RESOURCES AVAILABLE	6,640,662	6,893,041	2,985,809		3,168,484	3,446,994		
	Expenditures								
102.11.572.34200	CONTRACTUAL EXPENSES/LANDSCAPING	3,500	49,776	69,127		-	-	-	
102.11.572.44100	RENTALS & LEASES	-				-	-	-	
102.11.572.61100	ACQUISITIONS OF LAND FOR PARKS	-	4,115,411			-	-	-	
	Total Expenditures	3,500	4,165,187	69,127		-	-	-	
	Excess Revenues/(Expenditures)	250,507	(3,909,308)	188,828		251,802	278,510		
	ENDING FUND BALANCE	$ 6,637,162	$ 2,727,854	$ 2,916,682		$ 3,168,484	$3,446,994		
	Balance - Restricted Reso 2011-25 for Land Acquisition & Development	6,716,358	2,551,171	2,551,171		2,551,171	2,551,171		
	Balance - Committed Ordinance 2016-5	(79,196)	176,683	365,511		617,313	895,823		

Stormwater Enterprise Fund

Budget Year 2022-2023

Purpose

Pursuant to Chapter 166 and Section 403 of the Florida Statutes, the Village is authorized to construct, reconstruct, repair, improve and extend stormwater drainage management systems and establish just and equitable rates, fees and charges for the services and facilities provided by the stormwater system. The Stormwater Utility Fund was established effective June 22, 1993 per Ordinance No. 93-11 to provide for the collection, storage, treatment and conveyance of stormwater within the Village. A stormwater utility fee is assessed against each developed property within the Village for services and facilities provided by the Stormwater System.

Prior Year's Significant Accomplishments

The following section lists the accomplishments of the Public Works Department for Fiscal Year 2022. The Village provided a higher level of service by providing flood protection and controlling pollutant loading in the stormwater system. The improvements consisted of one or a combination of the following:

- In collaboration with the Finance Department, passed a rate structure ordinance to provide more equity in the billing of stormwater fees using an impervious area and trip generation approach.
- Maintained 100% of stormwater system ahead of schedule, where only 10% required by law
- Monitored newly installed backflow prevention valves on most of the outfalls to Biscayne Bay and in the lowest lying areas within the Village
- Repaired stormwater conveyance elements such as gutters, catch basins, and pipes

Objectives

Resilient and Sustainable Infrastructure and Environment

- Create a resilient island community with sustainable practices
- Secure a new bond issue, encompassing the refinancing and new money, to support approximately $18M of Stormwater Utility CIP over the next 3 fiscal years.
- Initiate K-8 Design/Build project

Effective and Efficient Government Services

- Target and apply for supplemental funding/grants for Village priorities

Stormwater Enterprise Fund
Budget Year 2022-2023

Budget

Village of Key Biscayne
Adopted Stormwater Enterprise Fund Budget
Fiscal Year 2023

		FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 YTD 6/30	FY2022 Budget	FY2023 Proposed	variance dollar	variance %
Revenues									
344.00300	STORMWATER FEES	934,959	1,563,529	1,822,405	1,917,413	1,821,903	2,004,093	182,190	10%
361.00300	INTEREST INCOME	22,584	9,540	-	22	5,000	7,500	2,500	50%
Total Revenues		**957,543**	**1,573,069**	**1,822,405**	**1,917,435**	**1,826,903**	**2,011,593**	**$184,690**	**10%**
Expenditures									
538.12000	ALLOCATION OF SALARY + BENEFITS	83,740	101,862	163,445	113,472	336,000	237,000	(99,000)	-29%
538.31211	PROFESSIONAL SERVICES	90,328	22,555	22,927			22,000	22,000	
538.34110	OPERATIONS & MAINTENANCE	219,518	437,629	439,206	274,863	305,000	335,500	30,500	10%
538.34432	ADMINSTRATIVE EXPENSES	14,147	11,907	21,590	30,272	28,500	30,000	1,500	5%
538.46100	STRUCTURAL IMPROVEMENTS	-	33,947	59,335	33,017	150,000	165,000	15,000	10%
538.71100	PRINCIPAL EXPENSE 2016 UTILITY REFUNDING	-		380,212		380,212	389,147	8,935	2%
538.72100	INTEREST EXPENSE 2016 UTILITY REFUNDING	116,675	108,145	99,416	45,240	94,948	81,336	(13,612)	-14%
	TRANSFER OUT TO CIP			300,000	237,000	237,000	-	(237,000)	-100%
Total Expenditures		**524,408**	**716,045**	**1,486,131**	**733,864**	**1,531,660**	**1,259,983**	**-$271,677**	**-18%**
Excess (Revenues)/Expenditures		**$433,135**	**$857,024**	**$336,274**	**$1,183,570**	**$295,243**	**$751,610**		

Solid Waste Enterprise Fund

Budget Year 2022-2023

Purpose

The solid waste program provides residents in single family homes and duplexes reliable garbage and recycling pick up. Residents in single-family homes or duplexes receive two pick-ups of household garbage per week, yard waste pick-up is once per week and once-a-month bulk waste pick-up. Recycling pick-up for all areas is once per week (currently Wednesday). As in the previous year, there will be no service on these holidays: Fourth of July, Thanksgiving Day, and Christmas Day. The management of our solid waste, recycling and bulk trash pickup presents opportunities in the upcoming year to address concerns the Village has regarding the white glove retrieval and return of bins, the quality control over the recycling program as well as opportunities for composting or other means of sustainable re-use.

It is a priority to the Village to reduce, reuse and recycle. The Village's Chief Resilience and Sustainability Officer has been tasked with oversight of the solid waste program given the tremendous opportunity to reduce our waste output, ensure proper recycling through vendor accountability and public education, and establish a low impact sustainable solid waste program.

Budget

Village of Key Biscayne

Adopted Solid Waste Enterprise Fund Budget

Fiscal Year 2023

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 YTD 6/30	FY2022 Budget	FY2023 Proposed	variance dollar	variance %
Revenues								
SOLID WASTE REVENUE	815,607	814,893	1,044,734	933,204	953,225	992,846	39,621	4%
OTHER REVENUE	7,550	247,029	51,922	60,662	-	5,000	5,000	#DIV/0!
Total Revenues	**823,156**	**1,061,922**	**1,096,656**	**993,879**	**953,225**	**997,846**	**44,621**	**5%**
Expenditures								
CONTRACTUAL SERVICES	764,504	746,215	930,925	571,505	850,000	943,000	93,000	11%
ALLOCATION OF SALARIES	-		47,433	25,526	54,011	57,000	2,989	6%
BANK/CREDIT CARD FEES	8,357	10,293	8,917	4,815	5,000	9,500	4,500	90%
Total Expenditures	**772,861**	**756,508**	**987,275**	**601,846**	**909,011**	**1,009,500**	**100,489**	**11%**
Excess (Revenues)/Expenditures	**50,295**	**305,414**	**109,381**	**392,032**	**44,214**	**(11,654)**		

Prior Year's Significant Accomplishments

- Collected over $220,000 on past due balances, interest, and penalties previously unrecognized.

Budget Process

Budget Year 2021-2022

In accordance with the Village of Key Biscayne Charter, Article III, (Section 3.03, Powers and Duties of the Village Manager (Subsection 5)), the Village Manager must prepare and submit to the Village Council a proposed budget and capital improvement program. This section provides an overview of the Village of Key Biscayne's budget process for matching Village priorities with available resources; and the financial policies that guide budget decisions and spending in the Village.

How the Budget Was Created

The Village of Key Biscayne begins its budget process with a strategic planning process to identify the needs and priorities of the community that results in goals to guide the Village's budget process: our Strategic Priorities. These are combined with preliminary projection of revenues and expenditures based on financial trends and analysis that continue to be refined throughout the budget process.

Budget Development

The development of the next fiscal year's budget begins in March when the Village Manager's Office and Department leaders hold a strategic planning meeting to align with the Village Council's goals and objectives. In developing the Fiscal Year 2022 operating budget, departments analyzed existing services and potential services considering the Council's priorities. The budget identifies added and removed services, which are then quantified in the line-item budget. They reflect not only the strategic priorities as set by the Village Council, but also the policy initiatives that contribute to the long-term financial health of the Village.

Departments set goals to meet the needs identified in the strategic priorities. To meet these goals, departments have specific objectives that are measured through key performance indicators. Individual staff member's objectives and performance measures are then linked to the department's objectives, showing each employee what the end result of their work should be and how they contribute to the goals of the Village. In this way, the budget becomes a tool to monitor operating performance.

The performance measures included in each department's summary is designed to show how the department's objectives support the strategic priorities.

Budget Process

Budget Year 2021-2022

Budget Procedures

Balanced Budget

Each annual budget adopted by the Village Council shall be a balanced budget in accordance with the Village of Key Biscayne Charter, Article IV, (Section 4.05a).

Budget Adoption

The Council shall by ordinance adopt the annual budget on or before the last day of September of each year. If it fails to adopt the annual budget by this date, the Council may by resolution direct that the amount appropriated for current operations for the then ending fiscal year be deemed appropriate for the ensuing fiscal year for a period of fifteen (15) days and may be renewed by resolution each fifteen (15) days, with all items in it prorated accordingly, until such time as the Council adopts an annual budget for the ensuing fiscal year. An ordinance adopting an annual budget shall constitute appropriations of the amounts specified therein. (Section 4.05b)

Specific Appropriation

The budget shall be specific as to the nature of each category of appropriations therein. Further changes such as transferring of available funds within a specific department, may be authorized by the Village Manager. Reasonable appropriations may be made for contingencies, but not within defined spending categories. (Section 4.05c)

Budget Amendments

The annual budget is adopted by ordinance and may only be amended by ordinance. Contingency funds may only be transferred by the budget amendment process. (Section 4.07 a-b)

Budget Basis

The General or Operating Fund, Budget of the Village of Key Biscayne is prepared on a modified accrual basis. Briefly, this means that obligations of the Village, such as outstanding purchase orders, are considered as encumbrances and are budgeted as expenses. Revenues are recognized only when they are actually received. The Village follows guidelines established by the Florida Department of Banking and Finance, the Government Finance Officers Association in association with the American Institute of Certified Public Accountants, the Charter of the Village of Key Biscayne and the Auditor General of the State of Florida.

Budget Process

Budget Year 2021-2022

The Annual Comprehensive Financial Report (ACFR) shows the status of the Village's finances on the basis of "Generally Accepted Accounting Principles" (GAAP). In most cases this conforms to the method by which the Village prepares its budget. The ACFR shows fund expenditures and revenues on both a (GAAP) basis and budget basis for comparison purposes. Except that (GAAP) does not take encumbrances into account until they become payable.

Enterprise Funds

Solid Waste, Stormwater Utility, and Transportation Funds are budgeted on a full accrual basis. Not only are expenditures recognized when a commitment is made, but revenues are also recognized when they are obligated to the Village.

Financial Policies

Budget Year 2022-2023

Overview

The following financial policy statements guide the daily operations of the Village of Key Biscayne. These policies define objectives, establish rules with parameters, and express guidelines for fiscal conduct by the Village in connection with the operating budget and capital improvement program.

Operating Budget Policies

- The Village will pay for all current expenditures with current revenues. The Village will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing expenditures or accruing future year's revenues.
- The Village will maintain a continuing budgetary control system to ensure that it maintains line-item integrity.
- The administration will prepare monthly reports comparing actual revenues and expenditures with budgeted amounts for all funds.
- Wherever possible, the Village will integrate performance measurements and productivity indicators in the budget.
- The budget will provide for adequate maintenance of capital assets and equipment and for their orderly replacement.

Capital Improvement Policies

- The Village will annually update its six (6) year Capital Improvements Plan, including the budget year and the subsequent five program years.
- The Village will enact an annual capital budget based on the multi-year Capital Improvement Plan.
- A capital project is a project that adds to, helps maintain, or improves a Village asset with an anticipated cost equal to or exceeding fifty thousand dollars ($50,000) or with an anticipated useful life equal to or exceeding seven (7) years. This definition includes, but is not limited to, capital projects undertaken for the following purposes:
    - Construction of a new facility (i.e., a public building, roadways, recreational facilities)
    - Addition, renovation, or expansion of an existing facility.
    - Nonrecurring major repair or rehabilitation of all or a part of an asset, facility or its grounds, or equipment.
    - Non-routine purchase or replacement of major equipment.

- Planning, feasibility, engineering, or design study related to an individual capital improvements project or to a program that is implemented through individual capital improvement projects.
- Planning, feasibility, engineering, or design study with a cost equal to or exceeding $50,000 or more that is directly related to a project on the capital improvements program.
- Any acquisition of land for a public purpose.

- The Village will develop the capital improvement budget in conjunction with the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
- The Village will maintain a balanced mix of financing sources including, but not limited to, pay-as-you-go, grants, and debt without excessive reliance on any one source, and shall consider the following factors in evaluating the suitability of funding options for particular projects:
  - Legality
  - Equity
  - Effectiveness
  - Acceptability
  - Affordability
  - Ease of Administration
  - Efficiency
- The Village shall maintain its capital asset inventory at a level adequate to protect the Village's capital investment, avoid disruption of service delivery, and to minimize future maintenance and replacement costs.
- The Village will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the Village Council for approval.
- The Village will determine the least costly financing method for all new projects.

Debt Management Policies

- The total principal of debt of the Village shall be limited to the greater of the following:
  - One percent of the total assessed value of all property within the Village, as certified to the Village by the Dade County Property Appraiser, for the current fiscal year; or

  - That amount which would require annual principal and interest payments on Debt during any fiscal year to exceed 15 percent of general fund expenditures for the previous full fiscal year.
- The Village will confine long-term borrowing to capital improvements or major projects that cannot be financed from current revenues or fund balances while preserving the desired fund balance.
- When the Village finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the estimated useful life of the project.
- The Village will strive to have the final maturity of general obligation bonds at, or below, thirty (30) years.
- Whenever feasibly, the Village will use current revenues, or other self-supporting bonds instead of general obligation bonds.
- The Village will not use long-term debt for current operations.
- The Village will maintain consistent communications with bond rating agencies regarding its financial condition.
- The Village will strive to maintain or improve our bond rating. The Village will follow a policy of full disclosure on every financial report and borrowing prospectus.

Revenue Policies

- The Village strives to maintain a diversified and stable revenue system to shelter it from unforeseeable short-run fluctuations in any one revenue source.
- The Village will estimate its annual revenues by an objective, analytical process, wherever practical.
- The Village will project revenues for the next year and will update this projection annually. Each existing and potential revenue source will be re-examined annually.
- The Village will develop a long-term revenue projection system that considers new capital assets and the necessary cost of maintenance.
- Each year, the Village will analyze the full costs of activities supported by user fees to identify the impact of inflation and other cost increases.

Investment Policies

- The Village of Key Biscayne will invest its funds in accordance with Florida Statute 218.415 and its internal Investment Policy
- The funds will be invested based upon the following priorities:
  - Safety of principal
  - To meet the liquidity needs of the Village

  - Optimize investment returns after first addressing safety and liquidity concerns.
- The Village of Key Biscayne will conduct a cash flow analysis of all funds on a regular basis. Disbursement, collection, and deposit of all funds will be scheduled to ensure maximum cash availability
- The Village will pool cash from several different funds for investment purposes where permitted by law
- The Village will invest its idle cash on a continuous basis

Fund Balance Policies

- Surplus funds in the general fund at the end of each fiscal year not placed by the Council in a restricted reserve fund shall be used either to reduce Debt or to reduce taxes in the next fiscal year. The allocation of surplus funds between restricted reserve funds, Debt reduction and tax reduction shall be at the discretion of the Village Council.
- To provide for emergencies, the Village shall maintain non-restricted reserve funds in an amount not less than $2 million or in an amount greater than $2 million but not greater than 20 percent of general fund expenditures for the previous full fiscal year.
- The Village will prioritize the use of most restrictive fund balances sources first before using new revenues or unrestricted fund balances.
- The appropriations of any approved or budgeted project not completed by the end of the fiscal year shall be carried forward to the next fiscal year. Purchase orders will lapse at fiscal year-end and be re-encumbered at the beginning of the next year for expenses not incurred by the last day of the fiscal year.
- The Village of Key Biscayne shall comply with GASB (Government Accounting Standards Board) Statement 54 and successor statements regarding the Fund Balance. Fund Balance will be classified as follows:
  - Non-expendable fund balance includes amounts that are not in spendable form or are required to be maintained intact (principal of endowment funds).
  - Restricted fund balances include amounts that can be spent only for the specific purposes stipulated by external resource providers (grant providers) constitutionally or through enabling legislation that creates a new revenue source and restricts its use). Restrictions may be changed or lifted only with the consent of resource providers.
  - Committed fund balances include amounts that can be used only for the specific purposes determined by a formal action of decision-making authority. Commitments may be changed or lifted only by

Village Council taking the same formal action that imposed the constraint originally. Committed fund balance shall include encumbrances outstanding at year end.

- Assigned fund balance comprises amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body which the governing body delegated the authority. In governmental funds other than the General Fund, assigned fund balance represents the amount that is not restricted or committed.
- Unassigned fund balance is the residual classification for the General Fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose. If another governmental fund has a fund balance deficit, then it will be reported as a negative amount in the unassigned classification in that fund. Positive unassigned amounts will be reported only in the General Fund.

Accounting, Auditing and Financial Reporting Policies

- The Village has established and will maintain a high standard of accounting practices.
- The Village financial system will be maintained in conformity with generally accepted accounting principles. The Village will strive to obtain and retain the Certificate of Achievement of the Government Finance Officers Association.
- Regular monthly and annual financial reports will present a summary of financial activity by major types of funds.
- Wherever possible, the reporting system will provide monthly information on the total cost of specific services by type of expenditure and, if necessary, by fund.
- An independent public accounting firm selected by the Village Council will perform an annual audit and will publicly issue a financial opinion.

Capital Assets Policies

- Threshold: The Village will capitalize all individual assets and infrastructure with a cost of $5,000 or more, and a useful life of more than 1 year.
- Asset Categorization: The Village shall account for assets and infrastructure meeting the minimum dollar and life thresholds in the following categories:
  - Buildings
  - Improvements
  - Furnitures, Fixtures, & Equipment

    - Stormwater Utility System
- Capital Outlay: Budget vs. GAAP (Generally Accepted Accounting Principles). Only assets or infrastructure with a value over $5,000 will be budgeted as a capital item in the budget. Short lived assets which do not meet the capital asset threshold will be budgeted as operational materials and supplies.
- Deprecation Method: GASB (Governmental Accounting Standards Board) Statement 34 requires governments to depreciate capital assets with a defined estimated life.
    - The Village will use the straight-line depreciation method.
    - There will be no depreciation on land, rights-of-way, or other assets with an indefinite life.
    - Construction in progress projects are not subject to depreciation until the projected is completed.
    - Depreciation expense is not calculated on the salvage value (value which the asset will not fall below).
- Capital Assets
- Assets vs. Repair & Maintenance: GASB 34 requires that repair and maintenance items be expenses rather than capitalized assets.
    - The criteria determining whether an item is capitalized or expensed is whether the service life of the assets will be extended.
    - The Village will adapt this definition and capital expenditures that extend the life of the asset will be classified as capital assets.
- Estimated Useful Assets Life: The estimated useful lives of the assets are based on Village experience and established projections reflected in the five-year capital plan. The useful life will be used when determining depreciation expense. The useful lives are:
    - Land – indefinite
    - Rights-of-Way – indefinite
    - Buildings – 25-50 years
    - Building Improvements – 30 years
    - Equipment:
        - Boats – 10 years
        - Trucks – 7years
        - Cars – 5 years
        - Furniture – 5 Years
        - Office Equipment – 5 years
        - Computer software – 5 years
    - Infrastructure:
        - Roads – 25 years

    - Stormwater system – 50 years
    - Sidewalks – 20 years
- Six-Year Capital Improvements Plan
    - The Village prepares a Six-Year Capital Improvements Plan that consists of a Budget-Year component and a five-year capital improvements program to project the capital requirements for the Village.
- Fixed Asset Accounting: The Village will comply with the standards established by GASB 34 (Governmental Accounting Standards Board) and all subsequent pronouncements released by GASB or its successor organization.

Purchasing Policies

- Sections 2-81 through 2-90 of the Village Code of Ordinances govern the purchasing policy of the Village. Items covered by this policy include:
    - Materials
    - Supplies
    - Equipment
    - Improvements
    - Services
- Budget Limitations: The Village Manager and Directors may only purchase or contract items or services that are within budgeted funds. Any item that exceeds budgeted funds requires a budget revision prior to executing the purchase or contract. Any purchase that requires a budget revision must be approved by the Village Manager or, if it exceeds the Village Manager's authority for budget revisions, it must be approved by Council.
- Purchasing Thresholds & Purchase Orders: There is no requirement for competitive quotes for purchases that are less than $5,000. However, shopping for the best price/value is encouraged regardless of the dollar amount. One written quotation serves as support for the purchase. Purchases in this category do not require submission of a requisition unless the vendor requires a purchase order prior to placing the order.
- Purchases ranging between $5,000 and $50,000 within budgeted funds require departments to prepare a scope of work or purchase specification and to solicit quotes from at least three (3) vendors in the industry. At this range, a purchase order must be obtained prior to initiating any purchases. A purchase order is obtained by submitting a requisition that details the purchase, including any backup necessary to show compliance with Section 2-83, and obtaining the written approval of the department director, Chief Financial Officer, and Village Manager.

- Purchases of $50,000 and greater require Village Council approval and must comply with Section 2-83, competitive bid requirements, unless waived by Council. A purchase order must be obtained prior to initiating any purchases within this range.
- Competitive Bid Requirements: On occasions when competitive bidding is required, the Village Manager directs the following:
    - Bid proposals, including specifications, are prepared.
    - Sealed bids shall be solicited from three persons or firms engaged in providing the goods or services that the Village is seeking.
    - May publish a public invitation to bid.
    - Bids will be awarded to the lowest responsive bidder as determined by the Village Council or the Village Manager.
    - The Village has the right to reject any or all bids.
- Procedures for obtaining a Purchase Order
    - Obtain three quotes or engage in a formal competitive bidding process
    - Fill out the requisition form and submit it to the Village Manager for approval and subsequent issue of a purchase order
    - The requisition form is then routed for approvals to the Department Director, the Chief Financial Officer, and the Village Manager
    - A purchase order is generated after the requisition form has obtained all required approvals
    - Orders are not placed until receipt of an approved purchase order with the Village Manager's signature
    - The requisition form and backup will be retained with a copy of the purchase order for record keeping
- Emergency Purchases: In an emergency circumstance, whether a declared state of emergency or circumstances that require immediate action, competitive bidding requirements may be suspended. All emergency purchases require the approval of the Village Manager prior to obligating Village funds. Any request for emergency purchase must be made through a memorandum written to the Village Manager that describes the circumstances of the emergency, the actions taken to address it, a reason why normal purchasing procedures cannot be followed, the cost of the purchase, and quotations, if any, solicited from vendors.

Budget Practices

Cost of Living Adjustments (COLA)

Cost of Living Adjustments are based on the CPI for All Urban Consumers for the Miami-Fort Lauderdale Area (all items index) published by the U.S. Department of Labor Bureau of Labor Statistics. However, if the CPI is more than four percent (4%), the salary increase will be four percent (4%) and if the CPI is negative, employees will not receive a salary increase. For the 12-month period ending April 2022, the CPI is 9.6% thus resulting in a 4% increase in FY23.

Merits, Step Increases, Longevity

Merit increases are budgeted at a 4% increase based on the maximum score achievable on the annual performance evaluation up to the salary maximum for the position.

Sworn Police Officers and Firefighters are budgeted at 5% step increase based on their CBA Agreements up to their maximum salary range

Longevity bonuses are budgeted at 4% lump sum bonus for all administrative employees based on the maximum score achievable on the annual performance evaluation, having completed 15 years of service to the Village, and not having reached the maximum salary for their position.

Sworn Police Officers and Firefighters are budgeted at 5% longevity step increase based upon the completions of 15 and 20 years of service based on their CBA Agreements.

Retirement Contributions

All sworn police officers and firefighters are required to participate in the Police and Firefighter's Defined Benefit Pension Plan which was established in October 1997. The current contribution by each eligible employee is 10 and one-half (10 ½ %) percent. The employer contribution for FY23 is based on the 10/01/2021 actuarial valuation report and is 12.55% and 13.57% of covered payroll for Fire and Police employees, respectively.

Sworn Police Officers and Firefighters who enter the Deferred Retirement Option Plan (DROP) have their pension benefits frozen. Even though the employee and employer no longer contribute to the plan, the Village is budgeting the value of what would have been the employer retirement contribution as retirement contributions to account for the fact that the employee must terminate employment within five years of entering the DROP. This will help the Village increase the reserves to alleviate the cost of accrued vacation, sick, and compensated absence balances that will be due to the officer when they separate from employment.

The Village offers a 401(a) Money Purchase Plan to its qualified full-time general employees. The Village currently contributes 12% of the employee's base salary to the 401(a) plan and the employee contributes a mandatory 6%.

Cost Allocations

The following expenses are allocated to departments based on their use of the shared resource.

- IT Expenses (allocated based on Network Users, Phone Counts, User Accounts, or directly allocated to one department where applicable)
    - Telecommunications
    - Audio-Visual
    - End-User Software
    - Backend Maintenance
    - Security
    - Hardware
    - Equipment Leases
- Property and Liability Insurance (allocated based on square footage, vehicle values, employee count)
- Utilities (allocated based on specific electric and water meters)
- Janitorial expenses (allocated based on square footage, hours of service, specific activities)

Fund Structure

Budget Year 2022-2023

In governmental accounting, all financial transactions are organized across several funds. According to the National Council on Governmental Accounting, a fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Funds Overview:

The Village of Key Biscayne's budget consists of seven funds:

1. General Fund
2. Transportation Special Revenue Fund
3. Parks, Recreation and Open-Space Land Trust Special Revenue Fund
4. Building Special Revenue Fund
5. Capital Improvements Fund
6. Stormwater Utility Fund
7. Solid Waste Fund

These funds are established to attain certain objectives or to simply segregate activities. For more detailed information regarding each fund, refer to the fund sections in this document.

General Fund

The General Fund is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is the major operating fund of the Village of Key Biscayne. Oversight of this fund is primarily the function of the Administration.

Transportation Special Revenue Fund

The Transportation Fund receives a share of sales tax revenue from the state government to be used on the transportation system within the Village of Key Biscayne and a proportional share based on population of the half-cent sales tax levied in Miami-Dade County, of which 20% must be used for public transit projects. This is a special revenue fund used to account for specific revenues that are legally restricted to expenditure for a particular purpose. Oversight of this fund is primarily the function of the Administration.

Parks Recreational Open Space (PROS) Land Trust Special Revenue Fund

The PROS Land Trust Fund was created in 2011 via Section 2-81 & 2-82 of the Code of Ordinances and presented as a separate fund in Fiscal Year 2018 to provide more transparency in our financial statements. The Trust Fund is funded annually

from a 1% transfer of Ad-Valorem revenues from the General Fund pursuant to Ordinance 2016-5. Disbursements from the PROS Lands Trust Fund shall be made only for the acquisition of properties which have been approved for purchase or lease by the Village Council, improvements to the property which enhance the recreational and open space purposed for which the land was acquired, and all costs associated with each acquisition such as appraisals, surveys, title search work, real property taxes, documentary stamps and surtax fees, and other transaction costs. Oversight of this fund is primarily the function of the Parks & Recreation Director.

Building Special Revenue Fund

The Building Department reviews and processes all residential and commercial permit applications to ensure compliance with the Florida Building Code, the Florida Fire Protection Code, the Florida Energy Code, FEMA regulations, and applicable Miami-Dade ordinances governing the construction, alteration, and maintenance of buildings and structures within the Village for the protection of residents and property. This service includes architectural as well as structural, mechanical, plumbing, and electrical plan reviews and subsequent field inspections. Oversight of this fund is primarily the function of the Building, Zoning & Planning Director.

Capital Improvements Program Fund

The Capital Project Program fund is used to account for financial resources used for the acquisition of capital assets or the construction of major capital facilities other than those accounted for in proprietary funds or in the Transportation Fund. The Capital Improvements Program fund generally receives an annual budget transfer of surplus funds from the General Fund. Oversight of this fund is primarily the function of the Administration.

Stormwater Utility Fund

The Stormwater Utility Fund accounts for the financial resources received and allocated on behalf of the Stormwater Utility maintained by the Village of Key Biscayne. The funds are used to maintain the stormwater system and drainage facilities located within the Village. This is a proprietary fund which focuses on the determination of operating income, changes in net assets, financial position and cash flows. Oversight of this fund is primarily the function of the Public Works Department.

Solid Waste Fund

The Solid Waste Fund accounts for the financial resources received and allocated on behalf of the Solid Waste services provided pursuant to Section 2-62 of the Code of Ordinances. The charges for services are used to contract solid waste, recycling,

and bulk trash services for the Village's single-family residences and duplexes. This is a proprietary fund which focuses on the determination of operating income, changes in net assets, financial position and cash flows. Oversight of this fund is primarily the function of the Public Works Department.

Funds Oversight

The Matrix below identifies all funds and the department overseeing them.

	Administration	PROS	Public Works	Building
General Fund	•			
Transportation Special Revenue Fund	•			
PROS Land Trust Fund		•		
Building Fund				•
Capital Improvements Program Fund	•			
Stormwater Utility Fund			•	
Solid Waste Fund			•	

Financial Terms Glossary

Budget Year 2021-2022

The Village of Key Biscayne Annual Budget is structured to be understandable and meaningful to both the general public and the organization. This glossary is provided to assist those unfamiliar with financial terms and a few terms specific to the Village's financial planning process.

A

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

Accountability: The state of being obligated to explain actions, to justify what was done. Accountability requires the justification for the raising of public resources and the purposes for which they are used.

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

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

Activity: Departmental efforts which contribute to the achievement of a specific set of program objectives, the smallest unit of the program budget.

Actual Prior Year: Actual amounts for the fiscal year preceding the current fiscal year which precedes the budget fiscal year.

Adopted Budget: The financial plan adopted by the Village Council as an ordinance which forms a basis for appropriations.

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

Allocation: The distribution of appropriated funds to a particular Fund or Department level authorized to incur obligations.

Appraise: To estimate the value, particularly the value of property.

Financial Terms Glossary

Budget Year 2021-2022

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

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

Assess: To establish an official property value for taxation.

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

Asset: Resources owned or held by governments which have monetary value. Assets may be tangible or intangible and are expressed in terms of cost or some other value. Probable future economic benefits obtained or controlled by the government as a result past transactions or events.

B

Balanced Budget: Occurs when planned expenditures equal anticipated revenues. In Florida, it is a requirement that the budget submitted to the Village Council be balanced.

Balance Sheet: The basic financial statement which discloses the assets, liabilities, and equities of an entity at a specified date in conformity with GAAP.

Basis of Accounting: A term used to refer to when revenues, expenditures, expenses, and transfers -- and the related assets and liabilities -- are recognized in the accounts and reported on the financial statements. Specifically, it relates to the timing of measurements made, regardless of the nature of the measurement, on either the cash or accrual method.

Basis Points: The measure of the yield to maturity of an investment calculated to four decimal places. A basis point is 1/100th of 1 percent (.01 percent).

Beach Nourishment: The maintenance of a restored beach by the replacement of sand.

Financial Terms Glossary

Budget Year 2021-2022

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

Bond Funds: Resources derived from issuance of bonds for specific purposes and used to finance capital expenditures.
Bonded Indebtedness: Outstanding debt by issue of bonds which is repaid by ad valorem or other revenue.

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

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

Budgetary Basis: This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budget Calendar: The schedule of key dates which the Village follows in the preparation and adoption of the budget.

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

Budget Message: A general discussion of the proposed budget written by the Village Manager to the Village Council. The message provides the Village Council and the public with a general summary of the most important aspects of the budget.

Budget Ordinance: The schedule of revenues and expenditures for the upcoming fiscal year which is adopted by the Village Council each year.

Financial Terms Glossary

Budget Year 2021-2022

Budget Process: The process of translating planning and programming decisions into specific financial plans.

C

Capacity: A measure of an organization's ability to provide customers with the demanded service or products, in the amount requested and in a timely manner.

Capital Expenditure: An organizations expenditure to acquire or improve capital assets.

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

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

Capital Outlay: The amount set aside in the operating budget each year for capital expenditures.

Capital Project: Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvement.

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

Cash Basis: The accounting method which records revenues when they are received in cash and records expenditures when they are paid.

Cash Management: The process of managing monies for the Village to ensure maximum cash availability and maximum yield on short-term investments of idle cash.

Certiorari: A judicial proceeding to review an assessment of real property.

Financial Terms Glossary

Budget Year 2021-2022

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

Consolidated Budget: The consolidated budget section contains a summary of all Village funds and all revenues and expenditures.

Contingency Fund Account: An appropriation of money set aside for unexpected expenses. The amount needed is transferred by Village Council action to supplement an appropriate expenditure account, if necessary.

Contractual Services: Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, professional consulting, legal and auditing services.

Cost Sharing: The contribution that a grantee must make to help fund the total cost of a project.

County Wide Service Area: Miami-Dade County is the regional government for all residents of the county. As the area-wide government, the county has the responsibility to provide certain services to all residents. The countywide services include: public health care (Jackson Memorial Hospital), sheriff, jails, courts, mass transportation (Metrorail), environmental protection, certain parks and public works activities, elections, tax collection, property appraisal and social service programs. The revenue to pay for countywide services comes from property and gas taxes, licenses, charges for services, intergovernmental aid, fines and forfeitures, transfers, and interest earnings. Emergency Management, Trauma Coordination, and Air Rescue are part of the Miami-Dade Fire Rescue Department, but are classified as county wide services and, therefore, are in the county wide budget, not in the Fire Rescue District budget. All of these services are provided for all residents (and visitors) in the county, regardless of where they live.

Current Revenues: Those revenues received within the present fiscal year.

Customer: The recipient of a product or service provided by the Village.

D

Debt Service: The annual payment of principal and interest on the Village's outstanding bonded indebtedness.

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

Delinquent Taxes: Taxes remaining unpaid on or after the date on which a penalty for nonpayment is attached.

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

Depreciation: Expiration in the service of life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or absolence, or the portion of the cost of a capital asset which is charged as an expense during a fiscal period.

Disbursement: The expenditure of monies from an account.

Distinguished Budget Presentation Awards Program: A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents. The Village has received this award since 1993.

E

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

Encumbrance: Commitments of funds for contracts and services to be performed. When encumbrances are recorded, available appropriations are correspondingly reduced. These funds cease to be an encumbrance when paid, and become a disbursement.

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

Equity: Balance remaining after liabilities are deducted from assets.

Equity Funding: Funding is accomplished with available resources, and does not include leveraged resources. Project funding is dictated by the availability of cash.

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

Expenditure: An expenditure is an outlay of money. It includes the cost of goods delivered or services provided, including operating expenses, capital outlays, and debt service. They also include such things as paying salaries of police, fire and others, purchasing materials, electricity, water and gas, and making long-term debt payments.

F

Federal Emergency Management Agency (FEMA): Federal agency responsible for the overall coordination of federal disaster response and recovery activities including public assistance programs.

Final Budget: Term used to describe revenues and expenditures for the upcoming year beginning October 1st, and ending September 30th, as adopted by the Village Council.

Financial Policy: A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investments. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding. The Village policy was adopted August 10, 1993.

Financial Terms: A glossary of specialized financial terms.

Financial Terms Glossary

Budget Year 2021-2022

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

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

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

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

Full Faith and Credit: A pledge of government's taxing power to repay debt obligations.

Fund: An independent fiscal and accounting entity with a self-balancing set of accounts. Funds are established to attain certain objectives or to simply segregate activities. Examples are the General Fund, Refuse Collection and Recycling Fund, the Stormwater Utility Fund and the Sanitary Sewer Fund.

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

G

GAAP: Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

General Fund: The fund that is available for any legal authorized purpose and which is therefore used to account for all revenues and all activities except those required to be accounted for in another fund. Note: The General Fund is used to finance the ordinary operations of a governmental unit. The entity receives revenue from specific sources and spends it on specific activities.

Financial Terms Glossary

Budget Year 2021-2022

General Ledger: A book, file, or other device which contains the accounts needed to reflect the financial position and the results of operations of an entity. In double entry bookkeeping, the debits and credits in the general ledger are equal; therefore, the debit balances equal the credit balances.

General Obligation Bonds: Bonds for the payment of which the full faith and credit of the issuing government are pledged. In issuing general obligation bonds, the Village of Key Biscayne pledges to levy whatever property tax is needed to repay the bonds for any particular year. General Obligation Bonds cannot be issued without voter approval and are usually issued with maturities of between 15 and 30 years.

GFOA: Government Finance Officers Association. An organization founded to support the advancement of governmental accounting, auditing, and financial reporting.

Goal: A long-term, attainable target for an organization. An organization's vision of the future.

Goals and Objectives: A narrative in each department which establishes a program of non-routine, or especially emphasized, intentions and tasks for each Village department or sub-department during a one-year period. It is not necessarily a fiscal period.

Grant: A contribution by one governmental or other organizational unit to another. The contribution is usually made to aid in the support of a specified function (for example, public works).

I

Impact Fees: Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements borne by the Village that will be necessary as a result of the development.

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

Inter-fund Transfer: Equity funds transferred from one fund to another.

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

Insurance Services Office/Commercial Risk Service (ISO): An insurance rating system used to rate the cost of insurance for property owners. The lower a district's rating the lower the cost of insurance. Village rating is a three.

L

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

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

M

Management Plan: The strategic planning items that summarizes and articulates the Goals and Objectives for each department.

Millage rate: One mill equals $1 of tax for each $1,000 of property value. The millage rate is the total number of mills of tax assessed against this value. The millage rate is a rate of taxation ultimately adopted by the Village Council.

Mill of Tax: A mill is a rate of tax equal to $1 for each $1,000 of assessed property value. If a house has a taxable value of $50,000 and the millage rate is 1, then $50 in taxes are assessed, and if the millage rate is 10, then $500 in taxes are assessed.

Mission: A description of the scope and purpose of a Village department.

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

N

Non-Departmental Appropriations (Expenditures): The costs of government services or operations which are not directly attributable to Village Departments.

O

Objective: A specific measurable and observable result of an organization's activity which advances the organization toward its goal.

Objects of Expenditure: Expenditure classifications are based upon the types or categories of goods and services purchased. See Object Code Glossary.

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

Operating Budget: The Village's financial plan which outlines proposed expenditures for the coming fiscal year and estimates the revenues which will be used to finance them.

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

Ordinance: A formal legislative enactment by the Village Council. A law.

OSHA: Occupation Safety & Health Administration.

P

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

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

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

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

Property Tax Rate: A tax based on the assessed value of the real property. It is also called an ad valorem tax. The tax is determined by multiplying the taxable value of the property by the millage rate. If a house has a taxable value of $300,000 and the millage rate is 1, then $300 in taxes are assessed, and if the millage rate is 10, then $3,000 in taxes are assessed.

Property Tax Calculations. If the taxable value of a property after taking all exemptions is $1,000,000, and the millage rate used to determine taxes is 3.20, then assessed taxes would be $3,200. The calculation is performed by taking the taxable value ($1,000,000) divided by 1,000 and multiplying it by the millage rate (3.20), the 2008 Fiscal Year rate.

Proposed Budget: The budget proposed by the Village Manager to the Village Council for review and approval.

R

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

Reserve Fund: A fund established to accumulate money for a special purpose, such as the purchase of new equipment.

Resolution: A special or temporary order of a legislative body requiring less formality than an ordinance or statute.

Revenue: Money that the Village of Key Biscayne receives from a variety of sources such as property taxes, permits and fees, utility and sales taxes, charges for services, grants, franchise fees and license fees that it uses to finance expenditures.

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

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

S

Service: An activity that: produces an output that is not physical in nature; and produces an output that, when provided, provides utility to the customer in the form of intangible benefits.

Service Charges: The amount the Village receives for the provision of services and commodities, or the performance of specific services benefiting the person charged.

Special Assessment: A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties. All tax-exempt property in the affected area will also have to pay the special assessment.

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

Financial Terms Glossary

Budget Year 2021-2022

T

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

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

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

Tax Roll: The official list of the Dade County Tax Assessor showing the amount of taxes imposed against each taxable property.

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

Transfers: Amounts transferred from one fund to finance activities in another fund.

Traunch: One of many influxes of cash which is part of a single round of investment.

TRIM: Truth in millage (section 200.065, Florida Statute).

Trust Fund: A fund used to account for assets held by the Village in a trustee capacity for individuals, other governments or other funds.

U

Undesignated Fund Balance: That portion of the fund balance available for use in subsequent budgets. The term is preferable over the commonly used and ill-defined a surplus.

User Fee: Charges for specific services provided only to those paying such charges. Examples would be stormwater utility and refuse collection, disposal and recycling fees.

Utility Taxes: Municipal charges levied by the Village on every purchase of a public service within its corporate limits. Public service includes electricity, gas, fuel oil, water, and telecommunications service.

V

Value: Worth of a product or service related to the use to which it can be put; reflection of the cost of a product or service measured in terms of labor time absorbed; present worth of future benefits that accrue from a product or service.

Values: The underlying beliefs and attitudes that help determine the behavior that individuals within an organization will display.

Vision: An objective that lies outside the range of planning. It describes an organization's most desirable future state, and it declares what the organization needs to care about most in order to reach that future.

W

Workload Indicators: An indication of the output of a department. It may consist of transactions, products, events, services or persons served.

ORDINANCE NO. _____

AN ORDINANCE OF THE VILLAGE OF KEY BISCAYNE, FLORIDA ADOPTING THE BUDGETS FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023 PURSUANT TO SECTION 200.065, FLORIDA STATUTES (TRIM BILL); AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village Manager presented to the Village Council a "Tentative General Fund Operating Budget" for the fiscal year commencing October 1, 2022 and the Village Council scheduled the public hearing required by Section 200.065(2)(c), Florida Statutes to be held on September 6, 2022 at 6:00 p.m.; and

WHEREAS, the Property Appraiser has properly noticed the public hearing scheduled for September 6, 2022, at 6:00 p.m., as required by Chapter 200 of the Florida Statutes; and

WHEREAS, said public hearing, as required by Section 200.065(2)(c), Florida Statutes, was held by the Village Council on September 6, 2022, commencing at 6:00 p.m. as previously noticed and the public and all interested parties having had an opportunity to address their comments to the Village Council, and the Village Council having had an opportunity to amend the tentative budget as it deemed appropriate and having considered the comments of the public regarding the tentative budget and having complied with the "TRIM" requirements of Florida Statutes; and

WHEREAS, pursuant to Section 200.065(2)(d), Florida Statutes, a final public hearing to adopt the budgets for the fiscal year commencing on October 1, 2022, through September 30, 2023, was held, as advertised, on Wednesday, September 21, 2022, at 6:00 p.m. and the Council considered comments from the public.

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:

Section 1. **Recitals.** That the above-stated recitals are true and correct and are incorporated herein by this reference.

Section 2. **Adopting Budgets.** That upon prior adoption of the Village's final millage rate, which is hereby ratified, the Village of Key Biscayne budgets for the fiscal year commencing October 1, 2022 attached hereto as Exhibit A are approved and adopted.

Section 3. **Effective Date.** That this Ordinance shall become effective immediately upon final adoption on second reading and shall be applicable from and after October 1, 2022.

PASSED on first reading on the ____ day of September, 2022.

PASSED AND ADOPTED on second reading on the _____ day of September, 2022.

_____
MICHAEL W. DAVEY
MAYOR

ATTEST:

_____
JOCELYN B. KOCH
VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
WEISS SEROTA HELFMAN COLE & BIERMAN, P.L.
VILLAGE ATTORNEY